

Roundsman

Operators Manual Version 2.10.00

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Prepared by

Call Care Systems Ltd

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Menu Map

Roundsman Main Menu

1. Customer Enquiry

1. Current Orders
 1. View Orders
 2. Print Orders
 3. Exit
2. Enter Payments
3. Customer Bill
 1. Display Bill
 2. Print Bill
 3. Exit
4. Customer History
 1. View Payments
 2. Print Payments
 3. View Deliveries
 4. Print Deliveries
 5. Exit
5. Standing Orders
 1. Weekly
 2. Non-Weekly
 3. Exit
6. Future Temps
 1. Enter
 2. Amend
 3. Delete
7. Holidays
8. Hampers
 1. Add/Amend Hamper Details
 2. Cancel & Repay Customer
 3. Cancel a Hamper Installment
 4. Increase a Hamper Installment
 - X. Exit
9. Customer Details
 1. Address
 2. Details
 3. Messages
 4. Discounts Only on Account Customers
 - 4/5. Exit
- X. Select another Customer

2. Daily Routines

1. Daily Deliveries
 1. Scroll Entry
 2. Normal Entry
 2. Weekly Deliveries
 1. Scroll Entry
-

2. Normal Entry
3. Holiday Suspensions
4. Forward Temporary Changes
5. Maintain Hampers
 1. Add/Amend Hamper Details
 2. Hamper Report
 3. Cancel & Repay Customer
 4. Cancel a Hamper Installment
 5. Increase a Hamper Installment
 - X. Exit
6. Combine Delivery Days
7. Maintain Standing Orders
8. Non-Weekly Standing Orders

3. Depot Transactions

1. Customer Payments from Round
2. Customer Payments from Depot
3. Order Processing (Optional)
 1. Enter Current Orders
 1. Create New Batch
 2. Add to Existing
 2. Enter Future Orders
 3. Enter Goods Delivered
 4. Amend Delivery Note
 1. Selected Delivery
 2. By Day/Round
 5. Print Delivery Notes
 6. Print Pick List
 1. Customer Pick List
 2. Route Pick List (Optional)
 7. Print Load List
 8. Reprint a Delivery Note
 9. Maintain Order Parameters
 - X. Exit
4. Enter Tokens
5. Reconcile ERB Cash
6. Print Round Cash Summary
- X. Exit

4. Reports

1. Auto Print Reports
2. Customer Reports
 1. Print Customer List
 2. Print Standing Orders
 3. Print Non-Weekly Standing Orders
 4. Print Permanent Forward Changes
 5. Print Temporary Forward Changes
 6. Print No Delivery Customers
 7. Print Customers to Delete
 8. Print Holiday/Suspension List

- 9. Print Account Customer Discounts
- X. Exit
- 3. Customer Cash Reports
 - 1. Print Retail Customer Payments
 - 2. Print Collection List
 - 3. Print Arrears List
 - X. Exit
- 4. Stock Reports
 - 1. Print Stock Lists
 - 2. Print Stock Requirements
 - 3. Print Gallonage Report
 - 4. Print Round Gallonage Report
 - 5. Print Stock Orders
 - X. Exit
- 5. Round Reports
 - 1. Print Round List
 - 2. Print Round Cash Summary
 - 3. Print Profitability Report
 - 4. Print Deliveries
 - 5. Print Daily Drop List
 - 6. Print Reconciliation Report
 - 7. Print Round Summary Report
 - 8. Print All Rounds Summary Report
 - 9. Round History Reports
 - 1. Print Round History Details
 - 2. Print League Table
 - X. Exit
 - X. Exit
- 6. Special Sales Report
 - 1. Maintain MMB Report
 - 1. MMB Daily Figures
 - 2. Print MMB Report
 - 3. Maintain MMB Categories
 - 4. Clear Old MMB Data
 - X. Exit
 - 2. Franchise Charges Report
 - 3. Sales Report
- 7. Street List
- X. Exit

5. Roundsbook Printing

- 1. Layout 1
- 2. Layout 2
- 3. Layout 3

6. Billing

1. Retail Billing Weekly Customers.
2. Retail Billing Fortnightly Customers
3. Retail Billing Monthly Customers
4. Account Customer Billing
5. Franchise Rounds Billing
- X. Exit

7. End Of Day/Week/Period/Year

1. End of Day (only when Reconciliation is in use, Optional)
2. End of Week
3. End of Period
4. End of Year
- X. Exit

8. File Maintenance

1. Maintain Customers
 1. Add New Customers
 2. Amend Customers
 3. Delete Customers
 4. Enter Opening Balances
 5. Change Bill Types
 6. Change Sub Round Number
 7. Account Customer Discounts
 - X. Exit
2. Maintain Stock Items
 1. Enter/Amend/Delete Stock
 2. Enter Gallonage Figures
 3. Enter Cost Prices
 4. Enter Sales Prices
 - X. Exit
3. Maintain Rounds
 1. Enter/Amend/Delete Rounds
 2. Suspend/Unsuspend Round
 3. Cancel Delivery Day For Round
 4. Move Customers Within Streets
 5. Move Customers Between Streets
 6. Move Streets
 7. Split Streets
 8. Join Streets
 9. Amend Street Names
 - X. Exit
4. Maintain Messages
 1. Bill Marketing Messages
 1. Layout One
 2. Layout Two
 3. Layout Three
 4. Layout Four
 5. Layout Five
 6. Layout Six
 7. Layout Seven
 8. Layout Eight
 9. Layout Nine
 - A. Layout Ten
 2. Maintain Standard Messages
 3. Promotional Leaflet Amendment
 1. Layout One
 2. Layout Two
 3. Layout Three
 4. Layout Four
 5. Layout Five
 6. Layout Six
 7. Layout Seven
 8. Layout Eight
 9. Layout Nine
 - X. Exit

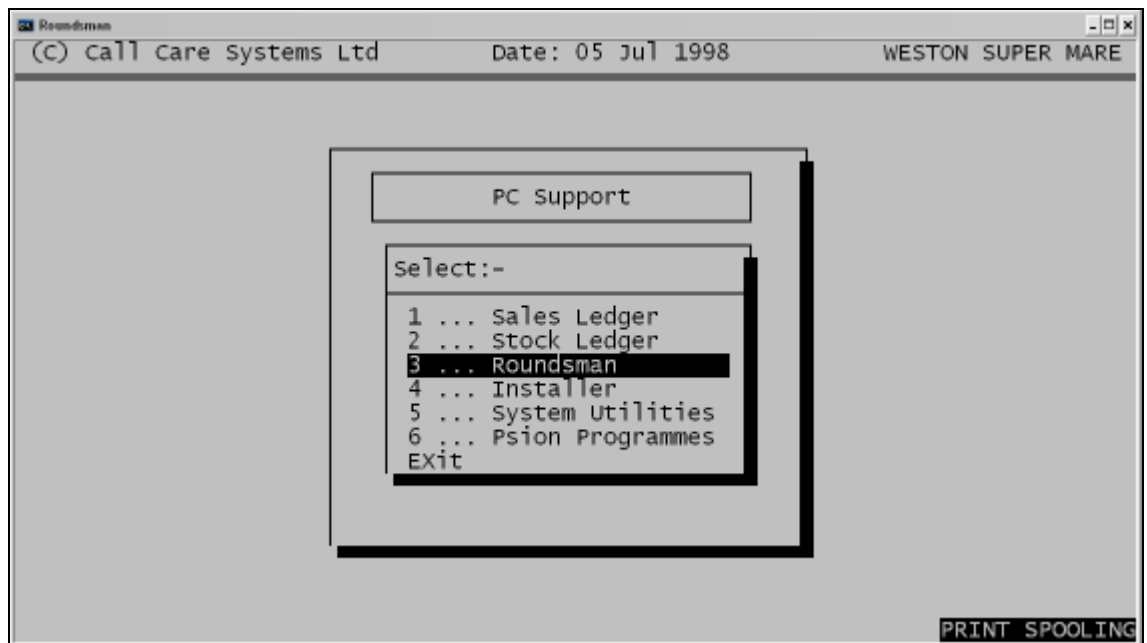
- 4. Print Promotional Leaflets
- 5. Exit
- 5. Maintain Franchise Charges
- 6. Amend Layouts
 - 1. Weekly Bill
 - 2. Fortnightly Bill
 - 3. Monthly Bill
 - 4. Account Bill
 - 5. Franchise Bill
 - 5. Roundsbook
 - 6. Other Reports
 - 7. Order Processing Reports
 - 8.
 - X. Exit
- 7.
- 8. General Parameters
- 9. Data File Utilities
 - 1. Data File Index Build
 - 2. Customer File Check
 - 3. Holiday File Check
 - 4. Check for Old Orders
 - 5. Check Month End Dates
 - 6. Check Streets
 - 7. Reset User Flags
 - 8. Check Customer Temps
 - 9. Set System Parameters (Password from CCSL Required)
 - X. Exit

9. Round Reconciliation (Optional)

1. Calc & Print Daily Requirements
2. Print Input Forms
3. Data Entry
4. Calculate Stock Usage
5. Print Reconciliation Report
6. Print Round Summary Reports
7. Maintain Stocks & Balances
 1. Enter Actual Roundsbook Balance
 2. Enter Cash for S or F Type Rounds
 3. Retail Discounts - S Type Rounds
 4. Enter Opening Stock Figures
 5. Enter Balance Brought Forward
 6. Enter Excess Stock Figures
 7. Reconcile Booked Out Amounts
 - X. Exit
- 8.
- 9.
- X. Exit

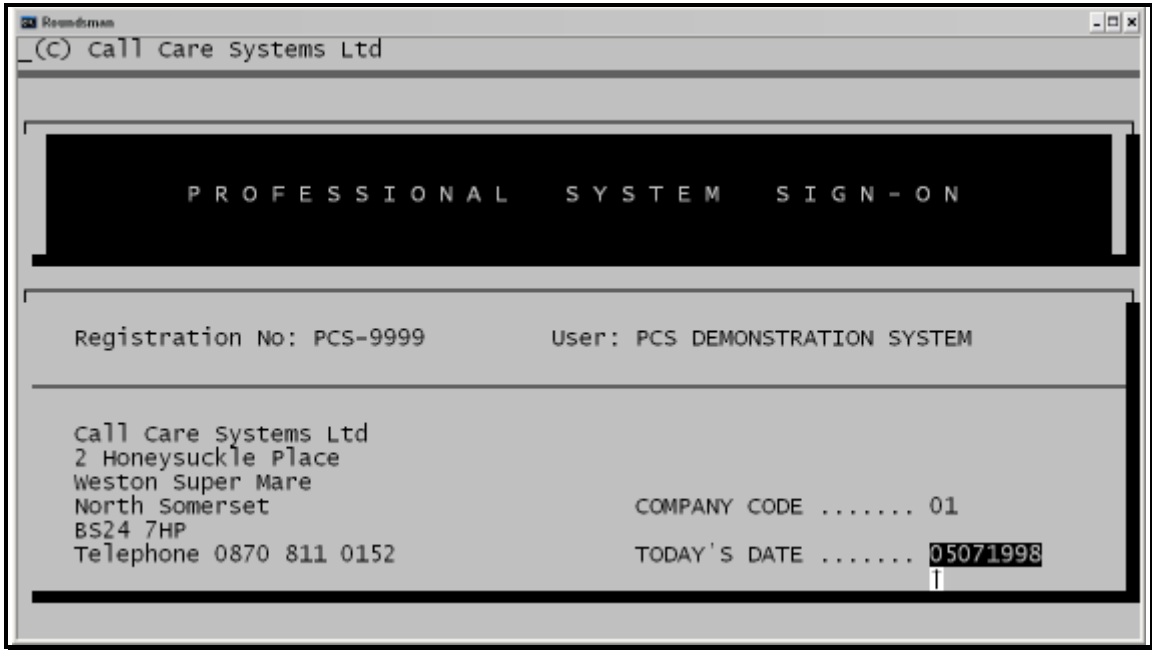
X. Exit

Some options on this menu tree may differ from the menu display that you have, as they are dependent on having all of the Roundsman options in use. We also reserve the right to change the menu tree structure to match new options that we are including in the system.



The above screen shows the options that are available to you.

This can be different for each user. This can be configured on site via the manager sign on.



This is your Roundsman sign on screen. The date that you enter here will be the date that will set the day of the week that you will be working in, on daily data entry.

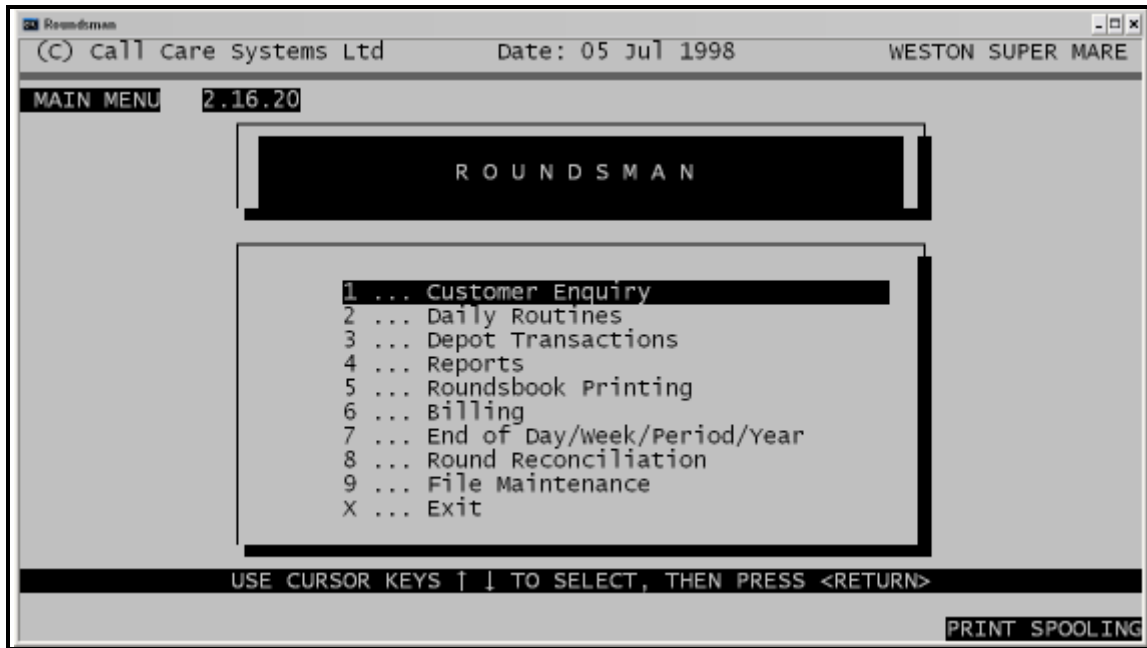
e.g. If you are working on Thursday's Data on Friday you will need to enter Thursday's date. This is particularly relevant at the week end.



After entering the date required you will be presented with the above screen.

When you have chosen the program you want, a screen will then appear asking you to enter the Date. The Date will need to be the date of the day in which you are working,

Main Roundsman Menu



This is your Main Menu screen, it is from this screen that you will be able to enter all of the data necessary to maintain your Roundsman System. Option 1 Customer Enquiry will take you to the get customer screen, enter the customer number, if not known key / then press Enter and you will be given a list of all the customers on your system by customer number, If you do not know the number but do know the short name you may leave the number field blank and go to the short name field.

Enter the name that you are looking for, or the first few characters and you will be shown the customers that match the selection, if there is more than one customer with the same text in the short name you will be asked if this is the correct record or to find the next matching short name, you may also key / then press Enter to have a search list based on short name, or key / and a few characters to give you a pick list of customers with the short name starting with the selected text.