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## APPENDIX

### **BILL TYPES:**

There are Seven Layouts which are pre-determined and Three which are available as an extra option to suit your specific needs.

Different Bill Types are provided for the various categories of Customers:

1. Standard Minibill (Three per page)
2. Short Stub Half Page Bill
- 3.-Standard Minibill in 10 CPI Print Size
- 4.
5. Full Page
6. Amendable
7. Monthly (Full Page)
8. Monthly (Full Page)
9. Account Customers (Full Page)
- 10.Account Customers (Full Page)
- 11.Account Customers (Full Page)
- 12.Account Customers (Full Page)
- 13.Account Customers (Full Page)
- 14.Account Customers (Full Page)
- 15.Account Customers Daily Paying (Full Page)

## APPENDIX

### BILLING PERIODS AND CYCLES

#### BILLING PERIODS

Roundsman will support Billing Periods of the following lengths:

1 Week  
2 Weeks  
4 Weeks  
5 Weeks

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#### BILLING CYCLES (FORTNIGHTLY BILLS)

Bill Cycles can be staggered in order to spread out the billing for customers. For example, if you want two Bill Cycles, each of the two weeks duration, you Stagger the Billing as follows:

	Cycle 1 - 2 Weeks	
	Cycle 2 - 2 Weeks	
Week 1	Cycle 1 Starts	Cycle 2 Ends
Week 2	Cycle 2 Starts	Cycle 1 Ends

By adopting this procedure you will be able to Print Bills for one half of your Customers one week and the half the following week.

Billing Periods can Start on any day of the week, but all Bill Cycles must run on the same day of the week as Roundsman.

For Example if you normally prepare your bills on a Sunday, then the Bill Cycle will begin on a Sunday and end on a Saturday. Equally the Cycles could Start on a Thursday and end on a Wednesday.

The Roundsman Start day must be defined during installation and cannot be changed at a later date without re-entering all the Standing Orders.

## APPENDIX

### CUSTOMER STYLES

1. Retail Customer not receiving a Bill
2. Retail Customer receiving a weekly Bill
3. Retail Customers Receiving a Weekly Bill (Staggered Rounds)
4. Retail Customer receiving Fortnightly Bill (Cycle One)
5. Retail Customer receiving Fortnightly Bill (Cycle Two)
6. Retail Customer receiving Monthly Bill
7. Spare
10. Account/Semi-Retail Customer
11. Account/Semi-Retail for Producer Processors
12. Account/Semi-Retail Monthly Customers

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### PRICES

Roundsman allows up to nine Selling Prices per product or Stock Item.

The Default Price Code for each Retail Customer will have been set up, but Semi Retail Customers can have their own Individual Discounts.

Prices are maintained to Six Decimals of a Pound.

For Example- a pint of milk selling for 30p would be entered as 0.300000.

## APPENDIX

### STANDING ORDER

Roundsman is a Standing Order processing System and is therefore capable of holding order records against each Customer.

The Standing Order are held for each day of the week and the information required for each order is the Product/Stock Code, Quantity and Price Code.

If a Customer changes her Order a Temporary Order is written to overwrite the Standing Order for that Week with the actual amounts delivered.

The same happens if a Customer goes on holiday a Temporary Order is written showing zero amounts.

At the end of the Week the System automatically clears down any Temporary Changes or Holiday / Suspensions. Any Holiday / Suspensions still in force are retained.

If the nature of your business is such that you only receive Customer orders on a Daily Basis, then these can be entered using the Daily Deliveries Option. There must be a valid Customer account code.

Wholesale or Semi Retail orders can be entered each day or they can be entered once a Week for each day of the Week.

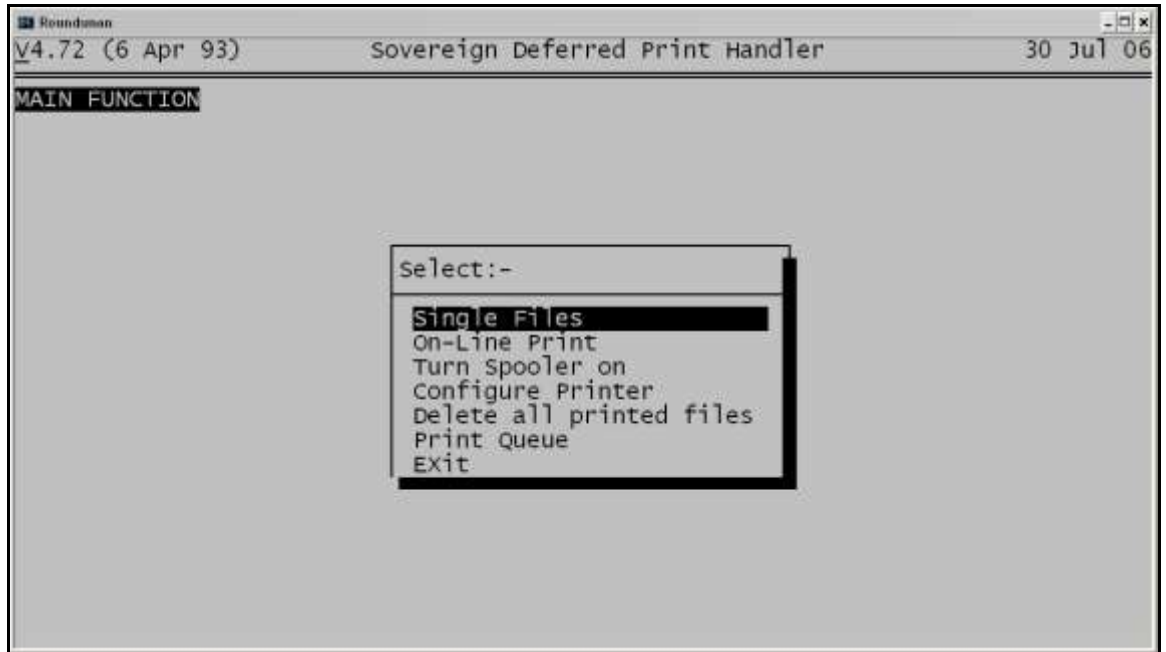
Roundsman will accept forward orders for any product/stock item for any valid Customer and for any future date.

Roundsman also has a special routine to combine deliveries for a particular Day to another Day. This is particularly useful at Christmas and Easter and whilst this is not required for the calculation of Bill values, it is necessary for the production of Delivery Listings.

Roundsman allows for the entry of Holiday Suspensions for any Future Date and it is Important to be able to enter these by Products as it is common for some elements of the Standing Order to be retained.

## APPENDIX

### PRINT SPOOLER



We recommend that the Print Spooler is switched on via the General Parameters. This is the default setting.

When you print a Report it is saved on the spooler. This then allows you to Print off a report as and when you need it.

To bring up the Print Spooler press the ALT and P Keys simultaneously, you will then get the selection screen. By selecting Single Files you will get a list of all the files that have been sent to the Print Spooler.

## APPENDIX

No.	Report Name	User	Stat	Date	Time	Pgs	kb	Lvl	lp
1.	RM-STOCK-MAINTENA	2	prtd	29 May 04	12:02	20	47 255	66	
2.	DROP LIST 001	2	prtd	02 Jun 04	11:04	1	4 255	66	
3.	Print BR-ASCII-OU	3	unpr	02 Jun 04	16:29	1	3 255	66	
4.	HAND-HELD-OUTPUT	2	prtd	11 Jun 04	12:26	1	2 255	66	
5.	HAND-HELD-OUTPUT	2	prtd	11 Jun 04	12:34	4	9 255	66	
6.	BR-ASCII-OUTPUT	2	prtd	14 Jun 04	09:16	3	6 255	66	
7.	File RM-ROUNDS	2	prtd	14 Jun 04	09:24	3	10 255	66	
8.	STOCK USAGE ALL	2	unpr	14 Jun 04	09:39	6	38 255	66	
9.	RECON WEEK - 005	2	unpr	14 Jun 04	09:43	1	2 255	66	
10.	STOCK USAGE 005	2	unpr	14 Jun 04	09:44	1	6 255	66	
11.	RECON WEEK - 005	2	prtd	14 Jun 04	09:44	1	2 255	66	
12.	STOCK USAGE ALL	2	prtd	14 Jun 04	09:49	1	6 255	66	
13.	STOCK USAGE ALL	2	unpr	14 Jun 04	09:49	6	38 255	66	
14.	RECON WEEK - ALL	2	prtd	14 Jun 04	09:49	4	9 255	66	

PRINT SCREEN REPRINT DELETE EXIT

By using the Up and Down Keys to Select the file you wish to Print and then Pressing the Enter key. You will then be given the Option of Printing the File, Displaying it onto the screen, Re-print allows you to print selected pages and Delete gives you the Option to Delete a specific File, and Exit is to Exit from these options.

## APPENDIX

### KEYBOARD USAGE

ESC or ESCAPE - this key will always take you out of what you are doing either back one menu stage or out of the screen you are in.

On many occasions pressing ESC will take you to the bottom of the screen and does not lose data. If you are anywhere in the program and you want to get back to the Main Menu just keep pressing the ESC until you get to the Main Menu.

RETURN or ENTER - this key is used to confirm data entry.

ARROW KEYS - these keys can be used to move the cursor up and down or side to side. Note that on the Weekly Deliveries screen the up and down arrows move the cursor sideways from one day to another.

HOW TO SELECT AN OPTION FROM A MENU - there are two ways of doing this, either use the arrow keys up and down so that the cursor is positioned over the option you require and then press Return to accept it, or you can just type in the number or the first letter of the line, if it has no number, and this will automatically load the option.

ALT KEYS - by pressing the ALT key together with another key it is possible to Pop Up certain options at any point within the program:

ALT/Y - Calendar  
ALT/C - Calculator  
ALT/D - Diary  
ALT/A - Alarm Clock  
ALT/P - To Print  
ALT/s - Exit to DOS (To go back to Roundsman from DOS Type EXIT)  
CTRL/A - Aborts routines at the next safe place, if safe to do so, or aborts print output from the spooler

By pressing the / key followed by Return by a name or number you are able to search through the relevant list of names or numbers to find the one you require whether it be a Customer or a Product. This key also allows for the searching of text in a spool file when displayed on screen.

DATE - The Date should be entered in the format of ddmmyy therefore the 1st January 1995 would be entered 010195.

## APPENDIX

### STARTING UP

When you load Roundsman the first thing you will get is the sign on screen. This will ask you for your sign on Name and Passwords (If Applicable). Once you have entered your Name and Password press Enter.

You will now be presented with a Menu of a available programs:



“If you have not purchased the Nominal and Purchase Ledgers they will not appear on your Menu”.

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,

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.

You always need to enter the Date with leading zero's