

# **TPN INVOICING SYSTEM**

This system allows depots using the TPN depot system to raise client invoices by reading data already held.

Updated 11<sup>th</sup> July 2014



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# Chapter One - Installation

## Downloading TPN Invoicing

Open up Internet Explorer

Go to <http://www.zipzap.co.uk/> (*you can click on this link*)

Click on Downloads

Click on [\[TPN Invoicing\]](#) (*you can click on this link*)

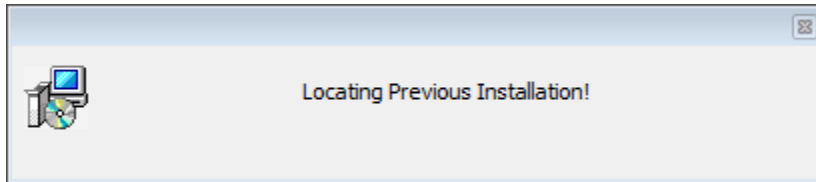
**NOTE:** You will be given an option to **RUN** or **SAVE**.

**CLICK SAVE** INSTEAD OF RUN, SELECT A LOCATION YOU WILL BE ABLE TO FIND LATER (EXAMPLE – DESKTOP).

## Installing TPN Invoicing

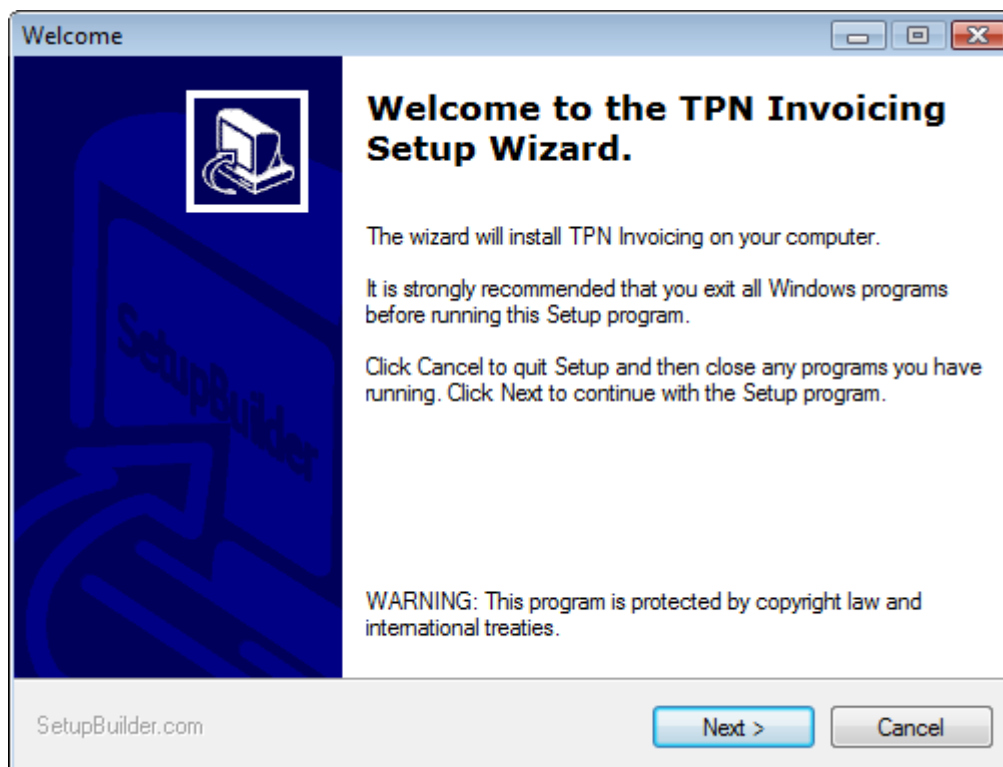
Double-click **setup.exe**

The setup file will first look to see if the Invoicing System has been installed before.

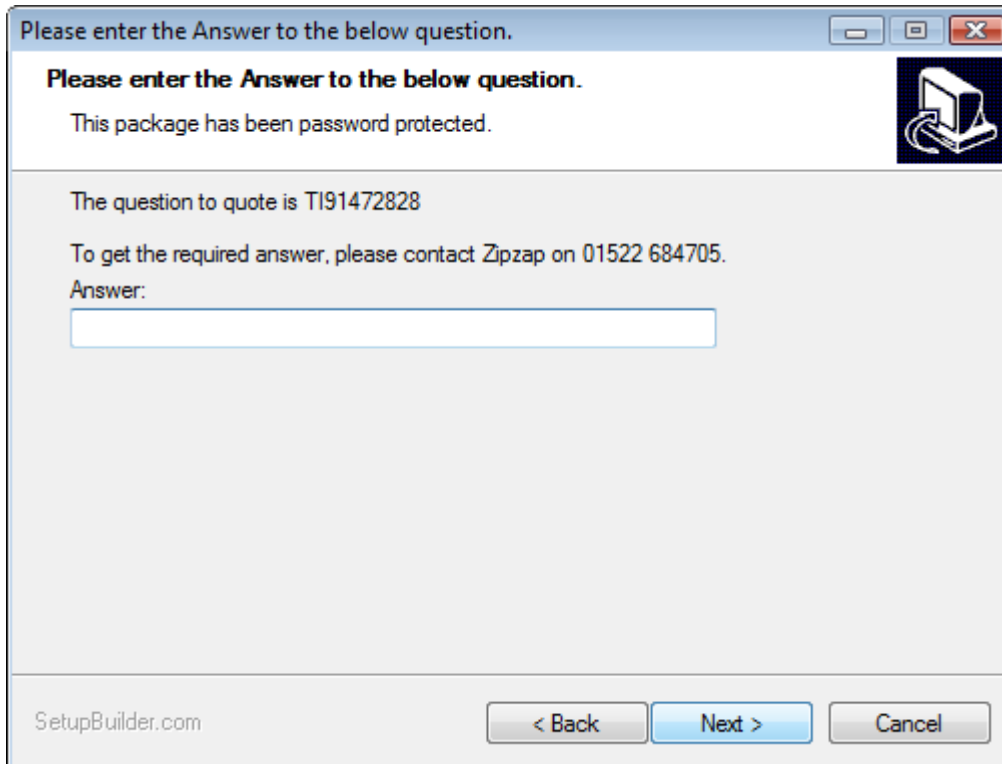


## First Time Installers – follow these screens:

The first screen to appear is shown below:

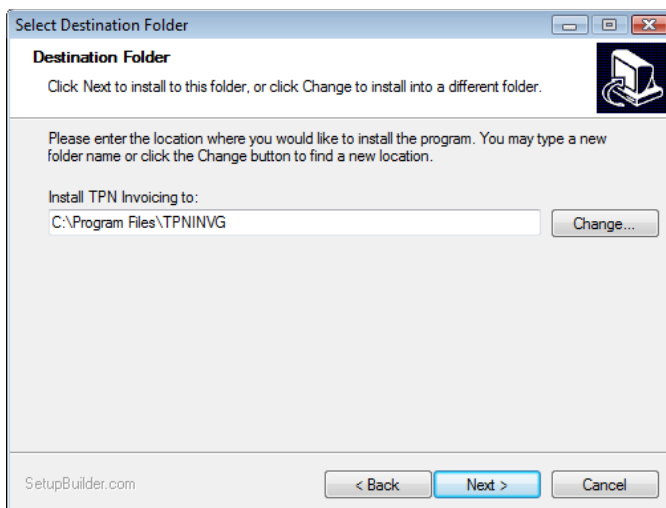


Click **Next** to continue

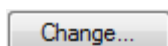


The next screen shows you a question to quote. To obtain the answer contact ZIPZAP Computers on 01158 882830.

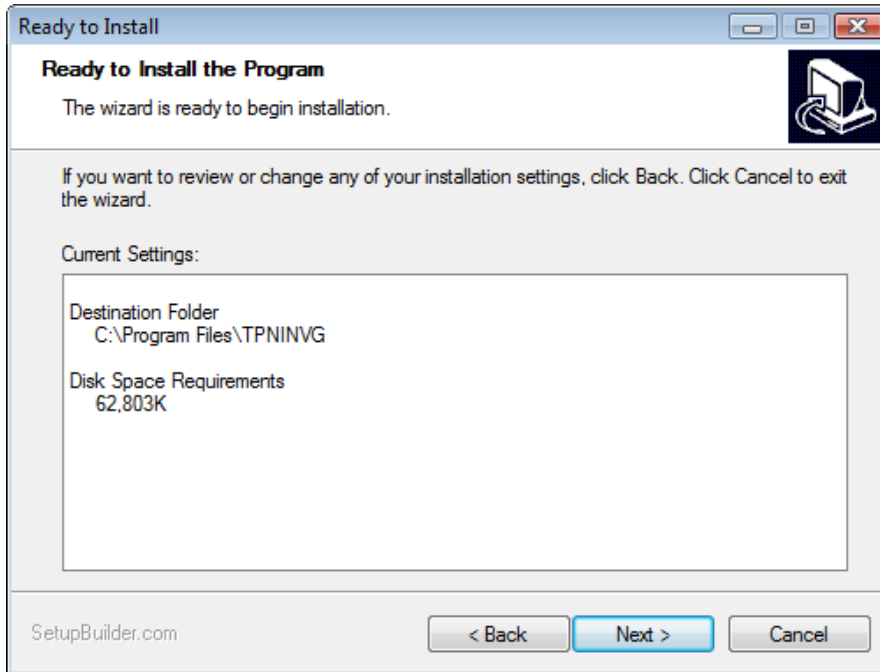
Enter the **Answer** and Click **Next**



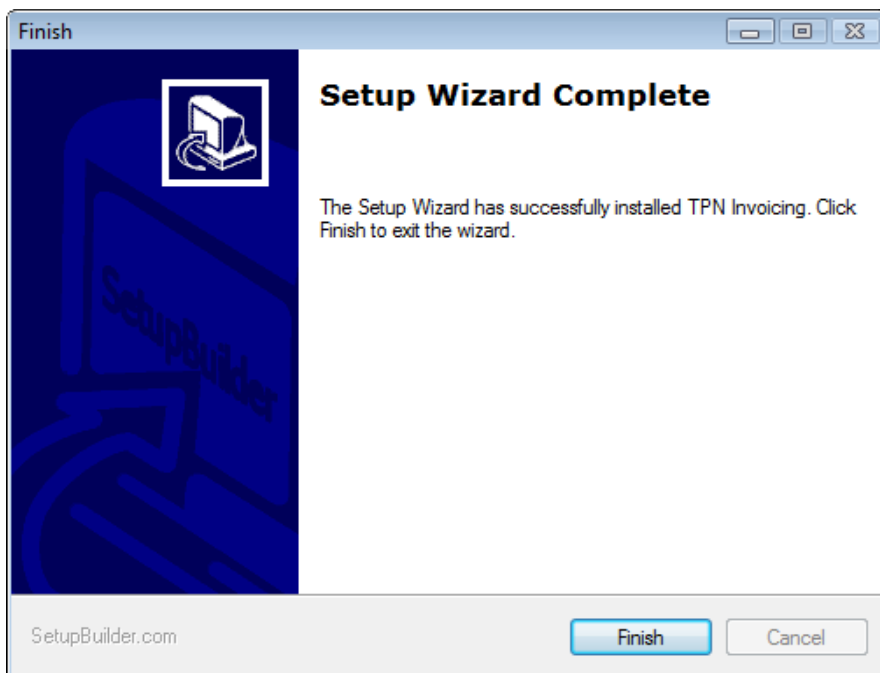
**NOTE:** If using Windows 7 and above install on the Local C Drive. Any previous windows install in the Program\_Files directory







Click **Next**



Click **Finish** and the program is ready to open

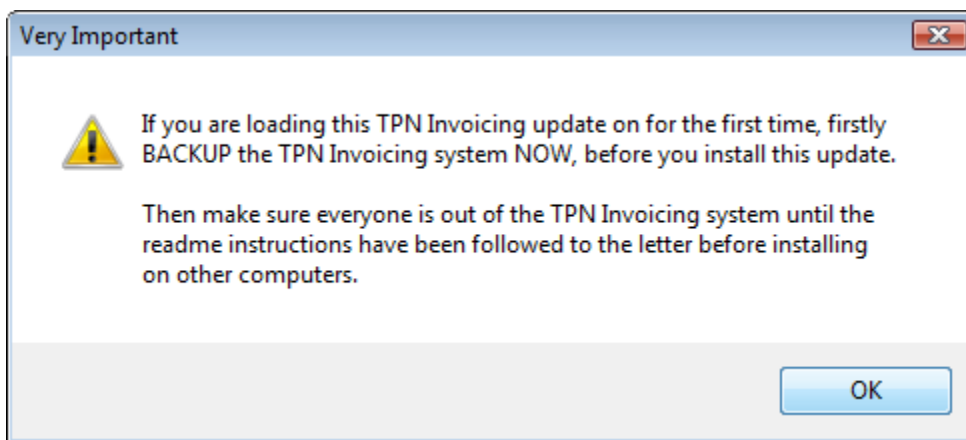
If TPN Invoicing has been installed before:

## IMPORTANT INSTRUCTIONS PLEASE READ

THE TPN INVOICING SYSTEM AND DEPOT SYSTEM RUN IN CONJUNCTION WITH ONE ANOTHER. PLEASE MAKE SURE THE DEPOT SYSTEM HAS BEEN UPDATED AS WELL.

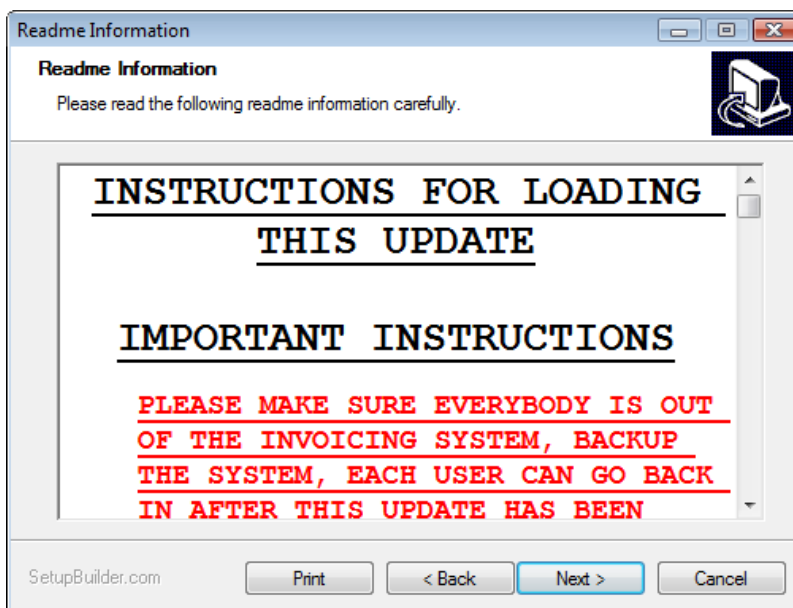
MAKE SURE EVERYONE IS OUT OF THE INVOICING SYSTEM AND DEPOT SYSTEM WHEN UPDATING

BACKUP THE SYSTEM BEFORE UPDATING



This first screen to appear will be the above warning screen. Click on the okay button to continue

Follow the same screens as above. Except the Question screen is replaced with the following screen below:



Please **read** the **instructions** on this screen before pressing **Next** to continue. EACH USER CAN GO BACK IN AFTER THIS UPDATE HAS BEEN LOADED ON THEIR COMPUTER AND YOU PERFORM THESE INSTRUCTIONS WITH ONLY YOU SIGNED INTO THE SYSTEM.

From the SETUP menu, choose SERVICES and then press the CLOSE button after a file structure update has finished.

IF MICROSOFT VISTA, WINDOWS 7 IS YOUR OPERATING SYSTEM, RUN THE PROGRAM UPDATE WHEN YOU FIRST RUN IT WITH ADMINISTRATOR RIGHTS.

## Loading TPN Invoicing

Double-click TPNInvoicing icon on the desktop.



To log in for the first time, use the following details:

Username – Manager  
Password – Borg

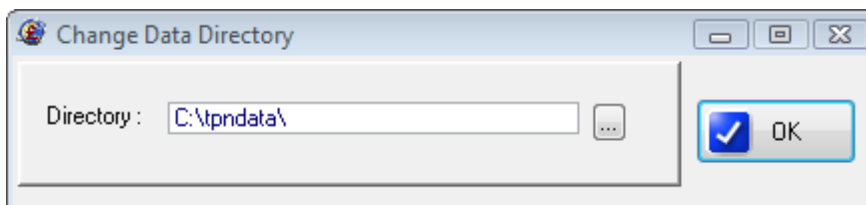
The User screen will appear so you can enter all the users you wish to gain access.


## Networking TPN Invoicing


To run TPN Invoicing across a network, install the program on all workstations and select the **shared data directory** that everyone has read/write access too.

**NOTE:** Make sure everyone is out of the system before doing this.

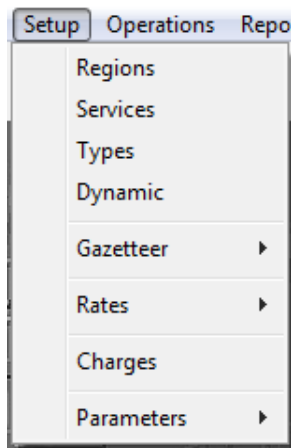
To select the data path, click **Utilities** and then **Data Path**



Click  to select the data directory

Click the **Ok**  button to **confirm**

# Chapter Two – Setup Menu

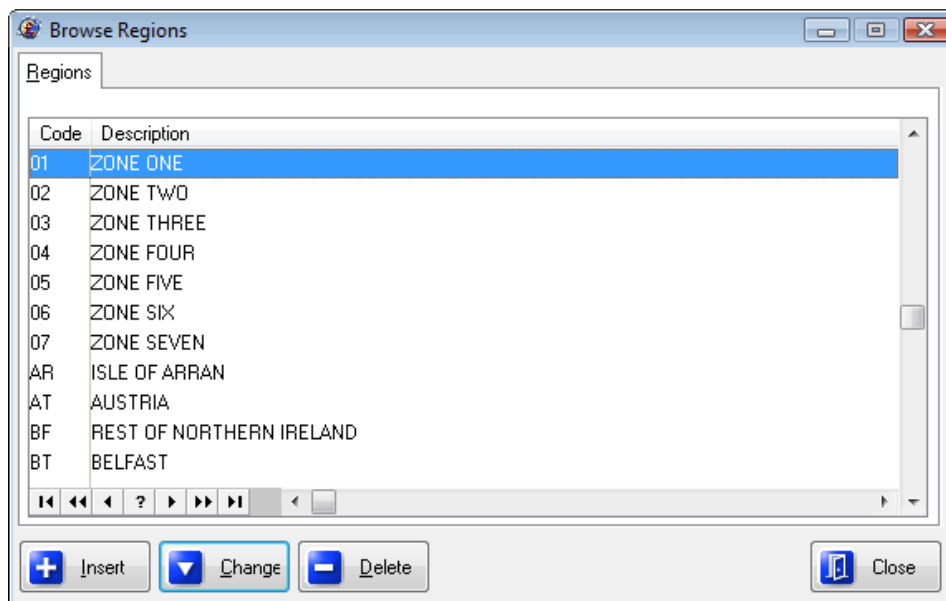


## The Setup Menu

Each option will be explained within this chapter.

## Regions

The **Regions** option is where you setup the codes and descriptions for the pricing regions that you use. Usually you would charge rates for different areas, so these will require their own region.



**Insert** a new Region.



**Change** the highlighted Region.



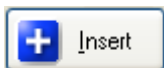
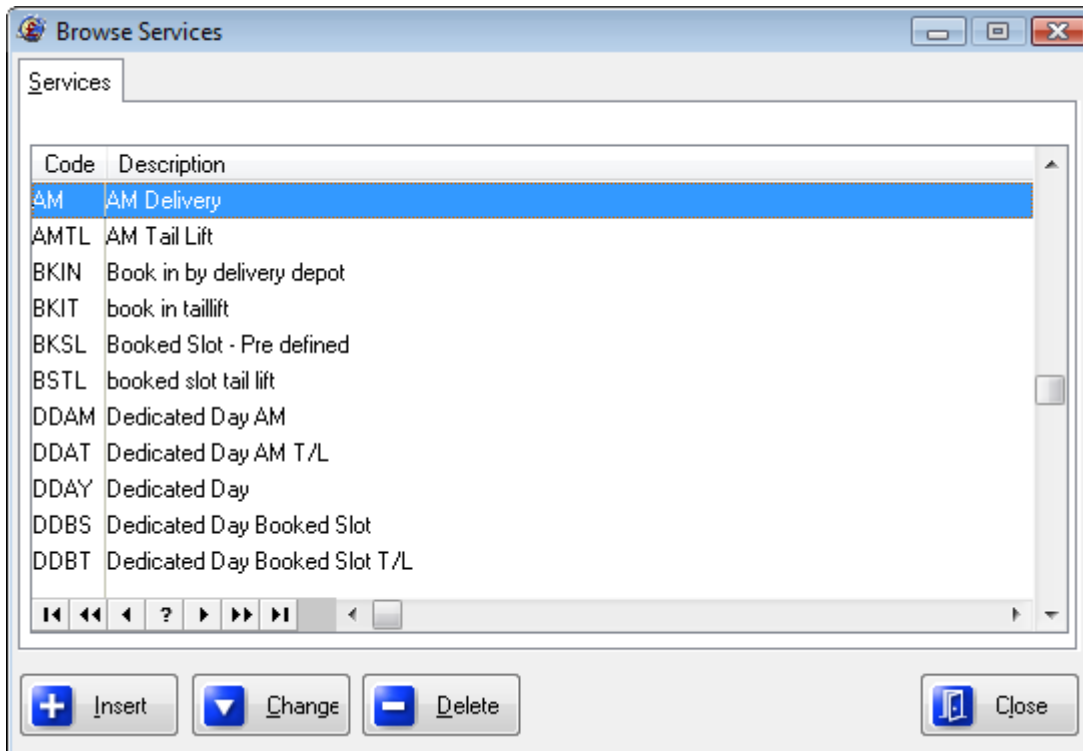
**Delete** the highlighted Region.



**Close** the window.

## Services

The **Services** option allows you to view the codes and descriptions of the Services that the TPN Depot system uses. As well as add services specific to the TPN Invoicing program. **(This window has to be displayed in order for the current TPN Depot system services to be allowed for use.)**



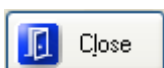
**Insert** a new Service.



**Change** the highlighted Service.



**Delete** the highlighted Service.

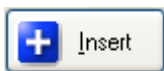
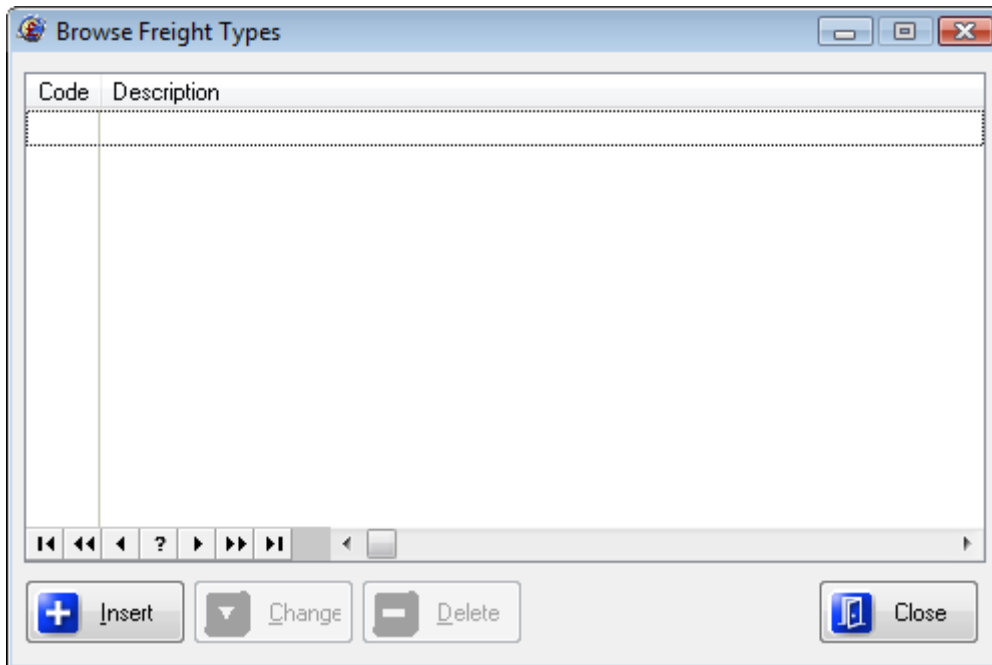


**Close** the window.

**NOTE: Every time you enter this window, the services that the TPN depot system uses will all be added to this file if you have removed any.**

## Types

The **Types** option is where you setup the codes and descriptions of the types of freight you invoice.



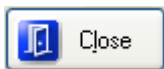
**Insert** a new Freight Type.



**Change** the Freight Type.



**Delete** the Freight Type.



**Close** the window.

## Dynamic

**Dynamic Assignments** are specific importation rules that you perform on the data from the TPN Depot system when you import the data.

## Gazetteer

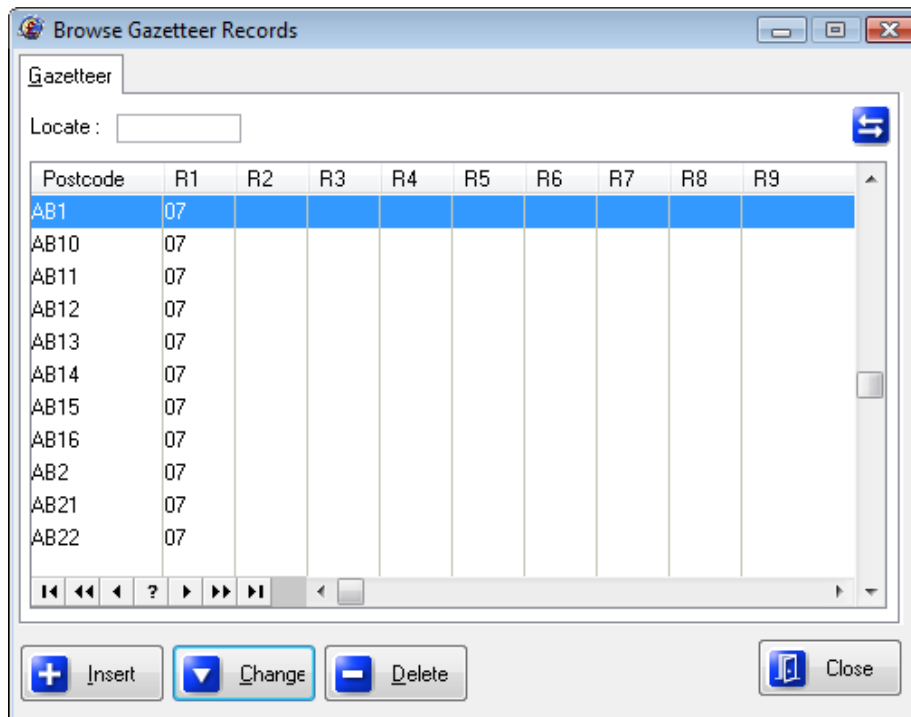
A postcode district gazetteer is installed by the system. The needs pricing regions allocating to it, **individual** and **bulk** changes are supplied.


### Gazetteer - Individual

The **Individual** option allows you to set-up the postcodes within the gazetteer individually with the pricing region each one belongs to.

The **bulk** change should be used for the initial setting up as this is just for very small changes.

You can allocate up-to nine different regions per gazetteer entry and each account is linked to one of nine regions.



Click  to **synchronize** the gazetteer against the gazetteer held in the TPN Depot system, so the Invoicing system contains all the TPN postcodes plus any that you have manually added.



**Insert** a new postcode with a pricing region for one or more of the nine regions available.

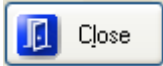


**Change** one or more of the pricing regions for the postcode.



**Delete** the highlighted postcode.





Close

**Close** the window.

**NOTE:** You can jump to a specific postcode in the file, by typing it into the **Locate** box and pressing the **TAB** key.

## Gazetteer - Bulk

The **Bulk** option allows you to quickly assign a range of postcodes to one or more pricing regions.

The screenshot shows a dialog box titled "Bulk Change Gazetteer" with a "Criteria" tab. The dialog contains the following fields and controls:

- Postal: [Text box]
- Start Reg: [Spinner box with value 0]
- End Reg: [Spinner box with value 0]
- Change R1?: [Checkbox] [Dropdown menu]
- Change R2?: [Checkbox] [Dropdown menu]
- Change R3?: [Checkbox] [Dropdown menu]
- Change R4?: [Checkbox] [Dropdown menu]
- Change R5?: [Checkbox] [Dropdown menu]
- Change R6?: [Checkbox] [Dropdown menu]
- Change R7?: [Checkbox] [Dropdown menu]
- Change R8?: [Checkbox] [Dropdown menu]
- Change R9?: [Checkbox] [Dropdown menu]
- OK button (checked)
- Cancel button

Enter the postcode in the Postal box

Enter the **Start** Number of the Range or click the **Up** and **Down** arrow buttons

Enter the **End** Number of the Range or click the **Up** and **Down** arrow buttons

You can say whether you are changing any of the nine regions by ticking it's associated list boxes.

- **For example if you wanted to change all the LN postcodes to pricing region A for Region 1, you would:**

Type **LN** into the **Postal** field.

Type **99** into the **End Reg** field.

Tick the **Change R1?** tick-box.

Select **A** from the drop-list field next to the **Change R1?** tick-box and then press the **OK** button.

- Another example is HU1, HU2 HU3, HU4, HU5 and HU6 are now in pricing region B for Region 2, to do this you would:

Type **HU** into the **Postal** field.

Type **1** into the **Start Reg** field.

Type **6** into the **End Reg** field.

Tick the **Change R2?** tick-box.

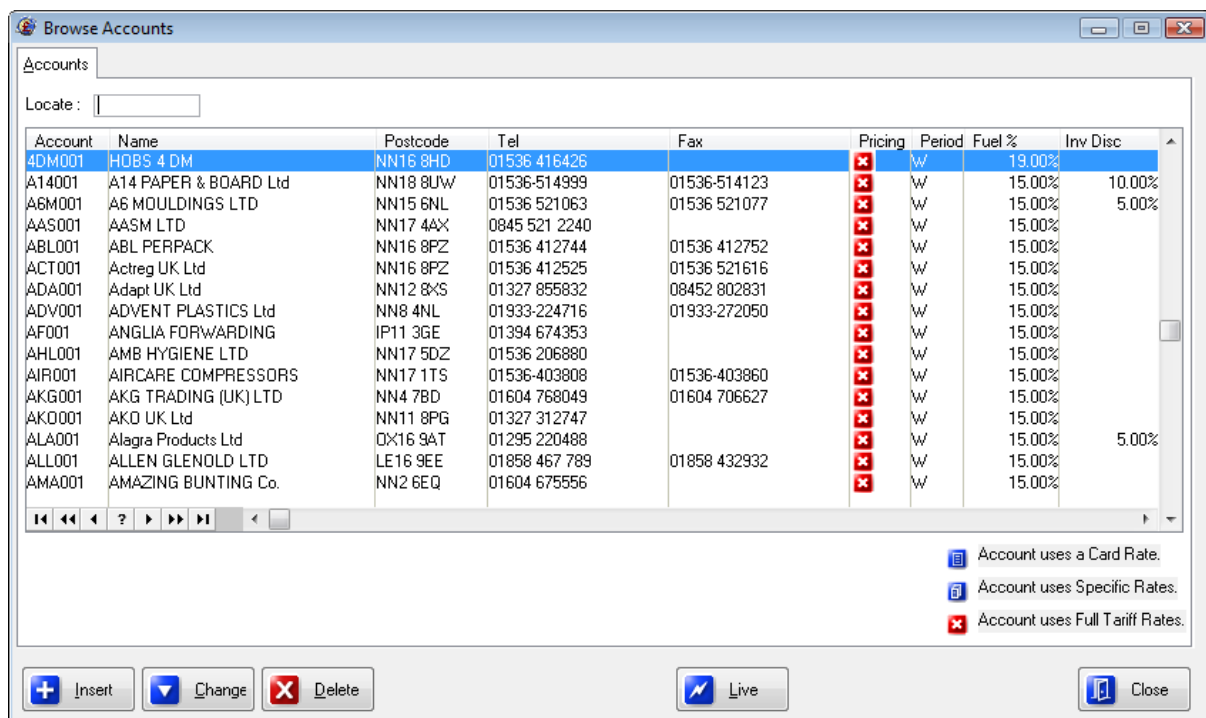
Select **B** from the drop-list field next to the **Change R2?** tick-box and then press the **OK** button.

## Rates

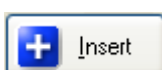
This is where you setup the rates that are used to price the consignments that have been entered on the TPN Depot system either by **Account**, **Tariff** or **Card** rates.

### Rates - Account

The accounts option is where you setup specifics rates for the accounts that are held within the TPN Depot system.



NOTE: By entering a value in the Locate field and pressing the TAB key, you will be automatically placed on that account in the list.



**Insert** a new account



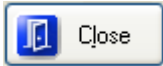
**Change** the highlight account - you will be able to setup specific rates for the account.



**Delete** the highlighted account.




**Transfer** account to the **Live** system (Only use if you are on the Live system)



**Close** the window.




By clicking the  button you will be able to setup any specific rates for the highlighted account

The screenshot shows a software window titled "Record will be Added (New)". It has several tabs: "Main", "Cont", "Rates", "P Overrides", "B Overrides", "Assignments", and "Invd Assignments". The "Main" tab is active. The form contains the following fields and options:

- Account: PALCEXP
- Name: [Empty]
- Address: [Empty]
- Postcode: W^9AR
- Tel: [Empty]
- Fax: [Empty]
- E Mail: [Empty] Accts Email: [Empty]
- Contact: [Empty]
- Sage Acct: PALCO
- Cost Additions:
- Invoice Order: [Empty]
- Terms: 30 days credit from date of Invoice.
- Analysis: [Empty]
- Card: [Empty]
- Apply Discount:
- Fuel Surch: 1350
- No Invoice:
- Inv Discount: 0.00%
- Individual Invoices:
- Non Vatable:
- Gazetteer Region: 1
- Discount Before Fuel:
- Qtr To Half:
- Half To Full:
- Half To Qtr:
- Full To Half:
- Auto Additional Charge:

Buttons for "OK" and "Cancel" are on the right side. The status bar at the bottom says "Record will be Added".

On the **Main** tab, the only details you may change are the **Sage Acct, Terms, Analysis, Card, Apply Discount, Fuel Surch , Half to Full, No Invoice , Inv Discount, Individual Invoices, Qtr To Half, Non Vatable** and **Gazetteer Region** fields, these fields are only held in this system and the TPN Depot system is not aware of them.

- **Sage Acct** – enter the sage account code here if it differs from the account field.
- **Terms** – enter the number of days after the invoice date that the account has to pay by.
- **Analysis** -You could for instance place some clients on a certain analysis code and they have different details printed on the invoice compared to others, as the layout designer is that powerful.
- **Card** - If you use Rate Cards, then place the rate card code in this field or use the  button to look-up the card code.
- **Apply Discount** - If you enter a tick in this box, you can then enter a number of pallets, that's if the number is the same or greater than this value then a percentage increase/or decrease of the total charge will be applied. Also a new tab will be displayed called **Discount** where you can override the default discount given per pricing region.

Apply Discount

From Pallets	To Pallets	Discount %
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

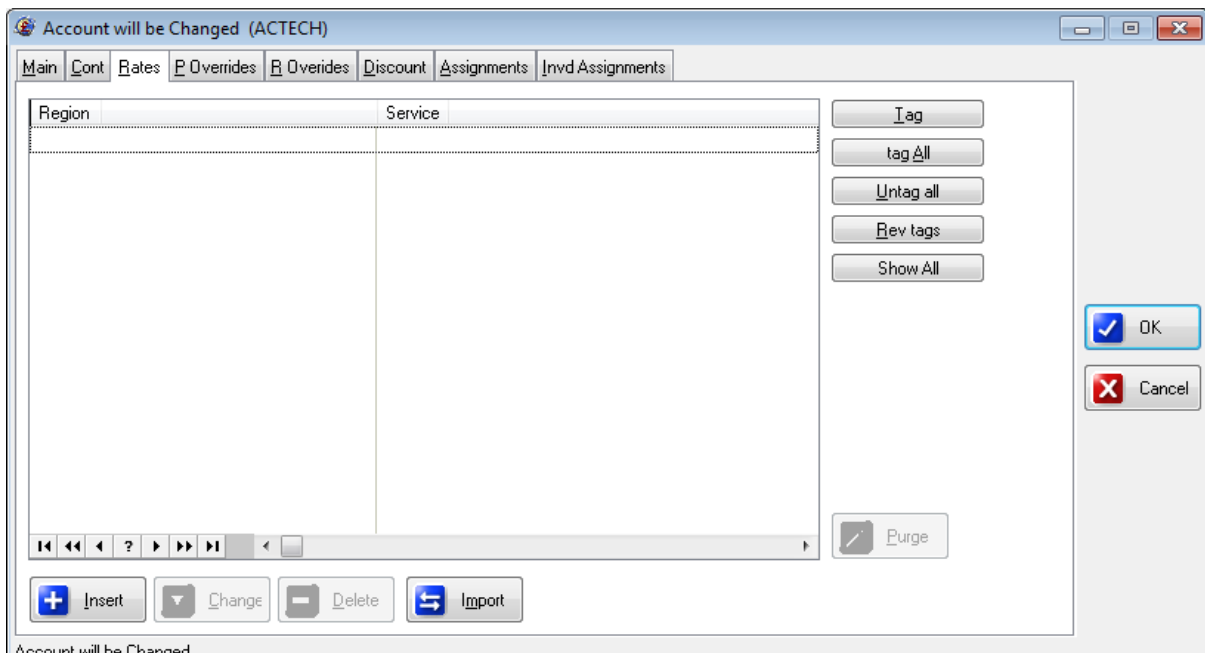
- **Fuel Surch** - If the account has a fuel surcharge automatically added to their invoices, then type the % rate in here.
- **Half to Full** - Tick this box, if you wish to upgrade all half pallets they send out to full pallets, this is performed at the Importation stage.
- **No Invoice** - Tick this box if you do not wish any invoices to be produced during the invoice run for this account.
- **Inv Discount** - Enter a positive percentage which comes off the net invoice amount for the customer on their invoices after the **Fuel Surch** has been applied.
- **Individual Invoices** - If you wish to produce individual invoices per consignment for this account then tick this box.
- **Qtr to Half** - Tick this box, if you wish to upgrade all Quarter Pallets they send out to Half Pallets, this is performed at Importation stage.
- **Non Vatable** - Tick this box if this account is not charged VAT on their invoices.

- **Gazetteer Region** - Which Region do you wish to use that is in the Gazetteer for pricing for this customer 1 to 9.

On the **CONT** tab, the following fields can be entered:

- **Head Office** - Do the invoices go to the head office, tick this box if they do. You will then be prompted to enter the details
- **Period** - What invoice period does this account belong to.
- **Salutation** - The salutation for the account, i.e. Dear Chris, or Chris.
- **Acc Contact** - The formal name of the contact for the account.
- **Email Invoices?** - Do you wish to email the PDF invoice that is produced automatically for this customer to this account. Also if ticked, another tick-box can be ticked or left un-ticked.  No Printed Invoice . This means if you email the invoice to this client, the system does not print off one for them, but a PDF invoice will still be created.
- **Email Pods?** - You can also email all pod images that relate to the invoice that gets emailed, these will be sent as PNG images all in a ZIP file.

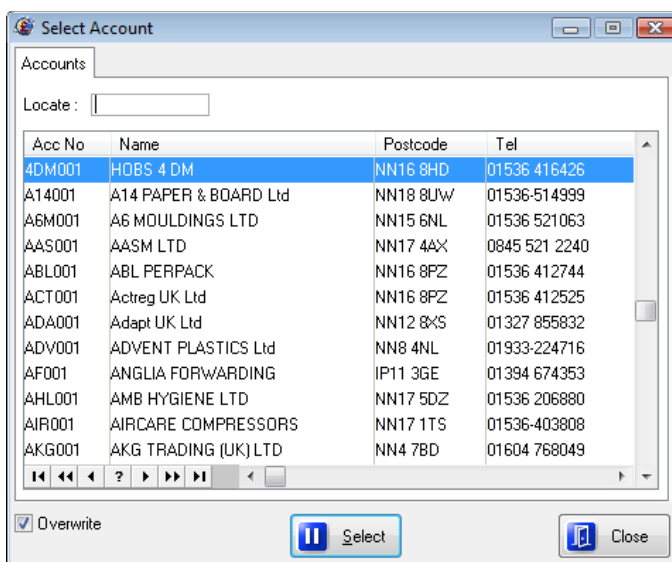
The **Rates** tab is where you would setup the specific rates for the current account see below, and the **Overrides** tab, is where you can setup pricing overrides to postal regions for the account.



Initially the tab would look like this, as no rates would have been setup, two buttons are enabled for use these are, **Import** or **Insert**.



By pressing the Import button and selecting from Account, the following window will appear:



What you are being asked to do now, is select an account in order for the rates for that account to be copied into the previous account you were working on. If you tick the **Overwrite** checkbox, then any rates that exist for the client on the screen before will be overwritten by rates for the selected client.

By pressing the  button and selecting from tariff.



This button, allows you to create a new rate for the account, and a new window will open up as below:

- **Bands** - Un-tick this box and you will be able to enter non-band type pricing.
- **Region** - Choose from the drop down list the pricing region.
- **Service** - Choose from the drop down list the service level.
- **Specific** - Do you charge this client different amounts per pallet type or different amounts per pallet? If you remove the tick from the **Specific** checkbox all the fields relating to **Half Pallets**, **Half OS Pallets**, **Full Pallets** and **Full OS Pallets** will be hidden from entry and the **Quarter Pallets** heading will be automatically renamed to **All Pallets**.

Some examples of Band pricing are shown below.

All Pallets		
Bands	Rate	
<input type="text" value="1"/>	<input type="text" value="50.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="5"/>	<input type="text" value="40.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="10"/>	<input type="text" value="350.00"/>	<input checked="" type="checkbox"/> Fixed
<input type="text" value="11"/>	<input type="text" value="35.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed

This example would charge;

**1 to 4** pallets, all pallets are charged at **£50** each.

**5 to 9** pallets, all pallets are charged at **£40** each.

**10** pallets are charged at a fixed rate of **£350** for the whole consignment (as this band has been ticked as Fixed)

**11** pallets or more, all pallets are charged at **£35** each.

If you wish to charge band pricing per pallet type simply make sure a tick is entered in the **Specific** checkbox, below is an example of specific band pricing.

Quarter Pallets			Half Pallets			Half OS Pallets			Full Pallets			Full OS Pallets		
Bands	Rate		Bands	Rate		Bands	Rate		Bands	Rate		Bands	Rate	
<input type="text" value="1"/>	<input type="text" value="50.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="1"/>	<input type="text" value="20.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="1"/>	<input type="text" value="12.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="1"/>	<input type="text" value="16.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="1"/>	<input type="text" value="24.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="10"/>	<input type="text" value="45.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="5"/>	<input type="text" value="18.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="2"/>	<input type="text" value="11.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="5"/>	<input type="text" value="15.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="5"/>	<input type="text" value="30.00"/>	<input checked="" type="checkbox"/> Fixed
<input type="text" value="30"/>	<input type="text" value="42.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
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<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Fixed

**Quarter Pallets** are charged at **£50** per pallet for **9** or less Quarter Pallets, **10 to 29** pallets then all Quarter Pallets are charged at **£45** per pallet, and **30** pallets or more all Quarter Pallets are charged at **£42** per pallet.

**Half Pallets** are charged at **£20** per pallet if up-to **4** Half Pallets are despatched, if **5** or more Half Pallets are despatched then all Half Pallets are charged at **£18** per pallet.

**Half OS Pallets** are charged at **£12** per pallet if up-to **1** Half OS Pallets are despatched, if **2** or more Half OS Pallets are despatched then all Half OS Pallets are charged at **£11** per pallet.



**Full Pallets** are charged at **£16** per pallet if up-to **4** Full Pallets are despatched, if **5** or more Full Pallets are despatched then all Full Pallets are charged at **£15** per pallet.

**Full OS Pallets** are charged at **£24** per pallet if up-to **4** Full OS Pallets are despatched, if **5** or more Full Pallets are despatched then all Full Pallets are charged at a fixed rate of **£30** for the all the Full OS Pallets (as this band has been ticked as Fixed)

- **Surcharge** - If the rate requires a surcharge amount to be added to the charge once, not once per pallet then it can be added here. A timed delivery is a good example of this.
- **9AM Surcharge** - If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the 9AM time slot.
- **10AM Surcharge** - If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the 10AM time slot.
- **AM Surcharge** - If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the AM time slot.

Depending on whether you are inputting band pricing or not you will be able to enter new pricing details, the fields below for enter are for entry if you are not utilizing band pricing.

The screenshot shows a software window titled "Rate will be Added (New)". The window has a "Main" tab and a "Bands" sub-tab. The "Main" tab contains the following fields:



- Region: [Dropdown]
- Service: [Dropdown]
- Quarter: [Text Box] 0.00
- Half: [Text Box] 0.00
- Half OS: [Text Box] 0.00
- Full: [Text Box] 0.00
- Full OS: [Text Box] 0.00
- Surcharge: [Text Box] 0.00
- 9AM Surc: [Text Box] 0.00
- 10 AM Surc: [Text Box] 0.00
- AM Surc: [Text Box] 0.00

At the bottom right of the window, there are "OK" and "Cancel" buttons.

- **Quarter**                    The rate per quarter pallet.
- **Half**                            The rate per half pallet.
- **Half OS**                        The rate per half oversize pallet.
- **Full**                             The rate per full pallet.
- **Full OS**                        The rate per full oversize pallet.
- **Surcharge**                    If the rate requires a surcharge amount to be added to the charge once, not once per pallet then it can be added here. A timed delivery is a good example of this.
- **9AM Surcharge**            If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the 9AM time slot.
- **10AM Surcharge**            If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the 10AM time slot.
-

- **AM Surcharge** If the service rate e.g. **TIME** which can be delivered at different times, you can apply a surcharge if the time to deliver falls within the AM time slot.

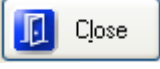
Once you have entered a rate and saved it by pressing the **OK** button you will be returned back to the previous window and it will now look something like the following one:

You will see now the  button and the  button enabled, their actions speak for themselves a new button will be enabled as below, also the buttons to the right of the list now work, you can use these buttons to mark specific rates (to copy).

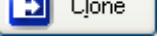


This button allows you to copy any marked rates to other pricing region(s), by pressing this button a window will open up like the following one to tag other regions:

Here you are asked to tag the regions that you wish to copy the rate too, simply highlight the region and press the tag button and a tick will appear next to the region,

you may tick as many regions as you require. By pressing the  button the system will return to the previous window and copy the rate to all of the regions that you tagged.



A  button is also displayed if you tagged/marked rates, it displays a list of all the other accounts, from which you may tag/mark required ones, once this is done the rates that you tagged will be copied to the accounts that you tagged.

You may also set-up postal region overrides on the **P Overrides** tab, for instance, you may want the account for a next-day service going to **LN** postcodes, to be charged a different rate, you can even just say just full pallets are a different charge.

## Rates - Tariff

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

## Rates - Cards

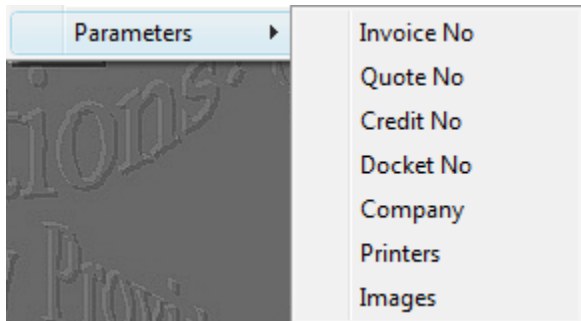
Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

## Charges

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

## Parameters

Parameters Menu



### Parameters - Invoice No

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

### Parameters - Quote No

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

### Parameters - Credit No

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

### Parameters - Docket No

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

### Parameters - Company

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

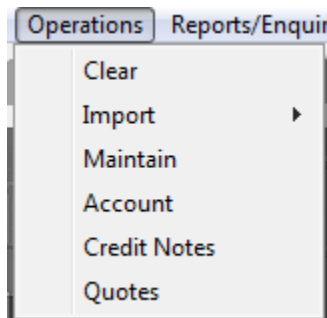
### Parameters - Printers

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

### Parameters - Images

Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

# Chapter Three – Operations Menu



## The Operations Menu

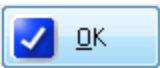
Each option will be explained within this chapter.

### Clear – Purge Consignments

This system stores consignments for invoicing in its own files separate from the TPN Depot System. If information is no longer required then you may clear the data between the specified **dates**.

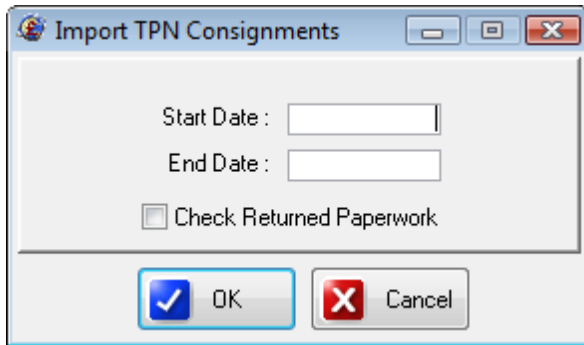
Only consignments that have been invoiced will be cleared, unless you Tick the **Purge All** tick-box.



Click the Ok  button to confirm

## Import – TPN Depot

This option imports the consignments from the TPN Depot system that are for your depot codes (Set-up in parameters – company) into the consignment file for this system to be invoiced.



Enter the Date Range of consignments you wish to import from the TPN Depot System.

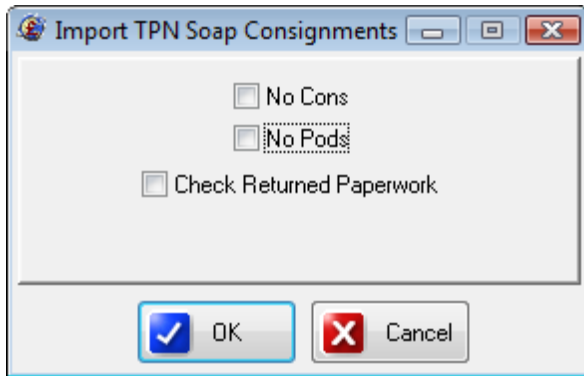
**NOTE:** Tick **Check Returned Paperwork** tick box, only if you invoice jobs where the paperwork has been returned.

Click the Ok  button to confirm

Any consignments that fall between the specified dates and where the requesting depot is equal to a depot help in the company file. They will be priced and imported into the consignment file used by this system.

## Import – TPN Live


When you are linked to TPNLive, this option can be run to import the consignments that are for your depot codes (Set-up in parameters – company) into the consignment file for this system to be invoiced.



**NOTE:** Tick **No Cons** tick box, only if you

**NOTE:** Tick **No Pods** tick box, only if you

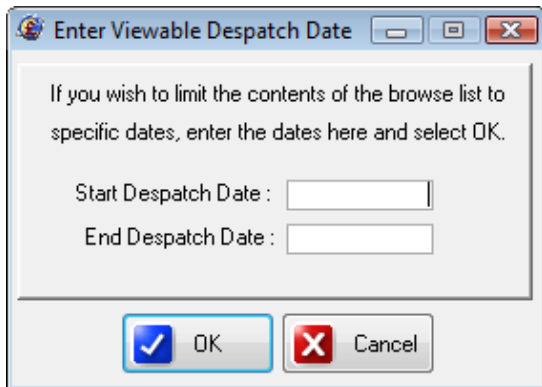
**NOTE:** Tick **Check Returned Paperwork** tick box, only if you invoice jobs where the paperwork has been returned.

Click the Ok  button to confirm

The data retrieved from the TPNLive system using the TPNSoap program will now be imported.

## Maintain

This option allows you to maintain the internal consignment file when records are imported into it using the Import option.

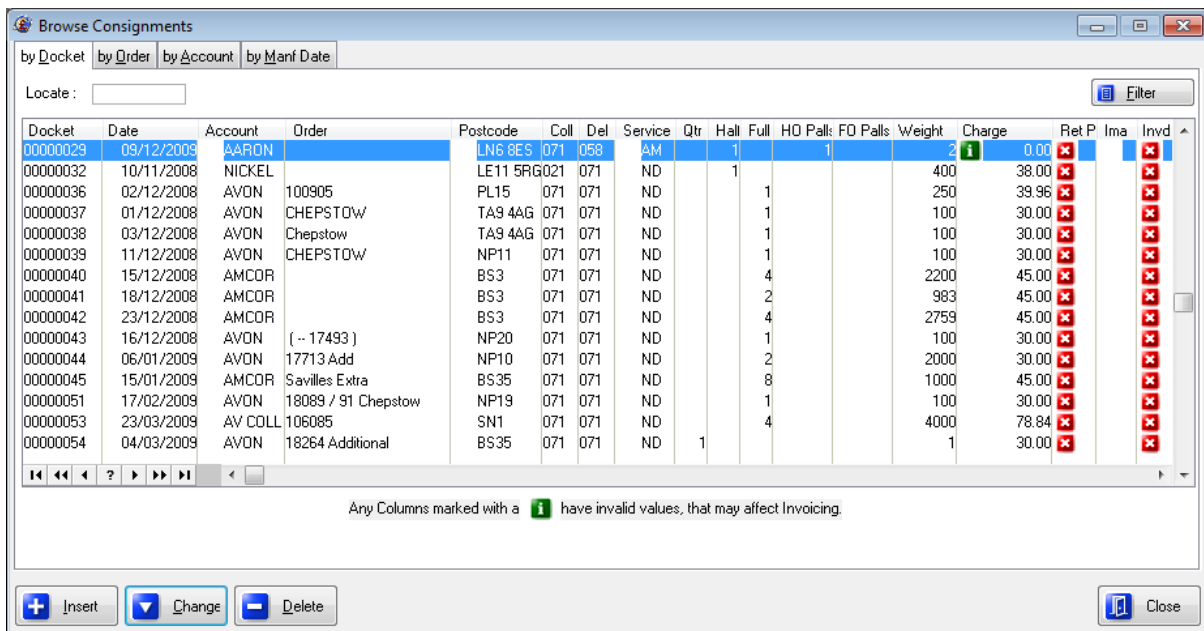


Enter the Date Range of consignments you wish to view.

Click the  button to confirm

OR


Click the **Cancel**  button to view all consignments




Consignments can be sorted by selecting one of the Four Tab: By Docket, By Order, By Account and By Manifest Date

Each Tab has its own Locate/Search box




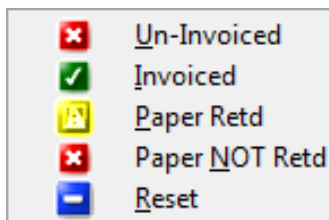
If this symbol  appears in any columns, then you have invalid values that may affect Invoicing.




As you move up and down the list, you may notice this symbol  in the bottom right of the screen. The symbol means that the highlighted consignment has notes associated with it.



Click **Filter**  if you would like to filter the consignments by the following options below (Click Reset to Cancel Filter):



Click **Change**  to alter the highlighted consignment

Click **Insert**  to insert a new consignment

Click to alter the highlighted Consignment  to delete the highlighted consignment

## **Account**

This option allows you to maintain consignments by account.

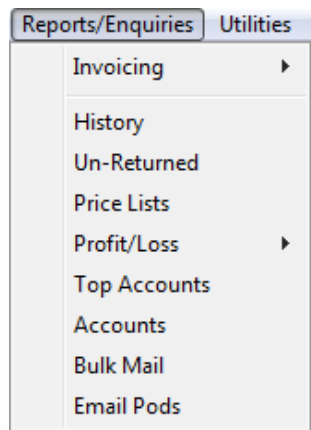
## **Credit Notes**

This option allows you to maintain credit notes as well as print them.

## **Quotes**

This option allows you to maintain quotations as well as print them.


# Chapter Four – Reports Menu




## The Reports Menu


Each option will be explained within this chapter.


Most of the **Reports** are displayed in a print preview screen first. All buttons on the preview screen are explained below:

 Click this button to go back to the First page


 Click this button to go Back one page

6 of 46 This shows what page you are on currently

 Click this button to go Forward one page


 Click this button to go to the Last page


100% This shows what zoom percentage you are currently using


 Click this button to Zoom In by a factor of 2

 Click this button to Zoom Out by a factor of 2

 Click this button to re-display the default Zoom size

 Click this button to print the current page on the current printer

 Click this button to print all pages on the current printer

 Click this button to email as a document

 Click this button to save as a document.

Below are the possible file formats you can choose from when saving or emailing the document

Preview file (\*.LL)

PDF document (\*.pdf)

TIFF file (\*.tif,\*.tiff)

ANSI file (\*.txt)

UNICODE text file (\*.txt)

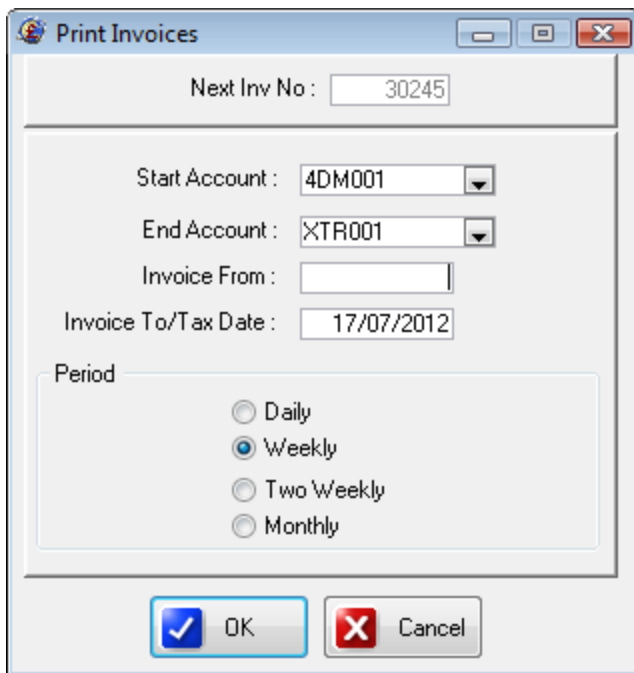
current page as Windows meta file (\*.emf)

current page as JPEG file (\*.jpg,\*.jpeg)

 Click this button to Exit preview

## Invoicing - Print


This option will preview the invoices, one invoice per customer that has consignments to invoice.



Enter the range of accounts you wish to Invoice (this defaults to the first and last account that you have on your system).

Enter the range of dates (The PODs that fall between these dates will be sent out)

Enter the invoicing period of the customers you wish to invoice. (The system also shows you what the next invoice number is going to be)

Click the Ok  button to confirm



Click this button to print the current page on the current printer



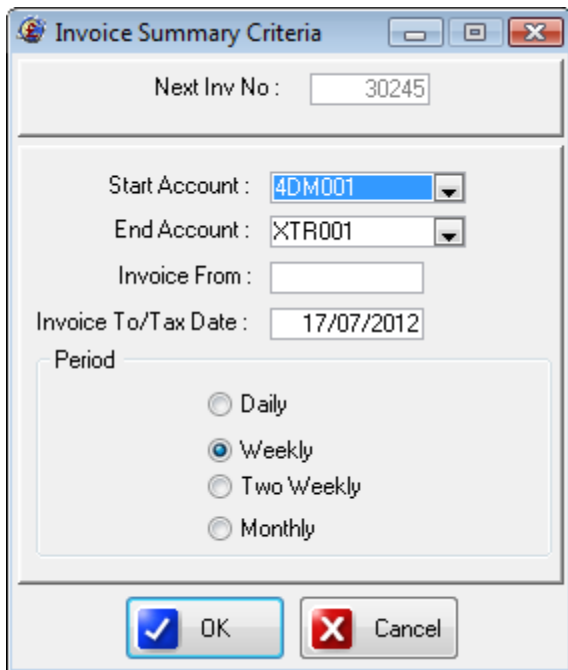
Click this button to print all pages on the current printer



Click this button to Exit preview - If you have printed any pages the system will automatically save each invoice as a PDF file in the main data directory. While this is happening you will see a separate process happening very quickly on screen per invoice that is being saved. Also the Account Range, Date Range criteria are saved so that the invoice summary will be for the exactly the same criteria you just entered.

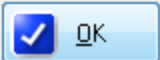
## Invoicing - Summary - Print

This option will preview a summary of all invoices showing the totals for each invoice



If you are using Sage then a file containing these totals will be produced within the parameters you specified.

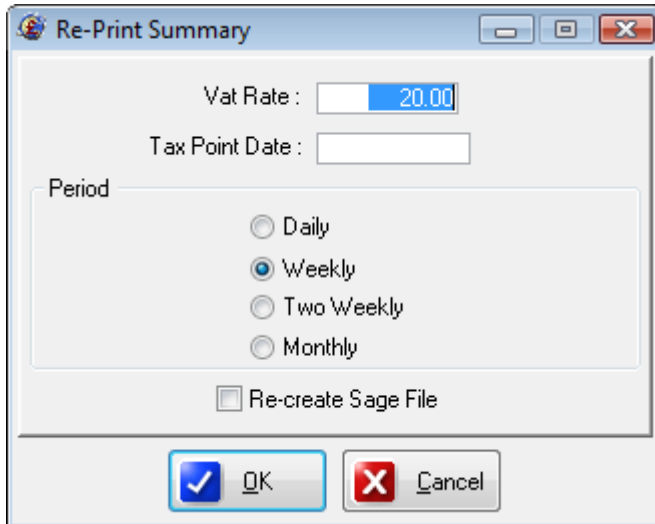
The criteria details will be automatically shown as these will have been saved when you printed the invoices.

Click the Ok  button to confirm

When you exit the Summary and if you have printed it, then you will be asked to finish the summary. Confirming this will create the sage file if you are using Sage for the invoices in the run as well as any credit notes that have been printed but not posted. This will also clear the range criteria ready to start again.

## Invoicing - Summary - Re-print

This part of the system, simply re-prices every consignment in the system except those that have had the tick taken out of the override box and those where no prices exist. Also consignments that have been invoiced do not get re-priced.



The 'Re-Print Summary' dialog box contains the following fields and options:

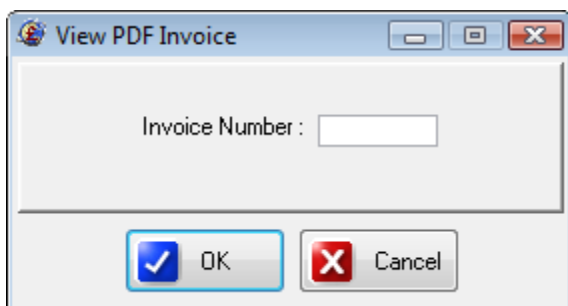
- Vat Rate :
- Tax Point Date :
- Period:
  - Daily
  - Weekly
  - Two Weekly
  - Monthly
- Re-create Sage File
- Buttons:  and

## Invoicing - Summary - Sage File

This part of the system, simply re-prices every consignment in the system except those that have had the tick taken out of the override box and those where no prices exist. Also consignments that have been invoiced do not get re-priced.

## Invoicing - View

This part of the system, simply re-prices every consignment in the system except those that have had the tick taken out of the override box and those where no prices exist. Also consignments that have been invoiced do not get re-priced.

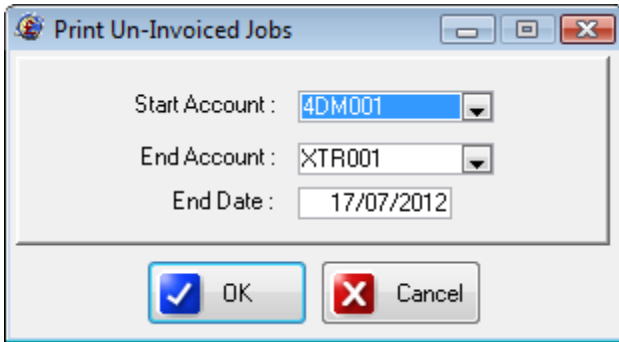


The 'View PDF Invoice' dialog box contains the following field and options:

- Invoice Number :
- Buttons:  and

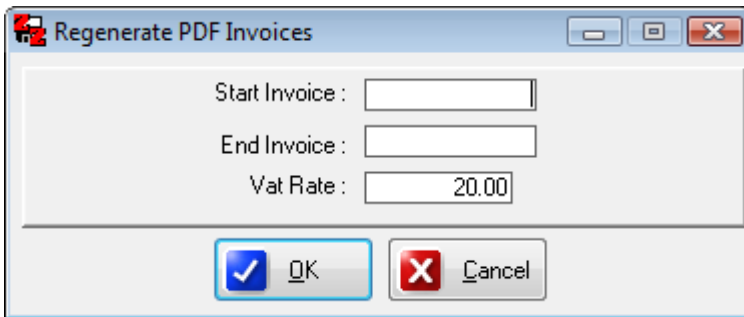
## Invoicing - Un-Invoiced

This part of the system, simply re-prices every consignment in the system except those that have had the tick taken out of the override box and those where no prices exist. Also consignments that have been invoiced do not get re-priced.



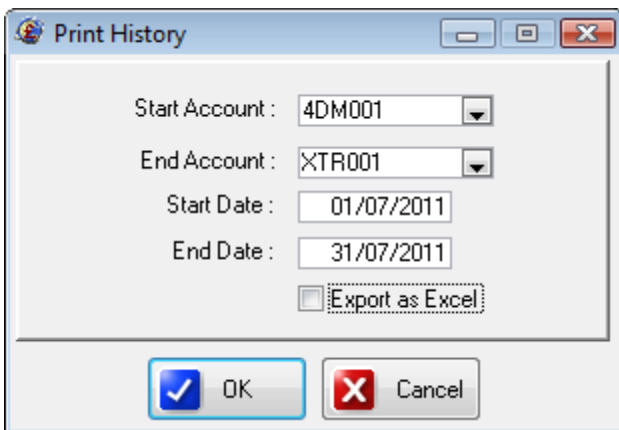
## Invoicing - Regenerate

This part of the system, simply re-prices every consignment in the system except those that have had the tick taken out of the override box and those where no prices exist. Also consignments that have been invoiced do not get re-priced.



## History

This report previews a list of all consignments for the date range for each customer in the range you specify.




Enter the range of Dates that you wish to preview consignments up to

Enter the Account range you wish to preview by using this  button to select the chosen accounts.

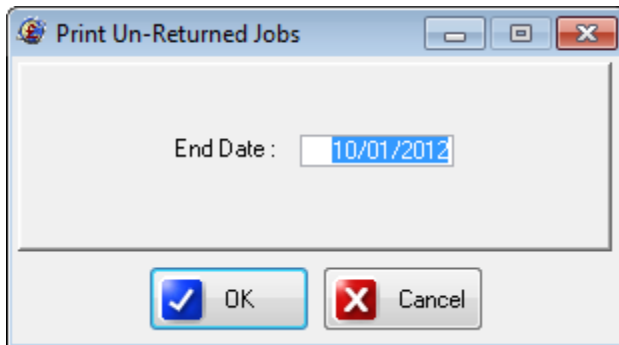
Tick the Export as Excel tick-box if you wish to create the report as an Excel

spreadsheet.


Click the Ok  button to confirm

## Un-Returned

This report previews lists of all consignments up to a specified manifest date that have not had any paperwork returned.

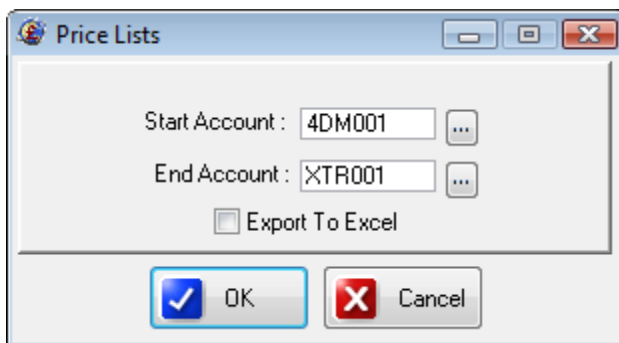



Enter the End Date

Click the Ok  button to confirm


## Price lists

This report previews a price list for all customers that you specify, showing each rate they have. The order is in Region Code/Service Code order.



Enter the Account range you wish to preview by using this  button to select the chosen accounts.

Tick the Export as Excel tick-box if you wish to create the report as an Excel spreadsheet.

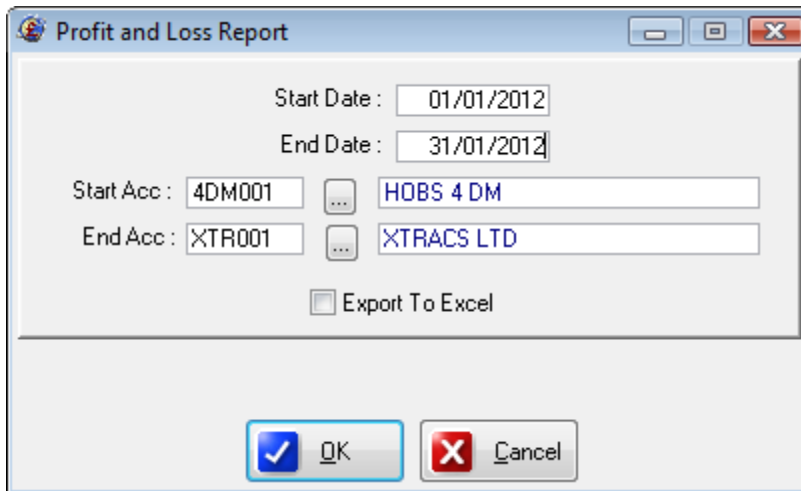
Click the Ok  button to confirm



The report layout can be amended, but here is a preview of what the default one looks like.

## Profit/Loss - Detailed

This report previews a profit/loss report for all the consignments for the date range that you specify. Each day consignments are grouped together and totalled.



The screenshot shows a dialog box titled "Profit and Loss Report". It contains the following fields and controls:

- Start Date: 01/01/2012
- End Date: 31/01/2012
- Start Acc: 4DM001 (with a selection button) and HOBS 4 DM
- End Acc: XTR001 (with a selection button) and XTRACS LTD
- Export To Excel:
- Buttons: OK (checked) and Cancel

Enter the range of Dates that you wish to Report On

Enter the Account range you wish to preview by using this  button to select the chosen accounts.

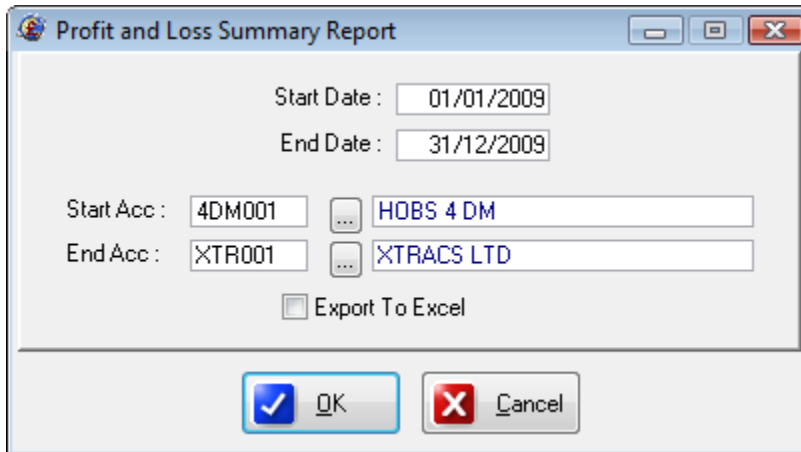
Tick the Export as Excel tick-box if you wish to create the report as an Excel spreadsheet.

Click the Ok  button to confirm

The report layout can be amended, but here is a preview of what the default one looks like.

## Profit/Loss – Summary

This report previews a profit/loss report showing the profit per customer, between the date ranges you specify.



The screenshot shows a dialog box titled "Profit and Loss Summary Report". It contains the following fields and controls:

- Start Date: 01/01/2009
- End Date: 31/12/2009
- Start Acc: 4DM001 (with a selection button) and HOBS 4 DM
- End Acc: XTR001 (with a selection button) and XTRACS LTD
- Export To Excel
- Buttons:  OK and  Cancel

Enter the range of Dates that you wish to Report On

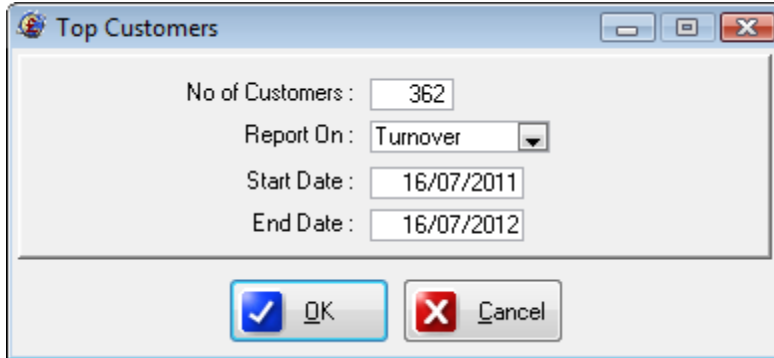
Enter the Account range you wish to preview by using this  button to select the chosen accounts.

Tick the Export as Excel tick-box if you wish to create the report as an Excel spreadsheet.

Click the Ok  OK button to confirm

## Top Accounts – Top Customer List

This report print previews a report of the top number of customers ordered by either turnover, number of consignments, total pallets despatched or total weight despatched for the data range specified.



Enter the No of Customers you wish to display on the report (Or leave as the default which will be the number of customers in your system).

Select whether you want the report ordered by Turnover, Consignments, Pallets or Weight.

Enter the range of Dates that you wish to Report On

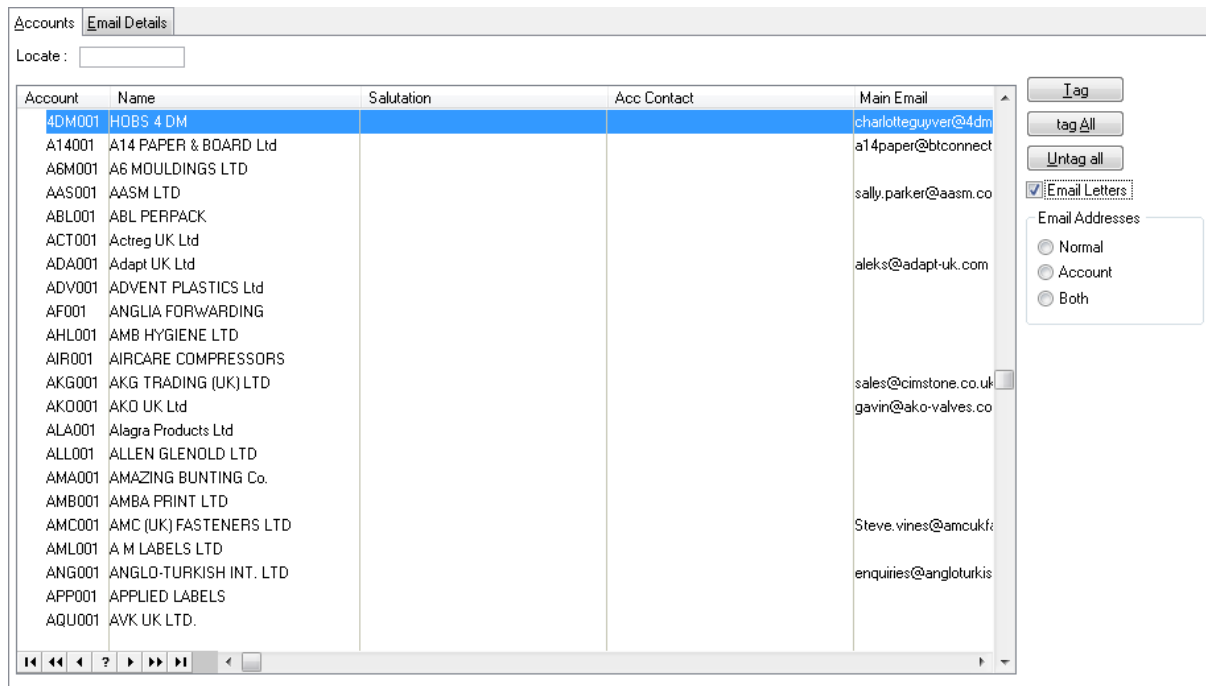
Click the Ok  button to confirm

## Accounts – Customer/Account Listing

This report print previews a list of all accounts you have in the system.


## Bulk Mail


This option allows you to print off a pre-defined letter to many customers, personalising each of the letters with the different addresses that are held. To modify the letter, select the Utilities menu, followed by Layouts and amend the Mail shot report.



Use the Tag  button to select an account or accounts one by one.

Use the Tag All  Button to tag all accounts

Use the Untag All  button to untag all accounts selected

Click the Ok  button the report per tagged account will be previewed for you to print.


Email Letters

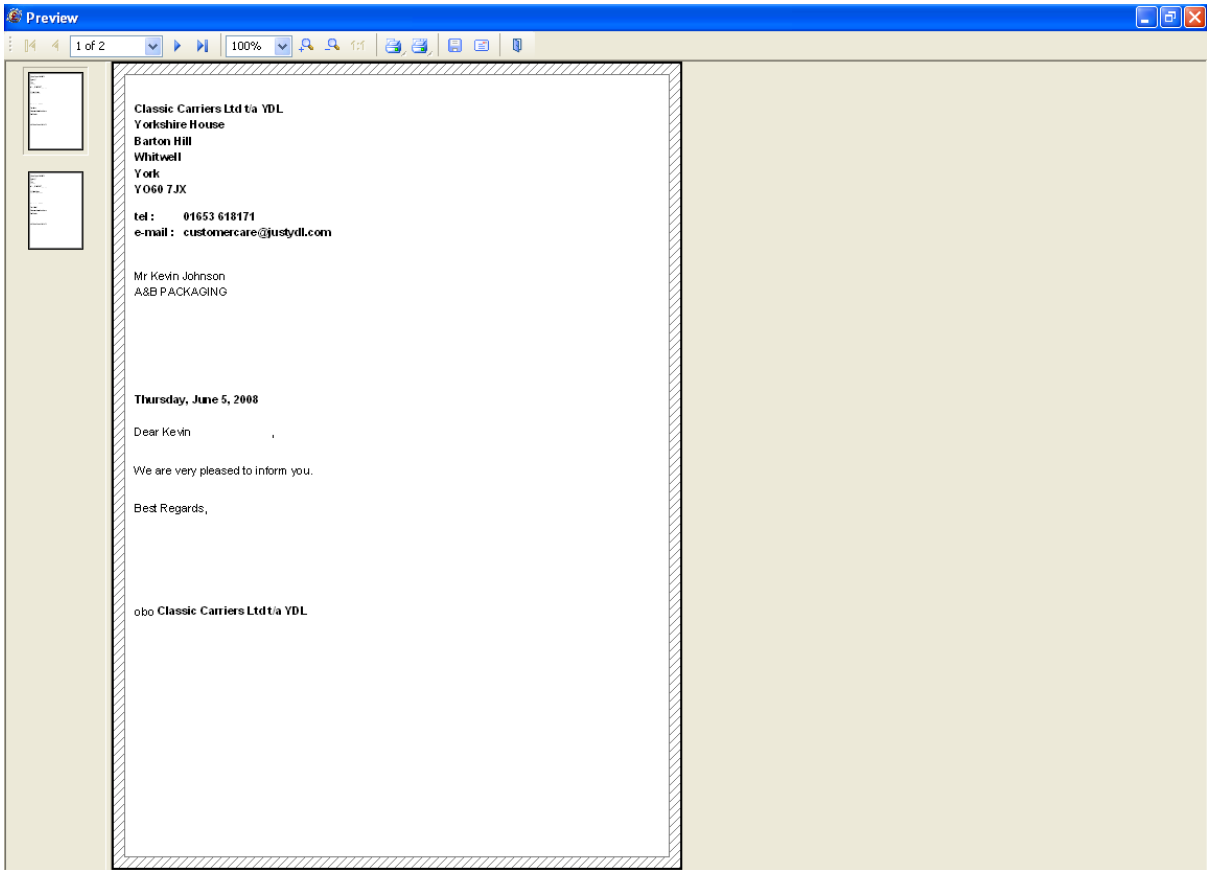
Email Addresses

Normal

Account

Both

If you tick the Email Letter tick box, you can specify the email address that you email the letter to. By pressing the OK  button you will be able to choose one of the five layout centre letters.



You can have logos on the letter's etc, your imagination is the limiting factor.


## Email PODs

This option allows you to send out all the POD images per tagged account between the chosen dates.




Use the Tag  button to select an account or accounts one by one.

Use the Tag All  Button to tag all accounts

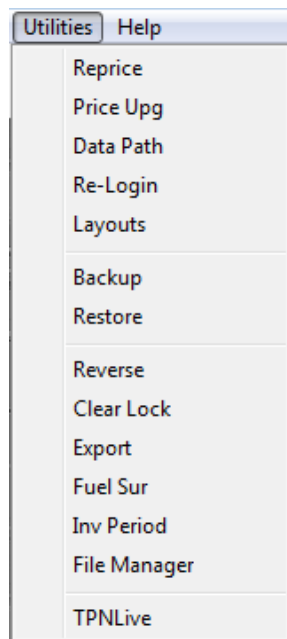
Use the Untag All  button to untag all accounts selected

Enter the range of dates (The PODs that fall between these dates will be sent out)

Tick the **By Despatch date** Tick box if

Click the Ok  button to confirm

# Chapter Five – Utilities Menu

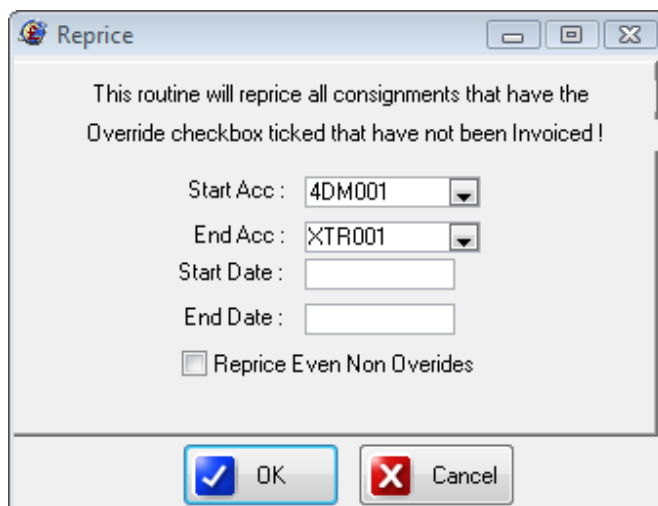


## The Utilities Menu

Each option will be explained within this chapter.

### Reprice – Reprice Consignments


This part of the system, simply re-prices every consignment in the system except those that have had the tick taken out of the override box and those where no prices exist. Also consignments that have been invoiced do not get re-priced.



Enter the range of accounts you wish to reprice between (this defaults to the first and last account that you have on your system).

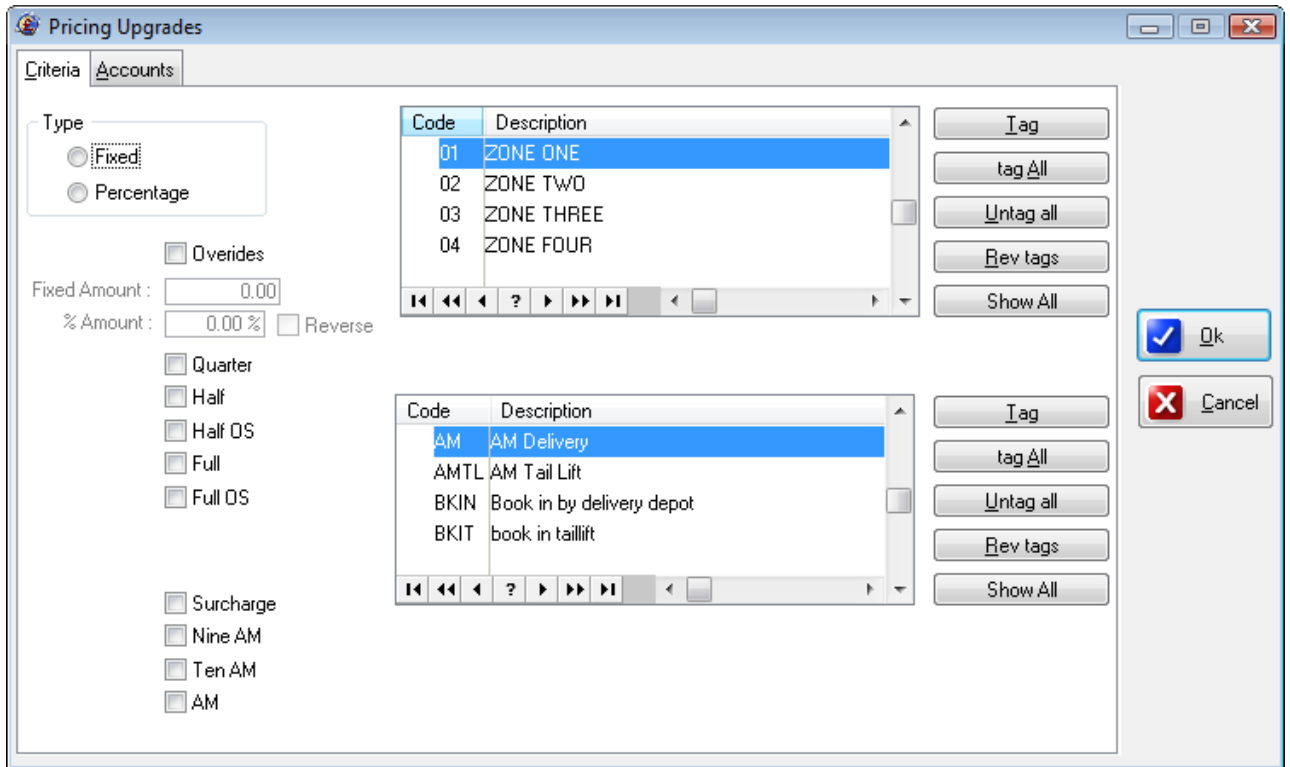
Enter the range of dates that you wish to reprice between

If you wish to include non overrides, tick the Reprice Even Non Overrides tick box.

Click the OK  button to confirm.

## Price Upg – Pricing Upgrades

This option allows you to change the specific prices for a range of customers, for a range of services or freight types.



Follow these steps to perform a pricing upgrade:

- Choose between Fixed or Percentage increase/decrease
- Enter the Fixed or Percentage amount
- Tag the Regions that you wish to make the upgrade for
- Tag the Services that are to be updated for the regions you have tagged
- Tick the Freight Types that will be updated for the Service/Region combinations that have been tagged.

Use the following buttons to Tag the Regions and Services:


Use the Tag  button to select an account or accounts one by one.

Use the Tag All  Button to tag all accounts

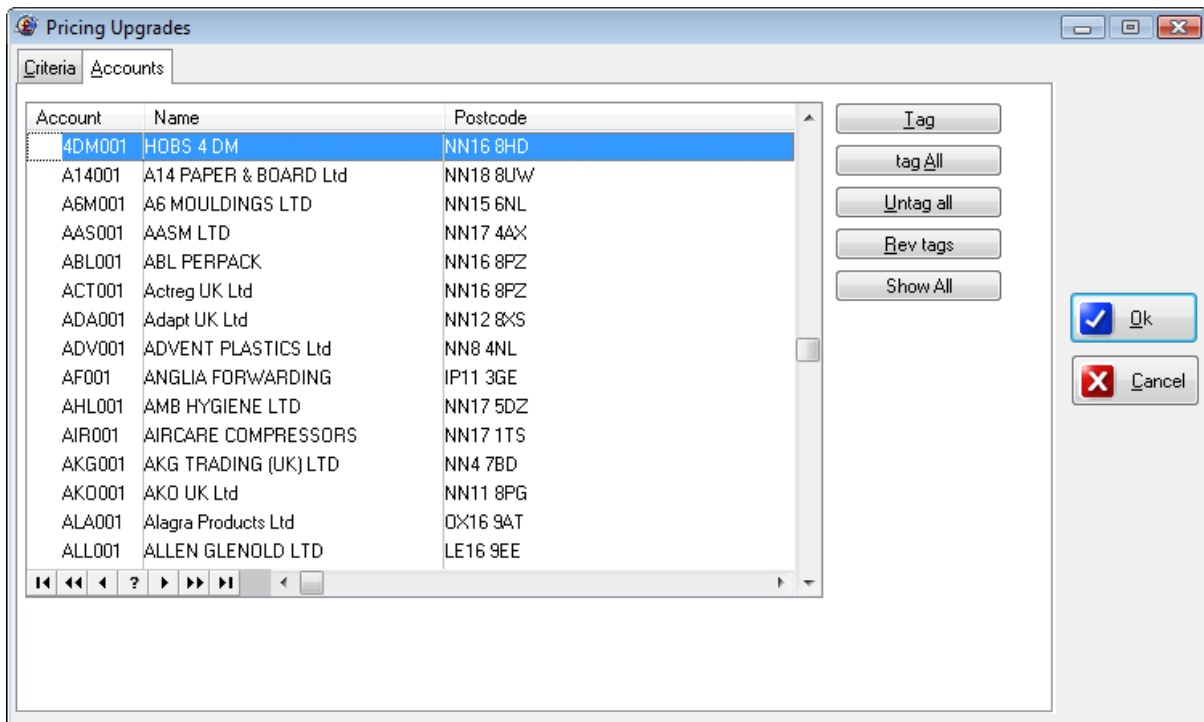
Use the Untag All  button to untag all accounts selected



Use the Rev Tags  button to

Use the Show All  button to either - Show All, Show Tagged or Show Untagged

Now Select the Accounts Tab.




Use the following buttons to Tag the Accounts:

Use the Tag  button to select an account or accounts one by one.

Use the Tag All  Button to tag all accounts

Use the Untag All  button to untag all accounts selected

Use the Rev Tags  button to

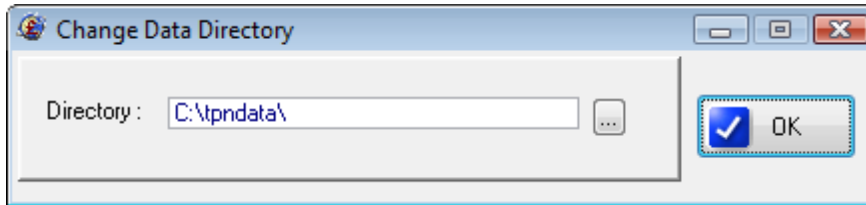
Use the Show All  button to either - Show All, Show Tagged or Show Untagged

Click the OK  button to confirm.


## Data Path

The data path should always be the same as the data path that is held within the TPN Depot system. The data path is shown at the top of both programs in square brackets. They must match.

If you need to change the data path then this option allows you to do that.



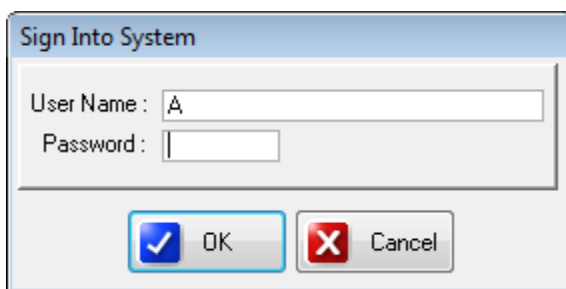
Click  to select the destination of where your data is held.

Click the OK  button to confirm.

If you have more than one computer running this program then each computer must update their data path.

## Re-Login

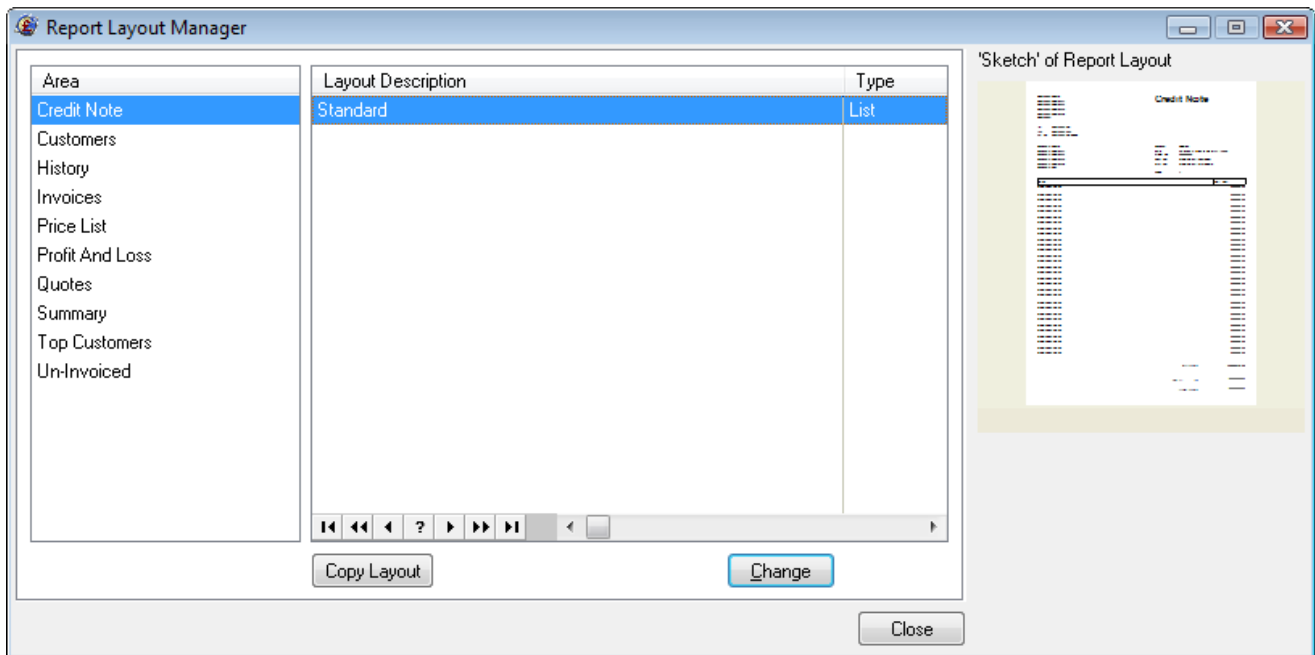
This option is for if you need to leave your computer unattended for a time while remaining in the system.



The main screen will be hidden and a login window is displayed that moves around the screen every so often waiting for you to log back in. Until you log back in no further work can be done in the system on your computer.


## Layouts

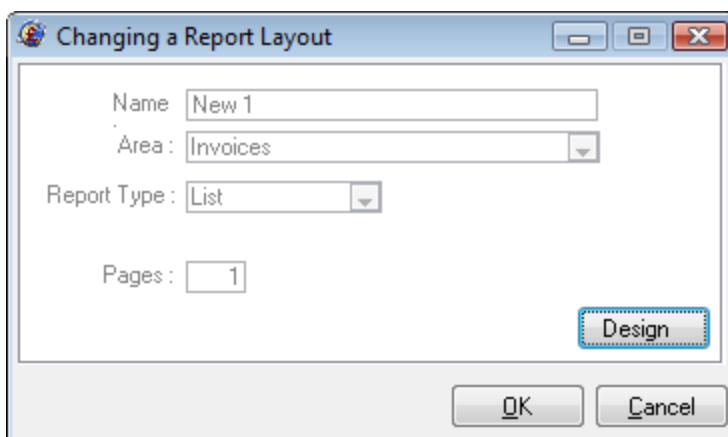
This part of the program is where you can design how you want your report layouts to look. These will have been set-up initially for you when you ordered this software.



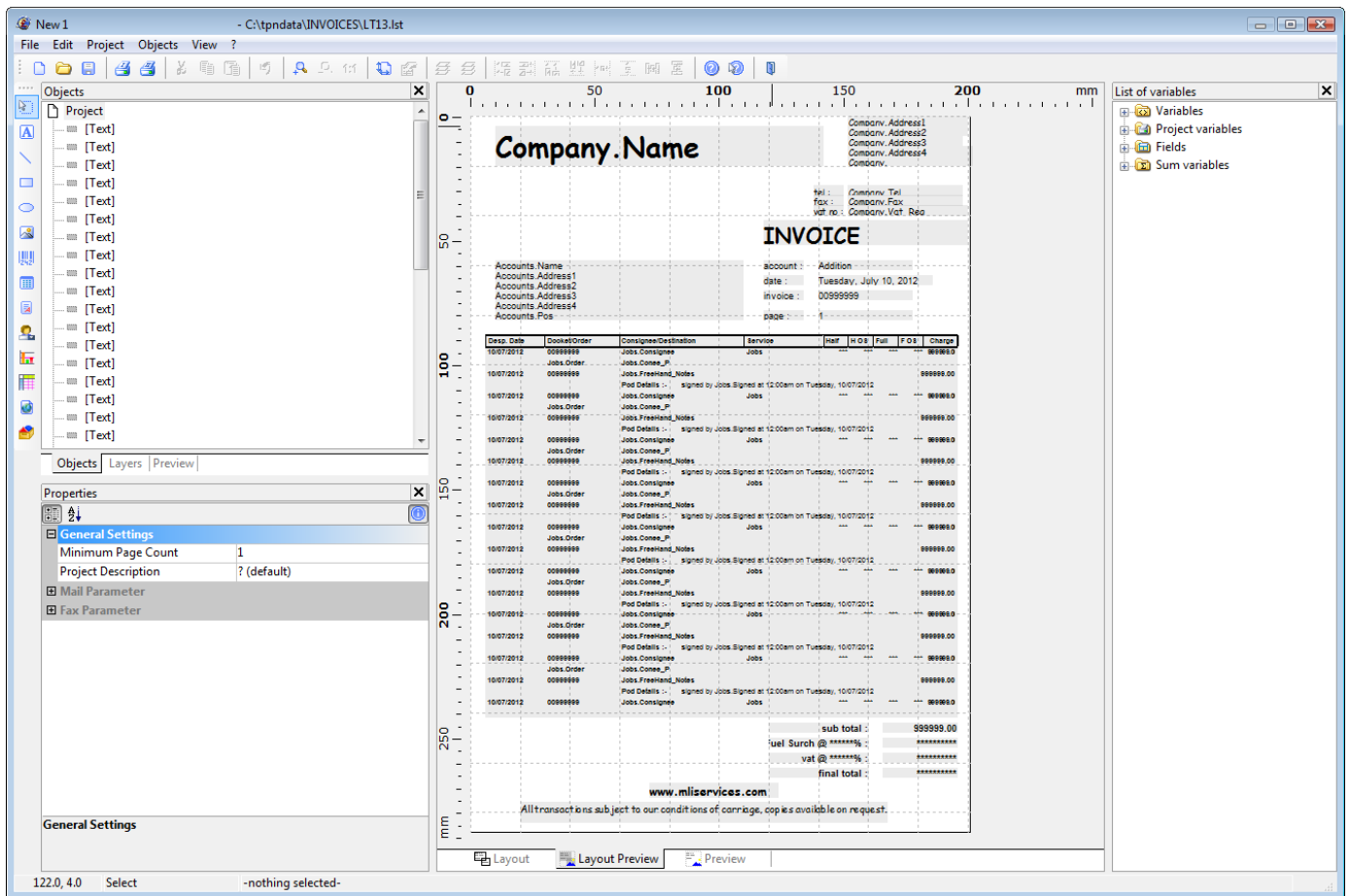
On the left side of the Report Layout Manager Screen will be the report areas that are valid. In the middle shows the layouts that are available for the highlighted report area.

On the right side, a thumbnail picture is shown of the selected report layout.

You can graphically modify the layout of the highlighted report by click the Change  Button.

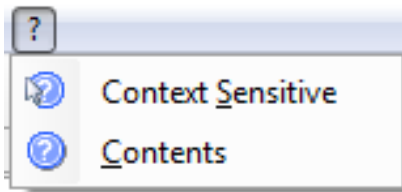


The window above will appear, click the Design  Button.



At this point please read the PDF document that is located within the TPN Invoicing program (it will explain how to use the report designer or contact us for advice/help).

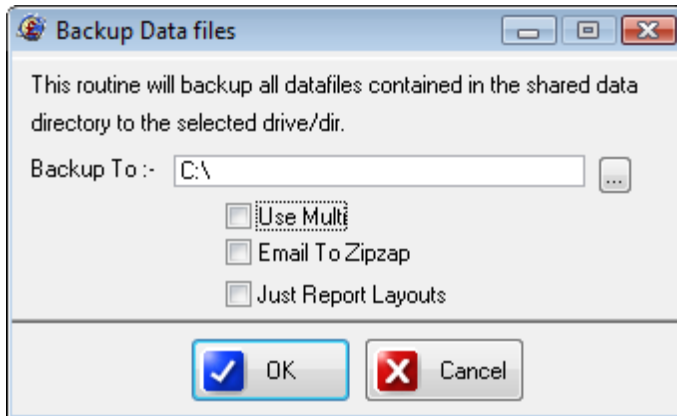
Click on the Question Mark menu and select Contents




The report designer is a very powerful tool to use, but as the layouts have already been set-up for you. You may not ever need to use it, except for altering the mail-shot report.

## Backup

This option enables you to backup the data files that the system uses and also the data files that belong to the TPN Depot system.



If you are backing-up to a removable media drive (not Hard disks or CD's) then place a tick in the Use Multi tick-box.

Click  to select the destination of where you want the files to Backup.

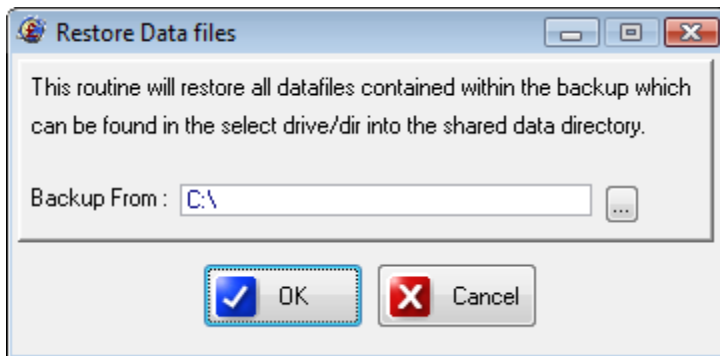
Also by ticking the tick-box Email to Zipzap, the system will email a copy of the backup via your configured email program to us.


If you only require you Report Layouts, you can place a tick in the Just Report Layouts tick box to back up them files only.

Click the OK  button to complete the Backup.

## Restore

This option enables you to restore a backup file from a location.

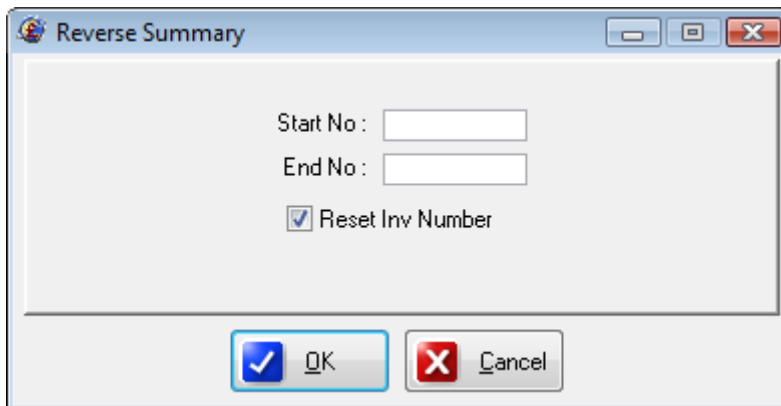


Click  to select the destination of where the Backup file is located.

Click the OK  button to complete the restore.


## Reverse – Reverse Invoice Summary

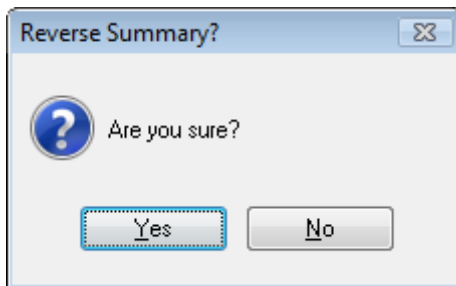
This option allows you to reverse a completed invoice summary, so that the consignments in that invoice summary were never invoiced.



Enter the To/From Invoice number range that you wish to un-invoice.

Make sure the Reset Inv Number tick box is ticked so that the Invoice numbers reset.

Click the OK  button and you will be asked to confirm your decision.



Click Yes and the consignments attached to the Invoice range selected will be un-invoiced.

## Clear Lock

The invoicing system saves the criteria you are invoicing between the invoices and summary, and removes the lock after the invoice summary has been finished with.

There may be times when you would like to clear this yourself.

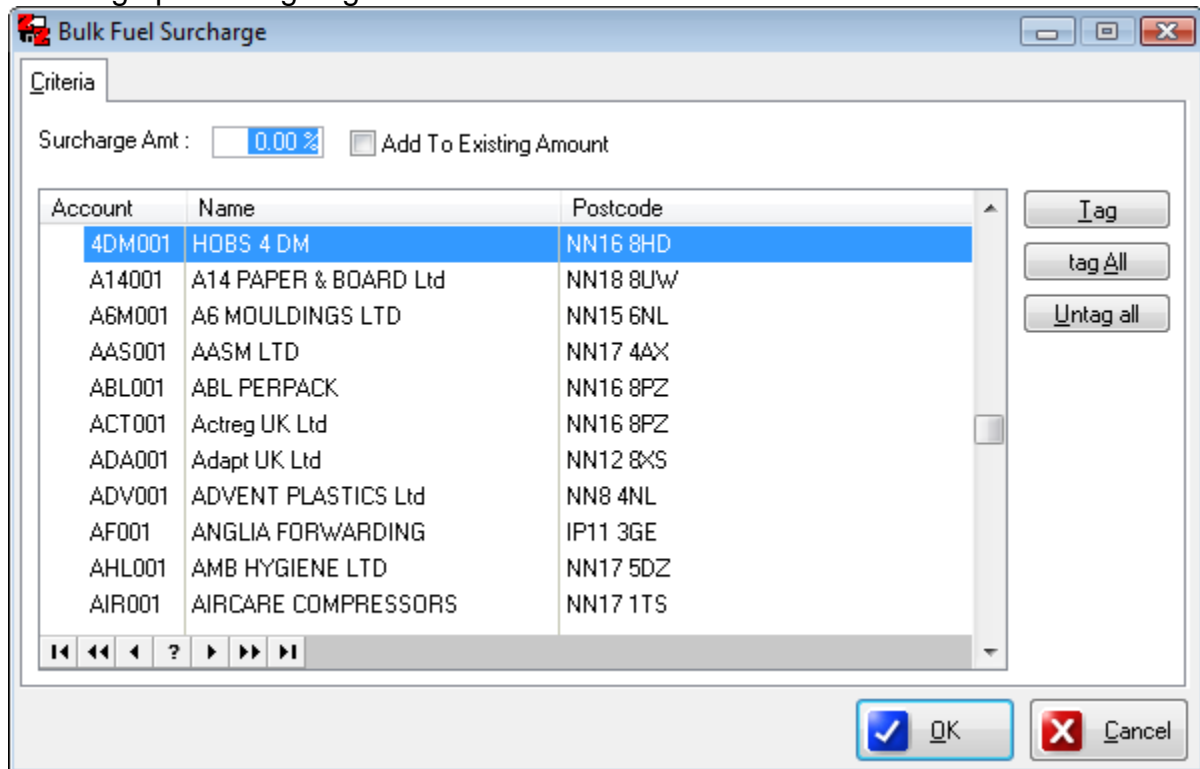
Simply click the Clear Lock option on the Utilities menu to clear the invoice lock.

## Export

FOR ZIPZAP COMPUTERS LTD USE ONLY.

## Fuel Sur – Bulk Fuel Surcharge


This option allows you to tag as many accounts as you wish and apply the same surcharge percentage against them.



Use the Tag  button to select an account or accounts one by one.

Use the Tag All  Button to tag all accounts

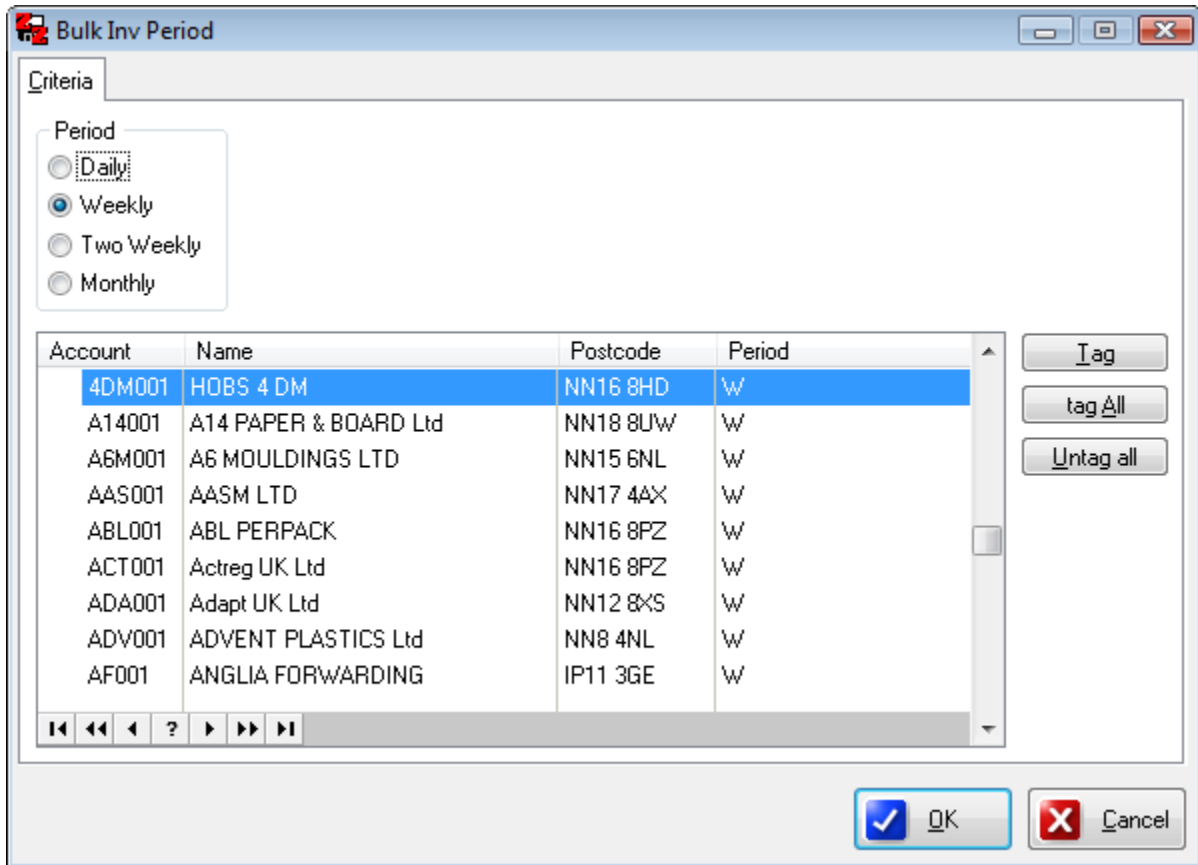
Use the Untag All  button to untag all accounts selected

Once the accounts you have chosen are tagged. Click the OK  Button to apply the fuel surcharge against the selected accounts.



## Inv Period – Bulk Invoice Period


This option allows you to tag as many accounts as you wish and apply the same invoicing period against them.



Use the Tag  button to select an account or accounts one by one.

Use the Tag All  Button to tag all accounts

Use the Untag All  button to untag all accounts selected

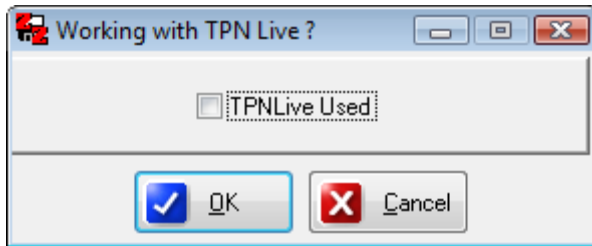
Once the accounts you have chosen are tagged. Click the OK  Button to apply the Invoicing Period against the selected accounts.

## File Manager


FOR ZIPZAP COMPUTERS LTD USE ONLY.

## TPN Live


This option is for enabling or disabling TPNLive. If you have TPNLive switched on, you will not be able to import Jobs from the TPN Depot System.



To enable TPNLive, mark sure there is a tick in the Tick-box

Click the OK  Button to finish

To Disable TPNLive, take the tick out of the Tick-box

Click the OK  Button to finish

# Chapter Six – Quick Steps to Setting up

This chapter briefly details to steps that are required before you import consignments from the TPN Depot system to Invoice.

- Set-up the Regions - Page
- Set-up the Services (Very Important) - Page
- Set-up the Types (Optional) - Page
- Set-up the Dynamic Assignments (Optional) - Page
- Allocate the Regions to the Gazetteer. - Page
- Set-up the Parameters. - Page
- Set-up the Tariff Rates. - Page
- Set-up the Card Rates (if used) - Page
- Set-up the Account Rates. - Page

# Appendix A – Common Buttons

Currently Working On

# Appendix B – Common Errors

Currently Working On

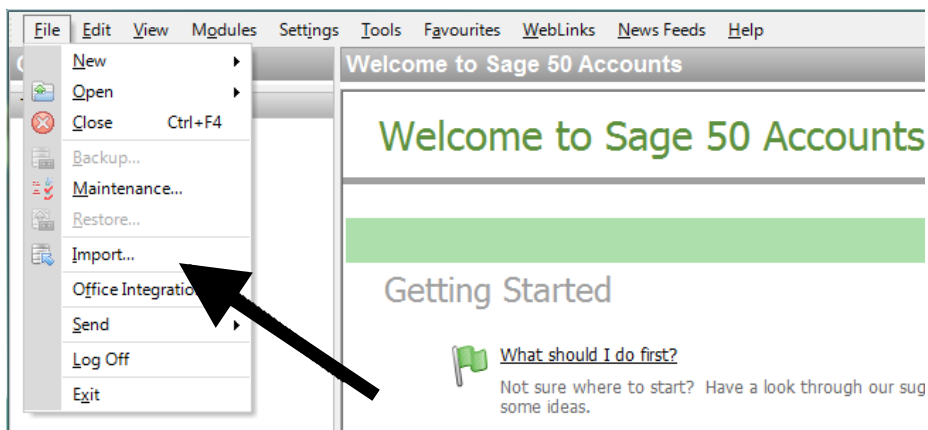
# Appendix C – New Sage Import

FOR USERS USING SAGE ACCOUNTS 2010+

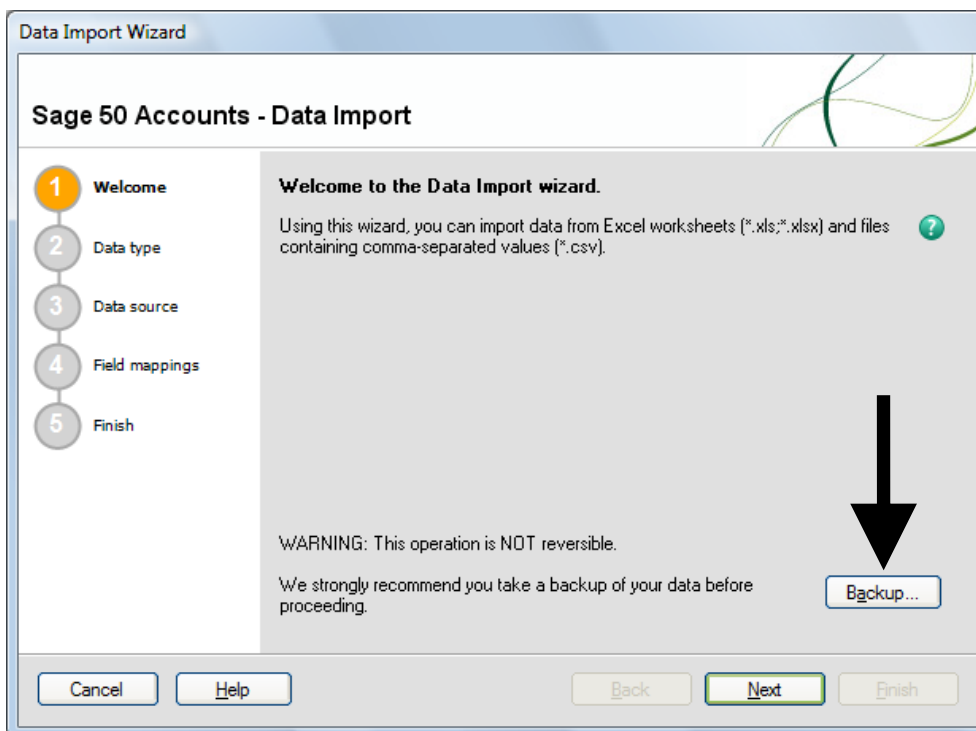
## Import Customers

In Sage 50 Accounts 2010+ when you go to import the Customers file, you now have to map the fields in the file to the fields in Sage.

Click **File**



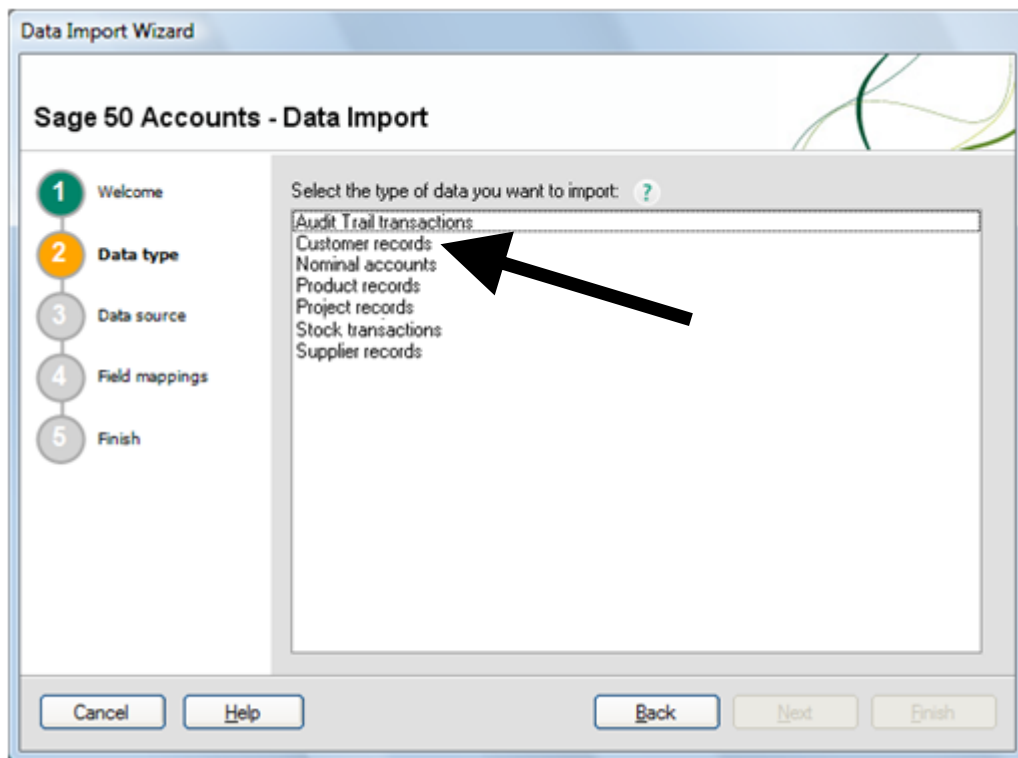
Select **Import** and the **Data Import Wizard** will emerge



Click on **Backup** to make a backup of your data first.

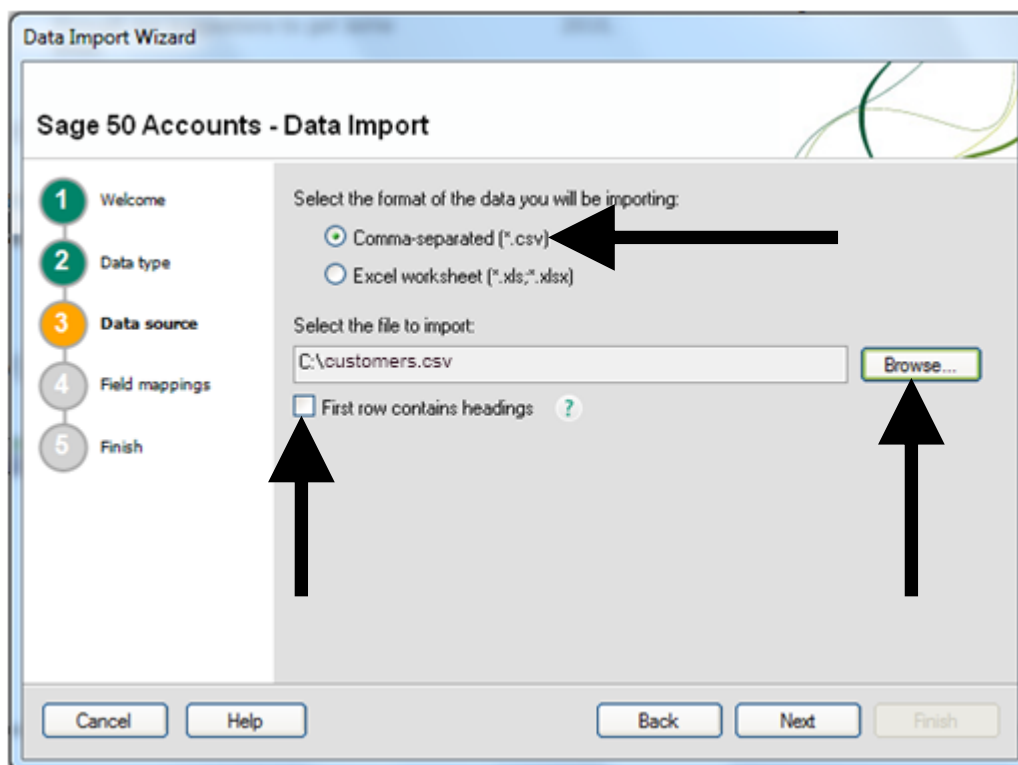
Click **Next** once the backup is complete

Select **Customer Records** from the list



Click **Next** to continue

Select the **Comma-separated (\*.csv)** option



Ensure that **No Tick** is present in the **First row contains headings** option

Click on **Browse** to select the **Customers** file that you wish to import

**NOTE: Ensure the CSV filename is all in lowercase (Example - customers.csv)**

Click **Next** to continue.

Sage 50 Accounts now wants you to set up the field mappings. Start at the top of the list and select A then for the next line down select B and so on until you reach I which should be Telephone Number.

### Example Below

	A	B	C	D	E	F	G	H	I
1	ZIP001	ZIPZAP	UNIT C2	TH WEAVER F	LINCOLN	LINCOLNS	LN69TD		01522 68470
2	ZIP001	ZIPZAP	UNIT C2	TH WEAVER F	LINCOLN	LINCOLNS	LN69TD		01522 68470
3	ZIP001	ZIPZAP	UNIT C2	TH WEAVER F	LINCOLN	LINCOLNS	LN69TD		01522 68470
4	ZIP001	ZIPZAP	UNIT C2	TH WEAVER F	LINCOLN	LINCOLNS	LN69TD		01522 68470
5									

CSV format for the example above would be:

**Column A** = Account Reference

**Column B** = Account Name

**Column C** = Street 1

**Column D** = Street 2

**Column E** = Town

**Column F** = County

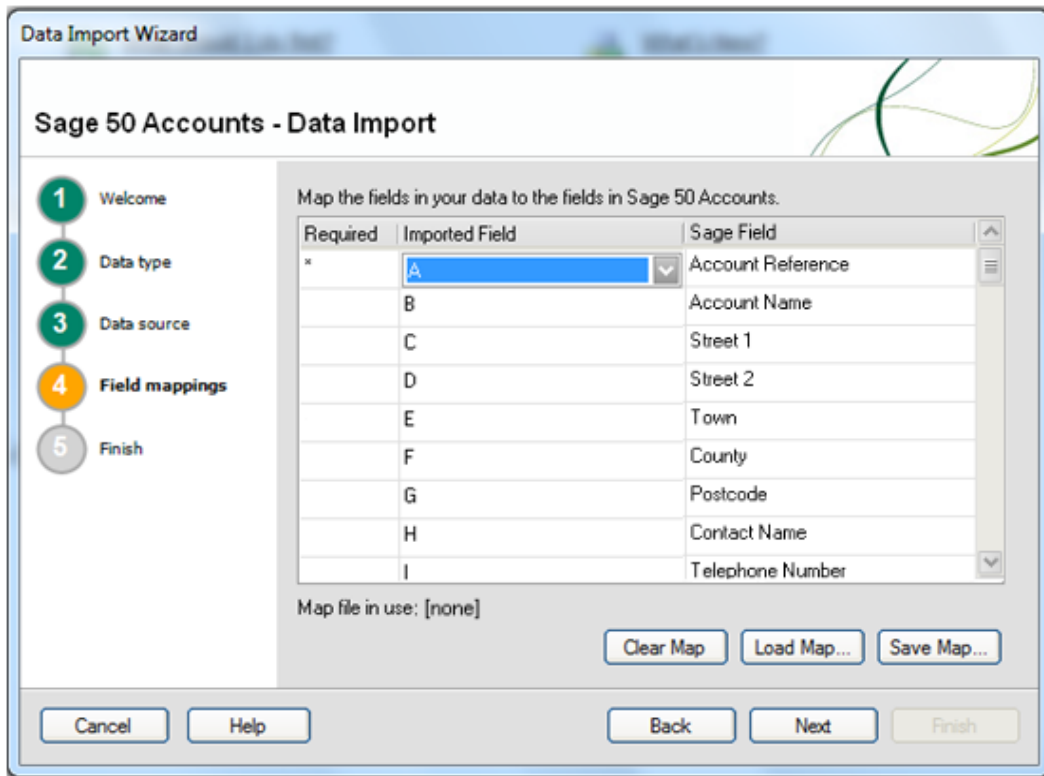
**Column G** = Postcode

**Column H** = Contact Name

**Column I** = Telephone Number

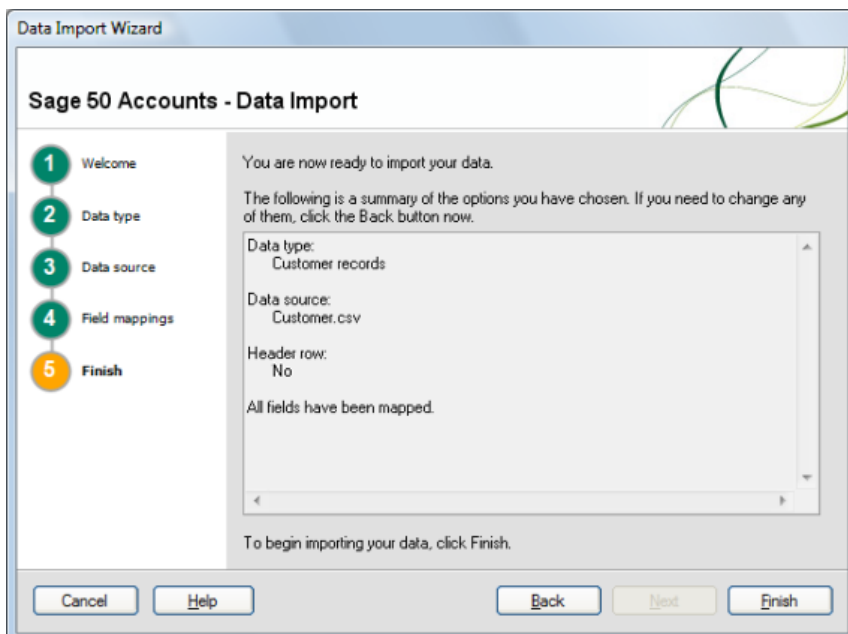
**NOTE: For the customers file, you should only map fields A to I (Telephone number being the last field)**

Select each column you require to the correct **Sage field**



Once you are done, click on the **Save Map** button to make a copy of the map you have just created.

Click **Next** to Continue



If you are happy with the summary that you are presented with, click on **Finish** and your file will be imported.

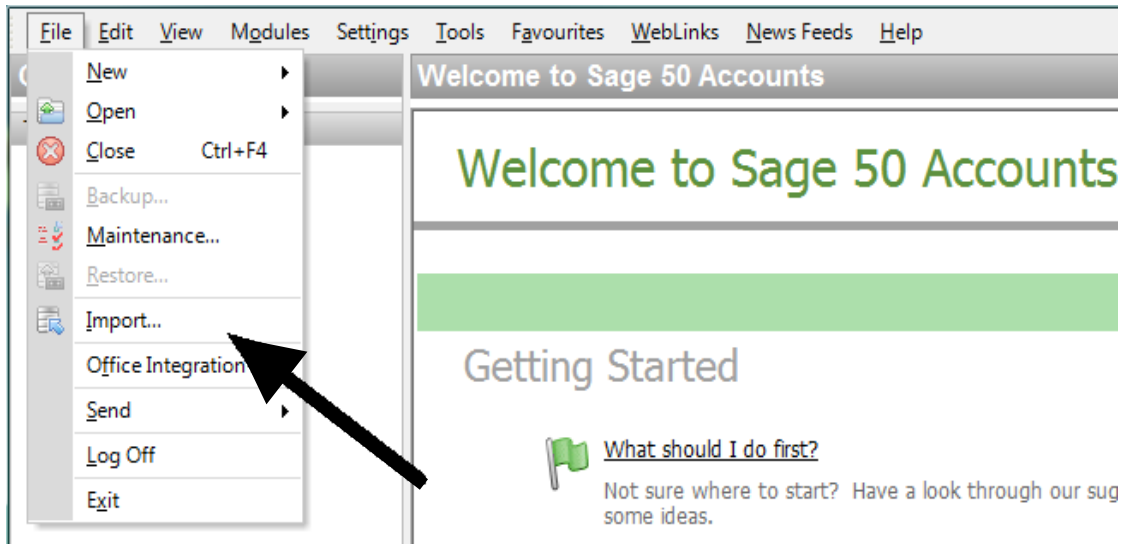
**NOTE: Next time you use the routine it will remember the mappings that you have used previously.**



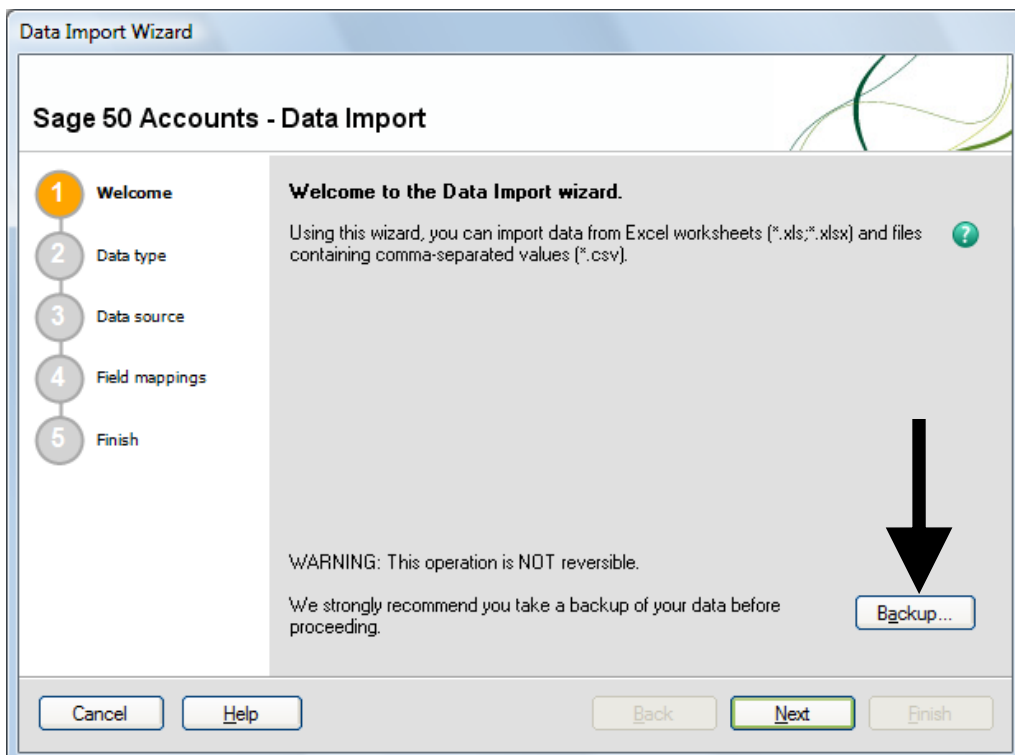
## Import Audit Trail Transactions

In Sage 50 Accounts 2010+ when you go to import the Audit Trail Transactions file, you now have to map the fields in the file to the fields in Sage.

Click **File**



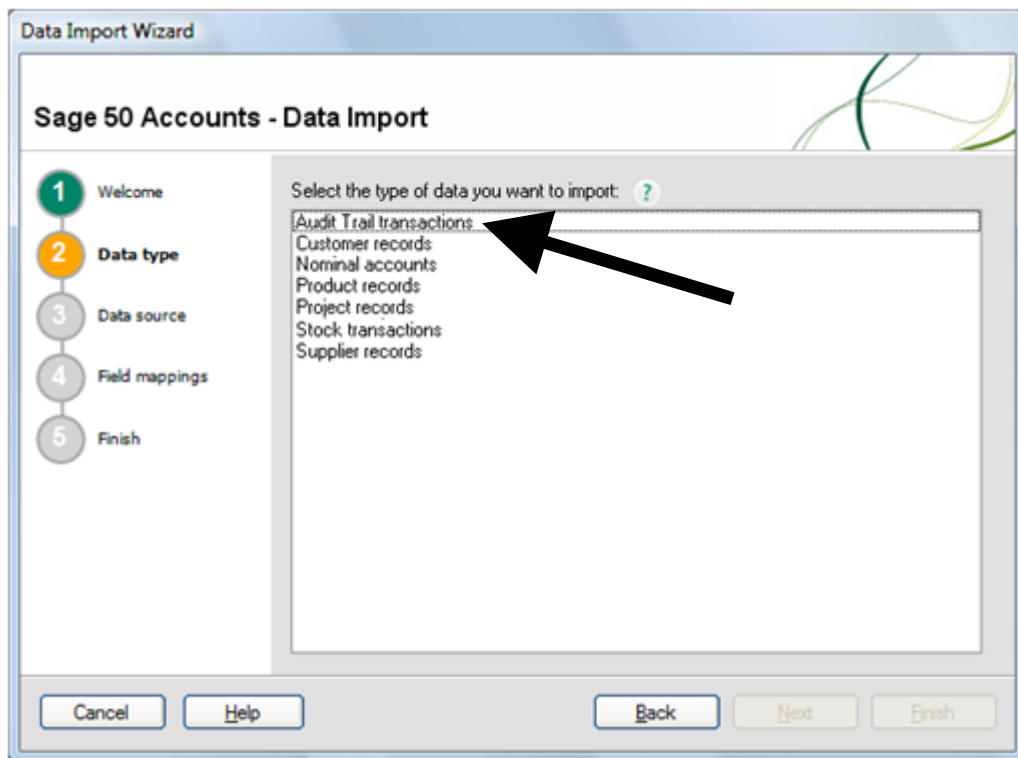
Select **Import** and the **Data Import Wizard** will emerge



Click on **Backup** to make a backup of your data first.

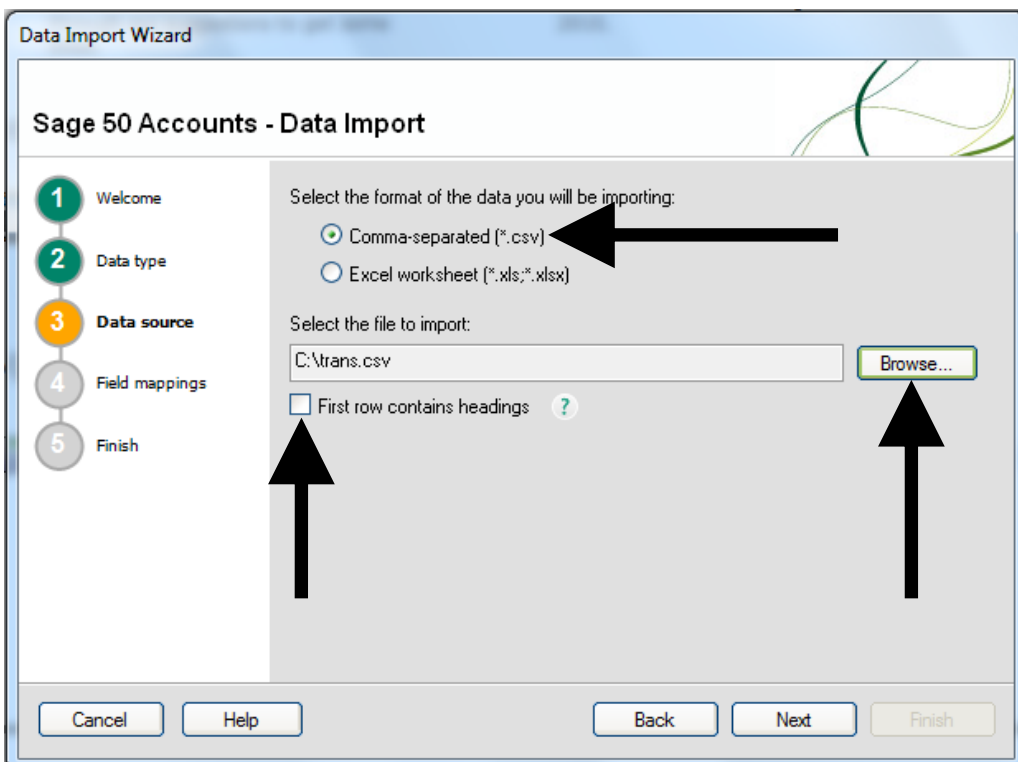
Click **Next** once the backup is complete

Select **Audit Trail Transactions** from the list



Click **Next** to continue

Select the **Comma-separated (\*.csv)** option



Ensure that **No Tick** is present in the **First row contains headings** option

Click on **Browse** to select the **Audit Trail Transactions** file that you wish to import

**NOTE: Ensure the CSV filename is all in lowercase (Example - trans.csv)**

Click **Next** to continue.

Sage 50 Accounts now wants you to set up the field mappings. Start at the top of the list and select A then for the next line down select B and so on until you reach J which should be Tax Amount. The last 5 Sage 50 Accounts Fields should have no field or letter associated with it.

### Example Below

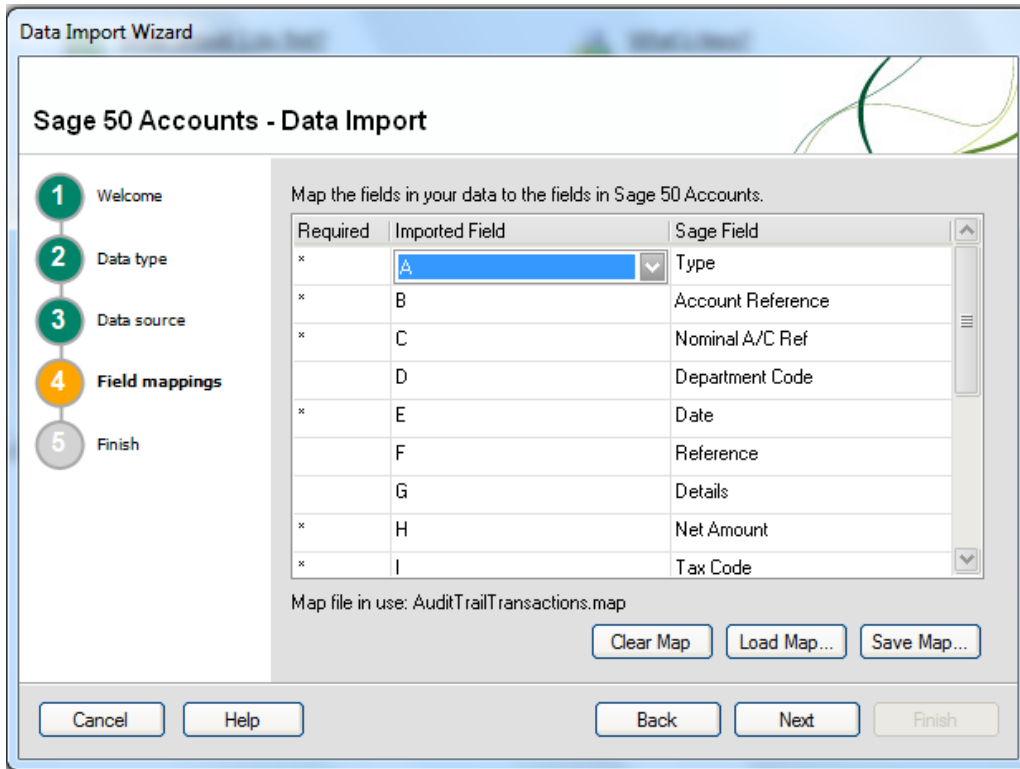
	A	B	C	D	E	F	G	H	I	J	K
1	SI	ZIP001	4000		1102010	5062	Monthly Support	50	T1	8.75	
2	SI	ZIP001	4000		1092010	5063	Monthly Support	50	T1	8.75	
3	SI	ZIP001	4000		1082010	5064	Monthly Support	50	T1	8.75	
4											
5											

CSV format for the example above would be:

- Column A** = Type
- Column B** = Account Reference
- Column C** = Nominal A/C Ref
- Column D** = Department Code
- Column E** = Date
- Column F** = Reference
- Column G** = Details
- Column H** = Net Amount
- Column I** = Tax Code
- Column J** = Tax Amount

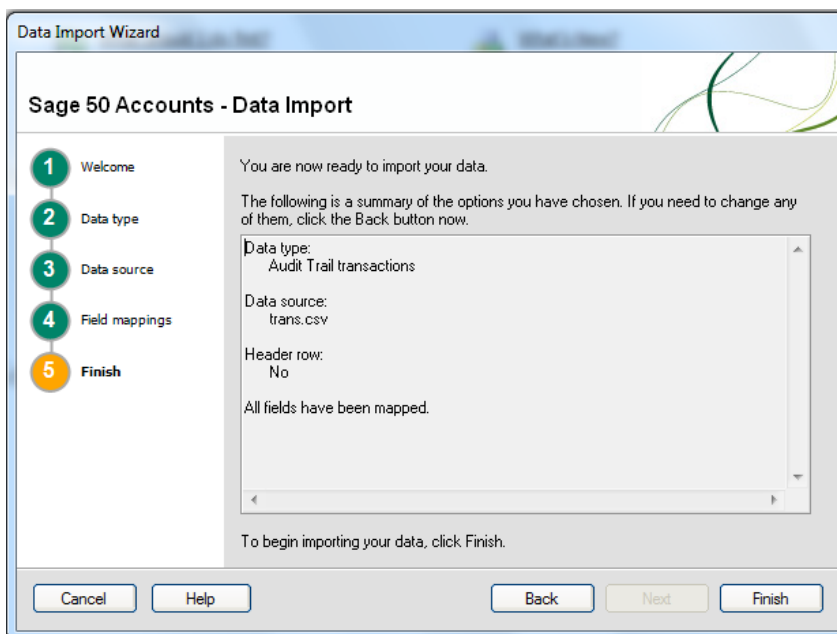
**NOTE: For Audit Trail Transactions map fields A to J (Tax Amount being the last field)**

Select each column you require to the correct **Sage field**



Once you are done, click on the **Save Map** button to make a copy of the map you have just created.

Click **Next** to Continue



If you are happy with the summary that you are presented with, click on **Finish** and your file will be imported.

**NOTE: Next time you use the routine it will remember the mappings that you have used previously.**

## Errors When Importing

### Be Aware:

If when importing data into Sage an error occurs or a warning emerges, this does not always mean the data has not been imported. Before re-attempting an import, please check the Sage records as duplicates could occur otherwise.

If errors do occur, they will need to be corrected in the CSV file before attempting an import again.

Deleting data from Sage is difficult, so it always best to perform a backup before running any import.

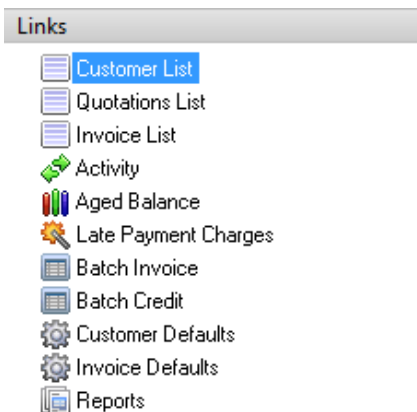
## Exporting Customers from Sage 2008

Open **Sage**

Select **Customers**



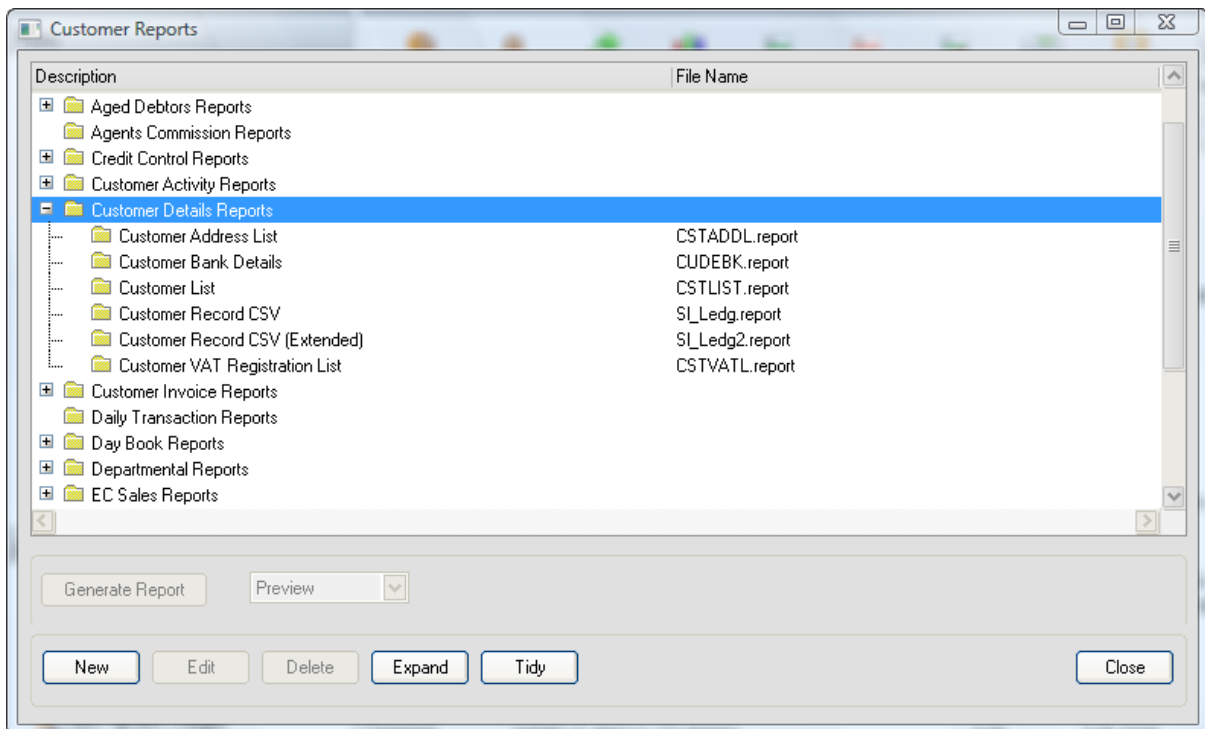
Select **Customer List**



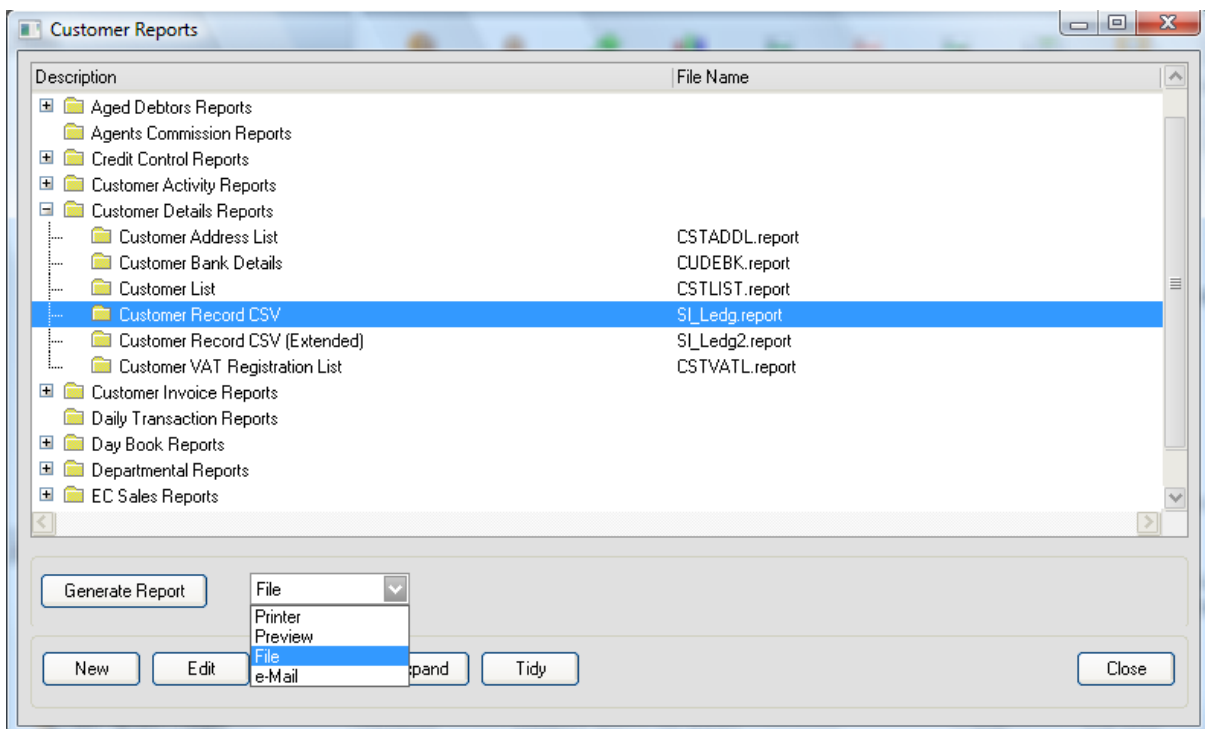
Select **Reports**



Collapse **Customer Details Reports** by clicking on the **Plus** sign



Select **Customer Record CSV**

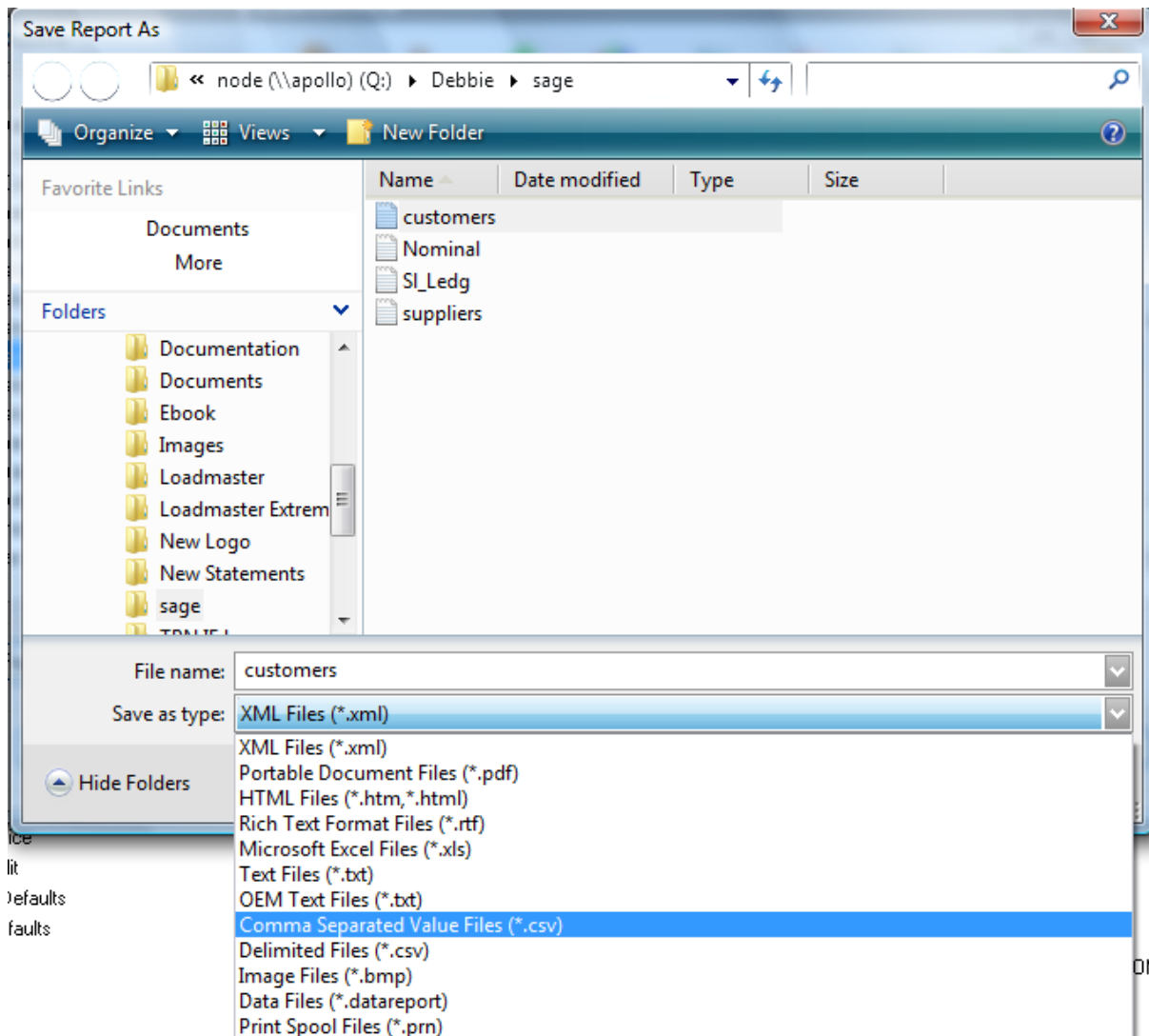


Select **File** from the pull down by click this button



Generate Report

Click **Generate Report**



Enter a **Name** for the file

**NOTE:** Ensure the **CSV** filename is all in lowercase (Example - customers.csv)

Select **Comma Separated Value File** from the pull down by click this button 

Choose a **Location** to save the file too.

Click **Save**

## **Appendix D – File Menu**

## **Appendix E – Window Menu**