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TPN Invoicing

User Guide

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

Updated Monday, 09 January 2011

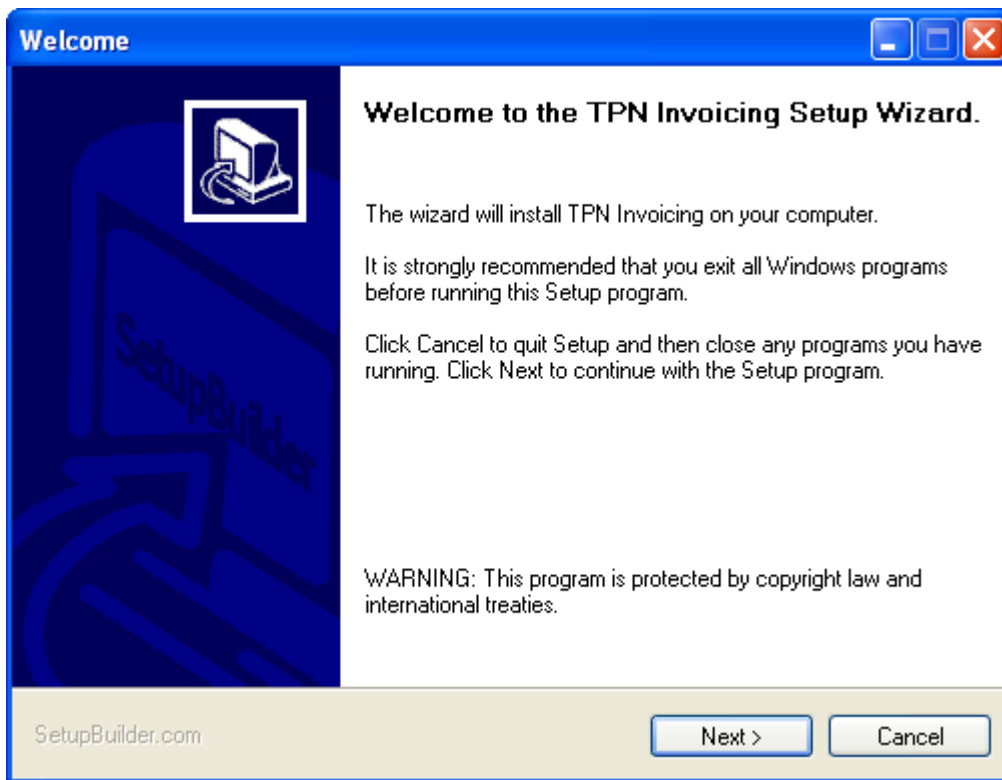
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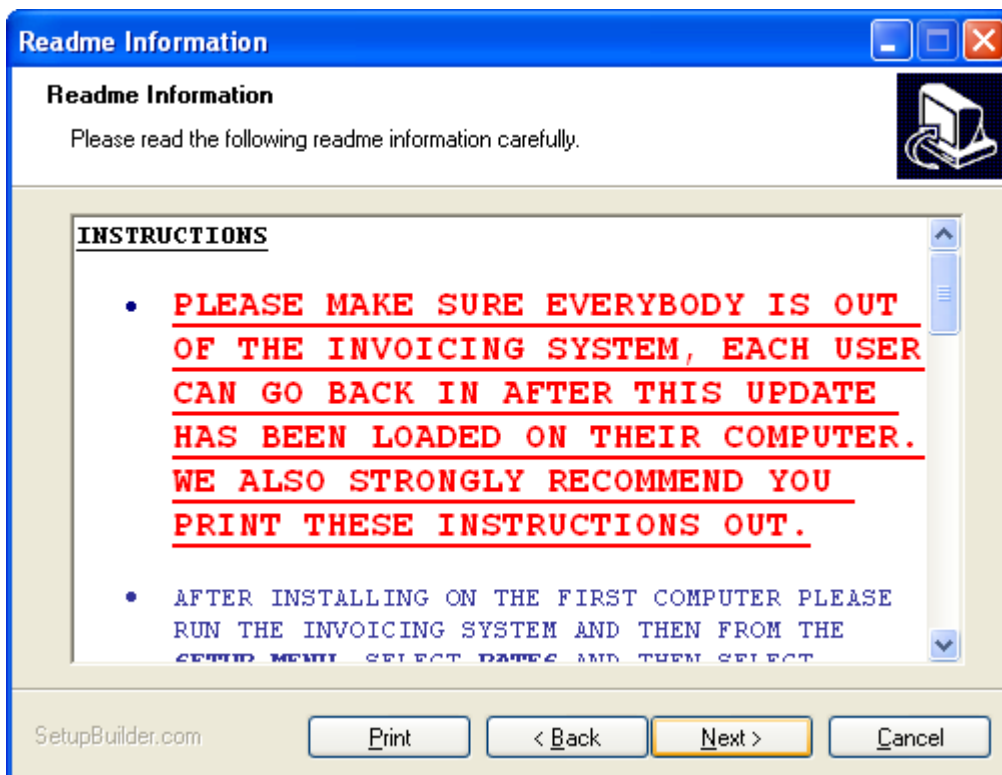
Chapter 1 – Installation

Firstly place the CD in the CD-ROM drive and the installation will start automatically.

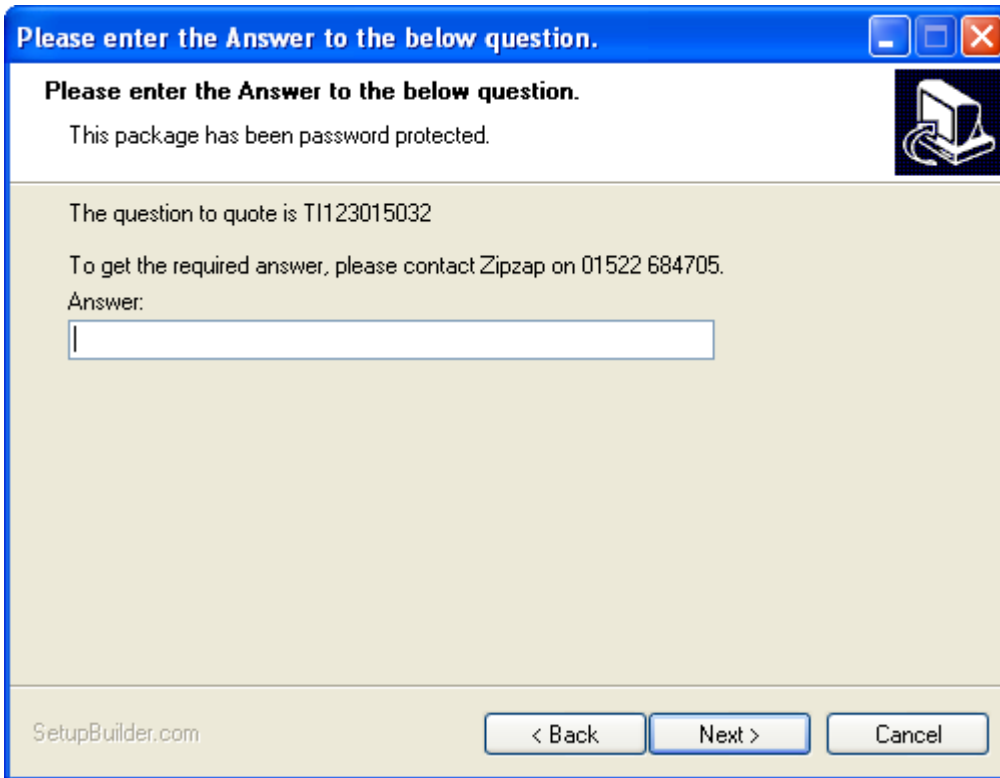
- The first window that comes up is shown below.



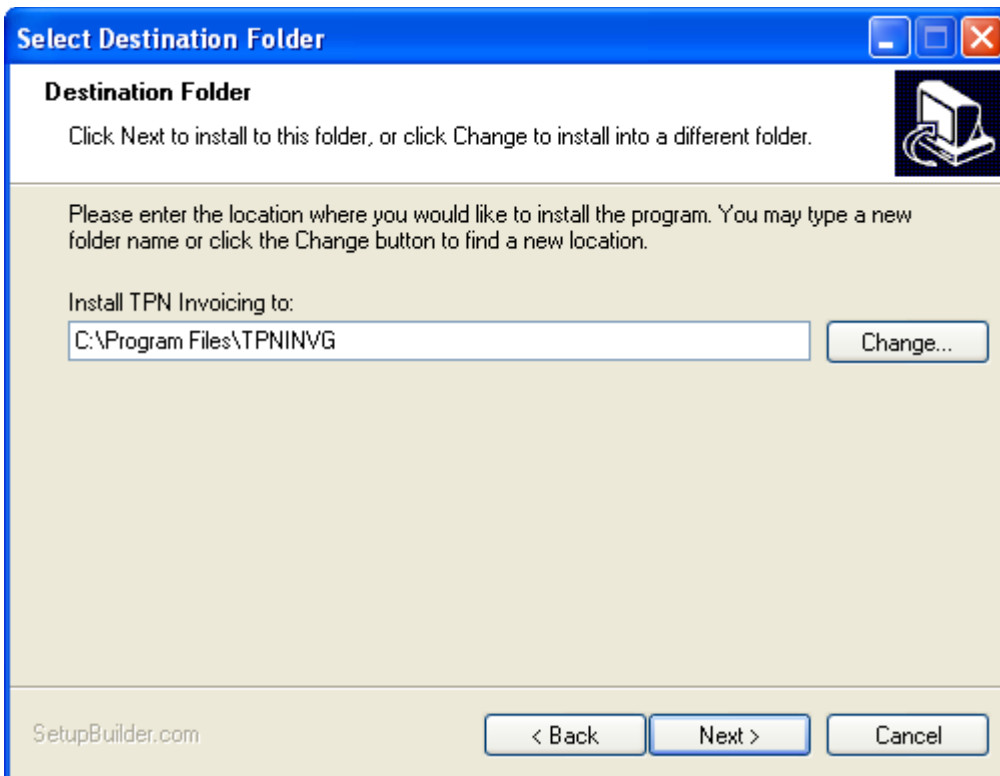
- The second window that comes up displays the contents of the readme file, if you have already installed the program before.



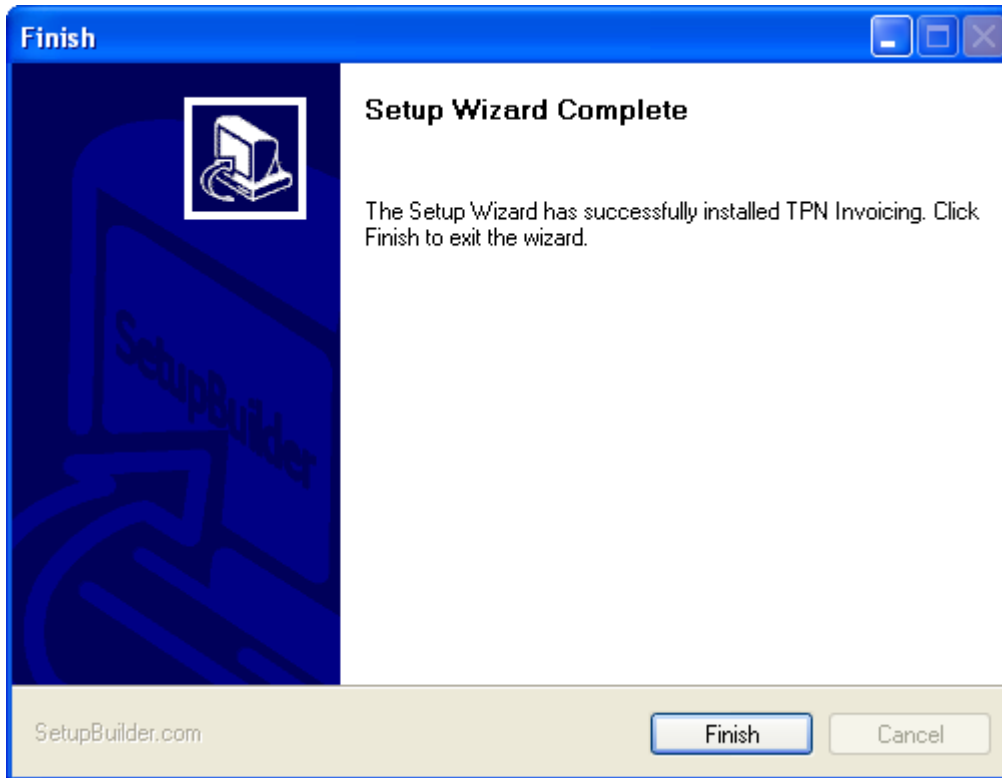
- If you are installing this program for the first time, the third window that comes up will ask you for a password, which you will need to contact us for at this time.



- After we have given you the password and the system is being installed for the first time. If the TPN system is already installed a dialog box will appear asking for the directory where to install the TPN program.



- By choosing **Next** the software will be installed and a window will be displayed telling you it's finished as below.



- This window informs you that the installation has finished. A desktop shortcut will have been created called TPN Invoicing and a program group called TPN Invoicing with several items.

Chapter 2 – Set-up

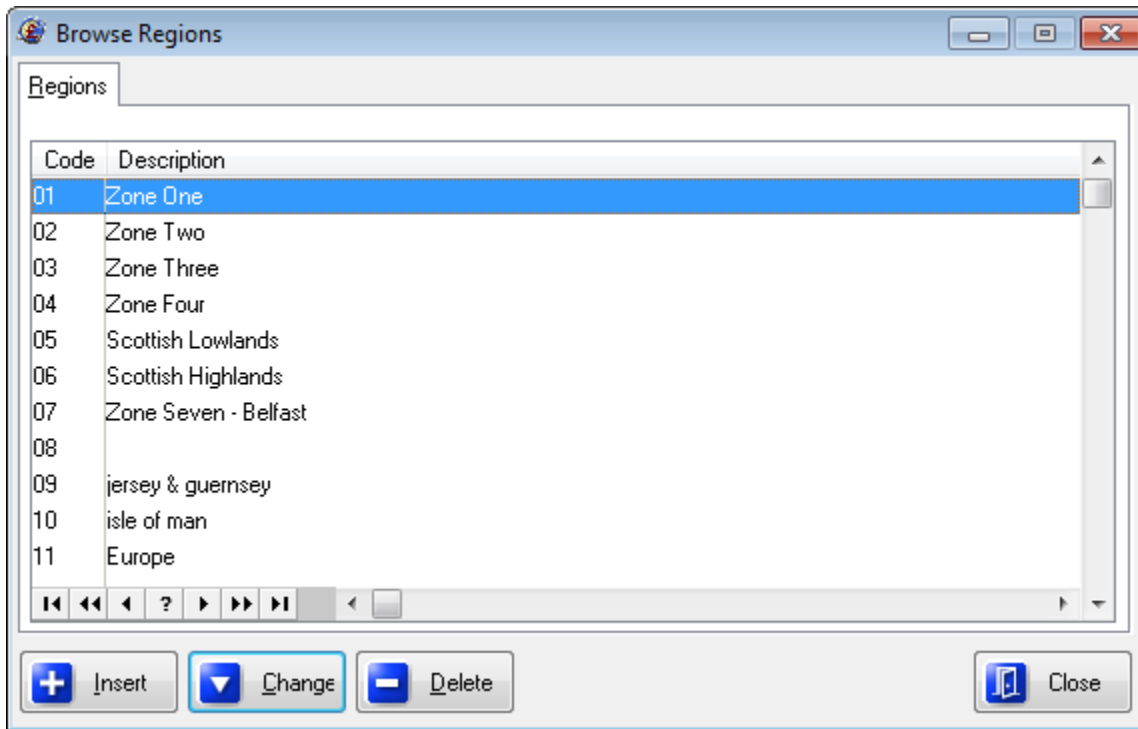
The **Set-up** menu, comprises of the following options, **Regions**, **Services**, **Types**, **Dynamic**, **Gazetteer** (**Individual** and **Bulk** sub options), **Rates** (**Account**, **Tariff** and **Card** sub options), **Charges** and **Parameters** (**Invoice No**, **Quote No**, **Credit No**, **Docket No**, **Company**, **Printers** and **Images** sub options).

Each individual option will be explained within this chapter.

Regions

This option allows you to set-up the codes and descriptions of pricing regions that you use. Usually you would charge different rates for different areas, so these will require their own region.

The initial window will look something like below.



Within the list you will see any Regions that are set-up and by pressing the relevant buttons at the bottom of the window you will be able to:



Insert

Insert a new Region.



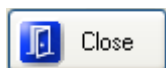
Change

Change the highlighted Region.



Delete

Delete the highlighted Region.



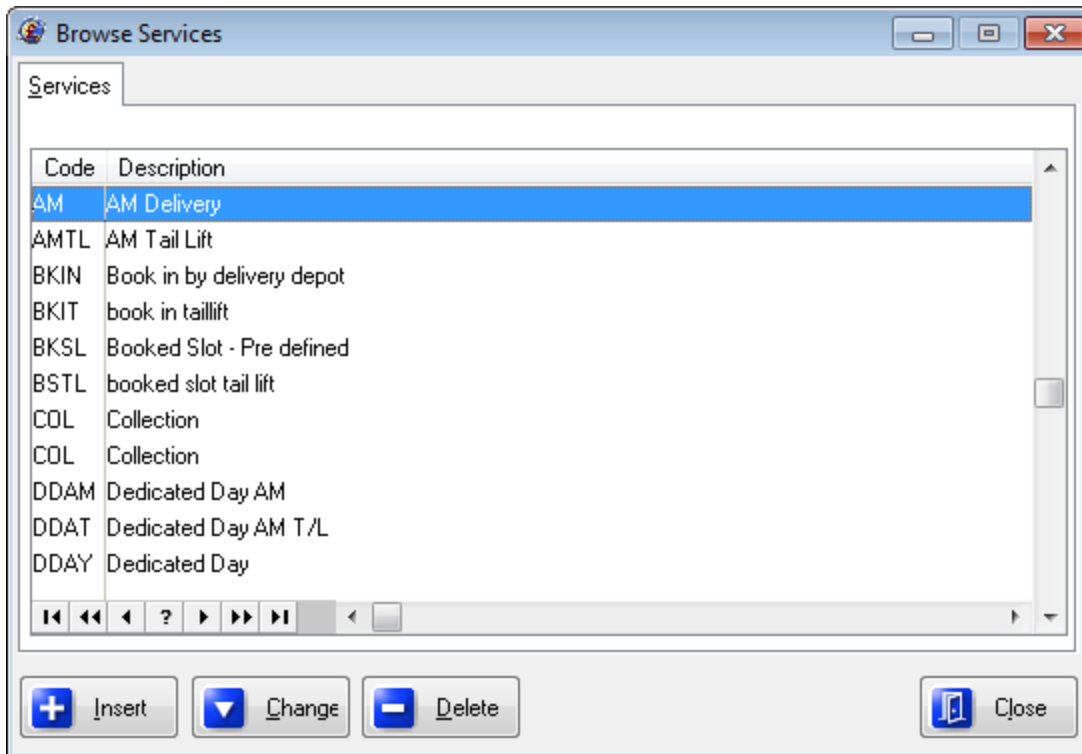
Close

Close the window.

Services

This option allows you to view the codes and descriptions of the Services that the TPN Despatch 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.**

The initial window will look something like below.



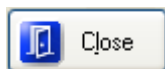
Insert a new Service.



Change the highlighted Service.



Delete the highlighted Service.



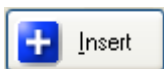
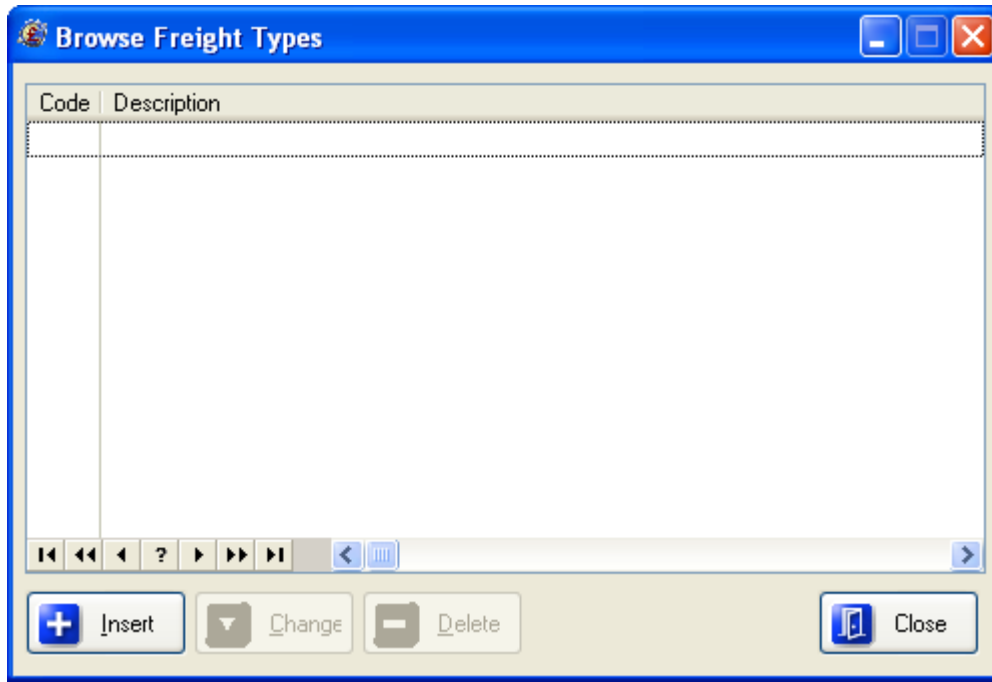
Close the window.

Please 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

This option allows you to set-up the codes and descriptions of the types of consignments that you invoice.

The initial window will look something like below.



Insert

Insert a new consignment type.



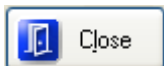
Change

Change the consignment type.



Delete

Delete the consignment type.



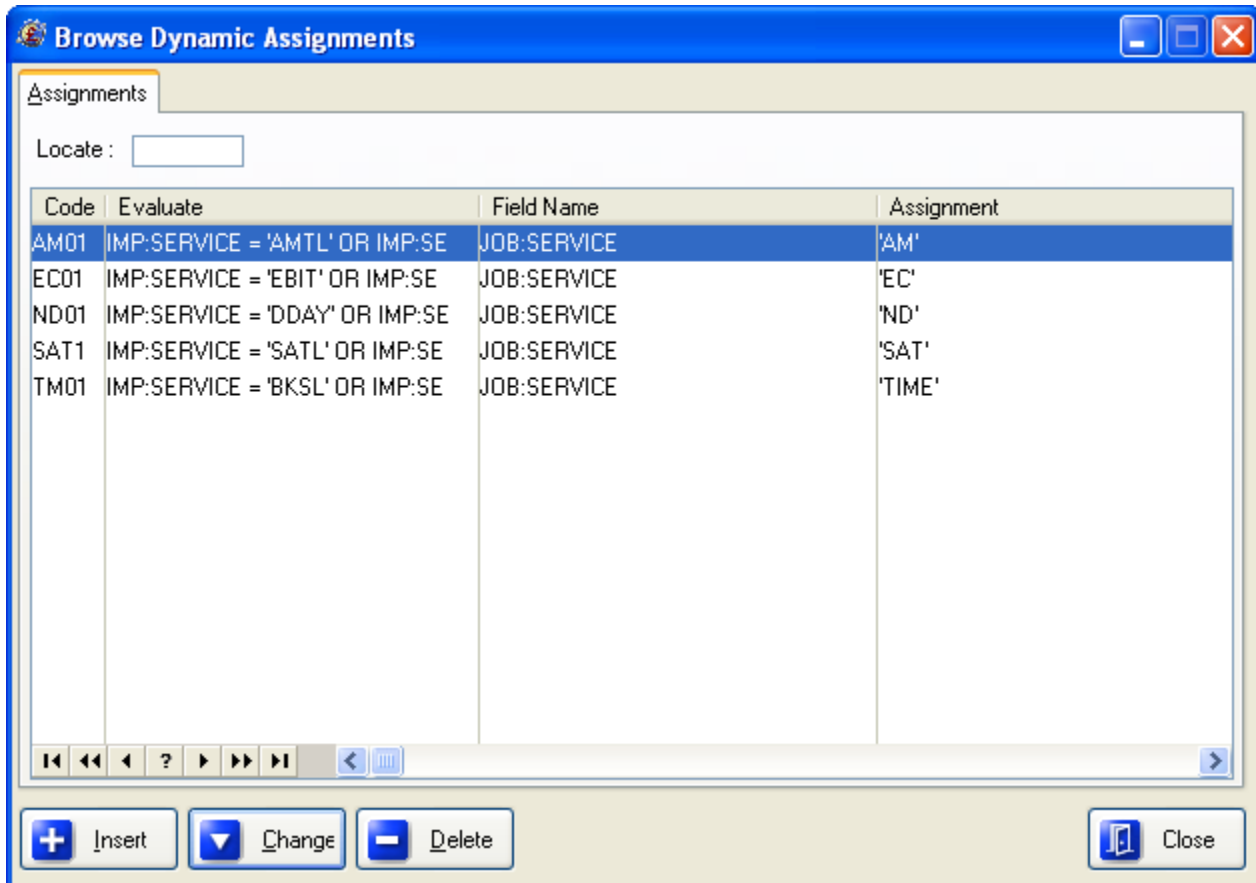
Close

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.

The initial window will look as below without any data in the list:-



Within the list you will see any Dynamic Assignments that are set-up and by pressing the relevant buttons at the bottom of the window you will be able to:



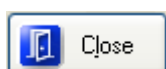
Insert a new Assignment.



Change the highlighted Assignment.



Delete the highlighted Assignment.



Close the window.

I will now guide you through the information needed for a dynamic assignments record.

The screenshot shows a dialog box titled "Assignment will be Added (New)". It features a tab labeled "Assignments". The form includes a "Code" text box, a large "Evaluate" text area, a "Field" dropdown menu, and an "Assignment" text box. To the right of the "Evaluate" area are "Functions" and "Check" buttons. On the far right are "OK" and "Cancel" buttons. A status bar at the bottom of the dialog displays the text "Assignment will be Added".

I will now explain each of the fields in turn.

- **Code** The unique code for this dynamic assignment.
- **Evaluate** The rule to evaluate on import, if this evaluates to true then the **Assignment** below will be assigned to the **Field** below.

An example is shown below.

IMP:SERVICE = 'EBIT' OR IMP:SERVICE = 'EBKI' OR IMP:SERVICE = 'ECTL' OR IMP:SERVICE = 'SS' OR IMP:SERVICE = 'BKIN' OR IMP:SERVICE = 'BKIT' OR IMP:SERVICE = 'EEC' OR IMP:SERVICE = 'EECL' OR IMP:SERVICE = 'SSTL' OR IMP:SERVICE = 'ECCT'

What this tests for to see if the evaluate statement is true is that the incoming service is **EBIT, ECTL, SS, BKIN, BKIT, EEC, EECL, SSTL** or **ECCT**. If the incoming service is one of these values then the **Field** (below) will hold the value of the **Assignment** field below.

- **Field** A drop list of all the fields for the jobs file that the value of the **Assignment** field (below) can be assigned to.
- **Assignment** The value that you assign to the **Field** if the **Evaluate** expression equals true.

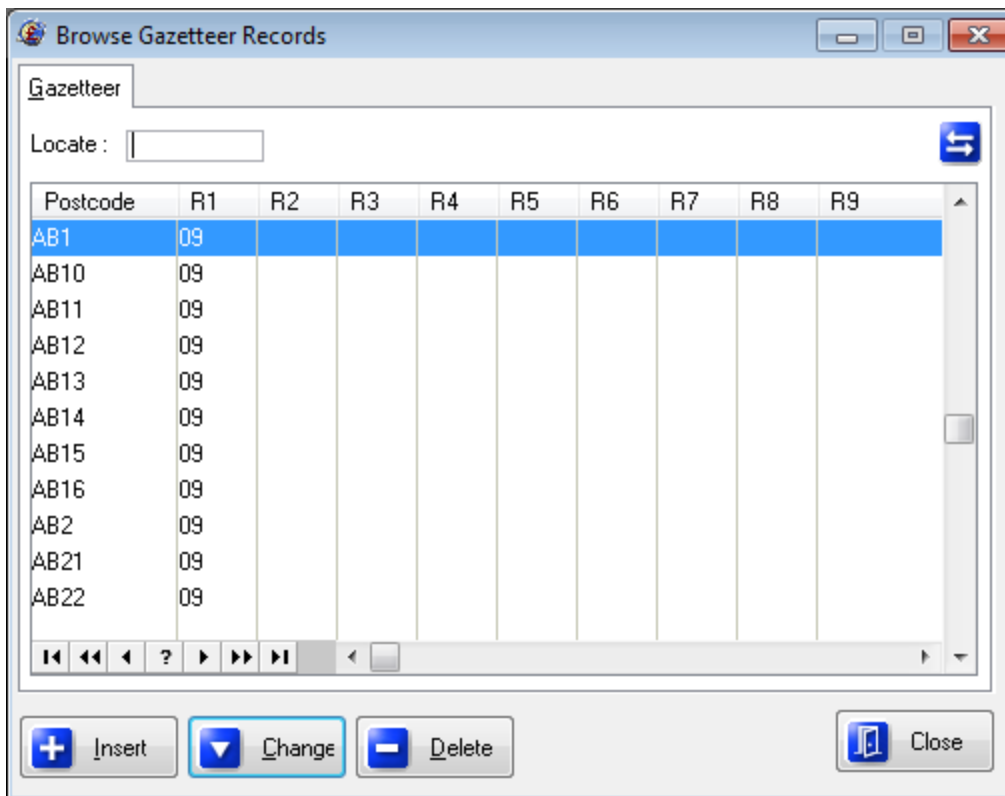
Gazetteer


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

Individual

This 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 the nine regions.

The initial window will look something like below.



The button  synchronises this 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.

Within the list you will see any Postcodes that are set-up and by pressing the relevant buttons at the bottom of the window you will be able to:



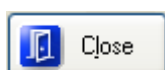
Insert a new postcode with a pricing region for one or more of the nine regions available.



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



Delete the highlighted postcode.

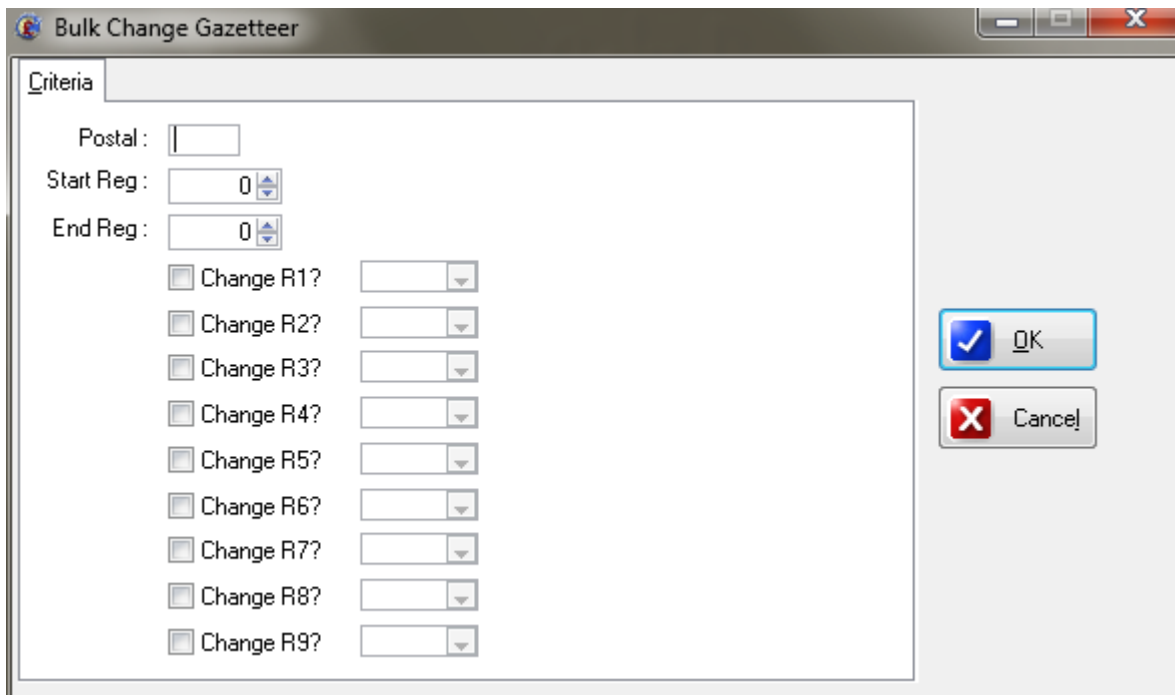


Close the window.

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

Bulk

This routine allows you to quickly assign a range of postcodes to one or more pricing regions. The initial windows will look as below.



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.

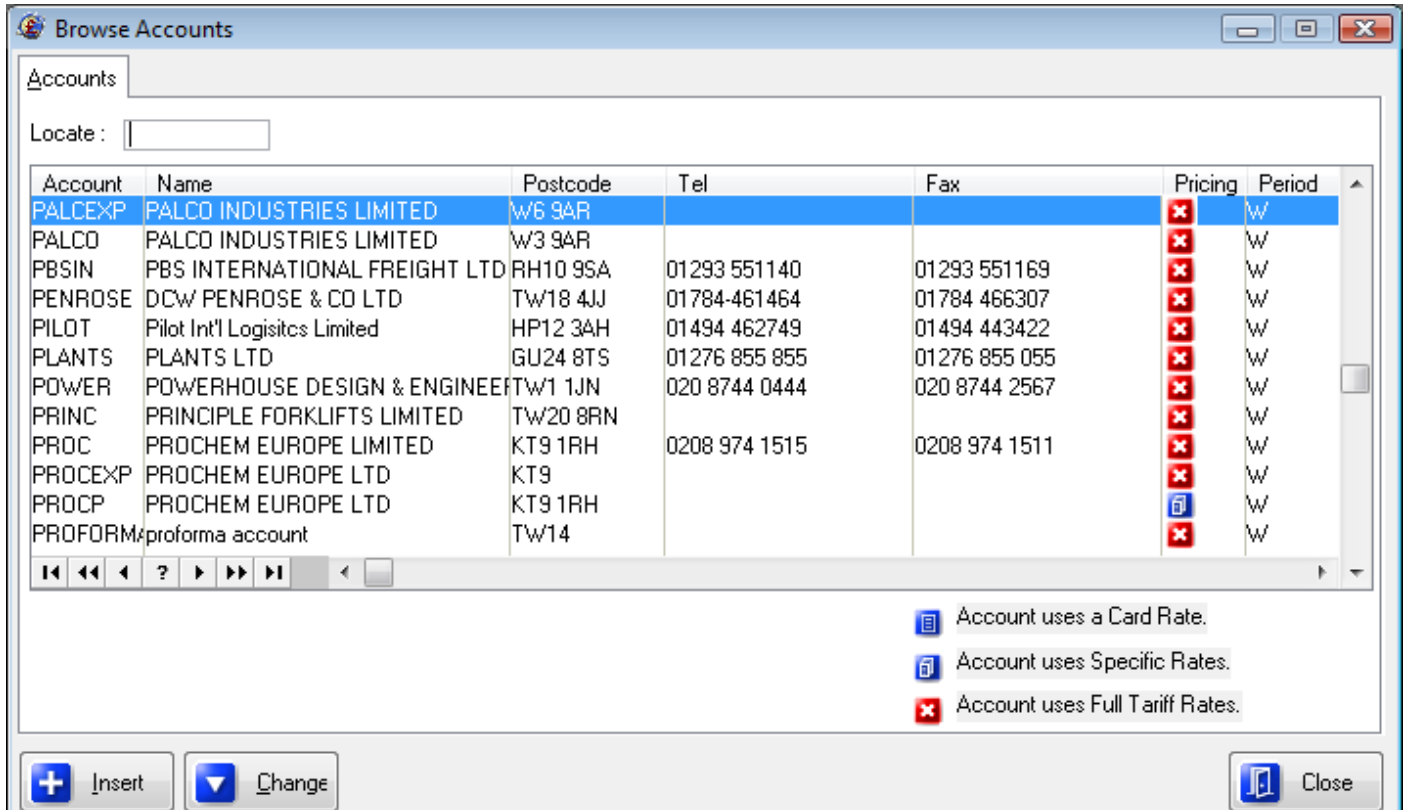
Select **B** from the drop-list field next to the **Change R2?** tick-box and then press the **OK** button.

Rates


This is where you set-up the rates that are used to price the consignments that have been entered on the TPN depot system, options exists for **Account**, **Tariff** or **Card** rates.

Account


This is where you set-up specific rates for the accounts that are held within the TPN Depot system. The initial window will look like the below image.



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

By pressing the  button you will be able to set-up any specific rates for the highlighted account, the following window will be displayed.

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 Despatch system is not aware of them.

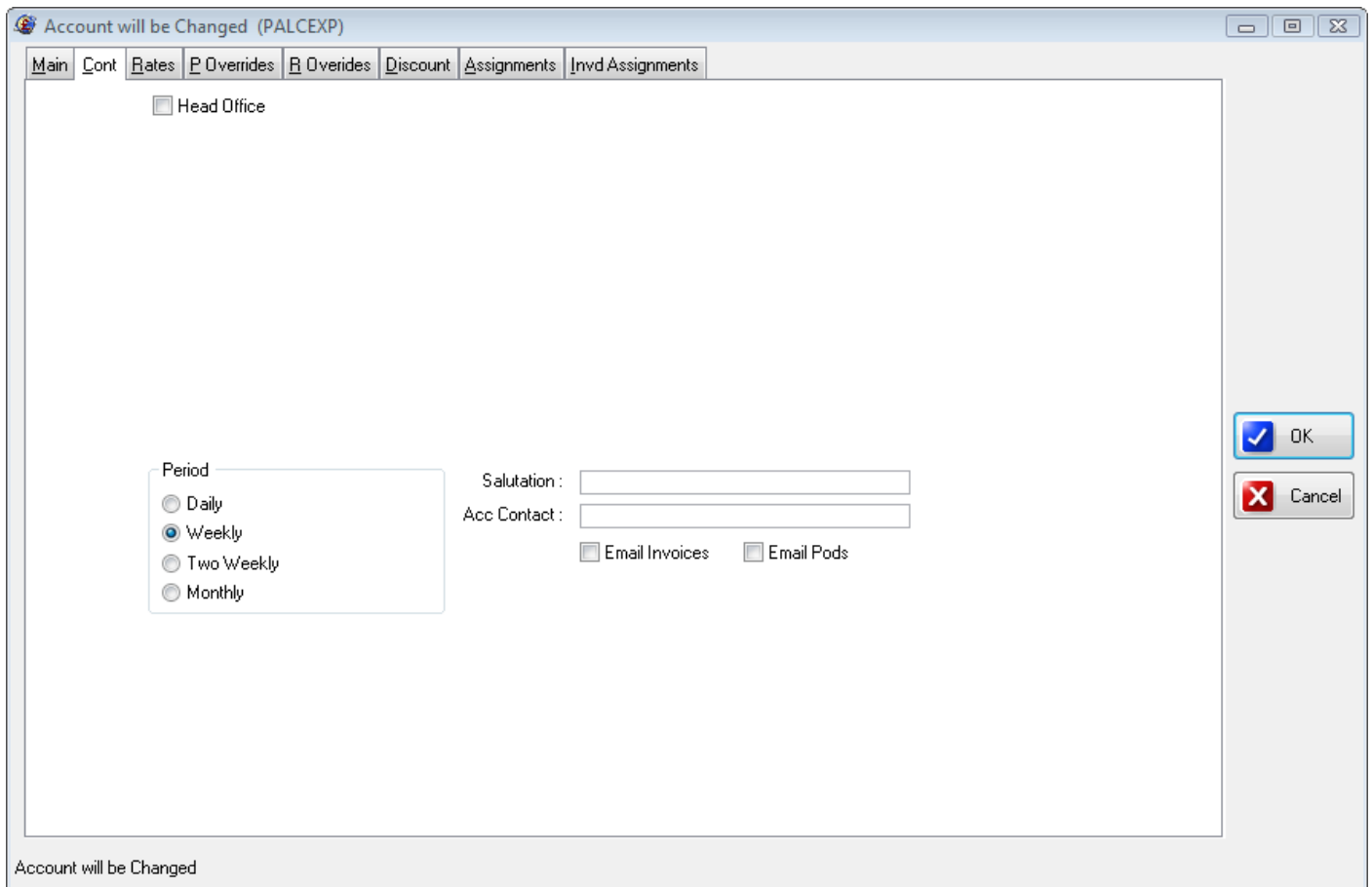
- Sage Acct** If you leave this blank then **Account** field will be used as the field that is transferred to Sage for this account, otherwise this field is used.
- Terms** This is the number of days after the invoice date that the account has to pay by.
- Analysis** You could for instance place some 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"/>

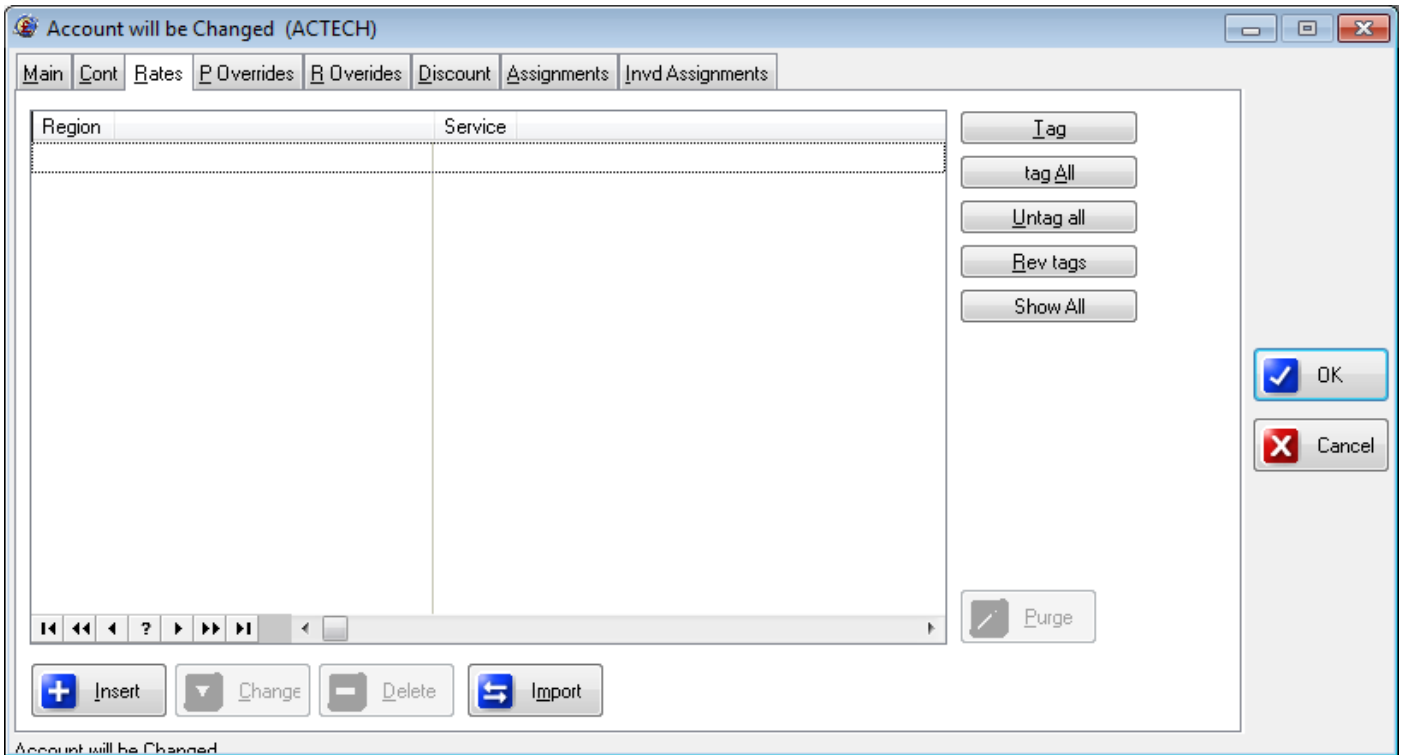
- **Fuel Surch** If the account has a fuel surcharge automatically added to their invoices then type the % rate in here.
- **Half to Full** Tick this box, if you wish to upgrade all half pallets they send out to full pallets, this is performed at the Importation stage.
- **No Invoice** Tick this box 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 which is shown below, the following fields can be entered.



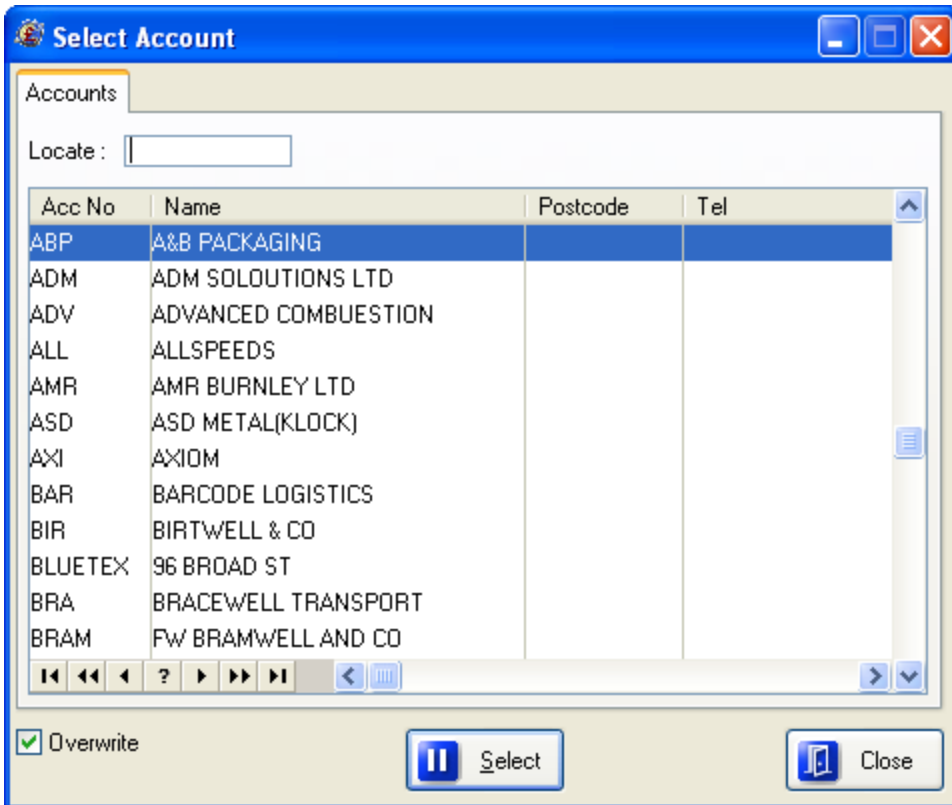
- **Head Office** Do the invoices go to the head office, tick this box if they do. You will then be prompted to enter the details
- **Period** What invoice period does this account belong to.
- **Salutation** The salutation for the account, i.e. Dear Chris, or Chris.
- **Acc Contact** The formal name 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 this ticked, another tick-box can be ticked or left un-ticked like 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 set-up the specific rates for the current account see below, and the **Overrides** tab, is where you can set-up pricing overrides to postal regions for the account.

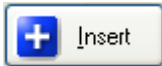


Initially the tab would look like this, as no rates would have been set-up, two buttons are enabled for use these are, **Import** or **Insert**.

By pressing the Import button 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.



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

Each field is explained in turn 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	
1	50.00	<input type="checkbox"/> Fixed
5	40.00	<input type="checkbox"/> Fixed
10	350.00	<input checked="" type="checkbox"/> Fixed
11	35.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed
0	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	
1	50.00	<input type="checkbox"/> Fixed	1	20.00	<input type="checkbox"/> Fixed	1	12.00	<input type="checkbox"/> Fixed	1	16.00	<input type="checkbox"/> Fixed	1	24.00	<input type="checkbox"/> Fixed
10	45.00	<input type="checkbox"/> Fixed	5	18.00	<input type="checkbox"/> Fixed	2	11.00	<input type="checkbox"/> Fixed	5	15.00	<input type="checkbox"/> Fixed	5	30.00	<input checked="" type="checkbox"/> Fixed
30	42.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed
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0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed
0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	0.00	<input type="checkbox"/> Fixed	0	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.

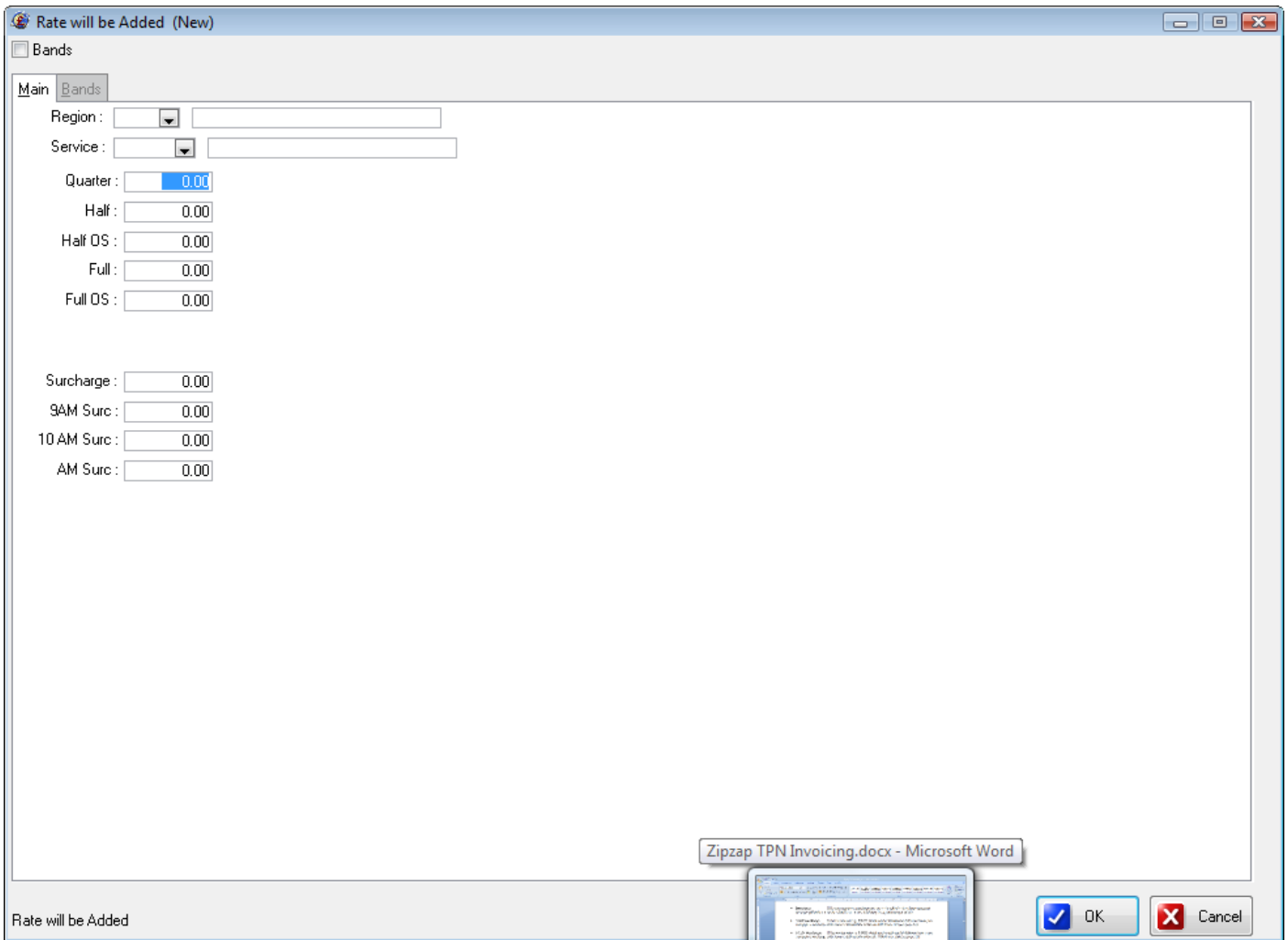
Half OS Pallets are charged at **£12** per pallet if up-to **1** Half OS Pallets are despatched, if **2** or more Half OS Pallets are despatched then all Half OS Pallets are charged at **£11** per pallet.

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 (see page 25).
- **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 (see page 25)
- **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 (see page 25).

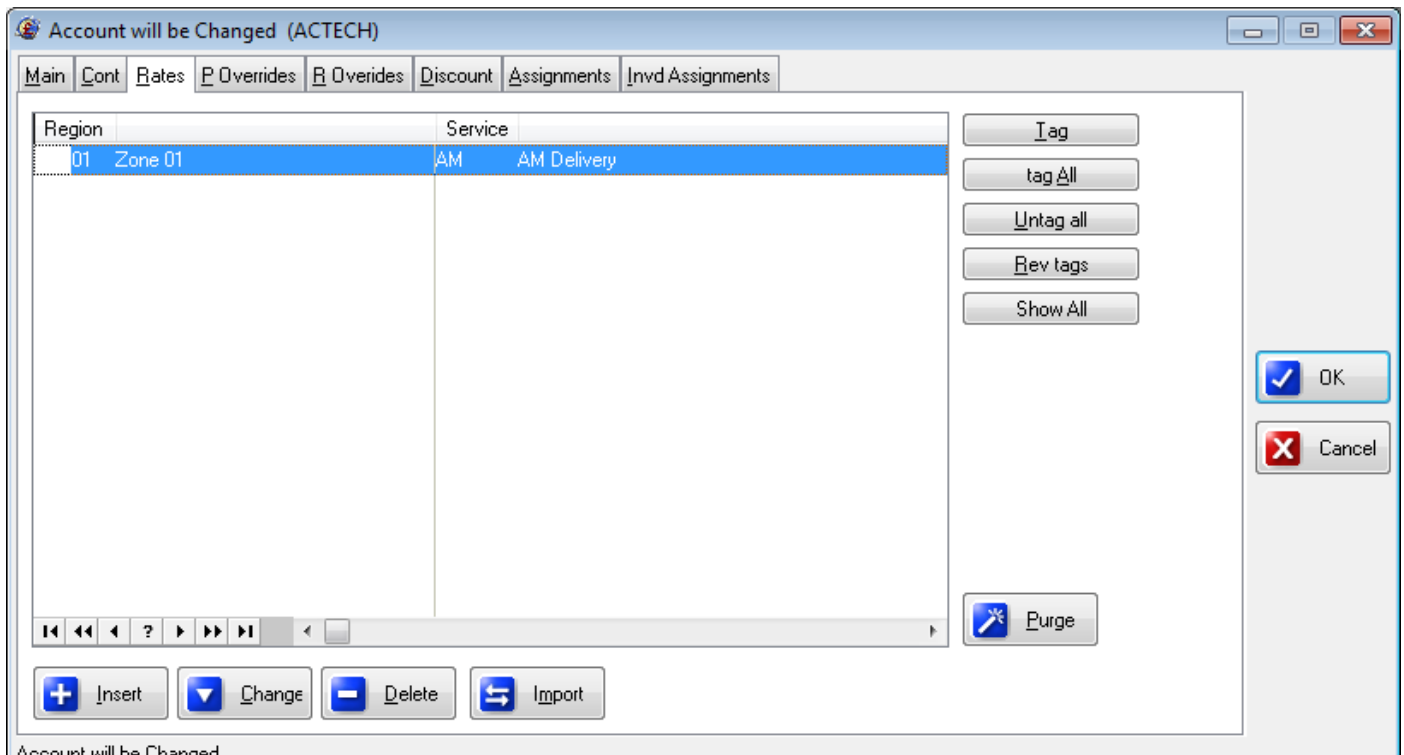
Depending on whether you are inputting band pricing or not you will be able to enter new pricing details, the fields below for enter are for entry if you are not utilizing band pricing.





- **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 (see page 25).
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- **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 (see page 25).

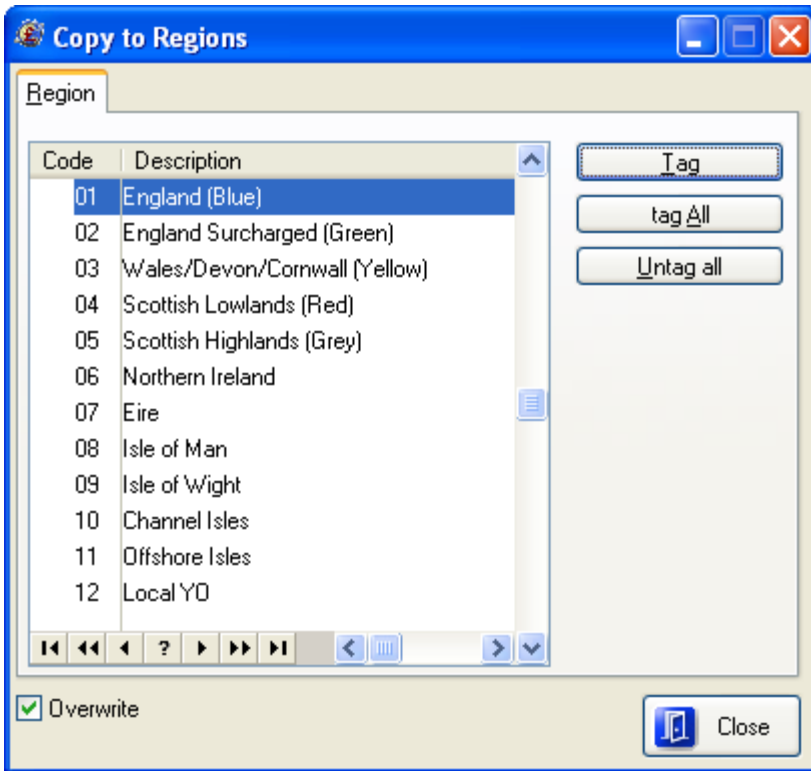
Once you have entered a rate and saved it by pressing the **OK** button you will be returned back to the previous window and it will now look something like the following one:



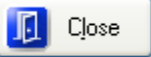
You will see now the  **Change** button and the  **Delete** button enabled, their actions speak for themselves a new button will be enabled as below, also the buttons to the right of the list now work, you can use these buttons to mark specific rates (to copy).




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:



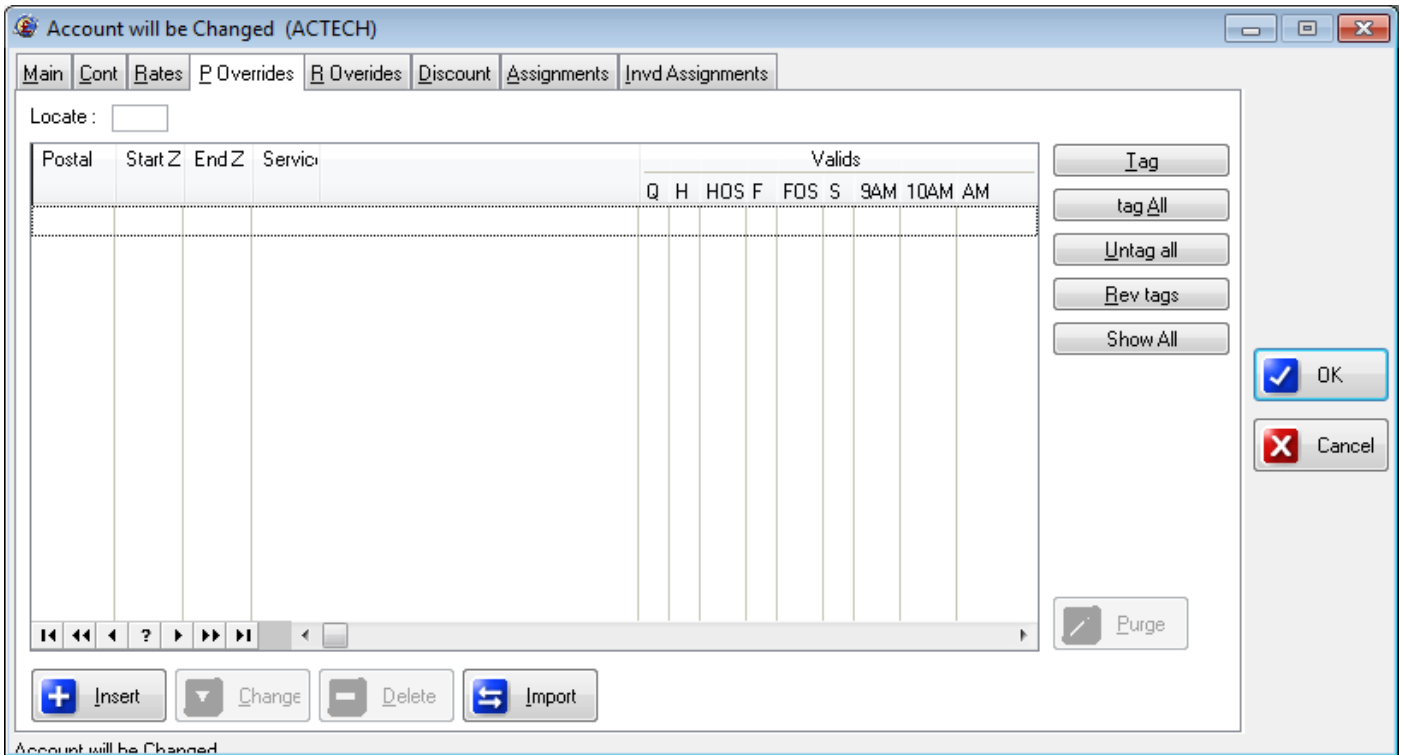
Here you are asked to tag the regions that you wish to copy the rate too, simply highlight the region and press the tag button and a tick will appear next to the region, you may tick as many regions as you require.

By pressing the  Close button the system will return to the previous window and copy the rate to all of the regions that you tagged.

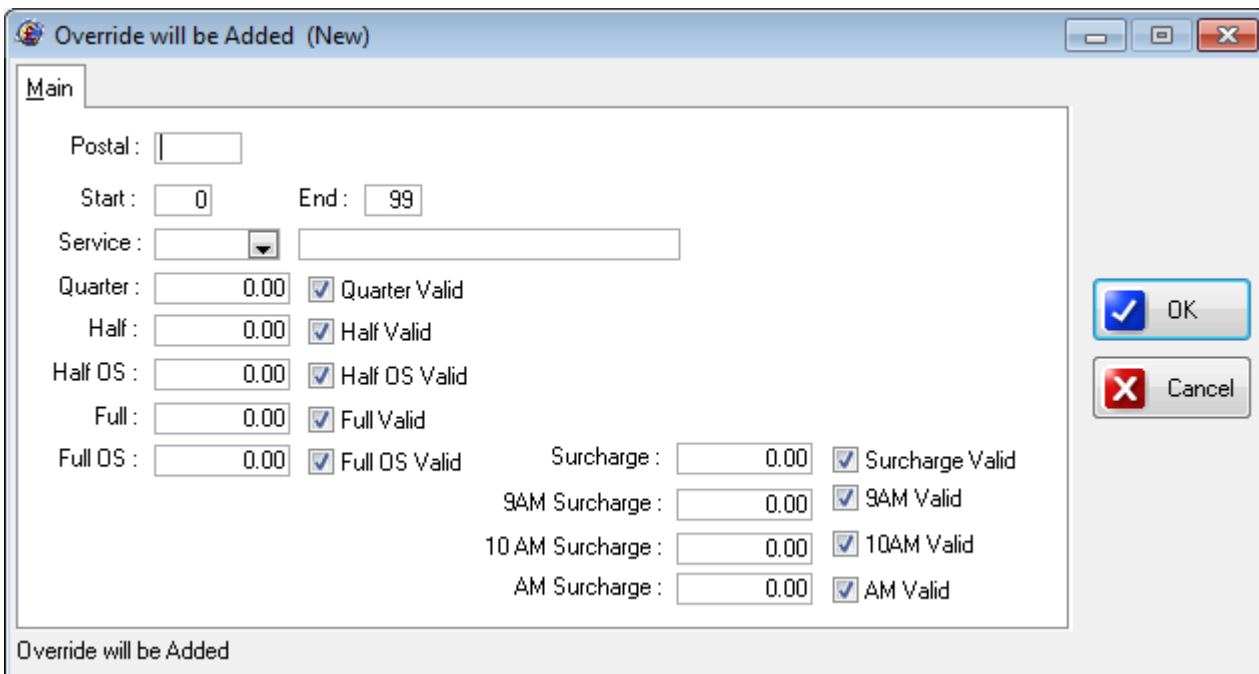
A  Clone button is also displayed if you tagged/marked rates, it displays a list of all the other accounts, from which you may tag/mark required ones, once this is done the rates that you tagged will be copied to the accounts that you tagged.

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.

Simply select the **P Overrides** tab and the window will look like the following one.



You may **Insert, Change, Delete** or **Import** Overrides from another account, the screen looks like below for the individual override.



Each field is explained in turn below.

- **Postal** The very main part of the postcode i.e. **LN, NG** or **L**.
- **Service** Choose from the drop down list the service level.
- **Start** The start postal zone i.e. 1
- **End** The end postal zone i.e. 99

- **Quarter** The rate per quarter pallet.
- **Quarter Valid** Is the Quarter Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **Half** The rate per half pallet.
- **Half Valid** Is the Half Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **Half OS** The rate per half oversize pallet.
- **Half OS Valid** Is the Half OS Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **Full** The rate per full pallet.
- **Full Valid** Is the Full Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **Full OS** The rate per full oversize pallet.
- **Full OS Valid** Is the Full OS Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **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.
- **Surcharge Valid** Is the Surcharge to be used as an Override against the rate which is usually charged for the account.
- **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 (see page 25).
- **9AM Valid** Is the 9AM Surcharge to be used as an Override against the rate which is usually charged for the account.
- **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 (see page 25)
- **10AM Valid** Is the 10AM Surcharge to be used as an Override against the rate which is usually charged for the account.
- **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 (see page 25).
- **AM Valid** Is the AM Surcharge to be used as an Override against the rate which is usually charged for the account.

Once you have entered a rate and saved it by pressing the **OK** button you will be returned back to the previous window:

Once you have entered some records, you may if required tag/mark some records and by pressing the Copy button (which is only shown if you have tagged/marked some records), copy them to other postal regions.

R Overrides

This tab allows you to setup overrides that apply to regions rather than overrides that apply to a postcode, the initial tab will look as below.

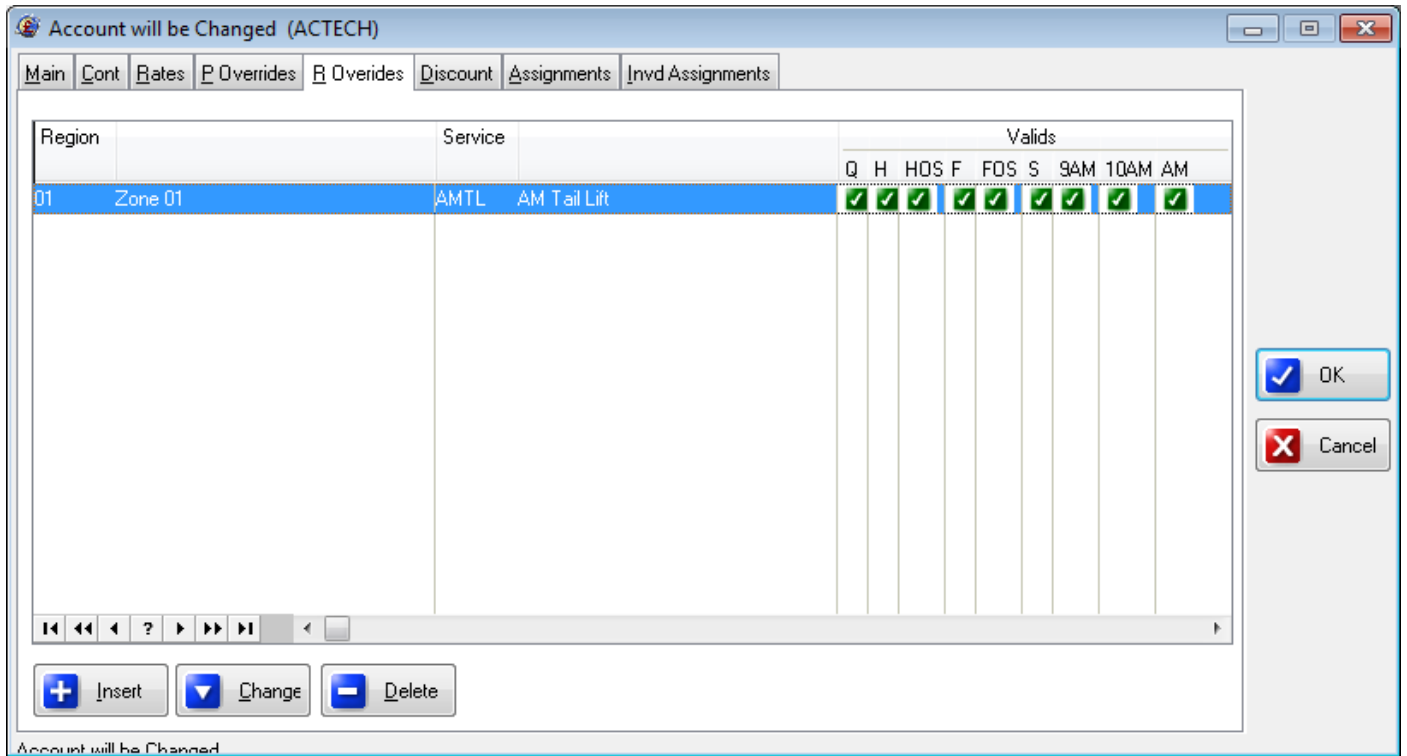
You may **Insert, Change, Delete R Overrides** the screen looks like below for the individual override.

Each field is explained in turn below.

- **Region** The region that the override applies to. Choose from the drop list.

- **Service** Choose from the drop down list the service level.
- **Quarter** The rate per quarter pallet.
- **Quarter Valid** Is the Quarter Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **Half** The rate per half pallet.
- **Half Valid** Is the Half Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **Half OS** The rate per half oversize pallet.
- **Half OS Valid** Is the Half OS Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **Full** The rate per full pallet.
- **Full Valid** Is the Full Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **Full OS** The rate per full oversize pallet.
- **Full OS Valid** Is the Full OS Pallet Rate to be used as an Override against the rate which is usually charged for the account.
- **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.
- **Surcharge Valid** Is the Surcharge to be used as an Override against the rate which is usually charged for the account.
- **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 (see page 25).
- **9AM Valid** Is the 9AM Surcharge to be used as an Override against the rate which is usually charged for the account.
- **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 (see page 25)
- **10AM Valid** Is the 10AM Surcharge to be used as an Override against the rate which is usually charged for the account.
- **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 (see page 25).
- **AM Valid** Is the AM Surcharge to be used as an Override against the rate which is usually charged for the account.

Once you have entered a rate and saved it by pressing the **OK** button you will be returned back to the previous window:

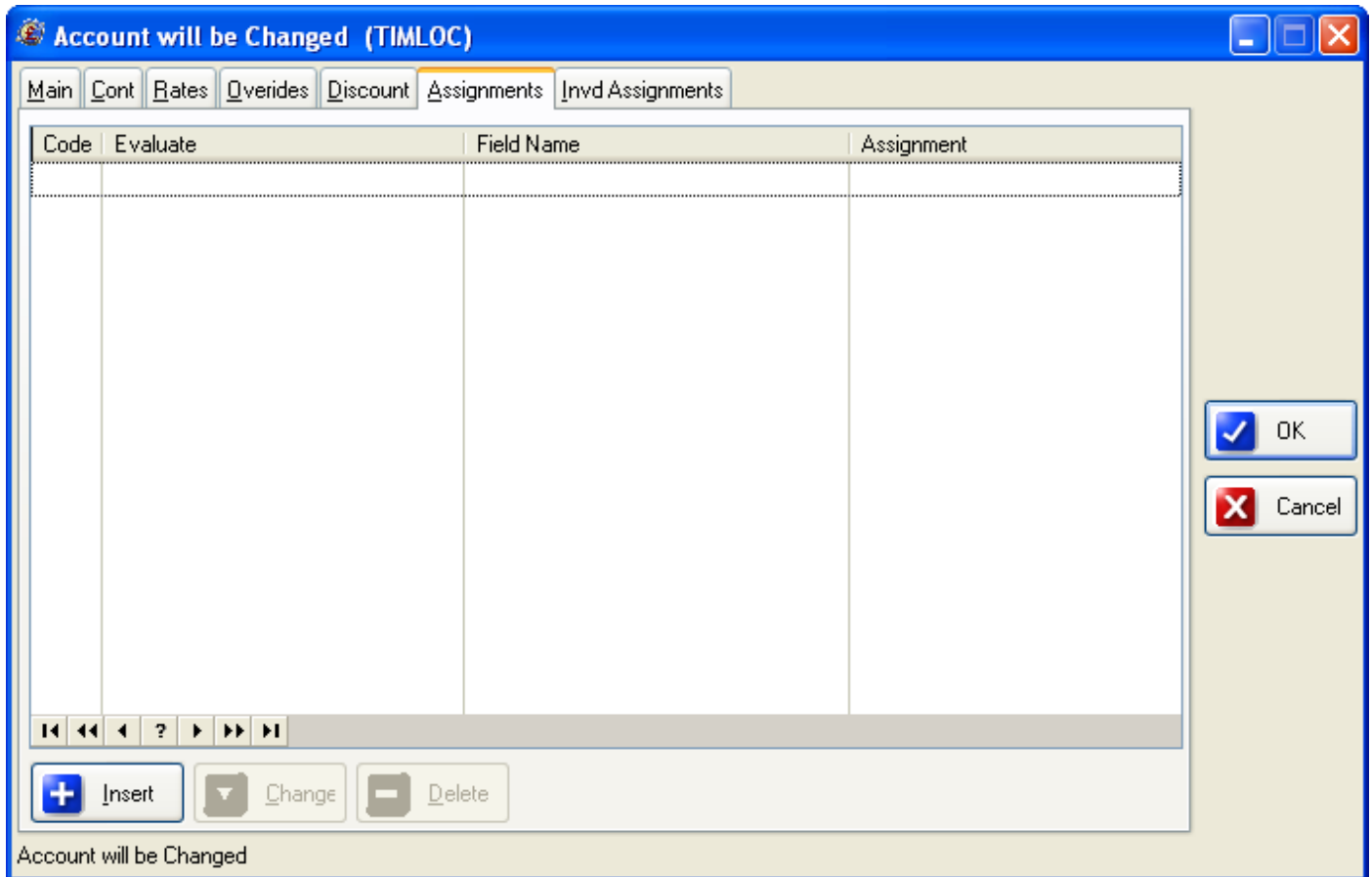


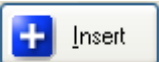
If you have selected to offer discounts based on the number of pallets they send out, then another tab called Discounts will be shown, which allows you to override the default discount based on region. So if we select the discount tab, the following screen will be displayed.

Here you would enter anything that is different from the default pallet discount by region, for instance some regions may not be discountable etc.

Assignments

This tab allows you to create specific dynamic assignments for the account, as the normal dynamic assignments are used automatically by every customer. So this is what the initial tab looks like.



We will go through creating a dynamic assignment for the account, press the  button and the following window will be displayed.

I will now explain each of the fields in turn.

- **Code** The unique code for this dynamic assignment.
- **Evaluate** The rule to evaluate on import, if this evaluates to true then the **Assignment** below will be assigned to the **Field** below.

An example is shown below.

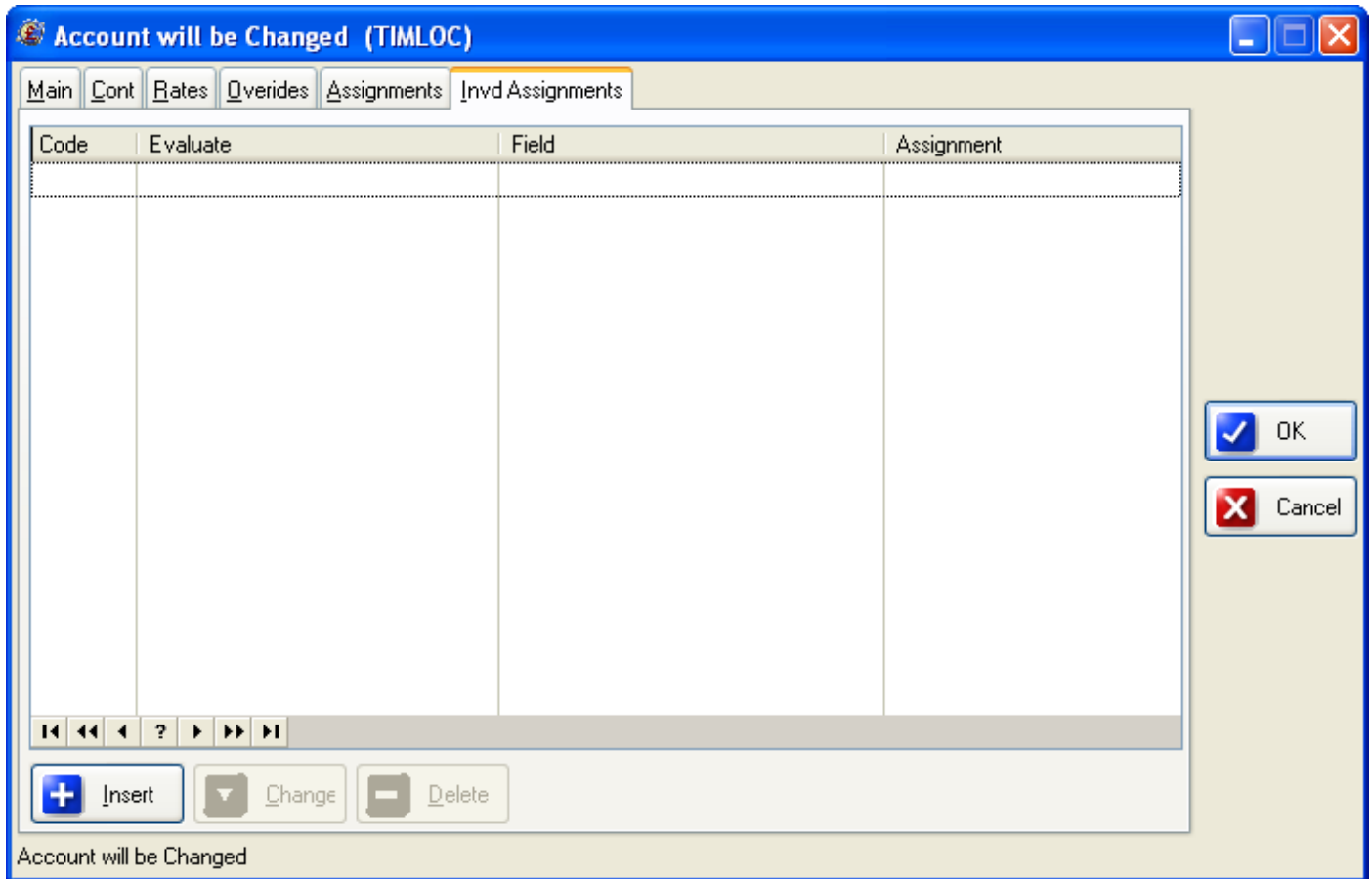
**IMP:SERVICE = 'EBIT' OR IMP:SERVICE = 'EBKI' OR IMP:SERVICE = 'ECTL' OR
 IMP:SERVICE = 'SS' OR IMP:SERVICE = 'BKIN' OR IMP:SERVICE = 'BKIT' OR
 IMP:SERVICE = 'EEC' OR IMP:SERVICE = 'EECL' OR IMP:SERVICE = 'SSTL' OR
 IMP:SERVICE = 'ECCT'**

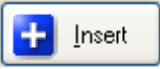
What this tests for to see if the evaluate statement is true is that the incoming service is **EBIT, ECTL, SS, BKIN, BKIT, EEC, EECL, SSTL** or **ECCT**. If the incoming service is one of these values then the **Field** (below) will hold the value of the **Assignment** field below.

- **Field** A drop list of all the fields for the jobs file that the value of the **Assignment** field (below) can be assigned to.
- **Assignment** The value that you assign to the **Field** if the **Evaluate** expression equals true.

Invd Assignments

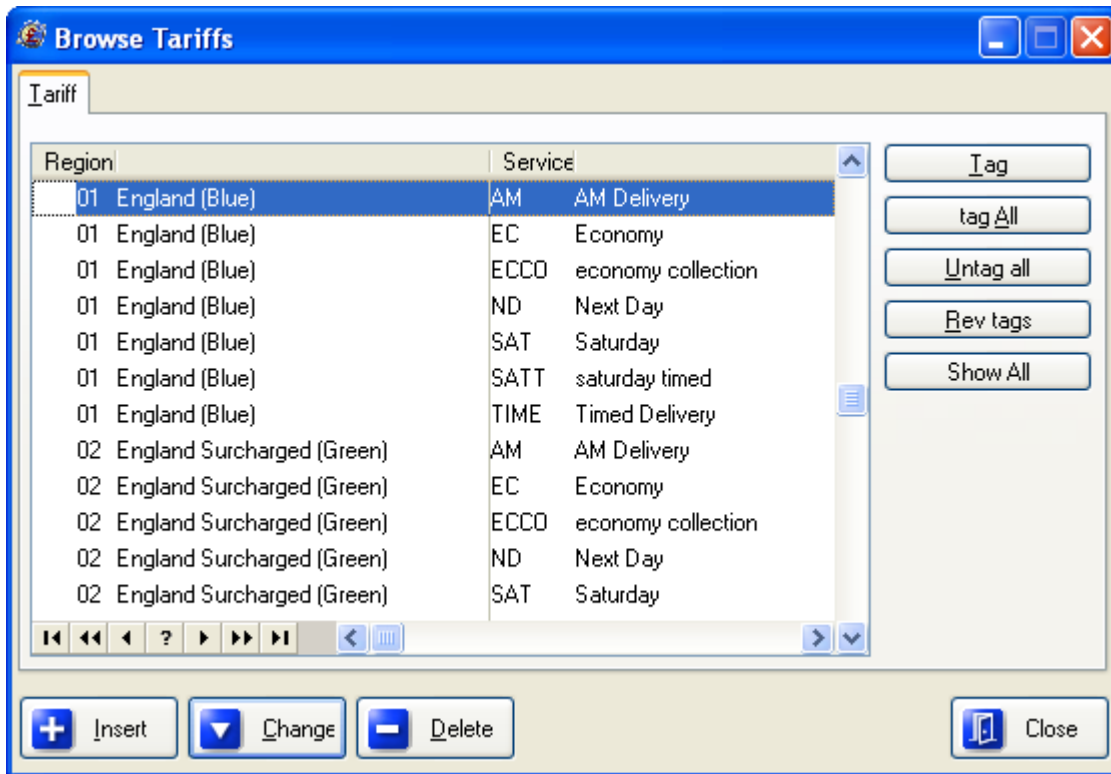
This tab allows you to create dynamic assignments that are not valid for this account, as the normal dynamic assignments are used automatically by every customer, you can say which ones are not valid for this account. The initial tab would look like this.






Here you would maintain which dynamic assignment codes are not to be used for this account. By simply pressing the  button, via a drop-box be prompted to choose a dynamic assignments code that does not apply to this customer.

Tariff

This is where you set-up rates that are used for when an account has not got a specific rate set. The initial window will look something like below:



As you can see the  button and the  buttons are enabled at first, by pressing the  button, the following window will be displayed as below:

Each field is explained in turn 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.

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 (see page 25).
- **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 (see page 25)
- **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 (see page 25).

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.

Rate will be Added (New)

Bands

Main Bands

Region :

Service :

Quarter :

Half :

Half OS :

Full :

Full OS :

Surcharge :

9AM Surc :

10AM Surc :

AM Surc :

Rate will be Added

Zipzap TPN Invoicing.docx - Microsoft Word

OK Cancel

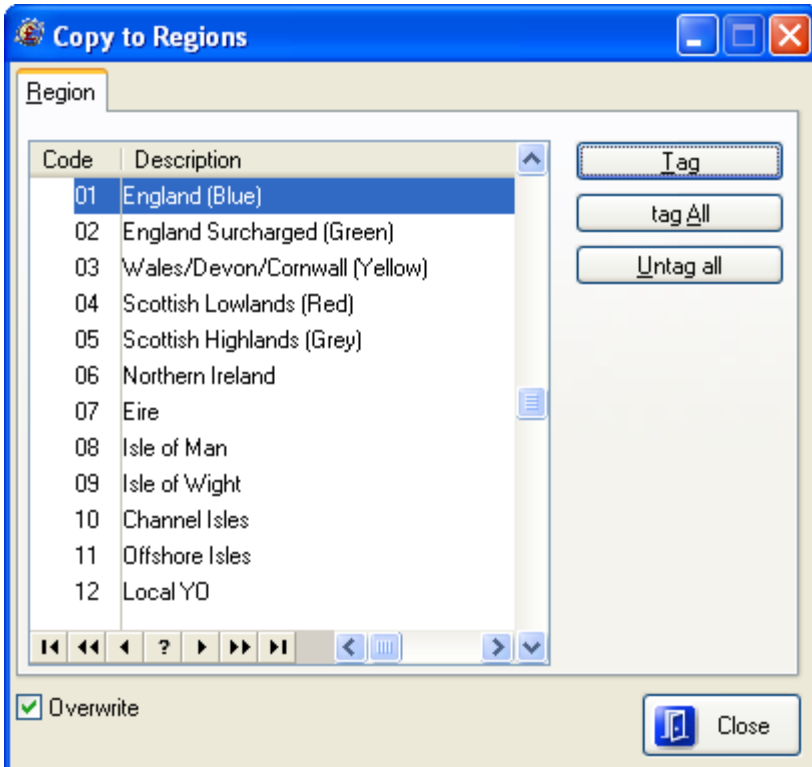
- **Quarter** The rate per quarter pallet.
- **Half** The rate per half pallet.

- **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 (see page 25).
- **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 (see page 25)
- **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 (see page 25).

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:




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



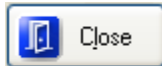
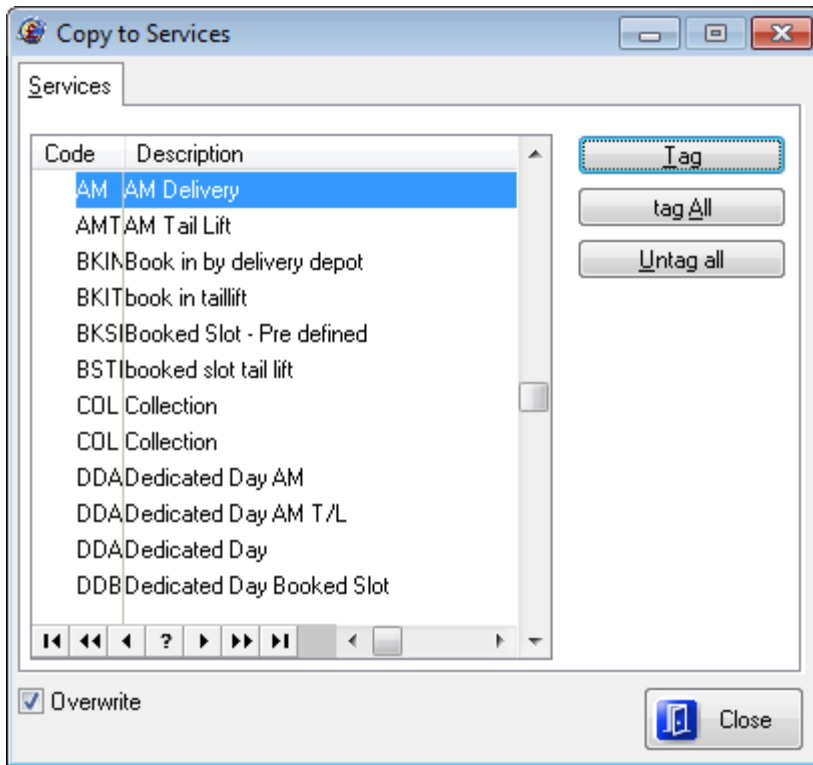
Here you are asked to tag the regions that you wish to copy the rate too, simply highlight the region and press the tag button and a tick will appear next to the region, you may tick as many regions as you require.



By pressing the  button the system will return to the previous window and copy the rate to all of the services that you tagged.



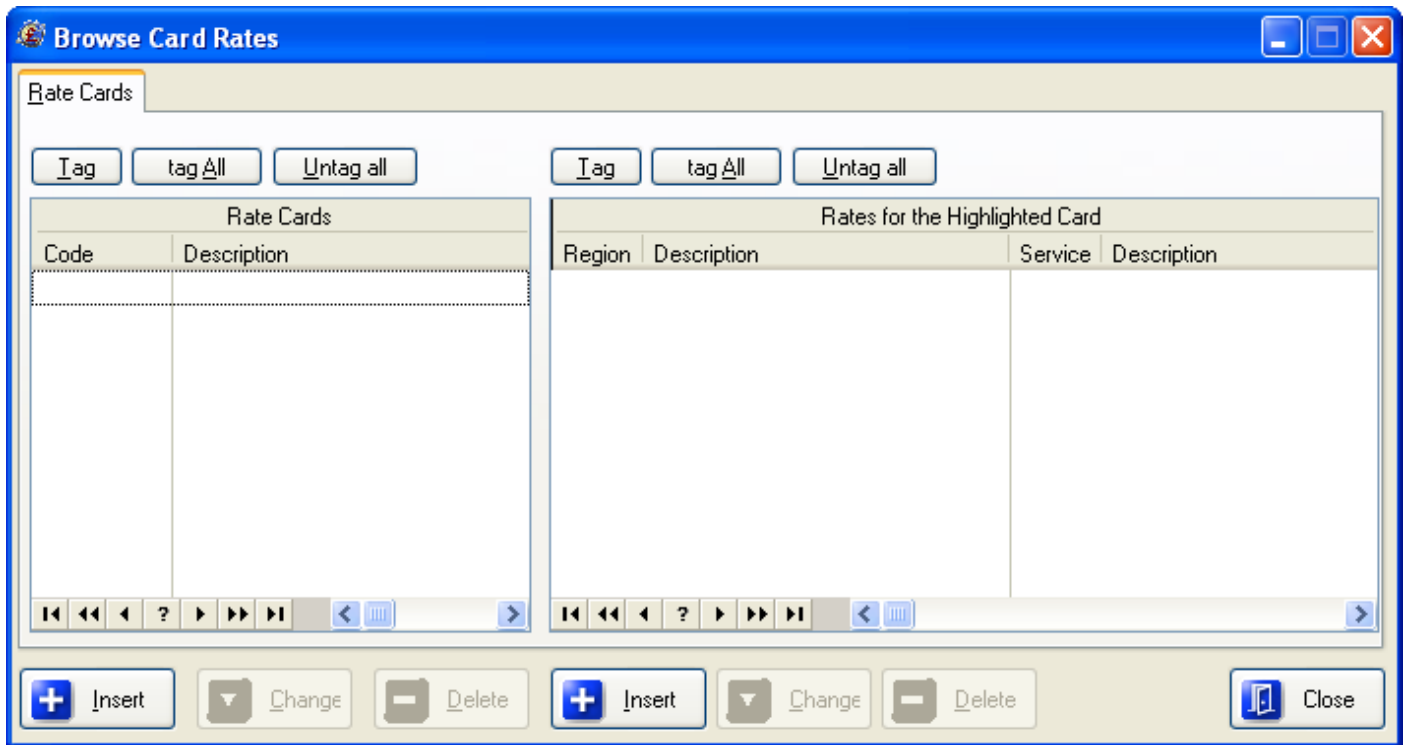
Pressing the button allows you to tag a list of service codes to copy the highlighted tariff record to. The list of services to tag is shown below.



By pressing the button the system will return to the previous window and copy the rate to all of the services that you tagged.

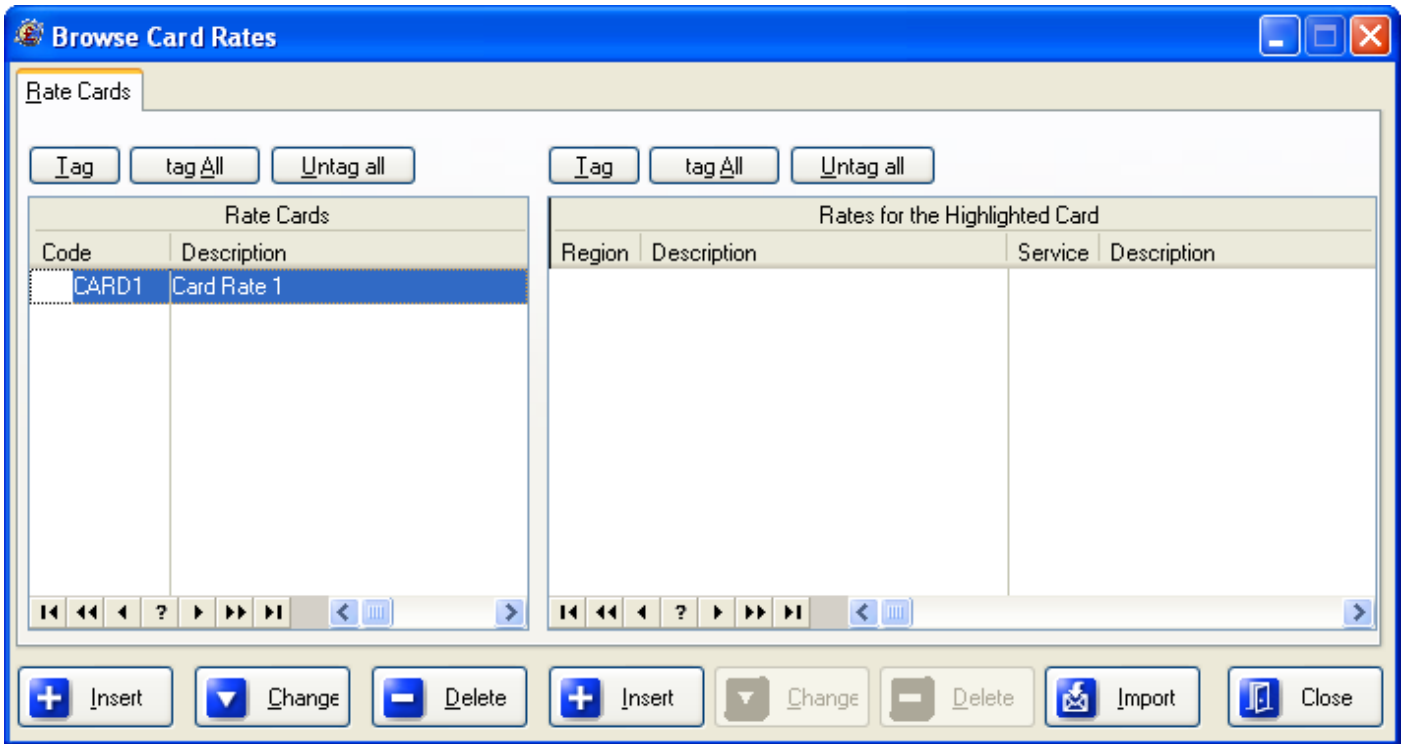
Cards

This part of the system is where you set-up the card rates, card rates are complete tariffs but you can have many of them and you can link groups of account to a card rate. The initial window will look something like below:

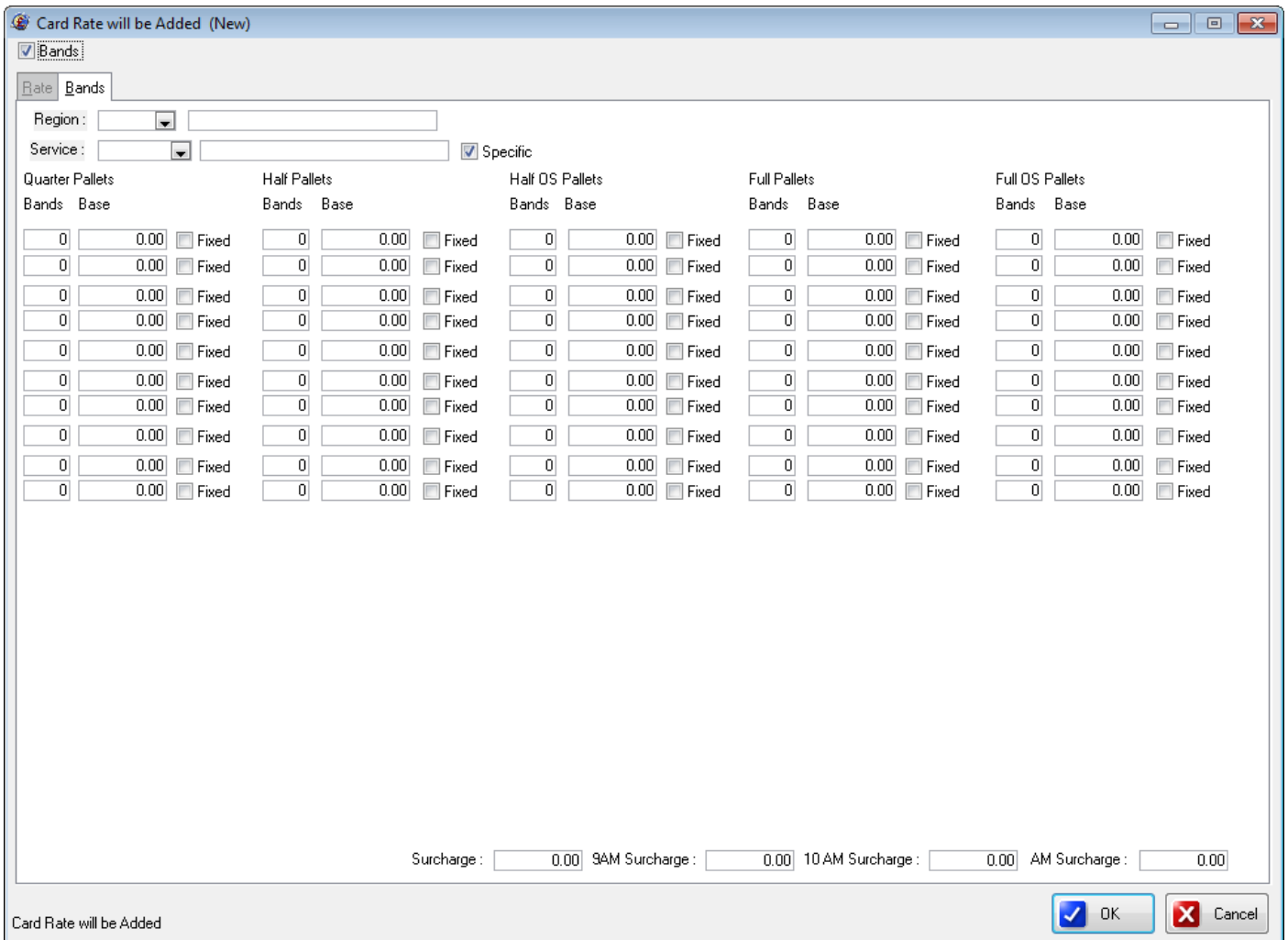


The list on the left is where you set-up the actual cards, and the list on the right is where you set-up the rates for the highlighted card.

So if you wish to use **Card Rates**, you would first need to create a Card, by pressing the **Insert** button on the left-hand side of the window. You will then be placed inside the list box on the left where you can type in the code and description of the card. When you have created the first card, the window will then look like the following screen.



After you have created a card, you will then need to create rates, so by pressing the **Insert** button on the right-hand side of the window, the following window will be displayed.



Each field is explained in turn 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.

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 (see page 25).
- **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 (see page 25)
- **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 (see page 25).

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.

- **Region** Choose from the drop down list the pricing region.
- **Service** Choose from the drop down list the service level.
- **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 (see page 25).
- **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 (see page 25)
- **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 (see page 25).

Once you have entered a rate and saved it by pressing the **OK** button you will be returned back to the previous window.

The **Tag**, **Tag All** and **Untag All** buttons at the top of the left-hand list are for tagging cards. When a card(s) has been tagged a copy button will be shown at the top of the left-hand list. Pressing this button opens up a list of all the cards you have set-up which you may tag the ones where you wish to copy the rates for the previously tagged cards to these tagged cards.

The **Tag**, **Tag All** and **Untag All** buttons at the top of the right-hand list are for tagging rates of the highlighted card. When a rate(s) has been tagged a copy button will be shown at the top of the right-hand list. Pressing this button opens up a list of all the regions you have set-up which you may tag the ones where you wish to copy the rates for the previously tagged rates to these tagged regions.

Charges

This menu option allows you to modify the charges that you incur from the Hub and Collection/Delivery tables. These tables are maintained automatically by the non-live Hub System, when the Live System is being used, then you need to maintain these tables yourself. The initial screen will look as below.

The screenshot shows the 'Maintain Charges' application window. It is divided into three main sections, each with a table and control buttons.

TPN Gazetteer

Postcode	Depot	Region	Bay
AB10	092	09	
AB11	092	09	
AB12	092	09	
AB13	092	09	
AB14	092	09	
AB15	092	09	
AB16	092	09	
AB21	092	09	
AB22	092	09	
AB23	092	09	
AB24	092	09	
AB25	092	09	
AB30	092	09	
AB31	092	09	
AB32	092	09	
AB33	092	09	
AB34	092	09	
AB35	092	09	
AB36	092	09	
AB37	092	09	
AB38	092	09	
AB39	092	09	
AB41	092	09	
AB42	092	09	

Hub Charges

Depot	Service	Surcharge	Quarter	Half	Full	Half OS	Full OS	Quarter DR	Half DR	Full DR
101	24	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00
101	24TL	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00
101	48	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00
101	48TL	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00
101	4D	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00
101	4DTL	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00
101	AM	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00
101	AMTL	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00
101	B410	0.00	5	5.00	5.00	10.00	10.00	5.00	5.00	5.00

Collection/Delivery Charges

Region	Service	Surcharge	Quarter	Half	Full	Half OS	Full OS	Disc Pak	Percentage	Pals For	Pals T
01	24	0.00	66.00	66.00	70.00	132.00	140.00	999	20.00	0	
01	24TL	0.00	66.00	66.00	70.00	132.00	140.00	999	20.00	0	
01	48	0.00	57.00	57.00	62.00	114.00	124.00	999	20.00	0	
01	48TL	0.00	57.00	57.00	62.00	114.00	124.00	999	20.00	0	
01	4D	0.00	40.00	40.00	43.00	80.00	86.00	999	20.00	0	
01	4DTL	0.00	40.00	40.00	43.00	80.00	86.00	999	20.00	0	
01	AM	21.00	43.00	43.00	48.00	86.00	96.00	999	20.00	0	
01	AMTL	21.00	43.00	43.00	48.00	86.00	96.00	999	20.00	0	
01	B410	21.00	42.00	42.00	47.00	84.00	94.00	999	20.00	0	

The list underneath the heading **TPN Gazetteer**, is the gazetteer that TPN use, along with what the charging region is for each gazetteer entry. You may **Insert**, **Change** or **Delete** entries in the list after you start to link to **TPNLive**.

Below the **Hub Charges** title are all the charges that the Hub makes per service used, again you may **Insert**, **Change** or **Delete** entries in the list after you start to link to **TPNLive**.

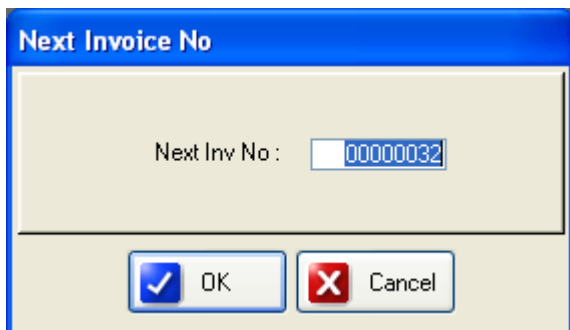
Below the **Collection/Delivery Charges** title are all the charges that the Collection/Delivery depots makes per service used, again you may **Insert**, **Change** or **Delete** entries in the list after you start to link to **TPNLive**.



Parameters

This menu option allows you the following options either **Invoice Number** or **Company**.

Invoice Number

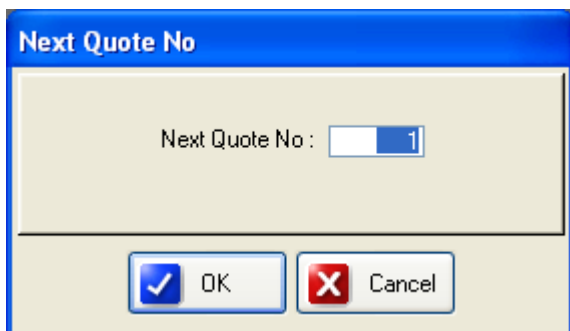
This part of the system allows you to maintain the next invoice number that will be used in the invoicing routines; the invoice summary is the program that actually updates this value. The initial window will look as below.

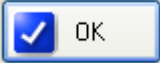



Simply type in the next invoice number (this only really needs to be done the first time you use the system) and press the  button to save the details or the  button to cancel the details.

Quote Number

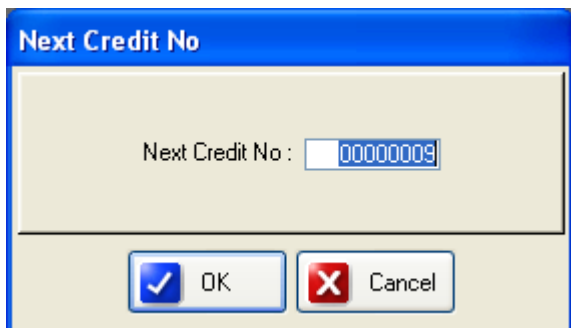
This part of the system allows you to maintain the next quotation number that will be used in the quotation routines. The initial window will look as below.

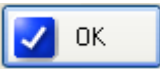



Simply type in the next quote number (this only really needs to be done the first time you use the system) and press the  button to save the details or the  button to cancel the details.

Credit Number

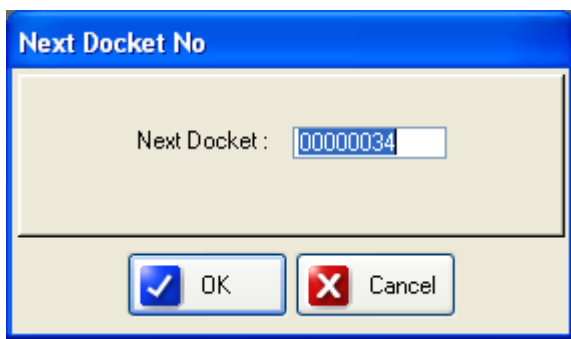
This part of the system allows you to maintain the next credit note number that will be used in the credit note routines. The initial window will look as below.

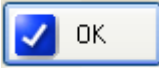



Simply type in the next credit note number (this only really needs to be done the first time you use the system) and press the  button to save the details or the  button to cancel the details.

Docket Number

This part of the system allows you to maintain the next docket number which is used when you insert a new consignment. The initial window will look as below.



Simply type in the next docket number (this only really needs to be done the first time you use the system) and press the  button to save the details or the  button to cancel the details.

Company

This window allows you to set-up the core parameters of the system. The initial screen will look as below.

The screenshot shows the 'Company Settings' window. It features a list box on the left with '011' selected. The main area contains various input fields for company details, including 'Code', 'Name', 'Address', 'Postcode', 'Tel', 'Fax', 'Email', 'Vat Reg', 'Copies', 'Vat Rate', 'EU Rate', and time slots for 'SAM', '10AM', and 'AM'. There are also several checkboxes for options like 'Use Sage', 'By Manifest Date', 'Update Pods', 'New Untick Override', 'Disc After Fuel Sur', 'Use Surcharge', 'Ctn Text', 'Invoice Returned', 'No Invoice for Zero', and 'Sage Ext Lower'. A 'Default Period' section has radio buttons for 'Daily', 'Weekly', 'Two Weekly', and 'Monthly'. The window has 'OK' and 'Cancel' buttons on the right and 'Insert', 'Change', and 'Delete' buttons at the bottom left.

Firstly you must enter the depot code(s) that you are known by in the list-box on the left side of the screen, this is used in filtering out any consignments that are not yours held with the TPN Despatch system, when you run the **Import** routine on the **Operations** menu. The **Insert**, **Change** and **Delete** buttons are provided for you to maintain the list.

Here is an explanation of the other fields in turn.

- **Code** Your main depot code within TPN.
- **Name** Your Company name.
- **Address** Up-to 4 lines of address details.
- **Postcode** Your postcode.

- **Tel** Your telephone number.
- **Fax** Your fax number.
- **Email** Your email address.
- **Vat Reg** Your VAT Registration.
- **Copies -** The number of copies of invoices/credit notes to print when printing invoices (if using a non dot-matrix printer it will generally be more than 1).
- **Vat Rate** The current standard rate of VAT (currently 17.5 as of 1st March 2003).
- **EU Rate** If using the euro currency and charging in dual currencies, what is the amount per euro's to be pound. If you use this then the invoicing layout will need to have a quick modification made to it.
- **Use Sage** If this tick-box is ticked then another tab called **Sage Local** is selectable, by selecting this tab, you can enter the sage parameters, as shown below.
- **Disc After Fuel Sur** If you offer any of your customers a percentage discount off their invoices is this calculated after any fuel surcharge or before.
- **9AM from, to** Here enter the time slot that 9AM's can be delivered in, if a consignment within the TPN system has a time entered within this time slot then a 9AM surcharge can be applied.
- **10AM from, to** Here enter the time slot that 10AM's can be delivered in, if a consignment within the TPN system has a time entered within this time slot then a 10AM surcharge can be applied.
- **AM from, to** Here enter the time slot that AM's can be delivered in, if a consignment within the TPN system has a time entered within the time slot then a AM surcharge can be applied.
- **By Manifest Date** Do you wish to import the consignments from the depot system by Manifest Date order?
- **Use Surcharge** For rates where a surcharge value as well as timed values exist, do you wish the surcharge value to be added to the timed values or the times values to have priority.
- **Update Pods** If you print pod details on the invoices, I would recommend this checkbox is ticked.
- **CTN Text** By ticking this option, all wording on the windows that relates to Qtr Pallets will now be replaced with wording that relates to Cartons.
- **New Untick Override** By ticking this option, any manually inserted consignments, will have their override tick box un-ticked.
- **Invoice Returned** By ticking this option, you only invoice consignments where the paperwork has been returned.
- **Default Period** What is the default invoice period for the invoicing system?

- **No Invoice for Zero** Do not invoice 0 charge jobs.
- **Sage Ext Lower** Tick this box, as the newer versions of sage need the CSV extension of the file produced for it, to be lowercase, the older versions are not fuzzy.

The screenshot shows a 'Company Settings' dialog box with the following fields and values:

- Directory: C:\
- Nominal: 4000
- Taxcode: T1
- NV Taxcode: T0

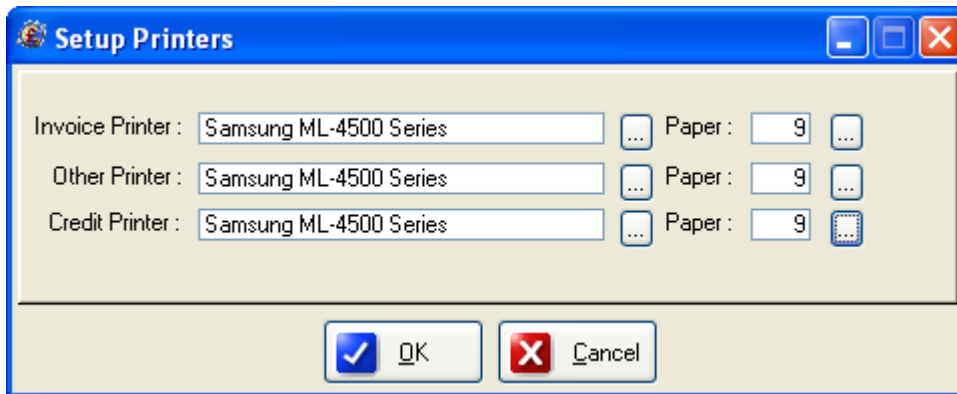
Buttons: OK, Cancel

Here is an explanation of these fields in turn, please note these fields are local fields, so if you are running this program on more than one PC and are using Sage, these details will need to be set-up on each PC.

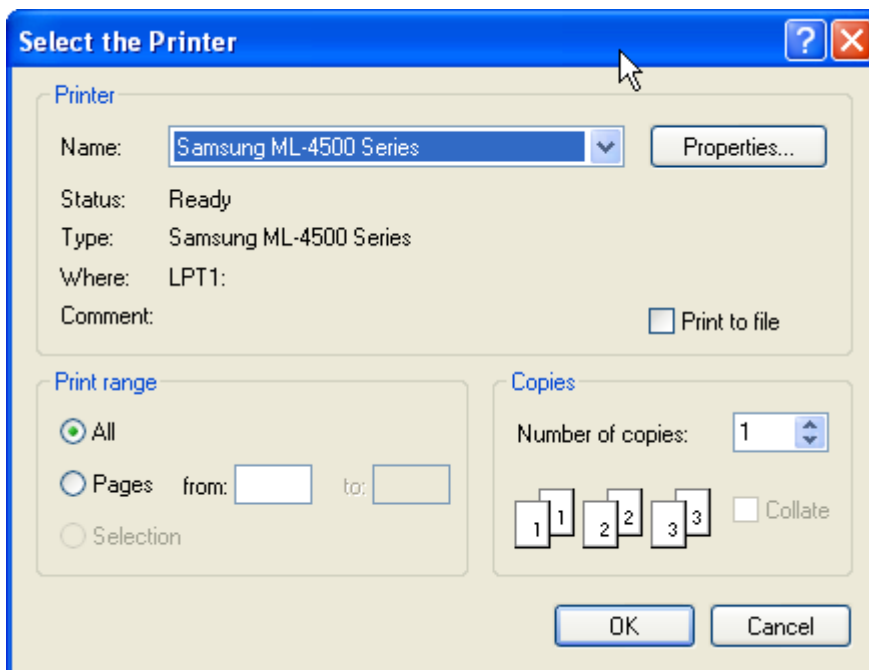
- **Directory** - By pressing the button, you will be able to select the directory where you wish to place the sage file into **TRANS.CSV**, which is created during the invoice summary.
- **Nominal** - The nominal code that the invoices/credit notes are posted to.
- **Tax Code** - **The standard tax code to use for postings, this is usually T1.**
- **NV Tax Code** - The vat code to use for non vatable postings, this is usually T0.

Printers


This part of the system **has** to be entered **per** computer, it holds what printer and paper size is responsible for the Invoices, other documents and Credit Notes that are printed.

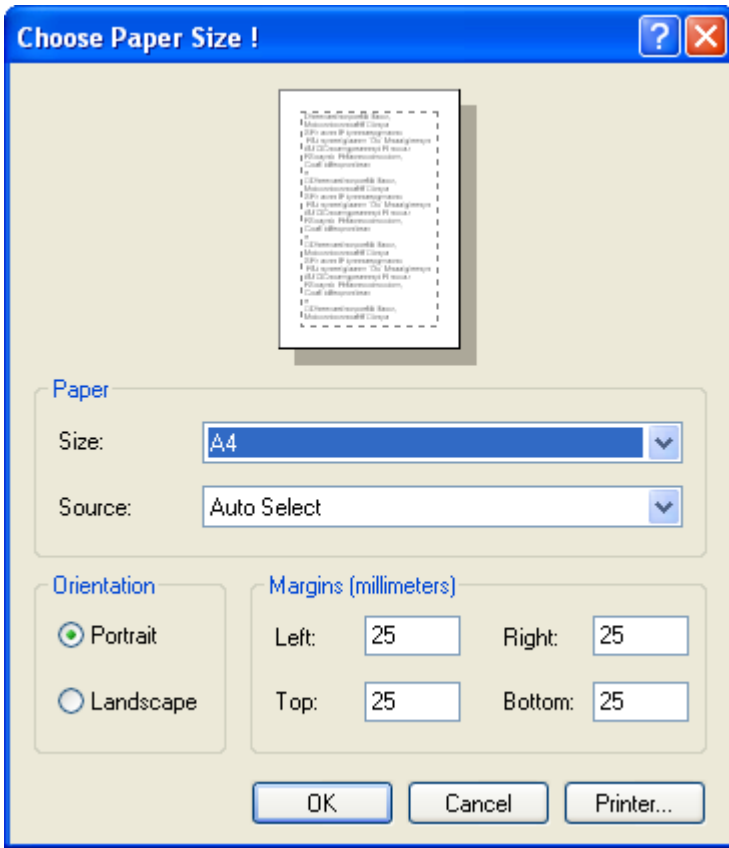


Simply press the  button next to either the **Invoice Printer**, **Other Printer** or **Credit Printer** prompts and you will have a screen displayed like below.



Simply select the required printer to use and then press the  button to select that printer to use.

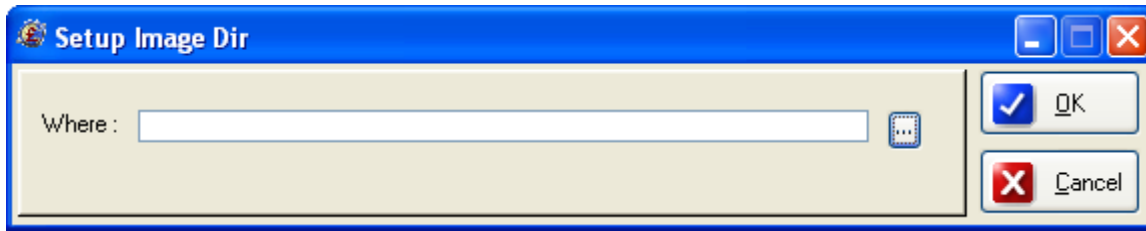
By pressing the  button next to the paper prompts, a window like the following screen will be displayed.



Here choose the paper size you will use.

Images

This part of the system allows you to set where the pod images are stored. The initial window will look as below. If in the Company settings, you have ticked the **Invoice Returned** tick-box, then when you browse the jobs, the system will ask if you wish to check for returned paperwork, the system will check for returned scanned pod images in the below directory.



Pressing the  button, allows you to select the directory where the Pod Images are stored, press the  button to save the details or the  button to cancel the details.

This needs to be done on each computer that uses the TPN Invoicing system.

Chapter 3 – Operations

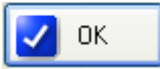
The Operations menu comprises of the following options, **Clear**, **Import**, **Maintain**, **Account**, **Credit Notes** and **Quotes**.

Each individual option will be explained within this chapter.

Clear

Because this system stores consignments for invoicing in its own files separate from the TPN Despatch system, if the information is no longer required then you may clear the data from and to a specified date. Only consignments that have been invoiced will be cleared, unless you place a tick in the **Purge All up-to Invoice Date** tick-box. The initial screen is shown below. **PLEASE NOTE THIS ACTION IS NOT REVERSABLE.**



Simply enter the date range you wish to clear and then press the  button.


Import

TPN Depot

This routine imports the consignments from the TPN Depot system that are for your depot codes (set-up in the company settings) into the consignment file for this system to be invoiced. The window below is shown and prompts for a start and end date for the import.

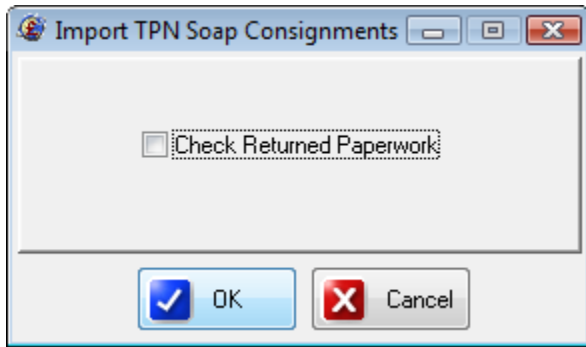


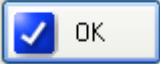
Here simply enter the start and end dates of the range of consignments that you wish to import from the TPN Despatch system.

By pressing the  button, any consignments that fall in the date range you have entered and where the requesting depot is equal to a depot held in the company file will be priced and imported into the consignment file used by this system.

TPN Live

When you are linked to **TPNLive** this routine can be run and it will import the consignments that are for your depot codes (set-up in the company settings) into the consignment file for this system to be invoiced. The window below is shown.



By pressing the  button, all consignments and pods that have been downloaded by the **TPNSoap** program for the invoicing system will be imported. The system will make use of the dynamic assignments you have created and will price the consignments as they come in.

Maintain


This routine allows you to maintain the internal consignment file when records are imported into it using the **Import** option. You will be initially asked for a date range to limit the view to as shown below.

Enter Viewable Despatch Date

If you wish to limit the contents of the browse list to specific dates, enter the dates here and select OK.

Start Despatch Date :

End Despatch Date :


But by simply pressing the  button, all consignments will be viewable. The next window will look as below.


Browse Consignments

by Docket | by Order | by Account | by Manif Date

Locate : Filter

Docket	Date	Account	Order	Postcode	Coll	Del	Service	Qtr	Hall	Full	HO Palls	FO Palls	Weight	Charge	Ret P	Ima	Invd
00000029	09/12/2009	AARON		LN6 8ES	071	058	AM		1		1		2	0.00			
00000032	10/11/2008	NICKEL		LE11 5RG	021	071	ND		1				400	38.00			
00000036	02/12/2008	AVON	100905	PL15	071	071	ND			1			250	39.96			
00000037	01/12/2008	AVON	CHEPSTOW	TA9 4AG	071	071	ND			1			100	30.00			
00000038	03/12/2008	AVON	Chepstow	TA9 4AG	071	071	ND			1			100	30.00			
00000039	11/12/2008	AVON	CHEPSTOW	NP11	071	071	ND			1			100	30.00			
00000040	15/12/2008	AMCOR		BS3	071	071	ND			4			2200	45.00			
00000041	18/12/2008	AMCOR		BS3	071	071	ND			2			983	45.00			
00000042	23/12/2008	AMCOR		BS3	071	071	ND			4			2759	45.00			
00000043	16/12/2008	AVON	(- 17493)	NP20	071	071	ND			1			100	30.00			
00000044	06/01/2009	AVON	17713 Add	NP10	071	071	ND			2			2000	30.00			
00000045	15/01/2009	AMCOR	Savilles Extra	BS35	071	071	ND			8			1000	45.00			
00000051	17/02/2009	AVON	18089 / 91 Chepstow	NP19	071	071	ND			1			100	30.00			
00000053	23/03/2009	AV COLL	106085	SN1	071	071	ND			4			4000	78.84			
00000054	04/03/2009	AVON	18264 Additional	BS35	071	071	ND	1					1	30.00			

Any Columns marked with a  have invalid values, that may affect Invoicing.

Firstly you can sort and locate the consignments in **Docket No, Order No, Account No** and **Manifest Date** order, and as the screen says any columns that are marked with a  have invalid values. As you move up

and down the list you may notice a picture  may be shown at the bottom right of the list, this graphically shows that the highlighted consignment has notes associated with it

- **Account** - A cross in this column means that the account number can not be found in the accounts file.
- **Postcode** - A cross in this column means that the main part of this postcode can not be found in the internal gazetteer, this means that a pricing region can not be found in order to price the consignment.
- **Service** - A cross in this column means that the service code can not be found in the service file.
- **Charge** - A cross in this column means that the charge is zero for this consignment, it could be because of other columns having invalid values or simply you have no rates was located in order for a price to be calculated.

The **Ret P** column shows you visual if the consignment has all the paperwork returned or not.

The **Invd** column shows you visually if the consignment has been invoiced or not. The  button, allows you to view just the **Invoiced** or **Un-Invoiced** consignments.

In the **IMA** column a yellow icon will be shown if a pod image as been returned for it and you haven't invoiced it and the paperwork returned column is not ticked and you invoice on paperwork returned.

You may **insert**, **change** or **delete** consignments by pressing the relevant buttons, we will change a consignment in order to see the next window. Inserting a consignment is useful for adding on your own adhoc jobs and by putting no tick in the **Override** field, you can enter your own charges without the charges being recalculated.

Consignment will be Changed (00000001)

Main Cont ... Freehand Notes Pods

Docket: 00000001 Service: ND Direct

Order: Deliver Date:

Client Order: Daytime

Desp Date: 21/07/2008 ... Qtr: 1 Weight: 1Kg

Request: 74 Collect: 74 Half: 0 Weight: 0Kg

Account: ETP Full: 0 Weight: 0Kg

Consignor: ET ENVIROMENTAL HOPalls: 0 Weight: 0Kg

Postcode: KT8 2QX FO Palls: 0 Weight: 0Kg

Consignee: MR P GRIMMER

Address:

KEYLEIGH

Postcode: BD22 Delivery: 74 Charge: 7.00

Override Collection: 0.00

Hub: 0.00

Delivery: 0.00

Surcharge Amount: 0.00

OK

Cancel

Consignment will be Changed

Below are the fields explained in the order, that they are expected to be input:

Main Tab

- **Docket** - This is the docket number of the consignment and this can not be altered.
- **Order** - This is the order number of the consignment.
- **Desp Date** - This is the despatch date of the consignment.
- **Request** - This is the code of the requesting depot this has to be a VALUE.
- **Collect** - This is the code of the collecting depot and has to be a VALUE.
- **Account** - This is the account number of the account responsible for the consignment, if the system can't find the account you type in it will display a list of near matches, for you to choose one. Once one has been found or selected the Consignor or Postcode fields will be filled in.
- **Consignor** - This is the name of the consignor.
- **Postcode** - This is the postcode of the consignor.
- **Consignee** - This is the consignee name.
- **Address** - There are 4 lines that hold the consignee address.
- **Postcode** - This is the consignee postcode, at this time the main part of this field will be used to locate the pricing region.
- **Delivery** - This is the code of the delivery depot, this has to be a VALUE.
- **Override** - This field can be ticked or un-ticked, if it's ticked then when the consignment is re-saved the pricing will be re-calculated.
- **Service** - This drop-down list allows you to choose what the service level will be.
- **Direct** - Whether the consignment is directly delivery by you, this field can be evaluated during the invoice print to print additional information on the invoice.
- **Deliver Date** - This field allows you to enter the date it's meant to be delivered on and you can also enter the time.
- **Ins** - This field if ticked allows you to enter an amount to insure the goods for.
- **Quarter** - The number of quarter pallets.
- **Weight** - The combined weight of the quarter pallets.
- **Half** - The number of half pallets.
- **Weight** - The combined weight of the half pallets.
- **Full** - The number of full pallets.

- **Weight** - The combined weight of the full pallets.
- **HOPalls** - The number of half over-size pallets.
- **Weight** - The combined weight of the half over-size pallets.
- **FOPalls** - The number of full over-size pallets.
- **Weight** - The combined weight of the full over-size pallets, if you have the **Override** field ticked the consignment will be re-priced and the **Charge** updated.
- **Charge** - The charge for the consignment, this can be over-typed and will not be altered by the system if the **Override** field is un-ticked.
- **Collection** - How much the collecting depot is to charge you?
- **Hub** - How much the hub is to charge you?
- **Delivery** - How much the delivery depot is to charge you?
- **Surcharge Amount** - The surcharge amount.

Cont... Tab

By clicking on the **Cont...** tab, you will be able to enter more details if required. The tab looks like below.

Consignment will be Changed (00000001)

Main Cont... Freehand Notes Pods

Remarks :
 Type :

Pod Details

Signed :
Date :
Time :
Remarks : Returned Paperwork

Addt Charge

Insurance

Insure

Invoiced

Invoice No : ...
Invoice Date :

Consignment will be Changed

OK Cancel

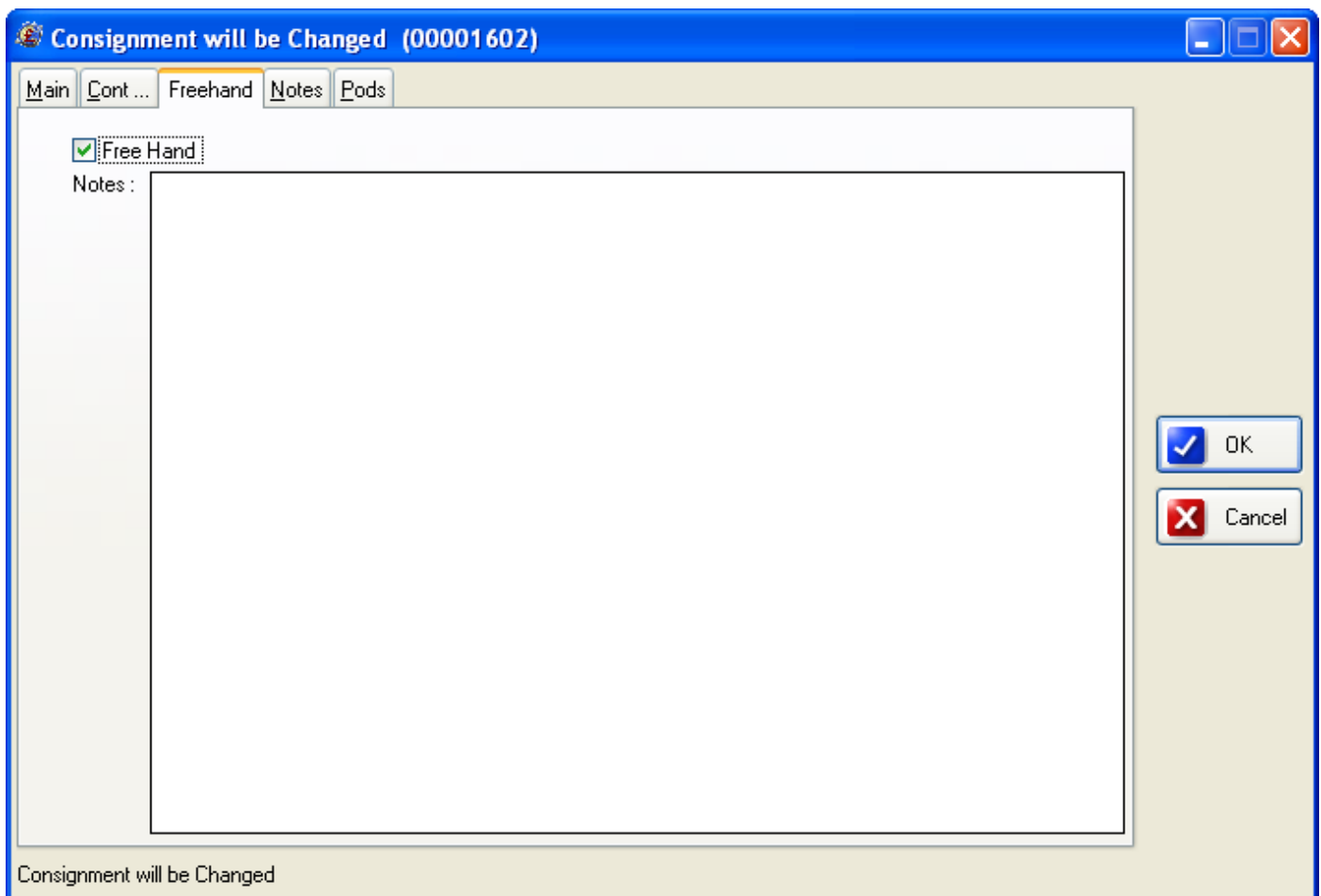
- **Remarks** - There are two lines of remarks relating to the consignment.

- **Type** - The type of consignment.
- **Signed** - This field holds the name of the person who signed for the goods.
- **Date** - This is the date that the goods were signed on.
- **Time** - This is the time that the goods were signed on.
- **Remarks** - This is the remarks line that relates to the POD details.
- **Returned Paperwork** - This tick box should be ticked if you only invoice consignments where the paperwork has been returned.

You will also see the proof of delivery details and also some display only fields in the bottom left of the window, these relate to whether the consignment has been invoiced, what invoice it is on and the date it was invoiced. If it's been invoiced then the button next to the invoice number can be pressed and will then display the actual invoice on screen if you have **Adobe Acrobat™** installed on your computer.

Freehand Tab

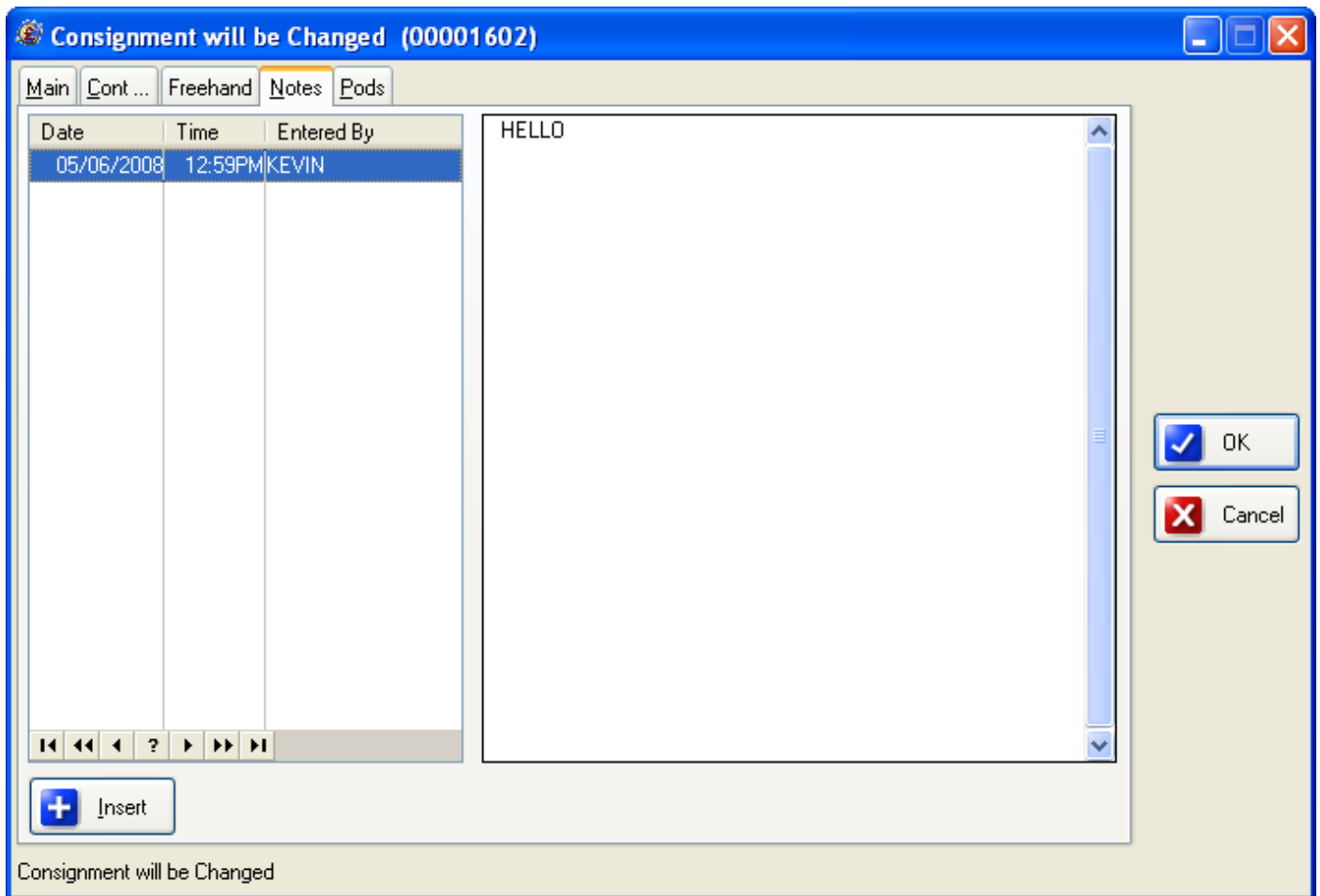
By clicking on the **Freehand** tab, you will be able to enter more freehand details if required. The tab looks like below, except the Freehand tick-box is not ticked and as it's un-ticked it does not show the text box which my sample screens below does.

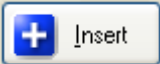


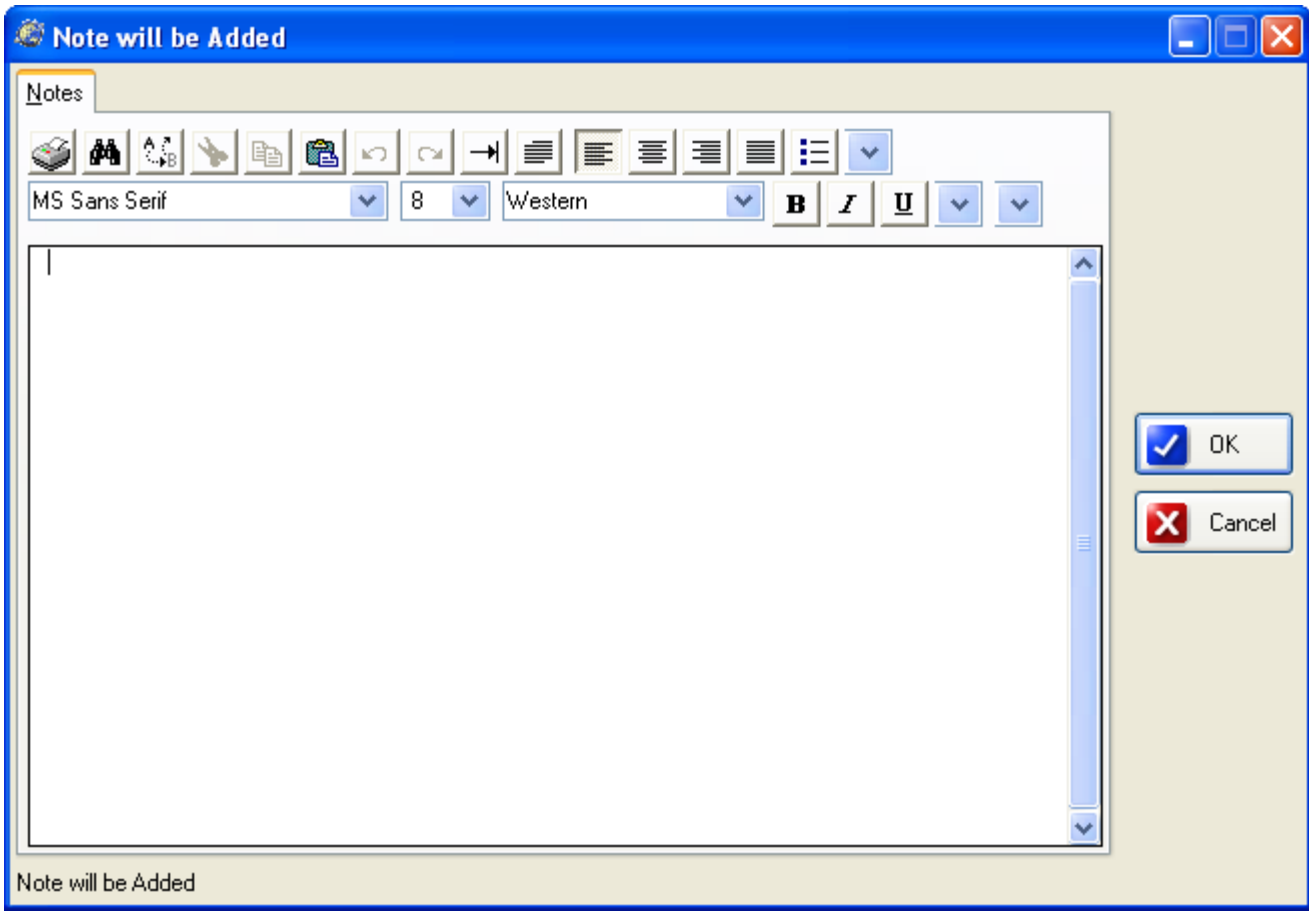
Here you can enter free text details in the notes field, and you can evaluate the **Free Hand** field in the invoice layout to print different details on the invoice for a consignment that has had it's **Free Hand** checkbox ticked (call me for details on how you might set this up). By ticking the **Free Hand** checkbox, the **Direct** and **Override** checkboxes will be automatically be un-ticked.

Notes Tab

By clicking on the **Notes** tab, you will be able to enter more freehand notes if required. The tab looks like below. The notes are shared with the TPN Depot system, any notes entered on the depot system are shown in this system and vice versa.



By pressing the  button you may insert a new note for this consignment, the following window will open for entry.



Pods Tab

By clicking on the **Pods** tab, you will be able to view the pod history of the consignment as text and as pod images. The tab looks like below. The details are shared with the TPN Depot system.

Consignment will be Changed (00000011)

Main Cont ... Freehand Notes **Pods**

Date Stamp	Time Stamp	Discrep	Signed By	Signed On	Signed At	Remarks
------------	------------	---------	-----------	-----------	-----------	---------

Image Name

- 0250000001117112006.27032006
- 0250000001117112006.09122005

Consignment will be Changed

The top list box, shows the textual history of the POD for the consignment, the bottom left hand box, shows the image file names that relate to the consignment and the actual image for the highlighted filename is shown to it's right.

Credit Notes

This routine allows you to maintain credit notes as well as print them, the initial screen will look something like below.

Credit No	Credit Date	Our Reference	Your Reference	Name	Printed	Posted
-----------	-------------	---------------	----------------	------	---------	--------

You may insert or change credit notes by pressing the relevant buttons. The Print button is only enabled when credit notes exist and will print the highlighted quotation. We will create a credit note in order to see the next window.

Credit No: 00010007 Vat Rate: 17.50 %
Credit Date: 05/06/2008
Our Ref:
Your Ref:
Account: ...
Name:
Address:

Postcode:

OK
Cancel

Credit Note will be Added

I will explain each field in turn.

Credit No - The credit no is automatically entered by the system from the next credit number to use.

Credit Date - The date of the credit note.

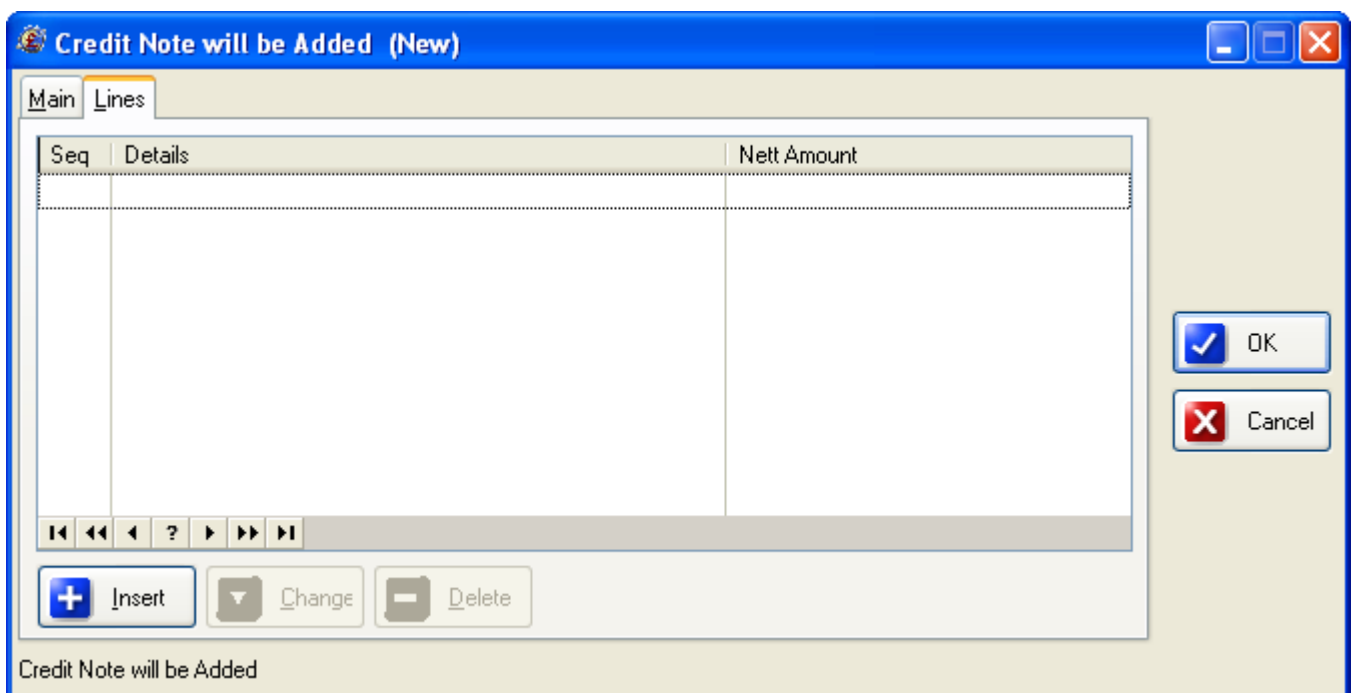
Our Ref - The reference number that you wish to assign to this credit note.

Your Ref - The reference number that your customer may have quoted you for this credit note.

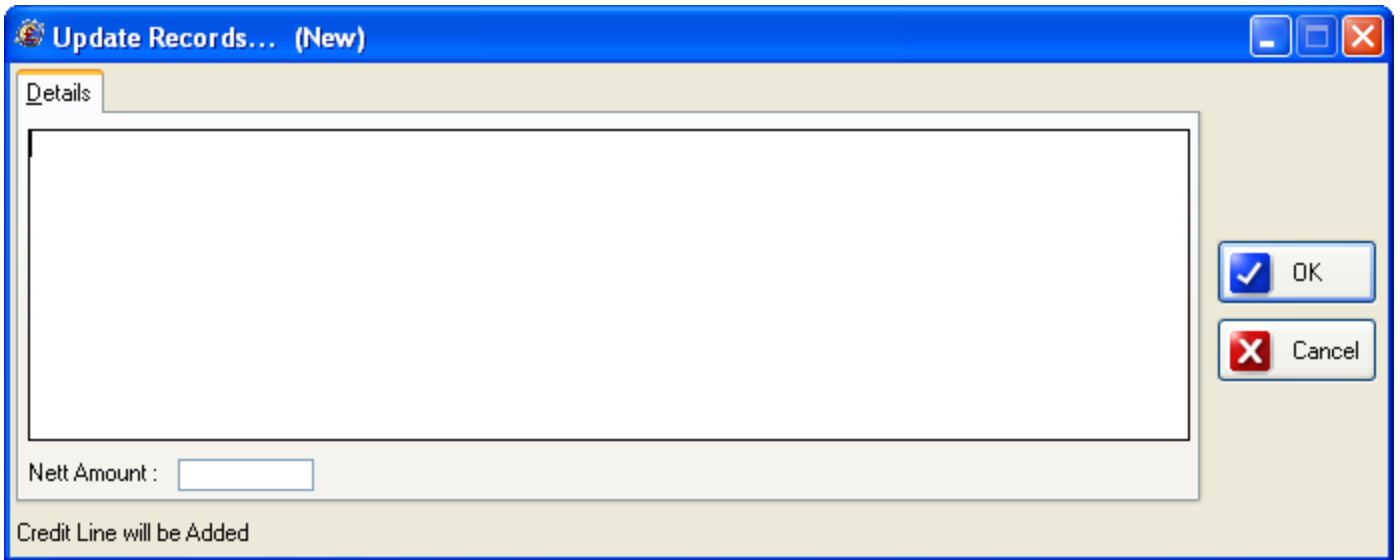
Account - The account number for the customer who is to receive the credit note, the full address will be shown after this field is entered.

Lines Tab

By clicking on the **Lines** tab, you will be able to enter free text lines for the credit note. The tab looks like below.

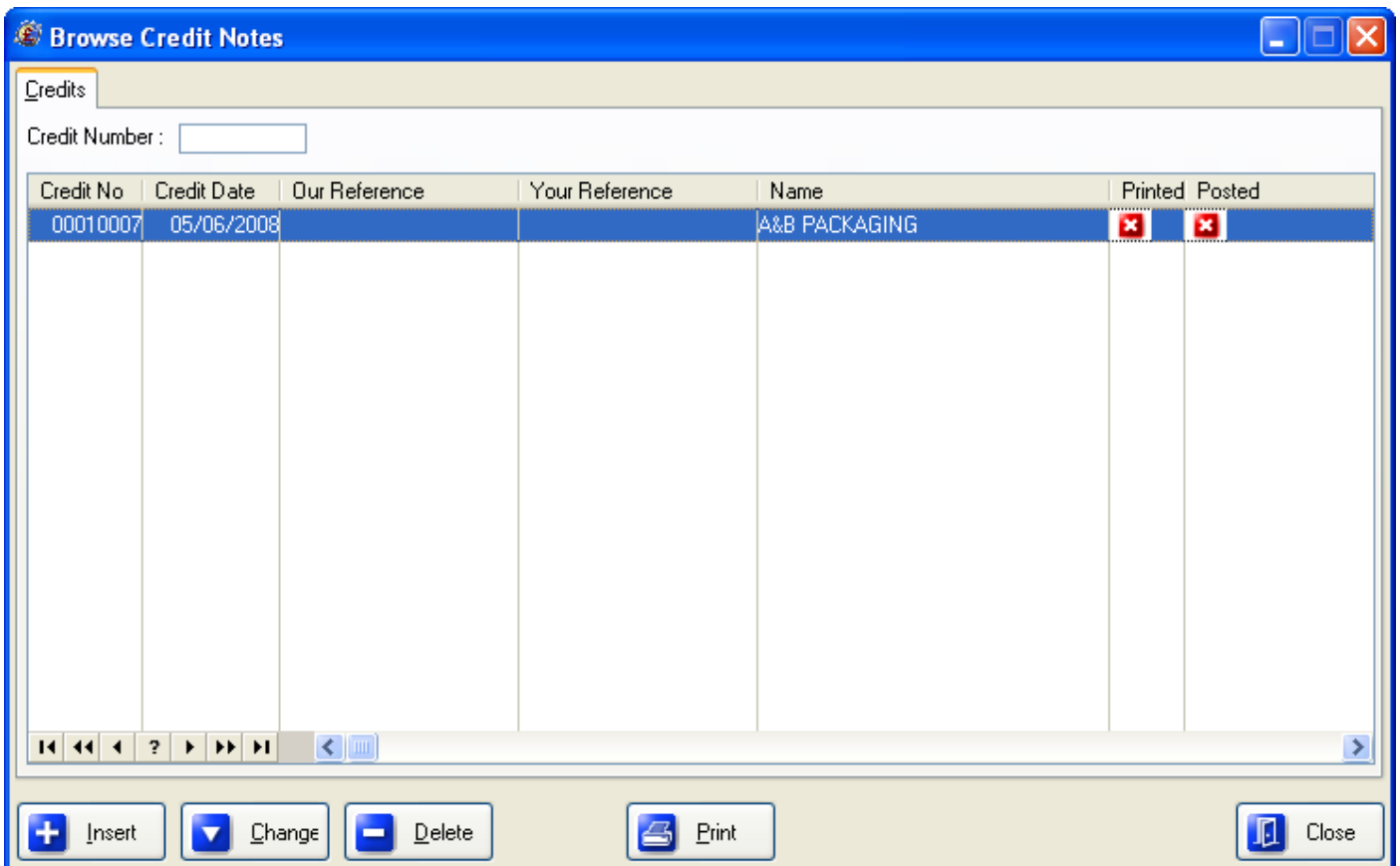


Here you would simply maintain the lines of the credit note with the **Insert**, **Change** or **Delete** buttons, in the below example we will create a credit note line, so by pressing the **Insert** button the following window will be displayed.

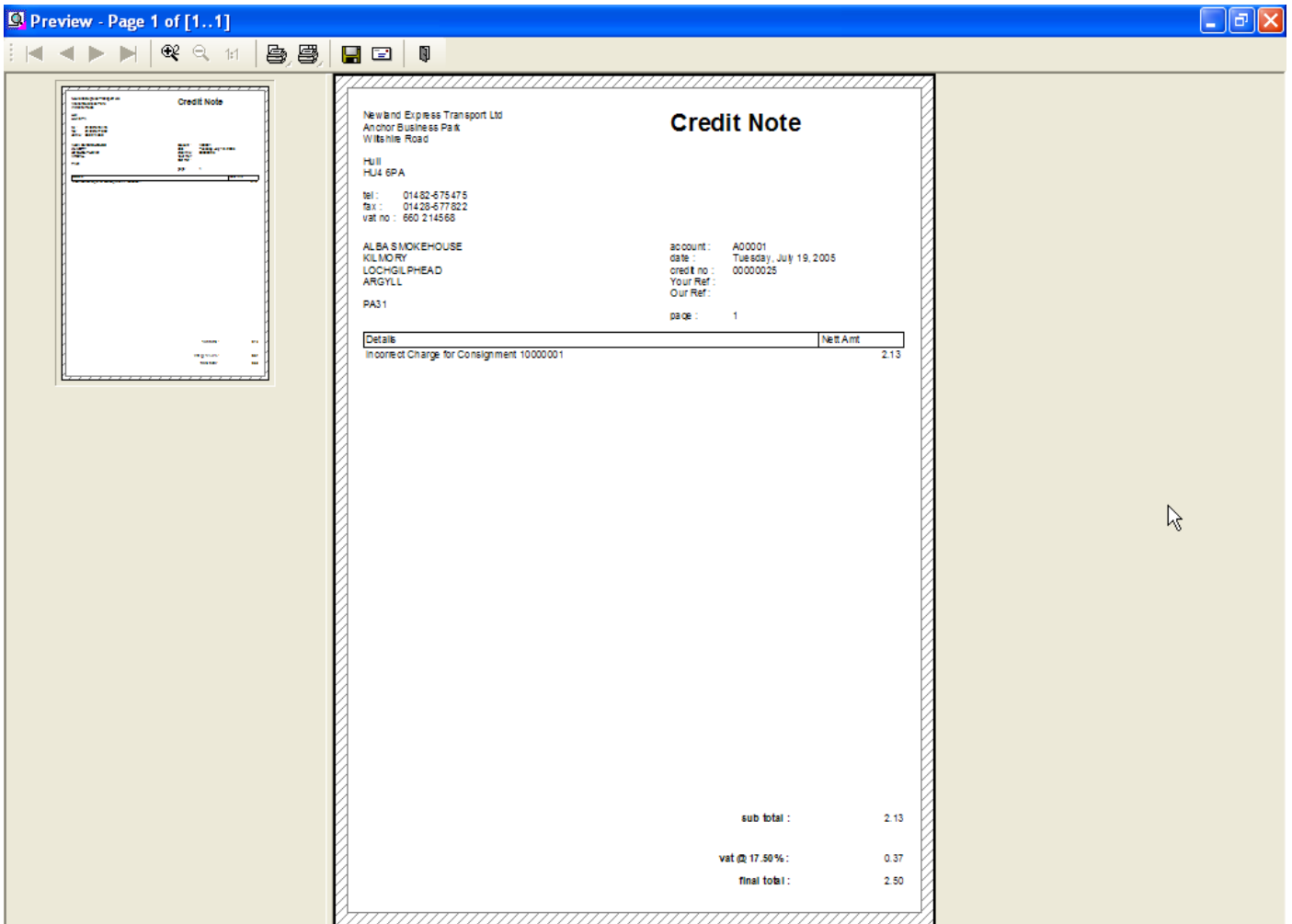


Here you would simply enter the free text details of the line on the credit note with the net amount of that line.













Once you have saved the line and indeed the complete credit note the resulting browse window showing all credit notes will look something like below.



You will be able to visually see which credit notes have been printed and posted, by highlighting a credit note and by pressing the **Print** button, that credit note will be previewed for you to print like the following screen.



Here you are shown the first page of the preview, at the top of the window, you are shown what page you are on. We will now go through the small icons at the top of the window:

-  Pressing this button will take you to the very first page.
-  Pressing this button will take you to the page before the one you are on.
-  Pressing this button will take you to the page after the one you are on.
-  Pressing this button will take you to the very last page.
-  Pressing this button will zoom into the current page by a factor of 2.
-  Pressing this button will zoom out of the current page by a factor of 2.
-  Pressing this button will re-display the current page at the default size.
-  Pressing this button will print the current page to the current printer.
-  Pressing this button will print all the pages to the current printer.
-  Pressing this button will allow you to email the complete preview to an email address, to view it they would need the free viewer that comes part of the system and is installed in the program group that is created at install time.
-  Pressing this button, will allow you to save the complete preview to a file of your choice, to view the files use the free viewer that comes part of the system and is installed in the program group that is created at install time.
-  This button closes the preview.

Chapter 3 - Operations

Quotes

This routine allows you to maintain quotations as well as print them, the initial screen will look something like below:

Reference	Date	Name	Postcode	Service	Pallets Qtd	Quote Used	Pallets Snt
-----------	------	------	----------	---------	-------------	------------	-------------

Firstly you can sort and locate the quotations in **Quotation No** or **Date Quotation Used** order.

You may **insert**, **change** or **delete** quotations by pressing the relevant buttons. The **Print** button is only enabled when quotes exist and will print the highlighted quotation. We will create a quotation in order to see the next window.

Account: ... Qtr:

Contact: Half:

Date: Full:

Reference: (This reference is to be placed on 2nd Remarks Line) Half OS:

Consignee: Full OS:

Address:

 Quoted Amt:

Postcode: Fuel Surcharge:

Service: Del Time:

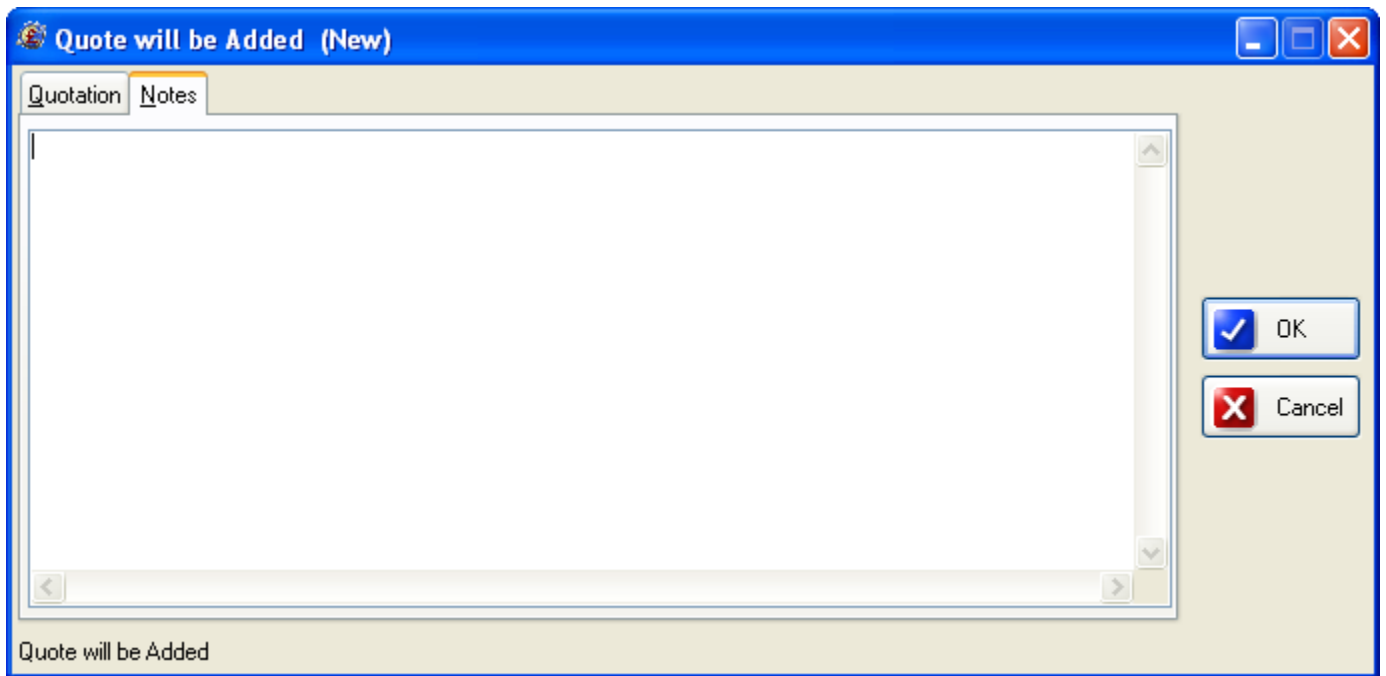
OK
 Cancel

I will explain each field in turn.

- **Account** - This is the account number of the client who is requesting the quotation.
- **Contact** - This is the contact name for the client who is requesting the quote, this is automatically pre-filled after the account number has been entered.
- **Date** - This is the date the quotation is being created, the current system date is automatically pre-filled.
- **Reference** - This is automatically pre-filled and can not be overtyped. This number should be given to the client, for them to type it into the implant in the remarks line 2 or for them to write on the consignment note and you to type this in manually in the remarks line 2.
- **Consignee** - This is the name of the consignee the good are going to.
- **Address** - This is the address of the consignee the goods are going to.
- **Postcode** - This is the destination postcode, you must enter a valid postcode for the system to let you continue.
- **Service** - Please select the service level that is required.
- **Del Time** - The time the delivery has to be made by (useful for timed deliveries).
- **Qtr** - The number of quarter pallets.
- **Half** - The number of half pallets.
- **Full** - The number of full pallets.
- **Half OS** - The number of half over-size pallets.
- **Full OS** - The number of full over-size pallets.
- **Quoted Amt** - This is automatically calculated for you but you may over-ride if required.
- **Fuel Surcharge** – This is calculated from the percentage of fuel surcharge for the account you are quoting.

Notes Tab

By clicking on the **Notes** tab, you will be able to enter free text notes about the quotation. The tab looks like the following screen.



When you have saved the quotation, you may then print it off by selecting the Print button from the previous window, again the layout can be modified to your requirements.

What happens now is that when the import routine is being run, if a valid quotation reference is found in the 2nd remarks field then that quoted price is used, that quotation is then marked as used. Also that consignment is then set so the price is not recalculated.

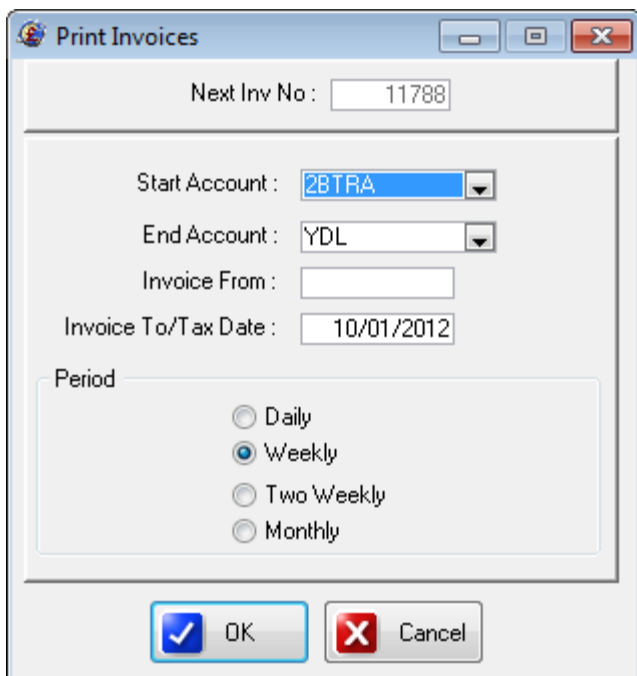
Chapter 4 – Reports/Enquiries

There is two menu options on this menu, the first called **Invoicing** contains four sub options, these are **Print, Summary** (this has the sub options of **Print, Reprint** and **Sage File**), **View** or **Un-Invoiced** and five options on there own called **History, Price Lists, Profit/Loss, Top Accounts** and **Accounts** these options are explained below:

Invoicing

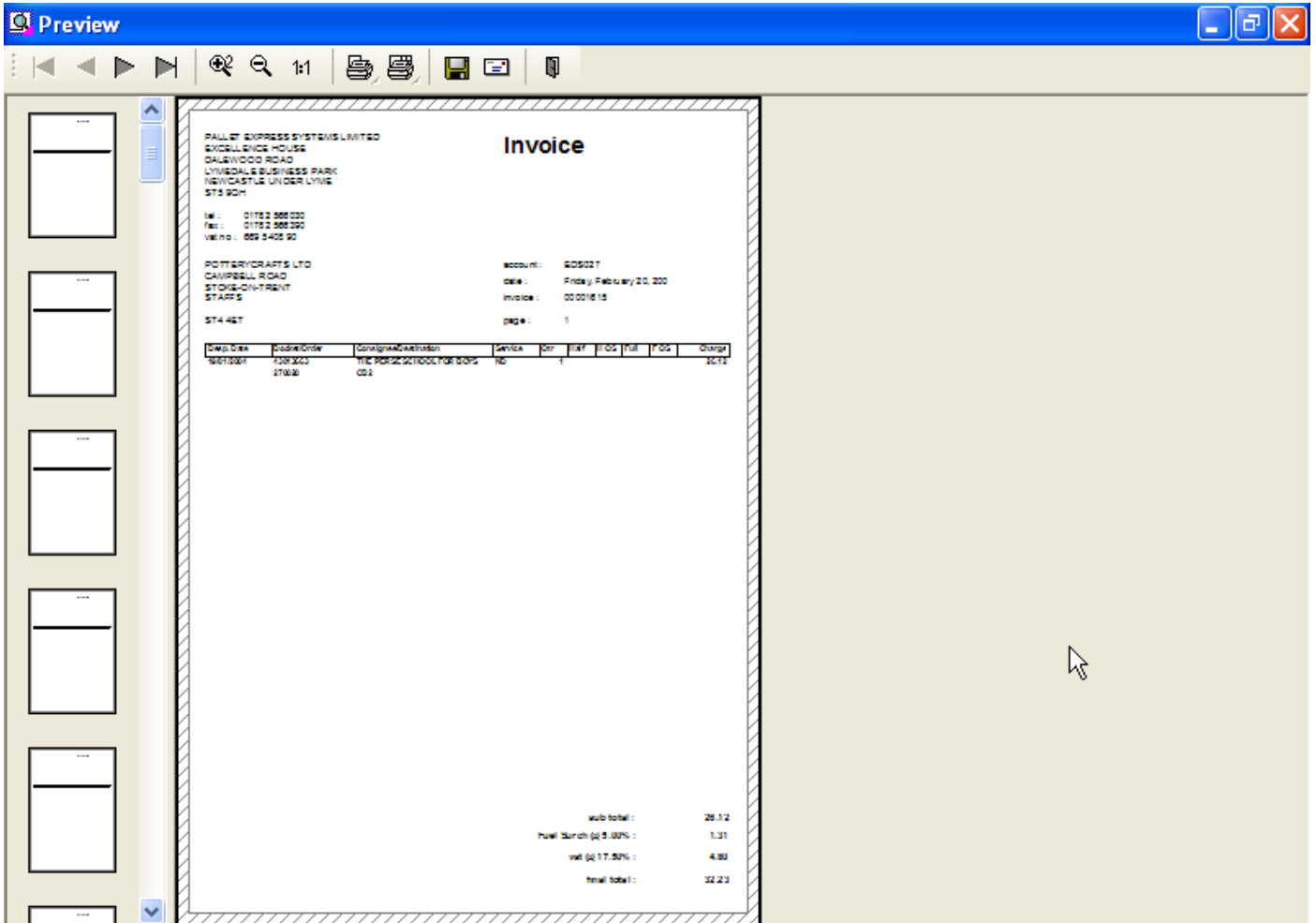
Print

This routine will print the invoices, one invoice per customer that has consignments to invoice, the initial window will look as below.















You simply enter the range of accounts to invoice, this defaults to the first and last accounts that you have on your system. Then you would enter the range of dates that if the consignments fall between these dates then they are invoiced. And finally you would 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,

After pressing the **OK** button, a progress window will be displayed and then the invoices will be previewed to the screen, looking like the following screen:



Here you are shown the first page of the preview, at the top of the window, you are shown what page you are on. We will now go through the small icons at the top of the window:

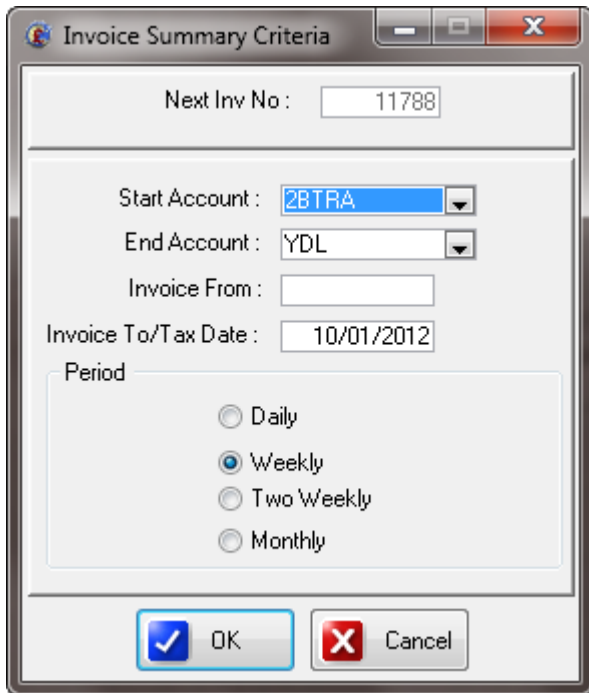
-  Pressing this button will take you to the very first page.
-  Pressing this button will take you to the page before the one you are on.
-  Pressing this button will take you to the page after the one you are on.
-  Pressing this button will take you to the very last page.
-  Pressing this button will zoom into the current page by a factor of 2.
-  Pressing this button will zoom out of the current page by a factor of 2.
-  Pressing this button will re-display the current page at the default size.
-  Pressing this button will print the current page to the current printer.
-  Pressing this button will print all the pages to the current printer.
-  Pressing this button will allow you to email the complete preview to an email address, to view it they would need the free viewer that comes part of the system and is installed in the program group that is created at install time.
-  Pressing this button, will allow you to save the complete preview to a file of your choice, to view the files use the free viewer that comes part of the system and is installed in the program group that is created at install time.

 This button closes the preview, if you have printed any pages the system will automatically save each invoice into each own 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.

Summary

Print

This routine will print 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 with the parameters you specified.



Invoice Summary Criteria

Next Inv No : 11788

Start Account : 2BTRA

End Account : YDL

Invoice From :

Invoice To/Tax Date : 10/01/2012

Period

Daily

Weekly

Two Weekly

Monthly

OK Cancel

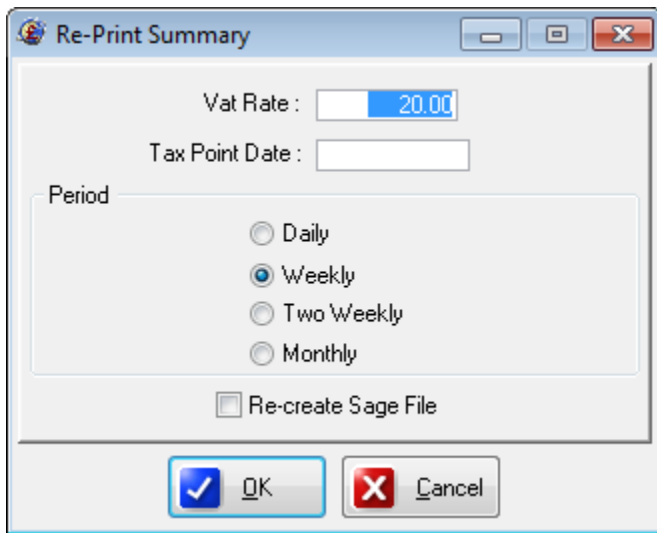
The criteria details will be automatically shown as these will have been saved when you printed the invoices.

After pressing the **OK** button, a progress window will be displayed and then the summary will be previewed to the screen.

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

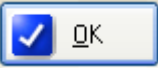
Re-Print

This routine allows you to re-print a summary of all invoices showing the totals for each invoice, you can only do this if you have not cleared any consignments that are included in the invoice range you specify. The initial screen will look as below.



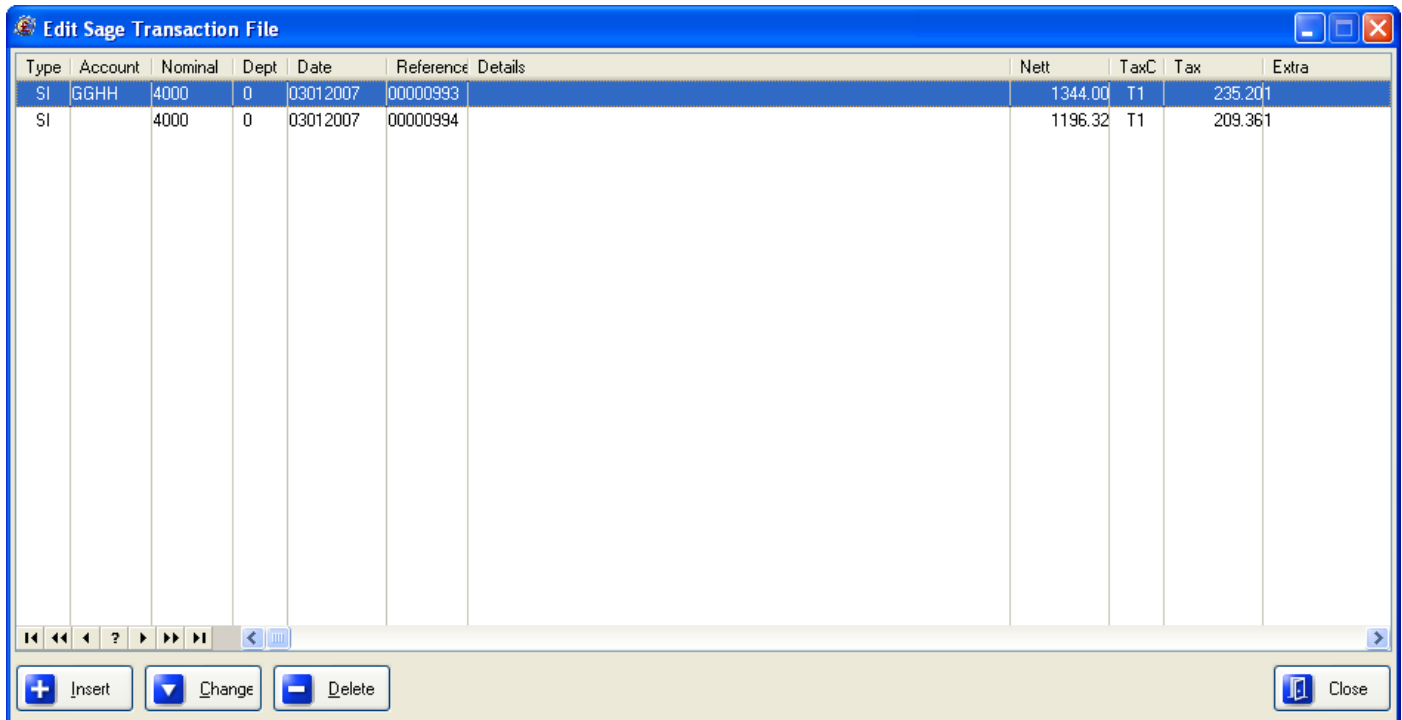
The screenshot shows a dialog box titled "Re-Print Summary". It features a "Vat Rate" input field containing "20.00", a "Tax Point Date" input field, and a "Period" section with four radio button options: "Daily", "Weekly" (which is selected), "Two Weekly", and "Monthly". Below these options is a checkbox labeled "Re-create Sage File". At the bottom of the dialog are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an 'X' icon).

You are asked for the current VAT rate as it may be different for that periods invoices, then enter the tax point date of the original invoice summary and also the invoicing period that summary was for. By pressing

the  button the invoice summary matching the criteria you entered will be re-printed, also you can ask it to re-create the sage CSV again for you by ticking the **Re-create Sage File** tick-box.

Sage File

You can only run this routine if you link to sage (which is set via the company parameters). The system will read the last sage file created during the last invoice summary and display it for editing.



Type	Account	Nominal	Dept	Date	Reference	Details	Nett	TaxC	Tax	Extra
SI	GGHH	4000	0	03012007	00000993		1344.00	T1	235.201	
SI		4000	0	03012007	00000994		1196.32	T1	209.361	

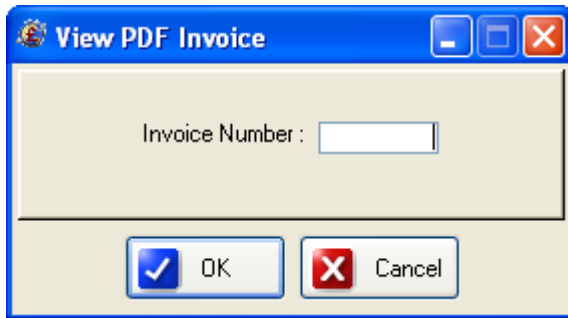
In my example above, the second line has no value in the account column, this would cause sage to reject the file. You can amend the value in any columns as well as insert or delete postings. By pressing the



button, the system will ask you if you wish to **Re-save the TRANS.CSV file?**, by doing this you can then import it into Sage with the change you made.

View


This routine allows you to view an invoice that has been printed, the below window prompts for an invoice number, once entered the system will load that invoice into **Adobe Acrobat™**, if installed.



The image shows a Windows-style dialog box titled "View PDF Invoice". The dialog has a blue title bar with standard minimize, maximize, and close buttons. The main area is light beige and contains the text "Invoice Number:" followed by a text input field. At the bottom, there are two buttons: "OK" with a blue checkmark icon and "Cancel" with a red X icon.

Un-Invoiced

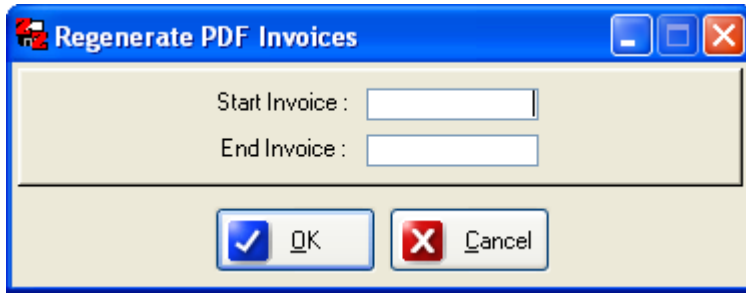
This routine will print a list of consignments per customer that have not been invoiced, the print-out will also show whether paperwork has been returned for each consignment. The initial screen will look as below.

Simply select the account range and the date to print consignments that have not been invoiced up to, by pressing the  button a report like the one below will be previewed.

DocRef/Order	Date	Consignee	Destination	Item	P/Work	Pallets	Weight	Charge
ACR001 - ACRYPOL PRODUCTS LTD								
00052058	070105	27072005	SPYBROOK HANS CO	LONDON	NO	No	1	200
00052059	070105	27072005	J J WOODING	LONDON	NO	No	1	400
							2	800
ADD001 - ADDED DIMENSION LTD								
00052063	127005	27072005	CYONA	IPSWICH	NO	Yes	1	30
							1	30
ADV001 - ADVANCED LINK FORECOURT SVCS								
00052011	0015501	27072005	TYNEWOOD S/S IN	HEAURICG	NO	No	1	70
							1	70
ALF001 - ALFALGOMMA (UK) LTD								
00052078	04055	27072005	HAMPSHIRE HOSE	SOUTHAMPTON	SC	No	1	227
00052079	04055	27072005	PRESSURE LINES	PLYMOUTH	SC	No	1	162
00052020	04051	27072005	HECORN HOSE	ATLESBORO	NO	No	1	257
							3	946
BOY001 - BOYDELL & JACKS LTD								
00052093	W620Y	27072005	CIBAINES LTD	CHABLEY BEAM	NO	No	1	189
00052090	A51011	27072005	WESTERN HAIRLIG	BISTOL	SC	No	2	220
00052091	184554	27072005	LEK COMMERICALS	MALESOWEN	NO	No	1	314
00052092	052726	27072005	DIRECT PAPER'S SUP	WUKINFIELD	NO	No	1	125
00052093	559701052	27072005	A J PARSONS & SON	SHEPION MALLET	NO	No	2	300
00052094	2055	27072005	HILL & NORRIS BERG	BILLSBORO	NO	No	2	263
00052095	122229	27072005	WIBCHIPART	IPSWICH	NO	No	1	52
							10	1502
BPI001 - BPI PACKAGING SERVICES								
00052092	1076	27072005	EVAS HAW VALE GRC	EVE SHAM	NO	No	5	2720
00052093	32507210	27072005	METWORTH UKANA	SHEPHELD S28 4HG	NO	No	2	620
00052094	1302	27072005	MAHLEY PLUMBING	MAIDSTONE	NO	No	3	1504
00052095	8000	27072005	SOUTHTRIN LOGS IKS	HE ANCH	SC	No	1	851
00052096	8231	27072005	NOVAK D & S	LICHON SEA	NO	No	1	508
00052097	7170	27072005	WICKAYWELL	LARNDOHLM	SC	No	1	276
00052098	8326	27072005	COBBRIE IBERIAN	ATLESBORO	NO	No	2	1117
							15	7425
CA 5001 - WILLIAM CASCO								
00052072	0420554201	27072005	NEWTON CONTAIN	NEWTON	NO	No	1	170
00052073	04226	27072005	MALTON HD ENGINE	TICKERING	NO	No	1	140
							2	310
CLW001 - CLWVD REFRACTORIES								
00052095	024546	27072005	SHOSSELEY FIBRES LI	SHREWSBURY	NO	No	1	65
							1	65
CON001 - CONTINENTAL BOTTLE CO LTD								
00052071	2707	27072005	SHROPSHIRE LAMEN	BROADWAY	NO	No	1	100
							1	100
COT001 - COTTON CLUB (UK) LTD								
00052021		27072005	S & J BUIOYEAN HA	MELTON MOWSEYAT	NO	No	7	700
							7	700
COU001 - COUNTY OIL GROUP LTD								
00052093	531670	27072005	FUCHS LUBRICANTS	HAMBLE SOUTHAMPTON	NO	No	1	850
							1	850
DOR001 - DORMEX CONTAINERS LTD								
00052072	148872	27072005	SCIENCE WITH NAIL	UKIPHELD	NO	No	1	200

Regenerate

This procedure will recreate all the PDF copy invoices again for a range of invoice numbers, the initial screen will look as below.



The image shows a Windows-style dialog box titled "Regenerate PDF Invoices". The dialog has a blue title bar with standard minimize, maximize, and close buttons. The main area is light beige and contains two text input fields: "Start Invoice:" and "End Invoice:". Below these fields are two buttons: "OK" (with a blue checkmark icon) and "Cancel" (with a red X icon).

Simply enter the start invoice number and the end invoice number to produce all the PDF's for all the invoice numbers in that range.

History

This routine will print a list of all consignments for the date range for each customer in the range you specify. The initial criteria window is shown below.

Print History

Start Account : 2BTRA

End Account : YDL

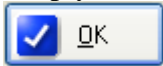
Start Date :

End Date :

Export as Excel

OK Cancel

Simply select the account range and enter the date range to print consignments up-to, by pressing the



button a report like the one below will be previewed. You can also tick **Export as Excel** tick-box which creates the report as an Excel spreadsheet.

Preview

1 of 60

100%

Heathrow Express Pallets Ltd

date : Tuesday, January 10, 2012

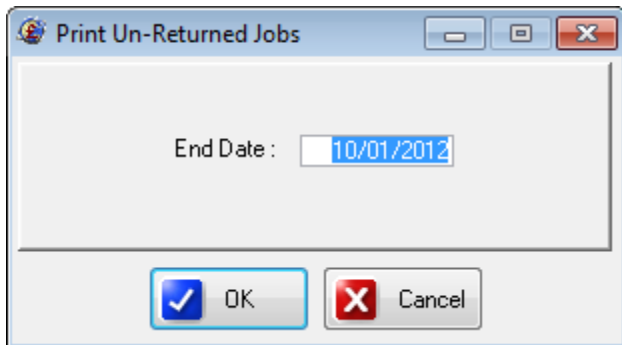
page : 1

Un-Returned Paperwork Jobs - to 10/01/2012

Del Depot	DocRef	Date	Consignee	Destination	Serv	Priority	Pallets	Weight
001	00042968	01/07/2008		Edinburgh	NDTL	Ne	1	280
001	83042276	21/07/2008	Schun Ltd	Livingston	DDAM	Ne	2	600
001	00043911	29/07/2008	Royal Garden Asstments	Edinburgh	NDTL	Ne	1	360
001	00137953	13/08/2010	Revelon Plc	Perth	NDTL	Ne	1	200
001	33062684	17/05/2010	Benkert UK Ltd	Alia	NDTL	Ne	1	30
001	74120882	14/11/2011	M.S. DL Lebur - HIFDO LTD	Motherwell	ECTL	Ne	1	496
001	74121012	16/11/2011	John Lewis Partnership	Livingston	AMT	Ne	11	2661
001	50002103	17/11/2011	Scottsat Ltd	Coastbridge	ND	Ne	2	322
001	74121215	22/11/2011	Quintiles	Livingston	EC	Ne	2	710
001	30020962	23/11/2011	ENVIRONMENTAL SUPPLIES	GRWINGBROUGHT	EC	Ne	1	122
001	50002130	23/11/2011	Scottsat Ltd	Coastbridge	ND	Ne	3	725
001	50002139	25/11/2011	Scottsat Ltd	Coastbridge	ND	Ne	1	114
001	74121436	29/11/2011	Schun Ltd	Livingston	DDAM	Ne	4	960
001	74121465	29/11/2011	KLEENEX STAND	ALLOA	TIME	Ne	1	250
002	00041192	09/07/2008	John Lewis Partnership	Glasgow	ND	Ne	1	460
002	74075684	29/07/2008	House Of Shier Ltd	Glasgow	BKIN	Ne	7	1760
002	74076056	04/08/2008	JOHN S BRAD - CHEP RETUR	GLASGOW	MTB	Ne	1	120
002	00086564	02/09/2008	Mather & Alge & Co Ltd	Glasgow	BKIN	Ne	2	50
002	74077203	02/09/2008	JOHN S BRAD - CHEP RETUR	GLASGOW	MTB	Ne	1	20
002	74062511	07/04/2010	Palmer Despatch	Palmer	NDTL	Ne	3	900
002	74066334	20/04/2010	Palmer Despatch	Palmer	NDTL	Ne	4	2000
002	74097296	30/04/2010	Palmer Despatch	Palmer	ND	Ne	2	1000
002	74097346	04/05/2010	Palmer Despatch	Palmer	ND	Ne	4	1300
002	74097730	12/05/2010	Palmer Despatch	Palmer	NDTL	Ne	2	1000
002	11000949	14/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	4	1892
002	11000949	14/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	2	674
002	30020884	16/11/2011	PROCHEM SCOTLAND	PORT GLASGOW	NDTL	Ne	1	56
002	74120926	16/11/2011	Edinburgh Electrical Ltd	Glasgow	EC	Ne	1	132
002	00086446	16/11/2011	John Lewis Partnership	Glasgow	DEC	Ne	1	236
002	11000969	16/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	2	1032
002	11000970	16/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	2	1050
002	11000976	16/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	3	1411
002	60003075	16/11/2011	Espresso Access Ltd	Glasgow	AMTL	Ne	4	500
002	11008541	17/11/2011	Denise Neville	Glasgow	NDTL	Ne	1	175
002	60003079	17/11/2011	Espresso Access Ltd	Glasgow	AMTL	Ne	2	560
002	11000963	18/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	3	1209
002	40008158	18/11/2011	ARTSTORE LTD	GLASGOW	ND	Ne	1	100
002	60003082	18/11/2011	Glasgow Theatricals Ltd	Glasgow	AMTL	Ne	1	350
002	11000991	21/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	1	496
002	11001001	21/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	7	3690
002	11001002	21/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	4	1769
002	90001037	21/11/2011	HOTEL DU VIN, Glasgow	Glasgow	NDTL	Ne	1	144
002	11001008	23/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	3	1262
002	11001017	23/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	2	560
002	11001021	23/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	3	1685
002	60003095	23/11/2011	Espresso Access Ltd	Glasgow	AMTL	Ne	1	250
002	30020969	24/11/2011	PROCHEM SCOTLAND	PORT GLASGOW	ECTL	Ne	1	258
002	60003101	24/11/2011	Espresso Services	Glasgow	NDTL	Ne	1	674
002	00086166	25/11/2011	John Lewis Partnership	Glasgow	DEC	Ne	1	236
002	11001029	25/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	3	1150
002	11001038	29/11/2011	Amazon Co UK	GOURDOCK	BKSL	Ne	6	2658
002	30021013	29/11/2011	PROCHEM SCOTLAND	PORT GLASGOW	NDTL	Ne	1	32
002	74121452	29/11/2011	Comithen	Glasgow	DDAM	Ne	1	400
002	74122079	14/11/2011	Wim Morrison Supermarkets Plc	Canal	BKSL	Ne	1	300

Un-Returned

This report lists all the consignments up-to a specified manifest date, that have not had any paperwork returned for it. The initial screen is shown below.



Pressing the OK button, will print a report, listing all the consignments that have no paperwork returned upto that date.

Preview

1 of 60

100%

Heathrow Express Pallets Ltd

date : Tuesday, January 10, 2012

page : 1

Un-Returned Paperwork Jobs - to 10/01/2012

Del Depot	Docket	Date	Consignee	Destination	Serv	Priority	Pallets	Weight
001	00043965	01/07/2008	Edinburgh	NDTL	No	1	230	
001	83042276	21/07/2008	Soulin Ltd	Livington	DDAM	No	2	600
001	00043911	28/07/2008	Royal Garden Asstments	Edinburgh	NDTL	No	1	360
001	00137963	13/05/2010	Reebeam Plc	Parkri	NDTL	No	1	200
001	32062654	17/05/2009	Beckett UK Ltd	Ailsa	NDTL	No	1	310
001	74120882	14/11/2011	M & D Leisure - WFOOD LTD	Midhensiel	ECTL	No	1	495
001	74121016	16/11/2011	Soulin Ltd	Livington	AM	No	11	2661
001	63002103	17/11/2011	Scottish Ltd	Coatbridge	ND	No	2	322
001	74121216	22/11/2011	QUIRRES	Livington	EC	No	2	710
001	30202962	23/11/2011	ENVIRONMENTAL SUPPLIES	GRANGEMOUTH	EC	No	1	122
001	60002130	23/11/2011	Scottish Ltd	Coatbridge	ND	No	3	725
001	60002159	25/11/2011	Scottish Ltd	Coatbridge	ND	No	1	114
001	74121436	28/11/2011	Soulin Ltd	Livington	DDAM	No	4	960
001	74121465	28/11/2011	KLEENEX STAND	ALLOA	TIME	No	1	250
002	00043192	05/07/2008	John Lewis Partnership	Glasgow	ND	No	1	480
002	74276564	25/07/2008	Healy Of Shaw Ltd	Glasgow	BRN	No	7	1750
002	74276566	04/08/2008	JOHN STRAID-CHEP RETUR	GLASGOW	MTB	No	1	120
002	0096864	02/09/2008	Mathew Aigle & Co Ltd	Glasgow	BRN	No	2	80
002	74277203	02/09/2008	JOHN STRAID-CHEP RETUR	GLASGOW	MTB	No	1	20
002	74965051	07/04/2010	Palmer Despatch	Palmer	NDTL	No	3	900
002	74966834	20/04/2010	Palmer Despatch	Palmer	NDTL	No	4	2000
002	7497296	30/04/2010	Palmer Despatch	Palmer	ND	No	2	1000
002	7497346	04/05/2010	Palmer Despatch	Palmer	ND	No	4	1300
002	7497730	12/05/2010	Palmer Despatch	Palmer	NDTL	No	2	1000
002	11000946	14/11/2011	Amazon Co UK	GOURROCK	BRSL	No	4	1892
002	11000949	14/11/2011	Amazon Co UK	GOURROCK	BRSL	No	2	674
002	30202964	15/11/2011	PROCHEM SCOTLAND	PORT GLASGOW	NDTL	No	1	56
002	74120928	15/11/2011	Edinburgh Electricals	Glasgow	EC	No	1	132
002	00084846	16/11/2011	John Lewis Partnership	Glasgow	DEC	No	1	235
002	11000969	16/11/2011	Amazon Co UK	GOURROCK	BRSL	No	2	1032
002	11000970	16/11/2011	Amazon Co UK	GOURROCK	BRSL	No	2	1050
002	11000976	16/11/2011	Amazon Co UK	GOURROCK	BRSL	No	3	1411
002	60003075	16/11/2011	Expression Assets Ltd	Glasgow	AMFL	No	4	800
002	11000941	17/11/2011	Debris Haute	Glasgow	NDTL	No	1	175
002	60003079	17/11/2011	Expression Assets Ltd	Glasgow	AMFL	No	2	590
002	11000983	18/11/2011	Amazon Co UK	GOURROCK	BRSL	No	3	1209
002	40000166	18/11/2011	ARTISTORE LTD	GLASGOW	ND	No	1	100
002	60003082	18/11/2011	Glasgow Theatre Ltd	Glasgow	AMFL	No	1	350
002	11000991	21/11/2011	Amazon Co UK	GOURROCK	BRSL	No	1	498
002	11001001	21/11/2011	Amazon Co UK	GOURROCK	BRSL	No	7	3890
002	11001002	21/11/2011	Amazon Co UK	GOURROCK	BRSL	No	4	1769
002	80001037	21/11/2011	HOTEL DU VIN Glasgow	Glasgow	NDTL	No	1	144
002	11001006	22/11/2011	Amazon Co UK	GOURROCK	BRSL	No	3	1262
002	11001017	23/11/2011	Amazon Co UK	GOURROCK	BRSL	No	2	560
002	11001021	23/11/2011	Amazon Co UK	GOURROCK	BRSL	No	3	1658
002	60003085	23/11/2011	Expression Assets Ltd	Glasgow	AMFL	No	1	280
002	30202969	24/11/2011	PROCHEM SCOTLAND	PORT GLASGOW	ECTL	No	1	258
002	60003101	24/11/2011	Express Services	Glasgow	NDTL	No	1	674
002	00085166	25/11/2011	John Lewis Partnership	Glasgow	DEC	No	1	236
002	11001029	25/11/2011	Amazon Co UK	GOURROCK	BRSL	No	3	1150
002	11001038	25/11/2011	Amazon Co UK	GOURROCK	BRSL	No	5	2688
002	30201013	28/11/2011	PROCHEM SCOTLAND	PORT GLASGOW	NDTL	No	1	32
002	74121452	28/11/2011	Corriban	Glasgow	DDAM	No	1	400
003	74120879	14/11/2011	Wm Morrison Supermarkets Plc	Carlisle	BRSL	No	1	300

Price Lists

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

The initial criteria window is shown below.

Here simply enter the start and end account numbers and a price list will be previewed for each account within that range. You may use the next to each entry to display a list of accounts. You can also tick **Export as Excel** tick-box which creates the report as an Excel spreadsheet.

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

Page no : 1

Pricing Guide

EDS002 - FASTCO (FASTENER & FIXING) LTD

Zone One

Service	Quarter	Half	Half O/S	Full	Full O/S	Surch	9AM	10AM	AM
am delivery	.00	32.50	48.75	35.05	70.10	10.00	.00	.00	.00
am tail lift	.00	32.50	48.75	35.05	70.10	25.00	.00	.00	.00
economy	.00	27.00	40.50	28.00	56.00	.00	.00	.00	.00
economy tail lift	.00	27.00	40.50	28.00	56.00	15.00	.00	.00	.00
next day	.00	32.50	48.75	35.05	70.10	.00	.00	.00	.00
next day tail lift	.00	32.50	48.75	35.05	70.10	15.00	.00	.00	.00
saturday	.00	32.05	48.75	35.05	70.10	25.00	20.00	20.00	10.00
saturday tail lift	.00	32.50	48.75	35.05	70.10	40.00	20.00	20.00	10.00
timed delivery	.00	32.50	48.75	35.05	70.10	.00	20.00	20.00	10.00

Zone Two

Service	Quarter	Half	Half O/S	Full	Full O/S	Surch	9AM	10AM	AM
am delivery	.00	33.50	50.25	36.05	72.10	10.00	.00	.00	.00
am tail lift	.00	33.50	50.25	36.05	72.10	25.00	.00	.00	.00
economy	.00	28.00	42.00	30.00	60.00	.00	.00	.00	.00
economy tail lift	.00	28.00	42.00	30.00	60.00	15.00	.00	.00	.00
next day	.00	33.50	50.25	36.05	72.10	.00	.00	.00	.00
next day tail lift	.00	33.50	50.25	36.05	72.10	15.00	.00	.00	.00
saturday	.00	33.50	50.25	36.05	72.10	25.00	20.00	20.00	10.00

Profit/Loss

This menu item consists of two items these being Detailed and Summary.

Detailed

This routine will print a profit/loss report for all the consignments for the date range that you specify. Each day consignments are grouped together and totalled. You can also elect that the report produces an Excel Spreadsheet rather than a printed report.

The initial criteria window is shown below.

Profit and Loss Report

Start Date :

End Date :

Export To Excel

OK Cancel

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

Preview

1 of 10 200%

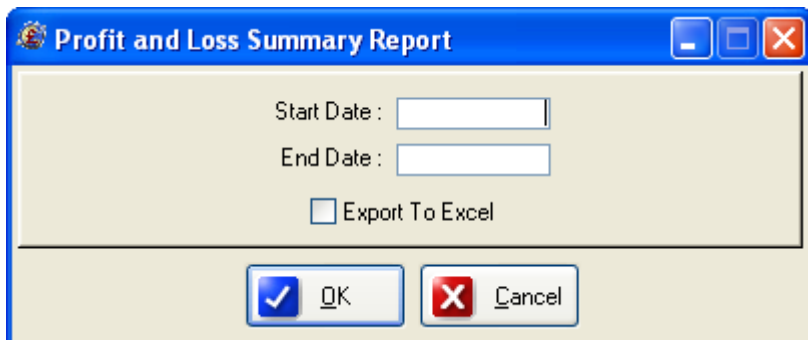
ANY COURIER COMPANY LTD

Consignment Profit and Loss Report - From 01/11/2006 to 30/11/2006

Docket/Order	Conor	Conee	Ser	Palls	Wgt	Charge	Costs	Profit	%	
Wednesday, 01/11/2006										
53015514	133452	LATTICELABELS	NSP TRICOM BUSINE	ND	1	343	27.00	15.50	11.50	42.59%
53015515	133453	ALFRED ASHLEYPRII	ENTERTAINMENT UP	ND	1	109	27.00	14.00	13.00	48.15%
53015516	133465	LATTICELABELS	PAXAR UK LTD	ND	1	280	27.00	15.50	11.50	42.59%
53015517	133482	GRAPHIC BUS FORM	KUEHNE & NAGEL LC	TIME	2	1890	69.00	53.50	15.50	22.46%
53015518	133479	ALFRED ASHLEYPRII	ENTERTAINMENT UP	ND	1	200	27.00	14.00	13.00	48.15%
53015519	133478	JB SELF ADH. TAPES	AVERYS OF BRISTO	ND	1	560	27.00	24.00	3.00	11.11%
53015520	133486	WARINGS PRINTERS	AAH PHARMACEUTH	AM	1	500	35.00	29.00	6.00	17.14%
53015521	133484	JAMESMCNAUGHTO	HH LOGISTICS	ND	3	1829	81.00	72.00	9.00	11.11%
53015522	9616	NEWNORTHPRINT	TWO TEN COMMUNI	ND	3	1800	138.81	72.00	66.81	48.13%
53015523	9651	NEWNORTHPRINT	BRITISH HEART FOU	TIME	1	800	54.21	39.50	14.71	27.14%
53015524		DRIEAZ PRODUCTS	CASTLE CHEM DRY	ND	1	300	63.46	38.00	25.46	40.12%
53015525		DRIEAZ PRODUCTS	SERVICE MASTER (V	ND TL	1	300	48.67	27.00	21.67	44.52%
53015527	133489	MIDCOPRINT & PACH	CUMBERLAND INFIR	ND	1	144	27.00	18.50	8.50	31.48%
53015528	133460/459/458	LATTICELABELS	SAM (UK) LIMITED	ND	1	238	27.00	14.00	13.00	48.15%
53015529	133499	PAVILION PRINT MAN	ELECTROLUXHOMEI	AM	1	250	35.00	23.00	12.00	34.29%
53015530	133498	LATTICELABELS	BEMROSEBOOTH	ND	2	750	54.00	36.00	18.00	33.33%
53015531	133495	PREMIER PAPER	MC GRAW HILLINTEF	ND	1	165	27.00	14.00	13.00	48.15%
53015532	133493	KDSLABEL COMPAN	BRETT MARTINBUILI	ND	1	100	27.00	14.00	13.00	48.15%
					24	10558	822.15	533.50	288.65	35.11%
Thursday, 02/11/2006										
53015533	133509	GRAPHIC BUS FORM	KUEHNE & NAGEL LC	TIME	1	945	42.00	33.00	9.00	21.43%
53015534	133510	LATTICELABELS	STREAMLINE PRINT	ND	1	310	27.00	32.00	(5.00)	(18.52%)
53015535	133516	PAVILION PRINT MAN	ELECTROLUXHOMEI	ND	2	750	54.00	36.00	18.00	33.33%
53015536	133506	COMPUPRINTSERVI	BLAKEMOOREFOOD	ND	1	92	27.00	14.00	13.00	48.15%
53015537	133510	JAMESMCNAUGHTO	HH LOGISTICS	ND	1	100	27.00	14.00	13.00	48.15%

Summary

This routine prints a profit/loss report showing the profit per customer, between the date ranges you specify. You can elect to produce an Excel Spreadsheet file instead of a printed report. The initial screen will look as below.



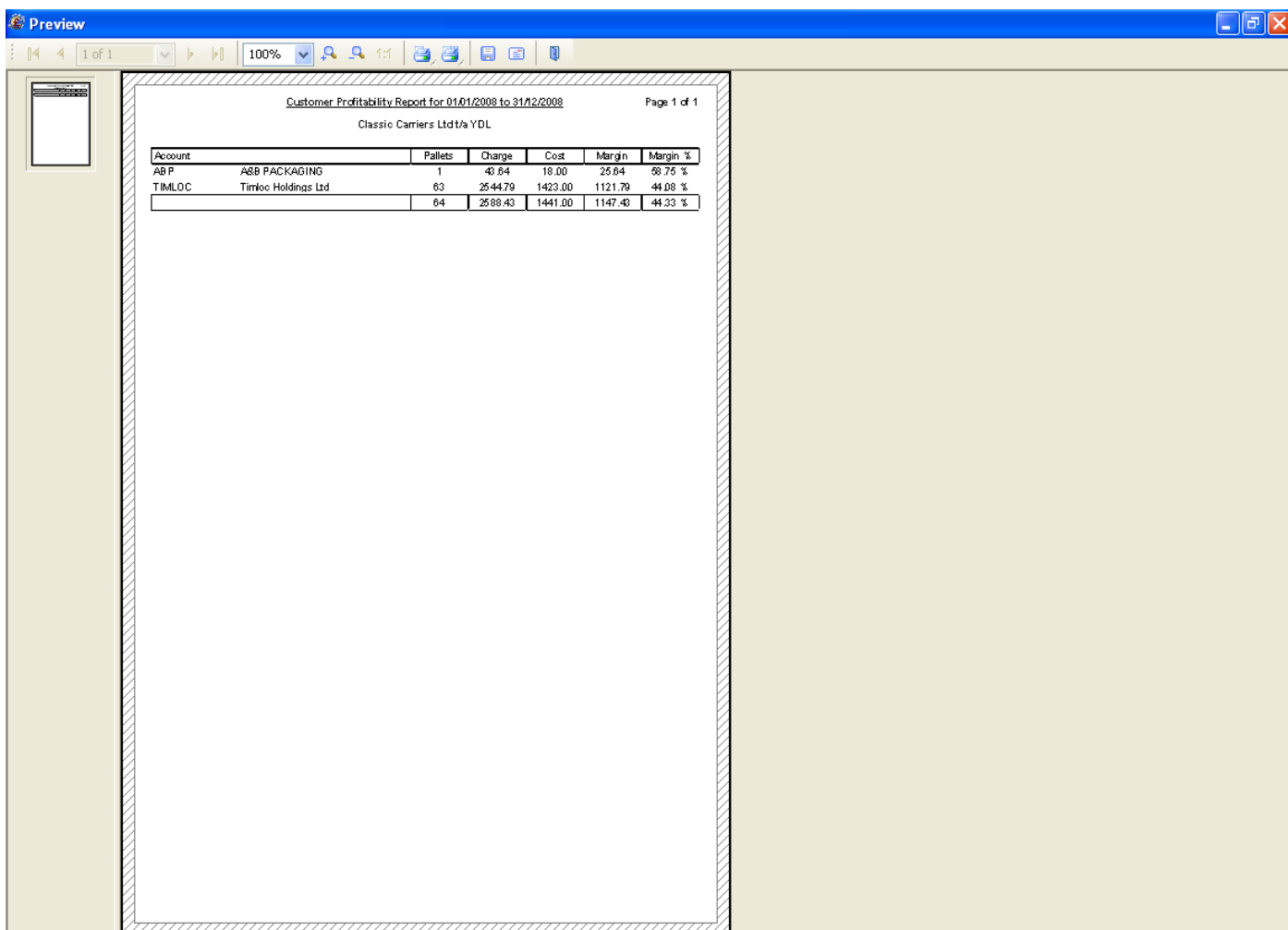
Profit and Loss Summary Report

Start Date :

End Date :

Export To Excel

The report produced will look as below.



Preview

Customer Profitability Report for 01/01/2008 to 31/12/2008 Page 1 of 1

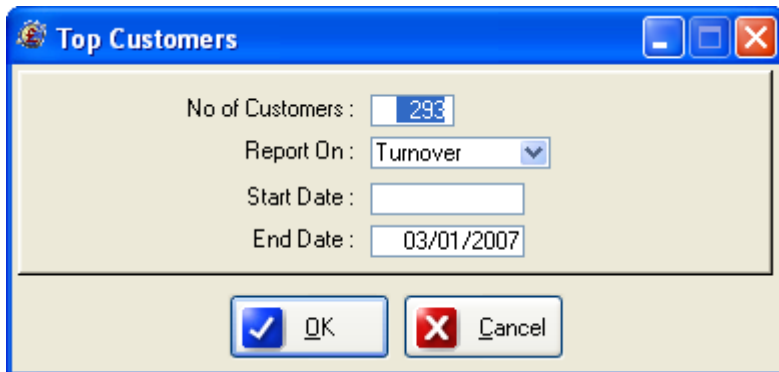
Classic Carriers Ltd t/a YDL

Account	Pallets	Charge	Cost	Margin	Margin %
ABP ABB PACKAGING	1	43.64	18.00	25.64	58.75 %
TIMLOC Timloc Holdings Ltd	63	2544.79	1423.00	1121.79	44.08 %
	64	2588.43	1441.00	1147.43	44.33 %

Top Accounts

This routine will print a report of the top number of customers ordered the turnover, number of consignments, total pallets despatched or total weight despatched for the date range you specify.

The initial criteria window is shown below.



- **No of Customers** The number of customers to report on, you can not enter a number higher than the amount of customers you have.
- **Report On** Report on Turnover, Consignments, Pallets or Weight.
- **Start Date** The start date of the date range.
- **End Date** The end date of the date range.

A sample of the report which can be modified is shown in the following screen.

Preview

1 of 1 200%

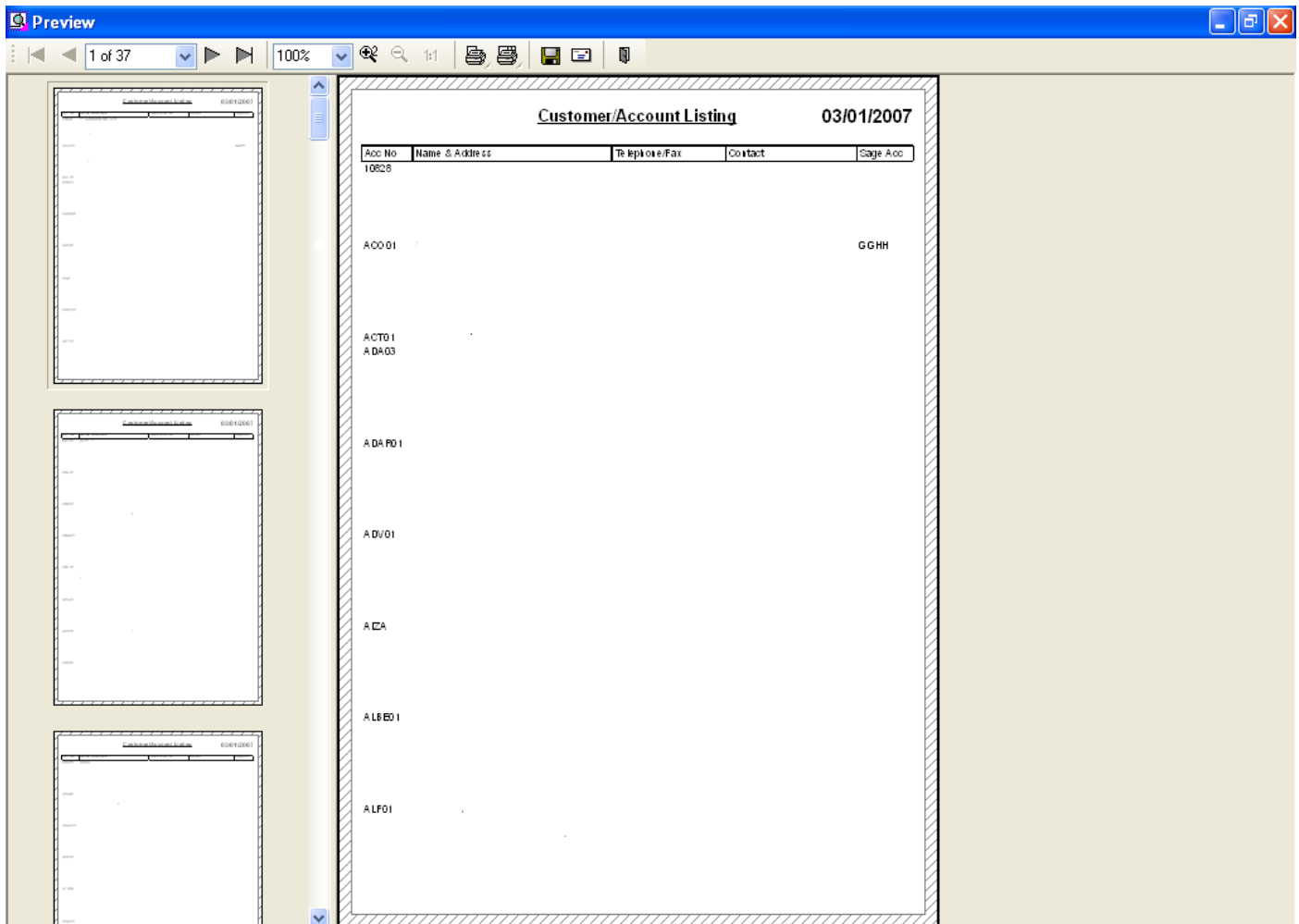
Top Customers List

Top 10 customers sorted on Turnover from date 01/11/2006 to date 30/11/2006











Acc No	Name of Account	Cons	Pallets	Weight	Turnover	Last Used
LATT01	LATTICE LABELS	144	232	80,558	6364.00	30/11/2006
NEW01	NEWNORTH PRINT	46	60	24,450	2844.74	30/11/2006
GRA01	GRAPHIC BUS FORMS	30	64	42,714	1968.00	30/11/2006
WHB01	WHB LOGISTICS	25	36	9,796	1526.34	30/11/2006
DRI01	DRI EAZ PRODUCTS	13	18	4,815	995.63	28/11/2006
GOSS01	GOSS EXPRESS	18	20	9,541	853.34	28/11/2006
VEN01	VENTURE BUS FORMS	16	18	4,038	493.00	30/11/2006
CONT01	CONTINUOS DATA PRINT	9	18	7,779	486.00	30/11/2006
LON01	LONGMYND LABELS	12	12	2,363	324.00	06/11/2006
TRI01	TRICON BUSINESS FORMS	8	12	3,501	324.00	22/11/2006

Accounts

This report simply prints a list of all the accounts you have in the system, the report will look something like below.



Here you are shown the first page of the preview, at the top of the window, you are shown what page you are on. We will now go through the small icons at the top of the window:

-  Pressing this button will take you to the very first page.
-  Pressing this button will take you to the page before the one you are on.
-  Pressing this button will take you to the page after the one you are on.
-  Pressing this button will take you to the very last page.
-  Pressing this button will zoom into the current page by a factor of 2.
-  Pressing this button will zoom out of the current page by a factor of 2.
-  Pressing this button will re-display the current page at the default size.
-  Pressing this button will print the current page to the current printer.
-  Pressing this button will print all the pages to the current printer.
-  Pressing this button will allow you to email the complete preview to an email address, to view it they would need the free viewer that comes part of the system and is installed in the program group that is created at install time.



Pressing this button, will allow you to save the complete preview to a file of your choice, to view the files use the free viewer that comes part of the system and is installed in the program group that is created at install time.

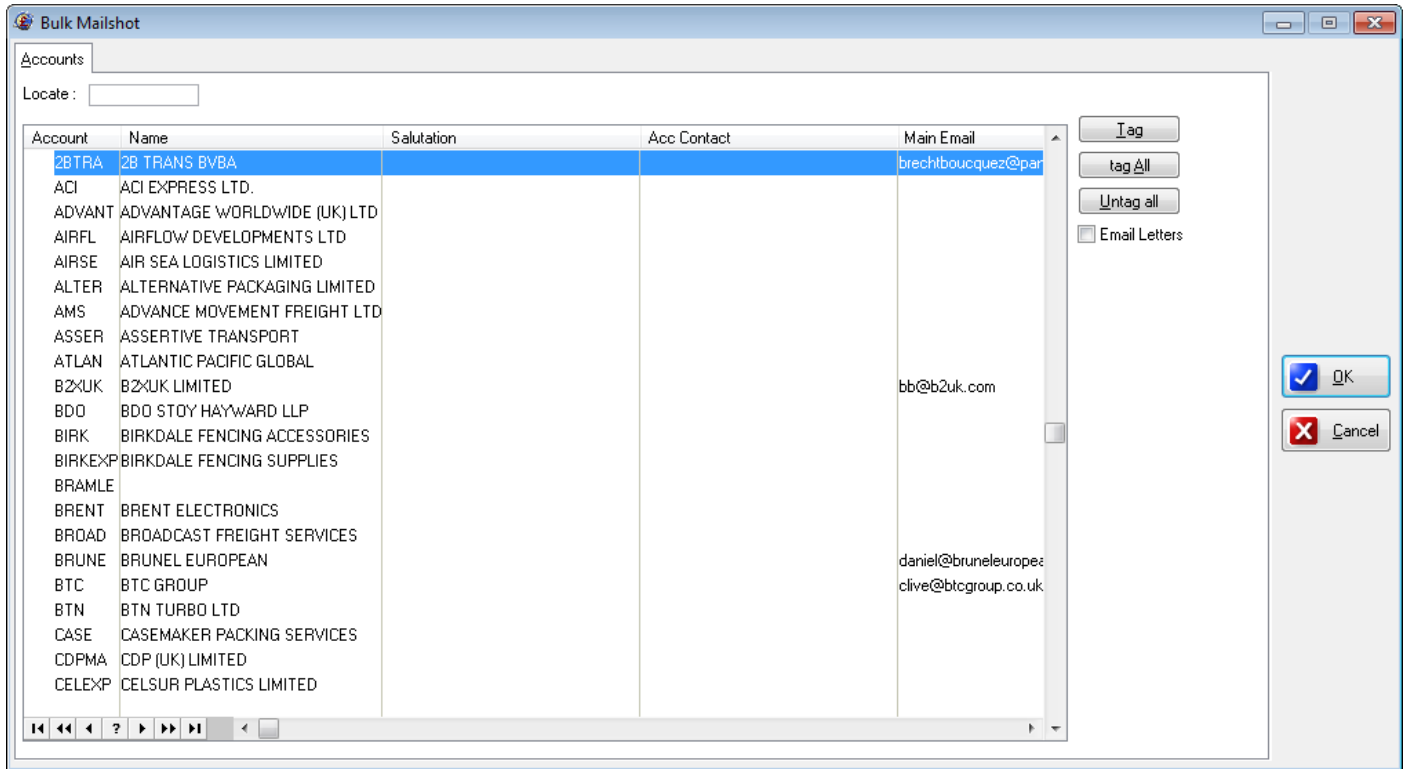


This button closes the preview.

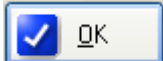
Bulk Mail

This routine, 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, amend the Mailshot report.

The initial window will look like below, showing all the accounts you have.



Use the **Tag**, **Tag All** and **Untag All** to tag the accounts you require the letters for. Then press the



button a report per tagged account will be previewed for you to print, before that if to tick the

Email Letters

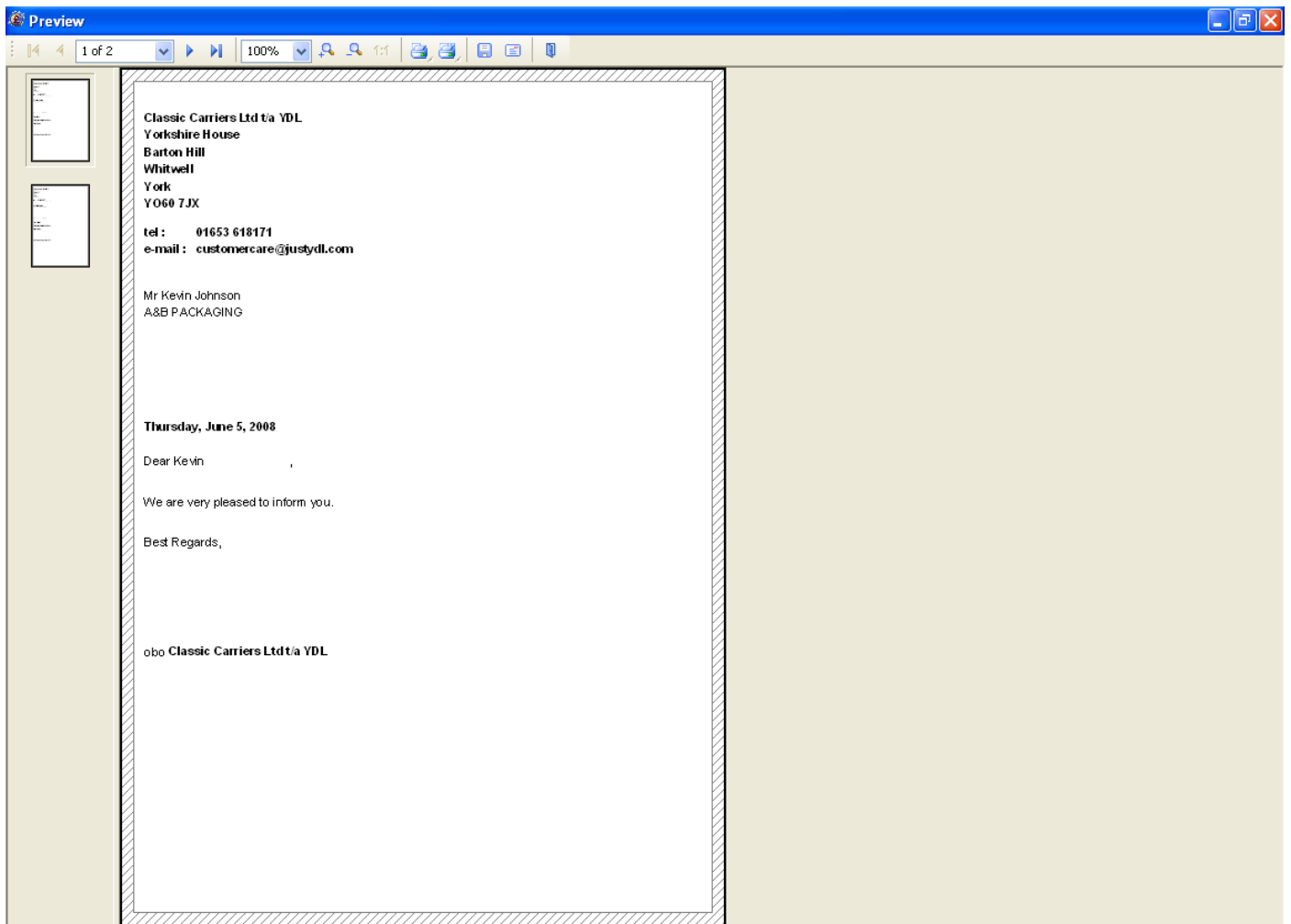
Email Addresses

Normal

Account

Both

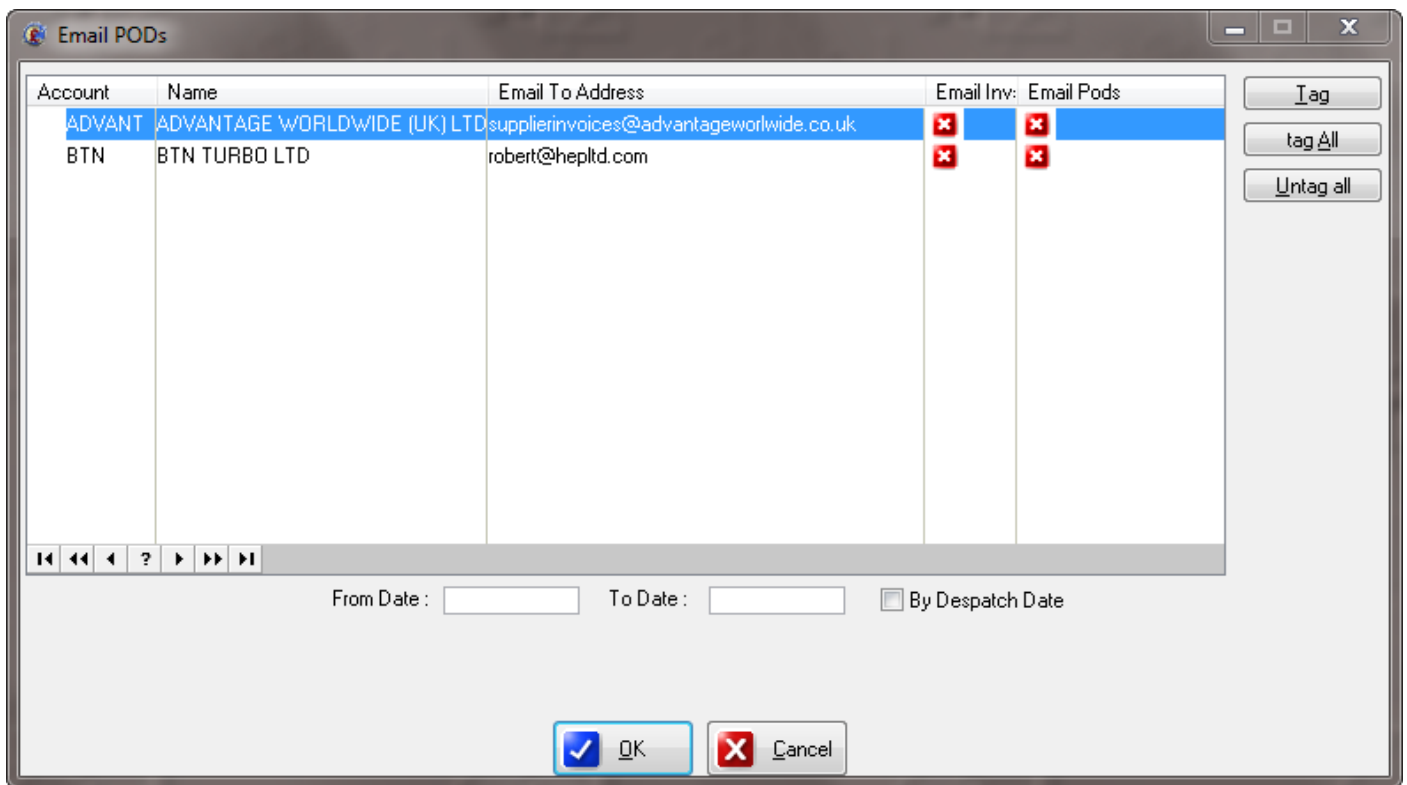
Email letter report, you can specify the email address that you email the letter to. By pressing the OK button you will be able to choose one of the five layout centre letters.



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

Emailing PODs

This routine allows you to send out all the pod images per tagged account and date range.



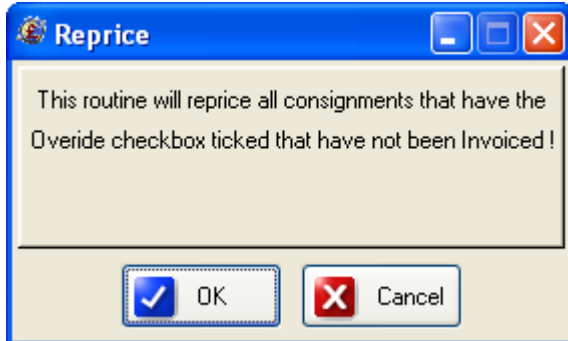
Simply tag the required accounts, enter the date range and press the OK button.

Chapter 5 – Utilities

The Utilities menu; comprises of the following options **Re-price, Price Upg, Data Path, Re-login, Layouts, Backup, Restore, Reverse, Clear Lock, Export, Fuel Sur, Inv Period** and **File Manager**.

Each individual option will be explained within this chapter.

Re-price



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 exists. Also consignments that have been invoiced do not get re-priced.

Price Upg

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

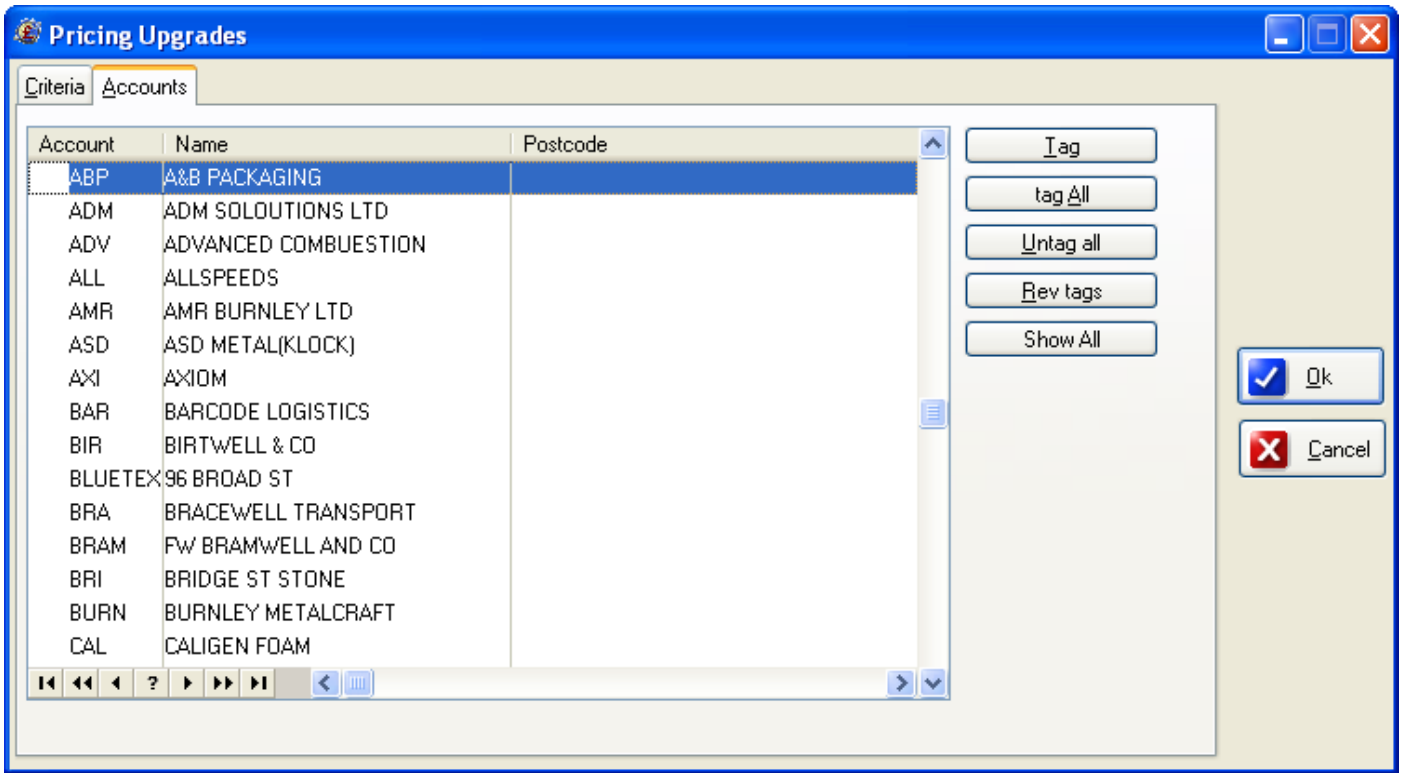
The initial window will look as below.

The screenshot shows the 'Pricing Upgrades' window with two tabs: 'Criteria' and 'Accounts'. The 'Criteria' tab is active, showing options for 'Type' (Fixed or Percentage), 'Overrides', and various freight types (Quarter, Half, Full, etc.). Two lists are visible: one for regions (01 England (Blue), 02 England Surcharged (Green), 03 Wales/Devon/Cornwall (Yellow), 04 Scottish Lowlands (Red)) and one for services (AM AM Delivery, AMTL AM Tail Lift, BKIN Book in by delivery depot, BKIT book in taillift). Buttons for 'Tag', 'tag All', 'Untag all', 'Rev tags', and 'Show All' are present for both lists. 'Ok' and 'Cancel' buttons are on the right.

These are the steps you would go through to perform a pricing upgrade.

- Firstly you would choose whether the pricing upgrade is a fixed or percentage increase/decrease.
- Now enter either the fixed amount or percentage amount.
- Now tag the Regions that you wish to make the upgrade for.
- Now tag the Services that are to be updated for the regions you have tagged.
- Now tick the freight types that will be updated for the service/region combinations that have been tagged.

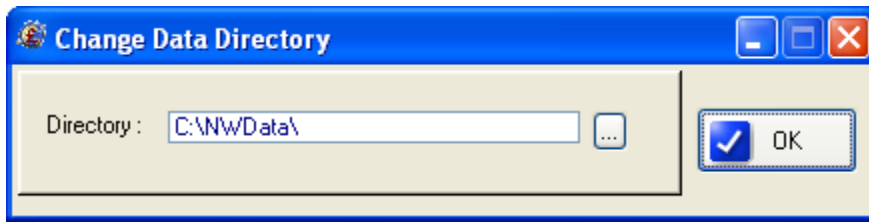
After you have done this, by selecting the **Accounts** tab, you will be able to tag the accounts that will have updates made to their pricing that meets the criteria you have just entered. The window will look similar to the following screen.




Simply tag the relevant accounts and by pressing the **OK** button the system will update the prices.

Data Path

The data path for this system should always be the same as the data path that is held within the TPN Despatch system, the data path is shown at the top of these programs in square brackets. They must match. If you need to change the data path then this option allows you to do it. A window will be displayed something like below:

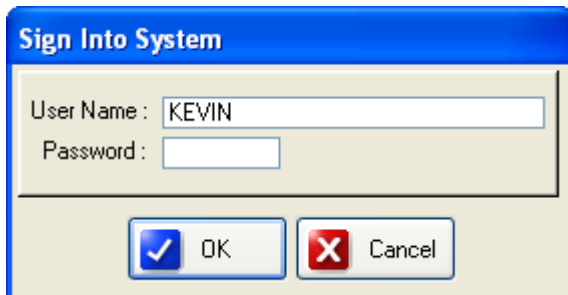


The existing data path will be shown, but to select another data path, simply click on the  button and you will be able to select a directory. This must be the same as the data directory for the TPN Despatch system and if this program is running on more than one PC, then each PC needs to update their own data paths.

Re-Login

This routine is useful in the fact that you can leave your PC still in this system but it will wait for you to re-enter your password in order for work to be done in the system

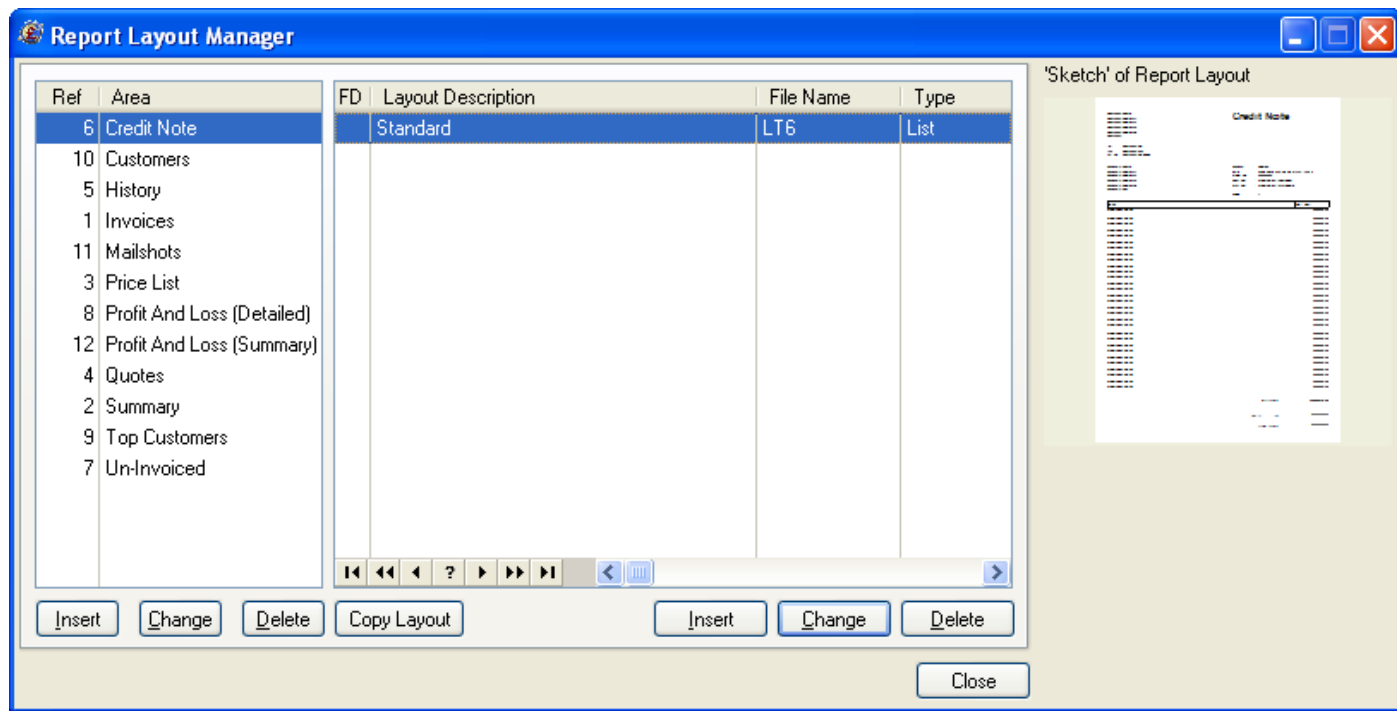
The main screen will now be hidden and a login window is displayed that moves around the screen every so often waiting for you to log back in (as below). Until you log back in no further work can be done in this system on this PC.



A screenshot of a Windows-style dialog box titled "Sign Into System". The dialog has a blue title bar and a light beige background. It contains two text input fields: "User Name" with the text "KEVIN" entered, and "Password" which is empty. Below the input fields are two buttons: "OK" with a blue checkmark icon and "Cancel" with a red X icon.


Layouts

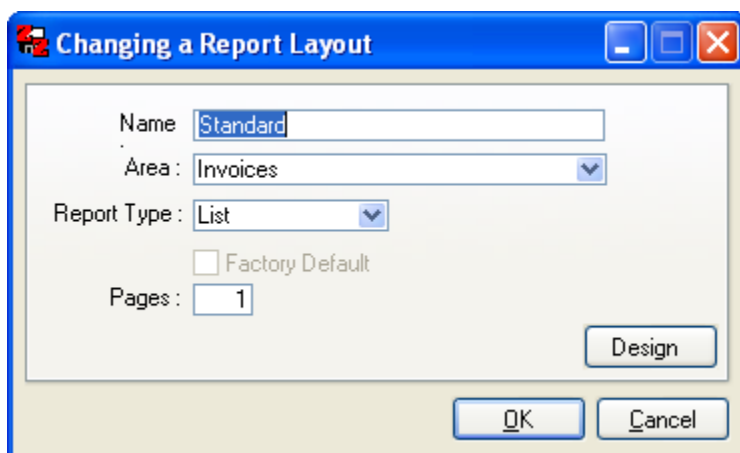
This section of the program is where you design how you wish your invoices and invoice summary to look like, the initial screen will look as below. These will have been set-up initially for you when you ordered this software.



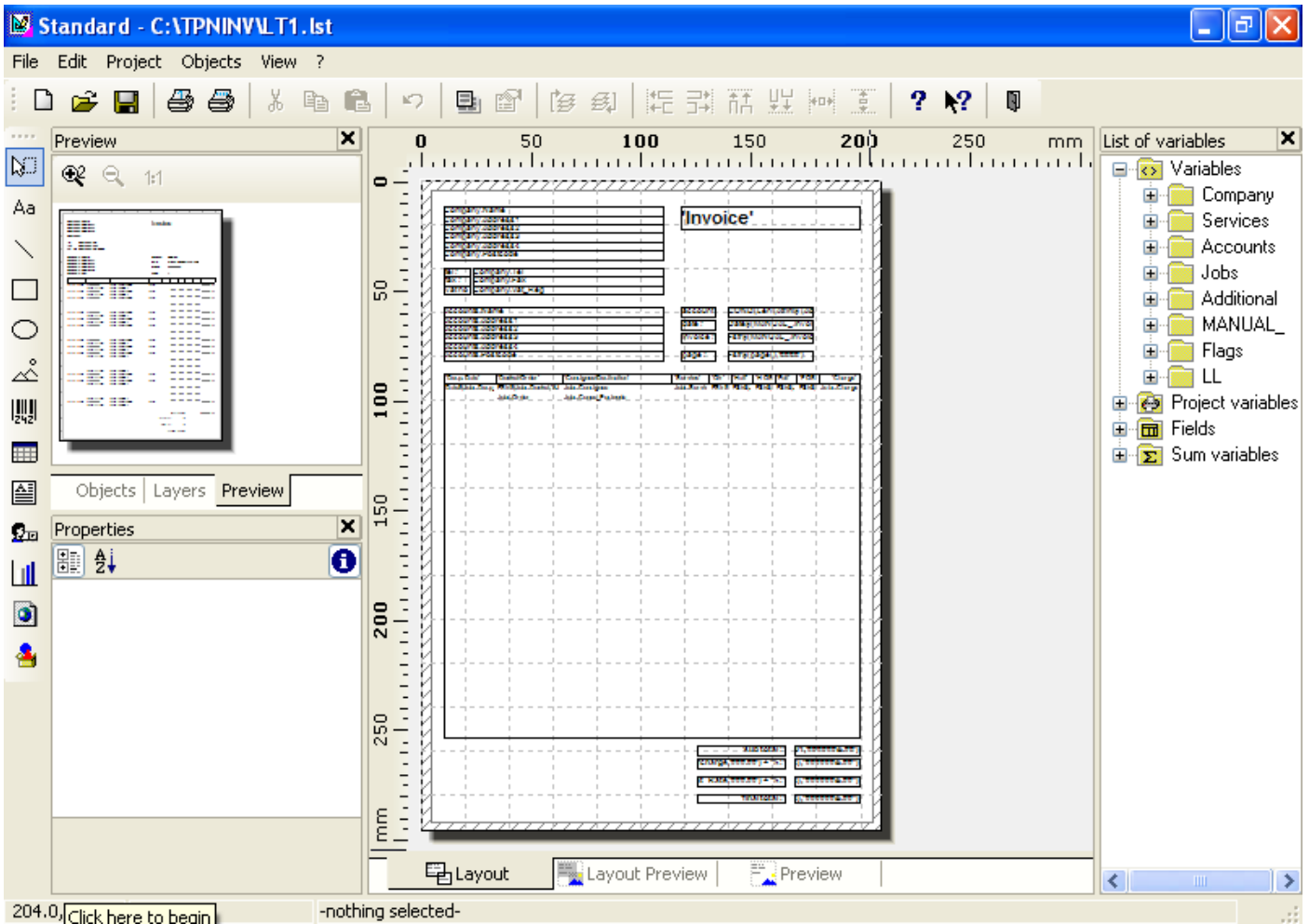
The left side of the window shows the report areas that are valid, you have two areas **Invoices** and **Summary**, in the middle of the window the system will show what layouts are available for the highlighted report area.

On the right hand side of the window, a thumbnail is shown of what the layout of the highlighted report layout looks like.

You can graphically modify the layout of a highlighted report layout by pressing the  button, which will bring up a window like the following one.



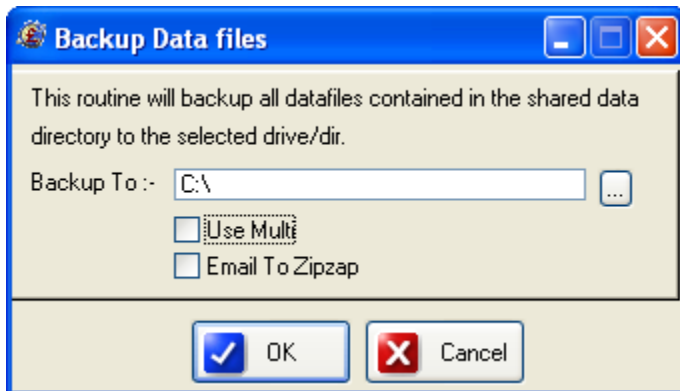
From this window press the design button and a window like below will be displayed, at this point read the PDF document that is located within the **TPN Invoicing** program group (it explains how to use the report designer or contact us for advice/help).




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

Backup

This routine enables you to backup the data files that this system uses and also the data files that belong to the TPN Despatch system. The window will look as below.

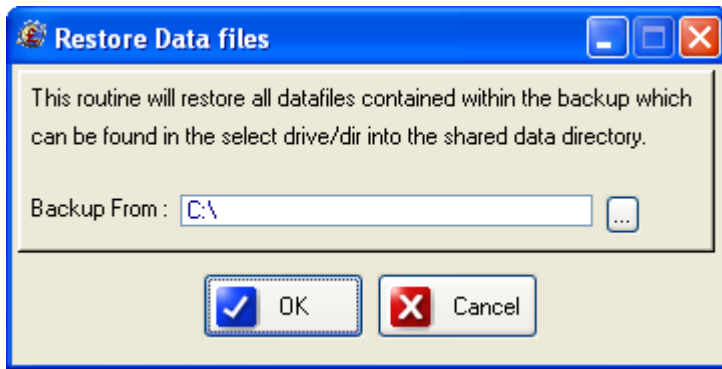



You specify where to wish to create the backup file to by pressing the  button, this brings up a drive/directory selection box. If you are backing-up to removable media (not Hard disks or CD's) then place a tick in the **Use Multi** tick-box as this will backup to more than more disc if required. Also by ticking the tick-box **Email to Zipzap** the system will email a copy of the backup via your Mapi configured email program will be sent via email to us.

The file that is created by backing-up is called **BACKUP.ZIP**.

Restore

This routine enables you to restore a backup file from a location. The window will look as below.

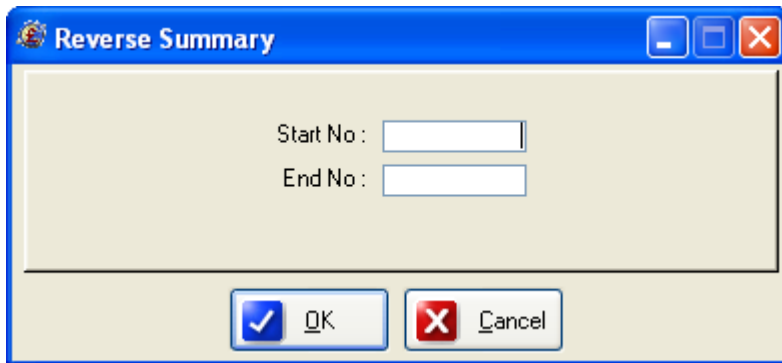


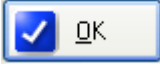
You specify where to the backup file is located by pressing the  button, this brings up a drive/directory selection box.

The file that is restored is called **BACKUP.ZIP**.

Reverse

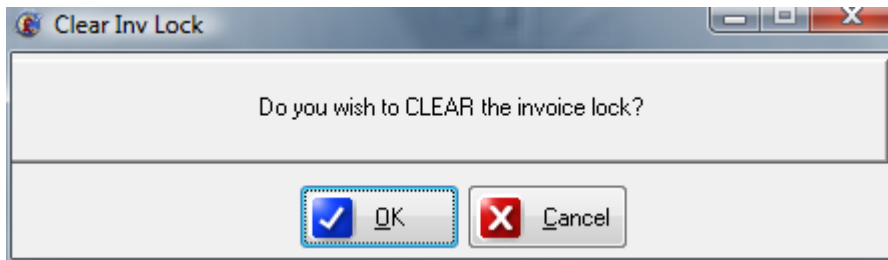
This menu item allows you to reverse a completed invoice summary, so that it's although the consignments in that invoice summary were never invoiced. The initial screen will look as below.



Simply enter the invoice number from and the invoice number to of the range of invoices that you wish to un-invoice. By pressing the  button, the consignments that have been invoiced on those numbers will be un-invoiced. You will need to setup the next invoice number again to what you want it to be.

Clear Lock

Now 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 maybe times when you would like to clear this yourself. The initial window that is shown will look as below.



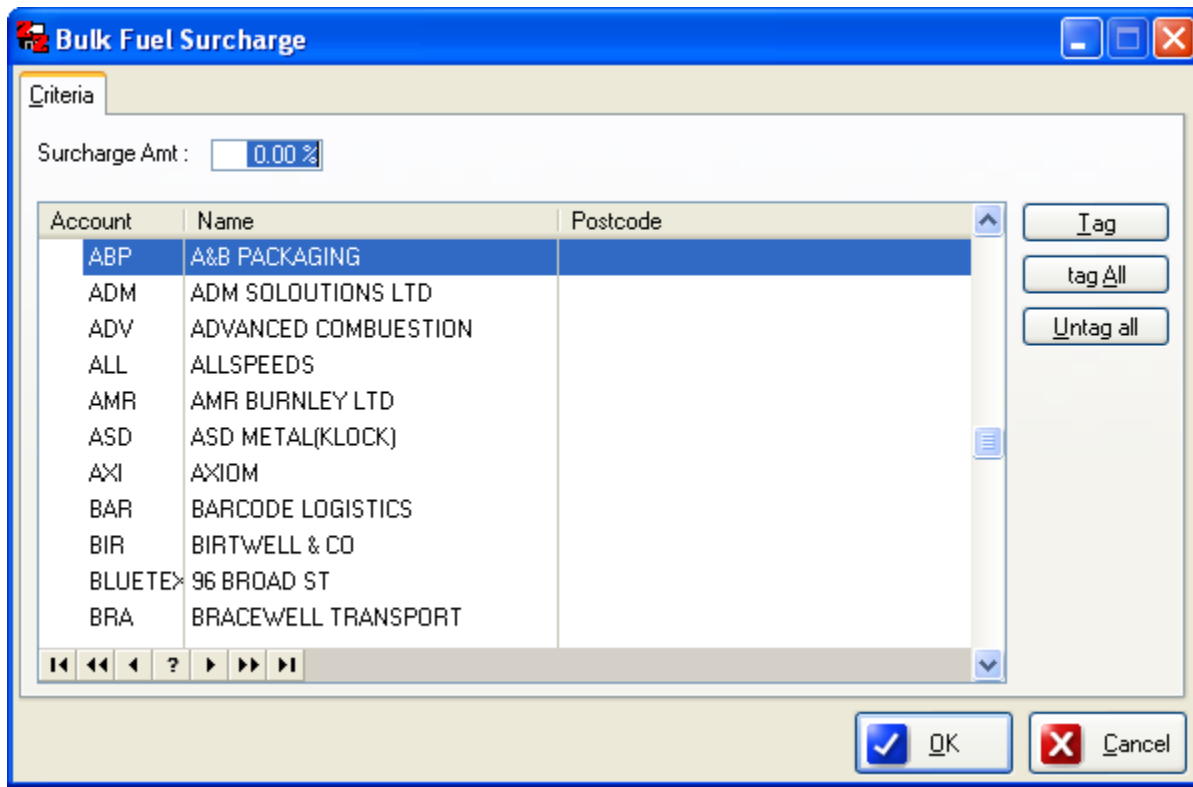
Simply press the  button to clear the invoice lock.


Export

For Zipzap Computers Ltd use only.

Fuel Surcharge

This routine allows you to tag as many accounts as you wish and apply the same surcharge percentage against them. The initial screen will look as below.



Use the **Tag**, **Tag All** and **Untag All** to tag the accounts you require to apply the fuel surcharge against and then press the  button and that fuel surcharge will be applied against those accounts.

Inv Period

This routine allows you to tag as many accounts as you wish and apply the same invoicing period against them. The initial screen will look as below.

Bulk Inv Period

Criteria

Period

Daily

Weekly

Two Weekly

Monthly

Account	Name	Postcode	Period
ABP	A&B PACKAGING		W
ADM	ADM SOLUTIONS LTD		W
ADV	ADVANCED COMBUSTION		W
ALL	ALLSPEEDS		W
AMR	AMR BURNLEY LTD		W
ASD	ASD METAL(KLOCK)		W
AXI	AXIOM		W
BAR	BARCODE LOGISTICS		W
BIR	BIRTWELL & CO		W

Tag


tag All

Untag all

OK

Cancel

Use the **Tag**, **Tag All** and **Untag All** to tag the accounts you require to apply the invoicing period against

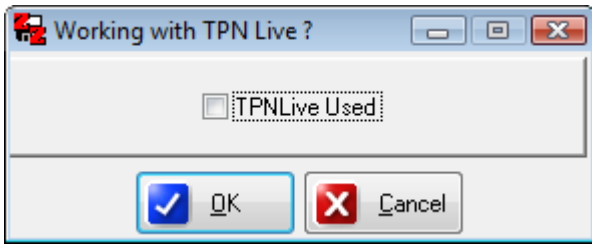
and then press the  button and that invoicing period will be applied against those accounts.

File Manager

For Zipzap Computers Ltd use only.

TPN Live

This routine turns on or off the links to TPNLive, for instance if you switch TPNLive on, you will not be able to import Jobs from the TPN Depot System. The initial screen will look as below.



Simply tick the tick-box **TPNLive Used**, this enables/disables specific routines in the system.

Chapter 6 – Quick Steps to Setting up

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

- Set-up the Regions - Page 7
- Set-up the Services (Very Important) - Page 8
- Set-up the Types (Optional) - Page 9
- Set-up the Dynamic Assignments (Optional) - Page 10 - 11
- Allocate the Regions to the Gazetteer. - Pages 12 - 13
- Set-up the Parameters. - Pages 43 -
- Set-up the Tariff Rates. - Pages 32 – 34
- Set-up the Card Rates (if used) - Pages 35 - 37
- Set-up the Account Rates. - Pages 14 - 29