

To Enter Program

" /
"

CUSTOMERS

To add an account

```
((> $? @or $ 2>_ @
'$' , '$( ( ( 1 > $ @, "$ = , "( , 1 ( ,
& $ 2> + A *"@

(B
' "( +" " $ " $ ( , C , 1
"(C8 " ( , '$' 2 ( = * , C , 1
' " " ( " $ " 1"( $ + "( (
( ' ( " ( " $ " 21 " ' ( 2
( /, 1"( ( " $ ($) " = > 5: @ /
$ + $+ $ ( ( ) ( ( $) ( " " + "
1"( " " ( $+ (( " , $ (( " " + "
```

To add a Man

```
" " $
((> 7@or $ 2> $D7E@
& ((> $? @or $ 2> ( " @
3 '$' , '$( ( ! " IMPORTANT - ' ( > * @
6 ((> $?F@or $ 2> + A *"@
```

To add an Other Product

```
" " $
((> 7@or $ 2> $D7E@
& $ 2> @
3 or, " , ( 1" 1
6 /, ($) $ 2> (@ > @ $(
7 '$' " " , '$( ( ! " IMPORTANT - ' ( > * @
@
9 ((> $?F@or $ 2> + A *"@

(B
/, 1 ( " " , ( " ) " " > 5: @, "$
```

To copy a Man

```
" " $
((> 7@or $ 2> $D7E@
& $ 1"(
3 $ 2> ( $ @
6 ' , " ( 1"(
7 $ 2> @
```

To quit (delete) a Man or Other Product

```

" " $
((> 7@or $ 2> $D7E
& $ 1" $
3 ((> $?. @or $ 2> $ @
6 5 1$ ( 2 " , ( G $ 2>5 @ > @

```

To Print collar labels

```

" " $
((> 7@or $ 2> $D7E
& $ 1" " '$ $
3 ((@ $?O@or $ 2>O" 1@
6 /> " ' $ " @ $ )($ ' , '$ $ 1" " , "
' $ " , ' $ " @ $ )($ ' , '$ $ 1" " , "
7 ( " "(
9 $ 2> " ' $@

```

To change stop numbers, next charge dates and driver numbers

```

" " $
$ 2> $ $ , ($ $ @
& ! " . ) . "+ next , $ # ) 3 ;
%
3 $ 2> $ ' + ( $ @

```

To find next available stop number

```

" ( ) $ 2> "$" ( @
& $ 2> " * ( @
( , ( ! " $ 2> " * ( @

```

GENERATED INVOICES

To create weekly invoices

```

. ' 2 " ( ) $ 2> 2 "(2@
H ' 2 ) $ 2> *"@
& " ( ) $ 2> $' +@
3 2 ( $ ( " ( > " @"( ( " (
* ( 1$ " + " ( $ ( ( , " @"( ( " (
6 $ 2> " + " @
7 $ 2> C@
9 / ( $ ( " ' ' , " + " ( " > @
$ 2> ' 2' , > " + " (@@

(B
( 2 ( + " , ( " " + " $ ( $ 2 ( (
( + " , " " + " ( $ 2 ( (

```

To create weekly invoices by driver

```

" ( ) $2> "$" ( @
$2> " + " ( " + @
& 2 ( $ ( " ( > " @ ( " (
3 ( 61 "$ " + " (, $ ( ( , "
6 $2> " + " @
7 $2> C@

```

Printing generated invoices

```

" ( ) $2> 4(A (@ "(1$( 1 $( , " + " ' (
$ ' 1"( "
& $2> " " + " @
3 / 1"( " (" + " , " $ ( 0 $2> " " + " @
6 H " $ + " 0($ > " $ + " @ $2> " " + " @
7 2 ( " "( 1" $2>5 @
9 5 " " ( " , " $ ' ' $2' > " ($ " + " @
" \ " + " @ > " + " @

```

Adjusting generated invoices

```

" ( ) $2> 4(A (@ "(1$( 1 $( , " + " ' (
$ ' 1"( 4(
& $2> 4(@
3 > @'( ( ' " + " ' $(( > @ $ "( " $ )
( 1$ ' '
6 H $ 4( (, " $ ' + ' ) " 4( )
$2> 4( @ " "

```

Posting generated invoices

```

' 2 " ( ) $2> 2 "(2@
" ( ) $2> 4(A (@ "(1$( 1 $( , " + " ' (
& $ ' 1"( (
3 $ ; " $ + " ( + ' 4( ) $2> ( ( @
6 5 1$ (2 ; ( 1"( $( ( ( " (#5 @ > @%
' "( > $( @ ' $ 4( ( " + " ( " " + " (
( ) > ( " 8'( @ " # Transaction History
' $1%

```

MANUAL PAYMENTS, INVOICES AND CREDITS

To enter a customer payment

```

" ( ) $2> @
$21 " < @1$ ( " " > ' ' @ > ' @
& " " $
3 ((> $? @or $2> @
6 ) ; ! " " + " '
7 /, " ( " ; " $ ( , " $ # " ( ( (
1" " > @ $ % " " ' * ( "
$ + $) " " " " $ ( @ ' *
1$ " , $ ( ( 1" # ( " & @ >
@ %
9 $2> + A *'@

```

To enter a manual invoice

```

" ( ) $2> / + " : 4 (: " @
$21 " < @1$ ( " " > ' ' @ > ' @
& " " $
3 ((> $? @or $2> / + " @
6 " + " '
7 " > $ ( @ ' *
9 $2> + A *'@

```

To enter a manual credit

```

" ( ) $2> / + " : 4 (: " @
$21 " < @1$ ( " " > ' ' @ > ' @
& " " $
3 ((> $? @or $2> " @
6 " + " '
7 " > $ ( @ ' *
9 $2> + A *'@

```

OPEN INVOICES

```

/ + " ( , 1, " $1 + 01 " (
, + " ( , ( $ ' ( / ( , + " ( " + " ,
: $ ) ( , > $ 2 @ / + " ) 1 "
(: $ ( 1 + 1" ( 1$ $ " + " ) ' ( + 1 $ (
1 , > $+ 2 @ " "(1$ $ ' + $' $ " : + 1 $ +
/ + " 8' (

```

To create a new open invoice

```

" ( ) $2> " " + " : " @
$2> " + " @
& $2> 1 " + " @
3 ( ' # ( + '$' $%) ) " + " ' " + " "$
6 $2> + A *'@

```

To enter details to an open invoice

```

      " ( ) $2> " "+" : "@
      $2> " "+" @
& 8 $ " "+" " "+"
3 $2> " "+" $@
6
7 $2> C@
9 $2> *!@1 ,"(
  
```

Posting or Printing Open Invoices

```

      " ( ) $2> " "+" : "@
      $2> " "+" @
& $ " "+" ( 1"( ( " : " 5" >$ @ $
3 / " " ) $2> " $$ " "+" @ / ( " ) $2> $( $$
 "+" @
6 5 " " "+" $ " "+" ( " $ " $2' > " @
  
```

PRINTED INVOICES AND CREDIT NOTES

Printed " "+" (' , (1" generated " "+" ("(, " (('
 , " "+" (\$2 1 \$ " \$1 " "+" ' 2)1" * " " + \$ \$1(
 1' ((" ((l("+" "((\$(, " " (

To create printed invoices and credit notes

```

      " ( ) $2> " "+" : "@
      $2> " /+ " @ > " " @ ( ! "
& ( ' # + '$' $% $
3 $ ( ! "
6 H $ $ ) $2> + A " @, "( ! " > + " @,
  "( ! "
  
```

PRODUCT (OTHER)

```

"( # " ( %" $ 2( $( , $ > . "
( 1 @ ( ' ) + ( " , "( ( ' $ "
$ ' = $2 $+ ' (, 1 ( ( ( " $ (
  
```

END OF MONTH

Initial end of month housekeeping

```

      ' 2      " ( ) $2> 2      "(2@
      " ( ) $2>      @
& $2> ( ( ( @#( ( " Posting generated invoices ' + %
3 2      "
6 $2> $ @ $2> " @# 2 ( > $ @ > $ @
! $ $2      " "
7 $2> "$ $ @      ,      ($ (" " " ")
      $2> " @ $2      " "
9 $2> ( " @      (" ( " " ") $2> " @ $2
; (6-9 " $; ( ( ! "

      B
/, $ , > $ @ > $ @ ! $ ' 2 ,(      $"(
      $2> + ' @ "( " 1$ 2 $ ( " (
$ (/ ( " ( ! $$ ' $ ) 1$
1$ 4( ! $ ( " (5 = ( " ; ! "

```

Printing customer statements

```

      " ( ) $2> , @
      $2>      (@
& $ > " ( ( (@ $2> " @
3 /      G $2> ($ $@ , " " $
6 (
7 $2> $ , ' $ JKL@
9 $2> " @
; / " " " * " )' ( " "( " 1" " ) $2> " "
# C% @) ($ ( " " , " " " ) $2> "
< / " " $( " " ) ($ 1 ( ( ' ( ) $2> " $(
# 3% @) $2      " "

5 ($ " ' , ( (/ ( , ( 7) $2 1 1 ( (
( # @ 1" $ ) , ( " + ? ? % $2> $ ,
( @      (" , $) $2> C@ + ( 9

```

End of month/year roll over

```

/"(      ' ( ( (      ' , "      $ /      "( +
      (      0      ' , *      = " " "      " ( ' $ +      $ + $
      (      ! " ,      ( $' " " ,      $ +      (      = $
$ )      "$ $ 0 $(
      ' 2      " ( ) $2> 2      "(2@
      " ( ) $2>      @
& $2>      ,      @
3      ,      $(      ((      (G      (
6 $2>      "      $@
7 / , )      ( (=3 $2>      ,      $@

```

TRANSACTION/STATEMENT HISTORY

```
"( "($ " + " 0 " + " 0 " " + " ( " " " ( $ +
' " ( ( ( ( ( ( ( ( " " ( " ( ( ! " " $ +
" + " (# ( $ )" + " ' 1 ( ( % ' " "
/ 1( " ( " / ( " "( G
- > ( " 8'( @ " "
> @1"$ " + " (, " $ # ' " ' *% > '
/+ @1"$ ( " + " , " " + " *% > '
& H ! " " + " "( " $ )>$2> = " / + " @
( " "( $( $ ' " , 1 " 1$( 1 " $ (
$ " + " : "( G
- > ( " 8'( @ " "
8" $ ! " " " " > @' *
& $2> " $(, ( $
3 $2 " " "
```

To reprint previous months Statements

```
" ( )$2> "$"( @
$2> "( @
& " " $ ( "
3 " " $ ( "
6 $2>O"1: " @
7 $2 " " "
```

REPORTS

Driver route list

```
" ( )$2> "+" @
"+ ' ! "
& $2> " @
```

Driver Stacking Report

```
1( "+ ! " (, " $ 1 2
" " ( )$2> 2' @
$ " + " ' ( 2' "( ! " ,
& $ . "+ ' '
3 $ " " (" " . > @ > " @ > , ( $@
> $
6 $2> " @
```

Drivers schedule report

```
1( $ "+ ! " (, " $ 1 2
" " ( )$2> "+" (( $ @
"+ '
& $2> " @
```


Customer Details Report

```
( ) ( + '$' $ ( ( 1( $' , " ( ( ( >" 1@
( ) $ $' $ ( 1( $' + " = ( ( ) ( ( ( 1(
( " " ( ) $2> ( @
" " " $' 1"( + " 1 (
& $2> @
3 $ ( 1"( + " 1: " " "
6 ( 1$ $1 + " 1" ' , " "
7 $2> " @
9 (1$ ( " ( $(: "
```

Royalties Report

```
" ( ) $2> '$"( @
& $2> $' ( @
& $2 " "
```

Rental Changes Report

```
"( 1( ( ( $# 0! "0 "% "
" ( ) $2> $ ( @
! "
& $2> " @
```

SET-UP

```
( = ( ( 1(your" , " "( , " "( ( , ( ( (
" ( ) $2> '$"( @
& $2> = @
& " , " ( ( (
```

ⓑ

Setup passwords and priorities

```
"( , '$' ( ((1 ( , $+$ ( ((1 0
'$' ( ) $2 ( , $2 > ((1 @ ((1 0
> $( ( $ "/@ ((1 "+( (( , $( (
> 4( $ "/@ "+( (( 1 1" ( 0 4(
( " + " ( > " $' $$$ "/@ "+( (( + ( $ 1"
( (,$ " $' $ $(, 1 (/ 11 ((1 0 $ +
$ $ " ((1 M
```

EDITING AGED TRIAL BALANCES

```
"( ( " ( ( $" (" " > @> @ $ ( "
( $ ( * $ ( ( $' (" " > @> @ $ ( "
( $ ( 0, * $1 " $ ( " ( $' (1 $
$1 4( ( 1" " > @> @ * (?@ $ (
= ( ) $2> " - $ @
& " ((1 $2> C@
& " ( " "
```

3 (2 1 1 \$ (\$ " before 2' ((

6 \$ 2> *!@1 " > \$ @ \$

