

TOTALLY BRILLIANT SOFTWARE TUTORIAL

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ABOUT THIS GUIDE

This *Totally Brilliant Software Getting Started Guide* provides a complete introduction to using TBS and is the recommended starting point for anyone learning to use the program. It consists of the following chapters:

Chapter	Description
Overview	provides you with a guided tour of the key components of TBS, and explains how they work together to automate every aspect of your equipment rental business.
Navigation and Common Functions	describes how to navigate the application more efficiently by highlighting the navigation functions provided to allow you to quickly move through the system to search and view data and ensure maximum data integrity.
Client Information	describes how TBS manages and tracks your client accounts and contacts information. It shows you how to add clients and contacts, and how to retrieve client information.
Stock Setup	shows you how to create stock descriptions, add rental rates, and customize the display of your stock descriptions.
Bookings	explains how to create bookings by combining a client record with chosen stock items. It also describes how to check availability of stock items, arrange to cover stock shortages, and produce the necessary client paperwork.
System Administration	describes the functions available to users with system administrator privileges to add companies, users and groups and define security profiles.
Communications	shows how to use the application to send and receive mail within the application, generate faxes and letters and create mailing lists.
Accounts	describes the general accounting functions available in TBS as they relate to your rental company business. These options allow you to manage sales, purchase, cash management and general ledger data.

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OVERVIEW

TBS is a comprehensive suite of tools designed to manage every aspect of running an equipment rental and sales business. Because it was developed by professionals with many years of experience working in the equipment rental business, it has been designed to naturally follow the way such businesses operate, rather than requiring you to adapt your business to suit the software.

This overview is designed to give you a guided tour of the key components of TBS, and explain how they work together to automate every aspect of your business.

INTRODUCTION

TBS is a flexible multi-user system that can run on PCs and Macs, or a combination of the two, to cater for the existing configuration of computers in your company. So for example you might have a computer running TBS in the sales office, another in the warehouse, and a third in your accounts department for the Sales Ledger, Purchase Ledger, and Nominal Ledger. Each user can be given one of a number of levels of access, to determine which parts of the programs they can use, and within each level of access there is fine control over the individual functions users can perform.

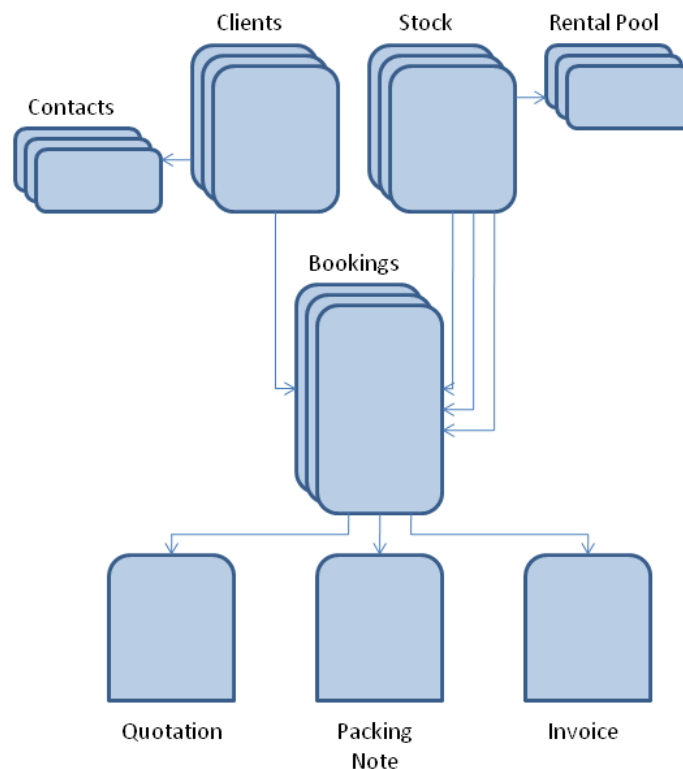
In addition there are system preferences which can be used to fine tune TBS to cater for specific requirements of any individual business. This documentation assumes you are using TBS in its default configuration. We recommend you become fully experienced with using TBS in its default configuration before changing the system preferences, by which time you will have the experience to understand the effect of the changes you have made.

BUILDING BLOCKS

TBS is based on three main lists of information:

- Clients
- Stock
- Bookings

The following diagram illustrates the relationships between these components:



CLIENTS

The Client Screens contains information about the clients and suppliers used by your business. It makes sense to include clients and suppliers in a single list because in some cases a company will be both a client and a supplier.

Each client has a Name and Address screen that includes address, telephone, and email details, financial information such as the turnover, and a list of contacts with information about each contact such as their position in the company. It also includes a call log, which is useful for following up sales calls or credit control.

If TBS is used in conjunction with the optional Sales Ledger, Purchase Ledger, and Nominal Ledger accounting packages, the Name and Addresses screen can also be used to check the company account details.

STOCK

NOTE:

TBS gives you the flexibility of maintaining stock descriptions for items irrespective of whether there are any items in the rental pool. This gives you the freedom of offering items for rental that you can source from other suppliers.

The second main list of information is the Stock list. This list provides information about each of the items for rental or sale, including a description, the manufacturer, a stock type classification, the purchase cost, and the replacement cost.

For each stock description TBS allows you to specify one or more rental rates, with the flexibility of catering for all the rates calculation systems in common use, such as \$100 a day for a four day week.

Each stock description also includes details of the number of units in the rental pool. For each stock description you can specify that serial numbers are required, and list the serial numbers for each item in stock. Where bookings are made for items that require serial numbers, they can be entered either by scanning a bar code on the item, or by manually keying the serial number at the warehouse.

Stock descriptions can be linked together to create products that are typically rented as a system, such as a computer, monitor, keyboard, and mouse. TBS gives you the option of whether you link specific serial numbers together, or just stock descriptions.

BOOKINGS

A third key list of information is the Bookings list which allows you to set up bookings of equipment for rental, generate a quotation, confirm the booking, complete the booking, and finally generate an invoice.

Each booking consists of client's details, together with the contact and payment information. It then provides a list of the stock items required for the booking. For flexibility each stock item is associated with an individual delivery and return date, to reflect the fact that clients will often require equipment to be delivered on different days, even though it is part of the same booking. This also gives you the flexibility to add extra items to the booking sheet part way through the booking period.

Creating a booking is simply a matter of specifying the client, and then adding stock items to the booking list. Once items have been added, you can check their availability for the proposed booking period.

Unlike the traditional wall-planner method of managing equipment rentals, with TBS each item with a particular stock description is considered equivalent until a specific serial number is assigned to the booking at the warehouse. So there is no need to juggle items of equipment between bookings to maximize their usage; TBS handles this automatically.

The Booking screen includes a folders option, which allows you to classify the items into folders such as lighting, audio equipment, stage construction. This makes it easier to organize large bookings, and allows you to produce quotations and/or invoices with subtotals for each category, or showing only the category totals.

Bookings can include:

- Chargeable items, e.g., amplifiers.
- Non-chargeable items, e.g., cases and mains cables.
- Non-item charges, e.g., fees for custom work.

OTHER FEATURES

In addition to handling the main company, stock, and booking information involved in equipment rental, TBS also helps you automate every other aspect of running equipment rental and sales business, including; printing carnets for shipping equipment between countries; maintaining a vehicle pool; maintaining PAT tests and printing PAT test reports; printing customer invoices; and even generating Christmas card lists!

SETTING UP TBS

The first stage in setting up TBS in a new company will be to set up the client and stock lists with information about your customers and your equipment stock respectively.

Client information can be imported from a range of external systems, such as an accounts system or a contact manager. Likewise the stock information can be imported from an accounts package, such as a stock control package. Alternatively, either list can be populated by manually keying directly into TBS.

In addition to entering the clients and stock lists, which will be unique to any specific company, there are a number of other lists used by TBS which are totally configurable, but which will generally take a standard range of values. TBS is supplied with a demonstration database with all these lists already populated, and it is recommended that you start from the demonstration database, by clearing the clients and stock lists, but retaining the other lists of information as a starting point for your own installation.

USING THIS GUIDE

TIP:

Contact your system administrator if you do not have access to the features highlighted in this guide.

This guide is organized in such a way as to introduce a concept followed by a short exercise to get you familiar with the application. This guide assumes you have security privileges to each of the features highlighted in the exercises and that you are using the demonstration database.

WORKFLOW

This guide describes the main tasks that you need to understand for day to day use of TBS. The following lists some of the common functions TBS users perform:

- Retrieving the client details from the TBS database, or if a new client, entering in the new details.
- Checking if the equipment that the client requires is available.
- Creating a booking to select the items required for rental, check their availability, and enter how long each item is required.
- Sending the client a quotation, and if confirmed, print out a confirmation of booking, noting the delivery and collection contact and address.
- Checking items according to their requirements and sending them with an accompanying delivery note.
- Re-entering returned goods.
- Invoicing to the client.

TBS has been designed in such a manner to provide flexibility in how you track and manage renting equipment to your clients. You are not required to do any of these functions in a prescribed order. For example, if you create a booking for a client who does not exist in the system, you can create the new client record without having to exit the booking record.

Setup Dialogs

- Dialogs appear to prompt you to setup missing information.
- Multiple tabs allow you to work in multiple records simultaneously without having to abandon your work.

The screenshot displays the TBS software interface. A 'No Match Found' dialog box is open, indicating that no match was found for 'Smith Equipment Rental' and suggesting a new record can be setup. The 'Job Details' client setup dialog box is also open, showing fields for Client Name, Address lines, Zip Code, Main Phone, Alt Phone, Fax No, and various contact and booking information. The background shows the main TBS interface with a sidebar menu and a central data area.

NAVIGATION AND COMMON FUNCTIONS

TBS has a common set of navigation and functions that appear throughout the application. Understanding these tools can make TBS easier to use. This section covers the following:

- Searching data records
- Using multiple windows
- Improving screen real estate
- Accessing edit functions
- Understanding field highlighting
- Using spell check

PERFORMING SEARCHES

TBS provides many ways of searching for data in the system. Throughout the system, you will find the following search options:

- Quick Search
- Detailed Find

USING QUICK SEARCH

The **Quick Search**  option appears at the top of most panels where lists of data are available. Use a quick search to find data based on search criteria in one of the fields for that record type.

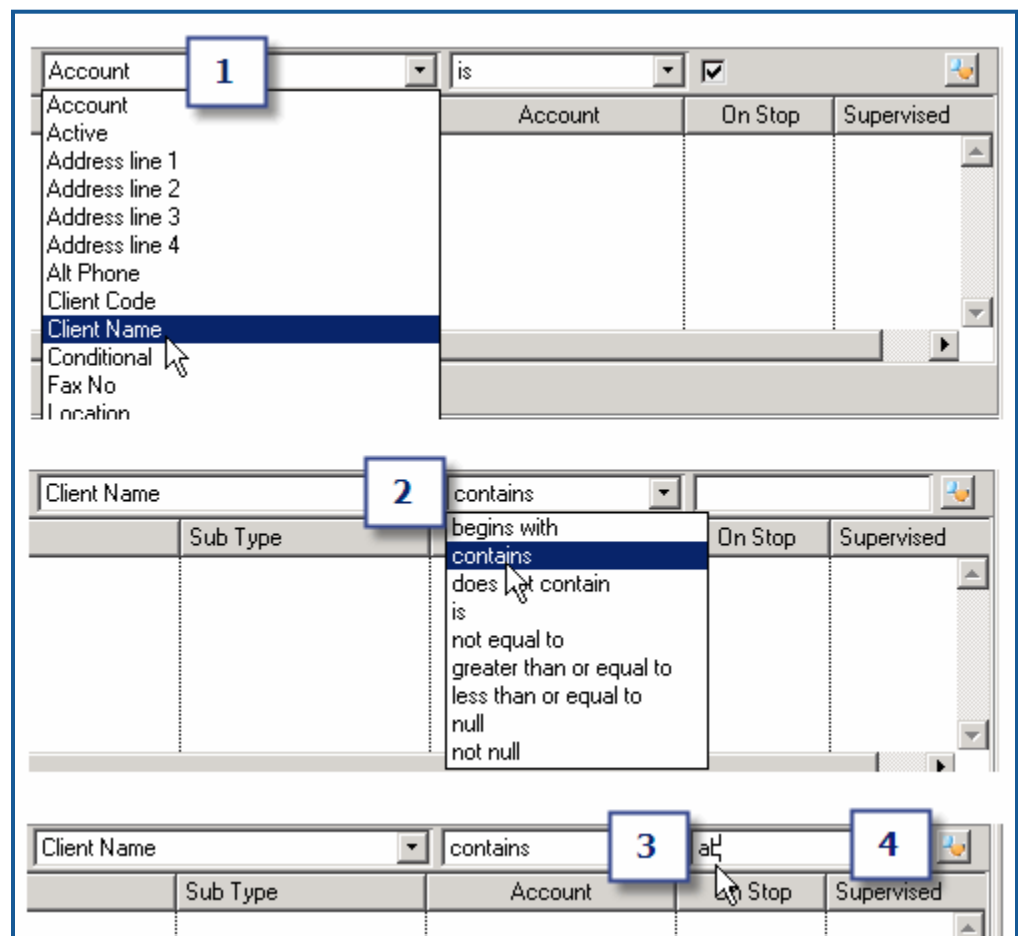
The quick search function is similar throughout the system. Each provides 3 fields to use in the search including:

- Field name
- Operator
- Search criteria

Depending on the type of data you are searching, additional filters may be included in the search to allow you to search based on other criteria such as including or excluding specific categories or status information.

Conduct a Quick Search

1. Select one of the fields for the type of record you are searching.
2. Select the operator to use for the search.
3. Enter the search criteria.
4. Click the **Quick Search** button.



The image shows three sequential screenshots of a software interface demonstrating the 'Quick Search' process:

- Step 1:** A dropdown menu is open, showing a list of fields including 'Account', 'Active', 'Address line 1', 'Address line 2', 'Address line 3', 'Address line 4', 'Alt Phone', 'Client Code', 'Client Name', 'Conditional', 'Fax No', and 'Location'. The 'Client Name' field is highlighted. A blue box with the number '1' is next to the dropdown arrow.
- Step 2:** The 'Client Name' field is selected. A dropdown menu for operators is open, showing options: 'contains', 'begins with', 'contains', 'does not contain', 'is', 'not equal to', 'greater than or equal to', 'less than or equal to', 'null', and 'not null'. The 'contains' option is highlighted. A blue box with the number '2' is next to the operator dropdown arrow.
- Step 3:** The search criteria 'at' is entered into the text field next to the operator. A blue box with the number '3' is next to the criteria input field.
- Step 4:** The 'Quick Search' button, represented by a magnifying glass icon, is clicked. A blue box with the number '4' is next to the button.

The background of the screenshots shows a table with columns: 'Account', 'On Stop', and 'Supervised'.

USING DETAILED FIND

NOTE:

The list of operators (e.g., **begins with**, **contains**, **is**, **not**) and the search criteria fields update based on the field type you select in the first drop down list.

For example, text fields such as **Client Name**, allow you to search based on a string of characters in a name. Boolean (true or false) fields such as **Account**, allow you to search based on a value of true or false such as whether an account is active (**checked for true**) or inactive (**unchecked for false**).

The Find option appears throughout the system and allows you to conduct more detailed searches of the data. The following lists the benefits of using the detailed find option:

- Expand or narrow your search criteria by searching on ALL or ANY of the criteria.
- Save commonly used searches.
- Add multiple line items to your search.

When you select to perform a detailed search, you have the following options:

Option	Description
All criteria	Return only results that match each of the search criteria.
Any criteria	Return results that include any of the search criteria.
Custom	Select new search criteria.
Last	Base search on the most recent search criteria used.
Save Search As	Save the search criteria for commonly used searches.
Rename	Rename a previously saved search.
Delete Selected	Delete the selected saved search.
Delete All	Delete all saved searches.

Conduct a Detailed Find

1. Click the **Find** button.
2. Select **all** or **any** criteria.
3. Select the field name to base the search.
4. Select the operator.
5. Enter the search criteria.
6. Click the **+** button to add more lines to narrow the search, if necessary.
7. Repeat steps 2-6 as necessary.
8. Click the **Search** button to display the search results.
9. Select **Save Search As** if you would like to use these search parameters again.
10. Enter a **Search Name** and click **OK**.

The screenshot illustrates the process of conducting a detailed search. It shows two windows: 'Find - Client' and 'SaveSearch'.

Find - Client Window:

- Step 1:** The 'Find' button is highlighted in the top left corner.
- Step 2:** A dropdown menu is open, showing 'all criteria' and 'any criteria' options.
- Step 3:** The 'Client Name' field is selected in the 'Search for records matching' section.
- Step 4:** The operator 'starts with' is selected for the 'Client Name' field.
- Step 5:** The search criteria 'ab' is entered in the text box next to the operator.
- Step 6:** The '+' button is clicked to add more search criteria.
- Step 7:** A second search criterion is added: 'Account' is the field, 'is' is the operator, and a checkbox is checked.
- Step 8:** The 'Search' button is highlighted at the bottom right.
- Step 9:** The 'Saved Searches' dropdown is set to 'Custom'.

SaveSearch Window:

- Step 10:** The 'Search Name' field is populated with 'CALSearch', and the 'OK' button is highlighted.

TIP:

Click on a column header to sort the results in ascending order by that column. Click the column header again to sort the results in descending order.

TIP:

CTRL + click on a column header to add a secondary sort to the results. Use this method for as many sub-sorting options as necessary.

VIEWING SEARCH RESULTS

The Search results from the Quick Search or Detailed Find method display in a panel at the top of the screen. You then have the following options:

- View the number of records returned.
- Sort the results in ascending or descending order by a specific column.
- Filter search results by adding additional sorting columns.
- Minimize the search results panel.
- Click on a row in the search results to display the corresponding edit screen below.

Search Results

1. View search results in the panel at the top of the screen. By default, the list sorts in ascending order based on the first column.
2. Click on any column header to sort the results in ascending order. Click again to sort in descending order.
3. **CTRL + click** a second column header to sort the results within the original sort order. **CTRL + click** again to sort in descending order.
4. View the bottom of the panel for the number of records returned and the sort order of each selected column.
5. Use the mouse to minimize or expand the panel. Place the mouse on the double line just below the search results. Then, click and drag to change its size.
6. Click a row to display its edit screen.

Client Name	Main Phone	Client Code	Location	Type
AB Accoustics	+1 212 889 3377	ASH001	United States	Truck Hire
AB Televisions	+1 216 642 1000	ASH02	United States	Photographer
ABC AV Rental	212-555-0000	ABA002	United States	Direct Client

3 Records ▲ Client Name ▲ Location ▲ Type ▲ Sub Type ▲ Client

Client Name	Main Phone	Client Code	Location	Type
AB Accoustics	+1 212 889 3377	ASH001	United States	Truck Hire
AB Televisions	+1 216 642 1000	ASH02	United States	Photographer
ABC AV Rental	212-555-0000	ABA002	United States	Direct Client

3 Records ▲ Client Name ▲ Location ▲ Type ▲ Sub Type ▲ Client

Client | Contacts | Attachments | Notes | Other Info | Client Communications | Faxes/Letters

Save Cancel Revert

Client Name: AB Accoustics

Address line 1: 100 Massachusetts Ave

Address line 2: Suite 100

Address line 3:

Address line 4: Washington

Zip Code: 99999

Main Phone: +1 212 889 3377

USING MULTIPLE WINDOWS

As you work in TBS, you may be called upon to work in multiple areas of the application simultaneously. TBS provides access to multiple windows within the application to allow you to toggle windows without having to close out of one area before accessing another.

If you have multiple windows open, you can toggle back and forth by manually moving the windows around, or by accessing the Windows menu. Invoke multiple windows in one of the following ways:

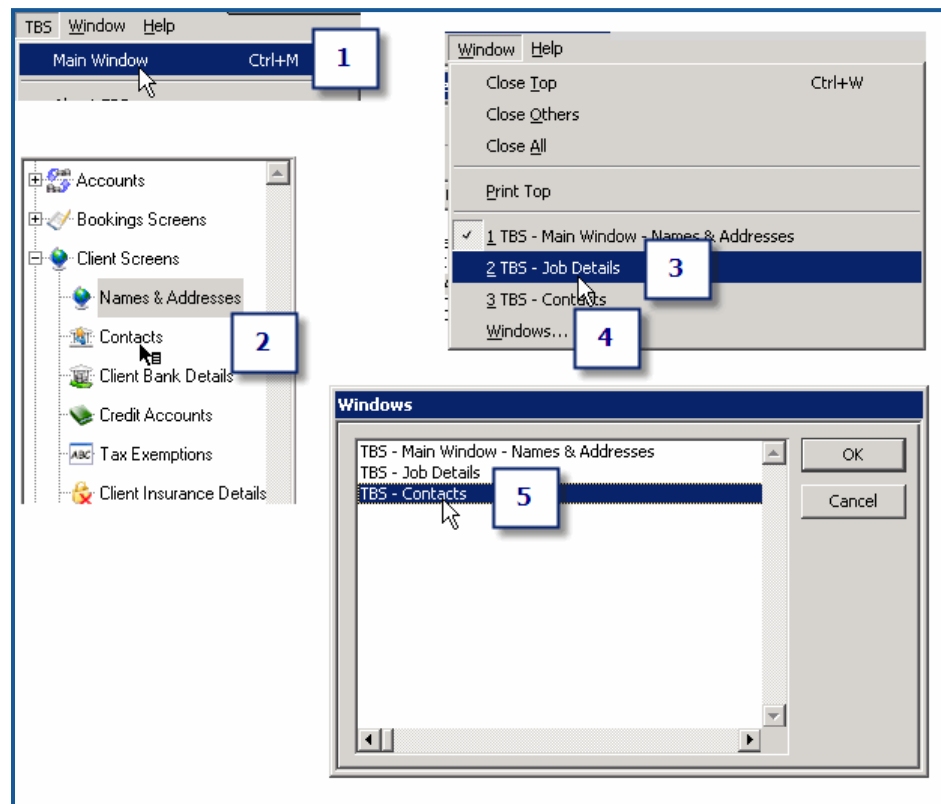
NOTE:

The **Shift + click** option to invoke multiple windows causes the window to be rebuilt each time which may be slower than invoking a new main window.

- TBS menu to invoke the main window
- SHIFT + click to invoke a specific window

Multiple Windows

1. Select the **TBS** menu, then **Main Window** (or **CTRL + M**) to invoke a new Main Window.
2. **CTRL + click** an item from the left menu tree to invoke a specific window.
3. Select the **Window** menu and the numbered item for the specific window to display that window.
4. Select the **Window** menu, then the **Windows...** option to display a Windows dialog that displays the open windows.
5. Click on the desired window to display it.



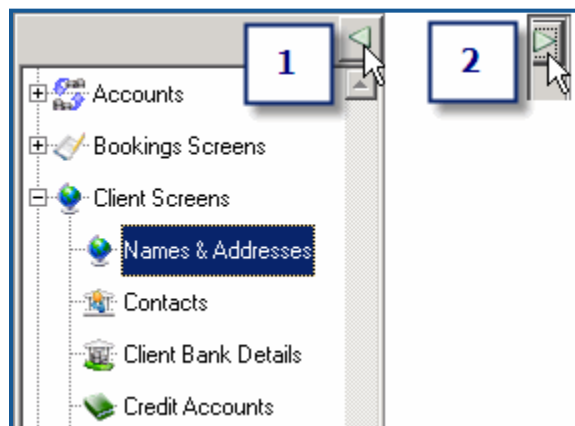
HIDING LEFT MENU PANEL

The left menu panel provides a tree view and quick access to the functions within the application. When you are working in a specific screen, you may need to maximize your view of that data.

You can select to hide the left menu panel to maximize the current edit panel using the arrow icon on the menu panel. Once you finish modifying the record, you can display it again to navigate other parts of the application.

Left Menu Panel

1. Click the left arrow icon to hide the menu panel.
2. Click the right arrow icon to display the menu panel.



MAXIMIZING NEW WINDOW

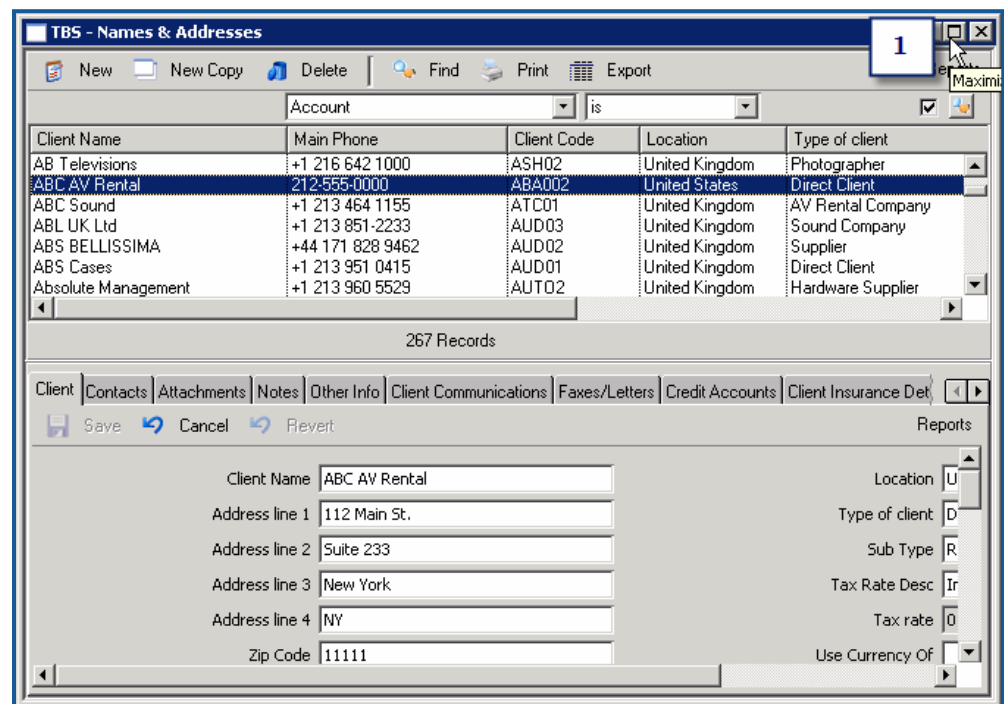
TIP:

Access the **TBS** menu, then select **Main Window** to invoke a new window. Or, **SHIFT + click** on an option from the left menu to invoke a specific window.

When you select to open multiple windows (refer to section [Using Multiple Windows](#) page [11](#) for more information), you can maximize the new window to full screen mode.

Maximize New Window

1. Click the maximize icon in the header of the new window.



ACCESSING EDIT FUNCTIONS

NOTE:

The **New Copy** function copies the values in the currently selected panel. For example, if you create a new copy of a client record, only the data on the Client tab is copied. The exception to the **New Copy** function is with **Bookings**. A new copy of a Booking includes every panel except the Allocations.

TIP:

The **Commands** menu shows the shortcut keys available to each function.

The edit functions are available from the **Commands** menu and the edit panels within TBS as appropriate. The commands include:

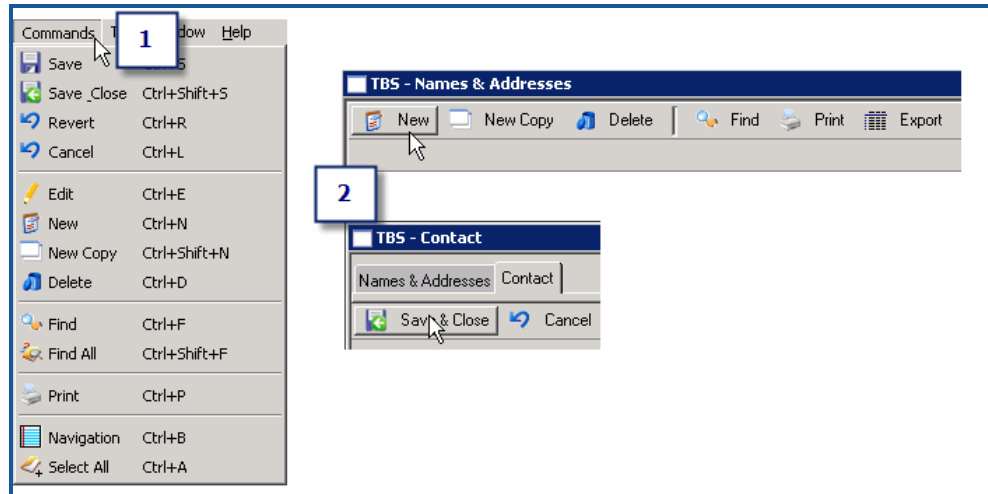
Option	Description
Save	Save data and keep edit panel open.
Save & Close	Save data and close edit panel.
Revert	Change field entries back to original values since the last save.
Cancel	Exit current screen or function without saving changes.
Edit	Modify the selected record.
New	Present a blank panel to add a new record.
New Copy	Present new record with values copied from the selected record. Then modify unique values.
Delete	Delete the currently selected record.
Find	Conduct a detailed find to search for records that match the search criteria. Refer to section Using Detailed Find on page 9 for more information.
Find All	Conduct a search to return all of the records for the current topic.
Print	Print the current record to one of the print formats available.
Select All	Select all records to perform functions such as print or export all of the selected records.

ACCESSING EDIT FUNCTIONS

The following section illustrates the ways to access the edit functions.

Edit Commands

1. Select the **Commands** menu to show a list of available commands and their shortcut keys.
2. Click the button at the top of the edit panel for the appropriate command.



UNDERSTANDING FIELD HIGHLIGHTING

TIP:

In a lookup field, indicated by a red outline, enter characters followed by a ? to lookup all of the values for that field that contain that string of characters.

For example, if you type **ab?** in the **Client Name** field, the application returns a list of results that may include the following:

- **ABC** Equipment Rental
- **Smith Cable**

The edit fields in TBS make use of field highlighting to indicate to the user the formatting or functions available to that field. The outline of a field is highlighted when you enter the field. The following lists the highlighting rules throughout the application:

Option	Description
Red outline	Lookup field. Use a ? to lookup values for this field.
Blue outline	Optional field.
Dashed outline	Entry is converted to ALL CAPS.

Some lookup fields may prompt you to enter a value into the associated lookup table when you enter a value into a lookup field that does not already exist in the database. For example, the Location field on the Client screen guides you to a separate entry panel to add a new entry to the lookup table.

Field Highlighting

1. A blue outline indicates an optional field.
2. A red outline indicates a lookup field.
3. A dashed outline indicates the characters in the field are converted to ALL CAPS.

The screenshot shows the TBS Client screen with the following fields and their highlighting:

- Phone**: +1 212 463 2963 (Blue outline, 1)
- Client Code**: AST004 (Dashed outline, 3)
- Invoice Client**: ab (Red outline, 2)
- Delivery Client Name**: (Empty)

Below these fields is a table with columns **Client Name** and **Add1**:

Client Name	Add1
'The Abyss'	109-115 Blackfriars Road
AB	10639 Riverside Drive
AB Accoustics	100 Massachusetts Ave
AB Televisions	108 Palace Road
Ababouinée	100 Faubourg St Antoine
Abacus	102 Grafton Road
Abacus Arts Theatre Company	100 Oxford Street
ABAMIX RECORDING STUDIO	100,Rue Du Faubourg St.Antoine
Abandon	101 Arch Street
Abbey Road Studios (EMI) Ltd	101 Whipps Cross Road
Abbey Sound Studios	101,Rue Du Mont Cenis
Abba Video Limited	101 Avenue Jean Jaurès

At the bottom, there are buttons for **New** and **New Copy**.

USING SPELL CHECK

TBS provides a spell checker to ensure better accuracy of the data stored in the application. The spell checker includes a number of options to allow you to control how and when to validate the spelling of the data in the individual fields or an entire window. The spell checker includes the following options:

TIP:

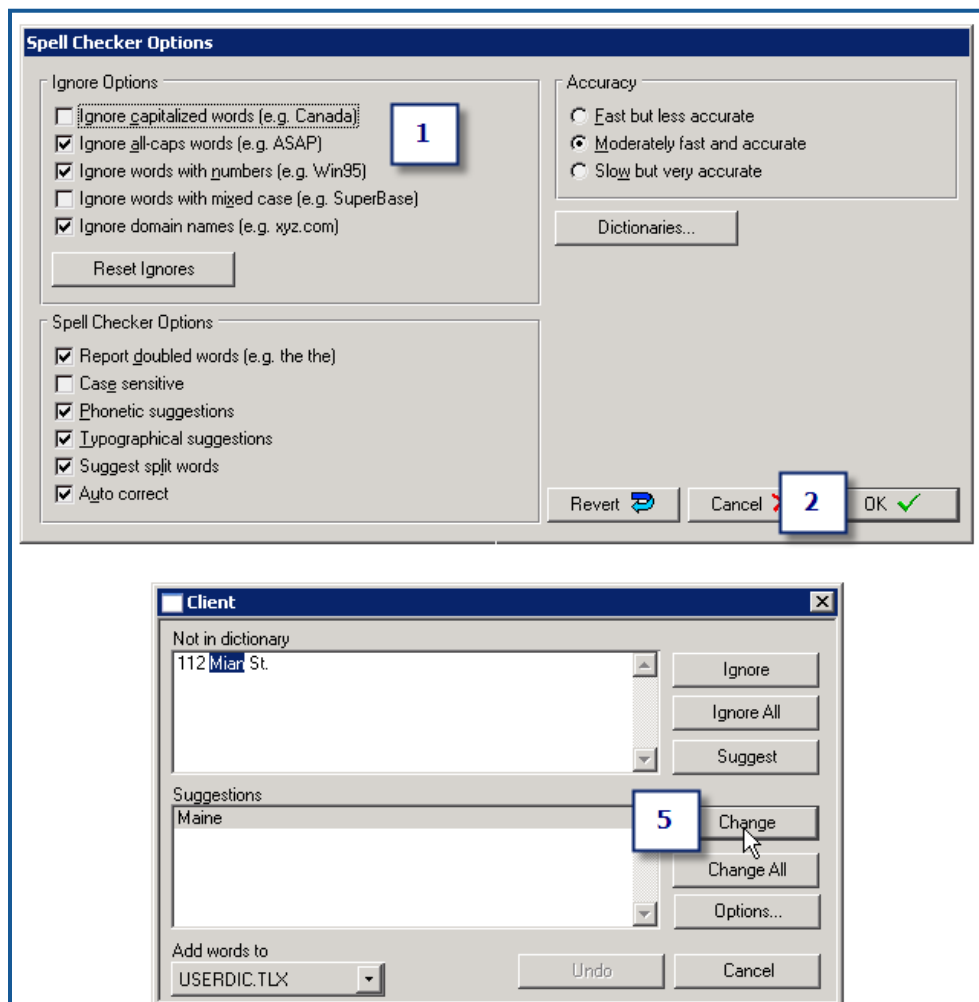
Select **F7** when in a field to invoke spell checker on an individual field.

Select **Shift + F7** before leaving a window to invoke spell checker to validate all of the fields in that window.

- Check individual field
- Check entire window
- Ignore certain formats such as mixed case or ALL CAPS
- Include status and suggestions such as repeated words or phonetic suggestions
- Control the speed and accuracy of the spell checker functionality
- Check words against one or more customizable dictionaries
- Add dictionaries
- Specify language such as American or British English (e.g., customize vs. customise)

Spell Checker

1. Select **Spell Checker > Options**, or **ALT + F7**, to set the spell checker options.
2. Review the options to set preferences and click **OK**.
3. Select **Spell Checker > Check Field**, or **F7**, to validate the spelling in the current field.
4. Select **Spell Checker > Check Window**, or **SHIFT + F7**, to validate the spelling in all the fields in the current window.
5. Review the spell checker **Suggestions** and click the **Change** button to change the word to the correct spelling.



TIP:

Open multiple dictionaries if necessary to use in validating field entries.

If you select to open multiple dictionaries, specify to which dictionary new words are added when users select to add new words.

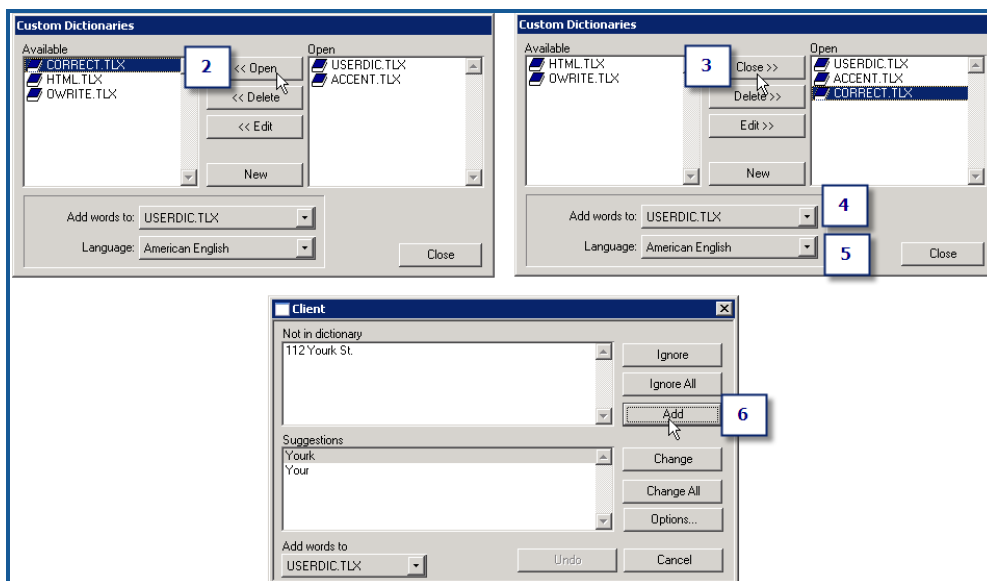
USING SPELL CHECKER DICTIONARIES

The spell checker includes multiple dictionaries to allow you to validate the spelling of field entries. By default, the dictionary used for validation is a standard dictionary that allows users to add new words unique to a system. The other dictionaries validate spellings of such entries as HTML codes and specific ASCII characters.

You can also select to validate entries in American English or British English.

Spell Checker Dictionaries

1. Select **Spell Checker > Dictionaries**, or click the **Dictionaries** button from the **Spell Checker Options** dialog.
2. Select a dictionary from the **Available** list and click the **<<Open** button to add it to the **Open** list to use in field entry validation.
3. Select a dictionary from the **Open** list and click the **Close>>** button to remove it from the **Open** list. The dictionary will no longer be used for field entry validation.
4. Specify which dictionary new words will be added to if multiple dictionaries are open.
5. Specify which language to use in the validation.
6. Click **Add** to add a new word to the dictionary when using the spell checker on an edit panel.



CLIENT INFORMATION

This chapter explains how to organize your client information, and describes how to add, search, and delete client records from the TBS database. It also shows you how to store contact information for each client record.

SETTING UP CLIENT INFORMATION

NOTE:

This section steps you through creating 2 client accounts. Each account will be slightly different so it can be used later when creating a booking to highlight different scenarios.

TIP:

This section highlights one way to add client data. TBS provides access to this function from other areas.

For example, if you create a booking for a client not yet in the system, you can add client data without leaving the booking record.

Each booking in TBS is associated with a client. A client can have multiple contacts. In this section you perform the following functions related to setting up clients:

- Create new client
- Add contact
- Create new copy of a client

Once you have setup the client account, you can then enter contacts for the client as well as information on any of the client panels, such as:

Panel	Displays
Contacts	List of contacts, or people you may deal with at each company, stored for each client. Each client can have multiple contacts.
Attachments	File attachments associated with a client. Attachments are linked with the client record.
Notes	Client notes and directions to the client address.
Other Info	Delivery distance and additional information about the client.
Client Communications	Phone call details regarding communications that have occurred with the client's contacts. Information is date and time-stamped to provide history.
Faxes/Letters	Information formatted for faxes or letters that can be printed in a number of outputs.
Credit Accounts	Financial details about a client including currency, credit limit and finance information.
Client Insurance Details	Insurance information for the client.
Tax Exemptions	Tax exemption status details for the client if applicable.
Sales Turnover	Sales turnover information for selected client.
Client Bank Details	Information about the client's bank(s). Details include account details and bank name/location.
Sales Ledger	Record of sales information for the client.
Purchase Ledger	Record of purchase, or cost, information for the client.

ADDING A NEW CLIENT

This section steps you through creating the first client account that you can use when creating a booking later in the tutorial. For this client account, add the basic client information as well as contact information.

Client Account

1. Select **Client Screens** > **Names & Addresses** from the left menu screen.
2. Click the **New** button.
3. Enter *AAA Equipment Rental* as the **Client Name** and **Address** information.
4. Click **Save**.

New Copy Delete Find Print Export

☐ Inc Archived? Account is

Client Name	Main Phone	Client Code	Location	Type of client	Sub Type	Account
021 Couriers	01827 319808	COU001	United Kingdom	Courier/Trucking Co.		Yes
140DB Management	3968861288	2LK01	United Kingdom	Discounted Client		Yes
1st Post	4.99E+11	AKL01	United Kingdom	Cleaner		Yes
2 Subscribe	+ 39 2/89404019	ATS01	United Kingdom	Set and Staging Co.		Yes
23rd Precinct Recordings Limited	+ 331 44 41 95 95	ACT 001	United Kingdom	Lighting Co.		Yes

267 Records Client Name Location Type of client Sub Type

Client Contacts Attachments Notes Other Info Client Communications Faxes/Letters Credit Accounts Client Insurance Details Tax Exemptions Sales Turnover Client Bank D

Save Cancel Revert

Client Name: AAA Equipment Rental

Address line 1: 100 Main St.

Address line 2: Suite 200

Address line 3: New York

Address line 4: NY

Zip Code: 11111

Main Phone: +1 212 555 3333

Alt Phone:

Fax No:

Location: United States

Type of client: Direct Client

Sub Type:

Tax Rate Desc: Standard UK VAT

Tax rate: 17,500

Use Currency Of:

Default Currency:

Default Delivery/Pickup: ☐

Credit Terms:

NOTE:

Each client account can have multiple contacts.

ADDING CONTACTS

This section steps you through creating contacts for a client account. Contacts are people who work for the client and can be called upon with questions or issues that arise for that account.

Contact Information

1. Click the **Contacts** tab from the **Names & Addresses** screen.
2. Click the **New** button.
3. Enter *Bill Jones* as the **Contact Name** and other details as appropriate.
4. Click **Save & Close** to close the contact and return to the **Names & Addresses** screen.
5. Add more contacts if necessary.

Client Contacts Attachments

Edit New

Names & Addresses Contact

Save & Close Cancel

Contact Name Bill Jones

Direct Phone +1 212 555 6666

Alt Phone

Direct Fax/Alt Phone

Job Title Coordinator

Other Info

Email address

Special ☐ Not yet defined 3 ☐

Male/Female ☐ Not yet defined 4 ☐

Web Password

Active ☒

NOTE:

When you create a new copy of an existing client, only the data on the Client panel is copied over.

TIP:

If you need to search for the client you added in the previous exercise, refer to section **Performing Searches** page 7 for more information.

CREATING A NEW COPY OF A CLIENT

This section steps you through creating a new client record based on the information of an existing one. When you select to create a new copy of a client, all the data from the selected client is copied to a new client record. From here, you can save time creating a new record by modifying what is unique.

Copy Client Information

1. Click the **Client** tab from the **Names & Addresses** screen of the client you just added. Or search for that client if you have moved away from this screen.
2. Click the **New Copy** button.
3. Modify the **Client Name** and any other details as required.
4. Click the **Save** button.

The screenshot shows the software interface for creating a new client record. The 'New Copy' button is highlighted with a blue box and the number 2. The 'Client' tab is selected, and the 'Save' button is highlighted with a blue box and the number 4. The client details form is shown with the following information:

Client Name	Main Phone	Client Code	Location	Type	Sub Type
AAA Equipment	+1 212 555 4444		United States	Supplier	
AAA Equipment Rental	+1 212 555 3333		United States	Direct Client	
AAA Rental	+1 212 555 3333		United Kingdom	Direct Client	

The client details form is shown with the following information:

Client Name	Main Phone	Client Code	Location	Type	Sub Type
BBB Equipment	+1 212 555 3333		United States	Supplier	

The form also includes fields for Address line 1, Address line 2, Address line 3, Address line 4, Zip Code, Alt Phone, Fax No, Email address, Web site address, Tax reference, Supplier reference, Company Registration, Client Code, Last Invoiced, Account, Use Conditional Discounts, Tax rate, Use Currency Of, Default Currency, Default Delivery/Pickup, Credit Terms, Supplier Purchase A/C Ref, Our Suppliers Contact, External Reference, Standard Discount, Pricing Type, Use PO's, Statement, and Sub Rent.

STOCK SETUP

TBS divides stock into types (e.g., Amplifiers, Sequencers, Midi Control etc), descriptions (the model of stock type), and items (specific item). For example you might have one stock type called CD players, a description for a brand of CD player, and have five of these particular CD players.

This chapter shows you how to create stock descriptions, add specific stock items, add rental rates, flag a stock item to be chargeable or non-chargeable and create equivalent items.

NOTE:

This section steps you through creating 2 stock types. Each stock type highlights different scenarios when you create bookings in later exercises.

TIP:

You can resize the panels on the Stock Types screen to see a section more clearly. See section [Resizing Search Results Panel](#) page [12](#) for more information.

DEFINING STOCK TYPES

Stock types provide a way to group equipment under general categories and functions. For example, stock may fall under a category such as Audio or Lighting. Each of those categories may contain stock grouped for that function. For example, Audio stock types can contain any number of stock items such as microphones, headphones and amplifiers.

These sections take a top-down approach to adding stock to the application:

- Create stock types
- Add descriptions to stock types
- Add specific items to stock descriptions

DEFINING STOCK TYPES

The Stock Types screen is laid out in sections to allow you to drill down on specific information about each stock type in the system. The top panel shows the stock type categories (e.g., *AUDIO*, *LIGHTING*, *VISUAL*, etc.).

Select a specific category to view the stock descriptions (e.g., the *AUDIO* category may contain descriptions for equipment such as cables, microphones and speakers) for that category in the middle panel.

Finally, when you click on a single description, the edit panel below shows the detailed information about the stock description (e.g., description, quantity, whether the item is chargeable or non-chargeable or whether serial numbers should be used to track items issued on a booking).

Review Stock Information

1. Select **Stock Screens > Stock Types** from the left menu.
2. Perform a search in the top panel to return a list of stock types.
3. Click on a Stock Type from the search results.
4. Review the results of stock descriptions in the next panel.
5. Click on a Stock Description from the search results.
6. Review the details of the stock description.

TBS - Main Window - Stock Types

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Category	Order	Stock Type	Accounting Type	Sales Account Description
AUDIO	20	Cables	Rental Equipment	Direct Client
AUDIO	110	Amplifiers	Rental Equipment	Direct Client
AUDIO	120	Communications	Rental Equipment	Direct Client

137 Records ▲ Category ▲ Order ▲ Stock Type

☐ Inc Archived

Sort Order	Manufacturer	Stock Description	Qty in pool	Ser. Nos	Category
		FENDER TWIN 12" GUITAR AMP	0	Yes	AUDIO
		TRACE ELLIOTT BASS COMBO	0	Yes	AUDIO
10		D & B D12 STEREO AMPLIFIER	10	Yes	AUDIO

11 Records ▲ Sort Order ▲ Manufacturer ▲ Stock Description

Stock Description Stock Prices Stock Items Stock Kits Equivalent Items Stock Pictures Sales Stocks Stock Notes Attachments Alternate Suppliers

Stock Description (Sales)

Stock Description (Mfrs)

Sort Order

Country of Origin

Qty in pool

Replacement Cost

Buy In Price

Customs Value

Daily Cost

Category

Stock Type

Accounting Type

Location

Technical Type

Non Chargeable Item ☐

Use Serial Nos ☒

NOTE:

The first stock type you add will be Headphones.

ADDING STOCK TYPE #1

This section steps you through creating new stock types. Each of the stock types you create will be referenced throughout the exercises.

Stock Types

1. Select **Stock Screens > Stock Types** from the left menu.
2. Click the **New** button.
3. Select **AUDIO** as the **Category**.
4. Enter **Headphones** as the **Stock Type**.
5. Click **Save & Close** to return to the **Stock Types** screen.

The screenshot shows the 'TBS - Main Window - Stock Types' dialog box. The 'New' button in the top toolbar is highlighted with a blue box and the number 2. A mouse cursor is pointing at it. Below the toolbar, the 'Category' field is set to 'AUDIO' (highlighted with a blue box and the number 3). The 'Stock Type' field is set to 'Headphones' (highlighted with a blue box and the number 4). The 'Order' field is set to '252'. The 'Default Depreciation Rate' is '0.00'. The 'Default Depreciation System' is empty. The 'Accounting Type' is a dropdown menu. The 'Sales Account Description' is empty. The 'Price Type' is a dropdown menu. The 'Active' checkbox is checked. The 'Save & Close' button is highlighted with a blue box and the number 5. A mouse cursor is pointing at it.

NOTE:

The first stock type you add will be a Desktop computer.

In later exercises, you create a stock kit to group items that need to be included as a package when booked for a job.

ADDING STOCK TYPE #2

In this exercise create another stock type. By creating multiple stock types, these exercises will illustrate different scenarios when you create a booking later.

Stock Types

1. Select **Stock Screens > Stock Types** from the left menu.
2. Click the **New** button.
3. Enter **COMPUTERS** as the **Category**.
4. Enter **Desktop** as the **Stock Type**.
5. Click **Save & Close** to return to the **Stock Types** screen.
6. Repeat steps 2 – 5 to the following stock types:

Category = *COMPUTERS*
Stock Type = *Monitors*

Category = *COMPUTERS*
Stock Type = *Cables*

TBS - Main Window - Stock Type

Stock Types Stock Type

Save & Close Cancel

3 Category: COMPUTERS

4 Stock Type: Desktop

5

Order: 1382

Default Depreciation Rate: 0.00

Default Depreciation System:

Accounting Type: [dropdown]

Sales Account Description:

Price Type: [dropdown]

Active: ☒

DEFINING STOCK DESCRIPTIONS

NOTE:

When you define stock descriptions, it is important to make sure the **User Serial Nos** checkbox is selected for chargeable items.

Tracking items by serial number helps to minimize inventory errors when allocating stock for delivery.

Stock descriptions include the detailed description (the model of stock type) and individual items (specific item with barcodes and serial numbers). For example you might have one stock type called CD players, a description for a brand of CD player, and have five of these particular CD players.

This section consists of exercises to illustrate the following concepts:

- Equivalent stock
- Chargeable/Non-chargeable stock

ADDING STOCK DESCRIPTION #1

This section shows you how to create stock descriptions, add rental rates, and customize the display of your stock descriptions. This section steps you through creating new stock descriptions. Add stock descriptions to the system from the following areas:

- Stock Types screen
- Stock Descriptions screen

Stock Descriptions

1. Select **Stock Screens > Stock Types** from the left menu.
2. Search for the stock type **AUDIO > Headphones** you created in a previous exercise.
3. Click on the stock type in the search results.
4. Click the **New** button in the panel just below the search results to add a stock description.
5. Enter **ACME HEADPHONES** in the **Stock Description** field.
6. Note that the **Stock Description** values for Sales and Manufacturing copy from the main stock description. Change these values if necessary.
7. Make sure the **Use Serial Nos** checkbox is selected.
8. Click **Save**.

The screenshot shows the 'TBS - Main Window - Stock Types' application. At the top, there's a menu bar with options like Edit, New, New Copy, Delete, Find, Print, and Export. Below this is a search table with columns: Category, Order, Stock Type, Accounting Type, and Sales Account Description. The table lists several audio-related items, with 'Headphones' highlighted and numbered 3. Below the search table, there's a panel with a 'New' button numbered 4. Below this panel is another table with columns: Sort Order, Manufacturer, Stock Description, Rental pool, Sales Qty, and Use Serial Nos. At the bottom, there's a detailed form for adding a new stock description. The form has tabs for Stock Description, Stock Prices, Stock Items, Stock Kits, Equivalent Items, Stock Pictures, Sales Stocks, Stock Notes, Attachments, and Alternate Sur. The 'Stock Description' tab is active. It contains fields for Manufacturer, Stock Description (numbered 5), Stock Description (Sales) (numbered 6), Stock Description (Mfrs), Sort Order, Country of Origin, Rental pool, Use Serial Nos (checkbox, numbered 7), Category (set to AUDIO), Stock Type (set to Headphones), and Accounting Type (set to Rental Equipment). A 'Save' button (numbered 8) is at the bottom left of the form.

ADDING STOCK DESCRIPTION #2

This section steps you through adding a stock description from the Stock Descriptions screen.

Stock Descriptions

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Click the **New** button.
3. Enter *DESKTOP XPS* as the **Stock Description** field.
4. Select *COMPUTERS* as the **Category**.
5. Select *Desktop* as the **Stock Type**.
6. Make sure the **Use Serial Nos** checkbox is selected.
7. Click the **Save** button.

The screenshot shows the 'TBS - Main Window - Stock Descriptions' application window. The interface includes a menu bar with 'New', 'New Copy', 'Delete', 'Find', 'Print', and 'Export'. Below the menu bar is a table with columns: 'Sort Order', 'Manufacturer', 'Stock Description', 'Rental pool', 'Sales Qty', and 'Use Serial Nos'. The main form area contains various input fields and checkboxes. Numbered callouts indicate the following steps:

- 1**: Points to the 'New' button in the menu bar.
- 2**: Points to the 'Stock Description' field, which contains the text 'DESKTOP XPS'.
- 3**: Points to the 'Stock Description (Sales)' field, which also contains 'DESKTOP XPS'.
- 4**: Points to the 'Category' dropdown menu, which is set to 'COMPUTERS'.
- 5**: Points to the 'Stock Type' dropdown menu, which is set to 'Desktop'.
- 6**: Points to the 'Use Serial Nos' checkbox, which is checked.
- 7**: Points to the 'Save' button.

Other visible fields include 'Manufacturer', 'Stock Description (Mfrs)', 'Sort Order', 'Country of Origin', 'Rental pool', 'Replacement Cost', 'Buy In Price', 'Customs Value', 'Daily Cost', 'Item Weight', 'Width', 'Depth', 'Height', 'Location', 'Technical Type', 'Non Chargeable Item', 'Sales Only', 'Use Sales Transactions', 'Warranty Days', and 'Earnings'.

ADDING STOCK DESCRIPTION #3

This section steps you through adding a stock description that will be linked to another stock description.

Stock Descriptions

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Click the **New** button.
3. Enter *20" FLAT SCREEN* the **Stock Description** field.
4. Select *COMPUTERS* as the **Category**.
5. Select *Monitors* as the **Stock Type**.
6. Make sure the **Use Serial Nos** checkbox is selected.
7. Click the **Save** button.

The screenshot shows the 'TBS - Main Window - Stock Descriptions' application. The interface includes a menu bar with 'New', 'New Copy', 'Delete', 'Find', 'Print', and 'Export'. Below the menu bar is a table with columns: 'Sort Order', 'Manufacturer', 'Stock Description', 'Rental pool', 'Sales Qty', and 'Use Serial Nos'. The first row contains 'DESKTOP XPS', an empty 'Rental pool', '0.00', and 'Yes'. Below the table is a tabbed interface with tabs: 'Stock Description', 'Stock Prices', 'Stock Items', 'Stock Kits', 'Equivalent Items', 'Stock Pictures', 'Sales Stocks', 'Stock Notes', 'Attachments', and 'Alternate Sup'. The 'Stock Description' tab is active, showing a 'Save' button (callout 7), 'Cancel', and 'Revert' buttons. The form fields include: 'Manufacturer' (callout 3), 'Stock Description' (callout 3) with the value '20" FLAT SCREEN', 'Stock Description (Sales)' (callout 3) with the value '20" FLAT SCREEN', and 'Stock Description (Mfrs)' (callout 4) with the value '20" FLAT SCREEN'. On the right side, there are dropdown menus for 'Category' (callout 4) set to 'COMPUTERS', 'Stock Type' (callout 5) set to 'Monitors', 'Accounting Type' set to 'Rental Equipment', and 'Location'. There is also a 'Technical Type' dropdown. A 'Use Serial Nos' checkbox (callout 6) is checked. Other fields include 'Sort Order', 'Country of Origin', 'Rental pool', 'Replacement Cost', 'Buy In Price', 'Customs Value', 'Daily Cost', 'Item Weight', 'Width' (mm), 'Depth' (mm), 'Height' (mm), 'Non Chargeable Item' (checkbox), 'Sales Only' (checkbox), 'Use Sales Transactions' (checkbox), 'Warranty Days', and 'Earnings' (checkbox).

ADDING STOCK DESCRIPTION #4

This section steps you through adding a stock description that will be linked to another stock description and will be flagged as non-chargeable.

NOTE:

Non-chargeable items will display on the delivery paperwork as it is necessary they are included in the order.

However, non-chargeable items do not display on the invoice sent to the customer.

Stock Descriptions

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Click the **New** button.
3. Enter *POWER CORD* the **Stock Description** field.
4. Select *COMPUTERS* as the **Category**.
5. Select *Cables* as the **Stock Type**.
6. De-select the **Use Serial Nos** checkbox if it is selected. It is not necessary to track a specific power cord in a delivery.
7. Click the **Non Chargeable** checkbox.
8. Click the **Save** button.

The screenshot shows the 'TBS - Main Window - Stock Descriptions' application. The interface includes a menu bar with 'New', 'New Copy', 'Delete', 'Find', 'Print', and 'Export'. Below the menu bar is a table with columns: 'Sort Order', 'Manufacturer', 'Stock Description', 'Rental pool', 'Sales Qty', and 'Use Serial Nos'. The table contains two records: '20" FLAT SCREEN' and 'DESKTOP XPS'. Below the table is a tabbed interface with tabs for 'Stock Description', 'Stock Prices', 'Stock Items', 'Stock Kits', 'Equivalent Items', 'Stock Pictures', 'Sales Stocks', 'Stock Notes', 'Attachments', and 'Alternate Sup'. The 'Stock Description' tab is active, showing a form with various fields. The fields are numbered 1 through 8: 1. 'Manufacturer' field; 2. 'New' button; 3. 'Stock Description' field containing 'POWER CORD'; 4. 'Category' dropdown menu showing 'COMPUTERS'; 5. 'Stock Type' dropdown menu showing 'Cables'; 6. 'Use Serial Nos' checkbox, which is unchecked; 7. 'Non Chargeable Item' checkbox, which is checked; 8. 'Save' button. Other fields include 'Stock Description (Sales)', 'Stock Description (Mfrs)', 'Sort Order', 'Country of Origin', 'Rental pool', 'Replacement Cost', 'Buy In Price', 'Customs Value', 'Daily Cost', 'Item Weight', 'Width', 'Depth', 'Height', 'Location', 'Technical Type', 'Sales Only', 'Use Sales Transactions', 'Warranty Days', and 'Earnings'.

DEFINING STOCK ITEMS

NOTE:

In the previous exercise, you added 2 different headphones and created them as equivalent items.

In this exercise, you will add stock item records for each of the headphones to add a quantity for each item. The 2 quantities will be added together when someone creates a booking for these headphones thereby increasing the availability.

All stock items are allocated to a stock description. For example a particular CD player would be allocated to the stock description which stores that model number. The Stock Descriptions window shows you how many of these particular model number CD players you have in your current rental pool.

This section describes how to keep track of your individual stock items and add new items to existing stock descriptions. It also shows you how to link associated items together.

ADDING STOCK ITEM #1

This section consists of exercises to create stock items to increase the quantity of stock in the rental pool.

Stock Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the **ACME HEADPHONES**.
3. Click on the stock description in the search results.
4. Click the **Stock Items** tab.
5. Click the **New** button.
6. Enter **1** as the **Quantity**.
7. Note that the **Barcode** and **Serial Number** update automatically. Change these if necessary.
8. Click the **Save** button.

The screenshot displays the 'TBS - Main Window - Stock Descriptions' application. The top menu bar includes 'New', 'New Copy', 'Delete', 'Find', 'Print', and 'Export'. Below the menu is a table with columns: 'Sort Order', 'Manufacturer', 'Stock Description', 'Rental pool', 'Sales Qty', 'Use Serial Nos', and 'Category'. The table lists several items, including '4 SPEAKER PA SYSTEM PLATE', 'ACME HEADPHONES', 'AKG C451', and 'ALLEN & HEATH GL2200 24CH MIXING DESK'. A search bar at the top right shows 'Inc Archived?' and 'Category'. Below the table, a tabbed interface is visible with tabs for 'Stock Description', 'Stock Prices', 'Stock Items', 'Items', 'Equivalent Items', 'Stock Pictures', 'Sales Stocks', 'Stock Notes', 'Attachments', 'Alternate Suppliers', and 'Purchase B'. The 'Stock Items' tab is selected, showing a 'New' button and a 'Full Screen' button. Below the tabs is a table with columns: 'Quantity', 'Stock Description', 'Barcode', 'Serial Number', 'Comment', 'Home Dept', and 'Owner Dept'. The 'Quantity' column has a value of '1'. Below the table is a 'Save' button and a 'Revert' button. At the bottom, there are input fields for 'Barcode' (1026), 'Serial Number' (1026), 'Quantity' (1), 'Stock Checked' (checkbox), 'PAT Test Passed' (checkbox), 'Date of last PAT Test', 'Current Job Number', 'Purchase Price', 'Exchange Rate' (1.00), 'Req Num', 'Purchase Date', 'Original Supplier', 'Repair required' (checkbox), and 'Depreciation System'.

ADDING STOCK PRICE

This section steps you through adding a price to the stock item. The price is the amount charged to the client renting the item. A later exercise will demonstrate how the price is reflected on the invoice for billing purposes.

NOTE:

The price list for stock items is separate from the stock item definition as TBS allows you to define multiple lists of prices.

The separate price list provides flexibility to define separate prices for equipment for unique situations such as pricing per customer, length of job, conference pricing or 3rd party pricing, etc.

Add Stock Price

1. Click the **Stock Prices** tab.
2. Click the **New** button.
3. Enter **10.0000** as the **Charge Rate**.
4. Enter **4** as the **Days/week**.
5. Click the **Save & Close** button.

The screenshot displays two overlapping windows from the TBS software. The background window is titled "TBS - Main Window - Stock Descriptions" and contains a table with columns: Sort Order, Manufacturer, Stock Description, and Rental price. The table lists items such as "4 SPEAKER PA SYSTEM TEMPLATE", "ACME HEADPHONES", "AKG C451", and "ALLEN & HEATH GL2200 24CH MIXING DESK". Below the table, it indicates "427 Records". The foreground window is titled "TBS - Main Window - Stock Price" and has tabs for "Stock Descriptions" and "Stock Price". The "Stock Price" tab is active, showing a form with the following fields and values: Manufacturer (empty), Stock Description (ACME HEADPHONES), Department Name (Main Department), Currency (\$), Charge Rate (10.0000), Days/week (4), Unit of Sale (empty), Pricing Type (empty), Markdown (checkbox), Exclude on Delivery (checkbox), Default (checkbox checked), and Active (checkbox checked). Numbered callouts 1 through 5 are placed over the interface to guide the user: 1 points to the "Stock Prices" tab, 2 points to the "New" button, 3 points to the "Charge Rate" field, 4 points to the "Days/week" field, and 5 points to the "Save & Close" button.

ADDING STOCK ITEM #2

This section steps you through creating a stock item with a serial number.

NOTE:

When you create a booking in the system, serial numbers allow you to monitor a specific stock item more precisely.

Stock Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *DESKTOP XPS*.
3. Click on the stock description in the search results.
4. Click the **Stock Items** tab.
5. Click the **New** button.
6. Enter **1** as the **Quantity**.
7. Click the **Save** button.

TBS - Main Window - Stock Descriptions

New New Copy Delete Find Print Export

☐ Inc Archived ? Stock D

Sort Order	Manufacturer	Stock Description	Rental pool	Sales Qty	Use Serial Nos	Category
		CHRISTIE VIVID DESKTOP PROJECTOR		0.00	Yes	VIDEO AND DATA
		DESKTOP XPS		0.00	Yes	COMPUTERS
		DESKTOP, P4 D 1.5GHZ, 2GB RAM, 250HD		0.00	Yes	COMPUTERS
		LOGITECH USB DESKTOP MICROPHONE	4	0.00	Yes	COMPUTERS

6 Records Sort Order Manufacturer Stock Description

Stock Description Stock Prices Stock Items 4 Equivalent Items Stock Pictures Sales Stocks Stock Notes Attachments Alternate Suppliers Purchase Ex

Edit New 5 New Copy Delete Find Print Export Full Screen

☐ Inc Archived ? Stock De

Quantity	Stock Description	Barcode	Serial Number	Comment	Home Dept	Owner Dept

Barcode Location

Stock Item Scan Archives Linked Items Technical Details Stock Notes PAT Test Results Attachments Stock Earnings Stock Purchase Info

Save 7 Cancel Revert

Barcode 1028

Serial Number 1028

Quantity 1 6

Stock Checked ☐

PAT Test Passed ☐ Reset PAT

Date of last PAT Test

Current Job Number

No Current Job ☐

Purchase Price

Exchange Rate 1.00

Req Num

Purchase Date

Original Supplier

Repair required ☐

Depreciation System

Depreciation Rate

ADDING STOCK PRICE

This section steps you through adding a price to the stock item. The price is the amount charged to the client renting the item. A later exercise will demonstrate how the price is reflected on the invoice for billing purposes.

Add Stock Price

1. Click the **Stock Prices** tab.
2. Click the **New** button.
3. Enter **100.0000** as the **Charge Rate**.
4. Enter **7** as the **Days/week**.
5. Click the **Save & Close** button.

The screenshot shows the 'TBS - Main Window - Stock Price' dialog box. The 'Stock Prices' tab is selected. The 'New' button is highlighted with a blue box and the number 2. The 'Charge Rate' field is highlighted with a blue box and the number 3, containing the value '100.0000'. The 'Days/week' field is highlighted with a blue box and the number 4, containing the value '7'. The 'Save & Close' button is highlighted with a blue box and the number 5. The 'Stock Description' field contains 'DESKTOP XPS'.

Manufacturer:

Stock Description:

Department Name:

Currency:

Charge Rate:

Days/week:

Unit of Sale:

Pricing Type:

Markdown: ☐

Exclude on Delivery: ☐

Default: ☒

Active: ☒

ADDING STOCK ITEM #3

This section steps you through creating a stock item that will be linked to another item.

NOTE:

When you create a booking in the system, you can check to see if there are any associated items with that stock.

For example, when a client rents a computer, a power cord, mouse and keyboard can be grouped so the items are delivered together.

Stock Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *20" FLAT SCREEN*.
3. Click on the stock description in the search results.
4. Click the **Stock Items** tab.
5. Click the **New** button.
6. Enter **1** as the **Quantity**.
7. Click the **Save** button.

The screenshot shows the 'TBS - Main Window - Stock Descriptions' application. At the top, there's a menu bar with options like New, New Copy, Delete, Find, Print, and Export. Below this is a search table with columns: Sort Order, Manufacturer, Stock Description, Rental pool, Sales Qty, Use Serial Nos, and Category. The search results show several items, including '20" FLAT SCREEN' which is highlighted with a blue box and a '3' indicating it's the selected item.

Below the search results, there's a tabbed interface. The 'Stock Items' tab is selected, indicated by a blue box and a '4'. The 'New' button in this tab is highlighted with a blue box and a '5'. Below the tabs, there's a table with columns: Quantity, Stock Description, Barcode, Serial Number, Comment, Home Dept, and Owner Dept. The first row shows '1' in the Quantity column and '20" FLAT SCREEN' in the Stock Description column.

At the bottom, there's a form for entering item details. The 'Barcode' field is set to '1027', the 'Serial Number' is '1027', and the 'Quantity' is '1'. The 'Save' button is highlighted with a blue box and a '7'. Other fields include 'Purchase Price', 'Exchange Rate', 'Req Num', 'Purchase Date', 'Original Supplier', 'Repair required', 'Depreciation System', and 'Depreciation Rate'.

ADDING STOCK PRICE

This section steps you through adding a price to the stock item.

Add Stock Price

1. Click the **Stock Prices** tab.
2. Click the **New** button.
3. Enter **50.0000** as the **Charge Rate**.
4. Enter **7** as the **Days/week**.
5. Click the **Save & Close** button.

The screenshot shows the 'TBS - Main Window - Stock Price' dialog box. The 'Stock Prices' tab is selected. The 'New' button is highlighted with a blue box and the number 2. The 'Charge Rate' field is highlighted with a blue box and the number 3, containing the value '50.0000'. The 'Days/week' field is highlighted with a blue box and the number 4, containing the value '7'. The 'Save & Close' button is highlighted with a blue box and the number 5. The 'Stock Description' field contains '20" FLAT SCREEN'. The 'Department Name' is set to 'Main Department'. The 'Currency' is set to '\$'. The 'Unit of Sale' is empty. The 'Pricing Type' is set to 'Standard'. The 'Markdown' checkbox is unchecked. The 'Exclude on Delivery' checkbox is unchecked. The 'Default' checkbox is checked. The 'Active' checkbox is checked.

Sort Order	Manufacturer	Stock Description	Rental po
		20" FLAT SCREEN	
		FLIGHT CASE FOR 20" PRESENTER	3
		NEC 20" LCD TOUCH SCREEN	
		RCU FOR 20" PRESENTER	3

ADDING STOCK ITEM #4

NOTE:

When you create a booking in the system, there may be stock items that are linked to the main item that are non-chargeable.

Non-chargeable items are items that are required for the stock to function properly but are not included in the billing. It is important to track non-chargeable items since it is important that they still get delivered and returned from a booking.

This section steps you through creating a non-chargeable stock item that will be linked to another item.

Stock Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *POWER CORD*.
3. Click on the stock description in the search results.
4. Click the **Stock Items** tab.
5. Click the **New** button.
6. Enter **1** as the **Quantity**.
7. Click the **Save** button.

The screenshot shows the 'TBS - Main Window - Stock Descriptions' interface. The top menu bar includes 'New', 'New Copy', 'Delete', 'Find', 'Print', and 'Export'. Below the menu is a table with columns: 'Sort Order', 'Manufacturer', 'Stock Description', 'Rental pool', 'Sales Qty', 'Ser. Nos', and 'Category'. A row for 'POWER CORD' is highlighted, with a blue box labeled '3' over the 'Stock Description' column. Below the table is a tabbed interface with tabs: 'Stock Description', 'Stock Prices', 'Stock Items', 'Kits', 'Equivalent Items', 'Stock Pictures', 'Sales Stocks', 'Stock Notes', 'Attachments', 'Alternate Suppliers', and 'Purchase Orders'. The 'Stock Items' tab is selected, and a blue box labeled '4' is over the 'Stock Items' tab. Below the tabs is a sub-menu bar with 'Edit', 'New', 'New Copy', 'Delete', 'Find', 'Print', 'Export', and 'Full Screen'. The 'New' button is highlighted with a blue box labeled '5'. Below the sub-menu bar is a table with columns: 'Quantity', 'Stock Description', 'Barcode', 'Serial Number', 'Comment', 'Home Dept', and 'Owner Dept'. A row for 'POWER CORD' is highlighted, with a blue box labeled '6' over the 'Quantity' column. Below the table is a 'Save' button, highlighted with a blue box labeled '7'. Below the 'Save' button is a form with fields: 'Barcode' (1023), 'Serial Number' (1023), 'Quantity' (1), 'Stock Checked' (checkbox), 'PAT Test Passed' (checkbox), 'Date of last PAT Test', 'Current Job Number', 'Purchase Price', 'Exchange Rate' (1.00), 'Req Num', 'Purchase Date', 'Original Supplier', 'Repair required' (checkbox), and 'Depreciation System'.

NOTE:

Items linked in a kit provide the necessary information to those who will be packing the items to make sure all necessary items are delivered to and returned from a booking.

NOTE:

The Stock Kit definition screen allows you to mark a chargeable item non-chargeable when it is included as part of a kit. To make a kit item non-chargeable check the **Non-charge** checkbox.

CREATING STOCK KITS

In the previous exercises, you added the following stock items to the system:

- Computer
- Monitor
- Power cord

In this exercise, you will link the items together in a kit so that when a client rents the computer, the monitor and power cord can be delivered and tracked with it.

Linked Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *DESKTOP XPS*.
3. Click on the stock description in the search results.
4. Click the **Stock Kits** tab.
5. Click the **New** button.
6. Enter *20" FLAT SCREEN* as the **Stock Description**.
7. Make sure the **Non charge** checkbox is selected. This ensures there is no separate charge for this item when included as part of a kit.
8. Click the **Save & Close** button.
9. Repeat steps 5 – 6 to add the *POWER CORD* to the kit.

The screenshot displays two overlapping windows from the TBS software. The top window, titled 'TBS - Main Window - Stock Descriptions', shows a table with columns for Sort Order, Manufacturer, and Stock Description. The table lists several items, including 'APPLE MAC G5 2.6GHZ DESKTOP COMPUTER', 'CHRISTIE VIVID DESKTOP PROJECTOR', 'DESKTOP XPS', and 'DESKTOP P4 D'. The 'DESKTOP XPS' row is highlighted. The bottom window, titled 'TBS - Main Window - Stock Kit', shows the 'Stock Kit' form. It has tabs for 'Stock Descriptions' and 'Stock Kit'. The 'Stock Kit' tab is active, showing fields for Manufacturer, Stock Description (with '20" FLAT SCREEN 300W' entered), Quantity to add (set to 1), and checkboxes for Charge, Non charge (checked), Add initially, Ask User, Case Number, Non Chargeable Item, Show On Inv, and Not on Del'y. The 'Save & Close' button is visible at the top of the form.

BOOKINGS

This chapter guides you through the process of creating and managing bookings. Use this information to become familiar with using the system to create bookings, edit existing booking details, sub rent equipment in case of equipment shortages and generate paperwork for the client.

NEW BOOKING

To create a booking, you combine a client record with a stock description. You then check the availability of the stock items, allocate items to a job and produce the necessary paperwork.

This exercise guides you through creating a booking. The high level steps for creating a booking include:

- Perform a client lookup to link to the equipment booking.
- Check availability of stock.
- Confirm booking.
- Produce confirmation paperwork for the client.

LINKING TO A CLIENT

Each booking record must be tied to a client. When you create a new booking, you can use a lookup feature to search the clients stored in the database. If the client does not exist in the system, you can add it without leaving the Bookings section.

TIP:

Click the yellow arrow in the Delivery Address Lookup section of the Job Details screen copies the values from the Invoice Client Lookup section if these are the same.

NOTE:

The information for maintaining client records is covered in section [Setting up Client Information](#) page 21.

Create booking

1. Select **Bookings > Job Details** from the left menu.
2. Click the **New** button at the top of the Job Details screen.
3. Lookup the client (AAA Equipment Rental) by entering a partial name in the **Invoice Client** drop down list followed by a **?** to narrow the list of clients.
4. Select **Bill Jones** (entered in section [Adding Contacts](#) page 23) from the **Invoice Contact** drop down list.
5. Click the yellow arrow icon in the Delivery Address Lookup section to copy the Invoice Client field values.
6. Review the default dates for the equipment rental.
7. Click the **Save** button.

The screenshot shows the 'TBS - Main Window - Job Details' interface. At the top, there is a menu bar with options like 'New', 'New Copy', 'Edit', 'Delete', 'Find', 'Print', 'Export', 'Planboard', and 'Last Viewed Job'. Below this is a table with columns: 'Job Number', 'Invoice Client', 'Return Default D...', 'Delivery Default ...', 'Physical Status', 'Accts Status', 'Production Reference', 'Reference', and 'Our Job Contact'. The 'New' button is highlighted with a blue box and the number 2. Below the table, there are tabs for 'Job Details', 'Job Folders', 'Bookings Items', 'Item Allocations', 'Amend Details', 'Stock Allocation Problems', 'Case info', 'Attachments', 'Job Notes', 'Client PO's', and 'Insurance Charges'. The 'Job Details' tab is active. Below the tabs, there are buttons for 'Save' (highlighted with a blue box and the number 7), 'Cancel', 'Revert', 'Lock', 'Unlock', and 'Full Screen'. The main area contains several lookup sections: 'Invoice Client Lookup' (with 'AAA Equipment Rental' selected, highlighted with a blue box and the number 3), 'Delivery Address Lookup' (with 'AAA Equipment Rental' selected, highlighted with a blue box and the number 5), and 'Collection Address Lookup'. Below these, there are fields for 'Invoice Client Code', 'Invoice Contact' (with 'Bill Jones' selected, highlighted with a blue box and the number 4), 'Ordered By', 'Awaiting PO', 'Delivery Default Date' (NOV-3-2008), 'Return Default Date' (NOV-5-2008), 'Default Rental Start' (NOV-4-2008), and 'Default Rental End' (NOV-4-2008). A yellow arrow icon is visible in the 'Delivery Address Lookup' section.

TIP:

Fields with a red outline allow you to perform a lookup of values for that field. You can enter search criteria, such as **ABC**, followed by a **?** to conduct a search of all values for that field that include that sequence of characters.

NOTE:

The information for maintaining stock items is covered in section **Defining Stock Items** page 34.

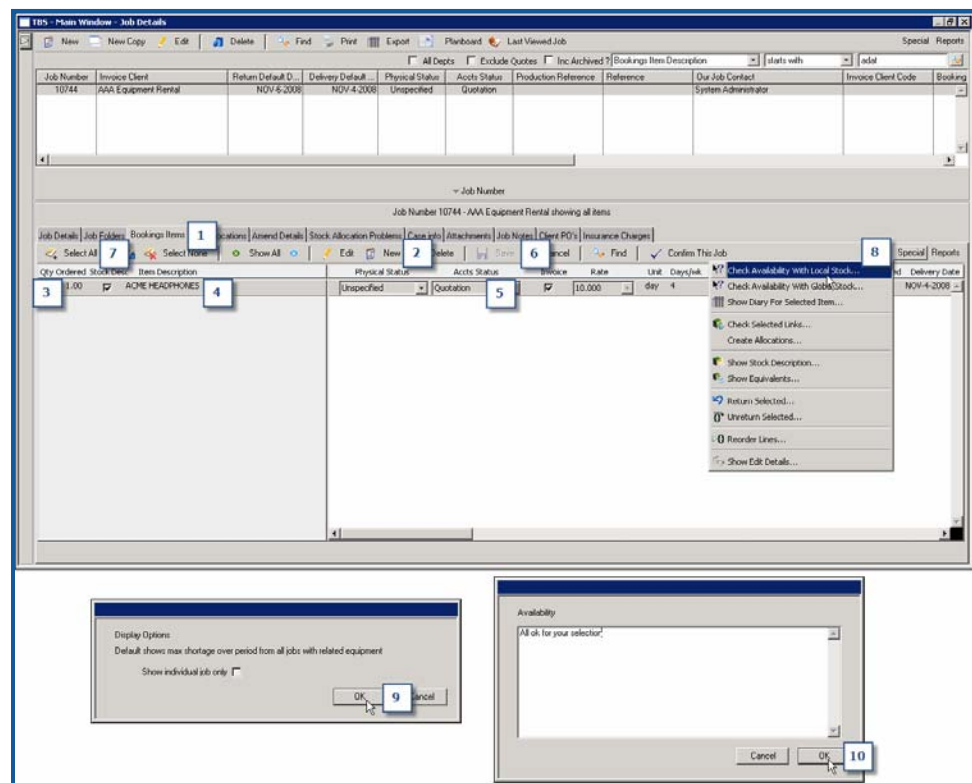
CHECK AVAILABILITY

Before you can allocate stock to a client for a specified date range, you must first check the available of that item(s). To check the availability of a stock item:

- Select the Bookings Items tab.
- Add the stock details such as Quantity and Item Description.
- Check the availability.

Check availability

1. Click the **Booking Items** tab.
2. Click the **New** button.
3. Enter **1** as the **Qty**.
4. Select **ACME HEADPHONES** as the **Stock Description**.
5. Notice the **Accts Status** drop down list defaults to *Quotation*. Once you confirm the job, this value changes to *Confirmed*.
6. Click the **Save** button.
7. **Select All** stock items to check availability.
8. Click the **Special** button and select **Check Availability with Local Stock**.
9. Click **OK** when the Display Options dialog displays.
10. Click **OK** when Availability dialog shows selection is ok.



CONFIRM JOB

Each booking must be confirmed to reserve the selected stock items and take them out of the rental pool for the time period of the booking.

Confirm Booking

1. Click the **Confirm This Job** button from the Booking Items tab.
2. Click **Yes** at the *Do you want to change this quotation to a confirmed booking?* dialog.
3. Click **Yes** at the *Check all lines for linked items?* dialog.
4. Note that the **Accts Status** drop down changes to *Confirmed*.
5. Note that the **Rate** drop down changes to the price you specified in the Stock Price list for the stock item.
6. Click the **Save** button.

The screenshot shows the 'TBS - Main Window - Job Details' interface. The top menu bar includes options like New, New Copy, Edit, Delete, Find, Print, Export, Planboard, and Last Viewed Job. Below the menu is a toolbar with icons for various actions. The main area displays a table with columns: Job Number, Invoice Client, Return Default D..., Delivery Default..., Physical Status, Accts Status, Production Reference, Reference, and Our Job C. The table shows a single row for Job Number 10744, Invoice Client AAA Equipment Rental, and Physical Status Unspecified. Below the table, there are tabs for Job Details, Job Folders, Bookings Items, Item Allocations, Amend Details, Stock Allocation Problems, Case info, Attachments, Job Notes, Client PO's, and Insurance Charges. The 'Bookings Items' tab is active, showing a table with columns: Qty Ordered, Stock Desc, Item Description, Physical Status, Accts Status, Invoice, Rate, Unit, Days/wk, and Char. The table shows a single row for Qty Ordered 1.00, Stock Desc ACME HEADPHONES, Physical Status Unspecified, Accts Status Confirmed, Invoice 10,000, Rate 10,000, Unit 4, Days/wk 1.0. At the bottom, there are two dialog boxes. The first dialog box asks 'Do you want to change this quotation to a confirmed booking?' with 'No' and 'Yes' buttons. The second dialog box asks 'Check all lines for linked items?' with 'No' and 'Yes' buttons. Numbered callouts (1-6) indicate the steps: 1. Confirm This Job button, 2. Yes button for the first dialog, 3. Yes button for the second dialog, 4. Accts Status dropdown, 5. Rate dropdown, and 6. Save button.

NEW BOOKING (GROUPED ITEMS)

NOTE:

In this exercise, you add a job detail for a client who does not exist in the system. You can add the client information without having to leave the booking record.

In an earlier exercise, you added 3 stock items (*DESKTOP XPS*, *20" FLAT SCREEN* and a *POWER CORD*) to the system and set them up to be grouped in a stock kit. This exercise guides you through creating a booking where the selected equipment has items that need to be included in the order so they can be prepared for delivery and billing to the client.

Create Booking (linked items)

1. Create a new Job Detail.
2. Add *ABC Equipment Rental* as the **Invoice Client**.
3. Select to **Setup** a client record for the new client. The system presents the **Client** screen.
4. Add the **Address** information and change the **Location** to *United States* if appropriate.
5. Click **Save & Close** to save the new client information and return to the Job Details screen.
6. Click **Save** to save job details.

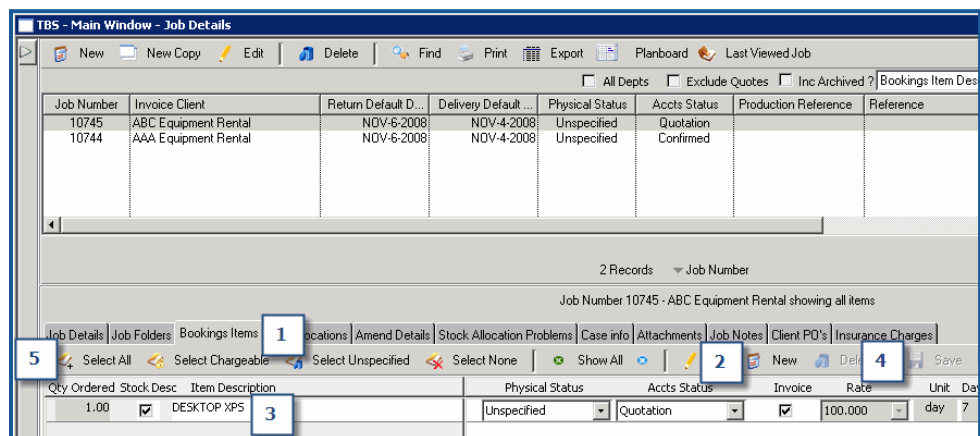
The screenshot shows the 'TBS - Main Window - Client' setup screen. A 'No Match Found' dialog box is open, indicating that no match was found for 'ABC Equipment Rental'. The dialog box has 'Cancel' and 'Setup' buttons. The 'Setup' button is highlighted with a blue box and the number 3. Below the dialog box, the 'TBS - Main Window - Client' form is visible. The form has a 'Job Details' tab and a 'Client' tab. The 'Client' tab is active, showing fields for Client Name, Address line 1, Address line 2, Address line 3, Address line 4, Zip Code, Main Phone, Location, Type of client, Sub Type, Tax Rate Desc, Tax rate, Use Currency Of, and Default Currency. The 'Client Name' field is highlighted with a blue box and the number 4. The 'Save & Close' button is highlighted with a blue box and the number 5.

CREATE BOOKING

Now that you have created the client record, you can add the booking details for that client.

Create booking (linked items)

1. Click the **Booking Items** tab.
2. Click the **New** button.
3. Enter *DESKTOP XPS* as the **Item Description**.
4. Click the **Save** button.
5. Click the **Select All** button.
6. Click the **Special** button and select **Check Availability with Local Stock**.
7. Click **OK** when the Display Options dialog displays.
8. Click **OK** when Availability dialog shows selection is ok.

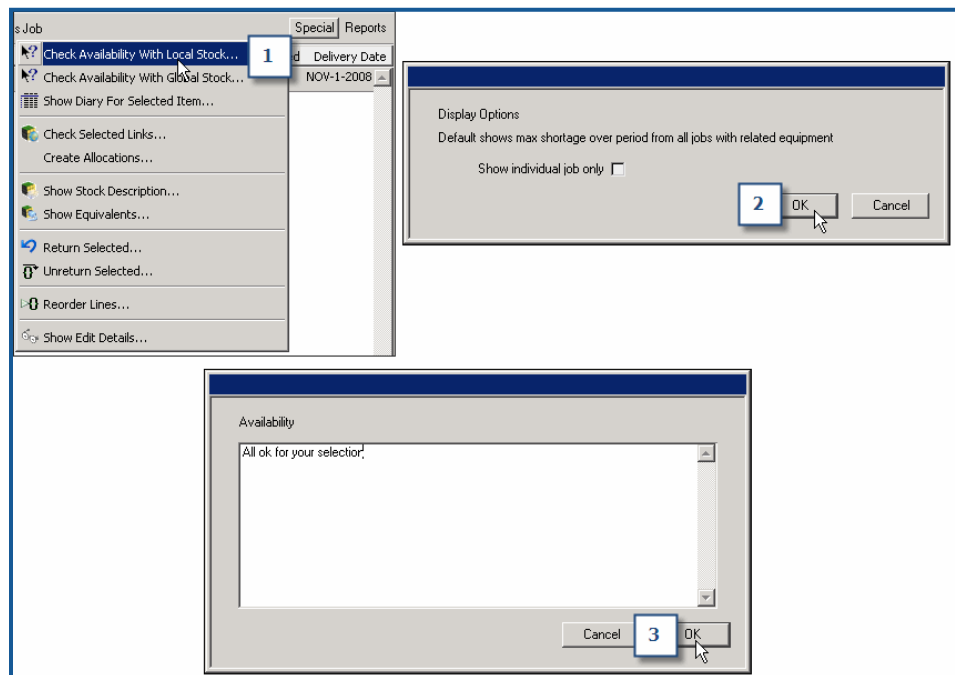


CHECK AVAILABILITY

Check the availability of the items.

Check Availability

1. Click the **Special** button and select **Check Availability with Local Stock**.
2. Click **OK** when the Display Options dialog displays.
3. Click **OK** when Availability dialog shows selection is ok.



CONFIRM BOOKING

This exercise steps you through confirming a booking in which multiple stock items are linked together. This exercise illustrates chargeable and non-chargeable items booked for the same job.

Confirm Booking

1. Click the **Confirm This Job** button from the Booking Items tab.
2. Click **Yes** at the *Do you want to change this quotation to a confirmed booking?* dialog.
3. Click **Yes** at the *Check all lines for linked items?* dialog.
4. Note that the linked items now display on the Booking Items list.
5. Note that the **Physical Status** drop down displays as *Unspecified*.
6. Note that the **Accts Status** drop down changes to *Confirmed*.
7. Note that the **Invoice** checkbox is selected for the *DESKTOP XPS*, but not for the *20" FLAT SCREEN* or *POWER CORD*. The monitor was set as non-chargeable when included in a kit and the power cord was set as non-chargeable in the stock description.
8. Click the **Save** button.

1 ☒ Confirm This Job

Do you want to change this quotation to a confirmed booking ?

No 2 Yes

Check all lines for linked items ?

No 3 Yes

TBS - Main Window - Job Details

New New Copy Edit Delete Find Print Export Planboard Last Viewed Job

☐ All Depts ☐ Exclude Quotes ☐ Inc Archived ? Bookings Item Description

Job Number	Invoice Client	Return Default D...	Delivery Default ...	Physical Status	Accts Status	Production Reference	Reference	
10745	ABC Equipment Rental	NOV-6-2008	NOV-4-2008	Unspecified	Quotation			0
10744	AAA Equipment Rental	NOV-6-2008	NOV-4-2008	Unspecified	Confirmed			0

2 Records Job Number

Job Number 10745 - ABC Equipment Rental showing all items

Job Details Job Folders Bookings Items Item Allocations Amend Details Stock Allocation Problems Case info Attachments Job Notes Client PD's Insurance Charges

Select All Select None Show All Edit New Delete 8 Save Cancel Find Confirm T

Qty Ordered	Stock Desc	Item Description	Physical Status	Accts Status	Invoice	Rate	Unit	Days/wk
1.00	☒	DESKTOP XPS	Unspecified	Confirmed	☒	100,000	day	7
1.00	☒	20" FLAT SCREEN	Unspecified	Confirmed	☐	10	day	7
1.00	☒	POWER CORD	Unspecified	Confirmed	☐	100	day	7

4 5 6 7

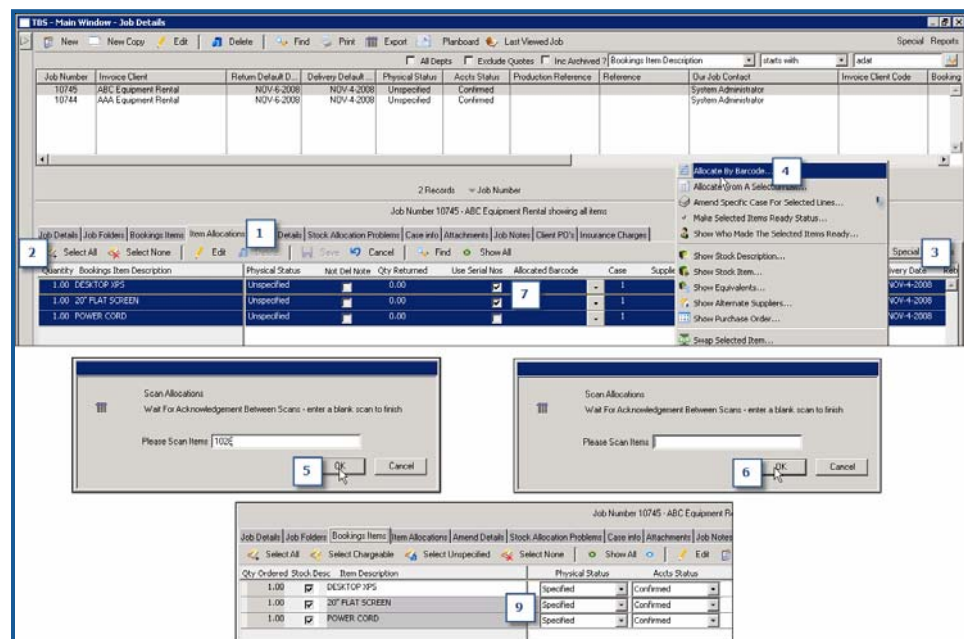
As the job start date approaches, it is necessary for the stock items to be allocated to the job.

Once your barcode scanner is setup in global preferences, you can scan each item to automatically record the information in TBS.

For the purposes of this exercise, manually enter the barcode when prompted. To look up the barcode, highlight the stock item on the **Item Allocations** tab, click **Special** and select **Stock Item**. Make a note of each barcode.

1. Click the **Item Allocations** tab for the DESKTOP XPS job.
2. Click the **Select All** button to select each item.

1. Click the **Special** button.
2. Select **Allocate by Barcode**.
3. Enter the first barcode and click **OK**. Repeat until each item is entered.
4. Click **OK** on the **Scan Allocations** dialog once you have added the last item.
5. Note that the **Use Serial Nos** checkbox is selected for the computer and monitor since you enabled this when you created the stock description.
6. Click the **Booking Items** tab.
7. Note that the **Physical Status** now displays *Specified* since specific items have been allocated for a job.



PRINT CLIENT PAPERWORK

This section describes how to print the paperwork required when the items in a booking have been allocated. Once you have allocated the items, you will then need to generate the following paperwork:

- Delivery note
- Client invoice

PRINT DELIVERY NOTE

The delivery note lists each of the items that must be included in the delivery to a client for a specific job. The delivery note is sent to the client as well to indicate all of the items the client must return when the job has ended.

Print Delivery Note

1. Click the **Job Details** tab for the DESKTOP XPS job.
2. Click the **Reports** button.
3. Select **Print Delivery Note**.
4. Specify the destination printer and print note.
5. Review the details and submit to the client with their order.
6. Click the Booking Items tab.
7. Note the **Physical Status** now displays as **Working**.

✓ Confirm This Job Special Reports

Print Quotation... Delivery Date

Print Confirmation... -2008

Print Delivery Note... -2008

Print Return Sheet... -2008

Print Rental Invoice...

Print Sales Invoice...

Print Credit...

Print Pro Forma...

Report Properties...

jim flynn RENTALS

ABC Equipment Rental
200 Park Ave
Suite 200
New York
NY
11111

Delivery Note Page Number: 1

Production Name:
Order No/Reference:
Delivery Date: NOV-4-2008 Delivery Date: NOV-5-2008
Job Number: 10745

Qty	Description	Serial Number	Start	End
Case number 1				
1	DESKTOP XPS	1028	11/5	11/5
1	20" FLAT SCREEN	1027	11/5	11/5
1	POWER CORD	1023	11/5	11/5

Job Number 10745 - ABC Equipment Rental

Job Details | Job Folders | Bookings Items | Locations | Amend Details | Stock Allocation Problems | Case info | Attachments | Job Notes

Select All Select Chargeable Select Unspecified Select None Show All Edit

Qty Ordered	Stock Desc	Item Description	Physical Status	Accts Status
1.00	✓	DESKTOP XPS	Working	Confirmed
1.00	✓	20" FLAT SCREEN	Working	Confirmed
1.00	✓	POWER CORD	Working	Confirmed

RETURN ITEMS

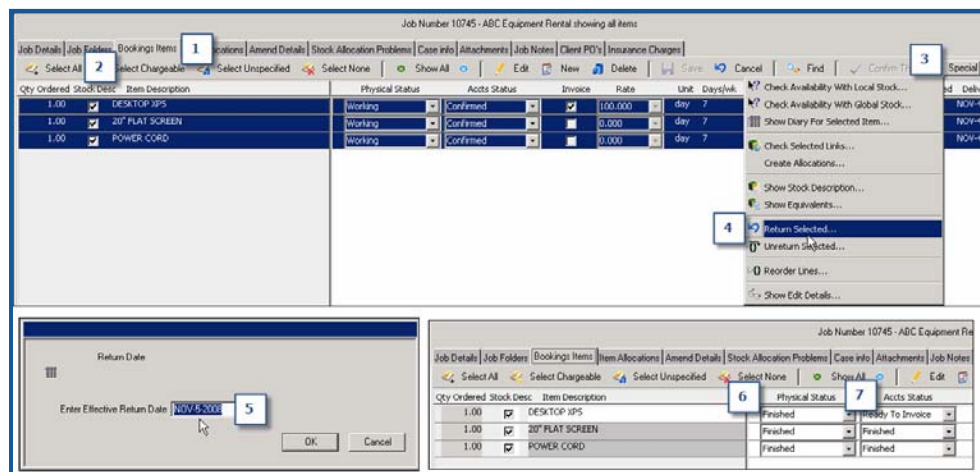
NOTE:

For the purposes of these exercises, we use the default setting to bill at the end of the job as defined in the **Billing Cycle** drop down list on the **Job Details** screen.

Once a job is complete and the client returns the rental items, you can enter the return status into the application. When you enter return items, TBS automatically flags the items as ready for invoicing.

Return Items

1. Click the **Booking Items** tab for the DESKTOP XPS job.
2. Click the **Select All** button.
3. Click the **Special** button.
4. Select **Return Selected**.
5. Enter the **Return Date**.
Make sure the return date is no more than 1 day earlier than the original job end date so as not to affect the billing for the job.
6. Note that the **Physical Status** displays as *Finished*.
7. Note that the **Accts Status** displays as *Ready to Invoice*.



NOTE:

This section highlights how a stock item with a rental price may not appear on an invoice if it is marked **non-chargeable** when included in a stock kit.

For example, the 20" FLAT SCREEN monitor has a rental rate of **\$50 per day**, but is included in a stock kit with the DESKTOP XPS. Only the charge for the desktop appears on the invoice since the monitor and power cord are required to be delivered with it.

PRINT INVOICE

This section describes how to print an invoice once the rental items have been returned at the end of a job. Only items marked as chargeable display on an invoice.

Print Invoice

1. Click the **Booking Items** tab for the DESKTOP XPS job.
2. Click the **Reports** button.
3. Select **Print Rental Invoice**.
4. Specify the destination printer and print invoice.
5. Review the details and submit to the client. Note that the *DESKTOP XPS* is the only item that displays. The 20" FLAT SCREEN was designated non-chargeable when included in a stock kit and the *POWER CORD* is always non-chargeable.

The screenshot shows the 'Jim Flynn Rentals' software interface. The main window displays a table of items with columns: Qty, Ordered, Stock Desc, Item Description, Physical Status, Accts Status, Invoice, Rate, Unit, Days/Wk, Charges, Discount, and Dry Date. The table lists three items: DESKTOP XPS, 20" FLAT SCREEN, and POWER CORD. The 20" FLAT SCREEN and POWER CORD are marked as 'Finished' and 'Ready To Invoice'. The DESKTOP XPS is marked as 'Finished' and 'Ready To Invoice'. A pop-up window titled 'Rental Invoice' is displayed, showing the company name 'ABC Equipment Rental', address '200 Park Ave, Suite 200, New York, NY 11111', and contact information. The invoice details include 'Production Name: ABC Equipment Rental', 'Order No/Reference: NOV-4-2008', 'Invoice Number: 9272', 'Invoice Date: NOV-5-2008', and 'Job Number: 10745'. The invoice table shows a single line item for 'DESKTOP XPS' with a rate of 100.00, start date 11/5, end date 11/5, and a total of 100.00.

Qty	Ordered	Stock Desc	Item Description	Physical Status	Accts Status	Invoice	Rate	Unit	Days/Wk	Charges	Discount	Dry Date
1.00			DESKTOP XPS	Finished	Ready To Invoice		100.000	day	7	1.00	0.0000	-2008
1.00			20" FLAT SCREEN	Finished	Ready To Invoice		0.000	day	7	0.00	0.0000	-2008
1.00			POWER CORD	Finished	Ready To Invoice		0.000	day	7	0.00	0.0000	-2008

Qty	Description	Per Day \$	Start	End	Charge Days	Total \$
1	DESKTOP XPS	100.00	11/5	11/5	1	100.00
Total for GENERAL						100.00

SYSTEM ADMINISTRATION

This chapter explains how to use the functions in the System Administration section to maintain the settings that affect the entire application. If you have system administrator rights, you can define and maintain the departments, users, groups and security levels for the system.

MAIN COMPANIES

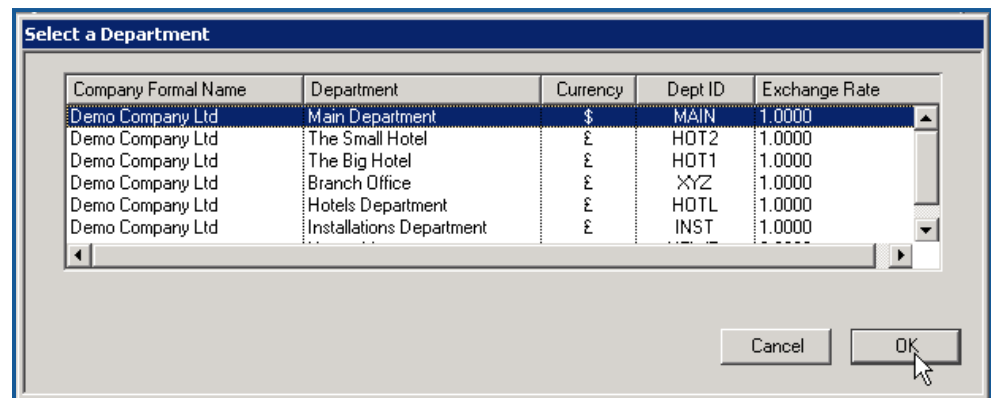
NOTE:

You can define multiple departments for each company.

The Main Companies section allows you to define the profile data for the companies which will have access to the application. The data includes information such as company address, website and email address, SMTP settings for outgoing email from the application and a company logo.

You can then define multiple departments for each company. The department profiles include information such as department address, currency, exchange rate and tax information. In addition, users with appropriate access can see the next document number the application will assign, such as Invoices and Carnets, when the related document is generated.

A user with appropriate security privileges can assign users to a department in their user profile, see [Users](#) page 58 for information on defining users. A user can also be granted access to multiple departments in their profile. The user would then select the department upon logging in to the application. If a user is granted access to multiple departments, they will see a screen similar to the following before logging in:



This section includes information on how to perform the following functions:

- Define main companies
- Define departments

DEFINE MAIN COMPANIES

This section describes how to define companies.

Define Companies

1. Select **System Administration > Main Companies** from the left menu.
2. Click the **New** button or highlight a company and click **Edit**.
3. Add or modify the basic profile information such as **Name, Address, Email** and **SMTP** settings.
4. Provide additional details as necessary and click **Save & Close** when finished.

TBS - Main Window - Main Company

Main Companies Main Company

Save & Close 4 Save Cancel Revert

General Logos

3

Company Legal Name ABC Inc.

Company Formal Name ABC Inc.

Company Sort Name ABC

Company ID ABC ☒ Default

Address & Contact Info 1100 Park Ave.
New York, NY
10000

Company Phone 212-555-9999

Company Fax 212-222-2222

Company Email

Company Website

Web Server Address

Web Server Connection Type

HTTP Path

HTTP Logon

HTTP Password

FTP Path

FTP Logon

FTP Password

SMTP Server address

SMTP authorisation ? ☐

SMTP Logon

SMTP Password

DEFINE DEPARTMENTS

This section describes how to define companies.

Define Departments

1. Select **System Administration > Main Companies** from the left menu.
2. Click on the company to add departments.
3. Click the **New** button in the section below the departments.
4. Add or modify the basic profile information such as **Name, Address, Currency, Exchange Rate, Tax** and **Next Document Numbers**.
5. Provide additional details as necessary and click **Save** when finished.

TBS - Main Window - Main Companies

Inc Archived ? ☐

Company Formal Name	Company Sort Name	Default	Company Phone	Company Fax	Company Email
ABC Inc.	ABC	Yes	212-555-9999	212-222-2222	
Demo Company Ltd	DEMO	Yes			

2 Records ▲ Company Formal Name

New New Copy Delete Find Print Export

Department Name	Dept	Currency	Exchange Rate	Exchange Rate Only

▲ Department Name

Save Cancel Revert Show Other Logos Delete Displayed Logo

General Logos

Dept: AP

Department Name: Accounts Payable

Address 1: 100 W. Park St.

Address 2: Manchester

Address 3: NH

Address 4:

Zip Code: 10000

Main Phone: 555-555-3333

Fax Number: 555-222-2222

Email address: ap@abcinc.com

Currency: \$ Currency 2:

Exchange Rate: 1.0000 Exchange Rate Only: ☐

Local Tax: VAT

Next Booking Number: 1100

Next Invoice Number: 3002

Next Credit Number: 0

Next Sales Stock Trans: 0

Next Carnet Number: 1029

Next Trip Number: 0

Registration Number:

USERS

NOTE:

Check the **System Administrator** checkbox to give the user full access to the functions in the application.

NOTE:

Check the **Select Department on Signon** checkbox to allow the user to specify which department to access upon login to the application. If left unchecked, the user will only have access to the department specified in the **Department Name** drop down.

The Users section allows you to define the users of the system along with their basic profile. The profile includes information each user uses to login to the system such as their ID and password and displays other information such as their email address, phone numbers and department name.

For each user, you can add signatures to use in correspondence that users have from the system, or specify to send internal mail to their external email client.

Define Users

1. Select **System Administration > Users** from the left menu.
2. Click the **New** button or highlight a user and click **Edit**.
3. Add or modify the basic profile information such as **User ID**, **User Name**, **Password** and **Email**.
4. Check the **System Administrator** checkbox if appropriate for this user.
5. Ensure the **Active** checkbox is selected so the user can access the system. Deselect this box to deactivate a user.
6. Provide additional details as necessary and click **Save & Close** when finished.

TBS - Main Window - User

Save & Close 6 Save Cancel Revert

General User Preferences

3 User ID JACK

User Name Jack Grinnage

User Sort Name JACK

System Administrator ☐

4 Password ***** Set Password

Last Logon Date

Group Memberships Standard Users,ACCOUNTING

5 Email

Active ☒

Department Name Main Department

Select Department On Signon ☒

Job Title Installations

Old Style Authority Level 2

Phone Extension 0

Home Phone

Mobile Phone

Formal Signature

Informal Signature

Forward mail to external email ☒

Unread Mail ☐

Prevent User From Using Web Client ☐

GROUPS

NOTE:

Add users to groups in the Security section. Define security rights at the group level. See [Security](#) page 60 for more details.

The Groups section allows you to define the groups to which individual users can be assigned. You can then add users to groups when you define security (see [Security](#) page 60).

Define Groups

1. Select **System Administration > Groups** from the left menu.
2. Click the **New** button or highlight a group and click **Edit**.
3. Add or modify the group profile information.
4. Ensure the **Active** checkbox is selected. Deselect this box to deactivate a group.
5. Provide additional details as necessary and click **Save & Close** when finished.

The screenshot shows a dialog box titled "TBS - Main Window - Group". It contains the following elements:

- A toolbar at the top with icons for "Save & Close" (labeled 5) and "Cancel".
- Three text input fields:
 - "Group ID" containing the text "ACCOUNTING" (labeled 3).
 - "Group Sort Name" containing the text "ACCOUNTING".
 - "Group Description" containing the text "ACCOUNTING".
- An "Active" checkbox, which is checked, located to the right of the "Group ID" field (labeled 4).

SECURITY

The Security section allows you to define the access that users have to different functions within the application. Define security at the group level. You can add a user to more than one group. Defining security includes the following functions:

- Add users to groups
- Define group security profile

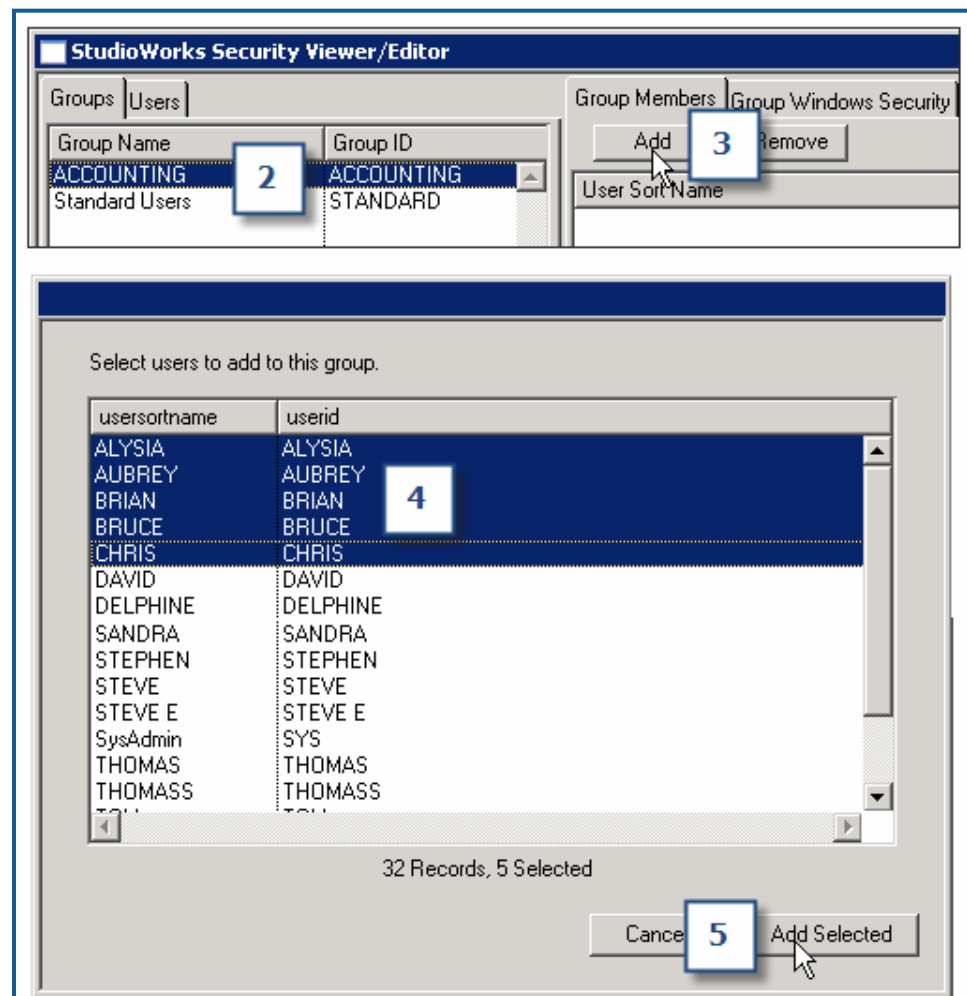
ADD USERS TO GROUPS

You must first assign users to a group for that user to have access to the application.

You can add a user to more than one group if necessary. If a user belongs to more than one group, that user will have access to the application as defined by the highest level of security of the groups in which they belong.

Add Users to Groups

1. Select **System Administration > Security** from the left menu.
2. Click the group name from the **Groups** tab.
3. Click the **Add** button from the **Group Members** tab.
4. Click the user(s) to add to the group. Use **CTRL + click** or **SHIFT + click** to select multiple users.
5. Click the **Add Selected** button when finished.



NOTE:

If a user belongs to multiple groups, that user will have access as defined by the highest level of security of the groups in which they belong.

TIP:

The Permissions buttons (Basic, All, None) allow you to quickly assign predefined access profiles for each function or table.

Basic assign View, Edit, Delete privileges.

All assign all privileges.

None remove privileges.

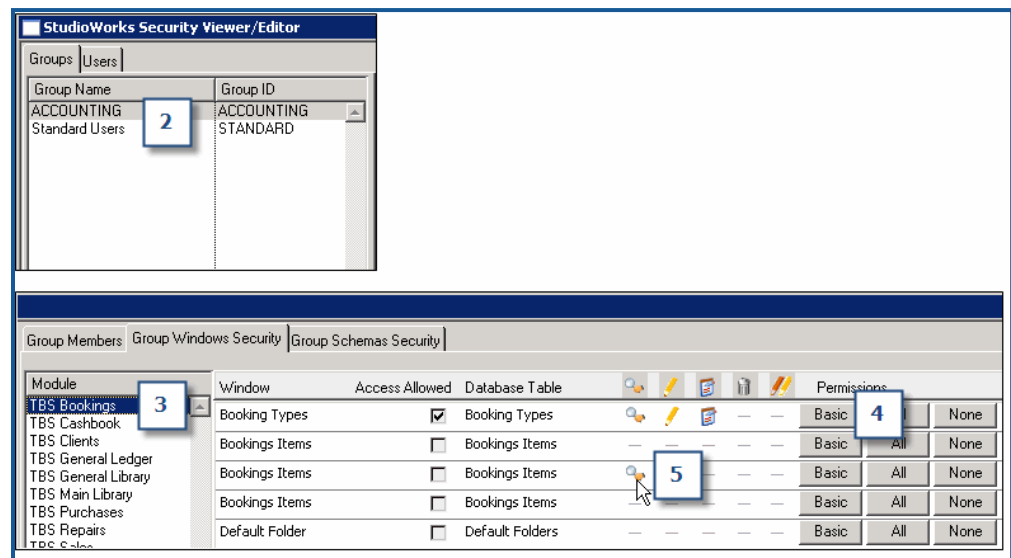
DEFINE GROUP SECURITY

For each group in the system, you can define the access levels to the functions within the application. The access users within the group have, determine how they can manipulate data, if at all, within a specific screen or database table. The following lists the levels of access you can define for each area in the application.

Level	Description
View	View data with no edit or delete access.
Edit	Edit data within individual records, or rows in a table.
Insert	Add new records, or rows to a table.
Delete	Delete records, or rows from a table.
Update multiple	Edit data within multiple records, or rows in a table simultaneously.

Define Security Access

1. Select **System Administration > Security** from the left menu.
2. Click the group name from the **Groups** tab.
3. Click the **Module** that includes the screens or tables to define the security.
4. Click the **Permission** button to assign the appropriate security profile. Or –
5. Click on the dash under the individual permission icon to assign.
6. Close the Security window when complete.



COMMUNICATIONS

The TBS software includes fully integrated email and fax utilities. This enables you to print quotes, invoices and other rental paperwork directly to email or fax. You can send email and faxes to both internal and external recipients if the preferences have been set up by your administrator.

MAIL

TIP:

If you would like your mail forwarded to your external email client, update your user profile to enable the **Forward to external email setting**.

If you do not have security permission to update this setting, contact your System Administrator.

The Mail section allows you to send email to internal and external users of the system as well as read email sent to your internal inbox.

SEND EMAIL

This section describes how to send email.

TIP:

If you would like email a group of people, you can send an email to Mailing List Name.

See **Mailing Lists** page 68 for more information on setting up Mailing Lists.

Level	Description
Email Address to	External email address.
To User Name	Drop down list of internal users. Select an internal user to send an email to the address specified in their user profile.
Mailing List Name	Email group to send email to multiple people simultaneously.

Send Email

1. Select **Communications > Mail** from the left menu.
2. Click the **New** button at the top of the screen.
3. Enter details such as **Client**, **Contact** and **Caller** name.
4. Specify an internal or external user(s) to send the email. *See the table above for details on the email recipient settings.*
5. Add a **Title**, **Message** and other appropriate details.
6. Click the **Send Mail** button to send the email.

The screenshot shows the 'TBS - Main Window - Mail' interface. At the top, there is a menu bar with options: Edit, New (highlighted with a blue box and number 2), New Copy, Delete, Find, Print, Export, Sent Mail, Received Mail, and Notify Me. Below the menu bar is a table with columns: Read, Date Sent, Title, From User Name, Email Address To, and To User Name. The table contains three rows of data. Below the table is a toolbar with buttons: Send Mail (highlighted with a blue box and number 6), Cancel, Reply, Forward, Directory, Print, Add Attachment, Remove Attachment, and Open. The main form area is divided into sections. The 'Client Name Lookup' section has a text box with 'AAA Equipment Rental'. The 'Contact Name Lookup' section has a dropdown menu with 'Bill Jones'. The 'Caller Name' section has a text box with 'Mike Smith'. The 'Contact name' section has a text box with 'Bill Jones'. The 'Email Address To' section has a text box. The 'To User Name' section has a dropdown menu with 'Jack Grinnage' (highlighted with a blue box and number 4) and an 'Also Send To' button. The 'Mailing List Name' section has a dropdown menu. The 'Message' section has a text box with 'RE: Invoice #2002' (highlighted with a blue box and number 5) and a message body with 'Please call about this invoice before we can process order.'. At the bottom, there are fields for Job Number, PO Number, Date Sent, Directory Filed In, From User Name (System Administrator), Attachments List, Read checkbox, and Active checkbox.

RECEIVE EMAIL

This section describes how to receive internal email. You can view email that you have previously sent or that has been sent to your inbox.

Receive Email

1. Select **Communications > Mail** from the left menu.
2. Click the **Sent Mail** button to review previous emails you have sent.
3. Click the **Received Email** button to read emails sent to you.
4. Click the **Reply** or **Forward** button to take the appropriate action if necessary. *These buttons are enabled if the email was sent to you.*

TBS - Main Window - Mail

Received Mail

Read	Date Sent	Title	From User Name	Email Address To	To User Name
No	23 OCT 08	RE: Review	System Administrator	mvalentine@gmail.com; mauimaile1129...	-
No	19 MAR 08	New Stock Item	Alysia Reiner		Delphine Seyrig
No	19 MAR 08	New Stock Item	Alysia Reiner		Delphine Seyrig

83 Records

Client Name Lookup:
 Contact Name Lookup:

Caller Name:
 Phone Number:

Contact name:
 Fax Number:

Email Address To:

To User Name:

Mailing List Name:

Called: ☐
 Please Call: ☐
 Urgent: ☐

Title:

Message:

Job Number:
 Attachments List:

PO Number:

Date Sent:
 Read: ☐
 Active: ☒

FAXES/LETTERS

TIP:

Select the **Print** option to generate in letter format.

Select the **Print Fax** option to generate in fax format by adding information such as the client's fax number and number of pages.

The Faxes/Letters section describes how to generate faxes and letters. Once you add the details of the communication, you then choose to output the information in letter format or fax format.

Generate Faxes/Letters

1. Select **Communications > Faxes/Letters** from the left menu.
2. Click the **New** button.
3. Enter the recipient's information as necessary such as **Client Name, Phone** and **Fax Number**.
4. Enter the details of the communication itself such as the **Title, Message, Signoff** and any other information as required.
5. Click **Save**.
6. Click **Print** to print in letter format. Or, click **Print Fax** to generate in fax format.

The screenshot shows the 'TBS - Main Window - Faxes/Letters' interface. The form is divided into several sections. At the top, there is a menu bar with buttons: New (2), New Copy, Delete, Find, Print, and Print Fax (6). Below this is a table with columns: User Name, Client Name, Contact, and Title. The first row contains: System Administrator, AB Acoustics, Sally, and RE: Invoice #3. Below the table is a section with buttons: Save (5), Cancel, and Revert. The main form area contains fields for: Client Name (Cedar House Financial Services), Contact (Philip Adlam), Phone Num (02/5460095-7012), Fax Num (+1 415 957 3192), Date Sent (OCT-27-2008), Title (RE: Invoice #4949), and Message (Please review the invoice before order can be processed. This customer requires a COD upon delivery.). Below the message field is a Signoff field with the text 'Sincerely, Mike Smith'. At the bottom, there are checkboxes for Use Signature 1, Use Signature 2, Acknowledge, Printed, Urgent, and Confidential. There are also input fields for Job Num, PO Num, From (System Administrator), Total Pages (1), and a Template checkbox.

MAILING LISTS

The Mailing Lists section allows you to define a mail account to send email to a group of users or external accounts. You can also define who is allowed to access that mail group when sending mail within TBS.

You define a mailing list in two parts. First, define the name and type of list. Then, add email recipients to the list. The table below describes the settings on the mailing list edit panels.

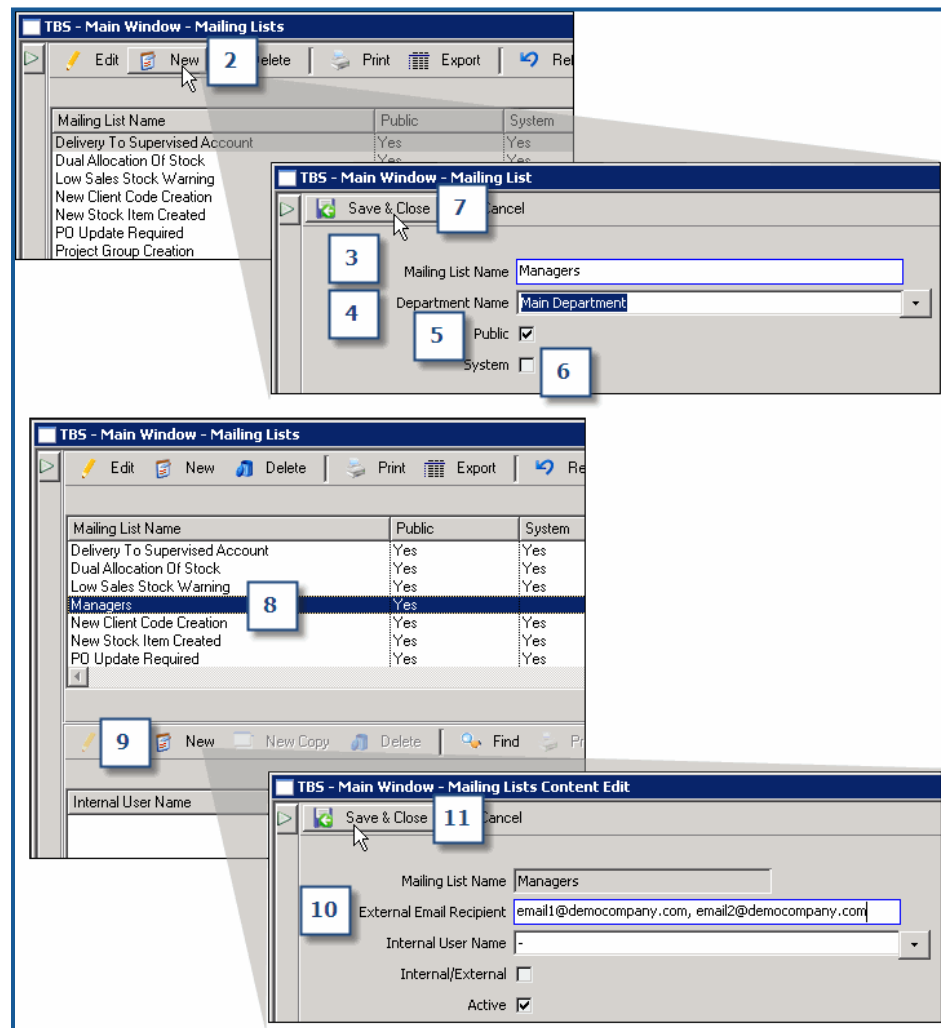
Setting	Description
Department Name	Specify the department that is allowed to use this list when sending mail from TBS. Any user within that department will see the list name as an option when they send mail. Leave this field BLANK to allow ALL departments to see the list.
Public	Check this box to make the list accessible from the Mailing List Name field on the Mail screen.
System	Check this box to make this list accessible ONLY to the system. TBS users will not be able to see a list flagged as SYSTEM. Only System Administrators have the access to set this option.
External Email Recipient	Email addresses for external email accounts to include in the mailing list. Separate multiple email addresses with a comma.

CREATE A MAILING LIST

This section describes how to create a mailing list. Depending on how you define the access to the list, other users can then reference that mailing list name when they send mail from TBS.

Create Mailing List

1. Select **Communications > Mail** from the left menu.
2. Click the **New** button.
3. Enter the **Mailing List Name**.
4. Select a **Department Name** to allow users in that department to have access to the mailing list when sending mail. Or, leave this field blank to make it available to all departments.
5. Select the **Public** checkbox to make the list available to users when sending mail.
6. Make sure the **System** checkbox is unselected.
7. Click **Save & Close**.
8. Select the newly added list.
9. Click the **New** button in the panel below.
10. Specify the email recipients. Separate multiple external recipients with a comma.
11. Click **Save & Close**.



ACCOUNTS

The Accounts section within TBS allows you to manage the accounting needs providing a comprehensive application to manage a rental business. You may opt to use the accounting section in TBS to manage transactions related to the sales, purchases and other financial transactions of your company.

SALES

The Sales functions allow you to track and manage sales transactions within your company. Use these options to manage general sales accounting related to the following:

- Aged debt lists
- Sales journals
- Sales account codes
- Sales ledger

You can also generate reports to review sales data in a variety of formats.

Review Sales

1. Select **Accounts > Sales** from the left menu.
2. Select the option for the sales information to view.
3. Select a client.
4. Review individual sales records.
5. Run reports to view detailed sales data.

TBS - Main Window - Sales Ledger

Client Name: ABC Sound, Date: MAY-9-2008, Due Date: JUN-8-2008, Trans No: 9266, 2nd Ref: 10698, Type: Invoice, Currency: \$

315 Records

Sales A/c Code	Sales A/c Desc	Client Name	Date	Type	Trans No
2200	Output Tax	ABC Sound	MAY-9-2008	Invoice	9266
4005	Direct Client	ABC Sound	MAY-9-2008	Invoice	9266

2 Records

TBS - Main Window - Sales Ledger

Client Name: ABC Sound, Date: MAY-9-2008, Type: I, Value: -1252.55, Allocated: 0.00, Settlement: 0.00, Transaction: 9266, 2nd Ref: 10598, Due Date: JUN-8-2008, Disputed: ☐, Factored: ☒, Active: ☒, Job Number: 10598, Cashbook Trans No: , Department Name: Main Department

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Demo Company Ltd
Receivables - Main Department

Client Name	Date	Due Date	Balance	Current	1-30 overdue	31-60 overdue	Long overdue	Settlement
A LA BIANCA GROUP	MAR-3-2008	MAR-3-2008	7,236.24	0.00	0.00	0.00	7,236.24	0.00
ABC Sound	MAY-9-2008	JUN-8-2008	1,657.34	1,313.65	343.69	0.00	0.00	0.00
Accountik System	MAR-30-2008	APR-30-2008	1,065.22	0.00	462.44	602.78	0.00	0.00

PURCHASES

The Purchases functions allow you to track and manage purchase transactions within your company. Use these options to manage general purchase accounting related to the following:

- Items purchased by your company
- Purchase orders
- Aged credit lists
- Purchase journals
- Purchase ledgers

You can also generate reports to review purchase data in a variety of formats.

Review Purchases

1. Select **Accounts > Purchases** from the left menu.
2. Select the option for the purchase information to view.
3. Select a client or purchase item.
4. Review individual purchase records.
5. Run reports to view detailed purchase data.

TBS - Main Window - Purchase Orders

Accounts Dates Sales Purchases Order Items Purchase Orders Aged Credit List Purchase Journal Purchase Account C Purchase Ledger Purchase Ledger Tr Purchase Constants Cash Management General Ledger Bookings Screens Client Screens Communications Repair Screens Stock Screens

Inc Archived? Active

PO Number	Order Date	Supplier Name	Net Total	Ordered By	Department Name
7341	JAN-2-2008	Brainworks	154.58	Jeannie Noth	Main Department
7342	JAN-2-2008	Audio Control	934.13		Main Department
7343	JAN-2-2008	ANALOGY	53.39	Jeannie Noth	Main Department
7344	JAN-2-2008	Crescent Moon Studios	3,767.05	Vicky Getrubero	Main Department
7345	JAN-2-2008	Atlas Realisations Music	291.40	Delphine Seyrig	Main Department
7346	JAN-2-2008	Crescent Moon Studios	188.00	Jeannie Noth	Main Department
7347	JAN-2-2008	C.I.D.	789.60	Jeannie Noth	Main Department
7348	JAN-3-2008	ANALOGY	369.97	Jeannie Noth	Main Department
7349	JAN-3-2008	ABC Sound	452.06	Jeannie Noth	Main Department
7350	JAN-3-2008	AIR FRANCE Cargo	451.20	Jeannie Noth	Main Department
7351	JAN-3-2008	Best Effects	75.20	Delphine Seyrig	Main Department

675,116.28
900 Records

New New Copy Edit Delete Receive Goods Save Cancel Special

Qty	Item Description	Qty Received	Invoiced Qty	Unit Price	Charges	Net Price	Delivery Date
1.00	Cable call	1.00	150.000	150.00		150.00	JAN-6-2008
1.00	Consumables	1.00	22.000	22.00		22.00	JAN-6-2008
1.00	Control	1.00	590.000	590.00		590.00	JAN-6-2008
1.00	DMX	1.00	25.000	25.00		25.00	JAN-6-2008
1.00	Generics	1.00	540.000	540.00		540.00	JAN-6-2008
1.00	LED Fixtures	1.00	1540.000	1540.00		1540.00	JAN-6-2008
1.00	Mains Cable	1.00	54.000	54.00		54.00	JAN-6-2008
1.00	Mains Distribution	1.00	50.000	50.00		50.00	JAN-6-2008
1.00	Rigging	1.00	60.000	60.00		60.00	JAN-6-2008
1.00	Del and Collect	1.00	175.000	175.00		175.00	JAN-6-2008

TBS - Main Window - Order Items

Purchase Orders Order Items

Save & Close Cancel Save Cancel

Quantity: 1.00 Invoiced Qty: 1.00 Qty Received:

Manufacturer:

Item Description: Control

Unit Price: 590.000 Net Price: 590.00

Discount:

Job Number:

Linked To Job:

Delivery Date: JAN-6-2008 Delivery Time:

Rental Start:

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5 Demo Company Ltd
Items Not Invoiced by 28th October 2008

Ordered	Received	Invoiced	Printed	Description	Charges	Unit Price	Net Price	Delivery Date
Purchase At: Code								
PO Number	7351			Best Effects				
10.00	0.00	0.00		Flext desk light small black - LDM6637	1.00	6.40	64.00	OCT-18-2008
							64.00	
PO Number	7523			Capital Sound Hire Ltd				
2.00	0.00	1.00		MANFROTTO TRIPOD FOR CAMCORDER	3.00	14.00	84.00	JAN-30-2008
							84.00	

CASH MANAGEMENT

The Cash Management section allows you to track and manage data related to the company's bank accounts. Use these options to manage general bank account data related to the following:

- General account information
- Account transactions
- Account reconciliations

You can also generate reports to review account data in a variety of formats.

Review Cash Management

1. Select **Accounts > Cash Management** from the left menu.
2. Select the **Bank Accounts** option.
3. Select a bank name.
4. Review bank account data.
5. Review transaction or reconciliation data.
6. Run reports to view detailed purchase data.

TBS - Main Window - Bank Accounts

Accounts Dates Sales Purchases Cash Management Bank Accounts General Ledger Bookings Screens Client Screens Communications Repair Screens Stock Screens System Administration Media Screens

Bank Name	Account Name	Currency	Exchange Rate	G
LLOYDS	Lloyds Bank	£	1.0000	12
NATWEST	Nat West Ac	£	1.0000	12
FIVE ARRO	Five Arrows CID	£	1.0000	12

Bank Account: LLOYDS

Account Name: Lloyds Bank

Account number: 12345

Sort code: 63636363

Other info: some other info

Swift Ref:

Current Balance: 0.00

Date Reconciled: JAN-5-2007

Printed: 2009-10-20 10:10:10 SysAdmin

5 Demo Company Ltd
Cashbook Reconciliation

Nat West Account balance = £43,262.75 - statement balance should be £58,640.44

Date	Description	Value	Type	Check Num	Trans Num	2nd Ref	Reconciled	Posted
NOV-17-2004	Dept of Trade & Industry	-120.00	A	35	30000		N	Y
FEB-4-2005	Alex Turner	-121.80	A	183	30017		N	Y
JUN-9-2005	Arigman Productions	-107.22	A	355	30475	cheque	N	Y
JUN-9-2005	Antelope Films Ltd	-582.80	S	3288	30519	correct	N	Y
JUL-7-2005	BBC External Services	-355.00	A	400	30594	cheque	N	Y
AUG-5-2005	Audio Processing Techno...	-125.88	A	445	30755	cheque	N	Y
SEP-19-2005	Chapman & Co	-19.59	A	548	30948		N	Y
JAN-20-2006	Chrissie Hyde	-292.61	A	704	31469		N	Y

Page 1 of 1

Printed: 2009-10-20 10:11:00 SysAdmin

6 Demo Company Ltd
Bank Accounts

Name	Account Name	Currency	Exchange	Nominal A/C	A/C Description
LLOYDS	Lloyds Bank	£	1.0000	1200	Lloyds TSB Account
NATWEST	Nat West Account	£	1.0000	1202	Nat West Current Acco...
FIVE A	Five Arrows CID	£	1.0000	1207	Five Arrows CID

3 Records

GENERAL LEDGER

Use the General Ledger to manage your general ledger accounts and transactions. The General Ledger section allows you to:

- Search and manage account information
- Record transactions
- Create journal templates
- Add and maintain journal entries

You can also generate reports to review general ledger data in a variety of formats.

Review General Ledger

1. Select **Accounts > General Ledger** from the left menu.
2. Select the option for the general ledger information to view.
3. Select a line item to view detailed information.
4. Review individual ledger records.
5. Run reports to view detailed general ledger data.

TBS - Main Window - General Ledger Transactions

Accounts

Accounts Dates

Sales

Purchases

Cash Management

General Ledger

General Ledger Acc

General Ledger Tran

Journal Templates

General Ledger Jour

Year	Period	Ledger	Transaction Date	Client Name	Trans No	Value	Exchange Rate
2008	1	C	FEB-26-2008	Cinema Action	60600	0.00	1.0000
2008	1	C	FEB-26-2008	Cinema Action	60600	0.00	1.0000
2008	1	C	FEB-29-2008	Cinema Action	60609	-184,000.00	1.0000
2008	1	C	FEB-29-2008	Cinema Action	60609	184,000.00	1.0000
2008	1	C	FEB-29-2008	Cinema Action	60610	-2,132.55	1.0000
2008	1	C	FEB-29-2008	Cinema Action	60610	2,132.55	1.0000
2008	1	C	FEB-29-2008	Cinema Action	60610	-164.38	1.0000
2008	1	C	FEB-29-2008	Cinema Action	60610	164.38	1.0000
2008	1	C	FEB-8-2008	Ad Standby Limited	36232	0.00	1.0000
2008	1	C	FEB-8-2008	Ad Standby Limited	36232	0.00	1.0000
2008	1	C	FEB-13-2008	Adonis Management Company	36258	0.00	1.0000
2008	1	C	FEB-13-2008	Adonis Management Company	36258	0.00	1.0000
2008	1	C	FEB-14-2008	Conservatoire National Regional	36289	0.00	1.0000
2008	1	C	FEB-14-2008	Conservatoire National Regional	36289	0.00	1.0000
2008	1	C	FEB-14-2008	BBB Productions	36304	0.00	1.0000

TBS - Main Window - General Ledger Transaction

GL A/c Code: 1207

GL A/c Description: First Arrows CSD

Period: 1

Year: 2008

Client Name: Cinema Action

Value: 0.00

Transaction Date: FEB-26-2008

Type: P

Ledger: C

Transaction: 60600

Trans Ref:

Exchange Rate: 1.0000

Item Description: Studiospares

Reference:

Tax Exclude: ☐

Tax Rate Desc: Standard UK VAT

Department Name: Main Department

Demo Company Ltd

Trial Balance

Nominal Period: 3 - 2008

GL A/c Code	GL A/c Desc	Period Opening	Period Balance	Period Ending
Sales				
4014	Discounted Client - Sledge	197,713.33	19,159.18	216,872.51
4006	Discounted Client - Other	0.00	32,989.78	32,989.78
4005	Direct Client	206,920.20	22,540.26	309,460.46
4007	Hotels	21,869.03	7,680.79	29,549.82
4013	Hotel Sales (Hyatt)	15,584.13	5,958.00	21,542.13
4010	Non Factored Sales	727.50		727.50
4011	Cross Charges to JBH	0.00		0.00
4012	AV Sales - JBH	0.00		0.00
4008	Sales - North East	0.00		0.00
4020	Equipment Sales	0.00		0.00
4021	Delivery Charges / Transport	0.00	58,386.32	58,386.32
4902	Damage Waiver	0.00	2,117.28	2,117.28
		522,814.19	148,831.59	671,645.78