VSS AUTOSOFT SDN.BHD. (653261-V)

Vehicle Service System

User Manual

TABLE OF CONTENTS

TABLE OF CONTENTS

INTRODUCTION

Overview of Vehicle Service System (VSS)

Vehicle Service System (**VSS**) is a truly unique system that handles the vehicle service industry from Job Sheet Control, Stock Inventory Control, Front Desk Customer Billing & Collection, right up to the Financial Section. This system is easy to handle because it is "Windows Based Application" and User Friendly Computerized System specified designed for the Local and International Vehicle Service Centre & Tyre Industry.
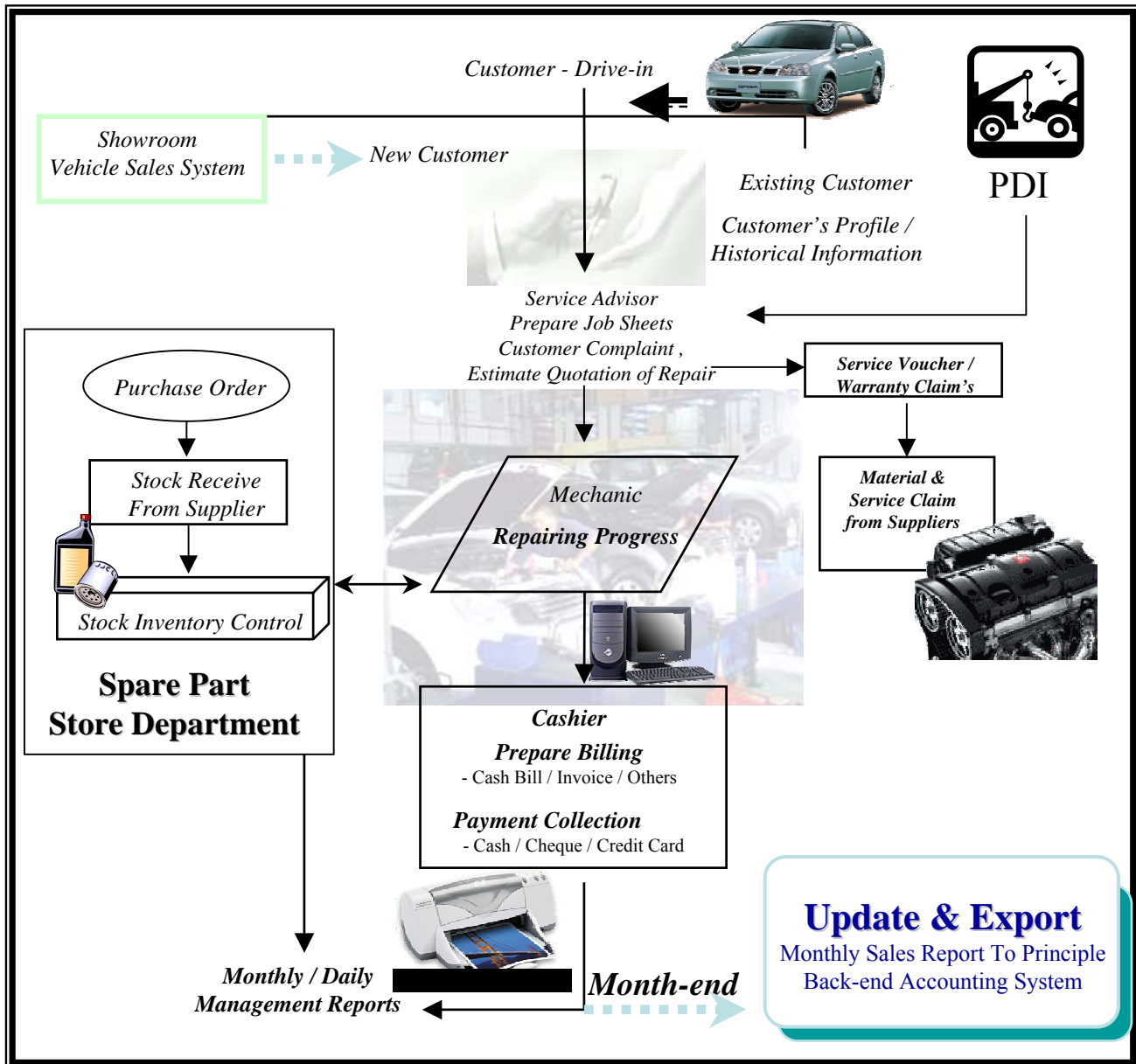
For your information, upon our research, to maintain the " Vehicle Service History " transaction works such as accounting, billing , delivery order, warranty tracking, service coupon tracking, billing history, stock inventory control etc. by daily manual paper works or inefficient computerized application system, from time to time, it has given them a lot of redundant works and just simply too much headache.

This system is design, base-on the Vehicle Service Industry daily operation and every modules are fully integrated.

Standard Module
1. Centralized Database Control
2. Customer Profile (Individual / Corporate)
3. Vendor Information.
4. Vehicle Model Database
5. On-Line stock Inventory Control with Stock Take Function
6. On–Line Billing such as Cash Sale/Invoice, Internal Bill Delivery Order & Payment Receipt Billing
7. Counter Sales Module
8. Warranty Tracking Module
9. Service Coupon Bill Tracking Module
10. Sublet Order Module
11. Barcode Function
12. Vehicle Service History
13. Credit Note Module
14. Quotation Module
15. Purchase Order Module
16. Individual Vehicle Service Profit & Loss
17. Management Reports
18. Data Backup & Restore
19. Integrated with VSS (Vehicle Sales System)
20. Multi-Level Security Control
21. Daily / Up-to-dated On-Screen Inquiries with Rep*orts*
22. Single / Multi-user Application

3

Computerized Vehicle Service System
Operation Flow

Customer - Drive-in

Showroom Vehicle Sales System · · · ▶ *New Customer*

Existing Customer

PDI

Customer's Profile / Historical Information

Service Advisor
Prepare Job Sheets
Customer Complaint ,
Estimate Quotation of Repair

Service Voucher / Warranty Claim's

Purchase Order

Stock Receive From Supplier

Mechanic
Repairing Progress

Material & Service Claim from Suppliers

Stock Inventory Control

Spare Part Store Department

Cashier
Prepare Billing
- Cash Bill / Invoice / Others

Payment Collection
- Cash / Cheque / Credit Card

Monthly / Daily Management Reports   ***Month-end***

Update & Export
Monthly Sales Report To Principle
Back-end Accounting System

4

USER LOGIN SCREEN

This is the User Logon Screen. This will be first screen that you will see if the VSS application is executed properly. You are require to key-in User-ID and Password. In order to proceed if the combination of the User-ID and Password was correct.
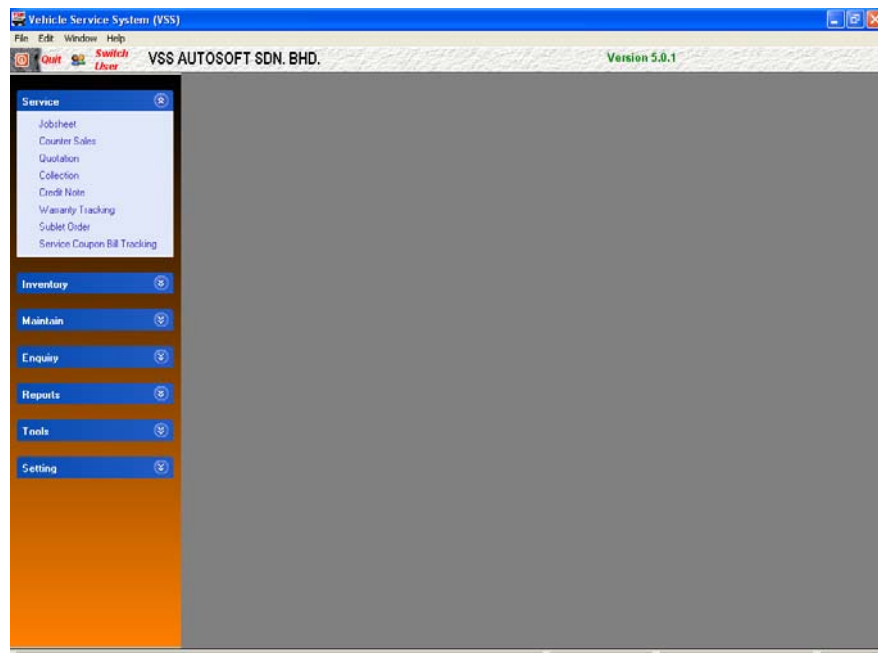
If the User-ID or Password is invalid, it will automatically exit from the system.

Note : Please obtains your User-ID and Password from the designated Administrator.

Default Login User ID   : **ADMIN**
Default Login Password   : **ADMIN**

5

MAIN MENU SCREEN

VEHICLE SERVICE SYSTEM Main Menu

This is the main menu screen, highlighting all the major modules available to user for selection. In o order to proceed, user are require to select the on screen icon.

•**SERVICE**	- Jobsheet	- Collection
	- Warranty Tracking	- Sublet Order
	- Counter Sales	- Credit Note
	- Quotation	- Service Coupon Bill Trackng

• **INVENTORY**	- Purchase Order	- Inventory Transaction
	- Stock Take	- Update Stock Take

• **MAINTAIN**   = **Maintain Master Details**

-Account	-Vehicle	- Customer	- Vendor
-Mechanic	-Service Advisor	- Srv Procedure	- Sales Delaer
- Vehicle Model	- Vehicle Color	-Vehicle Brand	- Vehicle Group
- Location	- Bin	-Problem List	-Stock
-Brand	-Model	-Account Type	-Non Stock
-UOM	-Next Service Day	- Bank	- Credit Card
- Currency	- Insurance	- Ins Setting	-Memo Setting
-Next Service Mileage			

•**ENQUIRY**	- Vehicle Enquiry – Inventory Enquiry – Payment Enquiry
•**REPORTS**	= **Management Reports & Service Dealer Submission Reports**
•**TOOLS**	= **System Backup & Restore** = **Data Tools**

•**SETTING**	- Company Profile	- System Setting
	- User Profile	-Accounting Interface

6

GENERAL FUNCTION

The Standard Utilities - Hot-Keys & Common Button

Mouse Pointer   : Mouse.

Alt-?   : Select the Under line wording at the first line menu bar, the pop-down menu will be display.

ENTER   : Select the section where you want to proceed.

TAB   : Skip the current selection to the next selection.

ESC   : Exit / Cancel and go to the previous screen.

Insert   : Select when need to add new data.

Change   : Modify the existing data.

Delete   : Delete the selected data.

OK   : Save the current data and close the current screen.

Cancel   : Cancel & un-save the current data & exit the current screen.

Close   : Close the current screen.

7

How To Do Sorting / Searching Data ?
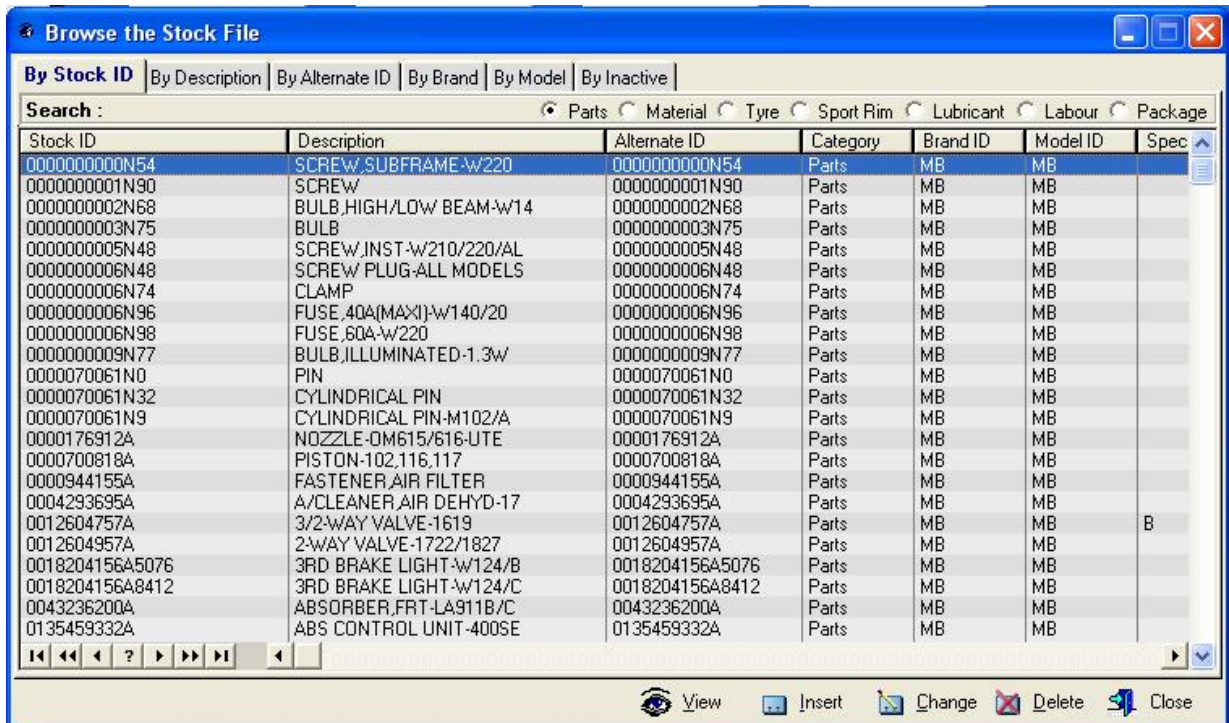
Sorting (Ascending)

Click on the Header bar will sort the data in ascending order.

Click on the *'By Description'* header bar will sort the Description in ascending order.

Searching

Click on the category header to sort an category.

Then, type in the text / number that you wish to search for. The cursor will automatically narrow down the selection and jump to the text / number that you are searching.

> E.g.: Search the *"Oil Filter"* under Description category.

First , Click on the *"By Description"* Header to sort the word you wish to search, which is *"Oil Filter"*, the cursor will automatically jump to the row *"Oil Filter"*.

8

SETTING SECTION

Setting Menu Screen

Select **SETTING** button in the Main Menu screen to get into Setting Section.
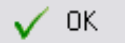
This is the screen allow user to set-up all the management related data or information, such as :
i)   *Company Profile*
ii)   *System Setting - Prefix Setting & System background picture*
iii)   *User Profile - User's) Log-In Control & Password.*
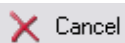
Company Profile Setup

Define the Company related information.

Registration No.   :   Registration Number of the company.
Company Name 1 :   Name of the company. (Pre-define by software provider)
Company Name 2 :   Other (Chinese) name of the company. (Max 50 Characters)
Address, Post Code :   Address and Post Code of the company.
Office Telephone No.:   Up to 3 Office Telephone number can be set.
Fax No.   :   Up to 2 Office Fax number can be set.
E-Mail Address   :   Up to 2 E-Mail Address can be set.
URL   :   Company web-site address.

Press   ✓ OK   to save the information & return to previous menu.

Press   ✕ Cancel   ✕   to un-save the information & return to previous menu

9

SETTING SECTION

Company Profile Cont…

Service Dealer ID : Service Dealer ID Assign by Principal (Franchise Dealer)
Part Dealer ID : Part Dealer ID Assign by Principal (Franchise Dealer)

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel to un-save the information & return to previous menu

10

SYSTEM SETTING - GENERAL

System Setting - General

Define all the prefix & sequence number. The maximum of 3 characters are allowed & 8 Numeric computer auto generated

number for last running number.

Jobsheet Prefix & Postfix :
Prefix & Postfix for the **Jobsheet** Number.

Invoice Prefix & Postfix :
Prefix & Postfix for the **Invoice** Number.

Cash Sales Prefix & Postfix :
Prefix & Postfix for the **Cash Sales** Number.

Internal Bill Prefix & Postfix :
Prefix & Postfix for the **Internal Bill** Number.

Counter Invoice Prefix & Postfix :
Prefix & Postfix for the **Counter Invoice** Number.

Counter Cash Sales Prefix & Postfix :
Prefix & Postfix for the **Counter Cash Sales**No.

Counter Internal Bill Prefix & Postfix :
Prefix & Postfix for the **Counter Internal Bill** Number.

Quotation Prefix & Postfix :
Prefix & Postfix for the **Quotation** Number.

Delivery Order Prefix & Postfix :
Prefix & Postfix for the **Delivery Order** Number.

Warranty Bill Prefix & Postfix :
Prefix &Postfix for the **Warranty Bill** Number

Service Coupon Prefix & Postfix :
Prefix & Postfix for the **Service Coupon** Number.

Service Coupon Bill Prefix & Postfix :
Prefix &Postfix for the **Service Coupon Bill** No.

Sublet Order Prefix & Postfix :
Prefix & Postfix for the **Sublet Order** Number.
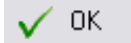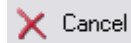
Purchase Order Prefix & Postfix :
Prefix & Postfix for the **Purchase Order** No.

Credit Note Prefix & Postfix :
Prefix & Postfix for the **Credit Note** Number.

Official Receipt Prefix & Postfix :
Prefix & Postfix for the **Official Receipt** No.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ✗ to un-save the information & return to previous menu

11

SYSTEM SETTING – PRINTING OPTION

System Setting – Printing Option

Select all the printing format for all the billing such as : Jobsheet, Invoice, Cash Sales, Quotation, Delivery Order, Warranty Bill, Service Coupon, Sublet Order, Purchase Order, Official Receipt, Goods Received Note, Contra Note, Credit Note. & Etc.
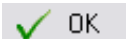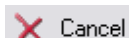
Select :

Standard	- Standard system report design. (In A4 paper size)
Customized	- Customized printing format.

Click on "Print Jobsheet Without Item Details" if User do not want to itemize Stock in jobsheet.

Click on "Use Fixed Format For Cash Sales and Invoice" for Cash Sales & Invoice print out to match certain format such as preprinted form.

Click on "Print Insurance Bill for Insurance Jobsheet" for Cash Sales / Invoice to be bill to Insurance Company.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel to un-save the information & return to previous menu

12

SYSTEM SETTING – USER DEFINED INFO

System Setting – User Defined Info

User defined info is to let user to define your own fields for additional price charges , discount fields & other information.

• **Text Header 1 to 4**
> •This all fields will show in the Vehicle screen.
> •For additional Text information.

• **Number Header 1 To 4**
> •This all fields will show in the Vehicle screen.
> •For additional Number information.

• **Billing Comment 1-3**
> •This all fields will show in the Vehicle screen.
> •For additional Billing Comment information.

•**Delivery Order Comment 1-3**
> •This all fields will show in the Vehicle screen.
> •For additional Delivery Order information.

•**Quotation Comment 1-3**
> •This all fields will show in the Vehicle screen.
> •For additional Quotation information.

•**Standard Next Service Day -** To automatic add up Next Service Day while print.

• **Standard Next Service Mileage -** To automatic add up Next Service Mileage while print.

• **Service tax Rate -** To Set up service tax rate if applied.(For Labour Only)

• **Default Location ID -** To Default the Location for Stock Receive.

• **Default Cash Sales Account ID -** To Default the Account ID for Cash Sales.

• **Block Excess Credit Limit –** To block the account which excess credit limit.

• **Block Excess Term -** To block the account which excess term.

• **Block Negative Quantity –** To block from issuing for stock which do not have balance.

• **Allow Zero Amount Invoice –** To allow user to issue zero amount invoice.

• **One Warranty Group Per Warranty Bill –** To separate the warranty item into different group from claim.

• **Auto Number For Problem ID –** To enable auto numbering for problem ID.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ☒ to un-save the information & return to previous menu

13

SYSTEM SETTING – INVENTORY SETTING

System Setting – Inventory

Define all the prefix & sequence number. The maximum of 4 characters are allowed & 10 Numeric computer auto generated

number for last running number.

Purchase Received Prefix. :
Prefix for the **Purchase Received** Number.

Purchase Return Prefix :
Prefix for the **Purchase Return** Number.

Sales Issued Prefix :
Prefix for the **Sales Issued** Number.

Sales Issued Prefix :
Prefix for the **Sales Issued** Number.

Adjustment In Prefix:
Prefix for the **Adjustment In** Number.

Adjustment Out Prefix:
Prefix for the **Adjustment Out** Number.

Service Tax Apply on Service Coupon

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ✗ to un-save the information & return to previous menu
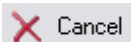
14

SYSTEM SETTING – COMMISSION/GREETING SETTING
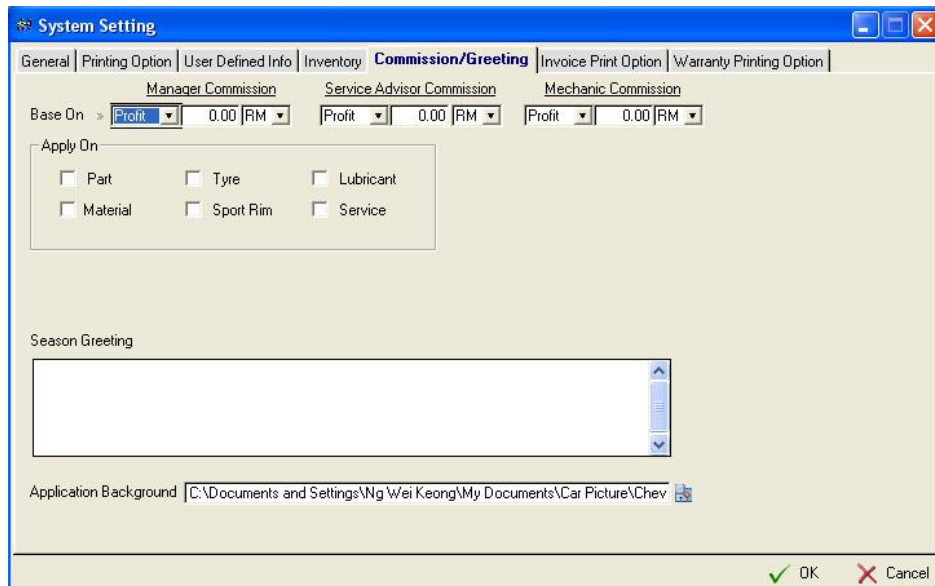
System Setting – Commission Setting
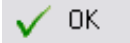
Commission Setting is to let user to define Commission for the Manager, Service Advisor and Mechanic. Those commission user can define base on either Profit or Sales. Then Apply On Part, Tyre, Sport Rim, Lubricant, Service. Check the BOX when needed.
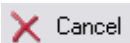
Season Greeting

The content will appear as the footer of the Cash Bill / Invoice.

Application Background

Let user to predefine own picture for viewing purpose

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ✗ to un-save the information & return to previous menu

15

SYSTEM SETTING – INVOICE PRINT OPTION SETTING

System Setting – Invoice Print Option

This section is to let user to design the layout of the billing item in Bill such as Cash Sales or Invoice. User can group stock type into different category . To ungroup the stock type, blank all the column.
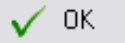
Show Unit Price For Free Item – This let the user to display price for Free item in bill.

Press   ✓ OK   to save the information & return to previous menu.

Press   ✗ Cancel   ✗ to un-save the information & return to previous menu

16
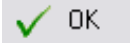
SYSTEM SETTING – WARRANTY PRINTING OPTION

System Setting – Warranty Printing Option
This Section serve the same function as Printing Option on page 12.

Select :

Standard   - Standard system report design. (In A4 paper size)
Customized   - Customized printing format.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel to un-save the information & return to previous menu

17

SETTING - USER PROFILE
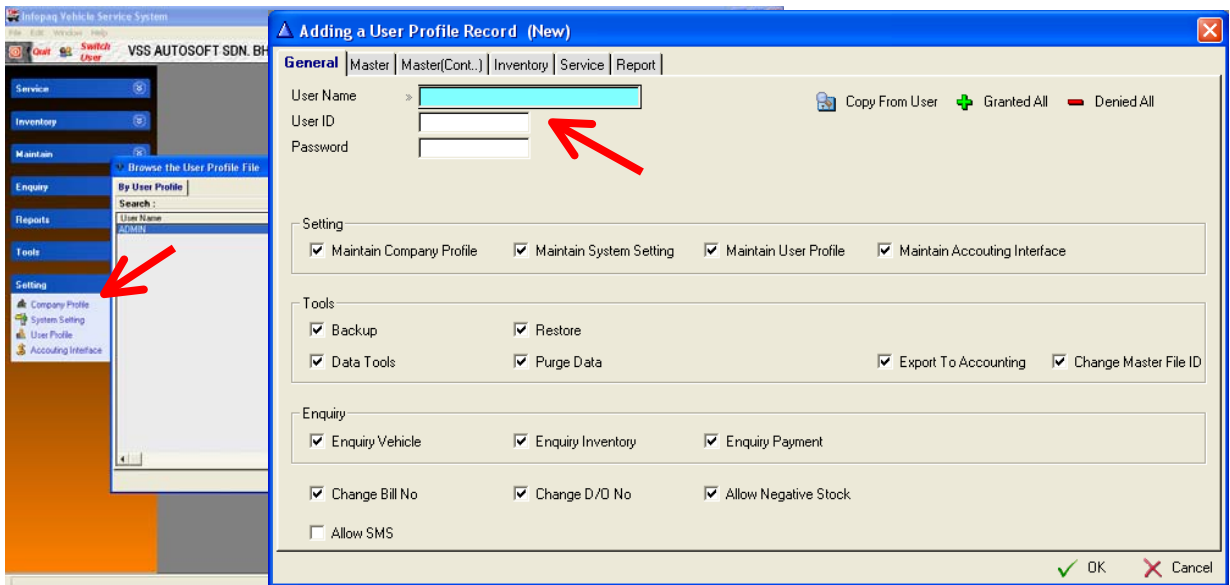
Setting – User Profile

To setup User Profile, select the User Profile button in the Setting Menu.

Press [___ Insert] to login the User Profile Record menu & to create a new record .

Press [⟍ Change] to login the User Profile Record menu & modify information.

Press [✗ Delete] to delete the unwanted user profile.

Press [⟋ Close] to close the current screen & return to previous menu

User Name   : Full Name of the new user.
User ID   : Create a unique user ID for the particular user with the maximum length of 10 .
                    E.g.. ANDY , NELSON, NG
Password   : Password is for security purpose. Which will not be displayed when the user key in.
Special Password   : For management level only. For special functions which is confidential.

Access Level   : To specify the user access level. System provide user definable level of access. Just tick
the check box for   each particular menu or function to allow new user to accept & login to the particular
menu screen &   permissions for data entry.

Press [✓ OK] to save the information & return to previous menu.

Press [✗ Cancel] [✗] to un-save the information & return to previous menu

18

MAINTAIN MASTER FILE DETAILS
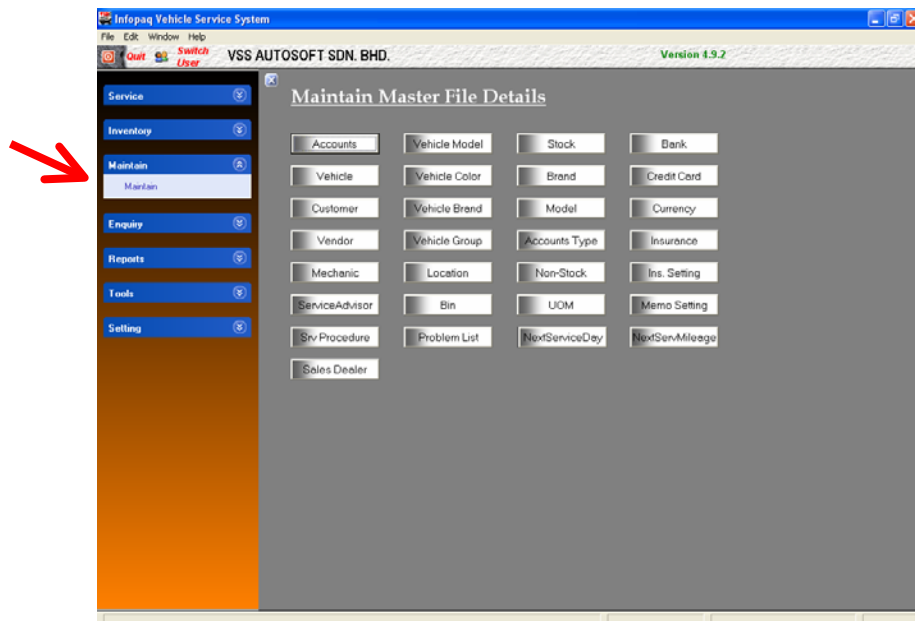
Maintain

To setup the Maintain Setup, select the ▎ Maintain ⊗ button in the Main menu screen.

Account	: Define the Customer Account related information.
Vehicle	: Database for all vehicle information.
Customer	: Define the Customer related information.
Vendor	: Define the Vendor related information.
Mechanic	: Define the Mechanic information.
Service Advisor	: Define the Service Advisor information.
Srv. Procedure	: Define the Service Procedure to use in Jobsheet.
Sales Dealer	: Define the Sales Dealer information.
Vehicle Model	: To define all the vehicle model coding & related information with picture.
Vehicle Color	: To define all the vehicle color coding
Vehicle Brand	: To define brand of vehicle.
Vehicle Group	: To define Group (Model) of Vehicle.
Location	: To define Location of the Goods
Bin	: To define Bin of the Goods
Problem List	: To define the Problem & Solution for the complaint of the customer.
Stock	: To define Stock Code such as Part, Tyre, Sport Rim, Lubricant, Service, & Package.
Brand	: To define Brand of the Stock Code.
Model	: To define Model of the Stock Code.
Account Type	: To define Account Type of Transaction.
Non-Stock	: To define Non Stock Item.
UOM	: To define Unit of Measure.
Next Service Day	: To define Next Service Day in order to inform customer for next visit.
Bank	: To define Bank Info for cheque collection.
Credit Card	: To define the credit card information & charges %.
Currency	: To define currency for transaction.
Insurance	: To define all the insurance company related information.
Ins. Setting	: To define the Insurance calculation rate format.
Memo Setting	: To define a Memo for the description of service.
	Exp. 20 points inspection for 1st service.

Next Service Mileage: To define Next Service Mileage in order to inform customer for next visit.

19

MAINTAIN - CUSTOMER PROFILE
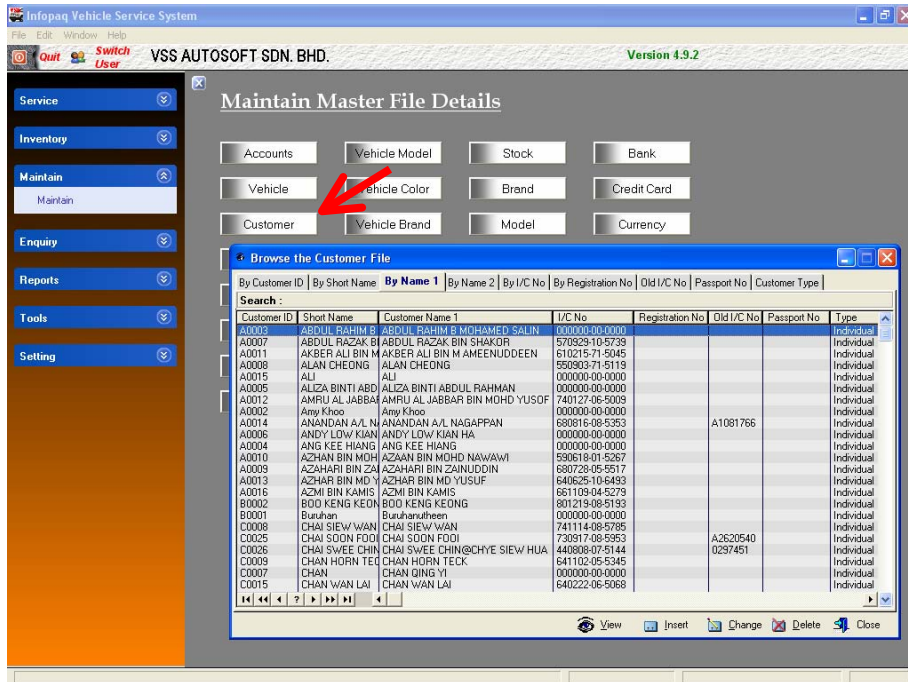
Maintain – Customer Profile

To setup the Customer File Setup, select the button [Customer] in **Maintain** submenu in the Main Menu Screen.

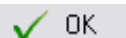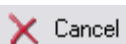|	
Insert	: Add new customer data.
Change	: Modify the existing customer data.
Delete	: Delete the selected customer file.
Close	: Exit & Close the current screen.

20

SETTING - CUSTOMER PROFILE

Maintain – Customer Profile

To insert a new Customer data file, select the button 🖳 Insert in **Customer File** submenu.

GENERAL

Customer Name 1 : Key-in the customer name.
Customer Name 2 : Any other name for customer.
Customer ID : Automatic generate by system.
Short Name : Customer short name.
I/C No : New NRIC number.
Old I/C No : Old NRIC number.
Passport No : Foreign customer's passport number.
Company Reg No : Company Registration number. (For Corporate Customer)
Type : Individual / Corporate / Army / Foreigner (This is selection field).
Driving License : Customer driving license.
Address 1 , 2 , 3 : Customer address.
City : City name of customer address.
State : State of city.
Country : Country of City.
Postal : Area Postcode.
Office Phone : Customer office's contact number.
Home Phone : Customer home's contact number.
Mobile Phone : Customer mobile contact number.
Fax No : Customer fax number.
E-Mail address : Customer e-mail address.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ☒ to un-save the information & return to previous menu

21

MAINTAIN – CORPORATE CUSTOMER PROFILE
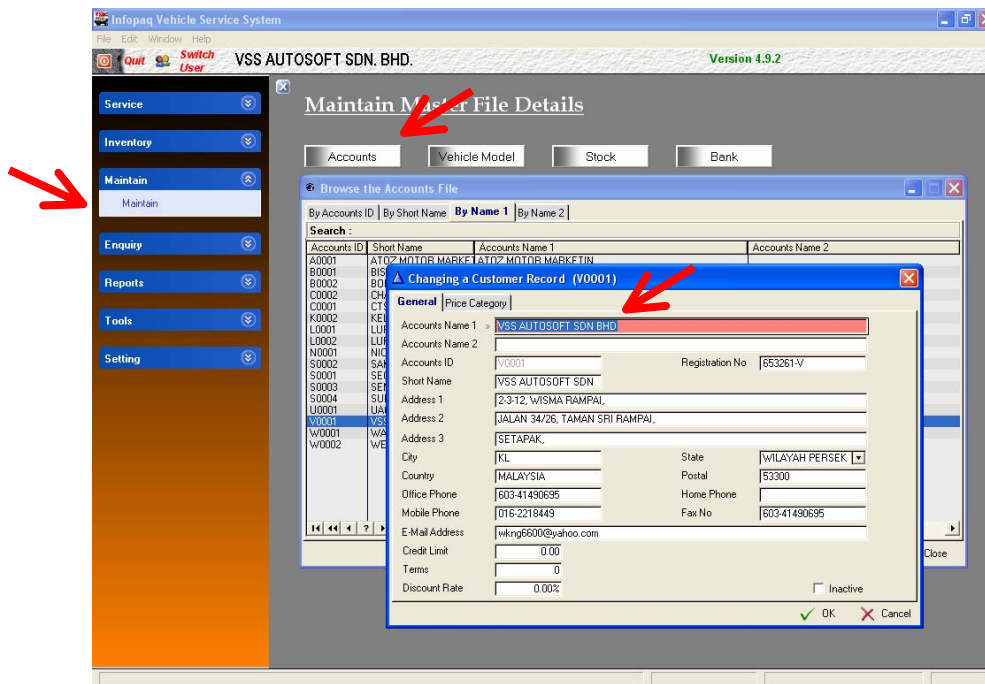
Maintain – Customer Profile - Account

Select the **Account** at the Maintain.

General

Field	Description
Account Name 1	: Name for the Company.
Account Name 2	: Another Name for the company.
Account ID	: Automatic generate by computer.
Short Name	: Customer short name.
Address 1 , 2 , 3	: Corporate customer address.
City	: City name of corporate customer address.
State	: State of city.
Country	: Country of city.
Postal Code	: Postcode of address.
Office Phone	: Corporate customer office's telephone contact number.
Mobile Phone	: Corporate customer mobile telephone contact number.
Fax No	: Corporate customer fax number.
E-Mail address	: Corporate customer e-mail address.
Credit Limit	: Set up the Credit Limit for the Account.
Terms	: Set up the terms for the Account
Discount Rate	: Specify Account will enjoy the rate of discount when apply.
Inactive	: This function is to inactive the customer which is no longer dueling with the workshop.

Press   ✓ OK   to save the information & return to previous menu.

Press   ✗ Cancel   ✗ to un-save the information & return to previous menu

22

MAINTAIN – VENDOR PROFILE
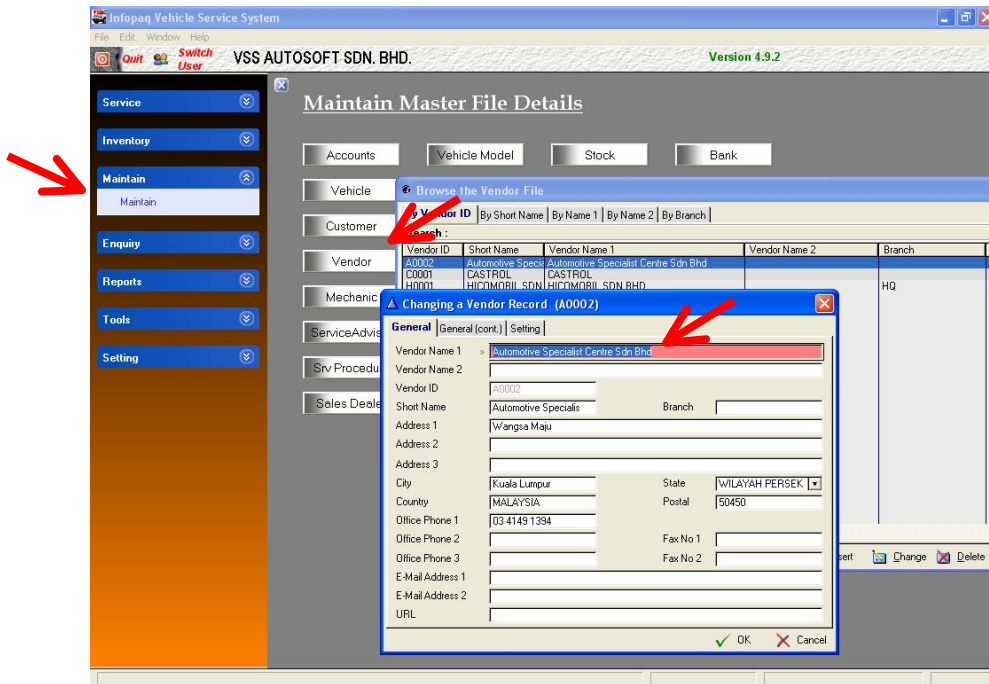
Maintain – Vendor Profile

To setup the Vendor File, select the   Vendor   in **Maintain** submenu in the Main menu screen.

To insert a new Vendor data file, select the button [..] Insert in **Vendor File** submenu.
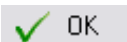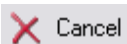
### *GENERAL*
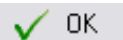
Vendor Name 1	: Vendor name.
Vendor Name 2	: Any other name of vendor.
Vendor ID	: Automatic generate by computer.
Short Name	: Short name of vendor.
Branch	: Branches for vendor.
Address 1 , 2 , 3	: Vendor address.
City	: City name of vendor address.
State	: State of city.
Country	: Country of city.
Postal	: Postcode of address.
Office Phone 1 , 2 , 3	: Vendor office's contact number.
Fax No 1 , 2	: Vendor fax number.
E-Mail address 1 , 2	: Vendor e-mail address.
URL	: Vendor web-site.
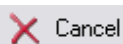
GENERAL (CONT.)

Contact Person 1 , 2 , 3	: Name of contact person.
Remark	: Any remark.
Terms	: Period of terms
Credit Limit	: Credit limit facilities from vendor.

Setting

A section which user set to use standard or customized warranty form from Vendor.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ⊠ to un-save the information & return to previous menu

23

MAINTAIN – MECHANIC PROFILE
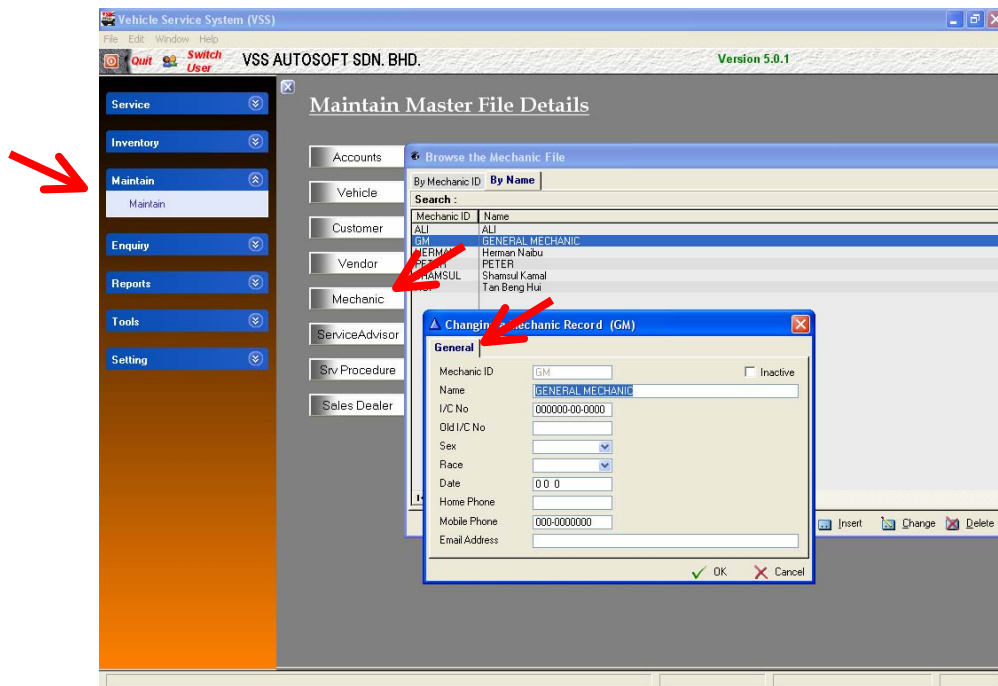
Maintain – Set-Up Mechanic File

To setup the Salesman File, select the button | Mechanic | in **Maintain** submenu in the Main menu screen.

To insert a new Salesman data file, select the button [...] Insert in **Mechanic** submenu.

GENERAL
Mechanic ID   : Mechanic ID.
Name   : Mechanic name.
I/C No   : Mechanic NRIC Number.
Old I/C No   : Mechanic Old NRIC Number
Sex   : Mechanic Gender
Race   : Mechanic Race
Home Phone   : Mechanic home telephone contact number.
Mobile Phone   : Mechanic mobile telephone contact number.
Email Address : Mechanic Email Address
Inactive   : Click this to deactivate the Mechanic in future transaction & reports.

Press ✓ OK to save the information & return to previous menu.

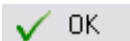Press ✗ Cancel ☒ to un-save the information & return to previous menu
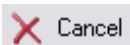
24
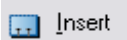
MAINTAIN – SERVICE ADVISOR PROFILE
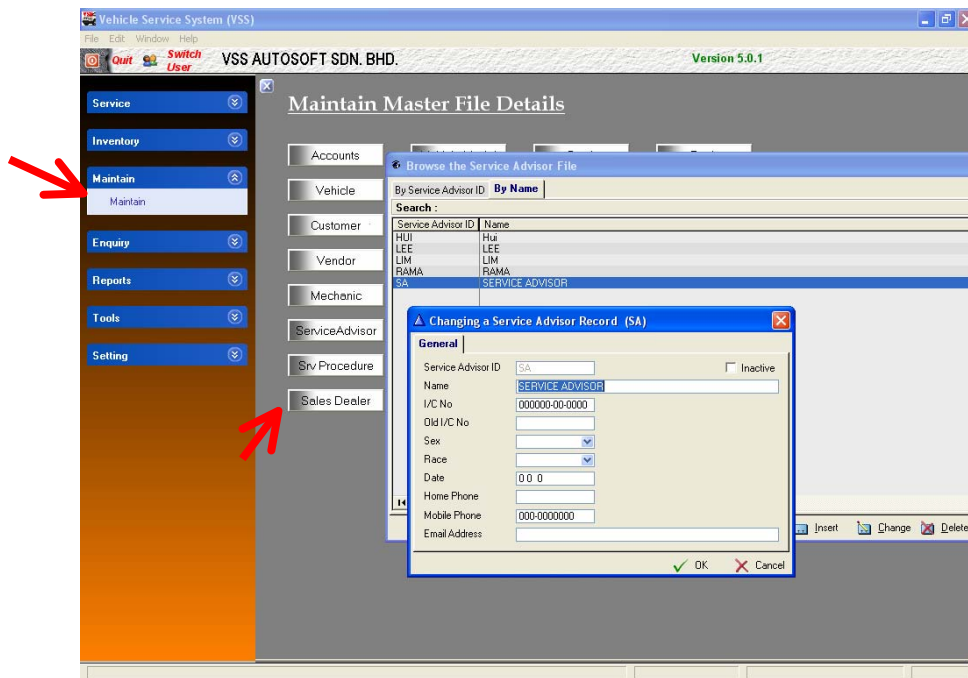
Maintain – Set-Up New Service Advisor File

To setup the Service Advisor File, select the button `ServiceAdvisor` in **Maintain** submenu in the Main menu screen.

To insert a new Service Advisor data file, select the button `Insert` in **Service Advisor File** submenu.

GENERAL
Service Advisor ID : Service Advisor ID.
Name   : Service Advisor name.
I/C No   : Service Advisor NRIC Number.
Old I/C No   : Service Advisor Old NRIC Number
Sex   : Service Advisor Gender
Race   : Service Advisor Race
Home Phone   : Service Advisor home telephone contact number.
Mobile Phone   : Service Advisor mobile telephone contact number.
Email Address   : Service Advisor Email Address
Inactive   : Click this to deactivate the Service Advisor in future transaction & reports.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ☒ to un-save the information & return to previous menu
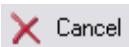
25

MAINTAIN – VEHICLE MODEL
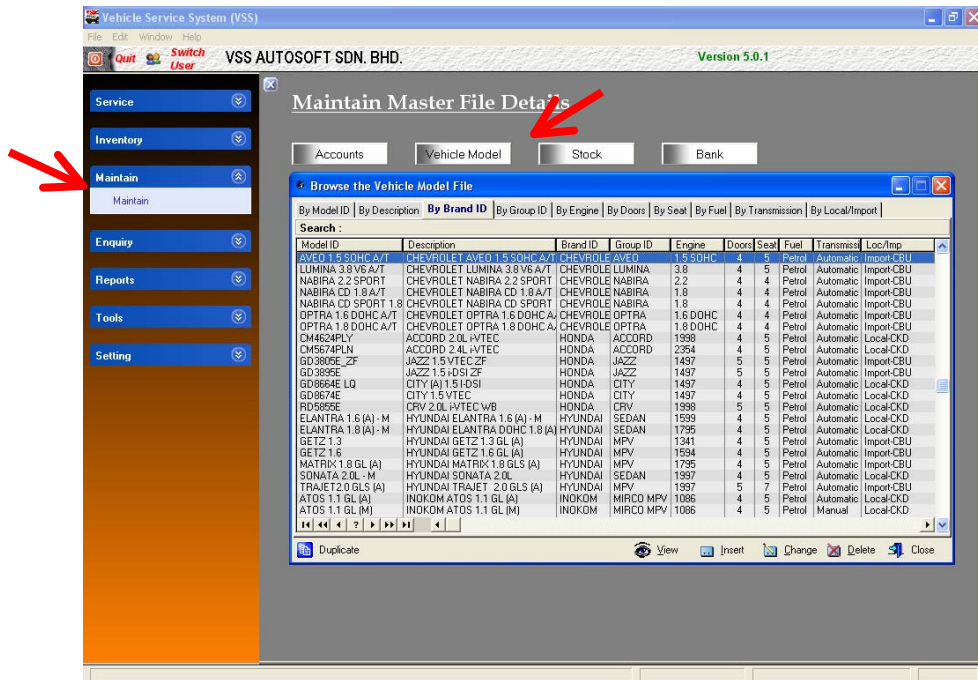
Maintain – Set-Up Vehicle Model File

To setup the Vehicle Model File, select the button _____ in **Maintain** submenu from the Main menu screen.

To insert a new Vehicle Model, select the button [ ] Insert in **Vehicle Model** submenu.

To modify a Vehicle Model setting, select the button Change in **Vehicle Model** submenu.

To delete a Vehicle Model setting, select the button Delete in **Vehicle Model** submenu.

To exit & close the current screen, select the button Close

26

MAINTAIN – VEHICLE MODEL

Maintain – Add New Vehicle Model File

To insert a new Vehicle Model, select the button [.] Insert in **Vehicle Model** submenu..

GENERAL

Vehicle Model ID	: Vehicle model ID code.
Description	: Vehicle model description.
Brand ID	: Select the brand of the vehicle.
Engine	: Select the engine & cc of the vehicle.
Door	: Select how many door of the vehicle
Seat Capacity	: Select how many seat capacity of the vehicle
Fuel	: Select fuel types of the vehicle.
Transmission	: Select transmission types of the vehicle.
Local/Import	: Vehicle manufacturer (CKD or CBU).
Weight	: Vehicle weight
Remarks	: Any remark (s).
Picture	: User can insert Vehicle picture for viewing purpose
Inactive	: For discontinue model

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ☒ to un-save the information & return to previous menu
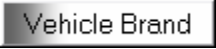
27

MAINTAIN – VEHICLE MODEL – SERVICE COUPON

Maintain – Define The Model Service Coupon in Vehicle Model Files

Select the **Service Coupon** at the top of Vehicle Model submenu.

This Section is to setup Service coupon Price specify for the particular vehicle model. The specify price will display out during the Jobsheet being issue by service advisor

Press   ✓ OK   to save the information & return to previous menu.

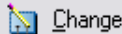Press   ✗ Cancel   ✗ to un-save the information & return to previous menu

28
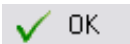
MAINTAIN – VEHICLE MODEL – WARRANTY

```
△ Changing a Vehicle Model Record  (OPTRA 1.6 DOHC A/T)                          ☒

 General │ Service Price │ Service Procedure │ Warranty │

   Warranty Period          2  years
   Warranty Mileage  »    40000  km




                                                              ✓  OK      ✗  Cancel
```
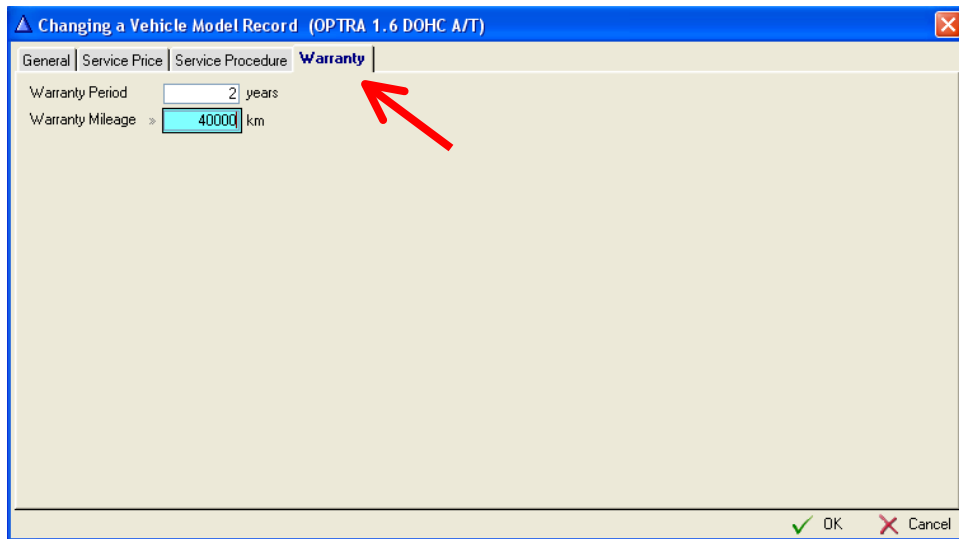
Maintain – Define The Warranty Period/Mileage in Vehicle Model Files

Select the **Warranty** at the top of Vehicle Model submenu.

This Section is to setup Warranty Period & Mileage specify for the particular vehicle model. The specify period & mileage will display out during add new record for Vehicle number.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ☒ to un-save the information & return to previous menu

29

MAINTAIN – VEHICLE COLOR
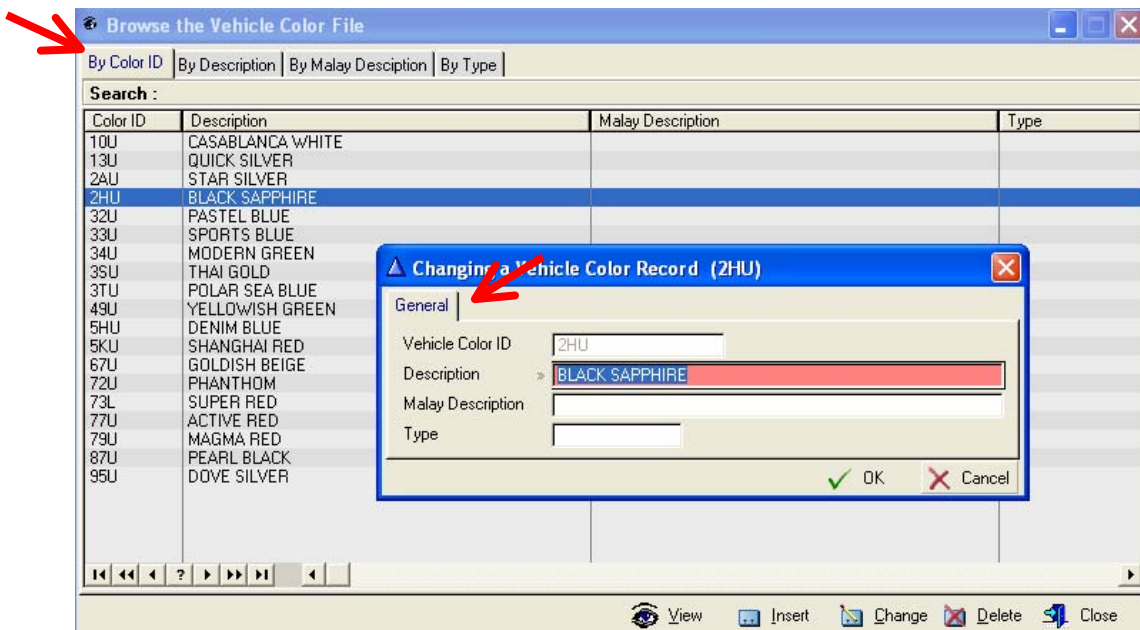
Maintain – Set-Up Vehicle Color File

To setup the Vehicle Color File, select the button   in **Maintain** submenu from the Main menu screen.

To insert a new Vehicle Color, select the button [...] Insert in **Vehicle Color** submenu.

To modify a Vehicle Color setting, select the button [↘] Change in **Vehicle Color** submenu.

To delete a Vehicle Color setting, select the button [✖] Delete in **Vehicle Color** submenu.

To exit & close the current screen, select the button [↴] Close

Vehicle Color ID   : Vehicle color code .
Description   : Vehicle color description.
Malay Description : Vehicle color description by Malay (For Sales Letter & Government Reports)
Type   : Vehicle color type. Example : METALIC / SOLID
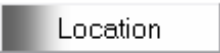
Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel [✖] to un-save the information & return to previous menu

30

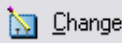# MAINTAIN – VEHICLE BRAND
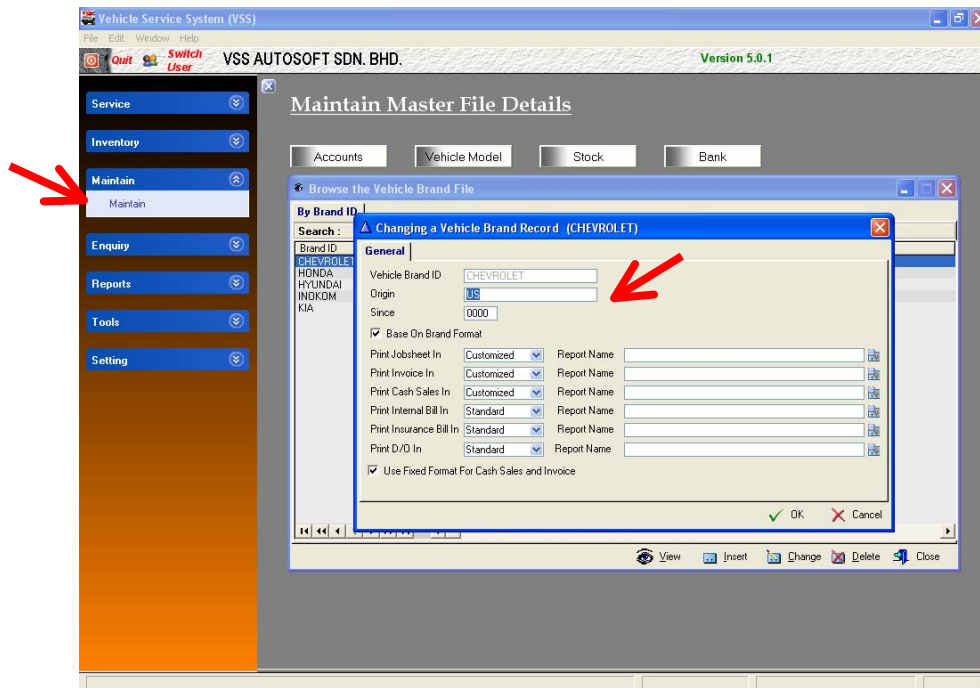
Maintain – Set-Up Vehicle Brand File

To setup the Vehicle Brand File, select the button   Vehicle Brand   in **Maintain** submenu from the Main menu screen.

> To insert a new Vehicle Brand, select the button   Insert   in **Vehicle Brand** submenu.
>
> To modify a Vehicle Brand setting, select the button   Change in **Vehicle Brand** submenu.
>
> To delete a Vehicle Brand setting, select the button   Delete in **Vehicle Brand** submenu.
>
> To exit & close the current screen, select the button   Close

> Vehicle Brand ID   : Vehicle brand code.
> Origin   : Description of the vehicle brand supplier.
> Since   : Year since the vehicle.
> Base on Brand Format, Use Fixed Format for Cash Sales and Invoice & Customize bill format will decide on
> which bill format / design user using.

> Press   ✓ OK   to save the information & return to previous menu.
>
> Press   ✗ Cancel   to un-save the information & return to previous menu

31

MAINTAIN – VEHICLE GROUP
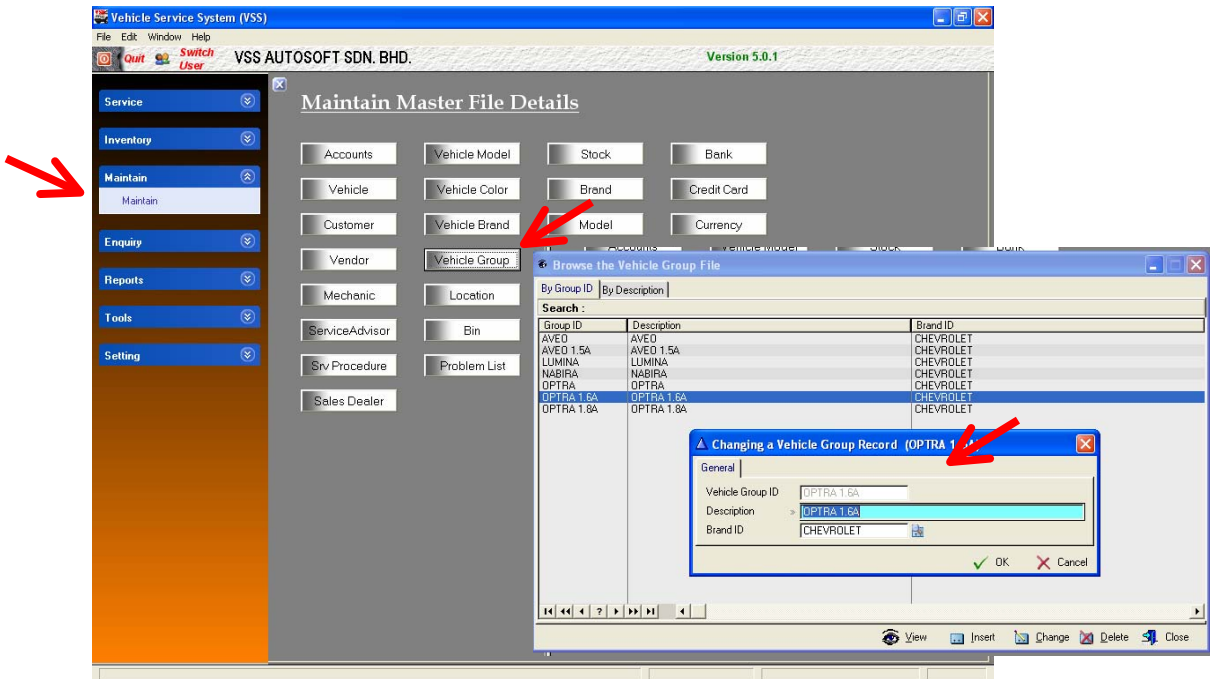
Maintain – Set-Up Vehicle Group File

To setup the Vehicle Group File, select the button   Vehicle Group   in **Maintain** submenu from the Main menu screen.

> To insert a new Vehicle Group, select the button   Insert   in **Vehicle Group** submenu.
>
> To modify a Vehicle Group setting, select the button   Change   in **Vehicle Group** submenu.
>
> To delete a Vehicle Group setting, select the button   Delete   in **Vehicle Group** submenu.
>
> To exit & close the current screen, select the button   Close

> Vehicle Group ID : Vehicle group code.
> Description   : Description of the vehicle group
> Brand   : Vehicle brand of the group.

Press   OK   to save the information & return to previous menu.

Press   Cancel   to un-save the information & return to previous menu

32

MAINTAIN – LOCATION
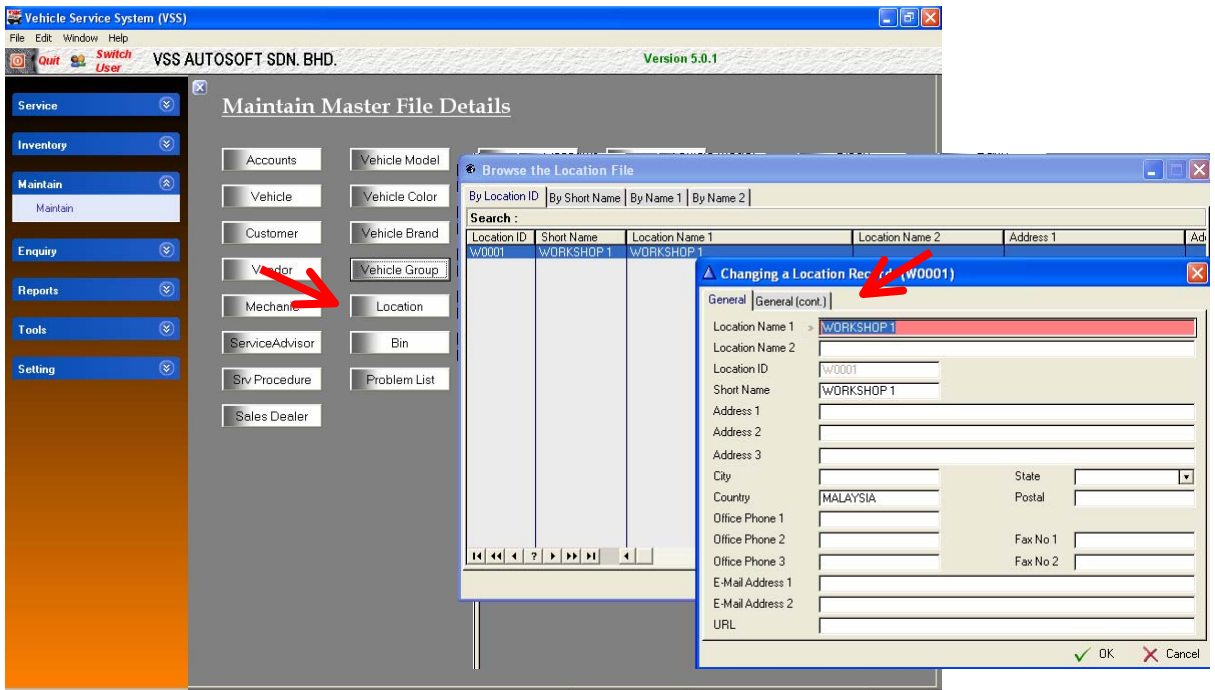
Maintain – Set-Up Location File

To setup the Location File, select the button | Location | in **Maintain** submenu from the Main menu screen.

To insert a new Location, select the button 🔲 Insert in **Location** submenu.
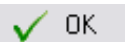
To modify a Location setting, select the button 🔲 Change in **Location** submenu.
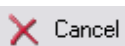
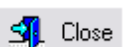To delete a Location setting, select the button 🔀 Delete in **Location** submenu.

To exit & close the current screen, select the button 🔳 Close

General

Location Name 1, 2	: Stock location name.
Location ID	: Automatically generate by computer.
Short Name	: Short name of location.
Address 1 , 2 , 3	: Location address.
City	: City name of branch location address.
State	: State of city.
Country	: Country of city.
Postcode	: Postcode of address.
Office Phone 1 , 2 , 3	: Branch location office's contact number.
Fax No 1 , 2	: Branch location fax number.
E-Mail address 1 , 2	: Branch location e-mail address.
Contact Person 1, 2, 3	: Contact person name of the branch location.
Remark	: Remark of the branch location.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel 🔀 to un-save the information & return to previous menu

33
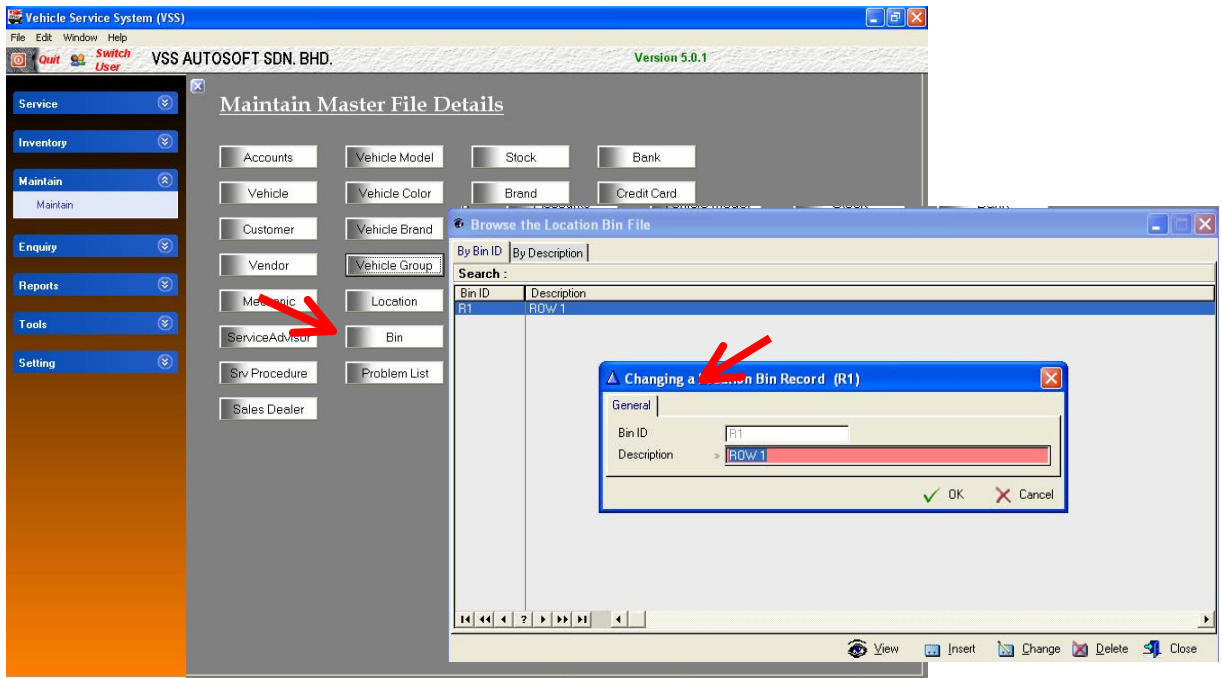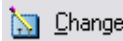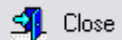
MAINTAIN – BIN

Maintain – Set-Up Bin File

To setup theBin File, select the button [Bin] in **Maintain** submenu from the Main menu screen.

To insert a new Bin, select the button [Insert] in **Bin** submenu.

To modify a Bin setting, select the button [Change] in **Bin** submenu.
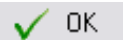
To delete a Bin setting, select the button [Delete] in **Bin** submenu.
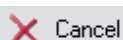
To exit & close the current screen, select the button [Close]

General
Bin ID   : Stock Bin ID
Description   : Bin Description

Press [OK] to save the information & return to previous menu.

Press [Cancel] [X] to un-save the information & return to previous menu

34

MAINTAIN – PROBLEM LIST
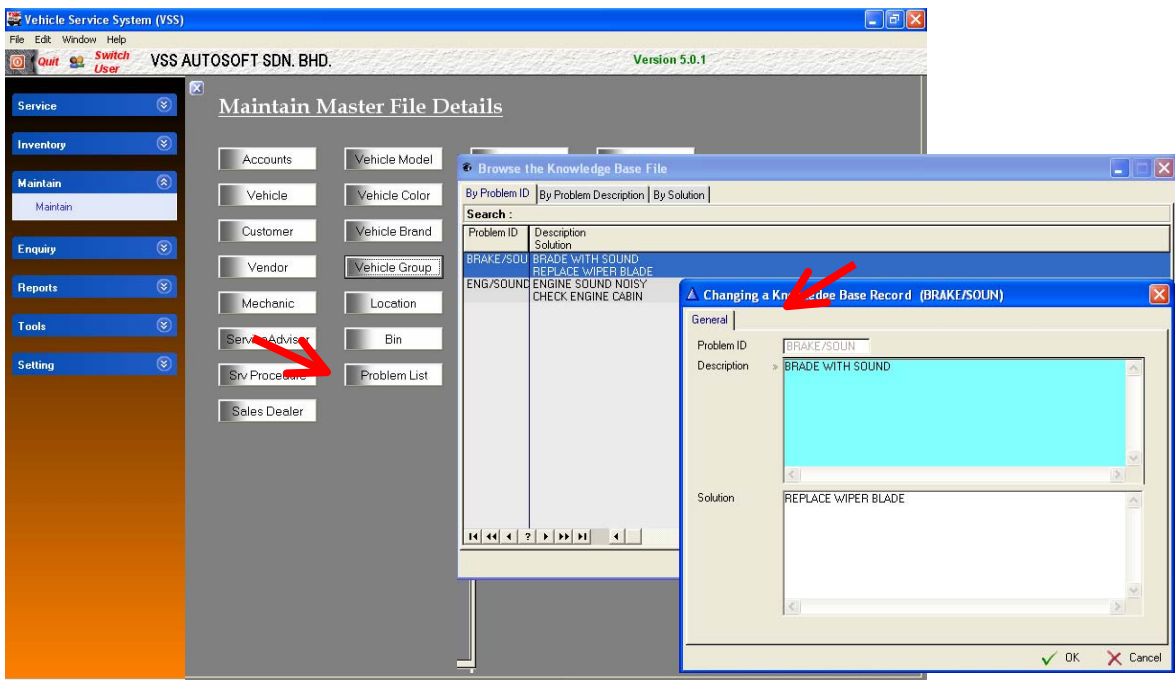
Maintain – Set-Up Problem List

To setup the Problem List, select the button   Problem List   in **Maintain** submenu from the Main menu screen.

To insert a new Problem, select the button   Insert   in **Problem List** submenu.

To modify a Problem setting, select the button   Change   in **Problem List** submenu.

To delete a Problem setting, select the button   Delete   in **Problem List** submenu.

To exit & close the current screen, select the button   Close
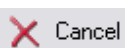
General
Problem ID   : Generate Problem ID
Description   : Problem Description
Solution   : Problem Solution

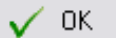Press   ✓ OK   to save the information & return to previous menu.

Press   ✗ Cancel   ✗ to un-save the information & return to previous menu

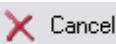35
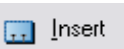
MAINTAIN – STOCK (GENERAL STOCK)
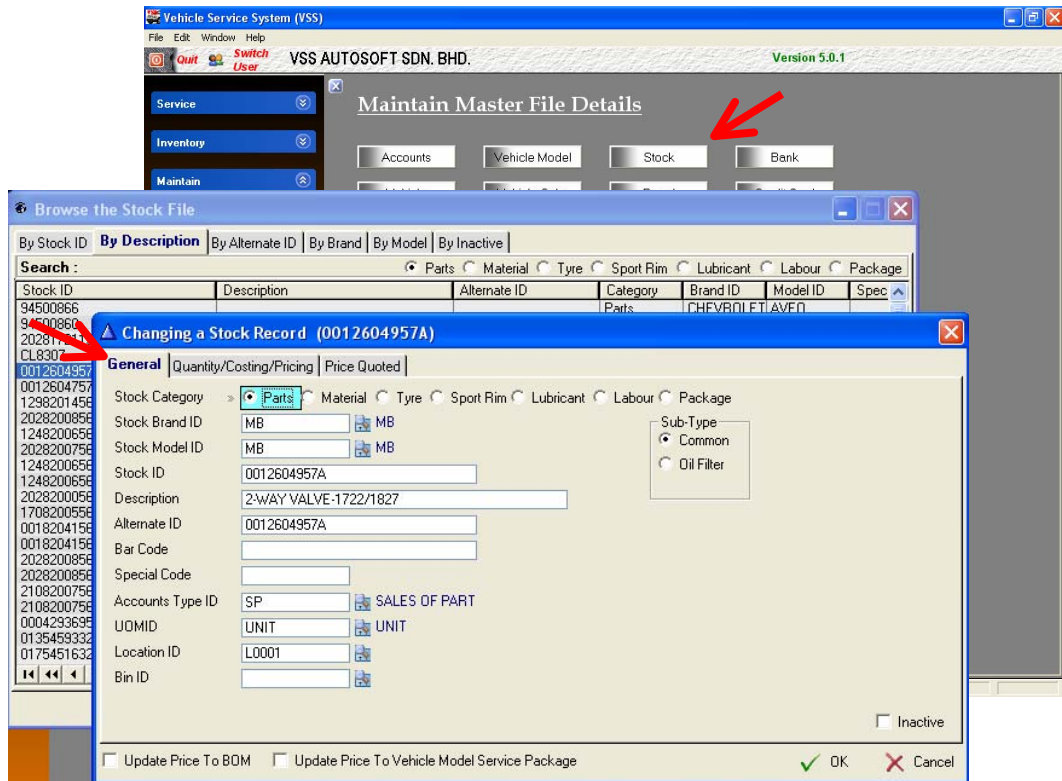
Maintain – Set-Up Stock Code

To setup the Stock Code, select the button   Stock   in **Maintain** submenu from the Main menu screen.

To insert a new Stock Code, select the button 🔲 Insert in **Stock** submenu.
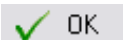
To modify a Stock Code, select the button 🔃 Change in **Stock** submenu.

To delete a Stock Code, select the button 🗙 Delete in **Stock** submenu.

To exit & close the current screen, select the button 🔳 Close

General

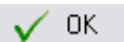|	
Stock Category	: Select the Stock category either Parts, Tyre, Lubricant, Sport Rim, Service or Package
Stock Brand ID	: Select the brand of the Stock
Stock Model ID	: Select the model of the Stock
Stock ID	: Create a new Stock code (Maximum 30 alphanumeric)
Description	: Description of the Stock (Maximum 35 alphanumeric)
Alternate ID	: Alternate Code of the Stock ID (Maximum 30 alphanumeric)
Bar Code	: Bar Code for the Stock ID (Maximum 20 alphanumeric)
Special Code	: Special Code for Stock ID
Account Type ID	: Select Account Type ID
Location ID	: Select Location ID
Bin ID	: Select Bin ID
UOM ID	: Select Unit Of Measure
Inactive	: Click on the Check Box for discontinue Stock

Update Price to BOM & Vehicle Model Service Package : To update the price into the package which item involved.

Press ✓ OK to save the information & return to previous menu.

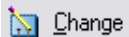Press ✗ Cancel 🗙 to un-save the information & return to previous menu
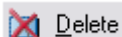
36

MAINTAIN – STOCK (QUANTITY/COST/PRICE)
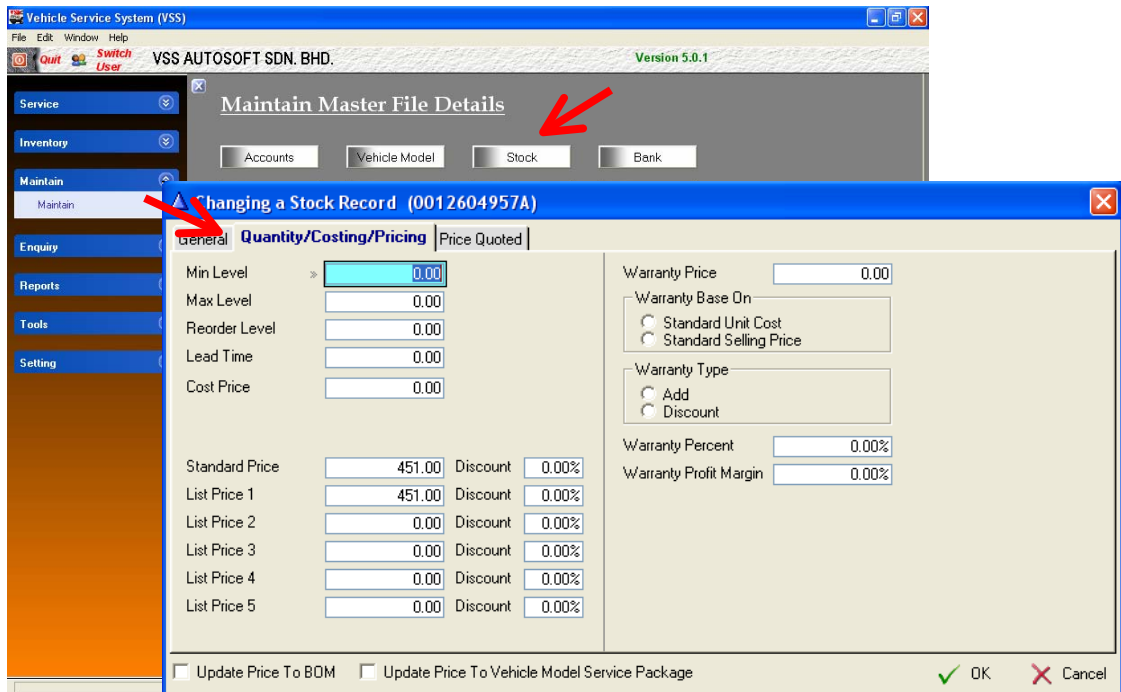
Maintain – Set-Up Stock Code

Quantity/Costing/Pricing
Min Level   : Enter Minimum Level Stock Quantity you want to keep
Max Level   : Enter Maximum Level Stock Quantity you want to keep
Reorder Level   : Enter Reorder Level of the Stock Quantity
Lead Time   : Enter Lead Time that request
Cost Price   : Enter Cost Price
Standard Price   : Enter Standard Price
List Price1,2,3,4,5   : Enter List Price & Discount for different of customer
Warranty Price Individual : Price will automatic calculate based on the user setting in this section. (Depend on Dealership). (Also can apply in Stock Brand Setting)
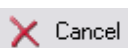
Press   ✓ OK   to save the information & return to previous menu.

Press   ✗ Cancel   ✗ to un-save the information & return to previous menu

37

MAINTAIN – STOCK (PRICE QUOTED)
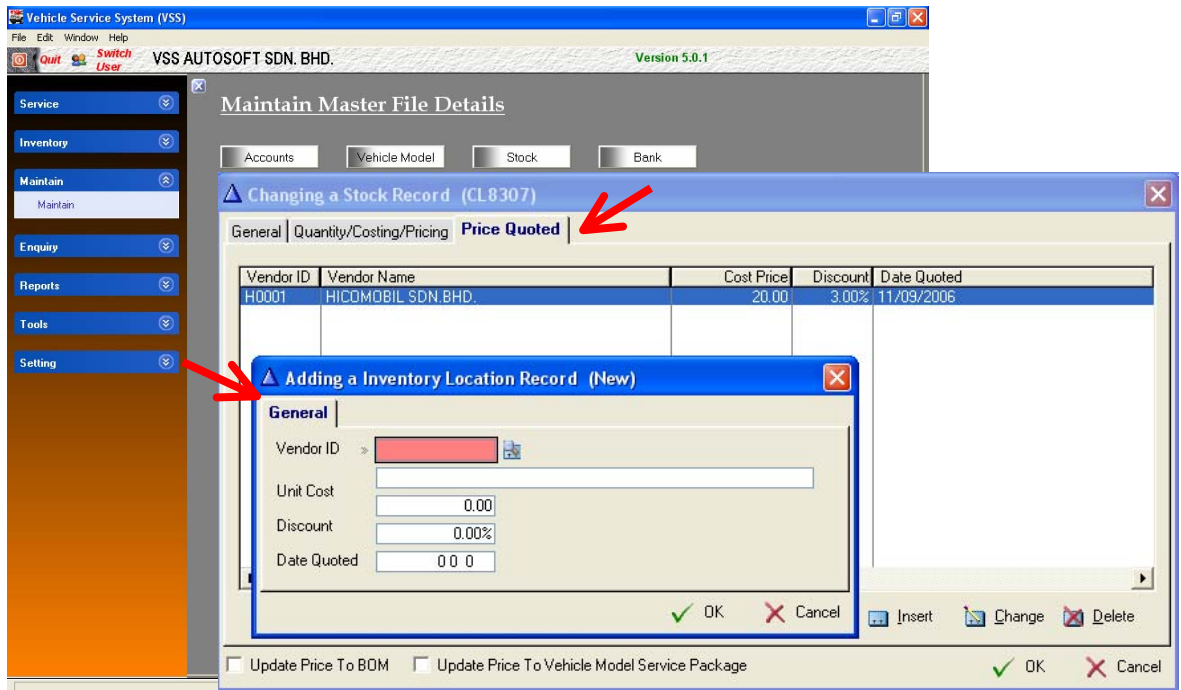
Maintain – Price Quoted

This section is let user to record price quoted from supplier from time to time basis, for a reference purpose.

Press ✓ OK to save the information & return to previous menu.

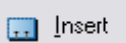Press ✗ Cancel ✗ to un-save the information & return to previous menu

38

MAINTAIN – STOCK (PACKAGE)
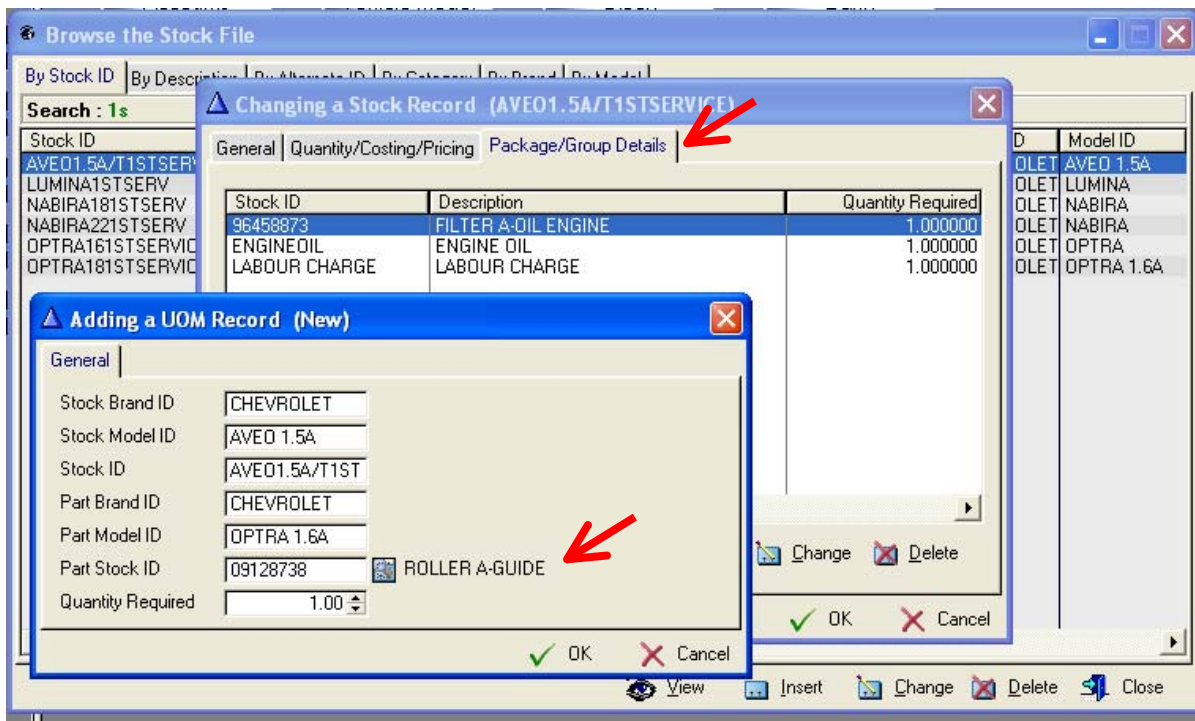
Maintain – Set-Up Stock Code (Package)

If Create a **Package Code,** additional information will require to enter.

General

Stock Brand ID   : Select the brand of the Stock
Stock Model ID   : Select the model of the Stock
Stock ID   : Create a new Stock code (Maximum 30 alphanumeric)
Direct go to Part Stock ID to Select or Key in the Stock Code, then enter the quantity in Quantity Required.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ✗ to un-save the information & return to previous menu

39
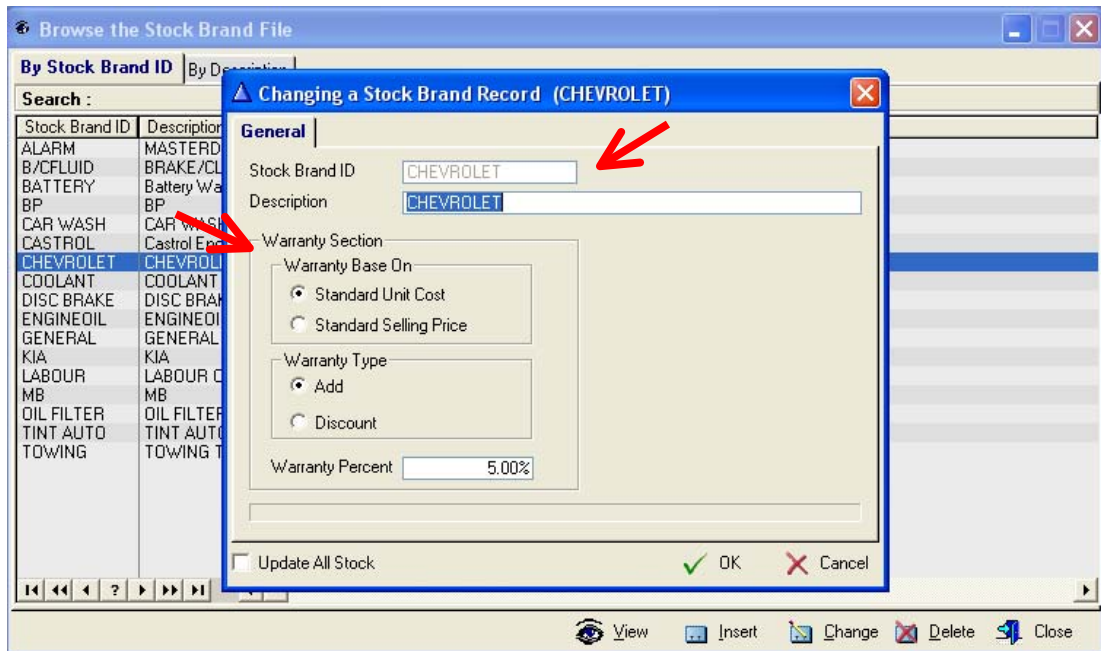
MAINTAIN – BRAND

Maintain – Set-Up Brand File

To setup the Brand File, select the button **Brand** in **Maintain** submenu from the Main menu screen.

To insert a new Brand, select the button **Insert** in **Brand** submenu.

To modify a Brand setting, select the button **Change** in **Brand** submenu.

To delete a Brand setting, select the button **Delete** in **Brand** submenu.
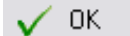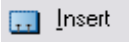
To exit & close the current screen, select the button **Close**
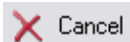
Stock Brand ID : Key In Stock brand ID.
Description : Description of the Stock brand.
Warranty Price : Price will automatic calculate based on the user setting in this section. (Depend on Dealership).
Update All Stock : Click on this will update all the warranty price for this stock brand.

Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

40
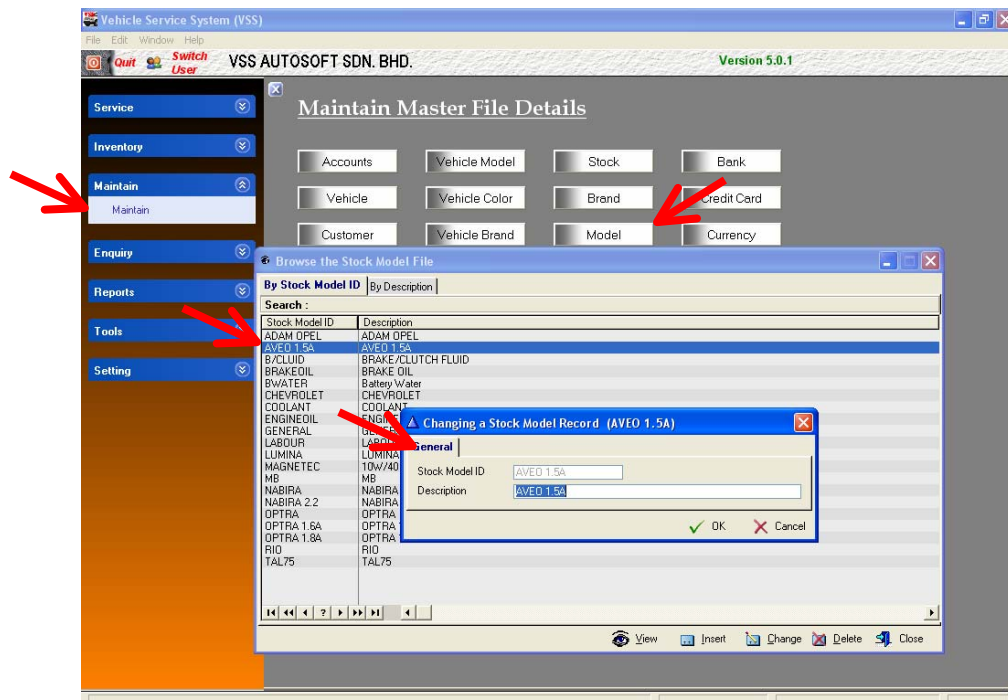
MAINTAIN – MODEL

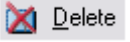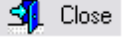## Maintain – Set-Up Model

To setup the Model, select the button ⬛ Model in **Maintain** submenu from the Main menu screen.

To insert a new Model , select the button 🔲 Insert in **Model** submenu.

To modify a Model setting, select the button 📝 Change in **Model** submenu.
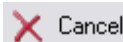
To delete a Model setting, select the button ❎ Delete in **Model** submenu.

To exit & close the current screen, select the button 🔲 Close
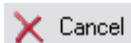
Stock Model ID : Define the Stock Model ID.
Description : Description of the Model.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ❎ to un-save the information & return to previous menu

41
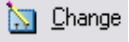
MAINTAIN – ACCOUNT TYPE
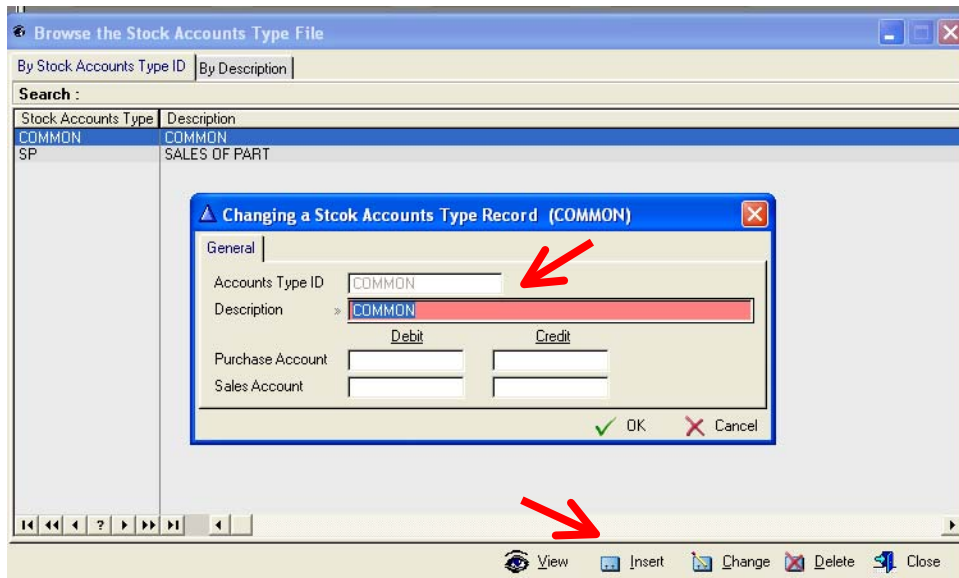
Maintain – Set-Up Account Type

To setup the Account Type, select the button **Accounts Type** in **Maintain** submenu from the Main menu screen.

To insert a new Account Type, select the button **Insert** in **Account Type** submenu.

To modify a Account Type setting, select the button **Change** in **Account Type** submenu.

To delete a Account Type setting, select the button **Delete** in **Account Type** submenu.

To exit & close the current screen, select the button **Close**

Account Type ID : Define the Account Type ID.
Description : Description of the Account Type
Purchase Account : Account Code of Purchase Account (Debit & Credit).
Sales Account : Account Code of Sales Account (Debit & Credit)

Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

42
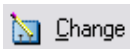
MAINTAIN – NON-STOCK
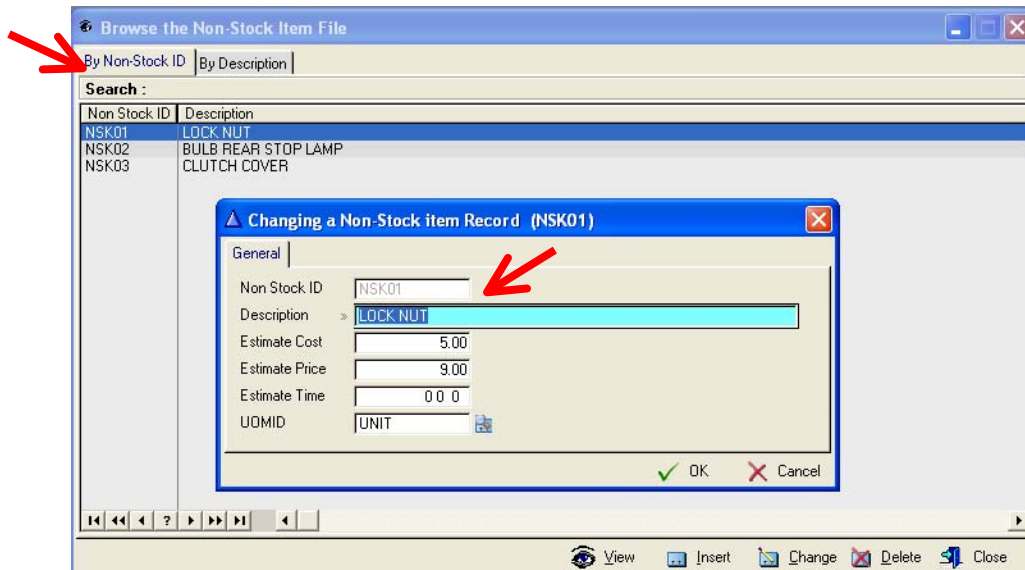
Maintain – Set-Up Non-Stock

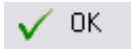To setup the Non-Stock, select the button [Non-Stock] in **Maintain** submenu from the Main menu screen.

To insert a new Non-Stock, select the button [Insert] in **Non-Stock** submenu.

To modify a Non-Stock setting, select the button [Change] in **Non-Stock** submenu.

To delete a Non-Stock setting, select the button [Delete] in **Non-Stock** submenu.

To exit & close the current screen, select the button [Close]

Non-Stock ID   : Define the Non-Stock ID.
Description   : Description of the Non-Stock
Estimate Cost   : Estimate the cost of Non-Stock
Estimate Price   : Estimate the Price of Non-Stock
Estimate Time   : Estimate the time of Non-Stock
UOMID   : Define the Unit of Measure ID

Press [✓ OK] to save the information & return to previous menu.
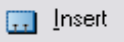
Press [✗ Cancel] to un-save the information & return to previous menu
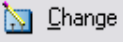
43

MAINTAIN – UOM (UNIT OF MEASURE)
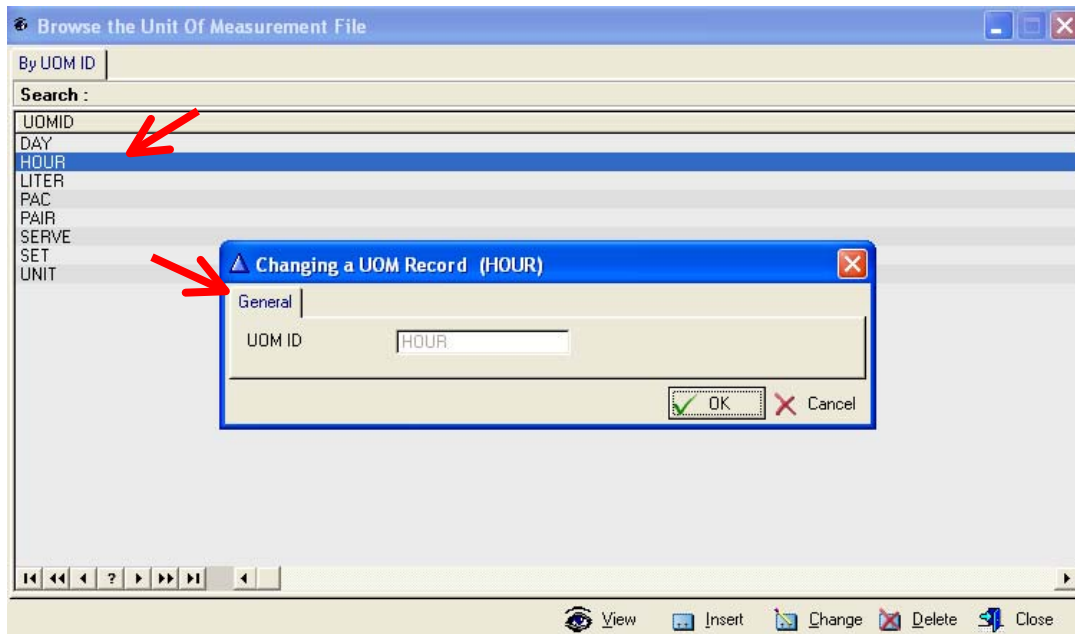
Maintain – Set-Up UOM (Unit Of Measure)

To setup the UOM, select the button **UOM** in **Maintain** submenu from the Main menu screen.
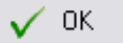
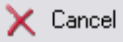To insert a new UOM, select the button **Insert** in **UOM** submenu.

To modify a UOM setting, select the button **Change** in **UOM** submenu.

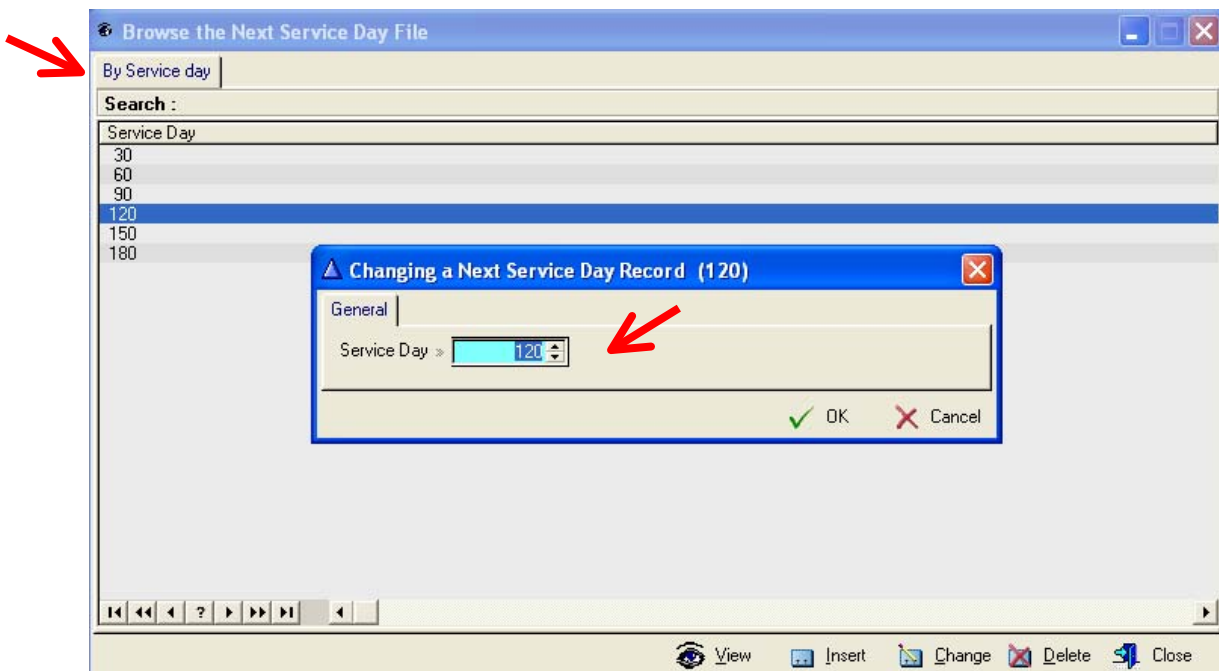To delete a UOM setting, select the button **Delete** in **UOM** submenu.

To exit & close the current screen, select the button **Close**

UOM ID : Define the Unit Of Measure ID.

Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

44

MAINTAIN – NEXT SERVICE DAY

Maintain – Set-Up Next Service Day

To setup the Next Service Day, select the button NextServiceDay in **Maintain** submenu from the Main menu screen.

To insert a new Next Service Day, select the button Insert in **NextServiceDay** submenu.

To modify a Next Service Day setting, select the button Change in **NextServiceDay** submenu.

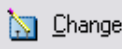To delete a Next Service Day setting, select the button Delete in **NextServiceDay** submenu.

To exit & close the current screen, select the button Close

Service Day : Define Next Service Day (This is in order to let user to make selection while print the bill to remind customer)

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu

45
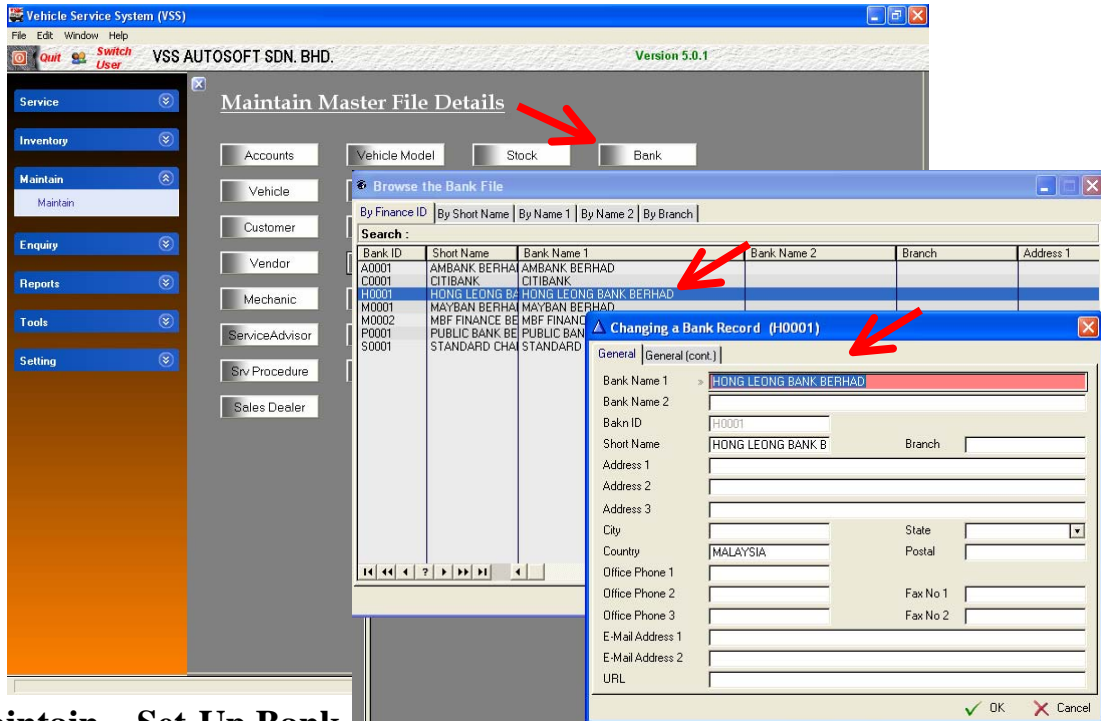
MAINTAIN – BANK

Maintain – Set-Up Bank

To setup the Bank, select the button [Bank] in **Maintain** submenu from the Main menu screen.

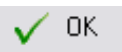To insert a new Bank, select the button 🔲 Insert in **Bank** submenu.

To modify a Bank setting, select the button 🔧 Change in **Bank** submenu.

To delete a Bank setting, select the button 🗙 Delete in **Bank** submenu.

To exit & close the current screen, select the button 🔲 Close

General

Bank Name 1, 2	: Bank name.
Bank ID	: Automatically generate by computer.
Short Name	: Short name of Bank branch.
Branch	: Bank branch location area.
Address 1 , 2 , 3	: Bank branch address.
City	: City name of Bank branch address.
State	: State of city.
Country	: Country of City.
Postcode	: Postcode of address.
Office Phone 1 , 2 , 3	: Bank branch office's contact number.
Fax No 1 , 2	: Bank branch fax number.
E-Mail address 1 , 2	: Bank branch e-mail address.
Contact Person 1, 2, 3	: Contact person name of the bank branch.
Remark	: Remark of the bank branch.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ☒ to un-save the information & return to previous menu
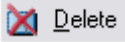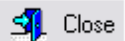
46

MAINTAIN – CREDIT CARD
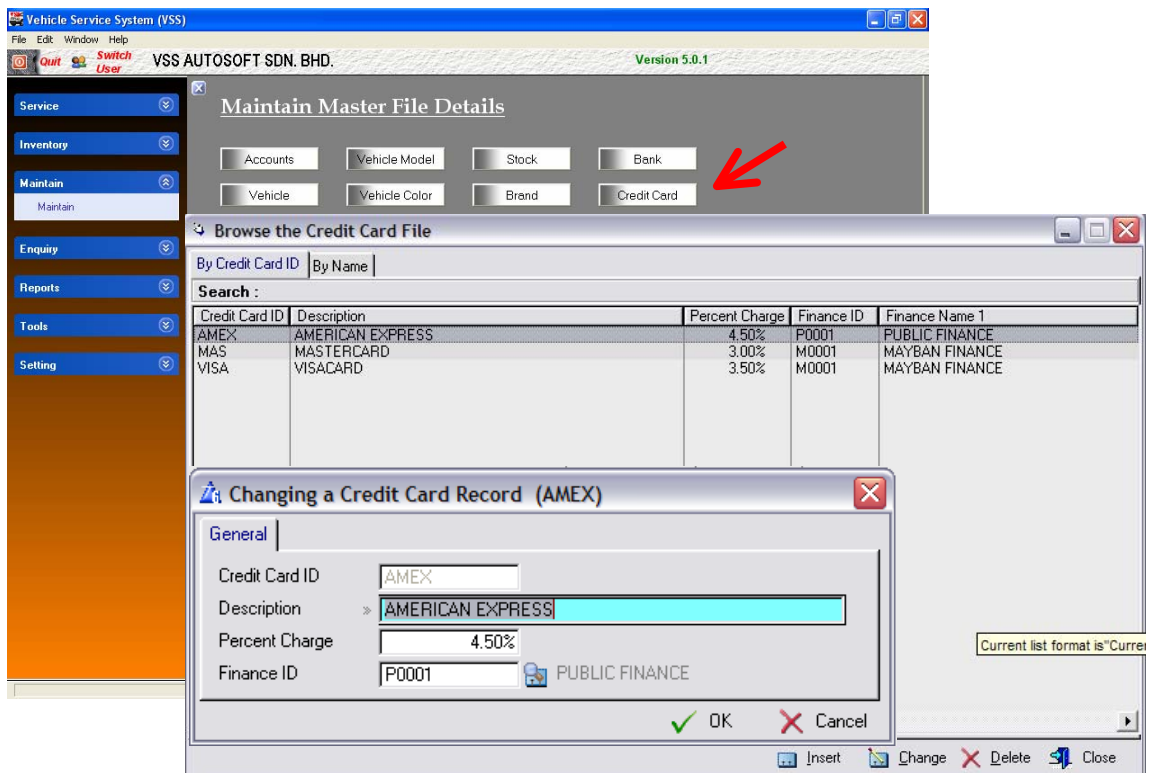
Maintain – Set-Up Credit Card File

To setup the Finance File, select the button [Credit Card] in **Maintain** submenu from the Main menu screen.

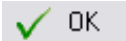To insert a new Credit Card, select the button [Insert] in **Credit Card** submenu.

To modify a Credit Card setting, select the button [Change] in **Credit Card** submenu.
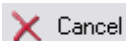
To delete a Credit Card setting, select the button [Delete] in **Credit Card** submenu.

To exit & close the current screen, select the button [Close]

General
Credit Card ID   : Automatically generate by computer.
Description   : Description of the credit card ID code.
Percent Charge   : Key-in the percentage of credit card charge.
Finance ID   : Select the credit card provided services bank.

Press [✓ OK] to save the information & return to previous menu.

Press [✗ Cancel] [✗] to un-save the information & return to previous menu
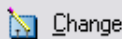
47

MAINTAIN – CURRENCY
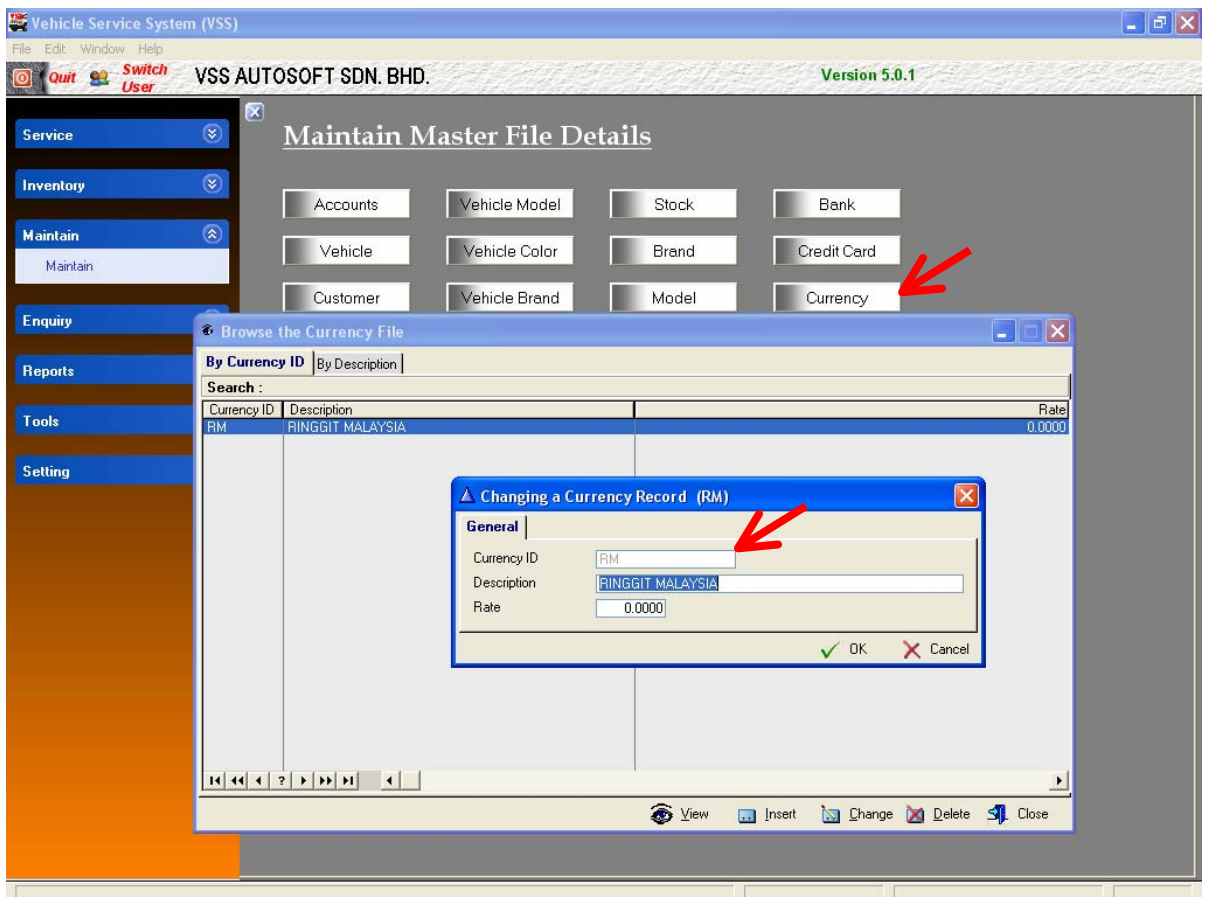
Maintain – Set-Up Currency

To setup the Currency, select the button   Currency   in **Maintain** submenu from the Main menu screen.

To insert a new Currency, select the button   Insert   in **Currency** submenu.

To modify a Currency setting, select the button   Change   in **Currency** submenu.

To delete a Currency setting, select the button   Delete   in **Currency** submenu.
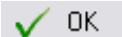
To exit & close the current screen, select the button   Close
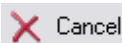
General
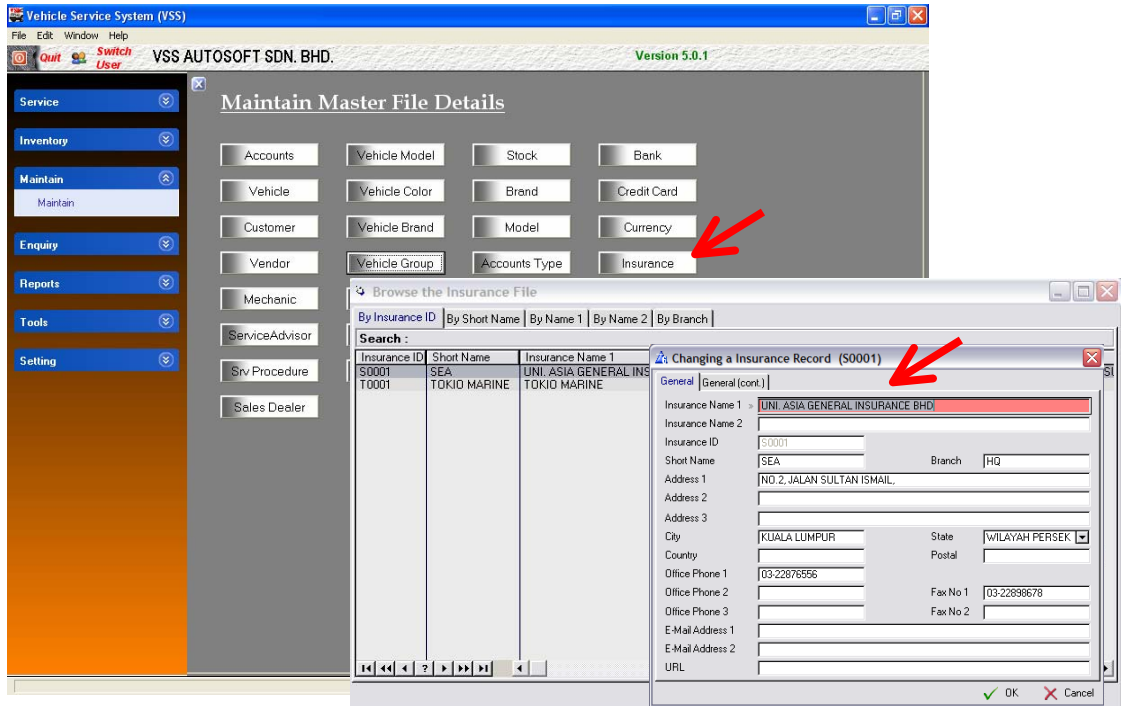Currency ID   : Define Currency ID.
Description   : Description of the Currency ID code.
Rate   : Define the Rate.

Press   ✓ OK   to save the information & return to previous menu.

Press   ✗ Cancel   ✗ to un-save the information & return to previous menu

48

MAINTAIN – INSURANCE

Maintain – Set-Up Insurance Company File

To setup the Insurance, select the button [Insurance] in **Maintain** submenu from the Main menu screen.

To insert a new Insurance, select the button [Insert] in **Insurance** submenu.

To modify a Insurance setting, select the button [Change] in **Insurance** submenu.
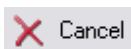
To delete a insurance setting, select the button [Delete] in **Insurance** submenu.

To exit & close the current screen, select the button [Close]

General

Insurance Name 1, 2	: Insurance company name.
Insurance ID	: Automatically generate by computer.
Short Name	: Short name of Insurance company.
Branch	: Insurance company branch location area.
Address 1 , 2 , 3	: Insurance company address.
City	: City name of Insurance company address.
State	: State of city.
Country	: Country of city.
Postcode	: Postcode of address.
Office Phone 1 , 2 , 3	: Insurance company office's contact number.
Fax No 1 , 2	: Insurance company fax number.
E-Mail address 1 , 2	: Insurance company e-mail address.
Contact Person 1, 2, 3	: Contact person name of the Insurance company.
Remark	: Remark of the Insurance company.

Press [✓ OK] to save the information & return to previous menu.

Press [✗ Cancel] [X] to un-save the information & return to previous menu
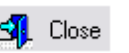
49

MAINTAIN – INSURANCE SETTING
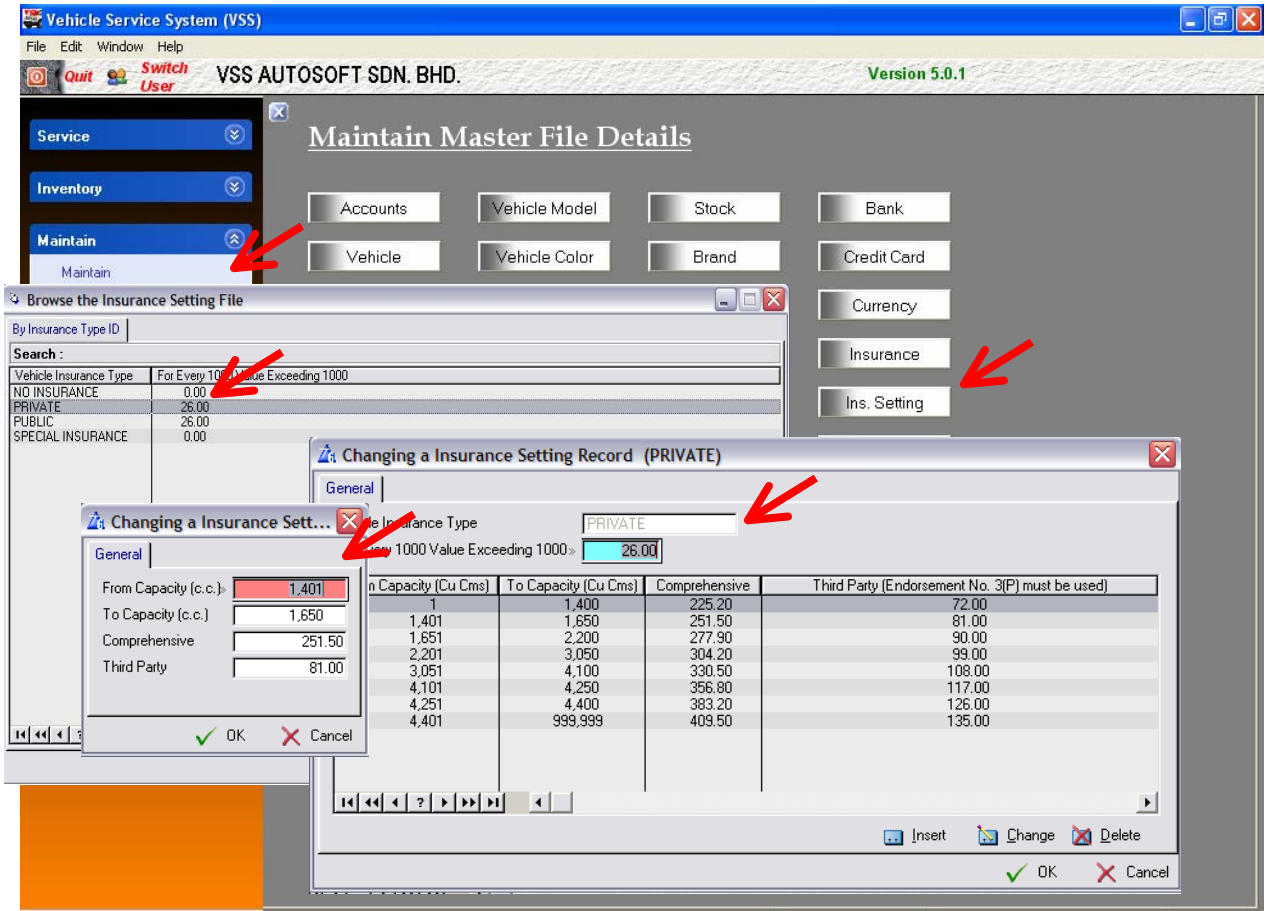
Maintain – Set-Up Insurance Table Setting File

To setup the Insurance Table, select the button [Ins. Setting] in **Maintain** submenu from the Main menu screen.

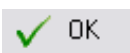To create a new Insurance Table file, select the button [Insert] in **Insurance Setting** submenu.

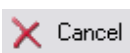To modify a Insurance Table setting, select the button [Change] in **Insurance Setting** submenu.

To delete a Insurance Table setting, select the button [Delete] in **Insurance Setting** submenu.

To exit & close the current screen, select the button [Close]
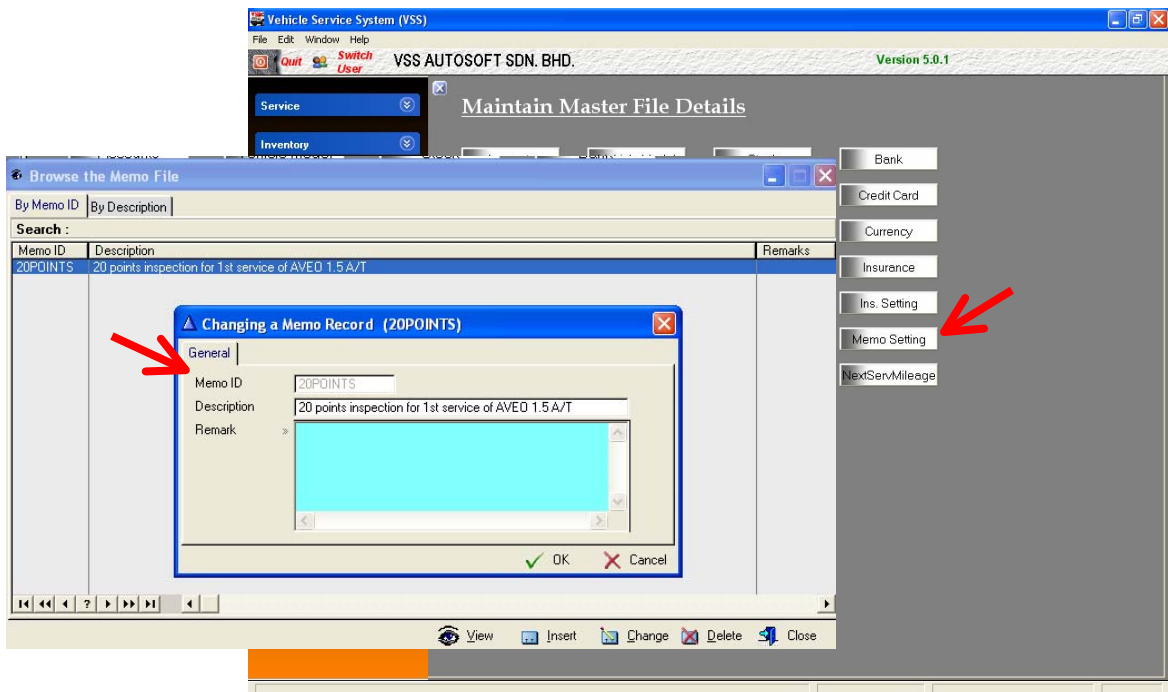
General

From Capacity (c.c.)	: Min Vehicle c.c. capacity
To Capacity (c.c.)	: Max Vehicle c.c. capacity
Comprehensive	: Amount of comprehensive insurance.
Third Party	: Amount of Third Party insurance.

Press [OK] to save the information & return to previous menu.

Press [Cancel] [X] to un-save the information & return to previous menu

50

MAINTAIN – MEMO SETTING

Maintain – Set-Up MEMO Setting

To setup the Memo Setting, select the button **Memo Setting** in **Maintain** submenu from the Main menu screen.

To insert a new MEMO, select the button **Insert** in **MEMO** submenu.

To modify a MEMO, select the button **Change** in **MEMO** submenu.

To delete a MEMO, select the button **Delete** in **MEMO** submenu.

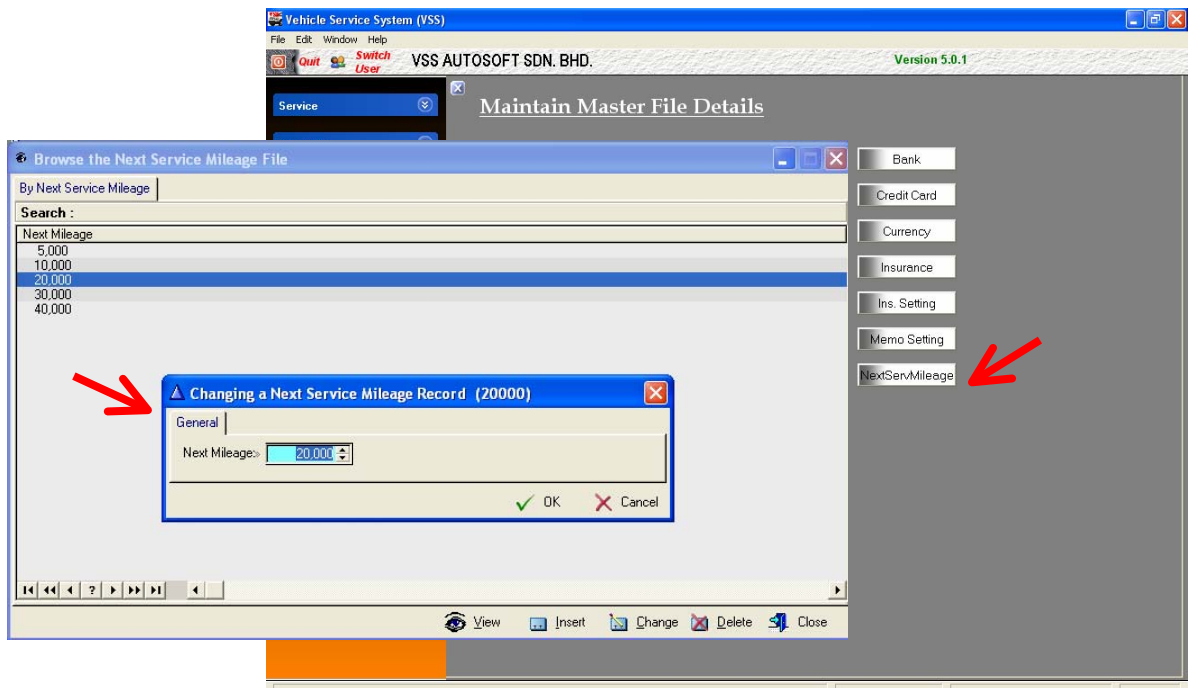To exit & close the current screen, select the button **Close**

General
Problem ID   : Generate Problem ID
Description   : Problem Description
Solution   : Problem Solution

Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

51

MAINTAIN – NEXT SERVICE MILEAGE

Maintain – Set-Up Next Service Mileage

To setup the Next Service Mileage, select the button NextServMileage in **Maintain** submenu from the Main menu screen.

To insert a new Next Service Mileage, select the button Insert in **NextServiceMileage** submenu.

To modify a Next Service Mileage setting, select the button Change in **NextServiceMileage** submenu.

To delete a Next Service Mileage setting, select the button Delete Close in **NextServiceMileage** submenu.

To exit & close the current screen, select the button

Service Mileage : Define Next Service Mileage (This is in order to let user to make selection while print the bill to remind customer)

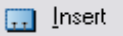Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ✗ to un-save the information & return to previous menu

52
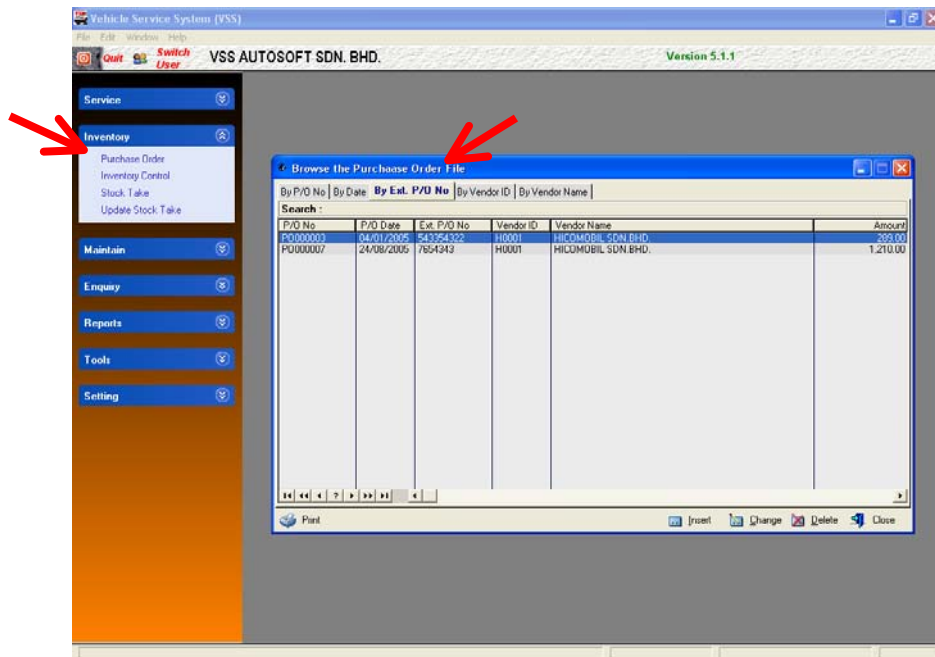
PURCHASE ORDER

Purchase Order

To entry the Purchase Order File, selects the button Purchase Order in **Inventory** submenu from the Main menu screen.

To create a record of Purchase Order, select the button [...] Insert in **Purchase Order** submenu.

To modify the record , select the button Change in **Purchase Order** submenu.

To delete a record, select the button Delete in **Purchase Order** submenu.

To exit & close the current screen, select the button Close

53

PURCHASE ORDER

Purchase Order

General
P/O No   : Automatically generate by computer.
Ext P/O No.   : External reference number.
P/O Date   : Purchase Order Date.
Vendor ID   : Select the vendor from database.
Vendor Name   : Name of vendor will automatically display when calling vendor ID.

*** You may create multiple stock in a single record*

Purchase Order – Insert New Item (s)

**General**
Stock Brand ID   : Automatic appear while select Stock ID
Stock Model ID   : Automatic appear while select Stock ID
Stock ID   : Select the Stock ID for Stock to order.
Quantity   : Quantity to order.
Unit Cost   : Purchase cost.
Total Price   : Total amount of purchase costs.

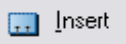Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel to un-save the information & return to previous menu

54

INVENTORY TRANSACTION
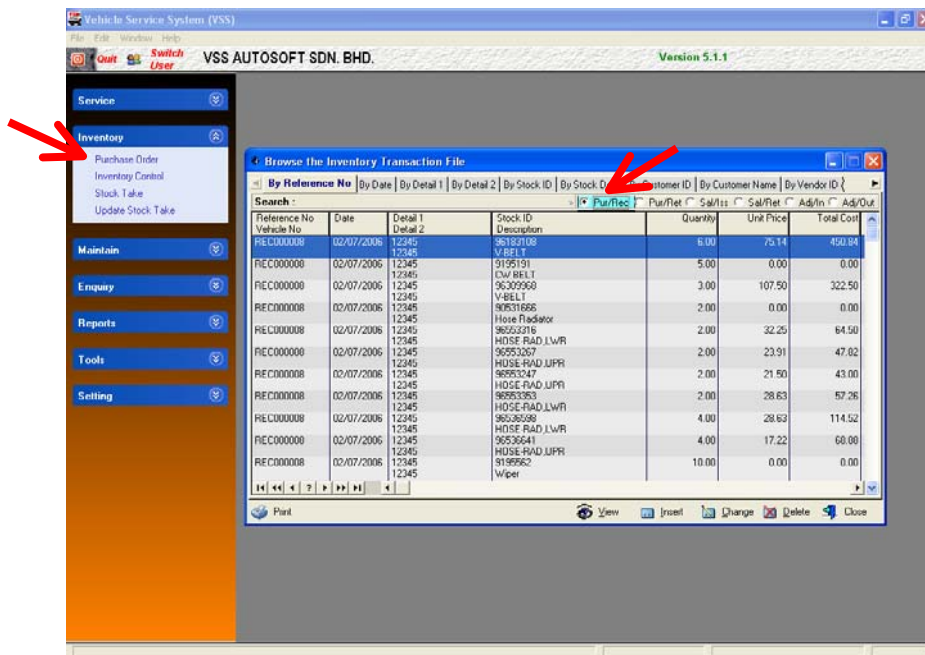
INVENTORY TRANSACTION

To entry the Inventory Transaction File, selects the button Inventory Transaction in **Inventory** submenu from the Main menu screen.

> To create a record of Inventory Transaction, select the button Insert in **Inventory Transaction** submenu.
>
> To modify the record , select the button Change in **Inventory Transaction** submenu.
>
> To delete a record, select the button Delete in **Inventory ransaction** submenu.
>
> To exit & close the current screen, select the button Close

55

INVENTORY TRANSACTION
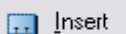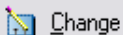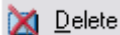

Select type of transaction such as Purchase Received, Purchase Return, Sales Issued, Sales Return, Adjustment In, Adjustment Out.

General

Reference No	: Automatically generate by computer.
Date	: Date of transaction
Invoice No	: Vendor invoice reference
D/O No	: Vendor delivery order reference.
Vendor ID	: Select the vendor from database.
Vendor Name	: Name of vendor will automatically display when calling vendor ID.

To create a stock transaction , select the button   [ ] Insert

To modify the stock transaction, select the button   Change

To delete the stock transaction, select the button   Delete

Press   ✓ OK   to save the information & return to previous menu.

Press   ✗ Cancel   ✗ to un-save the information & return to previous menu

56

INVENTORY TRANSACTION


General

Stock Brand ID	: Automatic appear while select Stock ID
Stock Model ID	: Automatic appear while select Stock ID
Stock ID	: Select the Stock ID for Stock to receive.
Quantity	: Quantity to receive.
Unit Cost	: Stock cost.
Discount Type	: Select trade discount by % or RM
Discount Amount	: key in the value either by % or in figure
Total Cost	: Total amount of stock costs.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ✗ to un-save the information & return to previous menu

57
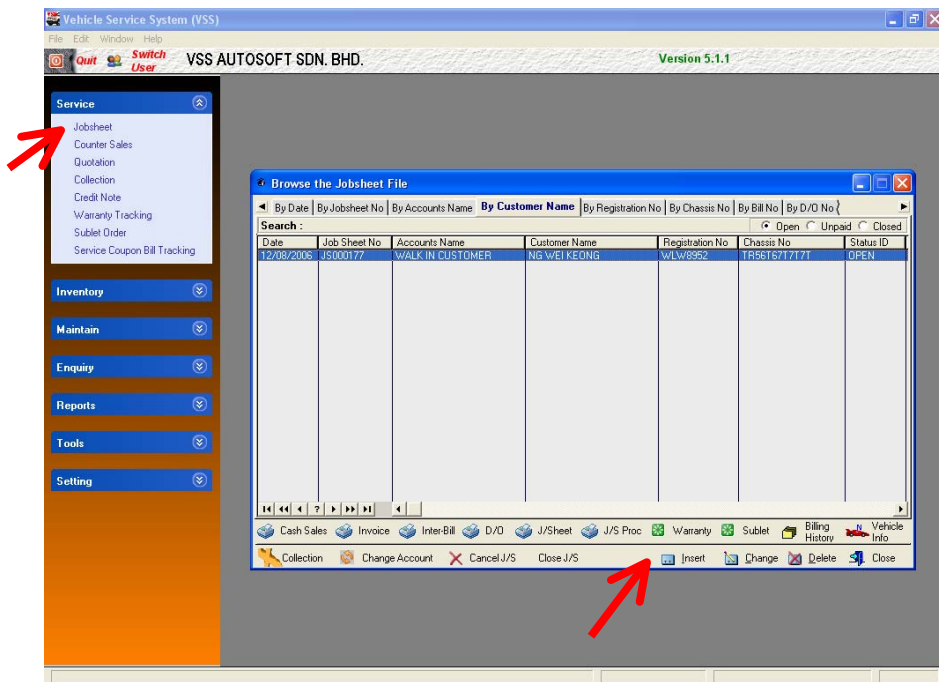
SERVICE - JOBSHEET

Create New Jobsheet

To entry the Jobsheet File, selects the button   Jobsheet   in **Service** submenu from the Main menu screen.

To create a New Jobsheet, select the button [..] Insert in **Jobsheet** submenu.

To modify the record , select the button Change or double click on the record in **Jobsheet** submenu.

To delete a record, select the button Delete   X Cancel J/S in **Jobsheet** submenu.

To exit & close the current screen, select the button   Close   ✖

To Print Cash Sales, Select the button   Cash Sales   To Print Invoice, Select the button   Invoice

To Print Internal Bill, Select the button   Inter-Bill   To Print D/O (Delivery Order), Select the button   D/O

To Print J/Sheet, Select the button   J/Sheet   To Print J/S Proc, Select the button   J/S Proc

To go to warranty section , Select the button   Warranty For Sublet Section, select the button   Sublet

To View Billing History, Select the button   Billing History   To View Vehicle Info , Select the button   Vehicle Info

To record customer payment, Select the button   Collection   To Change the billing for the bill only, Select   Change Account

To cancel a Jobsheet select X Cancel J/S , reason and password must be provide in order to cancel.

To closed a jobsheet without issue any bill, select Close J/S , normally this is for CBJ (Come Back Job) status.

58

SERVICE - JOBSHEET

Adding a Jobsheet Record

Select Mechanic ID by Click on the [icon] Button, if you know the ID Code type it directly.

Select Service Advisor ID by Click on the [icon] Button, if you know the ID Code type it directly.

Select **Registration No** by Click on the [icon] Button, if you know the ID Code type it directly. **OR**

Select **Chassis No** by Click on the [icon] Button, if you know the ID Code type it directly.

*** If this is the first visit for the vehicle, a message will prompt to show "Vehicle No not found", system will request to create a Vehicle file, refer to following page for detail.

Select Complaint 1-5 by Click on the [icon] Button, or type it manually.

Key in the mileage of the vehicle, this is a compulsory field before you can save the jobsheet.

Select the Visit type either Walk In or Appointment, by default, Walk In will be selected.

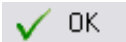Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel [icon] to un-save the information & return to previous menu

59

SERVICE - JOBSHEET

Adding a Jobsheet Record

Select the Service Type such as Maintenance Service, Service Coupon, Warranty Repair & etc. This is in order S.A to indicate type of Service Jobsheet for Analysis of Reports. Same special function will be carry out by selection such as Service Coupon & Insurance Claim Repair.

• Maintenance Service must be select before select Service Coupon. Or else the button will be blur.

• If this is an insurance claim, click on the Insurance Claim Repair & select Insurance Company to be claim. The bill will issue to the selected insurance company.

• Next Service Day & Next Service Mileage will be generate automatic based on the setting, if user want to be another date or mileage, just change the value.

Press   ✓ OK   to save the information & return to previous menu.

Press   ✗ Cancel   ✖ to un-save the information & return to previous menu

60

SERVICE - JOBSHEET

Service Coupon Entry

General	OPTRA 1.8 DOHC A/T

Service Coupon No: SC000087

Vendor ID: H0001

Vendor Name: HICOMOBIL SDN.BHD.

Service Type: (•) 1st ( ) 2nd ( ) 3rd ( ) 4th ( ) 5th
( ) 6th ( ) 7th ( ) 8th ( ) Others

Amount: 104.60

Remarks:

Print Service Coupon Bill ✓ OK ✗ Cancel

Adding a Jobsheet Record

* Once user click on the Service Coupon, this screen will pop-up, this let user to fill up some information such as vendor & Service type.

Service Coupon Entry

General
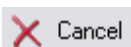Service Coupon No: Automatic generate by system or key in manually.
Vendor ID   : Enter Vendor ID
Service Type : Select service type, the amount will automatic call out
                based on the setting of vehicle model.
Remarks   : Type if required.
You can Print Service Coupon Bill by Click on 🖨 Print Service Coupon Bill

Press ✓ OK   to save the information & return to previous menu.

Press ✗ Cancel ⊠ to un-save the information & return to previous menu

61

SERVICE – BILLING DETAIL

Changing a Jobsheet Record (JS000182)

General | **Billing Detail** | Payment Details | Extra Complaint & Memo | Extra | **WLW8952**

Stock ID	Description	Quantity	Unit Price	Disc	Discount	Total Price	S

Insert   Change   Delete

Remarks :-

Discount Type ○ RM ● %   0.00

Gross Sales	0.00
Trade In Amount (-)	0.00
Tax Amount (+)	0.00
Discount Amount (-)	0.00
Net Selling Price	0.00

Warranty Form   Sublet Form

Service Day 180   Next Service Date 20/05/2007
Service Mileage 10,000   Next Service Mileage 97,690

✓ OK   ✗ Cancel

Enter the Item for Billing

To enter a new item, select the button **Insert** a screen will pop up to let you make selection.
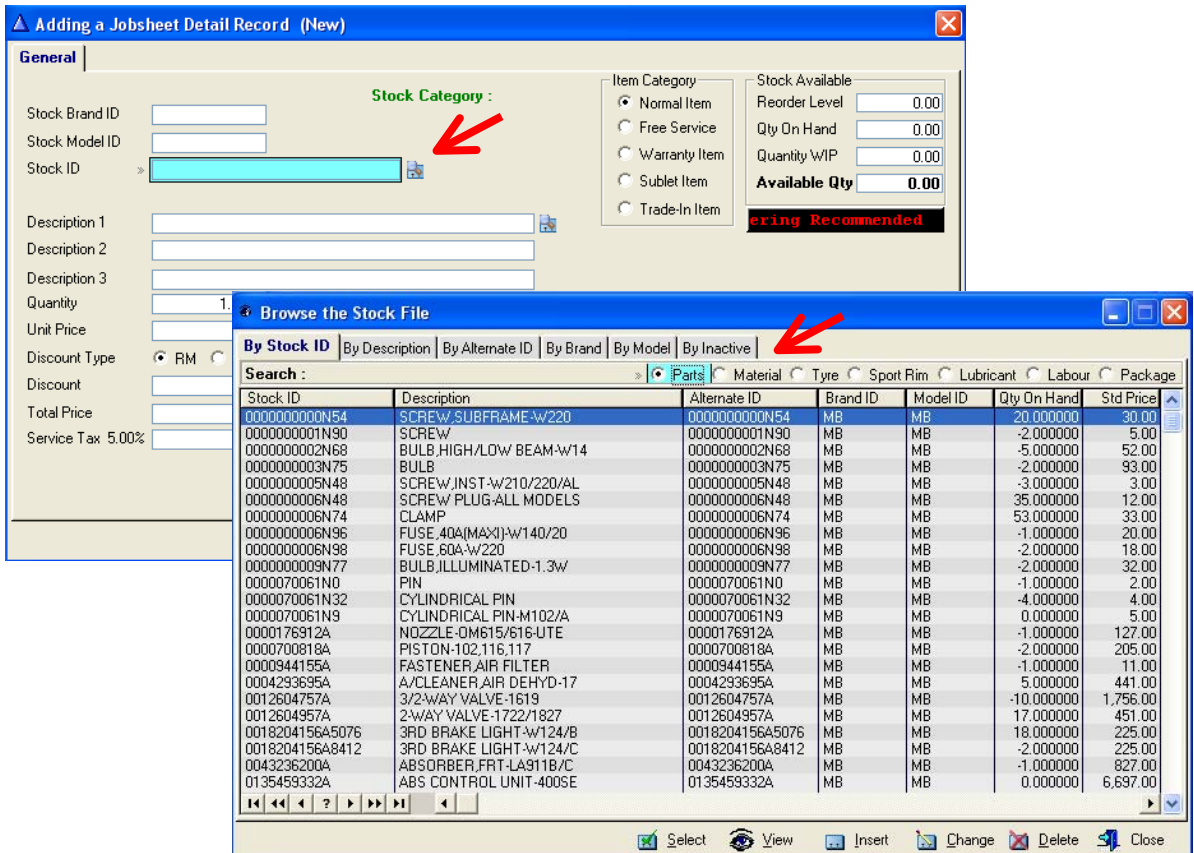
To modify the record , select the button **Change** a screen will pop up to let you make selection.

To delete a record, select the button **Delete** a screen will pop up to let you make selection.

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ✗ to un-save the information & return to previous menu

62

SERVICE – BILLING DETAIL

Enter the Item for Billing

To enter a new item, select the button [.] Insert   a screen will pop up to let you make selection.
Select either Part, Material, Tyre, Sport Rim, Lubricant, Labour or Package.

Hints

Sorting (Ascending)

Click on the Header bar will sort the data in ascending order.

Click on the *'By Stock ID'* header bar will sort the Stock code in ascending order.

Searching

Click on the category header to sort an category.

Then, type in the text / number that you wish to search for. The cursor will automatically narrow down the selection and jump to the text / number that you are searching.

E.g.: Search the *"90156197"* under Stock ID category.

First , Click on the *"By Stock ID"* Header to sort the code you wish to search, which is *"90156197"*, the cursor will automatically jump to the row *"90156197"*.

Press ✓ OK   to save the information & return to previous menu.

Press ✗ Cancel ☒ to un-save the information & return to previous menu

63

SERVICE – BILLING DETAIL

General

Stock Brand ID	: Automatic appear while select Stock ID
Stock Model ID	: Automatic appear while select Stock ID
Stock ID	: Select the Stock ID
Description 1	: Automatic appear while select Stock ID
Description 2,3	: Let user type any extra description
Quantity	: Quantity of stock then unit of measure next to it.
Unit Measure	: Select how you sell this item in measurement.
Unit Price	: Automatic appear while select Stock ID **OR** enter manually if different amount apply.
Discount type	: Choose either RM or %
Discount	: Discount amount or percentage
Total Price	: Automatic calculate.
Service Tax	: Apply when needed

Material Requisition No : Key in the material requisition no if available.
Mechanic Id : Select mechanic if this item service by different mechanic, by default, mechanic selected in jobsheet will be use.

     *** Stock Available screen will display the stock quantity information when the stock ID selected

Press   ✓ OK   to save the information & return to previous menu.

Press   ✗ Cancel   ✗ to un-save the information & return to previous menu

64

SERVICE – BILLING DETAIL

Item Category

When select either Warranty Item or Sublet Item, a screen will pop-up for more information.
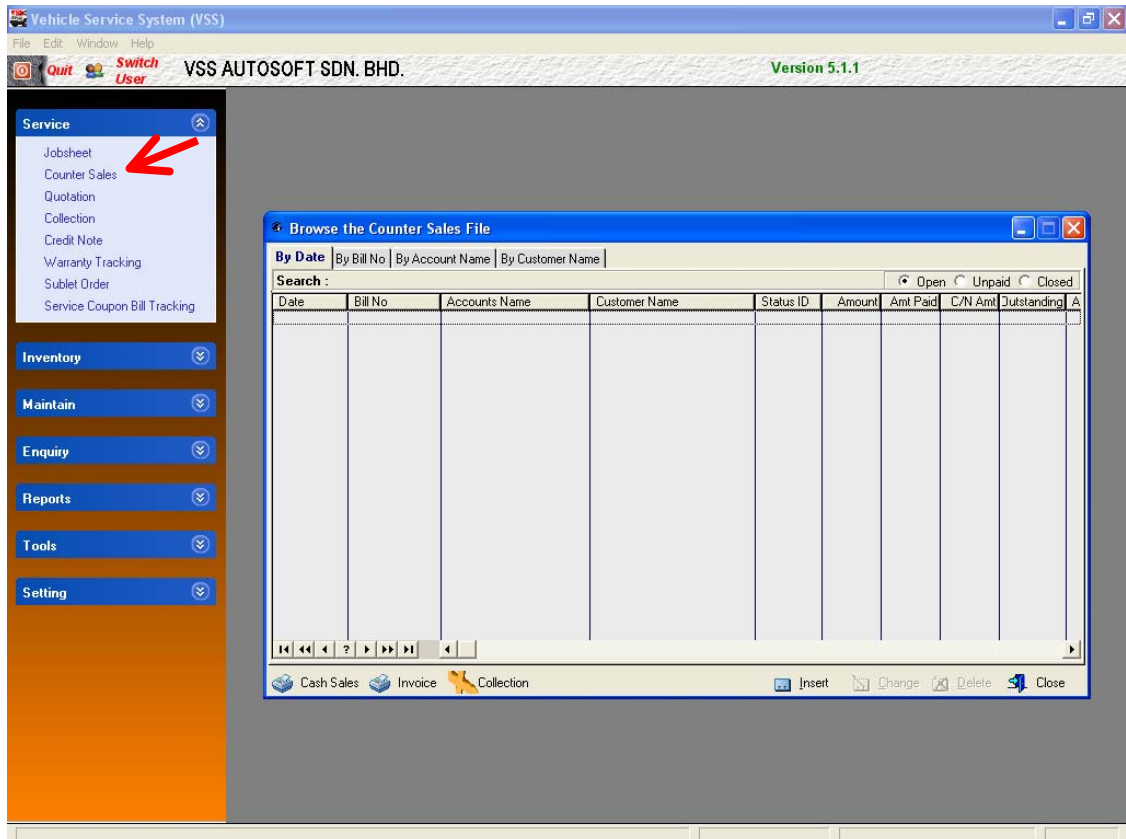
General

Vendor ID	: Select Vendor ID
Vendor Name	: Automatic appear after selected
Unit cost	: Enter Cost of Stock
Profit	: Automatic calculate by system

Press ✓ OK to save the information & return to previous menu.

Press ✗ Cancel ✗ to un-save the information & return to previous menu

65

SERVICE – COUNTER SALES

To entry the **Counter Sales** screen, selects **Counter Sales** in **Service** submenu from the Main menu screen.

To create a **Counter Sales** Transaction , select the button   Insert

To modify a **Counter Sales** Transaction, select the button   Change

To delete a **Counter Sales** Transaction, select the button   Delete

To Print **Cash Sales** Select the button   Cash Sales

To Print **Invoice** Select the button   Invoice

To settle customer outstanding, select   Collection

66

SERVICE – COUNTER SALES

General

Select Account ID and the Account Name will appear automatic after selected

Select Customert ID and the Customer Name will appear automatic after selected

To insert a stock ID , select the button
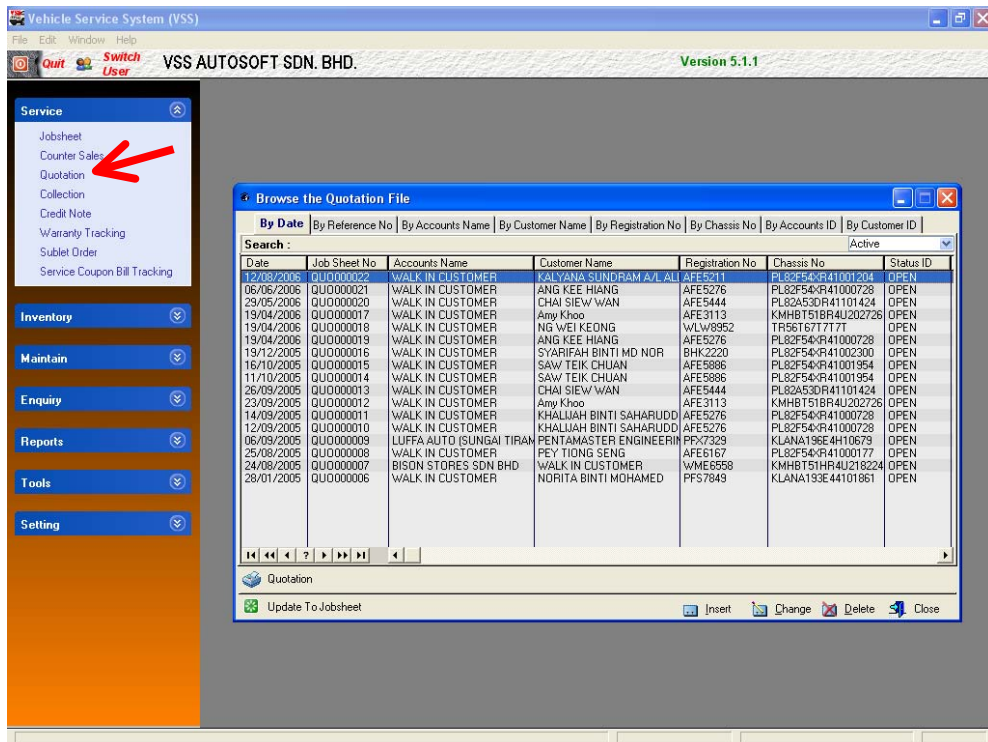
To modify a stock ID , select the button

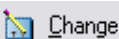To delete a stock ID , select the button

To Print Cash Sales Select the button

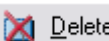To Print Invoice Select the button
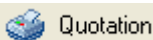
67

SERVICE – QUOTATION

To entry the **Quotation** screen, selects Quotation in **Service** submenu from the Main menu screen.

To create a **Quotation** Transaction , select the button [Insert]

To modify a **Quotation** Transaction, select the button [Change]

To delete a **Quotation** Transaction, select the button [Delete]

To Print **Quotation** Select the button [Quotation]

If customer confirm with the quotation, you can select the [Update To Jobsheet] , This action will convert the quotation into jobsheet. A message will be prompt after success of conversion.
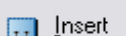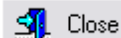

68
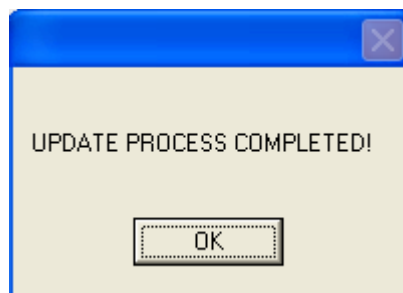
SERVICE – COLLECTION
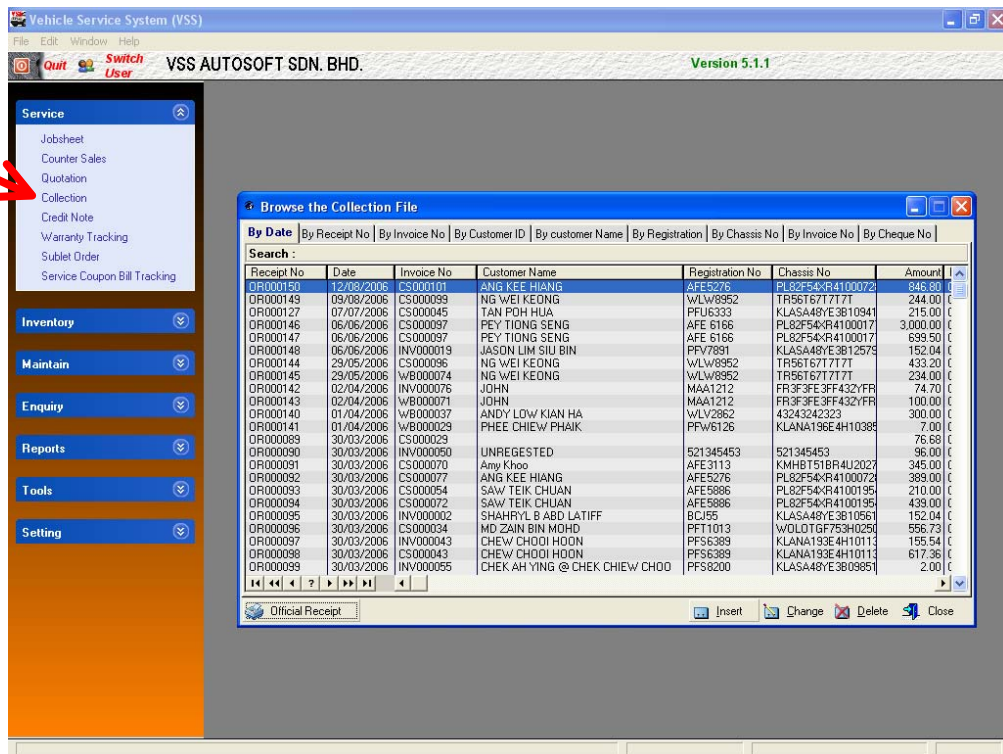
Collection

To entry the Collection screen, selects the button [Collection] in **Service** submenu from the Main menu screen.

To insert a collection, select the button [📷 Insert] in **Collection** submenu.
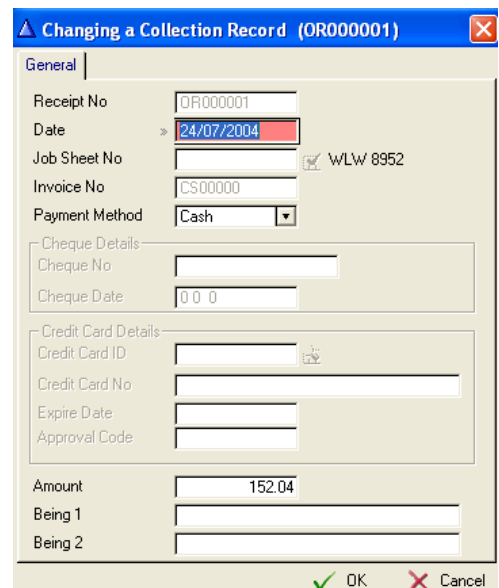
To modify the record , select the button [🔍 Change] in **Collection** submenu.

To delete a record, select the button [❌ Delete] in **Collection** submenu.

Select button [🖨 Official Receipt] to print the Official Receipt.
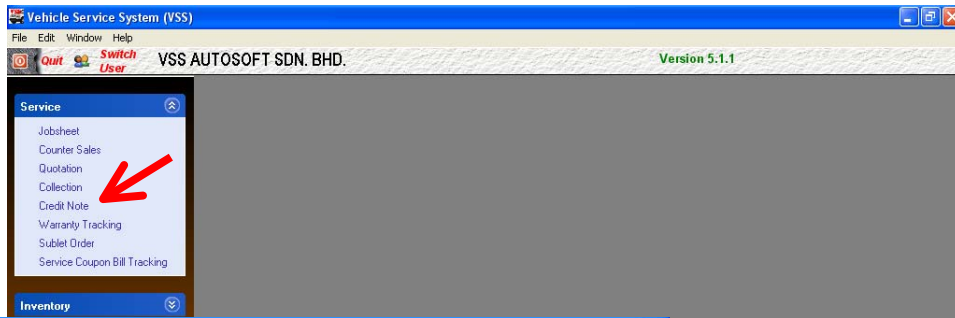
To exit & close the current screen, select the button [🚪 Close]

General

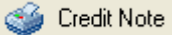|	
Receipt No	: Receipt number
Date	: Payment date.
Job Sheet No	: Select which job Sheet to collect.
Invoice	: Appear after select job sheet
Payment Method	: Select payment type
	e.g.. Cheque, Cash, Credit Card,
	Others or exchange.
Cheque No	: Cheque number
Cheque Date	: Cheque date.
Credit Card ID	: Credit card types.
Credit Card No	: Credit card number.
Expire Date	: Expire date of credit card.
Approve Code.	: Credit card payment approve code.
Amount	: Payment amount.
Being 1 , 2	: Payment description

69

SERVICE – CREDIT NOTE
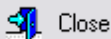

Credit Note

To entry the Credit Note File, selects the button **Credit Note** in **Service** submenu from the Main menu screen.

To create a record of Credit Note, select the button **Insert** in **Credit Note** submenu.
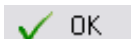
To modify the record , select the button **Change** in **Credit Note** submenu.

To delete a record, select the button **Delete** in **Credit Note** submenu.
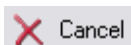
Select button **Credit Note** to print the **Credit Note** for Customer.

To exit & close the current screen, select the button **Close**

General
Receipt No	: Credit Note number.
Date	: Date of Transaction
Invoice No	: Select Invoice involved.
Payment Method	: Select the credit note payment method.
Cheque No.	: Cheque number.
Cheque Date	: Cheque date.
Credit Card ID	: Credit card types.
Credit Card No	: Credit card number.
Expire Date	: Expire date of credit card.
Approve Code.	: Credit card payment approve code.
Amount	: Credit note amount
Being 1,2	: Remarks to print in the Credit Note.

Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

70

SERVICE - WARRANTY TRACKING
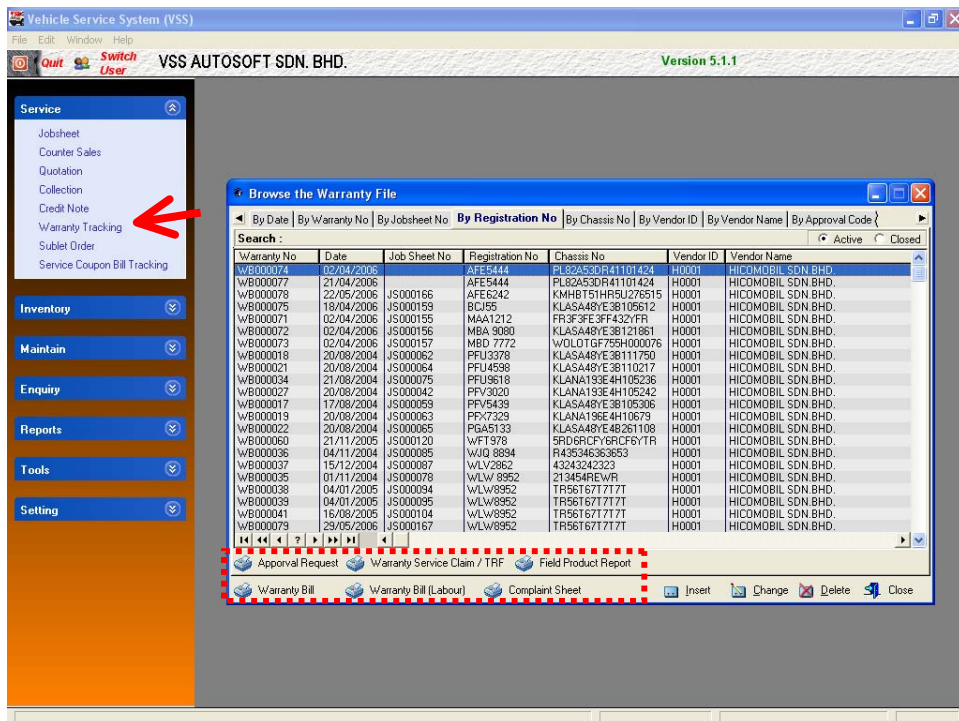
To entry the Warranty Tracking screen, selects the button **Warranty Tracking** in **Service** submenu from the Main menu screen.

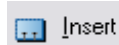To create a Warranty Transaction , select the button **Insert**

To modify a Warranty Transaction, select the button **Change**

To delete a Warranty Transaction, select the button **Delete**
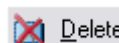
Printing

In Warranty Tracking, User can print those document related with Warranty such as : Approval Request, Warranty Service Claim / TRF, Field Product Report, Warranty Bill, Warranty Bill (Labour) or Complaint Sheet. This depend on requirement on principal or management.

71

SERVICE - WARRANTY TRACKING

General

Warranty No	: Display Warranty No
Jobsheet No	: Display Jobsheet No
Date	: Date of receive
Vendor ID	: Supplier of the Stock
Approval Date	: Key in the approval date
Approval Code	: Key in the approval code
Approval by	: Key in person name in approval by column
Not Approved	: If this warranty was rejected. Click on the box and user can record the season.
Close	: Click when the case was closed

Payment Received
* Update the record when receive payment from vendor or principal.

Quantity Received
•Update the record when parts from vendor or principal.

* Fill up the information in other Tab such as Chevrolet Details, Chevrolet Field Product, KIA Details or NAZA Corp Details. Those information will be request by principal/vendor in order to generate reports or form for the warranty claim purpose.

72

SERVICE – SUBLET ORDER
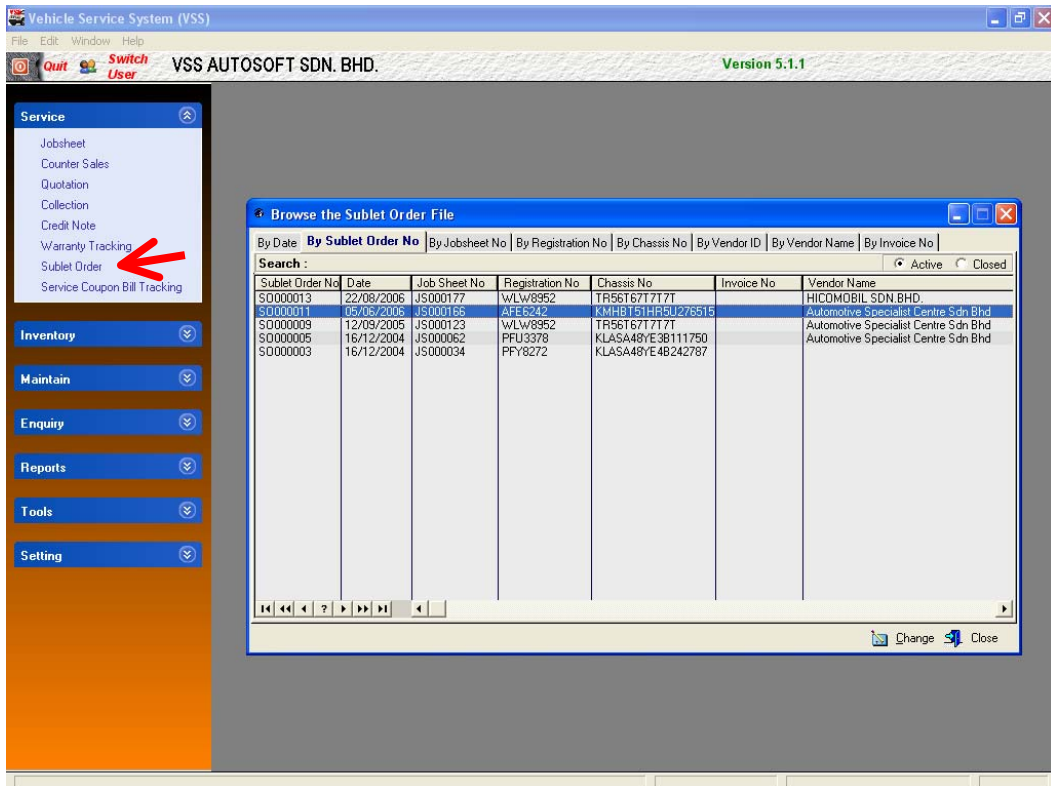
To entry the Sublet Order screen, selects the button   Sublet Order   in **Service** submenu from the Main menu screen.

To create a Sublet Order Transaction , select the button   Insert

To modify a Sublet Order Transaction, select the button   Change

To delete a Sublet Order Transaction, select the button   Delete

General

Sublet Order No	: Display Sublet Order No
Jobsheet No	: Display Jobsheet No
Date	: Date of receive
Invoice No	: Type Invoice from Supplier
Vendor ID	: Supplier of the Stock
Close	: Click when Closed

73
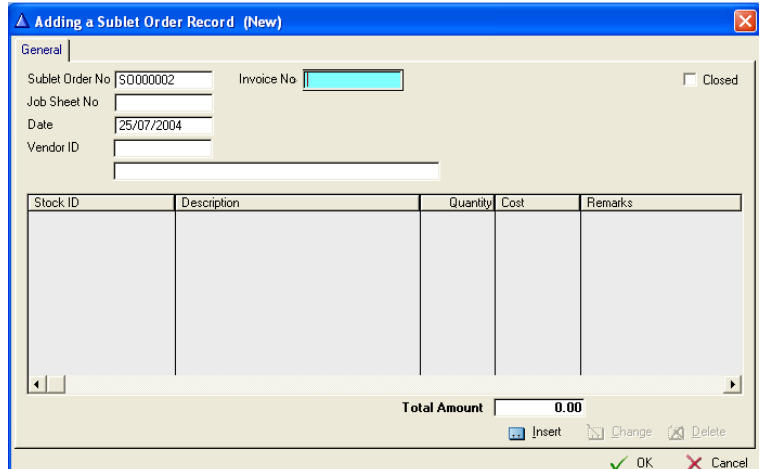
SERVICE – SERVICE COUPON BILL TRACKING
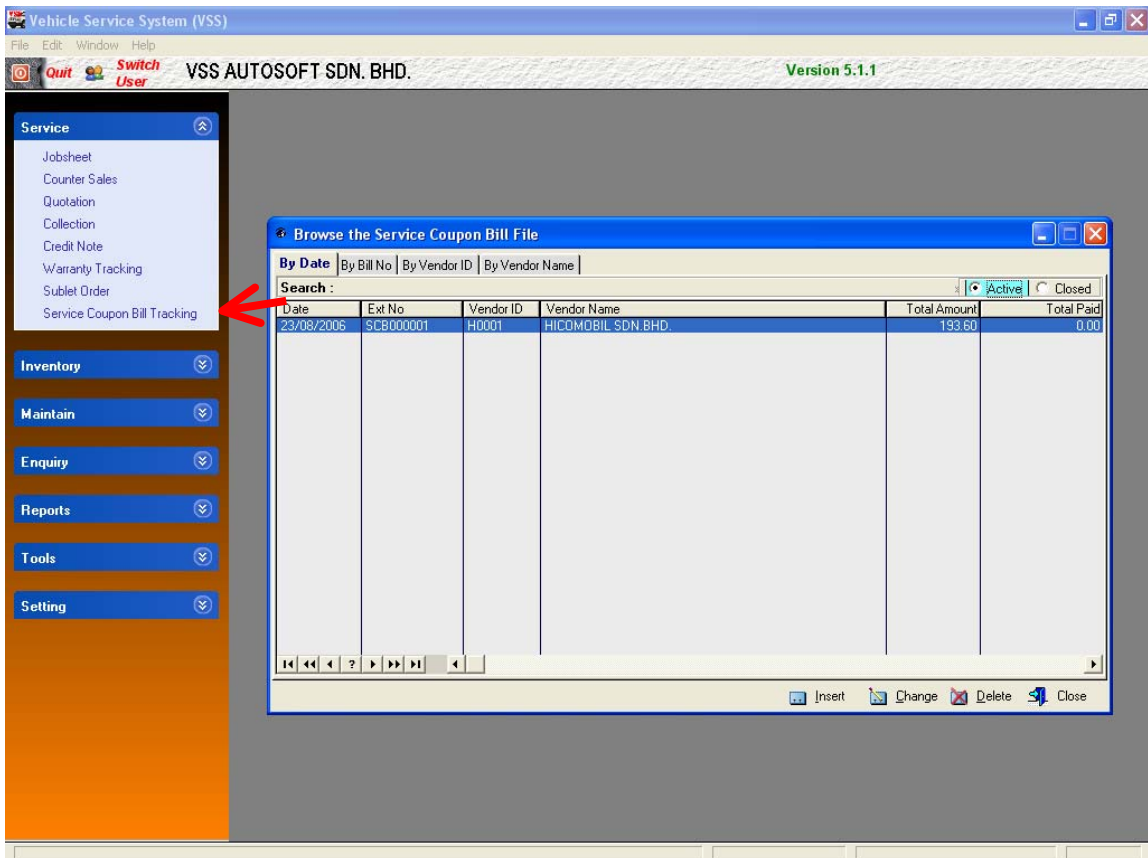
To entry the Service Coupon Bill Tracking screen, selects the button Service Coupon Bill Tracking in **Service** submenu from the Main menu screen.

To create a Service Coupon Bill Tracking Transaction , select the button [...] Insert

To modify a Service Coupon Bill Tracking Transaction, select the button Change
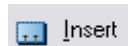
To delete a Service Coupon Bill Tracking Transaction, select the button Delete

General

Sublet Order No	: Display Sublet Order No
Jobsheet No	: Display Jobsheet No
Date	: Date of receive
Invoice No	: Type Invoice from Supplier
Vendor ID	: Supplier of the Stock
Close	: Click when Closed

74

SERVICE – SERVICE COUPON BILL TRACKING

General

Bill No: Display Service Coupon Bill No
Date   : Date of claim
Vendor ID   : Display name of vendor
Bill Amount   : Display total amount of this batch of service coupon.

Step to Generate a Service Coupon Claims
1.   Before generate a claim, user need to print out a Service Coupon Claim Form/List in Report Section.
        (Reports→ Stock/Submission→ Service Coupon) * User need to print out the report in hardcopy, preview
        will not generate the transaction.
2.   Service Coupon List Screen display all of the transaction of this batch of service coupon, user can based on
        this to verify the transaction.
3.   Once payment received from vendor, user can update the information in Service Coupon Payment Section.
        Once the figure match with the amount of claims, this batch of claim will closed automatically.

75