

Solution-IV™ Accounting Service Contract



Version 8.84

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1 Introduction

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Reprographics Service Contract features.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Reprographics modules are Object-based providing the quality and versatility you need to bring your business accounting needs into the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Reprographics sets the pace for Object-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Reprographics is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Reprographics is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

Thoroughbred Solution-IV Reprographics: Service Contract

The Solution-IV Reprographics Service Contract module helps manage service contract customers and equipment information. Equipment details, service and maintenance billings and calls, dispatch and technician scheduling are supported by the Solution-IV Reprographics Service Contract Module.

The proper management of service contracts is a necessary element in supporting your customers and maintaining maximum up-time of their equipment. Detailed customer and equipment history including preventative maintenance calls, upgrades, consumables and their timely management will lead to improved customer satisfaction, and higher profits. Detailed service call information provides time, materials and service technician information that can determine the profitability of the service call, and the pre and post warranty reliability of the equipment.

Service Contract Features

Contract Information

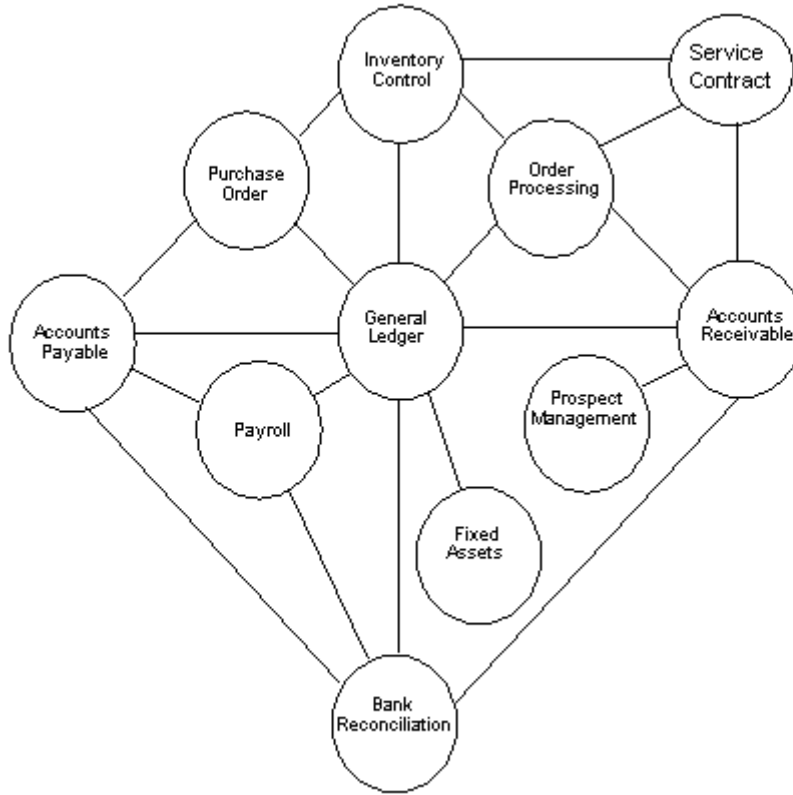
- Customer Information
- Machine Detail
- Warranty Dates
- Meter Reading
- Recurring Invoicing
- Start/End Date

Service Calls

- View Open Calls
- Track Start/Ending Time
- How long a job took
- Invoicing from parts
- Detail service notes
- Technician
- Schedule

Thoroughbred Solution-IV Accounting Flowchart

This chart is showing how Service Contract interacts with the Solution-IV accounting modules.



How to Make the Greatest use of this Manual

Introduction

With this manual we have created reference material that is easy to read, yet contains all of the information needed to set up and run the Thoroughbred Solution-IV Reprographics Service Contract system.

This manual introduces you to the capabilities of Solution-IV Reprographics Service Contract, gives you ideas to help you get started with the initial setup, provides complete processing instructions, and also serves as a reference guide once you are up and running.

Suggested Steps

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

- **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.
- **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.
- **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.
- **Use the demonstration data.** Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.
- **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.
- **Keep the manual handy.** Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

How this Manual is Organized

This manual has been organized to take you through normal Service Contract activity.

Chapter 1

Introduction-Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Service Contract features.

Chapter 2

Service Contract Menus-Describes the options available on the Service Contract Main Menu, Code File Maintenance Menu, and Monthly Reports Menu.

Chapter 3

Service Contract Setup-Explains how to get started with your Service Contract system. This chapter contains all of the options on the Code File Maintenance Menu.

Chapter 4

Transactions- Describes the options that are available when processing transactions. They include Equipment Entry, Meter Reading, Service Call Entry/Billing, and Dispatching,

Chapter 5

Inquiry – Discusses all the inquiry functions, include Equipment, Service Call, and Meter Reading History

Chapter 6

Reports – Describes how to execute the Solution-IV Service Contract reports.

2 Service Contract Menus

Thoroughbred Solution-IV Reprographics Service Contract uses options that can be selected from the following menus:

- Transactions Menu
- Inquiry Menu
- Code File Maintenance Menu
- Reports Menu

This section gives an overview of each of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

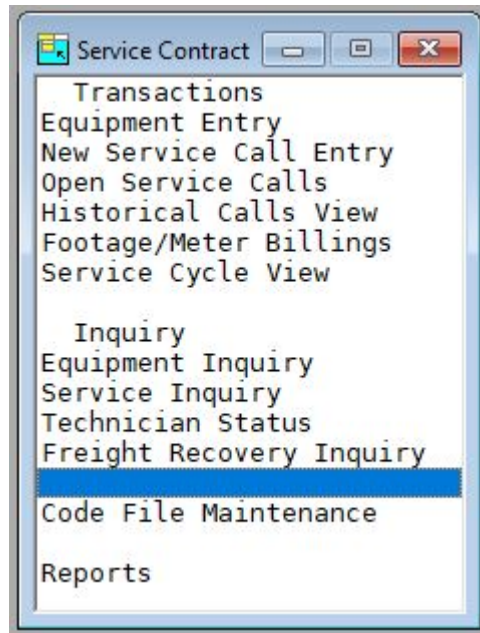
Service Contract Main Menu

Introduction

The Service Contract Main Menu allows you to perform lookups, maintenance and print reports.

How to Execute

From the Solution-IV Master Menu, select **Service Contract**, the following menu will display:



Transactions

Equipment Entry

This option is used to maintain detailed records for each piece of equipment.

New Service Call Entry

Allows the entry of new service call information, which includes time of call, Issue Code, Technician, Comments, Contract person.

Open Service Calls

This option is used to view and dispatch all open and pending service calls.

Historical Calls View

This option is used to view all services calls sorted by date.

Footage/Meter Billings

This option is used to build the work file, entry of new meter readings, and building the invoice for the readings as well as the associated contract.

Service Cycle View

This option will display all the contracts with the service cycle.

Inquiry

Equipment

This option allows quick access to view information about a piece of equipment. The information shown includes Equipment, Warranty, Contract Information, Meter Reading History, and Service Calls. New calls can also be entered from the menu.

Service Inquiry

This option allows quick access to viewing/changing information about a service call. The information that can be access includes Status, Start/End Time, Travel Miles/Time, Purchase Order, Parts, and Notes. If Parts are added, invoicing of those parts may also be done from this menu option.

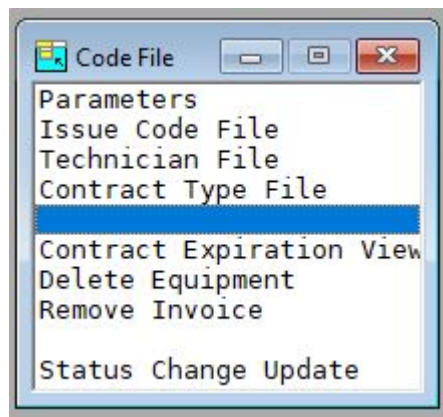
Technician Status

This option provides you with a view of all technicians and some of the information associated with those technicians.

Freight Recovery Inquiry

This option displays a view of all the freight charges that have been accumulated from the supplies invoice and have not been billed on meter invoices.

Code File Maintenance



Parameters

The parameters allow you to customize the Service Contract package to meet the specific needs of your company. Here you will be able to define your next contract number, ticket report, dispatchers email address, etc.

Issue Code File

This option is used to create the issue codes. These codes are used during the Service Call Entry to define what the problem is.

Technician File

This function maintains the technician codes. These codes contain the name, email address, warehouse, and status for each technician.

Contract Type File

This function maintains the contract types. These codes contain the description, and item code used when billing a contract.

Contract Expiration View

This option will provide you with a view of contracts that expire for a given date.

Delete Equipment

This option is used to delete a piece of equipment. This will remove the Equipment record as well as any service calls.

Remove Invoice

This option removes the invoice number, from the Service Call, used to bill the parts.

Status Change Update

This function takes all of the Masterfile entries that you have marked to change or delete, verifies that the changes/deletes are valid, then performs the changes/deletions. A report is printed before the update is performed allowing you to decide whether or not to continue with the update.

Note: This is a potentially destructive update and a backup should be made before running it.

Reports

Service Ticket

This option prints selected Service Call Tickets.

Open Service Contract

This option prints selected Service Contracts, based on Expiration Date.

Open Service Calls

This option prints a list of all open calls and their status.

Equipment Listing

This option prints a list of selected Equipment.

Equipment Listing (All)

This option prints all Equipment.

Equipment/Calls

This option prints Equipment information as well as all Service Calls.

Equipment Calls Summary

This option prints a summarized list of service calls, select by Customer and Date range.

Contract Renewal

This option prints a list of Contracts that will be up for renewal.

Last Meter Reading

This option prints the Last Meter reading for selected contract.

Technical Analysis

This option prints call details for Technician and Date range entered. Report all contains summarized information for Number of Calls, Cal Backs, Call Back Percentage, Average Response and Service Times, and Part totals.

Customer Analysis

This option prints call details for Customer and Date range entered. Report All contains summarized information for Number of Calls, Call Backs, Call Back Percentage, Average Response and Service Times, and Part totals.

Profit Report

This option prints profit numbers for all service calls including Invoice details.

Expiration Report

This option prints all the contracts and provides you with information pertaining to the expiration and renewal of those contracts.

Paper Usage Report

This option prints all the detail for invoice lines that contain paper items. This shows what was ordered as well as how many square feet are in a roll.

Preventative Maintenance

This option prints all active contracts sorted by the Service Cycle field. This field contains how often preventative maintenance should be performed.

3 Service Contract Setup

This chapter explains how to design and set up your Service Contract module.

It also explains how to perform code file maintenance setup parameters that should help you decide what information you need to gather and how you should enter it into your new system.

You will want to modify these parameters to fit your particular company.

Service Contract Parameters Maintenance

Introduction

The parameters allow you to customize the Service Contract package to meet the specific needs of your company.

Note: The parameters must be set up before entering anything else into the system.

How to Execute

From the Code File Maintenance Menu, select **Parameters**.

The screenshot shows a window titled "Service Contract Parameters" for "Lightspeed Reprographics, Inc. (DEM)". The window contains the following fields and values:

Next Contract Number	000000156
Ticket Report	CRYSTAL
Dispatch Email	pjiv@lbred.com
Meter Item Code	95.200
Use Tech for Sales Rep	N
Image Drive	X
Email Tech	Y
Calculate Service Time	Y
Service Time Item	99-STIME
Travel Item	99-TIME
Current Meter Reading Date	02/01/19
Send Meter Reading Reminder email	Y
Create Contract line during meter reading build	Y

Description of Fields

Next Contract Number

Type up to 10 alphanumeric characters for the service contract number format you wish to use.

Ticket Report

Contains the name of the report used to print Service Tickets.

Dispatch Email

An email will be sent to this address when a tech is assign.

Meter Item Code

This item is used by the Meter Reading Invoice for the item on the Invoice. Press **F2** for lookup.

Use Tech for Sales Rep

This option will use the Service Tech ID for the Sales Rep when building an invoice from the Service Call.

Image Drive

This field contains the Windows drive letter where the images are stored.

Email Tech

This field is used to identify if the technician should be emailed a notification when calls are assigned to them.

Calculate Service Time

This field is used to indicate that a parts line should be added to the call if the Service Time and/or Travel Time are populated.

Service Time Item

Enter the Item Code used for billing time worked on service calls.

Travel Item

Enter the Item Code used for billing the technicians travel time.

Current Meter Reading Date

Displays the current meter reading date.

Send Meter Reading Reminder email

Indicates whether an email will be sent to the customer when a Meter Reading Build process is run.

Create Contract line during meter reading build

Will allow the Invoice build for Meter Reading to also build a line for the Contract billing.

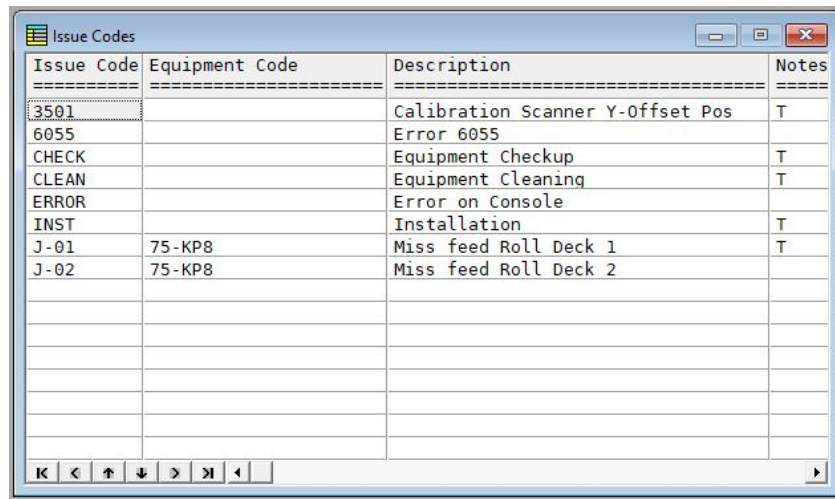
Issue Code File

Introduction

The Issue Code File allows you to define and describe codes to be used when entering Service Calls.

How to Execute

From the Code File Maintenance Menu, select **Issue Code File**.



Issue Code	Equipment Code	Description	Notes
3501		Calibration Scanner Y-Offset Pos	T
6055		Error 6055	
CHECK		Equipment Checkup	T
CLEAN		Equipment Cleaning	T
ERROR		Error on Console	
INST		Installation	T
J-01	75-KP8	Miss feed Roll Deck 1	T
J-02	75-KP8	Miss feed Roll Deck 2	

Description of Fields

Issue Code

Enter up to 6 alphanumeric characters for the Contract Type.

Examples: ERROR - Error on Console

000061 - Error code 61

Description

Enter up to 35 characters for the description of the issue.

Technician Code File

Introduction

The Technician Code File allows you to define technicians that will be assigned to service calls.

How to Execute

From the Code File Maintenance Menu, select **Technician File**.

The screenshot shows a window titled "Service Contract Tech" for "Lightspeed Reprographics, Inc. (DEM)". The date is 12/09/19 and the day is Wednesday. The form contains the following fields:

- Technician Code: JFM
- Name: [Redacted]
- Email: [Redacted]
- Warehouse: [Redacted]
- Status:

Description of Fields

Technician Code

Enter up to 3 alphanumeric characters for the Operator Code.

Name

Enter up to 35 characters for the full name of the technician.

Email

Enter email address used to notify the technician that a call has been assigned to him.

Warehouse

Enter the warehouse code used when creating the invoice lines from part billing. Press **F2** for lookup.

Status

Enter the current status of the technician, in, out, sick, vacation, etc.

Contract Type File

Introduction

The Service Contract Type allows you to define a contract type and associate it with an inventory control item.

How to Execute

From the Code File Maintenance Menu, select **Contract Type File**. You will see a Mode window to the upper right. Here you can elect to add, change, delete or just perform an inquiry on the Service Contract Type.

The screenshot shows a software window titled "Service Contract Contract" for "Lightspeed Reprographics, Inc. (DEM)". The window contains several input fields: "Type Code" (with a small black box next to it), "Description" (a long text box), "Billing Item Code" (a text box), "Meter Item Code" (a text box), and "Additional Item Code" (a text box). The window also displays the date "12/09/19" and the day "Wo".

Description of Fields

Type Code

Enter up to 3 alphanumeric characters for the Contract Type.

Examples: PPC - Plain Paper Copier Maintenance

PMA - Preventative Maintenance Agreement

Description

Enter up to 35 characters for the description of the contract.

Billing Item Code

Enter up to 22 characters representing the Billing Item Code or **F2** for lookup.

Meter Item Code

Enter up to 22 characters for the Meter Item Code.

Additional Item Code

Enter up to 22 characters for the Additional Item Code billed for this contract.

Delete Equipment

Introduction

Delete Equipment allows you to delete a contract.

How to Execute

From the Code File Maintenance Menu, select **Delete Equipment**.

The screenshot shows a software window titled "Service Contract Entry" for "Lightspeed Reprographics, Inc. (DEM)". The window contains a form with the following fields and values:

Contract Number	000000100	Entry Date	09/14/05	Ship to	M
Customer Code	H001	Zone	CC		
Name	High Mountain Engineering		High Mountain Engineering		
Address	1153 Valley Road		1153 Valley Road		
	Shop Rite Plaza		Shop Rite Plaza		
City	Bedminster		Bedminster		
State	NJ	Zip	07787		
Contact	SC	Steve Martin	732.560.1377		
Item Code	75-KP1	Description	KIP 1030 Copier		
Serial Number	5263521452563	Measurement	SOFT		
Machine Cost	10000.00	Life Expectancy	5	Life End	12/31/15
Last Reading	1236800			Service Cycle	M
Primary Tech	TSI	Secondary Tech	<input type="checkbox"/>	Warranty	N
Comment				Contract	Y PD N

Description of Fields

Contract Number

Enter contract number to be deleted or **F2** for lookup.

After you answer Yes or No to the **Delete Equipment Contract** question, you will be returned to the Code File Maintenance Menu.

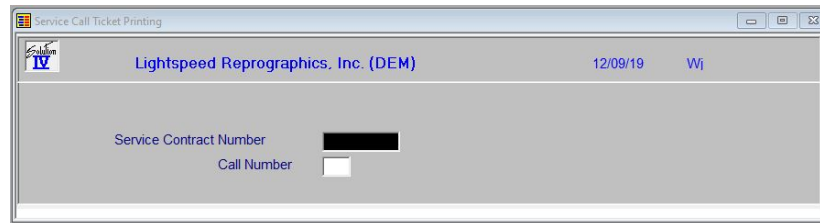
Remove Invoice

Introduction

Remove Invoice allows you to remove the invoice number generated during the parts billing process from a service call.

How to Execute

From the Code File Maintenance Menu, select **Remove Invoice**.



Description of Fields

Service Contract Number

Enter the Contract Number or **F2** for lookup.

Call Number

Enter Call Number for which you want the invoice number removed or **F2** for lookup.

After you answer the **Remove Invoice from this Call** question, you will be returned to the Code File Maintenance Menu.

4 Transactions

This chapter describes the options that are available from the Transactions Menu. The Transactions options include:

- Equipment Entry
- New Service Call Entry
- Open Service Calls
- Historical Calls View
- Footage/Meter Billings
- Service Cycle View

Equipment Entry

Introduction

Equipment Entry allows you to add or change equipment information.

How to Execute

From the Service Contract Main Menu, select **Equipment Entry**.

Description of Fields

Contract Number

Enter a 10-digit number that is automatically assigned, from the Parameters file, when **Enter** is pressed.

Customer Code

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Entry Date

Enter the contract date or the date on which this contract was made with this customer. This field is for reference only and is different than the contract start date.

Asset Num

Enter the asset number associated with this piece of equipment.

Ship to

Enter up to 6 alphanumeric characters for the ship-to address code for this customer. You may enter as many ship-to addresses as you need. Ship-to addresses are used in AR Invoice Entry and by the Order Processing system.

Zone

The zone will be displayed for this customer, and will be skipped by the cursor.

Name, Address, City, State, Zip

The main address and will be display for this customer as well, and will be skipped by the cursor.

Contact

Enter up to 6 alphanumeric characters for the contact code. Contacts are used for your own use to keep track of the representatives at your customer location with whom you normally do business.

Item Code

Enter up to 22 characters representing the Inventory Control item code.

Description

The item description will be display for this item as well, and will be skipped by the cursor.

Serial Number

Enter up to 15 characters for the serial number.

Measurement

This field indicates the UOM used when reading the meter.

Machine Cost

Enter the full cost of the machine. This cost will be used in reports to calculate profit for the selected period based on the Machine Life.

Life Expectancy

Enter the total number of months this machine is estimated to have in service.

Life End

Enter the date this machine will reach its end of life.

Last Meter Reading

The last meter reading will be updated automatically by the Footage/Meter Billing process. This reading can also be entered when the contract is created.

Primary Tech

Enter up to 3 alphanumeric characters of the initials of the primary technician.

Secondary Tech

Enter up to 3 alphanumeric characters of the initials of the secondary technician.

Comment

This field may be used to enter up to a 35-character comment, which pertains to this order or invoice.

Notes

This text field may be used to enter any detailed information about this piece of equipment or its contract.

Service Cycle

Enter up to 2 characters to designate the service cycle.

Warranty

If a **Y** is entered in this field you will be directed to the Warranty screen, see below.

Contract

This field indicates if there is a contract for this equipment.

PD

This field indicates if the contract has been paid.

Warranty

Indicates whether this piece of equipment is still under Warranty.

If the Warranty field indicates a **Y** the following screen will display:

The screenshot shows a window titled "Service Contract(Warranty)" for "Lightspeed Reprographics, Inc. (DEM)". The window displays the following fields:

- Type: [Redacted]
- Start Date: [Empty]
- End Date: [Empty]
- Service Cycle: M

Description of Fields

Warranty Type

Enter up to 6 characters for the warranty type.

Start Date

Enter the date on which this warranty takes effect. This warranty will not apply to orders prior to this date.

End Date

Enter the date on which this warranty expires.

Service Cycle

Enter up to 2 characters to designate the service cycle.

If the Contract field indicates a **Y** the following screen will display:

The screenshot shows a software window titled "Service Contract(Contract)" for "Lightspeed Reprographics, Inc. (DEM)" dated "12/03/20". The form contains the following fields and values:

Type	PPC	Cost Per Copy		Billing Cycle	Q
Start Date	04/01/06	End Date	12/31/21	Reading Req	Y
Amount	\$1,000.00	Allowance	1000	Reading Cycle	M
Minimum	\$0.00	Overage Charge	\$0.05	Multi Meter	N
Coverage Allowance	.0000	Overage	.0000	Email	Y
PO Num	52632	Last Inv#		Multi Machine	N
Drum Included	N	Last Billed	04/08/20	Surcharge	N

Description of Fields

Type

Enter up to 3 alphanumeric characters for the Contract Type.

Examples: PPC – Plain Paper Copier Maintenance

PMA – Preventative Maintenance Agreement

Start Date

Enter the date on which this contract takes effect. This contract will not apply to orders prior to this date.

End Date

Enter the date on which this contract expires. This contract will not apply to orders after this date.

Amount

Enter the amount to be charged for each billing cycle.

Allowance

This field contains the number of clicks that are included in the contract.

Minimum

Enter the minimum charge for each meter reading.

Overage Charge

This field indicates the per click charge for over contract allowance.

Coverage Allowance

This field contains the Coverage Allowance amount for this contract.

Overage

This field contains the amount the customer will be charged for each percentage over the allowance.

Billing Cycle

Enter up to 2 characters to designate the billing cycle. This field is used by the Footage/Meter reading process to indicate if the contract should be billed or not.

Reading Req.

Enter Y if the machine requires a meter reading. If it is set to Y, the Footage/Meter Reading build process will add this machine to the work file.

Reading Cycle

Enter meter reading cycle.

M	Monthly
Q	Quarterly
Y	Yearly

Multi Meter

This field indicates if this piece of equipment has multi meters.

Email

This field is used to indicate if an email should be sent to the customer when the Meter Reading Build Process is run as a reminder to call in the current meter reading.

Multi Machine

This field indicates if this piece of equipment will be combined with other equipment under contract for the same customer.

Surcharge

This field is used to indicate if there should be a surcharge applied to the Meter Billing Invoice when created.

PO Num

Enter up to 15 characters for the customer's purchase order number.

Last Invoice #

This field is updated by the system when the meter readings are complete.

Drum Included

Enter **Y** if the drum is included in the contract.

Last Billed

This field updated by the meter reading process.

Is the displayed information correct (Y/N)?

You are then returned to the Service Contract Entry Screen.

New Service Call Entry

Introduction

Enter new service calls.

How to Execute

From the Service Contract Main Menu, select **New Service Call Entry**.

The screenshot shows a web-based form titled "Service Calls(Entry)". The form is for a customer named "Lightspeed Reprographics, Inc. (DEM)" and is dated "12/09/19". The form contains the following fields:

- Contract Number: 0000000100
- Call Number: 51
- Date: 02/20/20 14:06
- Customer: H001
- High Mountain Engineering -1
- Issue Code: 3501
- Tech: [empty]
- Call Comment: [redacted]
- Call Back: N
- Num: [empty]
- Contact: Steve Martin
- Phone: 732 560-1377
- Status: [dropdown]
- Dispatch Time: [empty]
- Start Time: [empty]
- Meter Reading: [empty]
- End Time: [empty]
- Travel Miles: .00
- PO: [empty]
- Call Notes: [checkbox]
- Time: .00
- Parts: [checkbox]
- Invoiced: [checkbox]
- Contract Type: CPC
- Number: [empty]

Description of Fields

Contract Number

Enter the 10-digit contract number.

Call Number

The call number will be automatically assigned.

Date

Enter the date and time that this call was phoned in. Use the form MMDDYY HHMM. Pressing enter will use current date and time.

Issue Code

Enter up to 6 alphanumeric characters for the Contract Type.

Tech

Enter the Technician code for the technician assigned to this call.

Call Comment

This field may be used to enter up to a 35-character comment, which pertains to this order or invoice.

Call Back

Indicates that this call is a call back from another call.

Num

If the Call Back field is set to a **Y**, then this field will contain the Service Call the customer is calling back on.

Status

The status field is used to hold the current status of a call.

The status may be set as follows:

- O** – Open
- D** – Dispatched
- P** – Pending
- C** - Closed

Dispatch

Enter the time the call was assigned to a technician.

Start Time

Enter the date and time on which the work for this call started. **F7** will use current date and time.

End Time

Enter the date and time on which the work for this call was completed. **F7** will use current date and time.

Meter Reading

Enter the equipment meter reading at time of call.

Travel Miles

Enter the number of miles traveled to the customer.

Travel Time

Enter the number of miles traveled to the customer.

Parts

This field is used to allow the entry of part and invoicing of those parts.

- F2** - Allows the entry of parts
- F3** - Generate the invoice for the parts

Invoiced

This field indicates if the parts for this service call have been invoiced.

Call Note

This text field contains the detail of the call.

Number

This field contains the Invoice Number for the parts billed.

Contract Type

Enter up to 3 alphanumeric characters for the Contract Type.

Examples: PPC - Plain Paper Copier Maintenance
PMA - Preventative Maintenance Agreement

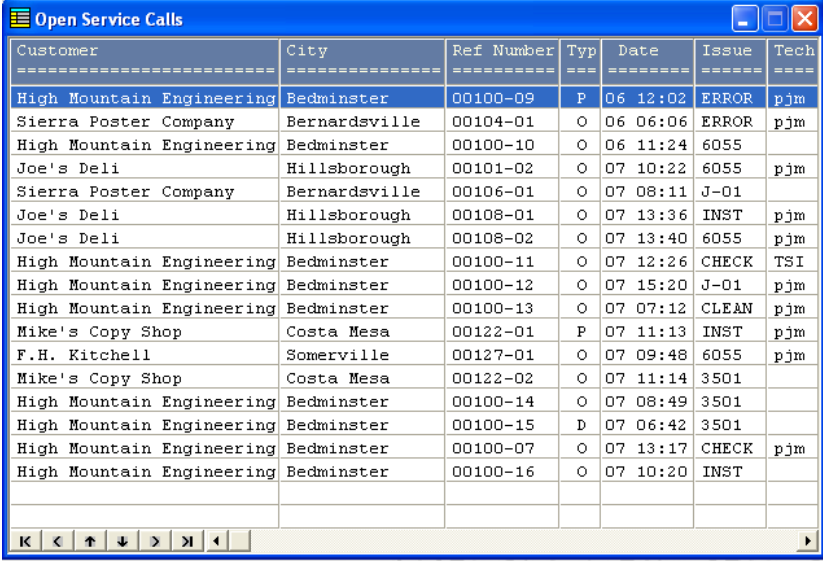
Open Service Calls

Introduction

Open Service Calls will display a view containing all the calls that have not been closed. Scroll to the desired call and pressing **Enter** will display the Service Call Screen allowing changes to be made.

How to Execute

From the Service Contract Main Menu, select **Open Service Calls**.



Customer	City	Ref Number	Typ	Date	Issue	Tech
High Mountain Engineering	Bedminster	00100-09	P	06 12:02	ERROR	pjm
Sierra Poster Company	Bernardsville	00104-01	O	06 06:06	ERROR	pjm
High Mountain Engineering	Bedminster	00100-10	O	06 11:24	6055	
Joe's Deli	Hillsborough	00101-02	O	07 10:22	6055	pjm
Sierra Poster Company	Bernardsville	00106-01	O	07 08:11	J-01	
Joe's Deli	Hillsborough	00108-01	O	07 13:36	INST	pjm
Joe's Deli	Hillsborough	00108-02	O	07 13:40	6055	pjm
High Mountain Engineering	Bedminster	00100-11	O	07 12:26	CHECK	TSI
High Mountain Engineering	Bedminster	00100-12	O	07 15:20	J-01	pjm
High Mountain Engineering	Bedminster	00100-13	O	07 07:12	CLEAN	pjm
Mike's Copy Shop	Costa Mesa	00122-01	P	07 11:13	INST	pjm
F.H. Kitchell	Somerville	00127-01	O	07 09:48	6055	pjm
Mike's Copy Shop	Costa Mesa	00122-02	O	07 11:14	3501	
High Mountain Engineering	Bedminster	00100-14	O	07 08:49	3501	
High Mountain Engineering	Bedminster	00100-15	D	07 06:42	3501	
High Mountain Engineering	Bedminster	00100-07	O	07 13:17	CHECK	pjm
High Mountain Engineering	Bedminster	00100-16	O	07 10:20	INST	

Description of Fields

Customer

This field displays the customer's name.

City

This field displays the customer's city.

Ref Number

This field contains the Contract Number and Calls number.

Type

The type field is used to hold the current status of a call.

The type may be set as follows:

- O** – Open
- D** – Dispatched
- P** – Pending
- C** - Closed

Date

This is the date the call was entered.

Issue

This field contains the issue code assigned to the call.

Examples: ERROR - Error on Console
000061 - Error code 61

Tech

This field displays the Technician code that is assigned to this call.

Historical Calls View

Introduction

This view displays all call sots by contract number and call number.

How to Execute

From the Service Contract Main Menu, select **Historical Calls View**.

Customer	City	Ref Number	Typ	Date	Issue	Tech
High Mountain Engineering	Bedminster	00100-09	P	06 12:02	ERROR	pjm
Sierra Poster Company	Bernardsville	00104-01	O	06 06:06	ERROR	pjm
High Mountain Engineering	Bedminster	00100-10	O	06 11:24	6055	
Joe's Deli	Hillsborough	00101-02	O	07 10:22	6055	pjm
Sierra Poster Company	Bernardsville	00106-01	O	07 08:11	J-01	
Joe's Deli	Hillsborough	00108-01	O	07 13:36	INST	pjm
Joe's Deli	Hillsborough	00108-02	O	07 13:40	6055	pjm
High Mountain Engineering	Bedminster	00100-11	O	07 12:26	CHECK	TSI
High Mountain Engineering	Bedminster	00100-12	O	07 15:20	J-01	pjm
High Mountain Engineering	Bedminster	00100-13	O	07 07:12	CLEAN	pjm
Mike's Copy Shop	Costa Mesa	00122-01	P	07 11:13	INST	pjm
F.H. Kitchell	Somerville	00127-01	O	07 09:48	6055	pjm
Mike's Copy Shop	Costa Mesa	00122-02	O	07 11:14	3501	
High Mountain Engineering	Bedminster	00100-14	O	07 08:49	3501	
High Mountain Engineering	Bedminster	00100-15	D	07 06:42	3501	
High Mountain Engineering	Bedminster	00100-07	O	07 13:17	CHECK	pjm
High Mountain Engineering	Bedminster	00100-16	O	07 10:20	INST	

Description of Fields

Customer

This field displays the customer's name.

City

This field displays the customer's city.

Ref Number

This field contains the Contract Number and Calls number.

Type

The status field is used to hold the current status of a call.

The status may be set as follows:

- O** – Open
- D** – Dispatched
- P** – Pending
- C** - Closed

Date

This is the date the call was entered.

Issue

This field contains the issue code assigned to the call.

Examples: ERROR - Error on Console

000061 - Error code 61

Tech

This field displays the Technician code that will be assigned to this call.

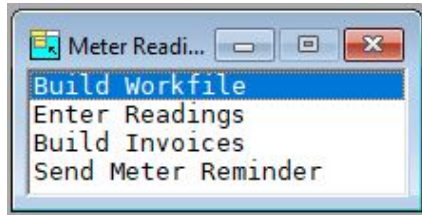
Footage/Meter Billings

Introduction

This menu allows you to build work files, enter readings, build invoices and send meter reminders.

How to Execute

From the Service Contract Main Menu, select **Footage/Meter Billings**.



Description of Fields

Build Workfile

This option will read through the Contract file to find all contracts that require a meter reading and post them to the work file.

Enter Readings

This option allows the entry of current meter readings. There is also an invoice flag that is used by Build Invoices process to tell which reading should be billed.

Contract Number	Customer Code	Item Code	Last Reading	Current Reading	Invoice	Bill Cycle
0000000100	H001	75-KP8	3000	0	N	M
0000000100	H001	75-KP3	0	0	N	M
0000000100	H001	10-110	0	0	N	M
0000000100	H001	10-182	0	0	N	M
0000000108	JOE'S	75-KP3	3434	0	N	

Build Invoices

This option will read through the work file for all contracts that have a current reading and are flagged for invoicing. The invoices will be built and put into the Invoice Entry file. These invoices then are updated as normal invoices.

Send Meter Reminder

This option will send a reminder email to the customer for every record in the Meter Reading File. The process will read the Meter Reading file and read the Service Contract file; if the contract has a Contact it will use the email in the contact file, if not it will use the email that is in the Customer Masterfile.

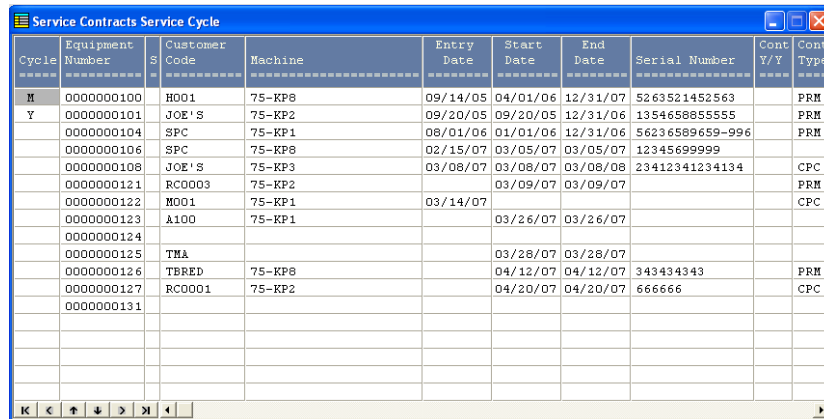
Service Cycle View

Introduction

This option will display all contracts sorted by the Service Cycle. This file will be used to create a preventative maintenance schedule.

How to Execute

From the Service Contract Main Menu, select **Service Cycle View**.



Cycle	Equipment Number	Customer Code	Machine	Entry Date	Start Date	End Date	Serial Number	Cont Y/Y	Cont Type
M	0000000100	H001	75-KP8	09/14/05	04/01/06	12/31/07	5263521452563		PRM
Y	0000000101	JOE'S	75-KP2	09/20/05	09/20/05	12/31/06	1354658855555		PRM
	0000000104	SPC	75-KP1	08/01/06	01/01/06	12/31/06	56236589659-996		PRM
	0000000106	SPC	75-KP8	02/15/07	03/05/07	03/05/07	12345699999		
	0000000108	JOE'S	75-KP3	03/08/07	03/08/07	03/08/08	23412341234134		CPC
	0000000121	RC0003	75-KP2		03/09/07	03/09/07			PRM
	0000000122	H001	75-KP1	03/14/07					CPC
	0000000123	A100	75-KP1		03/26/07	03/26/07			
	0000000124								
	0000000125	TMA			03/28/07	03/28/07			
	0000000126	TBRD	75-KP8		04/12/07	04/12/07	343434343		PRM
	0000000127	RC0001	75-KP2		04/20/07	04/20/07	666666		CPC
	0000000131								

For information about the description of fields, please refer to **Equipment Entry**.

5 Inquiry

This chapter explains how to perform the following:

- Equipment Inquiry
- Service Inquiry
- Meter Reading History

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Service Contract system.

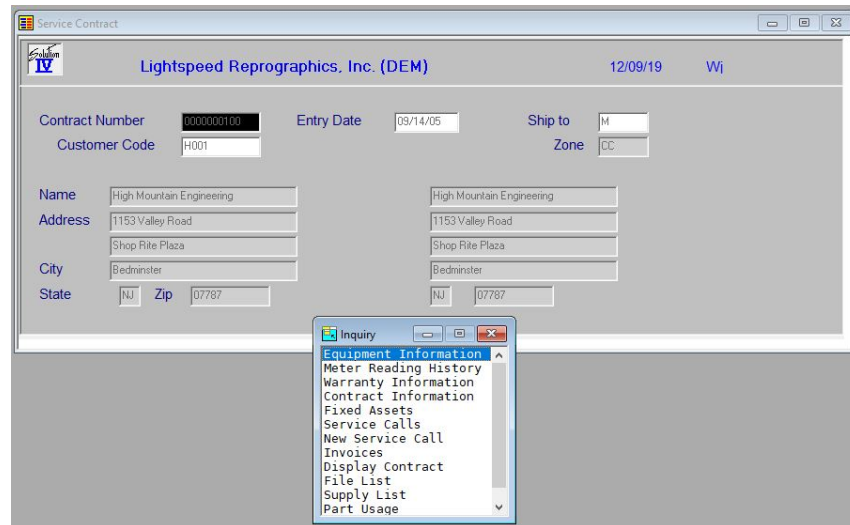
Equipment Inquiry

Introduction

This option allows quick access to the view information about the equipment.

How to Execute

From the Service Contract Main Menu, select **Equipment Inquiry**. The Service Inquiry screen will display in the Customer Code field. Press **F2** to lookup by Contract number, **F3** to lookup by Customer Name.



Description of Options

Equipment Information

This option allows you to view the Serial Number, Last Meter Reading, and Meter Reading Required flag associated with this piece of equipment.

Meter Reading History

This option will display a view containing the date and amount for all meter reading associated with this piece of equipment.

Warranty Information

This option will display the type of warranty, starting and ending date, and the service cycle associated with this piece of equipment.

Contract Information

This option will display the detail information about the contract associated with this piece of equipment.

Fixed Assets

This option will display the detail information for Fixed Assets associated with this piece of equipment.

Service Calls

This option allows you to view all of the service calls that have been enter for this piece of equipment.

New Service Call

This option will allow the entry of a new service call for this piece of equipment.

Invoices

This option displays all invoices billed for this contract.

Display Contract

This option displays a view of contracts for this equipment.

File List

This option displays a view of files for this equipment.

Supply List

This option displays a view of supplies for this equipment.

Part Usage

This option displays a view of parts used for this equipment.

Press **F4** to return to the Service Contract main menu.

Service Inquiry

Introduction

This option allows quick access to information about a service call. Using this option, information about the call to be modified by the technician.

How to Execute

From the Service Contract Main Menu, select **Service Inquiry**. The Service Call Inquiry screen will display in the Contract Number field.

The screenshot shows a software window titled "Service Calls(Entry)" for "Lightspeed Reprographics, Inc. (DEM)" on "10/09/19" at "Wh". The form contains the following fields:

- Contract Number: 100
- Call Number: [empty]
- Date: [empty]
- Customer: [empty]
- Issue Code: [empty]
- Tech: [empty]
- Call Comment: [empty]
- Call Back: N
- Num: [empty]
- Contact: [empty]
- Phone: [empty]
- Status: [dropdown]
- Dispatch Time: [empty]
- Start Time: [empty]
- Meter Reading: [empty]
- End Time: [empty]
- Travel Miles: .00
- PO: [empty]
- Call Notes: [checkbox]
- Time: .00
- Parts: [checkbox]
- Invoiced: [checkbox]
- Contract Type: [checkbox]
- Number: [empty]

Description of Fields

Contract Number

Enter up to 10 characters for the contract code, press **F2** for lookup, press **F3** to lookup by customer name.

Call Number

Enter the call number, or press **F2** for lookup.

Date

Date the call was entered, and will be skipped by the cursor.

Issue Code

Enter the issue code for the call, press **F2** for lookup.

Tech

Enter the Technician code that will be assigned to this call.

This field may be used to enter up to a 35-character comment, which pertains to this order or invoice.

Call Comment

This field may be used to enter up to a 35-character comment which pertains to this order or invoice.

Call Back

Indicates that this call is a call back from another call.

Num

If the Call Back field is set to a 'Y', then this field will contain the Service Call the customer is calling back on.

Status

The status field is used to hold the current status of a call.

The status may be set as follows:

- O** – Open
- D** – Dispatched
- P** – Pending
- C** - Closed

Dispatch Time

Enter the time the call was assigned to a technician.

Start Time

Enter the date and time on which the work for this call started. **F7** will use current date and time.

End Time

Enter the date and time on which the work for this call was completed. **F7** will use current date and time.

Meter Reading

Enter the equipment meter reading at time of call.

Travel Miles

Enter the number of miles traveled to the customer.

Travel Time

Enter the number of miles traveled to the customer.

PO

Purchase Order number that will be used when parts are invoiced.

Parts

This field is used to allow the entry of part and invoicing of those parts.

F2 - Allows the entry of parts

F3 - Generate the invoice for the pars

Invoiced

This field indicates if the parts for this service call have been invoiced.

Call Note

This text field contains the detail of the call.

Number

This field contains the Invoice Number for the parts billed.

Contract Type

Enter up to 3 alphanumeric characters for the Contract Type.

Examples: PPC - Plain Paper Copier Maintenance
 PMA - Preventative Maintenance Agreement

Meter Reading History

Introduction

This option provides you with a view of all contracts and meter readings that are on your system.

How to Execute

From the Service Contract Main Menu, select **Meter Reading History**.

Contract	Date Last Reading	Last Reading
	10/30/07 14:26	3000

From this view, press **F4** to return to the Service Contract main menu.

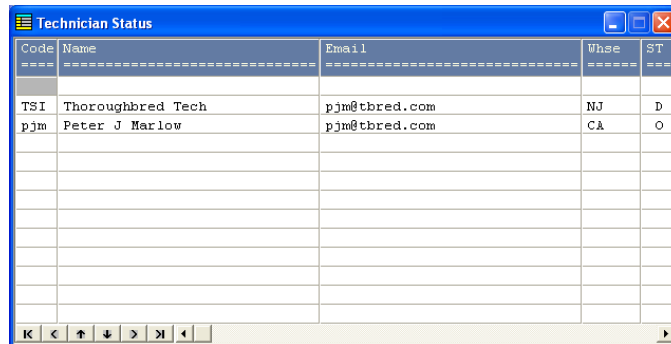
Technician Status

Introduction

This option provides you with a view of all technicians and some of the information associated with those technicians.

How to Execute

From the Service Contract Main Menu, select **Technician Status**.



Code	Name	Email	Whse	ST
TSI	Thoroughbred Tech	pjm@tbred.com	NJ	D
pjm	Peter J Marlow	pjm@tbred.com	CA	O

From this view, press **F4** to return to the Service Contract main menu.

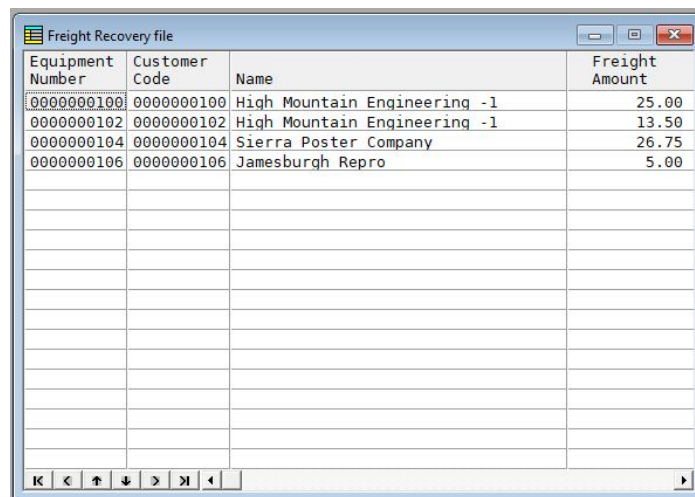
Freight Recovery Inquiry

Introduction

This option displays a view of all the freight charges that have been accumulated from the supplies invoices and have not been billed on meter invoices.

How to Execute

From the Service Contract Main Menu, select **Freight Recovery Inquiry**.



Equipment Number	Customer Code	Name	Freight Amount
0000000100	0000000100	High Mountain Engineering -1	25.00
0000000102	0000000102	High Mountain Engineering -1	13.50
0000000104	0000000104	Sierra Poster Company	26.75
0000000106	0000000106	Jamesburgh Repro	5.00

From this view, press **F4** to return to the Service Contract main menu.

6 Service Contract Reports

This chapter explains how to print the Service Contract reports. The following reports are included:

➤ **Service Ticket**

The Service Ticket report will print service tickets for your technicians.

➤ **Open Service Contract**

The Open Service Contract report will list by customer the open contracts that are on your system.

➤ **Open Service Calls**

The Open Service Calls report provides you with a listing of all open calls and their current status.

➤ **Equipment Listing**

The Equipment Listing report provides you with a list of equipment that has been assigned to your selected customer.

➤ **Equipment Listing (All)**

The Equipment Listing (All) report will provide you with a listing of all equipment that has been assigned in your system.

➤ **Equipment/Calls**

The Equipment/Calls report provides you with a listing of the calls that are in your system sorted by the equipment.

➤ **Equipment Calls Summary**

The Equipment/Calls report provides you with a list of the calls that are in your system sorted by equipment.

➤ **Contract Renewal**

The Contract Renewal report prints all of the contracts and provides you with information pertaining to the expiration and renewal of those contracts.

➤ **Last Meter Reading**

The Last Meter Reading report will show you the last reading for the contracts on your system.

➤ **Technical Analysis**

The Technical Analysis report prints call details for Technician and Date range entered. Report all contains summarized information for Number of Calls, Call Backs, Call Back Percentage, Average Response and Service Times, and Part Totals.

➤ **Customer Analysis**

The Customer Analysis report prints call details for Customer and Date range entered. Report all contains summarized information for Number of Calls, Call Backs, Call Back Percentage, Average Response and Service Times, and Part Totals.

➤ **Profit Report**

The Profit Report prints profit numbers for all service calls including Invoice details.

➤ **Expiration Report**

The Expiration Report prints all the contracts and provides you with information pertaining to the expiration and renewal of those contracts.

➤ **Paper Usage Report**

The Paper Usage Report prints all the detail for invoice lines that contain paper items. This shows what was ordered as well as how many square feet are in a roll.

➤ **Preventative Maintenance**

The Preventative Maintenance report prints all active contracts sorted by the Service Cycle field. This field contains how often preventative maintenance should be performed.