



HLMSW User Guide: Part II

In Part II we will introduce standard HLMSW operations on transactions including sending, returning, invoicing and crediting.

We shall use the transaction created at the conclusion of part one as the basis of our demonstration.

I. Sending a Transaction.

In HLMSW there are two different procedures for sending materials.

The first uses the standard send facility button.



The second uses the consignment facility.



The difference between the two procedures is that the “send” button can only process one transaction at a time, whereas the consignment facility intelligently combines multiple transactions for the same customer on a single shipping order.

Note: by default, most systems have disabled the “send button” facility, and so it is not usually available. And so for the purposes of this demonstration, we will only be discussing the consignment facility.

Before sending a consignment, it is important that you review the transaction or transactions to be sent, especially the quantity of parts (the ordered column) because you will not be prompted to review this information when sending a consignment.

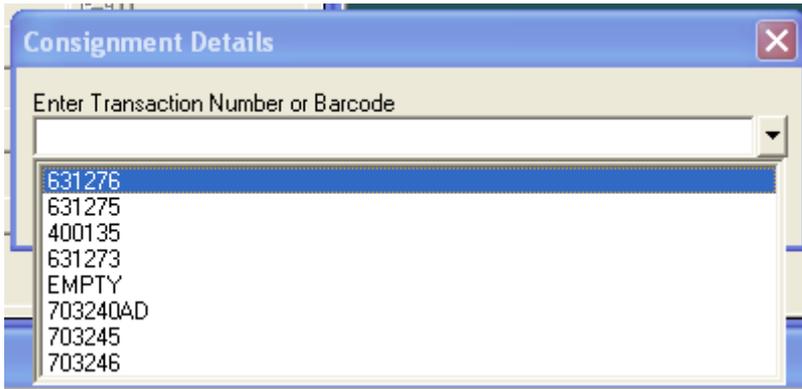
To start a consignment press **CTRL + S** or click on the consignment icon.

The consignment details screen is displayed where you may enter a transaction number. (HLMSW remembers the last 8 transaction entered, which you may select from the dropdown list. Alternatively, you may enter a new transaction number directly).

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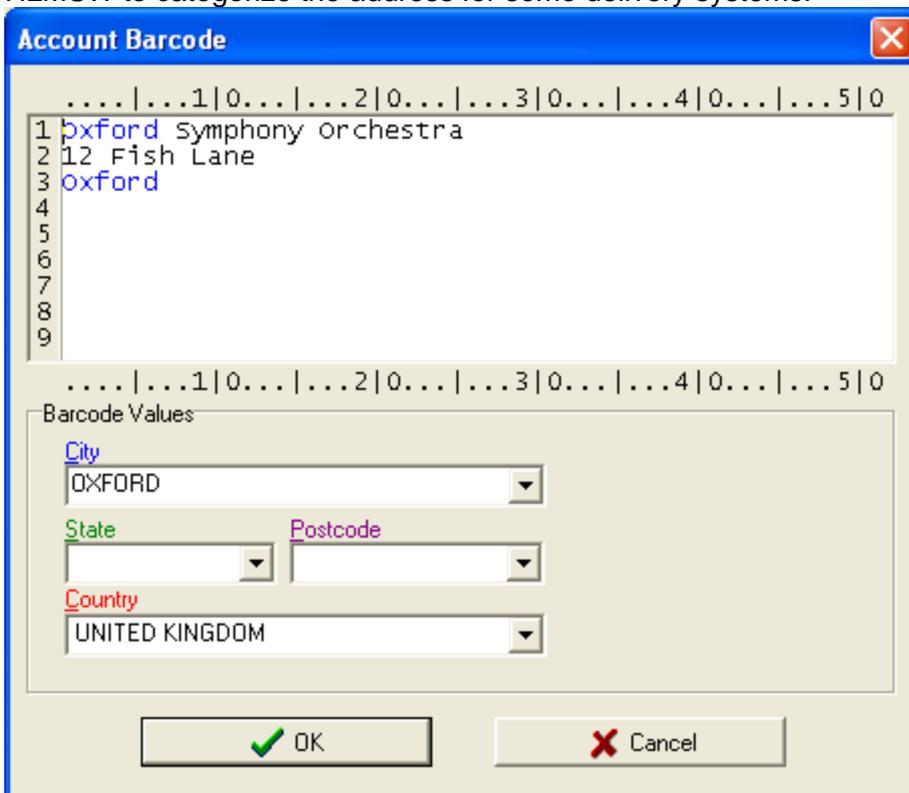
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Select the first transaction number in the drop-down list and select **OK**.

You may then be presented with the account bar code screen. This is used by HLMSW to categorize the address for some delivery systems.



Click **OK** to clear the screen.

The consignment details screen is now displayed.

Transaction	Detail
631276AA	SMITH J. Symphony No.1

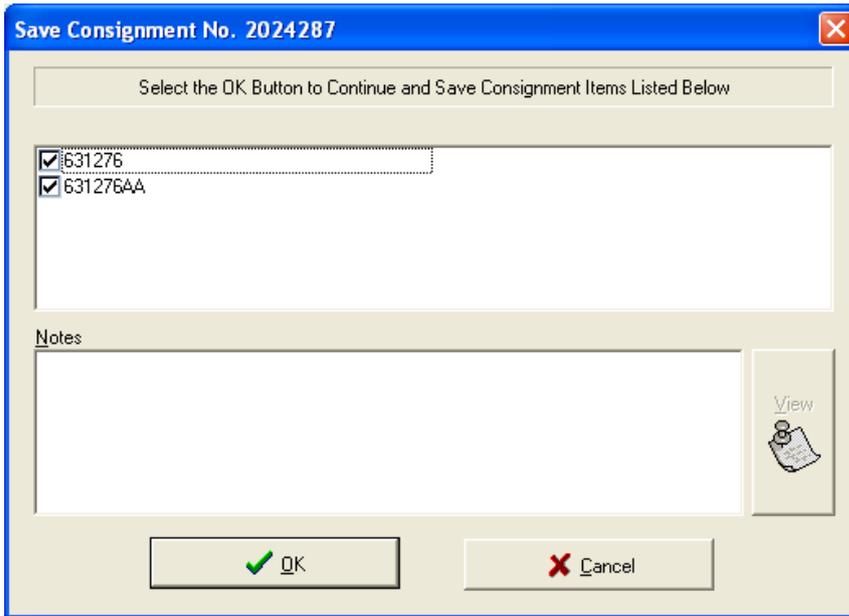
On the left-hand side of this screen, you may enter details about the items to be sent, including:

- the method of dispatch (filled from the selected transaction)
- the weight
- shipping cost
- consignment numbers
- the number of boxes

It is also possible to make last minute changes to the dispatch address and contact telephone number. However, this is not recommended, as the changes should be made to the customer record/account.

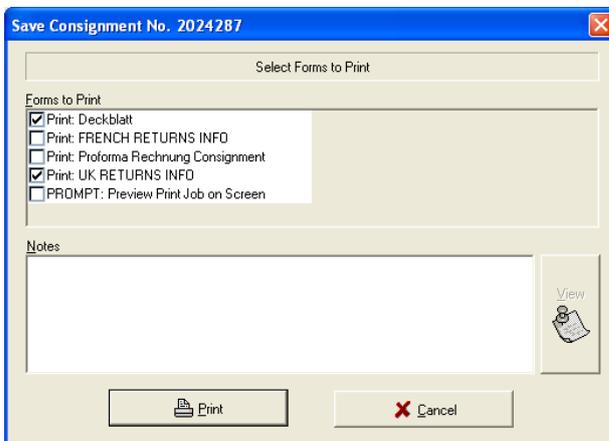
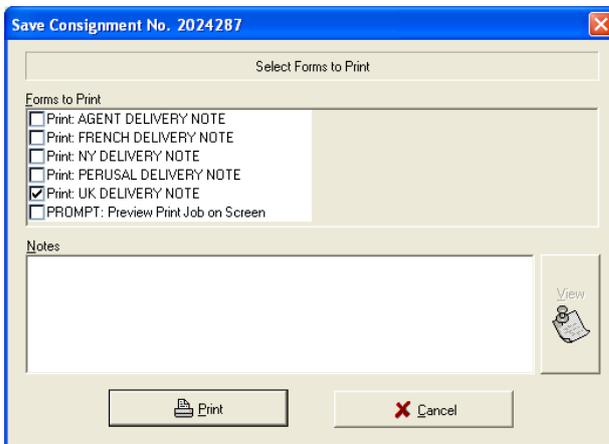
On the right-hand side of the screen is displayed a list of the transactions to be included in this consignment. When this dialog is displayed, HLMSW scans the database to find all transactions to be sent to the same address at around the same time and these may or may not be grouped together on the same consignment.

Once you have completed these details, click on the “save consignment” button and the Save Consignment screen is displayed.



At this screen you may again have the option to select and de-select transactions to include, as well as review any messages about the selected transactions. Click **OK** to continue.

You will be prompted to print the documentation for *each* transaction and the consignment itself. Click on the “print” key each time to continue.



Once complete, the transaction is now displayed with today's date in the "date sent" column, and the newly created consignment number in the consignment column. You can always review the contents of the consignment by clicking on the "packing box" icon next to the consignment column.

Edit Window (F7)

Smith J. (S... Symphony ...	S:2	X16178	Detail	T:631276	Invoice		
Transaction Type	Hire	Number	631276	<input checked="" type="checkbox"/> Invoice <input type="checkbox"/> Cancelled	Date Required	7/09/2008	
Performance Type		Transaction Status	Ready for Despatch		Date To Send	7/09/2008	
Performance Details	19/09/2008 (1)	Priority	Normal	Duration	0:45:0	Date Sent	14/09/2008
		Send By	1. Standard			Due Back	3/10/2008
		Send To	*Invoice Address*			Date Received	
Customer Order No		Consignment Group	2024287			Late Return	
Transaction Notes		Transaction Information			<input checked="" type="checkbox"/> Archive		

II. Returning a Transaction and Missing Parts

For the purpose of this demonstration, we will now return the same item that we have just sent in Section I.. If the transaction is not already displayed, please display it now. Before we commence the return procedure, notice that the "In Stock" column in the orchestration window displays zero (0). Review this column again once this process is complete.

Orchestration Window (F8)

Name	Template	Set Qty	In Stock	Available	Ordered
Full Score		2	0	0	1
Violin I		0	0	0	8
Violin II		0	0	0	7
Viola		0	0	0	6
Cello		0	0	0	5
Double Bass		0	0	0	4

The "In Stock" column always displays the material quantities that should be on the SHELF. The "Available" column (immediately to the right of the "In Stock" column), displays values that HLMSW believes to be "free" for hire, using both actual transactions sent, and future orders on the system.

To return an item, press **CTRL + R** or the Return icon.



Edit Window (F7)

Smith J. [...], Symphon..., S:1, X16178, Detail, T:631276, Invoice

Transaction Type	Number	<input checked="" type="checkbox"/> Invoice	Date Required
Hire	631276	<input type="checkbox"/> Cancelled	7/09/2008
Performance Type	Transaction Status		Date To Send
	Ready for Despatch		7/09/2008
Performance Details	Priority	Duration	Date Sent
19/09/2008 (1)	Normal	0:45:0	14/09/2008
	Send By		Due Back
	1. Standard		3/10/2008
	Send To		Date Received
	Invoice Address		14/09/2008
Customer Order No	Consignment Group		Late Return
	2024287		
Transaction Notes	Transaction Information	<input checked="" type="checkbox"/> Archive	

Last Edited by TEST - 14/09/2008 6:19 PM

You are prompted to enter the date received, which by default is set to “today’s date”.

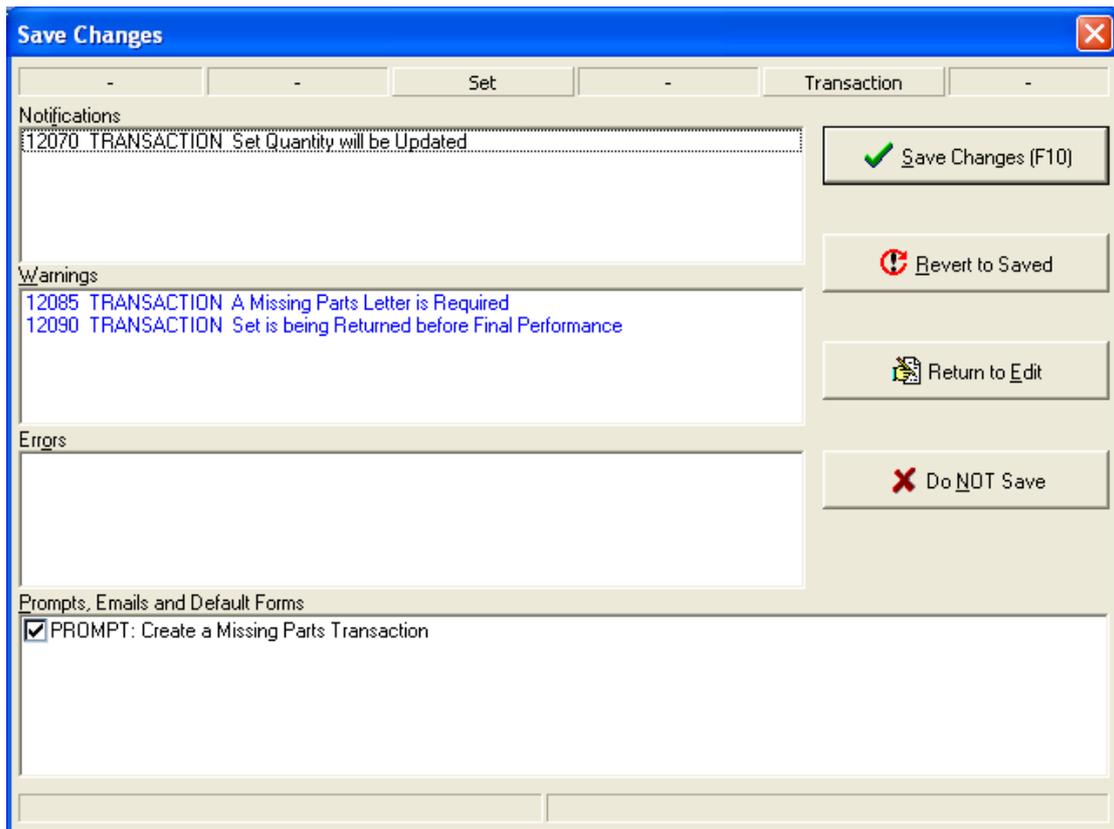
IF there are missing parts, you can change the values in the return column of the orchestration window to indicate missing parts.

For the purpose of this demonstration, take any value in the return column and reduce it by one (1).

Orchestration Window (F8)

Name	Template	Set Qty	In Stock	Available	Ordered	Return
Full Score	<input type="checkbox"/>	1	0	0	1	0
Violin I	<input type="checkbox"/>	8	0	0	8	8
Violin II	<input type="checkbox"/>	7	0	0	7	7
Viola	<input type="checkbox"/>	6	0	0	6	6
Cello	<input type="checkbox"/>	5	0	0	5	5
Double Bass	<input type="checkbox"/>	4	0	0	4	4

Press **F10** to save these changes.



The save changes screen will display an important warning: **12085 TRANSACTION A missing parts letter is required**. You'll also notice that in the "prompts" section, is the line **Create a missing parts transaction**. This means HLMSW has detected that some parts were not returned, and when the prompt is checked, a new transaction for the missing parts will be automatically created once the current return transaction is saved.

Press F10 now to save the changes.

The following message is now displayed:



Click "OK".

A new transaction of the type “Missing Parts” with a new transaction number, is displayed.

In the orchestration window, ONLY the missing parts are listed.

Name	Template	Set Qty	In Stock	Available	Ordered
Full Score		0	0	0	1
Violin I		8	0	0	0
Violin II		7	0	0	0
Viola		6	0	0	0
Cello		5	0	0	0
Double Bass		4	0	0	0

Press F10 to save the missing parts transaction. In the “save changes” screen you should be prompted to print a missing parts letter. Press F10 again to save and close.

Note: A missing parts transaction is much like any other, with one important difference: the In Stock values are permanently adjusted until the missing parts are returned.

III. Invoicing

To invoice a Transaction:

Press **CTRL + I** or the Invoice icon.



HLMSW will now display the Invoice Tab, where you may enter up to seven (7) charge lines for each invoice.

Click on the first available charging line immediately below the blue row containing the composer name, and select an option from the drop-down list.

Press the **Tab** key to move to the *Type* column and you'll notice that HLMSW automatically allocates the correct type and tax for the charge item selected.

Press **Tab** again to move to the *Amount* column and enter an amount. You may continue to add values in this way.

You can also enter textual information by simply typing the text into the description column.

Once complete, press **F10** to save the changes. You will be prompted to print the invoice.

Transaction

Notifications

Warnings

Errors

Prompts, Emails and Default Forms

- Print: Invoice
- Print: Invoice (email)
- PROMPT: Preview Print Job on Screen

Save Changes (F10)

Revert to Saved

Return to Edit

Do NOT Save

Note: Once invoiced, charge items and invoice dates CANNOT be changed.

IV. Create a Credit

To credit a transaction:

First display the transaction you wish to credit and press **CTRL + ALT + I** or the Credit icon.



Before the credit screen is displayed, you will be warned if HLMSW finds and pre-existing credits for this transaction.

You are then presented with a replica of the invoice screen, but with credit values shown in red.

Description	Type	Amount	Tax Code	Tax Total	TOTAL
631276AB SMITH J. Symphony No.		-\$50.00			-\$50.00
Hire Fees Orchestral Live	16 Hire A	-\$50.00	EX=No		-\$50.00
This is a new Account	[Text]				
TOTALS		-\$50.00			-\$50.00

You may enter new values in the *Amount* column, or to credit the ENTIRE invoice, simply press **F10** now.

Press F10 again to save and print the Credit Note.

In the coming guides we will delve into more advanced techniques for system use and customising the browses, print forms and translations.

Peter Grimshaw

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