



Business Unit & Plant setup

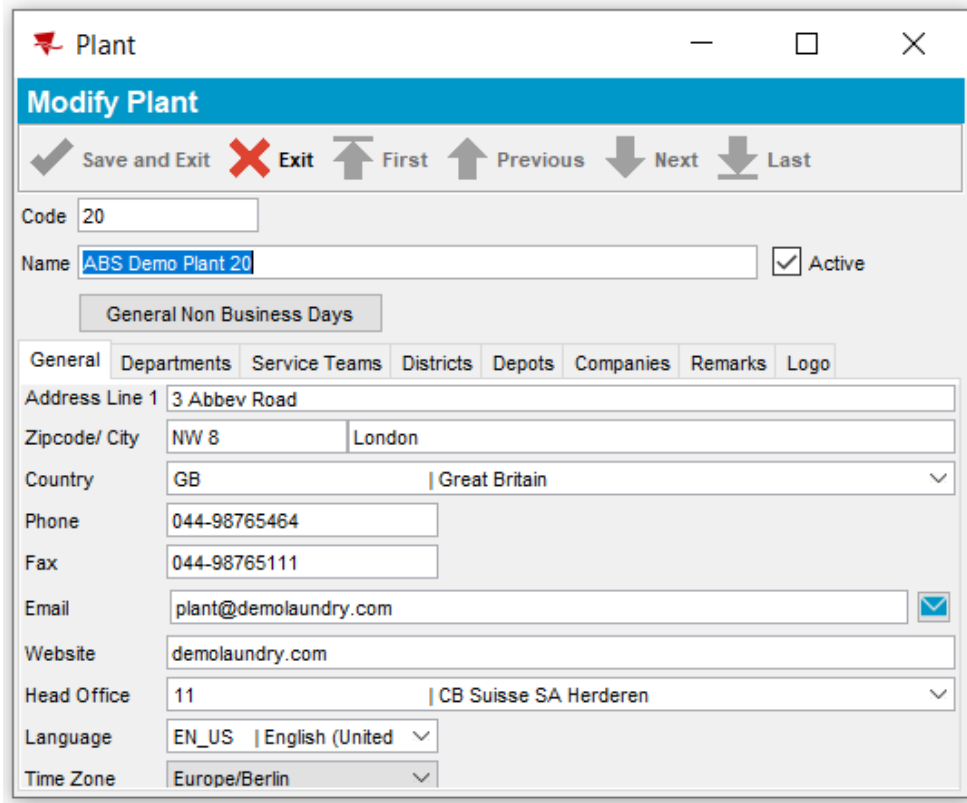
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2 Plants

The Plant is the global information about your company and can be divided in one or more Business Units. There can be multiple plants within your company. For each plant you can enter information like address and phone, departments, service teams and depots.

The plant(s) is/are connected to the license you have for the ABSolute-application.



2.1 General information

General information is used for entering the address, country, phone, fax and other general things about the plant. It is possible to use (parts of) this information to be presented on the invoice layout

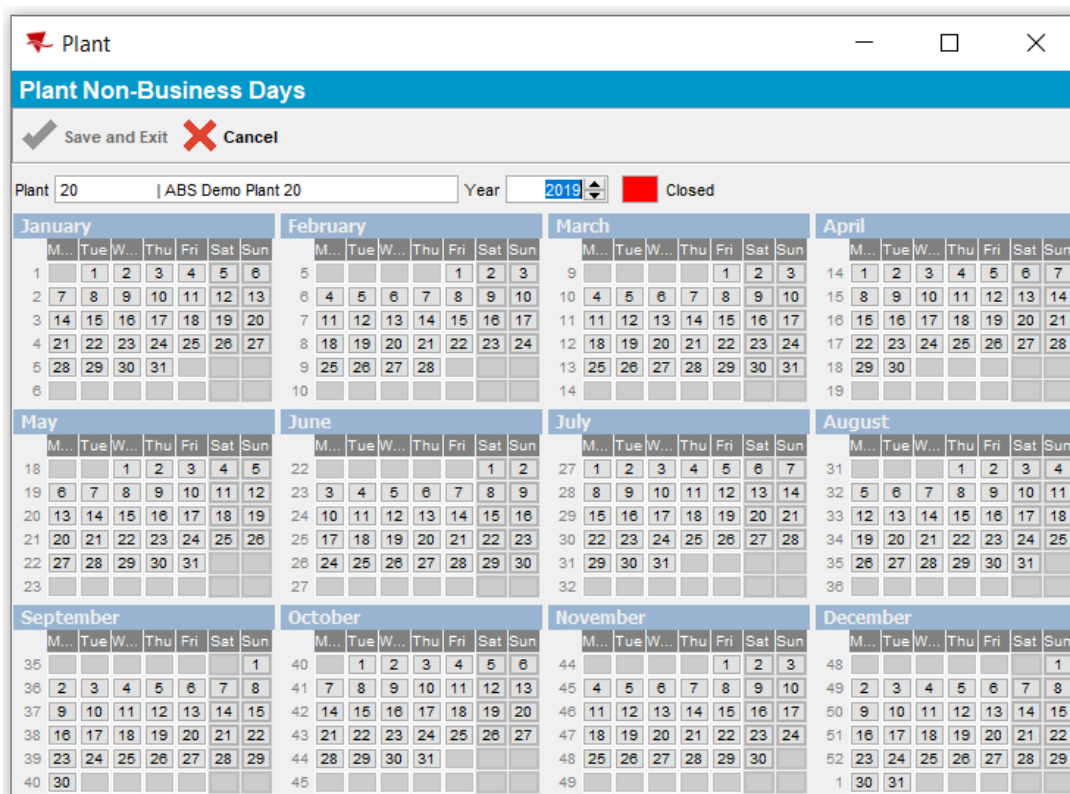
Overview of fields:

Field	Description
Code	The code for the plant. The plant-code is connected to the license you have for the ABSolute-application. This is a fixed value and cannot be entered or changed here.
Name	The name of the plant.
Active	Indicates if the plant is still active.
Address-related information	The address related information for your company.
Country	Define the country where the plant is located. The choice of the country is also related to the way of

	TAX/VAT calculation (%) and will be taken in account when exporting financial details to the sales ledgers.
Phone / E-mail / fax / website	The phone/e-mail/fax/website that is related to this plant could be used for printing on documents, documents that are send per e-mail, mailings etc.
Head office	By defining the head office, you set up the relationship of this plant to the plant that function as head office. This applies to a company with multiple plants. This can be left empty.
Language	The language that is entered here will be the default language when adding employees and customers.
Time zone	The time zone for the plant.

2.2 General non-business days

You can use this option to enter the general holidays for the whole year. These are the days the plant/laundry is closed because of a holiday like Christmas.



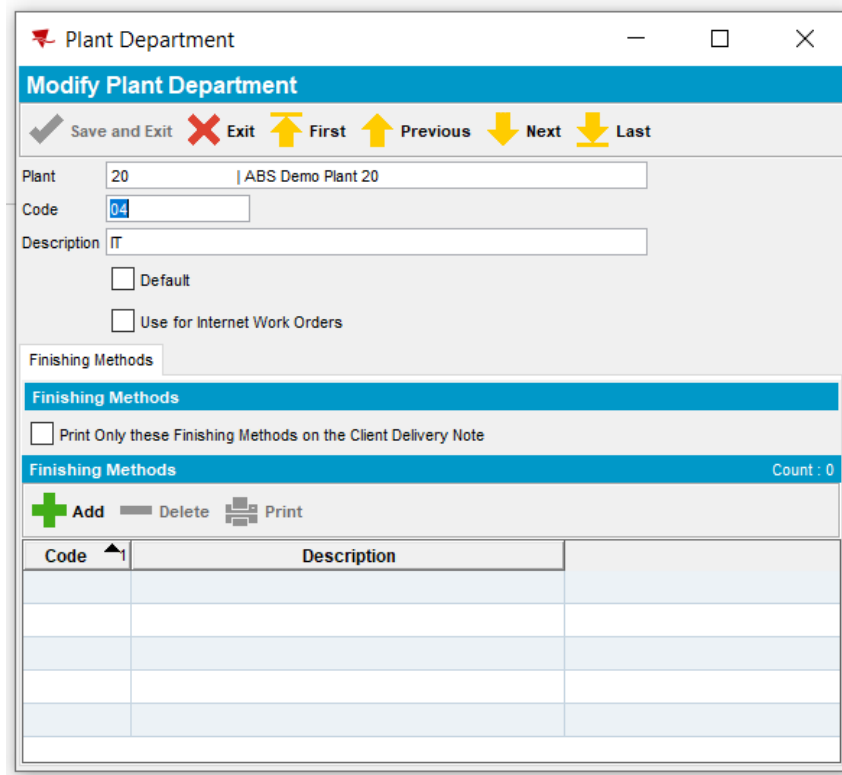
2.3 Departments

It is possible to define multiple departments. Departments can be used for reporting possibilities. It also allows you to generate packing notes/put up lists per department.

Example: Plant 'ABS Demo' has 4 departments:

- 1) Packing department linen
- 2) Packing department mats
- 3) Finance
- 4) IT

By this set-up it is possible to print packing notes separated for the linen and the mat department.



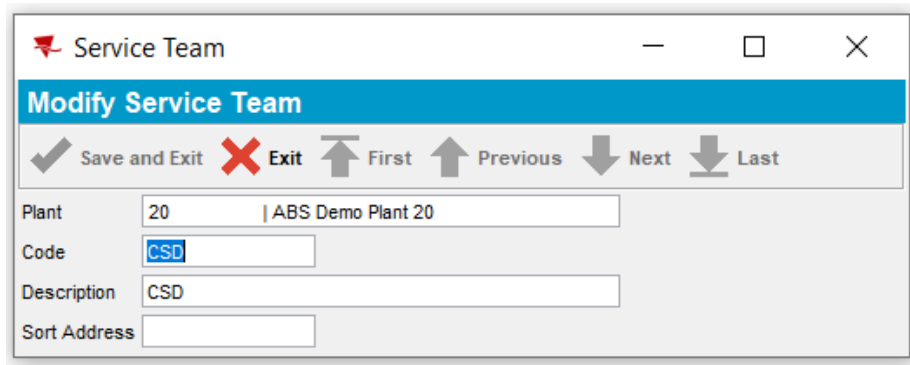
Overview of fields:

Field	Description
Code	The code for the department.
Description	A description for the department.
Default	Mark this if the department is the default one. This means, in related dialogs where a department can be entered, the default department will be taken first. There can only be one department set as default.
Use for Internet Work Orders	Mark this if the department is used for Internet Work Orders. There can only be one department used for this purpose.

	This applies to modules where work orders can be made using a web-application.
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Service teams

You can use service teams to assign sorting stations to your plant. A sorting station can be used to assemble all items for one specific customer or route. Service teams can be linked to customers. This is especially used when a sorting system is installed at the finishing department. This could increase the constant quality check for certain customers.



Overview of fields:

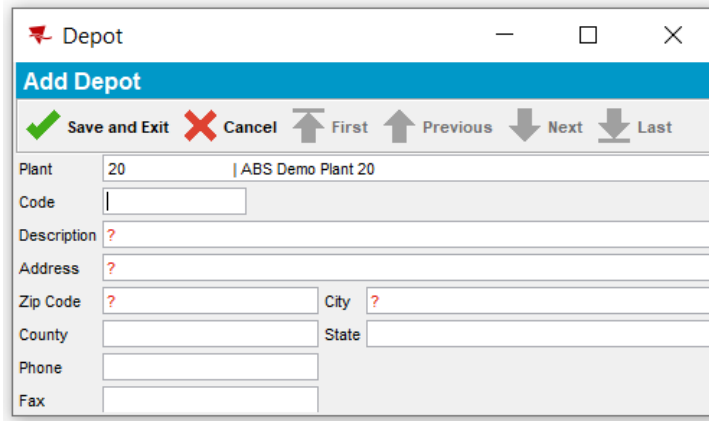
Field	Description
Code	The code for the service team.
Description	A description for the service team.
Sort address	A number for the sort address

2.4 Depots

A depot is a sub location of a plant. In the laundry industry other common titles are given to depots such as; branches and service centers. They mostly have in common that it is not a processing facility, but it is seen as a location from which routes are managed for a certain geographical area.

An example: The processing plant is in New York. From there most of the Routes are driven. Some of the routes are driven from Allentown (on a distance from New York). Allentown is entered as being a depot from where the goods are transported to and from the plant.

If Routes are defined underneath a plant, it is possible to link routes to the depot. This enables to print documents like load lists and invoices, on depot level.

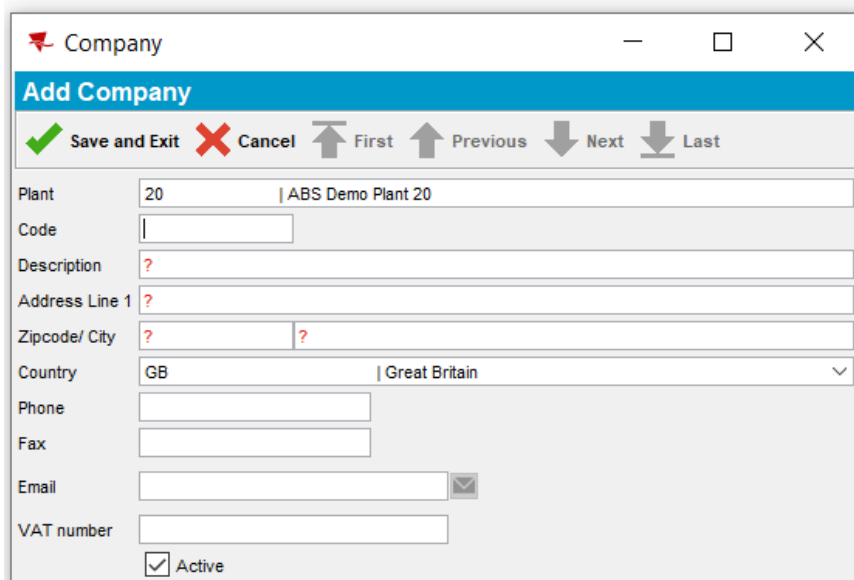


Overview of fields:

Field	Description
Code	The code for the depot
Description	The description for the depot
Address, Zip Code, City...	The address for the depot

2.5 Companies

Companies are used to put the invoice address of the laundry on purchase orders.



Overview of fields:

Field	Description
Code	The code for the company
Description	The description for the company

Address, Zip Code, City...	The address for the company
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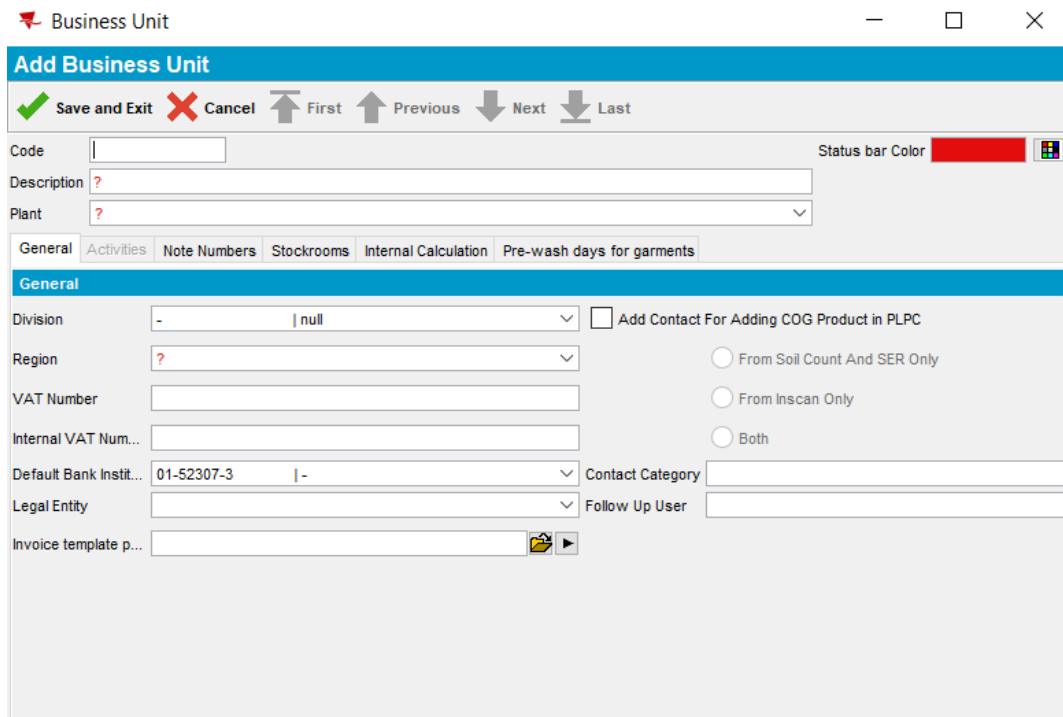
3 Business Units

A business unit represents a laundry in a specific physical place that is part of the plant. It can also be used to separate the laundries by activity, like 'Linen' or 'Garments'. For example:

Plant	Business Unit
Morton Cleaning	Morton Cleaning London
	Morton Cleaning Cambridge
	Morton Cleaning Brighton

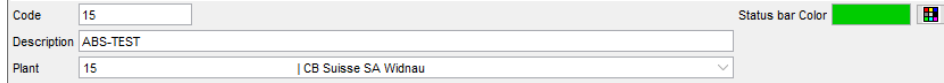
In this example the plant is named 'Morton Cleaning' with three business units in three different places, in this example in one country. But it can also range over different countries.

In this example all information about the 'Morton Cleaning' company can all be stored in one database. But it is possible to customize ABSSolute in such a way each Business unit will only see the information that is local. But if all information is needed then this is also possible, for example if you want to see figures about the total invoice-amounts.



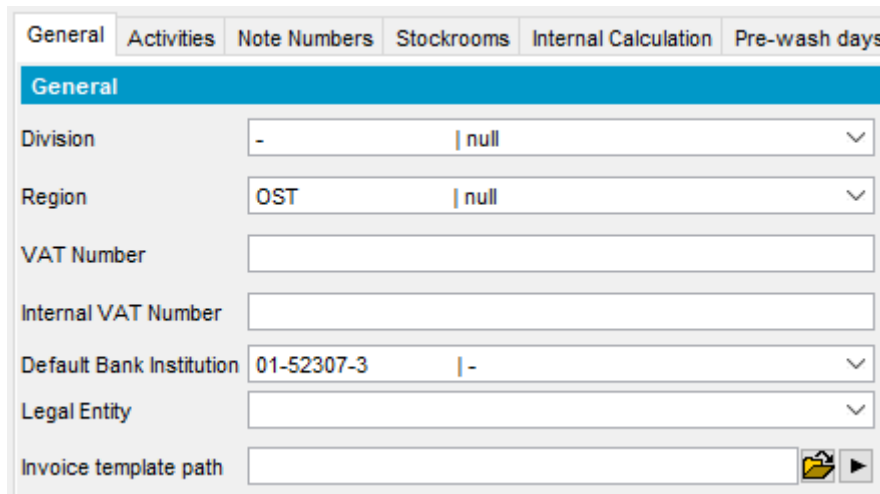
3.1 General Information

First some general information can be added like a code and description for the business unit.



Overview of fields:

Field	Description
Code	The code of the business unit.
Description	The description of the business unit.
Plant	The plant to which the business unit belongs is chosen here.
Status bar color	A color that will be shown in the status bar of the client-application. A business is related to a user (that is part of a user group), the user can easily see by this color what business unit is the current one.



Field	Description
Division	The division the business unit belongs to, in case the laundry is divided over more than one division. The division is used for reporting purposes only.
Region	The region the business unit belongs to, in case the laundry is divided over more than one region. The region is used for reporting purposes only.
VAT number	The VAT or TAX number is a must for international banking and for Tax exempt.
Internal VAT number	Each Business Unit could be a separate fiscal entity. In that case you can enter the internal VAT number as reCustomer Owned Goodnized when exporting financial data.

Default Bank Institution	In case you have multiple banks in use, you can choose the default here.
Legal Entity	Select which legal entity the Business Unit belongs to.
Invoice template path	Select where the template path is located for the template that is used for the invoice layout of this business unit.

Add Contact For Adding COG Product in PLPC

From Soil Count And SER Only
 From Inscan Only
 Both

Contact Category

Follow Up User

Field	Description
Add Contact for Adding Customer Owned Good Product in Product List Per Customer	In case that this box is checked and if a Customer Owned Good product is added from Soil Count, Straight Even Exchange or Inscan, a contact that is selected will be informed (see below). This because the pricing details need to be entered as well and most probably this is handled at the contract maintenance department.
From Soil Count and Straight Even Return Only	Only when Customer owned good products are added via Soil Count and Straight Even Return Entry dialogs
From Inscan Only	Only when Customer owned good products are added via Inscan dialog only
Both	Both option above apply
Contact Category	A default Contact that has been configured for informing the addressed follow up user
Follow Up User	The addressed employee that needs to be informed that a new Customer Owned Good product is entered.

3.2 Activities

In the product structure the highest level is activity. Examples: Dust Control, Linen, Garments and Clean Room. Per Business Unit it needs to be determined what activities are handled there. This is a must prior to being able to perform any type of service.

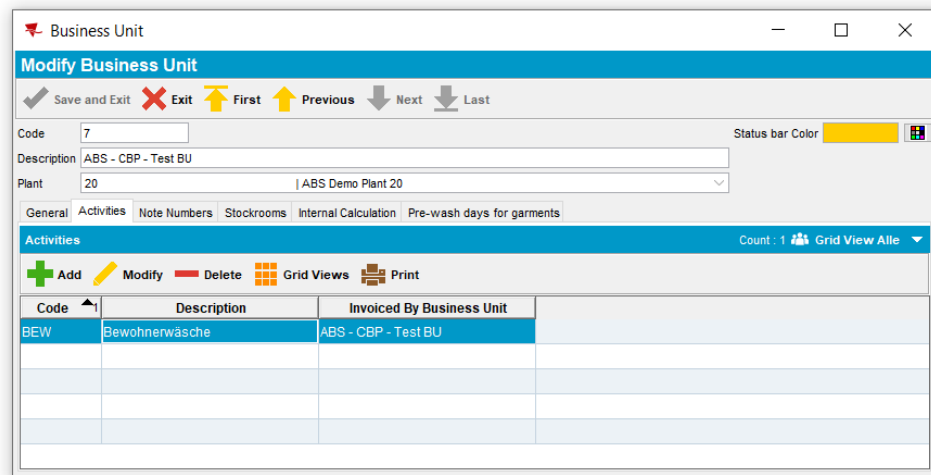
When the activity is entered here, the result will be that:

The related product groups and related products can be viewed. This means other values will not be seen; it works like a filter.

The services related to those activities, product groups and products can be contracted with customers.

Please check the setting per activity in this dialog: who takes care of invoicing of that activity? Normally this will be the same business unit as the one that is processing (US: this is a must for all direct invoicing).

In multi plant organizations it could be the case that central billing is done, disregard in which business unit the processing is done.

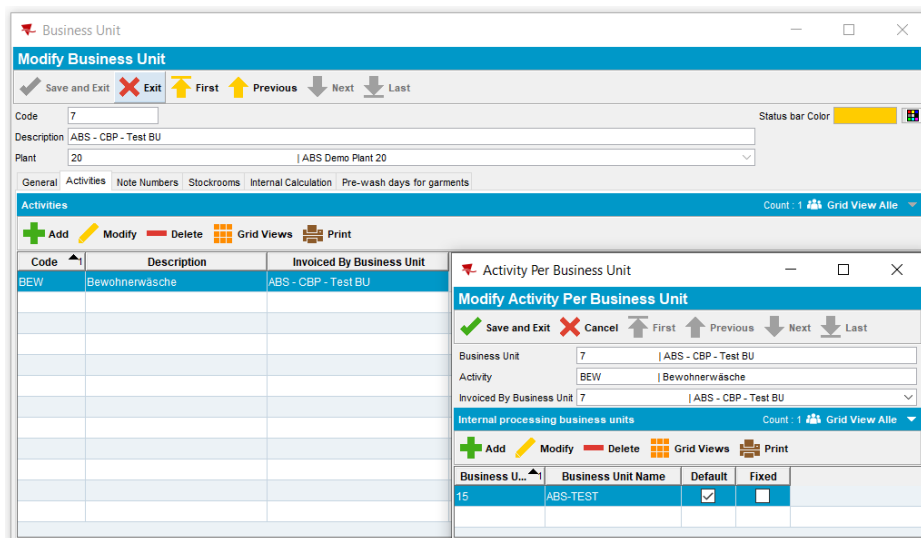


Adding activities to a business unit

Select one or more activities you want to add to the business unit.

In the same way you can de-select activities. But then you first select activities from the right part of the window and move them to the left part.

After you have entered the activities you can modify the information about which business unit will invoice an activity.



3.3 Note numbers

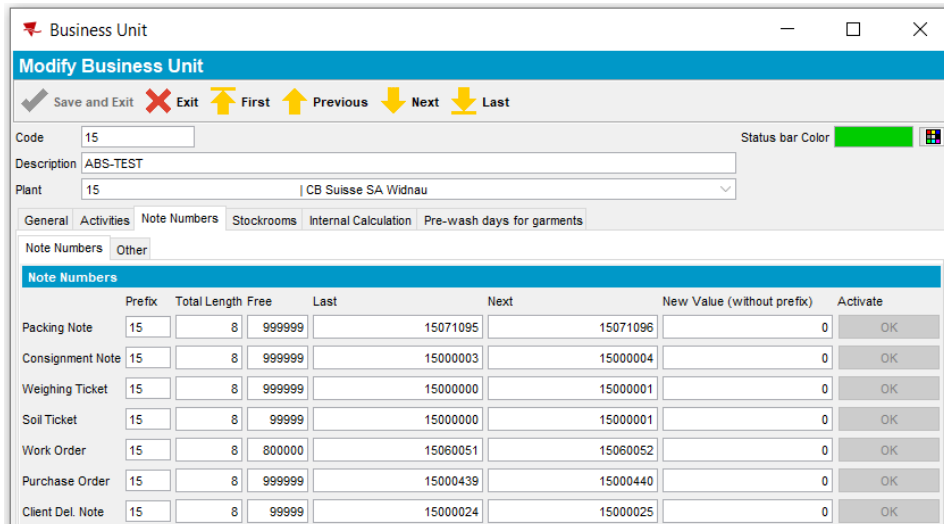
Here you must define the note-numbers for reports like packing notes, invoices and statements for the selected business unit. These note-numbers are generated to ensure each 'note' has its own unique number.

Depending on the modules available in the license, some note number will be visible or not.

Note numbers related to Modules:

Tab	Type	Active with module in license
Note Numbers	Packing note	Garment Recording or Linen Supply
	Consignment note	Garment Recording or Linen Supply
	Weighing ticket	Linen Supply
	Soil Ticket	Linen Supply
	Purchase Order	Stockroom Management
	Client Delivery note	Residential Services
Others (Invoice Numbers)	Invoice	Invoicing or Route Accounting
	Statement	Route Accounting
	Client Invoice	Residential Services and Invoicing
Others (Numbers)	Contact Manager	Contact Manager
	Remit Batch	

In tab-pages Note Numbers and Other you can define the range of each note-number.



For each type of note you set the following fields:

Field	Description	Example
Prefix	Use a prefix if you always want a specific number at the start of the note-number. This must be a numerical value.	501

	Remark: If system setting NOTEPREFIXLENGTH is 0, then this field is empty and not editable.	
Total length	The total length of the note-number. Numerical, minimum = 5 + length of prefix. Can be empty. Example: Prefix = 501, total length = 8 so first note will be 50100001. Also when no prefix is defined a total length can be used. This is because if you want to print the note number as a barcode a fixed length must be used. Example: if prefix = " and length = 8 then first note will be 1 but will be printed as 00000001.	6
Free	This field is used to define the free series of note numbers that needs to be in the system.	99999
Last	The last used note-number. This cannot be changed here.	129745
Next	The next note-number that will be used to next time. This cannot be changed here.	129746
New value (without prefix)	If you want to start at another alternative number, enter it here. If for example a customer wants to start with a new packing note number every year this field can be used to set the new value. If a new start value (without prefix) is entered and after the OK button is pressed to activate this new value, the system will try to set this new value. To do this, the entered start value together with the prefix (if available) will be checked in the database if the number is not used. There will be a check if there are no note numbers within the series 'new value' till 'new value + free space'. If no notes found the new value will be set. A message will be given and in the redisplay of the last used number the new number will be visible.	200000

3.4 Stockrooms

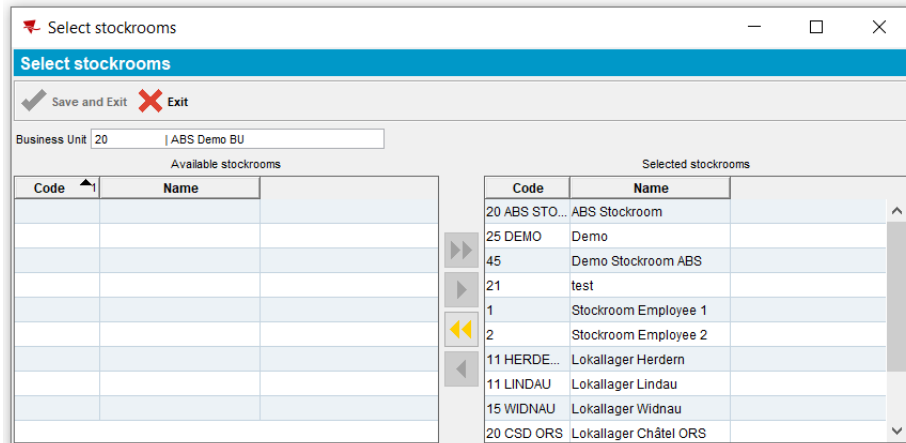
You can select what stockrooms belong to a specific business unit. This is used for filtering purposes. So you will only see the stockroom that is defined for the business unit you are working on.

Example:

Business unit 'Mats Business Unit' is assigned to stockroom 'Mats Stockroom'.

Business unit 'Garments Business Unit' is assigned to stockroom 'Garment Stockroom'.

Remark: Tab 'Stockroom' is only available if module 'Stockroom Control' is in the license.



Adding stockrooms to a business unit

Select one or more stockrooms from the left part of the window and click on the '>>' -button to add them. Or click on the '>' -button to add one stockroom at a time.

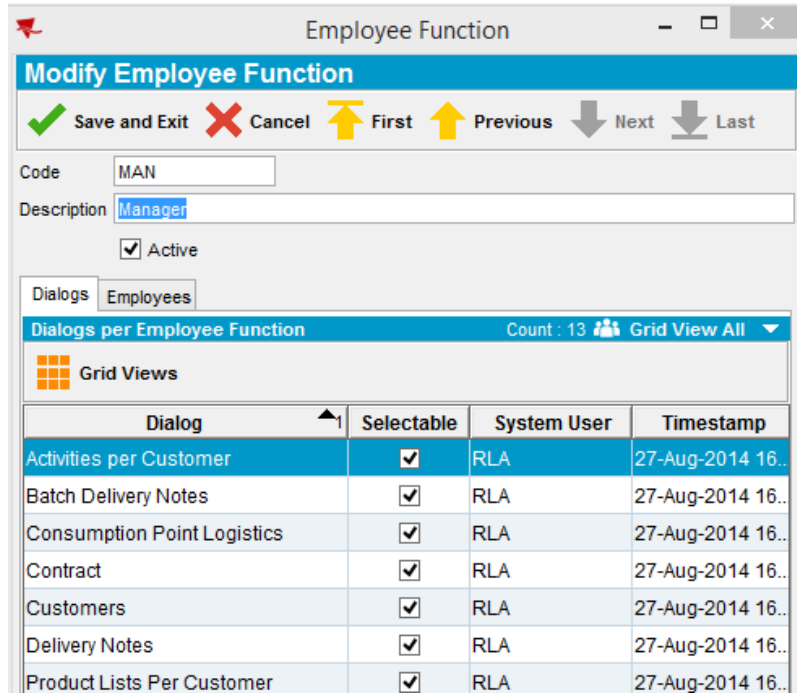
For unselecting stockroom do the same, but then move them from right to left.

4 Employee functions

Employees can be grouped in certain functional groups. Examples are:

- (Regional) Salespersons
- Contract Maintenance
- Customer Services
- Expedition

The screen below is self-explanatory for the header part:



Overview of fields:

Tab	Description
Dialogs: All displayed	Selectable: check for each functionality or entity if this employee function is needed. This creates a filter to the available users that are shown. Especially in multi plant organizations this is
Employees:	This will redisplay all linked employees to this employee function