

1. Introduction

On this screen you can fill in all the basic information about your company. This information will be used in the rest of the documents and invoices.

To enter this information or edit the current information go to:

System > Company Information

2. Explanation of fields

When you go to System > Company Information you'll see this screen popup

Company Information

Company Name:	Cargo Data Systems bv	Phone:	+31-165-565667
Address:	Stationsstraat 13	Fax:	+31-84-7416449
City:	1437 CG Rozenburg	Email:	info@cds-nl.com
City Code:	RSD	Website:	www.cds-nl.com
Country:	NETHERLANDS		

Financial Information:

VAT %:	19
EAV:	2.27
Credit Limitation %:	3
Advance of Funds %:	2.5
Currency:	EUR
Terms of Payment:	30 Days
Bank Name:	ABN AMRO
Bank Account:	12.34.56.789
IBAN:	NL83FTSB069879872
BIC:	FTSBNL2R
VAT Number:	NL 1234.56.789.B.01
C.o.C. Number:	Haarlem 182092

Sending Email
The email/sntp settings has been moved to System->Basic Settings

Report Header Background Color | Report Header Text Color | Report Font | OK | Cancel | Help

Company name:

Put your licensed company name in this field.

Notice: You can not change the company name here. You can only change the name when you enter a new license code into the option System->License Code.

Address:

Your address. This address will be used on all the documents you print.

City:

The name of the city where you are located.

Notice: You can not change the city here. You can only change the city when you enter a new license code into the option System->License Code

City code:

The abbreviation of your city when used in the Air module this is your airport code.

Country:

Select the name of your country.

When the country does not exist in the list. Then close this window, then press F9 and go to System > Country and add the required country.

Phone, Fax and Email:

Your general phone, fax and email address.

3. Financial Information

VAT %: (used in your country)

The VAT percentage.

EAV:

EAV is an amount that will be calculated on every sales invoice you send to your customers. The EAV can be turned off per customer.

Credit Limitation %:

Credit limitation is calculated over the total invoice amount including VAT. The percentage can be changed per customer.

Advance of Funds %:

Advance of Funds is calculated over the total invoice amount excluding VAT. The percentage can be changed per customer.

Currency:

Your default currency. If you are located within the "Euro Country" please put this currency to EUR.

Terms of payment:

Number of days that your invoices should be paid by your customers. This term is printed on your invoice.

(This can be changed per customer)

Bank name:

The bank name will be printed on your sales invoices.

Bank Account:

The bank account number will be printed on your sales invoices.

VAT Number:

Your VAT registration number. This will be printed on your sales invoices.

C.o.C. Number:

Your registration number at the Chamber of Commerce.

4. FaxSprinter

FaxSprinter (DOS version):

With FaxSprinter you will be able to send fax messages from within Sprinter 2000. You need the DOS FaxServer module of FaxSprinter. Please notice that this DOS version of FaxSprinter is totally different the FaxSprinter for Windows module.

This DOS FaxSprinter is only available to our old RoadSprinter (DOS) customers.

Use FaxSprinter (DOS version):

When you have installed the FaxSprinter FaxServer (DOS version) tick this option.

FaxSprinter – Margin:

The left margin used formatting your fax messages

FaxSprinter – Logo:

The file name of the PCX picture that is your company logo, which will be placed on top of your faxmessages. This PCX picture must be in black and white. The file must be stored in the PCX directory of the faxserver.

FaxSprinter - Urgent Logo:

The file name of the PCX picture that is your company logo, which will be placed on top of your urgent faxmessages. This PCX picture must be in black and white. The file must be stored in the PCX directory of the faxserver.

Use a Windows Fax Printer Driver (e.g. WinFax):

Tick this option if you want to send documents to your Windows Fax program, like Symantec WinFax.

Windows Fax Printer:

When you want to use a Windows fax Printer driver to fax your document, please select here the (fax)printer you want to use to handle your faxing requests.

5. Sending email

This option used to be in the Company Information. This is moved to: Sprinter2000 > System > Basic Settings > Email:

Email:

If you want to send documents by email you need to fill in the information below.

Use Email:

Tick this option if you want to use the email facility of Sprinter 2000.

Sending Email:
 Use Email
Send email using:
 MAPI Email (via Exchange Client or Outlook 97,98,2000)
 External SMTP Server
 Built in SMTP Server
SMTP Server Address: relay.skynet.be
SMTP Server Port: 25

MAPI

Select this option if the emails should be send through MAPI. This means send by your email application like Outlook 97,98,2000. Outlook Express cannot be used unless it is setup to use the MAPI system of Windows. You will send emails through MAPI if you do not have a local SMTP mail server.

External SMTP Server

Select this option if you want to send your email directly to and external SMTP server (this is the mail server which handles outgoing emails). If you select this option you'll need to fill in the two SMTP fields below. An external SMTP Server means an SMTP server on your LAN (Local Area Network) or the SMTP server of your internet provider (ISP).

** This option is advised as the best way to send emails by using an SMTP server directly connected to your LAN. It is the fastest and most reliable option.

Built in SMTP Server

Select this option if you do not have access to an SMTP server. All emails will be sent by the SMTP server build in Sprinter 2000. This option is slower. Only use this feature when you do not have access to an External SMTP Server.

- SMTP settings -

SMTP Server Address (only applicable when 'Use External SMTP Server' is selected).

This is the address of the SMTP mail server. For example 192.168.1.1 or mail.domain.com.

Contact your network supervisor or internet provider for this address.

SMTP Server Port (only applicable when Use External SMTP Server is selected).

This is the communication port of the SMTP server. Default: 25.

6. Lower Buttons



Report Header Background Color:

Click on this button to select the background color of the header of all your (graphic) reports.

Report Header Text Color:

Click on this button to select the text color of the header of all your (graphic) reports.

Report Font:

If you click this button, you'll be able change the font settings of the reports.