

## INVENTORY

- Insert a new purchase order at **Inventory> Update Purchase Orders**.
  - Use the Payment Type field when COD or company credit card is used.
  - Note the Shop Order and Discrepancy items should be charged against.
  - When saving a purchase order, Finalize it if all items have been entered.
- Receive New Shipments against a Finalized purchase order at **Inventory> Receive Shipments**.
  - Change or delete items which are not received as ordered.
  - Update selling prices for this item if necessary.
  - Enter Batch or Lot number information if appropriate.
  - Optionally print a report, create labels for each item received, and generate a Payables Invoice when you Click OK if desired.
- Enter an invoice or packing slip number on the Payables invoice before saving it. Invoice is correctly coded and is marked "Hold for Review."
- When the final invoice is received from the vendor, Payables Clerk can match it to receiving documents and update the invoice at **Accounting> Payables> Update Vendor Invoices**.
- You can either set prices manually on part records at **Inventory> Update Inventory**, or calculate & insert them from a sliding scale you set. Experiment with the **Inventory> Options and Settings> General Options> Price Matrices** tab.

## CHARTER QUOTES

- Insert a new quote at **Flight Ops> Charter> Update Charter Quotes**.
  - Select a specific aircraft or create quotes for all appropriate aircraft.
  - Insert a leg and enter specific airports or select by location.
  - Enter passengers by name or count on each leg or overall quote.
  - Click the Create Reversing Legs button to save time.
  - Add other charges and adjust taxation by selecting alternate tabs. View or change any aircraft charge for this quote from the Billing Rates tab.
  - View total charges for single aircraft quote immediately. Click the Show Full Quote button for details and multiple aircraft quotes.
- Set standard tax rates, record your quoting policies, and customize the quote printout from **Flight Ops> Charter> Options and Settings> General Options**.

## KEEP GOING...

Use the skills you've learned to explore the other Accounting and Flight Ops functions fully. We'll be waiting to hear from you!

# **TotalFBO®**

## **Quick-Start Guide**

### WELCOME TO TotalFBO®

Welcome to **TotalFBO®**, and congratulations on choosing what we truly believe is the finest software package available for the management of aviation businesses. This Guide is designed to help you get started using the program as quickly and as easily as possible. You'll occasionally be directed to the online Helpscreens for more detailed information. If you can't find what you're looking for there, please contact Support.

### INSTALLING TotalFBO®

**Installing is really easy and takes about 15 minutes or so.**

#### 1. Insert the CD in your drive.

- After a moment, the installation wizard should automatically start.
- If it does not, then do the following: In the Windows RUN box enter:  
D:\SETUP  
*(If your CD-Rom drive is not called D:, then substitute the appropriate letter.)*
- If you already have a Microsoft SQL server, install only the **TotalFBO®** program on that computer.
- If not, start by installing SQL 2005 Express from the CD. Be sure you make a note of your SQL administrator password (the default is *password5*).
- Then return to install the **TotalFBO®** program after rebooting.

#### 3. Click on your TotalFBO program icon

- This starts the program for the first time and initializes your databases.
- Both a User Data database and a Common Files database for supplemental data will be created with licensing good for 30 days.



<b>Support:</b>	<b>1-918-355-3469</b> <b><a href="mailto:support@hbcinc.com">support@hbcinc.com</a></b>
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## WELCOME TO *TotalFBO*®

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### SAMPLE DATA

We know you'll want to investigate those areas that are your main concern first. You can enter as much sample data of your own as you would like. Remember, this is "Test, Experiment, and Evaluate" time, and no permanent damage can be done, so we encourage you to relax and explore!

The software CD contains the complete *TotalFBO*® program with a sample database of transactions during the period March – July, 2008. Since many reports will date limit by default to the current month, select dates in this range when printing. Otherwise, unless you have entered some of your own sample data, you may get a "no records found" message. Note that only FAA aircraft tailnumbers that start with "N1..." are included and only airports and winds aloft info for the southeast USA. If your own airport is missing you can add it easily in Charter Ops.

When you begin using the program for real and have received your license, you'll want to make a new data directory. This is easily done by inserting a new Licensing record at **Start> Programs> TotalBO> User Utilities**. You can then remove the Sample Data directory or keep it for training purposes.

### GETTING AROUND IN *TotalFBO*®

Browse Windows are what you'll see when you begin most functions in the program. Click on the top of any column to sort and search by that column. From here you may choose to Insert new records, or Change, Delete or View existing records.

Ellipses Buttons [...] appear to the right of many fields. Click on them to display a list of items you can select from, such as customer names or tail numbers.

Use your Tab key or Mouse to move between fields.

Click OK to save your work and close a data entry screen.

Press Escape or Click Cancel to return to the previous screen without saving.

Press F1 or Click Help to display context-sensitive help.

Click the Macro button [M] by any text field to create or insert pre-defined text.

## INVOICING

- To begin a new invoice, select **Accounting> Invoicing> Add New Invoices**.
  - Tab to the Customer field, where you can enter part of an aircraft Tailnumber, customer name or click the Ellipses button to select from a list. You can also Insert a new customer here as a sidestep.
  - Change the Line Type field to select the type of item or service to be sold. The other fields on this screen will change appropriately.
  - When all fields are complete, click OK to add this line to your invoice.
  - When all sales lines are complete, click Cancel to stop adding lines.
  - At the top of the invoice window you can select another tab to provide access to tax controls, special discount fields, alternate addresses, etc.
  - Click the Payments button to Insert any payment information.
  - Click OK to save the invoice.
- Be sure to explore the **Accounting> Invoicing> Options and Settings** menu to see how you can tailor the invoicing operation to meet your needs.
- You'll also want to view or print some of the reports found at **Accounting> Invoicing >Reports and Listings**.
- Busy Front Counter operations will find a home base at **Flight Ops> Concierge>Concierge Super-Screen**. From this one screen you can keep an eye on your entire schedule for the day, dispatch and check in flights, create invoices, and manage concierge requests! Add a button to get there fast at **File> Preferences> Customize Toolbar**.
- Use **Accounting> Receivables> Options and Settings> Set Price Classes** to establish your pricing structure so customers' invoices are priced automatically.

### SHOP ORDER BASICS

- Insert a new shop order at **Accounting>Shop Orders> Update Shop Orders**.
  - Choose a tab to insert Discrepancies, Parts, Aircraft Data, or other info.
  - When you're adding a lot of text (such as on the **Discrepancy Problem Tab**) try pressing the Macro button to pop in pre-typed paragraphs – it will even let you insert variable information such as cylinder pressure test results!
- If most of the parts used on your jobs are special ordered, they'll be automatically posted to the shop order when they're received. For those parts that do come from stock, use the function at **Accounting> Shop Orders> Batch-Mode Parts Entry** to update multiple shop orders quickly.
- Similarly, use the function at **Accounting> Shop Orders> Batch-Mode Labor** to update all your shop orders from each day's time records.