

ONIRE

USER GUIDE

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INTRODUCTION

ABOUT THE GUIDE

This user guide is for the Onire inventory and rental management system. Its main purpose is to detail the various actions a user can perform within the system. It can be used both as a practical reference and as a training tool for staff.

SYSTEM REQUIREMENTS

The system, based on current Web technologies, requires no specific operating system or hardware requirements. Here are the prerequisites:

- **A standard desktop operating system** (Windows, macOS, Linux) ;
- **A web browser compatible with the system's technologies:** Google Chrome, Microsoft Edge, Firefox or Safari ;
- **A minimum screen resolution** of 1920 x 1080 for optimal viewing.

INTRODUCTION

ACCEPTANCE OF TERMS OF USE (<https://quickloc.io/about/terms-of-use>)

Before authenticating for the first time, the user must read the conditions of use. Access to the system constitutes implicit acceptance of the conditions. We therefore recommend that you read these conditions carefully before connecting for the first time.

AUTHENTICATION

The first step in accessing the system is the authentication screen. Users must enter their **username** and **password** in the appropriate fields before they can access the system's functions. Once the information has been correctly entered, he can proceed with the connection. A password will be provided for initial authentication. It is important to replace it with a new password of your choice.

PROFIL

Once logged in, users are automatically redirected to their profile page. This page contains personal information and allows you to manage your account settings.

PROFILE FUNCTIONALITIES

PERSONAL PROFILE - SUMMARY - **PERSONAL TRACKING**

The Personal Tracking tab allows logged-in users to modify their personal information, such as profile picture, e-mail address and cell phone number. This information is used to receive system notifications and for two-factor authentication (2FA), guaranteeing enhanced security.

PERSONAL PROFILE - SUMMARY - **NOTIFICATIONS**

The ONIRE system allows users to subscribe to notifications of specific system actions. These notifications can be viewed in a list that displays the most recent.

To subscribe to notifications, users click on the icon [⚙️] in the top right-hand corner of the screen, then tick the notifications they wish to receive. As an option, users can choose to receive these notifications by SMS or e-mail.

The icon [🗑️] also removes all notifications from the list.

The list of notifications can be accessed at any time from the quick actions by clicking on the [🔔] button. A visual alert will signal the presence of unread notifications.

PERSONAL PROFILE - SUMMARY - **PRIVATE MESSAGES**

Private messages let you start a confidential discussion with a colleague. The private messages home page displays all active discussions.

A shortcut [✉️] is available in quick actions, and a visual notification is displayed when a new message is received.

PROFILE FUNCTIONALITIES

PERSONAL PROFILE - SUMMARY - **TWO-FACTOR AUTHENTICATION (2FA)**

Two-factor authentication (2FA) is an additional security procedure that enhances account and system protection beyond the simple password. After entering your password, you will be prompted to enter a temporary code, provided by one of the following authentication methods:

- Application mobile : Use an application such as Google Authenticator or Microsoft Authenticator (recommended method).
- SMS message: Receive a code by SMS on your cell phone.
- Email: Receive a code at the specified email address.

If you find this procedure inconvenient each time you log on, you can retain your authentication for 20 days after the 2FA request.

PERSONAL PROFILE - SUMMARY - **CHANGE PASSWORD**

The Change password tab is an essential part of your account security. It's important to change your password regularly, and to update it immediately if you suspect it has been compromised.

To change your password, simply type in your old password, then enter the new one and confirm.

PERSONAL PROFILE - SUMMARY - **MEMORIZED CONNECTIONS**

The list of memorized connections allows the user to consult the devices that have been registered for simplified access. If necessary, the user can also delete a memorized connection.

INTERFACE USAGE

The system's screens are designed with uniformity, to enhance understanding and facilitate learning. With this in mind, this section provides an overview of the various elements that make up the software's graphical interface.

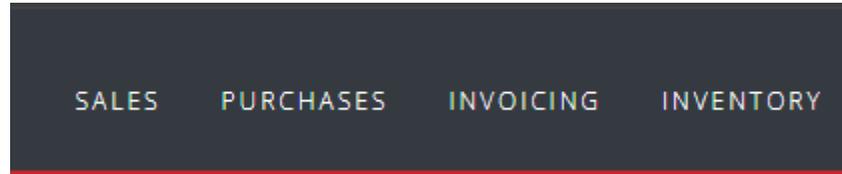
INTERFACE STRUCTURE

The system screens are all composed of the following elements:

- **Main menu** : Allows you to navigate easily between the different sections of the application.
- **Quick actions** : Provides quick access to important options, such as settings.
- **The content page**: The main area where information and functions are presented.
- **Footer** : Provides additional information, such as links to privacy policy, contact links or language used.

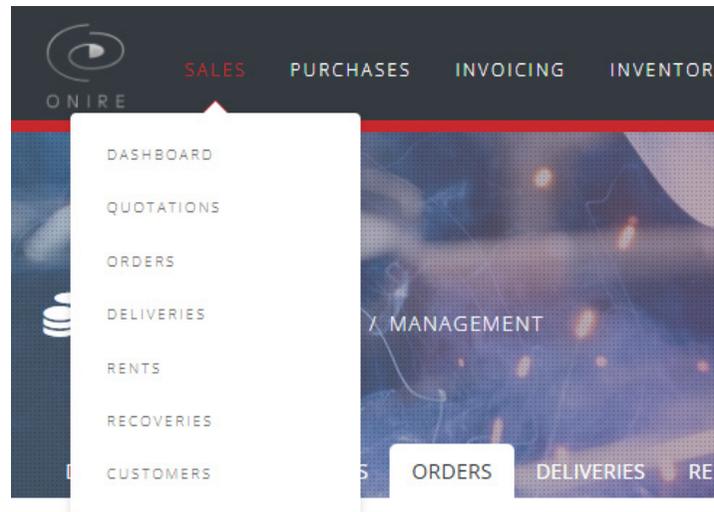
INTERFACE USAGE

MAIN MENU



This is a navigation bar permanently located at the top of the screen, allowing global navigation of the system. Depending on user access rights, menu items may vary.

The drop-down menu appears when the user hovers the cursor over the main menu. It provides a shortcut for easy navigation through the secondary menus.



INTERFACE USAGE

QUICK ACTIONS



Quick actions are accessible on the right-hand side of the screen. They enable various actions to be performed, depending on the user's access rights.

- [] Perform global searches in the system, such as by order number, customer, purchase order, serial numbers, etc.
- [] View system-generated reports.
- [] View archived entities in the system.
- [] Access the data management section.
- [] Go to the system administrator section.
- [] Hide or show more descriptive text.
- [] Send requests directly to system developers.
- [] Conduct private discussions between system users.
- [] Display all notifications relevant to the user, according to their configurable preferences.
- [] Log out of your account.
- [] Access authenticated profile settings.

INTERFACE USAGE

CLARIFICATION ON ASSISTANCE TICKETS



Support tickets are support requests submitted by users to report problems or ask questions about the system. This feature enables requests to be tracked and managed to ensure a fast, efficient response to user needs.

The user can open a new ticket, which will be forwarded directly to the system developers. To make it easier to solve a problem, it's a good idea to be as specific as possible in your ticket.

In the event of a bug, it is strongly recommended to include the steps to follow to reproduce it, as well as the expected behavior. Attachments and screenshots can also be sent, if required.

INTERFACE USAGE

BREADCRUMB TRAIL



The breadcrumb trail is a dynamic zone that adapts to the screen being viewed. It indicates the user's position in the system and enables easy navigation backwards.

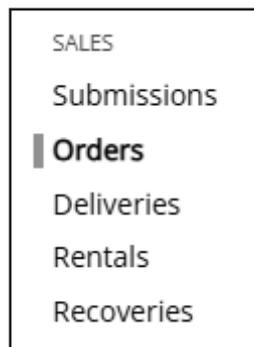
SECONDARY MENU



The secondary menu is located below the breadcrumb trail and adapts to the first navigation level.

THE CONTENT PAGE

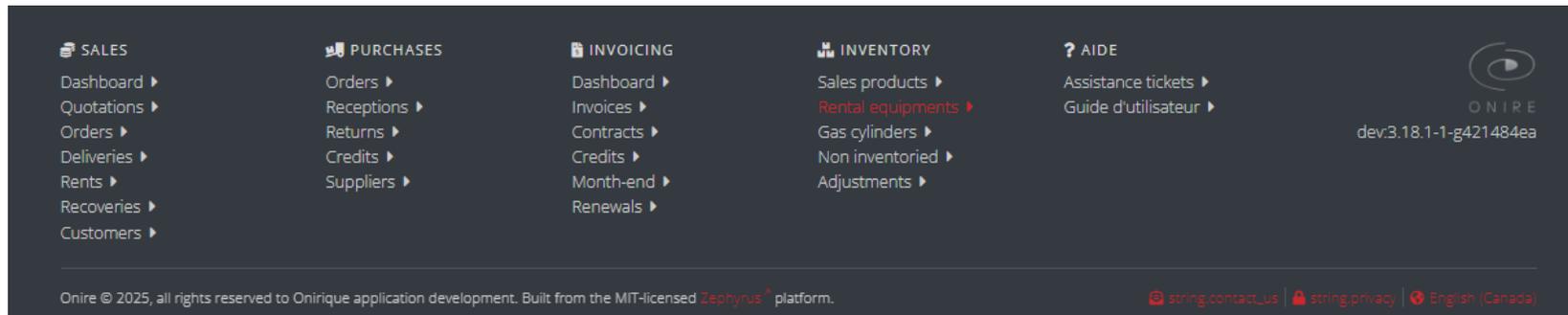
The content page is the predominant section of the interface, containing all information relating to the navigation choice made.



The content can include a menu on the left, which represents the third level of navigation, allowing quick access to previously selected menu options.

INTERFACE USAGE

FOOTER



The last area at the bottom of the screen, the footer, displays shortcuts to different sections of the system. This section also includes rights assignments, privacy policy, system version and user guide.

ONIRE SYSTEM STRUCTURE

SYSTEM COMPONENTS

The ONIRE system is divided into four main areas of operation, each of which integrates a type of operation that synergizes with the system to form a coherent whole.

Sales

This covers all customer-related operations.

Entities: Quotations, orders, rentals, replacements, deliveries, recoveries and customers.

Orders

This includes relations with suppliers.

Entities: purchase orders, receptions, supplier returns and suppliers.

Invoicing

This section deals with customer invoicing.

Entities: Invoices, credits and contracts.

Operations: Renewal and month-end closing.

Inventory

This section is dedicated to managing and tracking the company's inventory of products.

Entities: Products (sales, rental equipments, cylinders, gas and non-inventoried) and adjustments.

ENTITY

Entities are data that defines a set of properties and actions, such as an order or a product.

Each entity has a summary page, attachments and notes.

ONIRE SYSTEM STRUCTURE

ENTITY IDENTIFICATION NUMBER

Here's a simplified version of the entity identifier description:

Each entity has a unique identifier that identifies it within the system, and is generated according to a precise algorithm.

The first two characters are letters representing an entity code (for example, IN for an invoice or OR for an order). The next eight digits form a unique code, divided into two parts.

The first three characters indicate the month code, which is identical for all entities created during the same month, and increments each month.

The last five characters represent a number that increments with each new entity, and is reset to 1 at the beginning of each new month.

Exemple :

Identifier : IN09200597

IN : Entity code representing an invoice.

092 : Indicates that it was created in the 92nd month since the company began invoicing.

00597 : Represents the 597th invoice issued in this 92nd month.

Identifier extensions are used for entities that are directly linked to others.

For example, an order may have several deliveries, but each delivery is linked to a single order.

The delivery identifier will include an extension added to the order identifier.

For example, **OR09100104-001** represents the first delivery of the order.

The second delivery will bear the extension «**-002**». Purchase order receipts also use similar extensions.

ONIRE SYSTEM STRUCTURE

ENTITY CONTENT

Each entity has its own content containing all relevant information. In addition, available actions will be displayed and will vary according to the status of the entity.

Actions:

Each entity has its own actions to perform. The actions available vary according to the entity, but the following are common to all:

- [🗑️] This action permanently removes the entity from the system. It is an irreversible operation. However, for data integrity reasons, this action may not be available if the entity is referenced elsewhere in the system. In this case, it is necessary to delete the associated references before proceeding.

When the entity has been created from another process, deleting it may cause the source entity to be reset (for example, deleting a sales invoice may cancel delivery finalization).

- [📁] A finalized entity, for which no further action is required, is automatically archived. It then becomes uneditable, removed from the main list and accessible only via a direct link or from the archive section. This action can also be used to manually archive an entity.
- [🔄] Restoration is the reverse of the previous action. For some entities, this option removes an entity from the archive, allowing it to be modified or deleted if it has been archived by mistake.
- [📄] Download a PDF copy of the entity.

ONIRE SYSTEM STRUCTURE

PRINTING DETAILS

Documents are formatted as follows:

Header :

Contains company information, document type (invoice, contract, delivery note, return, etc.), as well as entity information and a QR code for future use.

Customer information :

Address, contact, etc.

Contents:

Products, adjustments, etc.

Footer :

Comments, subtotal, signatures, etc.

LOGO		CONTRACT INVOICE			
COMPANY NAME		Facture: #1008800005			
ADDRESS		Client: 9307433			
TELEPHONE		Date de début: 2022-12-09			
FAX		Date de fin: 2023-12-08			
		Date: 2022-05-18			
INFORMATION DU CLIENT					
CUSTOMER ADDRESS			CUSTOMER PHONE CUSTOMER EMAIL		
CODE DE PRODUIT	DESCRIPTION	QTE	JOUR	PREX UNITAIRE	SOUS-TOTAL
BDUT-CKYBP84	OXYGENE COMPRESSE SP T 66	1	365	\$2.34	\$856.10
Commentaire				Sous-total	\$512.48
				GST	\$25.82
				PST	\$51.12
				Total	\$589.20
				Payé	\$0.00
				Balance	\$589.20
SIGNATURE			DATE		
_____			_____		
Page 1 / 1					

ADMINISTRATIVE PARAMETERS



Parameters include all global system configurations.

ADMINISTRATION - APPLICATION - (SYSTEM) - **USER MANAGEMENT**

When accessing administration, the administrator is automatically directed to the user management page. This page lets you create and manage user accounts, define their roles and access levels in the system. The administrator can also view their last connection and archive accounts if necessary.

ADMINISTRATION - APPLICATION - (SYSTEM) - **BACKUP MANAGEMENT**

This page lets you view compressed backups generated and archived by the system. The date and time of backups are indicated, as well as the space they use.

ADMINISTRATION - APPLICATION - (ADVANCED) - **ATTACHMENT MANAGEMENT**

This page displays all attachments (applications, images and PDFs) included in the system, with the option of downloading or deleting them.

ADMINISTRATION - APPLICATION - (ADVANCED) - **MANAGING ARCHIVED USERS**

This page lets you view archived users, restore them if necessary or delete them.

ADMINISTRATIVE PARAMETERS

ADMINISTRATION - PARAMETERS - (COMPANY) - **COMPANY**

The company settings present your company information, mainly used for printing PDF documents. They can be modified as required.

ADMINISTRATION - PARAMETERS - (COMPANY) - **ACCOUNTING SYSTEM**

Accounting system parameters are where the administrator configures access to the accounting system API. Once the information has been saved, the administrator can validate the connection at the bottom of the summary.

ADMINISTRATION - SETTINGS - (SYSTEM) - **CONFIGURATIONS**

It contains information on taxes and surcharges, as well as the possibility of modifying them.

Definition of company taxes :

Information concerning **GST** and **QST** may be subject to change according to the current rate (for example, 5% = 0.05), as well as the **tax number** required for legal reasons on invoices.

The **hazmat rate** is an additional amount charged for each cylinders delivered, compensating for the additional risks and documentation involved in transport.

A **delivery charge** can also be applied; this default amount will be added to the delivery if it contains gas, but it can be modified at the time of delivery.

Finally, during recovery, the administrator can activate the damage waiver fee module for equipment wear and tear. This fee is calculated as a percentage of the subtotal of assets recovered.

ADMINISTRATIVE PARAMETERS

ADMINISTRATION - SETTINGS - (SYSTEM) - **CONFIGURATIONS (Continued)**

This is also where you can define the algorithm for rental terms and conditions for renewals.

Definition of the company's algorithm:

The rental algorithm allows you to modify the way properties are billed. It is possible to choose the logic of billable days, whether weekly, monthly, etc., and consequently define the unit price of rental equipments.

Exemple

jours pour renouvellement de location*				
28				
Heure	Heures par jour*	Jours par semaine	Semaines par mois	Mois par année
1	8	2.5	2.5	12

Invoicing :

This section influences the system's billing process. A minimum charge for invoicing can be defined to automatically archive invoices below this threshold. This option is useful for avoiding the management of small invoices.

The administrator can also choose to automatically send e-mails to customers when invoices are exported. This option only works if the customer has a configured billing e-mail address.

Other configurations :

Finally, the reply e-mail is used as a return address when the system sends e-mails to customers or suppliers.

ADMINISTRATIVE PARAMETERS

ADMINISTRATION - SETTINGS - (SYSTEM) - **INVOICE ADJUSTMENT**

Invoice adjustments are an extension of sales products, allowing specific products to be configured for use as adjustments. These will be applied at various stages to add amounts to an active delivery or invoice, with more precise descriptions.

ADMINISTRATION - PARAMETERS - (SYSTEM) - **EXCHANGE RATES**

Exchange rates are used to convert currencies when dealing with foreign suppliers. It is imperative to synchronize new exchange rates with those of the accounting system.

After importing a new exchange rate, it is possible to synchronize and convert all cost prices in the system for primary suppliers associated with the chosen currency.

ADMINISTRATION - PARAMETERS - (SYSTEM) - **G/L CODE**

General Ledger (G/L) codes are used in company accounting and consist of a unique code and a description. The system allows you to import these G/L codes and apply them to billable entities. Associating the right G/L codes is essential for inventory management, customer invoicing and supplier invoicing.

ADMINISTRATION - **AUDITS**

This section allows you to view and check the activities carried out on the system by individual users. It provides a detailed follow-up of actions carried out for traceability and control purposes.

DATA MANAGEMENT

[] DATA MANAGEMENT - **OPERATIONS**

ONIRE data can be batch integrated via CSV or Excel files. This is useful for importing data at system start-up or for making mass modifications. This section also allows you to export system data for more flexible management.

Inventory handling is divided into several categories:

- Products
- Inventory price adjustment
- Price strata adjustments
- Inventory quantity adjustments
- Serial number
- G/L code
- Supplier product association

Sales manipulation is divided into several categories:

- Customers
- Customized prices
- Orders
- Deliveries

Purchasing handling is divided into several categories:

- Suppliers
- Receptions
- Purchase orders
- Supplier returns

Manipulating invoicing has a single category:

- Customer contracts

DATA MANAGEMENT

IMPORTATION

This process configures an import to ONIRE from an Excel or CSV file.

Simply download the template file corresponding to the desired operation and configure the options available during import. Check the "Allow modification" box, if you want to modify existing items.

The elements of the import file must respect the format, i.e. contain the columns indicated in the system and in the same order. It is also essential that the data respects the specified constraints to guarantee a successful import.

DATA IMPORT STEPS

1. General ledger codes (G/L)
2. Customers
3. Suppliers
4. Supplier products_____ (Dependency: general ledger code)
 - 4.1 Sales
 - 4.2 Rental equipments
 - 4.3 Gas
 - 4.4 Cylinders
5. Serial numbers_____ (Dependency: product)
6. Supplier orders_____ (Dependency: supplier & product)
7. Supplier receptions_____ (Dependency: purchase order)
8. Supplier returns (Optional)
9. Association supplier products (Optional)
10. Inventory quantity adjustments_____ (Dependency: product)
11. Price strata adjustments
12. Customized prices
13. Customer orders_____ (Dependency: customer & product)
14. Active delivery_____ (Dependency: customer order & serial number)
15. Customer contracts_____ (Dependency: customer & product)

It is imperative to perform a verification after importing the data to ensure that the inventory balances with the customer's inventory. Several adjustments may be necessary.

The proposed order of data import takes into account the dependencies between the various steps.

It is therefore essential to follow these steps in the specified order to ensure a smooth, error-free process.

DATA MANAGEMENT

EXPORTATION

This process allows you to export your data. Depending on the operation selected, filters can be applied to restrict the data exported. The exported file follows the same format as the one used for import, allowing you to output the current data, make modifications to it (for example, increase all prices by 5%), then re-import them in «modifications» mode to make batch changes.

MODIFY DATA ALREADY IMPORTED

To add, delete or modify data, simply export the Excel file previously imported into the Onire software, modify it according to the desired information, then import it back into the software. The data will then be updated in the system. This procedure is particularly useful for modifying general ledger codes.

INTEGRATION OF NEW DATA

FORMS

The system can be used to enter new data, modify existing data or delete information. The way these entries are made is standardized, as is the entire graphical interface, to ensure consistency and ease of use.

Creating a sales order

The screenshot shows a multi-step form titled "Creating a sales order". The first step, "1 Client", is active and highlighted with a red border. It contains a dropdown menu for "Customer*", a text field for "Ordre d'achat", and a summary section for the selected customer. Below the active step are five inactive steps: "2 Adresse", "3 Contact", "4 Produits", and "5 Informations", each with a grey border and a number in a small box.

Multi-step forms are displayed as numbered sections. As long as they are not active, they appear in a **shaded** cascade. The active section is distinguished by an **accent color**, while completed sections are displayed in **green**. Each step of the form is validated to guarantee data integrity and provide immediate feedback. However, the form will only be saved once all the steps have been completed.

You can navigate from one field to the next by pressing the <TAB> key on the keyboard.

Once the completed form has been submitted, a success confirmation page appears, offering shortcuts to relevant actions.

You can go back in the form by clicking on the «Back» button, or by selecting the header of a step you've already completed. In the first step, a «Cancel» button is available to return to the original screen.

INTEGRATION OF NEW DATA

FORM FIELDS

System data is entered using form fields, each with specific characteristics according to its category.

Text field :

Text fields are the system's default fields. They can accommodate any type of alphanumeric or special character (e.g. !, \$, etc.).

Numerical field :

Numeric fields can only be used to enter whole or decimal numbers.

The decimal part must be indicated by a comma «,». If a period «.» is entered, the system automatically converts it to a comma.

Date field :

Date fields are distinguished by a calendar icon. They only accept the «2000-12-31» format.

To facilitate selection, a calendar is displayed for visual navigation and date selection.

Date and time field :

Similar to the date field, this field allows you to include the time with the date in the format «2000-12-31 23:59».

Email field :

Identified by icon [@], this field only accepts e-mail addresses.

Telephone field :

Identified by the text [+1] for Canadian numbers, this field allows you to enter a telephone number only.

INTEGRATION OF NEW DATA

FORM FIELDS (Continued)

Multiple fields :



Multiple fields let you enter several items. Simply select or type in the field, then press < ENTER > or < SPACE > to add data.

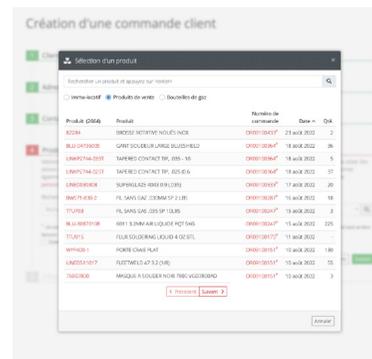
Drop-down list :

Drop-down lists are indicated by a small triangle on the right. When the field is selected, a list appears with various items to choose from. It is also possible to start typing to filter the list and press < ENTER > to confirm the selection.

Search fields :

Identified by the icon [🔍], these fields function like drop-down lists, but are optimized for searching among a large list of items. Unlike a drop-down list, you have to start writing to display the choices.

In addition, the user can click on the icon to bring up a dialog window with more search tools. The selection can be confirmed by clicking on the item name.



INTEGRATION OF NEW DATA

ERROR MANAGEMENT

When the user submits a form, if any errors occur, the system explicitly displays the list of errors in the form. Fields containing errors also become marked in red.

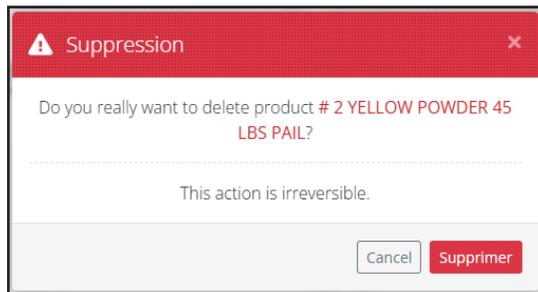
The screenshot shows a web form titled "1 Client". The form contains a text area with instructions: "Select the **customer** of the order. This must first be imported into the system. Active agreements for the customer will be automatically loaded and applied when a product in the order corresponds to an agreement. Optionally, enter a **purchase order number** for tracking purposes." Below this are two input fields: "Customer*" (a dropdown menu with "Select a customer" selected) and "Ordre d'achat" (a text input field). A red error message "Client is invalid." is displayed below the "Customer*" field. At the bottom of the form, there is a "Summary information" section with a downward arrow and the text "Here is the summary information for the customer selected above." To the right of this section are "Cancel" and "Next" buttons. A partial "Address" field is visible at the bottom left.

INTEGRATION OF NEW DATA

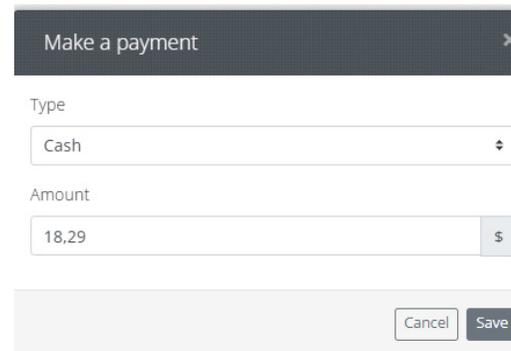
DIALOG WINDOWS

A dialog box appears on the screen when it is necessary to provide the user with information, request confirmation or fill in a form.

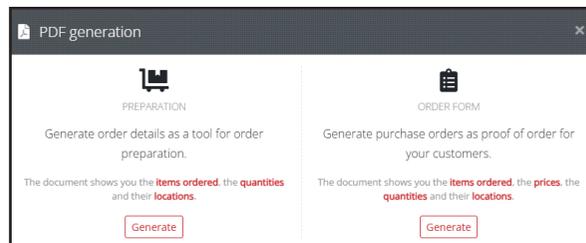
Exemples



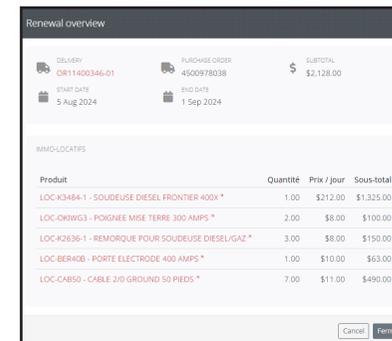
Alert



Form



Choice



Information

To cancel an entry or action, simply close the dialog window by clicking on the «Cancel» button, on the [X] icon in the top right-hand corner, or by pressing the <ESCAPE> key on the keyboard.

REPORTS



The report module allows you to generate statistics in PDF or Excel format. Several reports are available, depending on the information required, offering a detailed view of different aspects of the system. Existing reports can be downloaded or deleted.

REPORT GENERATION

Report types :

Select a report format to generate a PDF or Excel document. The report category allows you to filter the list of available reports, making it easier to find the report you need.

Information :

The report title is used to identify the report in the history list, while the report dates are used to filter the period covered by the data. Three types of date fields are available depending on the report selected.

The most common type is the start and end date, which determines the period for which data is generated. It's important to pay attention to the hour and minutes, as this can affect the results. In general, the start date should begin at midnight (00:00) to include the entire date, while the end date should be set to 23:59 to ensure that this date is also included.

Other reports may only require a single date, used for data calculations at a specific point in time. Again, it's crucial to check the exact date and time, as data can vary from minute to minute.

Lastly, no date may be required for certain reports, such as those relating to stock-outs, which need to be generated in real time.

RAPPORTS

REPORT GENERATION (continued)

Filters :

Depending on the report selected, several filters may be available. These filters can be used to restrict the report results to a specific set of data, making it easier to analyze the relevant information.

Order :

Finally, the user can select a display priority criterion, as well as the information presentation order (ascending or descending). The generated report will reflect these selection criteria, allowing customization according to the user's specific needs.

Proceed :

After filling in the report generation form, simply wait for the report to be generated. Once the process is complete, you can view and access the report.

INVENTORY MANAGEMENT

INVENTORY - **SALES PRODUCTS**

Products are the main entity of the system. They are classified according to defined types, so that different behaviors can be adopted for sales, rental and invoicing operations.

Product types :

There are five types of products in the system, each with its own specific behavior:

- 1 **Sales products :** Simple products sold directly to customers, invoiced at the counter or on delivery.
- 2 **Rental equipments :** Products available for rental, requiring a link with a sales product for possible sale at the end of their life cycle. They require a selling price calculated according to the rental algorithm.
- 3 **Gas cylinders :** Combined products comprising a cylinder (rental product with a daily rental price) and gas (sales product with a price per unit or cubic meter).
- 4 **Gas :** These products require additional legal information, such as UN code and hazmat classification, which are indicated on the appropriate documents (e.g. delivery note).
 - A hazmat tax can be applied to the gas bill, representing an additional charge for each cylinder, designed to offset the cost of delivering hazardous materials.
 - The quantity of gas is calculated by volume, requiring an average volume to estimate prices. The operations also allow you to enter the current volume.
 - The «variable gas quantity» option can be unchecked to maintain a 1:1 relation between gas quantity and cylinder.
- 5 **Non-Inventorized Products :** These products are ordered specifically for a customer at the time of ordering. They offer greater flexibility, but are not included in inventory reports.

INVENTORY MANAGEMENT

INVENTORY - **CREATION**

To add a product, first fill in the form corresponding to the type of product you wish to add. This form contains the information needed to create the product, and may vary slightly depending on the type of product. Fields are organized into sections to group similar information.

Product identification :

- External number
- Product name
- Manufacturing code
- Indication of whether the product is serialized

Other fields may be required for certain product types, such as :

- Sales products for rental equipments
- Gas information

We recommend adding a prefix to the external code according to product type, to facilitate identification (e.g. «REN-» for rental equipment, «CYL-» for cylinders).

General ledger codes :

Ledger codes are essential for accounting.

Each product must be associated with three types of G/L codes:

- Sales: for sales to customers
- Inventory: automatically filled according to system settings.
- Purchasing: for sourcing from suppliers

INVENTORY MANAGEMENT

INVENTORY - **CREATION (Continued)**

Sale price:

- Cost price : Represents the current supplier's price, usually in Canadian dollars.
- Rental price: For rental equipments, the daily rental price must be specified.
Rental periods are calculated automatically by the rental algorithm.

Unit quantity :

Quantity fields provide a quantitative context, with a format displayed alongside the quantity in the system and on documents (e.g. «EA» for units, «FT» for feet, «M3» for volume).

Price strata :

Price strata define variable profit margins depending on the customer's coast.

Strate 1: New customers

Strate 10: Best customers

Additional information :

Includes details such as warehouse location, service classification, and optimum stock quantity to alert managers when stock levels fall below a critical threshold.

Inventory status and value can also be adjusted. There's also the option of adding an alert when a product is selected.

INVENTORY MANAGEMENT

(In order to simplify the presentation of information, only details of sales products will be provided. Information on rental equipments, gas cylinders and non-inventoried products remains practically identical, with a few variations).

INVENTORY - SALES PRODUCTS - PRODUCT # - **SUMMARY**

The contents of the summary include all relevant information relating to the selected product, including that mentioned when it was created, as well as billing and inventory data associated with the product.

Identification :

All products are identified by a unique external code and name. It is also possible to include a manufacturing code.

Additional information :

The operator can add additional information on products, such as their location code in the warehouse.

General Ledger code :

Products are associated with general ledger codes for accounting purposes. Each product has a general ledger code for sales, purchases and inventory, which represents its category.

INVENTORY MANAGEMENT

INVENTORY - SALES PRODUCTS - PRODUCT # - **SUMMARY (Continued)**

Status :

Products in the system can have the following statuses:

- 1 **Active :** Product sold regularly.
- 2 **Inactive :** A product that hasn't moved in a long time.
- 3 **Disabled :** Product no longer available for sale or purchase.

Accounted for:

Some products impact the company's inventory value, while others are accounted for differently. The three options available to make this distinction are :

- 1 **Accounted :** Influences inventory value (e.g. a physical product for sale).
- 2 **Unaccounted :** Has no tangible value (e.g. delivery charges).
- 3 **Worthless :** Has no influence on inventory value (e.g. obsolete product).

An inactive product will be automatically reactivated when it is included in a customer or supplier order. On the other hand, a deactivated product will no longer be visible or selectable in forms.

INVENTORY MANAGEMENT

INVENTORY - SALES PRODUCTS - PRODUCT # - **SUMMARY (Continued)**

Serialized:

Some products can be configured as serializable, requiring the specification of a serial number when performing actions in the system. Each serial number has specific details, including notes and attachments to track damage and repairs, as well as a purchase date and depreciated value.

For example, a retail equipment and its sales equivalent each have their own inventory of serial numbers. Transfers between these types are possible, with an optional inventory adjustment.

Suppliers :

Products are linked to suppliers, allowing the user to enter a unique product code and the price charged by each supplier. This information facilitates the creation of orders with suppliers.

INVENTORY MANAGEMENT

INVENTORY - SALES PRODUCTS - PRODUCT # - **SUMMARY (Continued)**

Sales amount:

Inventory prices are used when purchasing new products, for balance sheets requiring inventory value, and when selling products. Tracking prices is therefore essential for efficient inventory management.

It is important to distinguish between the different types of prices and to understand their applications in the system:

Supplier price :

The price assigned to a product by the associated supplier, expressed in the supplier's currency.

Cost price :

The current purchase value of the product in Canadian dollars (CAD). This price generally represents the supplier price converted into CAD.

Selling price :

The product's current selling or rental price, which reflects the profit margin on the cost price according to price strata. Rental equipments are an exception, as their rental price is entered manually.

Average price :

The current purchase value of the inventory, dynamically calculated from the current quantity and latest purchases.

Customized price :

A specific selling price agreement granted to a customer for a particular product.

INVENTORY PRICE MOVEMENTS

To facilitate tracking and automate price updates as far as possible, prices are interconnected linearly and unidirectionally. Any modification made to a price can have repercussions on subsequent prices, provided certain conditions are met.

INVENTORY MANAGEMENT

INVENTORY - SALES PRODUCTS - PRODUCT # - **SUMMARY (Continued)**

Invoicing :

This section shows the total amount invoiced for this specific product, as well as the last invoice issued and the identity of the customer who buys the most.

A graph is also available to visualize price variations over a given period.

Inventory :

Inventory quantities are maintained in six different states, but only stock and not available quantities can be modified directly.

- 1 **Quantity :** Corresponds to the quantity available and ready to be sold or rented.
- 2 **Non-stock quantity :** Refers to the quantity that could not be delivered in full to the customer (partial delivery).
- 3 **Quantity Reserved :** Refers to the quantity ordered by customers but not yet delivered.
- 4 **Customer quantity :** Indicates the quantity currently rented to customers.
- 5 **Quantity Ordered :** Represents the quantity ordered from a supplier and awaiting receipt.
- 6 **Quantity Not available :** Represents items on hand that cannot be sold (for example, broken items or empty bottles).

Quantities are expressed in individual units, but can also be specified by a format for greater clarity. For example, a cylinder can be measured in cubic meters (m³), while a cable can be sold in meters (m).

An optimal quantity threshold is also set to alert users when stock falls below this one.

INVENTORY MANAGEMENT

INVENTORY - SALES PRODUCTS - PRODUCT # - **SERIAL NUMBERS**

When a product is defined as serializable, a «Serial numbers» tab becomes available in the product menu. This tab displays a list of serial numbers and their current status.

Adding a Serial Number :

- 1 Enter Serial Number: The user can enter the specific serial number.
- 2 Purchase date and value: In addition to the serial number, you can add the purchase date and value in Canadian dollars, useful for tracking the product's depreciation over time.

INVENTORY - SALES PRODUCTS - PRODUCT # - **KITS**

This section is used for sales products and rental equipment. It is used to group together a set of items included in a kit for the sale of a product. This kit is specified when an order is created, to facilitate the process.

INVENTORY MANAGEMENT

INVENTORY - SALES PRODUCTS - PRODUCT # - **SUPPLIERS**

Each product can have several associated suppliers, making it easier to select them when placing supplier orders.

Add a supplier :

To add a supplier, click on the «+» at top right to access the add form.

Supplier information :

- Supplier selection: Choose the supplier and enter its unique code for easy identification.
- Primary supplier: You can assign a primary supplier, who will be used to estimate product costs.

Supplier price:

- Original currency price: Enter the supplier's price, which will be used to pre-calculate the purchase order subtotal.
- Cost Price Update : The user can update the cost price according to the supplier price entered.

INVENTORY - SALES PRODUCTS - PRODUCT # - **NOTES**

This section lets you consult notes added by users about this product.

INVENTORY - SALES PRODUCTS - PRODUCT # - **ATTACHMENTS**

This section lets you view all the attachments linked to this product (applications, images and PDFs), with the option of downloading or deleting them.

INVENTORY MANAGEMENT

INVENTORY - SALES PRODUCTS - PRODUCT # - **INVENTORY HISTORY**

This section allows you to view details of physical inventory manipulations. You'll find the numbers associated with the purchase or sale of the product, as well as the quantity moved positive or negative. Totals and dates of movements are also shown.

INVENTORY - SALES PRODUCTS - PRODUCT # - **QUANTITY HISTORY**

Based on the same principle as the inventory history, this section focuses on product quantities based on purchases and sales, as well as not available, reserved and back order quantities.

INVENTORY - SALES PRODUCTS - PRODUCT # - **ADJUSTMENT HISTORY**

This section shows whether the product has been part of a manual adjustment carried out by one of the users.

INVENTORY - SALES PRODUCTS - PRODUCT # - **ORDERS**

This section shows which customer has ordered which quantity of the product, along with the associated order numbers and dates.

INVENTORY - SALES PRODUCTS - PRODUCT # - **DELIVERIES**

This section shows to which customer the quantity of product has been delivered, together with the associated delivery numbers and dates.

INVENTORY MANAGEMENT

INVENTORY - SALES PRODUCTS - PRODUCT # - **RENTALS (Rental equipments and gas cylinders)**

This section shows the quantity of the product rented to a customer, and the start date of the rental.

INVENTORY - SALES PRODUCTS - PRODUCT # - **CUSTOMER RECOVERIES**

This section indicates whether there have been any customer returns involving this product.

INVENTORY - SALES PRODUCTS - PRODUCT # - **INVOICES**

This section shows the total amount derived from the sale of this product, as well as the invoices associated with these transactions.

INVENTORY - SALES PRODUCTS - PRODUCT # - **CUSTOMER INVENTORIES**

This section displays all customers in possession of the selected product.

INVENTORY - SALES PRODUCTS - PRODUCT # - **CUSTOM PRICES**

This section shows which customers benefit from customized pricing for this product. It shows the percentage applied and the equivalent in your currency.

INVENTORY - SALES PRODUCTS - PRODUCT # - **SUPPLIER ORDERS**

This section lists the orders placed with the supplier(s), along with their dates, and the quantities ordered and received. It is also possible to print orders in PDF format.

INVENTORY - SALES PRODUCTS - PRODUCT # - **SUPPLIER RETURNS**

This list shows whether the product has been returned to the supplier.

INVENTORY MANAGEMENT

INVENTORY - **ADJUSTMENTS**

Inventory adjustment is used to correct the quantities available in the system when there are discrepancies between physical stock and inventory recorded in the system. This page displays all adjustments made, including their type, creation date and number of products affected.

INVENTORY - ADJUSTMENT - **CREATION OF AN INVENTORY ADJUSTMENT**

Information :

Indicate date of adjustment. We recommend keeping the current date and time. However, if you need to correct a date in the past, you can make a manual adjustment. Please note that past adjustments will have a cascading effect on the current inventory.

Products to be adjusted :

Select the product concerned by searching by name or unique code.

Important information: If the product is serialized, you must also manually adjust it in the inventory.

The user can select the desired products with their stock quantity or unavailable quantity to be adjusted. To do this, simply enter a positive value to add quantities (for example, «10» to add ten units) ou a negative value to withdraw (for example, «-2» to withdraw two units).

Adjustment comment:

Please indicate the reason for the adjustment in the comment section.

The inventory adjustment will be reflected in the reports and will be visible in the product history to keep track of the changes made.

INVENTORY MANAGEMENT

INVENTORY - ADJUSTMENT - **CREATION OF AN INVENTORY ADJUSTMENT (Continued)**

Gas cylinder inventory adjustment specifics

Cylinders are managed according to their status, either full (stock quantity) or empty (unavailable quantity). When adjustments are made, the gas quantity must follow the changes made to full cylinders. To transfer a full cylinder to an empty one, proceed as follows:

Product	Qty. available	Qty. not available	Provider price
BOUT-ACE14 - ACETYLENE DISSOUS TAILLE 14 ^{lit} ⚠	0,00 → <input type="text" value="-1"/> → -1,00 CYL	0,00 → <input type="text" value="1"/> → 1,00 CYL	<input type="text" value="0,136"/> 
GAZ-ACE14 - ACETYLENE DISSOUS TAILLE 14 ^{lit} ⚠	0,00 → <input type="text" value="-1"/> → -1,00 CYL	0,00 → <input type="text" value="0"/> → 0,00 CYL	<input type="text" value="83,04"/> 

SALES MANAGEMENT

SALES - **CUSTOMERS**

A customer is the recipient of an order in the system, and gathers the information needed for invoicing. Customer management can be found in the «Customers» tab under the «Sales» section.

SALES - CUSTOMERS - **CREATION**

Identifications :

- First enter the customer number, a unique code that will be used to identify the customer.
Please note that this number cannot be changed at a later date.
- Enter customer or company name.
- Enter customer-related G/L codes for account numbers and deductions receivable numbers.
- A start date for the business relationship can be added for customer follow-up.
(this date will be automatically entered when you place your first order).

An administrative alert can be ticked to display a warning when selecting a customer during order creation. This allows clerks to be alerted in the event of a problem with a customer, and a manager to be notified for action.

SALES MANAGEMENT

SALES - CUSTOMERS - **CREATION (Continued)**

Address :

This is the customer's billing address. It will be displayed on invoices with no associated delivery (e.g. cylinders or contract invoices).

Contact :

The billing contact must be indicated. The e-mail address is entered for information purposes for this particular contact, while the following section refers to the e-mail address used for mailings from Onire.

Invoicing :

The billing e-mail address will be used for automatic mailings from Onire.

This field can be left blank if the customer does not wish to receive the invoice by e-mail automatically.

More than one address can be entered.

A field for a purchase order number is available to apply a purchase order to cylinders invoices.

Exemptions correspond to charges to be excluded for this customer. Check the appropriate boxes to never charge these fees. This option may be modified at a later date.

Parameters :

The first parameter is a selection box for the default suggested price stratum for this customer.

Strata percentage calculations are performed by product, according to a desired profit percentage on the cost price.

The other parameter displays prices on delivery notes for this customer.

SALES MANAGEMENT

SALES - CUSTOMERS - # CUSTOMER - **SUMMARY**

General information :

On this page, you'll find all the information about the supplier, as it was integrated when the supplier was created. The contract number and remaining duration of the contract are shown, if applicable to the selected customer.

The content also includes a summary of products in inventory, deliveries made and customer-related invoices. The date on which the business relationship with this customer began is specified, as well as its total profitability since that date.

Invoicing :

A graph is integrated to visualize the fluctuation of amounts billed to this customer per month over the past year.

Additional information :

This section lists the contacts and their details, as well as the tax exemptions and G/L codes linked to this customer.

SALES MANAGEMENT

SALES - CUSTOMERS - # CUSTOMER - **SUMMARY (Continued)**

Actions:

-  **Billing estimate**
The quotation is not official, but it lists the invoices and their contents that are likely to be charged when renewing cylinder and rental equipment rentals.
-  **Export customer**
Export customer to accounting system.
-  **Account statement:**
Generates the account statement for this customer. This PDF document lists all outstanding invoices, including taxes and totals.
-  **Send an e-mail :**
Send an e-mail from the Onire system.
-  **Print :**
Generate a PDF document.
-  **Edit :**
Modify the information of the customer chosen at creation.
-  **Delete :**
Remove client from Onire systeme.

Certain actions can be blocked depending on the user's authorized access.

SALES MANAGEMENT

SALES - CUSTOMERS - # CUSTOMER - **ADDRESSES**

Delivery addresses are all addresses available when creating an order. They will also be displayed on delivery-specific invoices.

In addition to the address, they contain a name to identify them on forms and invoices. An address can be marked as invisible so that it no longer appears on forms or invoices. This option is useful for deactivating an old delivery address.

SALES - CUSTOMERS - # CUSTOMER - **CONTACTS**

Just like delivery addresses, there are also delivery contacts. These function in the same way as addresses, and serve as recipients for billing as well as points of contact for delivery.

SALES - CUSTOMERS - # CUSTOMER - **NOTES**

Customer-specific notes can be added manually in this section, concerning payment methods, deliveries or other relevant information.

SALES - CUSTOMERS - CUSTOMER # - **ATTACHMENTS**

Customer-specific attachments can be added manually in this section.

SALES - CUSTOMERS - # CUSTOMER - **E-MAILS**

This section lets you view e-mails exchanged with the customer, or write a new e-mail directly from the Onire system.

SALES MANAGEMENT

SALES - CUSTOMERS - # CUSTOMER - **INVENTORY**

The inventory displays all products that have been rented, including consumables.

The quantity currently on the customer's premises is indicated. In addition, a customer's complete product history can be consulted.

SALES - CUSTOMERS - # CUSTOMER - **CUSTOMIZED PRICES**

Customized prices are customer-specific sales prices that differ from the usual sales price. These new prices will be automatically applied when an order is created.

By default, custom prices follow the changes made to system prices.

In other words, if the selling price of a product increases by 5%, the customized prices for that product will also increase by 5%. The exception is for customized prices with a restriction in place. A restriction sets a fixed price for a specified period.

SALES - CUSTOMERS - # CUSTOMER - **PRODUCTS ORDERED**

This section displays all the products ordered by the customer and provides direct access to the corresponding orders.

SALES - CUSTOMERS - # CUSTOMER - **HISTORY**

The history enables you to quickly view all quotations, orders, deliveries, rentals, pick-ups, contracts and invoices linked to the customer.

SALES MANAGEMENT

SALES - **QUOTATIONS**

Quotations group together orders proposed to different customers. The add action leads to the order creation form, with the «quotation» box checked. (The next pages of this guide explain the steps involved in creating orders.) It is also possible to filter content.

For each quotations, three actions are possible.

[] Confirm the quotation to transfer it to orders.

[] Archive quotation.

[] Print to PDF

SALES MANAGEMENT

SALES - **ORDERS**

Orders are used for customer sales and to initiate rentals.

SALES - ORDERS - **CREATING A SALES ORDER**

Customer :

Enter the customer concerned and a purchase order number (PO) to track the order.

If the number is not known, it can be added later. An alert will also be displayed to the user if the selected customer has been flagged for administrative intervention.

This alert is for information purposes only and does not prevent the order from being created.

Address :

Select the delivery address from those associated with the customer. By default, the last address used will be selected. If this is a new address, the user can select «+ New Address» from the list to access the add form. If it's a counter sale, where the customer collects the order, the user can select «Counter».

****** Please note that the delivery address is not necessarily the billing address. This is determined according to the type of invoice, using either the order address or the customer's address.******

Contact :

As with deliveries, the contact can be selected for the delivery note.

This is the person to contact for this specific delivery, not the billing contact.

SALES - ORDERS - **CREATING AN ORDER (Continued)**

Products :

Products linked to the inventory can be accessed via the product search bar. Selecting a product adds it to the order, with product information and the option of modifying price and quantity. The profit margin on the product is displayed in brackets to the right of the price.

It is calculated on the basis of the product's selling price and average price.

Magnifying glass: You can use the magnifying glass to search for rental equipment, sales products or gas cylinders, based on what the customer has previously ordered.

Quantity:

Enter the quantity next to the product. For reference purposes, an icon is available next to the product name. Hover over it to reveal the product's current quantities. This feature notifies the operator of the status of the inventory, enabling him to make an informed decision. The icon and its color change according to the status of available quantities.

[] Quantities require no special attention.

[] Quantities are below the product's minimum threshold or are already on quotation with this customer.

[] This product is out of stock or currently unavailable.

SALES MANAGEMENT

SALES - ORDERS - **CREATING AN ORDER (Continued)**

Price modification:

The default price of a product is determined by the existence of a custom price. If no customized price exists, the sales price is used instead, i.e. the cost price plus the profit margin defined by the customer's price stratum.

However, the price can be modified from the price modification window, accessible by clicking on the current price in the product row.

The **price modification window** provides all the information you need to make informed pricing decisions. It includes the different prices associated with the product, even if the customer already has a customized price. The user can then choose from five strategies to determine the selling price.

Manual :

Allows you to enter a price manually.

Sale :

Apply a discount percentage to the sales price.

Supplier:

Apply a profit margin percentage to the cost price.

Suggestion :

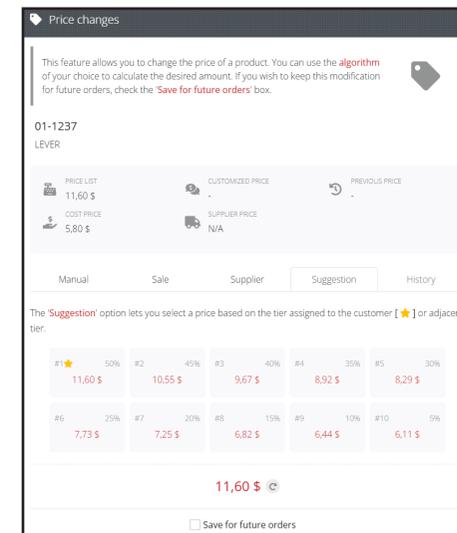
Choose a price from the available price strata.

A star [★] will be displayed with the customer's stratum, followed by an icon [↻] near the price stratum, indicating a price greater than or equal to the last price offered to the customer.

History :

Choose a price from among the latest prices offered to the customer.

**Satisfied with the price, the operator can choose to save the price to create a personalized price for the customer, to be applied to future orders.



SALES MANAGEMENT

SALES - ORDERS - **CREATING AN ORDER (Continued)**

Consumables :

Sales products also have a menu on the right to mark them as consumables. Notes can be added.

Non-inventoried products :

If a product sold is not inventoried and needs to be ordered for a customer, the «**Contains non-stocked products**» box must be ticked. The operator can then search among the non-inventoried products added previously.

Select «+ New» to create a non-inventoried product without leaving order creation. A product creation window will appear, with the essential fields for creating the product. Once the product has been selected, its price and quantity can be modified. Its price can be left at zero and modified after receipt.

Information :

Enter the order date and the expected delivery date. A comment can also be added.

If it's a quote, a box can be ticked to specify this at the bottom of the comment. A quote can then be converted into an order if the customer accepts it.

Proceed:

Once created, the order offers shortcuts for preparing **delivery**, **finalizing** the order on site, or **printing** the purchase order or quotation.

(If quotation) :

The quote already has a reserved order number. To proceed to the next stages of order preparation, convert the quotation into an order by clicking on the action [].

SALES MANAGEMENT

SALES - ORDERS - # ORDER - **SUMMARY**

Order actions (depending on order status) :

- [] Allows you to carry out counter sales, combining the preparation and delivery finalization stages to produce the invoice immediately, which can then be cashed.
- [] Leads to delivery preparation.
- [] Allows you to modify the purchase order of a current order.
- [] Allows you to modify the quantity of products ordered or delete them completely.
- [] Ends the order.

SALES MANAGEMENT

[🔗]

A delivery in the system represents the distribution of products to the customer, whether for billing purposes or to initiate a rental.

Delivery is divided into two stages: **Preparation**, which generates the delivery note, and **Finalization**, which confirms that the delivery has been made and that the data is correct. Confirmation also triggers the start of rental, and creates an invoice if required.

When ordering over the counter, delivery must still be made, but the appropriate form combines preparation and finalization in a single step.

SALES - ORDERS - **PREPARATION FOR DELIVERY**

A delivery preparation is used to generate a delivery note from an order. There are two access points: either immediately after order creation, or via the list of open orders.

Information:

It is important that the delivery date is correct, as it also becomes the rental start date and the billing date.

Address :

The delivery address is automatically selected according to the one entered at the time of ordering, but can be modified if necessary.

Contact :

The delivery contact, like the address, will be automatically selected, with the option of modifying it.

SALES MANAGEMENT

SALES - ORDERS - **PREPARATION FOR DELIVERY (Continued)**

Product selection :

This stage determines the products and quantities to be delivered. It lists all the products ordered and yet to be delivered.

At this point, the user must enter the volume for cylinders configured with variable quantities. Items that do not add up to the total quantity ordered will be considered as B/O (backorder) in the order.

In the case of counter deliveries, a box appears to the right of the cylinders, allowing you to make an exchange. This simplifies the exchange process by automatically retrieving the cylinders checked off after the form has been submitted. The quantity recovered is 1:1 with the quantity delivered.

Serial number association :

Serialized products are displayed here. This is a drop-down list of all available serial numbers associated with this product. It is therefore important to ensure the accuracy of serial numbers in the system.

In unusual cases where the serial number is not known, the user can add a temporary serial number in the product details and change it when the correct number is known.

Similarly, the user can prepare a bank of fictitious serial numbers to be defined at a later date.

SALES MANAGEMENT

SALES - ORDERS - **PREPARATION FOR DELIVERY (Continued)**

Selection of additional charges :

This section allows you to add additional charges (e.g. handling charges, customs charges, pallet charges, etc.).

A field for delivery charges is available at the bottom and is automatically filled in if the delivery contains gas cylinders and the customer is eligible. The amount comes from the one entered in the system parameters.

Delivery charges will be billed on the first invoice associated with this delivery.

Proceed :

Download the delivery note or view the full details of the resulting delivery. An action will be available to view the exchange recovery or to perform recovery preparation on this delivery. This action is only available when the customer has active rentals.

SALES - **DELIVERY**

Actions :

[✓] Finalizes and confirms delivery of the order

[|||||] Print labels for delivery.

SALES MANAGEMENT

SALE - DELIVERY - **DELIVERY FINALIZATION**

Finalization is used to confirm that a delivery has been made, and to correct any differences between the original delivery note and the actual delivery.

Accurate information at this stage is essential to the smooth operation of the system, as rentals and invoices will be generated based on the delivery date, products and quantities entered.

There are two entry points for delivery completion:

- From the delivery summary.
- From the current delivery management list.

Please refer to the ‘ PREPARATION FOR DELIVERY’ steps for detailed procedures in the following sections.

- **Information**
- **Product selection**
- **Serial number association**
- **Additional charge selection**

Comment:

Edit the comment if necessary and upload the proof of delivery to the system for reference.

Proceed:

Following finalization, actions will be available depending on the delivery context.

A sales invoice will be generated if products for sale are present, while a rental will be initiated if rental equipment is included. In addition, if the customer has products in his inventory or if a recovery preparation exists, the user will be able to finalize a recovery, regardless of whether the preparation existed previously.

SALES MANAGEMENT

SALE - **RENTAL**

A rental is the result of a delivery of rental equipments, cylinders or consumable sales products. It allows you to track the status of the original order's rentals, and groups together all the order's deliveries with different rental start dates. Rental remains active until all products have been fully recovered.

The rental entity can be viewed in the rental management list. This list contains all active rentals, with the exception of those for cylinder rentals only.

The user can also find the rental from the order, in a box on the right.

Actions in the rental :

[↔] Accesses the replacement form.

[🔍] Accesses the recovery page.

SALE - RENTAL - # RENTAL - **REPLACEMENT**

A replacement allows you to exchange one defective product for another, while keeping track of the serial numbers.

CREATION OF A REPLACEMENT :

Replacement information:

Enter the replacement date and the reason for the action.

Products to be replaced:

Indicate the quantity next to the product to be replaced.

Serial number assignment:

If the replaced products are associated with serial numbers, a serial number selection step will be available.

At this stage, choose the defective serial numbers and select the new ones.

SALES MANAGEMENT

SALES - **RECOVERY**

Recovery is the only way to remove a product from the customer's inventory. It concerns rental equipments, cylinders and consumables. As in the case of deliveries, reclamation takes place in two stages: **preparation and finalization.**

Several access points are available:

- Recovery tab: to prepare for recovery.
- Following the preparation of a delivery: to prepare a cylinder recovery.
- Following delivery finalization: to finalize a previously prepared recovery or perform a complete cylinder recovery without existing preparation.

An icon to the right of the recovery number identifies whether it is gas or rental equipment.

Actions:

[] Enables you to finalize and confirm the recovery of the products concerned.

SALES MANAGEMENT

SALES - RECOVERY - **PRODUCT RECOVERY**

Provenance :

The provenance determines the recovery information. You have two options for filling in this information.

If recovery takes place during a delivery, the user must select a delivery that has not yet been recovered. This selection will automatically fill in the following fields, but this method only allows cylinder recovery.

If it is carried out independently, you need to select the customer, indicate a pick-up date and specify the provenance of the products to be picked up. Possible provenances are the customer's cylinder inventory or a delivery associated with active rentals.

Recoverable products :

Depending on the source selected, the list of products to be retrieved will be presented differently. When retrieving cylinder inventory, the list will show all cylinders currently on the customer's inventory.

On the other hand, if the recovery comes from a specific delivery, the list will be filled with the rental products from that delivery, while allowing additional cylinders to be added.

A product for which the quantity is zero will not be included in the recovery order. On the other hand, consumables will always be included as long as there are any left on the customer's inventory.

Recovery address :

The recovery address corresponds to the one displayed on the recovery slip.

Recovery contact:

The recovery contact is the person who will be indicated on the recovery slip.

Comment :

A comment can be added for inclusion on the recovery slip.

SALES MANAGEMENT

SALE - RECOVERY - **FINALIZATION OF RECOVERY**

As with delivery finalization, recovery finalization confirms the preparation of a recovery. Accurate data is essential, as it directly affects invoicing.

Provenance :

The fields will be pre-filled with delivery or preparation information. In the case of preparation, the date may be modified if it does not correspond to the actual pick-up date. The accuracy of this date is crucial, as it determines the end of the rental and the amount invoiced accordingly.

Recoverable products:

The products displayed are those mentioned on the recovery slip. It is important to confirm the quantities recovered as indicated on the slip. As a reminder, the quantities entered for consumables correspond to the quantities recovered and will not be invoiced.

Quantities to be invoiced will be specified at a later stage.

Serial number:

Enter and confirm the serial numbers recovered during recovery.

Invoiceable consumables :

At this stage, the user can invoice for consumables that remain with the customer.

Comment :

A comment and an attachment can be added to the recovery. The comment will be included in the invoice if applicable.

Proceed :

After recovery, shortcuts are available to access entities according to the context of the form.

In the case of recovery following a delivery, the delivery and its invoice, if applicable, will be accessible.

A recovery invoice, on the other hand, will only be available for stand-alone recovery.

PURCHASES MANAGEMENT

PURCHASES - **SUPPLIERS**

The list of all suppliers is displayed in this section.

PURCHASES - SUPPLIERS - **CREATION OF A SUPPLIER**

Identification :

A unique supplier number and name are required. This unique number must correspond to the one used in your accounting software, and is the only data on this form that cannot be subsequently modified. You can also record the date on which you started doing business with this supplier.

Address :

The supplier's address is the one that will appear on invoicing documents.

Contact :

The supplier contact is the information required for the supplier manager, which will be displayed on the documents.

Invoicing :

In this section, you can add a billing email. This e-mail will be used by default to send orders to the supplier.

Tax exemptions, such as GST or QST, may also be registered for this supplier. These exemptions are taken into account in invoice estimates.

PURCHASES MANAGEMENT

PURCHASES - SUPPLIERS - SUPPLIER # - **SUMMARY**

On this page, you'll find all the information about the supplier, as integrated when it was created. An area dedicated to current orders is available, allowing you to view all orders currently being processed by the selected supplier. Additional information, such as contact details and tax exemptions, can also be found in this section.

PURCHASES - SUPPLIERS - SUPPLIER # - **CONTACTS**

As with customers, multiple contacts can be defined for a supplier. These contacts identify the representative assigned to each order.

PURCHASES - SUPPLIERS - SUPPLIER # - **PRODUCTS**

This section displays the products available for an order, together with their supplier code and price.

PURCHASES - SUPPLIERS - SUPPLIER # - **NOTES**

This section lets you consult notes added by users concerning this supplier.

PURCHASES - SUPPLIERS - SUPPLIER # - **ATTACHMENTS**

This section lets you view all the attachments linked to this supplier, with the option of downloading or deleting them.

PURCHASES MANAGEMENT

PURCHASES - SUPPLIERS - SUPPLIER # - **ORDERS**

This section displays current, completed and archived orders. It shows the order number, creator and creation date of each completed order.

PURCHASES - SUPPLIERS - SUPPLIER # - **RETURNS**

This section displays current, completed and archived returns. It shows the return number, creator and creation date for each return.

PURCHASES MANAGEMENT

PURCHASES - ORDERS - **CREATING A SUPPLIER ORDER**

General information :

Select supplier and date to place order.

Products :

Select the products to be added to the supplier order, specifying the quantities required.

The price of each product will be automatically displayed in the supplier's original currency, and will serve as an estimate for the order. This price can be adjusted when the invoice is received.

When you modify the price of a product, you can save it by clicking on the icon [⋮]. This will update the supplier's price, the product's cost price, and all other prices derived from the cost price.

If the product is not yet associated with the supplier, its line will be highlighted. An action [⚙] will appear on the right to add the supplier code via an input window. If the product is already on order, a icon [📄] will appear to indicate the quantities currently on order.

Non-stock products:

When a product is non-inventoried (i.e. not taken into account in the regular inventory), the user can tick an option to activate the search for non-stock products. The interface for adding these products then becomes available via a drop-down list.

The user can then choose from :

- A previously defined uninventoried product.
- Or select «+ new» to create a new uninventoried product by entering the required information in a dedicated window that opens automatically.

PURCHASES MANAGEMENT

PURCHASES - ORDERS

Actions :

- [📄] This option is used to receive the supplier order in question.
- [✉] This action marks the order as «Notified» in the entity title and in the supplier order management page. It is used to send an e-mail to the supplier.
- [🔒] Action to cancel a partially received order. It will be archived and the remaining quantities will be reset in the inventory. The order can be restored at a later date.

PURCHASES - RECEPTIONS

Receipts are created from an order and are used to confirm receipt of a purchase. Receipts are also managed in two stages.

The first step is to create an invoice when the goods are physically received, at which point the inventory is modified. The second step is to invoice the goods received, validate the price and export it to the accounting system.

PURCHASES MANAGEMENT

PURCHASES - RECEPTIONS - **RECEPTION CREATION**

Reception details :

Enter the date and time of receipt, and optionally the supplier's delivery number as indicated on the delivery note.

Products to be received :

Products still to be received are listed here. Enter the quantities received from the supplier. If variable gas volumes are involved, an additional field will be available to specify them.

Serial number assignment :

This step can be accessed if products received are configured as serialized.
Simply enter the serial numbers of the serialized products received so that they are available in the system.

Supporting documents :

A comment or supporting document to the signed delivery note can be added to the order received.

PURCHASES MANAGEMENT

PURCHASING - RECEPTION - **RECEPTION INVOICING**

Information :

Enter the invoice date and number provided by the supplier.

Products :

Enter the unit price, in the supplier's currency, of products received, as shown on the invoice.

As with purchase orders, you can save the price of sales products by clicking on [●●]. This action will update the supplier price as well as the cost price throughout the system.

Additional fees :

The additional charges section allows you to make adjustments to the overall reception subtotal. You can add delivery charges, customs fees, hazmat fees, surcharges, or simply penny adjustments or discounts.

****Make sure that these adjustments have been set up correctly in Onire's administration section, so that the amounts are transferred to the correct General Ledger accounts when exported.****

Taxes :

Taxes are automatically calculated according to Quebec standards when a reception is held. However, their calculations may differ slightly. For this reason, it is necessary to specify the amount of taxes as described on the supplier's invoice. If one or both taxes are not applied, simply enter «0» in their respective boxes.

Taxes in foreign currencies :

Taxes for foreign countries (including the USA) are not currently integrated into ONIRE and must be added directly to your accounting software. If the currency associated with this supplier is not Canadian, this section will simply not be available.

Comment :

Enter a comment or add a supporting document to the invoice.

Actions :

[📄] Accesses the billing form.

PURCHASES MANAGEMENT

PURCHASES - **RETURNS**

Unlike supplier orders, supplier returns enable inventory to be returned to the supplier (e.g., as part of an RMA). However, accounting management must be carried out in your accounting system. This operation is mainly used for cylinder returns.

PURCHASING - RETURNS - **CREATING A SUPPLIER RETURN**

Return details :

Indicate the supplier and date of return to correctly identify inventory adjustments for returned products.

Products:

Select the list of products to be returned to the supplier. Only products associated with the chosen supplier will be available. Since returned products are usually broken items or empty cylinders, the inventory adjustment will be made on the unavailable quantity.

To return stock quantities or full cylinders, it is first necessary to perform an inventory adjustment to transfer them to the unavailable quantities category.

Serial number assignment :

If one of the returned products is serialized, step 3 will be displayed. All available serial numbers associated with this product will be selectable.

Add attachments/comments :

Optionally, a comment or an attachment can be added for reference purposes.

PURCHASES MANAGEMENT

PURCHASES - **CREDITS**

Supplier credits are used to document reimbursements made by the supplier. This operation is mainly used for sales returns.

PURCHASES - CREDITS - **CREDIT CREATION**

Credit details :

Select a supplier, a date and a reference number.

Products:

Choose the products that are credited by the supplier. Optionally, quantities of sales products can be removed from stock inventory.

Taxes:

For a CAD supplier, enter the taxes according to the supplier's invoice.

Attachments:

You can also add a comment or an attachment for reference purposes.

INVOICE MANAGEMENT

INVOICING - **DASHBOARD**

The invoicing dashboard provides an overview of invoicing statistics in the system for a given period. These statistics enable more effective management of actions, finances and opportunities.

INVOICING - **INVOICES**

Invoices are managed by invoice number, customer, invoice type, invoice date and total amount. You can click on each category to change the order in which invoices are displayed.

Here are the different TYPES OF INVOICES :

Sales invoice :

Created from a completed delivery, a sales invoice includes items invoiced immediately, such as sales revenue, gas, additional charges and delivery costs.

Deletion: Deleting a sales invoice cancels delivery completion, but only if the delivery involves only sales products, or if the rental products do not yet have an invoice or recovery. The latter should be deleted first.

Renewal invoice:

Created from a renewal, this invoice is for rental equipments or consumables only. Delivery charges may be included on the first renewal invoice, if it has no associated sales invoice.

Deletion: Only the most recent invoice can be deleted. To cancel all the invoices in a delivery, proceed from the most recent to the oldest.

INVOICE MANAGEMENT

INVOICING - **INVOICES**

TYPES OF INVOICES (Continued)

Recovery invoice :

Created when a customer recovers rental equipments or consumables.

Deletion: Deleting this invoice also cancels the finalization of the recovery, and this is only possible if no renewal has been carried out after recovery.

Cylinder invoice :

Created at the end of the month, this invoice only includes cylinder renewals and recoveries. If a valid contract exists, an exemption may be applied.

Deletion: As with renewals, deletion must be carried out sequentially, starting with the most recent invoice, and may cancel recovery completions if necessary.

Contract invoice :

Created following a contract, this invoice is calculated according to the daily cylinder price and the number of days in the contract period. If one contract replaces another, a credit is applied for the period shared with the old contract.

Deletion: A contract invoice cannot be deleted if it has been applied to another existing invoice.

INVOICE MANAGEMENT

INVOICING - **INVOICES**

Action :

[👉] Make a payment directly on the invoice

Payments :

Before exporting the invoice to the accounting software's customer account, payments can be made. A payment consists of a type of payment, such as cash, debit, credit or cheque, and an amount paid. Several different types of payment can be applied simultaneously.

Payments will be indicated on the invoice and, when exported, will appear as an incoming payment in the customer account of your accounting software.

Invoice modification :

Once an invoice has been generated, it can be modified to handle special cases or make corrections. Only the invoice date, product unit prices and comments can be modified. However, invoice adjustments can be applied for any other reason.

Exportation :

Invoices are exported as accounts receivable in your accounting software. The customer entity must first be exported before an invoice can be exported for this customer. (To export a customer quickly, simply click on the customer's name to access its entity).

This action transfers invoice information, such as amounts and General Ledger codes, to your accounting software, and transfers these amounts to the customer account.

From the point of view of your accounting software, exported information is treated as «Account receivable» entities, not as «Invoices».

INVOICE MANAGEMENT

INVOICING - **CONTRACTS**

Contracts are based exclusively on gas cylinders in the system. A contract allows a customer to negotiate in advance a fixed price for the cylinders it plans to maintain for a given period.
ONLY ONE CONTRACT CAN BE ACTIVE AT A TIME FOR A CUSTOMER.

INVOICING - CONTRACTS - **CONTRACT CREATION**

Information :

Select the target customer and the contract billing date. You can also enter a purchase order.

Period :

Select a start and end date for contract coverage. The period selected will influence the invoice total.

When replacing a contract, it is essential that the start date corresponds to that of the new contract. The new contract will always take precedence over the previous ones.

Products:

Add the cylinders with their quantity and price per day for the duration of the contract.

Comment :

A comment can be optionally added and will be displayed on the contract invoice.

INVOICE MANAGEMENT

INVOICING - **CREDITS**

Credit is granted to a customer as a form of repayment agreement for products and services. Credit notes work like the reverse of an invoice.

INVOICING - CREDITS - **CREDIT CREATION**

Credit details:

Select the customer to be credited and the credit date. An optional box for the reference number is also available to indicate the invoice or order concerned. A purchase order can be added.

Products to be credited :

Select the products to be credited, along with their quantity and price. Sales products can receive an inventory adjustment by checking the «Reinsert into inventory» box.

Rental products cannot be reinserted into the inventory; they must be recovered as normal via the recovery process. Similarly, gases cannot be reinserted into inventory when a credit note is created, as they are usually associated with a rental cylinder. They must be manually adjusted in the inventory after the usual recovery.

If an administrative adjustment needs to be credited, such as a contract, hazmat fees, surcharges, deliveries, pallets, customs, etc., these items can be searched for among the products.

Supporting documents :

Optionally, you can upload proof of credit for traceability purposes, such as an invoice signed by the customer. This keeps clear, accessible documentation of credit granted.

INVOICE MANAGEMENT

INVOICING - **RENEWALS**

Renewals apply to property rentals and consumables.

Renewals are possible for all delivery renewal periods (see system settings). Customer consumables are sold at the first renewal.

The renewal list shows all customers whose rentals are due to expire, the renewal date and the potential amount awaiting invoicing.

The renewal algorithm works as follows :

Rental dates :

- Each delivery of rental products has a start date, which may be the day of delivery or the day after a renewal.
- The end date is determined by the renewal duration (e.g. 28 days) from the start date.

Sub-total rental income :

- The renewal period is converted into rental time to calculate the subtotal rental income..

Consumables :

- Consumables are invoiced as sales products when first renewed with rental products. Invoicing is done by multiplying the remaining quantity by the price, since it is assumed that they have been consumed and cannot be reclaimed.
- Some sales products can be configured not to be invoiced at renewal and can only be invoiced at recovery.

Invoicing date :

- By default, the invoicing date is the renewal end date.
- If a renewal has been ignored, invoicing will take place at least on the last day of the previous month to avoid creating an invoice in a closed month, in accordance with the restrictions of the accounting system.

INVOICE MANAGEMENT

INVOICING - **RENEWALS**

Actions :

[\$] Create a renewal for this customer.

INVOICING - RENEWALS - **CREATION OF A RENEWAL**

Configuration :

The renewal date is displayed for information. Only active rentals ready for renewal before this date will be available at the next stage.

Delivery selection :

Tick the deliveries to be renewed. If required, the [] button is available to view renewal details for each delivery.

INVOICE MANAGEMENT

INVOICING - **MONTH-END**

Month-end is the process by which cylinders are invoiced into the system, and necessarily covers a one-month period. This process ensures that all cylinder transactions and rentals for the past month are correctly invoiced and recorded.

Cylinder invoicing is more complex than other invoices, as it is based on the movement of cylinders through all active rentals, and takes into account the application of contracts.

Here's how the **algorithm** works :

Calculating cylinder quantities :

- For each customer, the algorithm calculates the sum of cylinders in their possession for each day of the invoiced period.

Contract verification :

- Every day, the algorithm checks whether there is an applicable contract to exempt certain cylinders.
- The difference between the total quantity of cylinders and the cylinders covered by a contract determines the quantity of cylinders that can be invoiced per day.

Price per unit :

- Cylinder unit prices are those entered when the order is placed, or modified by other processes.
- Several different prices can be calculated for the same cylinder, as defined by the orders, but contract exemptions are applied in priority to cheaper rentals.

Invoicing date :

- The invoicing date is the last day of the invoiced month.

INVOICE MANAGEMENT

INVOICING - MONTH END - **MONTH END MANAGEMENT**

Customer selection :

The user can choose to select specific customers, or opt for the “Select all customers” box to invoice all customers with cylinders to invoice.

Proceed:

This process may take a few minutes, depending on the number of customers selected and the volume of transactions carried out during the month. A progress window appears during generation, indicating that invoices are being created.

****It's very important to keep the page in the foreground at all times, so that the browser tab doesn't fall asleep. This ensures that the invoice generation process runs without interruption.****