

# Manual for click 2 rent



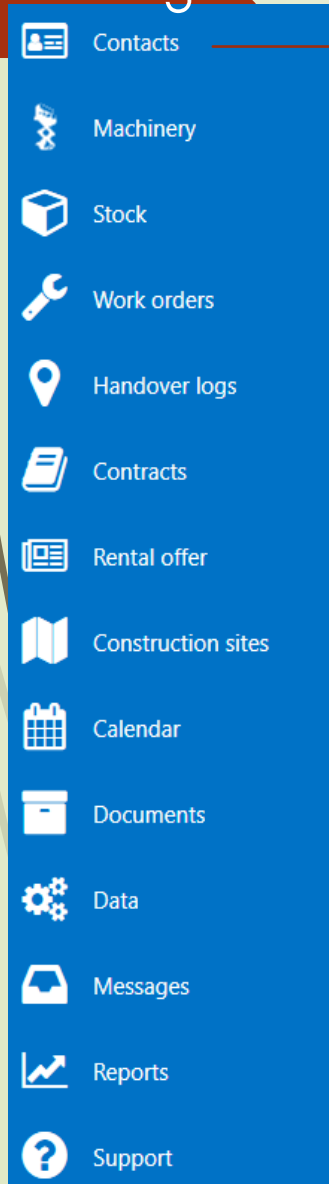
**Click 2 Rent**  
**C 2 R**

# SADRŽAJ

• CONTACTS.....	3
• MACHINERY.....	5
• STOCK .....	11
• WORK ORDERS .....	12
• RENTAL OFFER.....	17
• CONTRACTS .....	23
• HANDOVER LOGS .....	30
• MACHINARIES AVAILABILITY .....	32
• CONSTRUCTION SITES AND CALENDAR .....	33
• DOCUMENTS - ORDERS.....	34
• DOCUMENTS – RECEIPTS .....	38
• DOCUMENTS – SIGNATURE SHEETS .....	42
• DOCUMENTS – INVOICES .....	43
• DOCUMENTS – OFFERS.....	47
• DOCUMENTS – PAYMENTS, BALANCE & PAYMENTS.....	48
• DOCUMENTS – TRANSPORT, BILL OF LANDING .....	49
• DOCUMENTS – TRAVEL WORKSHEET.....	50
• DATA.....	51
• REPORTS.....	55

# CONTACTS – creating a new contact (company)

3



For not entering all the data manually, it is enough to enter the OIB and press "check" and the program will automatically fill in all the available data

Adding reminders to the calendar (pg. 33)

If there are special conditions or payment delays that will be displayed on every next invoice, this can be defined here

Notes that are entered here serve as internal communication between employees for current and/or future cooperation

Adding a new contact person - person who has a certain function in the company that's being added.

# CONTACTS – digital visit cards

4

 Contact persons

Adding a contact person

Question

Contact person function

Entering the function of a company's contact person, such as director, procurement, finance...

After entering the function, it is necessary to fill in the requested information and then select tab "for documents" to mark what will be sent to that person

If the function of the contact is in the field of finance, mark the Invoice, eInvoice. For procurement, it should be marked offer, contract, etc.

Finance

Name and surname

Phone

Gsm

Fax

E-mail

Include for

☒ Data ☐ For documents

Financije

☐ Račun

☐ Ponuda

☐ Radni nalog intervencija

☐ Radni nalog garancija

☐ Zapisnik o primopredaji

☐ Radni nalog radiona

☐ Radni nalog vanjski

☐ Prijevoz

☐ Ugovor

☐ Ponuda za najam

☐ eRačun

☐ Izdatnica

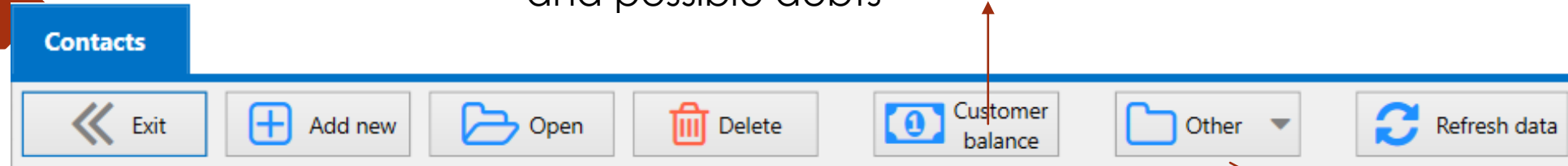
☐ Narudžba

☒ Podaci ☐ Za dokumente

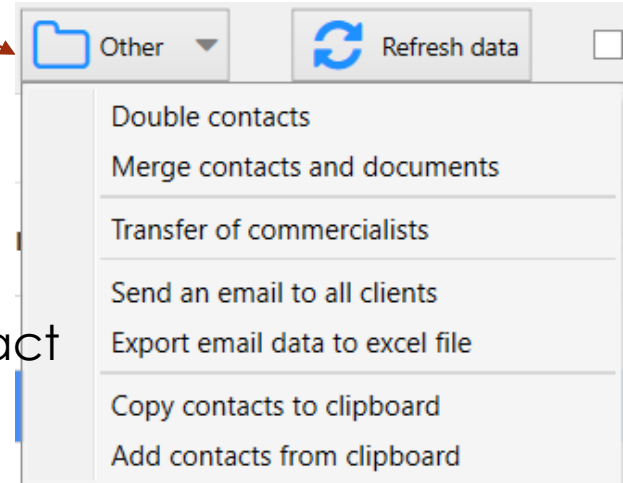
# CONTACTS – menu tabs

5

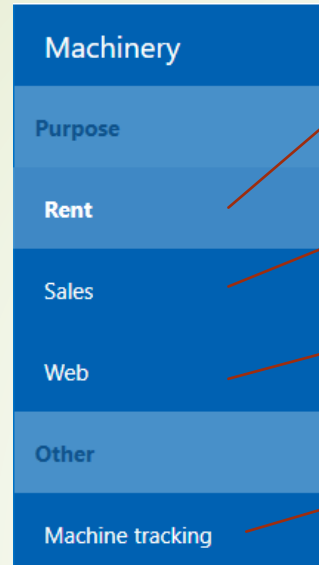
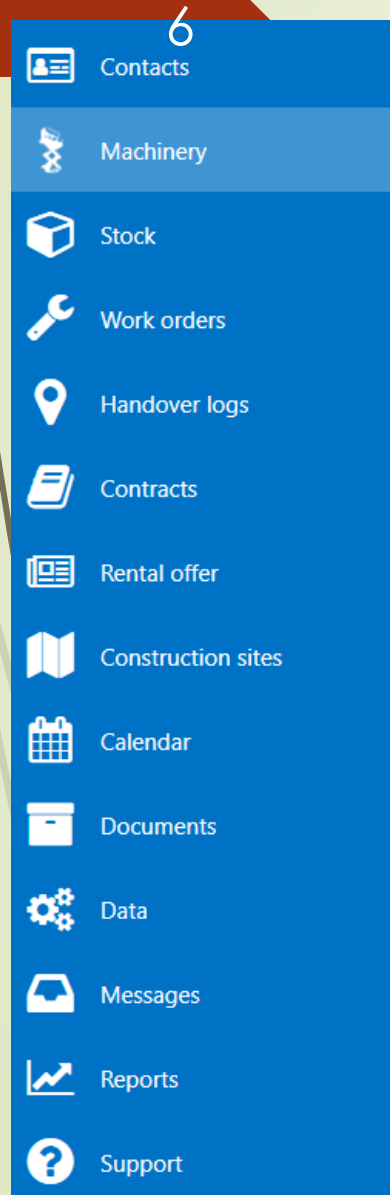
By clicking on „Customer balance" you can have a quick overview of the client's financial situation and possible debts



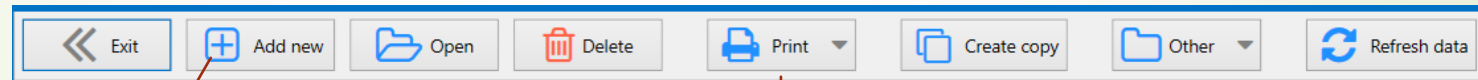
- „Double contacts" - show clients with the same name and address as a potential duplicate that you can merge
- with the "Merge contacts and documents" option
- „Transfer of commercialists" – change the creator of a specific contact
- "Send an email to all clients" - if you want to send the same email to all clients from the database
- „Export email data to excel file"
- „Copy contacts to clipboard"
- „Add contacts from clipboard"



# MACHINERY – menu tabs



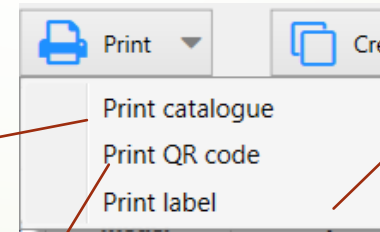
- Rent – Adding machines to be displayed in rental offers / rental contracts
- Sales – adding machines to be displayed in offers for sale
- Web – adding machines to be displayed on web site
- Machine tracking – if the tracking has been put on the machines, the exact locations and the last reading of the signal are displayed



Adding new machine  
(explained on 7th slide)

Display of all  
machines and  
their specifications

Display of the QR code that is created by  
generating data about the machine



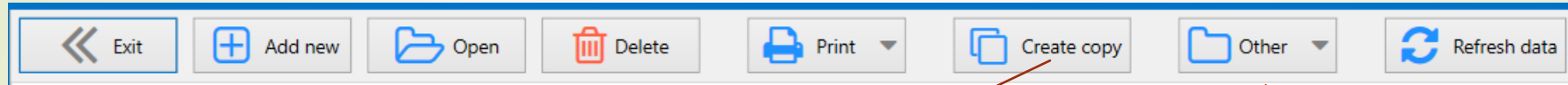
Display of more important data  
for machine identification  
(displayed on the image below)

Internal number:	A-60-1
Manufacturer:	CGM Industrial aggregates
Model:	60 P
Certificate until:	19.02.2024.

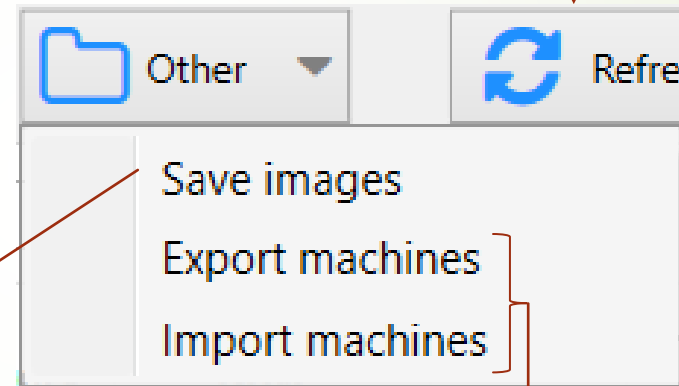


# MACHINERY – menu tabs

7



If there is already a machine with the same characteristics, an easier way to import one is by creating a copy and changing unique data, for example, serial number, internal marking, year of manufacture, etc.

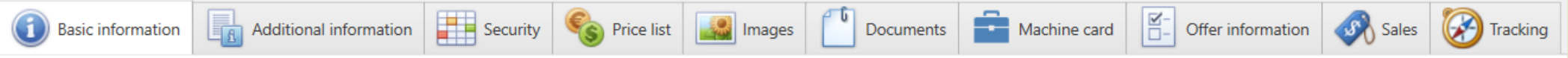


By pressing „Save images“, all machine images are exported from the program to the selected folder

- Export machines – serves to display all machines in an excel table
- Import machines – serves to import several machines into the program at once with one entry

# MACHINERY – creating new machine

8



Basic information consists of:  
Basic data about the machine  
Expiration date of the certificate  
Machine dimension  
Characteristics of the machine  
Starter batteries  
Traction batteries

The price list is used to define the starting prices for renting: per day or for a certain period, which is automatically applied to the rental offer for that machine.

Rent per day ▲	Price
≤	
≤ 1	23,89
≤ 7	22,56
≤ 14	21,24
≤ 30	19,91
≤ 365	18,58

## Additional information

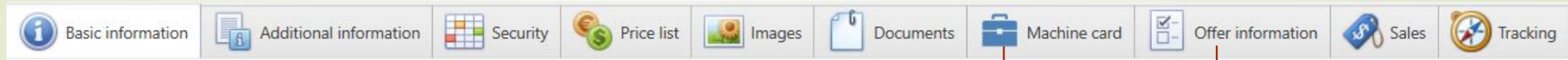
Insurance expiration date ▼	Policy no.	Policy price	Osiguravajuća Kuća
30.6.2023.	08-0514661-01	10,09	wiener
30.6.2023.	0902-00218405	50,43	wiener
30.6.2022.	0902-00216741	33,98	wiener
30.6.2022.	08-0503781-01	6,80	wiener

Osiguranje se upisuje kako bi na početnoj stranici imali pregled isteka osiguranja i broja police. Te kako bi na jednom mjestu imali prikaz svih osiguranja i njihovih cijena tijekom godina za jedan stroj.

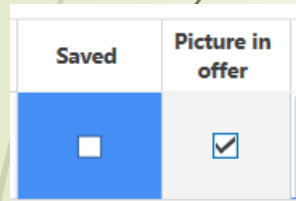


# MACHINERY – creating new machine

9



Images are entered by adding a series of photos, one or more of which can be included in the offer. In that case it is not necessary to add them in the email. Their addition is activated by pressing the box in the column of images in the offer.



All documents of a machine, such as invoice, carrier, CE certificate, insurance, certificate, etc., can be in one place in digital form.

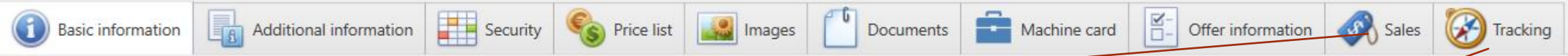
And if any of those documents should be included in the offer in, box in the column should be checked.

The machine card serves as a service booklet for one machine. It is directly linked to work orders. After registering any work on the machine, such as changing the oil, it is automatically added to the machine card.

The data for the offer is a set of all the information filled in the basic information. They may or may not be included in the offer that is sent to the client simply by clicking the box in the column "Show on the offer".

# MACHINERY – creating a new machine

10



Before the sale, it is defined whether the machine is for sale or not, and what is its price or terms of sale.

Machine sales

Machine for sales ☒

Price    Eur

Note

After the sale, the date of sale, the sale price and who the buyer is are entered.

Podaci o prodaji

Sales date

Sales price    Eur

Buyer

GPS TRACKER 2023 867232052269496

If there is a machine tracking device number e.g. 69496 installed in the machine, that same tracking device should be set to the warehouse status so that it can be "connected" to the machine. That is, in the tracking, the same device number 69496 is selected, and with that step tracking device is connected to the machine.

Tracking device

Uređaj:


	Oznaka	
▼		
▶	867232052269496	VP-08-44


# STOCK


In the stock status, all the items that have been deregistered so far can be seen – those with a status 0 in the warehouse, and items that are still in the warehouse and are waiting to be deregistered. Their purchase price and net price (increased by the margin) are also shown.


Items are in stock only after the receipt is recorded.


11


 Contacts


 Machinery


 Stock


 Work orders


 Handover logs


 Contracts


 Rental offer


 Construction sites


 Calendar

 Documents

 Data

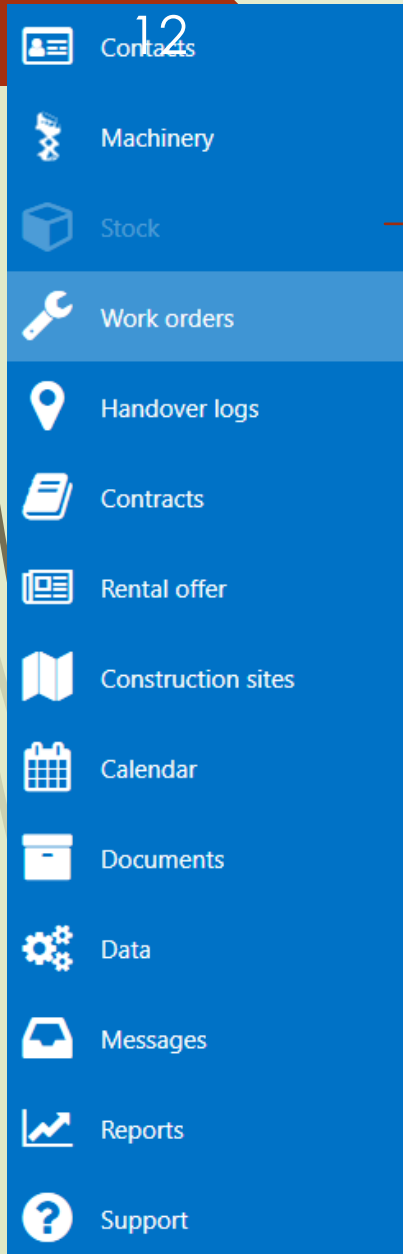
 Messages

 Reports

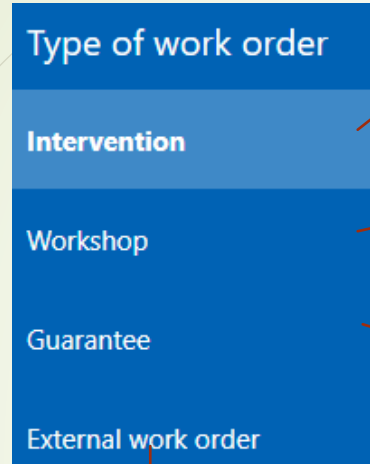
 Support

Warehouse	Article code	Supplier code	Article name	Quantity	Acquisition price	Netto Cijena	Magin (%) ▲
Centralno S...	233		Čišćenje stroja Kategorija II- HR	0,00	0,00	7,96	#Err
Centralno S...	373		RAZNO	0,00	0,00	2,39	#Err

# WORK ORDERS



Work orders can be:

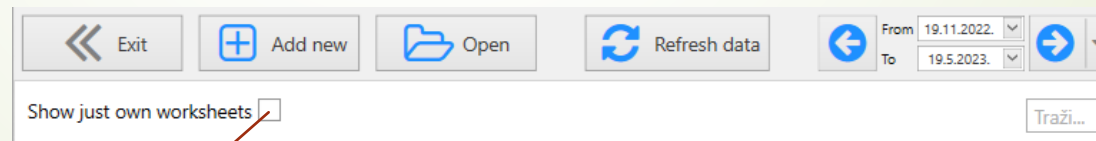


A work order „*Intervention*” is opened every time a client reports a breakdown for a rental machine that needs to be repaired at their site. It may be at the expense of the client or the company, depending on the defect and what caused it.

The work order „*Workshop*” is opened after the machine comes from the rental and it can also be charged to the client or the company.

A work order „*Guarantee*” is opened when machine is still under warranty or when clients bring us a machine that has a warranty. It is never borne by the client, it can be borne by the supplier or the company.

An *External work order* is fulfilled when an external company repairs a malfunction on a part of the machine because it is a service, not an item.



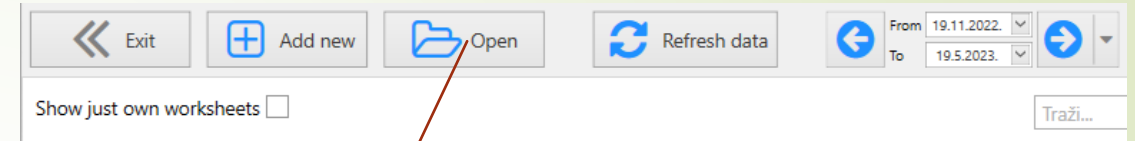
By clicking this box, work orders will be displayed only from the person who is logged into the program.



## WORK ORDERS - example of filling in a new work order

13

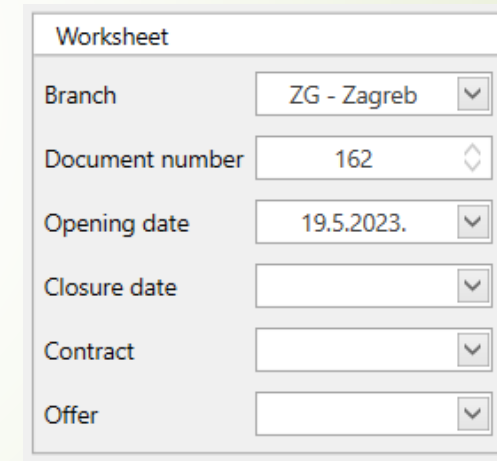
1. A branch office is selected (if there is more than one)
2. Enter the date of opening the work order
3. If the machine is rented, the contract number is selected from the drop-down menu (mainly intervention)
4. If the work order is based on an offer that was sent to the client, then the number of that offer is selected from the drop-down menu
5. Enter the name of the client to whom the machine is currently rented or from whom it was returned from rental. The client can be a company whose the machine needs to be serviced regularly – in that case, the data from steps 3 and 4 are not entered.



Exit Add new Open Refresh data From 19.11.2022. To 19.5.2023. Traži...

Show just own worksheets ☐

Prilikom pritiska na tipku *dodaj* se otvori novi radni nalo



Worksheet

Branch ZG - Zagreb

Document number 162

Opening date 19.5.2023.

Closure date

Contract

Offer

## WORK ORDERS - example of filling in a new work order

14

- The machine to be serviced is selected and the working hours are entered
- The date and time of the failure report is entered, and just before or after the repair is started, the arrival (start of work) is entered.

**Machine**

Machine

▼

Internal code

Chasis number

Year of manufacture

▼

Work hours

▼

**Machine is unavailable** ☐

Date of filing the defect report

19.5.2023. 13:47



Arrival



Departure



- After verification why the failure occurred, the cost to the client or the company is selected

**Mechanic**

▼

**Cost**

▼

Klijenta

Tvrtke

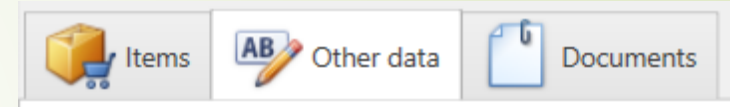


## WORK ORDERS - example of filling in a new work order

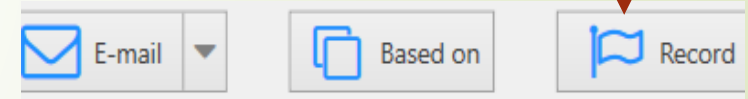
15

Description of the reported defect	The client reported that the machine does not drive, it lowers the crane slowly.
Condition upon the arrival	Machine does not drive, it lowers the crane slowly.
Repair log	<div><input type="checkbox"/> Repair <input type="checkbox"/> Regular maintenance <input type="checkbox"/> Warranty <input type="checkbox"/> Rented machine <input type="checkbox"/> Defectage</div> <div>Repair of the electrical installation of the drive Adjustment of the lowering valve Machine operation control</div>
Machine is operational	<input type="checkbox"/>

After everything is done, press the item button and enter the items or services that have been performed. And the departure, that is, the end of the service, is entered.



In order to close the work order, it has to be recorded.



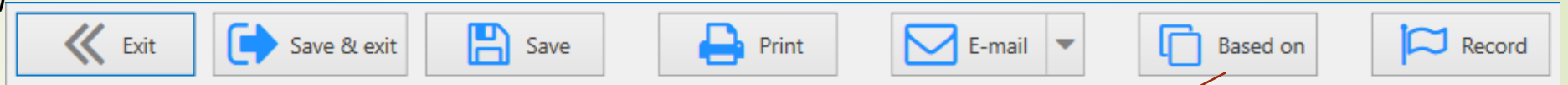
The corresponding box is marked

After successfully completing the service, check the box that the machine is operational, if not, leave it unchecked.

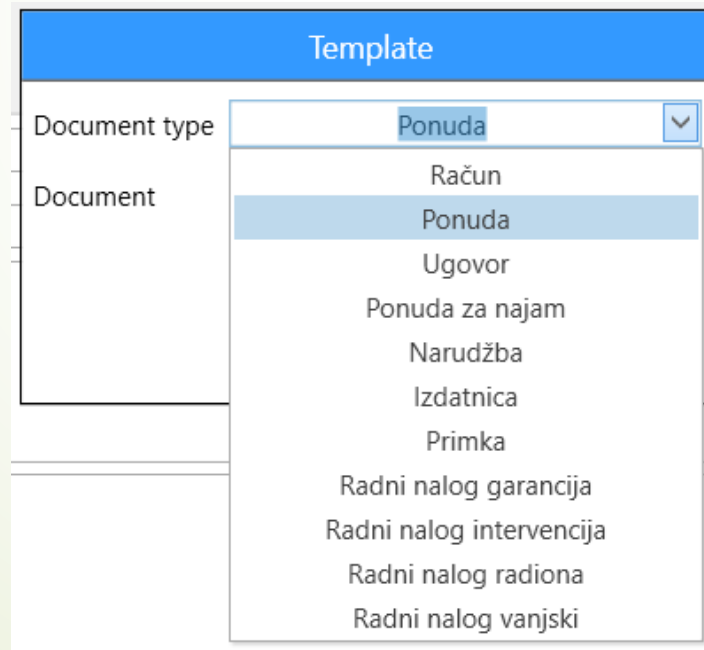
## WORK ORDERS - filling in a new work order – based on offer

16

An example of a work order if someone wants an offer for repair of their machine (regular or extraordinary service)



Before filling in, it is necessary to press „Based on” button and choose from the drop-down menu on what document the work order will be based on. It is mostly based on the repair offer accepted by the client.



Once you have chosen the basis on which you want to create a work order, it can be filled in as explained in the previous example and the work order can be closed by recording.

# RENTAL OFFER – making a new rental offer

17

Contacts

Machinery

Stock

Work orders

Handover logs

Contracts

Rental offer

Construction sites

Calendar

Documents

Data

Messages

Reports

Support

Exit

Add new

Open

Print

Create copy

Transport calculator

Refresh data

From 19.11.2022.

To 19.5.2023.

Client

Name

Address

Mjesto

Country

VAT Id

Phone

Payment deferral 0

Iznos ponude

0,00 Eur

Machine

Machine

Internal code

Machine name

Chasis number

Machine value

- Example of a new rental offer:
1. Registering the client
  2. Adding the machine (when selecting a machine without first checking if it is available) can be seen in the drop-down menu. Each machine that is available is marked in green, the one for which a work order has been opened is marked in red with a work order number and/or contract. Shown in photo.
  3. The machine that is available is selected, and with this selection, automatically is filled in its price per day, which was defined earlier (explained on slide no. 7)

Radni Nalog	Ugovor	Dostupan
		<input type="checkbox"/>
		<input checked="" type="checkbox"/>
234-2023-ZG,...		<input type="checkbox"/>
	761-2021-ZG	<input type="checkbox"/>

## RENTAL OFFER – making a new rental offer

18

Rental offer

Branch	ZG - Zagreb	Print template	Ponuda za najam 03
Document number	2110	Currency	Eur
Document date	19.5.2023.	Exchnage rate	1,000000
Commencement of the lease	1.6.2023.	Commercialist	Alen Grgić
End of a lease	25.7.2023.	Valid until	19.5.2023.
Status	U čekanju	Valid on	0
Lease duration	45 days	Monthly lease	<input type="checkbox"/>
Charge	<input type="checkbox"/> Holi. <input checked="" type="checkbox"/> Sat. <input type="checkbox"/> Sun.		

4. It is necessary to define the rental duration by pressing the calendar icon.

5. The day of the start and the end of the lease are selected. It is agreed with the client whether Saturdays, Sundays, holidays are workdays and click the box where necessary. Afterwards accept changes.

Prihvati Odustani

Početak najma 1.6.2023.

Kraj najma 25.7.2023.

Ukupno dana 45

☐ Naplati blagdane

☒ Naplati subote

☐ Naplati nedjelje

Lease price

	Base price	Rebate %	Rebate amount	Price
Daily lease price	65,00	0,00 %	0,00	65,00 Eur
Insurance price		7,69 %		5,00 Eur
Operator rental <input type="checkbox"/>	0,00	0,00 %	0,00	0,00 Eur
Trasport arrival	180,00	0,00 %		180,00 Eur
Transport departure	180,00	0,00 %		180,00 Eur
Ecological lease				0,05 Eur

6. If you want to give a specific discount to the client, you can do so by entering a specific discount or by manually entering the price.

If you offer operator rental, check the box and enter the daily price.

# RENTAL OFFER – making a new rental offer

19

Rental offer

Branch

ZG - Zagreb

Print template

Ponuda za najam 03

Document number

2110

Currency

Eur

Document date

19.5.2023.

Exchnage rate

1,000000

Commencement of the lease

1.6.2023.

Commercial

☒ Početak od 1. u mj

End of a lease

25.7.2023.

Valid until

19.5.2023.

Status

U čekanju

Valid on

0

Lease duration

45

days

☒ Monthly lease

Charge

☐ Holi. ☒ Sat. ☐ Sun.

Checking box monthly lease, the rental price field changes automatically.

It can be chosen whether the lease will be from the 1st of the month (e.g. April 1, 2023 – April 30, 2023) or if it will be from other date, e.g. April 11, 2023 – May 10, 2023.

The price can remain as calculated by the program or it can be changed by changing the monthly price.

Lease price				
	Base price	Rebate %	Rebate amount	Price
Daily lease price	65,00	0,00 %	0,00	65,00 Eur
Insurance price		7,69 %		5,00 Eur
Operator rental <input type="checkbox"/>	0,00	0,00 %	0,00	0,00 Eur
Trasport arrival	180,00	0,00 %		180,00 Eur
Transport departure	180,00	0,00 %		180,00 Eur
Ecological lease				0,05 Eur



## RENTAL OFFER – making a new rental offer

20

After the rental price is defined, transportation should be arranged. There is an option where the client picks up the machine himself and the transportation is not charged, but there is also an option to arrange our transportation, and the price of that should be defined accordingly. The calculation of the transport price can be seen in the field below the rental price by entering the starting location and the destination location and clicking on the button *Calculation*. After the calculation, press the button *Insert* to show the price in the rental price. You can also adjust the transport price according to your wishes.

Kalkulacija Prijevoza

Departure location	Industrijska ulica 24, Hrušćica		
Arrival location	<input type="text"/>		
Length (km)	<input type="text"/>	Time	0h 00min
Flat-rate charge	<input type="text"/>	Price / km	<input type="text"/>
Extra costs	<input type="text"/>	Total	<input type="text"/>

Calculation Map Insert



## RENTAL OFFER – making a new rental offer

21

Contact	
Selection	<input type="text"/>
Person	<input type="text"/>
Phone	<input type="text"/>
E-mail	<input type="text"/>

Other data	
Workshop	<input type="text"/>
Note selection	<input type="text"/>
Note	<input type="text"/>

You can choose the contact information from the drop-down menu, if the contact is an existing one, or you can enter it yourself.

Workshop is the address of the construction site where the client will use the machine. Note selection is a series of notes that were previously defined (data – code books – notes – rental offer), this would indicate special conditions for renting a machine, e.g. for fuel – The machine is delivered with a full tank of diesel fuel and in that state machine must be returned to the lessor. Otherwise, we charge for fuel and filling service. Also in the note you can write something that you have additionally agreed with the client that is not already defined in the rental agreement.

Any notes for colleagues who would open that offer for rent (will not be displayed in the offer for the client) can also be entered in the notes on the right side of screen. Example shown in the photo.

Notes
The work for the Client was postponed untill beginning of June. Contact him between 24.5. - 28.5

## RENTAL OFFER – making a new rental offer

22

Rental offer			
Branch	ZG - Zagreb	Print template	Ponuda za najam 03
Document number	2114	Currency	Eur
Document date	22.5.2023.	Exchnage rate	1,000000
Commencement of the lease	22.5.2023.	Commercialist	Tamara Butala
End of a lease	22.5.2023.	Valid until	22.5.2023.
Status	U čekanju	Valid on	0
Lease duration	1 days		
Charge	<input type="checkbox"/> Holi. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.		

Status
U čekanju
Prihvaćeno
Naručeno
Stiglo, čeka isporuku klijentu
Neprihvaćeno
U Natječaju
Plaćeno
Realizirano
Cekamo povratnu inf.
Klijent dao ponudu investitoru

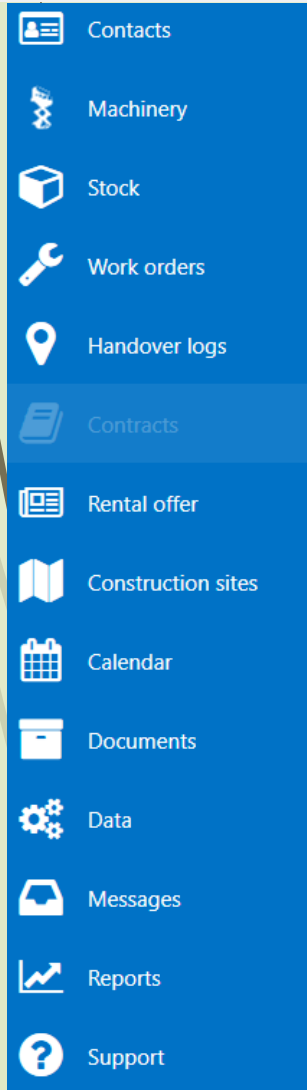
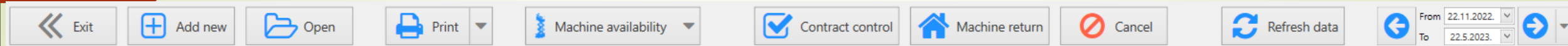
After the client confirms the offer, it is necessary to mark it as accepted/implemented, or if he refused the offer due to conditions, price or any other reason, then it should be marked as not accepted and the reason for withdrawal is written in the left corner.

Reason for the withdrawal	
Reason	
Reason description	

Razlog
PREVISOKA CIJENA NAJMA
PREVISOKA CIJENA TRANSPORTA
NEMAMO STROJ / KVAR
NEMAMO SLOBODAN STROJ
NEMAMO STROJ
NISU DOBILI POSAO
ODUSTALI SU OD PROJEKTA/ POSLA
TRAŽILI SU PONUDU INFORMATIVNO
UZELI SU STROJ OD KONKURENCIJE JER JE STROJ BIO VEĆ NA GRADILIŠ...
ODBILI SU PLATITI AVANS
ODBILI SU NAŠE UVJETE IZ UGOVORA
PREVISOKA CIJENA PRODAJA
ODLUČILI SU SE KUPITI POLOVNI STROJ
INTERNI RAZLOG
GREŠKA

## RENTAL OFFER – making a new rental offer

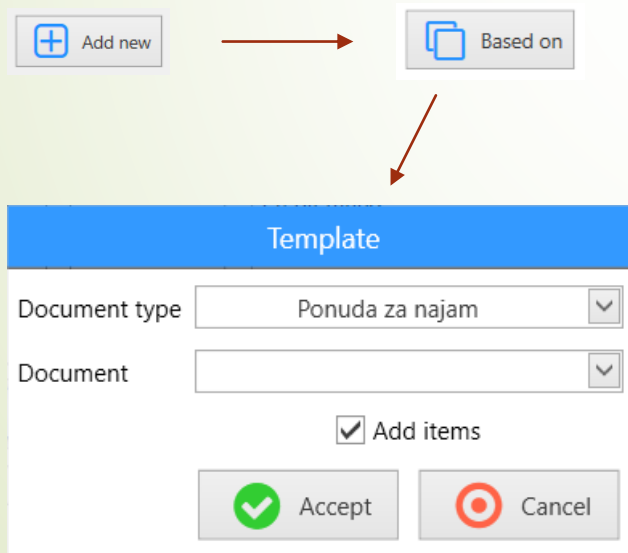
23



By opening the contracts option, all ongoing contracts or ones ended in the last 6 months are opened.

If the contracts from the last 2 months should be shown, a period can be changed here. The same applies to any other desired period.

Example of opening a new contract based on an offer:



When the template opens, offer is selected in the *Document* that is the base for making a contract. After selecting an offer, *Accept* should be pressed and all the data filled in the rental offer will be filled in automatically.

If a contract without a rental offer is made, everything should be filled in as in the offer – explained on pages 17-22

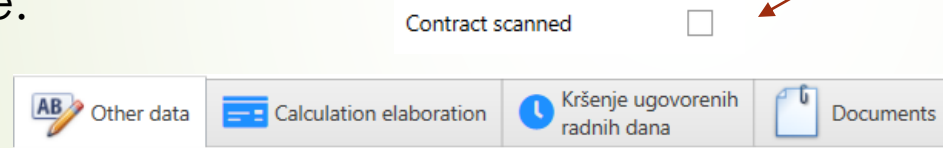
## RENTAL OFFER – making a new rental offer

24

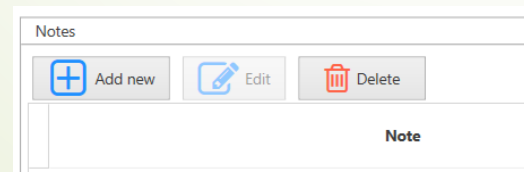
Additional information, that is not visible to the client, but visible to the drivers of the transport company, can be entered in the contract (e.g. special notes such as "call before arriving to the construction site")

A screenshot of a web form with a label "Transportation note" and an adjacent empty text input box with a vertical scrollbar on the right side.

After the client signs the contract, the scanned contract can be stored in the contract documents. After inserting the scanned contract, a box is marked for easier monitoring on the home page.

A screenshot showing a "Contract scanned" label followed by an unchecked checkbox. Below this is a horizontal navigation bar with four items: "Other data" (with a pencil icon), "Calculation elaboration" (with a calculator icon), "Kršenje ugovorenih radnih dana" (with a clock icon), and "Documents" (with a document icon). Red arrows point from the text above to the checkbox and the "Documents" tab.

If there are information that other employees should know regarding that contract, it can be written in the left corner.

A screenshot of a "Notes" section. It features three buttons: "Add new" (with a plus icon), "Edit" (with a pencil icon), and "Delete" (with a trash icon). Below these buttons is a large, empty text area labeled "Note" at the bottom right.

LEASE CONTRACT

25

Printout of the contract  
or general conditions

Display of all machines and their availability

Opening the selected contract

Creating new  
contract

After the contract has ended and after all invoices for that rental have been issued, contract control is pressed to close that contract completely.

Display of  
different  
boxes with  
different  
meanings

Contracts													
<div><div><div><div></div><div>Add new</div></div><div><div></div><div>Open</div></div><div><div></div><div>Print</div></div><div><div></div><div>Machine availability</div></div><div><div></div><div>Contract control</div></div><div><div></div><div>Machine return</div></div></div></div>													
<div><div><div>Machines: 100/127 (78%)</div><div>Complements: 10/59 (16%)</div></div><div>Machines at service/total: 11/127 (8%)</div><div>Traži...</div></div>													
Status	Branch	Doc. No.	Doc. date	Contract start date	End of contract	Dana (Uk/Kal)	Date of delivery	Return date	Client	Monthly statement	Lease amount	Currency	
<div><div></div></div>	ZG	366	22.5.2023.	23.5.2023.	13.6.2023.	14 / 22			Energoteh Instalacije d.o.o. Japičeva ulica 2, Donja Bistrica	<input checked="" type="checkbox"/>	529,10	Eur	
<div><div></div></div>	ZG	365	22.5.2023.	24.5.2023.	12.6.2023.	15 / 20			ŠIRBEGOVIĆ ZAGREB d.o.o. Miramarska cesta 30, Zagreb	<input type="checkbox"/>	706,00	Eur	
<div><div></div></div>	ZG	364	22.5.2023.	24.5.2023.	12.6.2023.	15 / 20			ŠIRBEGOVIĆ ZAGREB d.o.o. Miramarska cesta 30, Zagreb	<input type="checkbox"/>	706,00	Eur	
<div><div></div></div>	ZG	363	22.5.2023.	23.5.2023.	3.6.2023.	10 / 12			ŠIRBEGOVIĆ ZAGREB d.o.o. Miramarska cesta 30, Zagreb	<input type="checkbox"/>	466,60	Eur	

When the machine returns from the rent, the return of the machine is indicated and the date of return is entered



The contract has expired - it is necessary to extend the lease or return the machine  
Contract in progress - a triangle indicates that the client has worked on days that are not included in the rent (Saturday, Sunday)  
Rent has finished – machine is returned

Povratak stroja

Datum: 5.4.2023.

Prihvati

Odustani

Poništi



Issuance of rental invoices and review of already issued ones p. 43

Creation of Transport and overview of created ones

Shipping and returns overview

Quick view of notes

Branch	Doc. No.	Document date	Client	Net amount	VAT	Gross amount	Group	Type	Paid	Status	Offer	Signature sheet	Wo
--------	----------	---------------	--------	------------	-----	--------------	-------	------	------	--------	-------	-----------------	----

Issuance of transport invoices and review of already issued ones p.43

Creating handovers' logs and review of created ones

Overview of working orders

Overview of machine's working hours

Overview of cancellation reasons



# LEASE CONTRACT

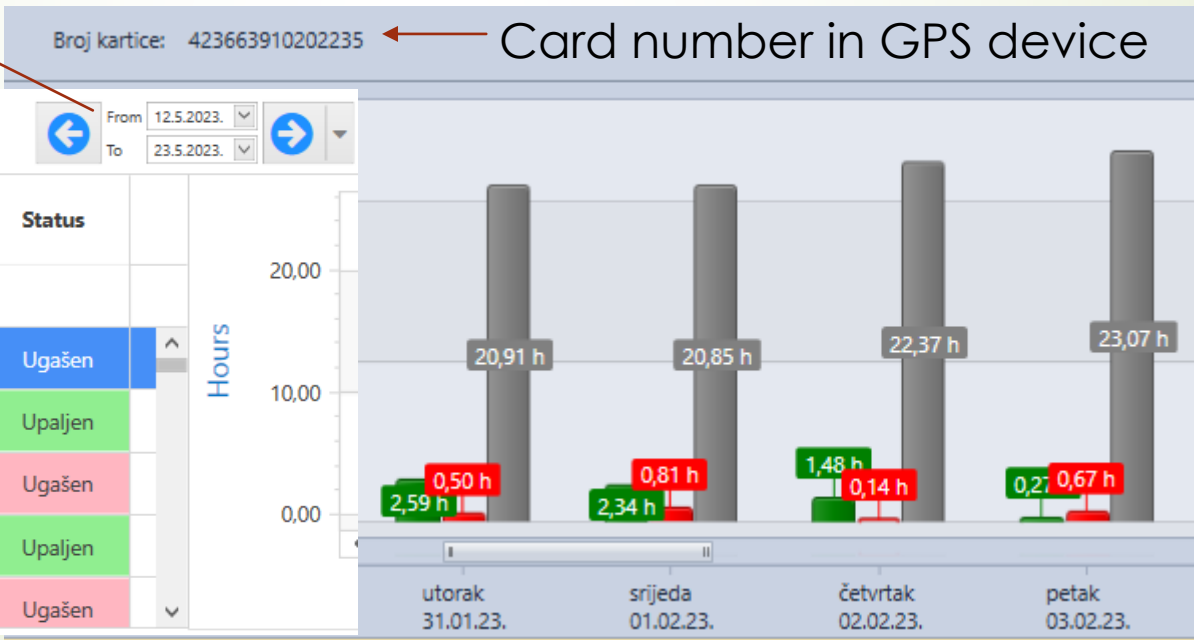
27

- 1. The column *Contract scan* indicates the scanned contract that we inserted previously
- 2. The column *Work order* indicates an open work order based on that contract
- 3. The column *Trans.* indicates the completed transport in both directions (a total of 2 transport where boxes are marked that machine was transported)
- 4. The column (Delivery log) indicates made handover record for the delivery and return of the machine

Contr act scan	Work order	Trans.	Delive ry log
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Praćenje strojeva

The period of signal display



The meaning of the different colors in the columns:

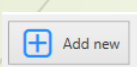
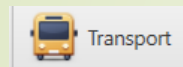
- Gray - no signal
- Red - the machine does not work
- Green - the machine is working

## LEASE CONTRACT – making a new document accompanying bill of landing

28

After a new transport is open, information needs to be filled in.

If there is external transport, data is entered



Enter the date and time of delivery

Transport	Client	Prijevoznik	Machine	Audit
Branch ZG - Zagreb	Name RADNE PLATFORME d.o.o.	Name UP RENT d.o.o.	Machine VE.16.1	Created by
Document number 601	Address Industrijska ulica 24	Address Industrijska ulica 24	Internal code VE.16.1	Modified by
Document date 22.5.2023.	Mjesto Hrušćica 10361	Mjesto Hrušćica 10361	Machine name ZOOMLION VILIČAR ELEKTRO 1.6 t/ 4.!	Status
Delivery of the machine	Country Hrvatska	Country Hrvatska	Chasis number 6010835699	U izradi
Contract 296-2023-ZG	VAT Id 39238635717	VAT Id 78351512977	Masa stroja 3.466,00	
Offer	Phone (01) 2455000	Phone (01) 2455000	Transportation status	
Commercialist Tamara Butala	Signature Client	Signature Carrier	Transported <input type="checkbox"/>	
Driver				

Select who the driver is from the drop-down menu, unless transport is done by external transport

After the machine is transported to the construction site or from the construction site, a box must be marked that it has been transported

## LEASE CONTRACT – making a new document accompanying bill of landing

29

Choose whether the charge is on the client, company or the intermediary

AB Other data Documents

Transport is charged to

Responsible person

Contact person

Working site

Relation  To  

Net price  Eur

External machine appearance

Note

Print template

Enter the person who ordered the machine

Enter the person who will be at the construction site (construction site manager)

Data on the construction site and the relationship are withdrawn automatically from the contract, if they are filled in

A note for the driver is entered, if there is one – if it is already written in the contract (p. 21), then it will be withdrawn automatically

# HANDOVER LOGS

30

The handover log is filled for each contract as a confirmation that the machine has been handed over/taken over.

All handover logs made so far can be seen by clicking on Handover log in the menu bar.

It can be created from the contract tab in the menu, by selecting the machine/contract that will be rented. Example:

Contacts

Machinery

Stock

Work orders

Handover logs

Contracts

Rental offer

Construction sites

Calendar

Documents

Data

Messages

Reports

Support

Contracts/Machines:100/127 (78%)  
Contracts/Supplements:10/59 (16%)

Machines at service/total:9/127 (7%)

radne

Prot ecte d	Status	Branc h	Doc. No.	Doc. dat	Contract start date	End of contract	Dana (Uk/Kal)	Date of delivery	Return date	Client	Mon thly stat eme nt
<input checked="" type="checkbox"/>		ZG	296	2.5.2023.	2.5.2023.	9.5.2023.	6 / 8	2.5.2023.	9.5.2023.	RADNE PLATFORME d.o.o. Industrijska ulica 24,Hrušc	<input checked="" type="checkbox"/>
		ZG	285	26.4.2023.	26.4.2023.	31.5.2023.	29 / 36			RADNE PLATFORME d.o.o. Industrijska ulica 24,Hrušc	<input type="checkbox"/>
		ZG	211	22.3.2023.	22.3.2023.	31.5.2023.	48 / 71	23.3.2023.		RADNE PLATFORME d.o.o. Industrijska ulica 24,Hrušc	<input type="checkbox"/>
<input checked="" type="checkbox"/>		ZG	107	7.2.2023.	7.2.2023.	30.3.2023.	38 / 52	7.2.2023.	31.3.2023.	RADNE PLATFORME d.o.o. Industrijska ulica 24,Hrušc	<input type="checkbox"/>

2.

Handover logs

3.

Add new

Lease invoices

Transportation invoices

Transport

Handover logs

Work orders

Machine tracking

Delivery/Re

Exit

Add new

Open

Create copy

Print

Refresh data

Refresh elnvoice data

# HANDOVER LOGS

31

Delivery log

Branch

ZG - Zagreb

Document number

299

Document date

2.5.2023.

Date of correctness check

2.5.2023.

Place of the machine handover

Industrijska 24

Contract

296-2023-ZG

Client

Name

RADNE PLATFORME d.o.o.

Address

Industrijska ulica 24

Mjesto

Hrušćica

10361

Country

Hrvatska

VAT Id

39238635717

Phone

(01) 2455000

E-mail:

Stroj

Machine

VE.16.1

Internal code

VE.16.1


Chasis number


6010835699


Machine type


VE.16.1

Machine examined by

 Digital signature

 Machine status

 Other data

 Documents

Signature of the employee who inspected and prepared the machine for rent.

It is best to include photos of the machine as it was delivered in the documents so that we know if there has been any damage.

Fill in information

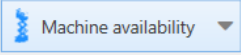
It is necessary to fill in information about the condition of the machine, date and time of delivery/return of the machine. After the machine is delivered to the client, the person who received the machine at the construction site should provide the information to be entered. After that, they should be signed in digital form.

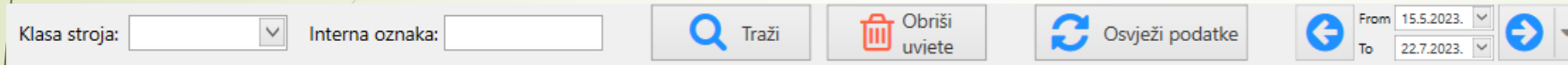
Handover		
	Received	Returned by
Broj osobne		
Stroj predao		
Ime i prezime upućenih osoba		
Elektronski Potpis	Potpis	Potpis



## MACHINES' AVAILABILITY

32

Clicking Contracts in menu,  shows at the selection bar at the top and clicking on it, form drop-down menu select time display



The screenshot shows a selection bar with the following elements: a dropdown menu for 'Klasa stroja:', a text input field for 'Interna oznaka:', a search button labeled 'Traži' with a magnifying glass icon, a delete button labeled 'Obriši uviete' with a trash can icon, a refresh button labeled 'Osvježi podatke' with a circular arrow icon, and date selection fields for 'From' (15.5.2023.) and 'To' (22.7.2023.) with left and right arrow buttons.

By clicking on the machine class drop down menu, all types of machines are shown, from which you can choose one you are interested in, or you can immediately write in the field next to the internal label the machine you need.

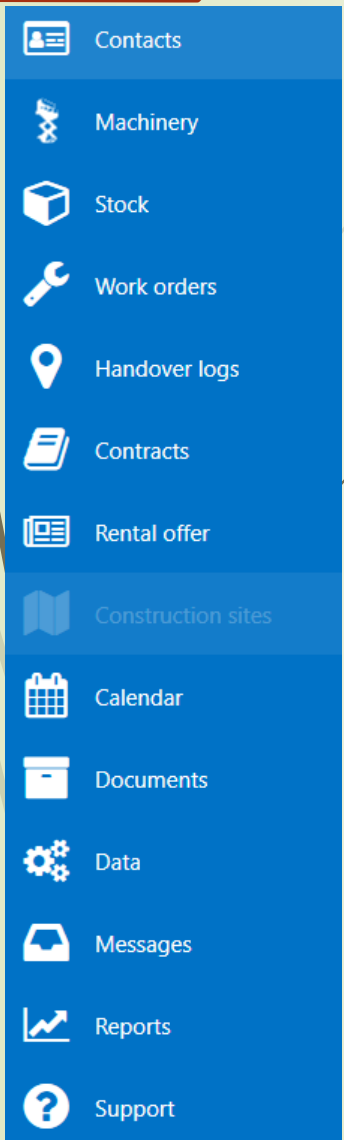
If necessary, you can also see all machines at once just by scrolling down.

TV-16-1 - TELESKOPSKI OKRETNJI VILIČAR MANITOU MRT 16.35															
Ugovor															
Ponuda	ELEVATOR KRAN, vl. Samir Krajnović														
Radni nalog	LA-RO PROMET d.o.o.														
TV-16-2 - TELESKOPSKI OKRETNJI VILIČAR MANITOU MRT 16.35															
Ugovor	<BURO ĐAKOVIĆ MONTAŽA d.o.o.														
Ponuda															
Radni nalog															

- A green horizontal line indicates that an offer has been made for that machine
- The blue horizontal line indicates that the machine is under contract
- A red horizontal line indicates that a work order is open
- The yellow vertical line indicates today's day
- The pink vertical line indicates weekends

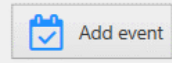
# CONSTRUCTION SITES AND CALENDAR

33



## Construction sites

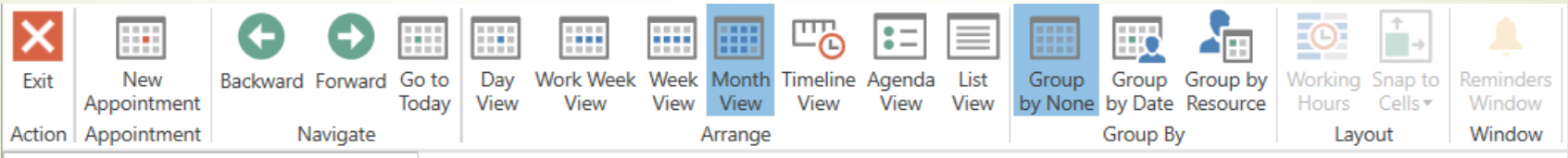
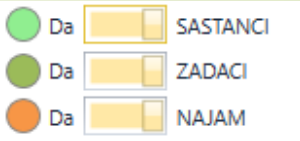
The construction site option is used to enter works that are announced.

When all necessary information is entered, click on  to enter a reminder in the calendar in order to receive a notification and to contact clients for possible jobs.

## Calendar

When opening the calendar, you can choose what you want to see:

You choose what kind of calendar display you want, whether you want to add a new task, etc.



Some tasks for calling clients are automatically added to the calendar when you choose to add reminders in contacts (p.3).

# DOCUMENTS – creating an order

34

- Contacts
- Machinery
- Stock
- Work orders
- Handover logs
- Contracts
- Rental offer
- Construction sites
- Calendar
- Documents
- Data
- Messages
- Reports
- Support

Podaci

Code books

Articles/Services

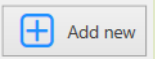
Warehouses

Margin/Price

Warehouses indicate places in the program where you will store a certain article

Before a new order or receipt is open, it is necessary to enter the item.

Article groups are all groups for which these items could be used. For example if you are entering consumables for service, you will put it in the service group, if it is an item that you will sell, you will put it in the sales group, etc.

By entering the Articles/Services, press  and then fill in the information as you go.  
1. Select whether it is a product or a service.

Product/Service

Proizvod

Usluga

Type

Proizvod

Name

Code

Vendor code

Prodajna Jedinica Mjere: kom

Ratio 1: 1

Input measure unit

VAT

25%

Group

EAN code

Mass

Intrastat number

Intrastat name

- 2. You enter the name of the article, eg basket
- 3. Article code from the catalog/invoice
- 4. Vendor name

Select whether it is a piece, a meter, a liter, etc.

Select the article group in which the article is used

When all articles are entered, an order can be placed.

## DOCUMENTS – creating an order

35

Stock



Contacts



Machinery



Stock



Work orders



Handover logs



Contracts



Rental offer



Construction sites



Calendar



Documents



Data



Messages



Reports



Support

Receipts

Orders

Inter-stores receipt

Signature sheet

- When creating a new order, name of the supplier and the name of the ordering party (your company or client) are entered .
- Select the status and date of the order

Narudžba	Dobavljač	Naručitelj
Poslovnica: ZG - Zagreb	Ime: [dropdown]	Ime: [dropdown]
Broj: 132	Address: [text]	Address: [text]
Datum: 23.5.2023.	Mjesto: [text]	Mjesto: [text]
Status: [dropdown]	Country: [text]	Country: [text]
Datum nar.: [dropdown]	VAT Id: [text]	VAT Id: [text]
Grupa: Ostalo	Phone: [text]	Phone: [text]

Enter the supplier and ordering party (your company or if the order is through you for a client, then his company's name is entered

Order number from the delivery note  
order date

Ulazni dokument		Zavisni troškovi	
Broj: [text]	Netto iznos: 0,00 Eur	[dropdown]	0,00 Eur
Datum: [dropdown]	Porez iznos: 0,00 Eur	[dropdown]	[text] Eur
Datum valute: [dropdown]	Razlika: 0,00	[dropdown]	[text] Eur
Broj pošiljke: [text]	Valuta: Eur	[dropdown]	[text] Eur
Roba stigla: [checkbox]	Tečaj: 1,	Ukupno: 0,00 Eur	
Datum zaprimanja: [dropdown]	Trošak na: [dropdown]		

If the amount of the order is known, enter the amount.

If there are additional costs, eg transportation

**It must always be 0,00. If it isn't something was filled in wrong. It is necessary to check the data again.**

After the goods arrive, mark the box and enter the date of arrival

If order is for yourself, the cost is on your company, if it is for a client, mark the client.



## 36

If it refers to a machine, select the machine in question

- Storage of all documents related to that order

Razlika:	- 1,00
----------	--------

If there's a difference – some number, and after that you change something, but the difference does not change, you can press button recalculate. That is kind of page refresh

Entering the article you entered in the code book, the quantity and the net price.

If it is an article from a different warehouse and not the default one, change it to the desired warehouse

The margin price will be the one you set. If you want to put any other margin, you can do so by selecting the field in Margin settings.



# DOCUMENTS – creating an order

37

Broj dokument:	Datum dokument:	Dobavljač	Naručitelj	Grupa	Napomena	Dokument osnovica	Dokument porez	Dokument brutto	Valuta	Radni status	Datum narudžbe	Očekivani datum	Datum zaprimanja	Roba stigla	Primka	Primka provjera	Ponuda	Račun
														<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
131	23.5.2023.	HAULOTTE Italia S.r.l. Via Lambardia 15, San Giu	ENIKON CONSTRUCTION Kneza Branimira 71 D, Zag	Ostalo		3.001,16	0,00	3.001,16	Eur	Prihvaćeno	23.5.2023.			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> 0/3	150-2023-ZG	
130	22.5.2023.	TVH PARTS NV Brabantstraat 15, Waregen	NEXE d.d. Tajnovac 1, Zoljan	Ostalo		409,11	0,00	409,11	Eur	Prihvaćeno	22.5.2023.			<input type="checkbox"/>		<input type="checkbox"/> 0/1	147-2023-ZG	
129	19.5.2023.	HAULOTTE Italia S.r.l. Via Lambardia 15, San Giu	KONČAR - Metalne konstrukcije Fallerovo šetalište 22, Zagreb	Ostalo		540,35	0,00	540,35	Eur	U čekanju				<input type="checkbox"/>		<input type="checkbox"/> 0/1	143-2023-ZG	
128	18.5.2023.	HAULOTTE Italia S.r.l. Via Lambardia 15, San Giu	IVICOM Consulting d.o.o. Ulica Damira Tomljanovića	Ostalo		871,71	0,00	871,71	Eur	U čekanju				<input type="checkbox"/>		<input type="checkbox"/> 0/3	141-2023-ZG	

On the home page of the order, you can see the working status of the order, whether a receipt has been made for the order, whether all the items have arrived, according to which offer it was made, and whether there is an invoice for it.

The person who receives the goods/articles should enter the order and check the box whether the goods have arrived. If not all the items have arrived, it looks like this ☐ 1/2 and it shows the status of the order (pending, accepted, ordered, not accepted, etc.).

# DOCUMENTS - receipts based on the order

38

- Contacts
- Machinery
- Stock
- Work orders
- Handover logs
- Contracts
- Rental offer
- Construction sites
- Calendar
- Documents
- Data
- Messages
- Reports
- Support

- Stock
- Receipts
- Orders
- Inter-stores receipt
- Signature sheet

If there is already an order for the invoice you received, you can make a receipt as follows:

By adding a new receipt, all empty fields are opened that do not need to be filled in. Click on the order option as shown in the picture bellow and by pressing the add icon you can select the order that was base for making the receipt. After that, control all the automatically filled data and record the receipt so that it is in stock.

1.

Items

Amount and verification

Note

Orders

Documents

Add new

Edit

Delete

Recalculate

2.

Items

Amount and verification

Note

Orders

Documents

Add new

Edit

Delete

Recalculate

3.

Choose	Branch code	Document number	Document date	Supplier	Customer	Note	Work status	Net amount	Tax	Gross amount	Currency	Receipt Check
<input type="checkbox"/>												<input type="checkbox"/>
<input type="checkbox"/>	ZG	131	23.5.2023.	HAULOTTE Italia S.r.l. Via Lombardia 15, San Giuliano M.	ENIKON CONSTRUCTION d.o.o. Kneza Branimira 71 D, Zagreb			3.001,16	0,00	3.001,16	Eur	<input type="checkbox"/> 0/3

4.

Accept

## DOCUMENTS - receipts based on the order

39

Situation: you have an order for 3 articles, you received 2 articles and an invoice for those 2 items, and the 3rd will come later, and an invoice will be issued for that 3rd article as well.

If happens that not all articles from the order arrive, you will get a situation where you make a receipt based on the order. Select the order and 3 items are added to receipt, but you only have 2 on your invoice. In this case, you should delete that one item that is extra as follows .

1. Select the article (becomes blue)

2. delete

3. confirm

The screenshots show a software interface with a table of items. The table has columns: 'Skladište', 'Šifra artikla', and a description. The items are:

	Skladište	Šifra artikla	
1	Centralno Skla...	573003720...	Plastika vijenca Snake 189
2	Centralno Skla...	573003710...	Plastika doljnjih komandi Snake 189
3	Centralno Skla...	573001150...	Plastika gornjih komandi Snake 189

After deletion, the table shows only the first two items:

	Skladište	Šifra artikla	
1	Centralno Skla...	573003720...	Plastika vijenca Snake 189
2	Centralno Skla...	573001150...	Plastika gornjih komandi Snake 189

# DOCUMENTS - receipts without an order

40

- Contacts
- Machinery
- Stock
- Work orders
- Handover logs
- Contracts
- Rental offer
- Construction sites
- Calendar
- Documents
- Data
- Messages
- Reports
- Support

Documents

Stock

Receipts

Orders

Inter-stores receipt

Signature sheet

Example of adding a receipt:

Supplier

Name

Address

Mjesto

Country

VAT Id

Phone

Filling in information about the supplier from the invoice

Input document

No.  Net amount  0,00 Eur

Date  Tax amount  0,00 Eur

Date of receipt

Exchnage rate  1, Currency  Eur

Difference  0,00

Invoice number

Invoice date

Invoice due

Currency on invoice

The difference must be 0,00, if there is another amount and in red, you wrote something wrong. It is necessary to control again all the amounts from the invoice and the receipt. Everything has to match.

Writing Net amount and taxes from invoice

Associated costs

0,00 Eur

Eur

Eur

Eur

Total  0,00 Eur

Associated costs can be, for example, transport costs for items from abroad

Here will be written the final amount from the invoice, after all the amounts in the items have been filled in.

Receipt amount

Net  0,00

VAT  0,00

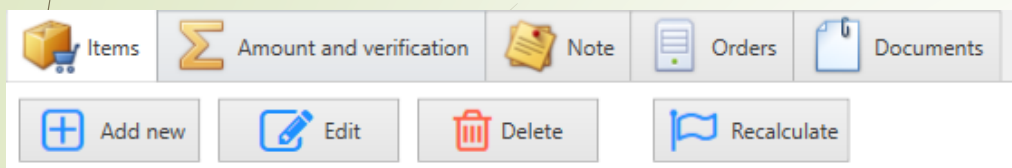
Gross  0,00



## DOCUMENTS - receipts without an order

41

As for the order, before adding the receipt, it is necessary to add the article from the invoice in the items.



The receipt works the same as the order, press the *Add new* icon and add the article, its quantity and net price.

After everything has been added and the receipt fully compliant with the invoice, receipt is recorded so that the articles are in stock.

It would be advisable to always put in the documents scan of the invoice on which you based the receipt, so that later, if necessary, you can return to it.

Branch	Document number	Document date	Supplier	Note	Input document	Document base	Document VAT	Document gross	Sales net amount	Sales VAT amount	Sales gross amount	Statement of differences	Order number
ZG	184	23.5.2023.	TVH PARTS NV Brabantstraat 15, Waregem		2305042726			409,11	511,39	127,85	639,24	0,00	130-2023-ZG
ZG	183	22.5.2023.	BIJUK HPC d.o.o. Vrbovec 1 a, Vrbovec Samobor		320-ZGS-23			175,53	150,36	37,59	187,95	0,00	
ZG	182	22.5.2023.	FEROS d.o.o. Industrijska ulica 18, Hrušć		8135/60/01			23,63	56,70	14,18	70,88	0,00	

In column *Order number*, you can see whether the receipt is based on the order or not for easier tracking.



# DOCUMENTS – Signature sheets (release note)

42

Stock

Receipts

Orders

Inter-stores receipt

Signature sheet

Contacts

Machinery

Stock

Work orders

Handover logs

Contracts

Rental offer

Construction sites

Calendar

Documents

Data

Messages

Reports

Support

The release note functions as a delivery note, and it is one of the ways to deregister an article, machine or something else for warehouse balances - it must first be registered into the balance through a receipt. The release note can be "merged" with a contract, work order, order, offer or invoice to keep everything connected.

Exit

Save & exit

Save

Print

E-mail

Based on

Record

The release note, like any other documents, can be based on any existing document so that there is no need to re-enter all the data.

Filling in the information about the client and after that (if you did not create it based on another document) you add the items that you previously entered under articles (p. 34).

Client

Name

Address

Mjesto

Country

VAT Id

Phone

In addition to entering the name and surname of the person who picked up the article, it can be requested even a digital signature of that person by clicking on the *Assumed by* icon, where a blank signature window opens.

Signature sheet

Branch

ZG - Zagreb

Document number

23

Document date

23.5.2023.

Downloaded by (name and surname)

Signature

Assumed by

The release note is closed with recording.

## DOCUMENTS – lease invoices

43

Finances

Invoices

Offers

Payments

Balance and payments

Contacts

Machinery

Stock

Work orders

Handover logs

Contracts

Rental offer

Construction sites

Calendar

Documents

Data

Messages

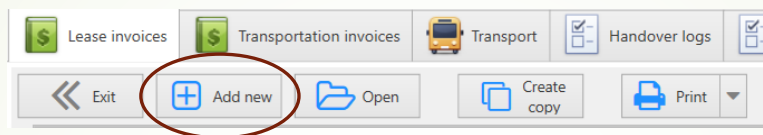
Reports

Support

Best way to create a lease invoice based on the contract is from the contract itself (p. 26) Method of creation:

1. Select the contract for which you want to create an invoice

2.



If you want to create a lease invoice, then press *Add new icon*. For transport, select *Transport* icon and also press *Add new*.

Račun				Client		Amount	
Branch	ZG - Zagreb	Group	Najam	Name	REKLAMART d.o.o. Osijek	Total	45,00 Eur
Document number	1209	Payment device	NU1 - Naplatni uređaj 1	Address	Sv. Leopolda Mandića 111 d	Rabate	0,00 Eur
Document date	23.5.2023.	Payment method	Transakcijski račun	Mjesto	Osijek 31000	Net	45,00 Eur
Time	13:18	Currency	Eur	Country	Hrvatska	VAT	11,25 Eur
Payment date	23.5.2023.	Exchnage rate		VAT Id	73375558703	Gross	56,25 Eur
Odgoda plaćanja	0	Contract	354-2023-ZG	Phone	(031) 250250		
Date of delivery	23.5.2023.	Work order		Bonitetna ocjena:	D2		
Important	<input type="checkbox"/>	Offer		Saldo:	0,00		
		Signature sheet		Invoice type	Tuzemni račun		

Zadnji dan najma/Ugovora: 18

☐ Važno ☐ Pregledano

All information is filled in automatically except for the number of days for which you want to create an invoice.

DOCUMENTS – lease invoices

44

Selecting the rental period and clicking on the *Lease calculation*, number of days that should be invoiced is automatically filled in. If you don't want it automatically, you can do it manually, which is explained below.

Items

Other data

Transport

Documents

+

 Add new

Edit

Delete

Obračun za najam

Machine: VP-14-5

	Skladište	Šifra artikla	Naziv artikla/usluge	Jedinica Mjere	Količina	Netto Cijena	Netto Iznos	Rabat (%)	Rabat Iznos	Netto Cijena - Rabat	Netto Iznos - Rabat
1		316	NAJAM (18.5.2023. - 18.5.2023.)	dan	1,00	45,00	45,00	0,00	0,00	45,00	45,00
2		317	OSIGURANJE	dan	1,00	0,00	0,00	0,00	0,00	0,00	0,00
3		318	EKO TAKSA	dan	1,00	0,00	0,00	0,00	0,00	0,00	0,00

Double-clicking on line 1, 2 or 3, you can change the data as well as the quantity or price.

Item

Warehouse

Article/Service

Unit of measure

Quantity

Net price

Net amount

VAT

Reason from release

316

dan

1,00

45,00

45,00

Eur

25%

Nema oslobođenja

From

To

Description / Translation (Hr)

Gross price

Gross amount

Rebate

18.5.2023.

18.5.2023.

NAJAM

56,25

56,25

Eur

0,00

Accept

Cancel

If it is an invoice for which VAT must not be included for some reason, you can select it here

Enter the period for which the invoice is made.

The quantity is automatically filled in. If necessary, it can be corrected manually.

Each line is filled in the same way.

DOCUMENTS - transport invoices

45

Stavke

Ostali podaci

Prijevoz

Dokumenti

Dodaj

Izmjeni

Briši

Obračun za najam

1.	Skladište	Šifra artikla	Naziv artikla/usluge	Jedinica Mjere	Količina	Netto Cijen.	Netto Iznos	Rabat (%)	Rabat Iznos	Netto Cijena - Rabat	Netto Iznos - Rabat
1		PR-UG	Prijevoz br. 390-2023-ZG (21.4.2023.), Ugovor br. 214-2023-ZG Relacija: Velika cesta 67, Odra - Industrijska ulica 24, Hrušćica,	kom	1,00	44,00	44,00	0,00	0,00	44,00	44,00

All data is entered automatically if you select a contract for which a transport invoice should be created. If you open a new invoice where nothing is written in the articles, there is a possibility that you should not create an invoice under that contract because there is no document accompanying bill of landing.(prijevoznica).

If you still need to create an invoice, you can do it manually.

4. After that, enter the amount of transport and its price. You can enter transport from address to address in the description.

2.

Stavke

Ostali podaci

Prijevoz

Dokumenti

Dodaj

Izmjeni

Briši

Obračun za najam

3.

Stavka

Skladište

Artikl/Usługa

J.M.

Količina

Netto cijena

Netto iznos

PDV

Razlog oslobođenja

Opis / Prijevod (Hr)

Brutto cijena

Brutto iznos

Rabat %

Prihvati

Odustani

Enter the article code that you added earlier (p.34) for such cases. It might look like this:

Artikl/Usługa

J.M.

Količina

470

kom

0,00

Opis / Prijevod (Hr)

PRIJEVOZ - odvoz i povrat stroja po ugovoru o najmu br -2019-ZG, lokacija

Invoice can be sent by e-mail or e-Invoice.



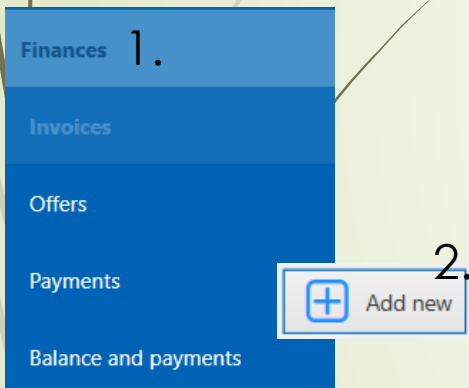
## Documents - invoices

46

You can create invoices based on an offer, work order, receipt, etc. Most often, this is the best way, because it is the fastest and safest way, and there is a high probability that you will not make any mistakes.

When creating an account based on, for example, an offer, you need to change the invoice group.

If you want to create an account that does not have an existing document that will be the base for an invoice, then you should do this:



3.

Group	Prodaja
Payment device	NU1 - Naplatni uređaj 1
Payment method	Transakcijski račun
Currency	Eur
Exchnage rate	
Contract	
Work order	
Signature sheet	

Client	
Name	NEXE d.d.
Address	Tajnovac 1
Mjesto	Zoljan 31500
Country	Hrvatska
VAT Id	62612424147
Phone	(031) 616100
Bonitetna ocjena:	B1
Saldo:	0,00
Invoice type	
Tuzemni račun	

If the invoice is linked to a contract, work order, offer, or issuing document, select it here.

Enter the name of the client for whom you are creating an invoice.

Invoices can be:

Tuzemni račun
Devizni račun
Tuzemni račun za primljeni predujam
Račun za isporuke unutar EU
Devizni račun za primljeni predujam

The group can be, e.g.:

- rent
- transport
- service
- sales...

Choose one from drop down menu.

4.

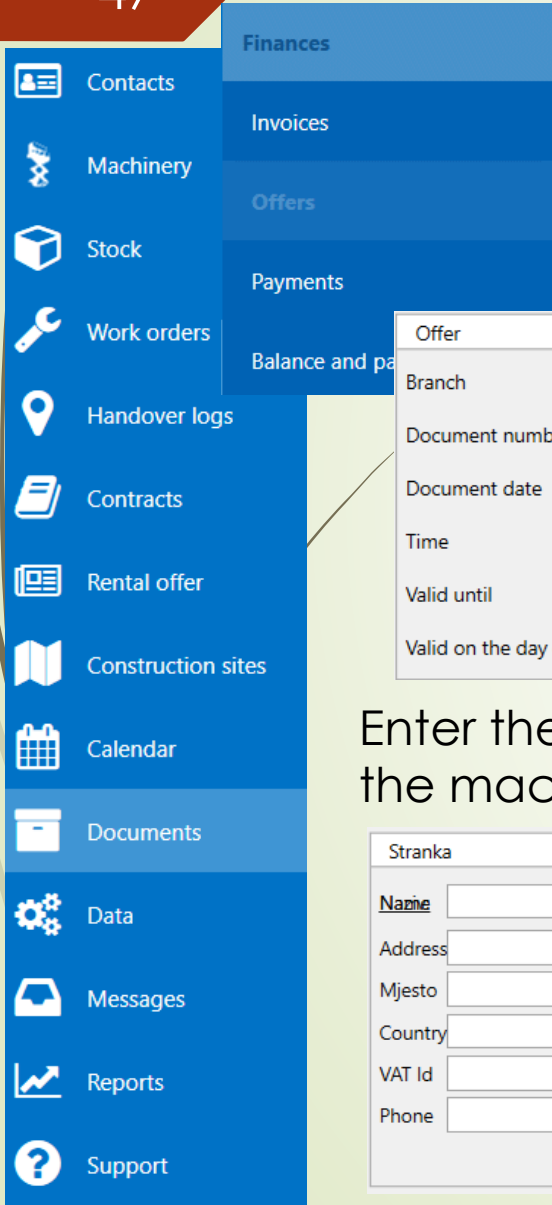
Items	Other data	Transport	Documents
Add new	Edit	Delete	Obračun za najam

Finally, enter the invoice items.



## DOCUMENTS – offers

47



Like everything else, you can make an offer based on any other document. In this case, the data is filled in automatically. If not, then it is done in this way:

Offers can be for anything other than lease as there is already a separate category for that.

Select the offer group as you do for invoices (the groups are the same).

Enter how many days the offer is valid and what is the status of that offer (the status of the offer should change with each new information from the client). Also, if the offer is for an item, indicate if it has been ordered.

The 'Offer' form contains the following fields: Branch (ZG - Zagreb), Group (Ostalo), Document number (153), Currency (Eur), Document date (24.5.2023.), Exchnage rate, Time (11:11), Deferment of payment (0), Valid until (24.5.2023.), Status (U čekanju), Valid on the day of (0), and Ordered (checkbox). Red arrows point to the 'Group' dropdown, the 'Status' dropdown, the 'Valid on the day of' spinner, and the 'Ordered' checkbox.

Enter the name of the client and select the machine (if it is a machine).

The 'Stranka' form includes fields for Name (dropdown), Address, Mjesto, Country, VAT Id, and Phone. The 'Machine' form includes fields for Machine (dropdown), Internal code, Machine name, and Chasis number. There is an 'Add machine' button with a plus icon.

An order that has already been made can be inserted into the offer as well as into the receipt (p.38). If it is something completely different, insert items with their prices into the items (it can be a service, an item or anything else)

## DOKUMENTI-update i saldo update

48

Payments are linked to the bank

Payments are withdrawn from one of 3 choices. It is withdrawn by clicking on one of the icons.

Payment can be added manually, which can be in the minus or in the plus.

Clicking on balance and payments, all clients to whom we have issued an invoice or who have paid us money in advance according to the offer open.

When opening the client, a list of all issued invoices and all received related payments is displayed.

- By pressing "connect automatically" all payments are connected to the invoice in order.
- If you want to delete a payment, you can by clicking on delete invoice payments.
- The report balance is the client's card, which shows all previous transactions (can be selected an overview for a certain period)
- Open items are used for a collective overview of open invoices and how much are overdue.

# DOCUMENTS - transport, bill of lading

49

Contacts

Machinery

Stock

Work orders

Handover logs

Contracts

Rental offer

Construction sites

Calendar

Documents

Data

Messages

Reports

Support

Transport

Transport

Bill of lading

Travel worksheet

By opening the transport item, you can get an overview of all the transports created so far and all the data entered in the documents accompanying bill of landing.

The bill of lading must be filled in before each start of transportation by selecting a specific documents accompanying bill of landing from the drop – down menu in the related documents and clicking on add.

1. Bill of lading information

Related documents

Documents

2. 

Prijevoznice

466-2023-ZG

Dodaj

3. After adding the document accompanying bill of landing, the data is filled in automatically. Returning to the „Bill of landing information”, it is necessary to press the fill button in order to add information about the weight of the machine you are transporting.

4. Before you start filling in the right part of the page where you enter the time and kilometers, you need to indicate which vehicle you will use for the transport.

Bill of lading information

Related documents

Documents

Vehicle

MAN PLAVI - ZG-UPR-08

Meter reading

508770

Time

Arrival

15:10

Departure

15:55

Loading

6:10

Unloading

15:40

Ostalo:

Issue date

2

Mjesto izdavanja

Hrušćica

Loading date

2

Mjesto utovara

Industrijska ulica 24, Hrušćica,

Delivery date

2

Mjesto istovara

Novalja, Otok Pag,

Load quantity, type and mass

Stroj: ZD-20-5 Masa: 9.600 kg  
Stroj: ZD-16-11 Masa: 6.200 kg  
Ukupna masa: 15.800 kg

Ispuni

List of deeds accompanying bill of lading

Prijevoznica 597-2023-ZG  
Prijevoznica 598-2023-ZG

Transportation and related costs

Signature

Sender

Receiver

Transporter

Mieage (km)

When loaded

357,00

Without load

390,00

Cargo transported in kg

Loaded

15.800,00

Unloaded

15.800,00

Drive

Executed ton/km

Motor vehicle

Trailer

EXAMPLE

# DOCUMENTS – travel worksheet and vehicle expenses

50

- Contacts
- Machinery
- Stock
- Work orders
- Handover logs
- Contracts
- Rental offer
- Construction sites
- Calendar
- Documents
- Data
- Messages
- Reports
- Support

Prijevoz

Prijevoz

Teretni list

Putni radni list

Troškovi vozila

The travel worksheet and vehicle expenses is used to keep records of vehicle mileage.

Enter data from the fuel bill in the vehicle expenses.

Enter vehicle data in the worksheet as well as in the bill of lading.

Pošta

Poslovnica: ZG - Zagreb

Broj Dokumenta: 22

Datum Dokumenta: 21.4.2023.

Vozilo

Tip troška Gorivo

Netto iznos 0,00

Pdv iznos 0,00

Brutto iznos 0,00

Napomena:

## VEHICLE EXPENSES

Bill of lading data Documents

Transportation type

Driver crew members

Direction, i.e., direction

Vehicle

Driver

Garage - departure

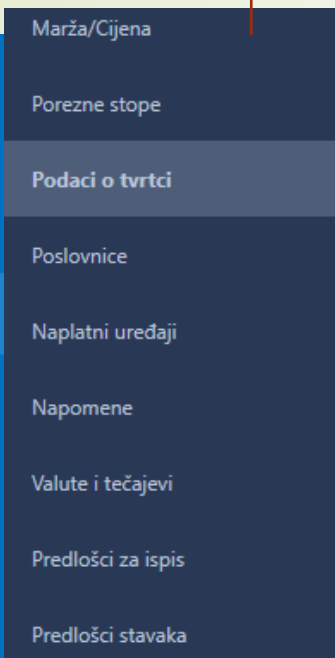
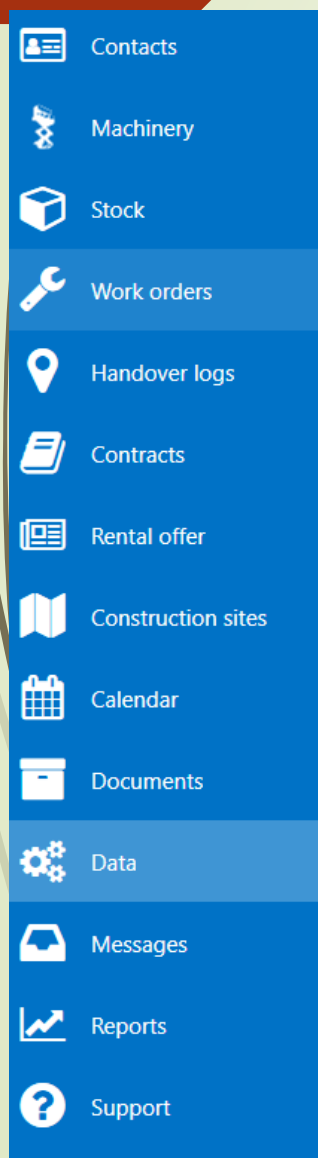
Date Time 0:00 Meter readings

Garage - return

Date Time 0:00 Meter readings



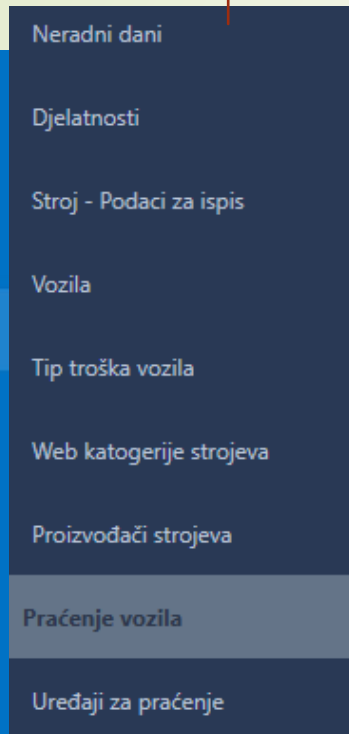
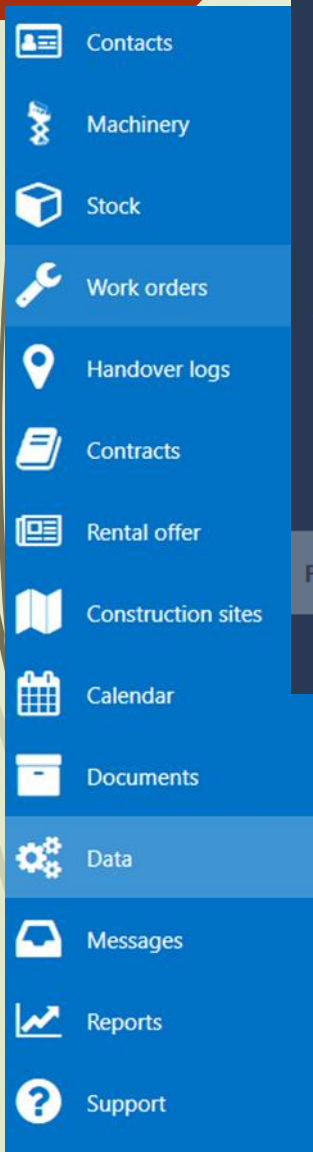
Kod mene u programu nije istovjetno, pa sam ostavila screenshot od Ružice



- *Margin/price* - the place where you enter how you want the margin to be calculated. Example: price up to 5.00 – margin 200%. Later, when entering the item in the receipt, it is displayed in such a way that every item whose price is less than €5.00 has a margin increased by 200%.
- *Tax rates* – entering the tax that is used
- *Information about the company* - entering the company's headquarters and possible branches as well as entering the IBAN of the bank account
- *Notes* - a list of all notes that you can include with certain actions, for example, with the invoice for countries in the EU, it will be written that it is exempt from VAT calculation according to Art. 41, paragraph 1 of the VAT Act
- *Currencies and exchange rates* – can be connected to the CNB and the average exchange rate for that day can be checked at any time
- Printable templates
- Paragraph templates

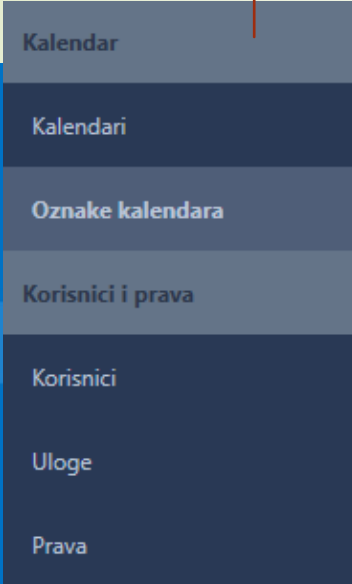
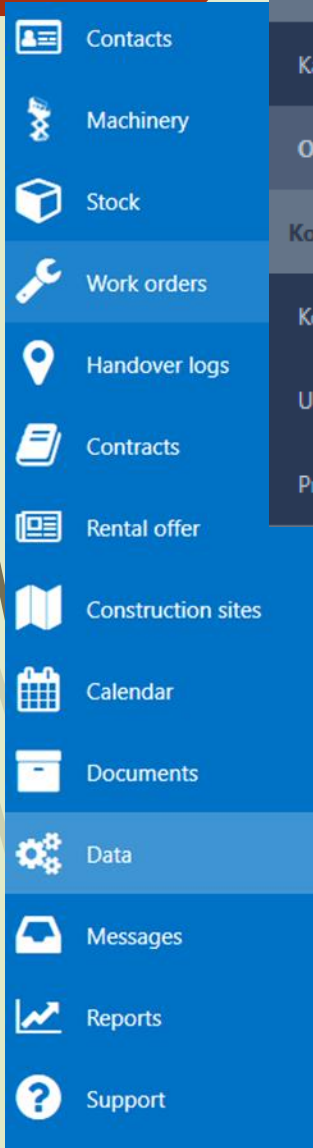


Kod mene u programu nije istovjetno, pa sam ostavila screenshot od Ružice



- Non-working days – list of all non-working days in the current year
- Activities – a list of all activities that your clients are engaged in so that it is easier to divide clients into groups, e.g. video surveillance, construction, electrical installations...)
- Machine – Data for printing – a list of all possible characteristics of the machine and checking the box (in the right-hand column) for those characteristics that you want to include in the offer
- Vehicles – here you can insert all the official vehicles you have, and you can insert traffic licence, pictures, insurance, etc. into the documents.
- Vehicle cost type –
- Web categories of vehicles – a list of all brands of vehicles/ machines that are automatically uploaded to the web
- Machine manufacturers – vehicles – list of all vehicle/machine brands
- Tracking devices – enter a list of all machines that have built-in navigation along with the phone number, IMEI code and the internal code of the machine. The boxes in the disabled column that are marked with a check mark indicate all machines with navigation turned off and vice versa.

Kod mene u programu nije istovjetno, pa sam ostavila screenshot od Ružice



- Calendar tags – enter the tags you want to appear or for whom they should appear (p. 33) and mark them with a color for easier recognition
- Users – a list of all users and their permissions or obligations
- Roles – list of all roles that can be played by employees and/or directors
- Rights – permissions that employees of certain groups can access

Creating a new user/employee:

- Filling in name and surname information
- Creating a password to enter the program
- Entering an email address
- Group: work that a person does, for example service
- Section under ROLES, selection of all roles of that employee, e.g. repairman, machines, machine tracking...

- Contacts
- Machinery
- Stock
- Work orders
- Handover logs
- Contracts
- Rental offer
- Construction sites
- Calendar
- Documents
- Data
- Messages
- Reports
- Support

The messages are there so that internal communication between employees can be conducted. Also, some messages can be automatically sent to a specific person. For example, each time the person in finances indicates that the client has paid for the offer in a way to indicate the status of the offer as paid. Then a message automatically arrives to the service manager that the offer has been paid.

**Ružica Baštijanović**  
Ponuda 92/2023 - ENERCO SOLAR d.o.o. je plaćena

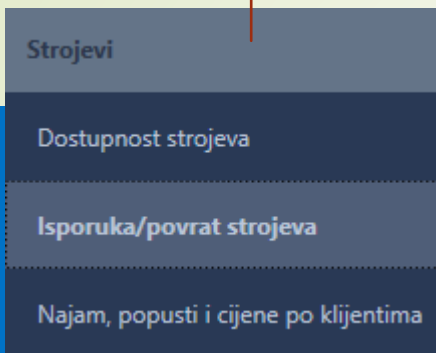
29.3.2023. 10:16:19

Status

U čekanju

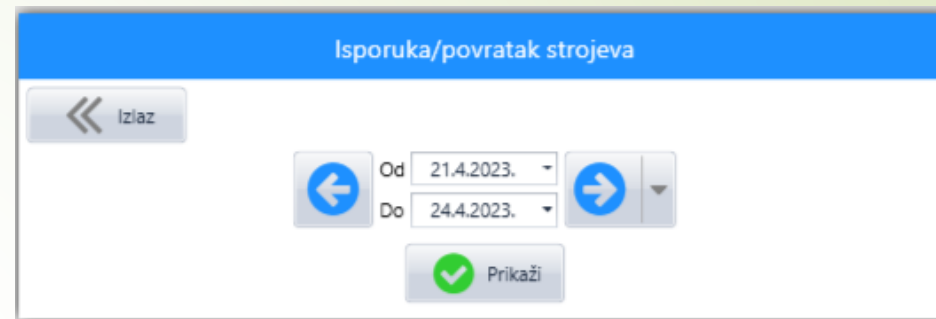
Status
U čekanju
Prihvaćeno
Naručeno
Neprihvaćeno
U Natječaju
▶ Plaćeno

Kod mene u programu nije istovjetno, pa sam ostavila screenshot od Ružice

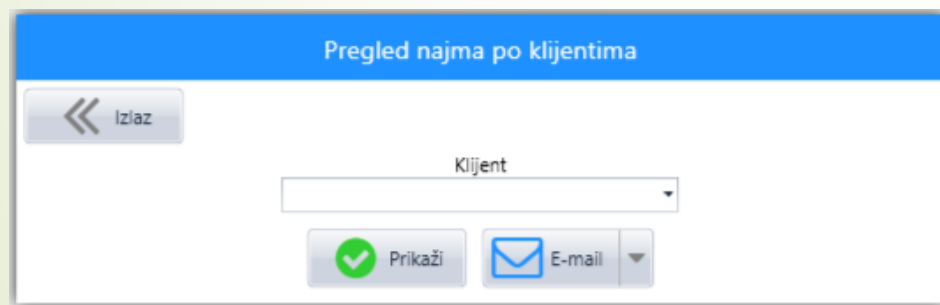


Delivery/return of the machine – serves to see the total transport for a certain period.

After selecting the period, a PDF document opens where you can see the transports for the selected period



Lease, discounts and prices by client – you can choose for which client you want to see, for example, the last rental price so that a new offer with the same price can be made.



From the drop-down menu, select for which client you want to see the leases, and a list of all previous collaborations, the period and price for which it was applied to opens in PDF.



Kod mene u programu nije istovjetno, pa sam ostavila screenshot od Ružice

## REPORTS

56

- Contacts
- Machinery
- Stock
- Work orders
- Handover logs
- Contracts

- Rental offer
- Construction sites
- Calendar
- Documents
- Data
- Messages
- Reports
- Support

- Financije
- Zbirni pregled naplate
- Saldo klijenata
- Otvorene stavke
- Naplata računa
- PDV po naplati
- Cash flow najma

- After you open the billing overview, a list of all clients who are overdued are shown.
- By clicking on Clients balance and open items, you can access a specific customer more quickly (p. 48)
- Billing overview
- VAT upon payment
- The rental cash flow is used to see how much income there is under a certain contract in a certain year. It is displayed in an excel table with the entered amounts.

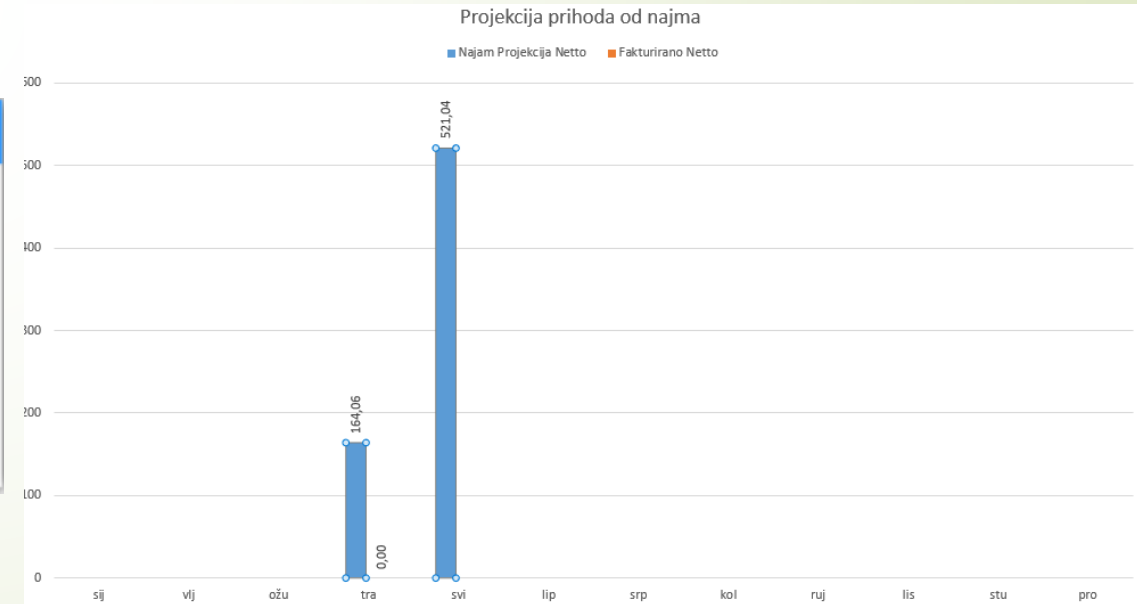
**Cash flow najma**

← Izlaz

Ugovor  
275-2023-ZG

Godina  
2023

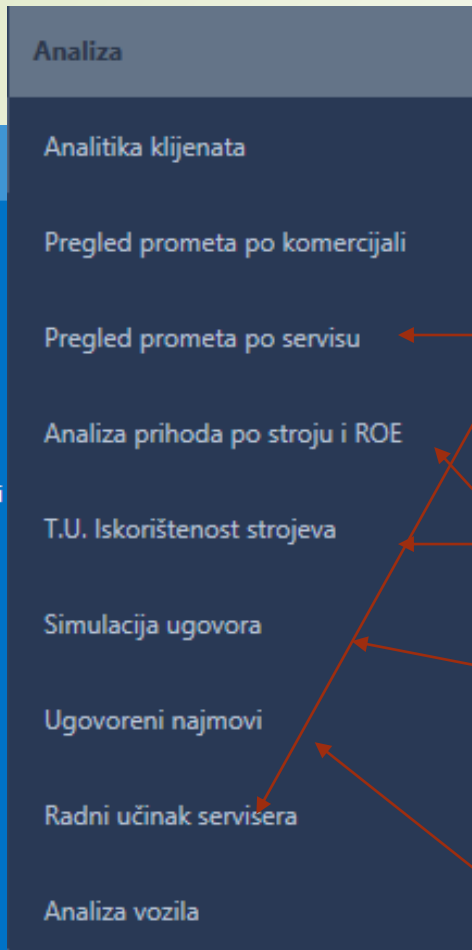
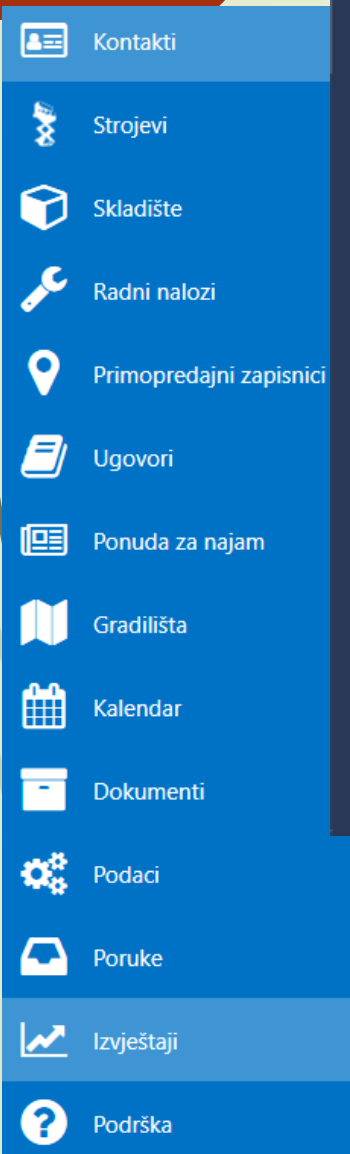
✓ Prikaži





## REPORTS

57



Client analytics and overview of annual trade by commercial is a display in excel for each client and its commercial person, and annual trade made for a certain year.

The overview of trade per service is also displayed in excel and it is possible to choose for which year or month the performance of an individual service provider is to be seen.

An overview of the value of the machine compared to its profitability according to the issued leases

A list of all machines in ideal conditions (if they were rented for 30 days) with the daily price included so that you can see the potential income of a particular machine.

Display of rents in an excel table for a specific period, for example 2021 and 2022, by month and total income by month. With a display of profit/loss in percentages compared to year before.