October 2017 Version 2.1

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| INFUSION BUSINESS SOFTWARE LTD | infusion Business software installation guide |

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# Software Setup

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| Financials Initial SetupInitial Setup screen  * From the newly created desktop icon power small open Infusion. * An initial Financials Setup screen is required to be completed before proceeding.      * The Date of Conversion is the date at which Opening Balances from another system are entered or the date after which data will be entered into the software. eg enter 31/03/2016 to begin entering transactions dated 01/04/2016 and after. * Select the Financial Year the software should currently be in. It may be that the conversion date is during the prior financial year to allow history to be entered. Remember that the financial year is the calendar year that it STARTS in ie 2016 for 01/04/2016 to 31/03/2017 financial year. |
| Purge Data  * If the system has been used for a trial or demonstration, it may be necessary to Purge Data to ensure there is no data in the system before you begin. * To do this: Select the option Purge Data from the Admin \ Other Menu. * Tick all options except: * Financials Including Chart of Account. * System Settings. * If you wish to setup a Chart of Accounts from scratch. Tick the Financials Including Chart of Account option. * Click Purge Data. Once the data has been purged the software will exit. Reopen Infusion. |

# Licensing Infusion Business Software

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| Registration  * To be able to use the software on an ongoing basis it will need to be registered. To do this, open Infusion and go to **Admin / Other / Enter License Information.** * The Terms and Conditions must be agreed to proceed any further. If you want to use Infusion software you must agree to the license agreement. * To License the software, type in company details in the spaces provided then print a License form. email or fax this to Infusion Business Software Limited on 03 962 7022 or email to [registrations@infusionsoftware.co.nz](mailto:registrations@infusionsoftware.co.nz) * A License key will be emailed back to the Customer and a copy sent to the Partner for their records. This will not be done unless there is **authorisation** **by an Infusion Partner** on the form. Enter the License into the “License #” field and select Save. * Should the software need to be re-installed the license will need to be re-entered. * If the software is on a network then the license information needs to be entered on just **one** PC.      * The Registration is dependent on the **Name** and first **two lines of the customers address**. Together with the software version, modules and user configuration. * A change in phone number, email or contact details does not require a new registration number. * The software is registered to the company named and is not transferable * If the business is sold then the new owners will be required to take up a new subscription to continue to use the software. * The old owners will continue to pay their subscription or maintenance until such time as they cease to trade and complete the wind up of the business accounts. |
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# Pre - Installation Checklist

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| |  |  | | --- | --- | | Company Name |  | | Contact Person |  | | Position |  | | Mobile |  | | Partner |  | | Location |  | | Software Package |  | | On Premise or Cloud Hosted |  | | Remote Access Required by Staff |  | | No. of Standard users |  | | No. of POS users |  | | No. of Eftpos users |  | | No. of Mobile users |  | | Customer Portal | Yes / No | | Off Site Backup - Keep It Safe |  | | Supplier EDI’s Required |  | | SMS Messaging Required | Yes / No | | Email Service Provider |  | | Current Accounting solution |  | | Current POS solution |  | | Current Payroll solution |  | | Marketing Referral |  | | Version no. installed |  | | Date of Installation |  | | Hardware Site Audit completed and Approved |  | |
| Conversion Installation ChecklistIn the Source Software  |  |  | | --- | --- | | Backup the source software |  | | Print Debtor Control report |  | | Print Creditor Control report |  | | Print Balance Sheet |  | | Print Stock Valuation report |  | | Print Bank Reconciliation |  | | Print Trial balance |  | | Print Unbilled Jobs report (if using Job Costing) |  |  In Infusion Software  |  |  | | --- | --- | | Check and make sure the latest version of Infusion is installed (Version \_\_\_\_\_\_) |  | | Run the Conversion Program from INFUSION folder or Import the CSV Data Files |  | | Backup INFUSION |  | | Re-index Files |  | | Print the Customer Verification report and compare to the source software Debtor Control report |  | | Print the Supplier Verification report and compare it to the source software Supplier Control report |  | | Print the Product Valuation report and compare it to the source software Stock Valuation report |  | | Print the Trial Balance report and compare it to the source software Trial Balance report |  | | Print the Balance Sheet report and compare it to the source software Balance Sheet report |  | | Print the Invoice Totalling report from Partner Menu |  | | Print the Financial Audit report from Partner Menu |  | | Run the System Verification report, check for “Out of Balances” |  | |  |  | |  |  | |  |  | |  |  | |  |  | |

# End User Questionnaire

The following section covers the questions to ask the end user to determine how they currently use their system and their requirements moving forward.

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| Infusion Defaults |
| **System Defaults**Preferences  |  |  |  | | --- | --- | --- | | “Esc” Exits Window | | Y / N | | Staff Code Required on All Transactions | | Y / N | | Entered By Required on All Transactions | | Y / N | | Shade Manage Customers | | Y / N | | Print Company Name on Layouts | | Y / N | | Prompt for a reason when deleting | | Y / N | | Shade Selected Column | | Y / N | | Use Default Printer when printing Labels | | Y / N | | Ask Non Critical Confirmation Questions | | Y / N | | Management Reports – Round to nearest Dollar | | Y / N | | Product Management Reports – No Decimals for Quantities | | Y / N | | “Proper” – Names and Addresses | | Y / N | | Check for last back up daily | | Y / N | | Exclude Backup check for Saturday | | Y / N | | Exclude check for Sunday | | Y / N | | Go to “CODE” – first, where possible | | Y / N | | Transaction Lockout Date | |  | | Transactions cannot be entered before: | | / / | | Transactions cannot be entered after: | | / / | | Default Cashbook Receipt Method | | Y / N | | Warn when duplicate cheque number used | | Y / N | | Company Logo File | | Y / N | | Force log off time | Y / N | : | | Allow back on time | Y / N | : |  Search Options:  |  |  | | --- | --- | | Filtered Search Threshold qty eg: 1000 |  | | Use Filtered Search | Y / N | | Pre fill ‘Filtered Search’ – (Warning. May slow system when large dataset) |  | | Open Item, When ‘Enter” | Y / N | |
| Financial Control Defaults G/L ID   |  |  | | --- | --- | | Customer Control |  | | Customer Discounts |  | | Finance Charges |  | | Supplier Control |  | | Supplier Discounts |  | | Freight Inwards |  | | Freight Outwards |  | | Rounding |  | | Default Sales |  | | Default Purchases |  | | Default Closing Stock |  | | Trade In Sales |  | | Trade in Purchases |  | | GST Income |  | | GST Expenses |  | | GST Payment |  | | Progress Claims |  | | Job Deposits Received |  | | POS Float |  | | Rental/Hire Security deposits |  | | Credit Card Surcharge |  | | Surcharge % Rate |  | | Custom Fields |  |  Cash Flow Defaults  |  |  | | --- | --- | | Default Funds In Monthly Percentages | % | | Default Funds Out Monthly Percentages | % | |
| Staff Defaults  |  |  | | --- | --- | | Staff Defaults Custom Fields | Y / N | |
| GST Defaults  |  |  | | --- | --- | | GST Registration Number | Y / N | | GST Basis – Attach a copy of the previous return to confirm the Number and Method |  | | Invoice Basis (accrual) | Y /N | | Payments Basis (cash) | Y / N | | GST Rates |  | | Primary Rate (inclusive – I Exclusive – E) |  | | Alternate Rates |  | |

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| Customer DefaultsPreferences Tab  |  |  |  | | --- | --- | --- | | Automatic Account Numbering | | Y / N | | Next Account # | |  | | Automatic Sort Key creation | | Y / N | | Include Title in Individuals’ Account Names | | Y / N | | Default Overdue Interest Rate | | Y / N | | Print Receipts | | Y / N | | Auto Pay can partially pay Invoices | | Y / N | | Place Backorders on Hold | | Y / N | | Update Date on Opening Pending Invs | | Y / N | | Prompt for Marketing when Invoicing | | Y / N | | Activate Deferred Payment Option | | Y / N | | Prompt for Refund Method when issuing a Refund (Via Payment Screen) | | Y / N | | Confirm Payment Method when receiving payment (Invoice and Payment Screen) | | Y / N | | Require Zip/Area Code | | Y / N | | Require Marketing/Referral | | Y / N | | Require Sales Rep | | Y / N | | Automatic Country on Address | | Y / N | | Print Quotes | | Y / N | | Consolidate Backorders | | Y / N | | Require a Contact | | Y / N | | Schedule Barcodes on Packing Slips | | Y / N | | Require a Phone Number | | Y / N | | Require Address Lines 1 & 2 | | Y / N | | Requires Type | | Y / N | | Requires Region | | Y / N | | Customer Aging Method | Months or Days | Y / N | | Default Payment Terms | | Y / N | | Payment Message – Bank Account Details | | Y / N | | Next Quote # | | Y / N | | Quotes Valid For | Days | Y / N | | Keep invoices for | Years | Y / N | | Keep transactions for | Years | Y / N | | Default Label Layout | | Y / N | | Default Label Address | | Y / N |  Invoices  |  |  | | --- | --- | | Next Invoice # |  | | Default Freight |  | | Show Percentage / Dollars Value (Discounts on Invoice, Quote and Packing Slip Layouts) |  | | Allow Discounts | Y / N | | Activate Backorders | Y / N | | Stop Overwriting Invoice # | Y / N | | Stop Overwriting Rates | Y / N | | Don’t warn when selling below cost | Y / N | | Ask for Cost on Products with no Cost | Y / N | | Ask Cost when using G/L IDs | Y / N | | Place Pending Invoices on HOLD | Y / N | | Print Packing Slips when Saving | Y / N | | Print Packing Slips when Posting | Y / N | | Print Invoices when Saving | Y / N | | Print Invoices when Posting | Y / N | | Email Packing Slips when Saving | Y / N | | Email Packing Slips when Posting | Y / N | | Print Delivery Label when Saving | Y / N | | Print Delivery Label when Posting | Y / N | | Subtract GST when Prices include GST and selling to International Customers | Y / N | | Prompt for Staff Code before accessing Invoicing / Quotes | Y / N | | Prompt to Order when insufficient stock on saving / posting (Invoice screen) | Y / N | | Show Loyalty information on Invoices | Y / N | | Don’t check for duplicate Order Numbers in Invoicing | Y / N | | Don’t check for duplicate Order Numbers on Backorders. | Y / N | | Show selling units on Invoice / Quote screens | Y / N | | Show Kitset Buildup on Packing Slip | Y / N | | Show Kitset Buildup on Invoices | Y / N | | Prompt for Item Details when Posting Invoices | Y / N | | Prompt to load the components of a kitset individually onto an Invoice / Quote | Y / N | | Prompt for Location when Invoicing | Y / N | | Always Prompt for Payment when Invoicing | Y / N | | Print Terms and Conditions (inc Quotes) | Y / N | | Hold Invoice Date used on a previous invoice | Y / N |  Invoicing Fields  |  |  | | --- | --- | | Notes Title | Y / N | | Text Fields | Y / N | | Date Fields | Y / N | | Inv Line Fields | Y / N |  Statements Tab  |  |  | | --- | --- | | Statement Messages | Y / N | | Current | Y / N | | 1 Month | Y / N | | 2 Months | Y / N | | 3 Months | Y / N |  Custom Field Tab  |  |  | | --- | --- | | Custom Fields | Y / N |  Messages Tab  |  |  | | --- | --- | | Messages Fields | Y / N | | Invoice Message | Y / N | | Packing Slip Message | Y / N | | Quote Message | Y / N |  Contacts Tab  |  |  | | --- | --- | | Custom Fields |  |  Deferred  |  |  | | --- | --- | | Text to Appear on Deferred Payment Schedule of Quotes and Invoices |  |  Layby  |  |  | | --- | --- | | Text entered will be printed on the Layby Payment Schedule of Quotes and Invoices |  | | Days to Pay |  |  Direct Debits  |  |  | | --- | --- | | Default Direct Debit Settings |  | | Details to appear on Customer’s Bank Statement |  | | Details to appear on our Bank Statement |  | | Create an entry for each Customer in the bank reconciliation | Y / N |  Marketing  |  |  | | --- | --- | | Custom Text Fields up to 18 Marketing Options |  | |
| Supplier DefaultsPreferences Tab  |  |  |  |  | | --- | --- | --- | --- | | Automatic Account Numbering | | | Y / N | | Next Account # | | |  | | Automatic Sort Key creation | | | Y / N | | Include Title in Individuals’ Account Names | | | Y / N | | Print Remittance Advices | | | Y / N | | Auto Pay can partially pay Invoices | | | Y / N | | Automatically Authorise for Payment | | | Y / N | | Don’t allow updating of selling prices when receiving goods | | | Y / N | | Print Cheques | | | Y / N | | Require Zip/Area Code | | | Y / N | | Supplier Aging Method | Monthly or Days | |  | | Default Payment Terms (number of days, cash sale only, given day after EOM) | | |  | | Next P/Ord # | | |  | | Allow overwriting of PO numbers | | | Y / N | | Keep transactions for | | Years |  | | Keep invoice/PO’s for | | Years |  | | Default Label Layout | | | Y / N | | Default Label Address | | | Y / N |  Custom Fields Tab  |  |  | | --- | --- | | Custom Fields | Y / N |  Messages Tab  |  |  | | --- | --- | | Purchase Order Message | Y / N | | Remittance Message | Y / N |  Contacts Tab  |  |  | | --- | --- | | Custom Fields | Y / N |  Invoices Tab  |  |  | | --- | --- | | Exclude GST or Include GST. | Y / N | | Print Supplier Invoice | Y / N | | Verify Invoice Total | Y / N | | Automatically add Packing Slips | Y / N | | Require Job ID on all Invoices. | Y / N | | Custom Fields | Y / N |  Orders Tab  |  |  | | --- | --- | | Print Purchase Orders | Y / N | | Print Receipt Confirmations | Y / N | | Show Purchase Units (On Screen), | Y / N | | Show Selling Units (On Screen) | Y / N | | Show Ratios (On Screen) | Y / N | | Show Suppliers Code (On Screen) | Y / N | | Allow Invoicing Direct to Customers | Y / N | | Allow Multi Location Ordering | Y / N | | Remove Standard Purchase Order option | Y / N | | Require Job ID on All Orders | Y / N | | Update Order Date when recalling saved Purchase orders | Y / N | | Prompt when Product already on order | Y / N | | Prompt for Auto Order | Y / N | | Print Job labels from P/O when receiving products | Y / N | | Use EOQ for purchase order auto-orders | Y / N | | Select Products set to Preferred Supplier for Auto Order | Y / N | |
| Product DefaultsPreferences Tab  |  |  |  |  | | --- | --- | --- | --- | | Costing Based on | Average / Latest | |  | | Quantities have | 0-1-2-3-4 Decimals | |  | | Rates have | 0-1-2-3-4 Decimals | |  | | Selling Prices are | GST Inclusive / Exclusive | |  | | Default Qty on Invoices | | |  | | Default Qty on Orders | | |  | | Default Qty on Jobs | | |  | | Don’t schedule barcodes when receiving product | | | Y / N | | Print Labels when receiving products | | | Y / N | | Update latest cost when receiving products | | | Y / N | | Update average cost when receiving products | | | Y / N | | Warn when insufficient stock available | | | Y / N | | Insufficient stock warning based on “All Locations” | | | Y / N | | Manual Sales / Adjustments affect Sales Analysis (via Products Only) | | | Y / N | | Hide Costs in Product Enquiry. | | | Y / N | | Hide Costs the Transfers, Write Offs, Enter Order, Receipts and Manual | | | Y / N | | Stop overwriting of Stock Value when updating General Ledger | | | Y / N | | Require Closing Inventory G/L when adding products | | | Y / N | | Convert millimetres to metres when using dimensions | | | Y / N | | Warn when using Pricebook items associated with Products | | | Y / N | | Activate Priced Barcodes (Invoice/pos) – For Barcodes starting with 0 (Zero) | | | Y / N | | Automatically Number Products | | | Y / N | | Next Product # | | |  | | Keep History For | | Num Years: |  | | Default Barcode Layout | | | Y / N | | Default Barcode Price | | | Y / N |  Docket #’s Tab  |  |  | | --- | --- | | Next Transfer # |  | | Next Write-off # |  | | Next Manual order # |  | | Next Sales/adj # |  | | Next Receipt # |  | |
| Price Levels Tab  |  |  | | --- | --- | | Setup of Price Level names  (Retail, Wholesale, Staff etc) |  |  Custom Fields Tab  |  |  | | --- | --- | | Custom Fields | Y / N |  Trade Ins  |  |  |  | | --- | --- | --- | | Trade In Prefix | |  | | Next Trade In # | |  | | Post Sale Processing | Create Product / Do Not Create Product/ Create a Job |  | | Include Trade In on Report | | Y / N | | Trade in A/C (GL ID) | |  | | Product Type | |  | | Group | |  | | Sub Group | |  |  Trade Me  |  |  | | --- | --- | | Start Price |  | | Reserve Price or % of Start Price |  | | Buy Now Price or % of Start Price |  | | Allow Payment By |  | | NZ Bank Deposit | Y / N | | Credit Card | Y / N | | Cash | Y / N | | Safe Trader | Y / N | | Other (please specify) | Y / N | | Automatically send my payment instructions when this listing is won | Y / N | | Pickup / Freight |  | | Allow pick up | Y / N | | Buyer must pick up | Y / N | | Optional Options (refer Trade Me for Fees) |  | | Gallery | Y / N | | Gallery Plus | Y / N | | Featured Listing | Y / N | | Feature Combo | Y / N | |
| Job DefaultsPreferences Tab  |  |  |  |  | | --- | --- | --- | --- | | Label the Module As: | | |  | | Automatically Number Jobs | | | Y / N | | Allow Editing of Job Number | | | Y / N | | Next Job # | | |  | | Default Due Date to a Number of days after Start Date | | Days |  | | Allow Editing of Job Invoices | | | Y / N | | Don’t adjust Job Costs when Editing Job Invoices | | | Y / N | | Mark Costs as Billed when Entered after Job is Complete (Requires Automatically Authorise Costs turned on also) | | | Y / N | | Don’t prompt to print Quote when printing Job Card | | | Y / N | | Check / Order products when converting a Quote to a Job | | | Y / N | | When deleting Job Costs, deal with products by | Returning to Stock / Not Returning to Stock / Prompting each time | |  | | Default Job Type | | |  | | Each Time Unit is | Minute/Minutes Hour/Hours | |  | | Use Created Date as Start Date | | | Y / N | | Don’t Update Customer’s Account Details when saving a Job | | | Y / N | | Default to today’s jobs when opening the Manage Job window | | | Y / N | | Default to today’s jobs when opening the Job Lookup window | | | Y / N | | Display Expected Duration on Manage Job window (when filtered by date) | | | Y / N | | Prompt for OK when invoicing from Combine Modify Screen | | | Y / N | | Print receipts for Job deposits | | | Y / N | | Activate Production | | | Y / N |  Cost Entry  |  |  | | --- | --- | | Hold Job ID | Y / N | | Hold Cost Date | Y / N | | Hold Cost Code | Y / N | | Hold Department | Y / N | | Allow Cost Price Changes | Y / N | | Allow Sell Price Changes | Y / N | | Allow Editing of Cost Description | Y / N | | Allow Markup % Changes | Y / N | | Warn when Insufficient Stock Available | Y / N | | Include Time Stamp when adding Notes (Staff Type Only) | Y / N | | Activate Departments/Locations | Y / N | | Ask for Start and Stop Times when Entering Staff Costs | Y / N | | Prompt to Load the components of a kitset individually onto a job | Y / N | | Hide the Cost Price column (Modify Screen) | Y / N | | Skip to the Code field after each cost added (Modify Screen) | Y / N | | Automatically Authorise Costs | Y / N |  Invoicing Tab  |  |  | | --- | --- | | Set Default detail levels to show on Invoices |  | | Include Title | Y / N | | Include Instructions | Y / N | | Include Tech Notes | Y / N | | Mark Job as Complete | Y / N | | Use Job Charge To Details | Y / N | | Don’t Prompt (use defaults) when invoicing from Combined Modify / Cost Entry Screen | Y / N | | Set Summary Descriptions |  | | Preserve Quantity | Y / N |  Custom Fields  |  |  | | --- | --- | | Set Custom Field Titles | Y / N |  Contacts  |  |  | | --- | --- | | Enter titles for up to 3 contacts assigned to Jobs | Y / N |  Job Cards  |  |  | | --- | --- | | Set Default Job Card to be used |  | | Set Descriptions |  |  Schedule  |  |  | | --- | --- | | Time clock minimum time assigned per entry (min/hour) |  | | Normal start time | : | | Normal finish time | : | | Show Map | Y / N | | Display Normal Hours / Days / Weeks / Months / Scheduled / 24 hours |  | | |
| Survey DefaultsPreferences Tab  |  |  | | --- | --- | | Activate Survey when Posting POS Invoices | Y / N | | Activate Survey when Saving or Posting Customer Invoices | Y / N |  Surveys  |  |  | | --- | --- | | Select a Survey to Edit or Create New |  | | |
| Customer Items Defaults  |  |  |  | | --- | --- | --- | | Short Description | |  | | Long Description | |  | | Next Service ID | # |  | | Use Service Due Date when creating a service event | | Y / N | | Assign Service to Staff Code Assigned to Customer | | Y / N | | Create Jobs for Service Events | | Y / N | | Requires Unique Serial Number for Items within each Type | | Y / N | | Prompt to attach a service to a Job if there is a service due within Months | |  | | Prompt if all Warranty details not entered | | Y / N | | |

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| Infusion SettingsCustomers  |  |  | | --- | --- | | Manage Customer Types |  | | Manage Customer Groups |  | | Manage Industry Types |  | | Manage Customer Regions |  | | Manage Delivery Methods |  | | Manage Marketing Types |  | | Manage Customer Label Size |  | | Manage Quote Status |  | | Manage Quote Type |  |  Suppliers  |  |  | | --- | --- | | Manage Supplier Groups |  | | Manage Supplier Types |  | | Manage Supplier Label Size |  |  Products  |  |  | | --- | --- | | Manage Locations |  | | Manage Product Types |  | | Manage Product Groups |  | | Manage Product Sub Groups |  | | Manage Product Compatibles |  | | Manage Additional Price Levels |  | | Manage Barcode Label Size |  | | Manage OPEA Provider |  |  GL Cashbook  |  |  | | --- | --- | | Manage Banking Groups |  | | Manage Budget Types |  | | Manage Cash Flow Groups |  | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Jobs  |  |  | | --- | --- | | Manage Job Departments |  | | Manage Job Status |  | | Manage Job Types |  | | Manage Schedule Centres |  | |  Customer Items  |  |  |  | | --- | --- | --- | | Manage Customer Item Types |  | | | Manage Customer Item Service Types |  | | | Manage Customer Item Service Status |  | | | Manage Warranty Types |  | | | Import/Export  |  |  | | --- | --- | | Manage Imports |  | | Manage Exports |  | | | |  Contact Management  |  |  | | --- | --- | | Manage Contact Management Contact Groups |  | | Manage Contact Management Contact Types |  | | Manage Contact Management Follow Up Types |  |  Rental/Hire  |  |  | | --- | --- | | Manage Rental / Hire Item Types |  | | Manage Rental / Hire Item Groups |  | | Manage Rental / Hire Item Sub Groups |  | | Manage Rental / Hire Statuses |  |  Fixed Assets  |  |  | | --- | --- | | Manage Fixed Asset Types |  | | Manage Fixed Asset Locations |  | | Manage Fixed Asset G/L Links |  | | Manage Fixed Asset Fields (By Type) |  | | Manage Fixed Asset Import Routines |  |  Other  |  |  | | --- | --- | | Manage Text Merge Templates |  | | Manage Custom Texts |  | | Manage ID Types |  |  StaffManage Staff  |  |  | | --- | --- | | Create Staff Member |  | | Active |  | | Activate Schedule/Calendar |  |  Login  |  |  | | --- | --- | | Allow Infusion Login Access | Y / N | | Password |  | | Group 1 | Y / N | | Group 2 | Y / N | | Group 3 | Y / N | | Group 4 | Y / N | | Group 5 | Y / N | | Group 6 | Y / N | | Group7 | Y / N | | POS User | Y / N | | Backup Allowed | Y / N | | Default Location |  | | Allow editing of Discount in Customer Invoice / Quote / Price Enquiry / POS / Jobs | Y / N | | Allow editing of Rates in Customer Invoice / Quote / Price Enquiry / POS / Jobs | Y / N | | Allow viewing of ALL staff in Time Clock Entry | Y / N | | Allow overriding of Overdue Fees (for Rental Hire) | Y / N | | Launch Contact Management Follow Up – To Do List when logging on | Y / N | | Allow access to Terms and Pricing | Y / N | | Allow editing of Selling Prices – In the Modify Products Screen | Y / N | | Allow editing of Cost Prices – In the Modify Products, Quotes, Invoices | Y / N | | Allow editing of Price Level – In the Modify Job Screen | Y / N | | Show only Pending Invoices for Staff Location | Y / N | | Allow Email Now | Y / N | | Allow email using local Email Application | Y / N | | Allow Supplier Invoices to be received with Orders | Y / N | | Allow Access to Product Settings | Y / N | | View Own Schedule | Y / N | | View Schedule Centre | Y / N | | View all Schedule Centres | Y / N | | Centre |  | | Single Credit Note Limit (neg) | $ | | Single P/O Limit | $ |  Product Map  |  |  | | --- | --- | | Available Labour Codes | Y / N |  Sales Budget  |  |  | | --- | --- | | Enter Budget sales values for each month. Note: The figures are for a Financial Year | Y / N | | January | $ | | February | $ | | March | $ | | April | $ | | May | $ | | June | $ | | July | $ | | August | $ | | September | $ | | October | $ | | November | $ | | December | $ | |
| Charts  |  |  | | --- | --- | | 12 Months Sales Comparison with Target | Y / N | | 3 Years Profit and Loss | Y / N | | 4 Years Gross Profit by Location | Y / N | | 4 Years Gross Profit by Manager | Y / N | | 4 Years Gross Profit by Rep | Y / N | | 4 Years Job Sales by Location | Y / N | | 4 Years Sales / Target - Select by Rep | Y / N | | 4 Years Sales by Customer Group | Y / N | | 4 Years Sales by Customer Type | Y / N | | 4 Years Sales by Location | Y / N | | 4 Years Sales by Manager | Y / N | | 4 Years Sales by Product Group | Y / N | | 4 Years Sales by Product Type | Y / N | | 4 Years Sales by Rep | Y / N | | Aged Customer Balances | Y / N | | Aged Supplier Balances | Y / N | | Average Customer Days to pay | Y / N | | Customer (side panel) | Y / N | | General Ledger (side panel) | Y / N | | Last 52 Weeks Sales Analysis | Y / N | | Last 52 Weeks Sales Analysis by Location | Y / N | | My 4 Years Sales | Y / N | | My Location 4 Years Sales | Y / N | | My Location Last 52 Weeks Sales Analysis | Y / N | | New Customers added | Y / N | | New Customers added by Location | Y / N | | New Customers added by Rep | Y / N | | Product (side panel) | Y / N | | Sales by the Hour All Locations | Y / N | | Supplier (side panel) | Y / N | | This Month's Sales | Y / N | | This Week's Sales | Y / N | | This Year's Sales | Y / N | | Today's Sales | Y / N | | Today's Sales POS | Y / N | |
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| Admin Menu Settings |
| Manage Email Defaults  |  |  |  | | --- | --- | --- | | Email Server |  | | | Default Sending Email Address |  | | | Use document creator’s Email Address | | Y / N | | Require Username and Password | | Y / N | | User name | |  | | Password | |  | | Use SSL | | Y / N | | Use TLS | | Y / N | | Server Port | |  | | Test Email Send OK | | Y / N | | SMTP Authorisation Method | |  |  |  |  |  | | --- | --- | --- | | Invoice Message | | Y / N | |  | Send BCC to Sales Rep | Y / N | |  | Send Email to the contact selected on the invoice | Y / N | | Statements Message | | Y / N | | Quotes Message | | Y / N | |  | Send BCC to Sales Rep | Y / N | |  | Send Email to the contact selected on the quote | Y / N | | Receipts Message | | Y / N | | Packing Slip Message | | Y / N | |  | Send BCC to Sales Rep | Y / N | |  | Send Email to the contact selected on the invoice | Y / N | | Remittance Message | | Y / N | | Purchase Orders Message | | Y / N | |  | Use Orderer’s Email address | Y / N | |  | Send BCC to Orderer | Y / N |  Manage Custom Reports  |  |  | | --- | --- | | Custom Reports | Y / N |  Manage Custom Utilities  |  |  | | --- | --- | | Custom Utilities | Y / N |   Manage Import Routines  |  |  | | --- | --- | | Import Routine | Y / N |  Menu Groups  |  |  | | --- | --- | | Set Up Menu Group Levels |  | |

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| Cashbook and Financials SettingsConversion Date Balances  * Enter any conversion date balances under Admin / Other / Enter Conversion Date Balances. If you are converting at the start of a financial year then Enter Opening Balances will achieve the same result.  Trial Balance  * Check the Trial Balance report and Balance Sheet or Profit and Loss for accuracy using Financials / Reports.  Bank Account Details  * Under Financials / Manage G/L IDs enter Bank Account Numbers, the Next Cheque Numbers and Opening Bank Reconciliation Balances (The account must be a Current Asset Transaction account and have the Bank Account tick box flagged to be able to view these fields).  Un Presented Transactions  * Enter any un-presented cheques or deposits into the system. If they are already included in the opening balances entered above, mark them as GST Exempt and disburse them to the G/L ID of the bank account they belong to. This will avoid any changes to your balances. * If they are new entries not included in the opening balances, then mark them for GST as normal and disburse them to the correct G/L IDs. |
| Customer SettingsOpening Balances  * If there are opening balances for the Customer then enter these as Adjustments under the Customer dropdown menu. If the business is on an Invoice Basis for GST then you will want to do these all before keying any new transactions. * You can then print a GST Detail report to list the opening transactions and close off the GST period so the transactions are excluded from the first GST return in Infusion.  Customer Discount Matrix  * Activate the Discount Matrix option for all Customers from the Customers / Utilities menu |
| Supplier SettingsOpening Balances  * If there are opening balances for the supplier then enter these as Adjustments under the Supplier dropdown menu. If the business is on an Invoice basis for GST then you will want to do these all before keying any new transactions. You can then print a GST Detail report to list the transactions and close off the GST period so the transactions are excluded from the first GST return in Infusion. |
| Products Settings **Product Details**   * Select Products from the main menu or Manage Products from the dropdown menu for Products. * Create each product using the Create option on the menu. * The product code must be unique within the system; it will automatically be created in upper case. * Check each tab for settings that relate to the business you are setting up the software for. * Repeat this process for all Product Codes required. * If you have any products which are Kitsets (made from other products in your product file) create them now.   **Opening Quantities**   * If there are opening quantities to be brought in, you can either do a Stock Receipt Transaction or a stocktake to do this.  Customer Discount Matrix  * Activate the Discount matrix for all Products from the Products / Utilities menu. |
| Staff Settings  * Create Staff members and control their Login Access under Staff / Manage Staff. |
| Backup |
| * To take a backup select Exit from the main menu. If you are the last user to log out you will be prompted as to whether you want to back up the software. Select Yes to Backup your data. Click Backup and Save to the desired location. Select OK when the message advising that backup has completed appears. |
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| All steps required to begin using the Infusion Software package have now been completed. An icon labelled Infusion will have been created on your desktop. The software is now ready to be used for Live / New Transactions. This can be done at any point once the necessary accounts / products have been created but remember that if the business is on a GST Invoice basis you have to be able to exclude the opening balance transactions from the first GST return in Infusion. |

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| Staff Listing / Sign off for Infusion Software Training |
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## Signoff Software Installation and Data Conversion

* If data has been transferred from another accounting package it is agreed that the data in Infusion is a true and correct representation of the data from the previous system.
* It is agreed that all appropriate settings and features have been activated accordingly in Infusion software
* Any outstanding points are detailed below along with the date they will be resolved by.

**Financial Comparison**

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| --- | --- | --- |
|  |  | Infusion |
| Customer Aged Trial Balance |  |  |
| Supplier Aged Trial Balance |  |  |
| Product Valuation |  |  |
| Outstanding Jobs |  |  |
| Work In Progress |  |  |
| Trial Balance |  |  |
| Profit and Loss |  |  |
| Balance Sheet |  |  |

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Infusion Software Limited Infusion Certified Partner End User

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Date Date Date

## Outstanding Issues

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| Description | Action required | Date |
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# Notes

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