

Infusion Business Software Ltd

Software Release Version 7.000

18th October 2012

- Installation Instructions
- Release Notes version 7.000
- Detailed Feature Setup

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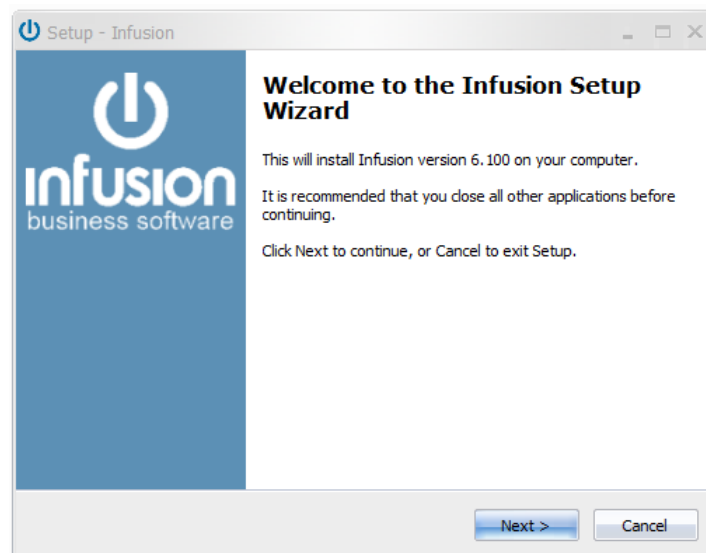
Infusion Software v7.0 Upgrade Notes

These instructions are for v7.0 of Infusion software and are designed to give an oversight into upgrading an existing installation on a standalone workstation, peer to peer network or LAN.

To install Infusion software firstly download and save the appropriate package from the link provided (or after 05/10/12 from www.infusionsoftware.co.nz).

Before beginning the upgrade re-index the data file then make a **full backup** of the existing version of the software (ie. Data, Custom and Images folders). Modify the name of the backup to include a note signifying it is a pre upgrade backup and what version is being upgraded eg IBS620-20121211b4upgrade. **If the upgrade is being done in a server then this must be restarted prior to installing the update. The install must be done on all workstations.**

Double click on the .exe file to open it. The first form is a Welcome form.



Select **Next** to this

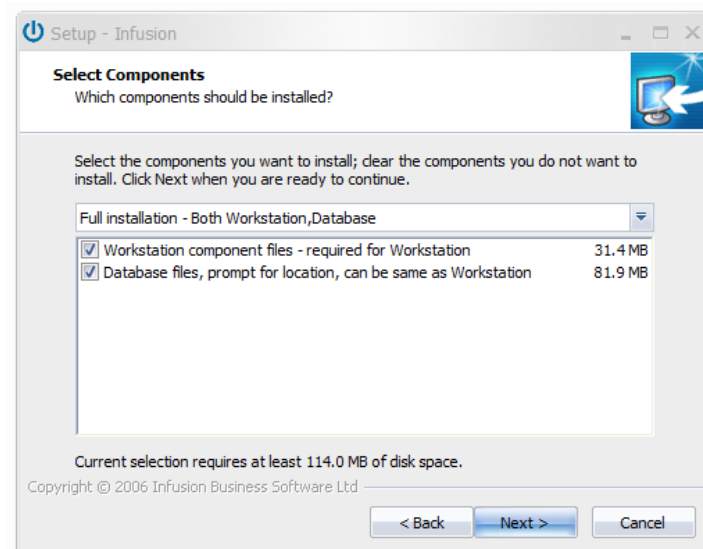
The License Agreement form is next



After having read the License Agreement select the 'I accept the agreement' radio button if you agree with it.

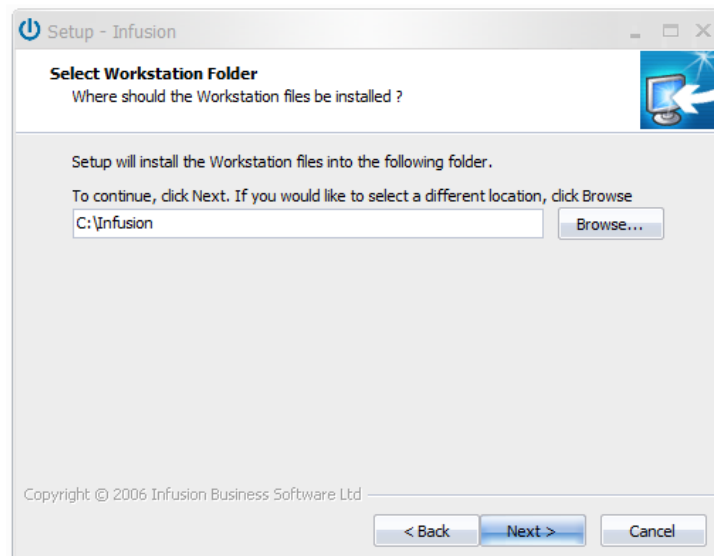
Select **Next**

From the Select Components form select the components that are to be installed.



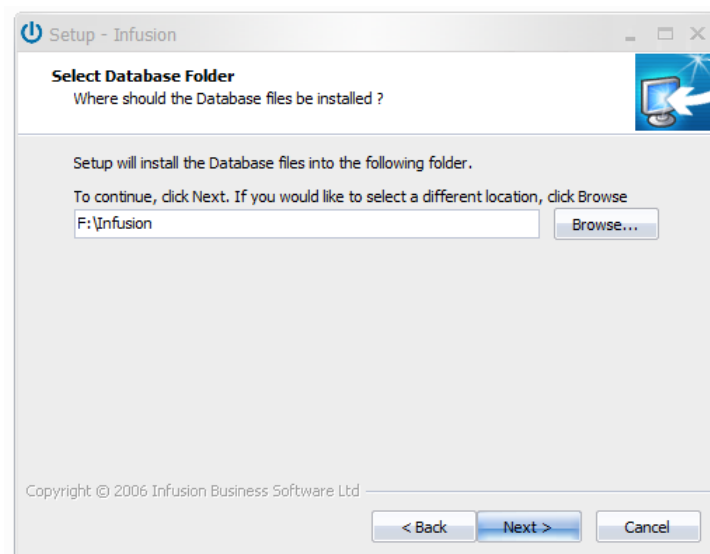
Select **Next**

If the "Workstation component files" option was selected you will be prompted for the folder to install these files into. Type in our browse to the required location.



Select **Next**

If the "Database files" option was selected you will be prompted for the folder to install the Database files into.

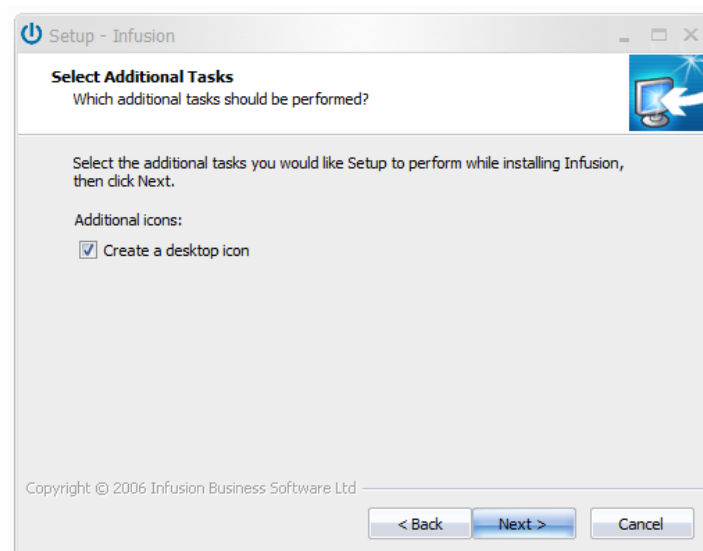


This can be in a different location from the Workstation component files. eg a separate drive possibly on a server location. (the example above shows this as F: drive). Type in our browse to the required location.

Select **Next**

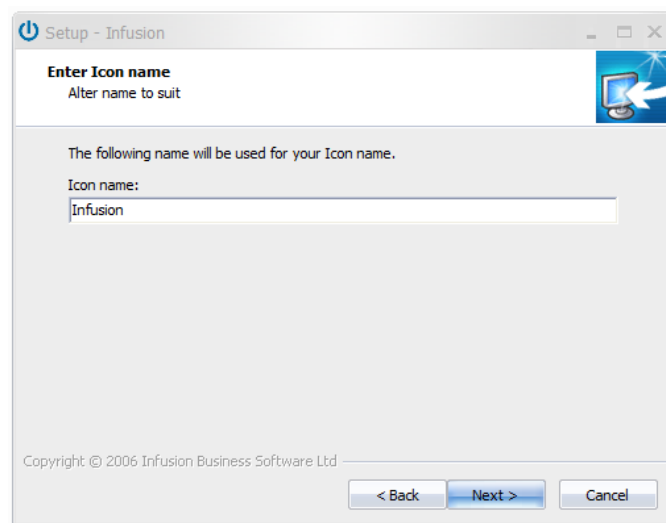
If the "Workstation components files" install was selected the next form is Additional Tasks.

Note: If Database ONLY option was selected, go to the Ready to Install step.



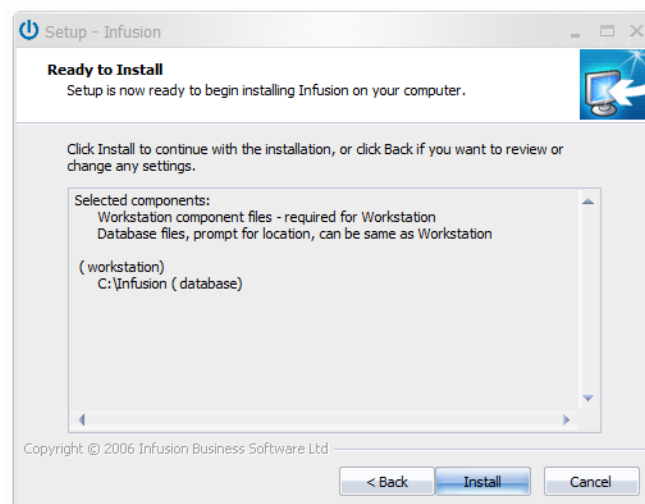
Select the "Create a desktop icon" option to create a shortcut on your desktop.

Select **Next** to be shown the "Enter Icon Name" form.

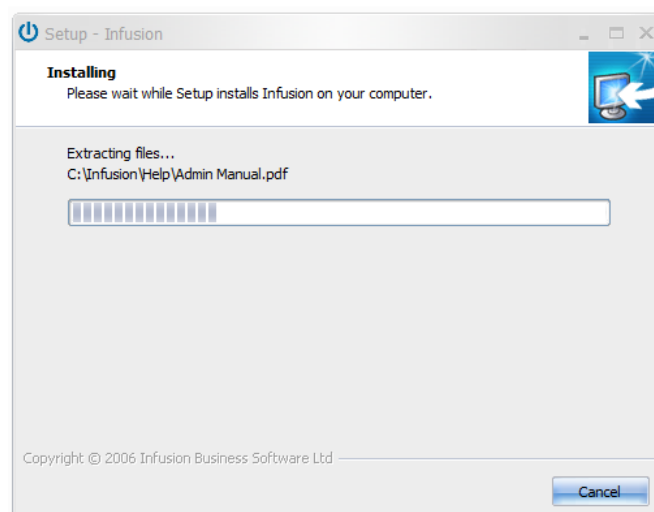


Enter the name you want displayed with the Icon.

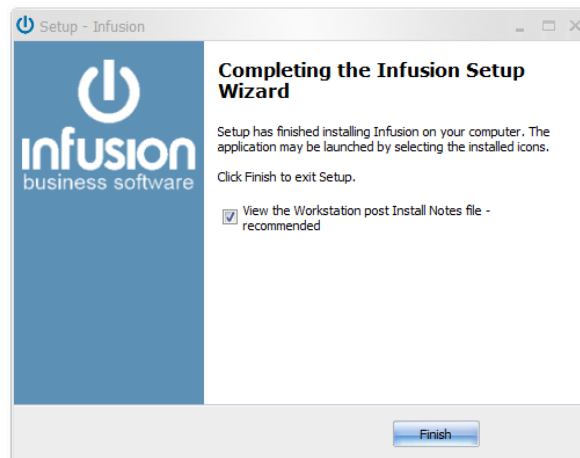
Infusion Setup Wizard will then prompt you to install the software.



Select **Install**



Once the install has completed the following form will display.



Select **Finish**

Technical Note:

If you only select the "Workstation component files" option, only the files required to run Infusion and Help files are installed (plus two Unins000.* files).

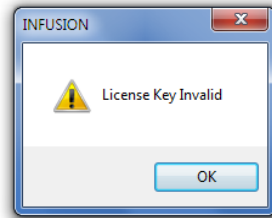
If you run unins000.exe (with the Infusion logo) it will Uninstall and de-register the install. The unins000.exe is only created when you select Workstation as part of the Install.

IMPORTANT NOTICE:
If you install FULL or both Workstation and Database at the same time, running unins00.exe will uninstall both the Workstation AND the Database so it is recommended that two installs are done: firstly install the Database then run it again to install the Workstation.

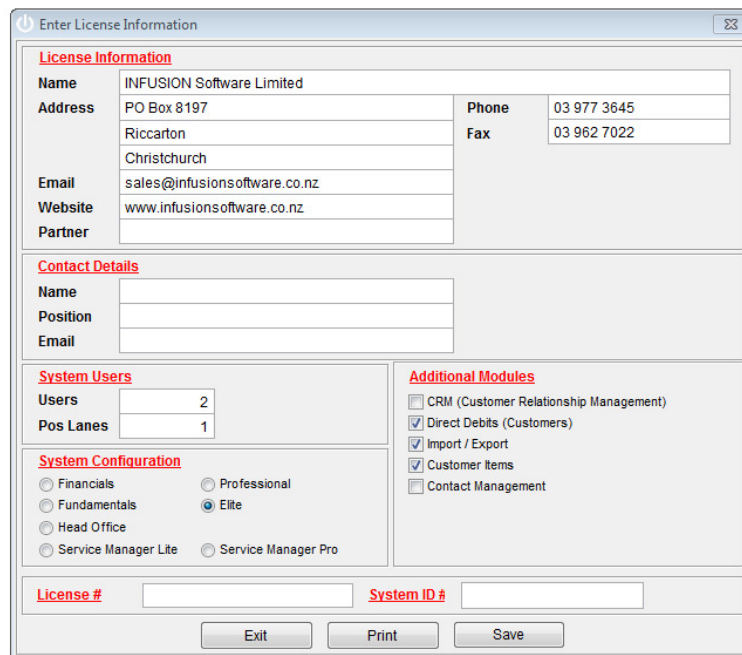
Name	Date modified	Type	Size
ChadoSpell.dll	9/10/2003 4:37 p.m.	DLL File	52 KB
ChadoSpellEditor.ocx	5/12/2006 9:25 a.m.	ActiveX control	1,236 KB
ChadoSpellText.ocx	26/07/2004 11:48 ...	ActiveX control	868 KB
ChilkatHttp.dll	3/03/2011 7:01 a.m.	DLL File	2,024 KB
ChilkatMail_v7_9.dll	24/08/2008 3:05 p....	DLL File	1,640 KB
ChilkatSsh.dll	27/08/2010 3:22 p....	DLL File	1,836 KB
ChilkatZip2.dll	24/01/2005 1:34 p....	DLL File	1,308 KB
gdiplus.dll	22/06/2011 12:28 ...	DLL File	1,708 KB
hndlib.dll	13/11/2007 3:23 p....	DLL File	128 KB
ibsgw.dll	10/05/2011 9:14 a....	DLL File	110 KB
Infusion Support.exe	8/02/2011 2:46 p.m.	Application	261 KB
io.ocx	15/03/2005 7:04 p....	ActiveX control	76 KB
license.rtf	18/11/2011 1:54 p....	Rich Text Format	48 KB
Mscomct2.ocx	9/03/2004 5:45 p.m.	ActiveX control	647 KB
Mscomctl.ocx	9/03/2004 5:45 p.m.	ActiveX control	1,057 KB
Mscomm32.ocx	24/06/1998 12:00 a...	ActiveX control	102 KB
msvc71.dll	18/03/2003 8:14 p....	DLL File	488 KB
msvcr71.dll	8/04/2006 10:52 a....	DLL File	340 KB
Post Install Notes.rtf	18/11/2011 5:38 p....	Rich Text Format	3,048 KB
riched20.dll	14/04/2008 6:30 p....	DLL File	424 KB
riched32.dll	14/04/2008 6:30 p....	DLL File	4 KB
richb32.ocx	9/03/2004 2:00 a.m.	ActiveX control	208 KB
SMS_COMAPI.dll	10/03/2005 9:57 a....	DLL File	140 KB
unins000.dat	21/11/2011 2:10 p....	DAT File	9 KB
unins000.exe	21/11/2011 2:10 p....	Application	812 KB
wwipstuff.dll	28/10/2005 2:26 a....	DLL File	82 KB
zlib.dll	12/12/2005 3:43 p....	DLL File	71 KB

Requesting / Entering an End User License

Once the upgrade file has been run and the data has upgraded re-opening Infusion will display the following message:



- **Click OK:** to open the Software License Agreement window where upon after carefully reading Infusion Software Limited Terms and Conditions.
- **Click I Agree:**
- The Enter License Information window will appear.
- **Click Print:** to print out a faxable copy. Fax the License Request to 03 962 7022.
- This form must be signed by the End User and their associated Certified Partner
- Once Infusion Software Limited has processed the request and faxed / emailed it back enter the License # and System ID. **Click Save.**
- Your Infusion software will now be licensed for use.



The 'Enter License Information' window contains the following sections:

- License Information:**
 - Name: INFUSION Software Limited
 - Address: PO Box 8197, Riccarton, Christchurch
 - Phone: 03 977 3645
 - Fax: 03 962 7022
 - Email: sales@infusionsoftware.co.nz
 - Website: www.infusionsoftware.co.nz
 - Partner: (empty field)
- Contact Details:**
 - Name: (empty field)
 - Position: (empty field)
 - Email: (empty field)
- System Users:**
 - Users: 2
 - Pos Lanes: 1
- System Configuration:**
 - Financials: ☐ Professional: ☐
 - Fundamentals: ☐ Elite: ☒
 - Head Office: ☐ Service Manager Lite: ☐ Service Manager Pro: ☐
- Additional Modules:**
 - ☐ CRM (Customer Relationship Management)
 - ☒ Direct Debits (Customers)
 - ☒ Import / Export
 - ☒ Customer Items
 - ☐ Contact Management
- License #:** (empty field) **System ID #:** (empty field)
- Buttons: Exit, Print, Save

Anti Virus software

A number of antivirus software packages slow the speed and performance of Infusion as well as lock files. Because of this the Infusion root folder should be added to any exclusion folder available within the antivirus software setup on all computers running Infusion.

Windows Data Execution Prevention (DEP)

Infusion (v5.0 and above) requires that it is **excluded** from Windows Data Execution Prevention (DEP)

This setting can be located (on Windows 7) by right click on Computer, Properties, Advanced System Settings, Advanced, Settings tab. Select the Data Execution Prevention tab.

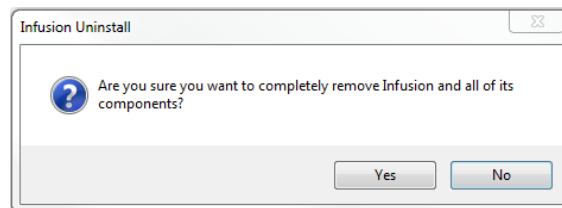
If the system is set to the 2nd radio button option ("Turn on DEP for all ...") select "Add..." to include Infusion (ibsapp.exe) as a program to exclude. When selecting this file make sure it is located through the same path as that on the user desktop shortcuts. If the first radio button was shown as selected when the window was opened, change it to the second option, follow the process above then restart the computer.

Server Message Block (SMB2)

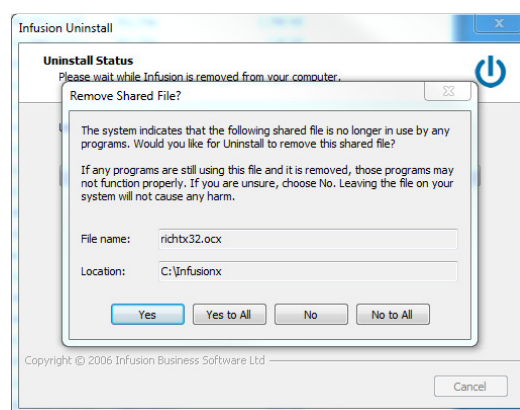
Networks with computers having operating systems of Vista and above (ie support SMB2) will require disabling of SMB2. For assistance with this see the Workaround section of <http://support.microsoft.com/kb/2535094/en-gb>

Uninstall Wizard

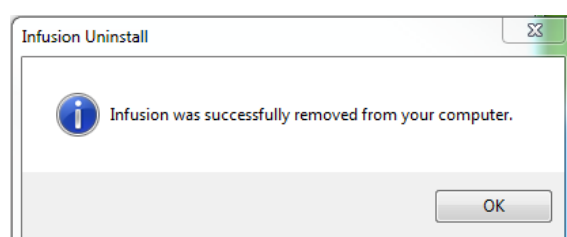
Double click Unins000.exe in the workstation folder.



If any files are no longer needed you may be presented with the following.



Followed by:



Infusion Business Software Release Notes

For Version: 7.000

18/10/2012

Admin

- The Admin / Settings Menu has been split to be a three tier menu now. 6863
- A new submenu option of System Reports has been created under the Admin menu which has the following reports in it: System Configuration, System Verification report, Financial Audit report, Print SMS Audit Log report and Non Invoice Transactions To Sales Accounts report. 7027

Backup/Restore

- The tables SMSLOG and TABLES2 are now included in the backup. 6800

Cashbook

- A new direct credit export format (ABA) has been created for the Australian Infusion. This covers the following banks: AMP Bank Limited, Australia and New Zealand Banking Group Limited (ANZ), Bank of Queensland Limited, bankmecu, Bendigo and Adelaide Bank Limited, Commonwealth Bank of Australia, Rural Bank Limited (a subsidiary of Bendigo and Adelaide Bank), Macquarie Bank Limited, Members Equity Bank Pty Limited, National Australia Bank Limited, St. George Bank Limited, Suncorp-Metway Limited, Westpac Banking Corporation and BANKWEST. 6079
- A date is required before a direct credit batch can be exported. 6596
- When using the Cash out (Petty Cash) function under the POS menu GST is now posted to the GST tables. 5461
- An issue with leading zeros missing from some of the lines in the TSB Direct Credit export file has been fixed. 6762

Contact Management

- All of the Contact Management reports can now be run by Location. 5588

Customer Items

- The Numeric format for Custom fields for a Customer Item is now limited to nine decimal places. Numeric overflow checked on other fields. 6625
- The Customer ID for a Customer Item can now be edited. 6683
- In the Manage Services / Scheduled screen the "Incl Completed Services" option now works correctly. 6558
- The Customer Item Customer ID is now always able to be edited. 6707
- The system now searches for a unique serial number within the Customer Item type. If it is unique it will process as per normal. If not two options are given 1) to reassign the item to the new Customer or 2) to try again with a different serial number. 6942
- A One-Off Service for a Customer Item now holds when selected. 6909
- Service history and service invoices not linking to the customer items - this has been resolved. 6763
- When Customer Item defaults are set to "Prompt to attach a service if service due within XX months" and a Job for an Item is created from the Customer Items module, the prompt appears stating that a service is due. 6486
- The Prompt Note for a Customer Item now displays when it is selected on a Job. 6344

- When a Service Job for a Customer Item is invoiced (and the Status is changed to Complete) the Service now doesn't show in the Scheduled Services list under the Manage Services screen. 6557

Customers

- The issue causing an error when a Delivery Address for a Customer has been deleted even though that Address is used on a Pending Invoice, has been resolved. 6132
- Customer and Supplier Email and Website addresses are now forced to lower case when exiting out of these fields in the respective Modify screens. 6972
- A default country is added in to address line 4 when a new Customer is created in SPROCKIT. 6973
- The Customer Sales Analysis - Date range (CUSTSA40) and Customer Sales Analysis - Dual Date range (ddCUSTSA40) reports now ignore Note (ie /N) lines. These reports can now sort by G/L Account code. The Freight and Rounding Totals are also summarised at the foot of the report. 6984
- Contract Rates now refresh when in the Contract Rate tab and scrolling back and forward through Customer records. 6987
- Direct Debit information is not copied over to the new Customer when an account is duplicated. 6629
- In SPROCKIT NZ and Australian builds the following fields are mandatory when setting up a new Customer account: Customer name, Customer Address 1 Number and Street, Customer Address 2 Suburb, Customer Address 3 City / State, Customer Address 4 Country, Customer Type, Customer Marketing Referral. If the customer is set up as an organisation then at least one contact must be supplied and at least one phone number (Phone or Mobile) must be supplied. 6959
- A Customer Invoice cannot be created when only Freight is entered (in the Freight box). A pop up appears advising the user of this. 3866
- A message that the transaction needs to be Saved is now displayed to a user trying to Post an Invoice when another user is processing a payment for that Customer. 5872
- Customer and Supplier adjustments - Control accounts and Bank accounts cannot be used as the selected G/L ID. 6159
- A Job can now not be assigned to an Inactive Customer when the Customer is selected from the lookup screen in the Job. 6301
- Costs on a Posted Invoice can now be edited. The cost is the unit cost. The field is made invisible if the 'Hide costs in product enquiry' tick box is active on Manage Product Defaults 7079
- An "Always Prompt for Payment when Invoicing" flag has been added under the Manage Customer Defaults / Invoices tab. When this is active, Invoices created by a non-POS user will pop up for Invoice Payment when the invoice is posted. The payment can be 'Charge to Account'. 6882

Financials

- The Transaction Journals batch report now includes the Description for the G/L ID and displays a message if the batch does not balance. 5475
- The Default GST Rate has been added to the Chart of Accounts report (Financials / Reports menu). 5983

General

- The issue with data appearing to be lost but merely shifting to the left and not visible in certain fields has been fixed. 6823
- Since v6.10 various Hot keys functions have been removed from Infusion. F10 options have been replaced by mainly F11 hot keys 6797
- A "Menu Groups By Module" report has been added under Staff / Reports. This displays a list of the Access Level associated with all areas of Infusion. 6236
- There is now a tick box option ('Proper' - Names and Addresses) under Manage System Defaults to convert the text in Customer, Supplier and Contact fields to proper case when new data is entered. To override on an individual field do a Right click and Switch Off Proper for the field 6936
- The GL accounts that can be set up against Locations can now accept 10 characters This is the length of a GL ID that can be set up in Manage Financials. 6846
- When in the Modify Customer screen and the Enter key is held down, all Customers that are scrolled through are now not made Inactive. 7005
- Due to the addition of Product Groups as a Contract Rate option for Customers, the Customer Integrity routine has been updated so as to be able to handle a conversion from Aurora 7087

Import / Export Module

- The import logic for creating a new Products from a Pricebook when importing Supplier Invoices has been updated to correctly populate all cost fields 6888
- A Supplier Invoice import routine has been created for Smarttrade Invoices 4662
- Mitre 10 export - issue with Invoice date has been resolved. 7024
- Lentune Import Routine - The Job number is now verified if the flag is set to use order number as job number (and the job number is not supplied on the line of the order). If a job is not found the same as the order number, then the job ID is now left blank and the order will not auto process. The audit report now prints the additional note of: Note : Unable to use Order Number as Job ID as it does not exist. 6699
- The cost prices for Products receipted via "Importing of Supplier Invoices" are updated in both the Products and the Product/Supplier record 7118

Invoices

- Invoices, Statements and Packing Slips that are emailed are now picking up the system decimal places setting correctly. 6381
- Order Number details are now included in the Email Subject Line for Invoices 7077
- A Pending Invoice can now be swapped to a new Customer when there's an additional delivery address used in the originating Invoice. 5713
- A filtered Search option has been added to the Posted Invoice Register screen. 6869
- The issue with Freight not being included in an Invoice total from using the F5 key to get to the Freight box has been resolved. 6414
- Due to issues with Sales Analysis reporting the option to adjust the Rate using F8 has been removed from Buildups. 6685
- Validation has been put on the Cost field for a Product on an Invoice or Quote so large numeric values can't be entered. 6370
- The Pending Invoice screen can now be sorted by the Location field 7129

Job Management

- The issue with the Order Number not saving on a Job after selecting Save then Esc has been fixed. 6929
- Pricebooks can now be used on Jobs 6935
- When entering costs onto a Job, if the "Skip to the Code field after each cost added" option is ticked the "Warn when Insufficient Stock Available" option now works when selecting Enter. 6994
- Selecting F2 to enter a Discount amount in the Modify Job screen can now not be done on Billed items. 6891
- A new default Job Type called Customer Order has been added. This is meant for use with Purchase Orders for a specific Customer - the P/O line can be assigned to a Job with the new Job Type. Customer Order jobs won't display in the Manage Job 7085
- Job Card 7 now displays Customer Item details. 5783
- The 'Combine Modify and Enquiry' option under Manage Job Defaults / Preferences has been removed as there is now just the one Job screen. 6868
- If a Job is created and a Purchase Order raised from it, the Job will now stay in the system if Exit (ie not Saving the Job) is selected. 6036
- All Job Management reports have been updated to include the option to select one or all locations (group by location as well). 7036
- There is now a Right Click option to print a label for a Job. 6418
- Costs cannot be added to a Job until a Customer has been selected for the job 7140

POS

- The Drawer Contents report (POSCONTS) now shows the Date and Time for POS sales and the Date for Customer Payments. 6476
- When processing a POS payment and paying by Cheque the Cash Sale Account is now selected / highlighted when Customer details are being entered. 6798
- An Inactive Customer or a Customer on Stop Credit cannot now be set to be the POS Cash Sale account. 6424
- When processing a POS sale being paid by cheque the Drawer Contents report now shows the Invoice number for the sale. For a Customer Payment the Customer account the payment was made against will display. 5175
- Selecting F6 as a Quick Payment Method now correctly selects the option set up against it. 6794
- POS Dockets for a Refund now display as a "Credit Adjustment Note" for Australia and "Tax Credit Note" for New Zealand build. 6923
- If the discounts column is not displayed on the POS screen, then discounts will not apply to the Invoice (from rate finder) 7144

Products

- An option has been added to the Update Prices menu option so updates can be done for a Latest Cost range. 6996
- A maximum value of 9999 has been set for the Quantity field when scheduling barcode labels. 7095
- The Last Sale Date now updates correctly when Product is received in on a Job Management Purchase Order. 5802
- When a Product is Duplicated the Preferred Supplier details now no longer display on the Manage Products screen for the new Product. 5793
- Product type and product group fields are now a mandatory when entering a new 6956

product in Sprockit AU and NZ.

- The Stocktake sheets by Preferred Supplier report (PRODSTSS) now displays correctly by Preferred Supplier then Product Code. 6900
- The Pricelist - Selected Price with Margin/Markup report now shows the correct pricing for a GST Inclusive system. 6859
- Text has been added to the Shipping Costs screen (from selecting F12 while in a Purchase Order screen) to explain that ratios are not taken into consideration when apportioning shipping costs. The additional text reads: "Freight will be apportioned on the basis of the Qty Ordered - ie any ratio relating to products will not be part of the calculation" 5681
- When Swapping a Product code the table CUSTPROD (Products Bought by a Customer) is now updated. 6963
- Products > Update Prices - when you use latest or average cost to update the prices, the system uses the latest/average LANDED cost when selected as the 'from' field and the latest or average PURCHASE cost when selected as the "to" field. 6731
- The Manage Price Books screen has a number of new buttons/functions available, including price updates. Price Book data can be imported and Price book items can now be matched to existing Infusion Products. 7021
- The Product Valuation Detail by Closing Stock GL reports now correctly uses the Groups settings for selecting the data. 6703
- A Product Exception report has been added under the Products / Reports menu This report will print by Product Type, Group then Sub Group and any Products that
 - a) have G/L codes missing or where the sales GL account is not an income, the is not an
 - the Purchases GL is not expense and the Closing Inventory is not an appropriate account
 - b) there is no cost c) the Sell/Cost margin is less than 10% or > 60% d) are marked to not
 - Track quantities but have either a quantity on hand, allocated or on order e) marked as
 - serial tracked and the quantity on hand is not equal to the number of serial numbers listed
 - f) have duplicate codes (similar to the pre stocktake report)
 7026
- Pricebooks can now be updated based on a dollar value / cost price 6941
- When a Product is made Inactive a warning is now issued if there is a Quantity still on hand. 5365
- Product Valuation Summary and Detail reports have been added under the Products / Valuations menu. 5726
- The Serial number field for Products has been increased to 26 characters in length 7117

Purchase Orders

- In a Customer Special Order the Delivery Address is now held if a Customer's delivery address is selected in the Deliver To field. 6149
- The F7 button (add MISC item) on the Purchase Order - Receive Invoice screen now works. 6821
- The same Purchase Order number can now be used on Purchase Orders for different Suppliers. 6795
- When scheduling labels while receipting in a Purchase Order and specify the number of labels using F11 the entered quantity is now saved. 7122
- When multiple Locations are active and saved Standard and/or Job Management orders are consolidated the new purchase order now has the correct location assigned. 7104

Quotes

- A Search button has been added to the Pending Quotes screen. 4523
- The correct layout is now used when emailing a Quote if a different layout to that being printed is selected. 6741

Reports

- The Product - Recommended Reorder by Supplier report now displays the correct Lead Time information. 5391
- When a Job is Invoiced "As Per Quote" and the quote has Build ups, the costs of the Build ups now get included on Sales Analysis reports correctly. 6125
- When generating a PDF file for a report from the selection screen, a Location to save the file to is now requested (rather than it automatically being saved to the Infusion root folder). 5670

Suppliers

- Customer and Supplier payments can now only be applied to Invoices of the same sign (eg a negative payment to a negative Supplier Invoice). 6329
- A Supplier Payments Due by Date Period report has been added (Suppliers / Reports menu). This displays payments due to Suppliers for the next 6 time period 6776
- Validation has been added to the "# Months" field in Manage Supplier Periodic Charges so only values less than 13 can be entered. 7084

System

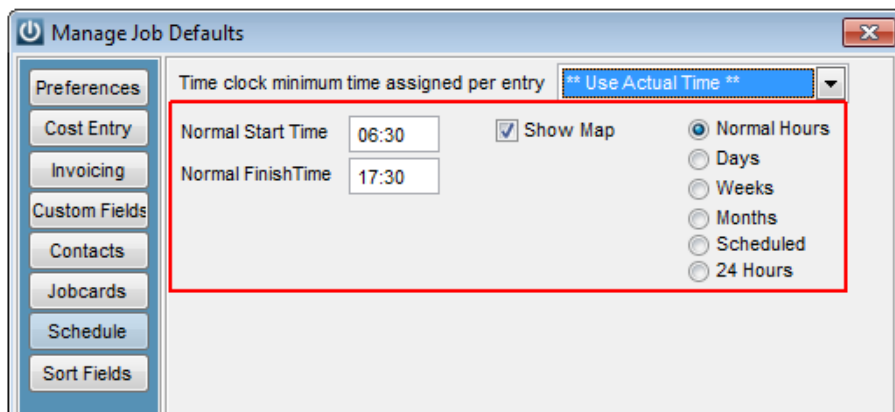
- SMS Global can now send texts as two way messages. Return messages are sent to an email address 7039
- There is now a pricebook import routine that will work with the OPEA format 6931
- A Partner Control Centre has been added under the Partner menu. This allows access to all Setting and Default screens from the one screen. 7061
- Pending Quotes, Pending Purchase Orders, Pending Backorders and Pending Supplier Invoices screens have all been updated so that two users can't access the same record at the same time. 6601
- Force Old GST Rate tick boxes - reinstated and controlled by a tick box under GST Defaults. 6913
- Reports in The Demonstration Company now have a watermark on them when previewed. 6870
- The Tables2.dbf table is now not overwritten when Infusion is upgraded 7076
- When Purging Financial Transactions data the GST Adjustments table (gstadj.dbf) is now deleted. 6137
- When using the Esc button in the Quote and Invoice screens a pop up message now appears stating that all changes will be lost and asks for confirmation of this action. 5818
- The Fixed Assets / Year End / Close Fixed Asset Year screen now displays information about the current Fixed Asset Year and what the new Fixed Asset Year will be after close off. 6742
- The "Are you sure" pop up box is now treated as a critical question when selecting Escape while in a newly created Purchased Order screen. 7008
- The Licence Agreements uses information off the scheme. Table, so that details valid for AU or NZ. 7074

Job Management Scheduler

Before using the Job Management Scheduler a number of default settings must be entered.

From the **Admin / Defaults / Manage Job Defaults / Schedule** menu:

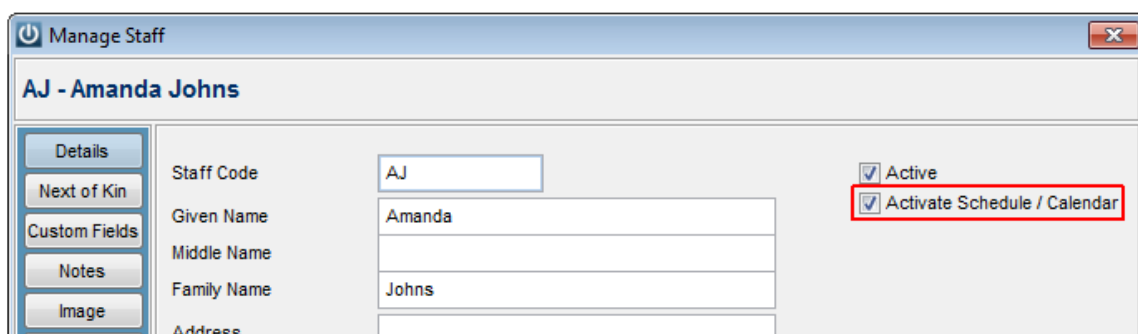
1. Set the **Normal Start** and **Finish Times** for the business
2. Select whether the **Map** will show by default
3. Set the default timeframe for the Schedule view



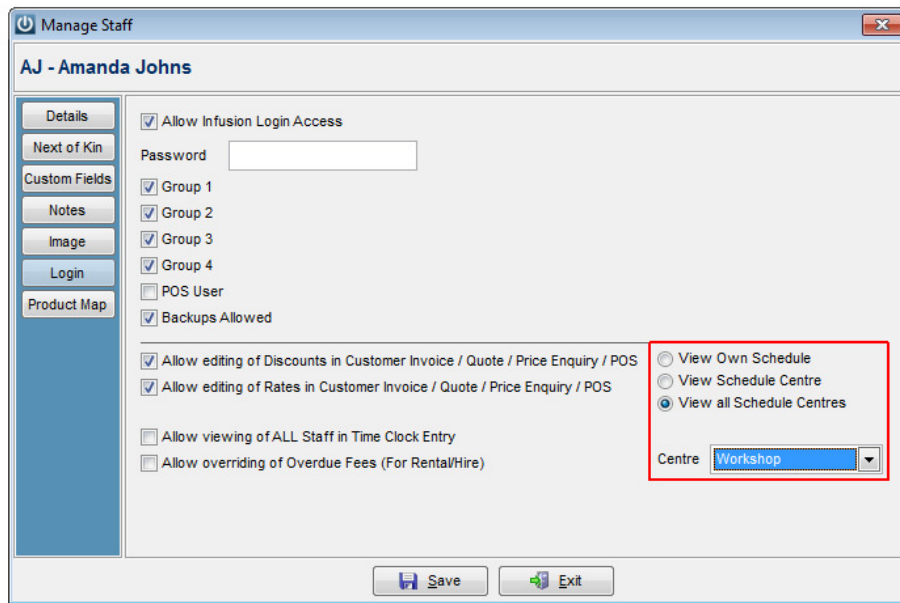
From the **Admin / Settings / Service/Workshop / Manage Schedule Centre menu** Schedule Centres are created. These are used for grouping of Staff Members on the Schedule.

Staff Setup

To activate a Staff member for use of the Scheduler select the **Activate Schedule / Calendar** option under the Staff member's account. POS and STAFF users will have no access to the Scheduler.



Under the Login tab of the Staff account set the viewing level for the Staff member



Manage Staff

AJ - Amanda Johns

Details
Next of Kin
Custom Fields
Notes
Image
Login
Product Map

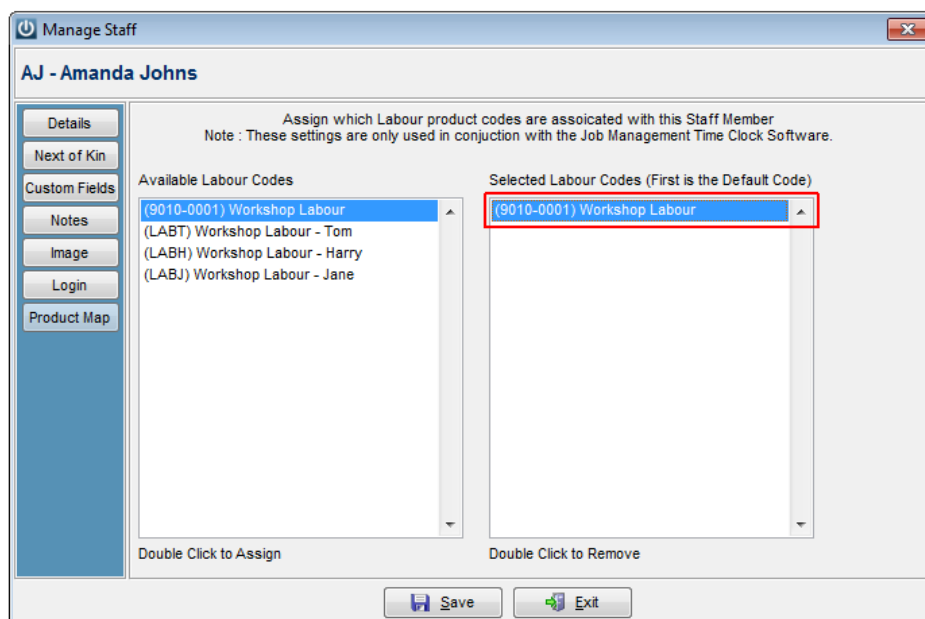
☒ Allow Infusion Login Access
Password
☒ Group 1
☒ Group 2
☒ Group 3
☒ Group 4
☐ POS User
☒ Backups Allowed
☒ Allow editing of Discounts in Customer Invoice / Quote / Price Enquiry / POS
☒ Allow editing of Rates in Customer Invoice / Quote / Price Enquiry / POS
☐ Allow viewing of ALL Staff in Time Clock Entry
☐ Allow overriding of Overdue Fees (For Rental/Hire)
☐ View Own Schedule
☐ View Schedule Centre
☒ View all Schedule Centres
Centre **Workshop**

Save Exit

The staff member can be set to view just their own Schedule, the Schedule relating to the Centre the Staff member is associated with or view all Schedule Centres.

The Staff member can be set to be associated with one of the Schedule Centres by selecting from the **Centre** dropdown box.

At least one Labour Code needs to be set up under Product Map. Selected codes will be available for use when charging time to a Job through the Timeclock function.



Manage Staff

AJ - Amanda Johns

Details
Next of Kin
Custom Fields
Notes
Image
Login
Product Map

Assign which Labour product codes are associated with this Staff Member
Note : These settings are only used in conjunction with the Job Management Time Clock Software.

Available Labour Codes
(9010-0001) Workshop Labour
(LABT) Workshop Labour - Tom
(LABH) Workshop Labour - Harry
(LABJ) Workshop Labour - Jane

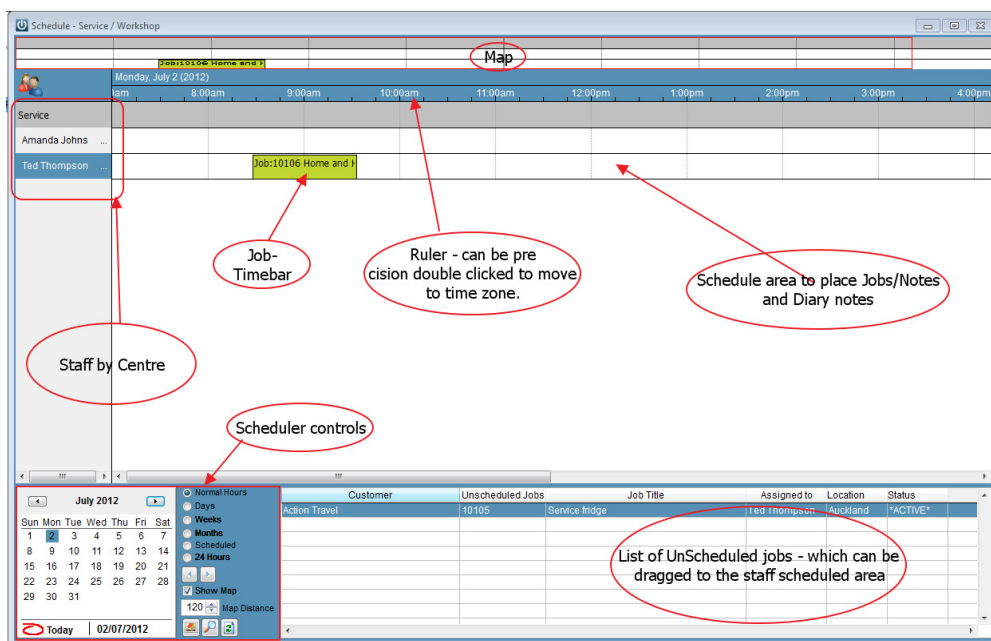
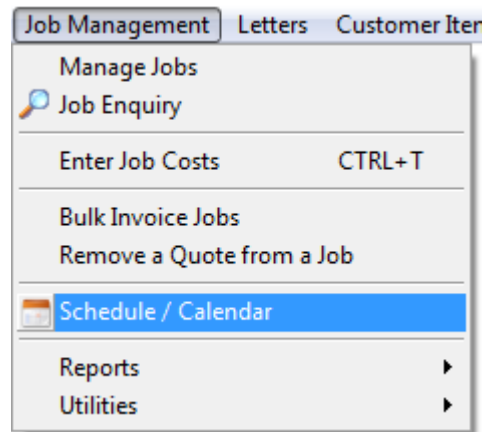
Selected Labour Codes (First is the Default Code)
(9010-0001) Workshop Labour

Double Click to Assign
Double Click to Remove

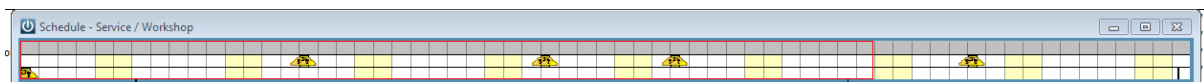
Save Exit

Opening the Scheduler

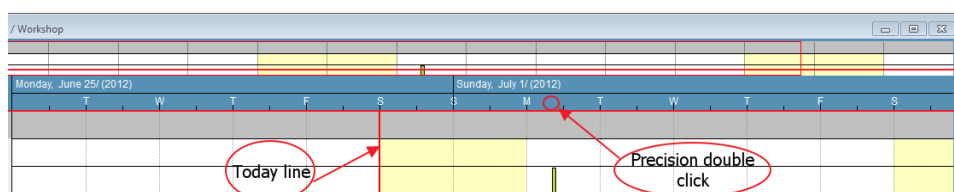
To open the Scheduler function select Schedule / Calendar from the Job Management dropdown menu



The **Map** is used to see a broader timeframe for scheduled Jobs. It gives a visual picture of Jobs over the selected period. Click in the Map section the area you want the Scheduler to display.



The **Ruler** shows the increments within the time period selected. Clicking between the time increments will zoom the time zone. The radio button option in the Scheduler Controls section will adjust depending on the level of zoom

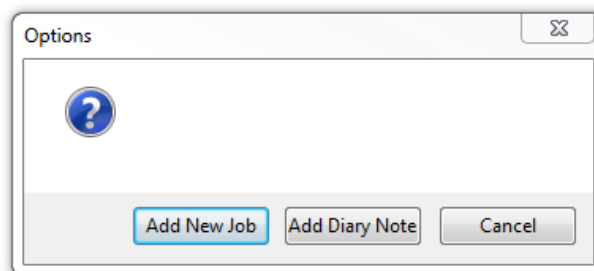


The **Current Time** is indicated by a red line on the calendar.

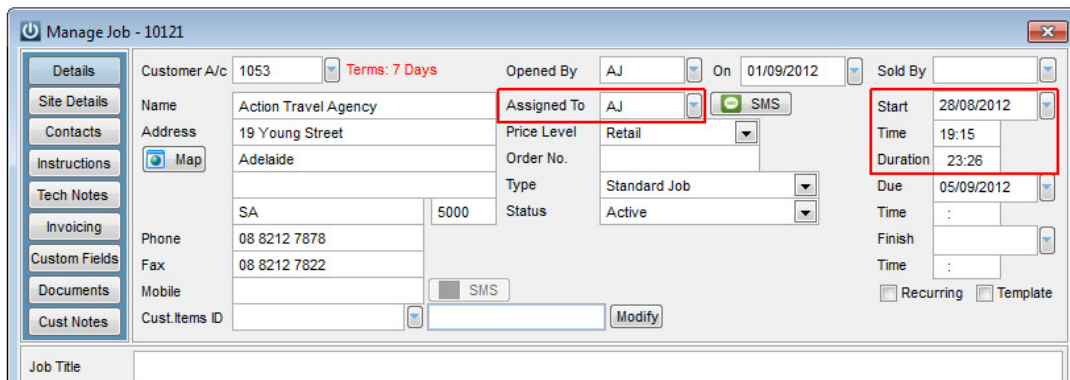
If multiple Schedule Centres have been set up Staff members will display under whatever centre they have been associated with.. If they haven't been associated with a centre they will display under Other.

Adding a new Time bar

To add a new time bar into the Scheduler click in the row for the Staff member and drag the mouse. A pop up will then appear allowing setup of a new Job or Diary Note.

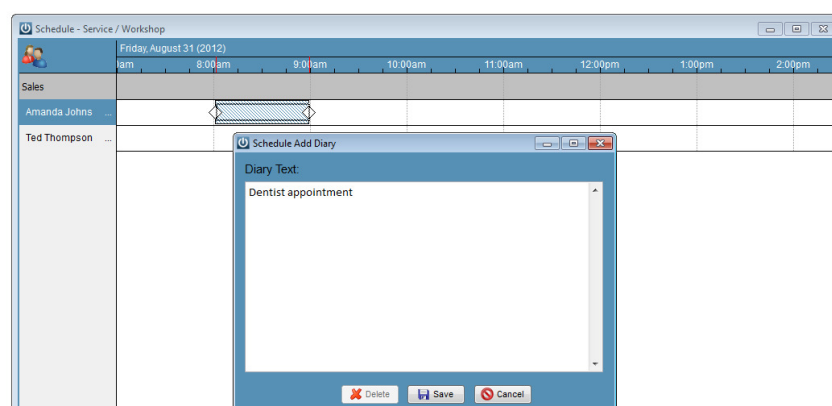


If **Add New Job** is selected the Modify Job screen will open allowing entry of the Job data. The Assigned To staff member, Start Date and Time along with Duration will set the position and length of the bar. The Job Number, Customer Name. Job Title and Customer Items description will display in the bar.



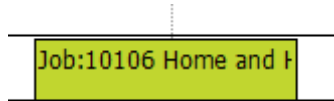
The image shows the "Manage Job - 10121" form. It contains various fields for job details, including Customer A/c, Name, Address, Phone, Fax, Mobile, and Job Title. There are also dropdown menus for Assigned To, Price Level, Order No., Type, Status, Start, Time, Duration, Due, Finish, and Time. A red box highlights the Assigned To, Start, Time, and Duration fields. A "Modify" button is at the bottom right.

If a **Diary Note** is added a pop box will display allowing text to be added. This text will display in the Note bar.

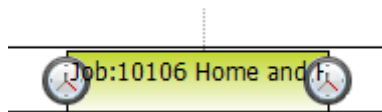


Time bar images

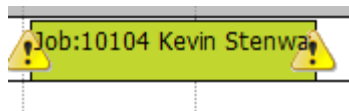
The colour of the bar will be that set against the Job Status.



Clocks will appear and the colour will have a gradient when someone is working on the Job (ie assigning time through the Timeclock).

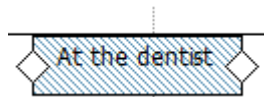


Exclamation Marks at each end of the bar indicate that the Job is overdue.



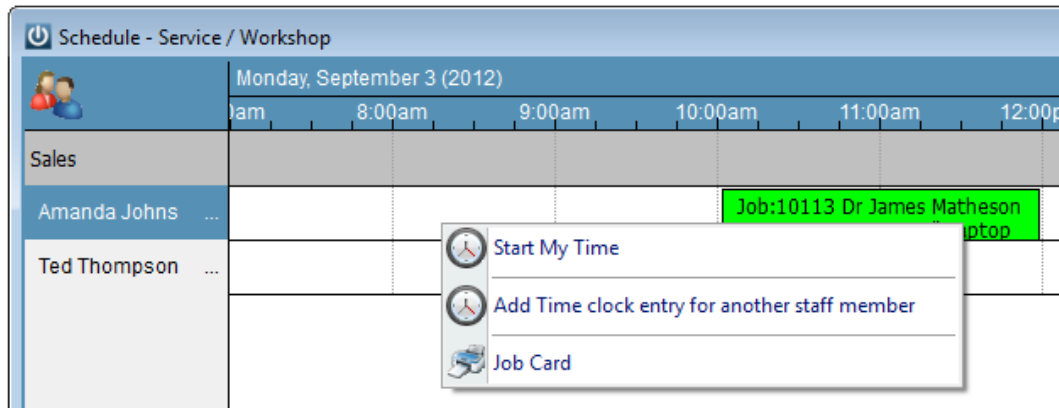
The text that displays in the Time bar is Job Number, Customer name, Job Title, Customer Item Title

A scheduled Diary Note appears in Scheme colours with hatched fill and diamonds at each end of the bar.

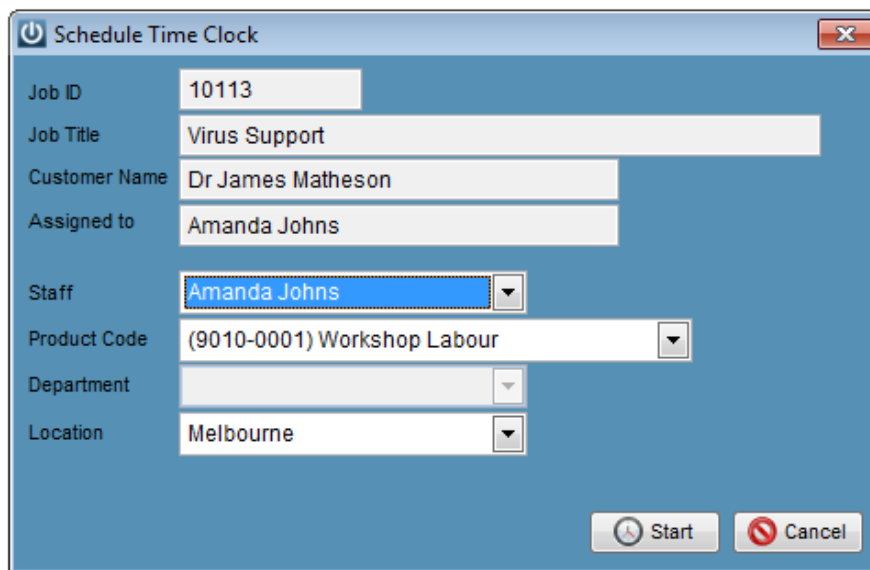


Job right click menu

Right clicking on a Job in the Scheduler will display a pop up menu



The Timeclock can be started (for the logged in user) by selecting Start My Time.



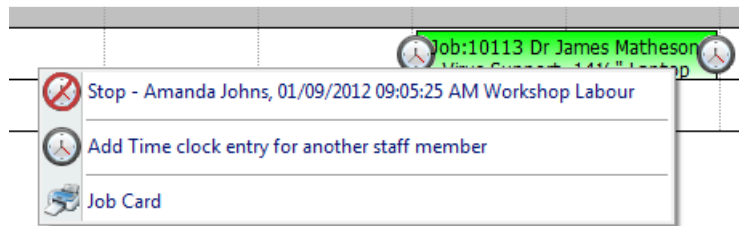
The screenshot shows a dialog box titled 'Schedule Time Clock'. It contains the following fields and options:

- Job ID: 10113
- Job Title: Virus Support
- Customer Name: Dr James Matheson
- Assigned to: Amanda Johns
- Staff: Amanda Johns (selected from a dropdown)
- Product Code: (9010-0001) Workshop Labour (selected from a dropdown)
- Department: (empty dropdown)
- Location: Melbourne (selected from a dropdown)
- Buttons: Start (with a clock icon) and Cancel (with a red 'X' icon)

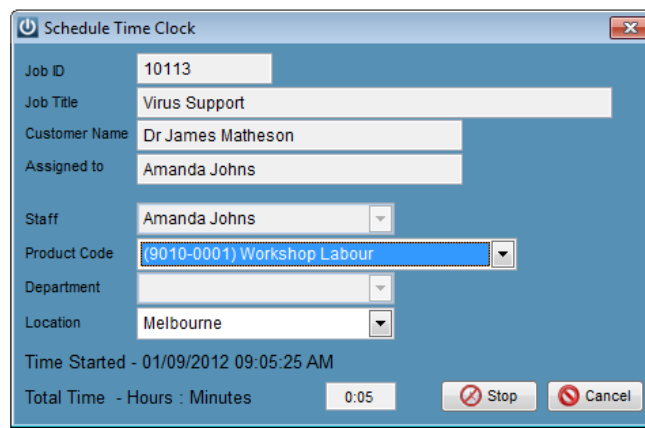
Select Start to start adding time

If the Add Time Clock entry for another Staff member option is selected the Staff option in the Schedule Time Clock screen will allow for selection of other Staff members

Right clicking on a Job a Staff member is currently working on will display an option to stop the Timeclock for them



Selecting Stop will display the Schedule Time Clock screen and allow the Product Code, Department and Location to be selected / edited.



Selecting the Job Card option from the right click allows previewing and printing of a Job Card.

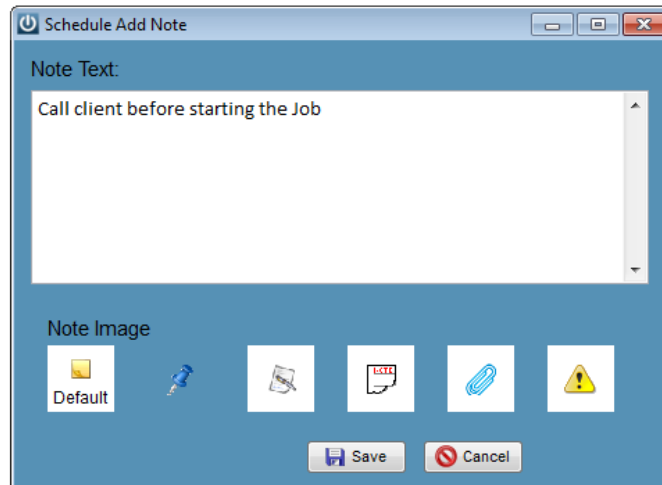
Scheduler screen options

- Double clicking on a Job time bar will open the Modify Job screen for it.
- Double clicking on a Job in the Unscheduled Jobs list will also open the Modify Job screen for it.
- Dragging an Unscheduled Job into the calendar for a Staff member will assign the Job to them.
- To put a Job back into the Unscheduled list open the Job by double clicking on it and remove the Start, Time and Duration values.
- The Start time for a job can be changed by dragging the Job within a row.
- The Duration of a Job can be changed by dragging either the left or right end of the bar.
- Jobs can be assigned to a different Staff member by dragging them to the required Staff member's row.

Note: any changes made in the Scheduler will update information in the Modify Job screen and vice versa.

Notes

Notes can be added by right clicking in any Staff member's calendar. This will display the Schedule Add Note window.



Double click on the Note in the Scheduler to edit it.

The icon displayed in the Scheduler for the Note can be set by selecting one of the six displaying then Save.

Double click Note or Diary Note to reopen edit/delete.

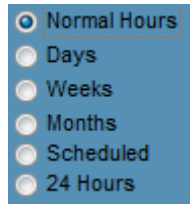
Calendar



- The Calendar at the bottom left of the Scheduler screen highlights the days with Jobs scheduled.
- The day the Scheduler displays can be selected by clicking on it in the calendar.
- The date at the bottom right of the calendar is the selected date
- Toggle to the next month by selecting the forward and back arrows at the top of the calendar

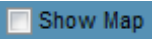
Schedule Controls.

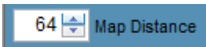
The radio buttons allows selection of different timeframe views for the Scheduler





- **Normal Hours** displays as per the Job Defaults normal hours for the selected day
- **Days** displays the selected day plus one day either side of selected day.
- **Weeks** displays the selected day plus one week either side of selected day.
- **Months** displays the selected month and next month.
- **Scheduled** displays timeframe that covers all Scheduled Jobs
- **24 Hours** displays the 24 hours for the current day.


The left and right Arrows  increment the selected date

The Show Map option  switches the map which displays the full time frame for the selected setting.

The Map distance spinner  is used to zoom in or out of the displayed time frame.

The Image button  allows images of the Schedule to be saved to file.

The Search button  will search for a Job Id within the Schedule.

The Refresh button  is used to manually refresh the scheduler. Note: the Scheduler auto refreshes when you click off then back on to it.

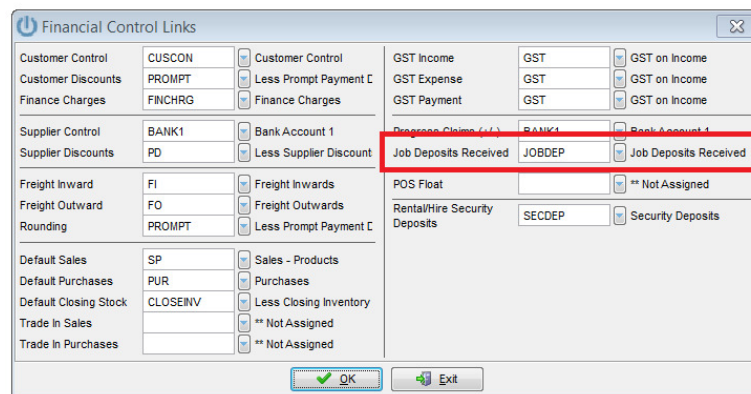
Job Deposits

A deposit can now be added to a Job.

These funds are not credited to the Customer's account, they are held as a Liability in the Balance Sheet until they are used to pay Invoices created against the Job they were allocated to.

Setup

In order to use Job Deposits a Financial Control Link must first be set up. This account would normally be a Current Liability – Transaction account.



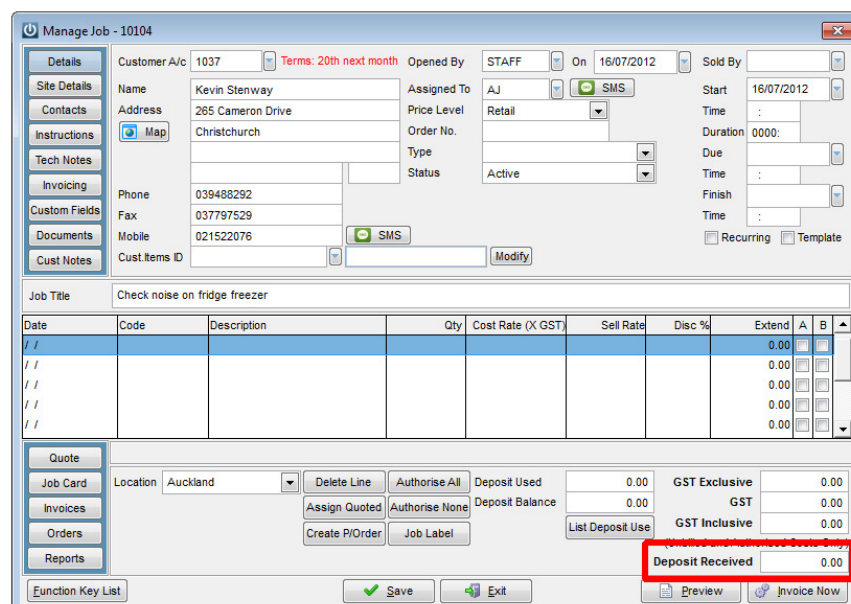
The 'Financial Control Links' window shows various accounts and their associated links. The 'Job Deposits Received' link is highlighted in red, showing it is set to 'JOBDEP' and 'Job Deposits Received'.

Account	Link	Description
Customer Control	CUSCON	Customer Control
Customer Discounts	PROMPT	Less Prompt Payment C
Finance Charges	FINCHRG	Finance Charges
Supplier Control	BANK1	Bank Account 1
Supplier Discounts	PD	Less Supplier Discount
Freight Inward	FI	Freight Inwards
Freight Outward	FO	Freight Outwards
Rounding	PROMPT	Less Prompt Payment C
Default Sales	SP	Sales - Products
Default Purchases	PUR	Purchases
Default Closing Stock	CLOSEINV	Less Closing Inventory
Trade In Sales		** Not Assigned
Trade In Purchases		** Not Assigned
GST Income	GST	GST on Income
GST Expense	GST	GST on Income
GST Payment	GST	GST on Income
Progress Closing (L/L)	BANK1	Bank Account 1
Job Deposits Received	JOBDEP	Job Deposits Received
POS Float		** Not Assigned
Rental/Hire Security Deposits	SECDEP	Security Deposits

Once the Job Deposits Received Financial Control Link is setup the Deposit Received field on the Modify Job screen will become active. A deposit can be added to a Job at any time until it is marked as completed. That being said a Deposit can only be added once. Once a Deposit is added it cannot be changed.

Adding a Deposit to a Job

To add a Deposit to a Job create the Job as normal. Type the amount being received into the Deposit Received box in the lower right corner of the Manage Job window.



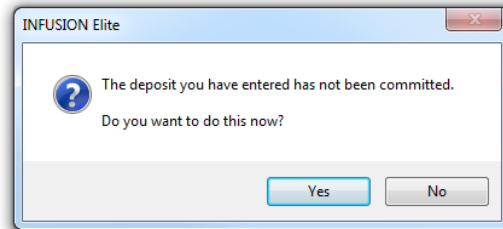
The 'Manage Job - 10104' window shows job details and a table of job items. The 'Deposit Received' field is highlighted in red, showing a value of 0.00.

Date	Code	Description	Qty	Cost Rate (X GST)	Sell Rate	Disc %	Extend	A	B
/ /							0.00		
/ /							0.00		
/ /							0.00		
/ /							0.00		

Quote: 0.00, Job Card: 0.00, Invoices: 0.00, Orders: 0.00, Reports: 0.00. Deposit Received: 0.00.

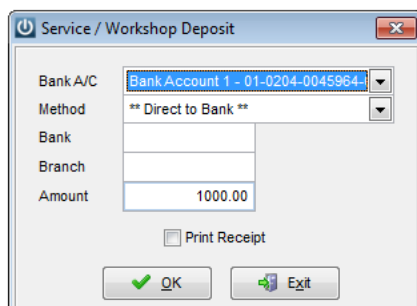
If a button within the Modify Job screen is clicked that requires a Save other than the Save button (Job Card for example) then the user is prompted to commit the Deposit. If No is selected then the requested operation is not performed.

Clicking Yes or using the Save button from the Manage Job screen will prompt the user to confirm the



method of the payment.

Depending on whether the user is logged in as a Standard or POS user, one of the following screens will be displayed to confirm the method of the payment.



Service / Workshop Deposit

Bank A/C: Bank Account 1 - 01-0204-0045964

Method: ** Direct to Bank **

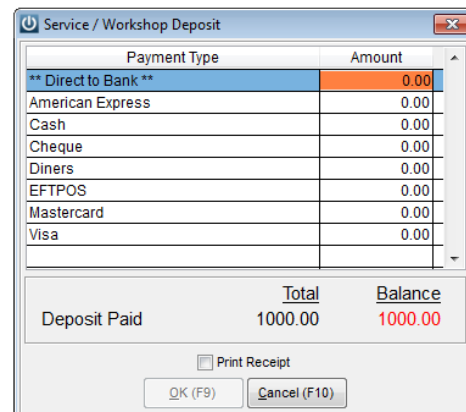
Bank:

Branch:

Amount: 1000.00

☐ Print Receipt

OK Exit



Service / Workshop Deposit

Payment Type	Amount
** Direct to Bank **	0.00
American Express	0.00
Cash	0.00
Cheque	0.00
Diners	0.00
EFTPOS	0.00
Mastercard	0.00
Visa	0.00

	Total	Balance
Deposit Paid	1000.00	1000.00

☐ Print Receipt

OK (F9) Cancel (F10)

The Non POS user can select a Bank Account and single Payment Method. The amount is automatically filled in and cannot be altered. The receipt is an A4 layout. (JMDEPRCPT.FRX)

The POS user may select multiple payment methods. These will all be deposited into the Undeposited Funds account setup under POS Defaults for this terminal. The OK Button is not enabled until the full Total is allocated. You cannot over allocate (to give change). Full integration to the Docket, Cash Drawer and EFTPOS hardware is available. The Print Receipt option prints a Receipt layout setup under POS Defaults.

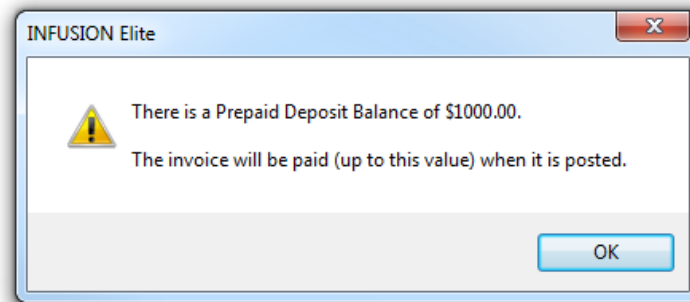
Note: the receipt is printed before the Job is saved to the JOBIDX file. Data is passed to the receipt layout as Public Variables from the screen.

The new table JOBDEP.DBF will have a line added for the Initial Deposit.

Using a Job Deposit to Pay an Invoice

Invoices either generated from the Manage Job screen or the Enter Invoice screen will allocate up to the unused portion of the Job Deposit to that Invoice upon Saving or Posting.

When Invoice Now is selected on the Modify Job screen a prompt will display stating that there is a deposit balance available. If you are creating multiple Invoices for the same Job this will be the amount currently unused.



This prompt is not displayed when selecting Create Invoice on the Jobs/Serviceing tab of the Enter Invoice screen.

The Invoice screen is next displayed. Note the new message on the Details tab. This is also displayed on the Payments tab

Customer Invoice (A/c 1037 - Kevin Stenway)

Details | Charge To: Terms: 20th next month

Kevin Stenway | Invoice # 10578 | Ref

265 Cameron Drive | Invoice Date 30/08/2012 | Sold By AJ

Christchurch | Payment Due 20/09/2012 | Entered By POS

Account Balance | The Job this Invoice relates to has a deposit paid. The Invoice will be paid up to the available value when posted. This is currently \$1000.00

Payment | Order #

Jobs/Serviceing | ** None ** | ☐ Recurring ☐ Email Invoice

Code	Description	Qty	Back Order	Rate	Disc %	Extend
9010-0001	Workshop Labour	10.00		67.00	0.0000	670.00

Location Auckland Available Qty: 0.00 (All Locations): 0.00

Function Key List

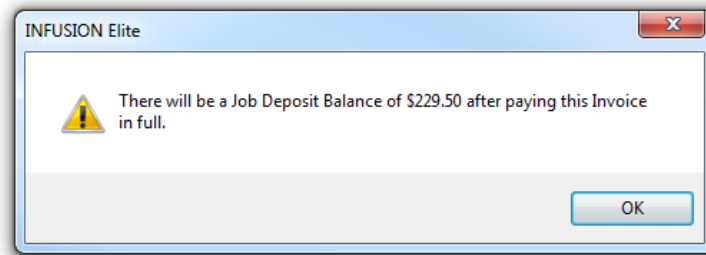
Exit Insert Delete Save Process

Freight 0.00
GST Exclusive 670.00
GST 100.50
Rounding 0.00
GST Inclusive 770.50

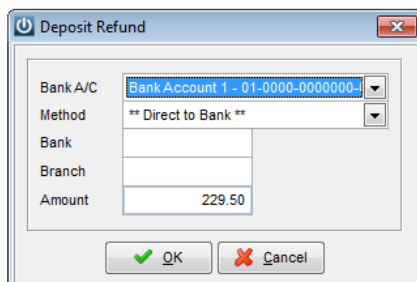
The Invoice can be modified in the usual manner. The first time an Invoice is Saved (or it is Posted) the amount of the Invoice is deducted from the available Deposit balance. An entry is created in JOBDEP for this allocation.

If the Job is being marked as Complete and there is a remaining balance of the deposit, the user is prompted in one of the following ways:

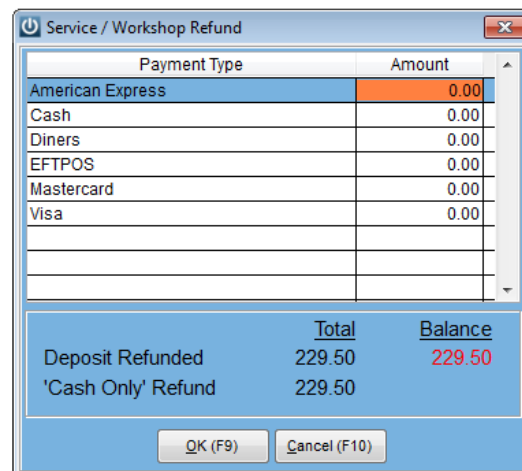
Saving: - A message box stating the amount. This is a reminder only.



Processing: - There are two different screens that will display depending on the type of User.



Bank A/C: Bank Account 1 - 01-0000-00000000
 Method: ** Direct to Bank **
 Bank:
 Branch:
 Amount: 229.50
 OK Cancel



Payment Type	Amount
American Express	0.00
Cash	0.00
Diners	0.00
EFTPOS	0.00
Mastercard	0.00
Visa	0.00

	Total	Balance
Deposit Refunded	229.50	229.50
'Cash Only' Refund	229.50	

OK (F9) Cancel (F10)

If the user cancels these screens, the Invoice will still process and the Deposit will remain on the Job.

If a Pending Invoice is recalled and modified, the amount of the deposit used will be adjusted in the following ways:

- If the Invoice has increased in value and there is Unused Deposit, the amount will be allocated to this Invoice. The existing JOBDEP line will be updated.
- If the Invoice has increased in value and there is no further deposit available, no changes will be made.
- If the Invoice has reduced in value and the Job has NOT been marked as complete the JOBDEP line will be updated and the balance returned to the Job.
- If the Invoice has reduced in value and the job HAS been marked as complete then the user MUST refund the unused portion of the Deposit.

What happens when I Post the Invoice?

A Pending Invoice can be posted from the Pending Invoice screen as usual. Unused Job Deposits will simply remain on the Job.

When the invoice is Posted, a Payment transaction is created (as if the user had entered it on the Payment Tab of the Enter Invoice screen). The funds in the GL Liability account are transferred to the Bank or Undeposited Funds account. An Invoice cannot be overpaid. The total of the Job Deposit, Loyalty Redeemed (if used) and Payment tab will not be able to exceed the Invoice total.

Credit invoices are not paid using deposits.

Job Deposit Audit Trail

Once part or all of the deposit has been used, the Modify Job screen will display the Deposit Used and the balance remaining (Deposit Balance). The List Deposit Use option allows for a detail list of the Deposit's use to be printed.

Manage Job - 10104

Customer A/c: 1037 Terms: 20th next month Opened By: STAFF On: 16/07/2012 Sold By: []

Name: Kevin Stenway Assigned To: AJ Price Level: Retail Start: 16/07/2012

Address: 265 Cameron Drive Order No.: [] Duration: 0000: Time: []

Christchurch Type: [] Due: []

Phone: 039488292 Status: Completed Finish: 31/08/2012

Fax: 037797529 Time: []

Mobile: 021522076 [SMS] [Recurring] [Template]

Cust Items ID: [] [SMS] [Modify]

Job Title: Check noise on fridge freezer

Date	Code	Description	Qty	Cost Rate (X GST)	Sell Rate	Disc %	Extend	A	B
16/07/2012	9010-0001	Workshop Labour	10.00	0.00	67.00	0.0000	670.00	✓	✓
/ /							0.00		
/ /							0.00		
/ /							0.00		
/ /							0.00		

Quote

Job Card Location: Auckland [Delete Line] [Authorise All]

Invoices [Assign Quoted] [Authorise None]

Orders [Create P/Order] [Job Label]

Reports

Deposit Used: 770.50 GST Exclusive: 0.00

Deposit Balance: 229.50 GST: 0.00

List Deposit Use: [] GST Inclusive: 0.00

(Unbilled and Authorised Costs Only)

Deposit Received: 1000.00

[Function Key List] [Save] [Exit] [Preview] [Invoice Now]