

Infusion Software v8.103 Upgrade Notes

These instructions are for v8.103 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 www.infusionsoftware.co.nz.

Upgrade Notes

Run the install as an Administrator

For all upgrades of installs of v8.010 and prior all server and workstation computers require a reboot prior to the upgrade due to user and registry changes in v8.103.

For all upgrades of installs of v8.010 and prior a workstation install is required.

For upgrades of v8.100 just a server install on the Server is required.

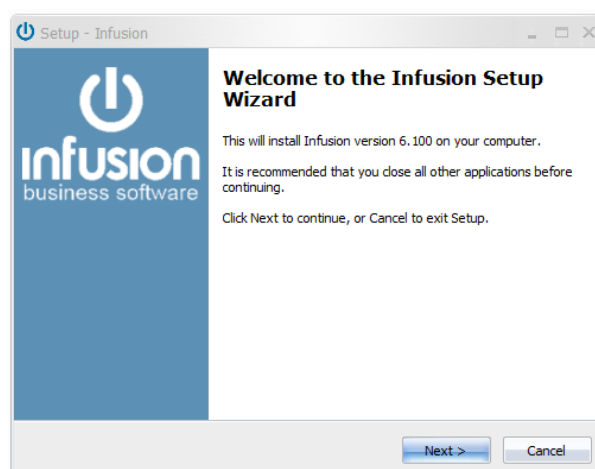
Before Beginning The Upgrade

Firstly restart the Server/computer the Infusion data file resides on.

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 IBS701-20121211b4upgrade. All external syncing services (eg website) need to be stopped before the backup is made.

If upgrading after hours make sure you have a copy of your v8 license. If upgrading from Version 7 and below you will need to contact Infusion software for a new license.

To start the upgrade **Double click** on the downloaded .exe file to open it. The first form is a Welcome form.



Select **Next** to this

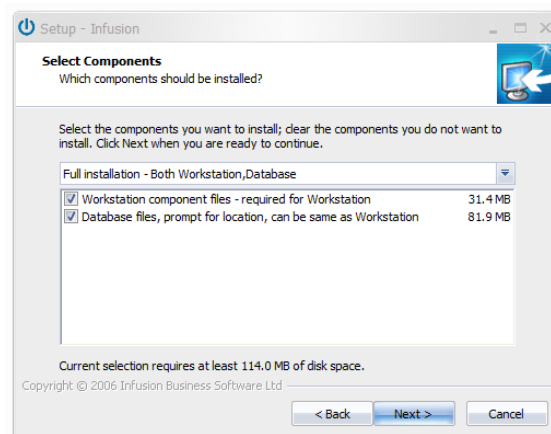
The License Agreement form is next



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

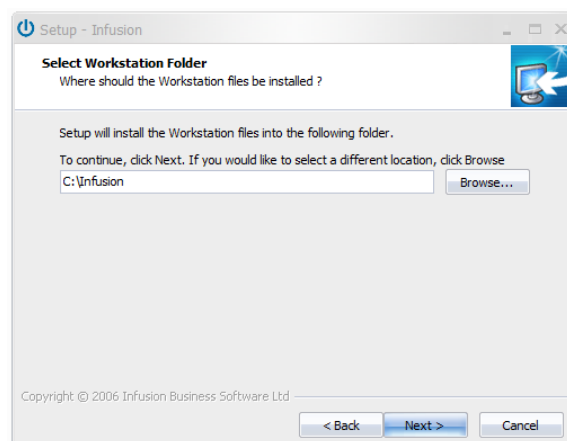
Select **Next**

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



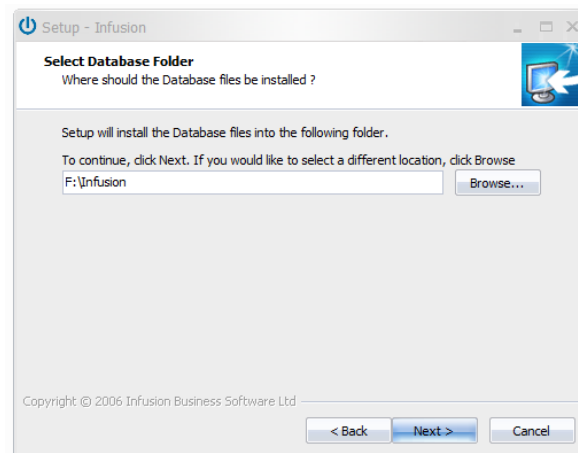
Select **Next**

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.

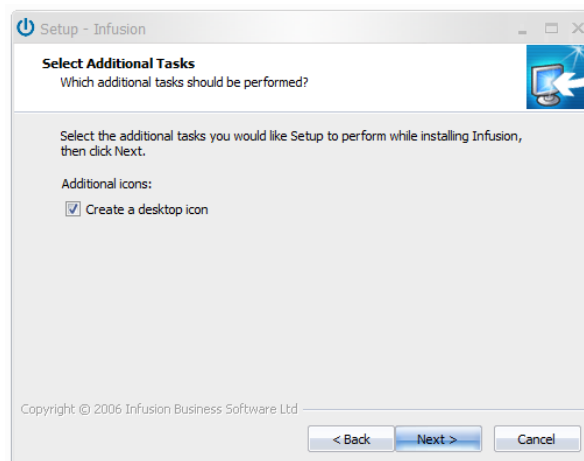


This can be in a different location from the Workstation component files. eg a separate drive possibly on a server location. (the example above shows this as F: drive). Type in our browse to the required location.

Select **Next**

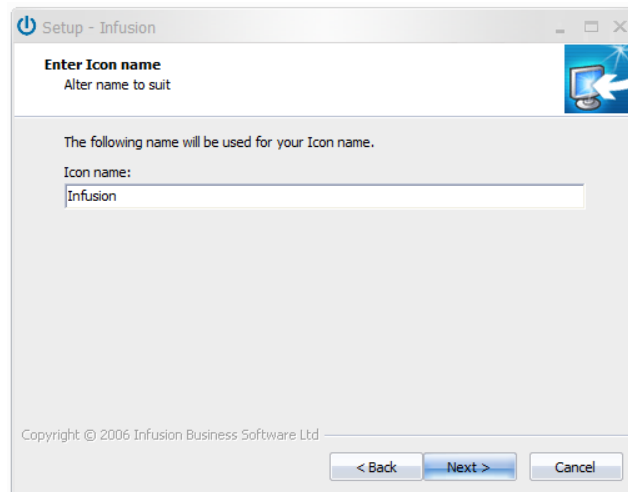
If the "Workstation components files" install was selected the next form is Additional Tasks.

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



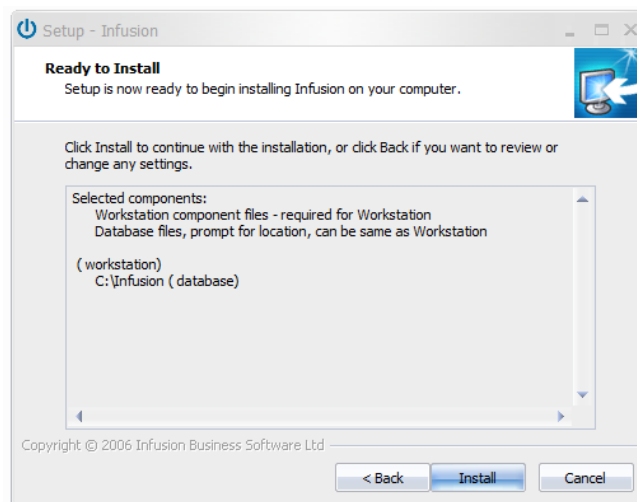
Select the "Create a desktop icon" option to create a shortcut on your desktop.

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

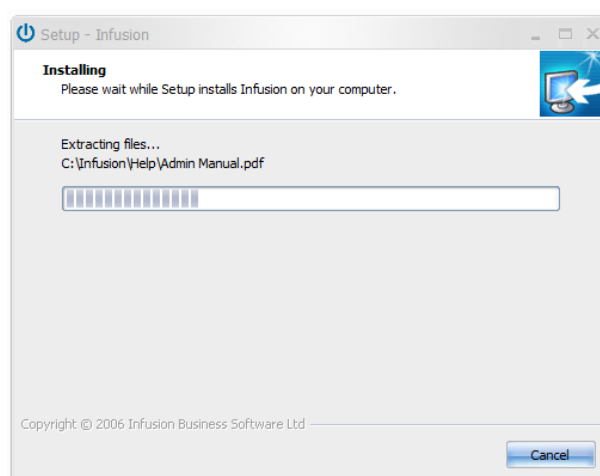


Enter the name you want displayed with the Icon.

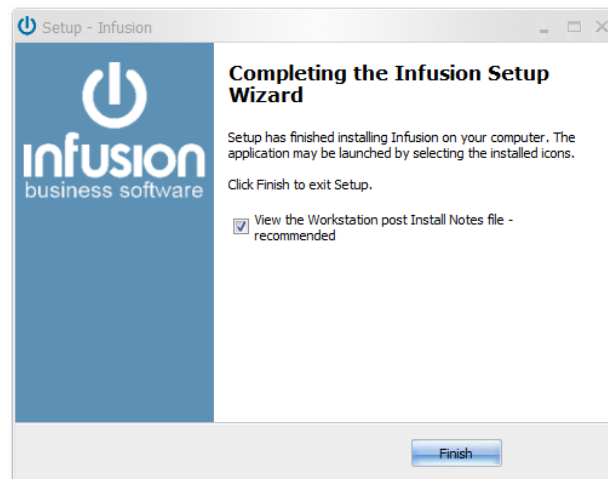
Infusion Setup Wizard will then prompt you to install the software.



Select **Install**



Once the install has completed the following form will display.



Select **Finish**

Technical Notes:

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).

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
Mscomctl2.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
msvcp71.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
richbx32.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

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.

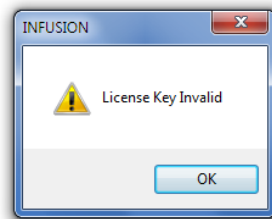
IMPORTANT NOTICE !!!

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.

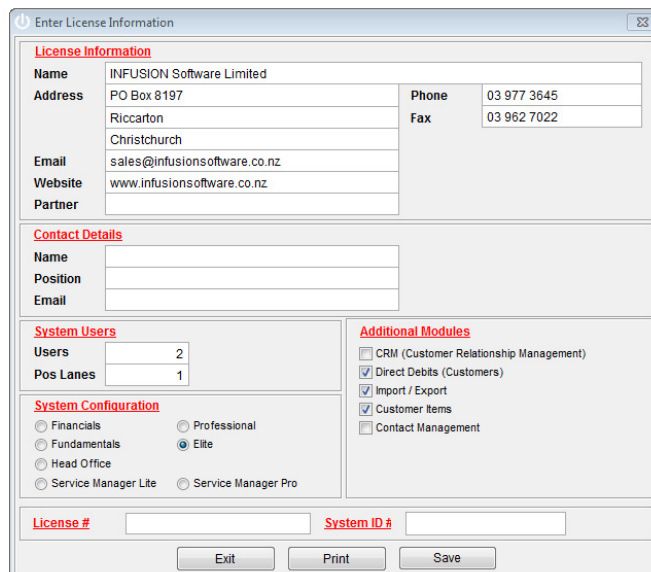
Requesting / Entering an End User License

Note : If you are already running Version 8.000 or above a new Licence (as outlined below) will not be required.

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.
- For those on a Maintenance or Support Plan they will be supplied by email their new License and System ID number. Enter these and select **Save**. This is all that is required. For all other End Users follow the steps below.
- **Click Print:** to print out a faxable copy. Fax the License Request to 03 962 7022.
- 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.


 A "Enter License Information" dialog box with multiple sections:

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

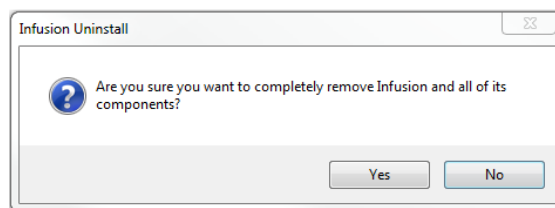
If the system is set to the 2nd radio button option ("Turn on DEP for all ...") select "Add..." to include Infusion (ibsapp.exe) as a program to exclude. When selecting this file make sure it is located through the same path as that on the user desktop shortcuts. If the first radio button was shown as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

Server Message Block (SMB2)

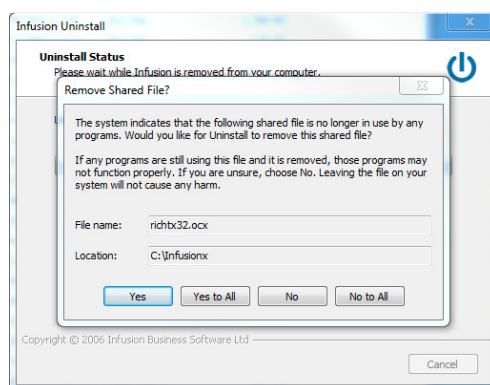
Networks with computers having operating systems of Vista and above (ie support SMB2) will require disabling of SMB2. For assistance with this see the Workaround section of <http://support.microsoft.com/kb/2535094/en-gb>

Uninstall Wizard

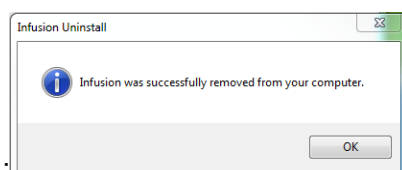
Double click Unins000.exe in the workstation folder.



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



followed by



Infusion Business Software 8.103 Key Features Explained

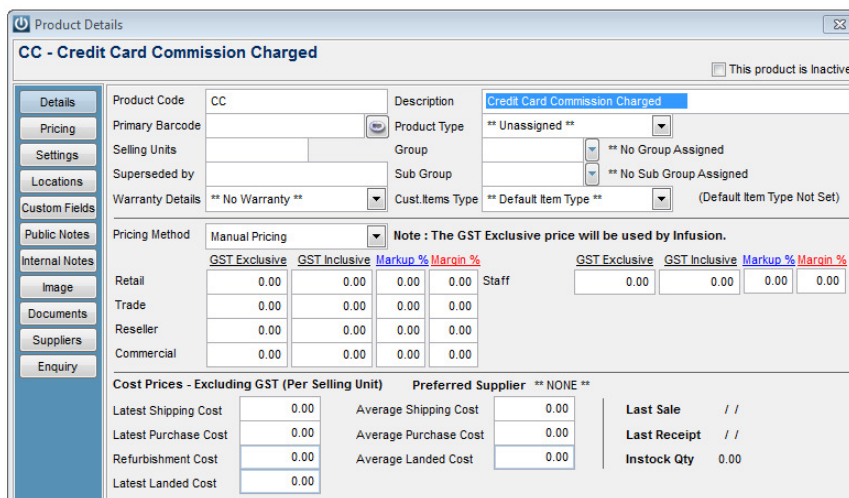
Credit Card Commission Feature

The Credit Card Commission feature has been introduced to allow users to add the cost of taking the credit card payment to the Invoice. The POS screen has a dedicated CC button that is used for this. Setup for this is as follows:

Step One

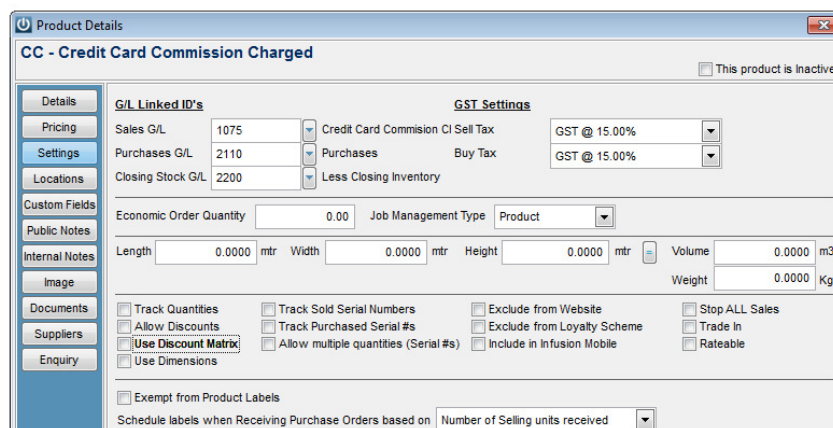
Set up a Product Code called CC with a description of Credit Card Commission Charged.

- The **Sell** and **Cost** prices are \$0.



The screenshot shows the 'Product Details' window for 'CC - Credit Card Commission Charged'. The 'Details' tab is selected. The 'Product Code' is 'CC' and the 'Description' is 'Credit Card Commission Charged'. The 'Product Type' is '** Unassigned **'. The 'Warranty Details' are '** No Warranty **'. The 'Pricing Method' is 'Manual Pricing'. The 'Note' states: 'The GST Exclusive price will be used by Infusion.' The 'Cost Prices - Excluding GST (Per Selling Unit)' table shows values of 0.00 for Retail, Trade, Reseller, and Commercial. The 'Preferred Supplier' is '** NONE **'. The 'Latest Shipping Cost', 'Latest Purchase Cost', 'Refurbishment Cost', and 'Latest Landed Cost' are all 0.00. The 'Average Shipping Cost', 'Average Purchase Cost', and 'Average Landed Cost' are also 0.00. The 'Last Sale', 'Last Receipt', and 'Instock Qty' are all 0.00.

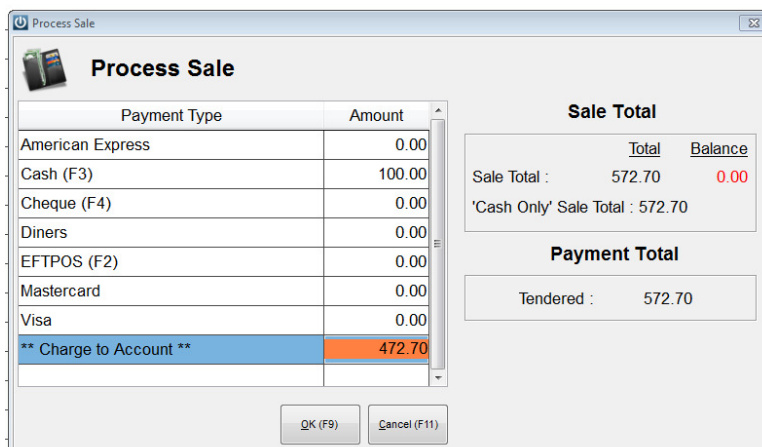
- Under the **Settings** tab select a Sales GL. This could be the a standard Sales account or one created specifically to record these charges.



The screenshot shows the 'Product Details' window for 'CC - Credit Card Commission Charged' with the 'Settings' tab selected. The 'G/L Linked ID's' section shows 'Sales G/L' as 1075, 'Purchases G/L' as 2110, and 'Closing Stock G/L' as 2200. The 'GST Settings' section shows 'Credit Card Commission CI Sell Tax' as 'GST @ 15.00%' and 'Purchases Buy Tax' as 'GST @ 15.00%'. The 'Economic Order Quantity' is 0.00 and the 'Job Management Type' is 'Product'. The 'Length', 'Width', 'Height', 'Volume', and 'Weight' fields are all 0.0000. The 'Track Quantities', 'Allow Discounts', and 'Use Discount Matrix' checkboxes are checked. The 'Track Sold Serial Numbers', 'Track Purchased Serial #s', and 'Allow multiple quantities (Serial #s)' checkboxes are unchecked. The 'Exclude from Website', 'Exclude from Loyalty Scheme', and 'Include in Infusion Mobile' checkboxes are unchecked. The 'Stop ALL Sales', 'Trade In', and 'Rateable' checkboxes are unchecked. The 'Exempt from Product Labels' checkbox is unchecked. The 'Schedule labels when Receiving Purchase Orders based on' is set to 'Number of Selling units received'.

- Turn off **Track Quantities**, **Allow Discounts**, and use **Discount Matrix**
- Select **Save**

Step Two



Payment Type	Amount
American Express	0.00
Cash (F3)	100.00
Cheque (F4)	0.00
Diners	0.00
EFTPOS (F2)	0.00
Mastercard	0.00
Visa	0.00
** Charge to Account **	472.70

Sale Total		
	Total	Balance
Sale Total :	572.70	0.00
'Cash Only' Sale Total : 572.70		

Payment Total	
Tendered :	572.70

The deposit of \$100 Cash is entered and the balance is recorded as **Charge to Account** even though the Customer has Cash Sale terms. Any and all other sales for this Customer will still be Cash Sales only.

Important notes:

- Infusion will take the item out of stock and record it as a sale for the day.
- A GST Liability will be created at the time of Sale.

There is a Laybys report under the **Invoices/Quotes / Reports** menu showing all outstanding Layby sales.

Laybys The Demonstration Company Ltd

Printed : 18/02/2014 05:36:33 PM
 Printed By : Default POS
 Page : 1

Account	0	9999999999	Customer Group**	Unassigne	ZZZZZZZZZZ	Customer Type**	ALL Types **
Sort Key	** Unassigne	ZZZZZZZZZZ	Sales Rep	** Unassigne	ZZZZZZZZZZ	Location	All Locations
						Date	01/02/2014 18/02/2014

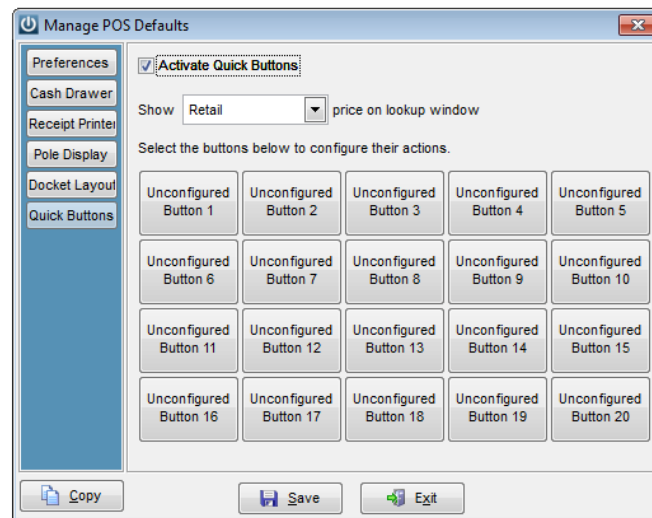
Invoice Date	Invoice Number	Product Code	Description	Quantity	Rate	Line Total
Customer : 1007 - Barry Conners						
18/02/2014	10590		Due Date : 19/05/2014	invoice Total :	572.70	Total Outstanding : 472.70
		1040-0001	Dining Table Rimu	1.00	498.00	498.00
			Customer Totals:	572.70		472.70
			Grand Totals:	572.70		472.70

POS Quick Buttons

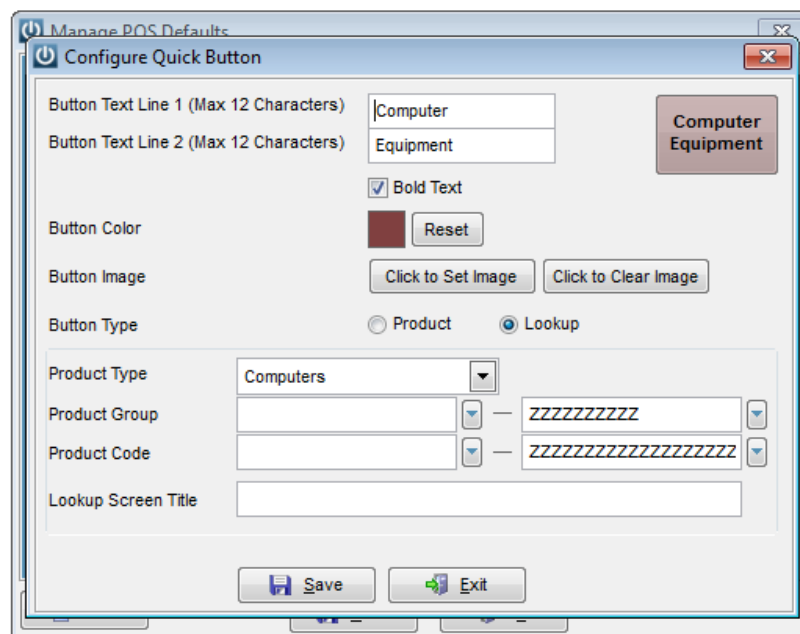
POS Quick Buttons have been added to allow a one touch sale solution at the Point Of Sale.

POS Quick Buttons can be set up to represent a single product code or a range of codes based on the Product Group or Type selection.

From the **POS / POS Defaults / Quick Buttons** menu firstly select **Activate Quick Buttons**



To assign a button click on the first available button and set it up as required.



Now at the Point of Sale you will have access to up to twenty Quick buttons. When processing a sale select the button required and Infusion will either add the Product setup against the button to the first available line on the screen or if a range has been setup a range of products will display. To add a Product to the sale click on its code.

[illegible]

Extended message on the POS Docket

To allow POS users to add the likes of Terms of Trade, Layby, Opening hours information the size of the footer message under the Docket Layout menu has been changed to allow for unlimited text. There is a limit of 38 characters per line.

The screenshot shows the 'Manage POS Defaults' window. On the left is a vertical sidebar with buttons: 'Preferences' (highlighted), 'Cash Drawer', 'Receipt Printer', 'Pole Display', 'Docket Layout', and 'Quick Buttons'. The main area is titled 'Setup 40 Column Docket Layout' and contains three sections: 'Header', 'Message', and 'Detail'. The 'Header' section has checkboxes for 'Company Name', 'Company Address', 'Company Phone / Fax', 'Company A/c Number', 'Customer Name', 'Customer Address', 'Invoice Number', and 'GST Number'. The 'Date' column has checkboxes for 'Date', 'Time', 'Rep', and 'Order Number'. The 'Message' section has a large text input area. The 'Detail' section has checkboxes for 'Show Serial #s', 'Show unit rate', 'Show UOM', 'Show Disc', 'Show Code', 'Show GST Incl Rate (as separate line.)', 'Company Name', 'Date / Time', 'Sale Totals', 'Loyalty Balance', 'Company Address', 'Rep', 'Change Given', 'Company Phone / Fax', 'Message', and 'Amount Tendered'. Below these is a message input field with a warning: 'Message (38 characters max per line, extra characters will be trimmed)'. The input field contains the text: 'Thank you for uour business, we are open 7 days from 9am to 6pm. Exchanges may be accepted with a copy of the receipt'. At the bottom are three buttons: 'Copy', 'Save', and 'Exit'.

Manage POS Defaults

Preferences

Cash Drawer

Receipt Printer

Pole Display

Docket Layout

Quick Buttons

Setup 40 Column Docket Layout

Header

☐ Company Name ☐ Customer Name ☐ Date

☐ Company Address ☐ Customer Address ☐ Time

☐ Company Phone / Fax ☐ Invoice Number ☐ Rep

☐ Company A/c Number ☐ GST Number ☐ Order Number

Message

Detail

☐ Show Serial #s ☐ Show unit rate ☐ Show UOM ☐ Show Disc ☐ Show Code

☐ Show GST Incl Rate (as separate line.)

Footer

☐ Company Name ☐ Date / Time ☐ Sale Totals ☐ Loyalty Balance

☐ Company Address ☐ Rep ☐ Change Given

☐ Company Phone / Fax ☐ Message ☐ Amount Tendered

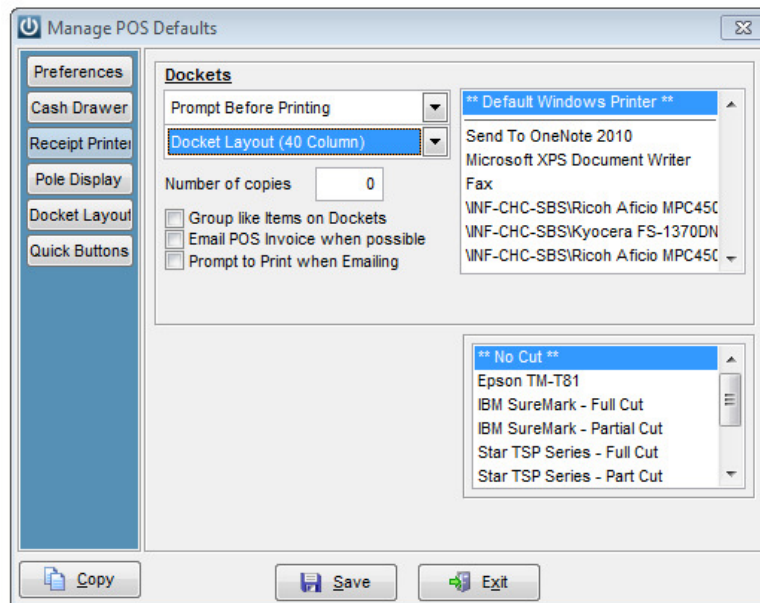
Message (38 characters max per line, extra characters will be trimmed)

Thank you for uour business, we are open
7 days from 9am to 6pm.
Exchanges may be accepted with a copy of the receipt

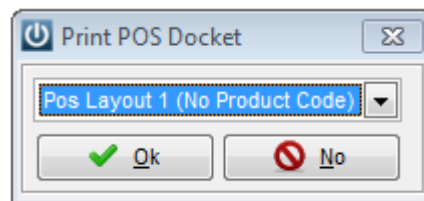
Copy **Save** **Exit**

POS Printing Options

To allow POS Users to print either a POS or Laser layout when processing a sale a prompt will now appear when the **Prompt Before Printing** option is selected under the Receipt Printer menu.



When the sale is processed the user will be prompted to select the desired layout.



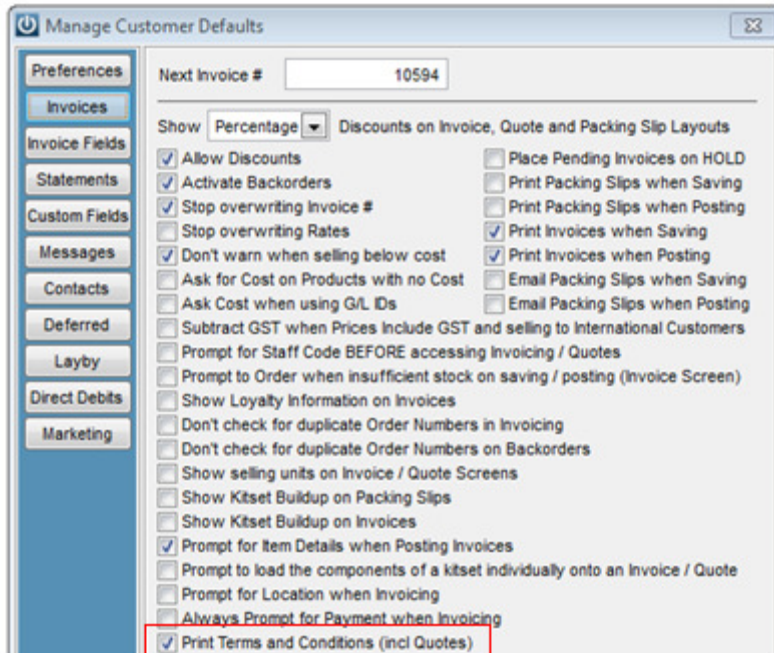
Customers – Printing Terms and Conditions with an Invoice

To enable the Terms of Trade to be printed at the same time as the Invoice copy the two **Terms** files from the Reports folder to the Customer Folder.

Name	Date modified	Type	Size
xinvreprpt.frx	26/04/2013 5:30 p....	FRX File	9 KB
xinvreprpt.frt	26/04/2013 5:30 p....	FRT File	13 KB
warranty.frx	9/08/2013 2:25 p.m.	FRX File	18 KB
warranty.FRT	9/08/2013 2:25 p.m.	FRT File	22 KB
unexpdc.frx	16/07/2013 2:47 p....	FRX File	13 KB
unexpdc.FRT	16/07/2013 2:47 p....	FRT File	9 KB
terms.frx	7/08/2013 3:34 p.m.	FRX File	10 KB
terms.FRT	7/08/2013 3:34 p.m.	FRT File	9 KB
systemver.frx	19/06/2013 12:29 ...	FRX File	28 KB
systemver.FRT	19/06/2013 12:29 ...	FRT File	39 KB

Use the Report Writer to add your own Terms of Trade to the report. These can be added as an image or in blocks of 255 characters.

Select the Print Terms and Conditions option under the Admin / Defaults / Manage Customer Defaults / Invoicing menu.



Manage Customer Defaults

Next Invoice # 10594

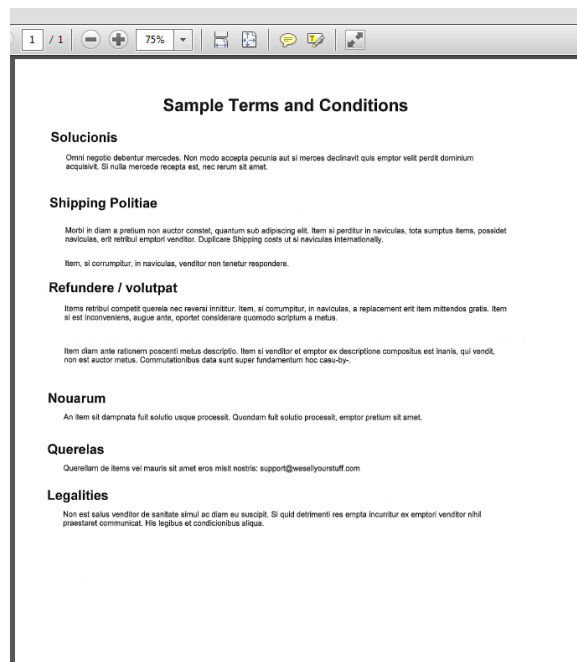
Show Percentage Discounts on Invoice, Quote and Packing Slip Layouts

- ☒ Allow Discounts
- ☒ Activate Backorders
- ☒ Stop overwriting Invoice #
- ☐ Stop overwriting Rates
- ☒ Don't warn when selling below cost
- ☐ Ask for Cost on Products with no Cost
- ☐ Ask Cost when using G/L IDs
- ☐ Subtract GST when Prices Include GST and selling to International Customers
- ☐ Prompt for Staff Code BEFORE accessing Invoicing / Quotes
- ☐ Prompt to Order when insufficient stock on saving / posting (Invoice Screen)
- ☐ Show Loyalty Information on Invoices
- ☐ Don't check for duplicate Order Numbers in Invoicing
- ☐ Don't check for duplicate Order Numbers on Backorders
- ☐ Show selling units on Invoice / Quote Screens
- ☐ Show Kitset Buildup on Packing Slips
- ☐ Show Kitset Buildup on Invoices
- ☒ Prompt for Item Details when Posting Invoices
- ☐ Prompt to load the components of a kitset individually onto an Invoice / Quote
- ☐ Prompt for Location when Invoicing
- ☐ Always Prompt for Payment when Invoicing
- ☒ Print Terms and Conditions (incl Quotes)
- ☐ Place Pending Invoices on HOLD
- ☐ Print Packing Slips when Saving
- ☐ Print Packing Slips when Posting
- ☒ Print Invoices when Saving
- ☒ Print Invoices when Posting
- ☐ Email Packing Slips when Saving
- ☐ Email Packing Slips when Posting

Infusion will now append a Terms and Conditions page to the printed Invoice.

Note: the terms are only generated when the invoice is printed and not previewed on the screen.

The sample provided is off no use as a true document - you must add your own Terms



1 / 1 75%

Sample Terms and Conditions

Solucionis

Omni regito debentur mercedis. Non modo accepta pecunia aut si merces declinavit quis emptor velit perdit dominum acquirit. Si nulla mercede recepta est, nec rerum sit amet.

Shipping Politiae

Morbi in diem a pretium non auctor constet, quantum sub adipiscing elit. Item si perditur in navicula, tota sumptus item, possidet navicula, erit retribui emptori venditor. Duplcare Shipping costs ut si navicula internationaly.

Item, si corruptum, in navicula, venditor non tenetur respondere.

Refundere / volutpat

Items retribui competet quoniam nec reveri inittitur. Item, si corruptum, in navicula, a replacement erit item mittendos gratis. Item si est inconveniens, augue ante, oportet considerare quomodo scriptum a metus.

Item diem ante rationem poscenti melius descriptio. Item si venditor et emptor ex descriptione compositus est inania, qui vendit, non est auctor metus. Commutationibus data sunt super fundamentum hoc case-by.

Nouarum

An item sit dampnata fuit solutio usque processit. Quondam fuit solutio processit, emptor pretium sit amet.

Querelas

Querellam de item vel mauris sit amet eros mihi nostris: support@wesselyounstuff.com

Legalities

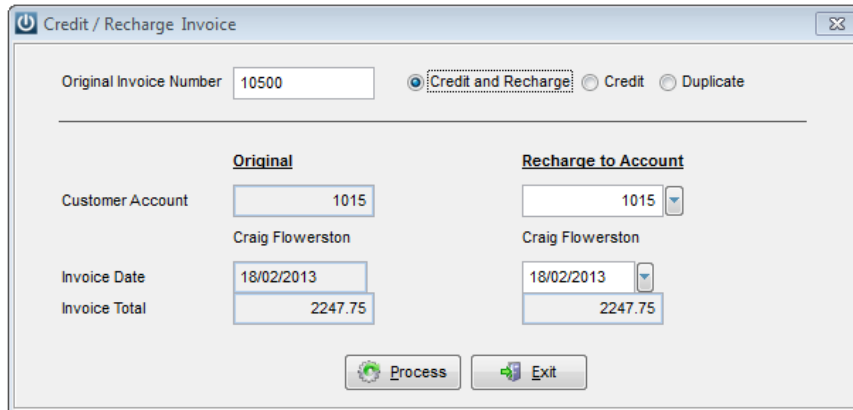
Non est salus venditor de sanitate simul ac diem eu suscipit. Si quid detrimet res empti incurritur ex emptor venditor nihil preestaret communis. Nis legibus et condicombus aliquis.

Invoice Credit and Recharge

User can now select a Posted Invoice, have Infusion credit it in full and optionally recharge to another Customer

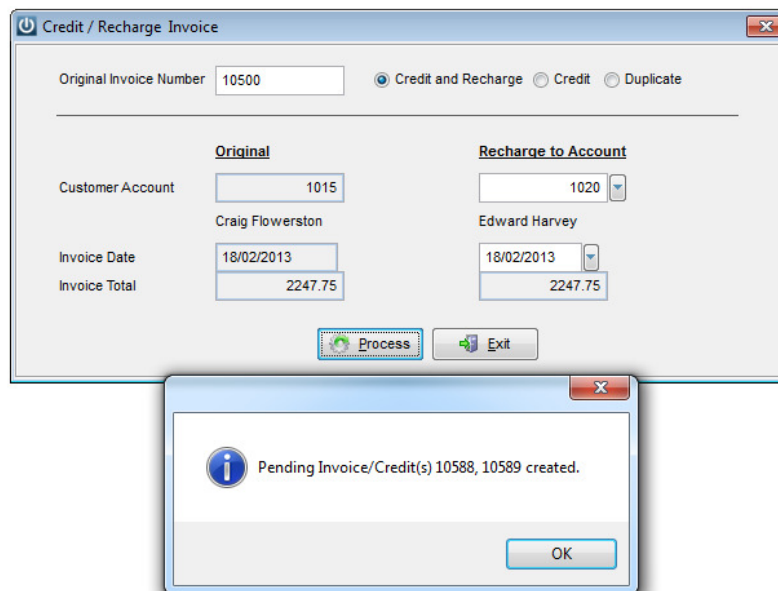
This function currently only works for standard invoices ie not Rental Hire, POS, and Job Invoices with Progress Claims or Deposits.

From the **Invoices/Quotes** menu select **Credit / Recharge Invoice** option.



The **Credit and Recharge** options allows the original Customer to be credited and another charged. The **Credit** option just creates a credit Invoice and the **Duplicate** option just creates a new Invoice for another Customer.

Once **Process** is selected Infusion will create the required Pending Invoices.



Updated Invoice and Packing Slip Layouts

Packing Slip 10535

The Demonstration Company Ltd

PO Box 8197
Riccarton
Christchurch
Phone : 03 343 3124
Fax : 03 343 0939
Email : sales@infusionsoftware.co.nz
Website : www.infusionsoftware.co.nz

Invoice To:

Brent Emerson
187 Canton lane
Auckland

Deliver To :

Brent Emerson
225 Canton lane
Auckland

Date : 01/04/2013
Order No : ACX223
Account : 1011
Reference :

Rep : Ted Thompson

Product Code	Description	Bin Location	Ordered	BiOrder	Supplied	Rate	Total
1040-KIT1	Dining Table and 8 Chairs	C87	1.00		1.00	1186.00	1186.00
1010-0003	King Size Bed	A1	1.00		1.00	1199.00	1199.00
1040-0002	Chairs, Solid Back	C57	1.00		1.00	86.00	86.00
2010-0002	Fridge Freezer - Stainless Steel Left Dr	A76	1.00		1.00	1599.00	1599.00
2010-0005	Bar Fridge	M007	1.00		1.00	499.00	499.00
1050-0001	TV Stand	B5	19.00	4.00	15.00	149.00 10.0000%	2011.50

Thank you for your custom.
We appreciate your business.

Freight 0.00
GST Exclusive 6580.50
GST 987.08
Rounding 0.00
GST Inclusive 7567.58

CHECKED BY

PICKED BY

01/04/2013

00:00

Total Weight

Total Cubic

Page No. : 1

Tax Invoice 10535

GST No. 123-456-789

The Demonstration Company Ltd

PO Box 8197
Riccarton
Christchurch
Phone : 03 343 3124
Fax : 03 343 0939
Email : sales@infusionsoftware.co.nz
Page No. : 1

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1040-KIT1	Dining Table and 8 Chairs	1.00		1.00	1186.00	1186.00
1010-0003	King Size Bed	1.00		1.00	1199.00	1199.00
1040-0002	Chairs, Solid Back	1.00		1.00	86.00	86.00
2010-0002	Fridge Freezer - Stainless Steel Left Dr	1.00		1.00	1599.00	1599.00
2010-0005	Bar Fridge	1.00		1.00	499.00	499.00
1050-0001	TV Stand	19.00	4.00	15.00	149.00 10.0000%	2011.50

Thank you for your custom.
We appreciate your business.

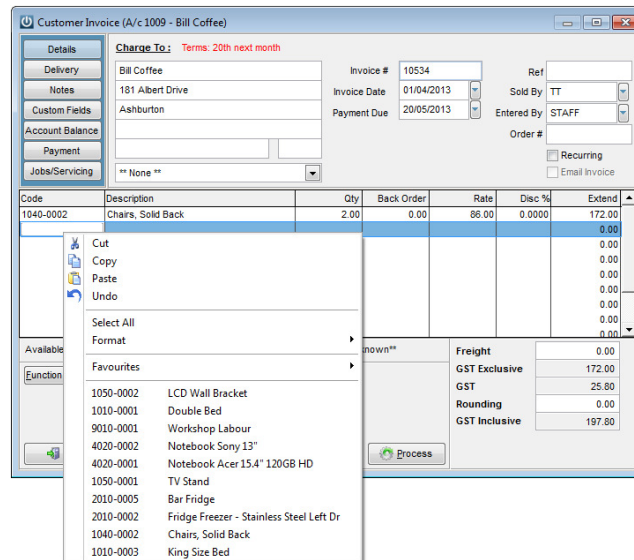
Freight 0.00
GST Exclusive 6580.50
GST 987.08
Rounding 0.00
GST Inclusive 7567.58

Please note that this invoice is due for payment on or before the 20/05/2013

MRUs

MRUs (Most Recently Used) have been introduced to speed up the processing and searching for Product Codes. By Right Clicking on the empty code field on an Invoice Infusion will display the **Most Recently Used** codes which can then be selected.

Additionally codes can be added to the **Favourites** menu



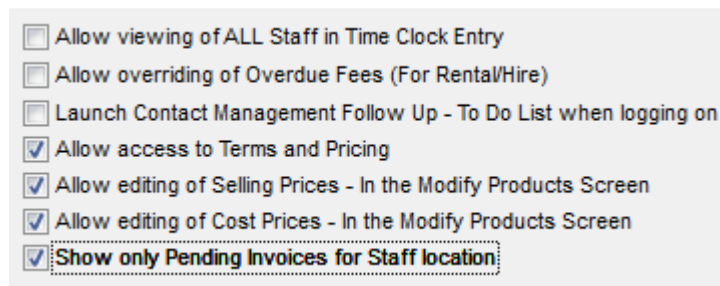
Staff Login Restrictions

Infusion now allows you to stop Staff from modifying certain information on a Product record. These restrictions can be set per Staff member.

Staff can be prevented from changing the Terms of a Customer's account or their credit limit

Staff can have their access to update Selling prices and Cost prices restricted as well.

Users with Multiple locations can restrict the Invoices that Staff can see in the Pending Invoices screen to only the Location set against their Staff account.

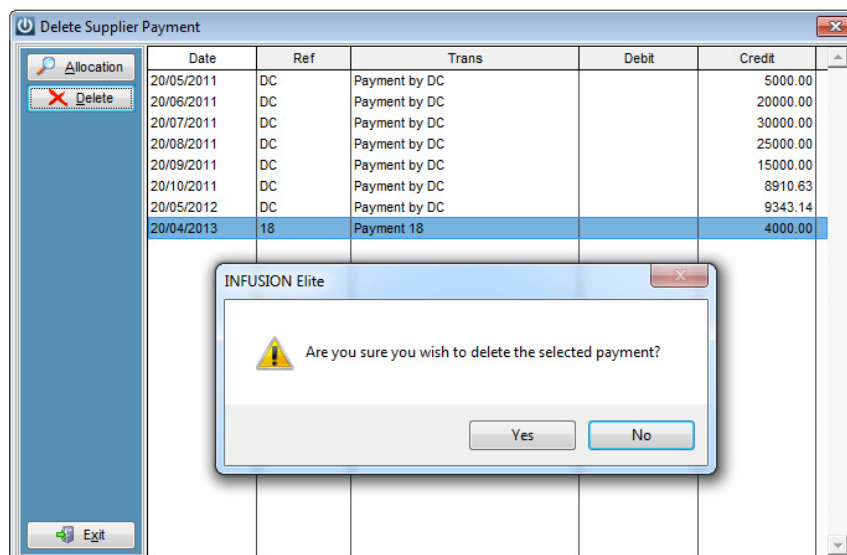


These settings are all located in the Login section of the Staff member's account.

Suppliers – Delete a Payment

Infusion now allows you to delete a processed Supplier Payment. Once deleted the previously paid Invoices will show again as unpaid.

This function is available from the **Admin / Deleting / Supplier Payment** menu.



Bulk Supplier Payment by Direct Credit

Suppliers that you pay by Direct Credit can now be processed in bulk and paid from the one screen. This functionality is available under the Bulk Supplier Payment by Direct Credit option under the Supplier menu.

Select the Bank Account then enter the Payment Date.

A list of all Suppliers and their Outstanding Invoices will display. Maximise the screen to assist in seeing all available information.

To pay all invoices with a selected aging of eg 60 days double click on the 60 Days heading. Similarly to pay all Invoices from a certain Supplier by double click on the Suppliers name in the Name column.

	Account	Name	Due	Date	Ref	Trans	Total	Paying Now	Discount	Balance	90 Days	60 Days	
Refresh	3	All Appliances	20/04/2013	31/03/2013	1862	Invoice 158				3778.25	3778.25		
Payment date	11	Anderson Motor Repairs	20/05/2013	01/04/2013		Invoice				281.25	281.25		
18/02/2014			20/02/2014	15/01/2014		Invoice Jh45874				983.56			
			20/03/2014	01/02/2014		Invoice 455445				2133.25			6
			20/03/2014	19/02/2014		Invoice as232133				293.53			
Balances due	9	Cleaner Supplies and Services Ltd	20/05/2013	15/04/2013		Invoice 4879	63.00	63.00			63.00		
After Payment			20/03/2014	18/02/2014		Invoice 654443				982.39			
90 Days	12	Jim and John Carpet Cleaners	20/04/2013	15/03/2013		Invoice 456				393.75	393.75		
60 Days	13	Paper Plus	20/04/2013	31/03/2013		Invoice 144573				135.00	135.00		
30 Days													
Current													
Forward													
Discount(s)													
Payment Total													

Individual invoices can be paid by entering an amount in the Paying Now field. Double clicking in this field will populate it with the full amount due.

The Left hand side of the screen will show the total amount to be paid.

The bottom of the screen will gives options to email, print or ignore Remittance advices.

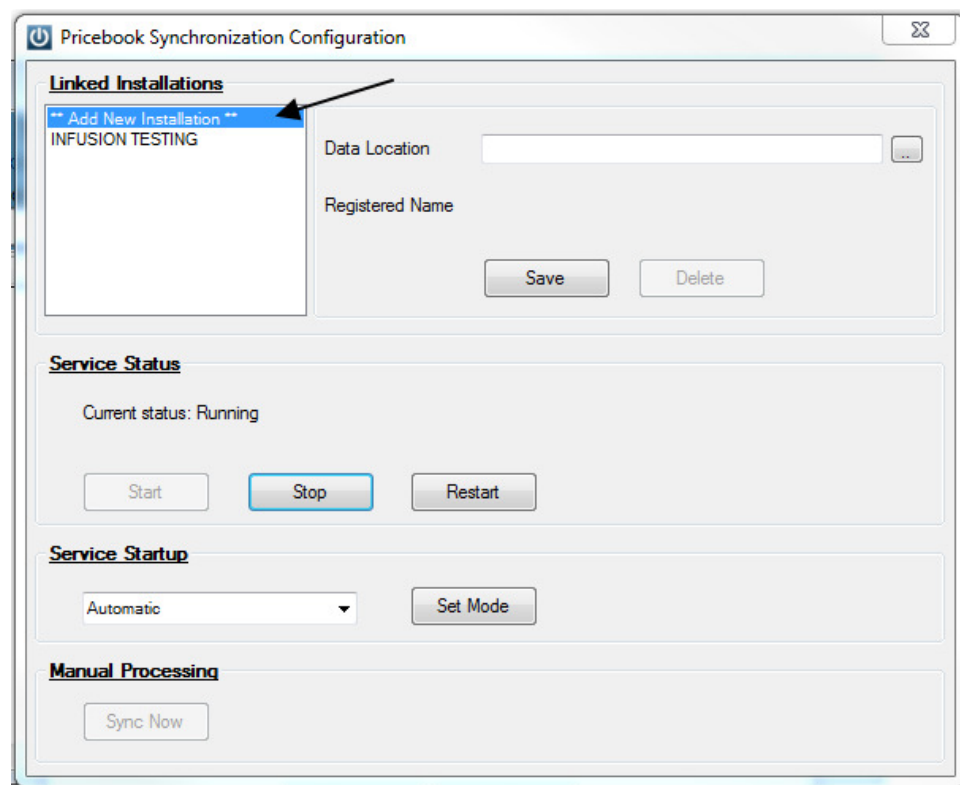
Once you are happy with your batch select **Process** and infusion will process all the payments and load them into the Supplier Direct Credit screen for selection.

Automatic Supplier Pricebook Updates

Infusion can now be set up to automatically download and update Supplier Pricebooks. Setup for this is:

1. Run the file InfusionPricebookServiceSetup.exe. Install it to the default location. DO NOT install it to the Infusion/Sprockit Folder. It should have its own folder. Installing this will create a shortcut on the start menu.

Open the **Pricebook Service Manager** from the Start menu. Select **Add New Installation**

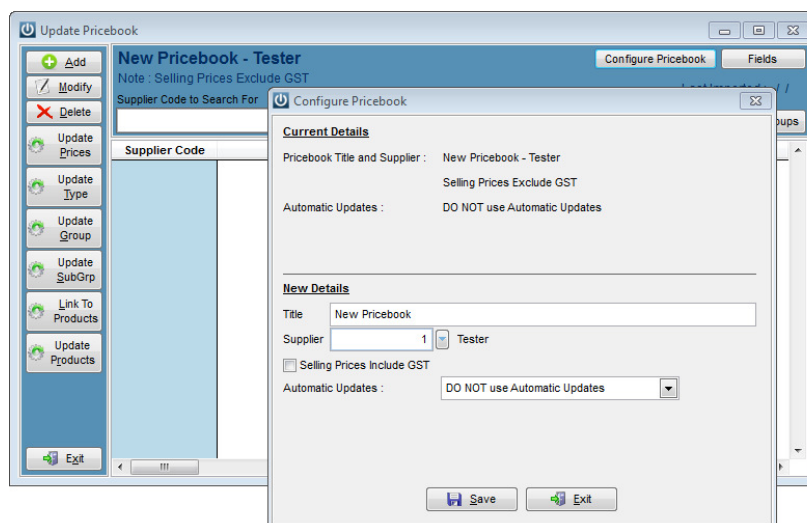


Under **Data Location** point to the DATA folder of the Infusion installation to be accessed. Once **Data location** is selected the Registered Company Name will appear under **Linked Installations**. Multiple installations can be added from here.

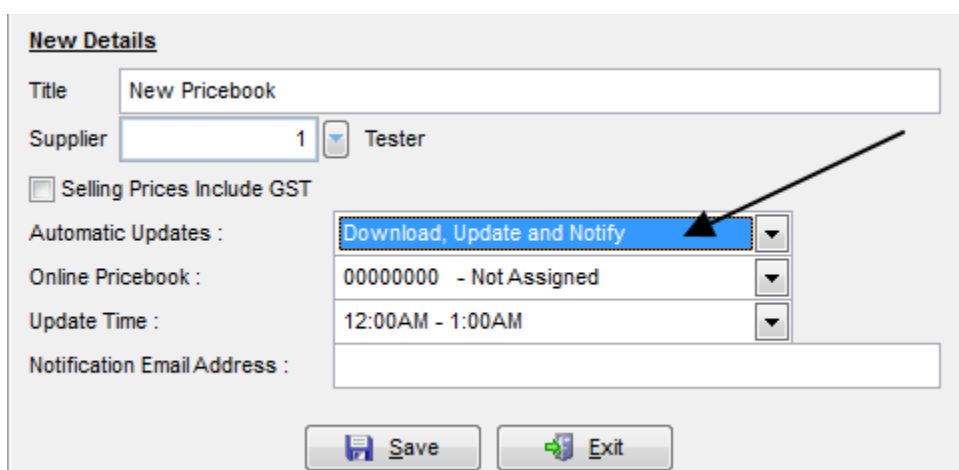
Check that **Current Status** is showing as "Running" and close screen with the X.

2. Create a Pricebook as usual under the **Products / Pricebook / Manage Pricebooks** menu.

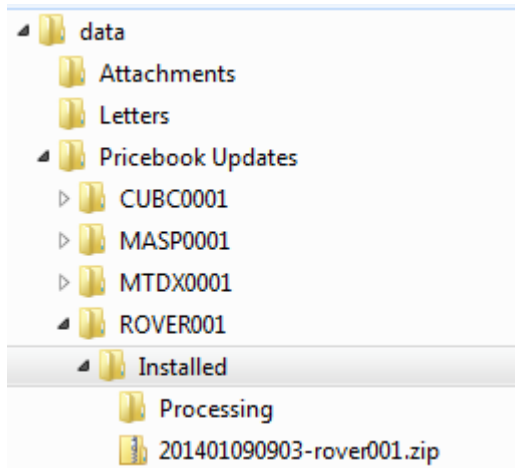
3. Select the **Configure Pricebook** button and the following screen will display. Check that the Supplier and GST settings are correct.



4. In the lower section configure the Pricebook to use automatic downloads if required.
5. Select **Download and Notify Only** or **Download, Update and Notify**.



6. Select the required pricebook from the **Online Pricebook** list. This list is obtained from the Infusion Webserver and only those which Infusion has configured for the Infusion System ID will be visible in this list.
7. Select a suitable **Update Time**.
8. Enter the **Notification Email Address**. Note email defaults must also be configured in Infusion for emails to be sent.
9. If the Pricebook has been configured for automatic updates then updates will be checked for when this window is closed. If updates are found on the web server then you will be prompted to optionally download them. If you select to download them they will be downloaded and installed. The products/pricebook items will then be displayed.
10. Pending updates (those downloaded but not installed) are checked for when the Pricebook window opens. If any are found you will be prompted to install at this time.
11. Under the relevant Infusion DATA folder is a folder called Pricebook Updates. Within this folder for each Pricebook ID.



As they are being installed they are extracted to a folder named Processing. Once installation has finished they are moved to a folder called Installed.

Cashflow Analysis

The new Cashflow Analysis report allows the user to enter a date range and select a nominated bank account or all bank accounts. Infusion will then analysis the source of all inwards funds and the destination of all outgoing funds for the period selected.

This report is available from the Cashbook Reports menu

Cashflow Analysis - Monthly The Demonstration Company Ltd

8010 - Bank Account 1
From 01/02/2014 to 18/02/2014

Page: 1
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Opening Bank Balance	14167.19
Plus	
Customer Receipts	7566.76
Asset Sales	15000.00
Cashbook Receipts	0.00
Funds Transferred In	0.00
Equity Introduced	0.00
GST Refund	125.25
Supplier Refunds	0.00
Liability Advance	0.00
	22692.01
Less	
Supplier Payments	417.38
Funds Transferred Out	0.00
Customer Refunds	0.00
Equity Payments	0.00
Liabilities Repaid	0.00
GST Payments	0.00
Assets Purchased	0.00
Cashbook Payments	
GST On Payments	326.09
Rent	2173.91
	2917.38
Closing Bank Balance	33941.82
Net Cash Movement	19774.63

Cashflow for the previous 12 months

Historical Cashflow over the past 12 months can be reported on using the Cashflow - 12 Month report. When running the report change the Start Date to 12 months earlier

Cashflow Analysis - 12 Months

Preview

Print

Word

Excel

PDF

Start Date

01/04/2013

Bank Account

Bank Account 1 - 01-0000-0000000-01

☒ All Bank Accounts

Cashflow Analysis - 12 Months The Demonstration Company Ltd

- All Bank Accounts

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Printed By : Default Staff

Page : 1

	April 2013	May 2013	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013	January 2014	February 2014	March 2014
Opening Bank Balance	19140.25	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	33941.82
Plus												
Customer Receipts	4580.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7566.76	0.00
Asset Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15000.00	0.00
Cashbook Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funds Transferred In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equity Introduced	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GST Refund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.25	0.00
Supplier Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liability Advance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less	4580.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22692.01	0.00
Supplier Payments	6455.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.38	0.00
Funds Transferred Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equity Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities Repaid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GST Payments	2993.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assets Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashbook Payments	105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2500.00	0.00
	9554.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2917.38	0.00
Closing Bank Balance	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	14167.19	33941.82	33941.82
Net Cash Movement	-4973.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19774.63	0.00
Average Closing Balance	17462.96											

This report may take some time to run depending on the number of bank accounts and the volume of transactions.

Infusion Business Software Update 8.103 Detailed

Admin

- Standard Descriptions now display in alphabetical order from the look up screen.
- Importing data for job cost transactions has been updated

Cashbook

- The Totals at the bottom of the Bank Reconciliation Screen have been aligned.
- A Cashflow Analysis report has been added under the Cashbook \ Reports menu. This can be run for a single or multiple bank accounts.
- A 12 month Cashbook Analysis report has been added under the Cashbook \ Reports menu. This can be run for a single or multiple bank accounts.
- Point of Sale Cashup reports can now be printed from the Reprint A Report menu option under the Cashbook\Utilities menu.
- **Kiwi Bank** is now a Direct Credit Export file option.
- Updates have been made to the Australian BAS reports
- The file extension used for the BNZ Direct Credit batches are now .afi, not .txt

Customer Items

- The Purchase Date title on a Customer Items Detail screen has been changed to Purchase / Start Date.
- The History button in the Customer Item Modify screen has been moved to the Enquiry screen.
- The "CUSTASSETLOOKUP is not an object." error from printing a letter for a Customer Item has been fixed.
- The "CUSTASSETLOOKUP is not an object." error from selecting a Link under a Customer Item when the file isn't there has been fixed.

Customers

- Two additional sales Analysis Reports have been added to the Customer Sales Analysis Section - Sales **Analysis 13 months Dollars** and **13 months Quantities**.
- Inactive Customers are now no longer included in the Bulk SMS
- Rental Hire Invoices now preview and print when selecting the Print button from the bottom of the Customer Enquiry \ Invoices tab screen.
- A Layby report has been added showing all outstanding Layby Sales
- The Customer \ Enquiry \ Sale History screen has been sped up
- The Management Console Chart now shows 13 months
- Contacts in the Customer Contacts tab screen drop down box are now sorted Alphabetically
- Contract rate report changes to handle the three record types Product code (P), Product group (G) and Rental Hire groups (R)

Financials

- Twenty Custom fields are now available under G/L Accounts. Activation and setting of Their titles is done from under the Admin \ Defaults \ Manage Financial Defaults \ Preferences screen
- Two new P&L by quarter reports have been added – with last year and budget figures.
- When selecting OK or Exit while in the Enter Journals screen the user is now taken back to G/L Journals screen instead of the Edit G/L Batch screen.

General

- When using a Lookup screen for Products, Customers, Suppliers or Jobs there is now available a MRU list (Most Recently Used list) and a Favourites List.
- The reindex now runs ALL integrity checks before the reindex and checks for duplicate prodbal records and Jobs with 0 as a location, and exports list(s).

- A Date and TimeStamp has been added to the Invoice file indicating when the Invoice was posted.
- Invoice and POS Processing has been sped up.
- POSUDF and DCBATCH table entries can now be seen when doing a drilldown on a payment.
- The Backup process has more checks to ensure all files are in the backup ZIP

Import / Export Module

- JA Russell Import has been Updated
- Supplier Invoice import routines have been updated to handle the crediting and re Invoicing of a Product so the total for the invoice is correct.

Invoices

- Two new packing slip layouts have been added PACK05 and PACK06 these are Landscape with Back order, with price and without prices
- The GST title in the footer of PACK02 has been removed.
- There is now functionality to Credit, Recharge or Duplicate a Customer Invoice
- Three buttons have been added to the Delivery tab of the Customer Invoice screen to allow printing of A4 Delivery labels.
- The Quantity field for an item on an Invoice from a Job cannot be changed by Selecting F9 as this corrupts the GST value
- The Hold and Unhold All buttons on the Pending Invoices screen - the user is now always asked for confirmation
- There is now a button on the POS screen called CC Surcharge. This allows a fee to be added to the sale when a credit card is being used for payment.
- When entering dimensions for a Product on an Invoice or Quote the tab order has been changed back to Length, Width then the Ok button.

Job Management

- Added filtered search for Site Address when in Secondary (incomplete jobs) filtered Search. When searching Site Address in Primary Search (include completed jobs), change Sort Order to Site Address and use % eg %benchmark and Tab to Secondary. This will create a list of all jobs with the word benchmark in the site
- Updated the Sell price calculation when adding items to a job from a Purchase Order if the job is set to be cost plus
- The Job Site Addresses list has been returned to being in alpha order.
- The Site Address column can now be selected / highlighted when the Include Completed option in the Manage Jobs screen is ticked allowing for it to be searched on from the Primary search.
- The Job ID column has been added back to the Job management Screen
- The Job Status "Waiting On Parts" had been added as a standard option.
- The Create Invoice option on the Right Click of a Job in the Job Management screen has been reinstated.
- The Status of a Job in the Manage Jobs screen now updates correctly when an Invoice is created from the Job.
- The dates of transactions associated with a Job Deposit are now correct.

POS

- The TTF POS Invoice layouts have been updated to include the Invoice and Payment message. The Paid By field has been moved to the bottom of the layout
- Updates to the POS HOUR report to include the number of invoices generated and the average dollar value per invoice
- A Layby option has been added to POS Screen. This will enable an invoice to be posted against the customer account even if the Customer is set to Cash Sale only. A new field has been added to the invidx table to indicate the sale was a Layby

- A new report has been added to allow users to view the POS sales by hour for a Range of dates, including the average sale value and margin.
- User can now double click in the amount field next to a payment method and have the invoice total populate the field. On both POS invoice Process Sale and standard invoice
- The POS Contents report now displays in chronological order.
- A Point of Sale user can now select the layout to print when processing a POS transaction. **The Prompt to Print option** must be set under their POS Defaults for this to occur.

Products

- When a Product Integrity is run items on a Saved manual receipts are now not included in Allocated Quantity re-totals
- There is now a month total to the line for each product on the Product Daily Unit Sales (PRODSA7) report.
- The Product Integrity Check function has been sped up.
- The Serial Number field is now automatically populated when a Customer Item is selected as a Trade In from the list of owned items.
- The Product Exception report (PRODEXCP) now displays the Product's Sell, Latest Cost, Average Cost and Margin (where appropriate) information.
- The Products **Show History** screen has been sped up.
- Invoice numbers, P/O numbers etc are now available to print on product labels
- The ability for a user to see Product Costs when in the Product Lookup screen is now correctly controlled by the system defaults.
- When using F9 to look up an item in an eg Purchase Order screen the cursor will Now go to the Product used on the last F9 lookup - in v8 it didn't.

Purchase Orders

- The 1705 File access denied error from printing the default Product Label layout when Receipting in a Purchase Order has been fixed.
- There is now a "Prompt for Auto Order" tickbox option under Supplier Defaults When Selected Infusion will prompt the user to use the Auto Order function when creating a new Purchase Order.
- There is now a new Purchase Order report which has multiple sorting options. This new report will ultimately replace the existing nine outstanding P/O reports.
- The correct quantity is now pre-entered when user selects F11 (for labels to print) on a new purchase order line
- The Auto Order option is now available on Job Management Purchase Orders.

Quotes

- There is now a Remove Discounts button on the Quote screen which removes all discounts from the Quote when used.

Rental Hire

- You can now use a negative quantity to create a credit invoice on account.
- When logged in as a Point of Sale user and issuing a Rental Hire credit the correct financial transactions are now posted.
- An integrity check is no longer required to get the current Customer balance appearing when returning a Hire and adding a Product with a negative value.

Reports

- The new rounding flag for financial reports is checked in Product Sales Analysis reports PRODSA21, PRODSA22

Staff

- A tick box has been added to the Staff login tab Allow access to customer Terms and Pricing,

by default this should be selected as true. If this is unticked then the user can not select the terms and pricing tab on the customer screen.

- Another two Tick Boxes have been added to the Staff member login TAB **Allow Editing of Selling prices** and **Allow editing of Cost prices** Unless the user has these selected they will not be able to edit the prices in the products screen
- A Tick box has been added to the Staff Login screen – **Only display pending invoices for the Staff location assigned**. This will then only display pending invoices which are assigned to the location matching the staff member, and also when they create a new invoice, only pending invoices for the assigned location will show.

Suppliers

- The Supplier \ Enquiry \ Show History screen has been sped up
- Bulk supplier payments can now be made (from the Supplier dropdown menu)
- You can now delete a supplier payment.

System

- Two additional options are now available under the Help menu - **Infusion Support options** and **Infusion Knowledgebase**
- The Manage Financial Control Links menu has been renamed Manage Financial Defaults
- There is now a tickbox option called **Go To Code** under Manage System Defaults that when selected the cursor will start in the Code field for Invoices, Quotes and Purchase Orders. If not selected the cursor will start in the first row of the Customer Details section.
- There is now the ability to Drag text from inside Infusion and from 3rd Party software eg Word, Outlook, Editors etc and Drop into Infusion.
- The Check Customer, Product and Supplier Integrity options have been increased in speed
- Users are now shut out when an upgrade is being done. A prompt will appear telling the user that a backup, upgrade, reindex is in progress if they attempt to log in. A Partner password is required if the user wants to log in.