

SmoothOffice Update and Release Notes

(Warning: This is a long document – please select the pages you wish to print eg. Pp1-2)

Update Notes April 2008

Customer reminders are now triggered automatically when logging in.

Update Notes March 2008

Stock: added Stock Take to new menus

Customers: Corrected quote GST Status change to operate without an error

Update Notes Feb 2008

POS: replaced "-" reverse item function with DeleteLine instead

POS: End of shift now processes current branch only

POS: End of Shift cash-up now displays terminal names (user names on Terminal Services clients)

Update Notes Jan 2008

Modified debtor invoice batch to delete source batch records as they are committed, in case processing fails for any reason during batch commit (prevents additional posting of invoices already committed)

Modified debtor enquiry screen to display in strict date order (latest first)

Added DelDupes routine to debtor.app.toolbox_spr to eliminate identical invoices (same nameid, invdate, value and reference)

Modified main screen to not display graphic background (too slow on terminal services clients)

Text search and filters now turned off automatically when switching grids

Stewarts Electrical ecommerce invoice import (Standard download CSV format) added to Suppliers..Invoices screen - also added "Rounding" stock item to stock configuration screen - this MUST be set up in case an imported invoice needs "balancing" due to GST rounding or discount rounding etc). New stock items will be created if necessary by the import process (where an existing stock item with the exact supplier code cannot be found). Invoices should be imported daily for the previous day - the system will NOT import invoices that have the same docket number a second time. Imported invoices are automatically placed on hold.

Stewarts Electrical standard download TXT file format support added to Stock..ToolBox..Import pricelist screen

New version 9 release - new look interface

Altered backup to use alternate file if permissions prevent access to standard backup filenames

Altered enquiry screens to permit supervisors to alter invoice dates and reference information
Interface info sheet created (interface.pdf)

Update Notes Sept 2007

Added Item Sales Totals report to Orders module

Altered backup prompting to occur at the end of processing rather than automatic backups at startup.

Update Notes July 2007

Added (mbcts) field to company table to cater for multi-branch company utilising Citrix or Terminal Services clients to head office database. This change required changes to

company setup, station setup, program startup to detect new workstations and global modifications to code that was using station environment variables (no longer used) and branch numbers based on company.branch (now uses global gnBranch instead).
Update for site 42 to cater for new ledger system - changes to formatting of CSV costing transfer file and input masks and checking of job and GL codes.
Added option to alter customer's Price Group on invoice screen, via the F12 Change Gst Method screen. Note that the price group takes effect from the point it is set and does NOT affect any prior input. It also sets the price group for that customer permanently (until changed again).
Added option to price list to ignore maximum discount set per item (off by default)

Update Notes May 2007

Modified customer, supplier and product screens to prevent editing of other branch records.
Removed special "Each (excl)" code to display value on invoices for site 46
Added custom invoice style (Wholesale, extra col) for site 46
Sundry deposit entry now excludes GST content from postings to cashbook if customer GST status is set to "None"
Modified branch export to include statements file from head office
Modified branch import to include replacement statement file supplied by head office, and to automatically re-add customer and supplier invoice totals and balances

Update Notes Mar 2007

Debtors

Added Labels and Mail Merge to reports list. Output formats available are Avery DL16 and DL30 labels and Excel file for mail merge. A range of selection criteria are provided.
Modification to invoice date input to check for silly historical dates, as well as recent historical and future dates.
Correction to quotations (committing quote posted to incorrect customer if more than one quote in progress).
Modification to quotations to show list price instead of quoted unit price (Sub-total is quoted unit price x quantity). Added incl/excl GST wording to every price columns and totals (even though it already appears clearly on the quote).

Update Notes Jan 2007

Client

Tidy up admin options on company selection and new background graphic

General

Various minor bug-fixes and tidy up as a result of implementing a new branch (ongoing to ensure data can be merged correctly).

Update Notes Oct 2006

Client

UNC paths may now be specified for 32-bit components of SmoothOffice applications and all data sources (unc must not be used for clients wanting to run the old 16-bit cashbook).

Debtors

Ask if prompt payment discount to be offered on credit notes.

Security

Modified access permissions layout for easier viewing/editing in Edit User screen

Work

Added FirstAid Recovery tool (handy for offsite data restores and emergency recovery of data)

if SmoothOffice gets corrupted)

Update Notes Sept 2006

Debtors

Added invoice style for SmoothPay Ltd pre-printed A4.
Auto select alternate style of invoice if being exported (PDF etc) – custom
Modified processes to alleviate form z-order problem with Debtor..Statement production and Enquiry
Trialling replacement messagebox (Mbox) function – allows messages to be copied and scrolled if bigger than display panel.

Stock

F10 now deletes line in Inwards Goods instead of just setting to zero
Corrected lookup grip to cast functions as strings to prevent errors when clicked
Modified processes to alleviate form z-order problem with Product..Pricebook editing
Corrected Pricebook access for non-stock items (labour, non-stock)
Trialling replacement messagebox (Mbox) function – allows messages to be copied and scrolled if bigger than display panel.

Update Notes July 2006

Stock

Modified mkMarkups() routine to trigger after Config screen, as user may have altered markup percentages. Also altered to update percentages in case old markup records are re-used. This means pricelists etc that depend on markup categories are effective immediately.
Added Monthly Sales Analysis report (available as summary of stock groups, and in detail by stock item). Shows sales analysis and profitability for each of the 12 months ending in the specified month. Also provides various filtering and reporting options. The output depends on the accuracy of the data captured into the system, and utilises the latest cost price encountered as the basis for the profitability of each sale (if no cost transactions occur, uses product cost value recorded for the item).
Added Internal Stock Consumption journaling routine. Charges stock at latest cost to nominated cost centre, credits stock sales account.

Debtors

Enhanced invoice delete option in Debtor Enquiry screen to make serialised items available if present in the invoice.

System

Added Management Report showing costs for specified period (defaults to last calendar month), and year to date. Also includes Bank Reconciliation totals as at the end of the specified period. Also includes a summary of what customers owe, and what is owed to suppliers (as at present date only).

General

Error 12 variable not found messages are now suppressed – generally caused by lookups grid (soon to be replaced). These messages are logged for analysis.

Update Notes June 2006

Stock

Added price book import to ToolBox for DeLaval

Debtors

Corrected serialised items returns option during invoicing (was defaulting to returns for the

first serialised item on the invoice).

Creditors

Added Uninvoiced Inwards Goods Purge report and utility.

Update Notes March 2006

Debtors

- Added category editor to Config screen, and category selection for customers on Debtor screen.
- Added Opening Balances capture utility to ToolBox

Stock

- Added and revised XLS importers for stock, customers and suppliers. Also added a command window option to import a chart of accounts from an XLS spreadsheet. To ensure integrity of the system, this work should only be undertaken by the HelpDesk.

General

- Added check to prevent SmoothOffice being started more than once (uses semaphore instead of findwindow)

Update Notes January 2006

System

- Added cashbook opening balance adjustment tool to the ToolBox

Update Notes November 2005

Stock

- Modified add new stock item to deal correctly with "template" product if the original record no longer exists (caused error 5 record out of range problem)

Orders

- Optimised queries from export facility (now <5 seconds instead of >10 minutes)
- Added export option to extract customers who haven't purchased since specified date

Update Notes October 2005

Stock

- Supervisor can now alter status of a sold serialised item back to available if necessary in the edit serial item screen.

General

- Modified "Close" menu option (if answer No to close application) to display list of defined windows so correct window can potentially be selected.

Debtors

- Added read-assist lines to aged balances report

Update Notes August 2005

Mail Orders (custom module)

- Added custom mail orders module to SmoothOffice menu, modules, and provided autorun option – beta release for testing. Requires installation on every client workstation

of DBI COM Controls (available on the SmoothOffice CD and website), and may require MFC libraries (available from Microsoft and on SmoothOffice CD in the DBI Controls folder) depending on the operating system (if it doesn't work, then install it).

- A procedure OringiFreshLoad() has been developed to assist with the transfer of data from the previous Pastel/Orders hybrid system.
- Mail Orders provides for stock items to have numeric "Stock Codes" or stock codes that start with a digit. This causes a problem, in that these types of codes are typically treated as POS numbers in lookups, however a work-around is available for use with the Product Finder and editing of stock codes during maintenance. When selecting a stock code field, begin by entering a letter (eg T) followed by the real code, then press Home then Delete to delete the "T" placeholder. The input will then be accepted.
- A number of enhancements have been made to data export facilities, including a Preview option so you can see the results of your selections before committing them to labels or to spreadsheet, and automatic stripping of phone numbers from address fields.

Debtors

- Modifications to commissions reporting as per user spec.

Update Notes July 2005

Stock

- Added new option to Stock Onhand Listing to exclude consigned items.
- Modified inwards goods transaction input to not recalculate rate unless total cost changed, and to display cost per item to 4 decimal places on Inwards Goods Posting audit trail
- Serial 47: added auto-run facility to generate both stock availability reports as PDF and automatically send as email.
- Autorun usage examples (n=number of company in client's list of companies, eg 1):
 - CLIENT.EXE POS n // runs POS only
 - CLIENT.EXE QKREPS n // runs Serial 47 reports as above
- Corrected Group maintenance to permit access to Markup percentages for weighted average value pricing options.

Debtors

- Added "Return" option to serialised stock items line entry (automatically selects items sold to present customer and permits selection and brings selected items back into stock when invoice is committed).
- Site 42: Removed automatic sale of 1 item during invoice line input and made it temporary instead so that cancelling reverts to zero sold.
- Added option to Aged Balances Report to re-generate for any prior date (as per accruals report).
- Accruals and Aged Balances Reports now ignore journals (used for moving credit balances to debit balance invoices) and instead treat them as "movements" since the invoice was created, unless you turn on the option to include them in the balance calculations. The reports are now complimentary (not free, they agree with and support each other ☺). Note that this change means that journals will not affect aged balances totals, so entries that have subsequently been "journalled" in different periods will appear until both sets of entries have aged to 6 months or more. A minor detail, but just so you know. An additional option has been provided to have journal transactions included, though this may distort the figures slightly if auto-allocations or credit allocations have been used across period boundaries.

- The automatic re-allocation of credits across debit balance invoices is now OPTIONAL.
- Modified Enquiry..Transactions..Invoice Detailed Transactions List to provide information about the ID and date of individual transactions.
- Serial 42: Added “default to 1” item on new invoice line entries, and when cancelled reverts to zero (leaving any comment, line can be erased completely using F10 as usual).
- Modified Invoice Line Editor to display a description of how the initial price is determined (saves tracking down errant percentage markups).

General

Support for old cashbook.app removed (Smoothflow access is supported instead)

Update Notes June 2005

General

- Corrected Export functionality (preliminary to implementing new Excel, Word and PDF document creation)
- Implemented options to export data and email it from the Export facility in print options. Requires latest client.
- Corrected option to send copy of data via email from Backup screen.

Debtors

Modified Accruals Report to take change given during POS transactions into account when computing balances to specified date.

Correction to processing of additional invoice entries for serialised stock items.

Corrected refresh of comment field when entering invoice line.

Stock

Created utility to automatically populate serialised records for serialised stock items (mkSerial)

Added **Stock Onhand Listing** for distribution to resellers (options to send via email etc will be added in due course). This may be used for simple stock checks etc. Now shows if an item is consigned (already on an invoice or POS entry that has not yet been committed) or is tagged for a customer (SerialConsignment).

Modified Serial Item “Locate” facility to enable quick editing of serial number, colour (using F2 key) and barcode whilst in the locate grid. Now shows consignment status as well. The locate grid now displays items in order of status (available items first), then by latest entry first.

Added Serialised Items Check report to identify any stock items that have a level onhand that does not reconcile with the same number of serialised item records.

Modified product maintenance locate grid to display “Inactive” for deactivated items.

Enhanced Orders/Pending lookup on stock item maintenance screen to show transactions for assembly components (if the stock item is an assembly) and to show assembly parent transactions if the item is a component. This supports the POS “negative stock” warnings by providing more detail.

Corrected formula error in Purchase Orders Reporting

Modified Inwards Goods docket input for pncc to permit input of negative quantity. Also provides negative stock level checking on batch commit (these options are not desirable as they defeat the purpose of inwards goods and are likely to cause problems downstream – Creditors Invoices should be used instead).

POS

Correction to permit sales of Assembly items that have sufficient child components available.
Enhanced message to give reasons why the item might go negative.
TIP: if you are in the middle of a sale and cannot complete because of a "negative stock" warning, you can place the sale onhold then F7 again to view other onhold sales. Or you can place the sale onhold then exit to stock and lookup the item to see what might be preventing the sale from proceeding.
Escaping from On Hold list no longer selects the onhold sale.

Update Notes May 2005

Stock

Added Weighted Average Value as sell price method (for sites requiring cost recovery between departments)
Added individual stock item sell price method override option (so that individual items can be priced as per a pricebook rather than based on cost etc.)
Modifications to Boise CSV Inwards Goods Import to:
 Utilise a "value date" on the import (defaults to today's date),
 remove improper formatting from CSV file (eg: " used to represent inches),
 automatically allocate new bin numbers to "Special" items and allocate a new access code of "SPECnnnnnn" where nnnnnn is replaced by a generated number,
 automatically reactivate deactivated items being imported
 automatically deactivate special items when sold (this occurs during the monthly reindexing and stock rebuild)
Deactivate unused, zero balance stock items utility added to ToolBox
Report/fix zero balance stock having residual value (also checks transactions against debtors and creditors systems) added to ToolBox. These create ADJ transactions with a value offsetting the imbalance.
Onhand level adjustments
 Only a supervisor can alter stock onhand levels in stock item maintenance (applies to pnc only).
 Onhand level adjustments now cause revaluation of stock onhand if the latestcost is changed AND the quantity of stock onhand is changed. The value of each item after the stock level adjustment is equivalent to the current latestcost recorded.
 Onhand levels changed to zero now cause the usual adjusting transaction at current weighted average value, as well as a possible residual value adjustment transaction so that net value is guaranteed to be zero.
Stock take adjustments provide for stock level adjustments at the weighted average value per item at the time the stocktake snapshot was prepared. There is no provision for residual value adjustments for stock levels reduced to zero – to check for these you should use the ToolBox function provided.
Improved and extended Price Book options (optional column totals, options to show total value @ cost or average, option to exclude empty bins).

Creditors

Corrected payments posting to cashbook to cater for line discounts on transactions.
Supplier Product Index report added (shows products in selected order, using data from products or transactions, grouped by supplier).

Debtors

Added option to erase complete statement batch from reprint statements (this was already available as an option in individual statement reprinting from Customer Enquiry screen). This permits re-processing of statements in the event of transactions you desire to have appear on the bulk statement run (even though they would have appeared on the next statement run).

Discount % field is no longer a tab stop, as it affected discount fixed dollar value on exit. This can still be clicked on to enter a percentage discount if required.

POS

Added checks for negative stock levels as result of sale (if required by configuration settings). A preliminary check is performed as each item is entered if it displays the input dialog, and a more thorough check is performed when attempting to complete the sale. Sale will be prevented from completing if it would cause negative stock levels.

SYSTEM

Modifications to BAS return (Australian GST/Business return) to treat reversals/credit notes as Adjustments instead of netting against sales for the period. The summary, analysis and detail reports have been modified to better support the information shown on the return.

Correction to NZ GST Accrual Basis Return where Leftover deposit balance is allocated GST according to the GST Status of the invoice, rather than the GST status of the AR dumping account.

NOTES

Any goods reserved for a customer, or pre-sold, should be clearly marked as such to prevent being sold by another salesperson. The system cannot identify an item (other than serialised items) that may have been reserved.

Corrected gst content on stock items by reference to the sales account (affects invoicing and permits mixing of items with gst content and exempt items such as Interest to be charged on the same invoice)

The facility to email errors, feedback and backup data has been extensively renovated, with a view to providing emailing of documents to suppliers and customers in due course (we are evaluating suitable and proven methods of doing so). This means though that email settings must be established on all workstations and should be part of any new installation (you can set and test email options from the Company Selection screen (requires latest SmoothOffice Client to be installed). Implementing the new (and recommended) SMTP option requires the latest SmoothOffice Client Update be installed.

Program Log is automatically truncated to 2,000 records when system files are reindexed (these files were growing in an uncontrolled manner).

SmoothOffice Client now displays company work folder on company selection screen (to assist in case of copies of companies being used for testing purposes etc).

Registration wizard corrected.

Update Notes March 2005

Stock

Added QA Production Input facility for testing.

Added startup parameter "QA" to permit direct execution of the QA Input form

Correction to stock rebuild to prevent erasing of Inwards Goods transactions

Corrections to supplier performance analysis in Stock Trans by Supplier and Show Me reports.

Added invoice batch posting direct from QA.

Correction of value returned from invalid attempt to update stock transactions.

Creditors

Corrected creditors file structure which was preventing aged balances from being accumulated correctly

POS

Improvement to serial item checking before displaying selection screen to exclude items committed for same customer by entered already on another transaction line or another invoice.

Debtors

Improvement to serial item checking before displaying selection screen to exclude items committed for same customer by entered already on another transaction line or another invoice.

Debtor maintenance Locate now includes 4th address line in text search.

General

Added facility to email error messages to HelpDesk

Modified LockFile() function to also try using the file exclusively, as the latest version of FoxPro does not guarantee that flock() allows exclusive access (the file may still be open though unused by another user).

Update Notes February 2005

Debtors

Corrected statement production where POS customer charged to account, and paid, and given change. Change now appears as "Change" entry on statements.

Added quotes viewing/reprint tab to enquiry screen

Added trace code to invoice processing

Corrected WorkDir() function to remain on currently selected table.

Completed serialised stock processing

Added statement letterhead format

Modified invoice letterhead layout (lines not printed correctly.)

Modified Quotation layout to provide acceptance slip.

POS

Display HP company name instead of code when making payment by HP

Correction to POS Archive Summary report (variable undefined)

Mods to layout of stock lookups in POS, Orders and Invoices

Completed serialised stock processing

Added HP Transactions Report to end shift reporting and archive reporting.

Modified Packing Slip from F6 to display customer phone number (letterhead forms only) at user request.

Stock

Correction to stock valuation report options screen (incorrect variable names)

Correction to orders reporting options screen (incorrect initialisation)

Added "alerts" facility to ordered items so that when they arrive the inwards goods audit trail can indicate if anything needs attending to (such as contacting customers when arrived to view etc)

Correction to stock valuation and sales analysis reports to exclude non-stock items.

System

Added EasyRead option to company setup – applies only to Company Setup and POS at this stage (beta release)

Update Notes December 2004

Debtors

Added quick phone table grid editor to ToolBox (requires password if not administrator).

Corrected links to quote form when used from modules other than Debtors.

Added Expiry date, by selection of days, to quotation preparation. Also added new status "Expired" which takes effect automatically when the quote expiry date has elapsed.

Correction to Aged Balances report to prevent numeric overflow error.

Correction to Shift+F2 from invoice input where POS number used as the key value
Automatic removal of '/' characters from name codes on rebuild.
Option to "Do a Deal" by setting the total retail price on an invoice and allocating the difference as discount over all discountable line items has been implemented and uses the F6 key in the invoice screen. Setting the F6 total to zero causes all discounts to be cleared.

POS

Correction to Shift+F2 from POS input where POS number used as the key value

Stock

Correction to inwards goods for serialised items where quantity is changed by user.
Added Merge Items option to control centre to provide for the merging of duplicated/misc stock items. This must be used with care, and it is recommended that a backup be performed before this utility is used,

System

Update to name merge utility to account for new order and quote systems.

Update Notes November 2004

Stock

Added support for Order Processing, with options to add order transactions from POS, Debtor Invoicing, Creditor Invoicing, Product maintenance and in batch mode from Stock Control Centre.

Added flag to provide access to order processing to Config screen (on allows access to orders and ordering from other application screens).

Added rebuild on order levels to Rebuild Files. Also resets onhand for serialised stock items (as a serialised stock item may be made up of multiple purchases and orders). Any problems are written to the log and user advised.

Editing of value fields in stock maintenance has been corrected.

Added Orders Report to reports menu. Provides selection options.

Added order viewing to serialised stock item maintenance.

Debtors

Added 3 Months terms option to debtor setup.

Added orders to customer enquiry transactions view

System

Added checks for updates and backups in progress when client starts to prevent multi-user access during these processes

Added extra checks to client to make sure correct company server folders exist, and removed ability to "unlink" company if only one company is defined.

POS

Corrected to prevent error when adding new customer during POS when the Locate..Add option is used again from the debtor maintenance screen.

Corrected POS F4 (Received on account) to permit extra payments to an account already in credit.

Corrected payment line edit where comment not required (required entry previously, even if not required, but unable to access field).

Corrected Finish Receipt option to go to Tender method instead of HP Method.

Update Notes September 2004

Debtors

Added option for QK to identify customers that are offered prompt payment discount total for the month on their statement if paid within 10 days.

Added non-stock (eg Freight) content analysis to Debtors Account Movement Analysis by Country report.

Enquiry screens now provide for editing of existing invoice text. This permits corrections, additions etc to the invoice, which may then be reprinted (a duplicate or shipping docket, as only one tax invoice is permitted - the original one). This facility does not allow changes to prices, discounts, quantity – if you need to do this either create a new invoice with the changes, or delete/credit the original invoice and create a new one.

“THANK YOU FOR YOUR CUSTOM!” message is now a parameter that can be set in Debtors..Config..Messages screen.

Debtor may now be identified as being an HP/Finance provider (new field). This will enable selection of HP/Finance for a customer as a payment option in POS.

Added Shift+F4 option to POS to cater for HP payment being made by a customer. This causes correct transaction sets to be processed for HP and identifies the HP Finance company in the transaction.

Display of balance owed on an invoice during deposits input is more robust, with totals being recalculated each time the deposits list is displayed. An error in the language/environment caused the incorrect balance entry to get updated – this does not affect the customers actual balance, as only the transaction allocation is taken into account.

Invoice line editing now returns to the input field.

System

GST/BAS Returns for accrual based systems now automatically include Prompt Payment Discounts given at time of payment as if they were payments received (reducing the overall liability for payment of GST on new invoices raised in the GST/BAS period). The total discount and GST content is indicated at the foot of the GST Report.

POS

Changed POS comment field type to Memo to permit unlimited text entry (for product description if permitted by clerk settings). The item edit screen has consequently been changed to permit access to the extra text, however input will start with the quantity field to avoid slowing down operator input by having to TAB from the text edit field. Note that only the first line of the descriptive text used will be printed on POS receipt slips, though the full text may be printed on invoices printed from POS screen using the F6 Reprint Receipt option.

F6 Reprint option now provides for Packing Slip (delivery docket), and invoices have been modified to enable printing of a delivery address for an order which can be entered from the F6 options screen. This is not retained permanently in this version, but will be in a forthcoming release.

Option added to payments to provide for charging of an amount to an HP Finance Provider. This displays a new screen which allows you to select the provider, and the amount (defaults to the amount due for payment in the current receipt). You may process as many transactions as you like per customer and to one or more HP providers in the same session. When the receipt is saved the debit journals will be raised against the HP Provider/s as a consolidated total.

The Aeroplane graphic will reset the function keys in case they stop working.

End of Day receipts Summary Report shows a summary for HP Finance transactions.

Update Notes 27 August 2004

General

Customer lookup in deposits moved to F3 (F2 will still work) for consistency with other forms (POS, invoices, inwards goods).

POS function keys now check if text entered in input field, and if so displays warning about correct quick key usage (rather than freezing out the function keys). This may need to be applied to other screens.

Many corrections to small issues.

Update Notes 16 August 2004

General

- Many minor usability/field focus fixes.
- Added BAS Accrued Basis Reporting for Australian version (GST Accruals Report selection same as for NZ).
- Automatic backup is now optional (and will only work if set in company setup). Most sites have alternative backup arrangements (such as SmoothBackup). This does not prevent manual backups from being created.
- A new restore facility has been developed to enable easy recovery back to a backup date.
- Option to email copy of backup data to HelpDesk added to System..Backup utility.
- New start menu provides for company selection for multi-company sites. Free addition of Test Company licence can be achieved by copying the entire BUSINESS folder to a TEST folder then add the new company. It should be renamed TEST SYSTEM in Company setup and a new licence entered next time the test company is started using the activation code: 3080XYJJQIQC002046 (company name MUST BE Test System). This can then be used for training new staff without affecting the live company system.
- Login screen disables password field if no password required for selected user (CAUTION: this provides a visual indication of which accounts do not require passwords – passwords for all users are recommended). An option to clear user password has been added to user edit screen in Security module.
- Added Quit option to menu bar in case graceful cancellation of SmoothOffice is required (in case of frozen forms etc). Also added a Top menu item to attempt to restore the top screen to active status.

POS

- Onhold entries are now retained indefinitely, until recalled or cancelled. This will enable preservation of serialised stock that may be part of a sale on hold.
- Corrected operation of receipt printer operation (LPT ports only supported at present, added LPT2 and 3 to replace older serial port options). Added a No Print option.

Stock

- Added serial number tracking facilities to stock, inwards goods, pos.
- Added serial number label generator report (Avery DL45) to stock reports
- Colour table added for quick lookup of standard colours for serialised stock items.
- Extended ivbar table to contain required entries for serial number tracking and status (can be used for extra barcodes if desired).
- Added stock type "Serialised". Checks to make sure the number of onhand/committed stock items equals stock onhand (warning only).
- Returned serialised items (to supplier/from customer) must be re-entered using stock maintenance. This prevents possibility of user errors selecting incorrect stock items being returned and should be done by stores manager.
- Stock Maintenance screen has been redeveloped using tabs to contain related data.
- Added Bulk Stock Code/Name Maintenance screen to ToolBox (reports)

Debtors

- Added notes tab to debtor enquiry.
- Disabled statement printing if processing invoices at same time.

Update Notes 27 July 2004

General

- Complete rebuild in Visual Foxpro 8.

Creditors

Added F4 option to payments screen to mark as PAID.
Added better lookup on suppliers maintenance screen.
Added inactive flag to suppliers screen and now filter access to prevent inactive suppliers being displayed for invoice entry etc.

Update Notes 14 January 2004

Stock

Added checks to prevent inwards goods reversals causing stock levels to drop below zero (if specified in Debtors/Inventory setup screen). Checks stock balance + other pending purchases - pending sales. Check occurs before committing inwards goods, in case thinking user decides to bypass other checks (by entering a purchase AND a reversal, then deletes the purchase).

Creditors

Added checks to prevent inwards goods reversals (invoice) causing stock levels to drop below zero, if specified in debtors/inventory setup screen. Checks stock balance + other pending purchases - pending sales. Check occurs before committing invoices, in case thinking user decides to bypass other checks (by entering a purchase AND a reversal, then deletes the purchase).

Debtors

Removed trapping error 111 for pncc.

Inactive customers removed from lookup in invoicing.

Deposits modified to present a more appropriate default figure for miscellaneous receipt entry, and F11 key added to remove all deposit allocations (a typical scenario for use would be where a customer is paying an amount for miscellaneous purchase, but still has outstanding invoicebalances: user would F11 to clear initial auto allocation, the use "+" to create a miscellaneous entry).

Added automatic data save to disk to deposit input screens in case a system error causes loss of deposit data. This data may be retrieved if necessary using CTRL+R in the main deposit screen. NOTE! It will cause erasure of any current deposit entries (if any) before attempting to load recovery data.

Modified Customer Listing, Bringups/Reminders and Customer Valuation/Labels to automatically exclude "inactive" customers unless specifically requested in the options screens for each report.

Security

A new access level [User] has been defined and implemented for use with Stock and Creditors. This user level provides the access previously granted to Restricted access, and Restricted access now provides access only to Inwards Goods dockets processing and Read-Only access to the stock masterfile.

POS

Inactive customers removed from lookup.

Update Notes 4 July 2003

Login

A new version of the client login program has been built with an attractive new background colour (for screens can that display the requisite number of colours). This update is not mandatory, but should be applied to each client workstation to keep your system up to date.

Work

A new routine has been added to calculate a Gross (incl GST) amount from GST content and GST rate index. Usage: GSTGross(gstamount, gstrateindex).

System

The GST (Invoice based) return has been updated to include a summary of the figures to be placed on the GST101 form.

Debtors

The debtor movements report has been modified to separate entries having the same manual docket number.

A new statement format has been added for pre-printed A4 (based on Standard Portrait). Print a sample on your laser printer for your print design consultant so that the artwork fits the statement output correctly.

Update Notes 23 May 2003

Debtors

Added new button to allow manual allocation of credit notes over invoices for same customer. Modified accruals report to exclude zero accrual balance customers and to show customer id in each line displayed (in brackets).

Creditors

Modified accruals report to exclude zero accrual balance customers and to show customer id in each line displayed (in brackets).

Update Notes 30 Apr 2003

Debtors

Added special code to Deposits screen for TJMC to print basic POS receipt and open cash drawer using F8 and Shift+F8. This code will work with LPT1 printer only and utilises drawer kick codes as determined by the POS Station setup.

Update Notes 23 Mar 2003

Creditors

Added config option to post Direct Credit payments separately (as per cheques) if required. This suits sites using phone or internet banking which creates separate entries on the bank statement.

POS

Added product sales analysis posting to cashbook accounts (excludes charged to account items, as these don't appear in the cashbook until paid).
Added Product Sales Summary to Endshift.

Update Notes 17 Feb 2003

Debtors

Colour blocks added to invoice screens.

Creditors

Colour blocks added to invoice screens.

Added facility to select bank account before paying invoices.

General

Changed suppliers to creditors, and customers to debtors, reversing a previous change to these terms.

Login

Now prevents multiple sessions per terminal if not selected in setup.

Update Notes 14 Jan 2003

Customers

Altered statement reprinting to calculate statement balance as per original statement (rather than showing aged balance to date).

Altered Deposits date field to check and warn for dates in the future or older than 7 days from today's date.

Added ability to delete last statement (from enquiry..Statements screen). This permits missed transactions from a previous statement to be processed, then a new statement printed (individual statements can be produced from the Customer screen).

Added support for REL 223725 Invoices and Statements. These are dot-matrix forms with output sent directly to a mapped LPT port. This REQUIRES that each station have an entry in the POS..Config..Stations file, and that each has the appropriate Invoice LPT port setting. Station numbers are established by setting an environment variable called STATION. Refer to SmoothOffice setup notes for further info. This is important, as the invoice and statement data is written to a file numbered according to the station environment variable, and this would be overwritten by stations using the same number.

Suppliers

Correction to supplier's bank account number printed on Direct Credit Remittance advices.

General

Increased size of company fields for invoice and statement types. Increased login count field size, and set count to zero on exit.

Update Notes 17 Dec 2002

Customers

Added ABN (business number) to customer table and screen.

Added address label production to Customer Valuations Report - supports DL16 and DL30 labels.

Suppliers

Added ABN (business number) to supplier table and screen.

System

Added support for CitiBank to bank validation routines.

Update Notes 22 Oct 2002

Customers

Added delays to invoice batch processing in an effort to prevent spooler hanging on some systems.

Update Notes 11 Oct 2002

Stock

Increased size of product code field to 20 (and supplier code).

Added import routines to toolbox.

Update Notes 9 Oct 2002

Customers

Corrected deposits routine to cater for GST on invoice discounts granted.

Modified deposits reports (recreated totals).

Update Notes 7 Oct 2002

System

Added company.fuzzy field to allow FindStock functions to include supplier code in searching for stock items. Suits systems where supplier codes and stock codes are similar for different items or a more extensive search is required. This flag can be set in Stock config screen.

Added company.ivwoffid which stores the Write-Offs stock item id for small value write-offs processed using the Customers..ToolBox option. It can be set using Debtors config screen.

POS

Altered dot-matrix invoice to show company.gstlabel instead of "GST" in price column header.

Modified Shift End processing to post deposit total to cashbook. The deposit value is disbursed as tendered + discount to default sales account, discount total reversal to discounts account, and net to bank account. If you prefer the total to be disbursed differently, you should delete the deposit transaction in the cashbook and re-enter it manually (in the cashbook).

Altered POS screen to use fuzzy stock search if set in stock config screen.

Altered POS screen to exclude inactive customers from lookup (unless /id used).

Customers

Altered invoice screens to use fuzzy stock search if set in stock config screen. Also added write-offs stock item.

Altered invoice screens to exclude inactive customers from lookup (unless /id used).

Altered single-invoice mode screen to show Order number when recalling invoices on-hold.

Altered dot-matrix invoice to show company.gstlabel instead of "GST" in price column header.

Altered enquiry facility to "delay" in attempt to reduce the number of freezes on invoice reprinting.

Modified deposits to prevent gst being calculated on bulk discount being granted on exempt invoices.

Modified restruct routine to erase incorrect GST entries from exempt invoices (caused by deposits routine calculating GST on bulk discounts).

Added ToolBox utilities button to control centre, and added "Set balance to zero (small balance write-offs)" routine to ToolBox.

Added invoice copy option (available in batch mode invoicing systems only), so that an existing invoice in the batch can be duplicated without re-inputting all the entries. The PLUS (+) key activates this functionality.

Suppliers

Altered invoice screens to use fuzzy stock search if set in stock config screen.

Stock

Modified config screen to permit setting of fuzzy search option.

Altered inwards goods screens to use fuzzy stock search if set in stock config screen.

Update Notes July 2002

Customers

Correction to enquiry to explicitly open job table used by invoice transactions reprint invoice.

Allow entry to payee field during deposit entry, regardless of level of detail required or type of payment (for transaction history).

Modified deposit posting to debtor transactions to include reference (if used) in comment.

Implemented "quiet" discounting for invoice type 7 (Wholesale, no code). Invoice shows pre-discount unit price, with discounted Amount extended.

Modified batch invoicing to ask if audit trail required when committing one invoice only.

Modified enquiry screen to ensure specific sites/users cannot use the CTRL+D delete facility.

Modified enquiry invoice reprint to provide an option to reproduce invoice calculated in a different currency for overseas customs documentation requirements.

Bug correction to avoid "cPhone alias not found" error when adding/editing debtor records during invoicing.

Added supplier code lookups in invoice input field. Also added to POS and Supplier docket screens.

Modified Customers..ToolBox (hidden functions) option to Re-add Statements to update debtor record opening statement balance to match last statement. Also added automatic statement re-add to monthly and manual Rebuild Indexes.

Account Movement Analysis has had an additional country analysis added, and shows percentage of invoices raised per country.

General

Added system error logging facility to aid in the tracking and correcting of errors (program and data problems). Creates a file called LOG.TXT.

System

Added GST Return facility (accrual based, though may be used to extract cashbook info).

Includes full audit trails and reprint facility.

Stock

Added index to supplier code on stock items.

Added options to price book printing to sort in description order and supplier code order.

POS

Added invoice print option to "Reprint receipt" in POS screen. Supports all current invoice styles.

Added support for Epson TM-U210D Receipt Printer to Station setup.

Update Notes 23/10/2001

Suppliers

Added email address to supplier table and maintenance screen.

Stock

Added percent field to stock items table to contain maximum markup/discount applicable to an item (overrides a higher markup/discount that may be calculated by reference to a customers markup/discount group.)

Modified Price Calculation routine to cater for maximum markup/discount.

Modified PriceList calculations to cater for maximum markup/discount.

Added newprice field to stock items table to cater for future price changes.

Modified PriceList to permit selection of current price (default) or new price (uses current price if nothing entered).

Added utility in ToolBox to update current prices with new prices (it then zeroes the newprice field).

Added access to ToolBox to reports menu.

Customers

Modify invoice format for QK to show zeroes on invoice lines that do not have a value.

Update Notes 20/7/2001

Customers

Modified inv04 and reginv04 forms to suppress unnecessary info on quotations, and to show header on multi-page invoices.

Modified accounts movement analysis report to correct totals.

Modified bank deposits processing to correctly recalculate and display invoice balances (did not affect actual processing of deposit transactions).

Added new reporting options to enquiry screen (Transactions button). This provides options to list transactions for invoices dated between two dates (defaults to last 3 months), and a new report that analyses a customer's purchases between dates and shows the number of each item purchased from each of the 12 months since the start date specified - this report also includes an option to select which items are to be included in the report.

Added new options to reprinting of an invoice from enquiry screen: 1=Print invoice lines only, 2=Print invoice lines and any bulk discounts entered, 3=all transactions

Added new option when printing a draft/quotation: 1=Quotation, 2=Packing Slip

Suppliers

Corrected the payments process - Held invoices are now excluded correctly from the payments reports.

Enquiry display of invoice has been corrected to prevent use of winlist library (no longer used) - please make sure latest Client update is installed on each workstation.

Login

The latest build is now available as an update and as a fresh install from the website.

Update Notes 10/7/2001

Login

The SmoothOffice client no longer explicitly loads the WINLIST.FLL library, as it is suspected of causing memory faults. All requirements for this library have been removed from SmoothOffice.

Modules setup now has an explanatory note (how the modules pathnames related to your workstation), and the WORK pathname is now set as part of the "Change All" option, rather than having to be set separately.

Customers

Regular Billing invoice entry has been altered to use standard FoxPro lists, rather than Winlist.

A ToolBox screen has been incorporated (can be called from Command Window only) to provide functions to check/correct statement balances, clear all statements, clear all data. This should be used under the instruction of Procomp Systems only.

Deposits now records the "cheque name" against entries if it is present, providing a better reference. Otherwise, if the "reference" for a payment is not empty (as used for D/Cred, Credit card etc transaction types) then the account holder name is used instead (as per previous versions).

System

A new menu option permits duplicated customer/supplier records to be merged.

Company setup has a new layout, and a new option to automatically exit after printing from print options menu. If set, the "Print" button on the print options menu is changed to show "Print+Exit".

Update Notes 17/5/2001

Customers

Modified deposits to reset header details (cheque bank/branch and account name) if new customer selected and amount is zero (affected first customer deposit entry).

Modified invoice enquiry to reprint invoices without payment, discount and journal transactions, however these are still viewable on the enquiry screen. Note that if the invoice has been paid, some discount may also have been given, and that may affect the total on some invoice types.

Customer Listing has been modified to show the "Price Group" assigned to each customer, and the percentage markup/down from standard price, if applicable.

GST exclusive sales systems now calculate retail price as per price book (dtratted 4-digit rounding, accurate but inaccurate).

Invoice screen now shows better description of GST Status of invoice and now shows customer's Price Group for reference. GST status of invoice is now determined by customer selection, rather than a system default, as long as no entries have been made on the invoice.

System

The Rebuild Files option has been amended to immediately rebuild System module files (as previously) and also provides an option to rebuild all indexes on next startup - this causes ALL indexes to be rebuilt next time SmoothOffice is started (saves having to reindex in each module independently). You should use this option if a power cut or other computer malfunction has occurred while SmoothOffice is running to ensure files and indexes are reset to a useable state.

A new option has been added to permit Restore of all files from a selected hard disk archive. This option should only be used after discussion with Procomp Systems. Its purpose is to reset your data to the state it was in when the specified backup was performed - the file name, date, time and size information is displayed in the selection dialog.

Stock

Price calculations have been modified (esp pricebook) to round results as per Stock Item maintenance screen.

Update Notes 20/4/2001

System

Backup to drive's A: or B: (if specified in System..Company Setup) will now erase media and span

multiple disks if required - automatically. Local hard drive data copies are still retained as previously, and a second backup occurs to diskette/s instead of the previous copy to diskette.

Update Notes 12/2/2001

Customers

Added new report to calculate and show commission on price-book items in invoices (excl GST) and calculate commission @ 2.5%. This was written for a particular customer, however if you have need of it and would like some changes please contact us.

A new flag has been added to Configuration to prevent the sale of stock items that would result in stock levels going below zero onhand. If you are using stock system for other than just pricing information, we recommend you use this feature.

Stock

The PriceBook report now has an option to show reorder levels.

Update Notes 29/1/2001

Customers

Added new report to show summarised transactions by type for selected date range (Account Movements Report).

Altered Debtors listing to show percentage discounts.

Update Notes 20/10/2000

Customers

Invoice price per item calculation has been modified to 4 decimals for Quality Kayaks. Discount percentage shown on invoice has also been corrected (calculated internally to 4 decimal places to avoid rounding errors causing 1% adjustments).

Statements production and reprinting has been modified to show payment/bulk discount entries in a consolidated total (per day). Was showing just a blank line with a reduced running balance for each discount given.

Update Notes 27/09/2000

Customers

Deposits record key allocation routine has been modified to prevent new entries overwriting old entries in certain circumstances.

Stock

Inwards Goods routine has had the F8 option disabled for PNCC (to prevent posting differences between suppliers and stock). The position of the bin code field has also been shifted out of the way of normal transaction input to avoid the extra keystroke required to bypass it and also to avoid accidental changes to the code.

Suppliers

Detailed Invoice report has ben alphabetised.

Update Notes 27/09/2000

Customers

A number of corrections:

Bank Deposit clear allocation function (F10) has been corrected to increase the internal balance

owed per invoice.

Bank Deposit Supplement now excludes direct credit items from supplement.

Batch Invoice..Commit One option now carries entered docket number forward correctly.

Batch Invoicing now displays entered docket number (if any) instead of reference number (if empty).

Stock

The badrecs utility has been extended to include a check for mismatches in supplier purchases.

Inwards Goods input routines now provide for the user to change the bin code for a stock item (to aid in making subsequent inwards entries quicker by using the suppliers real stock code). Bear in mind that the code used should start with a letter to avoid possible conflicts with POS codes which are always numeric.

Update Notes 20/09/2000

Customers

A new facility to change docket numbers that have been entered incorrectly, or been recorded incorrectly has been added. To use the new feature, choose Customer..Enquiry, select the required customer to display their list of invoices, choose the invoice you wish to change the docket number for and view it. Despite appearances, you can TAB to the docket number displayed in the top right corner and change it to whatever it should be. Access to the field is restricted to users having supervisor or operator access only.

Invoicing screen now has access to customer bringups (for the currently selected customer) by using the F9 function key.

Bringups have been altered to permit fine control over their duration. Duration can be set to: Recurring, Once only & keep, Once only & destroy.

A pre-warning (in days) can now be set for bringups to be reported for action etc. This pre-warning can be set in Customers..Configure screen.

Customer enquiry (when revisiting an invoice that has already been viewed) has been corrected to avoid duplicating the entries displayed.

Deposits cursor destruction is now assured (MAD?) to avoid problems with restarting a saved deposit session.

Three new tender types have been implemented (and you should update your tender codes - Customers..Configure..Tender Codes). The consolidated entry for EFTPOS/AMEX/Direct credit has been split into EFTPOS, AMEX, DINERS and DIRECT CREDIT and the deposit process will cause these entries to be split and shown as separate entries in the cashbook (as these items are deposited separately and actual credits received at different times).

Deposits covering invoice entries containing ASSEMBLY (or Multi-PLU) items will have the value apportioned over the cost centres associated with the individual items that make up the assembly, rather than the assembly's cost centre if the "Allocate income to assembly components" option in the Customers..Configure screen is ticked.

A locking scheme for deposits processing has been implemented to prevent more than one user processing a deposit at one time. The locks are cleared automatically after exiting the deposits process (and also by Rebuild Files).

Users with Supervisor access can now delete an invoice from the Enquiry screen, provided it has

no transaction lines added since the invoice was created (payments or journals). The hidden key is CTRL+D.

Statement balances have been altered to show the balance at the statement date rather than the current aged balances.

Suppliers

Invoice listings and enquiry detail listing have been modified to permit entry of a date range and to show more useful information.

An accrued balances report has been added to show supplier balances at a specified date.

Update Notes 04/09/2000

Stock

Markup percentage changed to allow 4 decimal places for better resolution.

Retail price entry modified to calculate tax exclusive sell price to 4 decimal places (alteration to GST content calculation) to preserve integrity of entered amount (this could previously be altered by the system by 1 cent due to GST rounding). The price book calculations have also been amended to calculate to 4 decimal places, then the final result rounded to 2 decimal places.

Stock Movement report has been modified to show adjustment transaction totals in a separate column.

Stock Valuation report has been include stock items that do not have transactions in the selected period, and to exclude stock item types Labour, Non-stock and Assembly.

PNCC Journals production includes all sales, including stock item types Labour, Non-stock and Assembly. The report now shows totals for "Income From Sales" and "Cost of Sales", as well as a list of stock items that are classed as Labour, Non-stock or Assembly that have amounts included in the analysis totals.

A new routine (badrecs [date]) has been added for tech use only at this stage. It performs two tasks:

1. Scans for zero stock onhand items that have a non-zero residual value and presents an option to generate correcting adjustments and an audit trail.
2. Checks sales transactions for specified date (defaults to current month) between stock and debtors and if any discrepancies are encountered produces a report for further action. This can occur if a terminal crashes during posting and is intended as an aid to correcting the problem.

Customers

Rebuild Files now checks for and removes any duplicated debtor records to prevent hangups on Statement production.

Added another invoice type for Wholesale (shows code), no remittance.

Corrected "50 at a time" statement printing (refer previous update notes).

Added a "docket" field to customer invoice input, allowing you to override the system generated invoice numbers (leave it empty if you want SmoothOffice to automatically allocate an invoice number). This required changes also to statement printing, enquiry, customer transactions reports etc.

The additional address line has been added to all invoice and statement formats.

Bringups and Reminders have been added. SmoothOffice can now remind you (checks whenever Customers starts up if you set the configuration option) of things to check for a customer etc. You can edit bringups from the Customer screen as well as from the Customers Control Centre. You can report and check on bringups from the reports menu.

Update Notes 25/07/2000

General

Where applicable, the words Debtor and Creditor have been replaced with the more pc Customer and Supplier.

A procedure to ClearAllFiles has been added to remove user data from SmoothOffice (for example after a training exercise).

Automatic backup now checks for (and ignores) future dated backup files. These can be created by PC date change and caused backups to cease until the backup date had been reached.

Customers

After experiencing problems with some printer drivers, the statements printing routine has been altered to print in batches of 50 (but only if you have NOT selected "print options menu" or "print prompting"). If you are experiencing these problems, you might try a different printer driver (for laser printers, the HP Laserjet Series II driver works best) or run statements directly to the printer so that the statements get printed in separate "batches" from the Microsoft print spooler.

A new invoice format has been added which does not have a remittance advice (just totals instead).

A new flag has been added to configuration that allows control over whether a customer record gets updated if the GST status on an invoice is changed from the customer's status.

Deposits has been modified and corrected. Selection of a debtor in the first field will cause the deposit reference fields to be cleared. Use of the minus (-) key has been reenabled - it had been used for clearing a selected line and its functionality has been replaced by the F10 key (as per invoicing). Back-dated deposit entries now use the specified deposit date for deposit transactions (so they appear on the correct month's debtor statement).

Backdated invoices will now produce stock item transactions for the specified date (rather than today's date) to aid stock reconciliations.

Invoice input screens now provide for entry of either a discount amount per line item or a percentage (which calculates the amount of discount).

An error in the Invoice and Transactions Listing reports which caused the incorrect customer name to be displayed has been corrected.

Stock

A modification has been made to avoid an error in new stock item creation where the template used may have got corrupted. The symptom is a "Record out of range" message - please contact Procomp if you still get this message after installing the update.

The Price Book report for "Price Book" pricing options has been corrected (didn't show price).

An abbreviated (pocket edition) price book option has been added to condense the pricebook down to 2 columns per page. The new report only shows Column 1 data selection, and is designed to be a handy "quick reference". A further option has been added to the "Management

Group" price book (the nice looking one) to print in either alpha code or POS code order per group.

Backdated inwards goods dockets will now produce stock item transactions for the specified date (rather than today's date) to aid stock reconciliations.

Stock take has been amended so that any stock adjustments created as a result of the stocktake will be dated the same day as the snapshot was taken.

Suppliers

Backdated invoices will now produce stock item transactions for the specified date (rather than today's date) to aid stock reconciliations.

A new configuration option has been added that allows the user to modify/correct allocated cheque numbers during the payments process (after the Run button has been selected and before the reports, remittances etc are produced). This option will only occur if there is more than one cheque to process.

Update Notes 25/07/2000

Debtors

A standard message facility to appear on invoices has been added to Debtors..Configure.

Automatic prompt payment discounting has been implemented - you need to have the prompt payment discount option selected in configuration, as well as the fixed discount percentage offered to your customer entered on applicable customer records. You can override the total early payment discount as the last step in the invoice production process (otherwise any new entries will cause the total prompt payment discount to be recalculated).

Stock

A flag has been added to stock items to prevent discounts/prompt payment auto percentages being calculated for specified items.

New options have been added to Price Book production, including the ability to specify each field incl/excl GST, and also the ability to show the Quantity Onhand at the time the pricebook was printed.

An option has been added to Stock..Configure to specify that the SellPrice is not to change automatically as a result of maintenance or purchases changing the purchase cost price (handy for those who use the sellprice - discount % option).

A bug has been fixed that would not permit stock levels onhand to be changed.

A flag has been added to stock item maintenance to selectively prevent items from appearing on the Price List.

The basis for price calculations previously known as Cost - Discount % has been renamed SellPrice - Discount %.

Update Notes 20/07/2000

General

An additional address line has been added to Smoothflow/Cashbook PHONE database to cater for overseas addresses. At this stage the additional line has been implemented in debtor maintenance, and in the Moore Invoice/Statement forms only. The other forms showing addresses will be updated soon.

Debtors

Debtor maintenance has been modified to cater for the additional address line required for overseas customers.

A new invoice format has been produced supporting dot matrix/sprocket fed Moore 19475 stationery.

A new statement format has been produced supporting dot matrix/sprocket fed Moore 220708 stationery.

Statement reprinting has been updated to enable printing of the new statement types.

Stock

PriceBook has been amended to enable the choice of printing alpha code or POS code.

A new pricing strategy has been added to enable discounting from full retail. It works on the basis of the "latest cost" price being the full retail list price, then being discounted by the group markup percentage selected by the customers markup level.

Additional checking/rebuilding of Group Markups tables has been added to the startup procedure on Group Maintenance to avoid missing entries.

Update Notes 04/07/2000

Debtors

Debtor maintenance has been modified to permit easier location of debtor records (as per enquiry etc).

Letterhead format invoices have been modified to have vertical lines printed to separate columns.

A new default statement format has been implemented, called Standard Portrait. Please check that your statement format is set correctly in Debtors..Configure.

Stock

Show alpha stock code on stocktake posting report

Sort report by Stock Group and Stock alpha code

Add totals by stock group, page total and cumulative total

Allow zero count to be entered/captured using - key and * key input screen

Show items with zero count entered during stocktake input

Status line now shows [ZERO] instead of [] on stocktake input screen

Modified stock maintenance so that new items with qty/latestcost entered have correct adjustment transactions

Modified stock maintenance so that existing items with qty/latestcost altered have correct adjustment transactions

Update Notes 20/06/2000

Stock

In accordance with standard accounting practice, valuation reporting has been modified to reflect value of stock onhand at weighted average cost. The stock valuation reporting has been extended to provide summarised reporting as well as detailed (summaries available for stock group and brand order options), as well as being extended to provide retrospective stock valuation reports (eg valuation as at any point in the past).

Management Groups have been added to permit the grouping of Stock Groups and all related stock items for reporting purposes. These should be established NOW using the Configuration screen option, then each stock group should be assigned to the appropriate management group

(even if you only set up one).

PNCC Journals program has been modified to automatically produce a summary report of the data exported, and to update an exported flag in the debtors sales transactions to assist in avoiding re-export of data that has already been exported (though this behaviour can be overridden in the program options so that previously exported data can be re-exported). The presence of this flag will not aid the avoid the possibility of an export batch being processed more than once to the main ledger, as that function is outside the control of SmoothOffice.

Specialised checking for manually entered GL Account codes has been implemented for PNCC to prevent invalid format codes reaching the system (it does not cover invalid codes already entered).

Stock items have a new flag to indicate that an item is inactive. Setting this flag will exclude the item from valuation reports, price books and use by inwards goods and sales. Goods that are deactivated will automatically have their stock levels reduced to zero (causing any stock adjustment transaction if required).

The stock maintenance screen now generates up to two entries when onhand and/or latest cost fields are altered. The first entry zeros old stock levels @ old latest cost, and the second transaction records the new stock level @ new latest cost and alters the weighted average if necessary.

Stocktaking now includes the Stocktake Listing reporting based on the current snapshot or any subset of that snapshot. The listing now has an option to exclude the onhand figures for blind counts. Note that the Stocktake system permits input of stocktake in multiple batches from multiple sources/counters and consolidates this information later for use by the Partial/Full Stock Update process.

Warnings are now displayed if the level of stock indicates an item should not be available for sale. If sold, the item's cost of sale will be the last weighted average which may cause reconciliation problems, especially if the next inwards goods price is lower than the current weighted average (can cause a zero onhand stock item to have a negative or positive residual value).

Numerous new reports and report layouts have been implemented to assist with larger operations stock reconciliation. These include:

- Stock Valuation summary and detail (itemised) reports to any specified date (yes! retrospective too!)
- Stock Movements summary and detail (itemised) reports which show stock movements for any selected whole month
- PNCC Journal Report has been added to provide a summary of transaction activity
- Old price book report has been replaced with a new version similar to that used by PNCC

Debtors

Debtor enquiry has been sped up for initial display by late loading transactions for printing/display. Also, an invoice number can now be entered instead of a customer alpha code which will cause the customer whose invoice it is to be displayed.

The configuration screen has some new entries: default payment tender method, and an option to edit the Tender Codes.

Payment tender categories for use by the bank deposit supplement have been added to the Tender Codes screen available from the Debtors..Configure and POS Configure screens. Please make sure you establish these before your next deposit input, otherwise all deposit entries will be treated as cheques and will appear on the deposit supplement (which is not correct for cash, EFTPOS, AMEX or Direct Credit.)

Deposits has been modified to provide a deposit slip analysis on the Bank Deposit Input Listing, showing totals for cash, cheques+credit cards and extra-deposit total for direct credits, AMEX and EFTPOS (the tender category is established in Configure..Tender Codes screen).

Two new reports have been added to provide a means of printing a listing of invoices produced (invoice date) and Invoice Transactions for any specified date range.

Update Notes 31/05/2000

General

The requirement for an environment variable to be set for non-standard installations of the client software has been removed. The program will use the starting directory (where login.exe is installed) automatically if the latest version of the client is installed. A minor change, but useful for multiple SmoothOffice installations. In order to accomplish this, STATION environment variables should be set and used, especially in a multi-user environment. Refer to POS and install documentation for information about STATION environment variables and settings for POS.

Creditors

Payments has been extended to allow selection of report output prompting (preview/print etc) if required. The default is to not prompt, so all output would go to your default printer.

Enquiry has been altered slightly to avoid cWork error messages that occurred sometimes (debtors also).

Update Notes 28/04/2000

Debtors

A new invoice format has been added to allow Letterhead stationery to be used (refer Debtors..Config).

Debtors now have a preferred GST status for invoicing (currently works only with the Letterhead invoice). The default value for a new debtor is based on the company default setting (retail/wholesale) but may be set per debtor. This permits tailoring of the invoice produced for a customer to better suit your customer's system. All invoice screens have been modified to use the debtor gst status value rather than the company default value.

Invoicing has numerous modifications.

Print Quotation has been moved to F8.

Lookup Job has been added to F4.

F11 can be used to add a comment to an invoice (this is printed on the Letterhead style invoices only).

F12 is now used to specify/change the GST inclusive/exclusive on an invoice and will cause the customer record to be updated to the new selection and will cause the invoice GST content to be recalculated. WARNING: It is not recommended to change GST Status after adding stock lines to the invoice, as the amounts charged will quite likely be incorrect and require changing individually.

F7 allows an invoice to be placed on hold, or to recall an invoice that is already on hold. This allows you to print a quotation, place the docket on hold, and recall it later when the quotation is accepted or to modify or delete the invoice. It also allows you to build up an invoice over time

F10 Delete Line now completely removes the line from the display and quotation/invoice output.

A single batched invoice can now be committed. The Invoice Batch List screen has this new option.

WINLIST (coloured entries on invoice input screens) has been removed due to the errors it sometimes causes

When in batch mode invoice entry and a customer code is entered that already has an invoice entry in the batch, you will be prompted to recall the batched invoice (answer No to start a new invoice for the same customer).

The Cashbook Audit Trail has been bypassed in the Bank Deposit process, as the information it contains is of marginal use and the output is quite detailed. Please advise if you wish to have the option to print this report.

Corrected enquiry screen to allow for duplicate name codes in database (caused error if first name with that code was not a customer).

A bank deposit may now be suspended (Save work in Progress button) and will automatically resume next time you select it.

The rebuild routine now checks to make sure that customer flags and GST status flags are set correctly.

Stock

Added configuration option to set default for invoices to be generated from stock inwards goods input (or not). This avoids having to repeatedly use the F8 option during inwards goods if you do not normally generate supplier invoices from inwards goods.

Added stock search to stock maintenance (rather than the current browse facility). This makes finding stock items much easier if you have a large inventory.

Sites using Multi-PLU items (specials, compound/assembled products etc) together with the pricebook option should set the configuration option for allocation of the sale value of the multi-PLU to "Sell Price" rather than "Cost Price". This ensures an even distribution of the proceeds of the sale over the items that make up the multi stock item, especially as costs may not exist for your items.

POS

This item has been re-enabled (disabled for wholesalers previously) so that wholesalers may operate a retail location and use the POS facilities.

SYSTEM

A "Backup files" option has been added to the System menu to supplement the automatic backup facility (so you can backup files immediately before actions such as Committing invoice batches, paying creditors etc). This will allow recovery in the event that something goes wrong. The BUSINESS\DATA.ZIP files can be read and extracted using any ZIP compatible utility (WinZip is included on the SmoothOffice CD).

CREDITORS

An option has been added to the list of batched invoices to allow a single selected invoice to be committed for payment (great for paying the one that just can't wait, but before you have completed all invoice entry for other suppliers).

The rebuild routine now checks to make sure that supplier flags and GST status flags are set correctly.

Update Notes 5/03/2000

Debtors

Enhancements to regular billing routines with invoice date options.

Addition of "early payment discount" fields to invoicing screens.

Addition of various new options to configuration screen:

- New invoice type (wholesale, no code)

- Quick invoice line entry flag (skips from qty direct to OK)

- Flag to permit early discounts

- Flag to show conditions of sale on invoice

All invoices have been reformatted to leave a bigger margin at the top of the page (multiple pages). Shading behind company name and address has been removed (too much ink/toner and obscured details).

Stock

Mod to skip to stock name field when adding new items.

Addition of long description field to stock items. Use of this field is optional, and if used will appear as default description during debtor invoicing.

Update Notes 21/02/2000

General changes

Patch to pncjnl program to correct postings to control accounts to latestcost * qty (was just latestcost which was incorrect).

y2kfix() function has been applied to all date input fields, so that dates may now be entered in short form (ie 2-digit year) and will be correctly translated to y2k dates.

Email address field has been added to debtor.dbf and associated edit screens

Update Notes 26/01/2000

General changes

Added data dictionary reports to all modules

Debtor module

Added facility to reprint statements for selected debtor (from debtor enquiry screen), all debtors for selected statement date (from debtors reports menu), and to produce a new statement for a specific debtor (from the debtor maintenance screen).

Miscellaneous deposit entries has been upgraded with options for how the sundry deposit entry should be treated:

- Payment in advance (unallocated receipt, to be applied to a future invoice)

- Create sundry invoice and apply this payment to it (automatically uses/creates the "SUNDRY" stock item code and uses the comments you enter as the details of that invoice. The invoice will be created only - not printed.

- Sundry cashbook entry only - this records the receipt to the cashbook (and applies the value to any job # if specified) and does not update the debtor's balance at all. Must be handy for something.

The CLEARSTAT routine has been incorporated in the debtor.app build, however this routine erases ALL statements, which would require reproducing each statement run (there are options to avoid reprinting the actual statements and audit trails). Contact us if you need to use this option.

Added option to show account number on invoices/statements so customer can pay account by direct credit.

Added new option to debtors config to select invoice type. The standard invoice is the default and the new types show more detail: stock item code and excl price. You can evaluate the various types by setting each one then preparing an invoice and printing a draft/quotation.

Stock

Added option to explicitly turn on rounding (affects retail systems only). Rounding is implemented by rounding down to the nearest 5 cents.

Corrected editing of stock group markup percentages (per price group) to prevent it overwriting the stock group sales, cost and markup fields.

POS

Added option to POS screen to round sale value down to nearest 5 cents with single keypress F5 (when purchaser paying by cash etc) and standard item rounding has not been implemented (refer stock setup).

Update Notes 10/01/2000

General changes

Removed default to prompt for printer when printing reports.

Added new CalcPrice routine to cater for special price calcs. Pricing of a product can now be based on:

- Cost+item's stock group markup %

- Cost+item markup % (original method)

- Pricebook (number of categories determined by number of markup/pricegroup descriptions created to maximum of 99)

See Inventory Configuration screen to set pricing method to be used.

Debtor module

Show cost on invoice line transaction edit screen (customised for selected users).

Debtor can now be categorised as belonging to a specific markup/pricegroup.

Statement options have been extended. Statements can now be produced for a selected "Debtor Terms" criteria (eg. all the 7 Day accounts can have statements produced in one run, then the "Next 20th's" in a separate run). Debtor account terms can be shown on the statement, choices are Never, Debtor Terms, "Due Now". Statements can include today's transactions (though this is not recommended at multi-user sites where sales are still in progress - statements should be processed up to the previous day only, ie. wait until the next day).

Debtors valuation report has been added to help provide an insight into the value of a customer to your business.

Creditors module

Creditors valuation report has been added to help provide an insight/bargaining tool into the amount your business spends with any particular creditor.

Stock module

Added markup/pricegroup descriptions setup option to configuration screen.

Added Stock Group markups option to groups screen.

Additional pricing methods have been added (see General changes above).

Stock item maintenance screen now permits access to various pricing fields and options

depending on configuration options selected (ie. You can edit the retail inclusive price only if "Retail (incl)" option is selected in configuration.

Added new Price Book report with selection options. You can select any of up to three columns of prices (markups/pricegroups) to be shown on the report.

Update Notes 06/99

Debtor module

Added accrual report.

Update Notes 02.02.99

Debtor module

Modified statements program to not use the text lines from invoices as the reference information (undoes change issued 27.01.99). Also, consolidates payment transactions received via deposit etc. and allocated over invoice transactions into a single line entry PER DAY, rather than showing the individual allocations to each invoice (as many invoices can be created via POS sales).

Modified debtor detail enquiry to show statement page number on report.

Update Notes 27.01.99

Debtor module

Modified statements program to treat invoices prepared using the new batch invoicing routines (and regular billing routines) the same way as regular invoices.

Modified invoicing screens to retain "text-only" lines (no qty, amount, discount, but having text in the comment field). Statements will now show the "text-only" first line (if any) instead of client reference or invoice number.

Added client name to remittance on duplicate tax invoice generated via enquiry.

Stock module

Compiled new corrected versions of the product maintenance screens.

Update Notes 14.12.98

Debtor module

Completed batch invoicing option now available for use. Invoices can be created, edited, deleted and added to until they are committed (usually at the start of the next month). This allows a set of "open" invoices to be maintained until all information has been collected and the invoicing ready to be charged.

Invoice entry and deposit entry have been modified to use an entered transaction date for the purposes of ageing and transaction dating. Beware - this permits a client to enter any date they deem appropriate, no matter how silly.

Regular Billing has been corrected to allocate the same invoice numbers as those shown on the audit trail.

Update Notes 7.12.98

Debtor module

Corrected statement printing routine to summarise INV source entries. All other entries will be

printed per the debtor record setting for summary or detail.

Update Notes 2.12.98

Debtor module

Added batch mode invoice entry option to configuration (beta release).

Modified statement printing routine to summarise INV source entries. All other entries will be printed per the debtor record setting for summary or detail.

Corrected list refreshing on regular billing.

System module

Added COMPANY.ARBATCHINV field.

Update Notes 1.12.98

Login module

Added multi-start support to permit multiple instances of Smooth Office to start on the same workstation (requires option selected in System/Company setup).

Work module

Moved GetLoyalty function from debtors module.

Corrected sequence allocation error for PHONE database additions when added at a branch office.

A beta release of order entry (based on some old code) has been reinstated.

Debtors

Fix debtor number on display in mtce screen.

Trim stock description when adding new stock line entries.

Added new NOTES facility and loyalty fields to debtor maintenance screen. Also added miscellaneous fields for use during bank deposits to contain default bank, branch and card number.

Added REGULAR BILLING facility. This permits the user to set up standing invoices to be billed in regular cycles. This is suitable for rental items and could be extended to cater for standing orders for goods (magazines etc). Bills may be calculated daily, weekly, monthly or annually and will accumulate as many times as necessary to reach the specified date from each bill's start date or last billed date.

System module

Added multi-start option to company setup screen to permit multiple instances of Smooth Office to start on the same workstation.

Update Notes 9.11.98

Work module

PeriodRoll check now include stock for reindexing and recalculation of stock levels and transaction volumes.

The DZEASY.EXE program is now distributed as part of the standard update so that the automatic internal daily backup shows a thermometer display.

An evaluation version of Smooth Office for web distribution has been produced. The binaries are identical apart from an internally compiled switch, and functionality is restricted to POS, Debtors, Stock and System functions. The licence delivered with the version is good for 90 days (as long as the company name does not change, in which case an Activation key would be required). The web version may need to be upgraded every month with a new internal key.

Debtors

Fees charged after the end of the month and before statements are printed may not be credited with unallocated payments until the following month, as the algorithm used bases the allocation on the order the transaction sets were created, rather than the transaction set's timestamp (fees transactions are timestamped with the last day and hour of the previous month, but may be generated well into the next month). If the fees are charged earlier in the month the problem is unlikely to occur.

Debtor maintenance screen now provides a quick transactions view per debtor. The information is displayed in descending (latest transaction first) order (so you don't have to go to the bottom to see the latest transaction).

Additional message boxes now appear during the statements run to advise more clearly what is about to be printed. A further upgrade will be provided in the near future to control all "end of month" activities from a single screen.

Stock

All references to "product" or "goods" have been replaced with "stock" or "stock item" (depending on grammatical context).

Stock transactions enquiry now operates correctly (but slowly) with all transactions in transaction order. If you have a large number of transactions, this routine will take a considerable amount of time. It is better to select a subset of data to examine if possible.

Update Notes 31.10.98

Work module

The TimeStamp function has been modified to accept optional date and time parameters. Much more useful.

Debtors

Statements program has been modified to incorporate an automatic routine to reallocate credit balance transaction sets over debit balance transaction sets. No user intervention or action is required. Clients that do not use statements can use the statements routine to perform this task then exit/exit/No to prevent statement info from being updated. Statements exclude these JNL type allocations from the output (serious clutter). This routine resolves the problems with aged balances showing variously as -ve, +ve in different months.

Standard landscape statement now only prints the words "PLEASE RETURN THIS SECTION WITH YOUR PAYMENT" even if the account balance is credit (although the previous text is still stored with the report form, it is turned off so I can easily restore it when you ask).

The empty item description beside credit/payment is now filled with 'Payment'.

Upper case on Item has not been implemented. It would be better to use a command like

REPLACE IVPROD.NAME WITH PROPER(IVPROD.NAME) ALL or UPPER(IVPROD.NAME) if you want the clients output to be consistent. Personally, the proper() version would look better. Alternatively, change the statement report form to produce the text in uppercase. You'll need to do this each time the software is updated.

Statement transactions have been consolidated (always) where source is debtor's INV regardless of debtors statement preference.

Enquiry program has been improved to provide an ESC option when it is "Working..." to collect data for display. An unknown debtor code will always display a browse rather than revert to the previous client.

Debtors Rebuild/Restruct has been modified to prevent the annoying message box that appears if a debtor record had to be created because of a transaction set that belongs to a non-existent debtor. Reconstructed records now show the ID as part of the name so it is easier to identify them from one another.

The Restruct routine now uses the traditional method of determining "ageing" by basing the ageing decision on the date being prior to the first day of the month. The intent of the previous version intended to show debtor activity within the last 30 days, not just prior to the 1st (a better way of gauging activity I thought).

POS

The POS screen was indeed not refreshing correctly. This is due to a bug in FoxPro with transparent fields not refreshing correctly. The background colour of these fields has been set to grey and transparent turned off so the fields get refreshed correctly.

The PgDn option to display client transactions does not display JNL type transactions (clutter).

Cash Refund to Account Holder: Easy. Press F11 for Cash, type in -amount (because you are GIVING out cash), press ENTER twice to charge to account.

*** END ***