

<b>Application</b>	Chreos
<b>Service Pack</b>	44
<b>Requirements</b>	Service Pack 42 (SP42)
<b>Warnings</b>	All users of Chreos plug-ins should check with Chreos support before installing this service pack.

## Important

- "Payment methods" for Creditor Payments need to be set up prior to entering any Creditor Payments. This is done in a similar way to Receipt methods for debtor receipts. For instructions see under the Creditors section.
- Creditor payment exports (i.e. bank export files) can now be connected to generic export files. This allows Chreos to export in many more formats. If you currently export Creditor Payment files please contact Chreos support to find out what is needed for your bank.
- The "Internal" report for printing and previewing Creditor Orders is no longer available. There were a number of issues with this report and a "crystal reports" version is available which is identical to the internal report. If you previously used the "Internal" report you will need to reconfigure your reporting to use the "Creditor Order" report.

## Main points

### General points

- When specifying email address fields in Chreos for the company and staff it is now possible to enter emails in this format  
Chreos support<support@chreos.co.nz>  
When a client receives an email their browser will display the email as coming from "Chreos support" instead of "[support@chreos.co.nz](mailto:support@chreos.co.nz)".
- It is now possible to send emails to multiple recipients / BCC recipients. To do so separate email addresses with a semicolon (;). In places where it is possible to configure multiple emails a button [...] is available to bring up an entry screen. In this screen pressing <Delete> deletes the selected email address, <Insert> inserts an email address. Pressing <Enter> or the down arrow adds another email address. Adding an extra recipient overrides the default email address. (i.e. changing the email in "client detail" will no longer automatically change the email on the right).

- The help menu now contains an option to send a backup of data to Chreos support. This feature makes it easy to send the Chreos support team a copy of data. A password must be obtained from Chreos support each time before this feature can be used.
- When users are not allowed to access the system dates screen (i.e. it is disabled via menu security) the system no longer allows users to update the Sales date using the “Today” button when logging into Chreos.
- Export formats (Creditor payments, Client payments and Direct Debits) now allow the user to specify the file extension. Previously it had defaulted to “.csv” or “.txt” depending on whether “Comma separated values” or “Tab separated” was selected. If no user extension is specified the system still defaults to one of these.
- Menu security now works for Plug-in menu items.
- Debtors can now be charged and receipted in multiple currencies.
- A new, additional pricing structure for clients has been added.

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## Interface changes

- It is now possible to have your company logo show on the Chreos background instead of the standard “Chreos” logo. This is configured in “Maintenance | Setup | Company | Chreos Background”. “Image” lists the standard logo plus any other image file configured in the “Extra data fields” section. The position of the image and the colour of any non-image section of the background can also be selected.

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## Creditors

- The account selection system in Creditor journals has been updated to the “new” account selector including support for Cost centres. (See the GL section later in this document.)
- When placing supplier orders the “comment” field that allows a comment for each item (on the wanted tab) now allows up to 254 characters to be entered. Previously the limit was 30. Please note that although more than 30 characters can be entered, the standard order report will only display about 30 characters. A customised order form would be required to display the extra text.
- When placing supplier orders the “unit” of the selected item now shows beside the quantity entry point. When using grid entry the unit is now also displayed underneath Min and Max stock (on the bottom left).
- When paying creditors the payment method now provides a list of user defined payment types instead of GL accounts. This makes selection of payment methods much easier. Payment methods are configured in “Maintenance | Support tables” on the “Payment methods” tab. These will need to be setup before payments can be made. Note that you have to set up a set of payment methods for each currency you pay Creditors in. Please contact the Chreos support desk if you need assistance with this.

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## Clients

- Users can now select an invoice pricing method for clients. This can be one of a number of pricing types in the local currency or a foreign currency. When being invoiced the client will be invoiced based on the selected pricing type. Pricing types are set up in the “Pricing setup” tab in “Maintenance | Support tables”. For more information refer to the first bullet point in Inventory.
- When pasting data from Excel into the Client Ordering, Debtor Invoice or Debtor Packing slip entry screens the data can now have an optional third column. This can either be the price or a percentage discount (discounts must have a % symbol). The three columns that can be imported are
  - ItemCode or ItemRef (required column)
  - Quantity (required column)
  - Fixed Price or discount percent (optional column).
- Client orders and packing slips can now be given notes. These notes have an option to prompt on conversion. This only applies when converting orders and packing slips in the Order / Packing slip / Invoice screen. If the “Prompt when converting to packing slip or invoice” box is ticked in the note screen then the note will be displayed with a confirmation before conversion. These notes can also be viewed or edited in the Client Management screen on the “Links” tab. The default to prompt when converting an order can be set on the “Clients General 2” page of “Maintenance | Setup | System”.
- The Client | Convert | Order to packing slip, Order to invoice and Packing slip to invoice screens now display order and packing slip notes.
- The “Allocate all” button in the receipting screen can be disabled (hidden) as a local setting in “Maintenance | Setup | Local computer” in the “Clients | Receipting” page.
- The process of generating and receipting Direct Debit payments for Clients automatically paying their account via Direct Debit has been simplified. Clients now have a “Direct Debit” check box on the “Banking” tab of “Client Management”. Ticking this indicates a client may pay via Direct Debit. Bank account details should be completed on this page. The “Clients | Advanced | Bulk receipt” screen allows a Direct Debit batch to be created by selecting unpaid invoices from Direct Debit clients. This batch can be printed and / or exported and sent to banks for processing. When the bank confirms the payments have been made, the “Receipt direct debit” tab on this screen allows confirmation / cancellation of payments. Clicking the [Process] button automatically receipts all clients who have paid. Clients who failed to pay (insufficient funds etc) remain unpaid. Anyone wanting to export directly to the bank needs to set this up on the “Clients | Direct Debit | Export” page of “Maintenance | Printing setup”.
- The “Purchases by” screen (using Shift-F3 from Client Management) has been expanded and now features a second tab titled “Purchase report”. This shows details of client transactions grouped by item. It can be ordered in a number of ways and can display details for a number of date ranges (last 3, 6, 9, 12, 24 months). This display shows totals and may be

printed, saved as a CSV file or opened in a spreadsheet. The last 2 options are available by right clicking the list.

- The “Summary” tab in Client Management can now display a client’s indebtedness based on the invoice date (the existing method), or based on the payment due date of the invoice. In this mode an invoice created in January with a payment date of June would be future until June is the current period. In the invoice date mode this invoice would show as overdue from February onwards. The user can change between views using a combo box at the top of the screen. The default can be set up on the “Clients | General 2” page of the “Maintenance | Setup | System” screen. Versions of the standard Debtor statement and Debtor Aged Trial balance reports based on payment due date are also available.
- The “Print | Transaction | Invoices, Packing slips, Orders and Statements” screens can now be filtered to display only clients allowed to receive emails.
- The Debtor packing slip to invoice screen now uses the “new” client search method to identify clients where client code, sort code and name are all displayed together.
- The “Client | Convert | Order(s) to Packing Slip” and “Client | Convert | Order(s) to Invoice” screens now list orders in Order# sequence with the most recent first.
- Where there are multiple receipts for a client in a given batch of Client receipts, each outstanding amount can now only have one receipt allocated against it. Once an outstanding amount has a receipt allocated against it (even if only partial) it no longer appears in the list of amounts to allocate against.
- The client Invoice screen can now display 1 to 4 extra fields. These fields display to the right of the grid. They are configured on a “by user” basis on the “Clients | Invoicing” page in “Maintenance | Setup | Local computer” screen”. There may be a small performance hit by enabling these fields. They are ...
  - Unit cost
  - Markup (percentage increase above the cost price. i.e. buy \$2 sell \$3 gives a 50% markup.
  - Markdown (percentage of the selling price that is cost. i.e. buy \$2 sell \$5 gives a 40% markdown.
  - ItemRef (useful if you have chosen to replace the Itemref field with “Unit” which you can do on the “Clients | General 2” page of “Maintenance | Setup | System”).
- An ability to set and manage Sales targets has been added. The “Sales targets” page in “Client management allows targets and actual agreed stock levels to be entered for each client. “Target is what you think the client should carry. “Actual” is what the client has agreed to carry. Both of these columns can be directly typed into and changed. The “Clients | Advanced | Client stock replenishment” screen allows for a mini stock take of what is currently on the shelves for a specific client to be performed. Pressing [Process] converts this into an order for the difference between

the quantity counted and the Agreed quantity. This should be of significant benefit to users with representatives doing stock replenishment. There are several reports available related to this process. Please contact Chreos support for more information.

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## Inventory

- Items can now have additional prices specified for each active pricing type in the system. Pricing types are set up on the “Pricing setup” tab in “Maintenance | Support tables”. Clicking the “[...]” button beside the price entry point in “Stock Management” brings up a list of extra prices for the item. Users can enter a value for a pricing type or leave it as calculated. Pricing types in the local currency that are calculated will be the same as the main system price. Pricing types for foreign currencies that are calculated will be based on the main system price with the exchange rate applied. Extra prices apply in Client orders, Debtor packing slip, Debtor Invoice and POS. In POS only “local currency” clients may make purchases.
- Prices for an item can be viewed by clicking the [View all pricing] button on the “Stats” page of “Stock Management”. This lists the standard price for every active pricing type.
- Discount systems work with the new pricing options. Percentage discounts come off the new price and will work correctly with foreign currencies. Alternative fixed pricing as in stock bins and specials is compared against the new pricing without any currency conversion taking place will not work correctly with foreign currencies.
- When setting up new item types the system now forces the user to select at least a purchases and sales account. This avoids issues where users setup an item type without a sales account, and later sell items of this item type. Non GL users should setup at least one account (Bank?) and use this. By setting up default sales and purchases accounts in the “General Ledger | Account linking” screen these values can be automatically filled in.
- The Item type maintenance screen now closes much faster for users with large numbers of item types. A descriptive error screen is now displayed when closing with some item types not correctly configured.
- When processing Client orders in the Order completion screen the listed orders can be filtered to an individual client. This allows orders to be completed only for the selected client but considering orders from other clients. This mode can be entered by clicking the [Filter to client] button.
- The stock bin screen now features a search box to quickly locate a named stock bin. The bin conflict reporting has also been improved in terms of speed and information provided.
- Converting Client orders containing serial numbers to packing slip or invoice now deals better with multi line / customised text. A side effect of this is that the serial number is now appended to the end of the text rather than the start of it.

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## Job Management

- Improved handling of long text strings in job card and job to invoice.
- The “Job detail” page in “Job Management” has been re-organized for simplicity.
- An [Add BOM items to job] button has been added to the summary tab of Job management. If the “Invoice item” specified in the job is a BOM recipe this button will be enabled. Clicking it will add all items specified in the recipe to the job.

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## Point of Sale

- The point of sale screen now only allows selection of local currency clients.
- The “Last 10 POS transactions” screen now features much more data about the individual transactions including Date / Time and staff member involved.
- Entire POS sales can now quickly be reversed. A [Credit] button, which opens POS with an entire transaction entered in reverse, is now available in the following screens:

“Last 10 POS transactions” (accessed by pressing Alt-F8 in POS).

On the “Documents” page in Client management.

In the POS reprint screen, “Print | Transactions | POS receipts”

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## General Ledger

- Support for departments has been added. It is now possible to define a number of departments (Christchurch, Wellington, Auckland etc, or Manufacturing, Wholesale, Retail, etc) and assign these departments to an account. An entry account for each of the departments can be created automatically or assigned. In all screens dealing with accounts selecting the master account (i.e. Sales) brings up a list of departments to select from. Contact Chreos Support if you want more documentation on this.
- Displaying the account order tab on the “General Ledger” screen is now about 6 times faster then previously.
- When adding new GL accounts the system now uses the previously selected accounts details as a basis for the new account. This should help speed GL account entry.
- In “General Ledger | Account linking” the “Sales (for summary invoices)” account has been renamed to “Default sales account” and a “Default purchases account” has been added. When setting up new Item types these accounts are used as the default account for purchases and sales respectively. This helps make setting up new item types easier.
- The GL Reconciliation screen now supports parking and un-parking (F9, F10). Checks are in place to ensure that an account cannot be reconciled while another reconciliation for the same account is in progress or parked.

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## System

- Chreos client and server now allow selection of non standard database ports. This allows Chreos to run on systems that run different versions of Firebird to that required by Chreos. It also means that if a conflict occurs between Firebird and another database, Firebird can be changed safely.
- Chreos Client and Chreos Server now display available command line options if run with a /? command line parameter.
- Chreos no longer requires the root drive of the machine with data to be a shared directory. This means that servers can be more secure if required.

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## Apparel module

- Pressing Alt-F2 now brings up a style view of the selected items stock levels. This shows the shelf quantity of all items in the style, in all regions. Pressing Alt-F2 on a selected item in the style grid will in turn bring up the standard “Branch / Region Stock Levels” screen.
- The supplier order screen now lists the number of total items, quantity and cost of this order on the “Ordered goods” tab.

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