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| Application | Chreos |
| Service Pack | 45 |
| Requirements | Service Pack 44 (SP44) |
| Warnings | All users of Chreos plug-ins should check with Chreos support before installing this service pack. |

Important

- There is a set of standard reports available. There are 16 new reports and many others have been updated and will only work with this release.

Main points

- Backups can now be sent off-site automatically without the need for staff to be taking a CD or flash drive device home each night.
- A new credit control system has been added for managing Debtors who fail to pay on time.
- The main icon toolbar can be customized to individual preferences.
- The Report screen has been enhanced with “Favourites”, “Recent reports” and memory of last parameters.
- The introduction of Batch and piece tracking of stock.
- Bulk change of Min and Max stock levels, and having them change for just a specific amount of time – as in catering for a seasonal high or to coincide with advertising.

Remote backups

- The Chreos Backup system has been enhanced to allow backups to be automatically sent to a Chreos FTP site. Once registered for Remote backups users can send Quick backups, Automated backups and Manual backups to the Chreos FTP site. Storing backups ‘off site’ is critical to avoid data loss due to natural disasters, theft, hardware breakdown and willful damage. The Chreos remote backup system will manage this for you. As your data leaves your site it is encrypted with a strong (AES 256bit) encryption system that prevents data theft. It is then stored at the site of a major Internet Service Provider for up to 2 months. While it is there you can retrieve any backup from the site at any time.

More information will follow but please contact us at

support@chreos.co.nz if you want to take immediate advantage of this. Please note that there is a small, additional hosting fee for this service.

Interface changes

- Chreos now supports the ability to customise the toolbar that runs immediately below the menu. Users can add extra buttons as a shortcut to any menu item. These are done on a user by user basis so that one user might have a client journal button whereas another has a banking button.

Right clicking the toolbar brings up the “Add / Remove custom toolbar menu buttons” option. This opens a Customize screen where available menu items can be selected. Only menu items with an icon assigned can be used in the toolbar. Initially there will be none. So the first step is to assign icons to menu items. This is a system wide setting. Right click the available items box on the right and select “Add or edit menu items”. This brings up the Menu items icon screen with a list of menu items and icons that can be assigned to them. The system can also use up to three icons provided by you. Clicking the [Add / Edit] button allows these items to be loaded. To assign an icon drag it across to the menu item. Once you have assigned icons to menu items [Save] will take you back to the Customize menu. The menu item with icon should then show in the “Available items” area. Users who want a particular icon showing in their toolbar can then transfer it across to the “Toolbar shortcuts” area.

- The screen called “Move stock” and accessed from “Stock | Move stock” has been more appropriately renamed to “Return deleted items to stock” and can be accessed via “Move Stock | Return deleted items to stock”.

This new submenu “Stock | Move stock” has

- “Return deleted items to stock”
 - “Move stock between regions” (formerly accessed via “Stock | Adjust stock”),
 - “Region restocking” (new, see detail elsewhere)
 - “Stock transfers” (new, see detail elsewhere).
- A new submenu called “Client | Advanced” has been created and the following screen moved to it
 - “Bulk receipt”
 - “Client stock replenishment”
 - “Head Office Reallocation” (new, see detail elsewhere)
 - “Summary invoice”.
 - The defining and editing of Regions has been moved from the “Stock | Stock maintenance | Stock lookups” to “Maintenance | regions” where a number of additional properties can be set. If you use multiple regions please check this screen for any changes you may have to make.

- The report screen has been redesigned to add a number of useful features. The screen now shows three report groupings on the left. The groupings are
 - “Recent reports” - the last 20 reports run by this user.
 - “Favourites” - a quick list of reports chosen by this user by dragging them in from the right hand side. They can also be dragged out again.
 - “Reports groups” - allow access to reports by group. These used to appear in a drop-down at the top. This includes the default option of “All reports”.
 - A search tool on the top right. This allows search for reports by key word in a report name and works particularly well in conjunction with the “All reports” option above.
 - When running reports the system now remembers the last parameters selected for each report and defaults to these. Each user will have their own set of defaults.

Creditors

- Alt-F2 (view stock levels for selected item) now functions when viewing Inwards Goods (invoice or packing slip) lines using the “Lines view” option on the “Processed” tab.
- [Grid entry] in “Creditors | Place orders with supplier” now shows client orders in blue text when viewing stocking for all branches and there are client orders from regions other than the ordering region. A break down (# on order for this region, # on order for other regions) is shown on the bottom left under Min / Max when “all regions” has been selected for stock viewing.
- [Grid entry] in “Creditors | Place orders with supplier” now supports Shift-F2 (view item transactions), Alt-F2 (View Stock Levels) and Shift-Alt-F2 (View Historic Stock Pricing).

Clients

- The Order Completion screen can now be set to not complete orders where the total order value is under a specified amount. All order lines list and allocate items as normal but when clicking the [Invoices] or [Packing slips] buttons the system will not produce orders with a lower value. The default value (initially 0) is set on the “Clients | General 2” page of “Maintenance | Setup | System”. This value can be overridden when entering Order Completion.
- On the screen that appears when entering Order Completion the “Filter to” can be set to display a list of “Inwards goods invoices” or “Inwards goods packing slips”. This list defaults to transactions entered in the last 30 days. This value can now be changed to any number of days on the “Clients | General 2” page of “Maintenance | Setup | System”.

- “Clients | Enquiry” and “Clients | View client enquiries” now display an enquiry # for each enquiry to help quickly identify an enquiry. The “Clients | View client enquiries” screen has a search button to quickly find an enquiry based on the enquiry number.
- A new client credit control system for Open Item clients is now available. The “Charge” option on the “Client management” screen has been replaced by a combo selector with the following options:
 - “No charge account”
 - “Charge account”
 - “Monitored charge acct”

The System can be set to automatically revoke a client’s ability to purchase when debt levels breach one or more defined criteria and re-enabled once the debt levels return to an appropriate level. This functionality can be enabled on the “Clients | Credit Control” page of “Maintenance | Setup | System”. Debt can be managed using the age of outstanding invoices and/or the credit limit.

Where outstanding invoices are used you can specify a number of periods past “Invoice date” that is acceptable. To determine whether this number of periods has been reached Chreos looks at the “Clients date”.

Alternatively you can specify a number of days past “Payment due date” that is acceptable and to determine whether this has been reached Chreos looks at the “Sales date”.

In addition a tolerance can be specified (e.g. only allow 2 months credit, however allow longer if the overdue value is less than \$10).

At the same time each client can have their own credit limit (set up in the client definition in “Client management”. Please note that Chreos is not looking to see if a new invoice takes the client over the limit but rather to see if the client is already over the limit. In other words the figure set is the figure the client must be under before the last invoice is entered.

Those who wish to use credit limit only, need to set the number of months/days applying to outstanding invoices to a large number. To manage a client using this system set the client to “Monitored charge acct” in the client definition in “Client management”.

When using Client management and selecting an option other than “All clients” in the “Show” drop down box “Monitored charge account” clients will appear under the “Charge account” option. However if the client has changed to “Suspended charge account” they will appear under the “No charge account” option.

When upgrading to SP45 all clients who had a “Charge account” will be converted to a “Monitored charge acct” but users will need to enable the functionality in “Maintenance | Set up | Clients | Credit Control”.

- Head office reallocation allows you to transfer transactions from a client to their Head Office (also a client) at the end of the month prior to producing statements. The client needs to have a “Head Office” selected in Client | Client management | Client detail. This

functionality was previously available as part of a separate application which is no longer to be used.

- When creating a credit note with the [Credit] button on the “Documents” page of “Client management” the tick box called “-ve entry” on the invoice creation screen that gets automatically opened. This means that other items can also be added for credit straight away and get a default quantity of negative 1.

Stock

- Item types can now be set to have a “Prompt for quantity”. Any stock associated with this item type will automatically bring up the “Edit sales item” screen when entered into POS. This is useful for product types where the quantity will frequently need to be changed to a large number or where the price of goods is variable (i.e. service items).
- Item categories have been enhanced. Users can now build a tree of categories. This is useful when associating web sites with Chreos as it allows greater depth in categorisation. There is an unlimited amount of sub categorisation possible. To add new categories go to the “Stock lookups” page of “Stock | Stock maintenance | Stock lookups” and select Category. The [Advanced] button then allows you to build or edit the category tree.
- The “Stock management” screen now features a “Jobs” tab that lists all jobs where the selected stock item is either a component or the final outcome. Double clicking an item brings up the “Job management” screen displaying the related job.

Chreos now features “Sub classifications” which allows you to record which batch or piece a stock item is from. This extra sub-classification with an appropriate name is specified in an Item type. Any stock items for which you want to record sub-classification details need to be of a type that supports this sub-classification. There is a new Sub classification tab page in “Stock management” that lists the shelf quantity for each batch.

Example of use would be

- where you have a 1000m of a particular type of carpet made up of 7 rolls. This allows the whole lot to be one stock item and to record the quantity of each roll, and specify which roll the sale of several meters has come from;
- where food products need to be tracked by batch from source to destination.

When a Batch item is selected in “Stock | Adjust stock | Single item” an [Advanced] button appears that gives the user additional batch management functionality including moving product between batches, changing costings, and marking batches as not to be used.

Please note that this batch functionality is not yet available in Point of Sale so please contact Chreos support before making decisions to use it where POS may be available.

- Bulk updating of Min and Max stock levels.

In “Stock | Adjust stock | Stock min max levels current region” it is now possible to look at Min and Max stock levels for all stock items (or filtered to a particular subset) in the current region and set / update these levels as required using in-grid editing like in a spreadsheet.

In “Stock | Adjust stock | Stock min max levels all regions” it is possible to look at Min and Max stock levels for all stock items (or filtered to a particular subset) in all regions and set / update these levels as required using in-grid editing like in a spreadsheet.

In “Stock | Adjust stock | Min / Max Item Specials” it is possible to set different minimum and maximum stock levels for a stock item(s) for a date range where increased sales are expected due to the item(s) being on special. This can be set up ahead of time so that the min /max levels adjust automatically for that date period. The min/max levels are returned to their normal values on completion of the special’s period.
- Region restocking

To use this functionality a specific Transfer Region must be defined in “Stock | Stock maintenance | Stock lookups” and then specify that it is the transfers region on the “Stock |General 2” page of “Maintenance | Setup | System”.

The “Stock | Move stock | Region restocking” screen allows you to view what quantities of a stock item(s) are available for transfer from a region and what quantities are required in other regions to either replenish stock levels or fulfill customer orders. You can then enter what quantities you wish to send to those other regions. Alternatively you can view what quantities are required by a region for stock replenishment or order fulfillment and what quantities are available in the other regions. You can then enter what quantities you wish to send to that region from each of the other regions. It is possible to view all stock items in this screen or filter to a particular subset.

The calculation of the quantity available to be transferred can be filtered to the quantity above min stock level less any customer orders, the quantity above max stock level less any customer orders or the shelf quantity less any customer orders. For “Order fulfillment” the required amount in a region is the total of customer orders. For “Stock replenishment” the required amount in a region is the amount that max stock level exceeds shelf quantity plus any customer orders.

Once quantities to be moved have been determined they are processed via “Stock transfers” covered below.
- Stock transfers

Once “Region restocking” has been processed the actual transfer is initiated and finalized at “Stock | Move stock | Stock transfers” which contains the options for Sending and Receiving stock. Stock must be sent from a region first before it can be received in another region. When the stock is sent it goes to the “Stock transfer region” and stays there until it is received. You can choose not to send all the stock you specified in Branch restocking. There is an option to print Picking lists.

Once stock has arrived at the destination region it can be processed in via the same screen where the appropriate Shipment reference can be selected.

Jobs

- Job management. The “Stock management” screen now features a “Jobs” tab that lists all jobs where the selected stock item is either a component or the final outcome. Double clicking an item brings up the “Job management” screen displaying the related job.
- The functionality relating to stock batches and pieces has been fully implemented into Jobs.
- It is now possible to have multiple quantities of the outcome product from the one job.
- A job can be based on a Bill of material. Selecting the BOM as part of the job automatically populates the job card with the appropriate quantity of each component.
- Job Invoicing has been enhanced.

Point of Sale

- A new screen called “POS takings balance” is available from “General ledger | POS Takings Balance”. This allows you to enter actual daily takings against what has been entered into Chreos and view any variances. A new report related to this is also available.

General Ledger

- “General Ledger | Advanced | Backdate transaction” screen has been added to allow General journal transactions of “Local currency” Balance Sheet accounts to be backdated to previous years. They can be backdated one or two years. This functionality was previously available in a separate application which must no longer be used.

Chreos Server

- It is now possible to force a company’s data to be completely rebuilt (the same way it is done during a service pack installation). This is triggered by right clicking the company and selecting “Rebuild”.

Quotes

- We have been working on new module for preparing and managing quotations. It is still not ready for full release but if you are particularly

keen to have early access to this please contact Steven via Chreos support.

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