
Application	Chreos
Service Pack	46
Requirements	Service Pack 45 (SP45)

Important Information.

Before you Upgrade...

- **Please read these notes.** We recommend that users read these Service Pack Notes as the information contained in them will ensure you are aware of any issues your company may have with regard to new features and changes. Please contact Chreos support for any advice or help needed before you upgrade this service pack.
- **Are you using a plug-in?** All users of Chreos plug-ins must check with Chreos support before installing this service pack.
- **Do you use serial numbers.** Companies who use serial numbers must make sure they have no outstanding serial numbered items on creditor packing slips before they upgrade.
- **Foreign currency changes.** If you are currently using Foreign Currency – please consult Chreos support before upgrading to this Service Pack.
- **Produce an aged Trial Balance NOW.** There are changes that may affect debtor aged balances. Please produce a Debtor aged trial balance immediately before you run this service pack, and then again immediately after it has finished. Please contact Chreos support if the two are not identical.
- **Get your Company ID before you start.** When you run the service pack you will be prompted for a Company ID for each of your licenced companies. Please obtain this from Chreos support before commencing.
- **Reports will reload.** This service pack includes substantial improvements to how reports are managed. At the end of the rebuild and data management process Chreos Server will download a number of reports. Please avoid printing or closing Chreos Server in the first 15 minutes after the update process appears to have finished. Please also note that the machine running Chreos Server needs to have internet access.

• What's new

- Some of the many new features and functional changes in this service pack are:
 - **New - Debtor Consignments** for supplying products on sale or return. (See Clients.)
 - **Substantial changes to Serial number handling.** (See Stock and Creditors.)
 - **The addition of a Company ID** to uniquely identify a company independently of the ever changing licence number. (See General System.)
 - **Updated - printing an reporting systems** (See reports)
 - **Easier access for help.** (See F1 help in general system.)
 - **New - Debtor Credit note** can now be created rather than having to do a negative quantity invoice.
 - **And much more!** Keep reading.
- As part of a substantial change we are making to our documentation we are now referring to the menu path in the following way. What used to be referred to as
 “Client | Convert | Order completion”
is now
 Client > Convert > Order completion

General System

- **Addition of a Company I.D. to Chreos registration.** This number is used as a unique identifier and once entered cannot be changed. The company I.D. is required for access to some web based functionality within Chreos. The first use of this is with the new Report system. Users will be issued a company I.D. to be entered into their Chreos registration. The service pack cannot be run without entering a valid company I.D.
- **New Online help facility.** A new extensive online help system is under construction. This will allow users to press **F1** in any screen and view help about the selected screen and related tasks. This information is displayed in your web browser and requires an active internet connection. Until the help system is available, pressing <F1> or selecting Help > Help will bring up a viewable list of information sheets.
- **Chreos can now output grid data in XML format.** XML is a format used by many software packages for importing or exporting data. Adding XML to the existing CSV, tab and txt output systems now means you can send grid data to just about any application.

To export a grid to an xml file simply right click the grid and select 'Save Grid' and when prompted to select an output directory change the 'Save as type' to 'XML document (*.xml)'.

- **Backup and data management events are now recorded into the database.** Details about the event, the date and time it started and the date and time of the successful completion are saved into the database. This is an automated feature each time there is a data management done or a backup is made. This aids in supporting users.

Creditors

- **The Inwards goods process has been updated to track the reception of serial numbered items.** When converting from packing slip to invoice you now can select which Serial numbers to process individually.

Clients who use serial numbers must make sure they have no outstanding serial numbered items on creditor packing slip before applying this update.

- **Creditor orders or packing slip conversion now allows additional serial numbered items to be added.** When converting a creditor order to packing slip or packing slip to invoice it is now possible to add more quantity of a serial # item to the invoice/packing slip by selecting the item from the stock list or incrementing the quantity. The new quantity will show as a new line to the processed list, as the original quantities from the order cannot be changed once added.
- **New foreign currency restrictions.** See the Foreign Currency section below.

Clients

- **Balance forward aging enhanced. Users can now easily switch clients between balance forward and open item.** Transactions for Balance forward clients are now automatically allocated to the oldest unallocated items. This change allows users to easily switch between open item and balance forward status even when the client has an outstanding amount. Balance forward clients can now be monitored by the automated credit management system. Clients existing transactions will be automatically allocated as part of this service pack update. This may have a number of side effects during the initial change over. Completed transactions

may become active again (if they cannot be allocated) in some rare cases.

- **Client end of period processing performance has been improved.** For companies with a large number of clients or transactions this processing will now be quicker.
- **Debtor Consignments have been added as a new activity.** This allows goods to be sent to a Client without the goods being invoiced until they are sold or otherwise returned by the client. Consignments can be accessed from Client > Consignment. When any consignment goods are returned from the client they can be cancelled using the conversion screen at Client > Convert > Consignment(s) to invoice. A Help Sheet is available in the new Online Help.
- **Credit note creation.** The new 'Credit note' option in Clients simplifies entry of Credit notes for users and allows crediting of clients whose account has been disabled by the credit control system (or for other reasons).

Chreos has always supported credit note entries as a negative quantity invoice. The new credit note option functions the same as an invoice but all quantity entry defaults to negative entry.

- **Hold management and viewing has been simplified with more details on the main screen and editing capabilities.** You can now add notes to the entire hold or to individual items when creating new holds.

Add new holds by clicking [Add] from the main Holds form. Add a single note to all holds by checking the "Apply note to all items" box or leave it unchecked to enter individual notes for each item.

A [Change Note] button has been added to the main holds form to allow you to edit the note for a held item. See the Online Help Sheet for further instruction.

- **Editing client orders.** The [Edit] button in "View client orders" now takes you to the Client order screen. The user can use this screen to edit the details of the order.
- **Credit notes can now be entered for suspended clients.** Invoices / credit notes where the total amount is zero or less can now be processed for accounts that are "Suspended" or "No charge account".

- **Chreos can (optionally) automatically create client codes for new clients.** This makes data entry easier where Client codes are sequential. It is also good for chains of shops where every code between shops needs to be unique. In Setup | Clients | General 2 the user can toggle this on or off. You can specify a prefix and suffix for all codes, and the starting number for the sequential part.
- **New columns added to the Laybys screen.**
New “Owing” column. This column shows the difference between the trust balance for that layby and the target price.
A New serial number column that will display if there are laybys for serial numbered items in the list.
- **New Foreign currency restrictions.** See the Foreign Currency section below.
- **Parked client orders easier to locate.** When parking client orders the system now stores the client order # as part of the parked transaction description. This makes reopening multiple orders from the same client much easier.

Stock

- **The Stock levels (Alt F2) screen now shows supplier details.** A new ‘Suppliers’ tab has been added showing supplier stock details for the selected item.
- **Label printing enhanced.** It is now possible to override the default ‘price label’ printer by specifying a ‘local printer’ for a user. This allows multiple label printers to be used and is especially important where multiple retail outlets are part of one Chreos company.
- **Advanced category setup screen simplified.** The screen, accessed by clicking [Advanced] in Stock > Stock Maintenance > Stock Lookups > Categories, has had two buttons added to the display so that the available options are more obvious as well as the current right click facility.
- **You can now search by ItemCode2 when returning items to stock.** It is now possible to search for items by Item code 2 when returning a deleted item to stock in the “Return deleted items to stock” screen under Stock > Move Stock > Return deleted items to stock.

- **Region restocking screen filters improved.** The filters selected in the region restocking screen under Stock > Move stock > Region restocking now apply to the stock items in the unfillable item line display accessed by clicking [unfillable]. Previously it would show all the items lines and not just the items for the selected filter.
- **New stock categorisation restrictions.** It is no longer possible to duplicate names or have blank names for item details such as Category, Make, Maker, Availability, Location, Unit and Stock Groups. This forced integrity has also been added to Local Values and Pricing under Maintenance > Support tables.
- **Stock Movement (Shift F2) screen enhanced.** The screen now shows the name of the region as one of the details. It has also been re-ordered to display details that are more common for most clients to the left and less common details to the right.
- **New serial number history screen.** There is a new serial history screen available through the [Serial history] button on the serial # tab in Stock management that displays the activities of a selected serial number. This screen shows an in-depth list of activities and details for the serial number item from when it was received in stock to when it was sold. This will help users identify issues with the sales process of serial tracked items. Not all details will be available for transactions made prior to the release of SP46.
- **New serial number restriction.** From the serial numbers tab in Stock management it is now only possible to change a serial number's status to "Removed from stock" if the current status is "In Stock", and to "In Stock" if the current status is "Removed from Stock". This is to help maintain stock level integrity.
- **New ItemType restrictions.** While editing an existing item's details in stock management it is only possible to change a batch item's item type to another batch item type. It is not possible to change items of a different item type to a batch item type. It is also not possible to change to another item type where the Stock value change, closing stock or stock adjustment accounts for any region are different.

Point of Sale

- **It is now possible to sell a serial tracked item on Layby through the POS screen.** The existing layby screen now shows the serial numbers next to the item name so each serial item can be identified easier. The serial number will also now appear as

part of the description line. Serial items on layby will show as a status of “On Layby” in stock management. Cancelled laybys will return these items status back to “In Stock”.

- **You can now paste from Excel into the POS screen.** This is done by right clicking the items list in POS and selecting ‘Paste from Excel’. The format needs to be ItemCode / Ref, Quantity, Fixed Price / Pct discount (not required).
- **New Batch restriction.** It is no longer possible to enter a batch item into a POS transaction. The user is now prompted with the message “Cannot use POS for batch item sales”. POS does not currently fully support batch items.

General Ledger

- **Department maintenance improved.** When changing the prefix or suffix of an account department’s account code or name in the Account department screen you are given the option to have all the associated accounts’ prefixes and suffixes change to the new details.
- **Improved error reporting when importing GL Journals.** The error messages displayed in General Ledger Journal when a user has incorrectly pasted in the wrong values from Excel by right clicking on the grid and choosing “Paste from Excel”, have been made more helpful so the user can easily identify the problem value.
- **GL reconciliation failures.** When a GL Reconciliation has failed due to a system crash, users are now given the option of starting again or recovering the original one. They have to be on the same machine and logged on as the same user. This greatly simplifies the processes of restoring after a crash.

Reporting

- **Reporting system enhanced to make installation and maintenance of reports easier.** When Chreos Server completes rebuilding data after the service pack has been run, the Server will download updated versions of all reports. This can take around 5 minutes depending on your internet connection. Trying to run reports before this process is complete may result in a “Report not found” message.

- **Report maintenance and installation has been greatly simplified.** Reports are now all located on the server computer. There is no longer a distinction between ‘client’ and ‘server’ reports. All actions are now available on all reports. This includes emailing reports, which was previously only available for ‘server’ reports.
- **The Printing setup screen has been changed to simplify default printer configuration.** There is now only one default printer, specified on the local print settings screen. This determines which printer to use by default on the report screen. You can choose to select the default Windows printer, the printer configured with the report (the server printer), or any other local printer.
- **A Printer issues tab page makes identifying printer issues a snap.** The ‘View report printer issues’ page added to Maintenance >Printing setup > Maintenance lists all identified printer issues with reports. It allowing users to quickly and simply identify and fix any common issues. Right clicking an issue will show options available to fix the problem.
- **There is a new option to change all reports using one printer to another.** The ‘Reassign printers’ screen added to Maintenance >Printing setup > Maintenance allows all reports using a selected printer to be changed to print to a different printer. This ensures reports can be easily changed where a printer is upgraded or changed.

Foreign currency

- **New foreign currency restrictions.** When processing inwards goods or creditor invoices in a foreign currency the system now only allows entries without tax. If the exchange rate entered differs from the current system exchange rate, a journal is now automatically created to bring the value of the transaction back into line with the current rate. The transaction remains coded at the entered exchange rate.
- **New Foreign currency restrictions.** Foreign currency clients may no longer be setup as ‘charge tax’. Foreign currency transactions can no longer be deallocated as the exchange rate at time of allocation must be maintained.
- **Exchange rate system changed.** When modifying an exchange rate Chreos now uses client and creditor journals to adjust the value of unpaid transactions. This allows for greater transparency

and auditing. It also reduces the potential for exchange fluctuation problems. The new system calculates the total local currency value change of transactions in a client or creditor period. A journal is entered for each client or creditor for a given period. This journal is automatically allocated to each transaction that needs to be adjusted. The journal has a zero dollar foreign currency (FC) value as the FC value does not change.

- **GL journals will now immediately pickup the current exchange rate** for the period they are entered in. This previously only occurred when rolling into that particular period.
- **Exchange rate defaults.** When entering Foreign Currency GL journals the system automatically uses the correct exchange rate for the GL period that the transaction will appear in. Previously the system always used the current GL period rate.
- **Foreign currency rate changes can now be aborted.** When adding or changing foreign currency rates users can now cancel out of the process when prompted to select a date.
- **New Foreign currency restrictions.** The “Funds destination” account selection and “Retention Account” selection in the banking screen have been limited to local currency accounts only.
- **Restrictions of rate adjustment.** Foreign currency rates can no longer be adjusted while un-posted Client or Creditor transactions exist. The system conveniently advises which module(s) need to be posted when you attempt to edit the currency.
- **Posting and rolling restrictions.** All foreign currency transactions in a given GL period must be posted before you can roll out of that period and in to the next. Debtor period can not be rolled while debtor FC transactions remain unposted. Creditor period can not be rolled while creditor FC transactions remain unposted.
- **Fixed rate is gone.** There is no longer any availability to select ‘Fixed’ rates for Inwards goods or Summary invoice transactions. Fixed rates are covered by other processes in Chreos.

Screen / Interface

- **Custom menu setup simplified.** The custom menu setup screen (right click on the top task bar) has had the layout changed to

show the available menu items on the left and the selected menu item shortcuts on the right.

- **The menu item “BackdateGLTrans” has been changed to “Backdate journal”.** This is available at General Ledger > Advanced.
- **GL account setup change.** The wording for the setup option grouping “Balance sheet” in the general ledger account linking screen has been changed to “End of year processing”.
- **GL Department changes.** The “Account use” option “Cost centre” when creating a new General Ledger account has been changed to “Consolidated”.
- **Client enquiry screens renamed.** There used to be two separate screens called “Client Enquiries”. Both have been changed

The screen accessed by Clients > Enquiry is now called “Enter client enquiry”.

The screen accessed by Clients > View client enquiry is now called “View client enquiry”.

- **Suppliers “Last HO Update” field renamed.** The “Last HO Update” field on the Suppliers tab in Stock management has been changed to “Last edit” and now displays the date when the supplier’s stock details last changed for that item.
- **The menu item “Invoice Job” has been removed.** Users must use the “Produce Invoice” buttons in job management to reduce system complexity.

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