
Application	Chreos 3
Service Pack	34
Requirements	Service Pack 31 (SP31)
Warning	All users of Chreos plug-ins should check with Wild Software Ltd before installing this service pack.

As usual Data management will run after installing this Service Pack. If you are upgrading from earlier than SP33 this process will take longer than usual and may appear frozen while processing “Inventory regions”. It is not frozen but it may take 5 times as long as usual. The next time this is run it will take a more normal amount of time.

Due to minor file format changes to some temporary files any parked transactions must be processed BEFORE installing this Service Pack.

About 100 standard reports have been added or updated since SP33. These are available as a separate download from the downloads page of our website. You should replace your existing report files on all machines by unzipping this over top of them once you have successfully installed SP33. Please note that some of these reports are essential as changes have been made to how stock quantities are stored. If you use the Inventory module you must update your reports.

There are also a number of new and altered information sheets available.

Main points

- Substantial new features added to the General Ledger.
- Full trail for viewing links from source documents in Clients and Creditors to General Ledger.
- Some changes to internal reports.

General

- Server log entries can now be viewed from any instance of ChreosClient from the “Tools | View Server Log” menu item. This will be of help to those who want to oversee server activity without having to move to the machine running ChreosServer.
- Document searching has been extended to include some new document types. (“File | Common | Search by transaction number”)

Clients

- Changes have been made to the three different grids that can be accessed on the “Activities” page of “Client | Client Management”. On the

“Financial transactions” grid and the “Packing slip” grid the "E" (for e-mailed) column has gone, and the information has been incorporated into "P" (for printed) column. The “Orders” grid also has the “P” column showing the new information.

For these three grids the “P” column can show 1 of 5 different things.

- Blank = only shows for journals and receipts in “Financial transactions”
- N = the document has not been printed or e-mailed, but could be
- P = it has been printed at least once
- E = it has been e-mailed
- B = the document has been both printed and e-mailed
- Following a survey of users carried out late last year the layout of the internal client packing slip report and the internal client order report have been modified. The main changes are:

Internal client packing slip report

- If the “Use delivery address if available” is ticked on the “Clients | Packing slip | Print” of “Maintenance | printing setup” then the delivery address will show at the top-left, just under the main company details. If either of these is not true then the postal address will show here instead.
- This address is now positioned to better fit a standard window envelope.
- If the postal address appears at the top and there is a delivery address, it will appear at the bottom of the report.
- The ItemCode for each detail line has been added to the left of the item name.

Internal client order report

- If there is a delivery address then it will show at the top-left, just under the main company details. Otherwise the postal address will show here.
- This address is now positioned to better fit a standard window envelope.
- If the postal address appears at the top and there is a delivery address, it will appear at the bottom of the report.
- Now includes the unit price for each line if the prices have been quoted and there is no outcome (ie. the order line is still active as an order). The price has been added to the space where it would otherwise say ‘invoiced’, ‘packing slipped’, or ‘cancelled’
- Debtor receipts can now be printed, e-mailed and exported when they are created. Setup options have been added to “maintenance | Printing setup” and to the “E-mail” page of Client management to enable this. Please note that at present this allows for an e-mail confirmation of each receipt to be (selectively) sent to, and printed for each client. In the future we will

extend this to allow a single report (such as a banking summary) to be printed for each batch of receipts.

- The total number of clients in the system now shows below the grid on the “Clients” page of “Client management”. This value is refreshed when the screen is opened and when the [refresh] button is pressed.
- The “Summary” page of “Client management” now displays the date a client was initially entered into the system.
- Recurring invoices now sets the prompt payment date of invoices it creates to the default for each client.
- The “Client management” screen now has a “Links” page showing allocation and GL financial details for the transaction selected on the “Activities” page. Double clicking a receipt/journal on the “Activities” page will display the links screen. Double clicking an “Allocations” transaction on the “Links” page will move the “Activities” display to the newly selected transaction. A [View transaction details] button at the bottom of the “Links” page goes to the “Transaction viewing” screen filtered to the transaction selected in “Activities”.

Creditors

- As part of the description of a Creditor, you can now flag them as active or inactive. The “Creditors” page of “Creditor management” has an option of displaying all creditors or only those that are active. There is a default for this on the “Creditors” page of “Maintenance | Setup | System”.
- When entering invoices through “Creditors | Summary inwards goods”, and invoices and packing slips through “Creditors | Inwards goods”, Chreos now warns you if the document number you have entered is already in use for the selected Creditor.
- The total number of creditors in the system now shows below the grid on the “Creditors” page of “Creditor management”. This value is refreshed when the screen is opened and when the [refresh] button is pressed.
- The “Creditor management” screen now has a “Links” page showing allocation and GL financial details for the transaction selected on the “Financials” part of “Transactions” on the right. Double clicking a payment/journal on the “Transactions” page will display the links screen. Double clicking an “Allocations” transaction on the “Links” page will move the “Financials” display to the newly selected transaction. A [View transaction details] button at the bottom of the “Links” page goes to the “Transaction viewing” screen filtered to the transaction selected in “Financials”.

Inventory

- Up until now we have been storing and reporting quantities of stock in parked transactions via the “Held” field on the “Stats” page of “Stock management”. Because we are about to add a capacity to actually place

items on hold (as opposed to the transaction in an incomplete state) we have made this change now.

- The total number of items in the system now shows below the grid on the “Items” page of “Stock management”. This value is refreshed when the screen is opened and when the [refresh] button is pressed.

General Ledger

- All references to "General Ledger | Transactions" have been changed to "General Ledger | Journals". From here on this screen will be referred to as GL journals.
- A description field for each line has been added to GL journals. This field shows in GL management but has not yet been added to any reports.
- Can now paste a journal from an Excel spreadsheet straight into Chreos GL journals. the following rules and processes apply.
 - The order of the columns in the spreadsheet is
 - Column 1 = Account code
 - Column 2 = Amount (Credits must be negative numbers)
 - Column 3 = Tax on the amount in the form of E, I, or N being Exclusive, Inclusive or None. This column can be left blank which is treated the same as None.
 - Column 4 = Line description. This column is optional.
 - Rows with an empty code field are ignored.
 - There is a limit of 998 journal lines to a transaction. The rest are ignored.
 - Once pasted in the lines can be edited, deleted or added to before processing.
 - Having copied the required part of the spreadsheet, right clicking on the grid in GL Journal provides the “past from Excel” option.
- The ability to add transactions that automatically reverse at the beginning of the next month has been added to GL Journals. There are three choices available from a combo to the top, right of the screen. They are
 - Normal = Only the journal as entered gets stored
 - Accrual = The journal is entered for the selected date and the text “(Accrual)” is added to the end of the detail. The same transaction then appears on the first day of the next GL period with the text “(Rev.)” added to the end of the detail.
 - Reversing = This is the same as Accrual except that the extra text is not added.

Note that accruals and reversing journals should be only added in the current period. If they are added for a future period then the reverse on the first day of the next month as the date of the next period is not absolutely known at that time.

- In GL Journals the ability to replicate existing journals remains but it is restricted to journals that have been created through GL Journals or Cashbook.
- The ability to create templates for journals has been activated. A journal can be used as the basis for a template by selecting it and pressing [Create template] at the base of the “Documents” page in “General Ledger management”. Follow the prompts and the saved template can then be repeatedly accessed from the “Template” combo in GL Journals. Once accessed the journal can be edited in an way without altering the Template itself.

Existing Templates can be edited or deleted from “General Ledger | Templates”.

Information sheets on this are being prepared and will be released shortly.

- Significant changes have been made to the “Account details” page of “General Ledger management”. In particular
 - Once an “Account use” is selected and saved, it cannot be changed for that account.
 - Only those fields relevant to the particular account type are shown on the “Account details” page, and on related pages on the right.
 - A fourth “Account use” has been added. “Macro” allows you to create an account that defines how an amount will be split among entry accounts. Macro accounts have amounts assigned to them in journals but the amount is immediately split among the “Macro definition” accounts. Hence these accounts never contain financial information in their own right.

The definition accounts for a macro can have fixed or percentage amounts. They must have at least one percentage amount and the total of all percentages must add up to 100. Where this does not happen an overflow account is used which is globally defined in “General Ledger | Account linking”

Thus far macro accounts have been implemented in GL Journals, Cashbook, "Creditor | Journal", and "Debtor | Journal". This will be extended and we are open to suggestion of the appropriate places for this to be activated.

An Information sheet is being prepared on macros and will be released shortly.

- This has all necessitated a change in the appearance of the “Account details” page, and in particular, in the order in which data is entered.
- The total number of accounts in the system now shows below the grid on the “Account” page of “General Ledger management”. This value is refreshed when the screen is opened and when the [refresh] button is pressed.

This information sheet is a support document related to the use of Chreos 3 from Wild Software Ltd only. It does not in any way constitute, nor is it intended to constitute or be used as, accounting or legal advice. Because Chreos 3 is subject to a process of continuous improvement Wild Software Ltd can not guarantee that the user's version of Chreos 3 will be identical to the one described herein.

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