

## Jim2® Business Engine v3.3 release notes – 1/12/13

### Welcome to Jim2 Version 3.3

Jim2 version 3.3 introduces new features and enhanced functionality across nearly all areas. The update includes updated security settings, new EFTPOS integration, and updates to the popular email functionality including archiving. The Managed Services Edition includes a new Project overview, and the Managed Print Services edition includes a completely new billing engine.

#### General

- Windows 8 and 8.1 compatible
- Microsoft SQL Server 2012 compatible
- New Jim2 installer

#### Security

- Change password from logon screen
- Use Web Login ID or initials as User ID
- Same password for client or web access
- Enable user web access
- Password change required on first login
- Message to confirm password has changed
- Passwords now encrypted
- Passwords are now fully case sensitive (after first password change)
- Last logon/date/time is now tracked

#### New Security Options

- Password Expiry
- Password Strength

#### Email Archiving

- New Email Archiving
- Scheduled archiving or run at any time
- Rules driven
- Archive by Object
- Ability to restore archived emails

#### Email Editor Rules

- Email Rules can now be specified at a Branch level
- Email Tokens can be optional

#### Tyro Compatibility (Retail Option required)

- Tyro EFTPOS compatibility

#### Debtors

- Amount Overdue now in account summary
- Right click on Payments tab allows you to view the transaction journal and banking details for that payment

#### Debtors List

- New Terms filter, ie. payment terms, overdue, item
- New 'Overdue' checkbox column (for grouping, etc)
- New 'Amount Overdue' column with total
- New 'BPAY Ref#' column (only visible if BPAY is enabled)
- Amounts in 'Current/30/60/90+' are now shown in red



## Creditors

- Amount Overdue now in Account Summary

## Creditors List

- New Terms filter, ie. payment terms, overdue, item
- New 'Overdue' checkbox column (for grouping, etc)
- New 'Amount Overdue' column with total
- Amounts in 'Current/30/60/90+' are now shown in red

## Electronic Payments

- New Debtors Direct Debit feature (generate an ABA file for bank to debit your customer's bank account)

## Batch Invoicing

- 'Direct Debit Payments' check box allows invoicing to automatically generate Direct Debit payments for generation of ABA file via Electronic payments

## CardFiles

- Change User password and new password security options (changed at regular intervals, strength)
- Ability to specify invoice layouts used (based on Job type) at a CardFile level
- Updated deleting of CardFiles

## Quick Add CardFile

- Can now add Vendor CardFiles on the fly

## Dispatch

- Produce run sheets and labels for couriers in Dispatch, as well as ability to change details on the fly

## Stock Attributes

- New Bound List attribute Setups
- New Attribute Options
- New 'Matrix' attribute selection

## Stock Procurement

- Now responds to Min Low/Min High settings
- Show all stock shows all stock regardless of a stock's procurement settings
- Calculation Options – Exclude Stock used in manufacturing in quantity sold calculations; Exclude Stock required for manufacturing in purchase amount required calculations

## Stock Transfer

- New Comments Grid
- Email comments and preview now available

## Items

- New Items lookup screen
- Hide Job Comments feature

## Actual Labour

- New Actual Labour 'KPI' in status bar
- New Actual Labour entry screen

## User Interface

- New and faster skins
- Updated 'Logged Users' screen
- Actual Labour KPI in status bar

## Import Data

- Synchronise CardFiles
- More Stock import fields
- Improved loading from Excel
- New default Import mappings

## Setups - Stock Bins

- New Bin report
- Filter Bin List

## Customer Stock Feeds

- Send your entire stock list to your customers (optional feature)

## Startup Wizard

- Now allows selection of country

## Jim2 Managed Services Edition

- New Project Overviews

## Jim2 Managed Print Services Edition (please refer to MPS Edition release notes)

- New Master and Machine Types
- New Consumables preview pane (on both Machines and Job related to Machine)
- Edit child machine rates and setup from a Master Machine
- Black, colour and scan meter setup can bill different customers and rates for Standard, Unders and Overs Billing
- Ability to 'Kit' charges to client, for example, a service charge and rental charge can appear to the client as one consolidated rate
- Ability to 'Clawback Unders', ie if a client doesn't do their minimum amount one period, they can use the pages in a following period
- Ability to 'Close Off' Unders so that previous Unders are unavailable for future periods
- Ability to apply 'Free Pages' at either a master contract or individual machine level
- Ability to discount charges on meter setup
- Ability for charges to only apply from or to a particular date, ie. you can set up a charge that only applies for the first 6 months of a contract
- Ability for setup charges to apply at different frequencies, ie you can have your finance company billed monthly but only charge your client on a quarterly basis
- Third Party Purchase Orders setup has the same flexibility as the billing of clients; different rates for standard and overs billing, minimum volumes or charges apply
- Apply to raise one PO per machine or consolidate all machines on a single PO
- For master contracts, billing and profitability is done at a machine level, but invoicing can show 'Minimum + Overs'
- New MPS setup tab
- New meter type stock

## Stock

- New MPS tab for MPS related stock options

## Yield Tab

- New Yield tab for both consumables and service parts
- Yield type stock Yield Type and Yield Qty

## Macros

- More powerful macro system which gives greater control over what appears on invoices
- New Macro Descriptions (no longer using Detailed Descriptions)
- Ability to specify if a machine is Colour or Black at an Item level

## New Meter Feed Types (MPS Connectors)

- Konica Minolta
- Toshiba

## Welcome to all of our new Jim2 Users!

These release notes should provide some insight into the changes that are introduced during version upgrades, and how YOU can take advantage of them at your site. With easy to follow screen shots, examine each one carefully to see how your business will benefit the most from the new version of Jim2 Business Engine.

## Getting Started in Jim2 v3.3

### Things to know prior to upgrading

Typically Jim2 v3.3 will simply install and just run, however there are a few things to be aware of prior to running the upgrade...

### Handling of Email (since v3.2)

The way Jim2 handles email has completely changed. The most significant changes are:

- **Emails can now be both sent AND received**
- **Emails are now queued and sent via Jim2 eBusiness Server (Jes)**
- **Emails are now saved in your Jim2 database**

Previously emails were sent directly via the Jim2 client. Since v3.2, emails sent via Jim2 client are queued, and delivered from your server via Jim2 eBusiness Business Server (Jes). Amongst several other advantages, this allows emails to be queued in the Outbox, and then sent at a specific rate (5 per minute for example). It also allows for emails that can't be delivered straight away to be retried several times, etc.

### Jim2 eBusiness Server (Jes) required

Jim2 now requires Jes to be installed on your server and an instance of Jes created for your database. The new update program will automatically install Jes if required. Most Jim2 customers already have Jes installed, and it is a very quick and simple process. Please see the installation notes section for more information.

- **Jes must be installed**
- **An instance of Jes must be created for your database**
- **Check the firewall on your server so that the Jes Service is accessible from the Jim2 Client.**

### Jim2 Server Prerequisites

Jim2 Server now requires Microsoft .NET 4 Framework and Windows Installer 4.5 to be installed. The updater will check and confirm that they are installed, or will prompt you to install them if required. Requirements:

- **Microsoft .NET 4 Framework must be installed**
- **Windows Installer 4.5 must be installed**

### Jim2 Client Prerequisites

Some new functionality requires the Microsoft .NET 3.5 Framework to be installed on computers running the Jim2 Client application. Jim2 will still run, however some areas of Jim2<sup>®</sup>, such as Email and the Dashboard, will not function. Requirements:

- **Microsoft .NET 3.5 Framework must be installed**

### Jim2 eBusiness Framework (Jef) Prerequisites

Jim2 eBusiness Framework (Jef) now requires Microsoft .NET 4 Framework and Windows Installer 4.5 to be installed. Requirements:

- **Microsoft .NET 4 Framework must be installed**

**Note: If you are hosting Jef on an external ISP please ensure they support .NET 4 prior to upgrading to Jim2 v3.3**

### Microsoft SQL Server

As all emails are now saved within your Jim2 database, you may find the size of your database will increase. This is not normally an issue in terms of performance as such, but may be a problem if you are running the Express versions of SQL.

**Note: SQL 2005 Express has a database limit of 4GB. If you are running SQL 2005 Express you may wish to think about upgrading to SQL Express 2012 where the limit has increased to 10GB. This can be done at any time after the upgrade.**

### Jim2 update

The Jim2 Update Process has been greatly improved and will check for any prerequisites, and step you through the process.

There is no need to download and install Jes separately. The new Jim2 Update will update your Jim2<sup>®</sup>, Jim2 Server and Jes instances in one process.

### Conclusion

You should find that Jim2 v3.3 will install quickly and easily without any issues. Please contact Happen Business if you have any Jim2 installation issues.

# Features and Enhancements – All Editions

## Security Enhancements

Security in Jim2 v3.3 has been significantly enhanced and is now easier to enforce security policies with both new and existing users.

Enhancements include:

### Security

- Change password from logon screen
- Use Web Login ID or initials as User ID
- Same password for client or web access
- Enable user web access
- Password change required on first login
- Message to confirm password has changed
- Passwords now encrypted
- Passwords are now case sensitive (after first password change)
- Last logon/date/time is now tracked

### New Security Options

- Password Expiry
- Password Strength

## Changing Passwords

Passwords can now be changed directly from the Login screen by clicking the 'Key' icon. Once clicked you will be required to enter your existing password, new password, and confirmation of your new password.

Passwords are case sensitive and the 'strength' of the password is set via options (see below).

New users can be forced to update their password on first login. That is, a new User CardFile is entered with a default password. Upon logging in for the first time the User will then be required to update their password.

Passwords can also be required to be changed after a specific amount of time as per options (see below).

Note: Users can now logon using their initials **or** their Web Login ID.

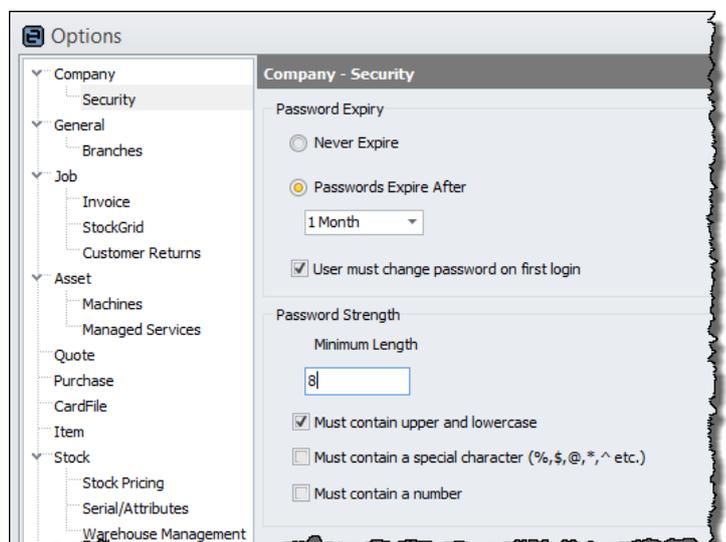


## Web and Mobile Access

Web and mobile access has now been simplified. To allow web/mobile access first open a User's CardFile. Under the 'User' tab, click '**Allow Web Access**'. An email address and Web Login ID are required to be entered. Web and mobile access use the same password as the Jim2 Client.

## Security Policy Options

Security policy is configured via **Tools > Options > Company > Security** and allows setting of password expiry and password strength.



## Email Archiving

Following the new email functionality introduced in Jim2® v3.2, all emails sent and received via Jim2 are stored within the Jim2 database. As such the size of your database may increase significantly. The new Email Archiving feature provides methods to be able to archive or delete emails based on rules. These rules can be overridden on specific emails if required.

### Archive Rules – Introduction

Every email has an 'Archive setting' which by default is set to '**Auto Archive**', meaning that it is ok to archive this email at some stage if an archive rule applies to it.

The archive setting can be overridden and set to a specific archive rule on specific emails either manually when composing or viewing an email, or automatically based on an email template. Some example manually applied archive rules would be '**Delete After 90 days**' or '**Never Archive**'.

An email's default '**Auto Archive**' setting can be overridden by the following ways:

- Manually when composing an email
- Manually when viewing an email
- Manually for one or more emails from an email list
- Automatically via an email template

For example, typically when emailing your monthly statements you could set an email's archive setting to '**Delete After 90 days**'. This would be set via the statement report's email template.

If you were manually emailing a statement to a debtor where, say, legal action may be involved, you may wish to manually override that email's archive setting to '**Never Archive**'.

### Email Archive Rules – Overview

Archive rules are based on conditions and actions. That is, if these conditions apply to an email then execute these archive actions.

When the rules are run, either manually or scheduled via Jes (see below), they are executed in order. Once an archive rule has been found that applies to an email no other archive rules will be applied. Therefore the order of how the rules are executed is important.



The processing of email archive rules on 'Auto Archive' emails is as follows:

- Archive rules will be run in order against each email until a rule is found that applies.
- If a rule is found that applies, it is executed and no further rules will be applied.
- If no rule is found that applies, the email will be left as is.

Archive actions typically save an email to an archive file, or delete an email entirely, but can also be 'Do not archive'.

The rules in grey are system rules that cannot be modified. These rules are used to override archiving on individual emails.

The rules in white apply to all emails with an Archive setting of '**Auto Archive**'

The affected Emails column shows the number of emails that will be affected next time email archiving is run.

Moving the rules up or down changes which rule will run first and will also most probably change the number of affected emails each rule affects.

If an Archive rule has been manually set then only that rule applies and will be executed. So if an email has been set to '**Never Archive**' no other archive rules apply to that email.

#### Email Archive Rules

Active	Rule	Override Rule	Affected Emails
<input checked="" type="checkbox"/>	Delete After 1 Year	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Delete After 180 Days	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Delete After 90 Days	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Delete After 30 Days	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Purge system > 14 days	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Purge batch > 45 days	<input type="checkbox"/>	
<input type="checkbox"/>	Strip large attachments > 180 days old	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Archive Attachments > 365 days	<input type="checkbox"/>	42
<input checked="" type="checkbox"/>	Archive Sent Emails > 720 Days	<input type="checkbox"/>	189

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**Rule description (double click to edit)**

When archiving an email check if..

Email was received more than 14 days ago  
and Email is a system email

then..

Delete email (without archiving)

## Email Archive Rules – Creating a Rule

Let's create a new Email archive rule that will archive all emails received more than a year ago, that are over a certain size, and are not related to Quotes or Jobs.

Select **Email > Archive Rules** and click '**New**' to add a new Archive Rule.

### Step 1 – Conditions

Firstly, select the conditions that apply to this rule:

Select '**Received more than**', then enter **365**, and click '**OK**'.

Select '**Size is larger than**', then select **1MB**, and click '**OK**'.

You'll notice that an 'English' description of the rule appears in the lower section of the form.

**Email Archive Rule**

Name:

Action: **Archive email**  Turn on this rule

Conditions: **Received more than**

Sent more than

Contains specific tag

Size is larger than

Email has been read

Email contains text

Has attachments

Is system message

Is batch message

Is forwarded

Is deleted message

Is reply message

Has a priority less than

Email is linked to an object

Rule description (double click to edit):  NOT

### Step 2 – Condition By Object

Next we are going to select a condition based on Jim2 Objects.

Click on the 'By Object' tab

Select '**Quote**' and '**Job**', then in the rule description tick '**NOT**' to invert the condition.

**Email Archive Rule**

Name:

Action: **Archive email**  Turn on this rule

Conditions: **By Object** By Report

Available: CardFile, CustReturn, Invoice, Purchase, StockAdj, StockTake, StockTran, VendReturn

Selected: Job, Quote

Rule description (double click to edit):

Email was received more than 365 days ago

Email is larger than 1.00 MB

Email is NOT a Job or Quote

### Step 3 – Action

Next we are going to select the archive action that will apply to this rule if the conditions are met.

Select '**Archive email**' action from the dropdown.

### Step 4 – Finish

Next, we'll give our new rule a name and enable this rule.

Enter a name for your rule. The rule name should be short and meaningful, such as 'Archive large non Quote/job emails', for example.

You'll notice that the rule is enabled by default.

Click '**Save**' to add your new rule.

### Email Archive Rules – Execution Order

The execution order of Archive Rules is extremely important. Rules are executed in order from top to bottom. Once an archive rule has been found that applies to an email no other archive rules will be executed.

You can change the execution order of email rules by clicking the **Up/Down** buttons to the right of the rules on the Email Rules screen.

Active	Rule	Override Rule	Affected Emails
<input checked="" type="checkbox"/>	Delete After 1 Year	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Delete After 180 Days	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Delete After 90 Days	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Delete After 30 Days	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Purge system > 14 days	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Purge batch > 45 days	<input type="checkbox"/>	
<input type="checkbox"/>	Strip large attachments > 180 days old	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Archive Attachments > 365 days	<input type="checkbox"/>	42
<input checked="" type="checkbox"/>	Archive Sent Emails > 720 Days	<input type="checkbox"/>	189

## Archive Rules – Conditions

Archive rules can be based on Conditions, related Objects, and related Reports.

Following are short descriptions of the Conditions when creating Email Archive Rules based on Rule:

Rule Condition	Description
<b>Received more than</b>	This condition allows you to determine how old a received email is.  The condition is true if the email was received more than X days ago.
<b>Sent more than</b>	This condition allows you to determine how old a sent email is.  The condition is true if the email was sent more than X days ago.
<b>Contains specific tag</b>	This condition allows you to determine if an email has a specific email tag.  The condition is true if the email has a specific email tag.
<b>Size is larger than</b>	This condition allows you to determine if an email is over a specific size.  The condition is true if the email is over a specific size.
<b>Email has been read</b>	The condition is true if the email has been read.
<b>Email contains text</b>	This condition will search the subject and message body of the email for the text supplied.  The condition is true if the text is found.
<b>Has attachments</b>	The condition is true if the email has attachment(s).
<b>Is system message</b>	This condition allows you to determine if the email is a system generated email. Typically these are generated by Jes. For example an incorrect vendor stock feed email.  The condition is true if the email is a system email.
<b>Is batch message</b>	This condition allows you to determine if the email is a batch generated email. Typically these are bulk outgoing emails. For example 'Statement from List', 'Machine Page Request' etc.  The condition is true if the email is a system email.  Note: Email lists allow you to filter by 'Batch' allowing an easy way to determine which emails are batch.
<b>Is forwarded message</b>	The condition is true if the email has been forwarded.
<b>Is deleted message</b>	The condition is true if the email has been deleted.
<b>Has a priority less than</b>	The condition is true if the received email has a specific priority.
<b>Email is linked to an object</b>	The condition is true if the email is linked to a Jim2 Object (Job, Quote etc).

## Archive Rules – Conditions By Object

The **Condition By Object** tab allows you to determine if an email is related to a specific Jim2 object type.

If the email is related to the specified object type, the condition returns true.

Example usage:

- Identify all emails related to Stock Transfers
- Identify all emails NOT related to Quotes, Jobs, Purchases

The following Jim2 Objects are supported:

- CardFile
- Return From Customer
- Invoice
- Job
- Purchase
- Quote
- Stock Adjustment
- Stocktake
- Stock Transfer
- Return To Vendor

## Archive Rules – Conditions By Report

The **Condition By Report** tab allows you to determine if an email has a specific report attached.

If the email has the specified report attached the condition returns true.

Example usage:

- Identify all emails that have a Statement report attached
- Identify all emails that have an Invoice report attached

All active reports are available for selection.

## Email Rules – Conditions overview

Additionally the following applies to email archive rule processing:

### Returning a Result

You will notice that conditions are based on the returned values true or false. Most are based on the value of some part of the email, or part of the text that is within the email's subject or body.

### NOT Conditions

Conditions can also be 'negative', that is the condition applies if it is NOT met. You can choose any condition to be NOT. That is, the condition becomes true if the conditions are not met.

## Email Archive Rules – Actions

Each rule must specify what action (if any) is to be executed against an email once it has been archived.

In all cases except '**Do not Archive**' and '**Delete email (without archiving)**' the email is first written to an archive file and then the action will determine what is done to the email within your database.

Following are short descriptions of the Actions available when Creating Email Rules:

Rule Action	Description
<b>Delete email (without archiving)</b>	The email is deleted from your database and is not written to an archive file.
<b>Archive email (without deleting)</b>	The email is archived but not deleted from your database. This could be considered a "backup".
<b>Archive email</b>	The email is archived and then deleted from your database.
<b>Archive message contents</b>	The email is archived and then its Original Text is set to null. The email's SummaryText remains.
<b>Archive attachments</b>	The email is archived and then any attachments are deleted from your database.
<b>Do not archive</b>	The email will not be archived.

## Email Archive Rules – Manually Overriding

You can manually override the default archive setting in a number of ways:

- When viewing an existing email
- From an email list
- When creating a new email

## Email Archive - Setup and Configuration

### Where do archived emails get stored?

Archive emails are exported to a xml file with the following naming convention **Archive\_DBName\_YYYYMMDD\_X.xml** (eg. Archive\_Jim\_Test\_20121121\_1.xml).

The folder of where archive files are written along with how often email is archived is configured via **Jim2 eBusiness Server** (Jes).

To setup, on your server:

- Run the **Jim2 Configuration Manager** (Jim2CM.exe).
- Select the Jes instance you wish to configure.
- Right click and select '**Configure**'.
- Select the '**Modules**' tab and select '**Core**'.

Update the following parameters:

Jes Core Parameter	Example Value	Description
<b>EmailArchiveFolder</b>	e:\Backups\EmailArchives	The path to a folder where email archive files will be written. This needs to be a valid path accessible via your Jim2 server.
<b>FirstArchiveDateTime</b>	2013-09-01T08:00:00+00:00	The first date and time that emails should be archived The format is yyyy-mm-ddThh:mm:ss+00:00
<b>ArchiveEveryNumberOfDays</b>	7	The number of days between archiving operations  Note: You can always go into the Archive Rules screen and click "Run Archive Rules now"

### Email Archive - Restoring Emails from an Archive File

You can restore one or more emails from an archive file via the Jim2 Server Console.

Restored emails will appear in email lists, etc, as 'greyed' out. They can also be specifically viewed within the predefined '**System Restored**' email folder.

The typical scenario for restoring, for example, an incorrectly archived email is as follows:

- Restore Archive file via Jim2 Server
- Create a 'System Restored' email folder
- Locate the required email

You can 'un-archive' the email by right clicking and selecting **Archive > Never Archive**.

You can then remove the restored emails by selecting them all within the System Restored email folder (Ctrl A) and then right clicking and selecting '**Delete**'.

## Email Archive - Applying Rules via Editor Rules

Whilst running email archive rules against emails after the fact is fine, it is typical that you know what archive setting an email should have when it is first created.

For example, if the email is a monthly statement, delete the email after 90 days.

Email Editor Rules (**Email > Editor Rules**) has been enhanced to allow a default archive rule to be specified.

## Email Archive - Manually Applying Archive Rules

On some emails you may wish to override the default '**Auto Archive**' setting.

To override on a new or existing email click the '**Archive**' icon, and select the desired archive rule.

You can override the archive setting on several emails by selecting them from an email list and right clicking, then select '**Archive**'.

## Email Templates

Email templates now includes a search function.

## Email Editor Rules

### Branch Level Editor Rules

Email Editor Rules now supports branches allowing different templates, tags, reply email and archive rules at a branch level.

The 'Branch' column will be available for selection if branches are enabled via Options. Branch can be left empty if branch selection is not required.

### Email Subject Tokens

Jim2 uses email tokens in an email's subject to allow automatic identification of incoming email responses for associating emails with Jim2 object (Job, Quote etc).

Tokens can be disabled via Email Editor Rules for outgoing emails that you do not wish to include a token for clarity reasons or where you are not expecting a reply. For example monthly statements.

## Tyro EFTPOS Integration (Retail option required)

Jim2 v3.3 now supports Tyro EFTPOS integration.

"Tyro offers an EFTPOS facility processing credit, debit, gift, loyalty and Medicare cards. Tyro is dedicated to helping merchants improve their business processes, manage their electronic payments and reduce the cost of their acceptance"

Please contact Happen directly if you are interested in using Tyro.

### Tyro Prerequisites

To implement Tyro integration the following is required:

- Jim2 Retail Option
- An updated Jim2 key with Tyro enabled
- A Tyro merchant account

### Tyro Installation

Install the Tyro Software on the Jim2 Client computer that needs to access the Tyro EFTPOS terminal. For example your POS or accounts systems.

Refer to the Tyro Document "Tyro Terminal Adapter Installation Guide" for more information on how to setup and install the Tyro software and terminal.

### Jim2 Tyro Setup

Once the Tyro Software is installed on the Jim2 Client computer you can then enable Tyro within Jim2 as follows:

1. Click **Tools > Options > Retail & EFTPOS**
2. Change the EFTPOS System Type to **Tyro**
3. Click the Test button to confirm that the Jim2 Client can communicate with the Tyro terminal.

The above options are all workstation specific.

### Jim2 Tyro Usage

From **Tools > Setups > Banking > Payment Types** add a new payment type and tick enable 'EFTPOS'.

All payments and refunds using this payment type will now automatically use Tyro EFTPOS as the payment method.

# Debtors

## Overdue Amount

Debtors account summary now includes 'Amount Overdue'. The amount overdue can now be clearly seen in the top right-hand corner when viewing a Debtor and within the Debtors List.

## Viewing Payment Details

You can now easily view a payment's related transaction journal and/or banking details by right clicking on a Payment and selecting view from the drop-down menu.

## Debtors List

Debtors List includes several useful enhancements including:

- New 'Terms' list filter
- New 'Overdue' list filter
- New 'Overdue' checkbox column (for grouping, etc)
- New 'Amount Overdue' column with total
- New 'BPAY Ref#' column (only visible if BPAY is enabled)
- Overdue amounts in **Current/30/60/90+** are now shown in red

The screenshot shows the 'Debtors List' window with various filters and a data table. The 'Terms' filter is set to 'NET102'. The table lists two debtors: ABECK and BRACKEN,PR. The 'Amount Overdue' column is highlighted in yellow, and the 'Overdue' checkbox is checked for both entries. The 'Current' and '90 Days' columns for BRACKEN,PR are shown in red, indicating overdue amounts.

Code	Name	BPAY Ref#	Total	Current	30 Days	60 Days	90 Days +	Terms	Credit Hold	Credit Limit	Overdue	Amount Overdue
ABECK	ABECK	34567	3112.00	484.00	0.00	0.00	2628.00	Net 7 Days		0.00	<input checked="" type="checkbox"/>	2728.00
BRACKEN,PR	Bracken Commercial Printing	23411	-50.00	250.00	0.00	-98.50	-291.50	Net 7 Days		0.00	<input checked="" type="checkbox"/>	200.00

Summary Totals: 3062.00 | 734.00 | 0.00 | -98.50 | 2426.50 | 2928.00

# Creditors

## Overdue Amount

Creditors account summary now includes 'Amount Overdue'. The amount overdue can now be clearly seen in the top right-hand corner when viewing a Creditor and within the Creditors List.

## Viewing Payment Details

You can now easily view a payment's related transaction journal details by right clicking on a Payment and selecting view from the drop-down menu.

## Creditors List

Creditors List includes several useful enhancements including:

- New 'Terms' list filter
- New 'Overdue' list filter
- New 'Overdue' checkbox column (for grouping, etc)
- New 'Amount Overdue' column with total
- Overdue amounts in **Current/30/60/90+** are now shown in red

Code	Name	Total	Current	30 Days	60 Days	90 Days + Terms	Credit Limit	Overdue	Amount Overdue
INGRAM	Ingram Micro	243.10	247.50	-48.40	44.00	0.00 Net 7 Days	1000.00	<input checked="" type="checkbox"/>	44.00
JL_ELEC	JL Electric	113.96	0.00	0.00	0.00	113.96 Net 7 Days		<input checked="" type="checkbox"/>	113.96
OTTER	Otter Group Pty Ltd	399.58	0.00	399.58	0.00	0.00 Net 7 Days	0.00	<input checked="" type="checkbox"/>	399.58
TOTAL_PROM	Total Promotions	110.10	0.00	0.00	0.00	110.10 Net 7 Days	0.00	<input checked="" type="checkbox"/>	110.10
		826.74	247.50	311.18	44.00	224.06		<input checked="" type="checkbox"/>	627.61

## Electronic Payments - Direct Debit

Electronic Payments now supports direct debit debtor payments. This allows an easy way to process payments from your customers, such as monthly service fees.

Payments can be made directly into a nominated bank account, or held back in Banking (Unbanked Funds) for reconciliation.

Once payments have been made an ABA file containing the payment details and customer's bank account/BSB can be produced and uploaded to your bank's website or banking software.

### Direct Debit Setup

Prior to using Direct Debits there is a small amount of configuration required.

Firstly, add a new 'Payment Type' via **Tools > Setups > Banking > Payment Type** making sure 'Show in Debtors' and 'Electronic Banking' are both ticked.

Accounting	Description	Reconcile Separately	Debtors	Creditors	Allow negatives	Electronic Payments	Eftpos	OpenTill
	Automatic Payments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cash	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cheque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Direct Debit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Direct Deposit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	MasterCard/Visa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Description: Automatic Payments

Show in Debtors     Allow negatives     Opens Till  
 Show in Creditors     Electronic Payments  
 Reconcile separately     EFTPOS

Next configure 'Direct Debit Debtor Payment' options via **Tools > Options > Banking** as follows:

Options

Company

General

Job

Project

Quote

Purchase

CardFile

Item

Stock

Accounts

Banking

Other

Banking

Cheque Book Defaults

GL Acc. 11105 Cheque Account 1

Payment By Cheque

Handwritten

Bank Deposit Defaults

GL Acc. 11105 Cheque Account 1

Direct Debit Debtor Payments

Direct Debit Default GL Acc. 11110 Cheque Account 2

Bypass Unbanked Funds

Bank funds directly to Direct Debit Default GL Acc. when using Direct Debit Debtor Payment Type

Direct Debit Debtor Payment Type Automatic Payments

■ - Station level    ■ - Global level

OK Cancel

Options in detail:

Option Setting	Description
<b>Direct Debit Default GL Acc.</b>	<p>The default General Ledger account to be used.</p> <p>This is typically a 1-XXXX asset cheque/bank account with '<b>Bank Info</b>' setup.</p> <p>Note: Bank Info can be setup by <b>Accounts &gt; General Ledger</b> and editing the GL account and clicking Bank Info.</p>
<b>Bypass Unbanked Funds</b>	<p>Tick this option to bypass Banking (Unbanked Funds) and bank the direct debit payments directly into the nominated bank account.</p> <p>It is suggested to untick this option if:</p> <ul style="list-style-type: none"><li>• The invoice date does not match the direct debit date. For example you process direct debit payments at the end of every week.</li><li>• You wish to reconcile direct debit payments via Banking prior to them hitting your bank account.</li></ul>
<b>Direct Debit Debtor Payment Type</b>	<p>Select the payment type to use for direct debit payments.</p> <p>This is the payment type that will be used automatically by batch invoicing and when doing a manual direct debit payment.</p>

### Setting up Customer CardFiles for Direct Debit

Bank Account and BSB details need to be added to Customer CardFiles you wish to process direct debit payments with.

Hint: Add these CardFiles to a non-report CardFile group so you can easily identify them.

Of course, we assume you have a direct debit authority from the customer in place with your bank :)

### Batch Invoicing using Direct Debits payments

Batch Invoicing has been enhanced to support Direct Debit Payments. That is, an invoice gets created and a Direct Debit payment is automatically created and applied.

Typical batch invoicing with direct debit payments is as follows:

1. Prepare all your jobs/orders marking them as READY to invoice
2. Generate a Job List of all Jobs that are READY to invoice for CardFiles that are in your 'Direct Debit' non-report CardFile group
3. Click the Invoice icon to display the Batch Invoicing screen
4. Untick the '**Show Invoice Screen**' (optional)
5. Tick the '**Direct Debit Payments**' checkbox
6. Select the Invoice date as required
7. Click '**Invoice**'

Tip: You may wish to do a test of your first run of batch invoices with direct debit payments in your training database so you can see the results, resolve any possible setup issues and confirm the payments happened the way you expected.

### Standard Invoicing using Direct Debits payments

Standard invoicing is unchanged. Simply select your direct debit payment type at point of invoicing.

## Electronic Payments - Generating an ABA file

Direct Debit Payments is actually quite an easy process; simply invoice your direct debit customers as normal and apply your direct debit payment type either manually, or automatically via batch invoicing.

Then, we need to send these payments to your bank for processing by creating an Electronic Payments session and an ABA (Bank File).

Tran Date	Doc Date	Name	Type	Payment By	Amnt	Export	Account#	BSB#	Comment
09/10/2013	09/10/2013	Bracken Commercial Printing	Payment	Automatic Payments	\$500.00	<input checked="" type="checkbox"/>	56479875	123-456	
09/10/2013	09/10/2013	Daycom Electronics Pty Limited	Payment	Automatic Payments	\$33.00	<input type="checkbox"/>			
09/10/2013	09/10/2013	The Modern Company	Payment	Automatic Payments	\$44.75	<input type="checkbox"/>	72635354	123-988	

Create an Electronic Payments session and Bank File as follows:

1. Open **Accounts > Electronic Payments**
2. Select **'Not Exported Debtors'**
3. A list of payments waiting to be processed will be displayed
4. Click **'Edit'**
5. Select which payments you wish to process or click **'Select All'**
6. Click **'Create Bank File'** to save your Electronic Payments session and create an ABA file
7. Upload the ABA file into your bank website or banking software

Note: Payments in RED do not have the direct payment details (Bank Acc# and BSB) on the related CardFile. See help (F1) for more information on setting up bank details on CardFiles.

## Electronic Payments - Banking

If you have selected via options to not bypass unbanked funds, you will need to deposit the payments into your bank account via **Accounts > Bank Deposits**.

The process to transfer the payments from Bank Deposits to your bank account is as per a normal banking session except you need to select **'Not Banked Direct Debit'** to see the payments.

## Batch Invoicing - Enhancements

Batch Invoicing has seen several enhancements including:

### Using Direct Debits Payments

Batch Invoicing now supports the new Direct Debit Payments feature. By ticking the '**Direct Debit Payment**' tickbox all invoices will be generated AND paid using the default '**Direct Debit Debtor Payment Type**' as set in Options.

Note: The '**Direct Debit Payment**' tickbox is only displayed if Options have been configured.

### Choosing Invoice Layouts

Batch Invoicing now displays which invoice report will be used for each invoice. The invoice report that will be used is based on what is selected in **Tools > Options > Job > Invoice**, unless overridden on the related CardFile (see below).

An alternative invoice report can be selected at an invoice level by clicking in the '**Invoice Report**' column and selecting one from the dropdown menu.

You can override the default invoice layout for all invoices by selecting the desired report from the '**Invoice Report**' dropdown located in the top right of the batch Invoicing screen.

Changing this to '**<Use Default>**' will revert back to the original report selections.

Card Code	Tax	Total	Curr	Exch	Status	Inv Via	Email	Invoice Report
ABECK	✓	204.50	AUD	1.0000	Invoice	Print		InvoiceSale
Ship #: 'ABECK'		100.00			Invoice			InvoiceSale
Job #146		100.00						
Ship #: 'PL'		104.50			Invoice			InvoiceSale
BRACKEN.PR	✓	686.45	AUD	1.0000	Invoice	Print		InvoiceSale
COMP. WHOLE	✓	250.00	AUD	1.0000	Invoice	Print		InvoiceSale
DAYCOM	✓	99.00	AUD	1.0000	Invoice	Print		InvoiceService
MODEM.COMP	✓	44.75	AUD	1.0000	Invoice	Print		InvoiceService
MODEM.COMP	✓	44.75	AUD	1.0000	Invoice	Print		InvoiceService
OZ INDUST	✓	483.00	AUD	1.0000	On Credit Hold	Print		InvoiceSale

## CardFiles - Enhancements

CardFiles has seen several enhancements including:

### CardFile - User Passwords

Changing a password now prompts as to whether or not you wish to force the user to change their password at next logon.

If a User has forgotten their password simply edit their CardFile, click on the User tab, and enter a new temporary password. On saving the CardFile tick 'User must change password at next logon'.

Confirm User details

Password is Case Sensitive

Confirm your password :

User must change password at next logon

OK Cancel

### CardFile Specific Invoice Reports

CardFile now includes a new 'Reports' tab where you specify which Invoice Report formats to use at a Customer level overriding the default reports as set in **Tools > Options > Invoice**.

Editing CardFile - DAYCOM

CardFile

Card Code: DAYCOM A.B.N. 68 225 114 562 Contact: Anthony Veramis

Name: Daycom Electronics Pty Limited

Address: Unit 54, 224 Perth Street Delivery Address: Unit 24, 224 Perth Street

Suburb: Brisbane Suburb: Brisbane

State: QLD PostCode: 4000 State: QLD PostCode: 4000

Country: Australia Country: Australia

Acc. Mgr: Groups: No groups assigned

Active:  Customer  Vendor  User  Personal  Ship

Default Invoice reports

Default Invoice report for Service Job: <Use Default>

Default Invoice report for Sales Job: InvoiceSale

Default Invoice reports for Projects

For Billing Meter Job: InvoiceMeters

For Service Meter Job: InvoiceMeters

For Service Job: InvoiceService

For Consumable Job: <Use Default>

For Managed Billing Job: InvoiceSale

For Managed Service Job: InvoiceServiceSale (Landscape)

Cancel Save Save & Close

Card Customer Contacts Transactions Reports Watchouts Notes Tasks

### CardFile List - Deleting

Deleting CardFiles from a CardFile List has been enhanced. It now presents you with a 'Delete CardFile' list including the Action and Status of the deletion process.

Delete CardFile List

Card Code	Card Name	Action	Status
MANAGEPRIN	Managed Print Co.	Delete	Deleted
HAPPEN.BIZ	Happen Business	Delete	Deleted
ABECK	ABECK	Delete	Card used in Debtors
ADV.KNOW	Advance Knowledge	Delete	Card used in Job
BRACKEN.PR	Bracken Commercial Printing	Delete	Card used in Debtors
CHECKERS	Checkers Printers Pty Limited	Delete	Card used in Debtors
COMBINED.C	Combined Business Co.	Delete	Card used in Purchase
COMP.WHOLE	Computer Wholesalers	Delete	Card used in Debtors
DAYCOM	Daycom Electronics Pty Limited	Delete	Card used in Debtors
ENDUSER		Delete	Card used in Debtors
FL	Frank Lampard	Delete	Card used in Job
GT	Greg Tegal	Delete	Card used in Job
HAPPEN	Happen Business Pty Limited	Delete	CardFile is a parent to "HAPPEN.BIZ"
HR	Harry Rednapp	Delete	Card used in Job
JIM2	Jim2 Sample Company	Delete	Card used in Job
JL.ELEC	JL Electrics	Delete	Card used in Creditors
MC	Michael Carrick	Delete	Card used in Job
MODEM.COMP	The Modem Company	Delete	Card used in Debtors
MORT.REAL	Mortdale Real Estate	Delete	Card used in Creditors
MOSLEY.GP	Mosley Consulting Group	Delete	Card used in Debtors
OATLEY.TAF	Oately TAFE	Delete	Card used in Debtors
OTTER	Otter Group Pty Ltd	Delete	Card used in Creditors
OZ.INDUST	OZ Industries Pty Ltd	Delete	Card used in Debtors
TECHDIST	Technology Distributors	Delete	Card used in Creditors
TOTAL.PROM	Total Promotions	Delete	Card used in Creditors

Delete CardFiles

## Quick Add CardFile

Quick Add CardFile now allows you to add Vendor CardFiles on the fly.

## Dispatch Sessions

Dispatch Sessions has been updated and now allows the ability to edit 'Ship Via', 'Ship Ref#', and 'Cartons' on the fly.

**Dispatch List - Editing**

Select By:  Undispatched  Dispatch #

Ship Via:  Region:

Dispatch Date: 15/10/2013 11:06AM

Drag a column header here to group by that column

Dispatch	Invoice#	Job	Date	Card Code	Name	Cust Ref#	Region	Ship Attn.	Ship	Ship Ref#	Cartons	Weight (kg)	Weight <sup>3</sup> (kg)	Item Count	Branch
<input checked="" type="checkbox"/>	44	61	09/10/20	MODEM.COMP	The Modem Company		City	Jeff Steel	Fastest Shipping	7899	1			3	
<input type="checkbox"/>	45	202	09/10/20	ABECK	ABECK	1112	South	Peter Bracken	Fastest Shipping	77744	2			2.5	

3.00 | 0.00 | 0.00 | 5.50

Select All | Unselect All | Dispatch | Run | Save | Close | Delete Dispatch Session

## Stock Attributes - Enhancements

The majority of attribute related enhancements have to do with the ability to display and select attributed stock based within a X/Y matrix (eg Size vs Colour pair) and the ability to preselect attributes for attribute configurations that are not in stock.

Enhancements, especially in the area of bound List attribute pairs (eg Size/Colour), include:

- New Bound List Attribute Setups
- Improved Stock Attribute template creation
- New Attribute Options
- New 'Matrix style' Attribute selection

### Attribute Setups - Bound List

Setup for 'Bound List' type attributes is now via a grid and allows for a Key/Value for each attribute value. The Key is used only for the automatic creation of attribute templates.

The order of the attribute values within the selection matrix (see below) is as per the grid order. The order can be changed by selecting a row within the grid and clicking the Up/Down arrows.

### Configuring an Attribute Matrix

An attribute matrix is only available for stock that has one or two 'Bound List' type attributes. Setting up 'The Matrix' is actually quite easy. Simply enable the use of, say, two 'Bound List' type attributes on your Stock, for example Colour and Size, and click 'Save'.

Next click 'Attribute Templates' and click on the 'Attribute Matrix' tab.

Tick the attribute X/Y combinations you wish to make available. In our example XXL shirts are not available in Red or Green.

Next click 'Generate Attribute Templates' to automatically create the templates. This is where the 'Key' is used in the creation of the templates. In our example the template code is for Colour:Blue Size:Large is B/L.

Note: When entering Stock codes on Jobs/Quotes etc you can use the template code as an extension to the Stock code. For example 'SHIRT. POLO/B/L'.

Colour		Size					
Key	Value	XS	S	M	L	XL	XXL
		Extra Small	Small	Medium	Large	Extra Large	Extra Extra Large
B	Blue	<input checked="" type="checkbox"/>					
W	White	<input checked="" type="checkbox"/>					
R	Red	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
G	Green	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Y	Yellow	<input checked="" type="checkbox"/>					

### Configuring Attribute Options

Two new attribute related options are now available and can be set via **Tools > Options > Stock > Serial/Attributes**.

Option Setting	Description
<b>Always show attribute templates in Attribute Selection (zero values)</b>	Normally only attribute configurations that are in stock are available for selection within the Attribute selection screen.  Ticking this option displays all configurations as per the related templates.
<b>Show Attribute Matrix first</b>	Always display the 'Attribute Matrix' tab first when selecting attributes when possible.

## Using the Attribute Matrix

To use an attribute matrix on a Job/Quote/PO etc simply click the 'Attribute Selection' ellipsis or press F5 whilst on the Stock description. The Attribute Selection screen will then be displayed. If not already selected click on the 'Attribute Matrix' tab.

Enter the required quantities for each attribute pair. If enough stock of that configuration is on hand it will be displayed in green, otherwise in red. Grey cells indicate that configuration is not available for selection (as per the Stock's attribute setup).

**Attribute select for 'SHIRT.POLO'**

Attribute		Size					
Colour		XS	S	M	L	XL	XXL
Key	Value	Extra Small	Small	Medium	Large	Extra Large	Extra Extra La
B	Blue		2	2			
W	White		2	2		3	
R	Red			1		2	
G	Green		2	4	2		
Y	Yellow						

**Location:** NSW

Measure: EACH

Qty on hand:

Back Order:

Qty committed:

**Qty available:**

You requested:

**Qty in advance:**

*Press Shift to view all stock availability*

Note: There are several shortcuts available when entering quantities including:

Shortcut	Description
<b>Control + Left Mouse button</b>	Add one to a cell's quantity
<b>Alt + Left Mouse button</b>	Subtract one to a cell's quantity
<b>Shift</b>	Display quantity on hand for all cells

## Stock Procurement - Enhancements

### Stock Procurement – Min Low/High

The purpose of a stock's min low/high values is to provide a sliding window for ordering stock using Stock Procurement. For example where min low is 5 and min high is 10. Once the stock on hand (SOH) quantity drops to 5 or below, Stock Procurement will ensure that enough will be purchased to bring the SOH up to at least the min high quantity of 10.

### Stock Procurement – Setup/Show All Stock

The '**Show All Stock**' tickbox shows all stock regardless of if whether or not it requires ordering/transferring etc. This is useful for setup up or adjusting stock procurement parameters.

Simply tick '**Show All Stock**' and any other filter criteria and click '**Run**'. Then right click on the grid and select '**Change Procurement Details**'.

### Stock Procurement – Calculation Options

New or updated Procurement Calculation Options:

Calculation Option	Description
<b>Procure in Base Units</b>	Typically stock procurement will procure in a Stock's purchase unit measure. Ticking this forces procurement in base units (Unit measure 1)
<b>Transfer (From) in averages</b>	Tick to include both units sold and units transferred from this location in sold calculations. This is typically ticked when purchasing for a bulk (warehouse for example) location where branches place transfers on bulk locations.
<b>Exclude stock in Packages in sold calc.</b>	Tick to not include stock contained in packages in any sold calculations. This is typically ticked in branches where stock is sold as packages but the packages are created in bulk/warehouse locations.
<b>Exclude stock required for Packages</b>	Tick to exclude stock contained in packages on active Jobs from 'Qty on Jobs/Txfr' figure. This is typically ticked in branches where stock is sold as packages but the packages are created in bulk/warehouse locations.
<b>Exclude stock in Manufact. in sold calc.</b>	Tick to not include stock used on manufacturing Jobs in any sold calculations.
<b>Exclude stock required for Manufacturing</b>	Tick to exclude stock on active manufacturing Jobs from 'Qty on Jobs/Txfr' figure.

### Stock Procurement – Add to existing Purchase Order

You can now easily add all stock returned in a procurement session to an existing open Purchase Order. Choose the Vendor and then select the PO you wish to add to, and then run the session as normal.

You can also simply run a session and then right click and select 'Use Purchase Order X' to bulk update all Stock.

## Stock Transfer - Comments Grid

Stock Transfers now includes a comments grid and email bringing it in line with Jobs, Quotes etc.

## Items - Enhancements

### Item Lookup Screen

The Item Lookup screen has been updated and is now more in line with Stock and CardFile lookups. Tabs include 'Report Group', 'Job Type', and 'Search'.

### Hide Comments on Jobs

Items now includes a '**Hide Comments on Jobs**' feature. Ticking this option collapses the comments grid and is useful for Items used in sales and retail sales/jobs where comments are necessarily required and allows additional space for the stock grid.

## Actual Labour - Enhancements

Labour entry has been greatly improved and now provides new default entry options and an updated labour entry screen. Additionally a new feature displays a running day and week-to-date (WTD) running total of actual labour in the status bar.

### Labour Options

New Labour related options are available and can be set via **Tools > Options > General > Labour**.

Labour Option	Description
<b>Show actual labour in status bar</b>	Tick to display the currently logged user's daily and week to date (WTD) actual labour in hours and minutes in the status bar.
<b>Display only working hours in labour entry</b>	Tick to display only working hours (as per Options) by default in the Labour entry screen.
<b>Default Add to Comments</b>	Tick to automatically add labour details to the Comments grid by default.
<b>Default Labour Entry</b>	Default amount of time (in minutes) when entering actual labour.  For example: our typical labour entry is 15 minutes.
<b>Labour Entry Interval</b>	Default labour entry interval (in minutes) when entering actual labour.  For example: we add labour in 5 minute increments.

### Labour Entry Screen

The Labour Entry screen now features faster and smarter entry of time including selection of time from a timeline grid.

Enter hours by selecting the time range within the timeline grid with your mouse.

You can also adjust the hours range selection by pressing Control or Alt, and clicking the left or right arrow keys to increase/ decrease the selection.

You can manually enter hours by adjusting the start/end time or simply changing the 'Hours' field.

### Labour KPI Indicator

The status bar now includes a day and week-to-date (WTD) running total of actual labour. This must be enabled in Options (as above) to be visible.

Clicking on the indicator will open the Time Sheets providing a detailed view of the labour totals.

## User Interface - Enhancements

### Skins Performance

Skins are considerably faster especially when running under terminal server as they are drawn rather than painted.

### Logged Users

Logged users (**Jim2 > Logged Users**) has been updated to accommodate the new 'Mobile' licence type.

Database	Initials	User Name	Licence Type	Station	Last Update
Jim_Happen	NT	Nathan Tegel	Web/Mobile	3794c502-9c6e-4e5f-885f-79c335480276	03:24 PM
Jim_Happen	PKB	Paul Berger	Web/Mobile	0cf393e5-95ca-4004-8352-de6b6927718b	03:24 PM
Jim_Happen	SYS	System administrator	Jes	BELLA	03:24 PM
Jim_Berdoran	SYS	System Administrator	Jes	BELLA	03:23 PM
Jim_Happen	CG	Clint Good	Client	BELLA	03:24 PM
Jim_Happen	EJ	Ernest Jaraminas	Client	BELLA	03:24 PM
Jim_Happen	CG	Clint Good	Client	CLINTONG-WIN7	03:24 PM
Jim_Happen	MR	Michael Ridland	Client	BRENTON-SSD	03:23 PM
Jim_Happen	MR	Michael Ridland	Client	BELLA	03:24 PM
Jim_Happen	BV	Betty Visensang	Client	BETTY-WIN7	03:23 PM
Jim_Happen	NT	Nathan Tegel	Client	BELLA	03:24 PM
Jim_Happen	PBL	Paul Blair	Client	PAULBLAIR-WIN8	03:24 PM
Jim_Happen	JG	John Green	Client	JOHNG-WIN8	03:24 PM
Jim_Happen	RM	Rosalind McCool	Client	ROS-WIN7	03:23 PM

Logon counts: Client 25 of 30, Web/Mobile 2 of 10

### Update Help

Help (**F1**) has been greatly updated and is now as up to date as possible.

## Import Data - Enhancements

Import has been updated with improved spreadsheet importing, including support for XLSX formats. You can now also save/load data directly from file into the import grid.

Additional improvements include:

Import Destination	Description
<b>CardFile</b>	Now allows synchronisation.  Synchronising requires matching the current Cardcode, and then importing the information that has changed/added – eg altered account terms on CardFiles, adding new contacts, etc.
<b>Stock</b>	Now includes new import fields including Vendor Unit and bin information
<b>Opening Balances</b>	No updates
<b>Item</b>	No updates
<b>Contact</b>	Now allows importing of CardFile contact information and additional CardFile contacts information.

## Setups - Stock Bins

Stock Bins (**Tools > Setups > Stock > Stock Bins**) now allows grid filtering. This allows filtering, for example, a specific ROW. Printed bin reports (bin stickers) etc, now respect this filtered view.

## Customer Stock Feeds - New Feature (Optional)

Customer Stock Feeds is a new optional feature that allows for automated individual stock feeds to be sent to your customers or dropped in a specific directory.

There are various use cases for Customer Stock Feeds including:

- Emailing feeds to customers
- Updating websites
- Updating external Branches
- Updating additional Companies

The feed format used is the same generic XML format used by Vendor Stock feeds and so allows automated updating of stock information between Jim2 databases (Jim2 <> Jim2).

To add a new feed, open **eBusiness > Customer Stock Feeds** and enter the following:

Field	Description
<b>CardFile</b>	CardFile you wish to send the Stock Feed to.  Pricing will be based on this, including customer specific pricing.
<b>Email From Address</b>	The email address that the email will be sent from
<b>Email To Address</b>	The email address that the email will be sent to
<b>Email Template</b>	The email template to base the feed email on
<b>Period</b>	The frequency you wish to send the feed: Daily, Weekly or Monthly
<b>Stock Locations</b>	The stock locations you wish to use for stock on hand quantities
<b>Via</b>	How the feed is to be delivered: Email or Directory
<b>Zip Password</b>	The feed will be attached as a ZIP file. You can specify a password to encrypt the zip here
<b>Directory</b>	The directory to place the feed if via 'Directory'
<b>Next Feed Date</b>	The next date a feed is due to occur
<b>Email Archive Rule</b>	The email archive rule to use on the feed email

Note: You can click '**Generate Now**' to generate and send a feed immediately, or adjust the 'Next Feed Date' as required.

You can check that emails have been sent by checking the 'System Sent' email list.

### Customer Stock Feeds Jes Setup

Customer Stock Feeds requires a small amount of backend setup as follows:

- Open Jim2 Configuration Manager (Jim2CM.exe)
- Select the related Jes instance and click '**Configuration**'
- Click '**Add**' and add the **StockFeedOut** mobile
- Change the '**RunHourOfDay**' parameter as required (0 = midnight, 1 = 1AM etc)
- Click '**Save**' and restart Jes

# Jim2 Managed Services Edition

## Features and Enhancements

### Project Overview

Projects now include a new 'Overview' tab. Overview provides a summary of the current Project including a comparison of Quoted vs Invoiced Jobs vs Active Jobs for stock and labour.

The overview is configured at a Project Type level via **Tools > Setups > Projects > Project Types** by ticking the '**Show Overview**' tickbox.

Once configured, an '**Overview**' tab is now available on related Projects.

### Overview in use

All Quotes and Jobs are linked to a Project. Overview then displays a summary of what was quoted, and of that, what has been invoiced, and what has still to be invoiced.

# Jim2 Managed Print Services Edition

## Features and Enhancements

Jim2 Managed Print Services Edition includes many new features and enhancements.

This is documented in detail in the MPS version of the release notes...

## Updated Security settings

The following additional security settings have been added:

### Security > Jobs

- Allow Jobs with Customers on Credit Hold
- Docket Jobs from List
- Edit other Account Managers Jobs
- View other Account Managers Jobs

### Security > Projects

- Edit other Account Manager Projects
- Edit other users Projects
- View other Account Manager Projects
- View other users Projects

### Security > Quotes

- Edit other Account Manager Quotes
- View other Account Manager Quotes

### Security > CardFile

- View other Account Manager CardFiles
- View Transactions

### Security > Stock

- Change Serial Numbers
- Allow to View non Published Stock

### Security > Email

- Change Archive Rule for Emails
- Edit Email Archive Rules

### Security > eBusiness

- View eBusiness Transactions
- View Customer Stock Feeds

### Security > Notes

- View other Users notes

**Note: Please make sure you update your users' security settings as they may be enabled by default.**

## Updated Options: All Editions

The following additional **Tools > Options** settings have been added or updated:

### Options > Company > Security

- Never Expire
- Passwords Expire After
- Minimum Length
- Must contain upper and lowercase
- Must contain special characters (% , \$ , @ , \* , ^ etc.)
- Must contain a number

### Options > General > Labour

- Working Hours (moved from General)
- Show actual labour in status bar
- Display only working hours in labour entry
- Default Add to Comments
- Default Labour Entry
- Labour Entry Interval

### Options > CardFile

- Password Welcome Email (section removed - now via Email Editor Rules)

### Options > Stock

- Override FIFO for Consignment Stock

### Options > Stock > Serial/Attributes

- Always show attribute templates in Attribute Selection (zero values)
- Show Attribute matrix first

### Options > Banking

- Direct Debit Default GL Acc.
- Bypass Unbanked Funds
- Direct Debit Debtor Payment Type

### Options > Other > Retail & EFTPOS

- EFTPOS System Type

## New and Updated Reports

All system reports have been updated for Jim2 v3.3. In addition, the following reports have been enhanced:

- Jobs > Proforma Invoice
- Quotes > Quote (BPAY)
- RFC List > RFC List by Customer
- RTV > Return To Vendor
- Debtors > Statement
- Debtors List > Statement
- CardFiles > Statement
- Jobs > Job - Picking Slip
- Quotes > Quote (Landscape)
- Invoices > InvoiceMeters - Master
- Invoices > InvoiceMeters - Master Detailed
- Invoices > InvoiceMeters - Master Detailed (Landscape)
- Invoices > InvoiceMeters - Master (Landscape)

Added:

- CardFiles List > CardFile List Contact Details
- Project List > Project List - Email from Project List

## Jim2 Training

Jim2 Training is available for your Staff. Training is conducted at our premises at Mortdale NSW, or remotely via the Web. We are able to conduct training on a one-on-one basis, or group training. Onsite training at your business premises is also available.

Please call Happen on 02 9570 4696 to enquire about training for yourself and your staff.