

## TABLE OF CONTENTS

<b>VIEW .....</b>	<b>3</b>
No Program Changes made .....	3
<b>SALES .....</b>	<b>3</b>
<b>POINT OF SALE .....</b>	<b>3</b>
POS Enhancements .....	3
POS Database Enquiry.....	3
POS Fixes .....	4
<b>SPECIAL ORDERS .....</b>	<b>4</b>
Awaiting Collection .....	4
Special Order Entry, Enquiry & Maintenance .....	4
Quotations .....	4
Web Orders.....	5
Barcode printing .....	5
Outstanding Special Order Report.....	5
<b>DIRECT INVOICING.....</b>	<b>5</b>
No Program Changes made .....	5
<b>CUSTOMERS .....</b>	<b>6</b>
Customer Listing .....	6
Customer Maintenance.....	6
Loyalty Points Purging .....	6
Member Co-operative.....	6
<b>INVENTORY .....</b>	<b>7</b>
Inventory Enquiry .....	7
Inventory Maintenance .....	7
Inventory Transfers (via In-Transit).....	7
Quick Enquiry via Shift F1 .....	7
**NEW** Publisher file.....	7
Shop Specific Data .....	7
<b>REPORTS.....</b>	<b>8</b>
Shop Selection Enhancements.....	8
Transaction Activity Report.....	8
<b>PURCHASES.....</b>	<b>9</b>
<b>ORDERING .....</b>	<b>9</b>
Re-Ordering Based on POS Sales.....	9
Purchase Order Assembly .....	9
Purchase Order Maintenance .....	9
<b>RECEIVING.....</b>	<b>9</b>
Special Order Allocation.....	9
Tax Exclusive and Inclusive items.....	9
<b>RETURNS TO SUPPLIER.....</b>	<b>10</b>
Suggestions .....	10
Requests & Claims .....	10
Claim Status Report .....	10

<b>TEXTBOOKS</b> .....	<b>10</b>
Adoptions and Reminders .....	10
Table Maintenance .....	10
Textbook Listing .....	10
Textbook Maintenance .....	10
<b>BACK TO SCHOOL</b> .....	<b>11</b>
Barcode Labels.....	11
Customer Orders.....	11
Global Defaults.....	11
Parcel Numbers.....	12
Picking Lists.....	12
Student Order Summary .....	12
Table Maintenance .....	12
To-Follows and Invoicing .....	12
Worksheets.....	12
<b>ACCOUNTS RECEIVABLE (DEBTORS)</b> .....	<b>13</b>
Archiving FINTRAN and FINHIST .....	13
<b>ACCOUNTS PAYABLE (CREDITORS)</b> .....	<b>13</b>
Payables Enquiry.....	13
Prompt Payments.....	13
Transaction Listing.....	13
<b>GENERAL LEDGER</b> .....	<b>13</b>
Account Maintenance .....	13
<b>SETUP</b> .....	<b>14</b>
Database Purging – Special Orders .....	14
Document Formatting .....	14
Window Positioning .....	14

## VIEW

**No Program Changes made**

## SALES

### POINT OF SALE

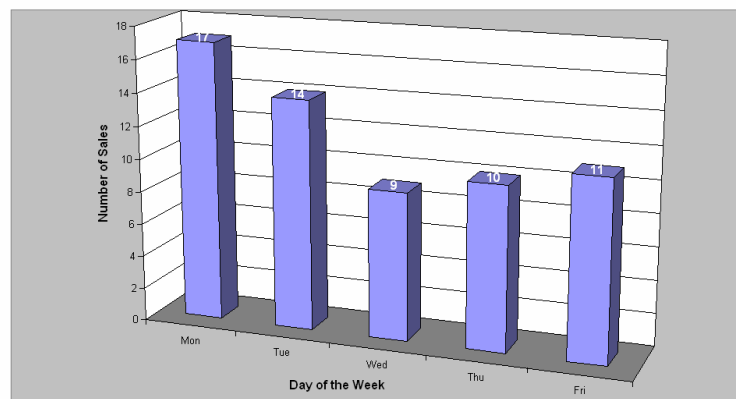
#### POS Enhancements

- Special order cancellations or deposit refunds were only accessible from the Special orders program if no stock was available. This function has now been added to the POS. A new display window allows the user to see all titles not yet in stock and customer details. If a deposit has been paid it can only be refunded in FULL when the entire special order is cancelled. \* This feature does not currently allow changes at a line by line level.
- During the sale of a special order with a deposit, a calculation of the deposit amount for release will be done automatically at the POS. This will only occur when back-ordered titles are not available for sale.
- POS cash-out facilities are now available with Integrated EFTPOS. This will update figures accordingly on both the local POS journal and the Z summary report. Extra features allow maximum cash-out to be set at POS level using Shop Defaults.
- The POS summary report has a new column added. This is used as an indication of calculated tax exempt sales.
- A new parameter, set per POS, will force the user to enter an account number for every transaction.
- Transfer requests from other shops can be turned off using Shop Defaults: Printing, Updating & Misc controls.
- POS register reports now includes a ZOOM button within the Shop Total display.

#### POS Database Enquiry

- A \*NEW\* feature has been added to allow the transaction to be graphed. This is using the new button [Graph] on the results screen. These graphs are designed in Excel. The data options includes Days of the week, Hours of the day and allows date ranges for day, week, month and year.
- CSV output:
  - Allows users to replace the statistical codes (such as Market Group, Rep code, Promotional code, Customer Type etc) with the actual descriptions. (These codes are accessed from Table Maintenance)
  - Two sets of tender details are now recorded when split payment has been made
- The APN search can be restricted to output only the relevant transaction line.

Sales for week beginning 26/7/2004



## POS Fixes

- When selling in off-line mode some records were not being updated to the server. This was caused by the discounts being applied after an item had been scanned. The off-line POS has been modified to allow discounts at any stage of the transaction.
- An invalid item code displays an "Item not found" error message. The window asks the user to press the <F12> button. The user can now use the mouse to click on the bitmap image of the <F12> button.
- POS misbalancing errors such as reporting to Department 090 have been rectified. POS issues that related to these errors where split tenders transactions, change due on deposit and gift voucher tenders.
- Timing errors were occurring during processing of Daily/Weekly/Monthly Z reports whilst sales were still be updated. This caused transactions to be written to the warnings and rejections.  
*NB: We advise that this area (Sales: POS Register: Warnings and Rejections) is really checked by all sites. This may assist with any balancing issues that could occur during End of Month reporting. If you require further assistance regarding these warnings please contact the support desk.*

## SPECIAL ORDERS

### Awaiting Collection

A new data field has been included in the display. This is the date that the item was received into stock. This field is also available in the sort options.

### Special Order Entry, Enquiry & Maintenance

- Examining Booklist lines within the "Textlist selection" allows users to single click a line and use the <Shift+F1> function.
- Catalog number is now displayed within inventory entry when the APN is entered. This will appear as {catalog} Title of Book [Author]
- The APN/Item code enquiry search will only display the current shops orders. This has prevented errors when the stock re-allocation feature is used.
- The original create date for Special orders, Reservations and Approvals only will be displayed when a document is maintained. The date will be displayed beneath the item list box.
- A discount button has been added to the order line entry screen.  
*NB: Please note if line item discounting is used, rather than customer discounts, all prices will be sold as NETT. This is currently being reviewed to show the actual % discount within POS/Direct Invoicing.*

### Quotations

- A new document type has been added to the Special Order program, Quotations. This document is created the same way as a Reservation or an Approval. No stock quantities are allocated at the quoting stage. The quote will be assigned a new number in sequence although using a different prefix eg. QTE. This will be defined in [Setup] [Shop Defaults] [Financial Document Numbering] {Quotation Prefix}
- A Quote can be converted into a Special order or Reservation by using Special order enquiry (only from within the special order program). Double clicking the document number will produce a new menu with extra options to allow conversion of quotes to either a special order or a reservation.
- Quotations have an expiry date which can be specified in [Setup] [Global Defaults] [Special Orders] {Miscellaneous}

- Document Formatting enhancements allow Quotes to be printed in a number of formats including Formprint or Standard layout. All documents within the Special Order Program have a separate format per type in Document Formatting – see SETUP for further information.
- It is recommended to set the computed selling price on via [Setup] [Global Defaults] [Special Orders] [Pricing] for discounted prices to be displayed.

### **Web Orders**

- Web collect detail screen now includes the ID for the user who changed the status of the web order.
- An audit trail is now available in CSV format. A new button [Audit] is available in the Web collect screen.

### **Barcode printing**

Three new tests must be OK before barcodes can be printed on the special order and Back to School documents.

- Fonts and Escape Codes file must contain entry #31 barcode
- The 3of9 Barcode font is installed on the PC
- The shop has a prefix character assigned eg. + in [Setup] [Shop Defaults] [POS] [Printing, Updating and Misc Controls] [Misc (4)]

### **Outstanding Special Order Report**

This report will now include Report Code, Date Expected and Date Advised.

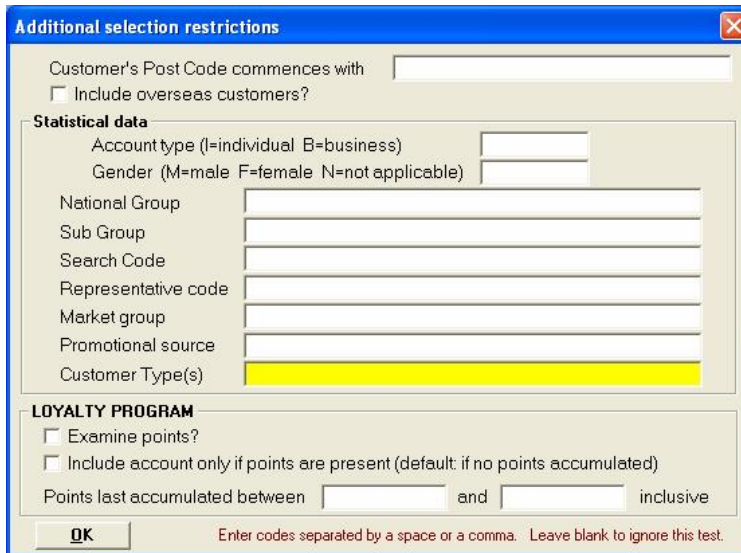
## **DIRECT INVOICING**

### **No Program Changes made**

## CUSTOMERS

### Customer Listing

Customer type (Table 46) has been added to the additional selection criteria for the printed report, labels or CSV option.



### Customer Maintenance

If a new account is created from <Customers> <Maintenance> the default account type will be CASH. When a new account is created from <Financials> <Receivables> <Maintenance> the account type will default to a Regular Debtor. Please note that some access security privileges may override these defaults.

*NB: All account types can be changed unless deposits or balances are present.*

### Frequent Shopper

Loyalty points purging is now included in this registered module.

A new menu is available under <Customers> <Loyalty Program>. This will allow the user to determine the customer range and/or customer types. An audit report has been included to report on all adjusting transactions.

### Member Co-operative

Now included in the registered module are the following features:

- Customer maintenance contains extra fields such as Date of Birth, Length of membership & Occupation
- Customer listing has extra criteria to produce reports based on inactive and active statuses. Members Only must be selected to produce this report
- To produce the report as per the existing CABS program, please use the shortened format
- Added to the Customer Menu, a new program Global Member Maintenance. This will scan the member database and allow status changes from ACTIVE to INACTIVE

## INVENTORY

### Inventory Enquiry

- A new parameter has been included in <Setup> <Global Defaults> <Inventory> {Enquiry 2} that allows the user to specify if the ISBN is displayed with the " - " character.
- Bin location has been added to the list of optional columns displayed when performing inventory searches. Selections of these columns are in [Setup] [Global Defaults] [Inventory] {Enquiry (1)}
- The system date is used for storing the last receipt date. It can also be setup to use the invoice date entered at the time of receiving. This new parameter can be set under [Setup] [Global Defaults] [Inventory] {Orders & Receipting} Also a parameter has been included to allow the date to be stored at a Company or Shop level. The default is the Shop.

### Quick Enquiry via Shift F1

- On the enquiry screen a [Supplier] button has been added (similarly to Shift F1). This will list information from the supplier record such as Account number, Phone and Fax, Minimum order details etc. This window position can be relocated and will be remembered per PC.
- Subject codes are now included in this display

### Inventory Maintenance – Book in Print

- The option to always look up a title off the BIP CD is now retained per PC, and no longer dependant on the global parameters.
- Errors were occurring on a variety of titles when being created direct from the Global Books in Print CD, this have been resolved.

### Inventory Transfers (via In-Transit)

- Requests can be scanned for the individual requesting shops and they will be added directly to transfer out screen
- Requests can be viewed and printed before completing the Transfer
- Quantities can be altered and rejections can be made

### \*\*NEW\*\* Publisher file

- Publishers have been transferred from Table 20 to a new file, PUBLISH1.V01. A conversion will commence on the start up of this Booknet release.
- Publisher maintenance has an enhanced screen
- ISBN prefix codes are now linked to Inventory Maintenance

### Shop Specific Data

This must be used with CAUTION! If this feature is turned ON it is advisable not to be changed. Please contact the support desk for further advice.

- A parameter must be set to ON within [Setup] [Global Defaults] [Inventory] {Structures}, "Can each shop have its own RRP, BinLocn etc?"
- A Master shop is an optional field. Any change made in the master shop will update the STKITEM record. If Bookweb is used then pricing details will be taken only from the STKITEM record.
- An icon is displayed in item enquiry \$ to advise of multi prices.
- When this parameter has been turned ON a new TAB is available under Item Maintenance – Shop Details. This multi-pricing TAB allows you to perform global resets to update the pricing across all stores, change or clear data for any one highlighted store.

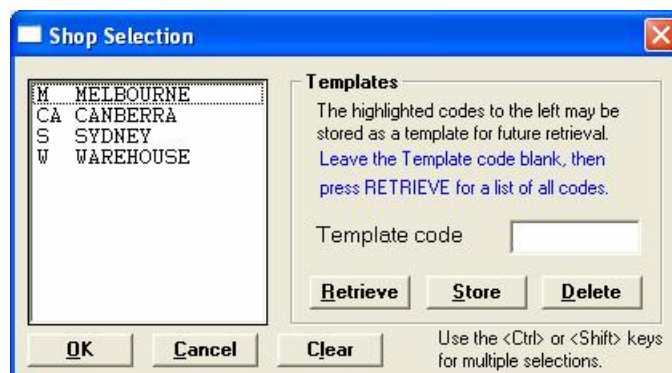
## REPORTS

### Shop Selection Enhancements

The following inventory reports now incorporate the function to print in single, multiple and all shops format.

- Inventory Stock Listing
- Transaction Activity
- Sales by Period
- Inventory Valuation
- Negative/Zero Stock
- Event Reporting
- Performance Report
- Textbook listing
- Orders received, not yet invoiced
- Banking

A new button [Select] will appear beside the Report on Shop/s field. The window below will allow users to store templates for desired groupings.



### Transaction Activity Report

- This report can be produced in CSV format
- New Transaction type is available Sales less Returns

## PURCHASES

### ORDERING

#### Re-Ordering Based on POS Sales

- To turn this feature on go to <Setup> <Global Defaults> <General> then {Trans Proc (1)}. A new option is available "Store POS Sales data for later use in Purchase Order Assembly". It is only possible to use either Low Stock or POS sales not both.
- If using POS sales then extra options are available to include/exclude specific items. This is using the "Re-order ex sales activity" flag which is set in Item Maintenance and also available within the Global Changes program.
- All Inventory items sold through a POS or Direct Invoicing terminal will generate a "Low stock" requisition. Shrink-wrapped items and archived stock will not be included.
- The new sale requisitions can be viewed with the Low-stock checkbox in the Purchase Order Assembly screen as this will now include both low stock source methods (sales and minimum levels)
- These requisitions will have a new indicator \$ to show that the source is from a sale. If you still choose to use minimum stock levels, requisitions will be generated with an L indicator as previous.

#### Purchase Order Assembly

- The options selected at the foot of the assembly screen (Draft, Requisitions, Low Stock and order prefixes) will be retained for the next use. These are stored per PC.
- The highlight position will remain on the next or previous item after lines have been deleted or edited.

#### Purchase Order Maintenance

- Search results maintained in a separate screen
- Multiple Order cancellations on a consolidated printout

### RECEIVING

#### Special Order Allocation

When receiving stock via a purchase order number, allocations will be made from the special orders that were used to raise the purchase order first, irrespective of the special order creation date. These special orders can be identified by a % character in the view list box at the time of receiving. The allocation order can be manually changed by the users if needed.

#### Tax Exclusive and Inclusive items

If receipt contains a mix of Tax inclusive and exclusive items it is now possible to receive both items without changing the overall tax status of the receipt. The tax exempt status will be taken from the inventory record as well as the supplier record.

## RETURNS TO SUPPLIER

### Suggestions

Returns rights can now be stored at the supplier level, if the code has not been entered against the title. This can be used to generate return suggestions.

### Requests & Claims

- A total figure for both quantity and value has been added. This will accumulate as suggestions or requests are selected for processing.
- A new field has been added to allow the user to print multiple copies of these documents.
- Document formatting allows the user to edit these reports.
  - Portrait or Landscape layout
  - Include/Exclude Author, Edition, Binding
  - Include/Exclude Product Group / Category / Type / Bin
  - Reason code printed for each line with full description

### Claim Status Report

A 'Summary Only' option has been added to the reports criteria. This can be printed from <Purchases> <Reports> <Claim Status>

## TEXTBOOKS

### Adoptions and Reminders

A portrait version is now available and has been enhanced to align with letterhead stationery.

### Table Maintenance

- Lecturer Codes (Table 92) can now be added or edited using the Table Maintenance program
- Semester Codes (Table 91) has been increased from 20 to 200. All programs using this table lookup have been updated.

### Textbook Listing

- Option to print the catalog number added
- Catalog number added to the TXTLIST file to allow for Web Publishing
- The following fields have been added to the CSV
  - \* Report code expected and advised dates
  - \* Supplier code and name
  - \* Adoption flag

### Textbook Maintenance

- This screen has been re-formatted by moving the option buttons to the bottom of the display window. This has added an extra column Subject / Class to the details screen.
- The number of textbook lines permitted per course has been altered to 500 text items / 500 comment lines if a School Code is present. And will remain at 800 text items/ 300 comment lines if no school code is present.
- Re-sequencing will only be available for the sequence numbers (not the line numbers) when BTS orders have been placed. This check will be done automatically when selecting the Sequence button.

## BACK TO SCHOOL

### Barcode Labels

A number of additional fields can be added to the printed Barcode.

- Despatch code or description
- School / Year code combinations
- School / Year description combinations
- Parcel number
- Payment details:
  - EG. PAID IN FULL
  - SHORT-PAID BY \$12.53
  - OVERPAID BY \$23.45
  - FULL PAYMENT DUE \$56.70
- Customer order number
- Collection date (Laybys)
- Reservation number as a barcode

Barcodes can be printed in the following areas for Back to school in Customer enquiry, Special order creation & To-follows.

### Customer Orders

- Press <F5> any where will activate the deposit as the total amount due when the Customer summary window is open.
- If a sale occurs at the POS (whilst set to Back to School Mode), then all lines sold will be accumulated into a Reservation. The Back to School details are:
  - Year, Semester (Taken from the current defaults)
  - Shop (The shop where the transaction occurred)
  - School, Year, Name (as entered by the operator at the conclusion of the sale)

A special order is created using the following code EG. 4ME029999

- 4 = Last digit of the Year (2004)
  - ME = Shop Code (Melbourne)
  - 02 = POS Number
  - 99999 = Last 5 digits of receipt number
- When a special order is sold at the POS (whilst set to Back to School mode) and lines items are added to the transaction, these items will be added to the Special order. This will facilitate to the Commissions Report. If an item is from an existing Booklist then it will not be added with the line number. Please note if this item is a fee or levy then the Fees and Levies report must be ran in a "NON-optimized" manner.

### Global Defaults

Any system parameters under Textbooks that had multiple tabs such as Spreadsheet (1), Spreadsheet (2) etc has been reformatting to one TAB. A new icon has been added to the bottom right of the screen to move between the multiple pages.



### **Parcel Numbers**

The following options are now available when assigning parcel numbers

- Booknet will auto assign the next number available per School in the sequence that the booklist orders are entered within the School.
- Users can pre-assign ranges of parcel numbers per year level within a school
- Users can nominate to enter a parcel number for a particular school. Booknet will read forward looking for the next available number. Thus if you enter 20 then the system will check from that number on and may assign 25.

### **Picking Lists**

A new parameter found under [Global Defaults] [Textbooks] [Picking List] "List all customer orders per item line above". This will include all customer orders per Item code. Each code will show the total required, then followed by every customer order that includes that item code.

NB: This allows users to place all order bags on a trestle and wheel the inventory past them. The default is to place the inventory on the trestle and take the customers bags past them.

### **Student Order Summary**

- School code and Year level may now be entered
- This program no longer auto starts the scan. The [Scan] or [Browse] buttons must be selected. Scan will display the data on screen and Browse will generate a report printed to a new Booknet window.
- Data can be selected for multiple shops. An append checkbox has been added that will allow all Data to be viewed together.
- This report is now available in CSV format.

### **Table Maintenance**

- School Code (Table 94) holds information regarding fixed prices. Pricing options can be set for Textbooks and/or Stationery and/or Fees/Levies.
- Teacher codes (Table 92) can now be added or edited using the Table Maintenance program.

### **To-Follows and Invoicing**

- The scan can now be restricted by Year Level after the School code has been entered. This is available in both the Invoice printing and To-follows screens.
- The to-follows details can now be printed to barcode label. The Customer or Reservation templates can be used.
- A CSV listing with order totals can be produced instead of a printed invoice. Criteria is available to include or ignore paid/unpaid.

### **Worksheets**

New worksheets parameters have been added to the Textbook, Global defaults, Worksheets. This will allow users to apply formatting decisions to all printouts unless changes are made at the time of printing from the [Setup] button within the Worksheet program.

Extra printing options include: enrolment figures, signature panels, prices per item types and narratives.

## ACCOUNTS RECEIVABLE (DEBTORS)

### Archiving FINTRAN and FINHIST

Users can now archive data from these two files. Please refer to the HELP information found under <Setup> <Global Defaults> <Customers> {Archiving}. A button has been added to the customer enquiry transaction screen. When archiving has been completed this button will be active allowing users to see transactions from the "archive" database. It is possible to reprint the transactions in the normal way although some layouts have been altered for simplicity, for example Formprint is not available.

## ACCOUNTS PAYABLE (CREDITORS)

### Payables Enquiry

- Displays the User ID that created the transaction when selected.
- All transaction lines can now be viewed by using the <More> button.

### Prompt Payments

- An audit report is now printed at the conclusion of the batch
- Extra printing options are available for remittance print only and cheques. If using cheques then the numbering sequence will be set at the beginning of the prompt screen.

### Transaction Listing

An option is available to print by creation date as well as the document date.

## GENERAL LEDGER

### Account Maintenance

- The General Ledger Account maintenance program has been added to the Booknet Receivables and Payables menus.
  - \* Before creating any GL codes the structure must be defined, this can be done from <Setup> <Global Defaults> <General Ledger>
- Users can nominate that the CBGMAST file from CABS is used instead of the Booknet GENMAST file. This option is under <Setup> <Global Defaults> <General> {Dissections}.
  - \* If General Ledger is registered then this parameter is not available. Also if using the CBGMAST file then the maintenance programs can not be viewed in the Booknet Financials Menu.

## SETUP

### Database Purging – Special Orders

Special orders can be purged using the specified Data Retention periods outlined in Global Defaults: General parameters. Further options available include: Customer deletion from the master record and clearing of Back to School statistics. Please contact the support desk before running.

### Document Formatting

All Special Order document types: Special Orders, Reservations, Approvals, Layby's and Quotations can be individually configured.

New options per document include:

- Formprint selections and bitmaps
- Receipt / Laser printing
- Order number to be printed as a Barcode
- Pricing / Stock details

Printing parameters for Special orders were previously stored in Global Defaults: Special Orders: Printing. This TAB has been removed.

### Verify Stock Levels

A CSV file can be created for the mismatches instead of, or in addition to the printout.

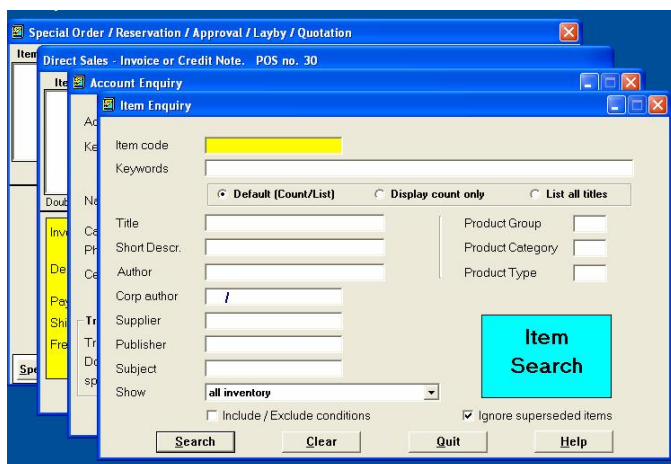
### Table Maintenance

Report codes can be used with two new options, "Ignore the item record in a keyword search" and "Ignore the item in other searches". A Direct read using ISBN or APN will always find an item.

### Window Positioning

A cascaded effect has been introduced to all Booknet menus in order to display the windows in a staggered row.

This feature can be activated from the Booknet Help Menu.



## GLOBAL DEFAULTS

### Document Numbers

The last voucher number may be reset within [Setup] [Global Defaults] [General] {Document Numbers}. This parameter is only used if the Shop Defaults are setup for auto assigning voucher numbers.