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SALES

POINT OF SALE

Gift Vouchers

The ability to use the gift voucher numbering system across multiple shops can now be configured. These options can be found under Setup: Shop Defaults: Configure Shop Options: Vouchers – Page 3. If a shop is controlling the voucher numbers from a WAN directory then it is possible to configure more than one shop to this area, thus allowing the numbering to be sequential. Please note the Gift & Exchange voucher prefix **must** be the same for all shops i.e. GVC & EXC

POS Register

- X Reports - During the X request from the Point of Sale Register report screen the user will now be asked "Do you wish to bypass the printing of the reports per POS, and only print the Shop Total(s)" This will produce a single report for all choices – Day, Week, Month and Year.
- A customers' credit limit will now be verified during the sale of a special order.
- The customers account status (eg. Stopped) will be verified during the sale of a special order.

Register Reports

- X Reports - During the X request from the Point of Sale Register report screen the user will now be asked "Do you wish to bypass the printing of the reports per POS, and only print the Shop Total(s)" This will produce a single report for all choices – Day, Week, Month and Year.
- Z reports – The Print X/Z function now includes a reporting date. This will allow the user to enter the date to be printed on the report rather than using the actual printing date.

Setup

- POS Stalk configuration has been enhanced. Options such as Customer Type, Account Balance, Back to School order details and Loyalty points can now be displayed. These setting can be found under Shop Defaults: Configure Shop Options: Display Stalks. *For further information on the use Stalks please contact the UniLink support desk.*
- A user warning is available when a price override is done. A percentage must be added to activate this feature and to determine when the warnings will occur. These parameters can be setup in Shop Defaults: Configure Shop Options: Miscellaneous: Page 6.
- Loyalty Points can now be accrued for a specified customer type, this is setup per Department. See Setup: Table Maintenance: Table 30

Shop Statistics

- The option for a CSF has been changed to the standard format of CSV.
- A new button has been added – CSV FORMAT.

Transaction Processor

A new processing window has been designed. Features now available within program include: - transactions monitor, shop statistics, a view only mode and background processing. For further information regarding these functions please contact the support desk for a copy of the latest Easy guide.

SPECIAL ORDERS

- On order creation, during the lookup of an existing account the Ref name filed was not correctly displayed. This has been update dot use the full first name/surname combination.
- Special order enquiry listings when selected per order now display the report code and description for all titles.
- Using the "All" feature (entering the account number not the special order number) for special order selling will now update all order line status's correctly.

DIRECT INVOICING

- The customer entry option to create a new account was disabled. This feature has now been reinstated.
- Whilst updating invoices errors have occurred if the windows printer was unavailable. This has caused the invoice to appear as being incomplete. However the invoice does successfully update but the program remains open with the option of users to re-save. This has been rectified and the Direct Invoicing program will now close after the invoice has concluded regardless of any printing errors which may have occurred.
- A customers' credit limit will be verified during the sale of a special order.
- A customers' status (eg. Stopped) will be verified during the sale of a special order.

INVENTORY

Bibliographic Integration – Internet Title Searching

- Inventory details are currently sourced from either Global Books in Print (Bowker) or Nielsen (BookData) via a CD. This setting is stored in Global Defaults: Inventory: BIP. A new option is available to indicate that no CD will be used. An alternative method to the CD is now direct internet access. Bookshops with on-line accounts for either Global Books in Print or BookData can configure BookNet to import titles from their websites. These parameters are shop specific and stored under Setup: Shop Defaults: Web Access. *For further setup instructions please contact the UniLink Support Team.*
- The publication date will now import during the title creation process from both Internet and CD title searches if data is found.

Bibliographic Integration – Internet Price and Availability

Bookshops with Title Page access can now configure BookNet to obtain up-to-date price and availability information. This feature can be used in conjunction with the Global Books or Nielsen title searches or alternatively for previously entered stock – see icon below.



This icon will be on the initial Inventory Enquiry screen and all Order requisitions screens.

BISAC/ONIX Importing

- The last buy price was updating the Inventory Maintenance field of Average Cost price.
- The last buy price will now automatically calculate if the Supplier record used contains this information.
- The Publisher & Supplier linkage has been re-established as used in Maintenance

Barcode printing

Once an item has been entered the quantity will now default to 1.

Enquiry

- The sort option within the search display will no longer cause the data to be replicated.
- The history changes for pricing etc. will now include a date and time.
- Sales History for the month of December will not display as 0, if the current trading month is January.

Global Changes

Subject code is now available for selection when making inventory changes. Users can either change single subject codes or change “all” subjects on the inventory record to one new code. **NB:** *The drop lists are now displayed alphabetically*

Publisher Enquiry / Maintenance / Listing

A new menu has been designed for Publishers. This menu layout is similar to Suppliers with the breakdown of Enquiry, Maintenance and Listing.

Both Publisher Enquiry and Listing will be a permission option within Access Security.

Report - Inventory Valuation

- This report can now generate stock on hand figures for a specified date. This option will scan the entire transaction file and then recreate the inventory valuation report for that point in time. This option is available from the tick box “Recreate prior report”.
NB: *this will take considerably longer to run than a standard valuation report.*
- A CSV option has been added.

Report – Transaction Activity

Stock Movements is now in the list of transaction types available for reporting. This will only include transactions that have affected stock, therefore Purchase Orders, Special Orders and Return Requests figures are not included. **NB:** *The drop lists is now displayed alphabetically.*

Stocktake

All active stocktake reference codes were made available in a drop down menu in an earlier BookNet version. However, it was not possible to delete these codes if they were not to be reused. Three options are now available:- Do not clear any existing data, Clear any existing data and recreate, Clear any existing data and delete.

PURCHASES

EDI

Acknowledgements

Order acknowledgments were previously processed via email attachments. Recent changes have been made to the Tedis (Pacstream) software that caused BookNet to no longer recognise these attachments. Due to this reason and that this function was only available for users of Microsoft Outlook or Outlook Express this program has been designed. The [Scan] button has been removed and replaced by a [Browse] button. This function will allow users to import these acknowledgement for any designated save area. **NB:** *Once the acknowledgement is processed the files will be deleted.*

ORDERING

Low stock Re-Order

- Low stock re-ordering has been further extended within the Sales Re-order function. A new option is available to “include an item only if current shop’s stock is less than minimum required”.
- The re-order screen has been updated to the order requisition screen used in purchase order assembly and the “notepad” short cut from inventory enquiry. →→→

Please note: The requisitions are updated immediately after the review of each item. It is no longer necessary to save before exiting this program. The [Save] button has been removed.

Purchase Order Assembly

- Low stock items were incorrectly displayed and the values were not corresponding with the actual requisitions stored. Now as each supplier is updated or selected a recalculation will be done to cross check the number of items and totals, changes will occur if necessary.
- The words *Prices below are GST exclusive* have been added to the initial assembly screen. Please note: Users may find that upon selecting individual suppliers that the prices are then infact displayed as GST inclusive. This is due to the parameter within Supplier Maintenance which determines that the supplier’s invoices are provided with either GST inclusive or exclusive pricing.

Purchase Order Enquiry

The CSV has been updated with the fields’ publisher and product group.

Purchase Order Maintenance

Report codes and expected dates can now be edited or removed whilst changes are made to purchase orders. This change will update the master inventory records.

RECEIVING

- Inventory User notes no longer take screen focus or require user interaction. These notes can be moved anywhere on the desktop and the position will be retained on the PC.
- The option to print barcodes for prices changes (Extras) will now produce at the conclusion of the item receipt when required.
- The invoice number will be checked for prior use when entered, this will no longer occur at the conclusion.
- Back to school data – Parcel number & School and Year will now be displayed when selecting to view the special order information.

RETURNS TO SUPPLIER

Claims Entry

The numbers allocated for claims are either system generated or keyed by the operator. The claims program will now scan the ACPTRAN for duplicates. If a matching number is found an error message will advise the user.

Claims Reconciliation

The credit note totals now incorporate a freight component. This figure is an expense and will be deducted from the inventory claim totals to complete the reconciliation of the credit note.

Suggestions

Return quantities can be entered in both the Inventory Enquiry and Shift F1 help screens by using the "rubbish bin" icon. It is now possible to store these suggestions for a specific shop and add a return reason code.

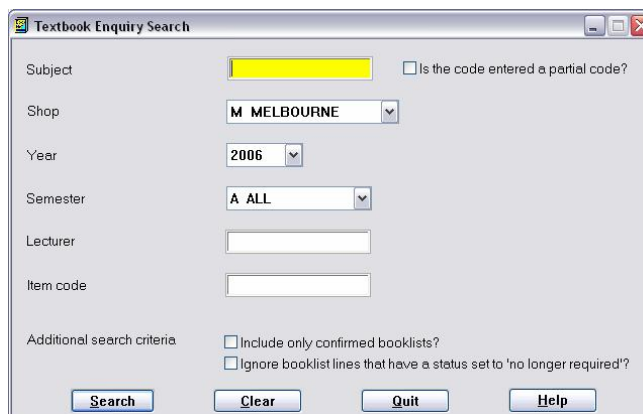
TEXTBOOKS

Textbooks Enquiry

A new enquiry screen is available for searching. This will allow users to enter a code or partial code.

Two new search methods have been added – Lecturer and Item code. All searching is based on the selection criteria of Shop, Year and Semester.

If multiple booklists are found then a search results screen will display.



BACK TO SCHOOL

Customer Orders

- If a deposit for a “shop” special order (a non-booklist order) is being processed in the same transaction as other back to school items then the POS user can add the School/Year information provided the POS is set to Back-to-School Mode.
- Within customer orders, the booklist selection box options will default to on. The list box display has been increased from 100 lines to 500.

Fees & Levies

Web freight assigned to booklist orders, printed on the report as a non-commissionable stationery item. This freight product will now be listed as either a fee or levy depending on the parameters set.

Picking lists

After using the revert function the School codes were no longer displayed for the next picking lists.

Textbook Maintenance

A commission percentage can be stored at a line item level for a specific booklist. If this field is used then the default school commission amount will be ignored.

To-Follows

A parameter that will enable a list of all Back to School To-Follows to print during receiving as been added. This is available within Global Defaults: Special Orders: Receipting Special orders. This report will include Item details, School/Year, Qty, Student name and Order number.

ACCOUNTS RECEIVABLE (DEBTORS)

Trial Balance

An inclusion has been made for BH & AH telephone numbers. This detail will be included on the same line as the account number and name. This line will now appear in bold.

ACCOUNTS PAYABLE (CREDITORS)

Payments

- Cheque printing no longer has predefined formats for individual University bookshops. All non formprint cheques/remittances can now be configured by each site. Also it is not necessary that the printing is setup with the use of escape codes. For further assistance regarding this please contact the UniLink Data Systems Support Desk.
NB: *If formprint is being used only the cheque co-ordinates are configurable.*
- The remittance advice now includes the Supplier fax number.
- Full page remittance document printing used incorrect cheque numbers when printing occurred over 2 pages
- Two new parameters have been added to the Global Defaults: Suppliers: Returns & Claims. These are: - Do not stop invoice (Whilst raising claims from within receiving) & Unstop original invoice (Whilst claims reconciliation)

SETUP

Access Security

A warning will occur if a user has not been designated a shop to view and maintain whilst creating a new user. Please note this MUST be completed for every user as data updating is dependant upon this setting.

Database Purge

- A new menu listing purge options
- Further data checks are in place for items to be purged. Inventory that is included on textlist, a Mailsale or a held requisition will now be added to the "not-to-be-purged" file.
- Purging is available for inventory transactions (STKTRAN). The amount of data to purge is dependant on the data retention periods set in Global Defaults. An adjusting transaction will be put in for each individual transaction type to summarize the quantities removed.
- Data retention periods are now stored for Web Orders. The purging of this file occurs from within the Transaction Processor. **NB:** *Please contact the UniLink Data Systems Support Desk for further information regarding this procedure.*

Importing

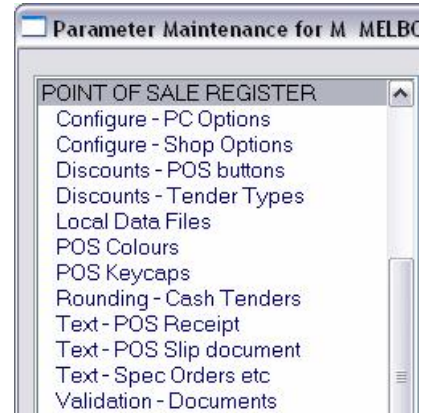
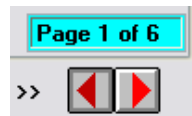
Inventory and Customer imports have been adjusted to allow changes pertaining only to the case, thus changing Lower case to Upper or Title case etc.

SHOP DEFAULTS

System Parameters Menu

- The new menu has been designed to incorporate classifications for each parameter type i.e. General, Point of sale Register & Printing (additional)
The parameters are also included alphabetically with a concise description for each.
- Some parameters were split across multiple tabs such as Misc (1), Misc (2) etc. The tabs have been replaced with a single tab and now used a page numbering system.

Eg.



GLOBAL DEFAULTS

Transaction Processor

- Background processing is now available – this will only a processor to be ran without the screen display. (See BookNet Easy guide for further information)
- Some parameters were split across multiple tabs such as Misc (1), Misc (2) etc. The tabs have been replaced with a single tab and now used a page numbering system.
- Discount and price override percentages are now recorded in the POS warnings.

HELP

What is my IP address?

A new selection has been added to the help menu, this loads a web page that will advise users of the machines current IP address.

BOOKNET

Technical Notes – Version 2006

- 14/11/05 Added the use of Shift F7 (UG345, UG347, UG414)
- 14/11/05 Customer Trial Balance screen error (UG460)
- 14/11/05 Add existing items to purchase orders from maintenance (UGORDITM)
- 17/11/05 Reservation program – matching header and details lines (UG999)
- 16/11/05 Importing existing customers/inventory and only changing the “case” (UG190)
- 14/11/05 Revert picking lists didn’t reset orders for re-picking (UG240, UGRESVDTL)
- 14/11/05 Publisher window positioning correction (UG105)
- 15/11/05 Prompt Payments listing had incorrect entries for centrally billed accounts (UG573, UG410)
- 16/11/05 Window and report title changes in both Accounts Receivables and Payables for consistency (UG417, UG453, UG430, UG566, UG567, UG903, UG568, UG557, UG558, UG554, UG902, UG556)
- 17/11/05 Store restart point on FINTRAN module to stop statement reprint loops (UG435)
- 29/11/05 Fintran version error caused by unprocessed data not converted (UGDRSUPD)
- 01/12/05 Cheque reprint function to allow ALL or a selected range (UG441, UGFPREM)
- 05/12/05 Print option for Cheque parameters (UG064)
- 13/12/05 Textbook supersession did not scan entire file, GUI display error (UG243)
- 12/12/05 Error messages now include BookNet in the title where possible (UGERROR, UGISAM)
- 16/12/05 Inventory verify GUI error (UG108)
- 19/12/05 System locks after minimization within multiple screens (UG000, UGWINPOSN)
- 21/12/05 Customer orders cleared name and phone when using booklists, Cust. Ref name did not populate when entering an account number (UG300, UG433)
- 12/12/05 Order & Usage analysis SOH figures includes all locations (UG247)
- 22/12/05 Café bar maintenance trace window removed (UG102)
- 03/01/06 Modified UGFILEJOIN – if incorrectly called causes 114 errors (UGFILESPLIT, UGB-DATA, UG060, UGBTSPROC, UGERROR)
- 06/01/06 Correct the wrong F1 table in Account Payable (UG418)
- 11/01/06 GUI error in Table Maintenance (UG104)
- 31/01/06 Data import allows shop specific data (UG190)
- 01/02/06 GUI error in Receiving (UG309)
- 06/02/06 Date conforming in Payables (UG567)
- 06/02/06 Payables Daybook reprint had incorrect title (UG557)
- 08/02/06 Correct title for screen, supplier supersession (ACPSUPER.RS)
- 08/02/06 UG999 – YTD dissections rollover (GL 13 Period issue) (UG999)
- 09/02/06 Inventory subject searching errors rectified when using Next and Previous buttons (UG101)
- 10/02/06 Caching inventory data removed from BTS processes (UG244, UGAPNGET, UG011ini, UG240, UG241, UG242, UG248, UG300, UG301, UG462, UG707, UGRESVDTL)
- 13/02/06 Updates to (UGABEND, UGABEND2)
- 16/02/06 Inventory cost prices now updating correctly when using GST inclusive options (UG102)
- 21/02/06 Validate supplier / publisher codes (UG105)
- 21/02/06 Automatic number allocation available for CD bag numbers (UG102, UG309, READ)
- 23/02/06 Payables verify no longer includes non-financial transactions (UG417)
- 24/02/06 Claim printing allows selection of account numbers when multiples present (UGPRCLAM)
- 28/03/06 Filename errors corrected if creation occurs in folder other than BookNet (UG180, AD-STKIT, AD-ACRIT)
- 28/03/06 Transaction Activity CSV modification for AIATSIS postcode included (UG113)
- 06/04/06 Data can be 4 byte numbers for Excel graph (UGGRAPH)
- 12/04/06 Stock transaction importing will calculate MTD, YTD, LYR (UG190)
- 12/04/06 Database purge only read 1 record in monitor display was set to one record (UG090)

26/04/06 Keyword processing flag indicator ignored – Monyx (UG056)
26/04/06 Import includes contact and country for delivery address (UG190)
27/04/06 Banking slips to include page break when cash tender used (UG712)
28/04/06 Incorrect corrupt message – Keyword and cross reference (UG093)
01/05/06 Window positioning changes (UGWINPOSN)
02/05/06 Debtors suspended balance not always updated (UG448)
02/05/06 Screens errors during issue of exchange vouchers (UG706)
02/05/06 Low stock updating through the New Transaction Processor (UGSTKLOW)
02/05/06 Word wrapping not consistent through special orders (UG300)
10/05/06 Keyword monitoring extended (KEYWREAD)
10/05/06 Preprinted documents edited for NEAP (UGNEAPDOC, UG757)
10/05/06 Credit card length checks added (UG056, UG750, UG757, UGMONEY)
11/05/06 Dialog updated (UG010)
16/05/06 XREF reference checks for supersessions in database enquiry (UG715)
24/05/06 Shop merge run time enhanced (UG920)
24/05/06 Location transfer background F9 (UG110)
21/06/06 Receivables re-allocate (UG434)
21/06/06 Shop Statistics drilldown errors (UG711,UG707,UG708,UGISAM)
21/06/06 Importing customer types (UG190)
21/06/06 Table 23 characters extended (Ug104)
22/06/06 Customer enquiry date scan error (UG431)
27/06/06 Booktrack file name for CSV (UG180)
30/06/06 Logging error messages (UGEMAILBLAT, UG011)