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SALES

SPECIAL ORDERS

CREATION

- An order line can be edited until the line is either sold or cancelled.
NB: Upon the selection of an existing item a new option will be available to cancel and re-order in the same process.
- A new icon (located next to the printer) is available in the special order entry screen. This button will allow the following:

 - Creation of a new special order using line items from an existing document (i.e. Special Order/Reservation or Approval)
 - Copy line items to a clipboard for later use
 - Paste line items from the clipboard
 - Write line items to a CSV file
 - Read line items from a CSV file

MAINTENANCE

An order line can be edited until the line is either sold or cancelled.

NB: Upon the selection of an existing item a new option will be available to cancel and re-order in the same process.

REPORTING

The Rep code has been added to the CSV output from Specials Order, Reservations> Awaiting Collection.

SALES

- The Special Order enquiry program has a selection available to invoice all orders to the customer. This option will automatically open Direct Invoicing and populate the list of orders to be processed via the ALL function.
- When using the ALL function to sell multiple orders, the hold function will now correctly store all unsold items for later processing.
- The ALL function will now show a split screen for in-stock and out of stock items as per the single order view.
- Proportional deposits can be used when partial orders are being processed. The POS/Direct Invoicing will auto-calculate the deposit amount to be retained until all items are fully sold. This parameter is set within Setup> Global Defaults> Special Orders> Deposits.

DIRECT INVOICING

- The use of multi tenders (i.e. Charge + other) no longer causes transactions to update to the warnings and rejections.
- A Charge forward date can be entered at the conclusion of an invoice. This feature will change the stored transaction date only (not the creation date). To ensure that customer statements provide the correct ageing details (i.e. current and overdue) it is recommended to complete the Verify Balances process with the option to age all transactions prior to printing statements.

MAIL SALES

SUBSCRIPTIONS

The liability report will now exclude and longer report on cancelled contracts. Re-instated subscriptions that were once cancelled or expired will also be included in this report.

INVENTORY

BARCODES

The barcode printing menu has been modified to include buyback barcodes. Also included is a new selection to print items contained in a CSV list. See barcode printing easy-guide for further assistance.

BUYBACKS

A number of processes within Buybacks are now configurable.

- Buyback sell prices can be calculated via two methods (markup of the buyback purchase price OR discount of the original APN Recommended Retail Price)
- If using the discount method a range of RRP's can be set to calculate varying buyback sell prices.
- The calculated purchase price can be changed in the POS
- User privileges are available for Buyback creation and purchase price overrides.
- Barcode labels can be produced for buyback items purchased through the POS

NB: A complete setup and user for Buybacks is available in BookNet through Help> Easy-guides> Inventory> Buybacks or contact the UniLink Support Team

ENQUIRY

Title page prices are now reflected correctly after checking both overseas and local titles.

REPORTS – PERFORMANCE REPORT

During the claims reconciliation process the inventory items' stock history record with the return details was removed.

CUSTOMERS

ENQUIRY

Title page prices are now reflected correctly after checking both overseas and local titles.

DISCOUNTS

The ability to automatically calculate discounts based on the quantity of items sold can now be configured by using the Customer Type. To activate this set the following within Table Maintenance:

- * Table 46 Customer Type - Option to "Apply a quantity discount to purchases?"
- * Table 03 Product Group / Table 04 Product Category or Table 05 Product Type – "All items with this code are subject to a quantity discount" adding then the maximum quantities and percentage discounts.

PURCHASES

ORDERING

LOW STOCK RE-ORDER

Table entries updated to allow 3000 lines.

RECEIVING

- A hold function has been added to allow a single receipt to be stored and then resumed for processing at a later stage. The hold button will be enabled after the first line is processed; this button is located in the [Review] screen.
- At the conclusion of receiving process the ABN entered will now be stored on the master record.

BACK TO SCHOOL

PICKING LISTS

During the picking list printing stage, a new option is featured to create customer barcodes.

SCHOOLS MAINTENANCE

A percentage discount can be applied to various booklist items as an alternative to calculating commission. This information is stored on the School master record and will automatically calculate an agreed price as booklist items are entered.

TEXTBOOK LISTS

The Excel output can be configured to: -

- Skip a number of rows before printing
- Print original RRP
- Print RRP less selling discounts

TEXTBOOK MAINTENANCE

- Booklist note options to allow inclusions and exclusions for printed booklists, printed drafts, on-line publishing and on-line drafts.
- Booklist items can be flagged as being on a mandatory list. This feature will enforce the selection of these items when a booklist order is keyed. This feature is not currently available for web orders.

TO-FOLLOWS AND INVOICING

- Order line changes are no longer applied to the entire school when a school/year combination has been selected.
- Report scan option will now apply to school/year selections
- Whilst making order line changes it was possible to pack order line quantities multiple times. The program will no longer allow this to occur.
NB: Should pack quantities appear higher than order quantities please contact the UniLink Support Team for further assistance.

WORKSHEETS – ON-LINE DRAFTS

- On-line drafts can be de-published. This option will delete a selected school and/or years' worksheet/s.
- The CSV format now includes a field to show if an APN has been superseded since the previous year.

ACCOUNTS RECEIVABLE (DEBTORS)

RECEIVABLES

- An account can not be archived when a balance is outstanding or held.
- Under specific circumstances the date calculation (0 + TAB) produced an incorrect date this has been corrected.
- Indicate Finish End of month had previously update the held balances from the last processed account to the next account, causing a mismatch during the next verify.
- Debtor payments that are processed from the Financials>Receivables>Customer Payments will now update the tender dissection 104.

SETUP

BARCODE LABELS

SETUP

- A new field has been defined for barcode use – label count. Barcodes printed from Customer enquiry can include the number of boxes/parcels on the barcode.
- The two fields despatch code and description will include details from Table 37 (Shipping Method) when printed from the Customer enquiry and Receiving programs.
- The Special order number can be printed as a barcode on the reservation barcode label. The barcode type used is CODE128A – for further assistance to configure this please contact the UniLink Support Team

TABLE MAINTENANCE

REPORT CODES

The flag to stop an item from being ordered is accessed by both the Special Order creation and low stock re-ordering program. No requisitions will be created from these programs or manually when using the 'notepad' icon.

TRANSACTION PROCESSOR

HIBERNATION

All files in use by the transaction processor will now be closed down during hibernation.

SHOP DEFAULTS

DOCUMENT FORMATTING

The Window envelope indent is now configurable for Receivables – Statements when Form Print is used.

IMPORTING

Within the customer import – discount code field included.

REGISTRATION

The PC description will be retained when accessing both Live and Training versions of BookNet.

Additional Technical Notes

03/08/06 Inventory Import to allow prefixes (UG190)
04/08/06 Minor update to Stk Cross Reference rebuilds (UG093)
14/08/06 Inventory enquiry GUI field colour fixes (UG101)
01/09/06 Import to update STKHIST with additional sales info (UG190)
01/09/06 Textbook drafts configured for SMTP (UG214)
01/09/06 STKTRAN rebuild update (UG999, UG012)
01/09/06 Customer import via UC000 (UG190, UGCSF)
01/09/06 Inventory supersession import function (UG999, UGSUPER)
05/09/06 Low stock sub routine updated to UG304 (UGORDER, UGORLINE, UG302)
15/09/06 Minor GUI change (UG437)
21/09/06 Help text updated in Stocktake program (UG316)
25/09/06 Email updates errors (UG309, UGISAM)
25/09/06 Direct Invoice image fixed to window (UG757)
25/09/06 Window focus lost during BIP APN creation (UGBIPMNT, UGWINAPI)
10/10/06 UG999 – NEW-HIST to create claims data on STKHIST file (UG999)
16/10/06 Cashbook reference updates via CABS (UG712)
17/10/06 Note field/POST-it conversion (UG999 STKNOTES)
24/10/06 Discount conversion for textbook prices (UG999 BTS_DISC)
25/10/06 Runlater errors removed (UG557, UG567)