SERVICE PACK 62

Application	**Chreos**
	62
Requirements	Service Pack 61 (SP61).
Warnings **- Integrated web sites**	If you have a web site that integrates with **Chreos** in some way, please contact **Chreos** support for updated scripts before running this service pack.
- Chreos plug-ins	If you have a **Chreos** plug-in, please contact **Chreos** support for a release compatible with SP62 before running this service pack.

Main features

New costing mode for Inwards goods
We have added this new option to help you stabilise your costs at this time when freight costs in particular are unpredictable.

Repair locked out transactions
A further move in dealing with peculiar things that can happen in a multi-user environment or on an unstable network.

Improvements to order fulfilment / branch restocking
This is really important for prioritising stock in a multi-branch operation.

Order completion improvement
New ways for giving pre-paid web orders priority.

Update transactional printing to support 'Report groups
This is a whole new way of setting up printing so that the invoice layout can be more specific to type of client. We use it to give some clients a Chreos invoice and others a Wildsoft Publishing one – two different divisions we have – while running it all in on the one set of data.

Clients

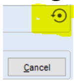
View more data in Invoice & Order screens, and remember column sizing changes

For many years Chreos has had the ability to add extra columns to the entry screens for Debtor Invoices, Packing slips, Client orders, and Consignments. The columns that have been available have been Unit cost, Mark up, Margin, and Itemref. We have added to these, and you can now also include

Discount percentage, &
List price (Std sell price).

The columns on the entry screens can now also be rearranged. You set up these screens the way you want them. The changes you make will stick and still be the same when you reopen the screen later.

If you want to reset to the Chreos default layout (i.e. the order of the columns) you can click the 'Reset button' that displays on the right of the screen just underneath the grid if custom settings exist.



Notes:

a) The Column selection can be different for each machine running Chreos and can be set at 'Maintenance > Setup > Local Computer' screen in the 'Clients > Invoicing' section;
b) These changes are available on both Standard layout and Apparel screens;
c) If you change one of these transaction screens the others will change to mirror it. In a subsequent release we will allow each screen to have a different layout.

Ability to bulk print emails from historic periods

When printing / emailing bulk invoices using the 'Print > Transactions > Invoices' screen a new 'Period' selector is above the available list. This defaults to the current period but users can now select from historic periods going back for one year. Selecting a different period only shows invoices for that period and removes from the right any invoices already selected for printing or emailing.

When working in historic periods you cannot select the 'Future invoices' option.

Bulk Invoice export as PDF

Also in the 'Print > Transactions > Invoices' screen you can now select “PDF” as an 'Action'. If this is selected then when [Process] is clicked Chreos now pops up a folder selector and allows you to choose an output directory. The system then creates PDFs of the invoices and stores them in the specified directory. PDFs are named 'Client name - Inv# 1234.pdf'.

No audit trail of which invoices have been exported in this way is maintained.

Add custom client and item screen support to view client order status

The View client orders screen, 'Clients > View client orders', now allows users to view custom client / item information screens (Ctrl-F2 / Ctrl-F3) where configured. The information provided relates to the ordered item selected in the list.

Direct Debits

The Direct Debit screen, 'Clients > Advanced client > Bulk receipt', now automatically checks the 'Export batch' option (center / bottom) where an export is configured.

Expand client order # field from 6 to 30 characters

The order # entry point for orders, packing slips, consignments and invoices has been expanded to allow larger values to be entered. Previously values up to 16 characters could be entered, the system now allows up to 30 characters.

Improvements to order fulfilment / branch restocking

This is relevant to all businesses using our multi-branch transfer system.

The 'Stock replenishment' and 'Order fulfilment' screens have been modified to better take branch orders into account.

When in 'Stock replenishment' mode clicking the [Auto fill] button now populates regions with orders first. Once all orders for all regions are filled, any remaining available stock will be set for sending for replenishment. Replenishment still works from left to right as previously, but Region orders are prioritised by required date.

If HO has 4 of an items, region 'A' requires 5 to replenish its stock and regions 'B' & 'C' both need 1 for existing orders, Chreos will first prioritize sending 1 to each 'B' & 'C' and then the remaining 2 to region 'A'. This works from left to right as the old system did.

In 'Order fulfilment' the [Auto fill] button now works the same way but without the replenishment process

Order completion improvement

A new option to filter order completion has been added. Order completion can now be filtered to only show orders from a web site where the order has been prepaid, and the prepayment processed directly from the website. This allows users to choose to prioritise web orders that have already been paid for and fill these orders before they send stock in any other direction.

Note that web orders only show where there is sufficient stock to supply them after considering all other orders that might be older / higher priority. If you want to always supply these web orders before other orders, regardless of order age, you should make sure your prepaid web site orders go into the system with the highest priority.

Update transactional printing to support 'Report groups'

For transactional type reports (Invoice, order, packing slip, etc) Chreos has allowed users to have a single report layout for the printed, previewed and emailed documents where these three can be different or the same. When a business has multiple brands or for some other reason needs to have several different styles of one of these documents we have had to create quite complex report layouts.

Chreos now allows 'Print groups' to be configured. A company can have an unlimited number of Print groups. Each transaction type can have its own distinct print, preview and email settings. Clients can be assigned to print groups. When printing / emailing for a client with no print group specified the system default is used, otherwise the settings applying to the selected print group are used.

Print groups are managed (added / edited / deleted) on the 'Maintenance > Support tables' screen in the 'Transaction printer groups' tab.

Once a print group is created the 'Print group' selector will show on the right in client management when editing clients.

The reports and settings that apply to printer groups are configured in the 'Maintenance > Printing Setup' screen.

Print groups are available for the following areas:

- Debtor Invoices
- Debtor Packing slips
- Client Orders
- Debtor Consignments
- Debtor Statements

Creditors

Drag and drop of files into cr summary invoice

When entering Summary invoice, Summary inwards goods and Inwards goods transactions you can use the 'Related files' button to open a screen where you can add files to be stored with the transaction.

You can now drag files to this button or the area around it to automatically add the files without needing to click the button and open the additional screen.

Note that the Creditor / Supplier must be selected first.

Track Purchase order line edits

Chreos now tracks the date and time of all edits to purchase order lines. This is displayed in the order line grid on the Documents tab in Creditor management (scroll to the right). It also shows in the 'Suppliers' tab in the stock level information screen (accessed by pressing the ALT-F2 in the above Documents page), in Stock management and a number of other screens.

Ability to order ‘Grid entry’ in ‘Purchase orders’ by time of sales

There are 16 new options for ordering the data in ‘Grid entry’ mode of the ‘Purchase order’ screen. The time options are:

- Last month. Shows as ‘month year’. Eg. ‘March 2022’.
- Current month. Shows as ‘month year’. Eg. ‘April 2022’.
- This year. Shows as ‘year’. Eg. ‘2022’.
- Last year. Shows as ‘year’. Eg. ‘2022’.
- Plus four that say ‘Last 12 weeks’, ‘Last 24 weeks’, ‘Last 52 weeks’, ‘Last 104 weeks’.

For each of these there is also a choice between quantity sold and value of sales.

New costing mode for Inwards goods

The inwards goods screen features a new mode when allocating costs to products. The previous options of ‘Per item’ and ‘All items’ are still there but they are now selected through a drop-down rather than a pair of radio buttons.

The third option in the drop-down is called 'Use existing costs'.

This feature has been added because some clients have been experiencing significant difficulties maintaining stable but profitable pricing while experiencing large variations in freight costs.

We are using these release notes to summarise how all three work.

1. Per Item

Costs entered in the ‘Item price’ field on the ‘Pricing’ tab relate to one of the item selected. If you are buying multiple then Chreos will multiply this figure by the quantity to get the total for the line. When the invoice is processed Item costings are updated to reflect the cost in this invoice. If there are ‘Other costs’ like freight on the invoice they are also updated in the Stock record if the user has ticked the ‘Assign to item cost’ option on the ‘Main supplier’ tab.

2. All Items

When you enter the cost of an item in the ‘Line price’ field on the ‘Pricing’ tab the amount is for the total of all of this item being purchased. If you are buying multiple then Chreos will divide this figure by the quantity to get the cost of one item. Otherwise, it is the same as ‘All items’.

3. Use existing costs

Both Item cost and other costs are automatically populated with the existing costs displayed at the top of the “Pricing’ tab in ‘Stock management’ (with the appropriate currency adjustment if necessary). You cannot change them. When this is processed no change to existing costings will occur.

If the Item cost, Other costs or the exchange rate are changed between commencing to enter the invoice and processing (for example while the invoice is parked) the cost of the products will be that of the current pricing, NOT the pricing when the invoice entry started.

When in 'Use existing costs' mode a number of entry points are disabled or removed. These include:

a) On the 'Main supplier' tab:
   - The 'Costs not part of invoice' section
   - The 'Assign to Item cost' check box in the 'Other costs' section
   - The 'Discount' percentage entry point
b) On the 'Pricing' tab:
   - Item / line price
   - The 'Item discount' entry point
   - The 'Inv. discount' selector
   - The Other costs and Other sups entry points
c) As well as the entire 'Other supplier' tab.

General System

Ability to clear drop down combos in the report params screen

The report parameters screen remembers the last used settings for a user and report. However this means on some reports, once you have selected an option from a drop down menu you can not go back to no selection.

Users can now right click on a drop down combo and select the 'Clear' option to remove the current / saved setting.

Notes:

a) This only applies to settings that are a drop-down list to pick one from. It does not apply when there is an associated tick box, or to dates;
b) For the change to stick the related report must be previewed or printed.

Allow client custom emailing to specify file name for attached file

In the Custom reporting screen, 'Clients > Advanced client > Custom reporting', users can email a copy of a report to multiple clients. Previously this attached report would always have a filename like 1244.pdf.

A new 'Attachment name' entry point allows users to select the name of this file. This name will be the name of the file sent to all clients. For example, the report might be called 'Stock pricing by client' in Chreos. You could enter 'Price list' as the attachment name and the clients would see the attachment as 'Price list.pdf'

Note the name should only include characters allowed for file names and you do not need to enter the file extension, this will be added later.

Modifications to custom XML screen to allow for Memos & Web images

The Crtl F2 (item custom data) and Ctrl-F3 (Client custom data) screens can now feature Memo text if so configured. The display of images on these screens is also improved to handle better scaling and proportionality.

When viewing item (or client) data using custom Ctrl+F2 (item) or Ctrl+F3 (client) screens, image data can now come from web sites instead of locally. This means branches that might not have product images available locally can still view product images by being sourced from the company's web site instead.

Repair locked out transactions

Chreos has a system that makes transactions currently being worked on 'invisible' to other users. For example when one user is converting a packing slip to invoice other users will not see that packing slip listed as available for conversion to invoice. This is also true where a conversion has been parked. If you can't see a transaction for conversion / processing check to see if it is currently in a parked transaction.

A side effect of this process is that if a user is processing a transaction and for some reason never completes the process (a crash / power outage, etc) then the source transaction is not available for processing. Newer versions of Chreos 'unlock' these transactions after about 24hrs of inactivity. In SP62 this process has been improved to make these transactions available sooner. SP 62 also allows the Chreos support team to track these issues much easier and also unlock them quicker.

Extra / custom fields have been improved

Extra / custom fields appear on the 'Extra' tab of Stock, Client and Creditor management. They allow a large number of custom data fields to be configured in 'Maintenance > Setup > System' in the 'Define extra data fields' section of Clients, Creditors & Stock).

The following improvements have been made:

a) The speed of adding, editing and deleting these custom fields in 'Maintenance > Setup > System' has been massively improved which will be obvious in companies with large numbers of clients, creditors or stock in particular.
b) When viewing / editing data in the 'Extras' tab of the management screens, long field names now display across multiple lines. Previously these got cut off if they would not fit.
d) The performance of adding / editing data on the Extra tabs on large datasets has been greatly improved.
e) Support for very large text fields has been enabled. This is listed as a 'Memo' entry field in the setup screen. These entry fields allow for large data entry (more than the upper limit of 4096 characters that 'Text' entry fields allow). In general, you should use Text for most text data, as it is faster to add / edit and easier to display in custom reports. Memos exist for where you absolutely have to store large text amounts.

Printing setup update

The printing setup screen has been updated to feature more space when displaying report names.

Stock

Ability to manually add / edit a delivery reference to a dispatch

In the view dispatch screen you can now right click a dispatch in the top grid and select 'Add / Edit delivery reference'. This allows adding or editing of courier tracking #s, etc.

Ability to save grid order sizing in the 'sales history > region break down screen

When viewing the 'Region break down' information in the Stock History screen the columns can be resized. These setting will be remembered for this user the next time the screen is opened.

Sales History

Stock units sold is displayed in the ‘Stats’ tab on the 'Stock management' screen. These were titled 'This financial year' and 'Last financial year' and there was much confusion about what they were actually showing, and which financial year was being referred to.

In SP 62 we have changed these values and how they are calculated. They are now based on Sales Date and display the calendar year rather than the financial one that may start in other than January.

The first figure shows the month and year of the Sales date and the quantity sold in this month. The second one shows just the year of the Sales date and all that has sold in that year. This can include future dated sales. The third one shows the quantity sold in the entire calendar year prior to the current Sales date.

By way of example, if the current sales date is 15 Apr 2022 then the three labels will be:

Apr	2022	- Quantity sold in this month.
	2022	- Quantity sold in all of 2022.
	2021	- Quantity sold in the previous year (2021).

Notes:

a) Figures are automatically updated when the sales date moves into a new month;
b) They are also recalculated when data management second tick is run on the server;
c) If you have stock in multiple regions be aware that this data is the total for all regions;
d) The [Stock History] button shows a monthly breakdown of sales for the selected item. There has been some confusion around these values not matching those shown on the ‘Stats’ tab. The relationship between the two figures should now be clearer.

Apparel Module

Parked process control for Apparel summary inwards goods

For some time we have been identifying and blocking the possibility of two different users converting the same order to invoice at about the same time. The latest block that has been put in place is where the process has started moving a purchase order to invoice in an Apparel screen, and then parked it for completion later. This avoids an order being processed multiple times.

Now that purchase order will not appear on any selection list of orders waiting to be converted in any apparel conversion screen.

Gas Module

Minor Gas plug in enhancements

When invoicing delivery runs, if you have specified a date other than the computer date, the system now prompts you if you would like to proceed.

There have also been other changes. If you are using our Gas software, please contact us about these.

Gas plug in - delivery list resizing

The delivery route screen displays the clients address to the right. Previously you needed to scroll right to see the address. Now you can resize delivery routes and make them bigger to see all columns at once. You can also click the new expand/contract button on the top right of a delivery route to automatically expand to display all columns.

Note you can still drag routes (by clicking and holding down the top section where the route name is displayed) and swap their positions with other routes.

Drag and drop ordering of routes

In the gas module when ordering delivery routes prior to building a delivery schedule, users can now order deliveries by drag and dropping clients (in addition to the up/down arrows.)

Table of Contents