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Application	ChreosClient – Chreos 3
Module	Maintenance
Access	"Maintenance	Setup	System"
Minimum service pack	SP34
This document	Setup Ref 9.1 Release 6 Published February 2003

Overview

The Setup screen is the starting point for entering a new company. This allows the different modules available in *Chreos* to be customised to suit your needs. The pages are displayed on the tree list on the left-hand side and can be completed in any order. However it is recommended that you complete them in the order that it is set out in. Click on a page name to select it. Also note that information in some of the fields can only be entered once and can not be changed. Other information can be changed as your requirements change.

The information sheet "Initial Setup (71.2)" is designed for gathering all of the setup data ready to be entered. It also contains suggested defaults for many of these settings.

Company

This page stores general information about the company.

Details Displayed

- **Contact Details**. The standard contact details for your company; name, address and postcode, delivery address, phone numbers, e-mail address and web site. Note that the company name and postal address are part of the licensed details. If they need to subsequently be changed a new licence number will need to be issued. Hence it is wise to make such changes only after consulting Wild Software Ltd.

- **Branch Code**. This is only used when there are multiple branches of your company. Each branch needs to have a unique code.

- **Trading Branch**. A trading branch is a branch that sells stock or provides a service to the public as opposed to a non-trading branch whose functions are purely internal to the group, such as a head office.

- **End of Financial Year**. The month and the day that the financial year for all financial modules ends for your company. These will finish at the same

time although they do not have to be in the same year. Once this has been set it can not be changed.

- **Company Trust Fund Amount**. The balance of the company's trust fund. This can not be edited from here.

Consumption Tax

Consumption tax, commonly known as GST or VAT depending on the country that you are in, can apply to your company in a variety of ways depending on registration options. This page allows you to setup and configure the tax to match your requirements.

Details Displayed

If the company is not registered for consumption tax then leave the consumption tax checkbox unticked and do not complete the rest of this screen.

- **Name**. The name that the tax is known by, for example GST. This name for tax appears on screens throughout *Chreos* and in some reports.
- **Inclusive Name**. The name for tax inclusive references. This name for tax inclusive appears on screens throughout *Chreos* and in some reports.
- **Exclusive Name**. The name for tax exclusive references. This will be the name for tax exclusive that appears on screens throughout *Chreos* and in some reports.
- **Registration #**. The company's tax registration number.
- **Configure tax rates**. The tax rate or rates that can be used are entered via the [Configure tax rates] button. A rate has a name that can be the tax rate itself or words like "Default" or "Zero", and a tax rate. Tax rates are entered as floating point numbers. For instance a rate of 11¼% is entered as 11. 25.
- **Default Rate**. Where a tax rate is required this will be the default rate offered if there is provision for choice, and that rate used is there is not.
- **Stock Tax Method**. Whether the selling price of items in the "Inventory" module is inclusive or exclusive of tax. This can not be changed for individual items but the tax rate can be altered or set to zero.
- **Clients**. Whether clients in the "Clients" and "POS" modules are charged tax. This can be varied for individual clients in "Clients | Client Management".

Delivery

This page displays alternative delivery addresses for the company.

Details Displayed:

- **For Each Address**. All of the addresses will be displayed by their description in the table at the top of the screen. As you select an address the description and address will be displayed in the lower half.

- **Use Postal Address**. When you are adding or editing an address, if you click the 'Use postal address' blue arrow, the company's postal address from the 'Company' page of will be inserted as an address. This can then be edited as required.

- **Use Main Delivery Address**. When you are adding or editing an address, if you click the 'Use main delivery address' blue arrow, the company's main delivery address from the 'Company' page will be inserted as an address. This can then be edited as required.

Documents

This page allows you to set up document numbers so that they occur either automatically or manually.

Details Displayed

- **Debtor Numbers**. The next debtor invoice, receipt, order, packing slip, journal and consignment numbers. All but the journal and consignment numbers are automatic and use the next incremental number.

  There are two options regarding the next journal and consignment numbers. If it is left blank you will be able to manually enter one for each journal entry. If you enter a number it will automatically increment from then on and there will be no option for entering or editing it in the debtor journal. The erase button will clear the number.

  There is also the option of assigning an invoice the same reference number as the packing slip that it is being converted from.

- **Creditor Numbers**. The next creditor order and journal numbers.

  There are two options regarding the next order and journal number. If it is left blank you will be able to manually enter one for each journal entry. If you enter a number it will automatically increment from then on and there will be no option for entering or editing it in the creditor order or journal. The erase button will clear the corresponding number.

- **Job Numbers**. The next job code number.

  There are two options regarding the next job code number. If it is left blank you will be prompted for it when entering a job. If you enter in a number it will automatically increment from then on and there will be no option for entering or editing it. The erase button will clear the number.

- **Put Order Details on a Line on Invoice When Converting to Invoice**. When the order is converted to an invoice there is the option of having the original order number displayed as a line on the invoice. In the case of there being no order number the date of entry will be displayed.

- **Put Packing Slip Details on a Line on Invoice When Converting to Invoice**. When the packing slip is converted to an invoice there is the option of having the original packing slip number displayed as a line on the invoice.

- **Put Order Details on a Line on packing Slip When Converting to Packing Slip**. When the order is converted to a packing slip there is the

option of having the original order number displayed as a line on the packing slip. In the case of there being no order number the date of entry will be displayed.

Internet

This page allows you to set up the settings required for chreos to communicate with other systems via the internet.

Details Displayed

- **Outwards mail**. This sets you up to send e-mails from within Chreos to other users and/or systems, for example the Chreos support team (on "Help | E-mail support").
  - **SMTP Server (ie smtp.myisp.co.nz)** - The address of the users ISP (Internet Service Provider), for sending e-mail to, for example smtp.xtra.co.nz. This may also refer to a proxy server if one is being used.
  - **Port (Out going SMTP mail)** – The port to use for sending e-mail. The default is 25.
- **Inwards mail**. This allows you to receive e-mail from within Chreos from external sources. These items only need to be set if Chreos itself will receive e-mail. An example is a head office receivig branch transactions through email.
  - **POP3 Server (ie pop3.myisp.co.nz)**. The address of your ISP's e-mail server, for example pop3.xtra.co.nz.
  - **Port (Inwards POP3 mail)**. The port to use for receiving e-mail. The default is 110.
  - **User Name & Password**. Used to log on and receive e-mail from you ISP. These are supplied by your ISP when your e-mail account is set up.
- **FTP Settings**. (File Trade Protocol.) These allow Chreos to connect to the Wild Software Limited web site and download new files, updated information sheets and reports etc.
  - **Port**. The port that is used for FTP transfers. The default is 21. This is the only value required for FTP unless a proxy server/firewall is being used.
  - **Proxy**. The address for the proxy. For example, myproxy.mydomain or 127.10.01.112. This is only required if you are using a proxy server/firewall and you should consult your network administrator for this setting.
  - **Proxy Port**. The port in the proxy that is used. This is only required if you are using a proxy server/firewall and you should consult your network administrator for this setting.

Financial Periods

These details relate to the financial period details from the 'Clients', 'Creditors' and 'General Ledger' pages of this screen.

Details Displayed

- **Unit & Length**. The unit and length of the accounting period. If required, the length can be changed at a later date. However the new period length will not become active until the current period has ended.

- **Ending Day (EOM = 0)**. The day of the month on which the period will end. For example, 0 means the last day of the month and any number up to 28 indicates the day of the month.

- **Beginning & End of Period**. The start and end date for the current period. Once this is set it can not be changed manually but is updated as part of the "End of period" processing.

- **Current Date & Period**. The current date and period that the company is in. The date must be between the beginning and end dates above. Once the 'Current period' is set it can not be changed manually but is updated as part of the "End of period" processing.

- **End Of Financial Year**. The end of the financial period. This is calculated from the 'Financial year ends on' data from the 'Company' page of this screen.

Clients | General

This page allows you to set up different parts of the "Clients" module.

Details displayed:

Refer to 'Financial periods' above for 'Debtor accounting period' information.

- **Progress Client With Sales Date**. You are prompted to change the sales date every time you start *ChreosClient* for the first time on a new day. If this check box is ticked the client date will automatically be advanced with the sales date. However, the client date will not advance beyond the end of the current period.

- **Debtor Periods**. The name assigned to the accounting period, multiple periods, the current period, 1 period, 2 periods and 3+ periods

- **Invoice Head Office On Packing Slip To Invoice**. When a client is linked to a head office, whether the client or the head office is invoiced.

- **Invoice Drop Down Defaults To Last Used**. Whether the client is invoiced or the other party is invoiced. This is used in conjunction with the invoice drop-down. This is commonly used when a client orders goods and a distributor is charged who then charges the client.

- **User-Defined Fields**. The user-defined field names for two combos, three check boxes and two single character boxes. These will appear in "Clients | Client Management" and "Client Search". These are used as additional ways of classifying clients and may range from identifying sales territories

to flagging those who are to be on mailing lists. There is also the field name for one drop-down combo that will appear in "Clients | Invoice, Summary Invoice, Packing Slip". This is usually used in identifying the source of a sale or attributing it to a staff member. If the labels are left blank they are not used and do not appear in the other screens.

- **Default Client Address**. The address that is selected as the default for every client when entering client transactions where a delivery address may be needed. It can be changed as part of the transaction entry.

- **Accounting method**. The type of accounting method automatically assigned to each client. 'Balance forward' is when payments are allocated to the oldest outstanding balance and 'Open item' is when payments can be allocated against a particular invoice whether or not it is the oldest. Although the selected option will be the automatic method for every client as they are entered, this can be changed in "Clients | Client Management".

- **Allow new clients credit by default**. Whether or not you allow new clients credit by default. This is the default for the 'Charge account' check box when setting up a new client in "Clients | Client Management".

- **Store Client Credit Card Details**. Whether or not client credit card details are stored with the client's information. If it is, it becomes the default the next time a credit card payment is made.

- **Receipts**. Whether or not a batch or receipts must balance before the [Save] button is activated.

Clients | Prompt Payment Discount

This page allows you to set up and activate the use of prompt payment discounts for your debtors.

Details Displayed

- **Enable Prompt Payment Discounting**. Whether or not the prompt payment discount functionality is currently active.

- **Discount Part Payments**. Whether or not part payments are eligible for the prompt payment discount. Note: If it is not and a part payment is made, the balance would have to be paid off within the required time period any of the payment to receive the discount.

- **One Journal Per Invoice Receiving Discount**. Whether or not there is only one journal entry created per invoice receiving the discount. The alternative is one journal per receipt even if the receipt is allocated to several invoices that are eligible for discount.

- **Include Tax on Discount Journals**. Whether or not there is a tax component included on the journal entries created. If there is it will be the same rate as on the invoices discounted.

- **Default Discount Percentage**. The default percentage that is given to every client as they are created as a prompt payment discount. For example '10.5' is equal to 10.5% discount. This can be changed for each client as required in "Client management (3.1)". Note: Any clients that

exist before the prompt payment discounting functionality is activated will have a zero percent. Refer to "Prompt payment discounting (15.18)" on how to change a client's discount.

- **Days Tolerance**. The number of days added onto the 'Days' that a client has to pay their account. For example if a client is set up that payment is due on the 20th of each month and they have a 4 day tolerance they will still be eligible to receive the prompt payment discount up until the 24th. Refer to "Prompt payment discounting (15.18)" for more details on this.

- **Journal Discounts To**. The account that the prompt payment discount is journalled to.

Creditors

This page allows you to set up different parts of the "Creditors" module.

Details Displayed

Refer to 'Financial periods' above for 'Creditor accounting period' information.

- **Progress Creditor With Sales Date**. You are prompted to change the sales date every time you start *ChreosClient* for the first time on a new day. If this check box is ticked the creditor date will automatically be advanced with the sales date. However, the creditor date will not advance beyond the end of the current period.

- **Creditor Periods**. The name assigned to the accounting period, multiple periods, the current period, 1 period, 2 periods and 3+ periods

- **User-Defined Fields**. The user-defined field names for two combos, three check boxes and two single character boxes. These will appear in "Creditors | Creditor Management" and "Creditor Search". These are used as additional ways of classifying creditors. If the labels are left blank they are not used and do not appear in the other screens.

- **Default Creditor Address**. The address that is selected as the default for every creditor when entering creditor transactions or orders where a delivery address may be needed. It can be changed as part of the transaction or order entry.

- **Only Display Active Creditors**. Whether all creditors are displayed in "Creditor management" or only those marked as 'Active' on the "Creditor detail". Refer to "Creditor management (4.1)".

General Ledger

This page allows you to set up different parts of the "General Ledger" module.

Details Displayed

Refer to 'Financial periods' above for 'General Ledger accounting period' information.

- **Progress General Ledger With Sales Date**. You are prompted to change the sales date every time you start *ChreosClient* for the first time on a new day. If this check box is ticked the general ledger date will automatically be advanced with the sales date. However, the general ledger date will not advance beyond the end of the current period.

- **General Ledger Periods**. The name assigned to the accounting period, multiple periods, the current period, 1 period, 2 periods and 3+ periods

- **User-Defined Fields**. The user-defined field names for two combos, three check boxes and two single character boxes. These will appear in "General ledger | General ledger management" and "Account Search". These are used as additional ways of classifying accounts and if the labels are left blank they are not used and do not appear. There are also the 'Account Type' user-defined field names for one drop-down combo and one character box that will appear in "General Ledger | Account maintenance". If the labels are left blank they are not used and do not appear in other screens.

- **Banking**. Whether the default amount of cash to be banked is zero in "Banking (6.5)".

Job Management

This page allows you to set up different parts of the Job module.

Details Displayed:

- **Default Status**. The default job card entry is either 'Quoted' (anticipating what will be needed in a job for a quote) or 'Actual' (products and services used in the completion of the job).

- **Job Card Costing**. The cost that shows for a added job card line will be either the last cost or the average cost of the item or service. This can be changed on the card.

- **User-Defined Fields**. The user-defined field names for two combos, three check boxes and two single character boxes. These will appear in "Jobs | Job management". These are used as additional ways of classifying jobs and if the labels are left blank they are not used and do not appear in other screens.

Stock

This page allows you to set up different parts of the Inventory module.

Details Displayed

- **Point of Sale**. Whether or not duplicate items are combined onto one line on the 'Point of Sale' screen.

- **Hires**. The default length of hire (in days) that will automatically be used. This can be overridden.

- **Extra Item Code**. A second item code is available. If activated it will be set up in "Stock | Stock maintenance | Stock Details" and used for finding items. Refer "Item Search (1.5)" for more information about searching for an item.

- **Costing**. Whether the cost price of items is based on the cost of the last time it was purchased or the average cost of when the item has been purchased. This is a default that can be changed when entering a new item in "Stock | Stock management".

- **Item Find Settings**. The settings for the Item Find search tool:

  - **Width –** The measurements for the width of the 'ItemRef', 'Name', 'ItemCode', 'ItemRef2' and 'SellPrice' columns on the item find grid are in pixels which are the dots on the screen and the average letter uses eight pixels. Note that if you select 0 as a measurement the column will not be displayed.

  - **Search Field** – The option that has been selected to be the indexed column when the grid is opened for the first time in since the screen was opened.

  - **# Of Rows** – The number of rows that will be displayed at one time on the grid.

  - **Defaults** – When this button is clicked all of the settings will be automatically changed to the default settings set by *Chreos*.

- **User-Defined Fields**. The user-defined field names for two combos, three check boxes and two single character boxes. These will appear in "Stock | Stock management" and "Item Search". These are used as additional ways of classifying items and if the labels are left blank they are not used and do not appear in other screens.

- **Other Names**. The user-defined field names for 'Make' and 'Maker' throughout *Chreos*. For example, Author and Publisher, Brand and Style, Model and Manufacturer.

- **Default margin**. The expected margin and margin tolerance for items as percentages. These are defaults for settings on the "Item type" tab page of "Stock | Stock table maintenance'. If the 'Expected margin' is 40% and the 'Margin tolerance' is 5%, then any margin between 35% and 45% would be considered normal.

- **Default Margin**. The default 'Expected margin' and 'Margin tolerance' for items. Note: This can be overridden for an item type when setting up item types in "Stock | Stock table maintenance | Item types".

- **Selling Price**. The user-defined name for the selling price throughout *ChreosClient* and in many reports.

- **Packing Slip To Invoice (Uninvoiced Items)**. When part of a packing slip is invoiced the options for what happens to the remaining items from the packing slip are:

  - **Cancel** – The balance of the packing slip is cancelled and the items are returned to stock.

- **Back order** – The balance of the packing slip is cancelled and the items are returned to stock. A client order is created for the client for the remaining items.
- **Stay on slip** – The items remain on the packing slip for invoicing later.