

# Gold 7 Enhancements 2013-2018

The following are enhancements that have been made to v7 of Gold.

*Items marked \* are free with associated module and training where necessary*

## General

- |   |  |
|---|--|
| <input type="checkbox"/> New Module – Designer      | <input type="checkbox"/> VAT Rates *                         |
| <input type="checkbox"/> New Lists *                | <input type="checkbox"/> New Find Option *                   |
| <input type="checkbox"/> Rich Text Scratchpads *    | <input type="checkbox"/> Event Tracking *                    |
| <input type="checkbox"/> Detached Printing *        | <input type="checkbox"/> Last Run Option on Reports *        |
| <input type="checkbox"/> Multiple Report Batching * | <input type="checkbox"/> Batch Run Print Options Extended*   |
| <input type="checkbox"/> Emailing Enhancements*     | <input type="checkbox"/> CC Email for Sales Documents*       |
| <input type="checkbox"/> Manual Customer Payments * | <input type="checkbox"/> Tracking Record for Copy Invoices * |
| <input type="checkbox"/> Copy Invoice Options *     | <input type="checkbox"/> Customer Loyalty/Potential *        |
| <input type="checkbox"/> Credit Card Integration    | <input type="checkbox"/> Postcode Print Options *            |
| <input type="checkbox"/> Tracking Security *        | <input type="checkbox"/> Menu Restructure*                   |
| <input type="checkbox"/> Obsolete Invoice Types*    | <input type="checkbox"/> Updated Gold Help Manuals*          |
| <input type="checkbox"/> System Audit*              | <input type="checkbox"/> Credit Limit Tolerance*             |
| <input type="checkbox"/> Email Read Receipts*       | <input type="checkbox"/> Printing of Currency Symbols*       |
| <input type="checkbox"/> Font Sizing Modifications* | <input type="checkbox"/> DocStore for Copy Companies*        |

## New Module – Designer

(Licence Required)

The Forms Designer has been created to allow documents produced by Gold, such as invoices and advice notes, to be printed in a more graphic format than the historic standard Gold documents. These may also be specifically tailored to suit individual company/depot needs.

Background forms can be used in conjunction with the designer to add logos and other standard company information to produce a complete document, which can then be printed, emailed or faxed.

Designs may be based on type thus allowing different formats for Workshop, Point of Sale, Cash Till, Planned Maintenance and Wholegoods invoices for example.

Designs can also be linked to the Invoice Type File allowing separate designs for Point of Sale Account customers as for Cash Sale Customers, for example. This can also incorporate different designs for each depot if required.


Ibcos has created a range of standard designs which can be used as standard within both Windows and Classic Gold.

Custom forms may also be created allowing personal documents that are not necessarily standard in Gold to be produced.

Where there is a requirement for personalised invoices or other documents, these can be created on your behalf by the Ibcos Consultants on request as a consultancy service.

Due to its graphical interface, the forms designer is only available via Windows Gold.

## Example Invoice



Ibcos Computers Limited Abacus House  
Acorn Business Park Ling Road Poole Dorset BH12 4NZ  
T 0044 (0)1202 714200 F 0044 (0)1202 733552  
info@ibcos.co.uk | www.ibcos.co.uk

**Invoice To:**

Mr T.Hogg  
Mallingdown Farm  
Down Street  
Pittdown  
East Sussex, DH10 7EP

## INVOICE

**Account:** 1211  
**Depot:** 1  
**Order No.:** NP7692  
**Rep Code:** GO

General Parts Sale

---

Page 1 of 1

**Date:** 22-APR-2013

**Invoice Number:** 123842

---

**Advice Date:** 22-APR-2013

**Advice Number:** 121440/1

Part Number	Description	Loc'n	Unit	Qty	Price	Amount
SL-350 5026	Tank cap	NS	EACH	1	3.47	3.47
SL-350 5304	Fuel filter	NS	EACH	1	2.72	2.72
SL-771 5200	Sleeve	NS	EACH	4	0.62	2.48
SL-790 4404	Backpack carrier	NS	EACH	1	72.34	72.34
SL-791 2090	Handle bar hose	NS	EACH	1	35.24	35.24

**Total Parts:** (8) 116.25


Parts department now open 07:30 to 18:30  
Please refer to our standard terms and conditions for returns policy.

You have been served by: George Owens at 15:11

**Sub Total:** 116.25  
**V.A.T.** 23.25  
**Total Invoice:** £ 139.50

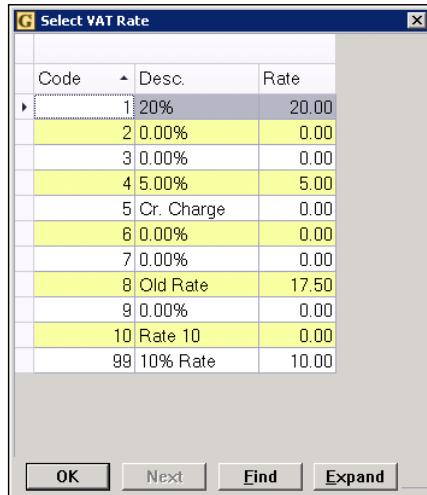
Rate	Goods	V.A.T.
20.00	116.25	23.25

Coventry Office: 2 Bow Court Fletchworth Gate Burnsall Road Canley Coventry CV5 6SP T: 0044 (0)2476 717179  
Registered Office: Abacus House Acorn Business Park Ling Road Poole Dorset BH12 4NZ T: 0044 (0)1202 714200  
Registered in England 1444873 VAT Reg No 684 592 488



### Extended VAT Rates

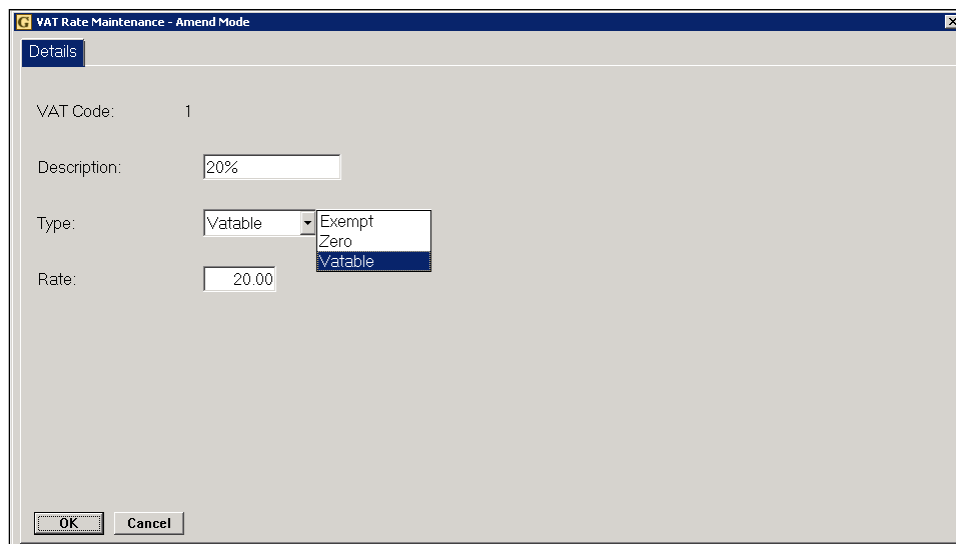
VAT Rates have been extended to allow for up to 99 VAT Rates with descriptions.



Code	Desc.	Rate
1	20%	20.00
2	0.00%	0.00
3	0.00%	0.00
4	5.00%	5.00
5	Cr. Charge	0.00
6	0.00%	0.00
7	0.00%	0.00
8	Old Rate	17.50
9	0.00%	0.00
10	Rate 10	0.00
99	10% Rate	10.00

Buttons: OK, Next, Find, Expand

Each rate is selected as Exempt, Zero Rated or Vatable.



**VAT Rate Maintenance - Amend Mode**

Details

VAT Code: 1

Description: 20%

Type: Vatable (Dropdown menu shows: Exempt, Zero, Vatable)

Rate: 20.00

Buttons: OK, Cancel

If a customer is set to "Apply VAT" No then a default vat code can be added, which must be zero or exempt.

**Customer Maintenance - Amend Mode**

Name & Addr | **General** | Terms | Invoice/Intrastat | Curr | Promotions | Pad

Name: Mr T.Hogg Customer: 1211

Customer's Reference:

Account type: Open item

Apply VAT: No V.A.T. Number:

Default VAT Code: 3

Print statement: Yes

Rep Code: GO George Osbourne

Area code: SC

Outlet type:

Analysis codes:

Mail sort code:

Distance to Cust: 0

Force Ord. No.: No

Diary Priority:

Exclude From ODBC Reports/Mailshots? No

OK Cancel

## New Lists

All lookup lists in Gold 7 have been redesigned and now allow sorting and filtering as well as custom settings. These include lookup lists and transaction lists.

Example Customer Enquiry screen showing the current transactions filtered to show transactions with Dispute code Z only.

**\*\* WARNING \*\* - Debt Remarks Letter 1**

Customer: 1211 Mr T.Hogg Mth3 357686.33

Tel:  Wellingfield Farm Mth2 0.00

Mob:  Blairgowrie Mth1 0.00

Fax:  Perthshire Cur 53.38

Cr Limit: 0 Scotland Bal 357739.71

Rep: JR John Rolleston DH10 7EP VAT: GB 875 6541 47 PIBal: 0.00

Current | History | Link | Tracking | Comp'tive | Cont | Profit | Opts | Pad | Docs | Txt | User

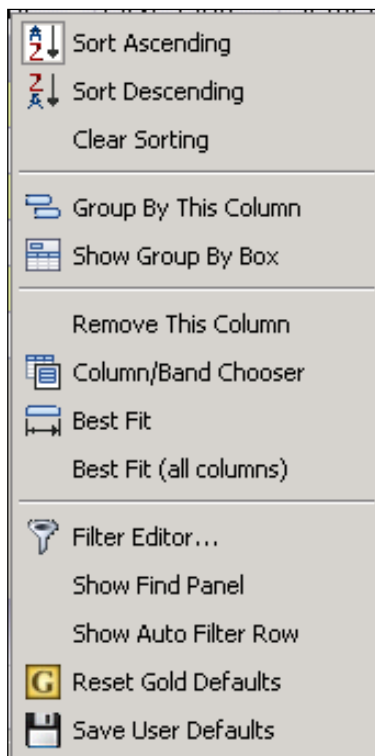
Date	Ref no	Type	O/S Amount	Org Amount	Disc.Date	Settlement	Age	Dispute	Inv Desc	Pay Ref
29/09/2010	190161	Jrnl	-11750.00	-11750.00		-11750.00	***	Z	MAGNUM TRACTOR	
29/09/2010	122457	Jrnl	2000.00	2000.00		2000.00	***	Z	P/X Sett 1225 ABBEY	
09/11/2010	122498	Inv	33206.72	33206.72		33206.72	Cur	Z	Machinery Sales	
24/11/2010	122542	Inv	41712.50	41712.50		41712.50	Cur	Z	Machinery Sales	
31/07/2010	122258	Inv	60218.75	60218.75	30/08/2010	60218.75	***	Z	Machinery Sales	
28/09/2010	122401	Inv	66975.00	66975.00		66975.00	***	Z	Machinery Sales	
29/09/2010	122457	Inv	109505.42	109505.42		109505.42	***	Z	Machinery Sales	

Total outstanding 357739.71 If paid now 357739.71

x [Dispute] = 'Z'

Dates Find Nominal Dispute Invoice Reverse Currency

Right-clicking on the column headings produces a list of options, subject to user permissions.



Lists can be easily sorted in ascending or descending order.

Any column of the list can be used to group the list. For example, group by transaction type.

Columns can be added or removed from the view. The Column/Band Chooser displays columns that have been removed.

A “Best Fit” option is included to make the best use of the space available on screen to display without left/right scroll bars.

The Filter Editor allows users to create and amend custom filters.

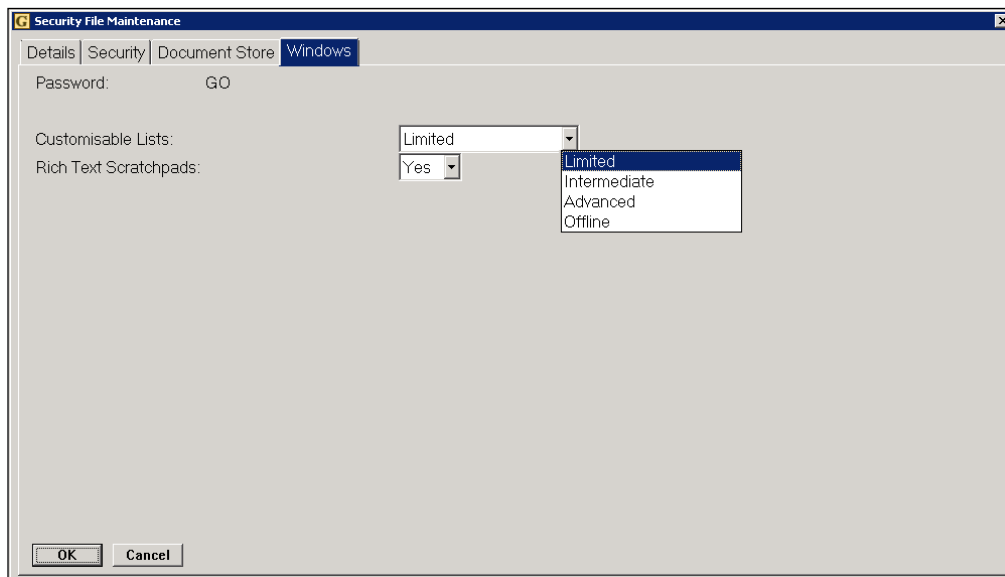
Shows the Find field to search the list for an entry.

Allows an auto filter to be entered for each column.

It is possible to save default settings per Terminal Server User Login and also to reset to the general Gold defaults.

## Personnel Security

The lists option needs to be set for each user to indicate the level they are allowed.



**Limited** – no filtering of columns but can apply saved filters, no grouping, cannot move columns.

**Advanced** – Sorting, Column Resizing, Grouping, Remove/Add Columns, Best Fit, Filter Editor.

**Intermediate** – can add or remove a filter and use the column filter but not the filter editor, remove columns but not add (no column chooser), cannot move columns.

**Offline** – only standard Gold lists are allowed.

## New Find Option

The find option found on search lists throughout Gold has been enhanced to allow searches to highlight areas of the list matching the entered text. This is accessed using the Find button if available or Ctrl & F or right click in the header of the list and select “Show Find Panel”.

All columns are searched for matching entries. Specific columns can be searched if required. For example, entering NS will search all columns for “NS” but entering Bin:NS searches for “NS” only in the Bin column.

Searching for filter as a single word will highlight any matching entries in any column.

The screenshot shows the 'Part Number Search' dialog box with the search term 'filter' entered in the search field. The results table is as follows:

Part Number	Description	Retail	Bin	Stock
SL-350 2412	8" FUEL FILTER	20.00		-1
SL-350 5304	FUEL FILTER	2.72	DS04	8
SL-350 5350	FILTER CAP	4.61	NS	7
SL-790 6101	AIR FILTER	3.61	05F55	8
SL-9-FILTER-KIT	KIT	0.00		0

It is also possible to search for key words for example “filter +fuel” will show items with the words filter and fuel in the description.

The screenshot shows the 'Part Number Search' dialog box with the search term 'filter +fuel' entered in the search field. The results table is as follows:

Part Number	Description	Retail	Bin	Stock
SL-350 2412	8" FUEL FILTER	20.00		-1
SL-350 5304	FUEL FILTER	2.72	DS04	8

Another example would be “filter –fuel”, which will show items with filter in the description but without the word fuel.

Part Number	Description	Retail	Bin	Stock
SL-350 5350	FILTER CAP	4.61	NS	7
SL-790 6101	AIR FILTER	3.61	05F55	8

## Rich Text Scratch Pads

Rich text scratch pads allow some of the facilities expected from programs such as Microsoft Word to be applied to scratch pads and other notes added to Gold.

Text can be formatted; by changing the colour, style or alignment and a spell checker is also included.

This facility is only available in Windows Gold, subject to user permissions. Any formatting will be lost if text is changed in Classic.

Customer: 1211 Mr T. Hogg Mth3 357686.33  
 Tel: Wellingfield Farm Mth2 0.00  
 Mob: Blairgowrie Mth1 0.00  
 Fax: Perthshire  
 Scotland  
 Cr Limit: 0 Cur 53.38  
 Rep: JR John Rolleston DH10 7EP VAT: GB 875 6541 47 Bal 357739.71  
 PIBal: 0.00

Current History Link Tracking Comp'tive Cont Profit Opts **Pad** Docs Txt User

Rich text scratch pads include a spell checker.

Formatting such as **bold**, underline or *italics* can be carried out.

Text may be justified; left, right or centre.

Words may be highlighted or in a different colour font.

## Event Tracking

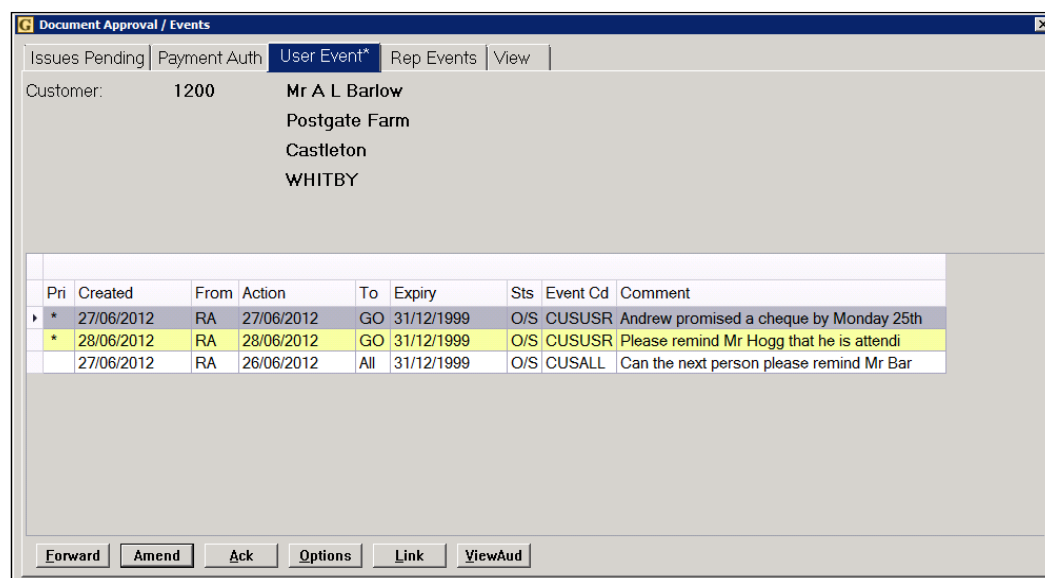
(Licence Required)

Event tracking notes have been introduced throughout the system as a reminder service.

For example, when an MOT was carried out there may have been advisory notes that should be addressed in the future. A pop-up note against the machine/vehicle will show when a new workshop job is created as a reminder of the work that should be done.

Another example would be a note that the customer has an outstanding balance on their account that needs to be paid or has promised payment by a certain date.

Notes also appear as outstanding “Actions” within the Document Approval system. A note can be acknowledged to stop it coming up on the list in future. Notes can also be recurring so that once acknowledged, a new date is entered for it to show again in the future.



The “Actions” button is also displayed at the top of the screen whilst in other Gold programs.



## Detached Printing

When printing extremely long reports such as the Detailed Workshop Work In Progress report it is possible to set Gold to run the report seamlessly in an additional session thus freeing up the system for the user to continue working.

The report automatically closes the additional session when the print is complete.

Option is set per user on the Personnel Security File.

**Security File Maintenance**

Details | **Security** | Document Store | Windows

Password: GO

Access Codes: 1 25 30 31 32 33 34 0 0 0

Companies Allowed: ALL

Display Part & Labour Costs: Parts & Labour

Serial No./Bin Control: Change

(WHOLEGD) Security Level: Costs Displayed & Amendable

(WHOLEGD) Quote Security: Full Permission at all levels

Plant Hire Security Level: Costs Displayed & Amendable

Planned Maintenance Costs: Costs NOT Displayed

Customer Maintenance Acc.: Full Create Privilege

Nominal Code Access From: \*\*\*\*\* To: \*\*\*\*\*

Custom Report Security: 0 0 0 0 0

SuperUser: Yes

Allow Batch Operations: Yes

Rep Code: ...

Display Balances: Yes

Allow Additional Process: Yes

Detach Prints on Windows? **Yes**

OK Cancel **Security**

### Last Run Option for Reports

In addition to the “Save” option allow users to save default settings for running report a new option “Last” has been introduced to recall the settings used when the report was last run.

**Aged Debt Analysis Print Preview**

Options | Accounts | Print

List Analysis by: Account Number New page each rep? No

Type of Report: Detail

Include Accumulator Numbers: 0

Blank Lines Printed Between Accounts: 0

Include Customer Address? No

Disputed Items Only? No

Include Disputed Codes: ALL

Exclude Dispute Codes: NONE

Include: All Accounts

Debt Letter Sent: All Accounts

Print Settlement Discounts? No

Include: All

Print Values From: -99999999.00 To: 99999999.00

Date From: 0/00/0000 To: SME 31-AUG

Include Zero Balance Transactions? No

OK Cancel **Last** Save \*Batch Reset Default

This works regardless of company and between Classic and Windows.

## Multiple Report Batching

With the addition of a reference that can be entered when selecting a report to be put to a batch queue, it is now possible to batch the same report to the same queue multiple times with different criteria.

Each set of options is given a unique reference in the batch queue.

If a duplicate reference is used within a batch a warning is generated.

The main dialog box is titled 'Aged Debt Analysis Print Preview' and has tabs for 'Options', 'Accounts', and 'Print'. The 'Options' tab is active. It contains various settings for the report, including 'List Analysis by' (Alphabetically), 'Type of Report' (Summary), 'Include Accumulator Numbers' (ALL), 'Blank Lines Printed Between Accounts' (0), 'Include Customer Address?' (No), 'Disputed Items Only?' (No), 'Include Disputed Codes' (ALL), 'Exclude Dispute Codes' (NONE), 'Include' (All Accounts), 'Debt Letter Sent', 'Print Settlement Discounts?', 'Print Values From', 'Date From', and 'Include Zero Balance Transactions?'. A 'Batch Option' sub-dialog is open, showing 'Batch Option' (04), 'Reference' (ALPHA), and 'OK' and 'Cancel' buttons. The main dialog also has 'OK', 'Cancel', 'Save', '\*Batch', 'Reset', and 'Default' buttons at the bottom.

When the batch is viewed, the report appears multiple times with separate references.

The 'Batch Request Maintenance' dialog box shows a table of batch requests. The table has columns for Sequence, User, Ref, Program, and Report. The first row is highlighted in yellow and the second row is highlighted in light blue.

Sequence	User	Ref	Program	Report
1	.GL	ALPHA	CSAGLD	Aged Debt Analysis
2	.GL	ACCOUNT	CSAGLD	Aged Debt Analysis

At the bottom of the dialog are buttons for 'Amend', 'Delete', 'Process', 'Move Up', and 'Move Dn'.

### Batch Run Print Options Extended

It is now possible to use the email, fax or file transfer printers when batching reports to give more flexibility.

### Email Enhancements

Options added to include CC and BCC email addresses entered when emailing documents from Gold.

The Email can be sent to a User, Customer or Supplier email address using the lookup provided.

The CC and BCC sections also include a lookup to copy to another Gold user.

The same screen allows selection of a contact to send the document to and the email subject line.

The “**Notes**” button can be used to enter text for the body of the email.

The screenshot shows the 'Print Preview' dialog box with the 'Print' tab selected. The dialog contains several sections for configuring the print job. The 'Print Option?' is set to 'Local'. The 'Export Option?' is set to 'Email'. The 'Run-time?' is set to 'No'. The 'Background Form:' field is empty. The 'User' field has a dropdown menu and a lookup button. The 'Contact Code:' field has a lookup button. The 'Override Form Print Settings?' is set to 'No'. The 'Copy to Document Store?' is set to 'No'. The 'FAX No.:' field is empty. The 'Coversheet:' field is set to 'IBCOSLH'. The 'Email:', 'CC:', and 'BCC:' fields are empty. The 'Subject:' field is empty. The 'Send As:' field is set to 'PDF'. The 'Acknowledge:' field is set to 'No'. At the bottom of the dialog are two buttons: 'Notes' and 'Tel.Dir'.

Other options available from this screen include faxing, transferring to the pc as a file and export to excel.

### Emailing of Excel Spreadsheets

On the Print tab of reports a new option has been added to the export list “Excel and Email”. This will prepare the report as an Excel spreadsheet and automatically email it as an attachment to the recipients entered.

## CC Email Option for Sales Documents (1-986)

It is now possible to enter a CC address for emails as well as a To email address thus allowing sales documents to be sent to multiple people.

## Manual Customer Payments

It is now possible to take a manual payment on account for a customer subject to the Personnel Security File allowing permission.

The option appears in Stock Enquiry on the Options tab menu, Workshop Entry on the Options tab menu and Customer Enquiry as a function (F6) on the Options tab.

**\*MEMO\* \*\* ON STOP \*\***

Customer:	1200	Mr A Barlow	Mth3	39124.78
Tel:	01287 660900	Postgate £ Farm	Mth2	228.00
Mob:	07703346902	Castleton	Mth1	5292.00
Fax:	01287 660936	WHITBY	Cur	4500.00
Cr Limit:	0	North Yorkshire	Bal	49144.78
Rep:	JR	John Rolleston	YO21 6ND	PIBal: 100.00
			VAT:	GB 325 4572 12

Current | History | Link | Tracking | Deals | Market | Comp'tive | Contacts | Profit | **Opts** | Pad | Doc\* | Txt | Event\*

Discount: 0.00 Level: Area: YO Outlet: a Print Statement: Yes

E-mail: rosina@ibcos.co.uk VAT: Yes

Accounting Contact: Tel: 01287 660757

Sales Contact: Andrew Barlow Tel: 01287 660757

Currency Code: GBP POS Invoice method: Immediate Invoice

Date Created: 11/05/1995 This Year Sales: 210818

Statement A/c: Prev Year 1 Sales: 359

Invoice Account: Prev Year 2 Sales: 0

Days Credit Given: 30 WSJ Labour Discount: 0.00

Profile StopFlg DebtRmk Print Csh Pay Statmnt Label

A description can be entered and the standard list of payment types is displayed for selection.

**\*MEMO\* \*\* ON STOP \*\***

Customer:	1200	Mr A Barlow	Mth3	39124.78
Tel:	01287 660900	Postgate £ Farm	Mth2	228.00
Mob:	07703346902	Castleton	Mth1	5292.00
Fax:	01287 660936	WHITBY	Cur	4500.00
Cr Limit:	0	North Yorkshire	Bal	49144.78
Rep:	JR	John Rolleston	YO21 6ND	PIBal: 100.00
			VAT:	GB 325 4572 12

Current | History | Link | Tracking | Deals | Market | Comp'tive | Contacts | Profit | **Opts** | Pad | Doc\* | Txt | Event\*

**Cash Payment to Account**

Description: Payment on Account

Payment Method	Curr	Amount	Tendered
Debit Card (GBP)	GBP	250.00	250.00

OK Cancel

**IBCOS Computers Ltd**

? Update Payments?

Yes No Cancel

On update a receipt can be printed if required.

The payment is then processed as part of the Cash Till End of Day routine and appears on the Sales Ledger Automatic Cash Allocation report although it is not allocated to invoices and is posted to the customer account as on account.

## Tracking Records for Copy Invoices

When copy invoices are produced a tracking record is now written to the customer account to show the copy printed.

## Copy Invoice Options

A new company control file flag allows copy invoices to be stored in the document store without the watermark "copy" on the background.

## Customer Loyalty/Potential

New option to display information relating to a customer regarding their current promotions, loyalty standing and overall potential.

### Customer Loyalty

(System Management, Ledgers/Mapping/Currency, Customer Loyalty)

A scale of customer loyalty codes can be set up and applied to customer accounts.

Code	Description
1	Top Loyalty Customer
2	Medium Loyalty customer
3	No Loyalty

Buttons: OK, Next, Find, Expand

### Customer Potential

(System Management, Ledgers/Mapping/Currency, Customer Potential)

In a similar way to Customer Loyalty, a range of codes to indicate how much potential the customer has can be set up.

Code	Description
A	High Potential
B	Medium Potential
C	Low Potential

Buttons: OK, Next, Find, Expand

Each customer can have a loyalty and potential code applied to their account in Customer Account Maintenance.

**Customer Maintenance**

Name & Addr | **General** | Terms | Invoice/Intrastat | Curr | Promotions | Pad

Name: Mr A L Barlow Customer: 1200

Customer's Reference:

Account type:

Apply VAT:  V.A.T. Number:

Default VAT Code:

Print statement:  Force Ord. No.:

Rep Code:  gold

Outlet type:  Analysis codes:

Mail sort code:  Area code:

Distance to Cust:  Diary Priority:

Potential Spend:  High Potential

Loyalty Code:  Medium Loyalty customer

Exclude From ODBC Reports/Mailshots?

OK Cancel

Subject to a setting on the Company Control File, when an advice or invoice is raised in Point of Sale, Cash Till, Workshop, Wholegood or Plant Hire a screen is displayed showing the customer loyalty and potential together with any promotions they are part of.

**Promotions**

Customer: 1200 Mr A L Barlow

Potential Spend: A High Potential

Loyalty Code: 2 Medium Loyalty customer

Discount Club:  Discount Club:

Discount Club:  Discount Club:

Discount Club:  Discount Club:

Discount Club:  Discount Club:

Discount Club:  Discount Club:

OK

## Credit Card Integration (1-43)

Gold is now integrated with Verifone for credit/debit card payment processing. Payments taken in Gold are picked up by the Verifone card readers for processing card payments. The Verifone information (accept or decline) is updated into Gold.

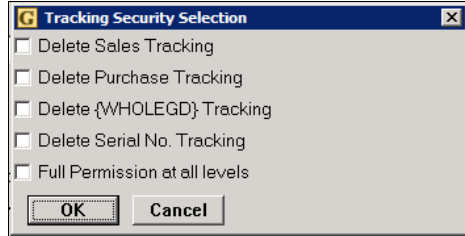
Gold then processes the payment as normal with the End of Day reports being run to analyse payments taken.

## Postcode Options (1-468)

A new Company Control flag in "General 1" allows the option of printing the postcode on a separate address line. If left as 'No' the postcode is printed on the end of address line 4 (where room).

### Personnel Security File – Tracking Security (1-2044)

Additional security settings have been introduced to manage the tracking delete option. Each user can be given permission to delete tracking records. The default is for no users to be able to delete.



This new option overrides any historical customer specials controlling deletion of tracking records.

### Menu Restructure (1-3854/3849/3848)

The housekeeping menu structure has been improved and streamlined for v7.6. Some more mainstream programs have been moved to a general Gold menu. For example “Create Product Groups” has been moved to the Part Maintenance Menu. The more sensitive and potentially dangerous programs have been moved to an “Ibcos Only” housekeeping menu to ensure they are not run without prior consideration to the implications.

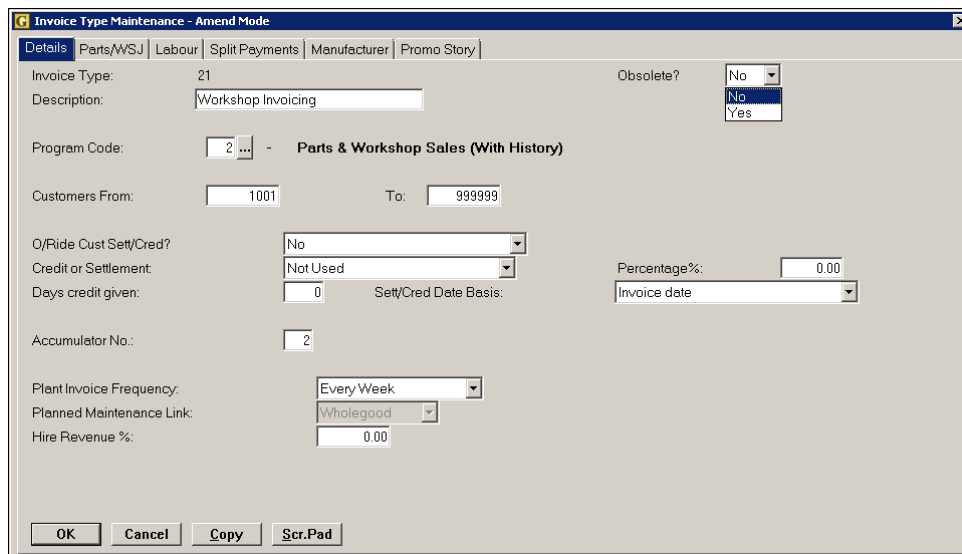
Running the Ibcos Only programs requires entry of the daily support password available from the Ibcos support desk.

This leaves the actual housekeeping menus shorter and more streamlined.

Two programs on the standard housekeeping menu “Parts File Integrity Check” and “Strip/Add Characters to Parts” now require entry of the company current month password to access. This is available via Ctrl & 12 from the Gold menu. It is essential that the option “Update Menu System” is run to introduce the new menu structure.

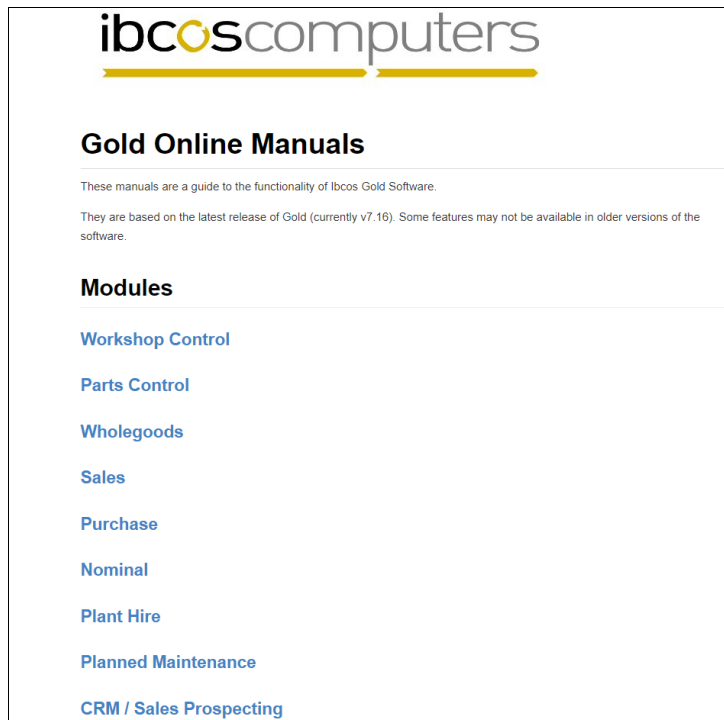
### Obsolete Invoice Types

An option has been added to flag an invoice type as “obsolete”. This then prevents further invoices being raised against the type whilst keeping historical data integrity.



## Updated Gold Help Manual

The Gold Help Manual, accessed via the F1 key, has been updated for v7 with a new look and feel.



## System Audit

A system audit has been added to the Utilities menu.

This lists any changes made including records inserted, amended or deleted. For example, where a new customer has been created or an existing customer deleted or where any changes have been made to records such as changing the name, vat number or any other detail on a customer account.

Areas currently reported are:

- Customer
- Supplier
- Nominal
- Wholegood Live
- Wholegood History
- Equipment (Plant)
- Invoice Type
- Wholegood Group
- Market Analysis
- Company Control
- POS Header
- Customer Contact
- Supplier Contact
- Parts

- Part Memo
- Parts Stock

**System Audit Enquiry**

Company: 99 ... Ibcos Demo Data  
 File: Customer  
 Action: Amend  
 Record ID:

**File Changes**

File	Action	Record ID	Field	Old Data	New Data	Date	Time	User	Tno
Customer	Amend	1211	CMF_INV_EMAIL	1 per Email	1 per Email	15/10/2015	09:28	CM	254
Customer	Amend	1200	CMF_INV_EMAIL	1 per Email	1 per Email	29/10/2015	11:03	CM	254
Customer	Amend	1202	CMF_NAME	Mr T.Furber	T. Furber & Co	29/10/2015	11:33	CM	254
Customer	Amend	1508	CMF_PAY_GIVEN	0	30	29/09/2015	10:12	CM	254
Customer	Amend	1508	CMF_PAY_GIVEN	30	0	09/11/2015	16:40	CM	254
Customer	Amend	1508	CMF_SC_FROM	Invoice date	Sales month end date	29/09/2015	10:12	CM	254
Customer	Amend	1508	CMF_SC_FROM	Sales month end date	Invoice date	09/11/2015	16:40	CM	254
Customer	Amend	8000	CMF_SEND_INV	Post	Email	12/10/2015	14:48	CM	265
Customer	Amend	1211	CMF_SEND_INV	Post	Email	15/10/2015	09:28	CM	254
Customer	Amend	1200	CMF_SEND_INV	Post	Post	29/10/2015	11:03	CM	254
Customer	Amend	1200	CMF_SEND_MAILSHOT	Post	Email	08/10/2015	09:41	CM	254
Customer	Amend	1200	CMF_SEND_STAT	Post	Email	29/10/2015	11:03	CM	254

OK Print

The list can be exported to Excel from Windows Gold and if Advanced Lists are in use the "Auto Filter Row" can be used to search for particular entries in the list.

### Credit Limit Tolerance (806944)

A new option has been added to the company control file under Accounts, Sales. This allows a tolerance percentage to be added.

If a percentage is set a credit tolerance warning is displayed when a customer is within the set percentage of their credit limit.

No password is required to continue, the warning is intended to allow a judgement to be made as to whether, for example, a large workshop job should be undertaken if the customer is close to their credit limit.

**Sales - Amend**

Statement Format: Laser Preprinted with Remittance

Age Sales Transactions: Transaction Date

Next Available Cash Customer Account No.: Delivery Account

Credit Terms Driven From: No

Apply Defaults to Customer Maintenance? 0

No Months Inactive to set STOP flag: 10.00

Interest Journal Dispute Code:

Credit Limit Tolerance %:

OK Cancel

### Email Read Receipts (801003)

It is now possible to request a read receipt for emails sent from Gold.

This can be done on a per user or per email basis.

### Printing of £ Pound Signs (814144/813700)

Historically due to a difference in the character sets used for Windows and Classic the printing of £ pound signs was inconsistent.

Typing £ in Classic would only print correctly if printed from Classic, likewise typing £ in Windows Gold would only print correctly from Windows Gold.

The “Set Printer Characteristics File” has been enhanced to show a Character Set tab which is used to specify the character set to use for a given printer, including viewer and email.

A full factsheet is available to show the setup of this new option to ensure £ pound signs are printed consistently between Windows and Classic.

Note – this option is now available for single currency systems.

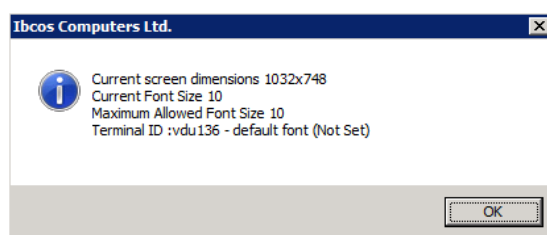
This also now displays correctly for notes made on emails sent from Gold.

### Gold Windows Font Sizing Modifications (816344)

The standard font size has been changed to font size 10 which is the largest font a 1024x768 resolution will allow.

A new “Font Size” field has been added to the Terminal Identity Maintenance to allow the font size to be overridden for specific users.

A new option on the Help menu – Screen Diagnostics has been added to display this information per terminal.



Note: this setting now also resizes the advanced lists in Windows Gold.

**Document Store for Copy Companies (810893)**

When creating a copy company, the “original” company is now stored on the company control file. This means that when accessing documents from the document store they will be displayed from the original company where previously they could not be displayed.

## Parts Control

- ☐ Kit Part Bin Locations\*
- ☐ Discount Security\*
- ☐ Ordering of Decimal Parts\*
- ☐ Order Enquiry Depot Display\*
- ☐ Parameter Reordering New Option\*
- ☐ Class Codes Extended \*
- ☐ GRN Allocations\*
- ☐ Save Reports to Disk\*
- ☐ Supplier Code Edit\*
- ☐ Adding Parts to Existing Orders\*
- ☐ Part Order Lookup\*
- ☐ Kit Part Enquiry Quantities\*
- ☐ Deposit Improvements\*
- ☐ Pareto Report by Hits\*
- ☐ Out of Date Price Warnings \*
- ☐ Set Class Code for Promotion \*
- ☐ Order Type File Delivery Days\*
- ☐ GRN Returns Order Import\*
- ☐ Serial Revision Numbers\*
- ☐ Part Lookup Additional Columns\*
- ☐ Delivery Address Update\*
- ☐ Part Ordering Screen Change

### Kit Part Bin Locations (1-493)

When printing a picking list for an advice containing a kit header part, the bin location of each individual kit line will be printed if the header part itself does not have a bin location set.

CASH SALE-DEPOT 1		GBP	Picking Note	
THANK YOU FOR YOUR CUSTOM			Account.....	1001
PLEASE CALL AGAIN			Depot.....	1
			Order No....	
			Cust Adv No.	
			Rep Code....	**
			Parts Cash Sale	
V.A.T. No.GB				
Page No	1	Date	06/03/2013	Advice No 121716
Locn	Qty	Part Number	Description	Weight
Parts department now open 07:30 to 18:30				
Please refer to our standard terms and conditions for returns policy.				
	1	PE-KIT	SERVICE KIT	
		Containing...		
12GRE	4	PE-9076752	GROMMET	
12H67	1	PE-7452373	FUEL FILTER	
12H76	1	PE-4530988	FILTER OIL	
13D32	1	OT-SW	SCREENWASH 250ML	
P52D2	2	PE-5456435	SPARK PLUG	
15D06	1	OT-AR50041	FILTER	

### Kit Part Enquiry Quantities (1-542)

When viewing the parts in a kit via Parts Enquiry, Options, Kit Parts the current stock quantity on hand is now also displayed.

### Discount Security (1-530/1219)

A new field "Max Discount" on the Operator Maintenance file allows a maximum discount percentage level for the operator to be set. The operator is prevented from entering discounts, in Point of Sale or Cash Till, greater than that specified.

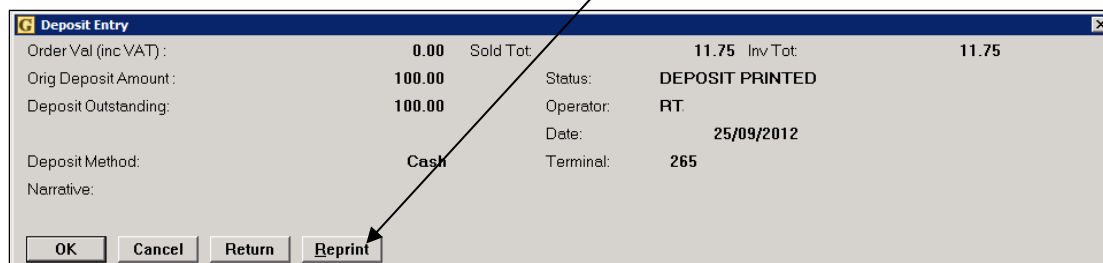
The operator is also prevented from changing retail price.

## Deposit Improvements

It is now possible to take a deposit for sold items, where previously this was restricted to items on order only.

This will only work for cash sale account or account customers where the option to take cash has been set for the invoice.

Once taken, the deposit confirmation can be reprinted by re-entering the deposit screen.

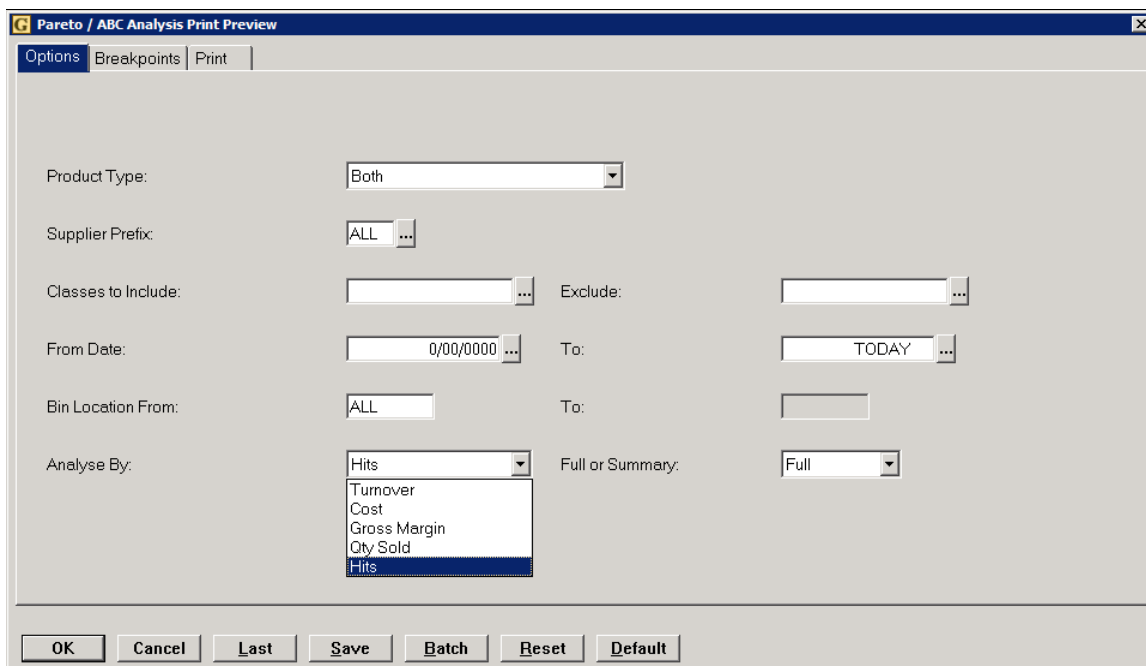


## Ordering of Decimal Parts (1-617)

The Stock Order Entry/Amend program now allows orders to be created for parts with 1 or more decimal places.

## Pareto Report by Hits (1-531)

The Pareto ABC Analysis Report has been enhanced to allow selection by Hits as an alternative to Quantity Sold.



## Supplier Order Enquiry (1-438)

The screen has been redesigned to make better use of the available space. Depots appear now as a list and therefore more depots are visible.

**Purchase Order 1813**

Line	Part	Description	Ord	Del	Inv	Unit Price	CA	Expected	Promised
1	FD-0340649	CAP SCREW	18	0	0	15.70	No		
2	FD-1710224	GASKET	3	0	0	3.08	No		
3	FD-17111842	FILTER	4	0	0	11.69	No		

**Order Line Details Viewing line 1 of 3**

Part No.: FD-0340649 CAP SCREW CA: NO

Alt Part:   
 Expected:   
 Promised:   
 Unit Price: 15.70

Sur/Disc%1) 0.00 2) 0.00 3) 0.00 4) 0.00 Nett 0.00

Depot	Ordered	Received	Invoiced
1	2	0	0
2	5	0	0
3	7	0	0
A	4	0	0
Total	18	0	0

OK Cancel Audit

## Out of Date Price Warnings (1-1883 and 1-2106)

Prices that are potentially out of date are now highlighted in red to inform the user that the prices need checking.

**Stock Enquiry / P.O.S. - Depot 1 POOLE**

Part No.: SL-350 6206 CABLE Normal

Alt Part:   
 EACH Cat:   
 PGPr:   
 DepPri:   
 Old ret: 10.50 11.97 EUR Pck P: 1 S: 1.000 Class Code:   
 VAT Inc: 12.60 14.36 EUR Nett: 5.00

Group	Depot	Sales	Vans	Audit	Orders	Lost Sale	Detail	SupInfo	Docs	Opts	User
Depot:	1)POOLE										
Free stk:	0.000										
Van stk:	0.000										
Bin loc:											
Suggested:	0										
On Order:	0.000										
Sales ytd:	0.000										
Sales lytd:	0.000										
Sales yr1:	2.500										
Sales yr2:	0.000										
Emerg:	0										
Min:	0										
Max:	0										
Avg Pr:	5.00										

Alt Prt Sup Prt Currency Landed Op Init Nxt Prt Prv Prt

This is based on the date of the last price update for the prefix compared to the last update date for the part. If the chosen part wasn't included on that update the prices might be wrong.

In this case the program reads the chain of stock records to accumulate total sales, total hits and total stock. If there isn't enough stock to satisfy typical demand then the colour of the prices is changed to red to highlight the potential concern.

## Parameter Parts Promotions (1-2400)

A new option has been added to the "Line Discounts" tab to allow a class code to be set for all parts on the current promotion.

## Class Codes Extended (1-2005)

It is now possible to hold more than 51 class codes which was the previous restriction. "Next Pg" and "Prev Pg" buttons to toggle between the screens.

The 'View Mode' window displays a table with three columns: Code, Description, and Code. The table lists various class codes and their corresponding descriptions, such as 'Initial Stock', 'Seasonal Discount', 'Fertil Parts', etc. At the bottom, there are buttons for 'Insert', 'Amend', 'Delete', and 'Next Pg'.

Code	Description	Code	Description	Code	Description
I	Initial Stock	\$	Sales Dept Request	%	Customer request
&	Seasonal Discount	*	Bulk Discount	+	Special Discount
0	Fertil Parts	1	Tractor	2	Combine
3	Baler	4	Forager	5	Groundcare
6	Materials Handling	7	Construction	8	Backhoe Loaders
9	Vehicles	A	Accessories	B	Bearings
C	Cooling	D	Drive Line	E	Engine Parts
F	Filters	G	Gearbox	H	Hydraulics
I	Fuel Injection	K	Kit	L	
M	Multiple Use Parts	N		O	Oils
R	Rubber	S	Service Tools	T	Track
U	Undercarriage	V	Electrical	W	Warranty Returnable
X	Excess stock purch.	Y		Z	Zero Order
a	a	b	b	c	c

## Order Type File Delivery Days (1-57)

A new option has been added to allow entry of a number of days for normal delivery. This is used to calculate the "Expected Date" when creating new orders in Stock Order Entry/Amend, Print Final Stock Order and also Point of Sale Emergency orders.

The 'Order Type Descriptions' window displays a table with columns: Order Type, Description, Type, Cost Base, Cost Change, Export, Emerg/Stock, and Del Days. The table lists various order types and their corresponding delivery days, such as 'Standard Orders', 'M F Next Day', 'Weekly Stock Order', etc. At the bottom, there are buttons for 'OK', 'Cancel', and 'Next Pg'.

Order Type	Description	Type	Cost Base	Cost Change	Export	Emerg/Stock	Del Days
Def	Standard Orders	Cost				Emerg	
A	M F Next Day	Cost		20.00		Stock	1
B	Weekly Stock Order	Cost		25.00		Stock	7
C	Monthly Stock Order	Retail		-35.00		Stock	30
D		Retail				Emerg	
E	Other Emergency	Retail		-30.00		Emerg	1
F	NH Next Day	Retail		-20.00		Emerg	1
G	NH Stock Order	Cost				Emerg	7
H		Retail				Stock	
I		Retail				Emerg	
J		Retail				Emerg	
K		Retail				Emerg	
L		Retail				Emerg	
M		Retail				Emerg	

### GRN Allocations (1-2708)

When an order line is only partially received as is linked to multiple customer orders an additional screen allows the customer allocation to be altered if required.

Ref	Customer	Sts	Request	Allocated
POS 121688 1205	Mr G. Fyfe		4	4
POS 121689 1001	CASH SALE-DEPOT 1		2	0
POS 121690 1100	Major C Smythe		5	0

### Input Goods Received (1-1854)

It is now possible to import a Returns Order from CSV file when created within the GRN program.

This uses the normal method of selecting the "Insert" key on the keyboard at the point of adding lines to the order then imports the file using the File Transfer options.

### Serial Revision Numbers (1-2204)

An option to add a revision number has been added to serial/batched tracked parts. This can be used for revision or product code supplied by a manufacturer when the actual part number remains the same.

It may be entered at the point of goods received or updated manually for individual serial number within Stock Enquiry.

Batch	Line	Del.Date	Serial Number	Loc'n	Act Cost	Stock	Retail
100086	11	26/03/2014	260310096	SHOP	190.00	1	225.75
100086	12	26/03/2014	260310097	SHOP	190.00	1	225.75
100086	13	26/03/2014	260310098	SHOP	190.00	1	225.75

Part: F1-FLYMO CLASSIC 1B P/Order 1747 Line 1 Rec: 1 Inv: 1

Depot1 Notes: Depr: 0

**Stock Enquiry / P.O.S.**

Serial No.: 260310096 Location: SHOP

Revision:

Notes:

Enter notes, to Print on Invoices prefix with a @

OK Cancel Next Prev

The revision number is printed on Point of Sale Invoices, is visible in invoice recall, stock receipts and receipt history as well as the Serial Number Enquiry program.

## Save Reports to Disk (1-4024/4023)

The option in the Company Control File to save GRN reports to disk has been enhanced to store these in the report controller for easy access for users to print them if required.

The same functionality works for the Invoice Confirmation, Stock Quantity Adjustment and Serial Quantity Adjustment programs.

## Supplier Code Edit (801821)

A new tab has been added to Part Maintenance to allow the 4 supplier codes for parts to be added or amended.

Parts Maintenance - Amend Mode

Part No.: SL-350 5026 TANK CAP D/Nett: 1.85

Discount Code: Product Group: SL0001 46.69% R.R.P.: 3.47

Details | Parts Memo | Depot | Pad | Discounts | Promotions | **Supplier codes**

Supplier codes/Classifications

Urgent Code: 1

Group Code: 2

Source Code: 3

Supplier Code 4: 4

## Part Lookup – Additional Columns (1-5713)

In Windows Gold additional columns have been added to the lookup when using Advanced Lists.

Part Number	Description	Retail	Bin	Stock	On Order Qty	Allocated Qty	Product Group	Reorder Group	Class Codes
SL-100	PART	100.00		28	0	0			
* SL-350 5026	TANK CAP	3.82		12	20	0	SL0001		cF1
SL-350 5027	TANK CAP	3.82	NS	6	3	3			Dg2
SL-350 5304	FUEL FILTER	7.15	NS	4	8	2	SL0001		Cf2
SL-350 5330	PICKUP BODY	3.27	NS	5	34	8	SL0001		
SL-350 5350	FILLER CAP	5.06	NS	4	0	0			
* SL-4935	4935	10.00		0	0	0			
SL-4936	4935	20.00		-1	0	0			
SL-664 4205	COLLAR SCREW	2.04	NS	4	12	2			
SL-771 5200	SLEEVE	0.67	NS	16	11	3			
SL-790 4404	BACKPACK CARRIER	79.56	NS	0	8	0			
SL-790 6101	SCREW ASSY.	3.96	NS	0	4	0			
SL-790 6103	SCREW WITH SLEEVE	3.25	NS	6	6	0			
SL-791 2090	HANDLE BAR HOSE	38.75	NS	8	0	0			

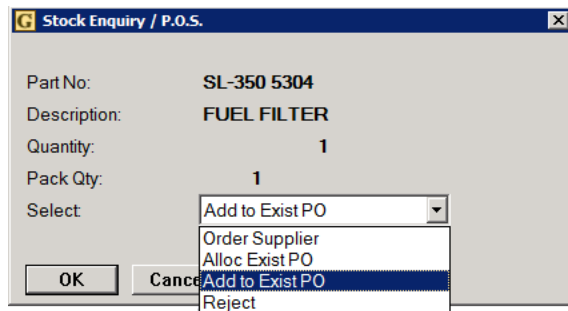
OK Next Find

These may be hidden from view if required.

## Adding New Part Lines to Existing Orders (809944)

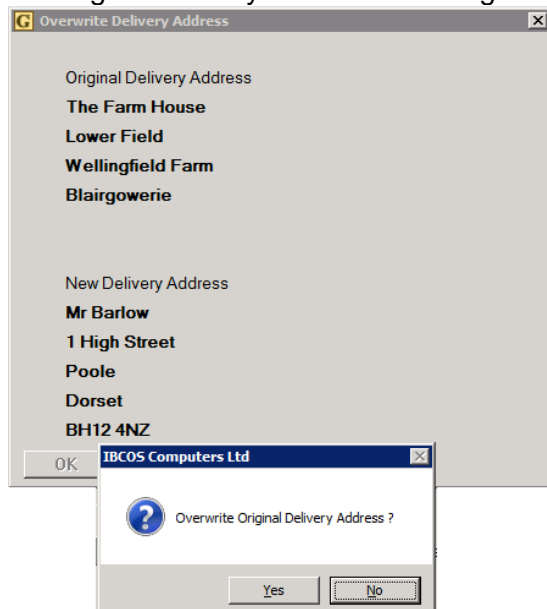
When selecting to order a part a new option has been added to add the part to an existing purchase order.

This creates a new line for an existing purchase order.



## Delivery Address Update (813830/813450)

When an advice or job has been created and a delivery address added, if the customer account is later changed to an account that has a standard delivery address set on the customer file, a new window is displayed offering to either keep the original delivery address or change to the new customer delivery address.



## Parts Order Lookup (814971)

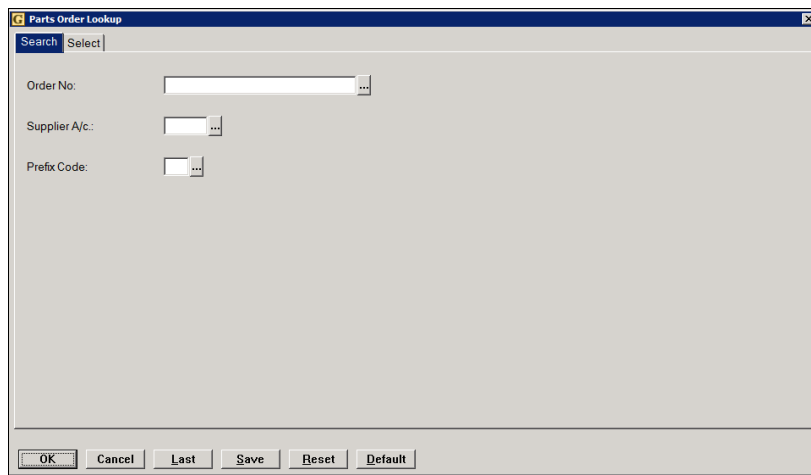
A Parts Order Lookup has been created to find existing parts purchase orders.

Orders can be retrieved by;

- \* Order Number
- \* Supplier Order Number
- \* Supplier Account Number
- \* Prefix Code

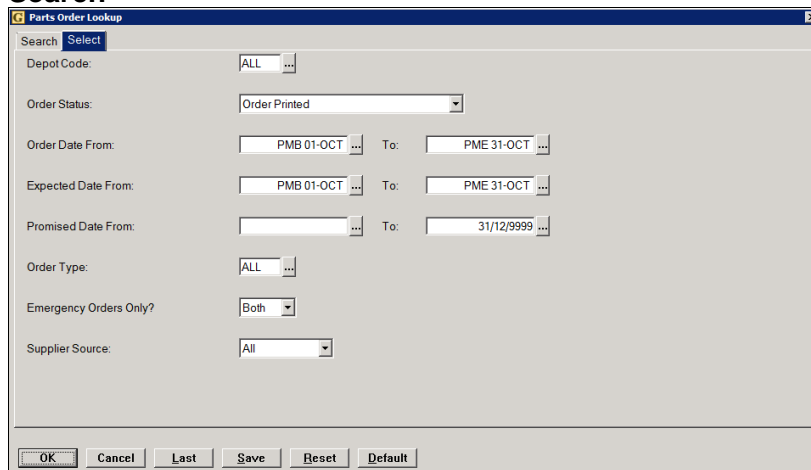
Additional criteria can be used to restrict by order status, date range and order type.

## Search



The 'Parts Order Lookup' window features a 'Search' tab and a 'Select' tab. Under the 'Search' tab, there are three input fields: 'Order No:', 'Supplier A/c:', and 'Prefix Code:'. Each field has a small '...' button to its right. At the bottom of the window, there is a row of buttons: 'OK', 'Cancel', 'Last', 'Save', 'Reset', and 'Default'.

## Search



The 'Search' window, also titled 'Parts Order Lookup', has 'Search' and 'Select' tabs. The 'Search' tab is active, showing various search criteria: 'Depot Code:' with a dropdown set to 'ALL'; 'Order Status:' with a dropdown set to 'Order Printed'; 'Order Date From:' and 'To:' with date pickers set to 'PMB 01-OCT' and 'PME 31-OCT' respectively; 'Expected Date From:' and 'To:' with date pickers set to 'PMB 01-OCT' and 'PME 31-OCT'; 'Promised Date From:' and 'To:' with date pickers set to an empty field and '31/12/9999'; 'Order Type:' with a dropdown set to 'ALL'; 'Emergency Orders Only?' with a dropdown set to 'Both'; and 'Supplier Source:' with a dropdown set to 'All'. The same row of buttons ('OK', 'Cancel', 'Last', 'Save', 'Reset', 'Default') is at the bottom.

## Parts Ordering Screen Change (830551)

On request from customers the screen shown when ordering parts for an advice or job has been changed so that more of the part stock information can be seen.

This screen change affects both manually ordered parts and also imported parts orders.

Duplicated information has been removed and the window moved up to the top of the screen.

**Part Details**

**Warning - Insufficient stock**

Part No.: SL-350 5350 FILLER Select Option Type: NORMAL  
 Alt.Part: EACH Reject 0001  
 Retail: 4.55 5.01 EUR Sell 1.000 Class Code:  
 VAT Incl: 5.46 6.01 EUR Order All Pick No:  
 Memo: Order Remainder

Depot	Bin	QoH	Free	WIP	OnOrd	SalesTD	LYTD	Yr1	Yr2	Yr3	Cur	+1+2	+3+4	+5+6	+7+8	+9+10	+11+12
Group		1	1	15	8	1	0	3	3	20	0	0	0	0	0	1	
1 POOLE	NS	1	1	15	8	1	0	3	3	20	0	0	0	0	0	1	

Advice No. \*\*0105 - Part Line - Inserting line 1 of 1

Part: SL-350 5350 FILLER CAP Sts: M% 34.72  
 Price: 4.55 Disc% 0.00 Sold: 3 Ordered: 0  
 Cst: 2.97 VAT: 1 Sett: Yes

OK Cancel OrdType Alt Prt Options Serial Next Prev

## Workshop

- ☐ Lookup Improvements
- ☐ Draft Invoices Document Store \*
- ☐ Workshop Budgets \*
- ☐ Emergency Order/IDT from Quotes\*
- ☐ Invoice Range Reprint by Source\*
- ☐ Time Clock Block Entry \*
- ☐ Warranty Loss/Gain \*
- ☐ Minimum Parts Margin
- ☐ Loyalty Points\*
- ☐ Amend Labour Lines\*
- ☐ Engineer Leaving Dates\*
- ☐ Automated Timesheet Entry Changes\*
- ☐ Labour Override Adjustments \*
- ☐ Workshop Audit Trail \*
- ☐ Workshop Deposits/Inspection Fee
- ☐ Invoice Recall Costs Tab \*
- ☐ Quote Reprint \*
- ☐ Job Card Print Changes \*
- ☐ Auto Allocation of Credit Notes\*
- ☐ Restricted Wholegood Amend\*
- ☐ Ordering All Quote Lines\*
- ☐ Planned Maintenance Contract\*
- ☐ Viewing Values on Internal Jobs\*

## Lookup Improvements (1-485)

A new option on the workshop job lookup allows quotes to be included or excluded.

The option to save can be used to store the user preferences.

## Labour Override Adjustments

When overriding the sales total for labour the system now writes an adjustment for each engineer on the job against labour rate 12 rather than just a single value.

## Draft Invoices

Draft Invoices can now be stored against the workshop job if the Document Store system is in use.

## Workshop Audit Trail

Additional entries are made to the audit trail of a workshop job when the priority code has been changed on the job header and also when the status has been manually changed to either "On Hold" or "Logged for Checking".

## Workshop Budgets

New option allowing the entry of budgets for workshop jobs. Warnings are displayed when the job is within a chosen percentage of the budget or the job is over budget. Separate Parts budget and Labour budget can be entered with corresponding warning percentages. A number of hours budget can also be entered.

An audit trail is written to the job whenever the budget is created or amended.

The option is set on the invoice type file for those types to have budgets.

**Invoice Type Maintenance**

Details | **Parts/WSJ** | Labour | Split Payments | Manufacturer

Invoice Type: 21  
 Standard Story Number: 1  
 Apply discount/Distribution matrix: No  
 Invoice Detail WSJ/POS: Normal  
 Calc Next Service Date: No  
 Parts Retail Base: Retail  
 Parts Base % Uplift: 0.00  
 Direct Discount: 0  
 Prevent Short-Ship?: No  
 Split Payments: No  
 Allow WSJ Split Invoices: No  
 Allow entry WSJ Budgets: Yes  
 Apply Special Discounts/Promotions?: No  
 Labour This Invoice: Yes  
 Min Parts Margin %: 0.00  
 M.M.% Override Password:  
 Minimum Invoice Value: 0.00  
 Charge Consumables: Yes  
 POS Link to Wholegood: No  
 POS Till Receipt Allowed: No

OK Cancel Copy

Users with security access level 30 can create and amend budgets on a workshop job.

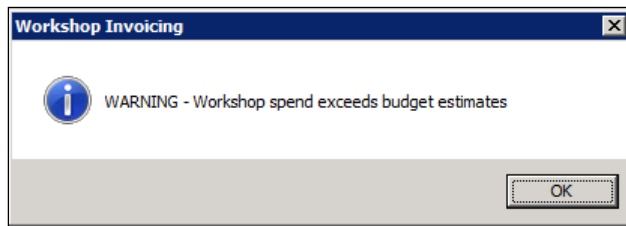
**Workshop Budgets**

Budget Hours: 2.00  
 Labour Budget Value: 50.00  
 Labour Budget Warning %: 95.00  
 Parts Budget Value: 60.00  
 Parts Budget Warning %: 90.00  
 Current Labour Hours: 0.00  
 Current Labour Value: 0.00  
 Current Labour Budget %: 0.00  
 Current Parts Value: 0.00  
 Current Parts Budget %: 0.00

OK Cancel

When recalling a job that has gone over the budget or over the warning percentage a message is displayed.

A warning is also displayed in the job was not initially over the budget but entering a particular part or labour line takes the job over budget.



If a user does not have access level 30 they see a different message.

“Workshop spend to date exceeds budget warning parameters. An increase in budget is required before you can continue”

By entering the budget override password the job can still be accessed.

Budget figures can be viewed but not amended.

Similar warnings are displayed in Batch Entry of Parts and Batch Entry of Labour although it is still possible to enter labour without entering the password.

### **Quotes**

When a quote is transferred to a job the quote value is transferred to parts and labour budget values.

There is a flag on the company control file to determine how to handle budgets when transferring to an existing job rather than a new job. The options are Overwrite Workshop Job, Retain Workshop Job or Merge Quote into Job.

### **PDI**

When an automatic PDI job is created via the Wholegoods module the PDI parts and labour values are set as budget value. Since this budget has been pre-determined by the wholegoods department it is not possible to amend the value within the workshop module.

### **Work in Progress**

The detailed work in progress report now reports budget values and allows reporting of jobs over budget only.

### **Workshop Deposits/Inspection Fees**

New option allowing deposits to be taken within the workshop system. This can be a down payment deposit for the job or an inspection fee.

This works in a similar way to Point of Sale deposits and will only be available to Cash Sale accounts.

From the Options menu, select “Deposit Process”.

Note: this does not work with Workshop Split Invoicing activated.

### Emergency Ordering/IDT from Quotes (1-433/1-2265)

The system has been enhanced to allow an Emergency or Immediate Order to be created when transferring a quote to a live job and ordering parts.

It is also possible to request an inter depot transfer if parts are available at another depot.

### Invoice Recall Costs Tab

A new tab has been added to the invoice recall program to show the sale, cost and margin information for the invoice if user permissions allow.

	Hours	Sale	Cost	Margin	Mrg%
Parts		50.00	28.35	21.65	43.30
Labour	5.00	200.00	60.00	140.00	70.00
Flat Rates					
	5.00	250.00	88.35	161.65	64.66
VAT:		47.50			
Total:		297.50			

### Invoice Range Reprint by Source (1-276)

A new option has been added to the Invoice Range Reprint program to allow a reprint per source, e.g. Workshop, POS/TILL or Both.

It also allows an individual depot to be selected.

### Quote Reprint (1-984)

Entering a quote number into workshop entry, will display a new pop up if the quote has already been transferred to a job. Select to recall the linked job to display the job in workshop entry, or in invoice recall if it has already been invoiced.

Select to view quote and the original quote can be viewed and reprinted if required.

### Time Clock Block Entry (1-275)

New options have been added to the time clock block entry program to allow the default labour rates from the time clock to be overridden to a specific rate (leave blank to accept the default time clock rates).

A second option allows weekends to be excluded making it easier to enter multiple weeks' holiday in one block.

Time Clock Block Entry

From Transaction Date: SMB 01-JUN To: SME 30-JUN

From Time: 8:30 To: 17:00

Job No.: 105688

Engineer: 0001

Override Labour Rate:

Block Entry Include Weekends: No, No, Yes

OK Cancel

## Job Card Print Changes (1-1187/1-2475)

The job card format is now taken from the document form JC which may be copied to have options per invoice type. If JC does not have a job card format specified the format is taken from the Company Control File.

This enables jobs on different invoice types to print different job card formats and replaces the previous option in v6.4 where the job card format was taken directly from the invoice type file.

In addition to this there is a new option on the Company Control File under “Workshop”, “General” to select whether to print the word “Duplicate” on workshop job card reprints.

Document Forms Maintenance

Details

Identity: JC Depot Code: Invoice Type:

Description: Workshop Job Cards

Document Type: WSJ

Background Form: IBC02

Design Form:

Copies: 1

Contact Code:

Job Card Format: Detailed Job Card

Attach File:

Use exclusively: No

Update Text Copy? No

Override Settings? No

Copy to Document Store? Yes

OK Cancel

## Warranty Loss/Gain (1-2242)

A new company control file flag has been added to the “Workshop, General section” to better control the option to write a labour adjustment back to the originating workshop job when there is a loss or gain on labour on the warranty receipt.

The mapping for the warranty receipt invoice types for prefixes WY and WZ are also required.

### Auto Allocation of Credit Notes (1-3153)

The option to specify whether to automatically allocate an invoice to an auto credit if the values were the same was previously part of the Parts options and only related to point of sale invoices.

The option has now been moved to the General 1 section and will now apply the same allocation options to workshop invoices.

### Minimum Parts Margin Percentage (1-4213)

The option to set a Minimum Parts Margin Percentage against an invoice type has now been extended to work with Workshop jobs as well as the existing Point of Sale and Cash Till.

If the total parts sold on a job do not meet the minimum percentage set a warning is displayed. A password can also be added if required.

### Restricted Wholegood Amend (1-5287)

A new flag has been added for "Restricted Wholegood Amend".

If set to 'No' then wholegoods added to a workshop job can be amended. If set to 'Yes' wholegoods cannot be amended via Workshop Entry.

This option also controls the F8 Create option from the wholegood lookup allowing a History Wholegood to be created.

To accommodate this new field the screen has had to be redesigned with the Security tab split into 2 tabs.

The new Financial tab controls the cost display and other financial information to allow extra room on the Security tab.

The screenshot shows the 'Security File Maintenance' dialog box with the 'Security' tab selected. The dialog has several tabs: Details, Email, Security, Financial, Document Store, and Windows. The 'Security' tab contains the following fields and controls:

- Password:** A text field with the value 'GO' and a 'Maintain the Security Options' button.
- Initials:** A text field with the value 'GO'.
- Access Codes:** A row of ten numeric input fields with values: 2, 25, 30, 31, 32, 33, 0, 0, 0, 0.
- Companies Allowed:** A row of five dropdown menus, all set to 'All'.
- SuperUser:** A dropdown menu set to 'Yes'.
- Allow Batch Operations:** A dropdown menu set to 'Yes'.
- Allow Additional Process:** A dropdown menu set to 'Yes'.
- Detach Prints on Windows?** A dropdown menu set to 'No'.
- {W} Exclude Access Codes:** A text field.
- Restricted {WGD} Amend:** A dropdown menu set to 'No'.
- Rep Code:** A text field with the value 'GO' and a dropdown arrow.

At the bottom of the dialog are three buttons: OK, Cancel, and Security.

### Loyalty Points (805022)

The workshop entry program has been enhanced to allow loyalty points to be redeemed against the value of parts sold on a workshop job.

Loyalty points cannot be used against labour sales therefore points are only offered up to the value of the parts plus vat.

## **Labour Override Adjustment by Hours (806166/806167)**

A new option has been introduced to adjust labour hours as well as value if required.

This relies on a new company control file flag set to adjust labour - New Adjustment Lines (as opposed to Overwrite Existing Lines which will adjust the original labour lines without writing new lines).

On a Labour Override Only (not parts & labour), once the value has been entered a new field is displayed.

"Adjust Hours" Yes/No

If 'Yes' is selected a message is displayed "This will impact calculated labour efficiency %" Continue Y/N

It will then write adjustment lines, pro rata per fitter, and include a number of hours, i.e. where the current adjustment method shows 0 hours -5.00 for a £5.00 adjustment, it will show -0.25 hours and value -5.00 for example.

A new table has been added to define a list of "Reason Codes". These codes are set in System Management, Wholegoods and Workshop. When labour adjustments are made a reason code is selected from the lookup to describe the reason for the adjustment.

## **Environmental Charge (807797)**

A new option has been added to allow a fixed environmental charge to be applied to a workshop job in addition to the consumables charge.

A new memo part number to use for environmental charge needs to be added to the company control file.

Each invoice type can be set to apply the environmental charge if required.

On invoicing a job where this has been setup a new option is displayed after the consumables and mileage screen allowing the environmental charge to be accepted.

The price defaults from the retail price of the associated memo part and can be changed or removed as required.

## **Ordering All Lines of a Quote**

Previously, when transferring a quote to a live job you would need to allocate any stock you had on hand to the job, even if there were other lines that required ordering.

Now you can elect to order all parts, and also ship the entire order direct to the customer site ready for the work to be carried out. This means that depot stock remains available for other jobs, and an Engineer will no longer have to pick up some of the parts from the depot, increasing efficiency for those on the road.

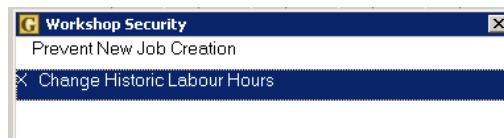


### Amend Historic Labour Lines (807295)

A new feature has been added to allow users to amend labour hours on live workshop jobs.

This is controlled by a new option on the Personnel Security File, Security option, Workshop Job "Change Historic Labour Hours".

Any associated timeclock audit record will also be updated.



### Planned Maintenance Contract Display (807295)

When creating a job for a wholegood that is on a planned maintenance contract the words "On Contract" are displayed next to the wholegood number in the amend screen and a new function key has been added "Contract" to list the associated contracts.

Contract	Description	Start Date	End Date
11000012	Wholegood Regular Service	01/12/2010	31/12/2020

### Engineer Leaving Dates (809776)

A leaving date has been added to the Engineer file to indicate fitters who have left.

These fitters are then excluded by default from look up lists when adding labour but available via a function key or by manual entry.

### Viewing Values on Internal Jobs (820882)

A new option has been added to the Personnel Security File for “Hide Labour Values at Cost”.

If this option is set to ‘Yes’ for specific users they will no longer be able to see the labour values for a job if the invoice type is set to a Labour Retail Base of “Cost”.

This prevents engineers being able to identify what others are charged at and therefore what they earn.

**Automated Timesheet Entry Changes (810163)**

When importing time sheet entries, a new field has been added to the input to show if the line is Labour or Travel.

In addition to this the line type can be changed by amending the line so that if a travel line has been incorrectly scanned as labour it can be amended before update.

## Wholegoods

- |  |  |
|--|--|
| <input type="checkbox"/> Warranty Start Date*    | <input type="checkbox"/> Lookup on Part Exchange*      |
| <input type="checkbox"/> Enquiry Previous/Next * | <input type="checkbox"/> Full Service Detail for WIP * |
| <input type="checkbox"/> Finance Scheme Listing  | <input type="checkbox"/> Report WSJ Details *          |

### Warranty Start Date

The field for Warranty Start Date has been added to wholegood invoicing so that it may be set when adding the wholegood to an advice.

### Lookup on Part Exchange (1-1183)

A new Company Control File flag has been added to display the supplying customer alongside the "P/EX" if the wholegood has been purchased from a customer and not yet sold.

Search by Wholegood Number - All Statuses

Used: [ ] Received: [ ] Vehicle: [10000679] 4x2 Tractor Unit 375 kW, Space Cab, Speed Limiter 65kph, Cab Heater/Air Conditioning, FFB Wheel V80210

Prefix: DT Make: DAF Trucks Status: S 0 9500.00

P/EX: [ ] W: T.Hogg

WIP	Model	Description	Serial No.	Inv/Rcv	Reg No	Op	Reg Date	Inv No.	Cust.	Grp	Stock No	Order No.
	M3320	Magnum TRACTOR		05/03/2012	S	1				NTRA	10000655	120428 01
	M3320	Magnum TRACTOR		26/03/2012	S	1				NTRA	10000656	120429 01
	FITRACKER SE	Autotral Tracker OK		24/05/2012	S	1				NCAR	10000657	120430 01
	FITRACKER SE	Autotral Tracker OK		26/09/2012	S	1				NCAR	10000660	120432 01
	DAMEGA 200	LOADER		25/06/2012	S	1				NEQU	10000661	120433 01
	DT-VF105	TRACTOR		29/10/2012	S	1				NEQU	10000666	120437 01
	M3320	Magnum TRACTOR		26/11/2012	S	1				NTRA	10000667	120438 01
	DAMEGA 200	LOADER		18/12/2012	S	1				NEQU	10000668	120439 01
	FITRACKER SE	Autotral Tracker OK		30/01/2013	S	1				NCAR	10000669	120440 01
	DT-VF105	TRACTOR		26/09/2012	S	1				NEQU	10000670	120441 01
	DT-VF105	TRACTOR		27/02/2013	S	1				NEQU	10000671	120442 01
	M3320	Magnum TRACTOR		08/04/2013	S	1				NTRA	10000672	120443 01
	DAMEGA 200	LOADER		21/05/2013	S	1				NEQU	10000673	120444 01
	FITRACKER	Autotral Tracker OK		18/12/2012	S	1				NCAR	10000674	120445 01
	DT-VF105	TRACTOR		30/01/2013	O	1				NEQU	10000675	120446 01
	M3320	Magnum TRACTOR		27/02/2013	O	1				NTRA	10000676	120447 01
	DAMEGA 200	LOADER		19/03/2013	S	1				NEQU	10000677	120448 01
	FITRACKER SE	Autotral Tracker OK		08/04/2013	S	1				NCAR	10000678	120449 01
	DT-VF105	DAF VF105	68394A7832	21/05/2013	S	1			P/EX	ATTA	10000679	100514
	FAH	FAH TRACTOR	882705J430	14/04/2006	T	1			121388	1210	NTRA	10000430

Ok Find Select

### Enquiry Previous/Next Option (1-131)

When recalling a wholegood from the lookup there are new functions from the header tab to scroll to the Previous or Next wholegood by wholegood number.

### Full View on WIP Tab (1-2476)

The option to view full service detail is now available on the WIP tab where previously it was only an option on the WSJ tab.

Under "Select" choose "View Full History". Current Work in Progress jobs for associated wholegoods and plant hire items will be displayed.

### Finance Scheme Listing (822642)

The Inventory List report has a new option to select to include wholegoods registered on a finance scheme.

- Show All
- Do not show Financed Equipment
- Only show Financed Equipment

### Wholegood Enquiry – Report WSJ Details (823623/823624)

A new option has been added to the "Report WSJ Details" option.

"Summary – No Financials" will print the report as per the summary format but without any costs or other financial information.

In addition, an extra prompt allows the report to be printed for Warranty Jobs only.

## Plant Hire

- |  |   |
|--|---|
| <input type="checkbox"/> Equipment Lookup Enhancements*  | <input type="checkbox"/> Exp Cost Report*         |
| <input type="checkbox"/> Hire of Sold/Transferred Plant* | <input type="checkbox"/> Search by Off Hire No*   |
| <input type="checkbox"/> Link to Contract from Enquiry*  | <input type="checkbox"/> Delivery Address Option* |
| <input type="checkbox"/> Equipment Enquiry WIP Link*     |   |

### Equipment Lookup Enhancements (1-2042/2101)

A new selection has been added to the Status option for "Live Only". This option will exclude Plant Items set to "Wholegood", "Sold" or "Out of Commission".

The lookup is now retained and on exit from one piece of equipment the screen is returned to the original place in the lookup list.

### Equipment Enquiry (1-1998)

The "Exp Cost" report showing the life of an item with associated costs is now available to Plant Items that have never had an associated wholegood record.

The option is available within the Equipment Enquiry on the Service tab, "WSJHist" option.

### Hire of Sold/Transferred Plant (1-2320)

Plant which has been transferred to Wholegoods or Sold may now be hired out on contract.

This is subject to the Company Control File settings under Plant, "General 2" allowing entry of a password to control hire of sold/transferred plant together with a number of months tolerance to allow the hire.

**General 2 - Amend**

Next Plant Number:	1000047
Next Fleet Number:	2000004
Next Sundry Number:	3000002
Next Rehire Seq No.:	0
Auto Gen Plant Number:	No
Print Plant Hire Cost Nominals:	Yes
Operator Charges Screen Selection:	Select
Plant Discounts in Use :	No
Plant Invoice/Document Type:	Condensed
Hire Sold Password:	GOLD
Months for Hire of Sold Plant	6

OK Cancel

Each plant group code also needs to be set to allow hire after sale/transfer for the process to work.

### Search By Off Hire Number

A new function has been added to the Contract Enquiry program allow the entry of an Off Hire number and lookup the corresponding contract.

**Plant Hire Contracts Enquiry**

Contract: [ ]

**Off-Hire Number Search**

Off Hire Number: [ ]

OK Cancel

OK Cancel OffH No Next Prev

### Equipment Enquiry Link to Contract (1-4845)

An option has been added to the Details tab, "Contract" option for Contract/History List to hyperlink out to the corresponding Contract Enquiry.

### Delivery Address Option (1-5268/806660)

When creating a new contract, a new option "Deliver" has been added. If selected the delivery address from the customer account will be populated as "Site Address". The postcode lookup functionality has also been added to Plant Hire Contracts to use to look up delivery addresses.

### Equipment Enquiry

An option to link from the Equipment work in progress to the workshop job has been added.

From the Service tab select WSJ WIP (F4) to view a list of jobs in progress. From the list of jobs, highlight the required line and use W.S.J. (F8) to link to the workshop job in Workshop Entry.

## Planned Maintenance

- ☐ Clock Reading Enhancements\* ☐ Report for Equipment Usage\*

### Clock Reading Enhancements (806640)

Updating a wholegood clock reading will now update the planned maintenance clock reading and the seasonal usage figures plus the next service dates for clock based interval services.

#### New Flags Added to the Company Control File

- **Recalculate Equipment Usage when Clock Changes**  
Select 'Yes' to recalculate.
- **Usage Changed Warning Percentage**  
Threshold at which a warning is shown for usage changes.
- **Minimum Clock History**  
Select whether new contracts use the default charges from the model.

### New Report for Equipment Usage

Planned Contract Usage Report

Options | Print

Mismatched Usage: No

Minimum Days of Clock History: 0

Percentage%: 0.00

Changes Since: 0/00/0000

OK Cancel Last Save Batch Reset Default

## Sales/CRM

- ☐ Deals \*
- ☐ New Profit Tab Security\*
- ☐ Retrospective Aged Debt Report\*
- ☐ Mailshot Attachments\*
- ☐ SMS Option for Statements\*
- ☐ Profit Tab Planned Maintenance\*
- ☐ Statement Tracking\*
- ☐ Audit VAT Report by VAT Code\*
- ☐ Events \*
- ☐ New Statement Options\*
- ☐ Improvement to Month End\*
- ☐ Prospect Only Security Level\*
- ☐ Obsolete Accounts\*
- ☐ Stop Flag Security\*
- ☐ Mass Delete Unused Accounts\*

## Deals

In Gold 7 Prospect Tracking has been replaced by “Deals”. Deals can be added to Prospect or Customer Accounts.

Deals are generated when a quote is raised in Gold and allow the tracking of the quote as a complete deal. Events are recorded and tracked within the Deal.

This gives much greater flexibility when tracking potential sales.

Select a Deal to view full details.

Events can then be recorded within each deal, for example to show the activity from enquiry to quotation to demo then to firm order or lost sale. Documents can be stored against deals if the docstore module is licenced.

**Note:** individual users can set their own default of either “Deals” view or “Events” view via a setting on the Personnel Security File. Events view will show only active events on the tab with a function to change to Deals view.

## Events

Events or Actions can be created directly against a customer account, wholegood or other areas of Gold.

These will then prompt for action to be taken when the account or wholegood number is entered or added to an action list to be checked manually.

For example a Customer Event could be added with a note "Customer promised payment by xx/xx/xx". Each time the customer account is entered into Gold after the date set the message is displayed until it is acknowledged.

### New Profit Tab Security (1-635)

Personnel Security level 32 allows a user access to the Profit tab as well as a number of other items including nominal details and setting of dispute codes.

As an additional level the option to view the Profit tab within the Customer Enquiry program has been added to the Sales Representatives file. This allows users to see the Profit tab without access to all the other options of level 32.

To initialise the user needs an associated Rep Code added to their Personnel Security file.

The screenshot shows the 'Security File Maintenance' window with the 'Security' tab selected. The window contains various security settings for a user named 'GO'. Key settings include:
 

- Access Codes: 1, 25, 30, 0, 0, 0, 0, 0, 0, 0
- Companies Allowed: All
- Display Part & Labour Costs: Parts & Labour
- Serial No./Bin Control: Change
- {WHOLEGD} Security Level: Costs Displayed & Amendable
- {WHOLEGD} Quote Security: Full Permission at all levels
- Plant Hire Security Level: Costs Displayed & Amendable
- Planned Maintenance Costs: Costs NOT Displayed
- Customer Maintenance Acc.: Full Create Privilege
- Nominal Code Access From: 0 To: 0
- Custom Report Security: 0
- SuperUser: Yes
- Allow Batch Operations: Yes
- Rep Code: 30
- {W} Exclude Access Codes:
- Display Balances: Yes
- Allow Additional Process: Yes
- Detach Prints on Windows?: No
- Allow Payments: Yes

 Buttons at the bottom include OK, Cancel, and Security.

This associated Representative Code needs the new option "View Profit Tab" set to Yes.

The screenshot shows the 'Representative File Maintenance - Amend Mode' window. The 'Details' tab is selected, showing information for a representative named 'George Owens' with position 'Salesman'. Key settings include:
 

- Representative Code: GO
- Name: George Owens
- Position: Salesman
- Calls: Yes
- Depot Code:
- Mobile Phone No.:
- Email Address:
- Allow View All Reps: No
- View Profit Tab?: Yes
- Leaving Date: Yes

 Buttons at the bottom include OK and Cancel.

## New Statement Options (1-768)

A new option allows statements to be produced according to the customer “Send Statements By” setting, for example it can be set to only send the email statements.

Also added is an option to send a text message to customers receiving a statement. New fields have been added to the standard Customer text messages to allow financial information such as the current outstanding balance and aging so these can be included in the message.

The statement options include a field to enter the message number and a field for the contact to send the message to.

## Retrospective Aged Debt Report

It is now possible to print the Aged Debt report for a previous month by selecting the “Retrospective” option and entering a Transaction End date for a previous month.

**Note** – *this can take a considerable amount of time to run and it is recommended that it is put to batch and printed outside of normal working hours.*

### Month End Update (1-2063)

Enhancements have been made to the Sales Ledger Month End update routine to better display the stage that is currently being processed with a progress bar where applicable.

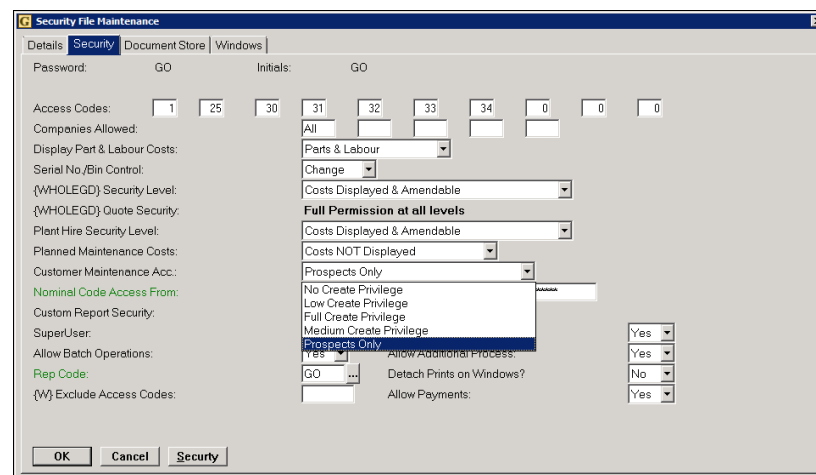
### Mailshot Attachments (1-2075)

It is now possible to select a document to add to an email mailshot, for example a brochure or flyer. The document should exist in the \$FRM directory and an import option is provided to import files using the standard file transfer options.

### Security for Prospects Only (1-1702)

A new option has been added to the Personnel Security File for Customer Maintenance for "Prospects Only".

With this option users are only able to create and amend Prospect accounts in the Prospect Maintenance/Enquiry program.



### SMS Option for Statement

An option has been added to send a text message to customers receiving a statement.

New fields have been added to the standard Customer text messages to allow financial information such as the current outstanding balance and aging so these can be included in the message.

The statement options include a field to enter the message number and a field for the contact to send the message to.

### Obsolete Accounts (803154/805850)

A new field has been added to mark a Customer Account as Obsolete. This will prevent further use of the account whilst retaining the history. Customers flagged as obsolete do not appear on search lists and will display a warning if manually entered.

### Customer Profit Planned Maintenance (1-5433)

Profit for Planned Maintenance is now included on the Profit tab.

Current	History	Link	Tracking	Deals	Market	Comp'tive	Contacts	Profit	Opts	Pad	Doc*	Txt	User	Event*
Current Year			Previous Year											
	Sales	Cost	Margin	Sales	Cost	Margin								
WSJ	1765.98	96.80	1669.18	822.06	395.72	426.34								
POS	667.60	466.94	200.66	237.61	181.09	56.52								
(W)	530460.00	84505.00	445955.00	0.00	0.00	0.00								
Veh	0.00	0.00	0.00	0.00	0.00	0.00								
Hire	0.00	0.00	0.00	0.00	0.00	0.00								
PM	2253.53	495.00	1758.53	2253.53	495.00	1758.53								
	532893.58	85068.74	447824.84	3313.20	1071.81	2241.39								

### Stop Flag Security (811771)

A new option has been added to specify if a user is permitted to change the Stop Flag for a customer.

Previously only users with full create privilege could set the stop flag.

Now users with full create privilege can be prevented from changing the stop flag and likewise users with lower privileges can be set to allow changing of the flag if required.

### Statement Tracking (804677)

When printing a statement from Customer Enquiry and selecting to email, if the subject line of "Statement Print" is blanked out the email subject will be constructed as "Company Name, Statement Date, Statement for A/c...".

### Mass Customer Deletion program

A new program has been added to the Customer Modification menu to delete unused accounts.

Customers with no current transactions and no historic transactions within 84 months can be deleted and all related data removed.

A full factsheet is available to fully explain this program.

### Audit & VAT Report by VAT Code

This new report has been created to produce a report of VAT transaction data in VAT Code sequence. It can be produced for an individual VAT code or for all VAT codes.

As part of an HMRC inspection it is often a requirement to produce a breakdown of transactions for a particular VAT code. This report will provide this information.

## Purchase

- |   |  |
|---|--|
| <input type="checkbox"/> Retrospective Aged Creditors Report* | <input type="checkbox"/> Default VAT Code*                 |
| <input type="checkbox"/> Payment Write Off Password*          | <input type="checkbox"/> Misc. PO Default Nominal Account* |
| <input type="checkbox"/> Payment Deallocation*                | <input type="checkbox"/> New DocStore Security             |
| <input type="checkbox"/> Obsolete Accounts*                   | <input type="checkbox"/> DocStore for Copy Companies*      |
| <input type="checkbox"/> Payment Practices Report*            | <input type="checkbox"/> Audit & VAT Report by VAT Code*   |

### Retrospective Aged Creditors Report

It is now possible to print the Aged Creditors report for a previous month by selecting the "Retrospective" option and entering a Transaction End date for a previous month. Note this will only work for complete months processed in Gold 7 and will not work for v6.4 data.

### Default VAT Code

Each supplier can have a default VAT code set for use when entering invoice, e.g. an energy supplier can be set to a lower rate.

### Payment Write Off Password (1-412)

A new password has been added to the Company Control File for payment write off. If set, when entering a partial payment through "Stop/Release" and selecting to write off the difference, this password needs to be entered.

### Miscellaneous Purchase Order Default Nominal (1-1159)

If a default nominal account has been set on a supplier account this is now offered as a default when adding lines to a miscellaneous purchase order.

### Payment De-allocation (1-1507)

It is now possible to de-allocate or reverse a payment made in the purchase ledger and set the values of the invoices paid back to the original outstanding amounts in a similar way to de-allocating a payment on a customer account.

### Document Security (1-2355)

A new security option has been introduced to prevent users from seeing documents from companies they do not have access to.

In File Utilities "General System Maintenance" a new prompt "All Company Security" has been added to allow entry of a security level to access all companies' documents.

Users with this security level (or lower/better) will be able to see documents for ALL companies.

Users with a security level greater than the number entered will only be able to view documents for the company they are currently logged into.

### Document Rejection (1-2971/1-1301)

The "Reject" button is now disabled if the user does not have the relevant document amend security level for the document type. An additional warning has also been added when selecting to reject a document to make it clear the document will be rejected.

An option to “un-reject” a document has also been added to Document Details “Authorisation” tab which will forward the document to a selected user with a comment.

#### **Obsolete Accounts (803214/803215)**

A new field has been added to mark a Supplier Account as Obsolete. This will prevent further use of the account whilst retaining the history.

#### **DocStore for Copy Companies (810893)**

When creating a copy company, the “original” company is now stored on the company control file. This means that when accessing documents from the document store they will be displayed from the original company where previously they could not be displayed.

#### **Payment Practices Report (824026)**

The Department of Business, Energy and Industrial Strategy have released documentation on guidance to reporting on payment practices and performance.

Businesses if, on their last two balance sheet dates, they exceeded two or all the thresholds for qualifying as a medium-sized company under the Companies Act 2006 are required to report twice a year on your supplier payment practices, including:

- \* average days taken to pay invoices (from date of receipt)
- \* % of payments made <30 days, 31-60 days, >60 days
- \* % of payments not paid within agreed terms

The Payment Practices report available on the Purchase Ledger menu reports this information based the required 6-month date range.

A factsheet is available for more information.

#### **Audit & VAT Report by VAT Code**

This new report has been created to produce a report of VAT transaction data in VAT Code sequence. It can be produced for an individual VAT code or for all VAT codes.

As part of an HMRC inspection it is often a requirement to produce a breakdown of transactions for a particular VAT code. This report will provide this information.

## Nominal

- ☐ Transaction Drill Down\*
- ☐ Improvements to Year End \*
- ☐ Extract Control Maintenance\*
- ☐ New Enhanced Fixed Assets module

### Transaction Drill Down (1-101)

It is now possible to drill down from a nominal transaction back to the originating program.

For Parts and Workshop Invoices the drill down initially shows the Associated Parts then Part Audit details then to Invoice Recall.

For Wholegood Invoices the drill down shows the Wholegood Audit then the Wholegood Enquiry.

For Plant Hire the Miscellaneous Cost Audit then the Equipment Enquiry.

For GRN/Invoice Confirmation the Parts Audit is displayed then the Purchase Order.

For Sales and Purchase Cash Transactions the Cash Book is displayed.

### Example – Parts Invoice

**Nominal - Account Enquiry**

Nominal A/c: 3600121  
 NF PARTS SALES-COUNTER  
 Open Item: Non Schedule

Opening Balance: 21999.67  
 Current Month: 443.99  
 Closing Balance: 22443.66  
 Deferred: 874.67  
 Total Balance: 23318.33

Last Year | Previous | Current | **Deferred** | Options | Docs

R	Date	Type	Description	Ref	Debit	Credit	Recon. Ref	Recon. Ref2	Utr
	31May13	Inv/Cred	General Parts Sale	123909		22.00			LS
	31May13	Inv/Cred	General Parts Sale	123908		22.00			LS
	22May13	Inv/Cred	General Parts Sale	123924		6.33			GO
	16May13	Inv/Cred	General Parts Sale	123906		14.00			LS
	13May13	Inv/Cred	General Parts Sale	123899		7.78			LS
	13May13	Inv/Cred	General Parts Sale	123898		22.00			LS
	13May13	Inv/Cred	General Parts Sale	123895		30.30			LS
	13May13	Inv/Cred	General Parts Sale	123894		25.08			LS
	08May13	Inv/Cred	General Parts Sale	123892		8.30			LS
	08May13	Inv/Cred	General Parts Sale	123891		8.30			LS
	08May13	Inv/Cred	General Parts Sale	123890		8.30			LS
	08May13	Inv/Cred	General Parts Sale	123889		8.30			LS
	08May13	Inv/Cred	General Parts Sale	123887		8.30			LS
	08May13	Inv/Cred	General Parts Sale	123886		11.00			LS

Options | Find | Narr | Expand | **Assoc.** | Currency | Recon.

From the Nominal Enquiry select the transaction and then “Assoc” (F6)

**Ref 123924 22May13 Period 0513 General Parts Sale Posted 22May13**

Account	Description	Debit	Credit	Recon. Ref	Recon. Ref2
1600101	NF PARTS IN STOCK		4.23		
1850100	SALES LEDGER CONTROL	8.22			
2470100	VAT OUTPUT TAX		1.26		
3600121	NF PARTS SALES-COUNTER		6.33		
4600121	NF PARTS COST-COUNTER	4.23			
6994141	CREDIT CHARGES INCOME		0.63		
Total		12.45	12.45		

OK | Details | Scr.Pad

Then select “Details” (F5) to display the Part Audit.

(Part Audit) 123924				
Date	Ref	Part Number	Order No	Text
22/05/2013	121535	SL-350 5304	123924	General Parts Sale
22/05/2013	121535	SL-790 6101	123924	General Parts Sale

OK Add Det

Selecting “Add Det”(F5) displays the full movements of all associated parts.

Parts Movements						
Part No	Date	Tp	Qty	Ord/Inv No	Cost	Op
SL-790 6101	22/05/2013	IN	-1	123924	0.00	GO
SL-790 6101	22/05/2013	WP	1	123924	0.00	GO
SL-350 5304	22/05/2013	IN	-1	123924	0.00	GO
SL-350 5304	22/05/2013	WP	1	123924	0.00	GO
SL-790 6101	22/05/2013	WP	-1		0.00	GO
SL-350 5304	22/05/2013	WP	-1		0.00	GO

Description: SCREW ASSY. Disc: 0.00 Selling: 3.61  
Text: General Parts Sale 22/05/13 13:02:20

OK Print Invoice

Use the “Invoice” button to view the invoice in Invoice Recall if required.

### Importing Manual Journals (1-1169)

It is now possible to import a manual nominal journal from a CSV file in a similar way to the import into Accruals/Prepayments.

CSV files need to be in the format “Nominal Code, Debit Amount, Credit Amount, Narrative”.

### Financial Year End (1-2064)

Enhancements made to improve the Financial Year End and better display the stage currently being processed with a progress bar where applicable.

### New Fixed Assets Module (1-3509)

The Enhanced Fixed Assets Register module has been designed to give a full Fixed Asset Register process including:

- Asset Groups created per depot to specify default depreciation options (Straight Line or Reducing Balance) and provide the link to the nominal accounts.
- Asset categories can be created to further analyse assets
- Individual asset creation with each asset assigned to a group, specifying purchase information and depreciation details

- Asset Enquiry program to give a view only detail of assets
- Depreciation program to calculate and post depreciation values each month
- Create purchase orders for new assets
- Post supplier invoices against asset purchase orders
- Miscellaneous cost posting allowing additional capital to be posted
- Option to transfer assets to and from wholegoods or plant
- Option to transfer assets between depots
- Raise a sales invoice on disposal of assets
- Produce reports of current assets plus additions and disposals
- Link to the document store to store documents against assets

The security of this module is handled by the existing User Access Codes options.