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Release Notes: Version 3.6.6

Overview

Version 3.6.6 introduces many enhancements to various reports; this version also allows for the batch emailing of payslips plus the recording of any changes made to employee’s entitlements from the employee form. Estimates can now be created without a vehicle being accessed, 3.6.6 contains a couple of new utilities which allow for automated allocation of account numbers if there are omissions in your client list, plus the ability to delete satisfied purchase orders from the PO screen prior to a selected date.

New features include a link to Vehicle Visuals (on-line videos) you can now send clients via email, SMS or MyAutoConnect a link to a video that explains the reason you need to repair a vehicle component. SMS messages can now be greater than 160 characters plus you can now customise the email cover page for invoices, summaries, estimates and statements. Online bank reconciliation is also a component of this release, 3.6.6 allows for the importation of bank CSV and QIP file formats for reconciliation purposes.

Please read the following notes as they explain in full detail the enhancements this exciting new version delivers.

Reports

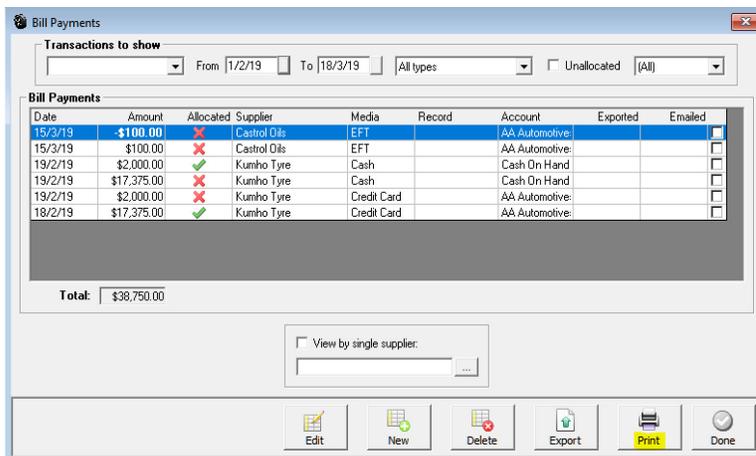
Receipts

Report for any date range can now be printed from the receipts screen



Supplier Invoices Paid

Now available from Accounts / Bill payments, the report can be filtered by date range and single supplier by selecting these options from the bill payments screen.



Employee Accrued Entitlements Liability

The Holiday, Sick, RDO & LSL report now includes an accrued cost value based on the cost per hour for the employee entered on the employee form

Wages Account <input type="text" value="Wages"/>	Sick Pay <input type="text" value="10"/> days per year <input type="text" value="5.152"/> days accrued	Holiday Pay <input type="text" value="20"/> days per year <input type="text" value="16.304"/> days accrued
Payment frequency <input type="text" value="Weekly"/>	Rostered Days Off <input type="text" value="0"/> days per year <input type="text" value="0.000"/> days accrued	Long Service Leave <input type="text" value="0"/> days per year <input type="text" value="0.000"/> days accrued
Hourly Rate for Labour Allocated <input type="text" value="\$0.00"/>	<input type="button" value="Log..."/>	
Entitlement units <input type="text" value="days"/>	Cost per day <input type="text" value="\$100.00"/>	

Note: Cost can be per day or per hour depending on the calculation unit selected from the entitlement units field.

For the period 01/07/18 to 18/03/19.

Fred Johnson		Time units: days									Cost per unit: \$ 100.00		
Period		Holiday			Sick			RDO			LSL		
From	To	Time+	Time-	Total	Time+	Time-	Total	Time+	Time-	Total	Time+	Time-	Total
	Opening	14.000	0.000	14.000	4.000	0.000	4.000	0.000	0.000	0.000	0.000	0.000	0.000
24/10/18	30/10/18	0.384	0.000	0.384	0.192	0.000	0.192	0.000	0.000	0.000	0.000	0.000	0.000
01/11/18	07/11/18	0.384	0.000	0.384	0.192	0.000	0.192	0.000	0.000	0.000	0.000	0.000	0.000
08/11/18	14/11/18	0.384	0.000	0.384	0.192	0.000	0.192	0.000	0.000	0.000	0.000	0.000	0.000
15/11/18	21/11/18	0.384	0.000	0.384	0.192	0.000	0.192	0.000	0.000	0.000	0.000	0.000	0.000
22/11/18	28/11/18	0.384	0.000	0.384	0.192	0.000	0.192	0.000	0.000	0.000	0.000	0.000	0.000
29/11/18	05/12/18	0.384	0.000	0.384	0.192	0.000	0.192	0.000	0.000	0.000	0.000	0.000	0.000
Time		16.304	0.000	16.304	5.152	0.000	5.152	0.000	0.000	0.000	0.000	0.000	0.000
Cost				\$1,630.40			\$515.20			\$0.00			\$0.00
Time Total		16.304	0.000	16.304	5.152	0.000	5.152	0.000	0.000	0.000	0.000	0.000	0.000
Cost Total				\$1,630.40			\$515.20			\$0.00			\$0.00

Roadworthy Report

Reports / Other Reports / Roadworthy > Register Certificate Of Roadworthiness, this report can now be ordered by date or certificate number.

Sort by date?

Do you want to sort by date? If you answer no, it will sort by Certificate number instead.

No

Yes

On selection you will see the above option, if you wish to sort by certificate number simply select no, selecting yes will sort by date hierarchy.

Super Contributions

This report has been modified to display employee records in surname, first name order

18/03/2019

No date restriction.

Type	Fund	Member No.	Date Joined	Amount
Johnson, Fred				
Employer guarantee	Mtaa	32548787		\$821.54
Employee Total				\$621.54
Johnson, Jayne				
Employer guarantee	Amp	8741241	1/8/02	\$889.42
Employee Total				\$689.42
Smith, John				
Employer guarantee	Amp	5588741	1/8/02	\$475.76
Employee Total				\$475.76
Grand Total				\$1,786.72

Estimate Report

Modified to display which estimates have been converted to jobs including a conversion ratio for the selected dates.

For the period 01/07/18 to 18/03/19.

Client Details	Vehicle Details	Quoted Job	Cost	Converted
Mr Dave Beecroft	H: (0427) 994559 M: 04129513 DEF458 NISSAN PATHFINDER 3.0L V6 92/	98 Log Book Service 40,000km Log Book Service 45,000km Log Book Service 50,000 Km	\$1,237.34	Yes
Mr Harry White	H: (08) 94581210 M: 041295137 978 POP TOYOTA LEXCEN V6 EFI 96/99	99 Labour	\$202.15	
Mr Harry White	H: (08) 94581210 M: 041295137 978 POP TOYOTA LEXCEN V6 EFI 96/99	123 Air Conditioning Service	\$199.90	Yes
Cannington Denture Clinic	W: (08) 94511477 GO123 Bmw 740i E38 V8 EFI 94/97	147 Hi-tech Tune 8 Cyl.	\$110.00	
Mr Dave Beecroft	H: (0427) 994559 M: 04129513 ABC123 BMW 520i 2.0 M50 EFI 90/94	154 Ef Special Minor Service	\$19.50	Yes
Mr Allan Munn	M: 0439100225 TBA NISSAN NAVARA 4WD 3.0L D22 99/	168 Lp Gas Tune Lube Service & Filter Ef Minor Service Major Service	\$313.00	
Mr John Whyte	W: 0262427030 YGY21T FORD FALCON XH VAN 6 96/98	204 Air Conditioning Service	\$222.41	Yes
Mr Tony Owen	H: 03 5856 4578 W: 03 5889 4 RQC704 HOLDEN COMMODORE VX V6 0	206 Air Conditioning Service	\$458.22	Yes
Mr Allan Munn	M: 0439100225 TBA NISSAN NAVARA 4WD 3.0L D22 99/	226 Log Book Service 100,000km	\$0.00	
Mr Angus Mohaggis	M: 0422289726 GURK47 SUZUKI VITARA 4WD 1.6L EFI 91/99	230 Log Book Service 100,000km	\$0.00	
Mr Tony Owen	H: 03 5856 4578 W: 03 5889 4 RQC704 HOLDEN COMMODORE VX V6 0	232 Automatic Transmission Flush	\$80.00	
Miss Client Test	M: 0403056866 1CAR787 NISSAN SKYLINE	251 Major Service Ef Hi Tech Tune 4 Cyl.	\$310.43	
John King	H: (08) 94588784 M: 041437142 8LK123 DAEWOO LANOS 1.6L EFI DOHC 9	270 Log Book Service 100,000km	\$100.00	
Mrs Jane Jane Smith	W: 97581556 M: 0452 698 58 SPK 788 HOLDEN COMM. VR. V8 EFI. 93/94	276 Carbon Clean Fuel Injector Service	\$130.00	Yes
United Parcel Services Pte Ltd	W: 68838751 M: 96308803 YH9901A TOYOTA HIAEC	285 Log Book Service 100,000km	\$0.00	
Total estimates:			15.00	
Converted:			6.00	
Not converted:			9.00	
Conversion %:			40.00	

AP Aging:

The report has been re-engineered to place supplier credits into the correct aging period, based on creation date.

Payroll

Overview

You can now track entitlements accrued / paid / edited via the holiday, sick, RDO and LSL report (automated recording) and a new log option available from the employee form. The log option will record any alterations made manually to the employee entitlements from the employee form. If you use security the name of the user who made the alterations is also recorded. Payroll allows for the batch emailing of payslips.

Entitlement Editing, Auditing

To view an audit trail of entitlement editing, select the employee you wish to audit from the employee list, point and double click to open the employee form. Select the log option located on the right of the cost field.

Wages Account ...

Payment frequency

Hourly Rate for Labour Allocated

Entitlement units

Cost per day

Sick Pay

days per year

days accrued

Holiday Pay

days per year

days accrued

Rostered Days Off

days per year

days accrued

Long Service Leave

days per year

days accrued

You will now see a log of changes made to the various entitlements, the user name will only be visible if a user was logged onto application when the adjustments were made.

Entitlement Adjustment Log					
Date	User	Holiday	Sick	RDO	LSL
8/3/19		27.92 / 2.08			
18/3/19		30 / 2 / 32	7.96 /		

Payroll, Batch Emailing Payslips

To Batch email payslips open the payroll display, over on the right-hand side of a displayed transaction you will see a check box, simply point and mouse click in any record you wish to email, this can be single or multiple selections.

Payroll

Transactions to show: Financial year to date From 1/7/18 To 18/3/19 (All)

Date	Employee	Gross	Tax	Other	Net	Super	Sick	Holiday	RDO	LSL Account	Media	Comments	Exported	Emailed
5/2/19	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA	Online			<input type="checkbox"/>
5/2/19	Johnson,	\$817.00	\$115.00	\$0.00	\$702.00	\$75.57	0.192	0.384		AA	Online			<input type="checkbox"/>
28/1/19	Johnson,	\$1,260.00	\$217.00	\$20.00	\$1,023.00	\$99.28	0.192	0.384		AA	Online			<input checked="" type="checkbox"/>
17/1/19	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA	Online			<input type="checkbox"/>
17/1/19	Johnson,	\$817.00	\$115.00	\$0.00	\$702.00	\$75.57	0.192	0.384		AA	Online			<input type="checkbox"/>
17/1/19	Johnson,	\$1,120.00	\$217.00	\$20.00	\$883.00	\$106.40	0.192	0.384		AA	Online			<input checked="" type="checkbox"/>
16/1/19	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA	Online			<input type="checkbox"/>
16/1/19	Johnson,	\$817.00	\$115.00	\$0.00	\$702.00	\$75.57	0.192	0.384		AA	Online			<input type="checkbox"/>
16/1/19	Johnson,	\$1,120.00	\$217.00	\$20.00	\$883.00	\$106.40	0.192	0.384		AA	Online			<input checked="" type="checkbox"/>
4/12/18	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA	Online			<input type="checkbox"/>
4/12/18	Johnson,	\$817.00	\$115.00	\$0.00	\$702.00	\$75.57	0.192	0.384		AA	Online	This Version		<input type="checkbox"/>
4/12/18	Johnson,	\$1,120.00	\$217.00	\$20.00	\$883.00	\$106.40	0.192	0.384		AA	Online			<input checked="" type="checkbox"/>
4/12/18	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA	Online			<input type="checkbox"/>
4/12/18	Johnson,	\$817.00	\$115.00	\$0.00	\$702.00	\$75.57	0.192	0.384		AA	Online			<input type="checkbox"/>
4/12/18	Johnson,	\$1,120.00	\$217.00	\$20.00	\$883.00	\$106.40	0.192	0.384		AA	Online			<input checked="" type="checkbox"/>
31/10/18	Johnson,	\$1,045.00	\$193.00	\$20.00	\$832.00	\$96.66	0.192	0.384		AA	Online			<input checked="" type="checkbox"/>
10/10/10	Johnson,	\$817.00	\$110.00	\$50.00	\$640.00	\$75.57	0.192	0.304		AA	Online			<input checked="" type="checkbox"/>
Total:		\$16,722.00	\$2,872.00	\$170.00	\$13,680.00	\$1,540.71								

View by employee:

Auto Edit New Delete Export Email Done

When the screen is refreshed the records that have been emailed successfully will have a green tick in the emailed column. At the end of each batch send you will see a summary displaying how many were sent and the count of failures.

Automation Client 3.6.6



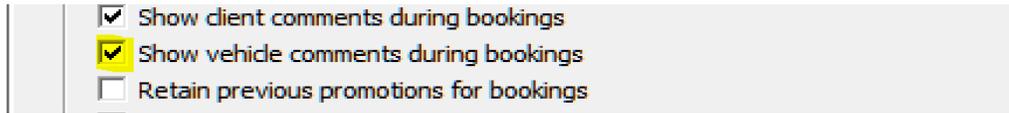
Records processed: 11
 Successfully emailed: 7
 Invalid records: 4

Bookings Displaying Vehicle Comments

Version 3.6.6 introduces the ability to display the vehicle comments as you complete the booking either in selection or step by step mode.

Site Settings, Selecting Vehicle Comments Option

Go to File / Site Settings / Database Settings. From the list of available options select show vehicle comments during bookings.



As you complete the booking vehicle comments are displayed on screen, this option can be selected for both selection or step by step booking options.

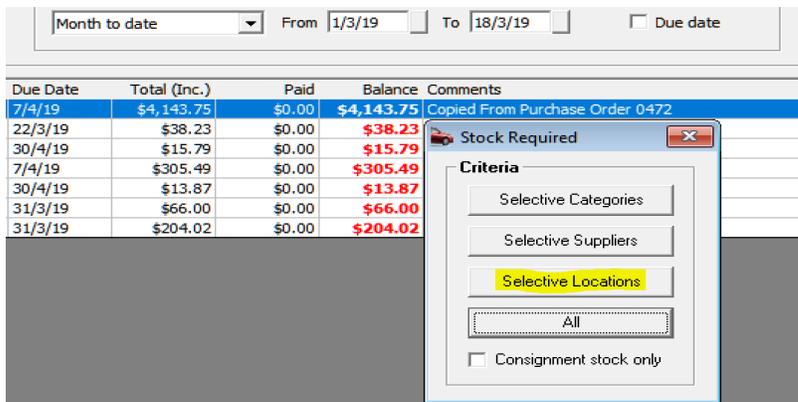
Purchasing

Overview

There are three changes to purchasing function in version 3.6.6, a new re-order report allowing you to order low stock items via location, you can now view a combination of bills & credits on one screen and finally it is now possible to clear all satisfied purchase orders prior to a selected date.

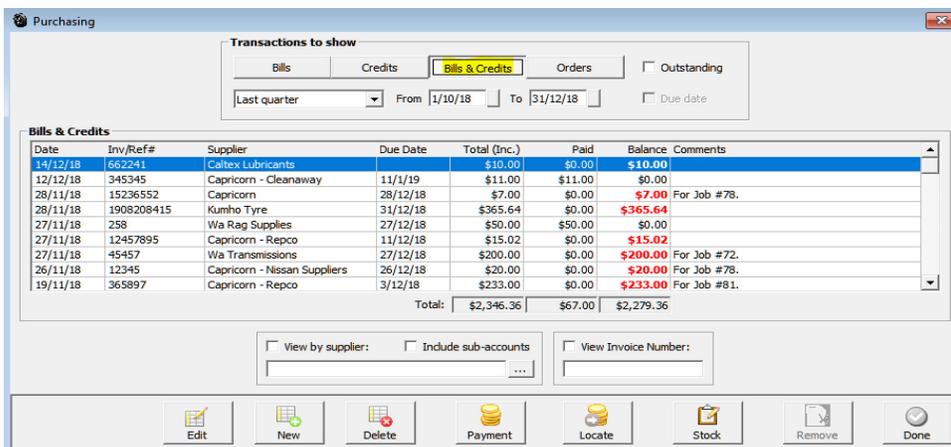
Re-Order Report

When selecting the stock option from the bottom of the purchasing screen there is a new select by location option, on choosing this option you can select the location or multiples you wish to replenish. Automation will display a report by supplier for all items that require re-ordering. These items can then be converted to a purchase order



Bills & Credits, Viewing From Purchasing

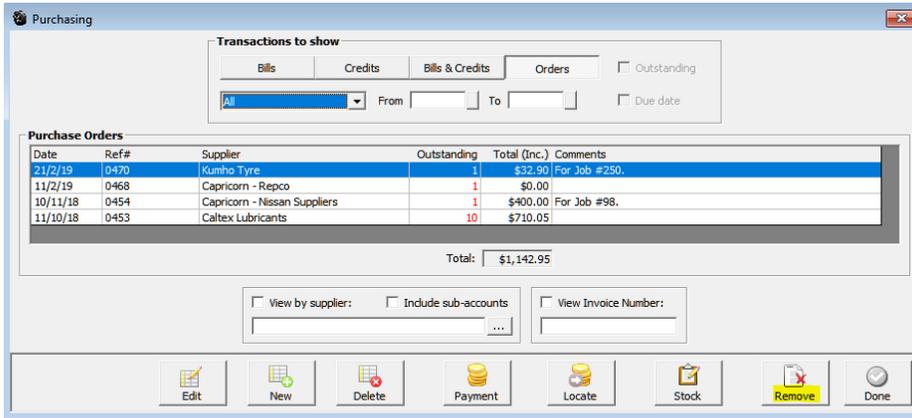
Automation has introduced an additional bills & credits selection to purchasing, you can now view a combination of these transactions from one screen making supplier balance reconciliation much easier.



The new option is located at the top of the purchasing screen, on selection you will see your credits recorded for the selected date range are added to the bills display with totals changing accordingly.

Purchase Orders, Deleting

To delete completed purchase orders (those that have been copied and not converted to bills) with no outstanding items. Select purchasing / Orders.

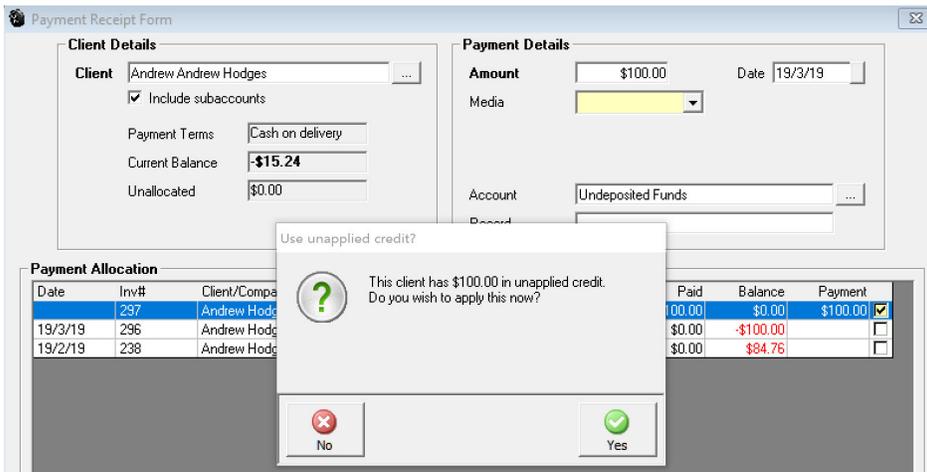


From the lower task bar displayed select remove, enter the cut-off date and select OK to activate the deletion process, on completion the only records displayed are those with outstanding items.

Receipts

Receipts, Unapplied Credits

Version 3.6.6 introduces the ability to apply unapplied credits to a payment, on processing a payment if the client has an unapplied credit you are prompted to apply the value to an outstanding invoice. To apply the credit value simply select the yes option from the screen message.



Note: Unapplied credits relate to values credited to the clients account via a credit memo, money received but not allocated is not considered an unapplied credit, these values will be displayed on the payment receive form as unallocated.

Client List

Account Numbers, Applying

This version allows you to apply an account number to client records that have not been allocated a number when first created. This action is performed via a utility that is accessed from the admin menu by selecting the Reset Client Account

Numbers option. During the allocation process the utility checks the individual trading terms, if these have been granted a C is placed in the account number field preceding the account number.

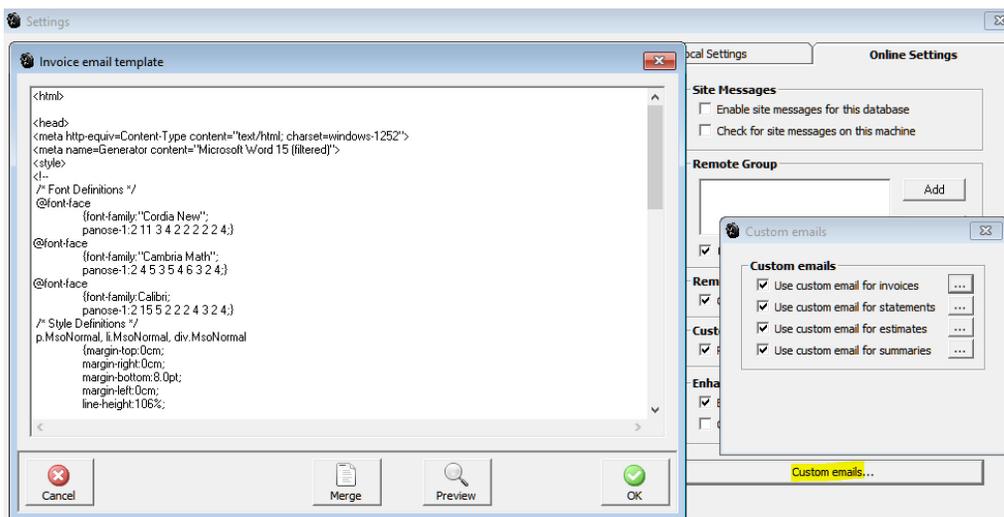


Email Templates

Email Template, Creating

Customisation of the templates for the email covering page have been expanded to include statements, estimates and summaries. To create a new template your text needs to be in HTML, this is not as daunting as it sounds as it is easy to enter the text using Microsoft Word and save the document as a **web page, filtered**, to add your template to Automation simply open the HTML document in Notepad (a Windows utility) via Windows Explorer (point & RH mouse click on the file name and select open with > Notepad) highlight the HTML code and copy (ctrl+c) then paste into the text window in Automation (ctrl+v).

To access the templates, select file / site settings / online > custom emails on selection you will be presented with the 4 x choices, click on the button to the right of the option to open the required template. Below is an example of an invoice template displaying the HTML code created in Word and copied via Notepad.

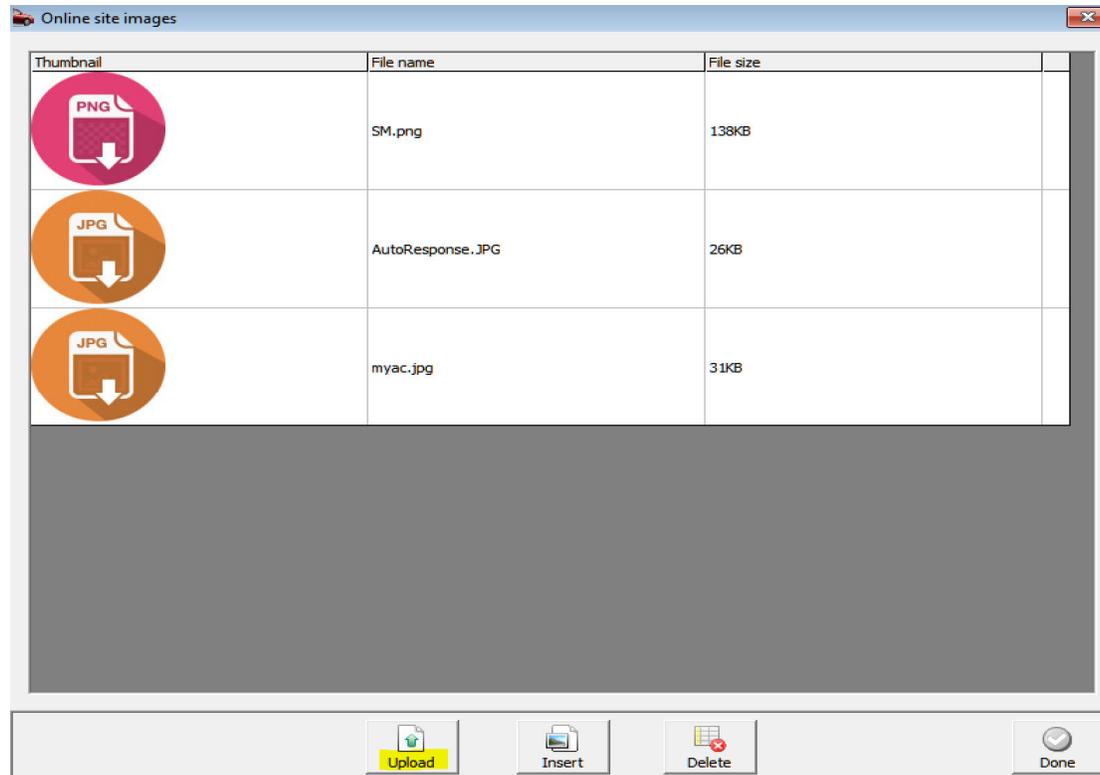


Email Template, Graphics

Sites that have their data hosted remotely can insert graphics directly into the HTML text, the lower task bar for these locations displays an additional images option. The option allows remote users to store their images in a personal folder on the Microbasecloud server. To insert an image simply click on the images icon, the image processing utility is now available.



To upload an image, click on the upload option, you can now navigate your PC and select the image you wish to include in your custom email.



Point and double click on the image this will initialise the upload process, once complete the image will be inserted into the list either as a thumbnail (small image) or file type depending on your PC settings.

When the image is in the list you can move your cursor to place you want to insert the graphic in your HTML template, then select insert from the lower task bar, you will now see a line of code entered into your document, this represents the image command line.

```
src='https://www.microbasecloud.com.au/databases/files/37/AutoResponse.JPG'>
```

Bear in mind that if you have centred your message you must include a command prior to the image reference to centralise your graphic the command is:

```
<p class=MsoNormal align=center style='text-align:center'><img
```

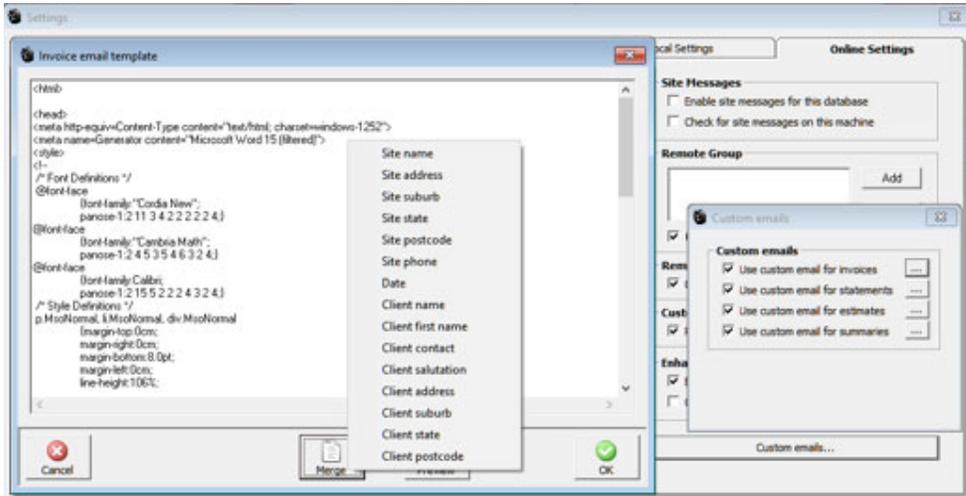
There is a separate document covering this process in detail available from:

<http://www.microbase.com.au/resources/Custom Message For Emails.pdf>

This document also makes reference to how sites that are continuing to run their database locally can insert graphics into an email template, please contact Microbase support to assist you.

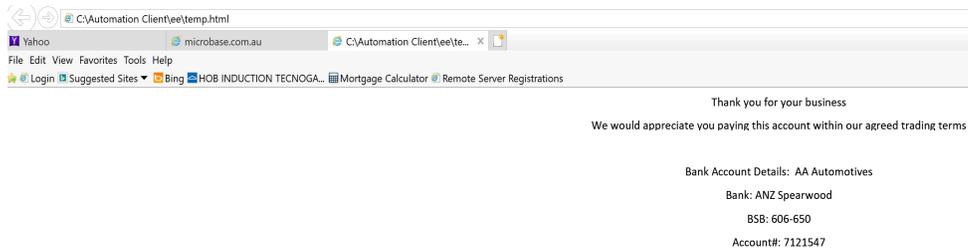
Email Template, Data Merge

For further personalisation Automation allows you to merge certain database fields into the template, to insert a merge field place your cursor into the HTML text where you want the data to be placed then select the merge option from the bottom of screen, point and double click on the entry in the field list and save your changes with OK (F12). You insert multiple entries into the template one at a time and then save all the changes with OK (F12).



Email Template, Previewing

To preview the email template, select the preview option at the bottom of display, your template will open in the default web browser, this allows you to view the exact format of your template. Below is how this template is displayed in your browser which is the same format that your client will receive via email.

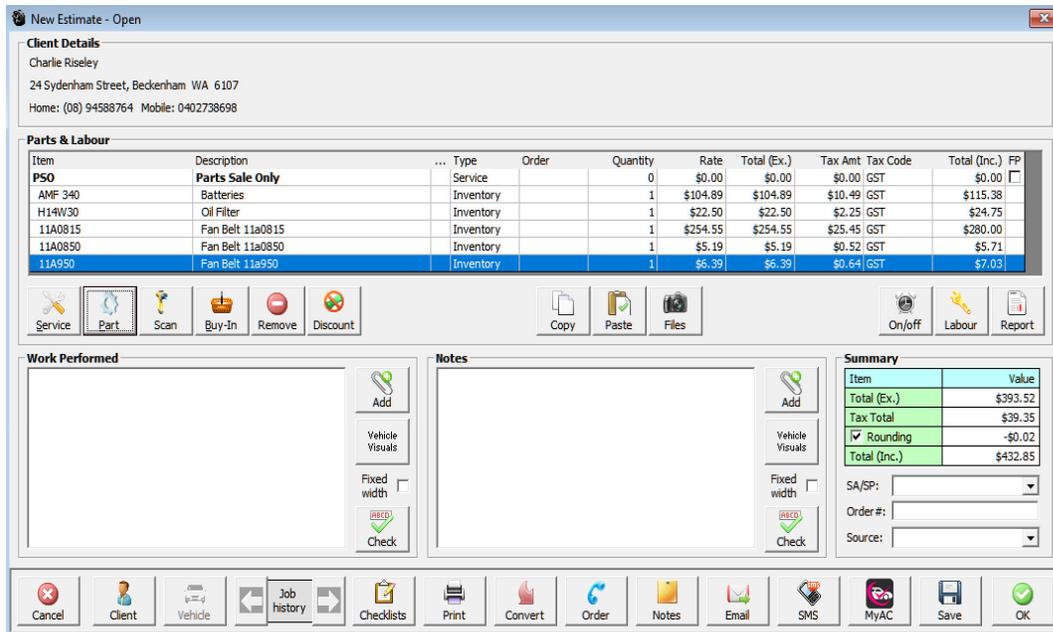


Estimates

Estimates, Creating with No Vehicle

Automation allows for creation of estimates which can be converted into a job card (vehicle details included) or a charge invoice (no vehicle details required). To create a non-vehicle estimate ie: sale of parts only simply follow the same process as if you were creating an estimate to be converted to a job card, when you get to the vehicle selection screen do not select a vehicle (if there is one) and exit out of the screen.

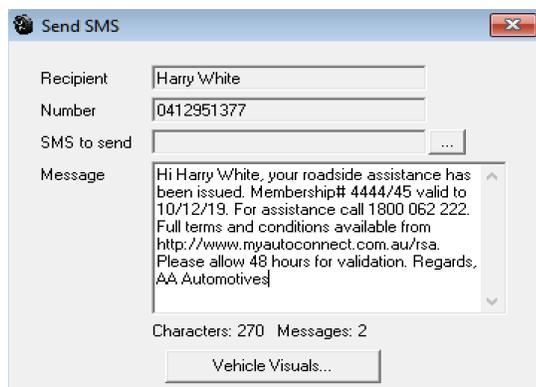
You will now be presented with a new estimate, displaying client details only, on conversion this will become a charge invoice. You can still search for this type of estimation via the sales screen, client form and reporting in exactly the same way as you do vehicle estimations.



SMS Enhancements

SMS, Merge

Version 3.6.6 introduces the ability to send message that contain more than 160 characters (2 messages or more) merged into one. Highlighting a client from the client list and selecting SMS from the bottom of the display allows you to enter text and send the communication as an SMS.



There is a character count on the bottom of the display that indicates how many messages your text when compiled creates in the example above we have used 270 characters and as you can see this equates to 2 x SMS messages. Note that if you have subscribed to vehicle Visuals you can add a video link to the SMS by selecting the Vehicle Visuals option positioned under the message text.

SMS Log

You can view your SMS activity via Reports / Other Reports / SMS Log, the format displays the message type outgoing / incoming, date, client name, mobile #, how many messages will be charged (see yellow highlight) and finally the message.

Note: If you message exceeds 160 characters you will be charged for each 160-character block thereafter. Ie: if your message is made up of 200 characters including spaces then you will be charges for 2 messages as your text exceeded 160 and was below 320.

➔	15/3/19	Mr Angus Mchaggis	0422269726	1	Just sending you another SMS.
➔	15/3/19	Mr Angus Mchaggis	0422269726	1	Try this: http://au.vehiclevisuals.com/animation_link.php?num=zcqmmm9qk94w
➔	15/3/19	Mr Harry White	0412951377	2	Hi Harry, as discussed we have a magic little video attached for you. The idea behind this is to give you an overview of the problems we have found - please watch this at your earliest convenience and let us know what you would like to do http://au.vehiclevisuals.com/animation_link.php?num=onybz9m403x4
↻	15/3/19	Mr Dave Beecroft	0412951377	1	Guys, thanks for the message much appreciated
↻	15/3/19	Mr Harry White	0412951377	1	And thank you for the email fabulous service ????
➔	15/3/19	John King	0414371422	1	Thank You For Choosing AA Automotives To Service Your Vehicle We Are Pleased To Inform You Your Vehicle Is Ready For Pick Up.

Vehicle Visuals

Overview

Microbase has formed an alliance with Vehicle Visuals, this association allows you to deliver high quality 3D video presentations to your client base via email, SMS and MyAutoConnect.

Vehicle Visuals is a cloud-based library containing hundreds of animations showing how each part of the car works and what can happen when the part fails. The original line-drawn animations are now replaced with realistic 3D animated models, but the core value of making technical concepts simple to understand remains at the heart of what they do.

Vehicle Visuals help you bridge the understanding gap by providing your service team with a tool that gets the message across in a simple, customer-friendly way. Service advisors using Vehicle Visuals are able to sell more service and repair labour, and receive higher customer satisfaction scores.

As workshops use this system to explain services to their customers, they experience:

- An increase in repeat business as customers feel more confident that the services the repairer performed were truly necessary in maintaining their vehicle
- More referrals as they tell their friends and family what a great experience they had at the repairer's workshop
- Higher sales as customers agree to more work being done, because for the first time ever they really understand what's involved and why it is needed.

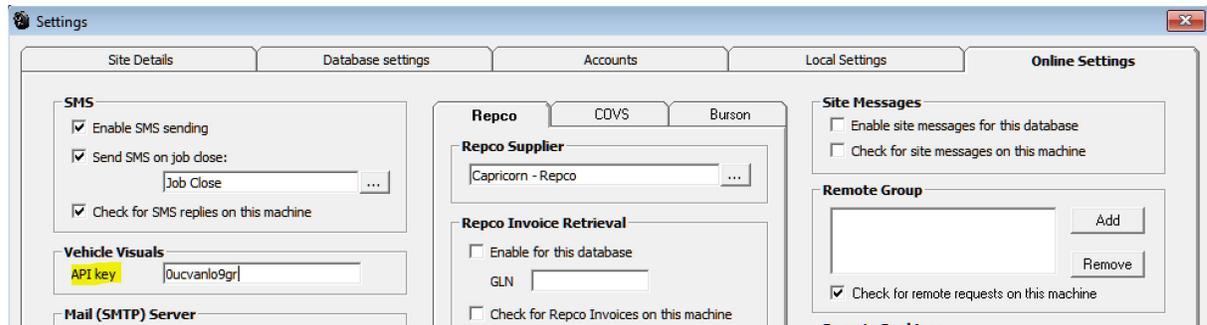
Subscribers access Vehicle Visuals using either desktop computers or mobile devices such as iPads or tablets. Your service team can even e-mail or SMS an animated video (including audio) to a customer if they are not in the workshop, and follow it up with a phone call to answer any questions and close the sale.

Vehicle Visuals is used by national repair chains throughout Australia, as well as a number of vehicle manufacturers through their authorised dealer network service departments.

Vehicle Visuals, Activating

Vehicle Visuals needs to be activated prior to being available from Automation, to do this you need to visit their web site, a link is available from our online menu. Once you have committed to subscribe to the service you are issued with an API key this needs to be entered into File / Site Settings / Online > Vehicle Visuals. Please ensure the API key is typed correctly this code is case sensitive. Save your entry with OK (F12) once this action is completed you will have access to vehicle visuals from the SMS form, Email and MyAutoConnect.

Vehicle Visuals library is web based so when sending a video to a client you are simply sending the link to that library item, this will play on their computer or smart device including the voice over.

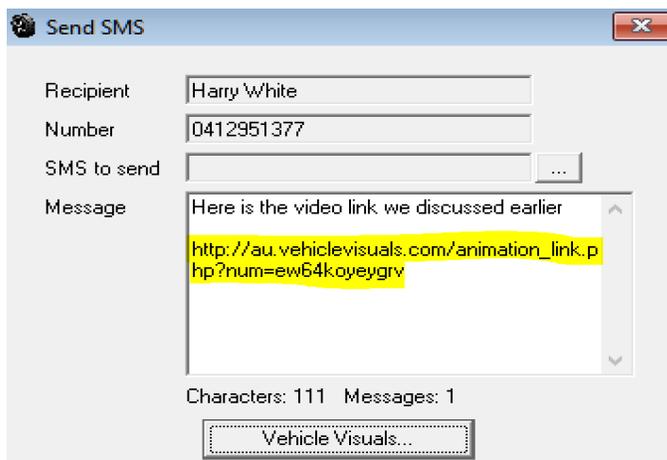


Vehicle Visuals, Sending A Link

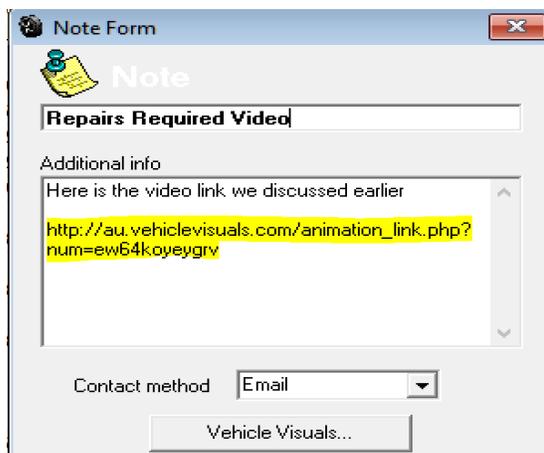
Links can be inserted into communications sent via these three media:

SMS, Email and MyAutoConnect.

SMS: Open the SMS form, type your message and leave your cursor where you want the link to display, select the Vehicle Visuals option situated under the message box, choose your video from the selection, you can preview the video if you wish before committing the link to the message.

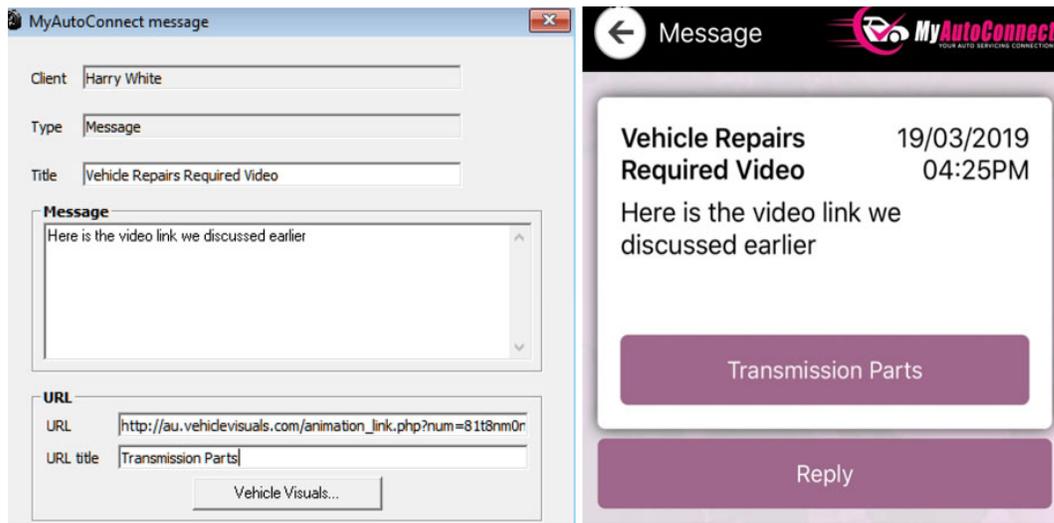


Email: Open an email form, type your message and leave your cursor where you want the link to display, select the Vehicle Visuals option situated under the message box, choose your video from the selection, you can preview the video if you wish before committing the link to the message.



MyAutoConnect: Open the MyAutoConnect Message form, type your message, select the Vehicle Visuals option choose your video from the selection, you can preview the video if you wish before committing the link to the message, Automation will

insert a relevant title into the URL Title field, you can remove this and type your own if you wish. The MyAutoConnect client simply clicks on the URL titled Transmission Parts to play the video.



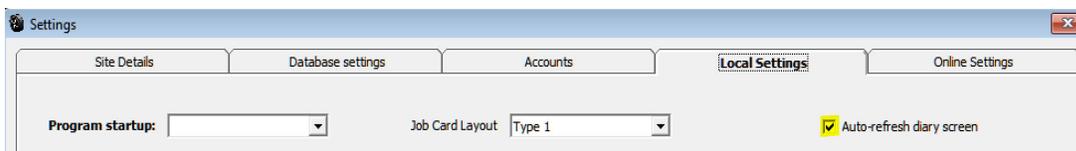
Vehicle Visuals, Viewing Locally: To view a video locally, select the online menu, open the Display Vehicle Visuals Animation link, make your selection from the video list, highlight and select preview from the display window. The video will run on your machine via the web browser.

Diary Screen Refresh

Version 3.6.6 introduces an automated diary screen refresh option, this will be extremely helpful to sites that are using the online job card as changes to the job card status on the tablet will automatically flow over (with up to a 30 second delay) to the terminal screen. The setting is local so the option needs to be set on each machine where you wish the refresh to take place.

Diary Screen Refresh, Setting

To initialise the option on a terminal, select file / site settings / local settings > Auto-refresh diary screen



Select the option highlighted above and save your settings with OK.

Reconciliations, Importing Bank Transactions

Overview

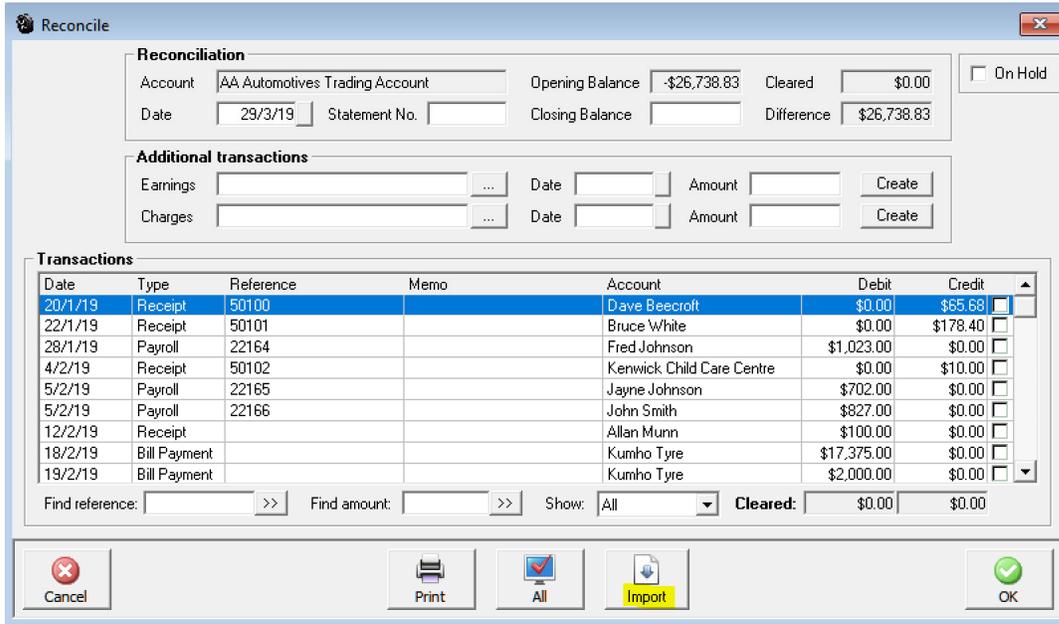
Automation allows you to perform an automated bank reconciliation using a CSV or Qif file that can be downloaded from your online banking portal. On choosing the import option you will need to point to the location where you saved your transaction file, once selected the reconciliation process will run a comparison between what has been entered locally and your bank download the transaction that are matched are flagged in the reconciliation screen.

When using this feature, it is imperative that you have a reference against the local transaction that matches the bank transaction, this can be a reference# as you pay a supplier or receive payment. Automation automatically records the client when receipts are processed, if your bank record contains these details then a match will be established. Please understand that the auto reconciliation feature will only work if your local transaction match the bank records exactly, these are based around the reference and value.

Reconciliation, CSV & Qif Files

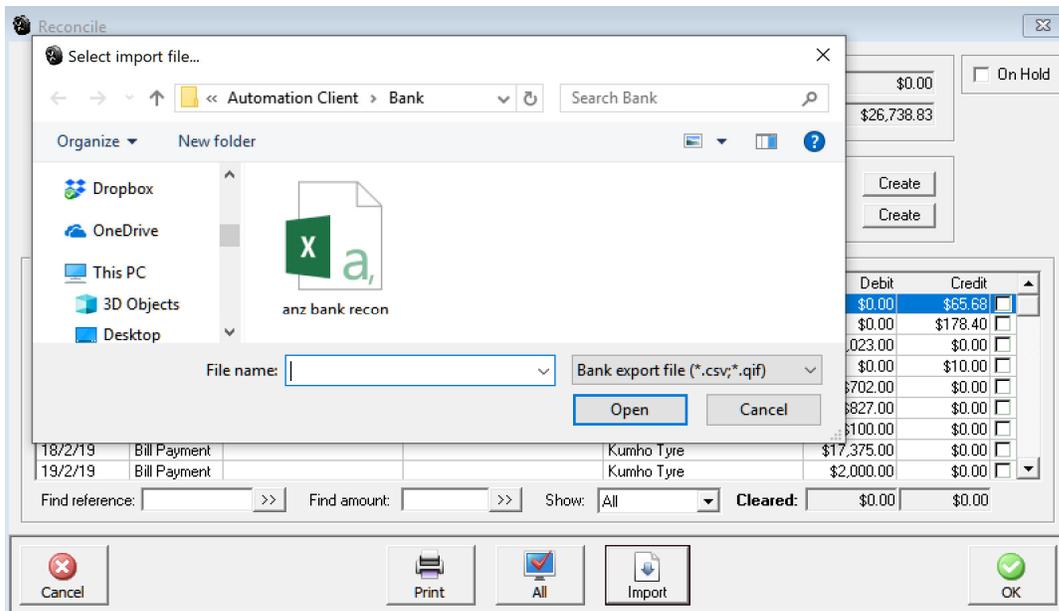
To Begin the process, you will first need to download the transaction file in either CSV or Qif format, we suggest you create a new sub folder titled bank in the C:\Automation Client folder and name your files according to the date they were downloaded ie: Recon28032019, this way you are giving each file a unique title that is easy to reference. Once you have your bank transaction file you can begin the automated reconciliation process.

Go to Bank / Reconciliation / New > Bank or credit card account, once completed you will see the normal reconciliation screen.

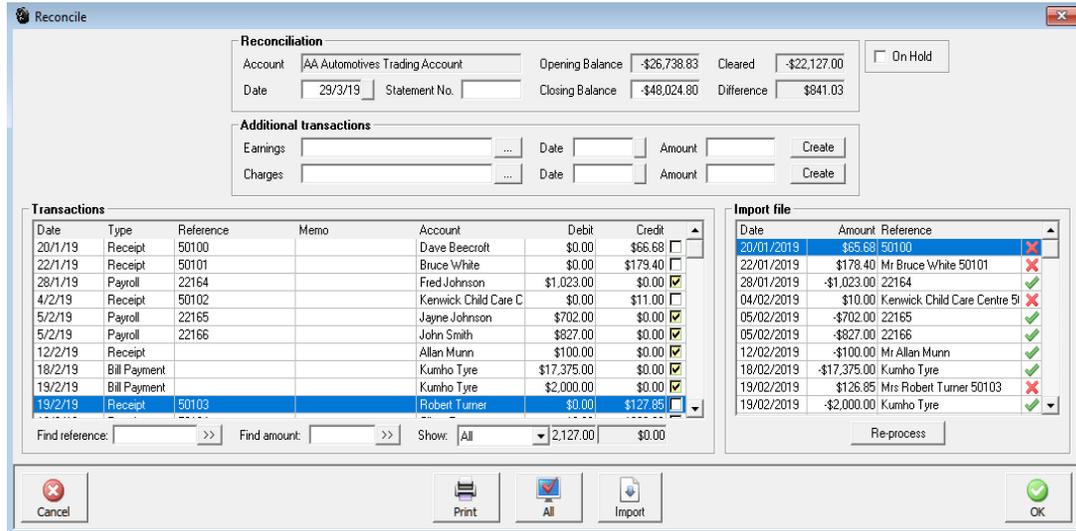


Reconciling, Accessing An Import File

To commence the comparison process, enter your closing balance and click on the import option from the bottom task bar, you can now navigate your PC to locate the file you downloaded and saved.



Point and double click on your transaction file, the screen will now split into two frames one displays your local transactions the other the downloaded bank transactions. Where a match has been found the transaction will be flagged on the local side of the display and ticked on the bank side.



In the above example matches can't be made with the receipts into the bank hence the red cross against these transactions on the banking side. You can in this instance simply click on the receipt transaction correct the amount and then select the re-process option placed under the import file side of the screen. There is no need to cancel the whole reconciliation and re-do.

Once all items are flagged in your reconciliation and the transactions balance against the closing value simply close and save the results.