Jim2® Business Engine
Version 2.15

Release Notes

Jim2 Business Engine V2.15 release notes – 16/03/06

Official Release - Build 1910 with optional Schedule/ToDo list functionality.

We are proud to announce the release of Jim2 BE version 2.15. This release includes many new features and enchancements and introduces our brand new Scheduler functionality with integrated ToDo list and resource allocation. This is a new Jim2 OPTION and is not included as part of your standard Jim2 BE subscription. It will be made avaliable to all existing clients at no additional charge but will be included in the annual subscription. Unlike most options Scheduling/ToDo can be enabled/disabled on renewal of your subscription. Please contact Happen for an updated key.

Jim2 Business Engine has always excelled in improving workflow and business procedures, and version 2.15 strengthens this even further. This feature packed release includes some amazing updates including: Scheduling and resource management, Todo Tasks, Consignment Stock, Time Sheets and improved group management, just to mention a few.

Just a special note for all our new sites – welcome! These release notes should provide some great insight into the sort of changes that are introduced during version upgrades, and how YOU can take advantage of them at your site. With easy to follow screen shots, look through each one carefully to see if they can add functionality to your site.

Some of the more exciting new features include…

- NEW - Scheduling (new option - please contact Happen for a new Key)
- NEW - Stock, Cardfile and Item group management including Vendor and Region grouping and sort ordering
- NEW - Option - Account manager driven by ShipCode
- NEW - Option - Multi job invoice by Subbranch / GL Dept
- NEW - Cancel cheque - now asks for original cheque date or today's date
- NEW - Change stock Serial# feature
- NEW - Consignment Stock Purchase Orders
- NEW - Time Sheet entry
- NEW - Printing system – allows printing of any grid including layout and design
- NEW - GST 'By Tax' features (now at a session level)
- NEW - Till Recs now allows you to do multiple Recs at the same time
- NEW - New Option for Dynamic Kitting (Summary Kit)
- NEW - Job List bulk Job Status update

Additional enhancements

- Updated User interface (icons) and now 10 lists per Object (Jobs etc)
- Updated Report Designer.
- Updated Stock import including synchronization and automatic creation of stock groups
- Account Enquiry now includes the comments from original document (not just GL tran) on Expense POs, Cheques and General Journals
- Account Enquiry now allows you to filter by DocDate and TranDate concurrently
- Updated 'What's New', 'Jim2 Error' and 'About' screens

We have also included the following improvements and fixes

- Posting of COGs when applying an Expense Order to a Purchase Order now uses the 'When posting into closed period' option
- Stock On Hand Report in Stock List did not cater for Multicurrency - fixed
- Report builder saved ini file to windows system directory - now to user's registry
- Credit hold did not prompt on converting a quote to a job - fixed
- Grouping in Pinned Lists not always saving on exit - fixed
- Job List - "Our Ref" field is now an exact search rather than a string search
- Rounding of GST in Proforma Invoice - fixed
- Inactive Users still active in ITEMS - fixed
- Backdating payments changes date based on the most current invoice it has been allocated to - fixed
- Create Similar in the Job/Sale Order form now has "Our Ref" available
- Windows 98 now no longer supported
- Jim2 Help file now copied to local users directory prior to displaying (Windows update related issue)

Make sure you read up on these changes to Jim2 – there may be one or many you can use to enhance Jim2 BE even further!

Technical Information & Requirements

Windows 98 Support

Winodws 98 is no longer support by Happen and Jim2 BE v2.15 will not run under Windows 98.

Database V132

To upgrade from Jim2 V2.14 to Jim2 V2.15 backup your database then run **jim2upgrade_215_1910.exe** from your server.

The Jim2 update program will automatically update existing version 130 or higher databases to the current version 132. That is – by running the Version 2.15 upgrade, you will have access to these new features and functions WITHOUT affecting your existing Jim2 records.

To manually update a database you have restored:

1. Use the Jim Update program and select the **Jim2update130-132.pas** script, from the UpdateFiles folder in your Jim2 folder.

2. New reports, scripts etc can installed by importing the **jim2reports_v215.jrpt** file via the Jim2 Report Designer.

Both these files can be located in the UpdateFiles subdirectory after running the **jim2upgrade_215_1910.exe** upgrade program.

Jim2Server V2.15
Jim2Server now logs when Users abnormally terminate in the log file of the related database. This is useful for detecting unreliable networks, client workstations or Users that do not log out of Jim2 in the normal way.

You can check this from the Jim2 client by selecting Tools/History from the menu, selecting the 'Disconnect' object and clicking Run.

Important Notice - Microsoft SQL Service Packs (Jim2 BE version 2.09 onwards)

Prior to upgrading to Jim2 Business Engine Version 2.15, you must ensure you have the latest Microsoft SQL Service Packs installed, with respect to your current network requirements. Check with your Network Administrator prior to actioning.

If you are currently running **Microsoft MSDE 2000** you should download Microsoft MSDE 2000 Service Pack 4. This service pack is recommended.

If you are currently running **Microsoft SQL 2000** you should download Microsoft SQL2000 Service Pack 3a.
This service pack is recommended.

Why?
Jim2 BE uses mixed mode security. There is a known security issue when running SQL with SA and no password.
Happen recommend that this Service pack be installed, however it is not required.

Microsoft SQL Server 2000 appears to have a data integrity issue that is resolved by installing the Service Pack 2 (or greater). In the interest of maintaining the integrity of your database Happen insists that this Service Pack be installed.

Click Here for more information on Microsoft SQL 2000 Service Pack 4

Please contact Happen if you require a consultant to install this for you at your premises

Note: The above Microsoft SQL Server information applies from Jim2 BE v2.09 onwards.

If running Microsoft SQL server 2000 it is recommended that you upgrade to SQL service pack 3a due to a potential security issue that has been resolved by Microsoft.

Please also note that Microsoft SQL version 7 is no longer supported by Happen.

New – Scheduling and Todo List (Optional)

Introducing Jim2 Scheduling – a fully integrated resource management and task list feature set that enables you to coordinate, track and manage staff resources.

Jim2 Scheduling lets you instantly see what your teams are up to. You can view, allocate and edit tasks, meetings, phone calls, and appointments – all linked to Jim2 stored information such as Jobs, Quotes and CardFiles.

Simplified Resource Management

Jim2 Scheduling gives you multiple ways to see what's going on - by person, by group or by the entire company:
- 'Outlook' style calendar views show you scheduled tasks by day, week, working week, month, year, time grid or by current day plus 7 days.
- Tasks can be grouped by Time, Resource or no grouping.
- Tasks can also be viewed by individual, by a number of individuals, by definable groups, or by all resources.
- All tasks are colour-coded for quick visual filtering.
- Unconfirmed appointments and tasks are highlighted with a striped border.
- Tasks can be instantly linked to related Jim2 objects including Jobs, Quotes, Purchases, Return from Customer, Return to Vendor, Debtor, Creditor and Cardfile.

Flexible and Feature Rich

- Modify your current view or default view to include any period by simply dragging your cursor over the calendar.
- Show or exclude 'Types' of tasks to simplify your view.
- Specify and only view hours of work - defined by you, to suit your business.
- Create and save your own custom views (for example, by members of your on-site or off-site customer service teams) so you can easily switch between calendar views that match your business processes.
- Schedule tasks from your Todo list to appear on your calendar, or add calendar items to your Todo list at the click of a button.
- Set future tasks to follow up with creditors and debtors.
- Assign multiple resources to a task directly from Jim2 Users or Cardfile contacts. Tasks can also be left unassigned and then assigned to resources at a later date.
- Dynamically move, edit or reassign tasks - and all user's calendars will automatically update.
- Instantly drill down on tasks to access related Jim2 objects such as Jobs, Quotes, Debtors, and Creditors.
- Flag tasks as 'Private' to hide from other user's view.
- Synchronise to Microsoft Outlook® for off-site use on PDAs or notebooks.

General layout and Scheduling interface

View By
Allows selection of scheduler view -
Day - One day only.
Work Week - Working hours as set in Tools / Options / General.
Week - Week view.
Month - Month view.
Year - Year view.
Timeline - Timeline year
Current + 7 days - Current day + next 6 days.

Group By
Allows you to select how you would like to group the calender view -
By Date (by resource)
By Resource (by Date)
None (no grouping).

Resources
Allows selection of which resources to display.
My - Show only My tasks (and Unassigned if ticked)
All - Show all resources.
Selected - Show only selected resouces as per selected via the resources tab.
Allocated - Show only resources that have tasks allocated to them.

Show Unassigned
Show/Hide the unassigned tasks.

Work Time Only
Display only the hours as set in Tools / Options / General.

Calender view, Resource grouping and selection

Task selection area. Tick which task to display

Load, Save and Delete Scheduler Views

Date Navigator pane

Scheduling area

Vertical splitter

Horizontal splitter

Todo Task area. Shows Todo task due today and overdue tasks.

Task Selection Area

The task selection area allows you to select which task types you wish to display. For instance, if you are a service engineer you may not be intrested in Debtors/Creditors follow ups. Or if you are in sales you may choose to not display Job Due tasks.

Scheduler Views

Once you configure the scheduler you can save this as a personal view. For instance you may wish to create a view for technicians only, a specific Branch etc.

To create a view simply arrange the Scheduler's View By, Group By, Resources then type in a name into the View edit box. Select Save, Save As by clicking the arrow on the Load button.

To load an existing view select the view from the View Edit box and click load. If you do not close the Scheduler or pin it your view will be active by default.

To delete a view, load the view and then select Delete by clicking the arrrow on the Load button.

Views are Jim2 User specific and are saved within your Jim2 database.

Date Navigator

The Date Navigator provides a quick and easy way to change the dates in the scheduling area. It can be used to change views between day, week and weeks.

Along with the Todo Task area, the Date Navigator pane occupies the right side of the scheduler.
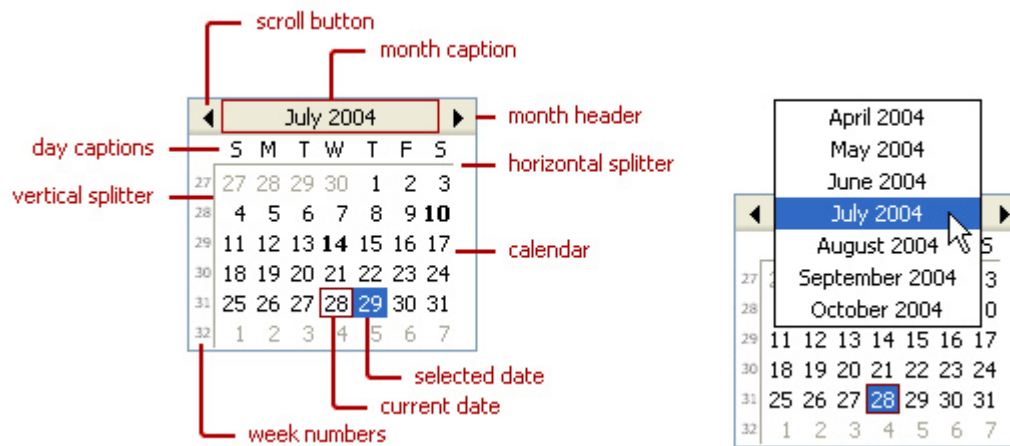
Clicking on the Date Navigator's header displays a month context menu. The single-arrow buttons change the dates displayed in it, by incrementing or decrementing the time range displayed by a month at a time.

The Date Navigator's calendar shows the current month along with a few days from the previous and next months. Today's date is outlined with a border around it – the current date indicator. This makes it quick and easy to identify the current day.

Dates which have user events scheduled on them are shown in bold in the Date Navigator.

The selected date(s) is highlighted. To select multiple nonadjacent dates simultaneously the Control key is used along with the mouse. Adjacent dates can be selected by dragging the mouse pointer over the desired days while the left mouse button is pressed or by using the Shift key along with the mouse. The selected dates are then displayed in the scheduling area.

Weeks of the year are assigned a number from 1 to 52(53/54), called week numbers. Week numbers can be used to select any entire week. Week numbers appear on the left side of the Date Navigator.

The Date Navigator area can be resized by dragging the vertical or horizontal splitter.

Todo Task area

The Todo task area displays all current and overdue tasks assigned to you.

Todo Tasks can be a scheduled Task flagged as Todo, a Todo task with an assigned date, a Todo task with no assigned date or a Debtors/Creditors follow up.

To quickly add a new Todo task simply click in the 'Click here to add a new task' area and type a Subject for the task.

Click on a Todo's completed checkbox to mark a Todo as completed.

You can right click on a Todo to view it's related Jim2 object (Job, Quote etc) or to Add, Edit or Delete a Todo.

The Todo task area can be resized by dragging the vertical or horizontal splitter.

Scheduling Area

The scheduling area is where tasks are can be added, viewed, edited and moved. The scheduler's layout is defined by the selections in the schedulers header area.

The day view mode lets the user events in the scheduling area be displayed or scheduled on a day-by-day basis or by a number of days.

The scheduling area displays the time blocks with working hours shown in a lighter color than nonworking hours. Time blocks are used to schedule user events. The increments of time blocks are changeable by right clicking on the timezone. The default timescale can be set from options (Tools / Options / Scheduler). Days containing working hours are workdays. Working hours reflect the Working hours set in options (Tools / Options / General). Together the days with working hours make up a workweek.

The left side of the scheduling area is occupied by the time zone bar, which displays the time of the time blocks.
Note: the time zone bar is only visible under day view.

When a task is scheduled for a time that is not currently displayed in the scheduling area a yellow rectangle appears on the time zone bar, it contains an ellipsis with a small arrow indicating in which direction the scheduling area's content should be scrolled in order to bring the user task into view. The same scroll button appears when the user task is outside of the day's cell when working under the Workweek, Week, Year, Timegrid or Current + 7 days view.

Scheduler views

Day View

The day view mode lets the user events in the scheduling area be displayed or scheduled on a day-by-day basis or by a number of days.
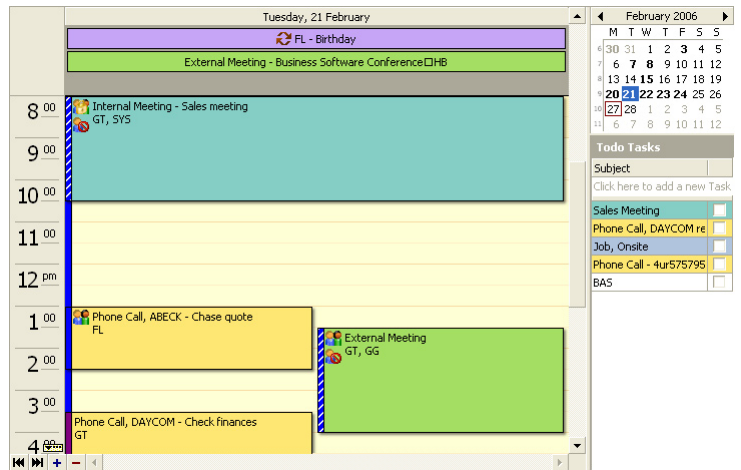
Workweek View

The Workweek view mode lets tasks in the scheduling area be displayed or scheduled by work week.
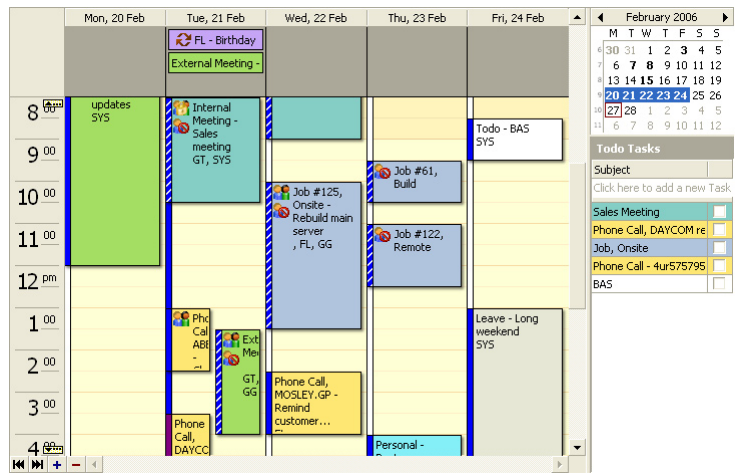
Week View

The week view mode lets tasks in the scheduling area be displayed or scheduled by week.
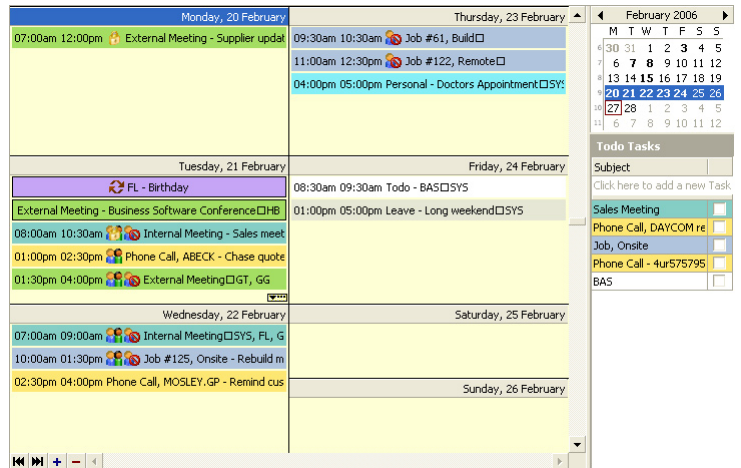
Month View

The month view mode lets tasks in the scheduling area be displayed or scheduled by month.
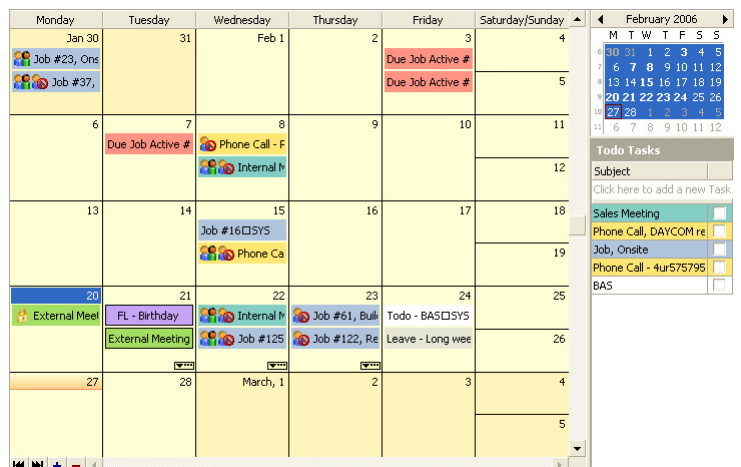
Year View

The year view mode lets tasks in the scheduling area be displayed or scheduled by year.
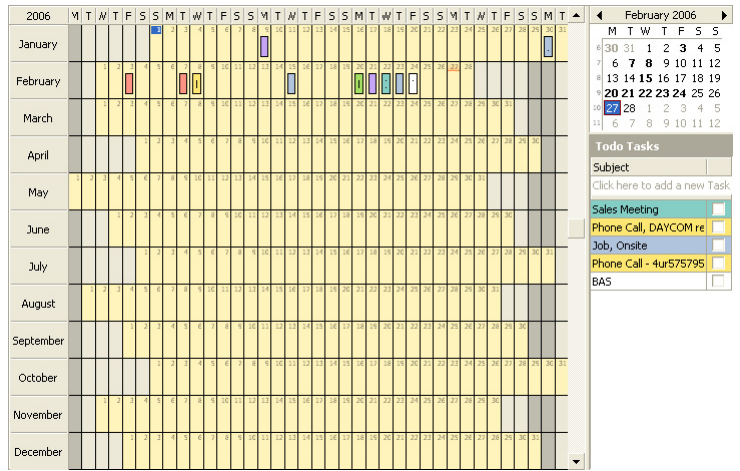
Time Grid View

The time grid view mode lets tasks in the scheduling area be displayed or scheduled in chronological order from left to right.
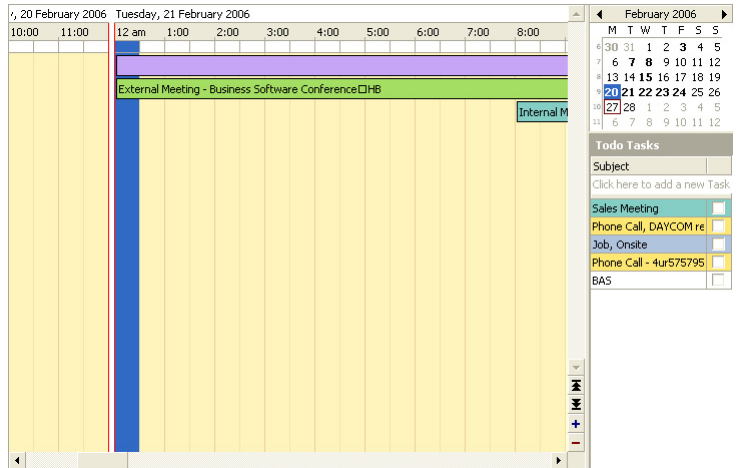
Current + 7 days View

The Current + 7 days view mode lets tasks in the scheduling area be displayed or scheduled from today and 6 days forward .
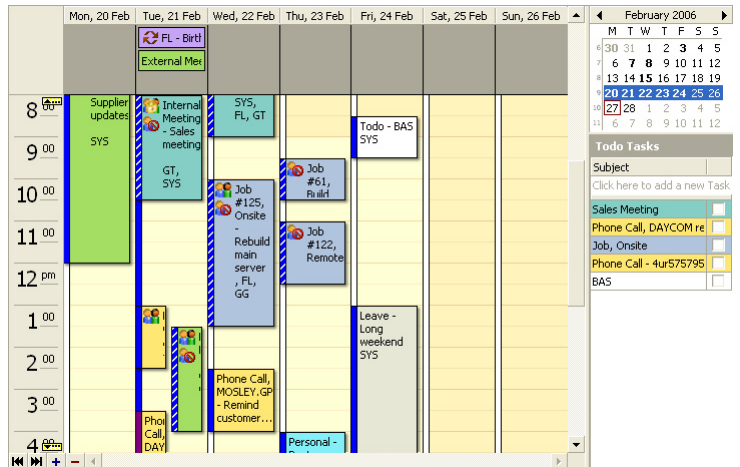
Scheduler Tasks

You can add Tasks to your schedule in the following ways -

- From within the schedule area right click and select 'New task'. You can select a start/end date/time by highlighting one or many time blocks prior to right click 'New Task.

- From the main menu bar click the Schedule Task icon and then select the task type from the dropdown selection. You can change the task type later on if required from the 'Edit Task' form. By adding a task in this way the Schduler will assume the task is regarding the Jim2 Object that is currently active and automatically fill in the the Task's 'regarding' information.

- From the 'Scheduled Labour' tab from a Job.

- Click Add from the Task List.

Note: When adding a task to a Job that is in Add or edit mode from either the Schedule Task icon or Labour Tab the tasks will not be added to the Scheduler until the Job is saved. So if you were to add a Job and then add some scheduled tasks and then click cancel the Job and the related tasks will all be cancelled.

Double-clicking on a task opens a detailed view (example below), which provides a longer description and shows additional information such as Task Type, Labour Type, Priority, which resources have been allocated to the task, and any Jim2 related objects (Jobs, Quotes, etc).

Task Types include -

- **Anniversary**   Set anniversaries for staff and customer birthdays or other important events.
- **Birthday**   Jim2 user birthdays. Automatically generated from Cardfile.
- **Cred. Follow Up**   Creditor follow ups. Automatically generated from Creditor notes
- **Debt. Follow Up**   Debtor follow ups. Automatically generated from Debtor notes.
- **Due Job Active**   Due Job dates on Active jobs. Automatically generated from Jobs.
- **Due Job Inv'd**   Due Job dates on Invoiced jobs. Automatically generated from Jobs.
- **External Meetings** Allocate resources and/or Cardfile contacts to meetings. Relate meetings to a Job, Quote etc.
- **Holidays**   View who is on holidays
- **Internal Meeting** Allocate resources and/or Cardfile contacts to meetings. Relate meetings to a Job, Quote etc.
- **Jobs**   Add a task to a specific Job. Specify multiple resources (Jim2 Users) and Labour Type such as Travel, Sales, Build and Onsite.
- **Leave**   View who is away ill.
- **Personal**   Keep personal tasks and appointments on your calendar (personal tasks are hidden from others).
- **Phone Calls**   Easily schedule phone calls and assign others to conference calls. Add calls to your Todo list and tick off when completed.
- **Todo**   Todo tasks.

All tasks are colour coded by type, allowing for instant recognition.

Schedule Task - Task tab

By clicking Schedule the task will appear in the Scheduling area.

By clicking ToDo the task appears in the Todo List area.

By clicking both Schedule and Todo the task will appear in both areas.

Clicking Private hides the content of the task from other Jim2 users. A task marked as private can be viewed or edited only by the users (resources) assigned to that task. Private tasks are indentified in the scheduling area by a Padlock icon.

Clicking on All day event will mark the task as taking all day and the task will appear in the All day task area.
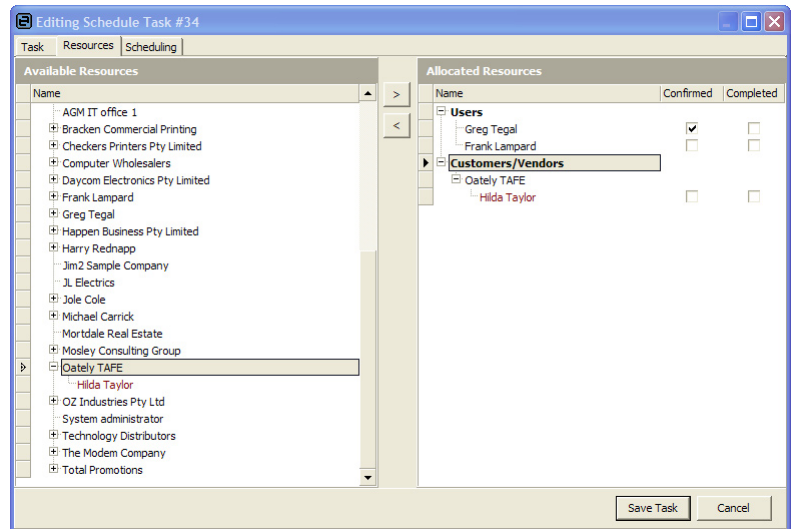
Schedule Task - Resources Tab

Click on the Resources Tab to allocate one or many resources to a Task. You can also select contacts from the Jim2 CardFile on non internal tasks like meetings and phonecalls.

Users can confirm tasks and mark tasks as completed by clicking the confirmed or completed checkbox next to each resource.

Multi-resource tasks are indentified in the scheduling area by a People icon.

Confirmed tasks are indentified by a person with a cross.

Schedule Task - Scheduling Tab

Click on the Scheduling Tab to display a Time Grid view of the schedule.

The time blocks outlined in red indicate where the task will appear. The bold red border indicates the currently allocated resources to this task.

Double click on a red time to allocate/de-allocate a resource.

You can also right click to select individual resources.

The task can be dragged to a new time slot or the time allocated increased/decreased by dragging the edge of the task.

Select an existing view to filter resources to view only technicians for example.
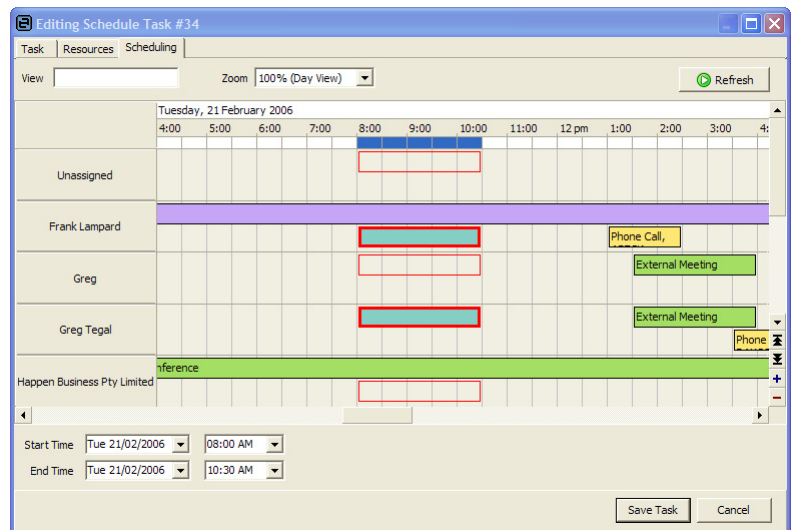
Printing your schedule

You can print your schedule by selecting a report from the Jim2 report toolbar and clicking either print or preview.

From the print preview screen you can adjust the report layout and save or print.

Note: Schedules can only be previewed or printed.
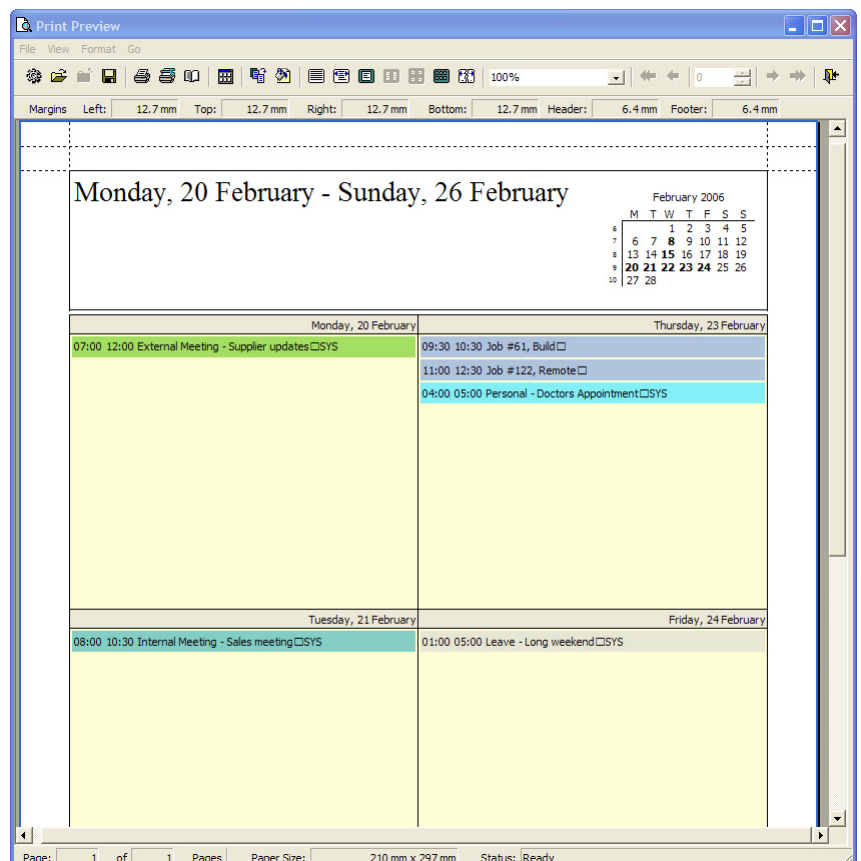
Synconising with Microsoft Outlook

Clicking the Outlook Sync button will export your current Schedule to Microsoft Outlook.

Updates and changes to Tasks within the Jim2 Scheduler will be reflected in Outlook next time you click Outlook Sync.

From within Outlook you can now synchronise with PDAs, Mobile Phones etc.

The following Tasks are excluded from synchronisation, Cred. Follow Up, Debt. Follow Up, Due job Active, Due Job Inv'd and Birthdays. Only Tasks with 'Scheduled' ticked are exported.

Note: If your Jim2 email address does not match the email account in Outlook Jim2 will automatically prompt for confirmation.
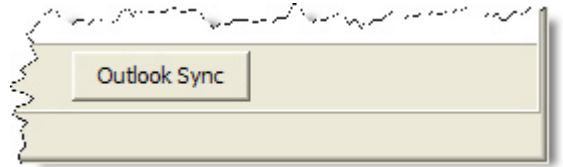
Task List

Task List allows you in look at schedules and tasks in a List format. The Task List functions in the same manner as most other lists within Jim2, that is you enter a selection criteria and click run.

The finish date for overdue tasks appear in red.

Completed tasks appear in grey.

Each task is assigned a unique Task#. Multi-resource tasks will be displayed for each assigned resource and will have the same Task#. You can easily group the list by Task# to group tasks together.

The Task list is a handy way to monitor other people's task list ensuring they are completed.

Tasks can be edited by double clicking on a Task,

Group Management

Jim2's powerful Stock, Cardfile and Item groups have been completely overhauled and now allows for easy Group Tree (Product Family Tree etc) management. Stock, CardFiles and Items can be easily grouped and sorted by simply dragging from one tree branch to another. Additionally Stock has been given an extra 'Vendor' group that allows Overall grouping by Vendor then Product Group or simply by Product Group. Cardfiles have been given a similar 'Region' extra group.

Folders within the tree are colour coded to identify Report Groups (yellow), Non Report Groups (Green) and Vendor/Region Groups (blue).

Group Types

Report Groups

Report Groups have a distinct relationship to each other, and are structured to form "ascending" levels (1 down to 5 levels) that can be used to create reports to "analyse" CardFile, Item and Stock trends.

Report Groups are used most stock related reports throughout Jim2 and the Stock selection screen.

Example: Stock records for the different printers you Stock could have the following Report Groups applied:

Level 1 Group - Computer Hardware   (includes Hardware sales info in reports)
Level 2 Group - Printers   (Printers will separate Printer Sales from other Hardware sales)
Level 3 Group - Laser   (Laser will separate Laser sales from other Printer sales)
Level 4 Group - Colour Laser   (Colour Laser will separate Colour Laser sales from other Laser sales)
Level 5 Group - SOHO   (SOHO will separate SOHO sales from other Colour Laser sales)

Note: The default 'depth' of the report levels used can be set under Tools/ Options / Stock as well as the default grouping, by Report Level or by Vendor/Region.

Non Report Groups

Non-Level Groups are very general and very useful for gathering slightly more "fluid" information from your CardFile, Item and Stock records. Non-Level groups can include useful generalisations. Non-Level Groups can be used when creating Lists of CardFiles, Items and Stock.

Example: Stock records could have the following Non-Report Level Groups applied:

Catalogue 2006   All Stock in this Group appears in the current sales catalogue
Flammable   All Stock in this Group should be stored according to OH requirements.

Example: CardFile records could have the following Non-Report Groups applied:

Yellow Pages   All Customers in this Group were referred via the Yellow Pages
Preferred   All Customers in this Group (regardless of their Price Level) are privy to special event invitations.

Example: Item records could have the following Non-Report Level Groups applied:

Systems   All Items in this Group are computers only (regardless of their make/model)
Monitors   All Items in this Group are monitors only (regardless of their make/model)

Vendor or Region Groups

Vendor Groups on stock and Region Groups on Cardfiles is a new group type introduced in V2.15. Vendor Groups allow you to group and locate your stock by Vendor and similiarly Region Groups on CardFiles allow you to group and search by Region.

Example: Stock records could have the following Vendor Groups applied:

HP   All Stock in this Group are from Hewlett Packard
Apple   All Stock in this Group are from Apple

This is in no way related to where you purchase the goods from and is not related the the Vendor's Cardfile in anyway. It is possible and in fact more than likely that you purchase the same product from many Vendors (suppliers) but it is the same actual Vendor or Manufacturer.

Example: CardFile records could have the following Region Groups applied:

Sydney Metro   All Customers in this Group are located with the Sydney metropolition area.
NSW Southern   All Customers in this Group are located within Southern NSW.

Ordering of Groups and Stock

An additional useful feature within Stock grouping is the ability to sort both Stock Groups and the stock within them by specifying a Sort Value. By default Groups are sorted alphabetically by Stock Group and then by Stock Code. Specifying a sort value allows you to rearrange the order to match printed pricelists or to force the most popular stock groups and stock to appear at the top of reports and stock selection.

To add a sort value simply click on the 'Show Sorting' checkbox at the lower left hand side of the Stock Group Management screen and enter an integer value next to the Stock Group or Stock that you wish to reorder.
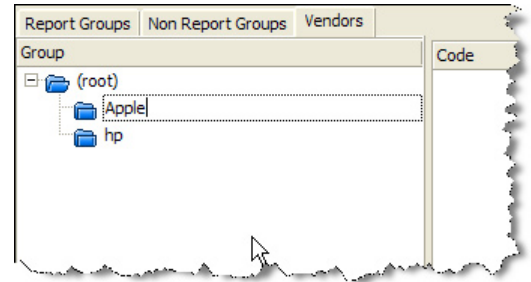
Managing Groups

To add a group first open Group Management from Tools / Groups / Stock.

Right click on the tree node that you wish to add the Group and choose 'Add Group' to add one at the same level or 'Add Child Group' to add a group at a level under that node.
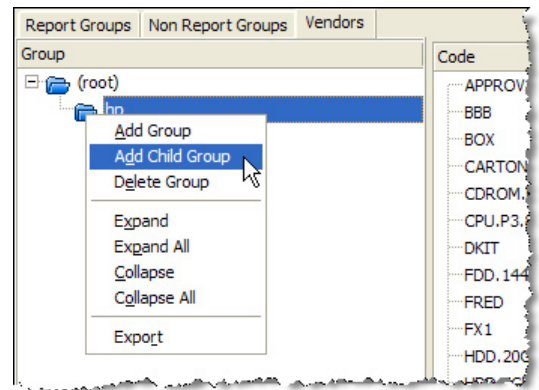

Next type in the name that you wish to call the Group.

To add stock to a group simply click on the stock you wish to regroup and drag it either to the Group Tree on the left hand side or to another node within the tree on the right hand side.

To shift all stock within a group at the same time either click on the stock's parent node and drag it to it's new position within the tree. The group's header and all stock in that group will be moved.

To move multiple stock regardless of where they are simply click on the stock and select additional ones by holding down either the shift or control key. Then drag the selection to it's new position within the tree.
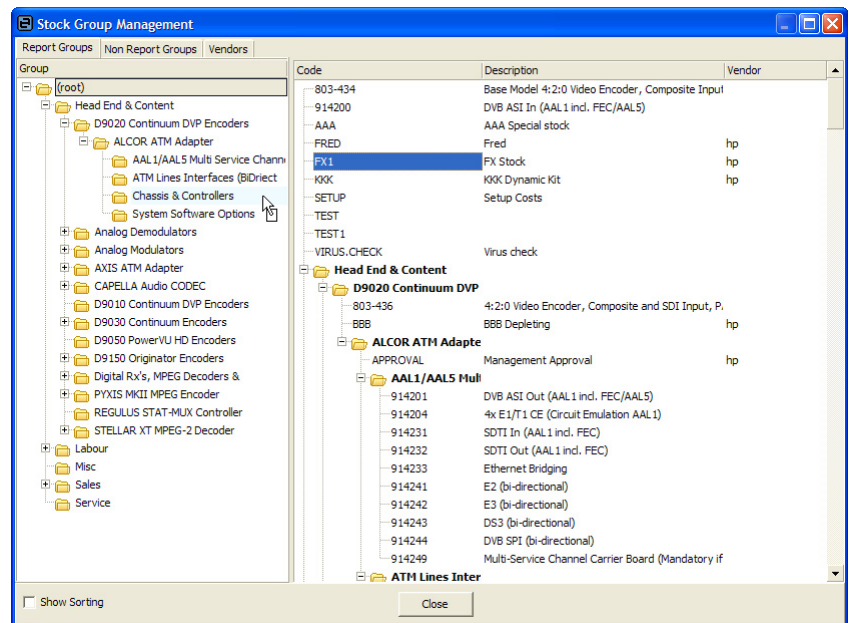
You can also reposition both Groups and objects within those groups (CardFiles, Items and Stock) from within the right pane by selecting them and then dragging the selection to it's new position within the tree.
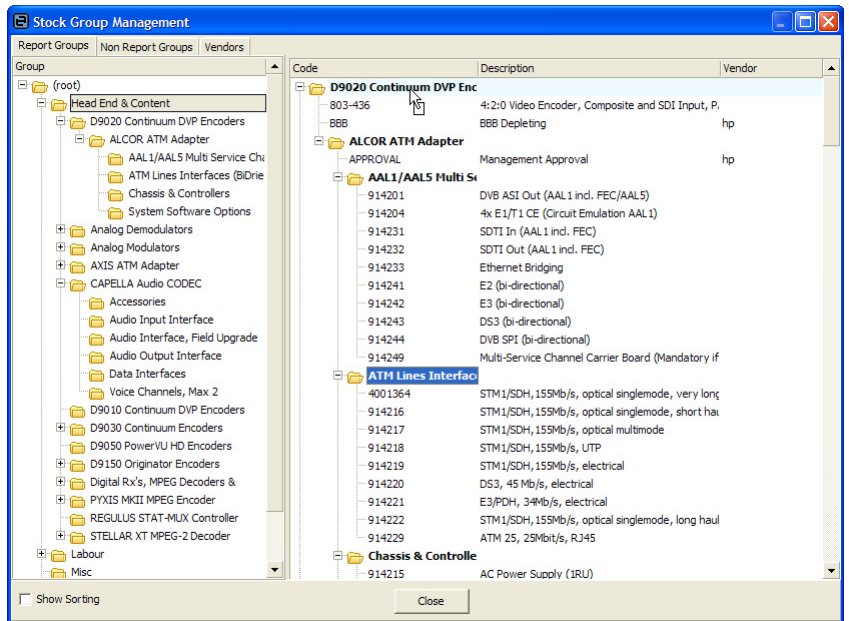

Adding Groups to an Object

Whilst editing or adding an object (Cardfile, Item or Stock) click on the group management button.

From the Report Groups select the branch of the tree that you wish the object to belong to from your object tree. Double click or select '>' to add the object to the branch. You'll notice that if you select a node that is several levels down, the object will automatically be added to all the levels above.

To add Non Report Groups or Vendor/Region Groups click on the approprite tab and double click or the Group or click '>'. You can add an object to an unlimited number of Non Report or Vendor/Region Groups.
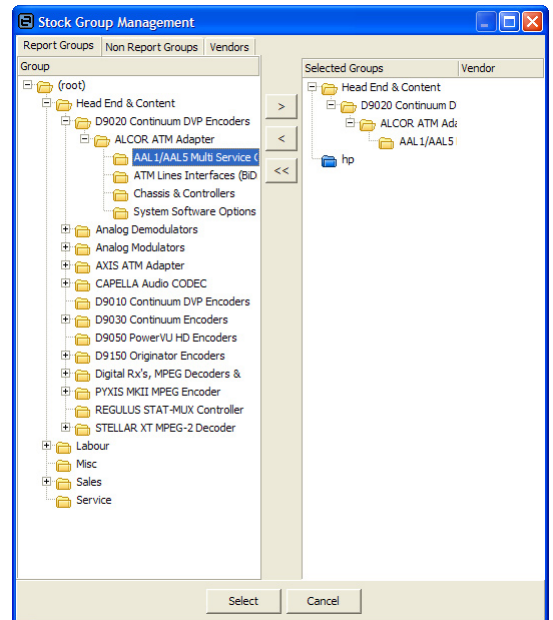
Groups in Action

You can think of Report Level groups as the way you would like you stock in be grouped in reports, price lists, your web site and the stock selection screen. Although Jim2 Group Management makes it easy to maintain and organise your groups it is best to think logically about how you can make the most groups prior to implementing them. If you are part of a buying group or franchise you could easily implement a standard product tree amonst the group for reporting at a group level. You may wish to make your grouping the same as your largest vendor.
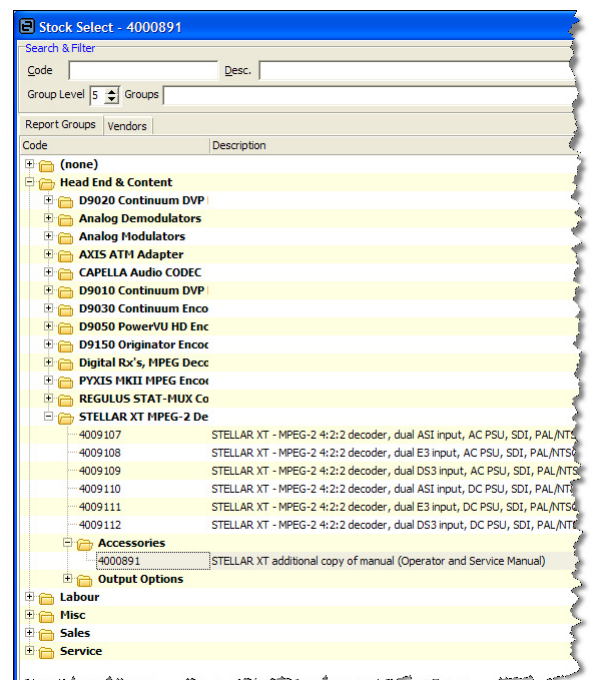
Time Sheets

Time Sheets is a new job related feature that allows -

- • Bulk updating of labour on multiple jobs
- • Realtime display of labour added to jobs
- • Totals of working hours by labour type for export to your Payroll system
- • Updating of labour after invoicing

To access Time Sheets click on the Time Sheet icon under Jobs in your Sidebar or from Jim2 / Jobs / Time Sheet from the main menu.

The Time Sheet list will then appear. To display actual labour entered on Jobs for a given period or person enter your selection criteria and click run.

You can select by -

User	The specific Jim2 user that you wish to view. Leave blank for all users.
Added By	The Jim2 user that added the labour
Labour Type	A specific Job labour type (as specified in Setups / Labour Types)
Labour > <	A from/to date range for the date of the actual labour
Added > <	A from to date range for the date the labour was added

The list of labour returned can now be grouped, sorted, exported, previewed or printed.
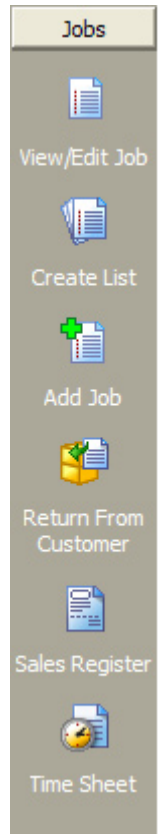
Adding a Time Sheet

To add actual labour to Jobs from the Time Sheet List click the 'Add' button. The Time sheet entry screen will then appear.

Select the Jim2 User you wish to add labour for and the Labour Date. Then click in the Time Sheet Entries Grid to add the Labour.

The Labour type will be automatically default to the Jim2 user's default labour type as set in their CardFile.

Firstly the Labour Date, followed by the Job# involved. Then enter the Labour start time. You can then enter the end time or press tab and enter the number of hours involved. Jim2 will automatically calculate the end time in this case.

Overide the default labour type if required and then enter a labour comment. The User's default internal hourly labour cost (based on the Labour type) has already been defaulted. Simply override if required.

Editing a Time Sheet

To edit an existing Time sheet select the user and Labour Date you wish to edit and click the 'Edit' button. A Time Sheet Entry form for that day and user will then appear and can then be edited or updated.

Exporting and reporting on Time Sheets.

Standard Jim2 reports are available from the Report Toolbar. To Export, Print or Preview a Time Sheet list right click on the Time Sheet Grid and select the from the popup menu.

Time Sheets are an excellent source of information to drive your payroll. Simply create 'running Jobs' for internal hours like cleaning, research, lunch etc to allow allocation of a full 8 (or 7 if you are lucky) hour day.

Purchasing - Consignment Stock

Jim2 version 2.15 now includes the ability to handle purchasing and tracking of consignment stock from your vendors.

This can be easily managed via the use of two new Purchase Order Types.

Consign. In   Allows receiving of Consignment Stock from suppliers.

Consign. Buy   Allows purchasing of stock received on Consignment regardless of whether it has been sold or transferred.

Receiving Consigment Stock

You receive consignment stock from your Vendor using a 'Consign. In' purchase order type. This is raised like a normal Purchase Order and when the stock arrives is placed on FINISH. The stock is now available to sell but no accounting (COGS or Income) will occur until the consignment stock is actually purchased. This can be thought of as very similar to a Purchase Order that is on a status of RECEIVED except no temporary creditors journal is generated. It is important to recognise the fact that you do not actually own the stock at this point and that any sales of this stock is at 100% profit until it is purchased.

Consignment stock can be sold and transferred and even returned to the Vendor (RTV) but can not be stock adjusted. In fact RTV is the correct way to return unsold consignment stock.

Purchasing Consignment Stock

To 'purchase' the consignment stock 'received' on a 'Consign. In' Purchase Order, create another Purchase Order with a type of 'Consign. Buy'. Enter the stock, quanity and pricing of the consigment stock you wish to purchase, noting the orginal stock location that the consignment stock was orginally received into (regardless as to if has subsequently been transferred).

You can purchase more or less than the consignment stock that has been sold but no more than the total amount of consignment stock that you have received and not purchased. Once the 'Consign. Buy' Purchase Order is placed on FINSHED all related consignment stock will be 'moved' to the 'Consign. Buy' Purchase Order. At this point Creditors will be updated and any COGS journals related to the sale of the consigment will automatically be generated.

Reconciling your Consignment Stock.

'Consign. In' and Consign. Buy' can easily be identified by their type on the stock's Stats, Buying and Transaction tabs.

A new Consignment Stock report allows easy reconciliation of stock on consignment. This report called 'Consignment Required Report' can be printed a Stock List.

PO#	Type	Date	Loc.	Description	Unit	Qty Bal	Qty Res	Cost	Price TP	Total Cost	Total Price
34	Consign. In	12/03/2006	NSW	FDD 144MB, 3.5"	UNIT	10		$10.00	$11.00	$100.00	$110.00
32	Purchase	08/03/2006	NSW	FDD 144MB, 3.5"	UNIT	5		$1.00	$1.10	$5.00	$5.50
24	Purchase	22/12/2005	NSW	FDD 144MB, 3.5"	UNIT	979		$1.00	$1.10	$979.00	$1076.90

User Interface

The user interface in Jim2 version 2.15 has been updated.

- All icons have been updated giving Jim2 a new, fresh and cleaner look.
- The number of active Lists per object has been increased from 5 to 10.
- Many forms now have an improved standard look including Options, Security, What's New, About and Jim2's issue reporting.
- The NavTree can now be resized.

Building upon the success of our Jim2 error detection reporting released in version 2.14, we have now added Jim2 Upgrade notification. Upon upgrading any Jim2 Database to another version Jim2 will display the Upgrade notification form. Simply click OK to send Happen a report of your successful upgrade along with any comments you wish to add.

Keeping Happen informed of the software version you're running allows Happen to provide a better service to you. This includes informing you of potential issues with, and improvements to, the particular software version you are running.

For security purposes the report will be compressed and encryted prior to being sent.

All information will be treated as confidential and is used only to improve our software and service to you.
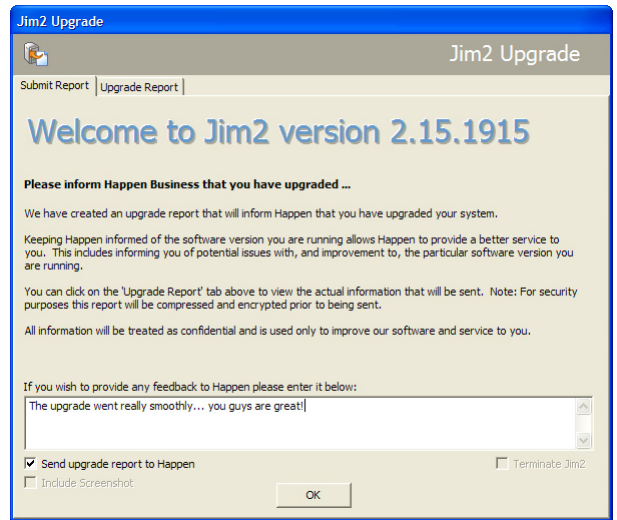
Till Reconciliation

Jim2 now allows you to delete any Till Reconciliation Session. In previous versions you could only delete the most recent one. This is especially useful for clients that operate shifts over weekends etc only to find that Saturday mornings Till Reconciliation was incorrect.

You can now also do multiple Till Reconciliations (of different Tills) at the same time. This eliminates the problem of multiple branches all knocking off at 5pm and wanting to do their individual Till Reconciliation at the same time.

Cheque Book

Jim2 now allows you to specifiy a document date when cancelling a cheque or deposit. In previous versions the cancelled cheque/deposits was set to today's date sometimes forcing the cancellation to appear in your next accounting period or the wrong date in your Bank Reconciliation.
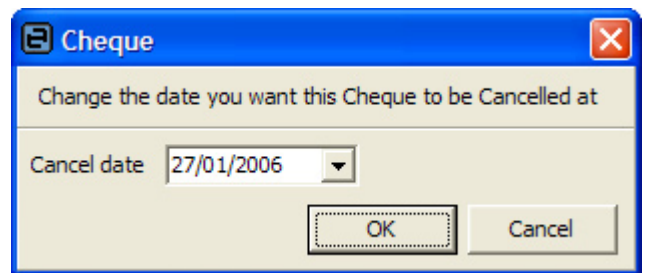
Job Lists - Bulk Status updates

Jim2 now allows you to bulk update the Status of a list of Jobs from a Job List. Simply create a list of jobs you wish to change the Status on and right click the Job Grid and select 'Change Jobs Status'. Next select the Status you wish to change the Jobs to and click 'Yes'.

Note: The list of Jobs need to be the same Job Type, that is Sales, Service or Manufacturing. Select the Job type from the Job List's 'Advance' tab. Jobs that are on a Status of FINSH, RAI.US or RAI.NR will not be updated and will be ignored .
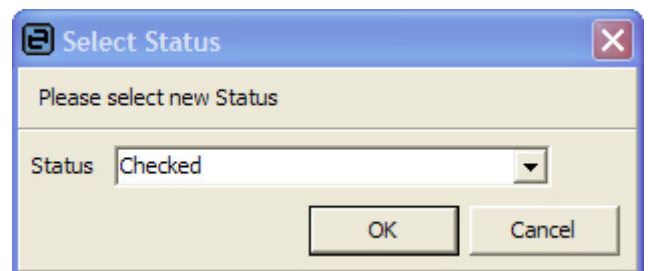
Stock - Changing Serial Numbers

Jim2 now allows to to change a stock's serial number without having to go to the trouble of creating a Stock Adjustment Down/Up. Simply select the serial number from the Stock's Stat or Transaction tab and then right click and select 'Change Serial#'. Enter the Stockcode, old serial# and new serial# and click 'Change'.

The change of serial number is logged under the related purchase orders history.

Note: It is recomended that Change Serial# only be used for changing incorrectly entered serial numbers. If you are swapping one serial for another Stock Adjustments are the way to go.
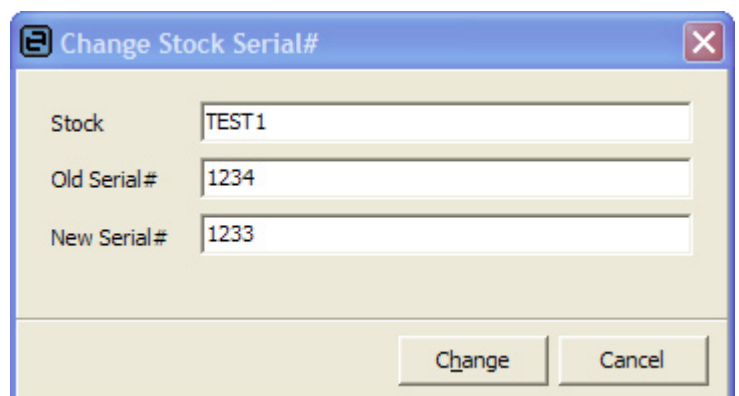
Dynamic Kitting (Summary Kit)

Dynamic Kitting can now be flagged as a Summary Kit. This in all respects acts like a normal Dynamnic Kit but does not attempt to update the quanity of the kit contents when the kit (header) quanity changes. Instead it simply divides the kit header price by the quanity change.

For example, the kit header reads 1x XYX @$100. In a Summary Kit if you were to change the kit quanity to 10 it would reduce the kit price to $10 per kit and leave the stock and the kit total alone.

This is extremely useful when you are using Dynamic Kits as a 'smart sub-total' rather than in the traditional sense. Common uses are when providing some service and are simply using the kit to hide the stock involved.

To flag a Dynamic Kit as a Summary Kit simply edit the kit and tick 'Summary Kit' on the Details tab. You can enable and disable this feature as required.
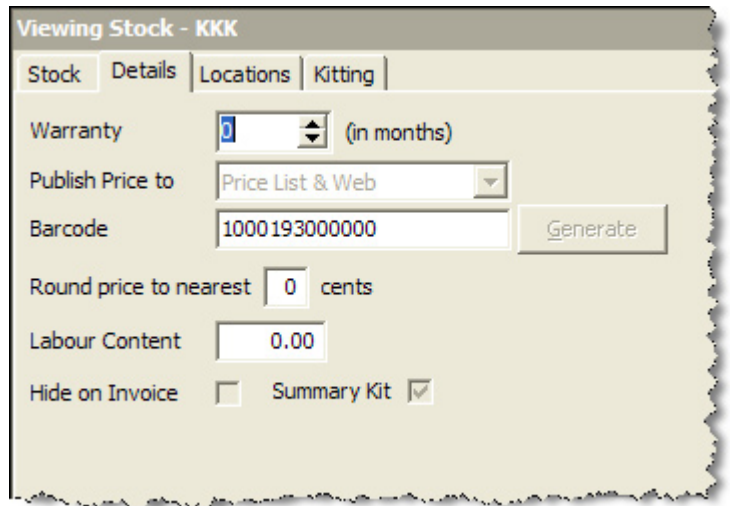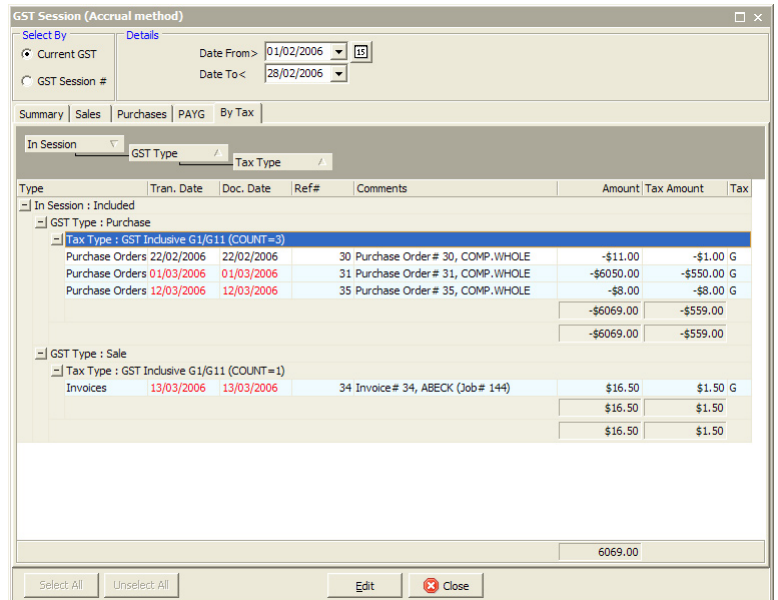
GST Sessions

GST sessions has received an update in version 2.15. In previous version the 'By Tax' tab was used only for reference purposes and was not tied to the actual GST session. Also transactions with taxcode 'X' were not included.

It is now tied to the session and can be used as a detailed GST report grouped by Include/Exclude (part of the reported GST session or not), GST Type (Purchase, Sale, General Journal etc) and Tax Type (G1, G10 etc). The summary totals of the 'By Tax' grid will match your summary GST as reported to the ATO for easy reconciliation.

Note: The 2.15 update script will automatically update all previously excluded 'X' transactions with the GST session ID relative to their document date. Once the update is complete 'X' transactions are reconciled in the same way as reportable transactions and appear in the 'In Session: Excluded' section.

New Printing System

Jim2 version 2.15 introduces a new printing system that complements our existing report generation features.

All groupable style grids (Lists, Banking, Business Analysis, GST Sessions etc) can now be previewed or printed by simply right clicking in the grid and selecting preview or print. The Printing system is also used by the new Scheduler option.

With the new printing system you can arrange data in any manner you see fit, and then print the contents of the grid exactly as it appears on-screen. This includes all Lists, GST sessions, Banking and Business Analysis.

Complete layout and design of the report is supported. This includes page layout, page numbers, headers/footers and saving reports for later use.

The printing system is particular useful in Business Analisys and GST Sessions. Extremely wide results can be printed over several page widths. Reports can be
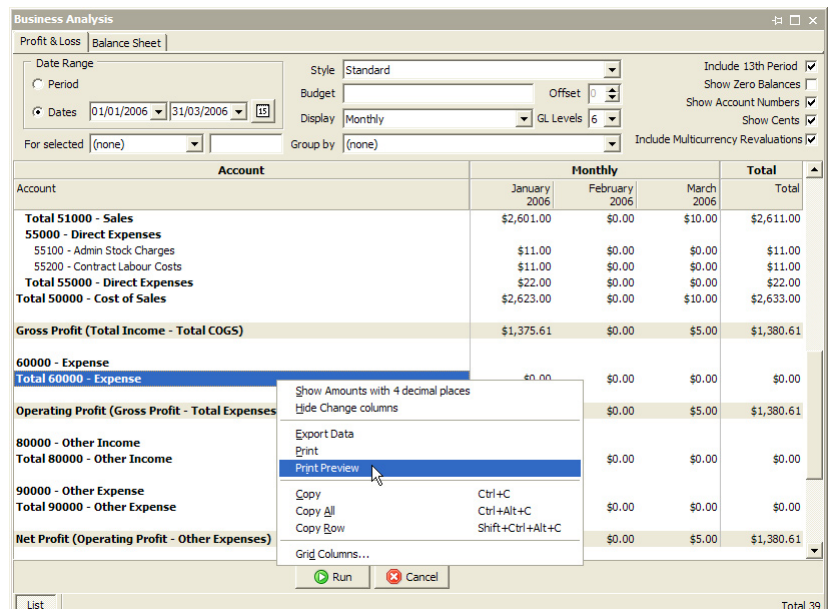
both saved and loaded for later review.

Other features include:

Color, pattern, texture and picture fills and backgrounds.

Multiple page viewing modes such as single, double, quad, etc.

Intellimouse support.

Drag-and-drop margins and much more.

Page Setup

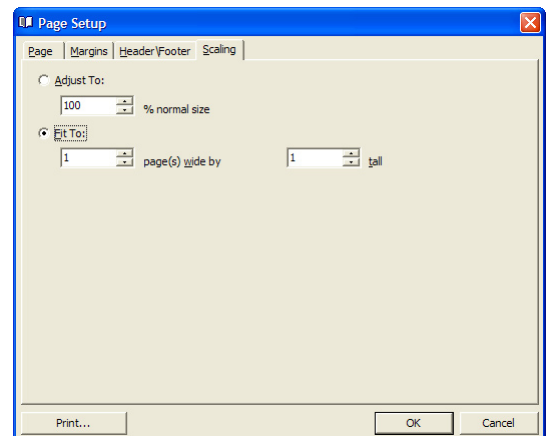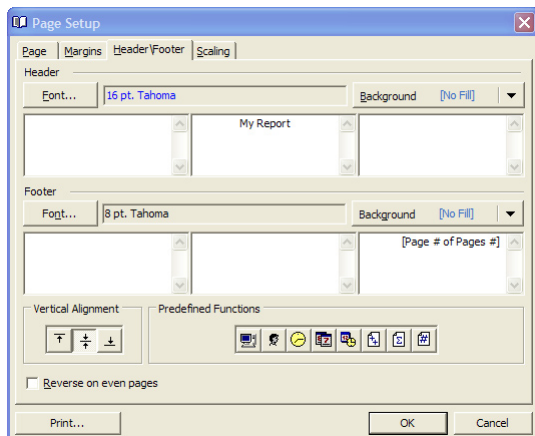Clicking on 'Page Setup' from within the Print System preview screen displays the page setup dialogue.
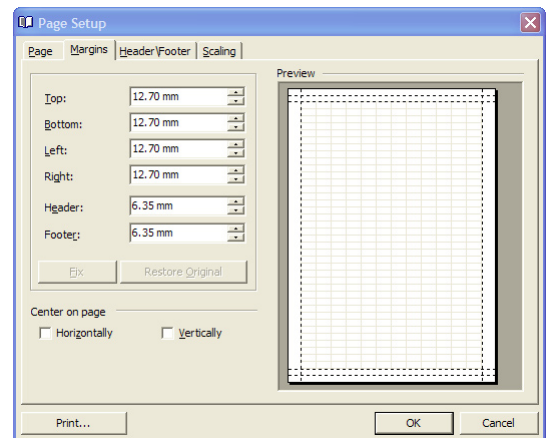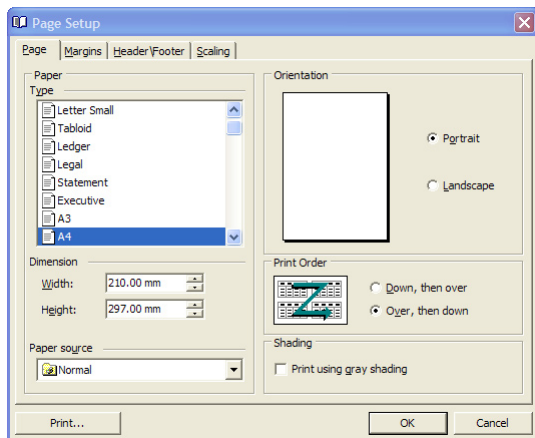
The '**Page**' tab allows selection of paper size, orientation and print ordering.

The '**Margins**' tab allows manual setting of margins sizes or simply by dragging the margin directly with the mouse. It also allows you to center the report within the printed page. Use the check boxes at the page's bottom edge for this purpose.

The '**Header Footer**' enables you to customize the header and footer content. You can use a number of reserved character sequences that will be replaced with service information when printing. Such character sequences can be used to display the current time, page number, etc; you can enter these using the buttons located within the Predefined Functions group box. You can also type in any static text you need. Click on the Background button which corresponds to page headers. This will invoke a popup window allowing you to choose a fill color, reset the color to transparent or specify a custom filling (pattern or image).

The '**Scaling**' tab allows you to specify any scaling of the printed page by entered a reduction percentage. You can also choose to adjust the page to fit on a given number of pages wide or tall.

New Options
The following new option settings are now included in version 2.15

Branches   Workstations can now be given a 'Branch' and will prompt users that have a different default Branch. The user's CardFile will be updated with the new location information. When logging in again the process is reversed. This is an extremely useful feature if you have staff that move between stores or branches.

Branches   Allow invoicing of Jobs from different Sub-Branch/GL Dept. Jim2 now allows jobs with different Sub-Branch or GL Departments to be invoiced on the same multi-job invoice. Previously you could only involve jobs that had the same Sub-Branch/GL Dept.

Job   Account Manager can now default from a Job's Ship card. This option defaults the Account Manager when adding a Job to the Account Manager linked to the Ship CardFile rather than the Cust CardFile. This is useful in cases where the debtor is the same but the Account Manager needs setting by the customer's branch location.

Job/Invoice   Allow/Disable quick payment on Invoice. This option disables the quick click of payment type on the Payment type on the Payments tab of the Invoice dialogue. Useful for 'harsh' retail enviroments in that it forces the cashier to type in the payment type.

Stock   Stock Select screen can now be defaulted to 'by Group' or 'by Vendor' using the new Group Management.

Banking   This option allows you to specify a default Bank Account to use in Banking sessions. This is useful in branch/store sites so that the general banking account is the only account available.

Security
The following new security settings have been added -

Banking / Banking / Allow changing default account

Scheduling / Add Schedule Tasks
Scheduling / Edit Schedule Tasks
Scheduling / View Schedule Tasks
Scheduling / Delete Schedule Tasks
Scheduling / View others users Schedule Tasks
Scheduling / Edit others users Schedule Tasks
Scheduling / Delete others users Schedule Tasks

Note: Please review and update your security settings as required.

Import Data
Jim2's import data feature has been updated. It includes the following enchancements -

• Now allows importing of Virtual stock types.
• Allows synchronisation with existing stock in Jim2 for easy price updates.
• Allows deletion of Virtual stock based on a selection criteria.
• Automatically creates Stock and Vendor groups that don't exist.

New Reports
The following reports have be added or updated in Jim2 Version 2.15 -

• Jobs / Job List / Job List - Job Profit by Job
• Jobs / Job List / Job List - Job Profit by Stock

• Stock / Stock List / Consignment Required Report

• Accounts / Account Inquiry / Account Inquiry - Range

• Management / Reports / Top X / Top x Customer of Parent Card
• Management / Reports / Job Reports / Labour Daily (updated)

• Schedule / Scheduler / Daily View
• Schedule / Scheduler / Details View
• Schedule / Scheduler / Monthly View
• Schedule / Scheduler / Weekly View
• Schedule / Scheduler / Yearly View

Note: Many 'ad-hoc' reports can now be generated on the fly using the new Printing System.