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# **Release Notes**

# Jim2<sup>®</sup> Business Engine v4.3 Release Notes – 05/02/19

# Welcome to Jim2 Version 4.3

# Promotional Pricing, Stock Flow, Commissions, UI Updates

Jim2 v4.3 introduces numerous new features and enhancements throughout most areas of Jim2.

The big new features are Promotional Pricing, Commission Sessions and Stock Flow.

Promotional Pricing is a powerful new feature that allows special promotional, bid or contract pricing, based on CardFiles, CardFile Groups, Price Levels and Projects.

Commission Sessions allow for tracking, processing and reconciling of sales commissions, based on a number of calculation methods.

Stock Flow provides ETA management at an integrated stock line level view on purchase orders and linked jobs, and displays a single view of the expected delivery date from a vendor and the job due date advised to your customers.

Additional UI updates, regional and tax support for Canada, and much more, makes Jim2 v4.3 one of the most exciting updates to date.

#### Promotional Pricing – Page 4

• New promotional and bid pricing functionality

#### Commission Sessions – Page 19

New Commission Sessions functionality

#### Purchase Orders – Page 25

Line level due date

#### Stock Flow – Page 26

Expected delivery date from vendor and job due date advised to customers

#### Copy/Move/Merge – Page 27

• Copy/move/merge within jobs, quotes and project templates

### Jobs and Quotes – Page 30

- Job Line level PO due date
- Sell details updated
- Purchase details
- Commission detailsPromotional Pricing tab

### User Interface – Page 32

- Search Ribbon new search ribbon feature (Ctrl+L)
- Scheduler updated 'clean' UI
- Scroll bars autohide
- Quick Access Toolbar copy document from clipboard

### Email – Page 34

New pop-up window on Assign CardFile for Email

## Regional Settings Canada – Page 35

Canada is now fully supported, along with new regional and tax settings.

#### History Updates – Page 36

New Server Logs tab

#### Bulk Payment Updates – Page 36

- New generic spreadsheet import
- Supports multiple dates and payment methods
- Apply one credit to multiple Invoices

### General Journal Updates – Page 37

• New generic spreadsheet import

#### CardFiles - Page 37

- View Projects link
- CardFile Invoice Group By
- Promotional Pricing tab

#### Setups – Page 38

• Stock Bins Max Qty and Active

#### Miscellaneous – Page 38

- Dispatch List Suburb
- Task List Display Project Template and card name information for tasks in list
- Promotional Pricing tab on Stock and Projects

#### Technical – Page 38

- New Event Hooks
- Dispatch List Dispatch.BeforeDeleteSession
- Job JimJob.AfterCreateBackOrder
- Quick Add CardFile OnAfterSave
- WebAPI v1

### Updated Security Settings – Page 38

Updated Options – Page 39

# Welcome to all our new Jim2<sup>®</sup> users!

These release notes provide insight into the changes that are introduced during version upgrades, and how you can take advantage of them at your site. With easy-to-follow screen shots, examine each one carefully to see how your business will benefit most from the new version of Jim2 Business Engine.

# Getting Started in Jim2 v4.3

### Things to know prior to upgrading

Typically, Jim2 v4.3 will simply install and run, however, there are a few things to be aware of prior to running the upgrade. It's important to note that support of versions prior to Jim2 v4.2 has now ceased. If you are currently running any v3.X build, please contact Happen Business to obtain instructions before upgrading.

# All Jim2.Cloud users will automatically receive notification via email that we will complete your upgrade to this version. To all on premises customers, we strongly recommend all users upgrade to the current version of Jim2.

#### Anti–Virus Exclusions

It is recommended that the primary Jim2 executables are excluded from real time scanning, both at the Desktop and Server level.

Where possible, the Happen Business Program file folders should be completely excluded.

Server Folders (include sub folders)

C:\Program Files\Happen Business\ C:\Program Files(X86)\Happen Business\

#### Desktop Folders (include sub folders)

C:\Users\(username)\AppData\Local\Happen Business\LocalJim2\

#### Terminal Server Folders (include sub folders)

C:\Program Files (x86)\Common Files\Happen Business\JimClient\

#### Server Files (Trusted Applications)

Jim2Server.exe Jes.exe JimReportServer.exe Jim2.exe Jim2Client.exe

#### **Desktop Files (Trusted Applications)**

Jim2.exe Jim2Client.exe

Terminal Server Files (Trusted Applications)

Jim2.exe Jim2Client.exe

\*We also recommend server exclusions for SQL files as per Microsoft recommendations - https://support.microsoft.com/en-us/kb/309422

#### Jim2 Server Prerequisites

Jim2 Server requires Microsoft .NET 4 Framework Version 4.6.2 or above, and Windows Installer 4.5 to be installed. The updater will check and confirm that they are installed, or will prompt you to install them. Requirements:

- Microsoft .NET Framework 4.6.2 must be installed (the installer will fail to complete on Server 2008 R2 and SBS2011 if not running the latest .NET).
- Windows Server 2012, or above with .NET 4.6.2, or above.
- SQL Server 2012 R2 or later Microsoft SQL.
- Jim2 now also supports SQL 2017.

#### Windows Powershell

Windows Powershell Version 5.1 is a requirement if powershell scripting is to be used. Refer to https://docs.microsoft.com/en-us/powershell/scripting/ setup/installing-windows-powershell?view=powershell-5.1.

#### **Jim2 Client Prerequisites**

Some new functionality requires the Microsoft .NET 4 Framework Version 4.6.2 or above to be installed on computers. The updater will check and confirm that it is installed, or will prompt you to install it. Requirements:

- Microsoft .NET Framework 4.6.2 must be installed.
- Windows 8, 8.1 or 10 (Windows 10 Recommended).

Jim2 eBusiness Framework (JEF) Prerequisites (since v3.3)

Jim2 eBusiness Framework (JEF) requires Microsoft .NET 4.6 Framework to be installed.

# Features and Enhancements – All Editions

Promotional Pricing, Purchasing Details, Commissions, and Stock Flow

# Promotional Pricing – NEW

Promotional Pricing is a powerful new feature that allows special promotional, bid or contract pricing based on CardFiles, CardFile Groups, Price Levels and Projects. Promotional Pricing can also optionally include a promotion start and/or end date, and can be configured for a specific branch and currency.

Promotional Pricing also handles multiple price breaks, optional promotion purchasing details (including vendor, vendor PO cost), and commission details such as floor cost, percentage and amount.

We'll cover the new Purchasing Details and Commission Details functionality in full later in these release notes.

#### **Promotional Pricing – Options**

Before starting with Promotional Pricing, configure **Tools > Options > Stock > Stock Pricing**.

#### Under Stock Promotion Pricing:

Option	Default Value	Description
I call Promotion Pricing	Promotional Pricing	Promotional Pricing can be renamed to suit your business. For example, Promo, Bid Pricing, or Pricing Agreements. This appears in both the Ribbon and Nav Tree.
		Jim2 <mark>Stock</mark> Accounts CardFiles Dashboard Documents eBusiness Email Items Jobs Ma
		Add View/Edit Create Transfer Stock Packaging Stock Warehouse Stocktake Promotional Stock Stock List * Stock Adjustments Procurement Management Pricing Pricing
		Search Jim2 Promotional Pricing List
		Nav Tree         Count         Promotion#         Type         Promo >
		Stock     Description     Promotional Pricing 4
I call Promotion	Promotion	The name for an actual promotion. For example, Promo, Bid or Agreement.
		Promotional Pricing List
		Promotion# Iype
		Description
Show PO Cost for Stock	Ticked	Tick to optionally display the promotion purchase price for stock when viewing or editing a promotion.

#### **Promotional Pricing – Security**

The following Promotional Pricing security settings have been added, and should be reviewed for all users prior to using Promotional Pricing:

#### Under Tools > Security > Stock > Stock Promotional Pricing:

- View
- View
   Edit
- Add
- Commissions > View Commission Values \*
- Commissions > Edit Commission Values \*

\* Refer Commission Sessions later in these Release Notes.

Note: These security settings are disabled by default for all users without Administrator rights. Typically, management would have access to add/edit/ view Promotional Pricing, and sales/service staff 'view only' rights.

#### Promotional Pricing – Overview

To add a promotion, from the ribbon click **Stock > Promotional Pricing**. This opens the Promotional Pricing List. Then click the **Add** button to add a new promotion.

A new promotion will be displayed in **Add** mode, ready to be set up.

Adding Pr	romotion 6							æ	×
Promotion#	6	<u>Type</u>	~	<u>S</u> tart	~	~	31	Act	ive 🗸
<u>D</u> esc				End	~	×		Promo Bre	eak 🗌
<u>N</u> otes							<u>O</u> ur Ref		
							Currency	AUD	~
							Ta <u>x</u> Total	Tax Free Up	~
Branch	~								
Defaults									
<u>V</u> end#		Attributes							

#### Promotion Header Fields:

Field	Value	Description
Promotion#	Next available promotion number	When adding a new promotion, the next available Promotion# will be selected. Promotion# is a code, which can be edited to a more suitable code, for example, FY2018, or B123         Adding Promotion 6         Promotion# FY2018         Iype
Туре	Promotion type	<ul> <li>A Promotion Type must be selected. The available options are:</li> <li>Everyone</li> <li>CardFile</li> <li>CardFile Group</li> <li>Price Level</li> <li>Project</li> <li>Once selected, the appropriate promotion recipients can be selected.</li> </ul>
Start	Start Date and Time	For promotions based on date range, or for setting up promotions ahead of time, an optional start date and time can be entered. For example, 1/9/2018 9:00am. If no start date/time is entered, the promotion will always be available.
End	End Date and Time	For promotion based on date range, an optional end date and time can be entered. For example, 31/9/201811:59 pm. If no end date/time is entered, the promotion will always be available.
Currency	Currency	Promotions are based on a currency. If selling in multiple currencies, you may choose to have a promotion for each currency you deal in, or a promotion for a specific country, etc. By default, the home currency will be selected.
Active	Tick box	By default, <b>Active</b> will be ticked, and will be available if within the start/end date range. Untick Active to make a promotion inactive, regardless of the start/end date range.
Our Ref	Text	Free form text typically used to 'group' promotions. For example, WEB, BID, HP, LENOVO
Desc	Text	Free form text describing the promotion. For example, End of Season Sale – Winter 2018.
Notes	Text	Free form text/notes related to the promotion.
Vendor	Vendor CardCode	Optional default vendor used when adding stock to a promotion.
Attributes	Stock Attributes	Optional default attributes used when adding stock to a promotion.
Tax Total	Tax Paid Down/Tax Free Up	You can select which way you wish the tax total to appear.

#### **Promotion Type**

Promotion Type must be selected, and determines who or what the promotion applies to. Once selected, one or more promotion recipients can be selected based on the Promotion Type selected.

Adding Promotion FY2018								
Promotion#	FY2018	<u>T</u> ype		~				
<u>D</u> esc			Everyone					
<u>N</u> otes			CardFile CardFile Group Price Level					
			Machine					

Promotion Type	Recipients	Description
Everyone	Promotion applies to Everyone	This could be considered a general promotion that applies to all customers.
CardFile	Promotion applies to one or more selected CardFile(s)	A customer-specific promotion. As this can be based on a start/end date, useful for pricing contracts and bids.
		A CardFile-based promotion is also a useful and more flexible way to implement customer-specific pricing based on a pricing contract, rather than the traditional method of adding customer-specific pricing at stock level.
		The only limitation here is that Price Calc method is Fixed Price.
CardFile Group	Promotion applies to all CardFiles with the selected <b>Non Report</b> or <b>Region</b> CardFile groups	A CardFile Group promotion is useful for scenarios where it makes sense not to have to specify individual CardFiles or price levels.
		For example, a buying group or franchise that you deal with, or basing a promotion on a region, or even a promotion code.
Price Level	Promotion applies to all CardFiles with the selected Price Level(s)	A Price Level promotion is useful when you want to create a promotion that is applicable to, say, retail customers only.
		Another use case is with MS/MPS customers where you want to pick up a price based on the project's price level.
Project	Promotion applies to one or more selected Project(s)	Use Project type promotion where you want to supply specific stock to a project at a specific price.
		For example, under an MS/MPS project where you want to supply a toner at a specific price.

Once the Promotion Type has been selected, the promotion recipients can then be selected.

#### **Promotional Pricing – Recipients**

Once the Promotion Type has been selected, add one or more Promotional Pricing Recipients as per the screenshot per below:

Promotional	Pricing Recipients	
Recipients	Customers	
	▶ ABEC.HO	
	CardFile Select	
	Cardfile List Search	
	Search & Filter	
Defaults	Code ABEC.HO Name	

The data entered into Promotional Pricing Recipients depends on the Promotion type selected. If the Promotion type is 'Everyone', no recipients are required.

#### Promotional Pricing – Order of Processing

How Jim2 calculates the selling price for a given piece of stock depends on several factors, which is now complicated by the introduction of Promotions. It is entirely possible that the pricing for stock in question is on several promotions and types of promotions, and may also be related to a project (machine), etc.

The standard order of calculating a selling price is as follows:

Rank	Source	Based on	Description
1	Project/Machine	Price Level on Project/Machine	If job/quote is related to a project, is there a price based on the project's price level?
			If yes, use this price.
2	Job/Quote	Customer (Cust#) on Job/Quote	Is there a customer-specific price for this stock?
			If yes, use this price.
3	Job/Quote	Price Level on Job/Quote	Is there a price for this stock for this price level ?
			If yes, use this price.

For this to be used with Promotions, additional 'ranking' and a method of 'breaking' when finding a price is required. In general, the lowest will be used based on ranking and breaks in the following order:

Rank	Source	Source Ref	Promotion Type	Promo Break	Description
1	Project Machine	Project#	Project	Optional	<ul> <li>Project related job/quote</li> <li>Promotion type = Project</li> <li>Project# on Promotion</li> <li>Stock# on Promotion</li> <li>Use price and stop if Promo Break ticked on promotion, else get price.</li> </ul>
1.1	Project Machine	Price Level	Price Level	Optional	<ul> <li>Project related job/quote</li> <li>Promotion type = Price Level</li> <li>Project Price Level on Promotion</li> <li>Stock# on Promotion</li> <li>Use price and stop if Promo Break ticked on promotion, else get price.</li> </ul>
1.2	Project Machine	Price Level	N/A	Optional	<ul> <li>Project related job/quote</li> <li>Price for Stock# with Project Price Level</li> <li>Use price and stop if Promo Break ticked on PROJECT, else get price.</li> </ul>
	lf a	Project-relate	d price is found If not, n	in the above ste ormal job/quote	ps, the lowest price up to and including Promo Break will be used. based pricing will be used as per below.
2	Job Quote	CardFile	CardFile	Optional	<ul> <li>Promotion type = CardFile</li> <li>CardFile matches Cust# on job/quote</li> <li>Stock# on Promotion</li> <li>Use price and stop if Promo Break ticked on promotion, else get price.</li> </ul>
2.1	Job Quote	CardFile	N/A	Yes**	Customer-specific price on stock exists for that Stock# Use price and stop (** always break).
3	Job Quote	CardFile Group	CardFile Group	Optional	<ul> <li>Promotion type = CardFile Group</li> <li>Cust# on job/quote in CardFile Group</li> <li>Stock# on Promotion</li> <li>Use price and stop if Promo Break ticked on promotion, else get price.</li> </ul>
4	Job Quote	Price Level	Price Level	Optional	<ul> <li>Promotion type = Price Level</li> <li>Price level on job/quote matches Promotion</li> <li>Stock# on Promotion</li> <li>Use price and stop if Promo Break ticked on promotion, else get price.</li> </ul>
4.1	Job Quote	Price Level	N/A	N/A	Price for Stock# with job/quote price level Get price.
5			Everyone	Optional	<ul> <li>Promotion type = Everyone</li> <li>Stock# on Promotion</li> </ul>
					Get Price.

Whilst the above table lays out the ground rules, in practice the use of Promotional Pricing is very straightforward.

#### For example, some project/machine related examples:

Rank	Source	Source Ref	Promotion Type	Promo Break	Price	Description
1	Project Machine	Project#	Project	YES	\$10.00	Will always use this price as rank 1 and Promo Break ticked.
1.1	Project Machine	Price Level	Price Level	YES	\$9.00	
1.2	Project Machine	Price Level	N/A	YES	\$8.00	

Rank	Source	Source Ref	Promotion Type	Promo Break	Price	Description
1	Project Machine	Project#	Project		\$10.00	
1.1	Project Machine	Price Level	Price Level	YES	\$9.00	Will always use this price as rank 1.1 and Promo Break ticked AND price lower than rank 1.
1.2	Project Machine	Price Level	N/A	YES	\$8.00	

Rank	Source	Source Ref	Promotion Type	Promo Break	Price	Description
1	Project Machine	Project#	Project		\$10.00	
1.1	Project Machine	Price Level	Price Level		\$9.00	
1.2	Project Machine	Price Level	N/A	YES	\$8.00	Will always use this price as rank 1.2 and Promo Break ticked AND price lower than 1 and 1.1.

Rank	Source	Source Ref	Promotion Type	PromoBreak	Price	Description
1	Project Machine	Project#	Project		\$8.00	Will always use this price as rank 1 and Promo Break NOT ticked AND lower than 1.1 and 1.2.
1.1	Project Machine	Price Level	Price Level		\$9.00	
1.2	Project Machine	Price Level	N/A	YES	\$10.00	

In the above project-related examples, you can see that the pricing is always the LOWEST price in rank order up to and including a Promo Break.

The Promo Break forces a price to be calculated at that point, and stops moving down the ranking to see if there are lower prices.

Job/quote related examples:

Rank	Source	Source Ref	Promotion Type	Promo Break	Price	Description
2	Job Quote	Cust#	CardFile	YES	\$10.00	Will always use this price as rank 2 and Promo Break ticked.
2.1	Job Quote	Cust#	N/A	YES	\$9.00	
3	Job Quote	Cust#	CardFile Group	YES	\$8.00	(Customer specific on stock)
4	Job Quote	Price Level	Price Level	YES	\$7.00	
4.1	Job Quote	Price Level	N/A	N/A	\$6.00	
5			Everyone		\$5.00	

Rank	Source	Source Ref	Promotion Type	Promo Break	Price	Description
2	Job Quote	Cust#	CardFile	YES	\$10.00	
2.1	Job Quote	Cust#	N/A	YES	\$9.00	Will always use this price as rank 2.1 and Promo Break ticked (stock level customer-specific price) AND price lower than rank 2.
3	Job Quote	Cust#	CardFile Group	YES	\$8.00	
4	Job Quote	Price Level	Price Level	YES	\$7.00	
4.1	Job Quote	Price Level	N/A	N/A	\$6.00	
5			Everyone		\$5.00	

Rank	Source	Source Ref	Promotion Type	Promo Break	Price	Description
2	Job Quote	Cust#	CardFile	YES	\$10.00	
2.1	Job Quote	Cust#	N/A	YES	\$9.00	(No customer specific on stock)
3	Job Quote	Cust#	CardFile Group	YES	\$8.00	
4	Job Quote	Price Level	Price Level	YES	\$7.00	Will always use this price as rank 4 and Promo Break ticked AND price lower than rank 2, 2.1, 3.
4.1	Job Quote	Price Level	N/A	N/A	\$6.00	
5			Everyone		\$5.00	

Rank	Source	Source Ref	Promotion Type	Promo Break	Price	Description
2	Job Quote	Cust#	CardFile	YES	\$10.00	
2.1	Job Quote	Cust#	N/A	YES	\$9.00	(No customer specific on stock)
3	Job Quote	Cust#	CardFile Group	YES	\$8.00	
4	Job Quote	Price Level	Price Level	YES	\$7.00	
4.1	Job Quote	Price Level	N/A	N/A	\$6.00	
5			Everyone		\$5.00	Will always use this price as rank 5 AND price lower than rank 2, 2.1, 3, 4, 4.1.

Rank	Source	Source Ref	Promotion Type	Promo Break	Price	Description
2	Job Quote	Cust#	CardFile	YES	\$10.00	
2.1	Job Quote	Cust#	N/A	YES	\$9.00	(No customer specific on stock)
3	Job Quote	Cust#	CardFile Group	YES	\$5.00	Will use this price as lowest price AND no Promo Breaks.
4	Job Quote	Price Level	Price Level	YES	\$7.00	
4.1	Job Quote	Price Level	N/A	N/A	\$6.00	
5			Everyone		\$7.00	

Again, the key here is that the lowest price is always selected up to and including a Promo Break. If no Promo Break is encountered, then the lowest price will be used.

#### Promo Break – Special Cases

It is important to note the following special instances of Promo Break:

- Promo Break is set on the actual project/machine to force project pricing when required.
   Promo Break always occurs IF the stock has customer-specific pricing.

#### Why Would You Use Promo Break and Why is it Important?

Promo Break forces a promotion to be used, overriding any possible lower prices.

For example, you have a promotion (or price contract) for a specific customer and you want to always use that promotion, regardless or any other promotions (end of season sales, etc.).

#### Note: Know How a Selling Price was Calculated

Jim2 displays how it generated a selling price when stock is added to a job or quote. This functionality has been updated in v4.3 to cater for promotions and provides right-click **View Promotion**, and the ability to recalculate a price based on a different promotion. This enhanced functionality is covered in more detail later in these Release Notes.

#### Example Usage of Promotional Pricing:

#### Specific Pricing Contract - One or More Customers

You have a selection of products that you wish to sell to a customer (or some customers) at an agreed price and period of time.

- Create a new Promotion and set Promotion Type to CardFile
- Add the CardFile(s) to the Promotion Recipients
- Set the Promotion Start and End dates (if based on a period)
- Add the stock you have agreed to sell, along with price, buy breaks, etc.
- Tick **Promo Break**, ensuring that no other promotions will apply.

Editing P	romotion 1												æ	×
Promotion#	1	<u>T</u> ype	CardFile 🗸 🗸	<u>S</u> tart	0	1/12/2018	~		~	31			Activ	/e 🗸
<u>D</u> esc	BC Laminator pron	notion		End	3	1/01/2019	~		~			P	omo Brea	ak 🔽
<u>N</u> otes	Specific pricing cor	ntract - one or n	nore customers							<u>O</u> ur I	Ref			
										Curr	ency	AUD		~
										Ta <u>x</u>	Total	Tax Free Up		~
Branch	~	'												
Promotional	Pricing Recipients _													
Recipients	Customers													
	ABEC.HO													
	ADV.KNOW													
	BAY.MAR													
	OZ.INDUST													
Defaults														
<u>V</u> end#		Attributes												
Stock	Code	Description		Unit		Qty +	List Pric	e Ex.	Price	Ex. F	Price Inc.	PO Vendor		PO (
▶ 1 LAM.E	3C. 100	Business Card L micron	aminating Film -100	UNIT	•	5		0.00	3	0.00	33.00	TECHDIST		25.0
2 LAM.E	3C. 100	Business Card L micron	aminating Film -100	UNIT	•	10		0.00	2	8.00	30.80	TECHDIST		25.0

**Note**: The above example is the same as adding customer-specific pricing to stock, but a lot more manageable. The only current limitation in using a CardFile promotion in this way is the price calc method is effectivity 'Fixed Pricing'.

#### Specific Pricing Contract – Multiple Customer (eg. Buying Group, Franchise, etc.)

You have a selection of products that you wish to sell to a group of customers at an agreed price and period of time.

- Create a new Promotion and set Promotion Type to CardFile Groups
- Add the CardFiles to a Non Report Group
- Add the CardFile Group to the Promotion Recipients
- Set the **Promotion Start** and **End** dates (if based on a period)
- Add the stock you have agreed to sell, along with price, quantity breaks, etc.
- Tick **Promo Break**, ensuring that no other promotions will apply.

View	ing Promotion 5									8 X	<b>k</b>
Promot	ion# 5	Type	CardFile Group 🗸 St	art	01/01/2019	)	✓ 31			Active	~
<u>D</u> esc	Promotion on (	Contract	En	nd	29/01/2019	)	~		Promo	Break	
<u>N</u> otes	Specific pricing	contract - multiple	customer (eg. Buying G	roup, Fran	chise, etc.)			<u>O</u> ur Ref			
								<u>C</u> urrency	AUD		٦
								Ta <u>x</u> Total	Tax Free Up		$\vee$
Branch											
Promo	tional Pricing Recipien	ts									
Groups	December Pro	mo									•••
Default	is										
<u>V</u> end#		Attributes									••••
	Stock Code	Description		Unit	Qty +	List Price Ex.	Price Ex.	Price Inc.	PO Vendor		PO
1	039281033360	··· QMS MC3300 T	oner Cartridge Black 9K	UNIT	• 0	0.00	290.00	319.00			
2	039281033377	··· QMS MC3300 T	oner Cartridge Yellow 6k	( UNIT	• 0	0.00	320.00	352.00			
3	039281033384	··· QMS MC3300 T 6.5k	oner Cartridge Magenta	UNIT	• 0	0.00	320.00	352.00			
14	039281033391	··· QMS MC3300 T	oner Cartridge Cyan 6.5	5K UNIT	• 0	0.00	320.00	352.00			

#### Sale Promotion for Retail Customers Only

You are having a sales promotion but do not want to offer it to non-retail customers (wholesale, government, etc.)

- Create a new Promotion and set Promotion Type to Price Level
- Add the Price Level to the Promotion Recipients (eg. Retail)
- Set the **Promotion Start** and **End** dates (if based on a period)
- Add the stock you wish to sell, along with price, buy breaks, etc.
- Tick **Promo Break**, ensuring that no other promotions will apply.

Viewing	Promotion 4									æ	x
Promotion#	4	Type	Price Level 🗸	<u>S</u> tart	01/01/2019	09:00	) AM 🗸 📋	l		Activ	/e 🗸
<u>D</u> esc	Sales Promotion			End	31/01/2019	05:00	PM 🗸		P	romo Brea	ak 🗹
<u>N</u> otes	Sales promotion	for retail custo	omers only					<u>O</u> ur Ref			
								<u>C</u> urrency	AUD		
								Ta <u>x</u> Total	Tax Free Up		~
Branch											
Promotiona	l Pricing Recipients										
Recipients	Price Levels										
	Retail										•
Defaults											
<u>V</u> end#		Attributes									
Stoc	k Code	Description		Unit	Qty +	List Price Ex.	Price Ex	. Price Inc.	PO Vendor		PO
I JACH	KET.DB	· Double brea	sted jacket	··· UNIT	10	0.00	50.0	0 55.00			

#### Specific Project/Machine Pricing

You have a selection of products that you wish to sell at an agreed price and period of time, when sold against a Project or Machine.

- Create a new Promotion and set Promotion Type to Project •
- Add the Project(s) to the Promotion Recipients
- Set the **Promotion Start** and **End** dates (if based on a period) Add the stock you have agreed to sell, along with price, buy breaks, etc. •
- ٠
- Tick **Promo Break**, ensuring that no other promotions will apply. •

Viewing F	Promotion 6									ъх.
Promotion#	6	<u>T</u> ype	Machine 🗸	<u>S</u> tart	01/01/2019		× 31			Active 🗸
<u>D</u> esc	Project Promotion	ı		End	31/01/2019		$\sim$		Pron	no Break
<u>N</u> otes	Project-specific p	romotion						<u>O</u> ur Ref		
								<u>C</u> urrency	AUD	
								Ta <u>x</u> Total	Tax Free Up	$\sim$
Branch										
Promotional	Pricing Recipients									
Recipients	Machines									
	3									
	1									
	12									
II										
Defaults										
<u>V</u> end#		Attributes								
Stock	Code	Description		Unit	Qty + Li	st Price Ex.	Price Ex.	Price Inc.	PO Vendor	PO
[ 1 A4.M	ATT.PAPER	IJ84 Paper Ma	tt White A4 (100 sheet	ts) UNIT 🗖	· 10	0.00	17.50	19.25		

# Adding Stock to a Promotion

The stock grid is a standard Jim2 stock grid as per Job, Quote, etc., and stock can be entered manually, or imported from various sources.

Viewi	ng Pr	omotion 6										e ×
Promoti	on#	6	<u>T</u> ype	Machine 🗸	<u>S</u> tart	01/	01/2019		× 13	1		Active 🗸
<u>D</u> esc	[	Project Promotion			End	31/	01/2019		$\sim$		Prom	o Break
<u>N</u> otes		Project-specific pr	omotion							<u>O</u> ur Ref		
										Currency	AUD	
										Ta <u>x</u> Total	Tax Free Up	$\sim$
Branch	[											
Promot	ional P	ricing Recipients .										
Recipier	nts	Machines										
		> 1										
	-	2										
	-	3										
Default	s											
<u>V</u> end#	[		Attributes									
	Stock C	ode	Description		Unit		Qty +	List Price Ex.	Price Ex	x. Price Inc.	PO Vendor	PO
1 /	A4.MAT	TT.PAPER ···	IJ84 Paper Mat	t White A4 (100 shee	ts) UNIT	-	1	0.00	17.5	50 19.25		
2	A4.MAT	IT.PAPER ···	IJ84 Paper Mat	t White A4 (100 shee	ts) UNIT	-	5	0.00	16.5	50 18.15		
13 /	A4.MAT	TT.PAPER ···	IJ84 Paper Mat	t White A4 (100 shee	ts) UNIT	-	10	0.00	15.0	16.50		

The stock grid fields are as per below:

	Field	Description
Stock	The following fields are	all related to the stock on the promotion. All fields must be entered.
	Line Number	Line number
	Stock Code	Stock Code
	Description	Stock Description
	Unit	Promotion sell unit measure
	Qty+	Allows for quantity breaks (see above image). The default value of 0 means price for 0 or more UNITS Add additional rows for the same stock with Qty+ of 5 and 10, for example, for breaks at qty 5 and qty 10.
	List Price Ex/Inc	Read only value of current list price for that stock.
		This is displayed as either Ex or Inc depending on the promotion's Tax Total setting
	Price Ex.	Promotion Price Ex.
	Price Inc.	Promotion Price Inc.
Purchase Details	The following fields are entered, they will be aut Details later in these Re	optional, and are for the <b>purchasing details</b> related to stock when sold under this promotion. If tomatically added to the job/quote and used when creating a PO via Auto Create PO (refer Purchase lease Notes.
	PO Vendor	Vendor's Card Code
Commission	The following fields are entered, they will be aut later in these Release No	e optional, and are the <b>commission details</b> related to stock when sold under this promotion. If omatically added to the job/quote and picked when doing a Commission Session (refer Commissions otes).
	Comm Floor	Cost to base commission calculation on. If not entered, actual COGS will be used (if commission is profit based).
	Comm %	Percent to use for commission (either % of Price Inc, Price Ex, or Profit).
	Comm Amt	Fixed \$.

#### Quantity Based Price Breaks

An interesting point here is the **Qty+** field, which allows for an unlimited number of quantity-based price breaks for a given stock code.

To use quantity-based price breaks, add another line for the same stock code and adjust the Qty+ and Price Ex/Inc fields accordingly. Jim2 will then take the quantity into account when generating the selling price.

Viewi	ng Pr	omotion 6										æ	×
Promoti	on#	6	<u>T</u> ype	Machine 🗸	<u>S</u> tart		01/01/2019		31	5		Activ	e 🗸
<u>D</u> esc	[	Project Promotion			<u>E</u> nd		31/01/2019		$\vee$		Pro	mo Brea	ik 🗌
<u>N</u> otes		Project-specific pr	omotion							<u>O</u> ur Ref			
										<u>C</u> urrency	AUD		
										Ta <u>x</u> Total	Tax Free Up		$\sim$
Branch	[												
Promot	ional P	icing Recipients .											
Recipier	nts	Machines											
		• 1											
		2											
		3											
II													
Default	S												
<u>V</u> end#			Attributes										
	Stock C	ode	Description		Unit		Qty +	List Price Ex.	Price Ex	. Price Inc.	PO Vendor		PO
1 /	A4.MAT	T.PAPER ···	IJ84 Paper Mat	t White A4 (100 sheet	s) UNIT	•	1	0.00	17.5	0 19.25	i		
2	4.MA	T.PAPER ···	IJ84 Paper Mat	t White A4 (100 sheet	s) UNIT	•	5	0.00	16.5	0 18.15	5		
13 /	4.MA	T.PAPER ···	IJ84 Paper Mat	t White A4 (100 sheet	s) UNIT	•	10	0.00	15.0	0 16.50			

# Importing Stock into a Promotion

Clicking the **Import** button displays a 'pop up' dialog with several options to import stock directly into a promotion.

Search Jim2		× م	Editing Pr	omotion 6				
Nav Tree			Promotion#	6	<u>T</u> ype	Machine	¥	<u>S</u> tart
# Stock			<u>D</u> esc	Project Promotion				End
ar 🎁 Promotion	nal Pricing	4 Machine	<u>N</u> otes	Project-specific promotion				
Accounts								
CardHies			Pronch		1			
Documents			branch	×				
eBusiness			Promotional	Pricing Recipients				
Email			Recipients	Machines				
Items				2				
Jobs				3				
Machines								
Management								
Purchases			Defaults					
Quotes			Vend#		Attributes			
Scheduling			<u>r</u> enan		, it is a tes		1	
TOOIS	Import	Stock into	Promotiona	al Pricing		)0 cheats)	Unit	Qty +
		o	1			0 sheets)	UNIT	• 1 • 5
	From	Quote#				)0 sheets)	UNIT	
	⊖ From	Stock List						
	⊖ From	Spreadsheet						
	⊖ From	Documents						
	(attach	ed Spreadshe	et)		Import			
				Import	😢 Cancel	Save Sav	e & Close	

The stock can be brought in from the following sources:

Import Source	Description	Use Case
Quote#	Enter an existing Quote# and import the stock from a quote.	A price contract has been prepared and accepted on a Jim2 Quote.
		Selecting this option, add the stock on the quote to the promotion.
From Stock List	Select an existing stock list and import stock from that list.	You have generated a stock list that you wish to use in a promotion.
		Typically based on a 'last sold', or a Report Group, etc.
From Spreadsheet	Import stock from a manually prepared spreadsheet.	An externally generated list of stock to be used in a promotion, either manually prepared, or supplied via your vendor, etc.
From Documents (Attached Spreadsheet)	Import stock from a spreadsheet attached to the Promotion as a document.	As above, but the spreadsheet is attached to the promotion as a document.

A sample spreadsheet import template is available via the Happen support team.

#### Promotion – Start and End Dates

The start and end dates allow a promotion to only be active within a certain date range.

Example cases for using start/end dates:

#### 1. Promotion is for a 'Sales Promotion' for a certain period of time

This is the classic 'sales' or 'catalogue' type promotion often seen in retail type environments.

Set the start date and end date range, and optionally time (eg. sales start 9am Saturday, till the end of the month). You may want to use Promotion Type **Price Level**, to limit this promotion to retail customers.

Viewing P	romotion 3							1	s ×
Promotion#	3	<u>T</u> ype	Price Level 🗸 🗸	<u>S</u> tart	01/01/2019	09:00 AM \vee	31	A	ctive 🗸
<u>D</u> esc	Sale - retail only			End	20/01/2019	05:00 PM \vee		Promo E	Break 🗸
<u>N</u> otes							<u>O</u> ur Ref		
							<u>C</u> urrency	AUD	
							Ta <u>x</u> Total	Tax Free Up	$\sim$
Branch									
Promotional P	Pricing Recipients _								
Recipients	Price Levels								
	Retail								-

#### 2. **Promotion is for a 'special bid' or 'pricing contract'**

This is for a pricing contract where you have offered a list of stock at a specific price or a given time period to a customer, list of customers, etc.

For example, we agreed to sell you these stock items for this amount of time at this price (governments tend to be good at requesting this type of arrangement).

The Promotion Type in this case depends on who this promotion is for. For example, if one or just a few customers, use Promotion Type **CardFile**, or if for a buying group, use **CardFile Group**.

Viewi	ng Promotion 5								c	5 ×
Promoti	on# 5	<u>T</u> ype	CardFile Group \vee	<u>S</u> tart	01/01/201	9	✓ 31		A	ctive 🗸
<u>D</u> esc	Promotion on Con	tract		End	29/01/201	9	$\sim$		Promo E	ireak
<u>N</u> otes	Specific pricing co	ntract - multiple (	customer (eg. Buying	Group, Fra	nchise, etc.)			<u>O</u> ur Ref		
								<u>C</u> urrency	AUD	
								Ta <u>x</u> Total	Tax Free Up	~
Branch										
Promot	ional Pricing Recipients .									
Groups	December Promo									•••
Defaults	5									
<u>V</u> end#		Attributes								•••
5	Stock Code	Description		Unit	Qty +	List Price Ex.	Price Ex.	Price Inc.	PO Vendor	PO Co
▶ 1 0	039281033360	QMS MC3300 To	ner Cartridge Black 9	K UNIT	- 0	0.00	290.00	319.00		
2 0	)39281033377	QMS MC3300 To	oner Cartridge Yellow	6K UNIT	- C	0.00	320.00	352.00		

#### **Promotional Pricing List**

The Promotional Pricing List is used to add new promotions, and edit/view existing promotions. It is also useful for finding out what stock is currently on promotion, what promotions are available to customers, and what promotions are coming up.

By default, the Promotional Pricing List displays only promotions that are current, as the Promo > criteria is set to today.

The filters in the Promotional Pricing List are extremely useful for working out what stock is on promotion, what promotions apply to specific customers, and what vendors currently have promotions on offer.

For example, by entering a stock code and clicking run, all promotions related to that stock will be displayed. By changing the date filters, you can easily see when that stock was last on promotion, etc.

Promotion	nal Pricing List								ŧ	e ₽ ×
Promotion#		Type	~	Promo >	08/12/2018	~	31		Active 🔳	
<u>D</u> escription				Promo <		~	<u>O</u> ur R	lef		]
<u>N</u> otes				<u>C</u> ust#			<u>C</u> urre	ncy	Ý	]
Stock Code	STAR.RAPID			<u>V</u> end#						
Stock Group			OR							
Branch		¥								
Drag a colun	nn header here to group	o by that column								
Promotion#	Description	Notes	Туре	Recipie	nt Our Ref	Promo Brea	Curr. Act	tive Date Start	Date	End
7	Christmas 2018	Christmas 2018 Catalogue	Price Leve	el (multip	le )		AUD	01/12/2018	09/12	/2018

### Promotions in Use on Jobs and Quotes

Of course, the actual point of Promotional Pricing is to make use of any available promotions when adding stock to a job or quote. Jim2 will automatically work out if a promotion applies, and adjust the sell pricing accordingly. If the PO details and/or commission details were entered on a promotion, they will also be added to the job or quote.

The selling price columns of the job or quote stock grid will be an orange colour, and the hint will indicate what promotion was used to generate the price.

		0	=	Date	Initials	Status	Inc	Comn	ment											
1				09/01/2019	SYS	FINISH		Wate	hout : Check availa	bility firs	t!									
2				10/12/2018	SYS	FINISH														
3				10/12/2018	SYS	Booked														
_									-											
4	5	Stati	IS	PO#	PO Due	Stock Co	de		Description	Unit		Order	Supply	B. Ord	Qty Pick	Price Ex.	Price Inc.	Disc %	Tax	То
Þ	1			-		LAM.BC.	100		Business Card Laminating Film -100 micron	UNIT	•	5	5	0		30.00	33.00	0	G	165.
																Pror	notion#1	1		

If the promotion includes **purchasing details** or **commission details**, these values will also be added to the job or quote and, given the correct security, can be viewed via the **Cost** tab.

#### Recalculating the Selling Price or Selecting Another Promotion

Right clicking on a stock line within the stock grid and selecting **Choose Promotional Pricing** will display a form with all available promotions for selection.

ich			~	SubBranch		~	GL Dept				A	dd New			
U		Date	Initials	Status	Inc	Comment					D	elete		- [	
		09/01/2019	SYS	FINISH		Watchout : Check a	chout : Check availability first!							- [	
		10/12/2018	SYS	FINISH			View Purchase#								
		10/12/2018	SYS	Booked							View stock 'LAM.BC.100'				
											S	tock availability			
											A	uto Create Purchase (	Orders		
											R	eserve Stock 'LAM.BC	. 100'		
											R	ecalculate		•	
											Choose Promotional Pricing				
											Vi	ew Promotion# 1			
		🔁 Sel	ect Pron	notional Prici	ng	•						_		×	
Sta	atus	PC Matching	) Promoti	onal Pricing fo	ra Ul	IIT of stock LAM.BC	.100 for cust	tomer ABEC	<b>.HO</b> with Qty =	5 with Branch n	ot Spec	c <b>ified</b> with Currency =	= AUD		
		✓ Mate	h Unit Me	asure											
		Promotio	n#	Sell Uni	t	List Price E	Ex. Lis	t Price Inc.	Price	Ex. F	PO Cost	Comm Floor		Cor	

#### Promotions and the Common Tabs

1

Promotions have been added to common tabs of Jobs, Quotes, Projects, CardFiles and Stock, and display the Promotional Pricing icon along with the number of promotions applicable. Clicking on the **Promotional Pricing** tab will display the available promotions.

0.00

30.00

25.00

0.00

Cre	eate Quote	Create Similar		Edit		C	lose	:	Service M	eter
Job	Cost Stats	Linked Jobs/Quotes	s Invoice Details	1	<b>F</b>	Ê	앨	10	3	

UNIT

When viewing the Promotional Pricing tab, the following three display options are available:

Promotional Pri	cing									
Active Only	Display	Promotion with matching	stock	~						
Enter text to	search	Promotion Promotion with all Stock Promotion with matching s	itock	Clea	r					
Drag a column	header here to group	by that column								
Promotion#	Description	Notes	Туре	Recipient	Our Ref	Promo Break	Curr.	Active	Date Start	Date End
5	December bike	Sale Promotion for Retail	Price Level	Retail		✓	AUD	~	03/12/2018	01/01/2019

Display	Description
Promotion	Displays all the relevant promotions matching CardFile/price level/ project on job/quote.
Promotion with all Stock	Displays all the relevant promotions matching CardFile/price level/ project on job/quote with their stock codes (adds Stock Code, Qty and Price columns to grid).
Promotion with matching Stock	Displays all the relevant promotions matching CardFile/price level/ project on job/quote and for the stock entered on job/quote (adds Stock Code, Qty and Price columns to grid).

# Commission Sessions – NEW

Commission Sessions is a completely new feature that allows for the tracking and reconciliation of commission payable to staff.

Commission can be calculated at a stock or job level, and can be manually entered before or after a job is invoiced. Commission details can also be automatically added to a job or quote when entering stock with default commission values, if entered from stock (record) or promotions.

It should be noted that Commission is a way to assist with the calculation, managing and reconciling of commissions only. The actual payment of commission is handled as per normal via cheque or general journal.

#### **Commission Features:**

- Paid at a job and RFC (strict only) level based on selection criteria (Branch, Account Manager, Job Type, etc.)
- Commission can be at a job/RFC total or at a stock code level
- Commission percentage can be calculated from sell price (Ex or Inc) or profit
- Profit can be on actual cost or a commission floor cost
- Stock codes can be excluded from commission calculations
- Commission can be paid to Name, Account Manager or a selected user
- Commission values can be defaulted by stock, promotions, or manually entered prior to invoicing
- A flat extra \$ can be also be paid (so, 5% commission based on floor cost + \$10)
- Commissions can be partly reconciled over a period prior to creating a Commission Session
- Complex commissions can be externally calculated, then the related jobs updated via a Commission Session
- No limit to how many sessions per period (eg. one session per account manager).

#### **Commission – Options**

Before starting with Commission, configure Tools > Options > Stock > Stock Pricing.

#### Under I use Commission Sessions:

Option	Default Value	Description
I use Commission Sessions	Unticked	Tick to enable Commission Sessions.
Calc commission based on	Stock	The default way to base calculated commissions on:
		Stock – Commission calculated at a stock level
		Job – Commission calculated at a job total level
Commission calc method	Profit	The default method to calculate commissions on:
		Price Inc
		Price Ex
		• Profit
Pay to	Account Manager	The default that commission is payable to:
		Account Manager
		• Name
		• Other
Start Commissions From	(blank)	List filter default – filter out jobs with an invoice less than this date.
Pay on	Date Out	The choices are to pay on the date out or the date paid.
Fully Paid	Unticked	List filter default – include only fully paid jobs in Commission Sessions.
Total <> 0	Unticked	List filter default – include only jobs with a non-zero value.

#### **Commission – Security**

The following Commission security settings have been added, and should be reviewed for all users prior to using Commission Sessions:

#### Allow Access to Commission Sessions:

#### Under Tools > Security > Management > Commission Sessions

- View
- Edit
- Delete
- View other Account Managers' Commission Values
- View other Users' Commission Values

#### Allow Access to Commission Value on Jobs:

#### Under Tools > Security > Jobs > Commissions

- View Commission Values
- Edit Commission Values
- View other Users' Commission Values
- Edit other Users' Commission Values
- View other Account Managers' Commission Values
- Edit other Account Managers' Commission Values

#### Allow Access to Commission Values on Quotes:

#### Under Tools > Security > Quotes > Commissions

- View Commission Values
- Edit Commission Values
- View other Users' Commission Values
- Edit other Users' Commission Values
- View other Account Managers' Commission Values
- Edit other Account Managers' Commission Values

#### Allow Access to default Commission Values on Stock:

#### Under Tools > Security > Stock > Commissions

- View Commission Values
- Edit Commission Values

Allow Access to default Commission Values on Promotions:

#### Under Tools > Security > Stock > Stock Promotional Pricing > Commissions

- View Commission Values
- Edit Commission Values

**Note**: Due to the sensitive nature of Commission, it is suggested to only enable Commission-related security for management. For sales staff, at a minimum, set 'View Commission Values' only as required.

#### **Commission Overview**

Commission Sessions provide a way to calculate and reconcile commissions paid via a Commission Session. Commission can be calculated at a job total or individual stock level, and calculationThe value of commission to be paid can be defaulted when entering a stock code onto a job or quote, by the stock's default commission values, via a promotion's default commission values, or by manually entering the values via the job/quote **Cost** tab. The defaulting of commission values is not required as they can be entered post invoicing via the Commission Session.

Individual stock codes can be excluded from commission calculations, for example, we don't pay commission on labour or freight, etc.

#### **Commission Values**

Commission Values are comprised of three components:

Commission Component	Description
Commission floor cost	Used when calculating commission based on profit. If a Commission Floor Cost is entered, profit calculations will use this value rather than the actual cost. For example, for cost \$1000, actual cost \$945, profit based on \$1000 floor cost.
Commission Percent	Calculation of commission to be paid is based on percent of Price Inc, Price Ex or Profit.
Commission Extra \$	A flat \$ amount paid per stock sold. For example, \$100 for every XYZ sold.

All three components can be combined, for example 10% commission of profit based on floor cost plus an extra \$10.

#### **Commission Calculations**

Commissions are calculated at either a total job level or individual stock level, and can use the following methods:

Calc By	Method	Description
Job	Price Inc	Commission is calculated as a percent of the total job value including GST/VAT
Job	Price Ex	Commission is calculated as a percent of the total job value excluding GST/VAT
Job	Profit	Commission is calculated as a percent of the total job profit excluding GST/VAT
Stock	Price Inc	Commission is calculated at an individual stock level as a percent of the stock selling price including GST/VAT
Stock	Price Ex	Commission is calculated at an individual stock level as a percent of the stock selling price excluding GST/VAT
Stock	Profit	Commission is calculated at an individual stock level as a percent of the stock profit excluding GST/VAT

In all cases, only stock codes that are not excluded from commission are included in commission calculations.

#### **Commission Sessions**

A Commission Session provides a way to generate a list of invoiced jobs and returns based on selection criteria. For example, all jobs of type 'Commission' with Account Manager 'Joe' for last month that are not already in a reconciled Commission Session.

It is important to make sure you have a method of flagging jobs prior to invoicing that are commissionable, so that jobs where commission is not payable can easily be filtered out of the Commission Session.

#### The following Job/RFC selection criteria are available:

Commission Session	Commission Sessions List 🗗													
.Select By	Date Out >	01/11/2018	✓ 31	Acc. Mgr	~	Acc.Mgr. Groups		••• OR						
<ul> <li>Current</li> </ul>	Date Out <	30/11/2018	~	<u>N</u> ame	~	Name Groups		OR						
O Current (Reconciled)	Date Paid >		✓ 31	Item#		Item Groups		OR						
🔾 List Mode	Date Paid <		~	Job Type	×			Fully Paid						
O Session #	Branch		~	SubBranch	×	GL Dept	×	Total <> 0						

Criteria	Description
Date Out >	Date on or after invoice date of job or RFC.
Date In <	Date on or before invoice date of job or RFC.
Job Type	Job type as per Tools > Setups > Jobs > Job Type.
Acc. Mgr.	The Account Manager on the job or RFC.
Acc. Mgr, Groups	All jobs and related RFCs where the Account Manager is in the selected User Groups.
Name	The Name on the job or RFC.
Name Groups	All jobs and related RFCs where the Name is in the selected User Groups.
ltem#	The Item# on the job or related RFC.
Item Groups	All jobs where the Item# is in the selected Item Groups.
Branch	Branch on the job or RFC.
SubBranch	Sub Branch on job or RFC
GL Dept	GL Dept on job or RFC.

### Creating a Commission Session

#### Step 1 – Creating a List

- Open Commission Sessions via Management > Commission Sessions .
- . In Select By click Current
- Enter job selection criteria (for example, Last month, Job Type Commission, Account Manager = Joe) Click **Run** a list of jobs and returns that match your criteria will be displayed •
- .
- . Click Edit.

Commission Sessions List													
Select By	Date Out >	01/11/2018	✓ 31	Acc. <u>M</u> gr	×	Acc.Mgr. Groups	··· OR						
Ourrent	Date Out <	30/11/2018	~	<u>N</u> ame	×	Name Groups	··· OR						
O Current (Reconciled)	Date Paid >		× 31	Item#		Item Groups	··· OR						
🔘 List Mode	Date Paid <		$\sim$	Job Type	×		Fully Paid						
O Session #	Branch		~	SubBranch	×	GL Dept	└── Total <> 0						
	,												

Drag a column header here to group by that column

Rec.	Туре	Inv#	Job#	RFC#	Date	Customer	Acc. Manager	Name	Inv. Paid	Last Payment	Total E
	Job	59	263		08/11/2018	Advance Knowledge		GT	>	08/11/2018	1,600.0
	Job	60	264		08/11/2018	Advance Knowledge		GT	>	08/11/2018	1,632.0
	Job	61	266		08/11/2018	Brian Smith & Co		GT	$\checkmark$	08/11/2018	300.0
	Job	62	269		16/11/2018	Advance Knowledge		GT	~	16/11/2018	108.7

#### Step 2 – Editing Commissions

If you are happy with the preselected commission values, simply tick Rec.

Otherwise, double click a job or RFC to enter or edit the commission values.

😑 Edit Commission for Job #1														
Calc for	Job	~	Comm. Base	40.68	Note	s							[	✓ Mark
Method	Price Ex	×	Comm. %	0.00										
Paid To			Extra Amt	0.00										
Target Amt		40.68	Paid Amt	0.00										
Stock						Pricing							Co	
Stock Code Description			Uni t	Qty So	old Price Ex	. Total Ex	Total Cost	Total Profit	Total Qty (Base Unit)	Cost (Base Unit)	Comm. Floor (Base Unit)	Comm. (Base		
L.MOD Labour Modem			HO		1 40.0	0 40.00	)		1.00					
RES. 1/2W 1/2 Watt Resistor			UN:		1 0.2	3 0.23			1.00					
TRANSISTOR TRANSISTOR U				UN:		1 0.4	5 0.45	i		1.00				

How you edit commission values depends on the Calc for and Method selected.

#### Job Level Commissions

#### Calc for = Job

This means you are entering commission values at a job total level. Stock is still displayed, but the values are entered at a header level as follows:

Header Field	Description
Comm. Base	The figure to calculate commission based on the <b>Method</b> :
	<ul> <li>Stock total Price Inc</li> <li>Stock total Price Ex</li> <li>Profit total.</li> </ul>
Comm. %	The commission percentage of <b>Comm. Base</b> to pay.
Extra Amt	Any additional flat rate of \$ to pay.
Paid To	The card code of the user the commission is payable to.

Note: If calculating complex commissions externally from Jim2, it is perfectly ok to enter a zero percentage value into Comm. % and enter a fixed \$ amount into the Extra Amt field.

#### Stock Level Commissions

#### Calc for = Stock

This means you are entering commission values against individual stock codes.

Header Field	Description
Comm. Base	<ul> <li>The figure to calculate commission based on the Method:</li> <li>Stock total Price Inc</li> <li>Stock total Price Ex</li> <li>Profit total</li> </ul>
	This figure will be read only, and is updated via the values entered at a stock level.
Comm. %	The commission percentage of <b>Comm. Base</b> to pay. This can be left blank, or a value entered to update all stock with the entered value.
Extra Amt	This figure will be read only, and is the total of the values entered at a stock level.
Paid To	The card code of the user the commission is payable to.

Depending on the **Method** selected, the **Total Inc**, **Total Ex** or **Total Profit** columns will be blue in colour, highlighting the value commission is based on.

Edit Commission for Job #263													
Calc for	Stock	~	Comm. Base	1600.00	🗸 Mark	as Reconcile	ed						
Method	Price Ex	~	Comm. %	0.00									
Paid To			Extra Amt	0.00									
			Paid Amt	0.00									
		Sto	ock			Pricing							
Stock Code Description					Unit	Qty Sold	Price Ex.	Total Ex.	Total Cost	Total Profit			
SYS.P3.866 P2 Accelerator, P3-866, 128MB, 20 GB						1	1,600.00	1,600.00	226.6289	1,373.3711			

It is important to note that commission values are displayed and entered as Base Units (stock unit measure 1).

The important figures in the stock grid are:

Column	Method	Displays	Notes
Comm. Value	Price Inc	Sell price Inc tax per base unit of stock	
(Base Unit)	Price Ex	Sell Price Ex tax per base unit of stock	
	Profit	Profit per base unit of stock	Profit is calculated using <b>Cost (Base Unit)</b> or <b>Comm. Floor (Base Unit)</b> , if entered.
%		The commission percentage of Comm. Value (Base Unit) to pay	
Extra \$ (Base Unit)		Additional \$ to pay per base unit	
Paid (Base Unit)		Comm. Value x % + Extra \$	Read only calculated figure.
Total Paid		Total Qty (Base Unit)	Read only calculated figure.
		x Paid (Base Unit)	

Note: If calculating complex commissions externally from Jim2, it is perfectly ok to enter a zero percentage value into % column and enter a fixed \$ amount into the Extra \$ (Base Unit) column.

If your commission Method is Profit, a Comm. Floor value can be entered. This will be used to calculate the Comm. Value (overriding the Cost Value).

#### Step 3 – Create a Commission Session

The last step in the process is to create a Commission Session for all reconciled items in your Commission Sessions List.

Once you are happy with the jobs/RFCs you have reconciled, generate a list of reconciled items, click **Edit**, then click **Reconcile**. A Commission Session will then be generated.

You can create as many Commission Sessions as you wish, for example, per user (Account Manager, Name), per month, etc.

### Deleting a Commission Session

If you find that a Commission Session is incorrect, view that session, and click Delete Session.

Cor	nmissior	n Sessions L	ist								đ	×
Sele	ct By											
0	Current											
0	Current (R	econciled)										
OL	ist Mode		_									
0	Session #	2	<u>I</u>	~								
Drag	g a column	header here t	o group by t	et column								
Rec.	Туре	Inv#	Job#	RFC#	Date	Customer	Acc. Manager	Name	Inv. Paid	Last Payment	Total Ex.	Act
~	Job	60	264		08/11/2018	Advance Knowledge		GT	~	08/11/2018	1,632.00	1
											1632.00	13
						Edit	😢 Close				Delete Session	

### Additional Notes on Commission Sessions

#### Commission Session – List Mode

List Mode provides a method of displaying a list of commissions, regardless of whether they are in a session or not.

For example, you want to show all the commission paid for a specific user, regardless of Commission Session (noting that commissions for several users may be in one session). This is particularly useful for determining if a user has hit their sales target, and hence a new commission rate needs to be applied, or comparing one sales member to another, etc.

Note: List Mode can display both paid commissions (in a session) and unpaid commissions (not in a session) in a single view, so commissions are not editable whilst in this mode.

Cor	nmission	Session	s List							e x
.Select By			Date Out >		✓ 31	Acc. Mgr	Ý	Acc.Mgr. Groups		
O Current			Date Out <		~	Name	~	Name Groups		
0	Current (Re	conciled)	Date Paid >		✓ 31	Item#		Item Groups		
List Mode			Date Paid <		~	Job Type	~			
O Session #			Branch		~	SubBranch	~	GL Dept		
Drag	g a column	header hei	re to group by tha	t column						
Rec.	Туре	Inv#	Job#	RFC#	Date	Customer Sh		Acc. Manage	er Name	Inv. Pa
	Job 5 6		10/12/2018	OZ Industries Pty Ltd	OZ.IN	DUST	HARRY	~		
	Job	6	11		21/12/2018	Bracken Commercial Prin	ting BRAC	KEN HARRY	JOEL	$\checkmark$
	Job	8	13		21/12/2018	Advance Knowledge Al		WOW	SYS	$\checkmark$
	Job	9	12		21/12/2018	Advance Knowledge	ADV.K	NOW	SYS	~

List Mode can be restricted via security to a specific account manager or user. This can allow view-only commissions paid, or to be paid, to only their commissions.

# **Purchase Orders**

Purchase Orders now allows setting the due date for stock at a line level.

The purchase order stock grid now includes an additional column: **Date Due**. By default, this value will be empty, in which case the PO due date is as per the due date on the PO header.

### Setting a Due Date at a Line Level

To set the due date for a specific line of stock, edit the purchase order and set the expected delivery date in the **Date Due** column.



PO due dates can be updated automatically via custom scripts in the case where your vendor provides this information on a regular basis. Please contact Happen if you need more information on custom scripting to provide this automation.

#### Purchase Order List – Due Dates

Purchase Order List has been updated to support **Due Date at a Line level**. The Due Date search criteria will now display any purchase order with a matching due date range on the PO header

Purcha	ase Orde	r List - 1														
PO#				<u>V</u> end#				<u>S</u> tatus			~	<u>N</u> ame		<ul> <li>\$</li> </ul>	¥	
Our Ref#	ŧ			<u>F</u> rom#				<u>T</u> ype			v					
				<u>S</u> hip#				Vend Inv	#							
Currency			Ý	Vend Grp										OR	ευ	In
Branch			v 🍫	SubBranch			× 🍫	GL Dept								
.Dates				-								_Stock				_
Date>			✓ 31	Due>	10/01/19		✓ <sup>1</sup> 31	Inv Date	>	~	31	Linked Job				
Date<			¥	Due<	1		~	Inv Date	<	~		Stock#				
												Serial#				
				S	Select date all due on	here and this date						Groups				
					will displ	ay here						Attributes				
Drag a (	column hea	der here to gro	up by th	at column								*				
PO#	Status	Туре	Venda	# Fro	m#	Vend Inv#	Da	te	Our Ref#	Т	otal	Due	Ship#	Back PC	)# R	e
16	Booked	Purchase	INGR/	AM ING	RAM		10	/01/2019		(	0.00	10/01/2019	SYS			
17	Booked	Purchase	DYNA	MIC DYN	IAMIC		10	/01/2019		(	0.00	10/01/2019	SYS			

# **Stock Flow**

Stock Flow is a new feature to Jim2 v4.3 that provides ETA management at an integrated stock line level view, comparing purchase orders and linked jobs. This provides a single view of the expected delivery date from a vendor, and the job due date advised to your customers.

Stock Flow provides a simple method to view all stock on purchase, and considers the new PO line level due date functionality.

#### Stock Flow – Security

The following Stock Flow security settings have been added, and should be reviewed for all users prior to using Stock Flow:

#### Allow access to Stock Flow:

Under Tools > Security > Stock > Stock Flow

• View

#### **Using Stock Flow**

#### Open the Stock Flow list via Stock > Stock Flow.

You can now enter selection criteria, or simply click **Run** to display all stock currently on purchase. The list will display stock at a PO line level with due date and, if linked, any related job information.

The list can be filtered in several ways, depending on the search criteria entered.

For example, enter a Vendor# to filter by the list for a specific vendor, Cust# to filter by a specific customer, etc.

Right clicking on any row in the list displays a pop out menu for quick access to the related PO and/or job.

Stock Flow					
.Purchase		.Jobs		Stock	
PO #		Job#		Location	×
<u>V</u> end#		<u>C</u> ust#		Stock#	
<u>F</u> rom#		Acc. Mgr	* *	Groups	
<u>N</u> ame	×	<u>N</u> ame	×	Acc.Mgr. Groups	
PO Date Due >	✓ 31	Job Date Due >	✓ 31	Job Name Groups	
PO Date Due <	×	Job Date Due <	~	PO Name Groups	
				Stock Groups	
Branch	× *	SubBranch	× *¢	GL Dept	\$\$

Drag a column header here to group by that column

PO#	PO Date Due	PO Status	Vend#		From#	PO Bran	nch	PO SubBranch	PO GL Dept.	Location	Stock Code	Stock [
98	09/12/2016	Booked	SUB.CO	N.1	SUB.CON.1					NSW	SC.REPORTABLE	
117	23/03/2018	Ordered	тс	View Pu	rchase# 117					NSW	JACKET.DB	Double
111	26/03/2018	Booked	CC							NSW	MON.SPECIAL	Monito
118	12/06/2018	Booked	CC	View St	OCK JACKET DB.					NSW	MON.LCD.17	P2 LCD
121	12/06/2018	Booked	HA	Export	Data					NSW	GIFT.CERTIFICATES	Gift Ce
126	20/06/2018	Booked	CL	Evport	Crid					NSW	AC.VAL.134A.SL	A/C Va
127	20/06/2018	Booked	CC	Export	Gilu					NSW	CPU.P4.866	Pentiur
127	20/06/2018	Booked	CC	Print						NSW	DVD.DAY.AFTER.TOMORR	The Da
127	20/06/2018	Booked	CC	Print Pr	eview					NSW	DVD.PLAYER.SONY	Sony D
127	20/06/2018	Booked	CC							NSW	PLASMA.FLATSCREEN.TV	Plasma
127	20/06/2018	Booked	CC	Copy C	ell Ct	rl+C				NSW	SONY.PLAYSTATION.2	Sony P
127	20/06/2018	Booked	CC	Copy R	ow Ctrl+Al	t+C				NSW	SYS.P3.866	P2 Acc
128	20/06/2018	Booked	JL	Copy A	Shift+Ctrl+A	t+C				NSW	EL.INVERT.FLURO-24V/20	Inverte
130	20/06/2018	Booked	тс							NSW	POLO.SHIRT	Polo sh
129	26/06/2018	Booked	IN	Show Fi	ind Panel Ct	rl+S				NSW	MON.AC. 17.LCD	Acer 1
133	10/08/2018	Booked	тс	Grid Co	lumns					NSW	JACKET.DB	Double
125	05/00/2019	Reaked	TC	2.10 00						OLD	1ACKET DB	Daubla

# Copy/Move/Merge

Copy/Move/Merge (CMM) is a new feature in Jim2 v4.3 that allows you to easily copy or move stock, comments, emails and actual labour between jobs, quotes and project templates.

This option is available on the ribbon for jobs and quotes.

Jim2	Accou	unts Car	dFiles Da	shboard	Documents	eBusiness	Email	Items	Jobs	Management	F
<b>e</b>							•	8			
Add Job	View/Edit Job	Create Job List 🔻	Return From Customer	m Sales Register	Dispatch •	Payment *	Unprint *	Invoice Job 🔻		Par Par New	v
	Jobs			Jobs	Other		Unprints	Actio	ons	Pick / Pack	
Search	Jim2		× م	Viewing	Sales Job 15	5		Сору М	ove Merg	e	
Nav Tre	e		Status	Job#	15			Copies,	moves or m	nerges details from	
Acc	ounts			Cust <u>R</u> ef#	OI 123			another	Job to the	current Job.	
Car	dFiles			Mode	ACTIVE			This ma	v include st	ock. comments.	
Das	hboard				24/42/2242			emails a	nd labour. I	Merging moves	
Doc	uments			Date In	21/12/2018			details b	ut also CAM	NCELS the source Job.	.
-Ru	eineee			Item#	SALE			DPSC.	Sale		

This option is also available in project templates as 'Load Stock'.

Create Similar Loa	d Stock	Save	Save & Close	Clear Context	Char	nge Template	0.00
L		0070					0.00
Stock Machines 0 Refere	ences 1					Total \$ (AUD)	0.00

### Copy/Move/Merge Overview

Copy/Move/Merge (CMM) is destination based. You are copying or moving **FROM** the selected source object **TO** the destination object you currently have open.

#### Сору

Clicking CMM when **EDITING** an object puts you in **Copy** mode. You select your source (either manually or from recently viewed objects), select the stock you wish to copy, and click **Copy**.

#### Move/Merge

Clicking CMM when **VIEWING** an object puts you in **Move/Merge** mode. Again, select your source, select the stock, comments/email, and labour you wish to move, and click **Move**. If everything is selected, you can click **Merge**. Merge moves everything from the Source object to the Destination object and then marks the Source object as CANCELLED.

### Copy Mode

- Option is available in **Edit** mode on the object the stock is being copied to.
- Only copies stock (you are **not** able to copy comments or labour timers).

E	🚽 Copy S	itock Lines														Х
	Copy	From	Job	<b>∨</b> 16		~	Load	=>	То	Job			39			
	Selected	Stock Coo	Quote	Unit	Price Ex.	Price Inc. 71 50	Disc % Disc	Price Ex.	Disc Price Inc. 71.50	Tax	Hide	Total Ex.	Total Inc. 71 50	Disc Total Ex.	Disc Tot	al Inc.
		1 SACALINE	Template jacket		03.00	71.50	Ŭ	05.00	71.55	0		05.00	/1.50	03.00		/1.50
															Selec	ted : \$0
	Sele	ect All	Deselect All	Select Recor	mmended					ľ	lerge	Move		Сору	Can	cel

- You can copy stock from a job, a quote or a template.
- Selecting Job or Quote will display a list of objects which have been recently viewed and edited, to make it faster to find the object being copied from. Otherwise you will need to enter the job/quote number manually.
- To copy from a template, the template lookup window will be presented, where a user can select the template to copy stock from. Select all stock or individual stock lines to copy to the other object.
- .

### Move/Merge Mode

- Options available in **View** mode of an object (Jes must be running).
- **Move** from one object to another.
- Merge move from one object to another, and change the original object's status to CANCEL. It will also add a comment of 'See Job #\*\*\*' in the Comment grid of the cancelled object.
- You can move or merge stock, comments (including emails with attachments) and labour.
- Select all records, or only some to move.
- In order to perform a merge and cancel the original object, all stock, comments and labour must be selected from the original source for that object to move to a status of CANCEL.
- New Quote# field will display the original quote number (same applies for Job#). You can also opt to include a comment 'See Quote #\*\*\*'.

Move Stock Lines, Labour and Comments				_	
Move From Job V 37	✓ Load	=> To	Job	39	
Selected Stock Code Stock Description Q	Qty Unit Price Ex. Price Inc.	Disc % Disc Price Ex.	Disc Price Inc. Tax Hide	Total Ex. Total Inc. Disc Total E	Ex. Disc Total Inc.
ACKET.DB     Double breasted     jacket	1 UNIT 65.00 71.50	0 65.00	71.50 G	65.00 71.50 65.	.00 71.50
2 JACKET.DB Double breasted jacket	1 UNIT 65.00 71.50	0 65.00	71.50 G	65.00 71.50 65.	00 71.50
3 JACKET.DB Double breasted jacket	2 UNIT 65.00 71.50	0 65.00	71.50 G	130.00 143.00 130.	00 143.00
Select All Deselect All				Tc	tal Ex. Selected : \$0
Selected III Date Initiale Statue Inc	c Commont				
1 23/01/2019 SVS Booked	Watchout : Check availability fir	sti			
2 23/01/2019 SYS Booked	]				
Select All Deselect All					
Selected Date Initials Start Date En	nd Date Labour Type	Labour Type Commen	t	Paused Time Hour:M	n Qty. Rate
25/01/2019 SYS 25/01/2019 08:41 AM 25	5/01/2019 09:11 AM AJ	Admin		00:00 00:3	0.5000 120.00
25/01/2019 SYS 25/01/2019 08:41 AM 25	5/01/2019 09:11 AM FL	Admin Packed j	ob	00:00 00:3	0 0.5000 100.00
					Total Selected : Ohrs
Select All Deselect All All :	stock and labour must be moved in	n order to cancel and m	merge Job# 37 Merge	Move Copy	Cancel

### Applies to all Above:

- Stock pricing on the selected stock will also copy over to the new object. You can then choose to recalculate the stock price on the object. If the source is from a template, you can hover over the price fields, which will present a snapshot of the pricing rules used to display that figure.
- Orange background colour on a copied stock line indicates a promotion. Hovering over the price indicates the Promotion# being applied.

iere to group l	by that (	olumn		
Status 🔺	Initials	Inc		Comment
Booked	SYS		1	

	1111													
tials	Status	PO#	Location	Stock Code	Description	Unit	Ord	er Supply	B. Ord	Qty Pick	Price Ex.	Price Inc.	Disc %	Tax
s 🕶	•		NSW -	BIKE.WINTER.PROMO	Winter sales promotion bicycle	UNIT	•	1 1	. 0		125.00	137.50	0	G
												Promotio	on# 5	

# Jobs and Quotes

#### Jobs - Line Level PO Due Dates

The stock grid on jobs has been updated with a new **PO Due** column. This displays the due date of the linked PO at line level or PO header due date, if not set.

4		Date	Initials	Status	PO#	PO Due	Location	
Þ	1	07/06/2016 -	SYS 🝷	FINISH -	30	18/12/2018	NSW 🝷	
	2	07/06/2016 -	SYS 🔻	-			NSW 👻	

With the introduction of Promotions, which has the ability to include purchase and commission details, we have updated both jobs and quotes accordingly.

The stock lines on both jobs and quotes now include:

- Sell details
- Purchase details
- Commission details.

#### Sell Details

Sell details are automatically added or updated when adding stock to a job/quote, or when recalculating the selling price. The sell details show the source of the selling price (Price Level, Promotion, Project, etc.) and the source reference. The selling price is colour coded to indicate the source, and hovering your cursor over a sell price cell will display the details.

Description	Unit		Order	Supply	B. Ord	Qty Pick	Price Ex.	Price Inc.
Labour Workshop	UNIT	•	1	1	0		150.00	165.00
Labour Build	HOUR	•	1	1	0		120.00	132.00

Sell Source	Colour	Description
Price Level	White	Sell price is as per price level set on job/quote header.
Different Price Level	Pink	Sell price is based on a price level different from the price level set on job/quote header.
Customer Specific	Green	Sell price is as per the customer-specific price on the related stock.
Manually Entered	Yellow	Sell price has been manually entered.
Promotion	Orange	Sell price is based on a Promotion.
Project	Purple	Sell price is based on the price level of the related project.
Min Sale	Red	Sell price is set to the stock's Min Sell price level.

#### Purchase Details

Purchase details are in the stock grid under the **Cost** tab, and are either manually added to a job/quote, or automatically added or updated via a Promotion.

Unit	Order	Supply	B. Ord	Qty Pick	Price Ex.	Price Inc.	Disc %	Tax	Hide	Total	Vendor	Manual Cost
UNIT 👻	3	0	0		45.00	49.50	0	G		148.50	FECHDIST	33.0000

The two values that make up purchase details are:

Field	Description
Vendor	The vendor the cost price was sourced from, and who a purchase will be created for when using Auto Create PO .
Manual Cost	The cost price that is used in job/quote profit calculations, and will be used when using Auto Create PO.

The purchase details are used when creating a purchase order using the **Auto Create PO** function, and allow for pre-setting both the preferred **Vendor** and **Manual Cost** (buy price). The **Manual Cost** value is also used for calculating the job/quote profit figures. When a job is invoiced, the actual cost values are used.

The purchase details show the source of the details (promotion, manually entered, etc.) and the source reference. The **Cost** price is colour coded to indicate the source, and hovering your cursor over the **Manual Cost** cell will display the details.

Purchase Source	Colour	Description
Manually Entered	Yellow	Cost price has been manually entered.
Promotion	Orange	Cost price based on a Promotion.

Purchase details can flow through the entire sale process as follows:

- Added to a quote when quoting the customer and sourcing buy details from your vendor.
- Added to a job once the quote is accepted by the customer using **Create Job**.
- Added to the purchase order from the job via Auto Create PO.

#### **Commission Details**

Commission details are in the stock grid under the **Cost** tab, and are either manually added to a job/quote, or automatically added or updated via a Promotion.

Comm Extra\$	Comm %	Comm Floor	Total Ex. \$	Markup %	Cost Total	Est. Cost
10.00	5.00		150.00	100.00	0.0000	0.0000
	7.50		120.00	100.00	0.0000	0.0000

The values that make up commission details are:

Field	Description
Comm Floor	If entered, this is the cost that commission calculations will be based on.
Comm %	The % of sale or profit to be paid as commission.
Comm Extra\$	This is an additional amount or a flat \$ figure that will be paid as commission.

The commission details, if entered, allow for pre-setting the commission values to use in a Commission Session, and are entirely optional.

The commission details show the source of the details (promotion, manually entered, etc.) and the source reference. The commission details are colour coded to indicate the source, and hovering your cursor over the cell will display the details.

Purchase Source	Colour	Description
Manually Entered	Yellow	Commission details have been manually entered.
Promotion	Orange	Commission details are based on a promotion.
Stock	Grey	
Commission Session	White	

Commission details can flow through the entire sale process as follows:

- Added to a quote when quoting the customer.
- Added to a job once the quote is accepted by the customer using Create Job.
- Used in Commission Sessions when the job is invoiced.

# **User Interface**

#### Search Ribbon – New Search Ribbon Feature (Ctrl+L)

Jim2 v4.3 introduces a new Search Ribbon function that allows you to quickly access most ribbon functions within Jim2 with just a few keystrokes.

To access Search Ribbon, click in the Search Ribbon box located in the Quick Access Toolbar or type **Control L** (shortcut), then type in the name of any ribbon function.

#### For example, typing Stock presents the following:



Next, use the down arrow to select the ribbon function and click enter.

#### Scheduler – Updated 'Clean' UI

Scheduler has been given a face lift, and now sports a new, cleaner layout, in keeping with the current version of Office.

Schedule 11 - 17 Jun	e 2018			<b>₽</b> 🗗 ×
Frank	Lampard	System ad	◀ June 2018 ▶	
MONDAY, 11 JUNE	THURSDAY, 14 JUNE	MONDAY, 11 JUNE	THURSDAY, 14 JUNE	MTWTFSS
	2 12:45pm 😱 Phone Call	2 🤁 🚵 🥻 Int. Meetin	🔁 🤁 🗞 Int. Meetin	22 28 29 30 31 1 2 3 23 4 5 6 7 8 9 10 11 12 13 14 15 16 17 24 11 12 13 14 15 16 17 25 26 27 28 29 30 July 2018 M T W T F S S 26 1 1 26 2 2 4 5 6 7 30 2 1 2 2 3 2 4 30 2 1 2 1 2 3 2 4 30 2 1 2 1 2 1 3 1 4 30 2 1 2 1 2 1 3 1 4 30 2 1 2 1 2 1 3 1 4 30 2 1 2 1 2 1 3 1 4 30 2 1 2 1 3 1 4 30 2 1 2 1 2 1 3 1 4 30 2 1 2 1 2 1 3 1 4 30 2 1 1 1 2 1 3 1 4 30 2 1 1 1 2 1 3 1 4 30 2 1 1 1 2 1 3 1 4 30 2 1 1 1 1 2 1 3 1 4 30 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
TUESDAY, 12 JUNE	FRIDAY, 15 JUNE	TUESDAY, 12 JUNE	FRIDAY, 15 JUNE	<sup>27</sup> <b>2</b> 3 4 5 6 7 8 <sup>28</sup> 9101112131415
12:00pm Int. Meeting	Ext. Meeting - Meet A	09:02am Due Job Inv' 0 2 2 Ext. Meeting 2 2 2 2 10 Int. Meetin 11:15am Ext. Meeting,	2:30pm Phone Call	16         17         18         19         20         21         22           23         24         25         26         27         28         29           31         30         31
WEDNESDAY, 13 JUNE	SATURDAY, 16 JUNE	WEDNESDAY, 13 JUNE	SATURDAY, 16 JUNE	<sup>35</sup> <b>27 28 29 30 31 1 2</b> <sup>36</sup> 3 4 5 6 7 8 9
Care and Meeting			Kora (U Int. Meeuh	To-Do Tasks Subject
				Click here to add a new Task

#### Scroll bars - Autohide

Scrollbars now automatically hide when not in use.

Drag a column h	neader here to group by that colum	n				<u>^</u>
CardCode	Name	Contact	Address	Suburb	State	Post
ABEC.HO	Abeck Pty Ltd	Martin Harrison	11 Smith Street	MARRICKVILLE	NSW	2204
ABEC.SHIP	Abeck Victoria Pty Ltd	Philip Morgan	Hover over area to	HURSTBRIDGE	VIC	3099
ADV.KNOW	Advance Knowledge	Liz Marshall	see scroll bars appear	PANORAMA	SA	5041
ALAN	Alan Jefferies	Alan Jefferies	11 Kanga Way	BANGOR	NSW	2234
ALANS.ELEC	Alans Electrical	Alan Marslen	2 Richard Street	ALICE SPRINGS	NT	0870
B.SMITH	Brian Smith & Co	Brian Smith	33 Donaldson Street	DAPTO	NSW	2530
BAY.MAR	Bay Marine	Andrew Phillips	23 Bay Road	GRAYS POINT	NSW	2232

#### Quick Access Toolbar - Copy Document From Clipboard

The Quick Access Toolbar now includes a new 'Add Document from Clipboard' function. This is particularly useful when running Jim2 remotely (either via RDP or Jim2.Cloud) where drag/drop functionality is not supported.

To use, copy a document locally using **Ctrl C**, or by right clicking and selecting **Copy**, then click the **Add Document from Clipboard** icon. The **Add Document** dialog will then appear, and the document can be added and linked to the object (job, quote, etc) currently open.

Jim2	Accoun	ts CardFile	es Dashbo	oard	Documents	eBusine	s Email	Items	Jobs	Machines	Manage	ment	Purchases	Quotes	Sche
₽				📑 Sa	ales Register	. 💁	93 -		- 0-	ra l 🖨	B	÷	Report		
				📑 Di	spatch		_ Ø #					D	A Picking Slip		
Job	Job	Job List 🔹	Customer	👰 Pa	ayment 👻	Unprin	· 🔒 🔒				Preview				
	Jobs		Jo	obs Oth	ier	Unprint	s Action	ns Pic	k / Pack	Email Actions			Job Repor	ts	
🅹 🖽	🖨 🖻 🖏	🖬 🖾 - İ	167 -	<b>•</b> •	🖌 😳 Search	Ribbon		Ŧ							
Search	Jim2		R Ne	ew Doc	cuments										
Nav Tr	e	S	tatus Fact S	Sheet	- Jim2 BE e	Business	Connect.	pdf							
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# Email

When assigning a CardFile for an email, there is now a pop-up menu which allows you to filter the list further.

# Regional Settings – Canada

Canada is now fully supported, along with new regional and tax settings.

A new country controller provides support for Canada including:

- Tax codes now include additional components to handle Canadian state, GST, HST and PST taxes, automatically splitting tax between GST and state taxes
- Linking of GL accounts to specific tax components
- Tax can be based on Ship# state rather than Cust# state
- Default tax codes can be set on CardFiles
- Canadian province/territory support in CardFiles
- 'American' date formats throughout Jim2 and reports
- Support for Letter size reports
- Updated reports (Invoice, Quotes, Purchase Orders, etc.) to handle Canadian reporting requirements.

#### Notes on Canada's tax system

Canada has an interesting tax system, to say the least. Each province/territory has a different tax rate, which is typically made up of a national GST and an additional state tax. The state tax is only applicable if the goods are being sold to the end user (eg. retail) and is not a service. Oh, and the tax is based on where the goods are shipped, not the actual customer.

The Tax 'tick' in Jim2 takes on a slightly different meaning when using Jim2 in Canada. Un-ticked means 'wholesale' and ticked indicates a 'retail' sale. In all cases, tax is calculated 'tax free' up.

Sell prices are 'Ex Tax' and in Jim2 are typically set as 'G' or buy and sell at a rate of 0%. When adding stock to a job/quote, etc. the G code is replaced with the appropriate wholesale/retail tax code based on the province/territory the goods are being shipped to.

As mentioned above, Jim2 v4.3 introduces the ability to split a tax code into separate tax components. For example, in Québec the retail tax code is QCR and is a combined GST+PST tax rate of 14.975% split into two tax components as follows:

Code:	OCR				Tax Components	S						
Dercent 9/ .	14.075				Description		Tax %	Compound	Order	Sales Acc N	o Sales Acc Name	Pur
Percent %;	14.975				GST	•	5		1		•	
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As the state tax for Québec needs to be reported separately, it is linked to its own GL account rather than the normal GST collected linked account.

Typically, the tax code is driven via the Ship# province/territory, but this can be overridden on individual CardFiles by setting the TF/TP tax codes on both the **Customer** and **Vendor** tab, if required.

#### Canada vs the rest of the world

The other couple of interesting things, different from most regions that Jim2 is used in, is date formats, default paper size, and the use of cheques (checks).

Jim2 now fully supports any date format, including MM/DD/YYYY. A new option in the Jim.ini file can tell Jim2 to use the workstation's date format and this will then be used throughout Jim2.

Regional settings now includes a default paper size setting. This defaults to A4 but can be set to Letter for use in Canada.

Canada also still makes heavy use of cheques, and the cheque reports include additions to satisfy Canadian banking system requirements including 34/100 rather than 34 cents, and making clear the date and currency used.

# **History Updates**

Tools > History now includes a new Server Logs tab. This allows viewing of Jes log events remotely via the Jim2 Client.

History has been updated to support new objects (Promotions, Commission Sessions, etc.) and is now located in the Tools ribbon group.

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# **Bulk Payment Updates**

Bulk Payments is typically used to import payments handled by external systems (BPAY payments, debtors financing, etc.), and can also be used to generate payments when direct debiting your customers.

Enhancements include:

- New generic spreadsheet import.
- Supports multiple dates and payment methods.
- Apply one credit to multiple invoices.
- Add a grace period between invoicing and collecting the direct debit from your customer.

Jim2 v4.3 includes several enhancements to **Accounts > Bulk Payments**, including the ability to generate one credit (eg. bank transaction) and automatically apply that credit to multiple invoices. The credits generated can then be uploaded to your bank via Jim2's **Electronic Payments** function.

#### Example usage scenario #1:

You have a number of customers that you direct debit 14 days after sending them their invoice.

- Invoice the customers normally at the start of the month with payment terms Direct Debit 14 days from invoice date.
- Generate payments using **Bulk Payments** either manually, via spreadsheet import or via a custom script using a **Payment Method** that is flagged as **Electronic Payments**.
- From **Electronic Payments**, generate an ABA file to upload to your bank.

#### Example usage scenario #2:

Your customers pay you via BPAY and a file is downloadable from your bank.

- Export the BPAY payments file from your bank.
- Generate payments using Bulk Payments, either manually, via spreadsheet import or via a custom script using a suitable Payment Method (eg. BPAY).
- Debtors credit will be created and optionally applied to the related invoice.

#### Importing a Spreadsheet in Bulk Payments

A system script called **Spreadsheet** can be now be selected and then imported by clicking Load.

Please contact Happen Support if the generic import is not suitable, and a custom import script is required.

# General Journal Updates

• New generic spreadsheet import.

General Journals can now be imported from a spreadsheet. In Add/Edit mode, select Spreadsheet in the Import Journal dropdown, then click Import.

Adding General Journal 2	æ	x
Journal # 2 Date 11/01/2019 v Status Booked v Recurring GST type		$\checkmark$
GL Tran# Inc Line Level TP V Apply to 13th period Reverse		
Comment		
Acc.Code Branch SubBranch GL Dept. Name Debit Inc. Credit Inc.	Тах	
•         •         •         •         •		•
Total Debit 0.00 E	x	
Import Journal Total Credit 0.00 E	x	
Spreadsheet V Import Tax		
Out of Balance		
Create Similar Reverse Save Save Close		
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Please contact Happen Support if the generic import is not suitable and a custom import script is required.

# CardFiles

CardFiles includes several updates including:

### **Create Projects list**

You can now create a Project (Machine) List for a customer directly from their CardFile. Click on the **Card Code** hyperlink and select **Create Project** List for CARDCODE.



# Miscellaneous

#### Dispatch List – Suburb Task List – Display Project Template and card name information for tasks in list Promotional Pricing tab in Projects and Stock

# Technical

New Event Hooks Dispatch List - Dispatch.BeforeDeleteSession Job – JimJob.AfterCreateBackOrder Quick Add CardFIIe – OnAfterSave WebAPI v1

# **Updated Security Settings**

The following additional security settings have been added:

#### Security > Jobs

Copy/Move details from other Jobs

#### Security > Jobs > Commissions

- View Commission Values
- Edit Commission Values
- View other users Commission Values
- Edit other users Commission Values
- View other Account Managers Commission Values
- Edit other Account Managers Commission Values

#### Security > Quotes

Copy/Move details from other Quotes

#### Security > Quotes > Commissions

- View Commission Values
- Edit Commission Values
- View other users Commission Values
- Edit other users Commission Values
- View other Account Managers Commission Values
- Edit other Account Managers Commission Values

#### Security > Stock > Stock Promotional Pricing

- View
- Edit
- Add

#### Security > Stock > Stock Promotional Pricing > Commissions

- View Commission Values
- Edit Commission Values

#### Security > Stock > Stock Flow

View

#### Security > Stock > Commissions

- View Commission Values
- Edit Commission Values

#### Security > Management > Commission Sessions

- View
- Edit
- Delete
- View Other Account Managers Commissions
- View Other Users Commissions

#### Security > Tools

Allow viewing Server Logs

Note: Please make sure you update your users' security settings as required.

# **Updated** Options

The following additional **Tools > Options** settings have been added or updated:

#### **Options > General > Regional Settings**

- Report date format
- Set report default paper

#### **Options > Jobs**

- Tax code always editable
- Calc Tax based on (only available if GST Country = Canada)

#### **Options > Stock > Stock Pricing > Stock Promotional Pricing**

- I call Promotional Pricing
- I Call Promotion
- Show PO Cost for Stock

#### **Options > Stock > Stock Pricing > Commissions**

- I use Commission Sessions
- Calc commission based on (Job/Stock)
- Commission calc method (Price Inc/Price Ex/Profit)
- Pay to (Account Manager/Name/Other)
- Start Commissions from
   Pay On (Date Out/Date Page)
- Pay On (Date Out/Date Paid)
- Fully Paid
- Total <> 0

#### **Options > Accounts**

• GST Country – (Australia/New Zealand/South Africa/Canada)

# Jim2 Training

Jim2 Training is readily available for your staff. We can facilitate sessions in a one-on-one setting or a group environment conducted at a location that suits your needs. Training can be arranged at our premises located at Mortdale NSW, on-site at your business premises or remotely via the web.

Please call Happen on 02 9570 4696 to enquire about training for you and your staff.