



Version 5.21 New Features

Build 9 compiled on 22nd March 2018



Introduction

Welcome to Accura Version 5.21

Version 5.21 is the latest release for the Accura MIS and the latest of the Clarion 10 generation of Accura. The move to Clarion 10 doesn't affect the way Accura works but it does support the latest operating system technologies and allows us, as software developers, to make use of the latest tools and methods to bring you, the end-user, new features and functionality.

In addition to the upgrade to the latest development platform, Accura 5.21 introduces a multitude of new features and fixes to the MIS and its related applications.

All clients with a current support contract for Accura (and AccuraOnline if purchased) are entitled to receive and install all software releases as part of their support contract benefits. If you have not already done so, please [sign up for an account](#) on our website to access protected software downloads, user manuals and other content. AccuraOnline upgrades are distributed automatically when released by Accura support.

If you have any questions or queries about the new features or any other Accura related matter, please contact your Accura Support team by emailing support@accuramis.com.

About This Document

This **New Features** document details all the major features added to Accura and Accura Online since the last public releases – Accura 5.01 and Accura Online 5.03.

If you are an end user, please read through this document which summarises the major new features likely to be used by end users.

The technical release notes are aimed at Accura system administrators, advanced users, and Accura support personnel. This is available on request.

Previous versions of release notes and the technical release notes can be found in the Online Resource Area which can be accessed from the Accura Help Menu.



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Delivery Charges

The new Accura Online **Delivery Charge** feature allows your end users to choose which delivery service they wish to pay for on their order based on when they need it delivered. **Delivery options** can be set up to be a fixed rate delivery, such as for a local van delivery, or a weight-based calculated rate for national carriers. This rate is then added to their order and pulled into Accura. There is even a facility for a pricing threshold to allow free delivery on orders over a certain value.

Setting up on the website

Delivery options are set-up in the Admin area of the Accura Online website. These options are independent of Accura and do not sync back into the labour or outwork tables.

Within a new delivery option, there are various fields to populate. In the screenshot below, the delivery option is set up with a delivery method for **local** offices. It is a **fixed price** of £15 regardless of weight. If the order value exceeds £250, there will be no delivery charge incurred; this is optional.

The screenshot shows the 'New Delivery Option' form. On the left, under 'Delivery method', 'Local' is selected. The 'Description' field contains 'Local Van Delivery'. Under 'Service days', '2' is selected in a dropdown, and the 'Default' checkbox is checked. On the right, under 'Charged by', 'Fixed' is selected. The 'Price' field is set to '£ 15.00'. There is a 'Free delivery when order value exceeds' field set to '£ 250.00'. The 'Sales tax' dropdown is set to 'As Order'.

Delivery options can also be set-up to use the order's weight to calculate a delivery charge. In the image below, the delivery method is set to be **courier** and the Description, Courier Name and Courier service are set-to reflect this. The **weight** is a flat rate of 10kg at £10, with a **thereafter** rate of £0.50.

So, an order with a weight of 14kg would incur a charge of £12- 10kg @ £10 + 4kg @ £0.50/kg

The screenshot shows the 'New Delivery Option' form for a courier service. On the left, under 'Delivery method', 'Courier' is selected. The 'Description' field contains 'TNT Next Day'. The 'Courier name' field contains 'TNT'. The 'Courier service' field contains 'Next Day'. Under 'Service days', '1' is selected in a dropdown, and the 'Default' checkbox is unchecked. On the right, under 'Charged by', 'Weight' is selected. The 'Weight bands (price <= weight):' section shows a band for '10.00 kg @ £ 10.00'. There is a '+ Add price band' button. The 'Thereafter (rate kg @)' field is set to '£ 0.50'. There is a 'Free delivery when order value exceeds' field. The 'Sales tax' dropdown is set to 'As Order'.

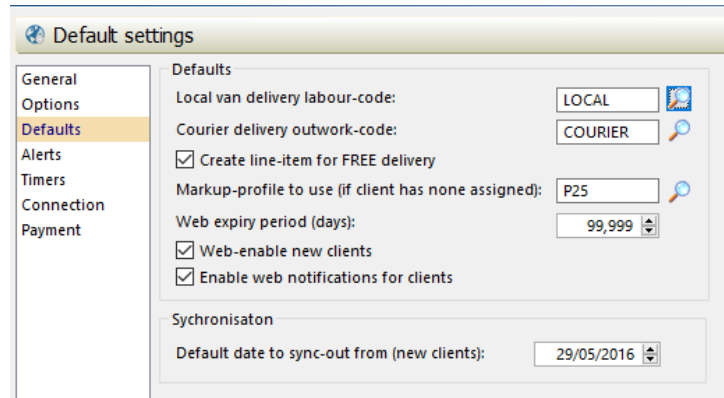
Weight based delivery options can be set-up in a similar way to weight-based outwork in Accura with up to 5 pricing bands and a thereafter rate.



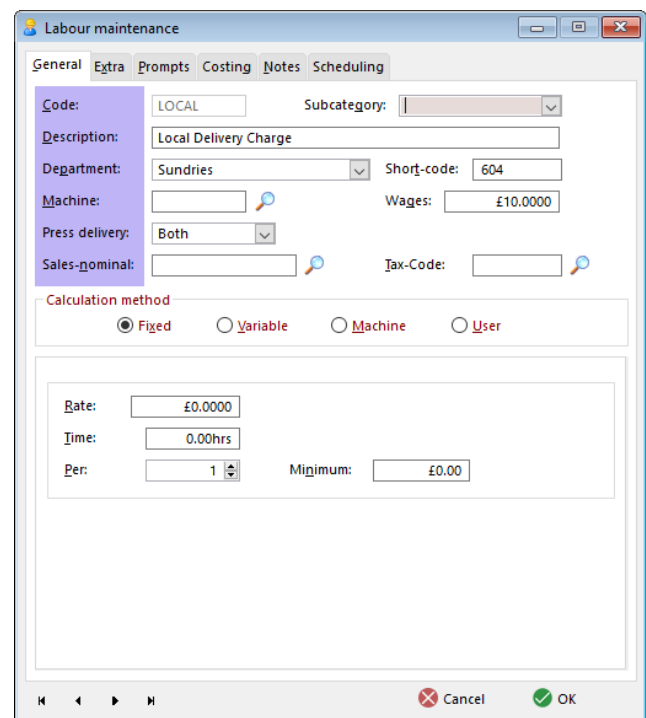
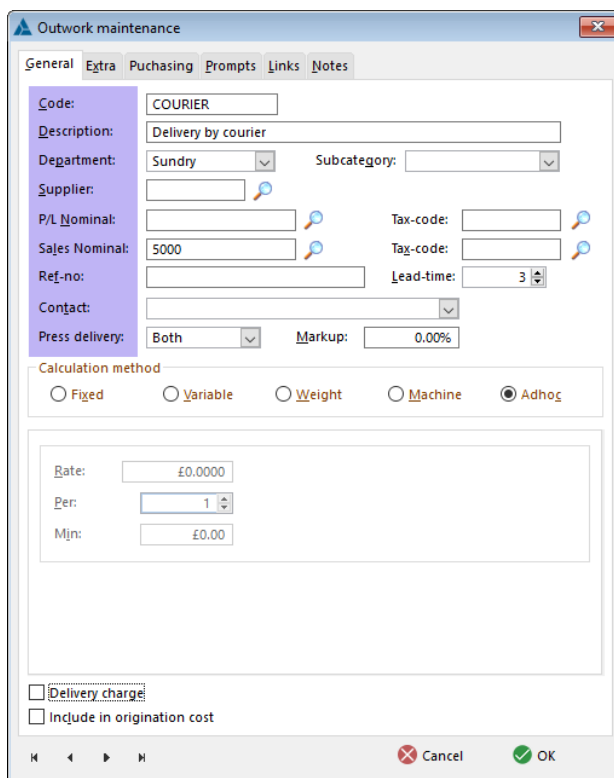
Setting up in Accura

Although the majority of settings are done online, there are some steps within Accura and Web Console to complete.

When a web order has a delivery charge created on the website, it is pulled into the Accura order as an order item and so Web Console needs to be able to link the web delivery charges to either a labour item for a local delivery charge or an outwork item for a courier delivery charge. This is done by linking to existing operations or creating shell labour and outwork operations in the Accura tables and selecting them into Web Console **defaults**.



If you already have appropriate operations to link to then you can use them. However, if you have many different types of local and courier delivery charges already in Accura then you should set up a generic, shell operation and use them instead.



Accura will then use these to create order items with the correct rates calculated by the website. These will then be displayed on invoices as separate line items.

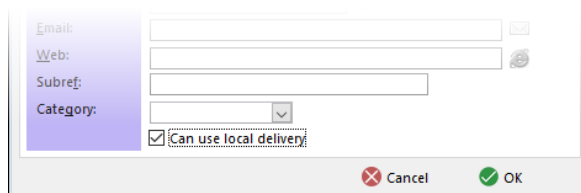


The **local delivery** function is a way for you to decide whether client offices are geographically or economically viable for your van or reps to be able to deliver to. For example, a client's main office may be a couple of kilometres away and so easy for the van to deliver goods to but they may have an office at the other end of the country which will require a national courier to deliver to.

When an Accura office has its **Can use local delivery** checkbox ticked and it is used as a delivery address in Accura Online, both **local** and **courier** delivery will be available for the user to select. If the delivery office does *not* have the checkbox ticked, only courier options will be available to them.

Delivery Method

Local Van Delivery (free if over £250)
-- Choose --
Local Van Delivery (free if over £250.00)
Next Day Courier



The screenshot shows a web form with fields for Email, Web, Subref, and Category. Below these fields is a checkbox labeled 'Can use local delivery' which is checked. At the bottom of the form are 'Cancel' and 'OK' buttons.

If your web-enabled template library quotes contain delivery charges already, you should consider removing these or changing them to optional extras, otherwise you may end up charging for delivery twice.

Should you have any questions regarding the setup and usage of delivery offices, please contact Accura Support. The support team will also be able to mass update offices based of postcode, zip code or town.

Multi-domains

Multi-domains takes the idea of client branding, introduced in Accura Online 5.01, one step further allowing different domain names to be set-up to use the same Online and Accura databases but with completely different URLs to that of the default site. This could potentially be used for the ultimate client vanity branding where the site uses a client specific URL. Or, if you have a separate part of your business that you want to have different branding for, a different customer set or have a completely different range of services and products, you can group these under a separate URL from your main URL but all will use the same databases.

You don't even necessarily need a separate domain name; you can use subdomains of your existing Accura Online domain. For example, your site could be www.abcprint.com which you use for general litho work but then you could have digital.abcprint.com promoting only digital and wide format work.

The first step you need to is to purchase your desired domain name if you haven't already. There are many reputable domain name resellers such as 123-Reg, GoDaddy, Namecheap and Fasthosts to name but a few. Once bought, you or your IT provider will need to configure the new domain's set-up to make it work with AccuraOnline.

If you plan on using a sub-domain, you will need to get in touch with your ISP to help configure this.

Details for what needs to be configured such as creating an A record, MX record etc., can be found in the Accura Online Implementation Guide you would have completed before your initial website installation. A copy of this document can be downloaded [here](#) but please contact Accura support with any questions.

Once the new domain setup has been verified as correct, the Accura support team will complete the setup and your new domain will be ready to go!

It's worth noting that you can have as many different domains as you wish and each one can be client branded.



Second domain setup

With your primary domain, many of the settings are automatically synced from Accura such as contact details, address, social media etc. With your non-default domains, you need to enter the details manually as it could be that you want completely different details from your primary domain.

If you log in to the Admin area of your default domain, you will see at the top a drop down which will be displaying the currently logged in domain. If you click on the drop down, you will see the second domain listed. Select this and you will now be editing the Settings for the second domain. Edit the settings as you would for your primary domain. We recommend at the very least changing the Site Title and the email addresses. You can then customise the site to your specification – new logo, different slides, different homepage text etc.



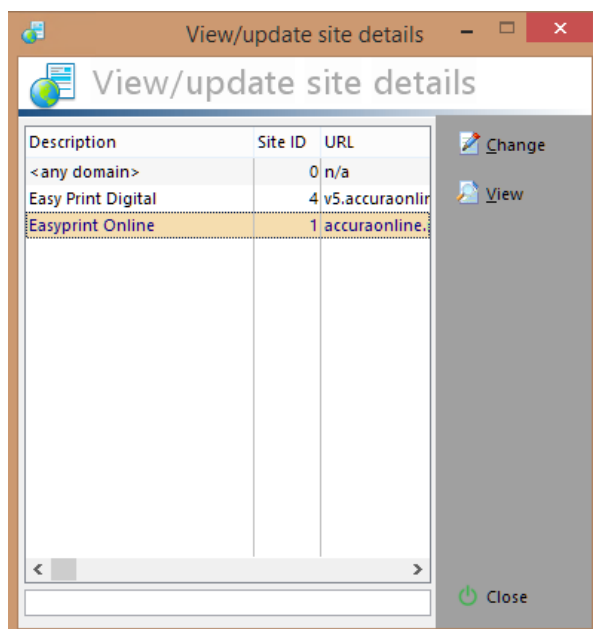
You can also log into the Admin area of the second domain directly and change the details there. Accura support will give you your temporary log-in for domain two when it has been configured.

In the Admin area, there is a new **Domains** category. This where you can set a value for Name, URL and from address.

Domains			
ID	Name	URL	Settings
1	Easyprint Online	accuraonline.net	
4	Easy Print Digital	v5.accuraonline.net	Edit

Accura domain set-up

On initial setup, you will see two domains available in Accura, your original default website and an <any domain> entry. These can be seen in the **Web - Domains** menu. The <any domain> is a way for clients, products and library volumes to be present on all domains but this will be covered later in this document.



When subsequent domains are added to your website configuration, new domain entries will show in this window.



Clients, products and template library volumes can all be assigned to a particular domain from within the entries in this domain browse.

Site domain details

Site ID: 1
 Description: Domain ONE
 From-address: donotreply@domainone.net
 Url: localhost

Domain links:

Code	Description
HANTSENG	Hampshire Engineering Services
ABC	ABC Technologies Ltd

☒ Sync links for owned products/volumes

Any clients, product or volumes assigned to <any domain> will show on *all* domains but client ownership will still determine visibility too. If a client, product or volume is assigned to a specified domain, they will *only* show on that domain. Again, ownership will still determine final visibility. Clients, products and volumes can be assigned to multiple domains. For example, Client A could have access to Domains 1 and 3 but not Domain 2.

As well as belonging to one, multiple or all domains, a client has a **default** domain setting which is found in the Web tab of client maintenance. This determines the default domain assigned to quotes and orders raised directly from Accura rather than Accura Online. Quotes and orders will always be assigned to the client's default domain but this can be overridden in the **Analysis - Web** tab in a quote or the **History** tab of an order.

Client maintenance

General Extra Profiling Activities Tickets Opportunities Accounts Invoices Products Defaults Includes Custom

Code: ABC
 Name: ABC Technologies Ltd
 Address: 98 Above Bar Street
 City Centre
 Town: Eastleigh
 County: Hampshire
 Postcode: SO14 7DT
 Country: United Kingdom
 Tel:
 G:
 Fax:
 Voip:
 Email: abc@accuramis.com
 Web:
 Notes: Private notes?

Contacts Offices Attachments (2) Keyword Web

Web settings

☒ Allow web module access
☒ Send website notifications
 Expires: 17/01/2291 At: 23:59
 Sync web history from: 29/05/2016

Default site

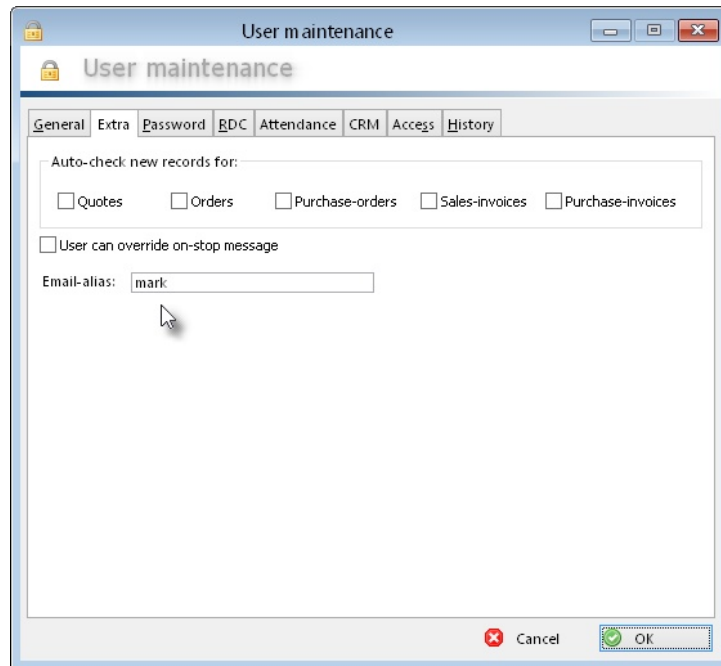
Site domain: Domain ONE

<any domain>	0
Domain ONE	1
Second Domain	2



Domain email alias

If you require your emails from Accura to appear that they come from each branded domain then a small change will be required to your Accura user set up.



On the Extra tab there is an **Email alias** field. This field should be populated with the name that you want all your emails from the various domains to be prefixed with. For example, if you populated this with 'mark', then clients who are registered to domain 1 would receive emails from mark@acmeprint.com, clients registered to domain 2 would receive emails from mark@bloggsdigial.com and so on.

The default user email set up on the General tab should still be retained for fall back purposes.

Email signatures

When you send emails from Accura, you may find it desirable to have different email signatures to reflect which domain the email is coming from. By default, emails originating from your default domain use the EmailSignature.htm file which can be found on your Accura server in the Data\Templates\Email folder. If you copy this and rename it to EmailSignature2.htm you can then amend it with your second domain's information. When an email for domain 2 is sent, it will use your EmailSignature2.htm signature instead of the default.

The same logic applies to the email header and footer htm files. If you require a custom header or footer for your domains, copies of the original should be made and should be renamed by suffixing the domain id number. For example, emailfooter2.htm, emailheader2.htm

If you do not use HTML emailing from within Accura, you should copy and amend the EmailSignature.txt file in a similar manner to that described above.

Please contact support if you have any queries on this.



Custom Order No. Phrase

Order request 'Order-no' phrase

Your purchase order:

☒ Order-no should be a required field

A common request from users is to be able to customise the **Order No.** label on orders. This can now be done in the Settings of the Admin area in your website. You can also specify whether this field is mandatory by using the **Order-no should be a required field** checkbox setting.

As well as being a global setting, these two options can be changed for individual clients in their branding settings.

eDoc Template Profile Fields

It is now possible to use a website user's contact details to pre-populate fields on an eDoc template. By using this feature, it means that a website user ordering their own business cards for example, will find that their details are already pre-populated from the data stored in the website. This eliminates the step of website users pointlessly re-entering their details when they are already available online.

The screenshot displays two instances of the 'Field Setup' dialog box for an eDoc template. The top dialog is for a field named 'firstName' and the bottom for 'lastName'. Both dialogs have tabs for 'Field Type', 'Data Capture', 'Format', 'Field Scripting', 'Stacking Groups', and 'Positioning'. The 'Data Capture' tab is active in both. In the 'Data Capture' tab, the 'User Control Type' is set to 'Text Box' and 'Required' is checked. The 'Profile Field Type' dropdown is set to 'First Name' for 'firstName' and 'Last Name' for 'lastName'. The 'Prompt Text' field contains 'Firstname:' and 'Lastname:' respectively. The 'Max Length' is set to '8191'. There is a 'Protected field' checkbox which is unchecked. The 'Default Value' field is empty. The 'Entry Block' dropdown is set to '(None)'. There are 'Create Entry Block' and 'Force New Line in Entry Block' checkboxes. A preview of the Accura logo is shown on the left of each dialog, with a size of 68,043 x 11,266 Points for 'firstName' and 75,543 x 11,295 Points for 'lastName'. 'Save' and 'Cancel' buttons are at the bottom of each dialog.

To enable this feature, only small changes need to be made to your existing eDoc templates.

On the Data Capture tab of the Field Setup page there is a dropdown list called **Profile Field Type**. This dropdown lists the common contact details you would find for a user such as First Name, Last Name, Address, Company, Phone and Email address. By selecting in a value to match your field, when a user edits the template, that value will be automatically pulled through.

Looking at the example above, the template field **firstName** has been given the Profile Field Type value **First Name** and **lastName** has a Profile Field Type value **LastName**. When the end users edit the artwork for this template, they will find their first and last names already populated.

A list of other features, changes and fixes in Accura Online can be found in the Version Info page in your website's Admin area.

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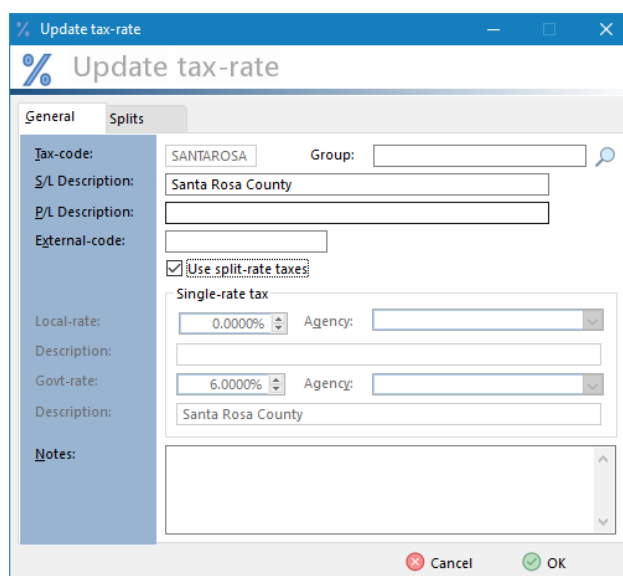
New Features in Accura Version 5.21 Build 8

Split tax rates

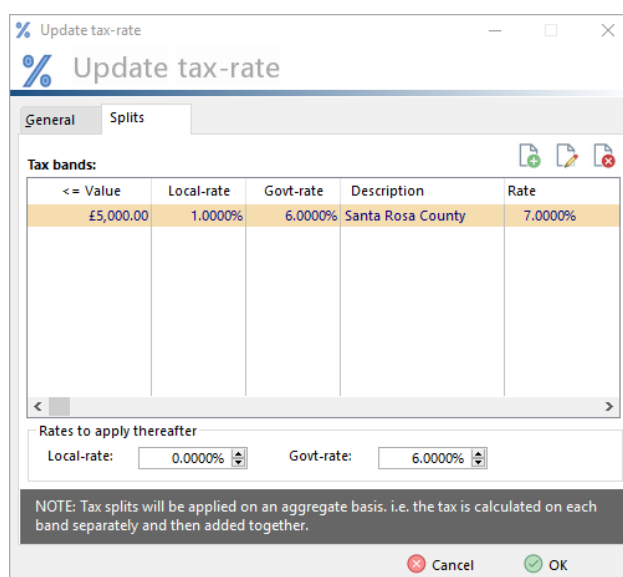
To support the tax system in Florida and other regions where there may be a discretionary sales tax or similar, there is now the ability to split sales tax rates to apply only to a portion of the value.

Taking the Florida tax model as an example, the entire value of an order is subject a general sales tax rate of 6%. In addition to this, individual counties may impose a discretionary sales surtax which currently range from 0% to 1.5% and only applies to the first \$5000 of the sales amount.

New or existing tax rates can be amended to use the tax split. When split tax rates is enable by ticking **Use split-rate taxes**, the single rate tax area will become grey and the **Splits** tab will be enabled.



In the splits browse, we can add a line to represent the \$5000 threshold. We then add the discretionary tax as a local tax value (1% in this example) and the mandatory 6% state tax as the government tax. This will then calculate 7% tax for sales with a value up to and including \$5000. We then set the **Rates to apply thereafter** with 0% local tax and 6% government tax.



<= Value	Local-rate	Govt-rate	Description	Rate
£5,000.00	1.0000%	6.0000%	Santa Rosa County	7.0000%

Rates to apply thereafter

Local-rate: 0.0000% Govt-rate: 6.0000%

NOTE: Tax splits will be applied on an aggregate basis. i.e. the tax is calculated on each band separately and then added together.



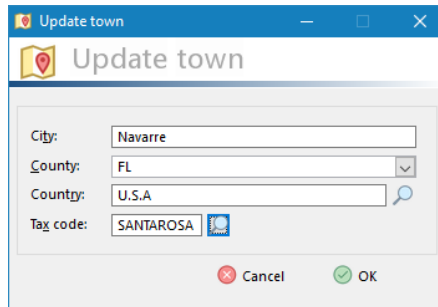
Example - For an order with a value of \$7500, Accura will calculate the first \$5000 at 7%, the state tax and county tax combined, the remaining \$2500 will be calculated with just the 6% state tax applied. The results will then be added to achieve the total tax.

$$\$5000 \times 7\% = \$350$$

$$\underline{\$2500 \times 6\% = \$150}$$

$$\text{Total tax} = \$500$$

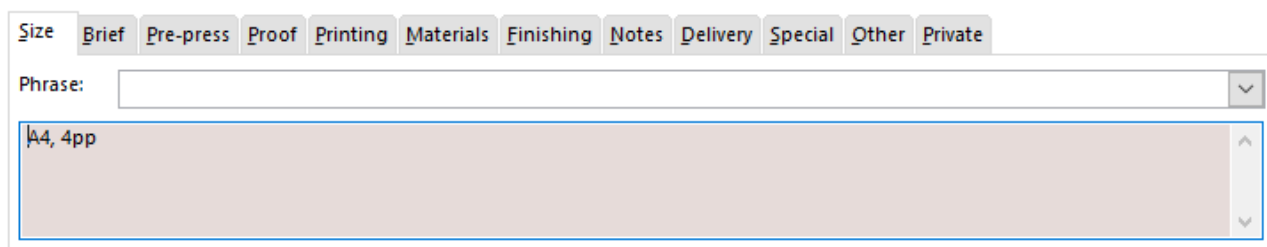
The tax rate should then be applied to the Town(s) it applies to (Set-up-Towns). If the tax rate is already applied to a town, any new orders that use this rate will calculate with the new splits. Any existing orders should have the tax rate reapplied.



Major New Features in Accura Version 5.21

Tab Configuration

With the printing industry being so diverse, constantly evolving and with more and more printers moving away from traditional forms of printing, we've recognised that the specification tabs used in Accura may not always accurately reflect your core business or even specific job types within your business.



Size Brief Pre-press Proof Printing Materials Finishing Notes Delivery Special Other Private

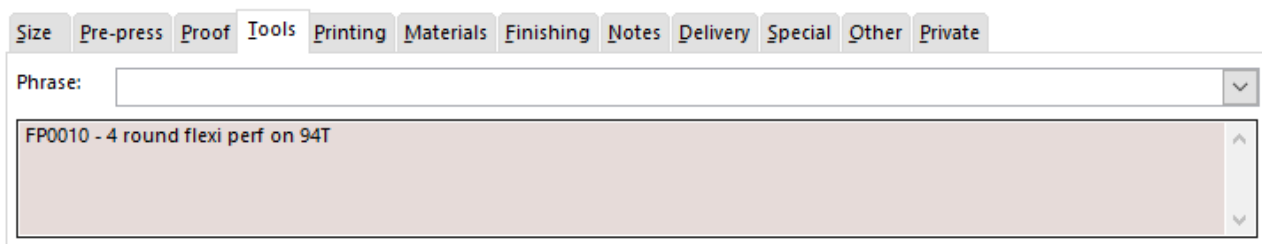
Phrase:

A4, 4pp

We have now totally reconfigured the way that quote and order specification tabs work which allows total customisation of your tabs with both global settings and customisation based on which job type is selected. Existing specification tabs can be renamed, custom tabs can be created and tabs can be re-ordered.

Each material, labour and outwork operation can be designated to print on whichever tab is required, not the tab Accura chooses.

For example, a label printer also has a wide format printer. For label printing jobs, they can create a custom **Tools** tab where any tooling information is displayed. Previously, Accura would have created specifications for the used tool and placed it in the Finishing spec tab. This may not be desirable so the tool can be set to appear on the new custom Tools tab, not Finishing. The Tools tab is set not to print on the Quote letter as the customer doesn't need to see it but it can be set to just print on the job sheet layout.

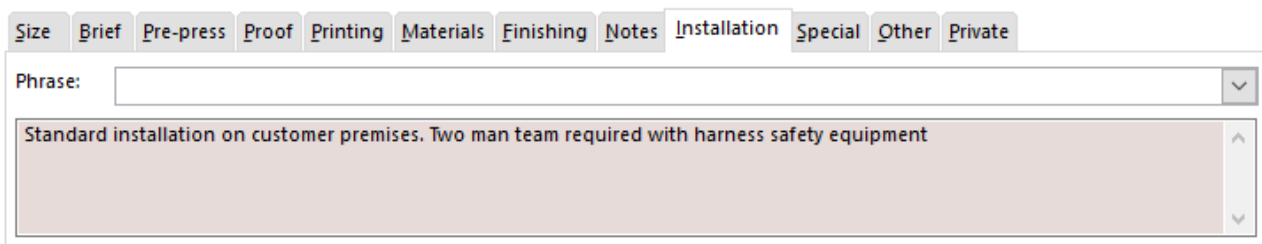


Size Pre-press Proof Tools Printing Materials Finishing Notes Delivery Special Other Private

Phrase:

FP0010 - 4 round flexi perf on 94T

The tooling information would not be relevant to the large format side of the business and so if a large format **job type** is used in the quote and order, the tooling tab can be set not to appear. The tab Delivery may not have a relevant title, so for large format job types only, this could be renamed to **Installation**.



Size Brief Pre-press Proof Printing Materials Finishing Notes Installation Special Other Private

Phrase:

Standard installation on customer premises. Two man team required with harness safety equipment

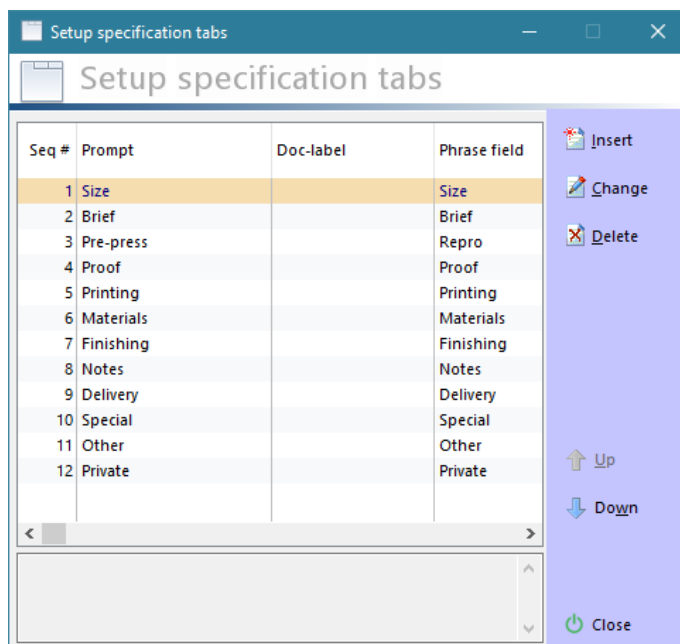


This new feature has been designed to give you maximum flexibility and versatility to shape Accura for your own business. In addition, due to the way the new tab system works in the 'back-end', character limits for each tab have greatly increased to 1000, more than doubling the previous limit in some cases. Customers using server/client or peer to peer network models may also find an improvement speed when browsing the Quote and Order tables.

Setting-up tabs

The new tab setup window can be found in the **Setup menu** on the main toolbar under **Tabs**. Here is where tabs can be created, changed or deleted as well as being reordered for all quotes and orders.

Please note: the default tabs cannot be deleted for the purposes of referential integrity. They can be renamed however and if they are not required, they can be set not to display.



Tab maintenance

Tab maintenance is where you can customise new and existing specification tabs to suit your needs. To change an existing tab, highlight and click **Change**. To create a new tab, click **Insert**. In my example below, I am creating a new custom tab I have named **Tools**.

Sequence: 13

Prompt text: Tools

Document label: (Leave blank to use prompt text)

☐ Prints on quote letter

☒ Prints on job-ticket

Linked phrase

Phrase-field: Finishing

Subcategory: Tools

Default-text Usage Specification

Type a string in 'quote' marks or an expression:

Tooling information to go here

☒ Create tab when no job-type tabs apply

☐ System tab

Cancel OK

If this field was to be included on my quote letter and I wanted the label on my layout to read **Tool Information** instead of Tools, I could enter this in the **Document label** field. By leaving it blank, it will print the tab name.



It just so happens that I do not want to print this field on my quote letter so I've untagged **Prints on quote letter**. On the right-hand side, I have set my **Create tab for** settings to show in quotes and service order but I don't want it to show in product orders as it's not relevant for that type of order.

Under **Linked phrase**, I can control which set of phrases I can link my new tab to. Here, I've set to link to **Finishing** phrases and I have created a **subcategory** for Tools. This will enable me to quickly drill down to my Tool phrases in the Phrase Library. This will be covered later in this document.

At the very bottom, there is a **Create tab when no job-type tabs apply** checkbox. This is the control that determines whether my tab will always display or not *if* no job type has been selected. By unchecking this you can stop a tab that you never use from showing in quotes and orders.

Above this checkbox, there are series of tabs.

Default-text allows you to prepopulate the tab with a string of text or more advanced users can use an expression

Usage gives you an area to add notes on how and why the custom tab should be used. It also has a control to stop users saving records if the custom tab is blank - **Cannot be left blank**.

Specification has options for which specification summaries the new tab's text should be applied to

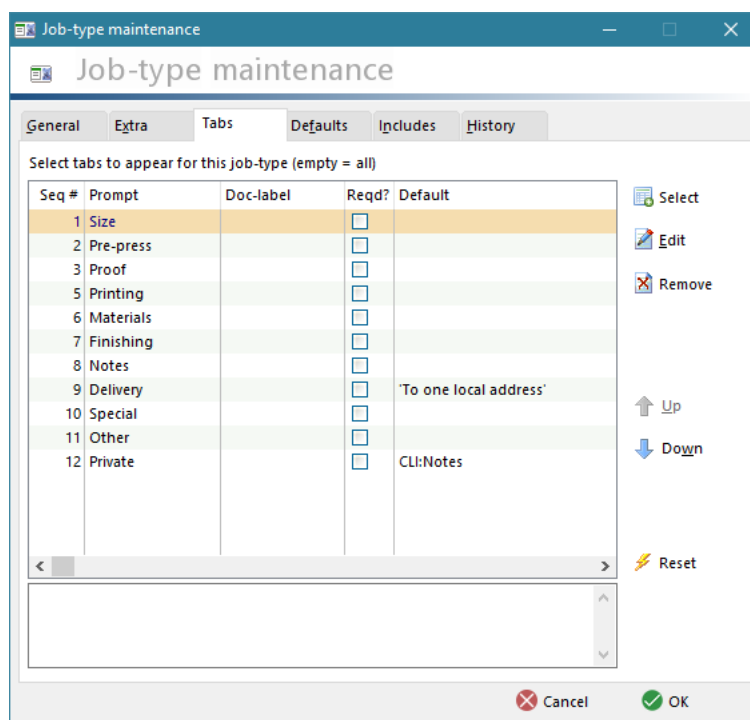
Now my custom tab is ready, I want change where my tab displays. Rather than have it at the end of my tabs, I want it to display before my Printing tab. To this. I simply highlight my new tab and click the **Up** button.

Seq #	Prompt	Doc-label	Phrase field
1	Size		Size
2	Brief		Brief
3	Pre-press		Repro
4	Proof		Proof
5	Tools		Finishing
6	Printing		Printing
7	Materials		Materials
8	Finishing		Finishing
9	Notes		Notes
10	Delivery		Delivery
11	Special		Special
12	Other		Other
13	Private		Private



Custom job type tabs

In addition to global tab settings, tab behaviour can be controlled by **job types**. Each job type can have its own set of tabs, in its own order with their own default settings, independent to the global settings and those of other job types. It is an extremely powerful and effective way of customising Accura to suit your needs.



When a job type that has its own tab configuration is selected into a quote or order, its tab selections will override the global tab settings.

Report designer

In order to allow for custom tab data to be printed on job sheets, work sheets, acknowledgments and production fields, TAB:TextValue text-fields have been added to the Report Designer. These are named TAB:TextValue01 through TAB:TextValue30. The number refers to the **sequence** of the tab in the main tab list shown in Setup – Tabs. So, if your custom tab has sequence number 5 and you want this to print on your job sheet, you would add the text-field TAB:TextValue05 to your job sheet layout.

Improved Quote and Order Search

The "Title must contain text string" search on the Options tab of **View Quotes** and **View Orders** has been changed to **Specification must contain**. So, in addition to searching the Title field, the whole of the specification will be searched making it easier to identify records by a key word. In the case of orders, it is the Invoice text that will be searched which may be different to the actual order specification, depending on your tab settings.

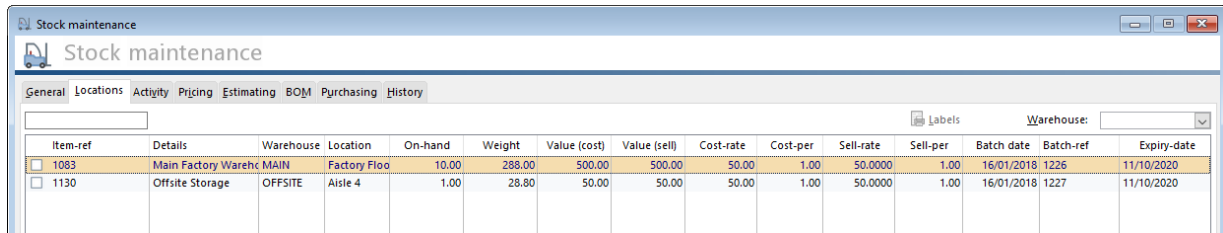
Specification must contain:

laser



Stock Item Tracking

Stock Item Tracking is a new feature for the optional **Stock Control** module. Designed primarily for web printers to track reels, it can be utilised by **any** system with the stock module to track the location of raw material stock stored in multiple locations. *Please note – product tracking is not currently supported*



Item-ref	Details	Warehouse	Location	On-hand	Weight	Value (cost)	Value (sell)	Cost-rate	Cost-per	Sell-rate	Sell-per	Batch date	Batch-ref	Expiry-date
1083	Main Factory Wareh	MAIN	Factory Floor	10.00	288.00	500.00	500.00	50.00	1.00	50.0000	1.00	16/01/2018	1226	11/10/2020
1130	Offsite Storage	OFFSITE	Aisle 4	1.00	28.80	50.00	50.00	50.00	1.00	50.0000	1.00	16/01/2018	1227	11/10/2020

Warehouses can be set up and within those, locations such as aisle or bins. Stock can then be tracked in these locations from stock receipt stage, transferred between locations through to being issued by production staff on the factory floor.

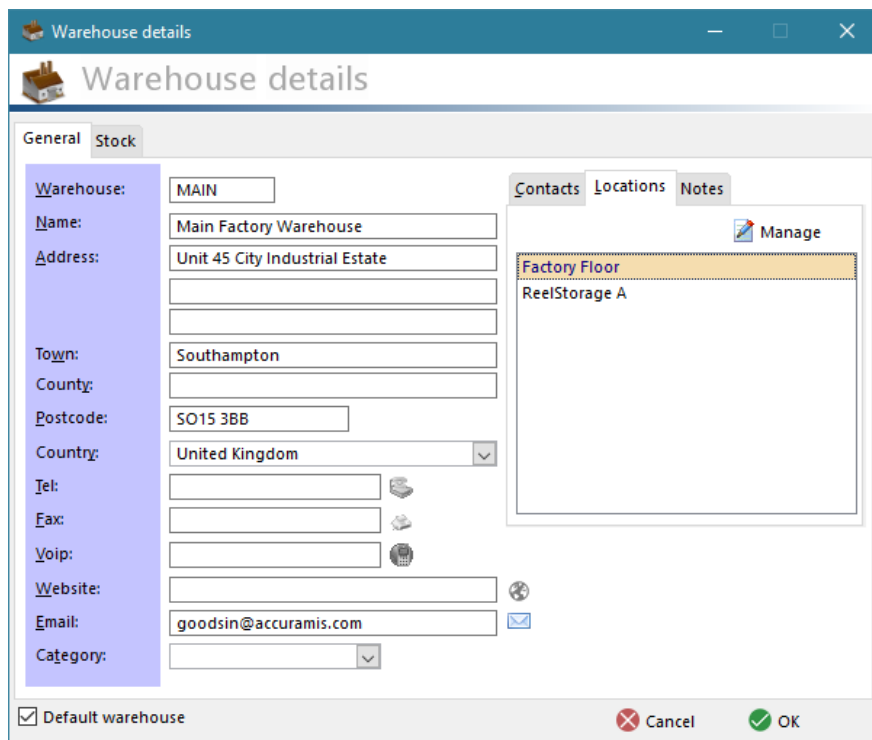
Item tracking set-up

Item tracking is activated in the main Accura **Defaults** (Setup – Defaults – Stock control) by ticking **Enable stock tracking by item**.

- ☒ Enable stock tracking by item (roll/pack)
- ☒ Auto-number stock item-ref

When materials are logged against a location, they are issued an **item-ref** number. By enabling **Auto-number stock item ref**, Accura will automatically generate a reference number for you.

You will also need to setup one or more **warehouses** as main locations for your stock. These can simply be areas within your factory or external storage facilities. This can be done through the **Stock – Warehouse** menu



Warehouse details

General **Stock**

Warehouse: MAIN

Name: Main Factory Warehouse

Address: Unit 45 City Industrial Estate

Town: Southampton

County:

Postcode: SO15 3BB

Country: United Kingdom

Tel:

Fax:

Voip:

Website:

Email: goodsin@accuramis.com

Category:

☒ Default warehouse

Contacts **Locations** **Notes**

Manage

Factory Floor

ReelStorage A

Cancel OK

Within the Warehouse details, you can also set up **Locations** which are areas within the Warehouse allowing you to more accurately track the location of your material.



Tracking materials

When a material is received into stock, you can specify which Warehouse and Location the material was delivered to

Code	Opr	Item-ref	Warehouse	Location	Description	Subref	Quantity	Rate
REEL	GS	<auto>	OFFSITE	Aisle 4	Stock receipt: Gav Reel	1046	1.00	£

Delivered ☐ Part delivered ☐ Write-off ☐ Milestone:

When the stock receipt is processed, it will create a location record which can be seen in the material's **Stock maintenance - Locations** tab

General Locations Activity Pricing Estimating Links Purchasing History												
												Warehouse: <input type="text"/>
Item-ref	Details	Warehouse	Location	On-hand	Weight	Value (cost)	Value (sell)	Cost-rate	Cost-per	Batch date	Batch-ref	Expiry-date
1014	Main Factory Wareh	MAIN	Factory Floo	3.75	108.00	187.50	187.50	50.00	1.00	14/02/2017		10/11/2019
1015	Offsite Storage	OFFSITE	Aisle 4	5.00	144.00	250.00	250.00	50.00	1.00	14/02/2017		10/11/2019
1019	Offsite Storage	OFFSITE	Aisle 4	4.00	115.20	200.00	200.00	50.00	1.00	14/02/2017		10/11/2019
1020	Offsite Storage	OFFSITE	Aisle 4	3.00	86.40	150.00	150.00	50.00	1.00	14/02/2017		10/11/2019

Issuing materials

When issuing materials, whether through RDC or the various job costing material entry methods, the operator has a new **Item-ref** field where they should select the correct stock record for issuing the material. The quantity will then be deducted from the stock on-hand level as previously but also for the stock level for the item ref's location.

Material issue wizard - step 4 of 5

Quantity

☒ Automatically move to next step

Item-ref:

Quantity (+/-):

Milestone:

Enter the quantity to issue, or a negative value to return into stock. A stock check will be performed if you are running stock control.

< Back (PgUp) Next > (PgDn) Cancel (Esc) (F12) OK

How to track legacy material records

During the upgrade to version 5.2x, existing stock materials will have a location record created for them similar to this one –

Item-ref	Details	Warehouse	Location	On-hand	Weight	Value (cost)	Value (sell)	Cost-rate	Cost-per	Sell-rate	Sell-per	Batch date	Batch-ref	Expiry-date
<untracked>	Default stock locatio			12,142.00	454.60	299.30	299.30	24.65	1,000.00	24.6500	1,000.00	16/01/2018		14/01/2028

These <untracked> entries can then be used to issue materials against *if* you don't want to track this particular material *or* until you create tracking location records for this material.

To create location records for a material, you need to use the **Stock - Journal** facility to take stock On-hand level off of <untracked> and into a location record of your creation.

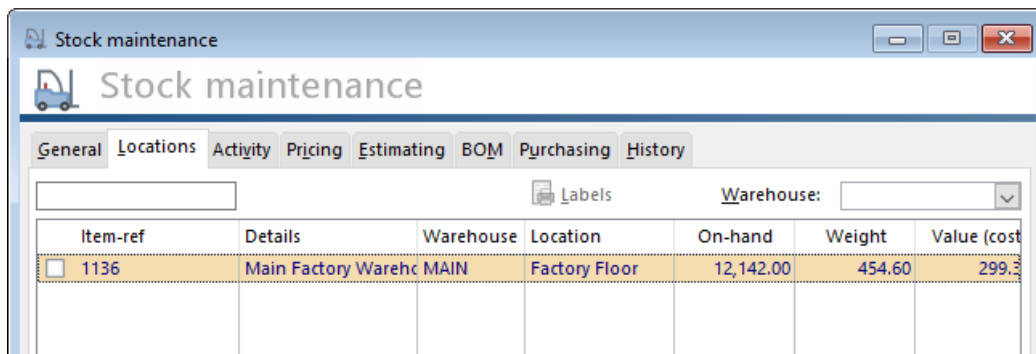


The first step is to add an On-hand journal adjustment to take the amount you want to take off of the <untracked> amount. **Insert** a new line and enter the stock code you want to adjust. Next browse for an **Item-ref** and select the <untracked> entry. Use the Tab button to skip to the **Out(-)** column and enter the required amount.

Next, add a new line selecting the same material. This time when you browse for an **item-ref**, add a new stock balance record for the location of the material.

Highlight your new stock balance record and click **Select**. The Warehouse and location in your journal adjust will show your Item-ref number, Warehouse and Location. Skip across the columns using Tab to the **In(+)** column and add the same amount as you were taking off the <untracked> amount.





When you process the stock journal, the <untracked> quantity will no longer show in your material's Locations, only the new tracked entry.

If you want to give an <untracked> material multiple locations, you can do this by simply adding new stock journal On-hand entries assigning them to different stock balance locations.

Initial stock balance

Manually setting-up initial stock balance is fine if you don't have many stock materials and locations to track but if you do have many, this can be impractical. To create many stock balance records quickly, there is the option to do so via a CSV import.

Material CSV imports now support mapping to an MTL:ItemRef value, the item ref being the identifier of your stock balance record. By using this method, you can quickly configure a CSV spreadsheet to manipulate your stock balance records.

In the above scenario, we created a **stock journal** to take the on-hand from the <untracked> stock balance record and add the same value to a new tracked stock balance record. The same operation can be achieved with a simple CSV file formatted like this:

MTL:Code	MTL:ItemRef	MTL:OnHand	MTL:Warehouse	MTL:Location
HOUSE_BOND	<untracked>	0		
HOUSE_BOND	<auto>	10500	MAIN	Factory Floor

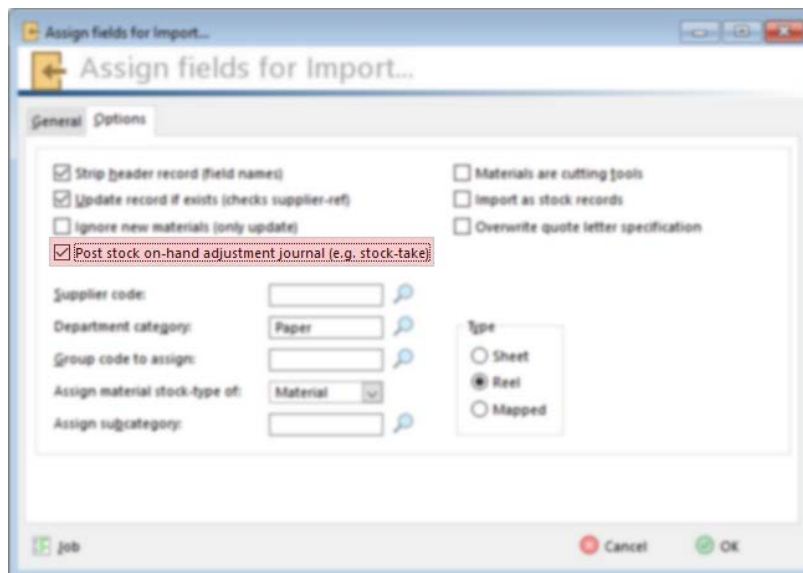
The header row is the basic amount of information required to create stock balance records. In row 1, we use the item ref <untracked> and are setting its on-hand value to 0. In row 2, we are creating an automatically numbered stock reference by using **<auto>** and setting the on-hand value to 10,500 as well as specifying warehouse and location. *If your stock tracking system does not use the auto-numbering feature, you must specify your own item ref value, otherwise the row will be ignored.*

The beauty of using the CSV import is many stock balances can be imported in one go and creating the spreadsheet will be quicker than having to enter the values through the Accura user interface.

In systems not using the auto-numbering feature, if the import detects that a row's item ref already exists in Accura, it will update the existing stock balance record and use the warehouse and location in the existing record.

Before beginning the import, it is essential that the checkbox **Post stock on-hand adjustment journal** is ticked. Otherwise Accura will ignore all the entries, see the image below.





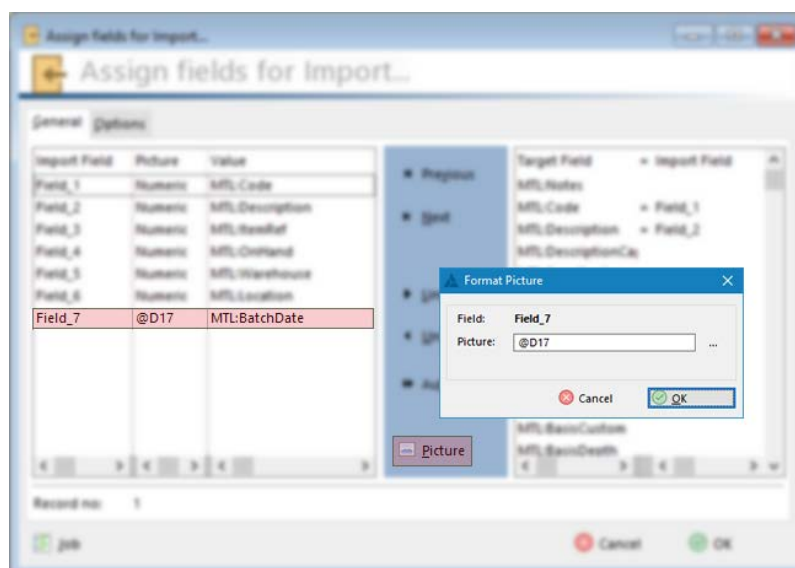
OTHER NOTES FOR USAGE: Warehouses specified in import files **MUST** exist in Accura prior to the import, they will not be created on the fly. As with all CSV imports it is **STRONGLY** recommended a data back-up is performed prior to import. It is a lot quicker and easier to restore data than to correct data ruined by a badly formatted import file. If there is any doubt on this procedure, advice should be sought from Accura support.

If you are using Excel to manipulate your CSV file, be aware that it has a nasty habit of formatting fields in an unwanted manner so double-check your file before import!

FIFO

If you have many existing materials and you use a **first in, first out (FIFO)** system, you can also include a batch date in your CSV file for each stock balance record. This should have a column heading of **MTL:BatchDate**. Each stock balance record should include a value for batch date. If it doesn't the batch date will be set to the date of the import.

When mapping the fields from your import file to the Accura fields, you **must** change the picture format of the BatchDate field. This is done by highlighting the BatchDate row and clicking the **Picture** button. The picture should then be changed to **@D17**. This will allow the import to read your dates in your local windows date format.



If materials balance imports are going to be common for you, you can save the mapping and the date as an **Import Job**. This is a feature that is covered in the **Creating and Using Import/Export Jobs** help video in the Online Resource area, accessible through your Accura Help menu.



Stock transfers

To move stock from one location to another, you will need to use **Stock warehouse transfers**. This can be found through the **Stock – Movements** menu.

Stock-code	Item-ref	Location	On-hand	Weight
HOUSE_SILK_SF	1016	Aisle 4	6,000.00	224.6
REEL	1032	Aisle 4	4.00	115.2
NEW_REEL	1036	Aisle 4	4.00	115.2

Stock-code	Quantity	Item-ref	Warehouse	Location
NEW_REEL	2.00	1046	MAIN	Factory Floor

A warehouse first needs to be selected in the **Transfer-from** dropdown menu which will show a list of all your available warehouses. Once selected, a destination warehouse should be selected in the **Transfer-to** dropdown.

You can then tag the stock balance record(s) you wish to transfer between warehouse and when you click the **Move button**, the entry will be copied to the transfer side. You can then amend the quantity to be transferred. You can

then either allow Accura to create an automatic stock balance record where you select the location within the warehouse. You can also batch create stock balance records should you wish by clicking the button when the Item-ref field is active.

When the checkbox at the bottom left is checked, **Send transfer request to warehouse**, an email will be sent to the originating warehouse with instructions to facilitate the stock movements.



Splitting stock receipts

In the scenario where a material is ordered by weight, the number of reels maybe unknown until receipt to your warehouse(s). For example, you may order 10 tonnes of material but this could be delivered as 3 reels or 4 reels, depending on which mill the paper was made. To allow for this, stock-receipts now features a **splitting** feature which allows you to make many stock receipts for one purchase order item.

Item ID	Supplier	P-Order	Quantity	Stock-code	Description	Received	Balance	Stat
565	ANT	1043	100.00	NEW_REEL	New_Reel for tracking testing	0.00	100.00	Pen

Select the purchase order item you want, then press the splits button. The new receipt splits window will then display.

Total quantity received: 100.00

Number of units (max=100): 10

Quantity splits

Split 1:	10.00	Split 6:	10.00
Split 2:	10.00	Split 7:	10.00
Split 3:	10.00	Split 8:	10.00
Split 4:	10.00	Split 9:	10.00
Split 5:	10.00	Split 10:	10.00

☐ Round to whole units

Balance to allocate: 0.00

Cancel OK



The **Total quantity received** field will show the purchase order amount and this can be amended if there is an over or under delivery. You can then amend the number of units that have been received. This will then create the splits. Accura will attempt to divide quantity received by the number of splits in equal amounts. These of course can be manually overridden. If you tick **Round to whole units**, the splits will round to the nearest one. This will leave the remainder to be allocated manually which must be done or you will not be able to save the split window.

Item ID	Supplier	P-Order	Quantity	Stock-code	Description	Received	Balance	Stat

Code	Opr	Item-ref	Warehouse	Location	Description	Subref	Quantity	Rate
NEW_REEL	GS	<auto>	MAIN	ReelStorage	Stock receipt: New_Reel for 1043	1043	25.00	£
NEW_REEL	GS	<auto>	MAIN	Factory Floor	Stock receipt: New_Reel for 1043	1043	25.00	£
NEW_REEL	GS	<auto>	OFFSITE	Aisle 4	Stock receipt: New_Reel for 1043	1043	25.00	£
NEW_REEL	GS	<auto>	OFFSITE	Bin 75	Stock receipt: New_Reel for 1043	1043	25.00	£

Once the split window is saved, new stock receipt records will be created for each split. You can amend the Warehouse and Location for each receipt item and then process as you would any other stock receipt.

The **Select receipt splits** window support editing of up to 10 splits although the splitting feature supports up to 100. If a quantity of 11 splits or more is entered, line items will be created but they will need to be updated manually. In this scenario, Accura will split the received quantity by the number of units equally.

Stock Labels

A new customisable layout-class has been added to Accura called **Stock Labels**. This will enable printing of stock labels for each of your stock location records.

There are various ways to print off stock labels such as after processing stock receipts, stock reconciliations or on-hand stock journals or on-the-fly from the view stock browse or from within a stock record itself on the Locations tab.

Stock-code: REEL
Gav Reel

Batch-date: 06/11/2017 PO-ref:
Item-ref: 1082
Warehouse: MAIN Location: Factory Floor


* REEL - 1082 *

Accura ships with one stock label layout but this can be easily amended to suit your choice and layout of fields, your preferred size of pre-cut sheets or for thermal label printers by using the built-in Layout Designer. The new layout will need to be imported into your Report Designer before you can use it. To do this, use the Import option in Report Designer and browse to the Accura share folder and the ReportLayouts folder. In here select StockLabels.tps and follow the instructions contained in the **How to Backup and Restore Layouts** help PDF.

If in doubt, please contact Accura Support for advice on using the Report Designer.



Stock Reconciliation

A new **Stock reconciliation** browse now makes correcting stock levels much easier than the existing method of stock journals. From the **Stock** menu, select the **Reconcile** option.

Stock reconciliation window showing a table of stock items. The table has columns: Code, Description, Item-ref, Warehouse, Location, On-hand, Actual, and Adjustment. The table lists various items including HOUSE_BOND, HOUSE_GLOSS, HOUSE_SILK, and NEW_REEL. On the right, there are buttons for 'Add', 'Adjust', and 'Hide', and a 'Stock-type' filter set to 'Material'. At the bottom, there are filter criteria for 'Warehouse' and 'Queries'.

The stock reconciliation browse will list every stock controlled material down to a stock balance level. Each line can have its on-hand balance adjusted quickly and easily but either using the **Adjust** button or double-clicking in the **On-hand** field.

Once the browse is saved, stock balance records will be created, stock adjustments will be posted and a full balance on each affected material will be performed.

By using the **Add** button, new stock balance records can be added easily in addition to the other methods of creating them.

The **Hide** button temporarily hides the currently highlight record from the browse.

Products can also be reconciled by switching the stock-type filter to product.

NOTE: Changing the adjusting on-hand levels and then changing the warehouse filter will undo changes already made. Changes should be made for each warehouse at a time, saved to the database then further changes should be made by reopening the window.

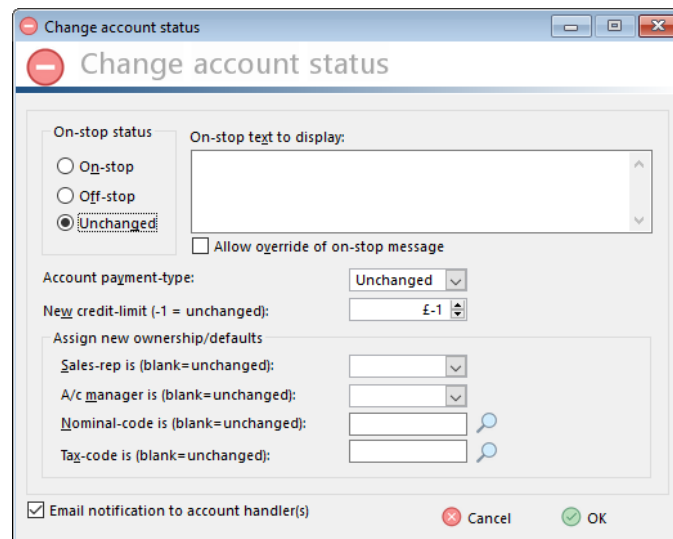
Client Account Change Notifications

Email notifications can now be sent to a client's account manager and/or sales rep when their on-stop status is changed or their credit limit is amended. This is on a per client basis and is switched on in the Accounts tab in each client's maintenance window. Emails are only sent to users who are not the person changing the status value.

<input type="checkbox"/> This account is on credit stop
<input type="checkbox"/> Allow override of on-stop message
<input checked="" type="checkbox"/> Notify account handler(s) of status changes



Batch Account Status Changes

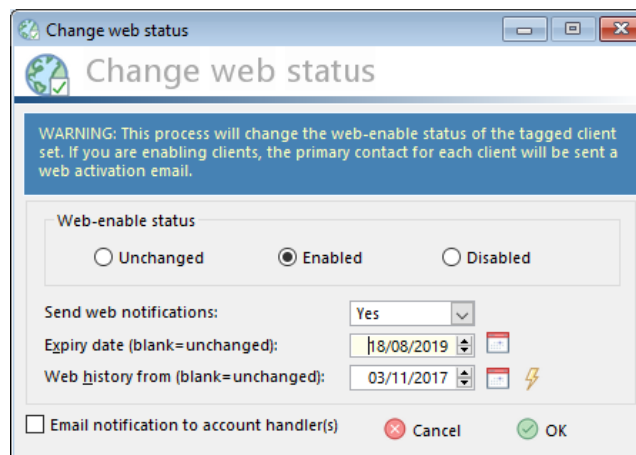


It is now possible for users with appropriate permissions to be able to mass update client account details by tagging in View Clients, the accessing the Change account status window via the right-click menu **Account Status** button.

On-stop stats and text, account payment type, credit limit sales rep, account manager, nominal and tax code are all values that can be updated. When window is saved, all the tagged clients will be updated.

Email notifications to account handlers can be optionally sent.

Batch Web Status Update



Client web status can also be mass updated by tagging records in View Clients and using the **Web status** button from the right-click menu. This opens the **Change Web Status** window where the new status can be specified, whether notifications are sent, and the expiry and web history dates can be set. There is also the option to email notification emails to the account handlers.

When enabling a client for the first time using this method, *only* the primary contact will be web enabled. All other contacts must be enabled manually.



Commission Plans

Commission plans are a way to build a sales rep's commission into a quote meaning there are no nasty surprises when it comes to calculating how much commission is due.

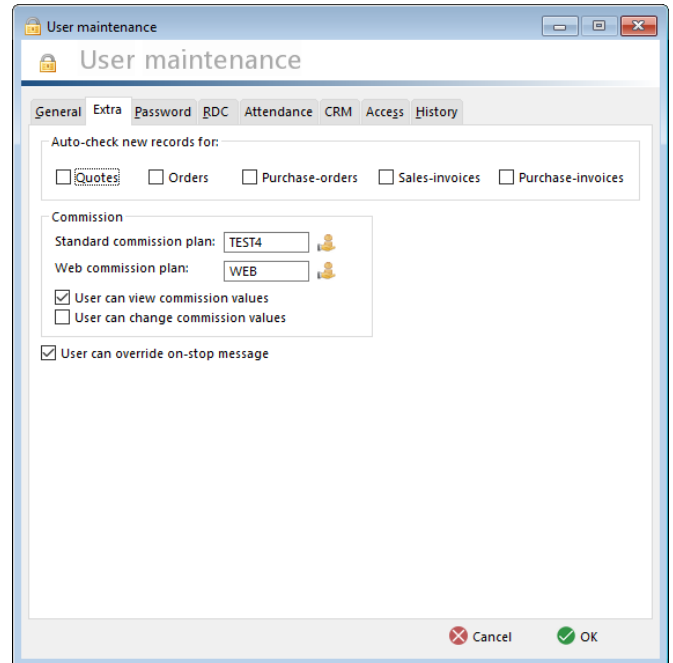
Basic Setup

Each rep is allocated two different commission plans; one for standard quotes raised in Accura, the other for quotes that come through Accura Online. These plans are assigned to the in the Extra tab of the user maintenance window.

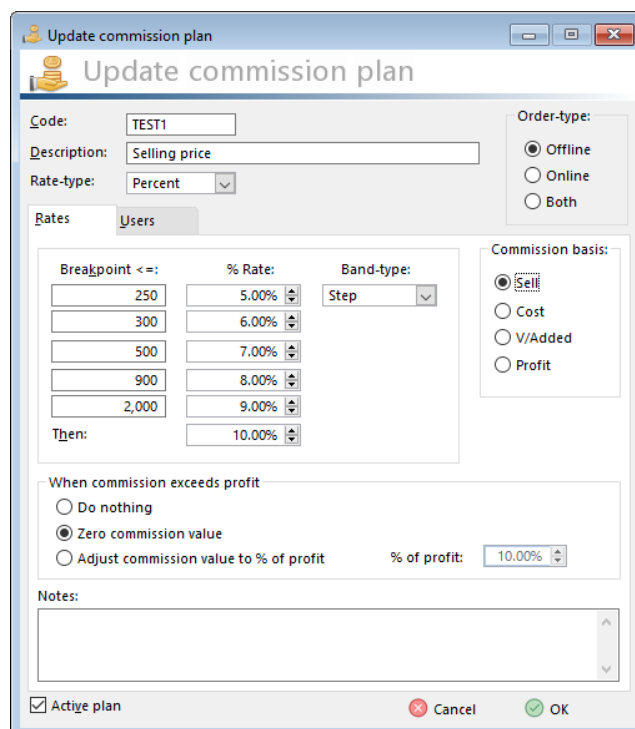
When a rep is selected into a quote, their assigned commission plan is then automatically applied to that quote.

Please note, due to the way commissions are calculated, they can only be added in and automatically calculated at the quoting stage

Commission plans can be set-up to work in a variety of ways. They can have up to **5 value-based break points** with a thereafter, can be either a **percentage or fixed-rate type** and can be based on **selling price, cost price, value added value or profit value**. There are also a set of actions for how to handle the scenario where the commission exceeds the profit of a quote.



The screenshot shows the 'User maintenance' window with the 'Extra' tab selected. Under 'Auto-check new records for:', there are checkboxes for 'Quotes', 'Orders', 'Purchase-orders', 'Sales-invoices', and 'Purchase-invoices'. The 'Commission' section shows 'Standard commission plan:' set to 'TEST4' and 'Web commission plan:' set to 'WEB'. There are checkboxes for 'User can view commission values', 'User can change commission values', and 'User can override on-stop message', all of which are checked.



The screenshot shows the 'Update commission plan' window. The 'Code' is 'TEST1' and the 'Description' is 'Selling price'. The 'Rate-type' is 'Percent'. The 'Order-type' is 'Offline'. The 'Commission basis' is 'Sell'. The 'Rates' tab is active, showing a table with breakpoints and rates:

Breakpoint <=:	% Rate:	Band-type:
250	5.00%	Step
300	6.00%	
500	7.00%	
900	8.00%	
2,000	9.00%	
Then:	10.00%	



Below the table, there are options for 'When commission exceeds profit': 'Do nothing', 'Zero commission value', and 'Adjust commission value to % of profit' (selected). The '% of profit' is set to '10.00%'. There is a 'Notes' field and an 'Active plan' checkbox at the bottom.



The breakpoints are based on a value which is defined by the selected **commission basis**. The example above shows that the commission is to be based upon the **sell** price of the quote. If the sell price is less than or equal to £250, the rep will be awarded a commission of 5%. If the sell is over 250 but less than or equal to £300, an award of 6% will be made.

The other available basis types are cost price, value-added value or profit. The rates between price breaks, if any, can be set to step, curve or aggregate.

The **Sales commission analysis**, which can be viewed from the quote's analysis tab Commission button, shows the breakdown of the applied commission across all quantities.

Sales commission analysis					
Quantity:	2,500	5,000	10,000	15,000	25,000
Commission-plan:	TEST1   Selling price				
Basis (pre-sell):	£222.85	£256.58	£326.18	£395.35	£529.60
% Rate:	5.00%	6.00%	7.00%	7.00%	8.00%
Commission:	£11.14	£15.39	£22.83	£27.67	£42.37
Price (net):	£234.00	£272.00	£349.00	£423.00	£572.00

In the event of the commission value exceeding the value of the quote's profit there are three options to specify the commissions plan's behaviour. The first is to do nothing and calculate as normal. The second will add zero commission. The final option allows for a fixed percentage of the profit.

Commission plans can contain sensitive information and for some system admins, it will be desirable to prevent users from seeing the way the different commission plans are set up. The user security door **SY:Security** should be denied to users who should not have access to the commission plans table. By denying this, it will also prevent an estimator from manually overriding a quotes commission plan.

Each user also has two settings to govern whether they can View Commission values or if they can Change commission values, both applying to quotes and orders.

To complement the new commissions feature, there is a new **Commission report** available from the **Order – Report** menu.

Sales commission report...

Name

Title

Email

☒ Tag

☐ Colin Elmes

Press Manager

☐ Untag

☒ Andy Frith

Sales Manager

andy.f

☒ Tag All

☐ Mark Lewis

Studio Manager

mark@

☐ Untag All

☐ Owen Newman

Finishing Manager

☒ Gavin Spooner

Managing Director

gavin@

☒ Alan Tarrant

Estimator

Sales commission report

Date: 13/07/2017

By: GS

Starting: 01/07/2017

Client:

Page: 1

Time: 14:27

Ending: 31/07/2017

Job-type:

Job-no	Client	Title	Rep	Quote	Job-type	Comm-plan	Inv-no	Cost	Profit	% Profit	Commission	Quoted	Sell-price
AF													
1,189	Version 5	4pp Brochure - Unit Price	AF	1177			1,051	£216.06	£71.94	24.98%	£0.00	£288.00	£288.00
1,190	Version 5	LMT Print Letterheads	AF	1175	4COL-LH	PC_AGG	1,052	£268.77	£92.23	25.55%	£21.46	£361.00	£361.00
		Subtotal:					2	£484.83	£164.17	25.30%	£21.46	£649.00	£649.00

Only include orders for client:

Only include orders for job-type:

Sorting & totalling

Sort this report by:

Sales-rep

☒ Print subtotals

☐ Print summary report

☒ One page per sales-rep

Cancel

Print



Advanced Setup

Commission plans can also be set up to be dynamically selected depending on which job type is applied. For example, you may wish to apply a different commission for a rep based on whether he brings in work for a high margin job type to that of a job type that is typically low margin

Update commission plan

Code: TEST1

Description: Selling price

Rate-type: Percent

Order-type: ☒ Offline ☐ Online ☐ Both

Users

Name	Title	Email
Andy Frith	Sales Manager	andy.frith@accuramis.com
Gavin Spooner	Managing Director	gavin@accuramis.com

Select the job-types applicable for this commission plan, or leave empty if applies to all job-types.

Job-type	Description
DIGITAL	Digital work
LARGE	Large Format

☒ Active plan

Cancel OK

In each commission plan, there is a **Users** tab. Reps should be added to **every** commission plan that can apply to them. When they are added to a commission plan, they should then be linked to the relevant job types that they will be using this plan for.

Using the example above, when a quote for rep Andy is raised for **DIGITAL** or **LARGE** job types, then the TEST1 commission plan will be used. For quotes with other job types, he could be linked to different commission plans. If he is not, the selected plan will fall back to the one selected in his user profile.

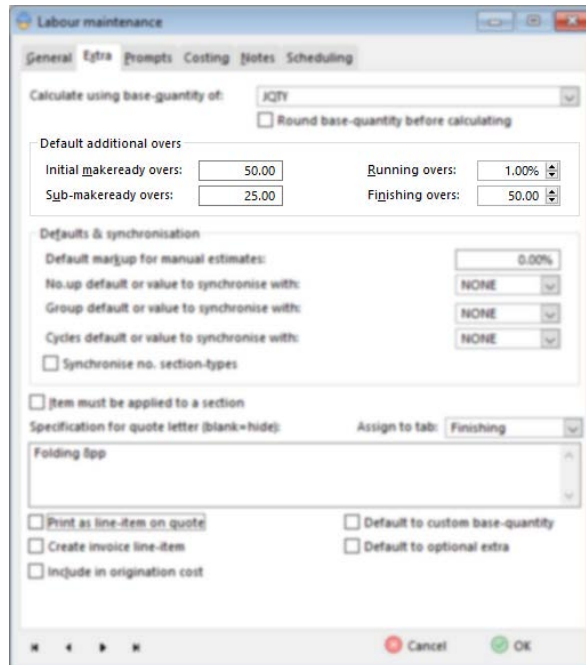
The plans can also be taken one step further by specifying whether the order job it should be applied to is **Offline**, **Online** or **Both**.

The example above is for Offline meaning quotes raised directly in Accura for Andy and not through Accura Online will have this commission plan applied *if* they are DIGITAL or LARGE job types. For quotes raised and synced in through Accura Online, a different commission plan may apply or the default web plan from the user's profile.



Workings Overs

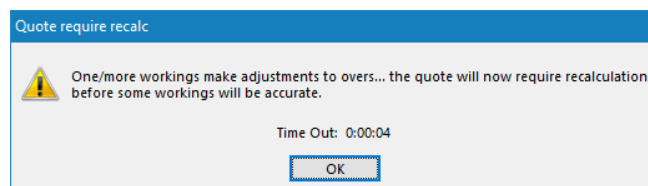
For systems that cater for extremely complex finishing and/or outwork processes, it may be necessary to create and maintain potentially 100's of overs profiles to cover all eventualities. To assist in keeping the amount of overs profiles to a minimum, individual labour and outwork operations now have their own overs settings which working in conjunction with the standard overs profiles.



Both labour and outwork operations have new fields on their maintenance Extra tabs for a fixed number of overs for the initial makeready, for subsequent makereadies and finishing. There is also a percentage increase for overs of running overs.

When a labour or outwork operation is added to a section, its additional overs will be added to those already present in the section's prevailing overs profile. Press run-time will be recalculated accordingly.

Should a labour or outwork operation that has additional overs be added directly to Workings, overs will be added to ALL sections. The first time a working with additional overs is added to workings, this prompt is displayed:



As all sections will need to be recalculated to add the updated overs and the press times recalculated, rather than force a full recalculation, the user should use the **Recalc** button on the Workings tab when they have finished adding all additional overs operations to the Workings tab. This is to prevent onerous forced calculations each time a working with overs is added. Aside from this, switching to the Analysis will perform a full recalculation of all sections and workings regardless as it always has done.



The section **Advanced material options** window has been redesigned so the breakdown of overs being pulled through from press, labour and outwork operations can easily be determined.

Advanced material options

Quantity: 1,000 | 2,500 | 5,000

Raw material (net):	1,000.00	2,500.00	5,000.00
Unit-qty: (1000)	1,620.00	3,150.00	5,700.00
Running qty (net):	1,000.00	2,500.00	5,000.00

Overs profile (RUN): 4CR 4 colour overs

Makeready overs: 600.00

Sub-makeready overs: 0 | 0 | 0

Finishing overs: 0.00

Running overs: 20.00 | 50.00 | 100.00

Total overs: 620.00 | 650.00 | 700.00

Raw material (gross):	1,620.00	3,150.00	5,700.00
Running-qty (gross):	1,620.00	3,150.00	5,700.00

Overs breakdown: Edit

Code	Description	Make-ready	Sub m/r	Run %	Finishing	Section?	Per-
MM	Muller Martini	50.00	50.00	2.00%	0.00		
4CR	4 colour overs	500.00	250.00	0.00%	0.00	<input checked="" type="checkbox"/>	
FOLD8	Folding 8pp	50.00	25.00	0.00%	0.00	<input checked="" type="checkbox"/>	

Weight:	78.85	153.32	277.43
Rate:	£40.30	£40.30	£40.30
Cost:	£65.29	£126.95	£229.71

Recalc Reset Close

In this image, we can see the configuration of the section's default overs SPM_COL profile and additional overs from a folding operation and a Muller book-making operation. Looking at the section column, we can see the Muller does not have a tick which denotes these overs came from an operation added to Workings, not the section.

Each overs line item can be manually edited on an ad-hoc basis if the quote requires some adjustment to overs. This does not apply to the section's default overs profile

Usage note: Existing Accura users should be aware that if table operations are given overs values, all new and copied quotes will take these into account and calculate press times accordingly. When the Quote Template Library - Calculate function is used, the template will update with new overs values and therefore press time. This in turn effects web quotes, orders and products that use the quote template library to achieve their pricing. The same will apply should a user open and recalculate an existing quote which may not be desirable and thus caution should be exercised when reopening legacy quotes after workings overs have been used.



Overs Calculations

Overs profiles now have a choice of calculations bases, **raw quantity** and **running quantity**. Accura has always calculated overs based on the number of raw sheets or the linear length. Now overs profiles can be based on the amount of running sheets that are required for overs.

Due to this new method of calculating overs reel-type quotes that use a cut-off, the overs values now refer to the number of cut-offs, **not** the raw material value. This change works in conjunction with workings overs and should reduce the number of overs profiles required in some systems.

PLEASE NOTE: When using overs strategies that use the running quantity basis type, the amount of material required cannot be calculated until a press is selected. This means that when a material is first selected into a section, the amount required will appear not to be accurate.

Quote Tax Inclusive Sell Price

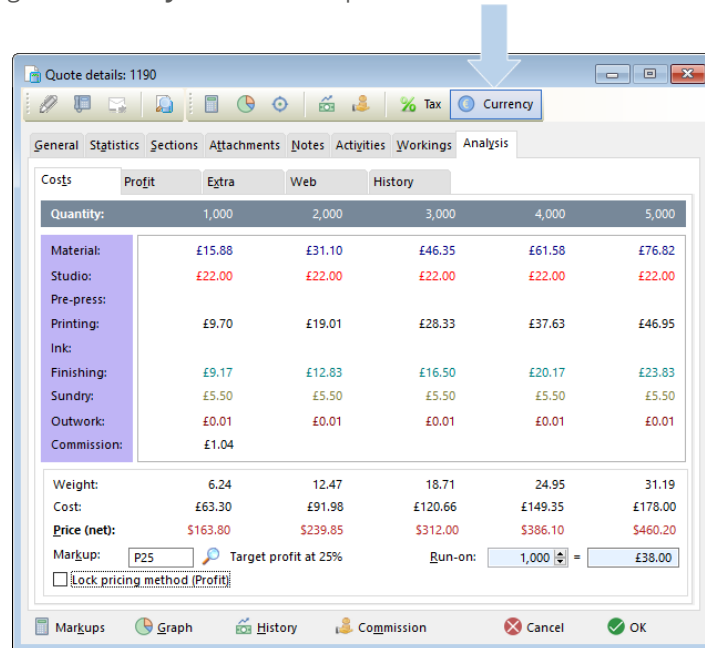
The Quote analysis tab now displays a **Tax** button in the toolbar. When this button is toggled, the quote sell price will display including tax.

Quantity:	1,000	2,000	3,000	4,000	5,000
Material:	£15.88	£31.10	£46.35	£61.58	£76.82
Studio:	£22.00	£22.00	£22.00	£22.00	£22.00
Pre-press:					
Printing:	£9.70	£19.01	£28.33	£37.63	£46.95
Ink:					
Finishing:	£9.17	£12.83	£16.50	£20.17	£23.83
Sundry:	£5.50	£5.50	£5.50	£5.50	£5.50
Outwork:	£0.01	£0.01	£0.01	£0.01	£0.01
Commission:	£1.04				
Weight:	6.24	12.47	18.71	24.95	31.19
Cost:	£63.30	£91.98	£120.66	£149.35	£178.00
Price (gross):	£100.80	£147.60	£192.00	£237.60	£283.20
Markup:	P25	Target profit at 25%		Run-on:	1,000 = £38.00



Converted Currency Sell Price

For customers who trade with clients using different currencies, it's now possible to see the quote sell price in the target currency by toggling the **Currency** button in the quote toolbar.



Quote and Order Contact Selection

When a client is selected into a quote or order, the contact drop list will now display all contacts. When a contact is selected, the details for their linked office will be automatically selected. The works in addition to the previous behaviour where selecting an office would only display linked contacts.

A new reset button has been added next to the office field to return the drop lists to their defaults.

Quote Itemisation

A new function has been added to quotes to allow workings to be shown as line items on a quote letter in much the same way optional extras are. The difference between this and optional extras are that these items are the actual components of the quote rather than options.

Your price includes the following items:

Speedmaster Plates: @ £69.00

Quantity	Price £
500	£224.00

To enable this feature to work, one or more quote workings can individually have their **print as line item on quote** checkbox ticked. When the quote is printed, the **Print quote line-items** checkbox should be ticked on the print dialog, then a compatible itemised quote layout should be selected from your list of layouts. A new layout, called **Itemised**, has been included with Accura 5.21 to support this feature.

If you would like to change an existing quote layout to use itemisation, you will need to add the text-fields **LOC:LineItemText** and **LOC:LineItemPrices** to the footer area. Please contact Accura support if you need help with this new function



Outwork Mark-ups

A popular client request to be able to apply different mark-up percentages for different quantities in an outwork operation has been added to Accura 5.21.

Outwork operation

General

Extra

Notes

Outwork:

HANDJOB

Description:

Handfolding

Supplier:

BRG001

Contact:

Barry Tucker/Matthew Ware

Lead-time:

3

Ref-no:

1,000

2,000

3,000

4,000

5,000

☐ Use custom base-quantity

Base-quantity:

1,000.00

2,000.00

3,000.00

4,000.00

5,000.00

No. up:

1

Group:

1

Cycles:

1.00

% Run:

100.00%

Sections:

1

☐ Round result to the nearest whole unit

Markup/cost/sell:

25.00%

23.75%

22.50%

21.25%

20.00%

£50.00

£100.00

£150.00

£200.00

£250.00

£62.50

£123.75

£183.75

£242.50

£300.00

☒ Include cost in estimate

☐ Optional extra

Cancel

OK

When an outwork operation is added to a quote, it will by default add its default mark-up percentage, if any. The user is then able to amend the percentage for each quantity.

NOTE: This functionality will only be available when your *Defaults – Apply outwork mark-up* setting is set to Working.



Section Reordering

It is now possible to reorder the sections in a quote or order. Before these were displayed in the order that they were created. Now, by using the order buttons in Section, they can be ordered how the user wants. For an order, this means that the sections will print on the job bag in the user-defined order.

Description	Material	No.out	Pages	Total pp	Press	Ink	Face/Rev	No.up	Meth	Rate/hr
2nd section	HOUSE_GLOSS	1	2 x 8pp	16	SPM5	PROC	4 4	1	S	£38.00
3rd section	HOUSE_GLOSS	1	2 x 8pp	16	SPM5	PROC	4 4	1	S	£38.00
1st section	CLARO-SI-5521	2	1 x 4pp	4	SPM5	PROC	4 4	2	W	£38.00

Trimming:

Pages: 36
Cost: £232.43

Quote Price History

Quantity:	1,000	2,500	5,000
Weight:	104.97	261.11	521.32
Cost:	£733.60	£1,047.72	£1,570.17
Price (net):	£1,002.00	£1,425.00	£2,128.00
Unit-price:	£1.0020	£0.5700	£0.4256
Run-on:	1,000 @	£281.00	
Markup:	D10+O - Departmental Markup + overall		
Tax-code:	STANDARD - Standard VAT		

Quote – Analysis now has a **History** button which when pressed will display the quote pricing and quantity from the last time the quote was updated. This feature has been added to enable people to adjust their quotes and compare the previously saved details before re-saving.

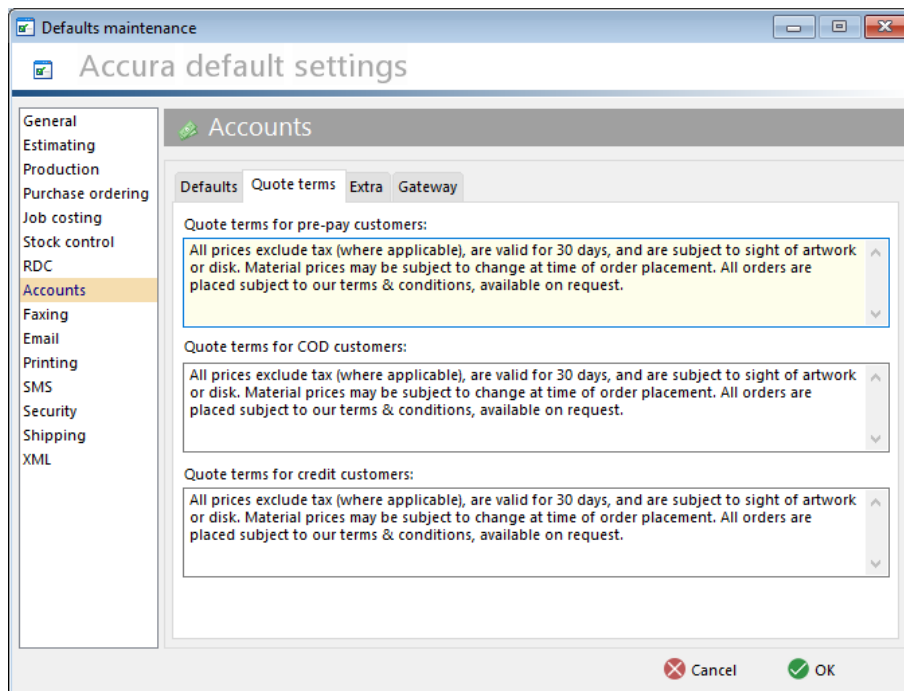
Quote Proposal Batching

It is now possible to batch create Quote Proposals from View Quotes. Previously, it was only possible to add one proposal per customer at a time. Now, if the client type filter is set to Any, you can tag quotes for different customers and when you press the Quick Proposal button, Accura will create one new proposals for each customer.



Dynamic Quote Terms

With previous versions of Accura, the quote terms phrase was 'hard-coded' in to the quote letter template. Accura 5.21 introduces a new way of adding quote terms to the layout. The static text has been replaced with terms that are defined in **Defaults – Accounts – Quote Terms**.



There are three areas for terms and each corresponds to a client's **Account type** setting. So, if you have different terms for credit customers to those who pay cash, Accura will print on the quote letter the terms that match that client's account type.

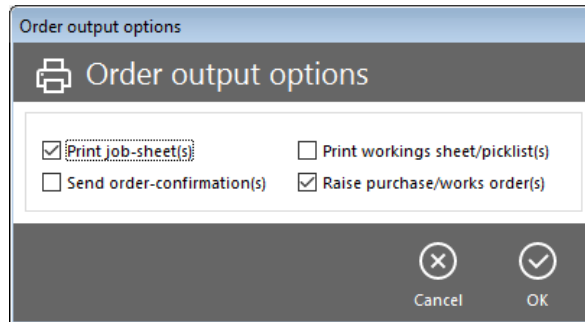
To make this even more flexible, you can specify terms for individual client by populating the **terms wording** on the **Client maintenance – Extra tab**. If a client has their own terms, Accura will print these on the quote letter otherwise it will use the default terms for their account type.

The layout changes will be included to Accura's out-of-the-box quote and quote proposal layouts for 5.21. Customers who wish to make the change to dynamic quote terms will need to remove the static text on their layouts and replace it with the CLI:QuoteTerms text field. Please contact Accura support for help in doing this.



Order Output

A new **Order output options** prompt will now display when saving an order. The new prompt allows the user which order reports they wish to print out. This will streamline the save procedure and reduce the number of prompts displayed when saving an order. The options selected will be retained for the next time the user saves an order



Delivery Note and Invoice Grouping

It is now possible to have delivery notes and invoices group at a client level instead of a blanket all-or-nothing option. After the upgrade, the previous behaviour will be retained – if the options in View Orders are set to group then they still will.

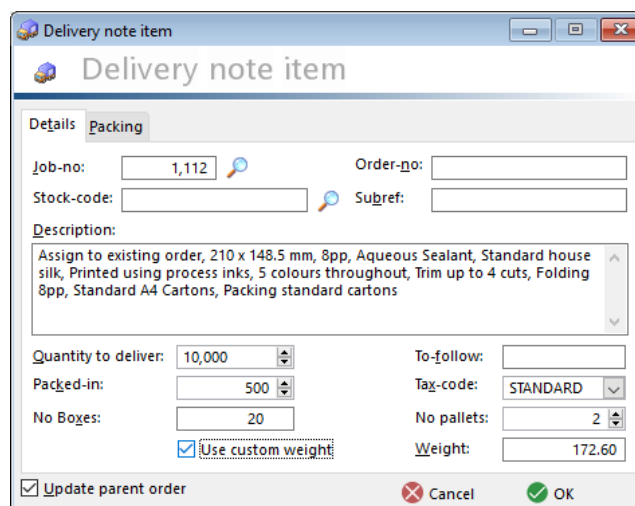
However, if the options are unchecked then Accura will look at the client's preferences for grouping. So, if the global default in View Orders is set not to group but the client's preferences are set to group, then only one delivery note or invoice will be created for a batch of processed orders. Other clients without this preferences tick will not group onto one delivery note or invoice. These new checkbox settings can be found on the Accounts tab of Client

- ☒ Group orders on one sales-invoice
- ☒ Group orders on one delivery-note

Delivery Note Weight and Pallets/Skids

To allow for manual override of delivery items, new options have been added to both delivery notes and delivery items. New fields have also been added to support pallets (skids) for larger shipments.

On delivery note items, there is the new **No pallets** field which the user can enter the amount of pallets for the delivery item. There is also a tick box, **Use custom weight**, which will allow the user to override Accura's calculated weight.



The Delivery Note itself now has a **Package** tab. The boxes, number of pallets and total weight fields are all calculated from the delivery note items that make up the delivery note. However, these can be overridden should it be necessary to do so by ticking **Custom packing/consignment**.

Job Costing

Several improvements have been made to Job Costing to streamline workflow and integrate more closely with the stock control module.

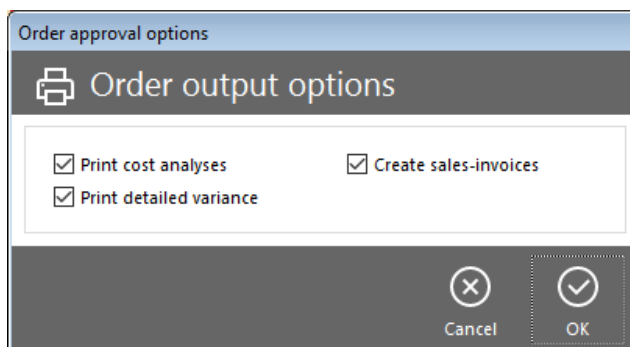
- Previously, orders that were tagged and invoiced from View Order would *not* warn the user that the order(s) had not been approved. This was because it would have been too intrusive for customers who wanted to raise Quick Invoices without approving each and every order.

A new setting has been added to **Defaults - Job Costing - Jobs must be approved before invoicing** to allow systems to **always** warn of non-approved orders, even if it's raised through the quick invoice system. This default will be turned **off** by default on upgrade to retain existing behaviour.

- Stock close offs** can now be initiated from the Costing Approval wizard. Checking the box in the bottom left will close-off any outstanding stock transactions for this order. This is a user specific setting.



- Stock close offs can also be initiated during auto-approval from the View Approvals browse by ticking the **Stock close off order** checkbox.
- After approving in View Approvals, when the browse is closed, a new dialog will allow you to be able to print the cost analyses report and detailed variances for each approved order and raise invoices for each.



Order approval options

Order output options

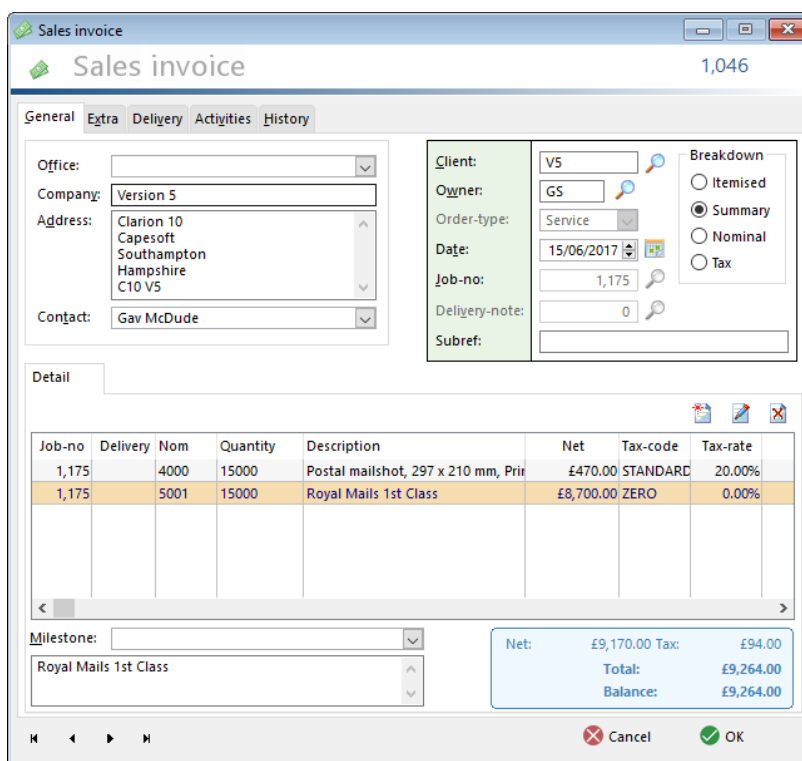
☒ Print cost analyses ☒ Create sales-invoices

☒ Print detailed variance

Cancel OK

Separate Order Item Invoicing

In some scenarios, it is desirable to be able to invoice order items as separate line items. For example, a quote and order may be taxable but contain a postage cost which is non-taxable. A new feature has been added to material, labour and outwork tables to enable itemisation of workings and order items so they will appear on invoices as separate line items.



Sales invoice 1,046

General Extra Delivery Activities History

Office: [Dropdown]
 Company: Version 5
 Address: Clarion 10, Capesoft, Southampton, Hampshire, C10 V5
 Contact: Gav McDude

Client: V5
 Owner: GS
 Order-type: Service
 Date: 15/06/2017
 Job-no: 1,175
 Delivery-note: 0
 Subref: [Text]

Breakdown
☐ Itemised
☒ Summary
☐ Nominal
☐ Tax

Job-no	Delivery	Nom	Quantity	Description	Net	Tax-code	Tax-rate
1,175		4000	15000	Postal mailshot, 297 x 210 mm, Pri	£470.00	STANDARD	20.00%
1,175		5001	15000	Royal Mails 1st Class	£8,700.00	ZERO	0.00%

Milestone: [Dropdown]
 Royal Mails 1st Class

Net: £9,170.00 Tax: £94.00
 Total: £9,264.00
 Balance: £9,264.00

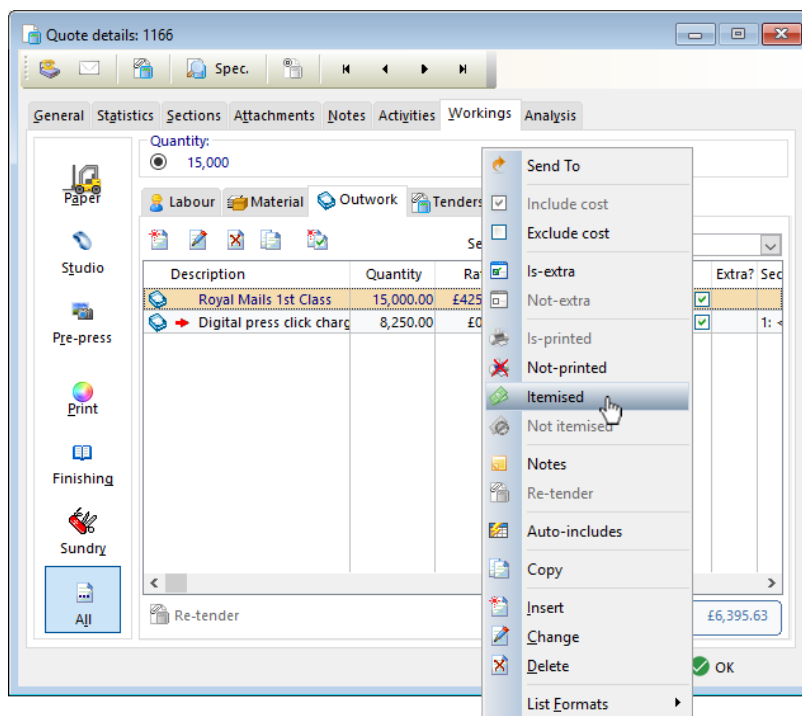
Cancel OK

Now materials, labour and outwork can be set to default this setting, so it will pull through to the quote, will, pull through into the order and flow through to the invoice.

☒ Create invoice line-item



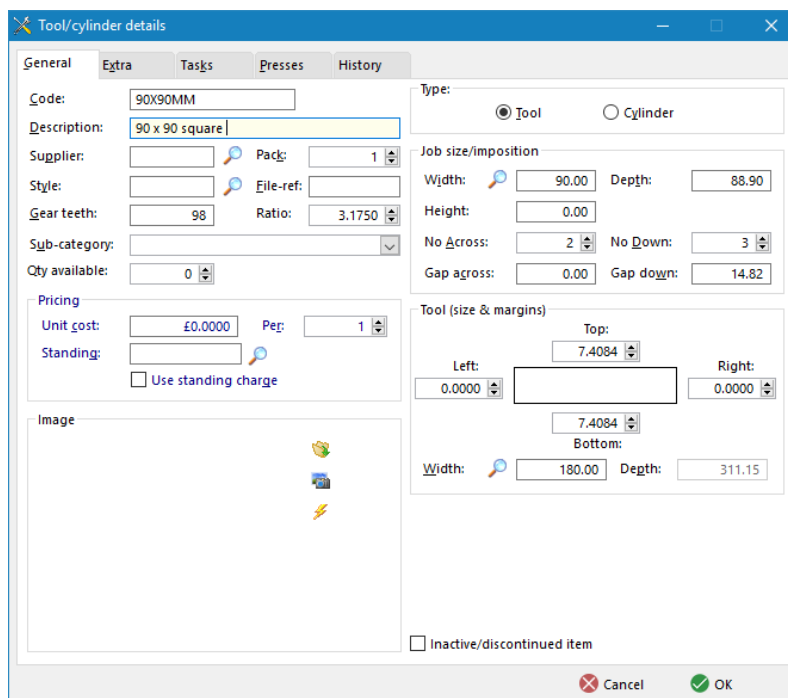
The invoicing flag can be turned on or off at quote stage in the working itself or through the right click context menu using the **Itemised** \ **Not Itemised** options.



The functionality has existed in order items for some time where if an order item's Invoice checkbox was ticked it would be invoiced as a separate line item. Should it be decided at order stage not to invoice and order item after all, this should be unticked.

Tooling Changes

Tool depth can now be automatically calculated by using the **Gear teeth** and **Ratio** fields. Accura will multiply these fields together to calculate the tool depth



By then using the **Depth** and **No.Down** values, the Gap down and Top and Bottom Margins are automatically calculated.

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Multi-currency Outwork

To support systems where services may be purchased from suppliers that use a different currency to the system base currency, it is now possible to input outwork costs in the supplier's currency. For example, when purchasing between Eire (€) and Northern Ireland (£) or USA (US\$) and Canada (CAD\$).

The screenshot shows the 'Supplier maintenance' window with the 'Accounts' tab selected. Within the 'Accounts' tab, the 'Bank' sub-tab is active. The 'Currency' field is set to 'EUR'. The checkbox 'Enter values using supplier currency' is checked. Other fields include 'Tax-reg:', 'Credit limit:', 'Factor-ref:', 'BACS:', 'Nominal:' (set to 5000), 'Tax-code:', 'Company reg:', 'Account-type:' (set to Credit), 'Terms (no. days/date):' (set to 30), 'Terms based on:' (set to Days after invoice), 'Settlement wording:', and 'Accounts Ref:'. There is also a 'Force tax-code' checkbox which is unchecked. At the bottom, there is a 'Cancel' button and an 'OK' button.

The supplier first needs to be set up with the correct currency on the Accounts tab of their Supplier maintenance and **Enter values using supplier currency** should be ticked.

When you open an outwork operation where the supplier is selected, you will see the price in the target currency.

For ad-hoc type outwork operations, this means you can actually enter the supplier's price in their own currency. Accura will then back-calculate using the currency rates in the Currency table to give you the price in your base currency.

The screenshot shows the 'Outwork operation' window with the 'Extra' tab selected. The 'Outwork' field is set to 'ADHOC'. The 'Description' is 'General Adhoc'. The 'Supplier' is 'CHA002' and the 'Currency' is 'EUR @ 1.16379'. The 'Contact' is 'Linda Shiels'. The 'Lead-time' is '2' and the 'Supp-ref' is empty. The 'Quantity 1' is '1,000.00' and the 'EUR cost' is '€68.4000'. The 'Per' is '1,000'. The checkbox 'Enter values in supplier currency' is checked. The 'Markup/currency/cost/sell' section shows '18' with calculated values: '€68.40', '£58.77', and '€69.35'. At the bottom, there are checkboxes for 'Optional extra', 'Include cost in estimate', 'Print as line-item on quote', and 'Create invoice line-item'. There is a 'Cancel' button and an 'OK' button.



The new currency fields have been added to Purchase Orders and Purchase Invoices windows so conversions can be easily seen in the user interface.

Purchase order 1,031

General Extra Attachments Delivery History

Office: []
 To: Letts
 Address: 18 Avenue Road
 Dundalk
 Co. Louth
 EIRE
 Contact: Linda Shiels

Supplier: CHA002
 Date: 05/09/2017
 Owner: GS
 Job-no: 1214
 Required: 6/09/2017
 Supp-ref: []

Job-no	Code	Description	Quantity	Rate	Per	% Disc	Net
1214	ADHOC	General Adhoc	1,000.00	£42.96	1,000.00	0.00%	£

Milestone: Paper ordered

EUR rate: 1.163873
 Currency (EUR): €50.00
 Net: £42.96
 Tax: £8.59
 TOTAL: £51.55

☐ Output job artwork file(s) [Cancel] [OK]

Currency columns have also been added to various browses throughout the software.

CRM - ICS Files

CRM appointment and meeting activities now have the option to attach an ICS calendar file to confirmation emails. ICS files are standard calendar files and work with most calendar programs. This enables the client to easily save the appointment to their own calendar. ICS

The setting for this can be found on the Automation tab of a CRM activity type details window.

Activity type maintenance

Activity type details

General Appointment Automation Templates Attachments

Outlook integration & automation

☒ Create an appointment in Outlook
☐ Create a task in Outlook
☐ Print a document
☐ Print attachments

☐ Send a fax to contact
☒ Send an email to contact
☐ Send a SMS message to contact
☒ Attach calendar ics file

Email a copy of this activity: <NOONE>
 SMS a copy of this activity to: <NOONE>
 Change prospect rating to: [] Update probability to: 0.00%

Validation

☐ Force campaign selection
☐ Force opportunity selection
☐ Force cost-value if campaign exists

[Cancel] [OK]



CRM – Enhanced To Do List

View activity ToDo list

Activity ToDo schedule Gavin Spooner

Client-list: Any

Company	Date	Time	By	Client	Type	Subject	Priority	Cont:
ABC Technologies & Ltd	6/10/2017	08:59	GS	ABC Technologies & Ltd	QFollowu	1214 - 4pp Brochure	High	Steve
ABC Technologies & Ltd	6/10/2017	08:59	GS	ABC Technologies & Ltd	QFollowu	1215 - Business Cards	High	Steve
Orange Copy House	6/10/2017	08:59	GS	ABC Technologies & Ltd	QFollowu	1216 - Black on letterhea	High	Steve
Version 5	2/10/2017	08:59	GS	Version 5	QFollowu	1211 - Optional extras	High	Gav M
Version 5	2/10/2017	08:59	GS	Version 5	QFollowu	1212 - 4pp Brochure	High	Gav M
Version 5	31/08/2017	08:59	GS	Version 5	QFollowu	1205 - Quote overs test	High	Gav M
Orange Copy House	25/08/2017	08:59	GS	Orange Copy House	QFollowu	1203 - Completely clean c	High	Manz
Orange Copy House	25/08/2017	08:59	GS	Orange Copy House	QFollowu	1204 - Black on letterhea	High	Manz
Version 5	23/08/2017	08:59	GS	Version 5	QFollowu	1202 - Quote overs test	High	Gav M
Version 5	22/08/2017	08:59	GS	Version 5	QFollowu	1201 - Quote with tender	High	Gav M
Version 5	21/08/2017	08:59	GS	Version 5	QFollowu	1198 - Cut-off overs test	High	Gav M
Version 5	21/08/2017	08:59	GS	Version 5	QFollowu	1199 - Flat sheet overs ca	High	Gav M
Version 5	21/08/2017	08:59	GS	Version 5	QFollowu	1200 - Reel linear metre o	High	Gav M
Version 5	14/08/2017	08:59	GS	Version 5	QFollowu	1194 - LMT Print Letterhe	High	Gav M

Document/url: D:\Accura\C10\Data\quotes\1214.pdf

Criteria History Notes Details

Assigned-to: GS

Date: 25/10/2017

Activity-type:

Priority: Any

☒ Include appointments

Total records: 51

☐ Load this window on startup

☐ Synchronise with Outlook on open

Reset

Insert

Change

Delete

Copy

View

Refresh

Print

Close

The CRM To Do list has been redesigned to now include a filter to enable the user to find pending tasks for individual clients more quickly.

The client list will only show clients that currently have pending tasks within the current date range.



RDC – Unscheduled Tab

To enable quicker selection of orders in RDC and for users to determine the next job to start, an **Unscheduled** tab has been added to the RDC console for all system regardless of whether the optional **Scheduling** module is installed.

Accura/RDC v5.2 (build 1): MyNewCompany - d:\accura\c10\data

File Edit Setup Window Help

Materials Outwork P-Orders Receipts Transfer Movement Timesheet Proof Changes Delivery... Labels Status Track... Print... Logout Start...

Operators

(PgUp)

Colin Elmes

Gavin Spooner

Mark Lewis

Owen Newman

Active Complete Cancelled All Scheduled **Unscheduled**

CE (Logged on - GAVIN: 25/04/2017 @ 11:41) 27/04/2017 11:45:09

Job-no: Milestone:

Job-no	Client	Date-in	Quantity	Office	Title	Milestone	Required	Priority	Move?
1,027	ABC Technologies	12/07/2016	1,000		Target price with optic		31/07/2016	Normal	Yes
1,029	ABC Technologies	21/07/2016	1,000		4pp Brochure - targett		31/07/2016	Normal	Yes
1,030	ABC Technologies	25/07/2016	1,000		4pp Brochure - profit	Finished	31/07/2016	Normal	Yes
1,035	ABC Technologies	29/07/2016	2000 items	ABC-001	Online Order: 5645646		31/07/2016	Normal	Yes
1,028	ABC Technologies	13/07/2016	500	ABC-001	Public Product	Paper ordered	31/07/2016	Normal	Yes
1,037	Stronger In	05/08/2016	1,000		4pp Brochure	Deposit due	31/08/2016	Normal	Yes
1,042	ABC Technologies	22/08/2016	1,000		ABC 4pp Brochure	On proof	31/08/2016	Normal	Yes
1,041	ABC Technologies	22/08/2016	2,500	ABC-001	ABC Full colour letterh		31/08/2016	Normal	Yes
1,036	ABC Technologies	04/08/2016	500	ABC-001	Black on letterheads		31/08/2016	Normal	Yes
1,039	ABC Technologies	09/08/2016	500	ABC-001	Black on letterheads		31/08/2016	Normal	Yes
1,040	ABC Technologies	19/08/2016	500	ABC-001	Public Product		09/09/2016	Normal	Yes
1,043	ABC Technologies	13/09/2016	1000	BB	Proiduct		30/09/2016	Normal	Yes
1,047	ABC Technologies	19/09/2016	1000 items	ABC-001	Online Order: 4564564		30/09/2016	Normal	Yes
1,048	ABC Technologies	19/09/2016	500	ABC-001	Public Product	On proof	30/09/2016	Normal	Yes
1,057	ABC Technologies	10/10/2016	500		1 pad of stuff		17/10/2016	Normal	Yes
1,056	ABC Technologies	10/10/2016	500		1 pad of stuff		31/10/2016	Normal	Yes
1,059	ABC Technologies	26/10/2016	1000		Folding only		31/10/2016	Normal	Yes
1,061	ABC Technologies	28/10/2016	1,000		4pp Brochure		31/10/2016	Normal	Yes
1,055	ABC Technologies	07/10/2016	1,000	CEN DER	ABC 4pp Brochure		31/10/2016	Normal	Yes

Printing

Description	PP	Types	Total pp	Material	No.out	Sheets	Press	Face	Rev	Perfect	Plate	Qty	No.up	Meth	M/R	W/U
	4	1	4	HOUSE_GLOS	2	753.00	SPMS	4	4	0	SMP	4	2	W	4.00	0.00

Specification:

Public Product, A4, 4pp, Printed in 4 colour process throughout, Aqueous Sealant, House gloss 130 gsm, Trim to size, fold and pack

Browsing orders 5: MyNewCompany Gavin Spooner - Mode=cl Thursday, April 27, 2017 11:45AM

The Unscheduled tab lists all orders with a status of Active or Held and have not been scheduled. This enables RDC users to quickly find orders by the **number locator** or by filtering by **milestone**.

When starting an activity from the Unscheduled tab, the new activity window will automatically be populated by the highlighted order's job number.



Contact Import and Update by CSV (Beta)

The Import/Export application now contains a new option to import and update contact records. This previously was only possible by a client import and so the actual importable contact data available was limited. The new function allows creation and updating of all contact fields.

Some examples of fields that could typically be included are:

Field Name	Accura Name
Client code	CON:Account
Office code	CON:Office
First Name	CON:FirstName
Last Name	CON:LastName
Position	CON:Position
Telephone	CON:Telephone
Mobile	CON:Mobile
Email	CON:Email
Web enable	CON:WebEnable

Ideally, your import files should have the Accura Name as the header row as this makes mapping fields easier. **CON:Account** should match the **client code** for the parent company. If you wish assign the contact record to a particular client office, **CON:Office** should be populated with the corresponding **office code**. Should you wish to set a contact's **web enabled** flag with the import, a value of 1 should be used to set the flag to true, 0 for false.

Updating Contacts by CSV

Contacts can also be updated by a CSV import. In this scenario, Accura will use the contact account field and the contact name field (a concatenation of first name and last name). If it finds a match for these details, it will update any fields in the import file that differ to the existing values.

As with any import of data, it is important to make a data back-up prior to importing contacts. It is easier and less painful to quickly restore your data rather than try to fix any damage caused by a badly formatted data file.

As usual, Accura support will be able to advise on the import file format and procedure as well as the backup procedure.

