CAPITAL V8

Capital Business Software White Paper

New Features Available in Capital Office V8,

Release 8.6

CAPITAL OFFICE BUSINESS SOFTWARE

Capital Business Software Technical Series

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Section 1

General Enhancements

Improved Day To Day Processes

Accounts On Hold

When a head office account is placed on hold sub accounts may now be optionally placed on hold. Any pending back orders related to that account can also be placed on hold.

When a head office account is taken off hold, the hold status of related sub accounts may optionally be lifted and any related back orders may have their hold status lifted also.

Pay Multiple Suppliers & EFT's

Various usability improvements have been made to *Pay Multiple Suppliers*. Specifying an upper maximum value to pay out is now optional. If a payment amount is not specified, users are free to select transactions to pay up to any amount outstanding. A running balance of what they have selected to pay is maintained.

The *Create EFT Payments* utility has been enhanced with a new transaction preview window. The preview allows users to view payments that will be included in the resulting ABA (banking) file and selectively exclude payments before the final banking file is created.

Reduced Network Overhead

Live Grid Search has been optimised to reduce network load and improve response times, especially on LAN based networks when searching very large record sets.

Enhanced Record Lock Information

The record locking scheme has been enhanced to provide additional information on which computers or network sessions are holding locks open. Information is now available not just on the current lock, but on all locks for all users pertaining to a particular table. For example, if an operator wishes to perform a global stock update of some type, the system can now present that operator with a list of all users who may be preventing that process from proceeding. The system now also reports additional lock related information such as the user's Window's log-in and the application that triggered the locking event.

- Requires CORPORATE EDITION

Credit Card Surcharges

It is now possible to have the system automatically calculate and include a surcharge amount on specified payment methods, such as credit cards, for customer transactions.

Transaction Note Links

It is now possible to access transaction notes from Customer Transaction summary entries and assign transaction notes to customer payments.

Section

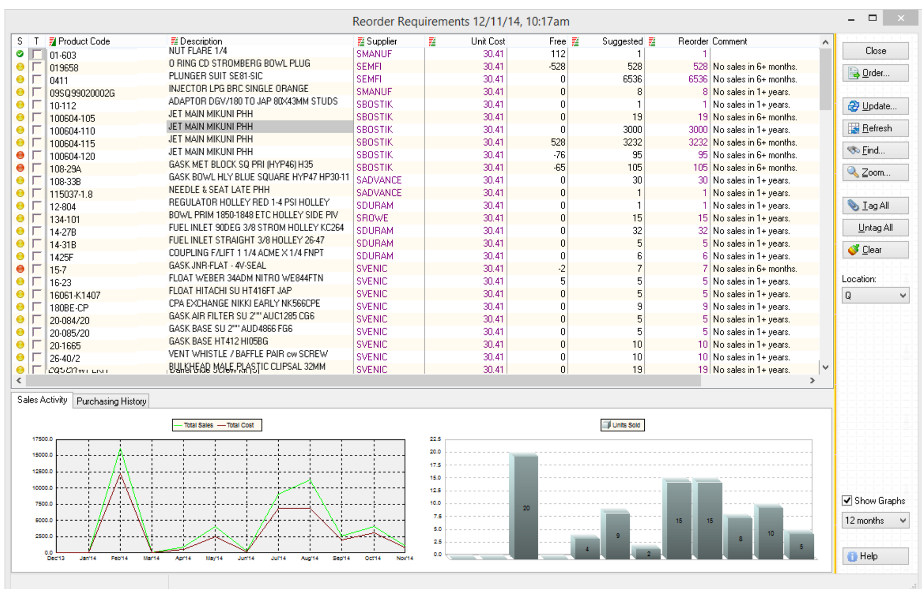
2

New Features In Stock Control

Reorder Plans

Reorder Plans is a new feature that provides a more structured approach in dealing with the inventory procurement process. Plans assist in letting you –

- Review your stock replenishment requirements.
- Calculate your estimated stock purchase values.
- Examine your product sales and purchasing activity for individual items found within the plan in graphical form.
- View current stock holding levels.
- Automatically create purchase orders based on all or selective parts of the plan.



2.1 Inside Reorder Plans

Reorder Plans provide valuable information on product performance and current status. The system provides commentary on each product, such as advising you if a product item has been inactive, and other information such as last sale, lead time, unit of measure, last order, class, weight, volume and other properties of the record in question.

You may override the suggested reorder quantity on the plan itself, and plans are highly interactive. You may keep a plan open in the system while you navigate to other parts of the system.

When you are ready to order, the plan will group and summarise your stock requirements by individual supplier. You may then select to place orders by all or those suppliers you choose. The *Reorder Plan* creates the required purchase orders for you.

Once purchase orders have been created, the *Reorder Plan* is updated to reflect this new information.

- Requires CORPORATE EDITION

Price Catalog

Price Catalog is a new stock related pricing feature that allows users to better manage product 'catalog pricing' such as pricing for particular items that run for promotional purposes.

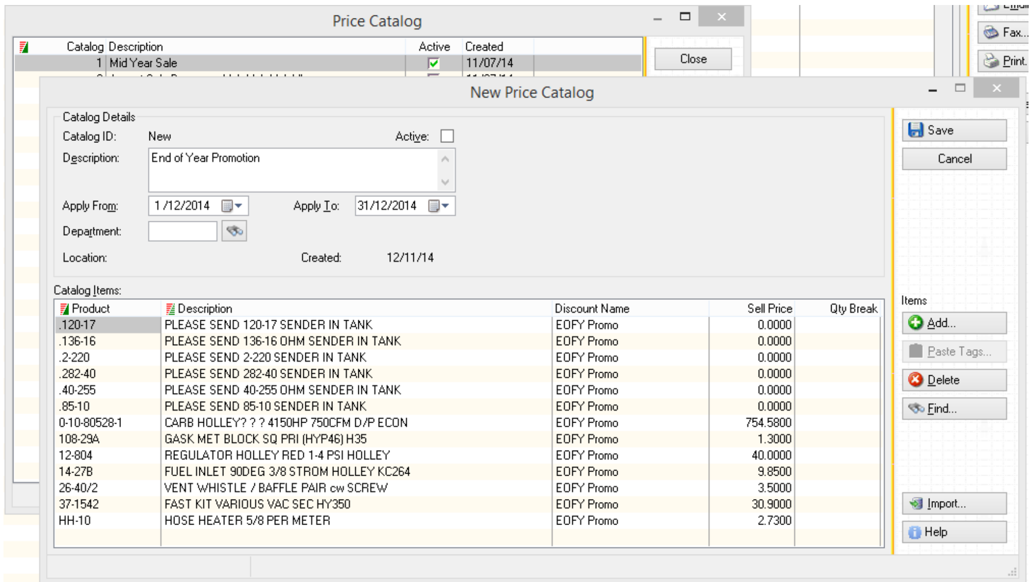
One or multiple *Price Catalogs* can be maintained simultaneously. Catalogs can be designated as 'active' or 'inactive'. When a catalog is activated, CAPITAL will first consider all existing pricing arrangements and agreements before deciding whether the catalog price should be applied. If an existing standard price, price rule or discount is lower than the catalog price, then the lower price will be issued to the customer. (Hence preserving any existing agreed pricing arrangements between you and your customer.) The catalog price is only applied to a sale, order or quotation when the catalog price is lower than the price the customer would otherwise have received.

Catalogs may be assigned detailed descriptions, are location aware and specific, and may be given start and end dates.

The items assigned to *Price Catalogs* can be added using several techniques. Items may be added to catalogs manually by using a search window. And items may also be added by pasting tagged stock, so you may select multiple items at once while having the search window open.

Because catalogs support stock tagging you can also tag stock in other areas (such as all stock found on a particular quotation) and paste them directly into your catalog.

A third method is to add items by importing them from spreadsheets and other data sources. For example, you might export all or part of your inventory list into an Excel spreadsheet, amend the spreadsheet and then load the spreadsheet into your catalog.



2.2 Price Catalogs

Catalog Wizard

The *Catalog Wizard* has been enhanced to support the new *Price Catalog* feature. Catalog documents may now be created from existing *Price Catalogs* as well as directly from your stock listing.

- ➢ Requires CORPORATE EDITION

More Flexible Stocktakes

The stocktake interface presentation has been substantially upgraded. A new Update column permits stocktake quantities to be entered *accumulatively*. This makes it easier for several users to work on the same stocktake simultaneously or where the same item is found in many different shelves or bins.

You may now also arrange and re-arrange columns in your stocktake and resize or remove columns you don't require and add new columns where applicable.

Global Stock Delete

The *Global Stock Delete* function has been enhanced with improved user interactivity. Stock items to be deleted are now optionally presented as a candidate list. An option is then provided to deselect items you may wish to keep before their removal.

Assembly Manager

Assembly Manager Status selection now optionally displays only *open* (active) Assembly Tasks.

- Requires CORPORATE EDITION

Assembly Manager Materials entry now supports sorting of the materials list by product code, description, date of entry or reference.

- Requires ENTERPRISE EDITION or better

A Quick Way To Create Stock Kits

It is now possible to tag all the components of a stock kit and copy tagged components into other stock kits or into transactions. It now also possible to selectively tag stock items found in stock control, or stock items listed on transactions, and paste them into kits.

This feature makes it easier to quickly create new kits or amend the components of existing stock kits.

Section

3

Transaction Related Enhancements

More Flexibility When Working With Transactions

CAPITAL BUSINESS MANAGER now includes a number of new features to make working with transactions even easier, more flexible, and more efficient.

Row Numbering

A new column called **No.** is available for invoices, credit/adjustment notes, purchase orders, quotations, sales orders, stock returns, stock receipts, requisitions and return authorities.

Item numbers are now automatically assigned to transaction line items that contain product codes, although they may be manually assigned to comment lines as well. Line numbers may be edited to include a decimal portion for grouping purposes, such as 5.1, 5.2., if desired. Row numbering is also automatically managed by the system, so line numbers remains consistent and are updated automatically when line items are inserted between existing line items or when line items are deleted.

Line item numbering is also carried through from sales orders, through the *Back Order Control Centre*, onto invoices, for non-consolidated back order releases. Item line numbering can, of course, also be printed on forms such as sales orders, quotations and invoices.

Line numbering is especially useful when you deal with complex engineered products or in construction where it is critically important that the correct products are manufactured. For example, for complex quotations and sales orders it is much easier to ensure that both you and your customers are talking about the same thing by referring to "line 18.2" of a quotation, rather than trying to both match a particular code on a particular document page.

- Requires ENTERPRISE or CORPORATE EDITION

Transaction Edit History

The transaction audit trail history of each transaction in the system is now shown on the transaction's INFO tab. Users can now view when a transaction was edited, and by whom, without having to run a separate audit report.

Transaction Times

When invoices and sales orders are first saved, the time of their creation is now recorded in the system automatically. The time can be inspected on the INFO tab of the transaction.

Transaction Form Templates

It is now possible to create and assign transaction based HTML templates to each type of system transaction. For example, a 'HTML frame' may be designed for presenting invoices, another for quotations, a third for customer statements, and so on. This feature significantly improves the overall presentation potential of transactions that are emailed directly through CAPITAL. Also, if a transaction specific template does not exist, the system will now use the default system template when emailing transactions.

Templates act like professional looking 'cover letters' for your attached forms.

- Requires ELECTRONIC DOCUMENT EXCHANGE

Account Sales History

Account Sales History will open a window, displaying product sales related to the currently selected account. You may open this window from the invoicing, sales orders or quotations areas, by clicking on the **History** button. The history/activity window supports stock tagging so you may also select items for pasting into the transaction from this window.

- Requires CORPORATE EDITION

Contract Pricing

Customer Contract Pricing (referred to as *Stock Item Pricing* in previous releases) now supports the ability to import contract pricing from external data sources, such as spreadsheets. This now makes it easier to create, manage and load customer agreed pricing arrangement information. For example, all or part of your inventory list can now be exported to Excel, amended as required, and then loaded into *Contract Pricing.*

Section

4

Other Enhancements

What Else Is New In CAPITAL 8.6

Several additional enhancements have been added to CAPITAL Office 8.6 which are summarized below.

Document Library

Documents Library has been enhanced in several ways. The major improvements include:

- It is now possible to associate an icon image with a document link.
- Re-organise the document tree using drag and drop, or via the keyboard.
- Group documents by document type.

A standard *document type* list is included by default and has categories such as audio, video, Word Doc, Excel spreadsheet, and so on. The list may be edited and your own types added.

Dynamic Expected Arrival Date Updates

Changing the *Expected* date of a shipment costing or purchase orders assigned to shipment costings, or any items assigned to a shipment costing, will now automatically update the expected dates of purchase orders and the next expected delivery dates of stock items, when applicable.

- ➢ Requires ENTERPRISE EDITION or better

Asset Manager

Motor Vehicle Car Log has been added as a new feature found in Asset Manager.

- ➢ Requires ASSET MANAGER

Dynamic Whiteboard Display

The *Whiteboard* display may now include an optional additional column on the left, listing all jobs that are pending scheduling.

The Whiteboard display now also has a *Rolling Start* feature. Days earlier than the current day are not presented on the calendar and the Whiteboard always presents the schedule for the week ahead.

- Requires SERVICE SCHEDULER

Enhanced Security

Several new enhanced security modes and features are now available. Password strength may now be specified under *Security Customizations*.

Users may be optionally required to enter their user name in addition to their password, and passwords may be set to meet minimum strength specifications.

The system may now also, after a period of inactivity, automatically log users out of the system. They must then re-enter their user name and password to continue.

Back Order Statistics

It is now possible to export to external applications the *Calculate Order Statistics* window results found in the *Back Order Control Centre*.

Register Sales Activity

Register Sales Activity is a new report designed to report on sales activity by (cash) register or point of sale terminal.

- Requires TOUCHPOS POINT OF SALE

No Product Sales Report

The *No Product Sales Report* is a new template based sales analysis report (presentation may be customized using Visual Builder) that will generate a list of customers and either a product code, or product groups, or supplier groups, who have **not** purchased from you within a specified time period.

This can be useful when attempting to analyze which of your customers are not purchasing successful and common products.

- Requires ENTERPRISE EDITION or better

Back order By Customer Report

The *Back Order By Customer Report* can now be sub sorted by order date, customer required date, order forward date or date in which the order was first allocated stock.

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