FRED.OFFICE

FRED OFFICE 3.5 RELEASE NOTES

Welcome to Fred Office 3.5! This new release comes with several new handy features and improvements. As always, we welcome and encourage customer feedback as many of the enhancements and functionality alterations in this version are a direct result of such valuable feedback.

Related Documents

For further information on how to use the new features relating to the Fred Office version 3.5 release, you can download quick reference sheets (as PDF) from the *Fred Help Centre* at **http://help.fred.com.au**, as well as browse news and forums about Fred products. The Fred Help Centre contains documents (as PDF files) that you can download for free.

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WHAT'S NEW IN FRED OFFICE 3.5?

This release comes with the following new features:

- E-Statements
- TAC/WorkCover Payment Reconciliation
- TAC Statement

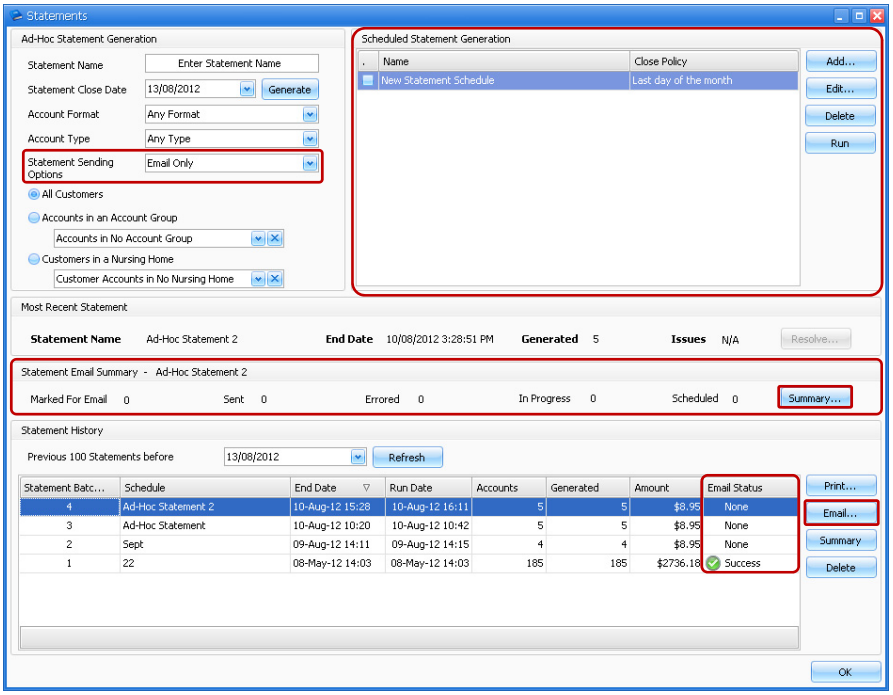
E-Statements

Are you using Fred Office and sending paper statements to account customers? The Fred Office product team have now introduced a new e-statements feature into this release of Fred Office. Just think of all of the paper statements you send to account customers in the mail. Instead of printing statements you can now generate and email statements (as PDF) to account customers.

To learn how to set up, configure, and use the new *E-Statements* feature in Fred Office, refer to the *Email Statements Quick Reference Sheet* available in the Fred Help Centre (**http://help.fred.com.au**)

In addition to the print-based features, the screenshot below shows the changes to the *Statements* screen to accommodate the new e-statement feature in Fred Office.

STATEMENTS SCREEN

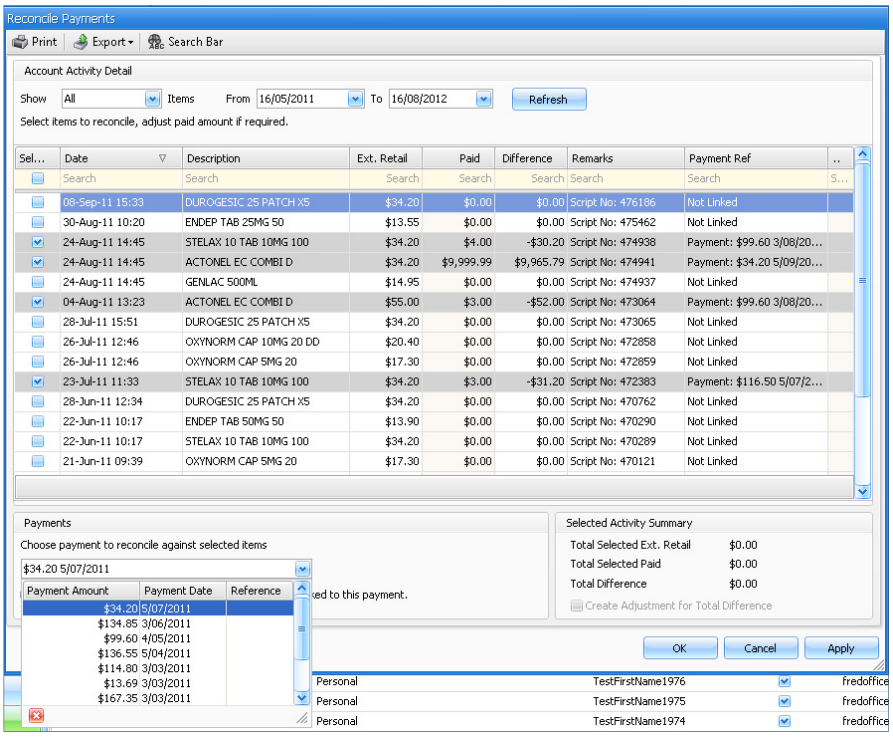


TAC/WorkCover Payment Reconciliation

For TAC/WorkCover payments a new *Reconcile* feature allows you to record and reconcile reimbursed items and compare them to the actual price sold. If required, adjustments can be made for the difference between the amount paid by TAC/WorkCover and the retail price sold to the customer to correct the account balance.

To learn how to use the new *Reconcile* feature in Fred Office, refer to the *Reconcile Feature Quick Reference Sheet* available in the Fred Help Centre **http://help.fred.com.au**

NEW RECONCILE PAYMENTS SCREEN



TAC Statement

TAC statements will now display the following information:

- The *Opening Balance* line shows the date and reflects the start of the statement period shown on top-right of statement header 1
- The *Authority* number appear on the transaction line 2

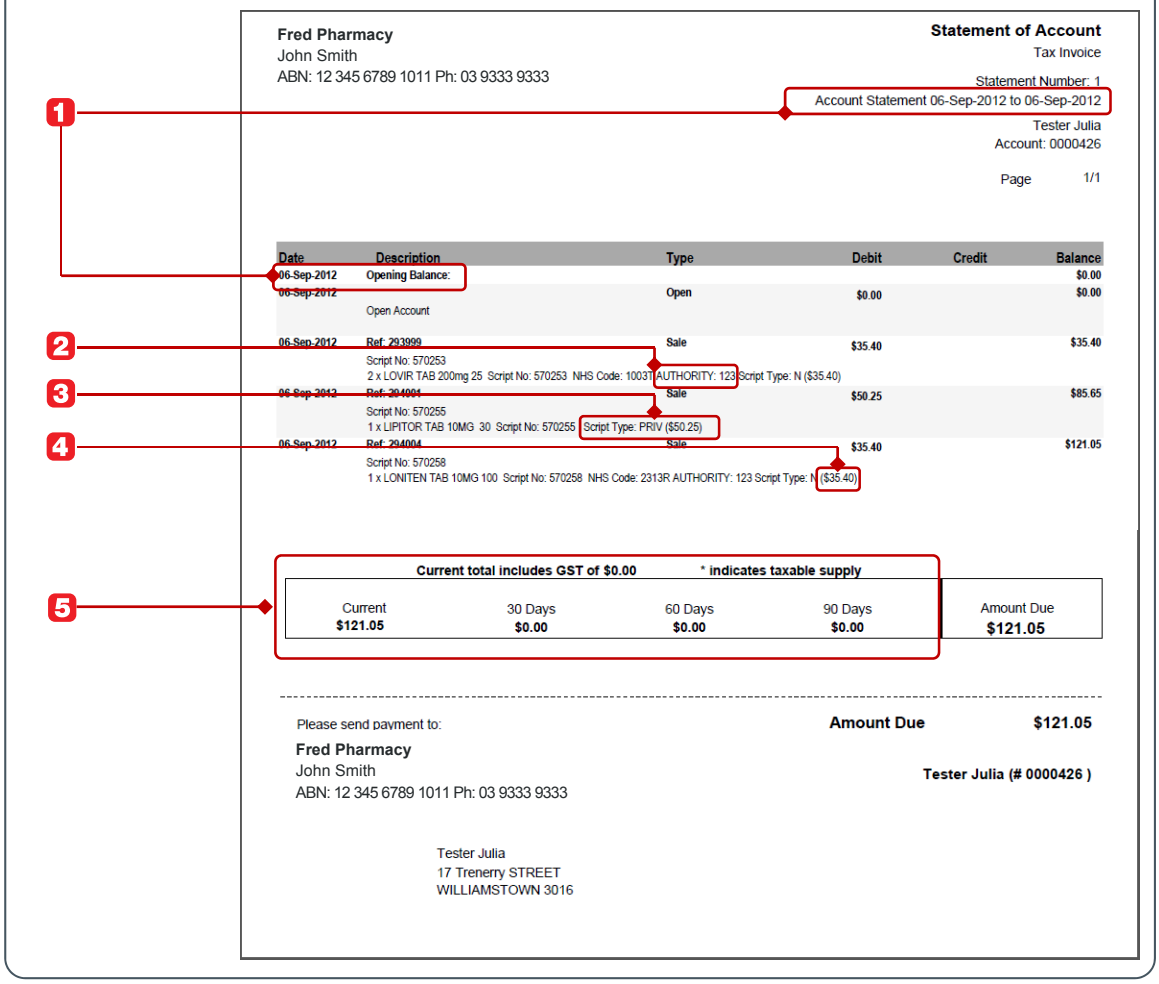
> ***Note:*** *This is only relevant for accounts where there is something in the* ***Work Cover/TAC*** *field in the* ***Account*** *form.*

- The *NHS\PBS* code will now be removed from the transaction line of the statement if the script is dispensed as *Private*. There is no PBS code required for private dispensings 3
- The price of items (shown in brackets) appear at the end of the transaction line to ensure transaction lines are easier to read 4

> ***Note:*** *This is only relevant for accounts where there is something in the* ***Work Cover/TAC*** *field in the* ***Account*** *form*

- When *Statement option 30, 60, 90* is selected the *Totals* area displays in a new format 5

TAC STATEMENT CHANGES



WHAT'S FIXED IN FRED OFFICE 3.5?

This release comes with the following general fixes and improvements:

- Removed background triggers to reduce database sizes — improving Fred Office backup and upgrade times, and overall performance.
- Improved *Stock Valuation* report performance to generate faster.
- *Partial Orders* now close if all stock is invoiced.
- Modified *Auto-Create Order* functionality to ensure items are invoiced correctly, specifically when the same items are invoiced on multiple lines.
- Addressed issues with the *Sent* status of orders to PharmX.
- Payments will no longer bounce back when large *comments* have been entered.
- Shelf labels now print all information as shown in the design preview.
- Items will now be removed from the *Out of Stock* list if the associated *Out Of Stock supplier* is deleted from the item card.