

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

The screenshot displays the 'Statements' screen with the following sections:

- Ad-Hoc Statement Generation:** Includes fields for Statement Name, Statement Close Date (13/08/2012), Account Format (Any Format), Account Type (Any Type), and Statement Sending Options (Email Only). It also has radio buttons for 'All Customers', 'Accounts in an Account Group', and 'Customers in a Nursing Home'.
- Scheduled Statement Generation:** A table with columns 'Name' and 'Close Policy'. It contains one entry: 'New Statement Schedule' with 'Last day of the month' as the close policy.
- Most Recent Statement:** Shows 'Ad-Hoc Statement 2' with an end date of 10/08/2012 3:28:51 PM, 5 generated statements, and 0 issues.
- Statement Email Summary - Ad-Hoc Statement 2:** A summary table with columns: Marked For Email (0), Sent (0), Errored (0), In Progress (0), Scheduled (0), and a 'Summary...' button.
- Statement History:** A table showing the previous 100 statements. The table has columns: Statement Bk..., Schedule, End Date, Run Date, Accounts, Generated, Amount, Email Status, and Print... The 'Email Status' column shows 'None' for the first three rows and 'Success' for the last row. A red box highlights the 'Email...' button next to the 'Success' row.

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

Reconcile Payments

Account Activity Detail

Show All Items From 16/05/2011 To 16/08/2012 Refresh

Select items to reconcile, adjust paid amount if required.

Sel...	Date	Description	Ext. Retail	Paid	Difference	Remarks	Payment Ref
<input type="checkbox"/>	08-Sep-11 15:33	DUROGESIC 25 PATCH X5	\$34.20	\$0.00	\$0.00	Script No: 476186	Not Linked
<input type="checkbox"/>	30-Aug-11 10:20	ENDEP TAB 25MG 50	\$13.55	\$0.00	\$0.00	Script No: 475462	Not Linked
<input checked="" type="checkbox"/>	24-Aug-11 14:45	STELAX 10 TAB 10MG 100	\$34.20	\$4.00	-\$30.20	Script No: 474938	Payment: \$99.60 3/08/20...
<input checked="" type="checkbox"/>	24-Aug-11 14:45	ACTONEL EC COMBI D	\$34.20	\$9,999.99	\$9,965.79	Script No: 474941	Payment: \$34.20 5/09/20...
<input checked="" type="checkbox"/>	24-Aug-11 14:45	GENLAC 500ML	\$14.95	\$0.00	\$0.00	Script No: 474937	Not Linked
<input checked="" type="checkbox"/>	04-Aug-11 13:23	ACTONEL EC COMBI D	\$55.00	\$3.00	-\$52.00	Script No: 473064	Payment: \$99.60 3/08/20...
<input type="checkbox"/>	28-Jul-11 15:51	DUROGESIC 25 PATCH X5	\$34.20	\$0.00	\$0.00	Script No: 473065	Not Linked
<input type="checkbox"/>	26-Jul-11 12:46	OXYNORM CAP 10MG 20 DD	\$20.40	\$0.00	\$0.00	Script No: 472858	Not Linked
<input type="checkbox"/>	26-Jul-11 12:46	OXYNORM CAP 5MG 20	\$17.30	\$0.00	\$0.00	Script No: 472859	Not Linked
<input checked="" type="checkbox"/>	23-Jul-11 11:33	STELAX 10 TAB 10MG 100	\$34.20	\$3.00	-\$31.20	Script No: 472383	Payment: \$116.50 5/07/2...
<input type="checkbox"/>	28-Jun-11 12:34	DUROGESIC 25 PATCH X5	\$34.20	\$0.00	\$0.00	Script No: 470762	Not Linked
<input type="checkbox"/>	22-Jun-11 10:17	ENDEP TAB 50MG 50	\$13.90	\$0.00	\$0.00	Script No: 470290	Not Linked
<input type="checkbox"/>	22-Jun-11 10:17	STELAX 10 TAB 10MG 100	\$34.20	\$0.00	\$0.00	Script No: 470289	Not Linked
<input type="checkbox"/>	21-Jun-11 09:39	OXYNORM CAP 5MG 20	\$17.30	\$0.00	\$0.00	Script No: 470121	Not Linked

Payments

Choose payment to reconcile against selected items

\$34.20 5/07/2011

Payment Amount	Payment Date	Reference
\$34.20	5/07/2011	
\$134.85	3/06/2011	
\$99.60	4/05/2011	
\$136.55	5/04/2011	
\$114.80	3/03/2011	
\$13.69	3/03/2011	
\$167.35	3/03/2011	

Selected Activity Summary

Total Selected Ext. Retail	\$0.00
Total Selected Paid	\$0.00
Total Difference	\$0.00

Create Adjustment for Total Difference

OK Cancel Apply

Personal TestFirstName1976 fredoffice
 Personal TestFirstName1975 fredoffice
 Personal TestFirstName1974 fredoffice

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

Fred Pharmacy
John Smith
ABN: 12 345 6789 1011 Ph: 03 9333 9333

Statement of Account
Tax Invoice
Statement Number: 1
Account Statement 06-Sep-2012 to 06-Sep-2012
Tester Julia
Account: 0000426
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Date	Description	Type	Debit	Credit	Balance
06-Sep-2012	Opening Balance:				\$0.00
06-Sep-2012	Open Account	Open	\$0.00		\$0.00
06-Sep-2012	Ref: 293999 Script No: 570253 2 x LOVIR TAB 200mg 25 Script No: 570253 NHS Code: 10037 AUTHORITY: 123 Script Type: N (\$35.40)	Sale	\$35.40		\$35.40
06-Sep-2012	Ref: 294004 Script No: 570255 1 x LIPITOR TAB 10MG 30 Script No: 570255 Script Type: PRIV (\$50.25)	Sale	\$50.25		\$85.65
06-Sep-2012	Ref: 294004 Script No: 570258 1 x LONITEN TAB 10MG 100 Script No: 570258 NHS Code: 2313R AUTHORITY: 123 Script Type: N (\$35.40)	Sale	\$35.40		\$121.05

Current total includes GST of \$0.00 * indicates taxable supply

Current	30 Days	60 Days	90 Days	Amount Due
\$121.05	\$0.00	\$0.00	\$0.00	\$121.05

Please send payment to: **Amount Due \$121.05**

Fred Pharmacy
John Smith
ABN: 12 345 6789 1011 Ph: 03 9333 9333

Tester Julia
17 Trenerry STREET
WILLIAMSTOWN 3016

Tester Julia (# 0000426)

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.