

Version 4.60 the Gift Receipt and Core Stock Update

Also Including:

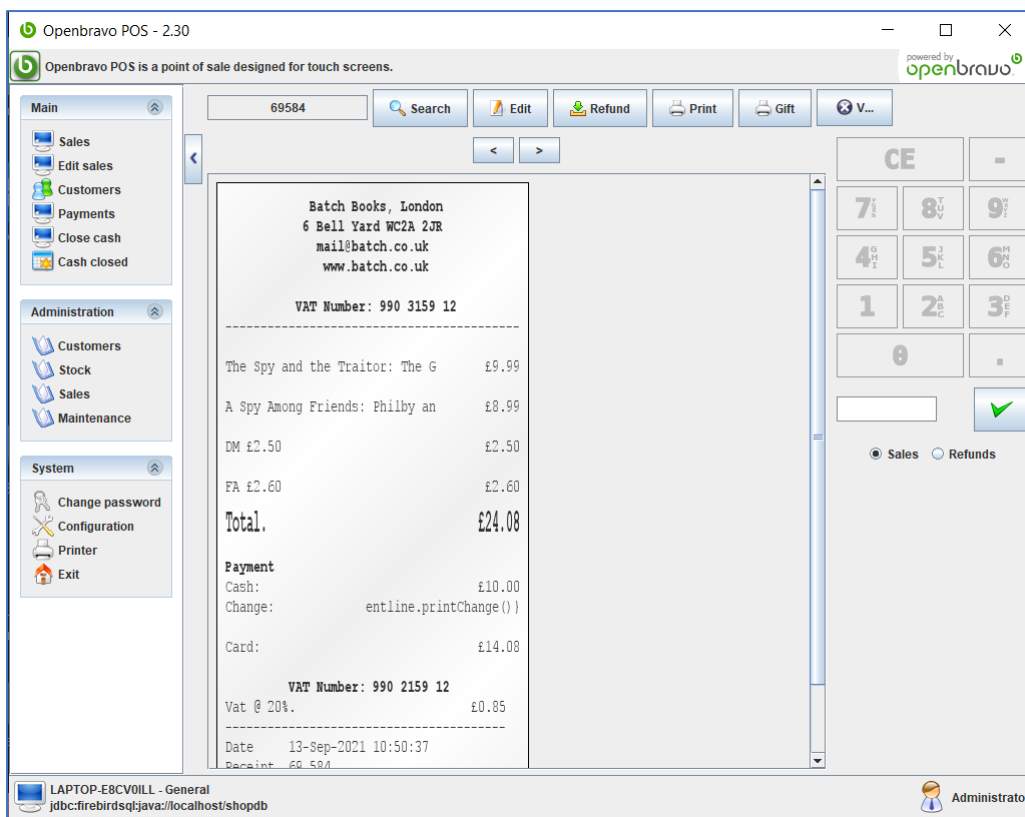
1. Last issued receipt viewable in Edit Sales
2. Print gift receipt option in Edit Sales
3. Reprint close cash/Z read from any date
4. Select defaults for printing receipts Yes/No
 - Select default payment type
5. Create a Core Stock List from an ISBN List plus methods for editing Core Stock
6. More ISBN List edition options – move and copy
7. Order details displays whether a title is on a Supplier Return
8. Fixes: Revision of cursor positioning on Open Bravo in particular National Book Tokens
Payment screen returns to default payment method after using another method

For information and guidance on previous releases, notes are available on:

<https://www.batch.co.uk/web/batchline/batchline-pos>

1. Last issued receipt viewable in Edit Sales / Print Gift Receipt

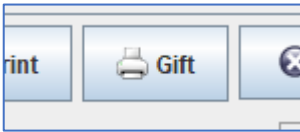
Prior to this version it was only possible to view a receipt by either entering the number of the receipt or searching for it by date and time. This version now shows the last receipt issued when entering Edit Sales:



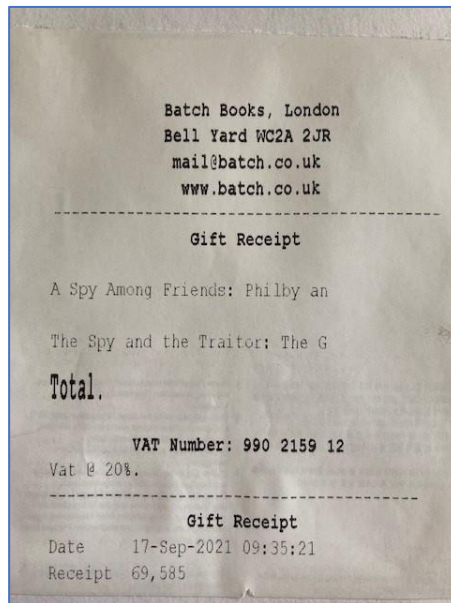
Note: If you find your reprint is missing address details, please email mail@batch.co.uk and we will be able to fix the problem for you.

2. Print gift receipt option in Edit Sales

A new addition to the menu in Edit Sales is the Print Gift Receipt option, which will print the displayed receipt without any of the amounts paid being displayed. The new button can be seen on the previous graphic and is also shown here:



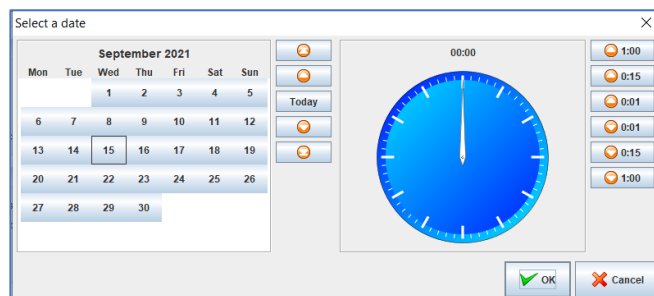
Clicking on this button will produce a Gift Receipt as shown below:



3. Reprint Close Cash / Z Read

A common problem with Open Bravo has been the inability to reprint Close Cash. We now have a Reprint Option that can reprint the Z Read from any date in the past. To use go to

- Close Cash.
- Click on the 'Load Old Cash' button.
- The date selection screen will display:

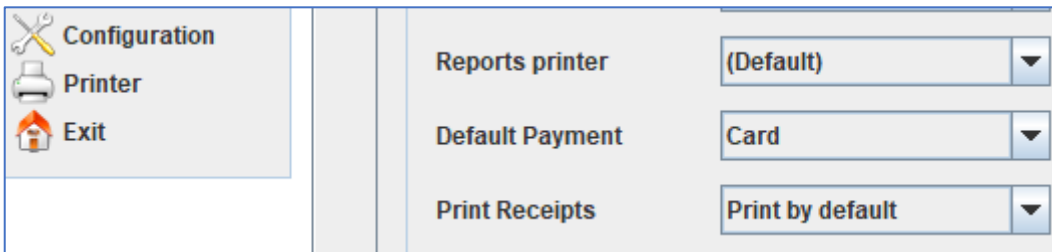


- Select the required date. (The single arrow goes back one month; the double arrow back one year) and that day's values will be displayed.
- Click on the Print(X) button to reprint. (The close cash button (Z) is greyed out.)

4. Select defaults for receipt printing and payment types

A new feature is the ability to set your defaults for Receipt printing and Payment types. To do this you need to be logged in as Administrator or you will not be able to see the following option:

- Click on Configuration (on left hand menu).
- You will see two new options:
 - Default Payment
 - Print Receipts
- Default payment can be set as any payment type available (current is card).
- Print Receipts can be set to either Print by Default or Do Not Print by Default.
 - If set to Off and a customer wants a receipt, click on the 'Printer' button on the payment screen. It is now easy to reprint the last receipt by going to the 'Edit Sales' screen where it will be displayed.

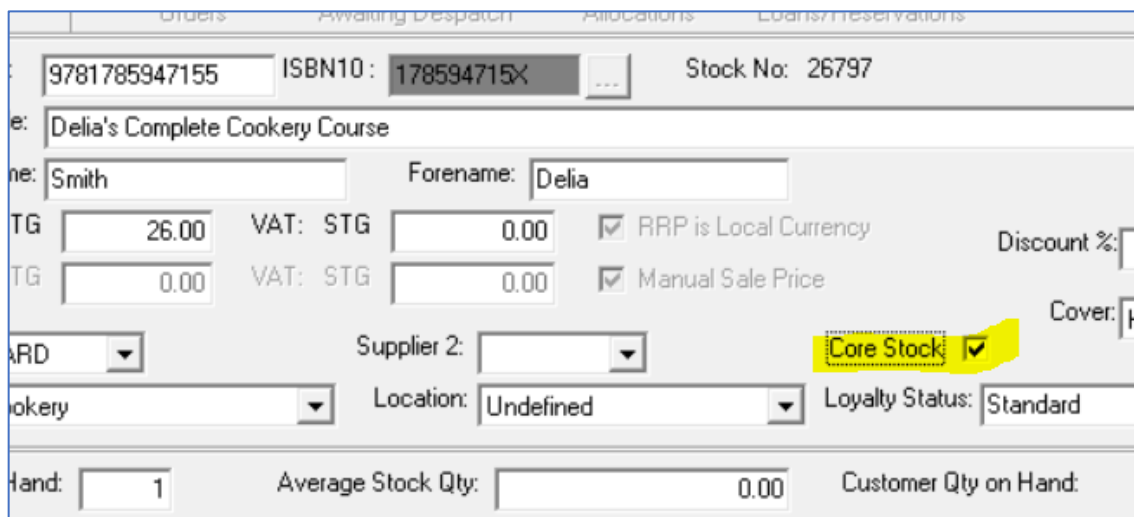


The screenshot shows a configuration window with a left-hand menu containing 'Configuration', 'Printer', and 'Exit'. The main area displays three settings:

Reports printer	(Default)
Default Payment	Card
Print Receipts	Print by default

5. Create a Core Stock list

It is possible in BatchLine to display a column in many areas that shows whether a title is 'core' stock. In the past it has only been possible to flag an item as 'core' stock on a title-by-title basis where the stock record would have to be edited. There is now a tick box on the stock record to indicate that a title is 'core's stock. For example, here is how you would flag a title as core:



The screenshot shows a stock record form for 'Delia's Complete Cookery Course' by Delia Smith. The ISBN10 is 178594715X and the Stock No is 26797. The form includes fields for price (TG 26.00), VAT (STG 0.00), and a checked 'RRP is Local Currency' box. A 'Core Stock' checkbox is highlighted in yellow and is checked. Other fields include 'Supplier 2', 'Location: Undefined', 'Loyalty Status: Standard', and 'Average Stock Qty: 0.00'.

Because it is quite a laborious task, this option is not used that often

6. Create a Core Stock listing from an ISBN List

It is now possible to scan titles into an ISBN List and use that list as the basis of Core Stock. Once a list has been created, use the Send To option to send the list to Core Stock.

ISBN List

File List Options Edit **Send To**

Stock Record

Add

Delete All

ISBN/EAN: |

EAN/ISBN13 Title

9780008478292 Cloud Cu

9780008308896 Crossroa

9780008184018 Sharpe's

9780008474270 Over My

9780008363468 Judas 62

9780008334567 We Are Not Like Them

9780008469269 Of This Our Country

9780008224509 Beasts and Beauty

9780008354695 The Lighthouse Witches

9780785252993 Anne of Green Gables

Sales/Return to Stock

Customer Invoice

Stock Take

Order

Supplier Return

Loan/Reservation

Loyalty Card Exceptions

Core Stock

Category

Copy Lines

Move Lines

Copy All Lines

Move All Lines

List Import File Import Core Stock Ex

Delete

Remove from Core Stock

Reference: LS210922 Delete Item Mode: No

Dues	RRP	Core	Qty	Gard	Gard Disc	Line Ref	SQ0
	20.00	N	40	0	43.00	LS210909	
	20.00	N	5	0	43.00	LS210909	
	20.00	N	15	0	43.00	LS210909	
	20.00	N	3	0	43.00	LS210909	
	14.99	N	3	0	43.00	LS210909	
	14.99	N	4	0	43.00	LS210909	
	14.99	N	1	0	43.00	LS210909	
	16.99	N	10	87	43.00	LS210909	
	14.99	N	7	0	43.00	LS210909	
	14.99	N	3	0	43.00	LS210909	

In order to see Core Stock if it is not visible on a screen, right click and from the resultant menu select 'Configure Grid'.

14.99	0	0	0	0	0	99	43.00	0	0
14.99	ENRAI	3	1	0	0	99	43.00	0	0
25.00		0	0	0	0	98	43.00	0	0
12.99		0				99	43.00	0	0
12.99		0				00	0	0	0
9.99		0				00	0	0	0
7.99		0				00	0	0	0
6.99		0				00	0	0	0
7.99	ENRAI	20				00	0	0	0
7.99	ENRAI	1				00	0	0	0
7.99		0				00	0	0	0
20.00		0				00	0	0	0
26.00	GARD	1	19			00	0	0	0
5.99		0				0	0	0	0
5.99		0				0	0	0	0
21.99		0				00	0	0	0
20.00	ENRAI	1				00	0	0	0
6.99		0				00	0	0	0
8.99		0				00	0	0	0
7.99		0				00	0	0	0
6.00		0	4	0	3	3	20.00	0	0
11.99		0	2	0	0	0	-0.01	0	0

Order Ctrl+I

Delete Del

Hold / Release Ctrl+H

Reset Esc

Sales Details Ctrl+O

Biblio Ctrl+B

Stock Record Ctrl+D

P and A Ctrl+P

Copy Cell Ctrl+C

Copy Line Ctrl+L

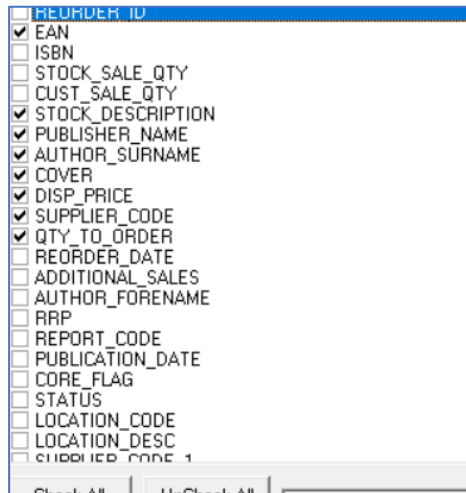
Copy Column

Copy Grid Ctrl+A

Configure Grid Ctrl+G

Exit Alt+X

The Configure Grid screen will be displayed.



Select the 'Core Flag' option to display Core Stock on the selected grid.

– Removing and viewing Core Stock

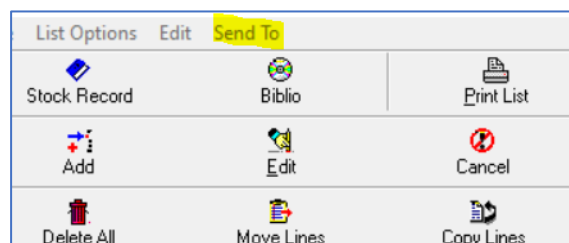
* To remove an item from Core Stock simply highlight the title in the ISBN List and select the 'Remove from Core Stock' button. (In the detail of the list.) This can also be done by going to the titles Stock Record and unticking the 'Core Stock' tick box.

* To view current Core Stock, create a new ISBN List and select the 'Import Core Stock' button from the menu (in the detail of the list).

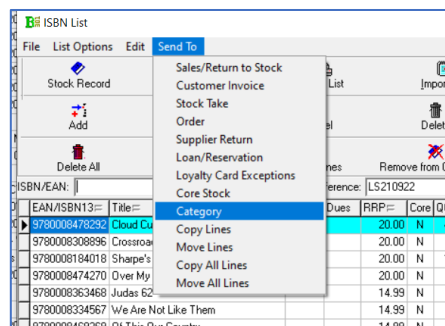
– Send List to a Category

A new feature of an ISBN List is to send a list to a category. This is not the same as stocktaking, but a way of bulk changing the categories of multiple items. To use:

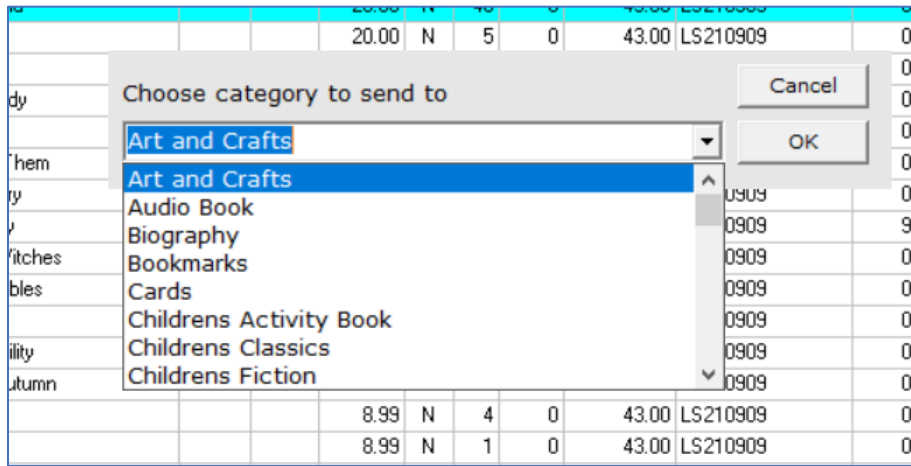
- Create an ISBN List of titles to be moved to a new category.
- Select the 'Send to' option from the 'detail' menu.



- Select Category from the menu.



- Select the category you want to send to from the drop-down list.



– Moving and copying lines to another or new ISBN List

We have improved the moving and copying options for an ISBN List. There is now a Move To and Copy To option in order to move or copy a whole list to an existing or new list. It is also possible to highlight individual lines or blocks of lines with the mouse and use the Copy or Move buttons.

- * To highlight a block use Shift – Click method by first holding down the shift key and clicking on the first title and then shift clicking on the bottom title of the block. This will highlight a block.
- * To highlight single lines for moving, use the mouse and control click. Hold down the Ctrl key and click on the lines to be moved.
- * Once highlighted use the Move Lines or Copy Lines button and select either a new or existing ISBN List to move or copy those lines.

7. Order details displays whether a title is on a Supplier Return

A common request has been to be able to see whether a title is in the returns process prior to ordering. We have been able to do this by putting the Return Header number into Order Details:

£	Title	Author	Pub	Ord Qty	Qty In Stock	Price	Gard	Gard RRP	Gard Disc	On Return	Referenc
0575082014	Before They Are Hanged	Abercrombie	Gollancz	1	0	9.99	30	9.99	43.00		GRIFFI2
1873793541	Branch Line to Padstow	Mitchell	Middleton F	1	0	18.95	0	18.95	20.00		MORREY
0319090299	Cornwall	Viccars	Ordnance	1	1	12.99	31	12.99	43.00		RS21091
0319243077	EXP 105 Falmouth & Mevagissey	.	Ordnance	1	0	8.99	91	8.99	43.00		RS21091
0319243114	EXP 109 Bodmin Moor	.	Ordnance	1	1	8.99	34	8.99	43.00		RS21091
0319243121	EXP 111 Bude Boscastle & Tintagel	.	Ordnance	1	0	8.99	62	8.99	43.00		RS21091
0857042002	Images of Bodmin Road to Padstow & L	Dart	Halsgrove	1	1	19.99	2	19.99	35.00		RS21091
1848224766	Kurt Jackson's Sea	Jackson	Lund Hump	3	0	39.95	42	39.95	30.00		RS21091
1787464230	Life, Laughs and Football	Lineker	Cornerstone	1	1	7.99	99	7.99	43.00	Ref.1654	ST21092
0500252468	Nature's Palette	Thames and		1	0	35.00	0	35.00	43.00		SWAIT2
1445646312	Padstow History Tour	McCarthy	Amberley Pi	3	0	7.99	0	7.99	43.00		RS21091
0008389963	Palaces of Revolution	Thurley	William Colli	1	0	25.00	99	25.00	43.00		WHITE2
0992905132	Photographing Cornwall & Devon includi	Burton	CORDEE L	1	0	23.95	2	23.95	35.00		RS21091
1445651682	Smuggling In Cornwall	Jobns	Amberley Pi	1	1	14.99	1	14.99	43.00		RS21091