

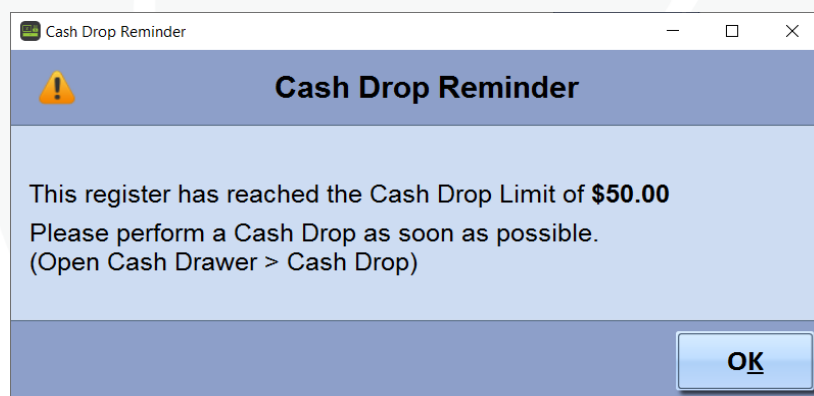
Release Notes – Z Office 1.4.120, Z Register 1.4.120 (January 2023)

What's New in this Update?

Cash Drop Reminder

We have added a Cash Drop Reminder feature in Z Register.

This is to remind you that once there is a certain amount of cash in their till, that you will need to do a 'cash drop' so that the excess amount can be taken out and stored securely (e.g. in the safe etc).



The Cash Drop Reminder will prompt you when the cash threshold has been exceeded. If the cash drop is not completed, the prompt will continue to appear when:

- Z Register is opened
- Every 10 minutes

The Cash Drop Reminder feature can either be enabled globally through Z Office, or individually in Z Register for each register.

Enabling Cash Drop Prompt Globally (Across all Registers)

To enable the setting globally:

1. Go to Z Office > Settings > Store Settings > POS - General
2. Under the Other heading, scroll down to the bottom and tick the '**Enable Cash Drop reminder when cash reaches __ on reach register**' setting
3. Input the cash threshold for when you would like the prompt to appear

System Settings

Save Close

System Settings

General POS - General POS - Printing Customers Stock Stock - Other Communication Stock Updates Integration Password

☒ Include Non Claimable PBS Scripts
☒ Include Claimable PBS Scripts

Inactive Stock Lines
☒ Include Inactive lines in search results by default
 When selling inactive stock lines: Always Activate

Takings Settings
 Actual:
☒ Include Actual Cash Column
☒ Include Actual Eftpos Column
☒ Include Actual Cheques Column
☒ Include Actual Other Column
☒ Include Actual Bank Column
 Calculated:
☒ Include Calculated Cash Column
☒ Include Calculated Float Var Column
☒ Include Net Cash Column
☒ Include Calculated Eftpos Column
☒ Include Calculated Cheques Column
☒ Include Calculated Other Column

Other
 Changing Stock Sell Prices During Sale: Never Change Permanently
 Log out of Sale Screen if idle after: 10 secs (0-1000, 0 for unlimited)
☒ Popup Debtor Account Selection only when customer has multiple accounts
 Grand Total Rounding Policy:
☒ Sell Price change requires Reason
☒ Enable Cash Drop reminder when cash reaches \$50.00 on each register

Save Close

4. Press **Save**
5. Restart Z Register on the workstation where you would like the change to take effect.

Enabling Cash Drop Prompt Per Workstation

On the register you would like to enable the reminder on:

1. Go to Z Register > Settings > General
2. Tick the 'Enable Cash Drop reminder when cash reaches ___ ' setting.
3. Input the cash threshold for when you would the prompt to appear.

Till Settings

General Receipts Customer Display

Register
 Register No: 1
 Register Float:
 Register Layout: Layout A
☒ Cash Drawer Connected
☐ Hide Keypad on Popup Screens

Other
 Keep End of Sale Screen Open for 60 seconds
☐ Enable Loyalty Auto-Mode (Intellipharm)
☒ Enable Cash Drop reminder when cash reaches \$50.00

Integrated EFTPOS
☐ Enable Integrated EFTPOS
 System: PC-EFTPOS
 Customer Copy: Always Print
 Merchant Copy: Print only for Signature Required Transacti

q w e r t y u i o p BS 7 8 9 -
 CL a s d f g h j k l Enter 4 5 6 .
 Shift z x c v b n m space Ctrl 1 2 3 0

Save Close

4. Press **Save**
5. Repeat for any other workstations/registers you would like to enable the prompt for.

Performing a Cash Drop

Note: To be able to do a Cash Drop, you will need staff permissions to Open the Cash Drawer.

To complete a cash drop:

1. Go to Z Register
2. Select the **Open Cash Drawer** button
3. Select the Cash Drop function:

Reason for opening drawer

Reason

Cash Drop

Save Cancel

4. The **Cash Drop Amount** window should appear and the till drawer should open:

Cash Drop Amount

Register: 1

Date: 26/09/22 16:16 PM

Staff Member: System Support

Till Cash: 328.79

Drop Amount: 0.00

Save Cancel

5. Enter the cash amount that is being removed from the register
6. Press **Save**

Reconciling the Cash Drop Amount

The Cash Drop amount will appear in the Till Report under the Payment Breakdown section and in the Manage Takings:

Payment Breakdown

Cash	6	\$318.79
CASH	4	\$28.79
PETTY CASH	1	\$-10.00
CASH DROP (REGISTER 1)	1	\$300.00
Card Payments	1	\$100.00
EFTPOS	1	\$100.00
Total Payments Equals Total Takings		\$418.79

Add Takings Record

Save
Close

Add Takings Record

Period Details

Select Period
Period ID: 311 [09/09/2022 11:07 - 15/09/2022 12:18]

Select Registers
1, 2

Takings(Actual)

☐ Use Cash Denominations

5c x
10c x
20c x
50c x
\$1 x
\$2 x

=
=
=
=
=
=

\$5 x
\$10 x
\$20 x
\$50 x
\$100 x

=
=
=
=
=

Total Cash
\$0.00

Eftpos/Cards
\$0.00

Cheques
\$0.00

Other
\$0.00

Total(Actual)
\$0.00

Discrepancy
-\$526.85

Banking (Cash + Cheques): \$0.00

Takings(Reported)

Cash
\$476.85

Cash Drop
\$140.00

Float Variation
\$0.00

Net Cash
\$476.85

Eftpos/Cards
\$50.00

Cheques
\$0.00

Other
\$0.00

Total(Reported)
\$526.85

Save
Close

Ability to select file format for Scheduled Reports

We have added the option to save and send scheduled reports in different file formats. This will allow you to have more control over the values produced.

Supported File Types:

- PDF
- Character Separated Values (.csv)
- Microsoft Excel (97-2003) (.xls)
- Microsoft Excel (97-2003) Data Only (.xls)
- Microsoft Excel Workbook Data-Only (.xlsx)

To update any of your scheduled reports to send in a different format, please go to Z Office > Tools > Scheduled Tasks > Manage Scheduled Tasks and update the **Report to Save as type**.

Edit Scheduled Task

Task Details

Type: Reports

Description: Daily Report (Today)

☒ Task is Enabled

Schedule Details

Start Time: 28/04/2022 15:47 PM

End Time: / /

Frequency: Daily

Recur every: 1 day(s)

Delay up to: minutes

Task Settings

Report to Schedule: Sales - Transactions Audit Today

Report to Save as type: Microsoft Excel (97-2003) Data-Only (*.xls)

Email Addresses (space between each): PDF (*.pdf)

Character Separated Values (CSV) (*.csv)

Microsoft Excel (97-2003) (*.xls)

Microsoft Excel (97-2003) Data-Only (*.xls)

Microsoft Excel Workbook Data-Only (*.xlsx)

Paths to save report + Add

Path	Path
------	------

Next Run Times

27/09/2022 3:47:11 PM

28/09/2022 3:47:11 PM

29/09/2022 3:47:11 PM

Save Cancel

Other Changes in this Update

- Added Script Pay integration
- Added Multi-Store Tab
- Changed Units Purchased/Units Sold Graph to Table

- Improved how freight is displayed in invoices
- Added option to include freight in the Supplier GST report
- Added the ability to edit address and totals label designs
- Added the Script of File number as a label component for the label designer
- Added 'Stock On Hand (end date)' as a range filter option
- Added phone and email validation when entering values into patient profiles in Z Office and Z Register
- Added SMS Last Repeat Reminder option in the customer profile
- Added Lantern Pay integration settings to Z Office Store Setting

What's Fixed in this Update?

- Fixed an issue where the End date for debtor statements was not displayed correctly
- Fixed an issue where the Auto-close setting for stock notes did not save correctly

Looking for the old release notes?

Previous release notes of Z Office and Register can be found and downloaded from the Z Help Portal - <https://help.zsoftware.com.au>

If you don't have a login to the online portal, please contact Z Support.

Have Feedback?

If you have any feedback (good or bad) on any of the new features, please let us know by contacting [Z Support](#).