Z OFFICE | Z REGISTER

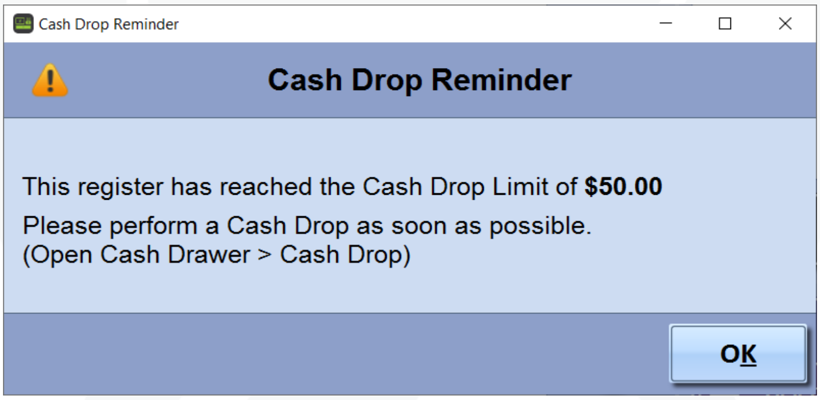
Release Notes – Z Office 1.4.120, Z Register 1.4.120 (January 2023)

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:

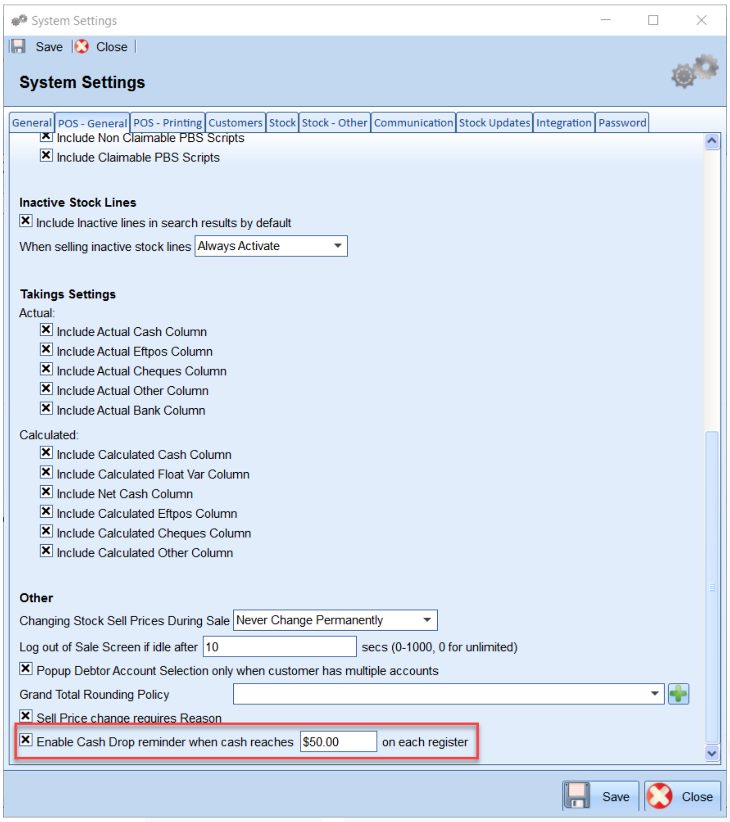
- Z Register is opened
- Every 10 minutes

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

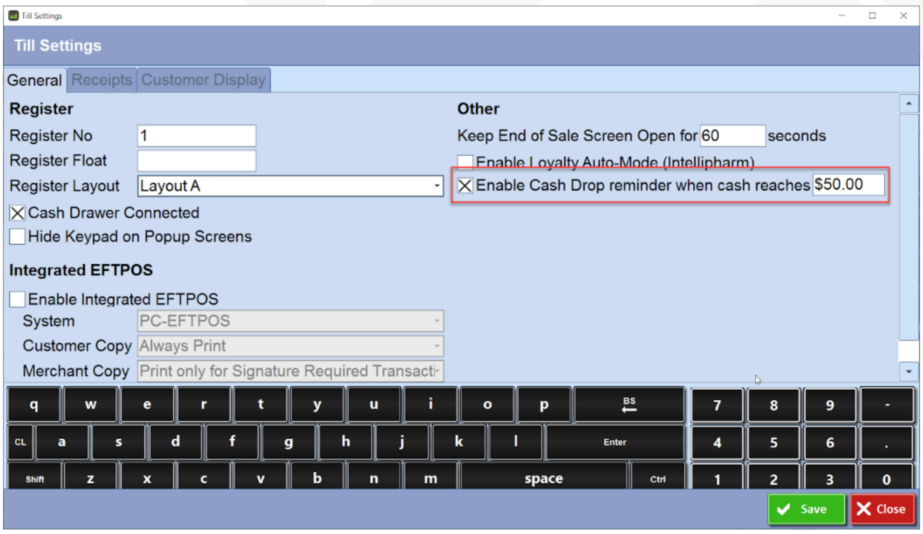


4. Press **Save**
5. Restart Z Register on the workstation where you would like the change to take effect.

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.



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

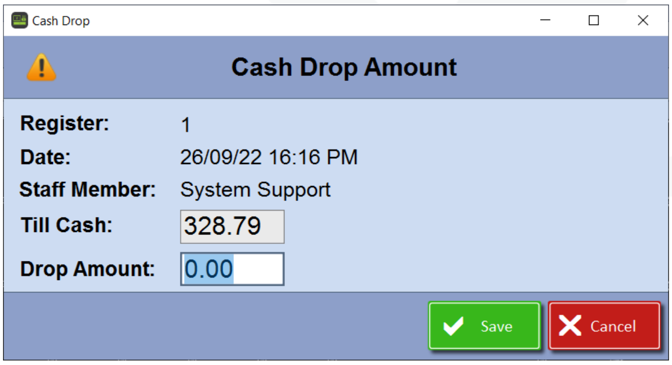
Performing a Cash Drop

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:

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



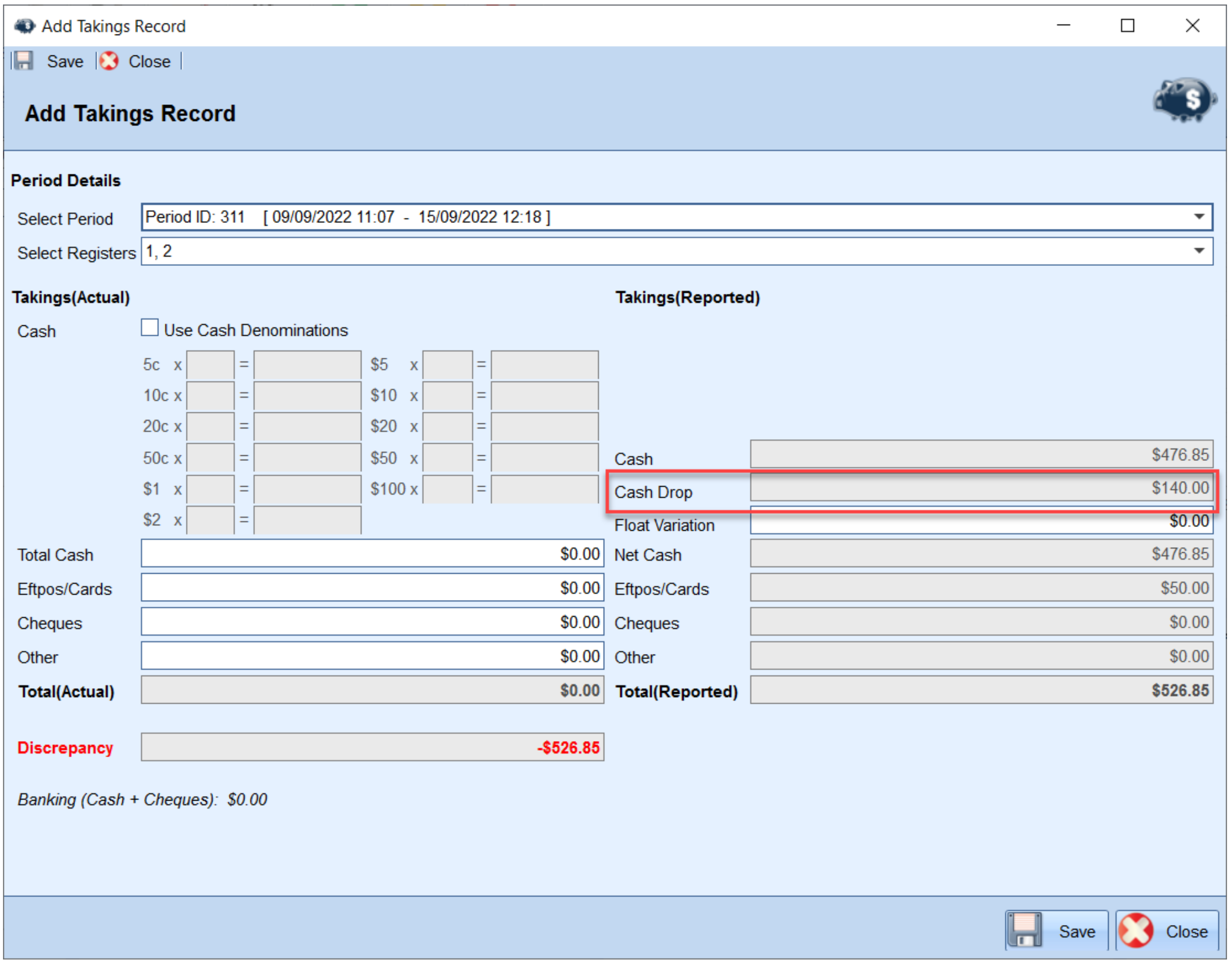
5. Enter the cash amount that is being removed from the register
6. Press **Save**

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**



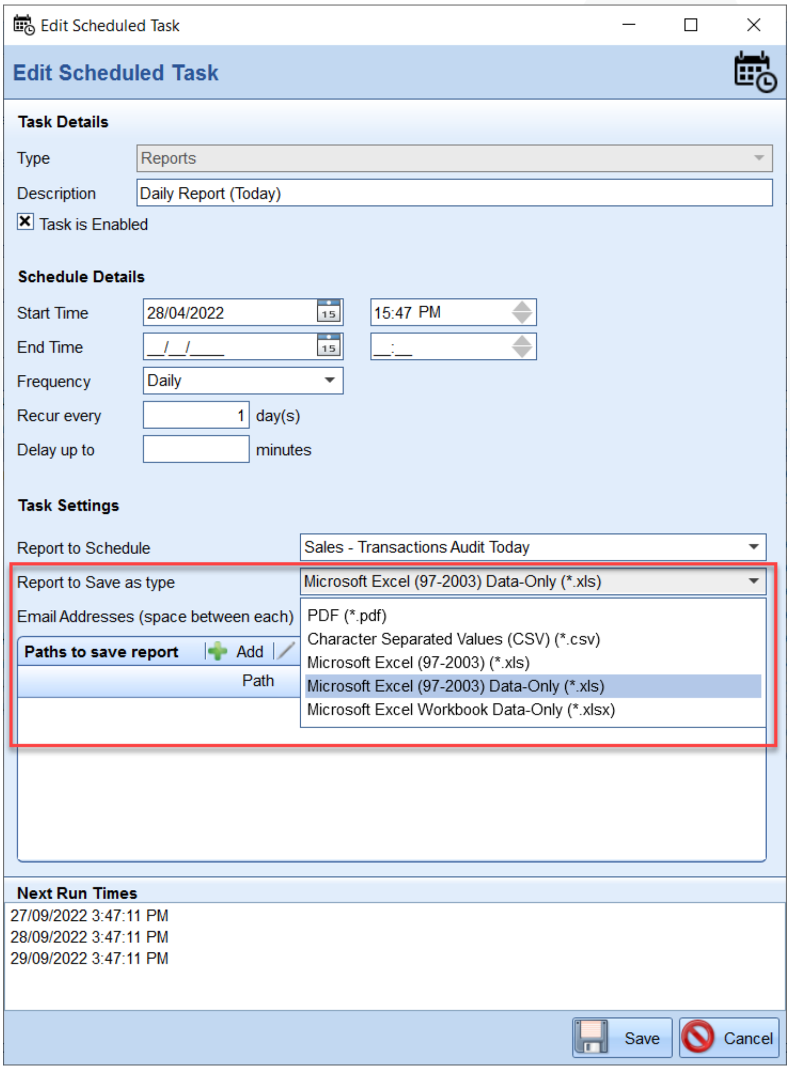
Ability to select file format for Scheduled Reports

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**.



Other Changes in this Update

- Added Scrypt 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.