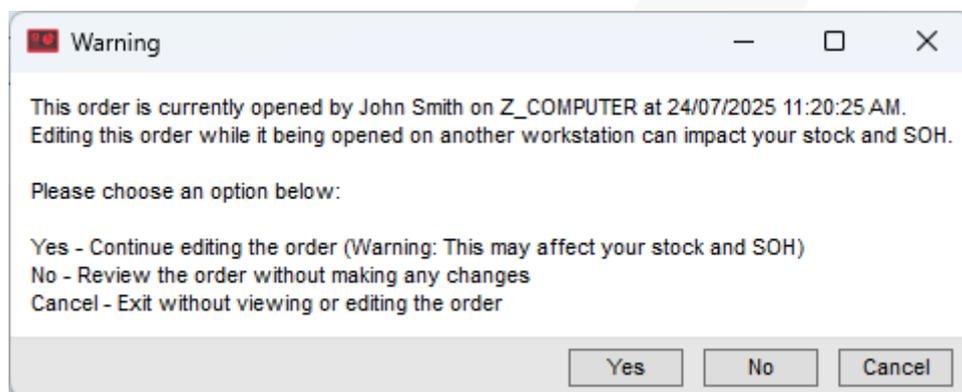


Release Notes – Z Office 1.4.616, Z Register 1.4.616 (July 2025)

What's New in this Update?

Added Prompts to Prevent Receiving Multiple Instances of Same Order

We have added a warning prompt when opening an order that is already open on another instance of Z Office so users are aware that this may impact their stock and SOH:



This prompt will help reduce the risk of receiving orders multiple times when having the order open on multiple workstations or instances of Z Office. You can select from the following options:

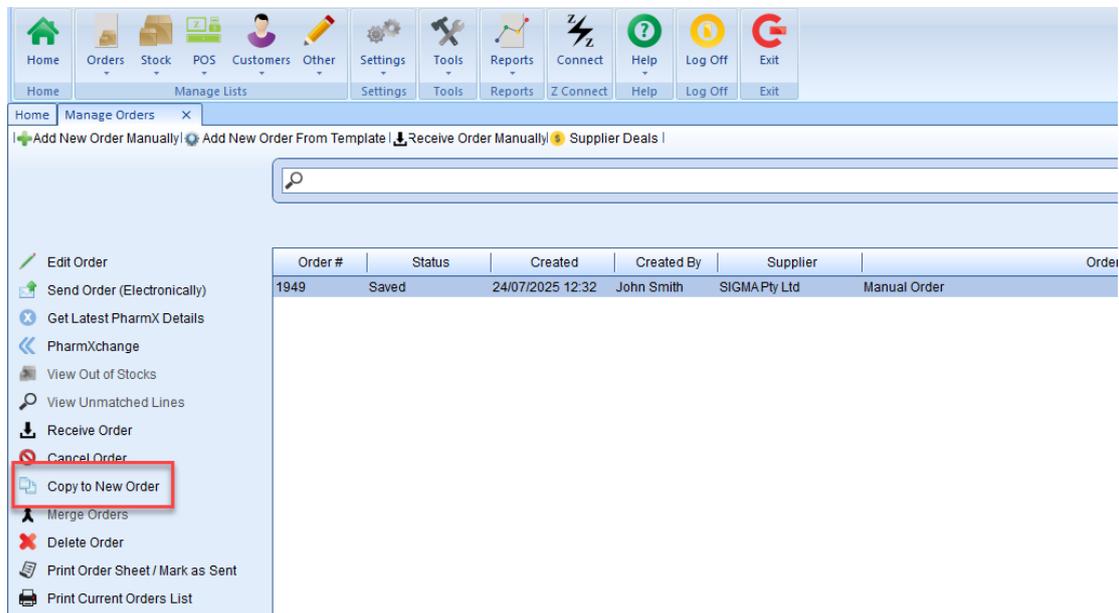
- A. **Yes:** This will open the order and allow you to make any edits as required. (This may cause conflicts with other instances of the order opened elsewhere)
- B. **No:** This will display the order in a “read-only” view where only be able to see the order but not be able to make any changes to it.
- C. **Cancel:** This will close the window.

We have also added additional safeguards to ensure that even if you accidentally bypass the prompt and try to receive the order in twice via multiple instances, we will do a check and will let you know that the order has already been received:



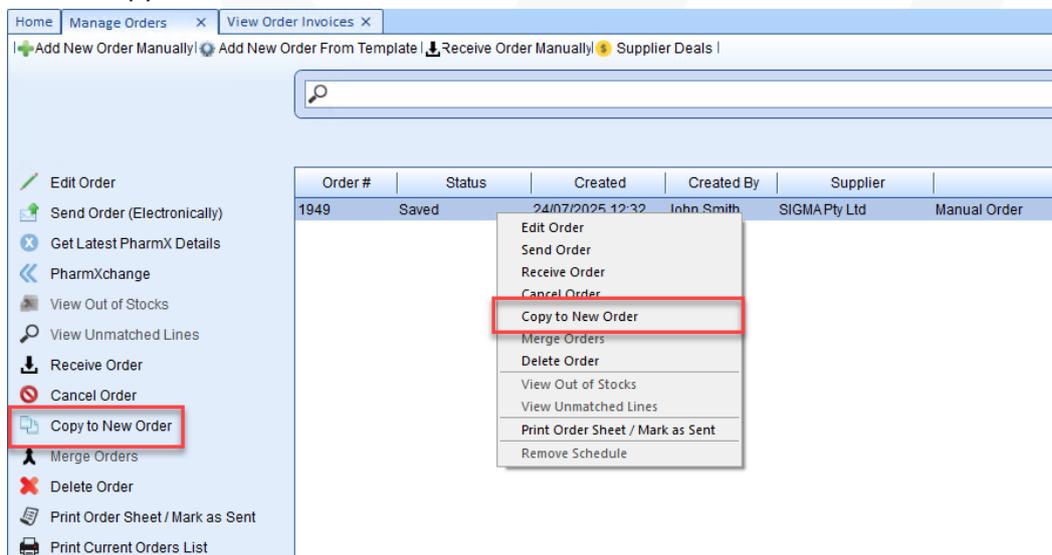
Added Option to 'Copy to New Order'

We have added the option to copy orders to make it easier to duplicate orders. You will be able to select which suppliers you wish to copy the order to (therefore making it easier to “change suppliers” of an order if needed), and the copied order will copy all the stock cards and order QTYs of the original order.



To copy an order:

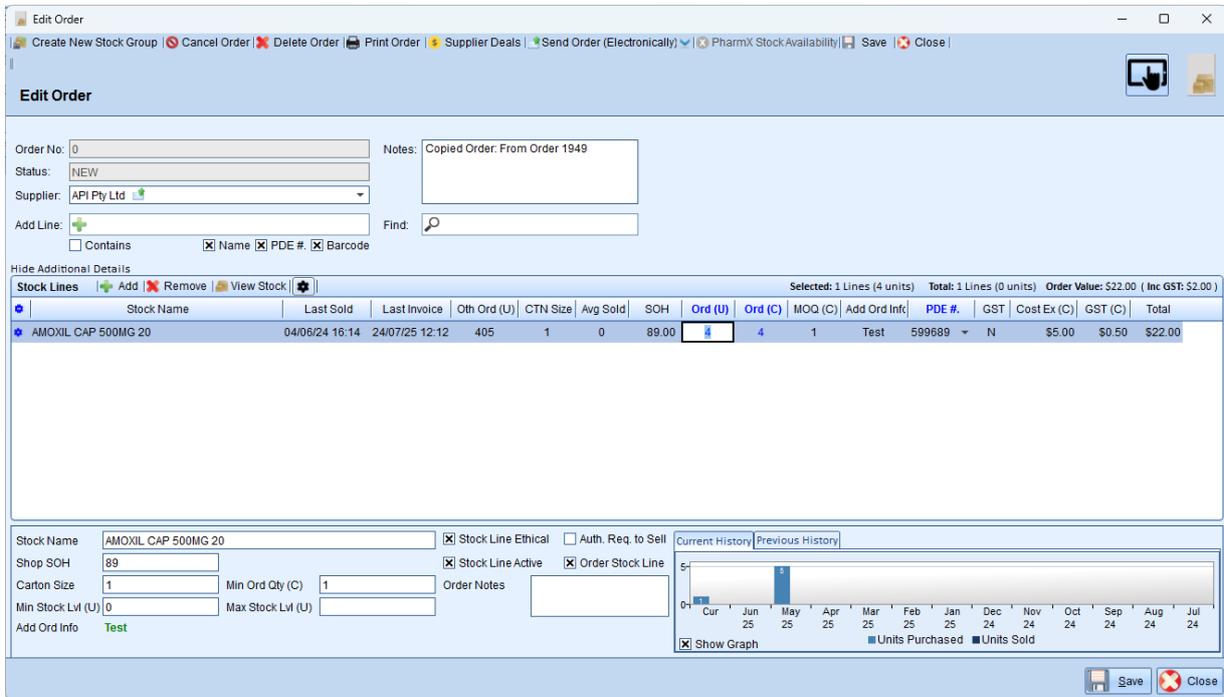
1. Go to Z Office > Orders > Manage Orders
2. Select an order you wish to copy and either select “Copy to New Order” on the left panel OR right click and select “Copy to New Order”:



3. Select which supplier(s) you wish to copy the order to:



4. The Edit Order window should appear for you to review the order and make any adjustments as needed.



5. Press **Save** to create the order(s)

This will copy all the Stock and Order Quantities from the original order. The Order Notes will display the Order Number that the order was copied from.

Added Extended Accounts Receivable Report

We have added a new Extended Accounts Receivable Report that provides you with a quick snapshot of how long it takes for your debtors to make payments to their accounts.

Extended Accounts Receivable Report

Start Date: 31/05/2025 23:59:00
End Date: 24/07/2025 12:47:09

Account Description	Status	Current	30 Days	60+ Days	Total	Avg Days to Pay ^a	Last Payment ^a	Type	Amount
Debtor Group:									
AMES, KEN (22226) Primary Account	A	\$7.70	\$7.70	\$15.40	\$30.80				
ARKAN, AMANDIP (1430) Primary Account	A	\$7.70	\$23.10	\$0.00	\$30.80	36	23/04/2025	EFTPOS	\$77.00
ATKINS, THELMA (1500) Primary Account	A	\$15.70	\$0.00	\$0.00	\$15.70	29	30/05/2025	EFTPOS	\$7.70
BARBER, JOHN (31145) Primary Account	A	\$75.10	\$49.00	\$0.00	\$124.10	26	13/05/2025	CASH	\$70.00
Barlow, Phillip (39303) Primary Account	A	\$81.37	\$0.00	\$0.00	\$81.37	34	30/05/2025	CASH	\$67.80
BRAY, SUSAN (15141) Primary Account	A	\$49.65	\$88.95	\$0.00	\$138.60	30	21/05/2025	EFTPOS	\$60.00
BROMLEY, CORAL (2051) Primary Account	A	\$55.39	\$0.00	\$0.00	\$55.39	4	03/06/2025	EFTPOS	\$128.19
Cameron, Janice (39770) Primary Account	A	\$65.20	\$0.00	\$0.00	\$65.20				
CHANNELLS, LEO (34670) Primary Account	A	\$49.80	\$0.00	\$0.00	\$49.80	27	24/05/2025	EFTPOS	\$60.20

Currently you cannot schedule this report to be sent via email, but this will be something we will look to expand on in future updates.

To generate the Extended Accounts Receivable report:

1. Go to Z Office > Customers > Print Extended Accounts Receivable Report
2. Select which parameters you wish to run
3. Press **OK** to generate the report:

Account Description	Status	Current	30 Days	60+ Days	Total	Avg Days to Pay*	Last Payment*	Type	Amount
Debtor Group:									
AMES, KEN (22226) Primary Account	A	\$7.70	\$7.70	\$15.40	\$30.80				
ARKAN, AMANDIP (1430) Primary Account	A	\$7.70	\$23.10	\$0.00	\$30.80	36	23/04/2025	EFTPOS	\$77.00
ATKINS, THELMA (1500) Primary Account	A	\$15.70	\$0.00	\$0.00	\$15.70	29	30/05/2025	EFTPOS	\$7.70
BARBER, JOHN (31145) Primary Account	A	\$75.10	\$49.00	\$0.00	\$124.10	26	13/05/2025	CASH	\$70.00
Barlow, Phillip (39303) Primary Account	A	\$81.37	\$0.00	\$0.00	\$81.37	34	30/05/2025	CASH	\$67.80
BRAY, SUSAN (15141) Primary Account	A	\$49.65	\$88.95	\$0.00	\$138.60	30	21/05/2025	EFTPOS	\$60.00
BROMLEY, CORAL (2051) Primary Account	A	\$55.39	\$0.00	\$0.00	\$55.39	4	03/06/2025	EFTPOS	\$128.19
Cameron, Janice (39770) Primary Account	A	\$65.20	\$0.00	\$0.00	\$65.20				
CHANNELLS, LEO (34670) Primary Account	A	\$49.80	\$0.00	\$0.00	\$49.80	27	24/05/2025	EFTPOS	\$60.20
Christa Clay, Linda (22040) Primary Account	A	\$15.40	\$0.00	\$0.00	\$15.40	28	21/05/2025	EFTPOS	\$49.29
COOK, CLIFFORD (26759) Primary Account	A	\$18.48	\$0.00	\$0.00	\$18.48	7	04/06/2025	EFTPOS	\$146.23
COWLING, JOAN (3000)									

* Based on the last 3 debtor periods

Columns we have added:

- **60+ Days:** We have consolidated the 60 and 90 day values into the 60+ Days column
- **Avg Days to Pay:** This is the average time it takes the debtor to make a first payment in the debtor period, over the last 3 debtor periods.
- **Last Payment:** The last payment date in the last 3 debtor periods
- **Type:** The payment method for the last payment
- **Amount:** The amount of the last payment

Updated the Dashboard Summary

We have made several changes to the Dashboard Summary section to allow you to quickly see a snapshot of how your store is performing.



We have added:

- A **Sales** header which includes:
 - **Rx Only:** This is the number of sales that didn't include an OTC item (i.e. script only sales)
 - **Rx Avg GP%:** The average GP% for sold scripts
 - **Rx Low GP%:** The most recent lowest GP% script that has been sold
 - **Rx High GP%:** The most recent highest GP% script that has been sold
- A **Scripts** header which includes:
 - **Avg GP%:** The average GP% for dispensed scripts
 - **Low GP%:** The most recent lowest GP% script that has been dispensed
 - **High GP%:** The most recent highest GP% script that has been dispensed

Summary

Sales

Sales Value: **\$918,816.28**

Gross Profit: **\$354,024.30**

Refunds: **\$3,207.36**

Customers: **20808**

Units: **37,484.36**

Rx Only: **10498 (50%)**

Rx Avg. GP%: **38%**

Rx Low GP%: **-9433%**

Rx High GP%: **100%**

Lowest Script GP: **\$-758.45**

Sales Value: **\$8.04**

Script No: **1270428**

Rejected: **3 (\$20.02)**

Owing: **4 (\$273.18)**

Avg. GP%: **39%**

Low GP%: **-9481%**

High GP%: **100%**

You can hover over the information (label or value) to get a bit more information on what the metric is doing and the data it is using to calculate the values.

Other Changes in this Update

- Made improvements to help reduce the chance of entering incorrect quantities in fields when scanning a barcode
- Minor Enhancement on how we handle Product Updates

What's Fixed in this Update?

- Fixed an issue with the Remote Payment screen not filtering for the correct payment method
- Fixed an application error when merging Z Freedom suppliers with a non-Z Freedom supplier

Looking for the old release notes?

Previous release notes of Z Office and Register can be found and downloaded from the [Z Help Portal](#). 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](#).

