



MAP Premier User News

Winter 2014

Specialist Software for the Distributor, Stockist and Manufacturer

MAP Premier News

Welcome to the Winter 2014 newsletter for users of our MAP Premier software.

All here at BL Computer Services would like to wish you a happy and prosperous New Year.

If any of our users have any suggestions for issues you would like to see covered in future newsletters please contact us and we will try and include them.

Pat

Many of our users may already know by now, but Pat, our long-serving Office Administrator, has decided to call it a day and has taken well-deserved retirement.

It was usually Pat's voice that greeted you when you called, and we will certainly miss her friendly and helpful manner around the office.

We wish her a long and happy retirement.

Contact Details

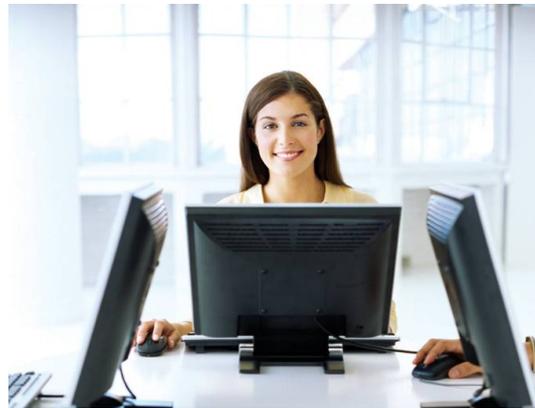
BL Computer Services Ltd
McPhail House
56 High Street
Portishead
Bristol
BS20 6EL

Telephone
01275 840620

Fax
01275 840621

Email
info@blcomp.co.uk

Website
www.blcomp.co.uk



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MAP Premier Release 6.7 Now Available

Release 6.7 is the second major update of 2013 of the MAP Premier software following the Payroll update earlier this year.

Enhancements and improvements have been introduced into many areas of the system including the Ledger Enquiry, Discount Matrix, Application Reporting and the Sales Order Processing application.

We have continued to develop additional options to the system based on feedback from users.

As always, any feedback is added to our development review list for consideration and potential inclusion in subsequent updates of the software as this release continues to demonstrate.

Features introduced in Release 6.7 include:

- ◆ Save copies of Period End Reports for Sales, Purchase and Stock Ledgers into set folders.
- ◆ Save copies of general application reports into set folders.
- ◆ Complementary Stock Lines during Sales Order Entry
- ◆ Multiple Invoice Document Report to Email
- ◆ Stock History / Detail Databases on Ledger Enquiry
- ◆ User-Defined Authority Levels on CRM functions in the Ledger Enquiry
- ◆ Discount Matrix Enquiry List Facility
- ◆ Nominal Ledger Reverse Journal

Stock Images on Bill of Materials Documents

This new facility allows the ability to print Stock Images for the finished item or components on your Bill of Materials build and picking documents.

This could be used to include images of the components to assist in selection or include schematic information for assistance with the build of the finished item.

WORKS ORDER							Datafile Demonstration Limited	
Order No	000009						Windgate House	
Date	31/01/2012						Windgate	
Print Ref	000036						Tarleton	
Account							Lancashire	
Cust Ref							PR4 6JF	
						Tel: 0845 643 2766		
						Fax: 0845 643 2624		
Lev	Code	Description	Physical	Build Qty	Issue Qty	Shortfall		
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Release 6.7 Details

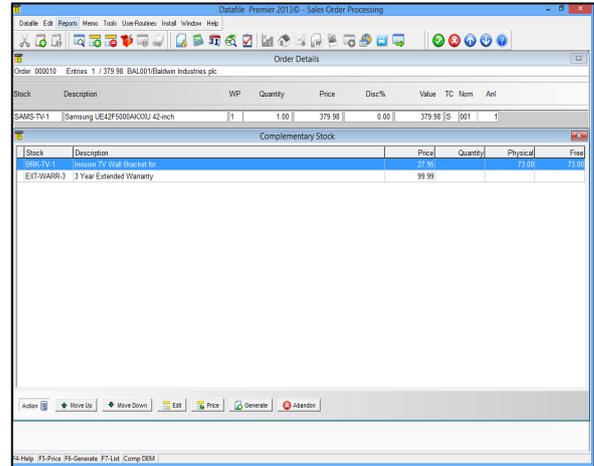
Release 6.7—the next update for the current MAP Premier version has now been released. Some of the features available with this update are documented below.

Complementary Items

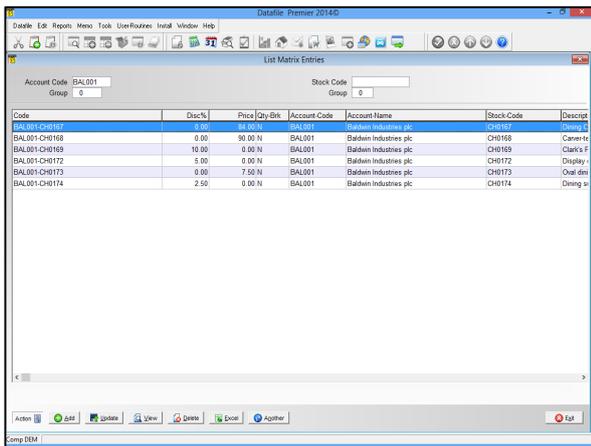
A new feature in Sales Order Processing means that when entering an order an operator can suggest to the customer other potential products to purchase. This is useful when cross-selling and means the operator doesn't have to commit to memory all potentially linked or complementary items.

Practical examples for this could include where an order for a TV is entered—the system could suggest offering an extended warranty, a wall bracket, extra batteries for the remote and so on.

There is no real limit on how many complementary items can be recorded against a stock item—only the amount of free items left in the stock table.



Discount Matrix / Supplier Matrix



The Discount Matrix or special pricing function allows complex pricing rules to be applied for Customers or Suppliers as required.

Over time we have created applications for users to allow price simulation exercises or to globally import prices from third party applications such as Excel. We have now re-worked these options, including a facility to be able to send all the special prices into Excel directly.

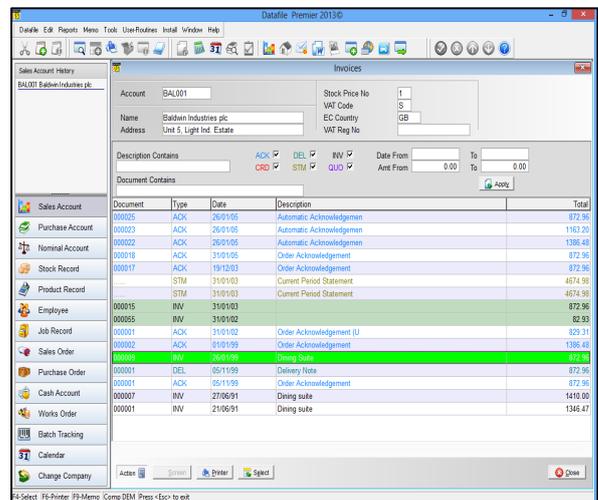
Using the new "List" function, adding or amending price entries can be done from the same form resulting in a faster way to keep on top of changes.

Multiple Invoice Reprint to Email

Whenever documents are generated in the system—Sales Invoices, Statements, Purchase Orders, Payslips, etc.—the system can store a copy against the customer/supplier account or employee record so that it can be reprinted when required.

Some users have mentioned that when using the Credit Control Manager within the system, their customers often ask for multiple invoices to be reprinted or emailed across. In previous releases this meant that the operator had to process each invoice individually.

This new feature means the operator can select multiple documents for an account and email in one batch by "tagging" each line required then selecting Print/Email.



Release 6.7 Details

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Save Period End Reports—Sales, Purchase and Stock Control

Feedback from many users suggests that Period End Reports are a necessity for accountants when year-end comes around but not necessarily useful in the normal course on management reporting. These reports are sometimes printed and archived away or sent to the Spooler for later retrieval. Whilst the spooler is an adequate tool, a more secure and reliable method of saving these reports is necessary.

Previously you could send the reports set within the Automatic Period End reports to PDF but each report is loaded in turn and you had to manually save to the required location.

This new feature will automatically create folders and save each report into the relevant folder automatically without any prompts to the operator. Reports can then be easily retrieved by looking in a simple folder structure which is made up of:

COMPANY \ APPLICATION \ YEAR \ PERIOD
e.g.

DEM\SL\2013\09 or DEM\PL\2013\06

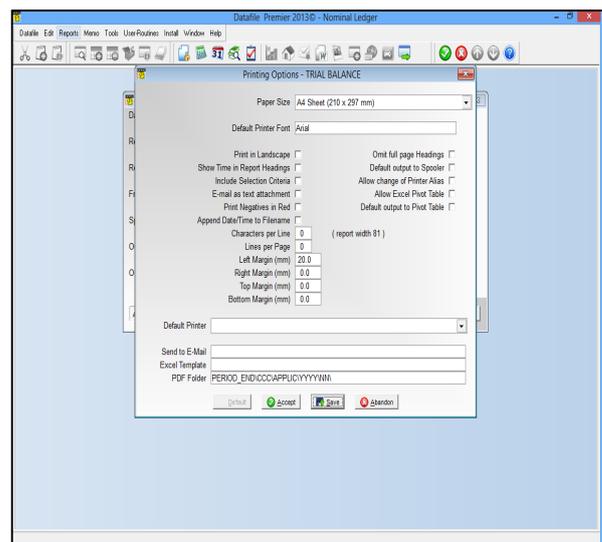
This feature will save time, organise the reporting in a logical manner and reduce the need for paper based reporting.

Save Application Reports

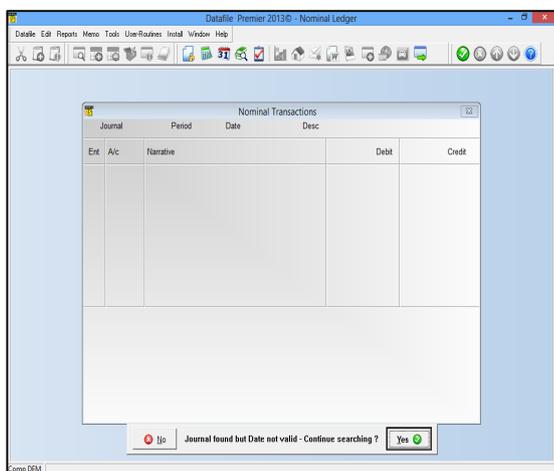
In addition to the above the individual application reports can also be saved to PDF using a similar folder structure. This allows you to save non-period end reports to similar folders—e.g. Cashbook Receipt Listings, Nominal Trial Balance and Financial Summaries.

Against each application report that you require to save, you can select the OPTIONS button when printing the report and set the save pathname.

Special character combinations can be used to save the pathname in the required folder structure so that it can auto save into the required company, application, year and period folders.



Nominal Reverse Journals



Historically the Nominal Ledger Journal Reference was a four-digit number. Whilst we now allow a six-digit reference many users still use a four-digit value and, as such, have looped around on their journal numbers.

Whilst for general purposes this doesn't cause any issues, the 'Reverse Journal' procedure only looked for the first journal with the entered reference and generally reported that the date isn't valid as not within the current or previous financial year. Now the system will warn that this journal is not valid but ask to continue to search for any other journals with this reference.

Pension Auto-Enrolment

Automatic Enrolment – What is it?

The government has introduced a new law to make it easier for people to save for their retirement. It requires all employers to enrol their workers into a qualifying workplace scheme if they are not already in one.

At present, many workers fail to take up valuable pension benefits because they do not make an application to join their employer's scheme. Automatic enrolment is meant to overcome this.

Does this affect me?

Employers have to automatically enrol workers who:

- Are not already in a qualifying workplace pension scheme;
- Are at least 22 years old;
- Are below state pension age;
- Earn more than £8,105 a year; and
- Work or ordinarily work in the UK (under their contract)

However, even if employees do not qualify to be automatically enrolled, they still have the right to join the scheme. If your employee tells you that they would like to opt in to the scheme, you must allow them to do so.

When is this happening?

Automatic enrolment began on 1 October 2012 for very large employers, smaller employers' will be required to introduce a pension scheme gradually over the following five years, based on the employer's size.

Click the link below to visit the Pensions Regulator's website to see the staging dates for employers.

<http://www.thepensionsregulator.gov.uk/employers/tools/staging-date.aspx>

MAP Premier and Auto-Enrolment

Generally enrolment within pensions is a HR driven process rather than a payroll process – the *Premier* Payroll system needs to be advised of the contributions to make for each employee (percentage based / fixed amounts etc.), the earnings that pensions are calculated on and how contributions are to be treated for tax purposes but deciding which employees are eligible and the rates to deduct is outside the scope of the *Premier* payroll system.

There may be changes you wish to make within *Premier*, however, to assist in the management of pension enrolment.

You may wish to consider for example, adding extra items on your employee record to hold data relating to an Employee's Age, Employee Classification for Auto-Enrolment, Pension Scheme Titles, Start Dates, Opt Out Dates etc.

Record Keeping

The Ledger Enquiry and CRM facilities available for the Employee file allow you to use the SCANS option tools to record copies of any opt-in, joining or opt-out notices.

You can also use the Microsoft Word template options to prepare information to give to your employees based on templates provided by your company pension scheme manager.

The P11 transaction file can also be used to record the employee pension contributions. Contribution details can then be reported via a P11 listing or statement print as required.

Pension Contribution Options

In the *Premier* Payroll application there are three options available for pension contributions and employees may be set to use any of these options.

Company Pension Scheme – payroll system profiles allows you to define the a global scheme setting (whether contributions are calculated based on Basic% or Gross%, whether contributions are tax deductible and so on). Against each employee you then set the contribution levels for the employee and employer. You have one scheme setting per payroll company.

Stakeholder Pension Scheme – if using the stakeholder scheme then options are available within the PENS option in Employee Maintenance to set contribution calculations and values. Note that Stakeholder contributions are always a deduction after tax.

Switches – employee contributions can be set as a deduction switch. Traditionally used for AVC's you may use these where your pension scheme provides you with the values to deduct from your employee.

Which option is suitable for your chosen pension scheme depends on the scheme requirements and what existing pension options you allow. You should discuss this with your pension provider.