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Find out what's new & what's improved in **sympac**

Document Reprinting - improved interface!

The POS reprint interface has been re-built to provide a much quicker process for the majority of printing requirements.

The initial display will show you the most recent transactions that have been done on the terminal you are running - it shows all document types (invoices/receipts, customer documents and transfers).

The top row will always be the most recent transaction produced on the terminal.

The top 5 product lines on the selected document are shown below the list of transactions.

Printing actions can be performed on the selected row.

Action	Description
F2	Prints the selected transaction based off the terminal setup.
F3	Emails the document, works for invoices/adjustment notes and customer documents
F4	Prints the selected document in A4 layout
F5	Prints the selected invoice in your delivery docket layout
F7	View all transaction lines for the selected document (same as clicking in the reference column)

Search options for reprinting

Various options can be accessed by clicking on the **Options** heading (or pressing Ctrl-S). This allows you to limit/expand the default ranges that the recent transaction listing produces.

Check out our Quick Ref Guides & our YouTube Channel for more information.

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Batch Reprint
The standard batch reprint options can be accessed from the Batch Reprint tab

Scope of works
As per the batch reprint functionality, scope of works options is available from the "Scope of Works" tab *if the system is setup for it.*

Reprint Documents

Recent Documents | Batch Reprint

Selection Range

	Starting	Ending
Agent	0	999
Group		zzz
Alpha Key		zzzzzzzzzz
Debtor Code		zzzzzzzzzz
Document date	00/00/0000	99/99/9999
Document No.		zzzzzzzzzz
Customer's Order No.		zzzzzzzzzz
User Flag 1	0	99
User Flag 2	0	99
User Flag 3	0	99
User Flag 4	0	99
User Flag 5	0	99

Email/Printing Options

- Obey Customer Account email/printing rules
- Print ALL Documents
- Only print for customers set up for printing
- Only email for customers set up for emailing
 - Accumulate all invoices for one account into one email

Additional Options

- Print Only the Customers Flagged as Del Docket Only
- Outstanding Documents Only (Documents still Owing)
 - by Customer Code
 - by Alpha Key
- Print Batch Reprint Summary
- Print Batch Reprint Header
- Required Period: 02/2022
- Max Batch Size: 1000
- Max Printer Queue Size: 100

F2 Print | F3 Email | F4 Print (A9) | F5 Delivery Docket | Print Batch | Close

Setup

This new interface can be turned on by the user and is available from the POS options setup.

Point of Sale

Administrator (System) | Administrator (Terminal) | **Client (System)** | Client (Terminal) | Printers,Paper and Cash Draws | Document Printing (Terminal) | Request Access

Options | Parameters | Till Name | **Printing Options** | Batch Reprinting | Jobs | Signature Pad | Options

Global Printing Options

- Customer Copy Printing [16] Normal
- Layby Payments [22] Print All Product Lines
- Invoice Print Totals [32] No Questions
- EFTPOS Docket Printing [42] Store & Customer Copy
- Invoice Layout [46] Standard Layout
- Internal Trsfr Layout [47] Print RRP Prices & On Screen.
- Quote Format Default [56] P5[80] A=Print on Sympac Invoices
- Print GST on Quotes [58] Do Not Ask Question
- Salesperson [60] On Footer (Cash and Debtor)
- Name Format [136] First Name and Last Initial
- Job Docket Formats [69] Standard Invoice Format
- Quote Discounting [76] Print as normal
- Rental Movements [73] Print Movements
- "Was" pricing [89] Show on 40Col Docket
- Labour Quantities [99] Dont Print Labour Quantities
- Weight on Dockets [92] Don't Print
- Job Repair Work Sheets Format [94] In Normal Format
- Double line Picking Slip Printing [119] Off
- Picking Slip Reprint: Ask to reprint picking slips [113]
- Reprint Interface** Recent transaction interface [117]
 - Unchanged
 - Recent transaction interface

Bank Details on Foot of Invoice

Bank Account Message: Direct Deposit Details: "Reft=BANKMSG"
Foot of Inv: Direct Deposit Details: 123-456 084974538997

Product Line Format Control

- Delivery Dckt Line Format [18] Our Code, Desc, Ordrrd, Delvrd, B/Ordrrd, Per, BinLoc.
- Start of Description [91] Manuf Code (2)
- Pick List Printing [27] Internal Format=Code/Manuf/Desc/Qty/Picked/OH/Bin/Bin
- Lines on Plain Dockets [38] No Underlines Except Job Sections
- Discounts [71] Print Discount \$ instead of %
- Pick Slips Min.Max Stk [48] Do Not Print
- Invoice B/Ord Lines [01] Show Back Orders

Code to Print in First Column (140-148)

Locn	Document Type	Code to Print
140	Quotation	P-Code
141	Customer Order	P-Code
142	Rain Check	P-Code
143	C O D	P-Code
144	Layby	P-Code
145	Job Docket	P-Code
146	All Invoicing	P-Code
147	Delivery Dockets [18] as above	Our Code, Desc, Ordrrd, Delvrd, B/Ordrrd, Per, BinLoc.
148	Group Invoice	P-Code
149	Picking Slips	P-Code

Kit Printing [59]

- Print on Invoices
- Print on Delivery Dockets
- Print on Picking Slips
- Print on Job Dockets
- Print on Customer Orders

Make sure The "Parameters" 62 and 82 are also checked.

F3 Find | Find Next | Save | Close

Check out our Quick Ref Guides & our YouTube Channel for more information.

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