

Ezylink/LOTS User Guide

Overview

EzyLink is a software program that allows for a store's trading & invoice data to be transferred to MYOB for accountancy purposes in two separate files: one for Sales & one for Invoices (named Bills).

This links to the LOTS End of Day program & is only needed to be installed on the Master.

Installation

Note that this process is usually completed by Corum's Support or Installation teams.

First, access your Master PC and create a new, shared network folder named either OzBiz or EzyLink in C:\; this is to be accessible from all PCs.

Once created then access LOTS > Tools > Options > POS Options & ensure that "Identify Credit Card..." is selected, this is required for EzyLink exporting and without it the installation of the EzyLink will not be able to be completed.

Remaining in the Options module next access the User Details tab; in the EzyLink Functionality field enter the Registration Code (this is to be supplied by Support) – a green tick will display in status column once the code is accepted.

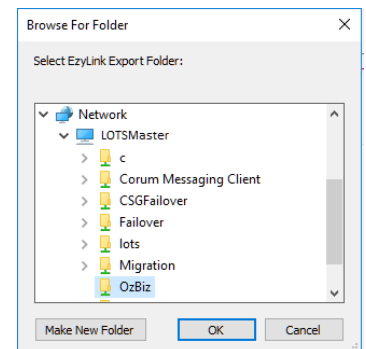
Again, in the Options module access the EzyLink Accounting tab & enable EzyLink.

In the Export Folder field select the Browse button and navigate to \\localhost\OzBiz via Networked folders, not direct to the folder (see right).

Once done use the Open Folder button to test accessibility to the folder's location.

Additionally, select the "Prompt to export..." option if required, this will display a prompt once the End of Day report is closed, reminding the user to run the export.

Select Apply to save the settings.



Matching LOTS Departments & Suppliers

Once EzyLink is enabled in LOTS the Support/Installer personnel will run the LOTSOBIZ program, which creates two files in the C:\LOTS folder: OZBIZ_DEPTS.txt & OZBIZ_SUPPLIERS.txt

Copies of these files will be sent to EzyLink so they can match both Departments & Suppliers from the store when the export is run each day. Additionally, they will also be sent details of the Pharmacy Name, the export folder location and any other relevant information required to set up their part of the export process.

The OZBIZ_DEPTS file lists the following default departments with negative Department ID numbers:

- 1 UNKNOWN
- 2 ROUNDING
- 3 UNLISTED ITEMS
- 4 REGISTER VARIANCE
- 5 LAY-BY DEPOSITS RETAINED
- 6 AUTO GENERATED DISCREPANCY
- 7 GOVERNMENT RECOVERY
- 8 AGENCY PAYMENTS

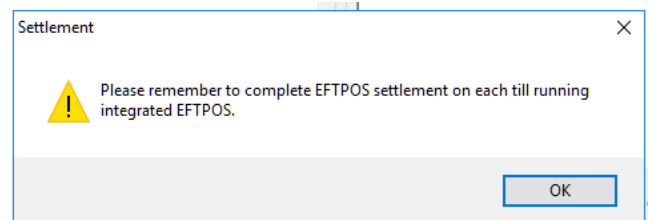
Additionally all existing departments from the DEPARTMENT table in the database will be listed, together with their DepartmentID, which serves as their EzyLink ID when exported in the Sales File.

The OZBIZ_SUPPLIERS file lists all active suppliers, i.e. only those that have had orders placed by the store. The reason for not exporting all suppliers to the file is so that EzyLink are not inundated with redundant data for suppliers that are not used.

Running the Export

The EzyLink export should be run once the End of Day report has been generated and checked/printed etc.

Once the EOD report has been closed the export prompt will be invoked (if selected in Options).



Select Yes to this prompt & enter User ID & PWD if required (this is dependent on LOTS security settings).

The export of sales & orders data will then begin; note that, should any discrepancy between End of Day & reconciliation be present then a notification will also be displayed at this point.

Confirmation of a successful export is displayed once complete, detailing the files' location (i.e. the OzBiz or EzyLink folder as set in Options) and the names for both Sales & Bills (Invoices); an explanation of these file names can be found below.

Once the confirmation prompt is closed the Date/Time Exported is recorded in the Previous End of Days grid; should further confirmation of the files be required then the export folder can be accessed & the newly created Sales & Bills files verified.

Note that if "Prompt to export..." has *not* been selected in the EzyLink Accounting tab of Options then no prompt will be displayed once the EOD report is closed

Instead, the Export needs to be run manually; to do so, highlight the newly created End of Day in the Previous End of Days grid and select the EzyLink Export button. As before, the User ID & PWD may be required, dependent on security settings.

To Export Previous End of Days

Should a Previous End of Day have been missed from export, or is required to be exported again, then access the End of Day module and highlight the relevant period from the Previous End of Days grid. Next, select the EzyLink Export button to export.

A “Confirmation of export” prompt will now be displayed; note that if the export has already been run then the prompt will also ask to confirm that it is to be exported again.

As before, the UserID & PWD check may be required (dependent on security settings).

Once the export has run a “Confirmation of successful export” prompt will be displayed. As before this will detail the files’ location (as set in Options) & names for both Sales & Bills (Invoices).

After closing the prompt the Previous End of Days grid will record the Date/Time Exported of any End of Day that had not been previously exported; if the EOD had already been exported then the original date & time will be retained here.

Breakdown of Sales Files

Sales Files are named in the following format:

Sales_SiteID_DateTime.txt, i.e. Sales_nn_YYYYMMDDhhmmss where nn is site id.

Each file also contains the following information:

A Header line (marked with H), listing:

Balance ID i.e. EOD number

Date

Gross Sales Amount

Debtor Charges Amount

Debtor Payments Amount

Takings

Total Payouts

Internal Adjustments

Estimated Govt Contribution

Sales Line/s (S) for each transaction, listing:

Department ID (as per C:\LOTS\OZBIZ_DEPTS file)

Department Sales Amount

GST Amount

A Cash Line (C), listing:

Cash Amount

Cheques Amount

An EFTPOS line (E), listing:

Payment ID i.e. name of the payment type

Payment Amount

A Banking line (B), listing:

Banked Amount

A Payouts line (P), listing:

Payment ID

Payout Amount

Payout Memo (description)

Note that Paid In values are not yet included in the EzyLink Sales export

Breakdown of Bills Files

Bills Files (for Invoices) are named in the following format:

Bills_SiteID_DateTime.txt, i.e. Bills_nn_YYYYMMDDhhmmss where nn is site id.

Each file also contains the following information:

A Header line (marked with H) for each invoice, listing:

Vendor Ref, i.e. Supplier Name

Date of the Invoice

Due Date (listed, but only reproduces date as above)

Ref Number, i.e. the Invoice Number

Total Amount, as per Invoice

Short Code, i.e. the supplier's abbreviated name

Split Line/s (D) for each invoice, listing:

Department ID (as per C:\LOTS\OZBIZ_DEPTS file)

Gross amount for each Department

Net taxable amount for each Department

GST Amount