TEAMWORK RETAIL

a product of Retail Cloud Technologies

TEAMWORK CHQ RELEASE GUIDE

Version 5.28

Table of Contents

Inventory

Adjustment Reason

Version 5.28 – TWD-14697

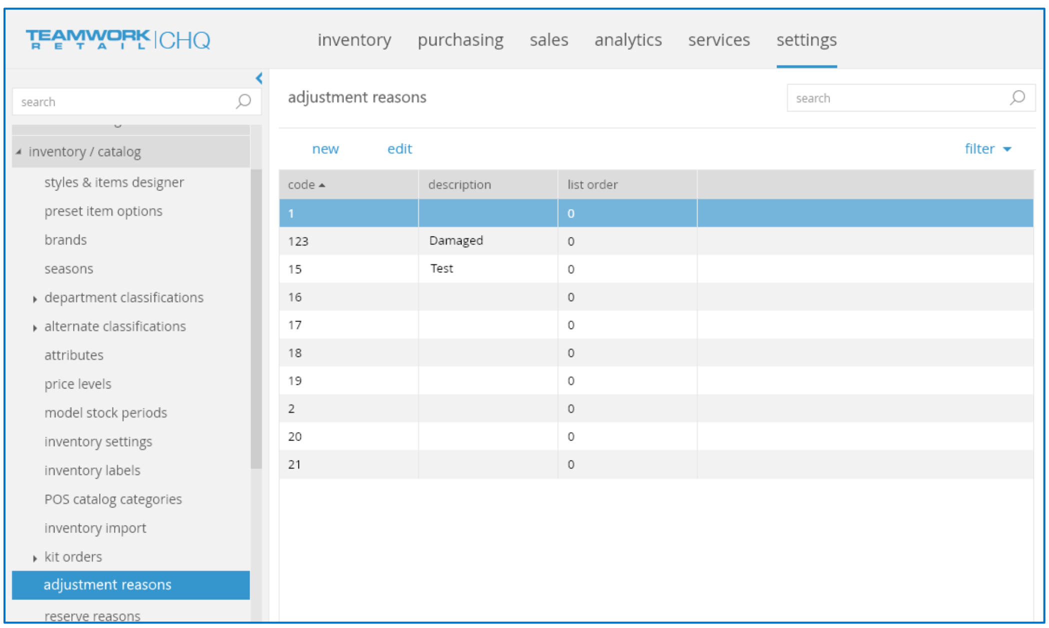
November 2018

There is a new Adjustment Reason dictionary that will be used for inventory adjustments. There is also a new *Adjustment Reason* field in Adjustment Memos.

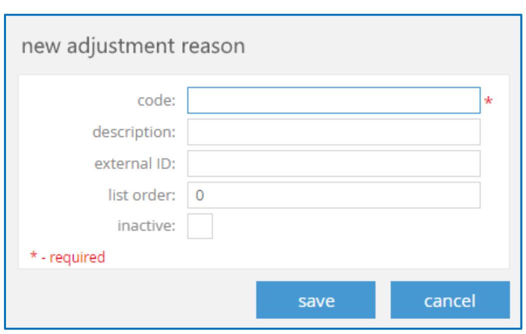
Settings

Under Settings > Inventory/Catalog, there is a new Adjustment Reasons tab.

Here you can set your dictionary of adjustment reasons, creating new or editing existing ones, and searching or filtering reasons.

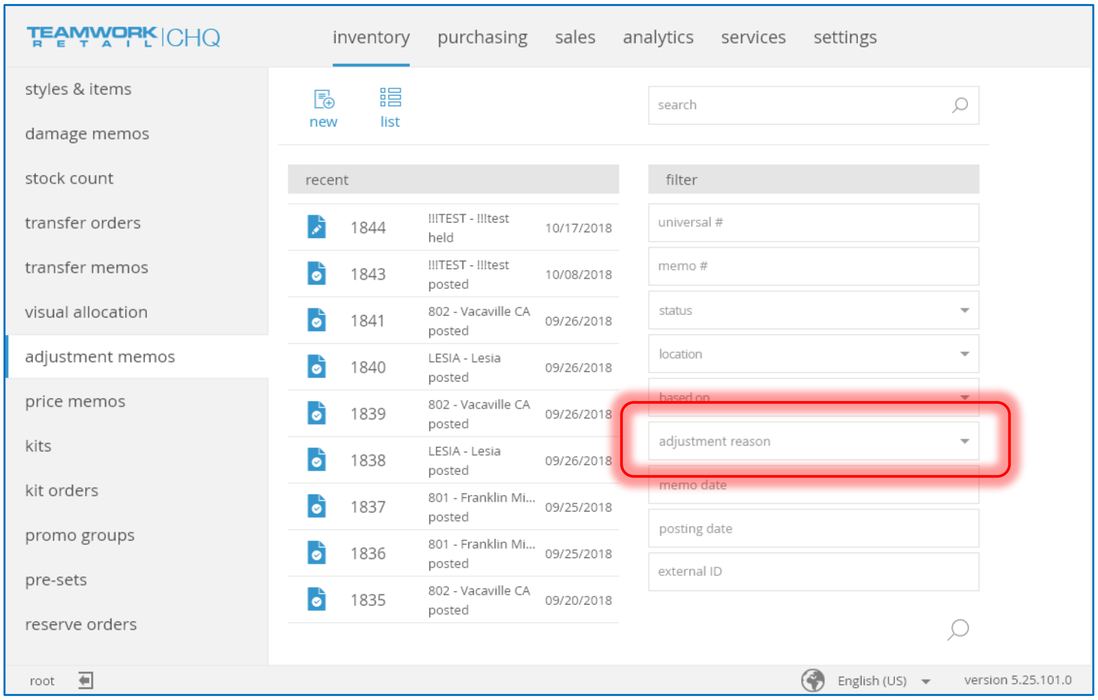


Clicking **New** brings up the New Adjustment Reason dialog.

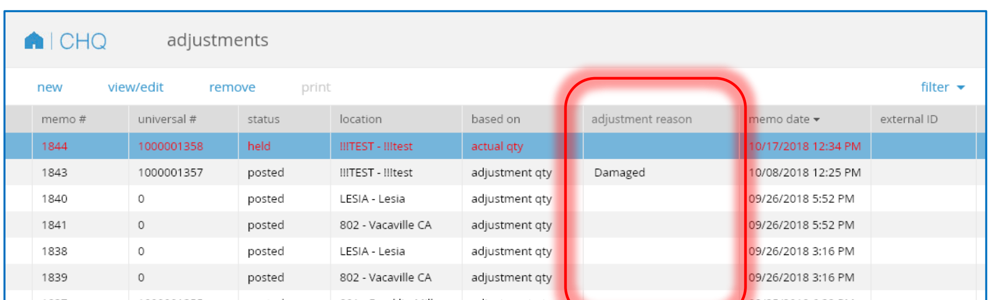


Adjustment Memos

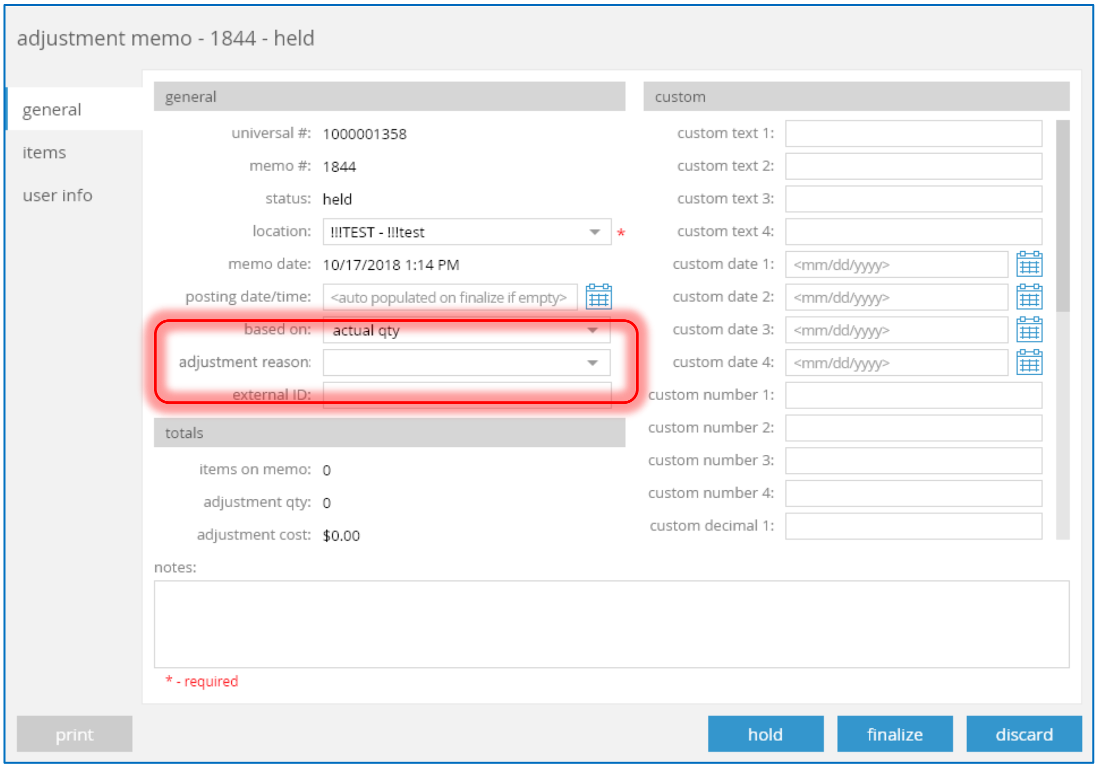
There is also a new Adjustment Memo field in the filter area.



Under the list view, the *Adjustment Reason* column shows the reason at a glance.



On an Adjustment Memo dialog (when creating new or editing an existing memo), the *Adjustment Reason* field displays in the General tab.



Expiration Date in Reserve Orders

Version 5.28 – TWD-15539

December 2018

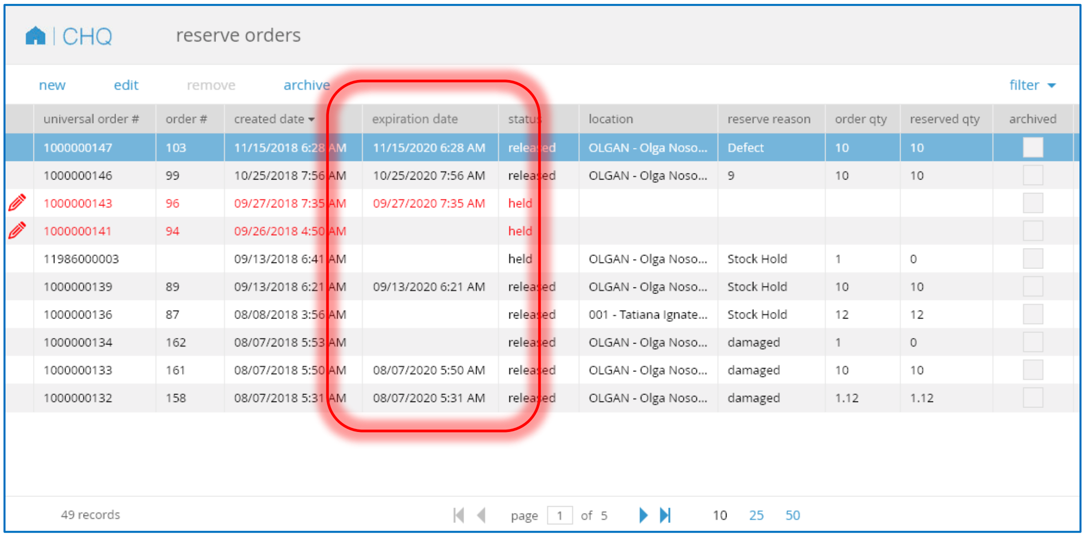
Expiration date is now added to Reserve Orders. Reserve Orders are used to restrict inventory as a fulfillment resource and optionally from “Available to Sell” calculations.

The orders are available under *CHQ* > *inventory* > *reserve orders*.

If a Reserve Order is past its expiration date, then it is archived. Archiving takes place on a daily basis. In that case, Reserve Orders with an empty expiration date are ignored.

List View

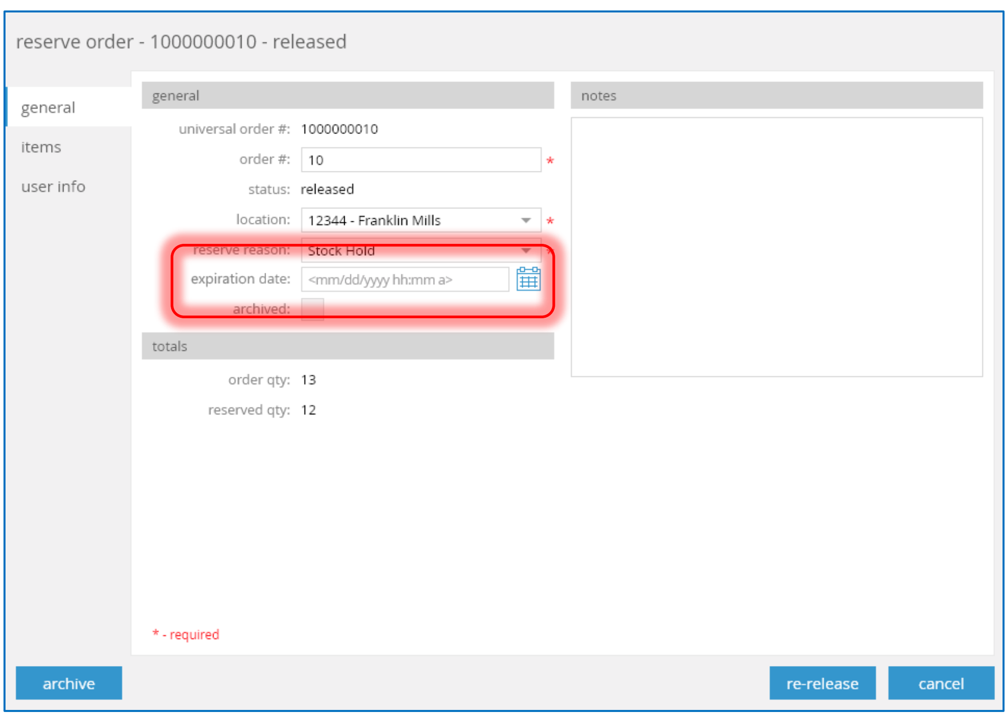
In the Reserve Orders List view, the expiration date column is not visible by default and is not editable. When marked for display, it is placed after the *created date* column.



Details View

In the Reserve Orders Details view, the *expiration date* field under the *general* tab is editable if the Reserve Order is not archived and the user has the *Reserve Orders – Add/Edit* right.

The value is saved in UTC but displayed in the local time zone of the browser.



Purchasing

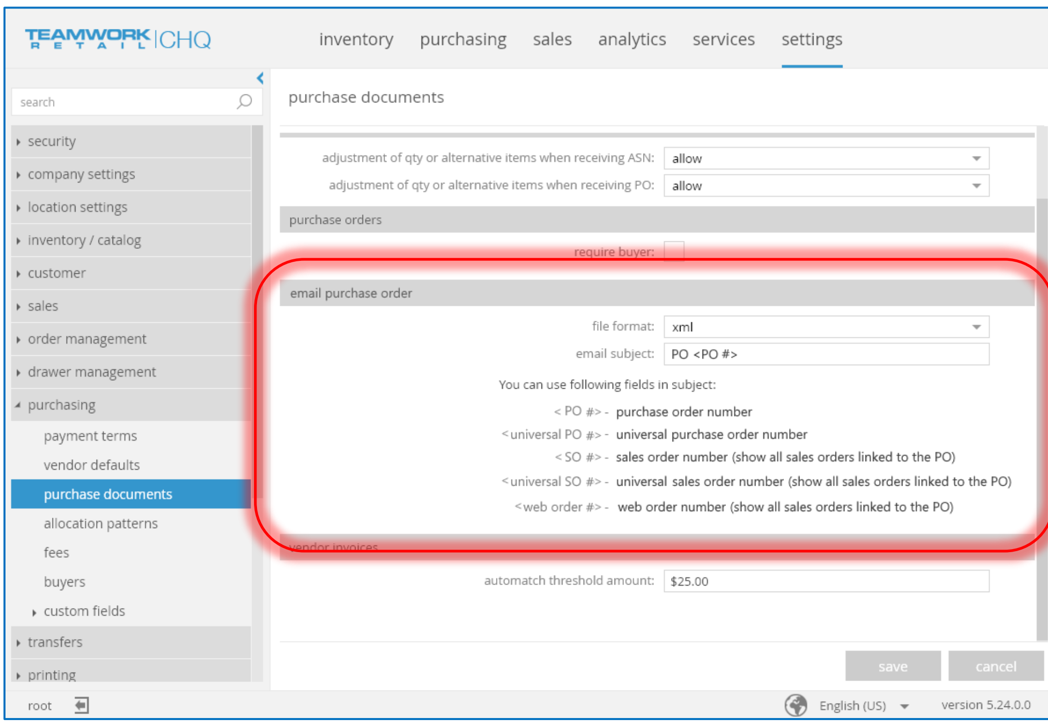
Mandrill – Emailing Purchase Orders

Version 5.28 – TWD-13524

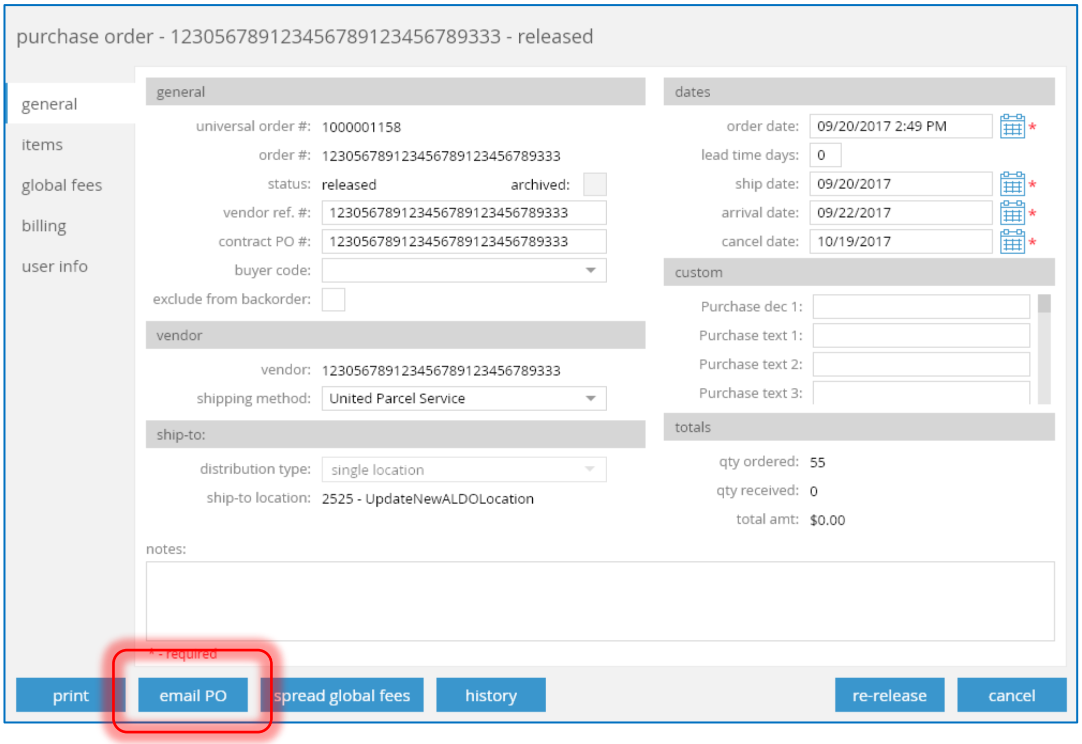
November 2018

Under CHQ > Settings > Purchasing > Purchase Documents, there is a new *Email Purchase Order* area.

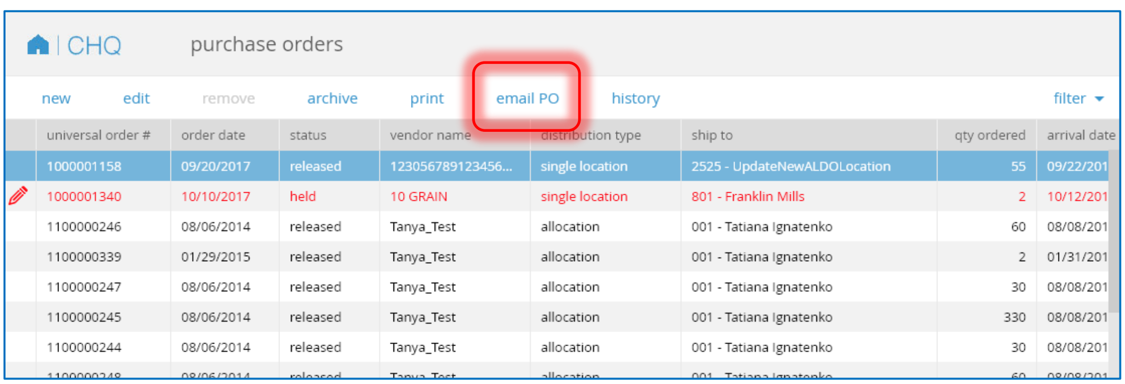
Here you can set up the format and information for emailing Purchase Orders, there is also a description for the available fields to use in the subject line.



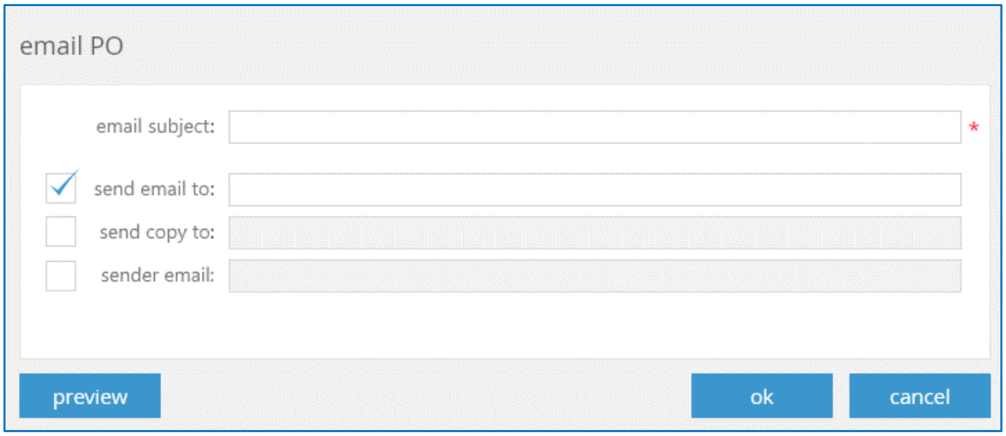
On a released Purchase Order, click the **Email PO** button.



This button can also be found on the list view.



Clicking **Email PO** brings up the *Email PO* details dialog for adding information.



In the *Email Subject*, this is a required field with a maximum of 255 characters allowed. The default information in this field is whatever was set in the Settings area mentioned above.

Click **Preview** to see a preview of the email before sending, or click **Ok** to finalize and sent the email, or **Cancel** to close the screen without sending.

Sales and OMS

Adding Item Line to Return Worksheet via JSON RMA Worksheet Import API

Version 5.28 – TWD-14806

December 2018

This update allows for adding an item line to a return worksheet even if the item is not found during the return worksheet line import through JSON RMA Worksheet Import API.

In that case, the "*ImportBySetting*" in the API request must be set to "*ByOrderAndItemId*".

Searching for an item to be added to a return worksheet is performed in three stages:

1. An item with the quantity available for return is searched for by the Sales Order Number and UPC that are specified in the API request.

   If the item is found, then a worksheet line with the RMA code of the corresponding Sales Order item is added.

2. If the item is not found during the first stage, it is searched for by the Sales Order Number and UPC but taking into account the returned items as well.

   If the item is found, then a worksheet line with the RMA code of the corresponding Sales Order item is added.

3. If the item is not found during the second stage, then a return worksheet line is added with the RMA code that is composed according to the *<SalesOrderNumber>/<UPC>* template.

If the status in the API request is set to *Completed*, the worksheet line is not finalized in the first and second cases.

> NOTE:
>
> The Sales Order Number and UPC must be populated in the *ExceptionInfo* area of *RMA Worksheets Items* in the API request body.
>
> When importing a return worksheet by an RMA code and the RMA code is not found, a worksheet line is added with the specified RMA code. If the status is indicated as *Completed*, the line isn't finalized.

RMA Worksheet Date/Time in UTC

Version 5.28 – TWD-15680

December 2018

When RMA Worksheets are imported through API requests, *Created Date/Time* for the RMA Worksheets is now stored in UTC.

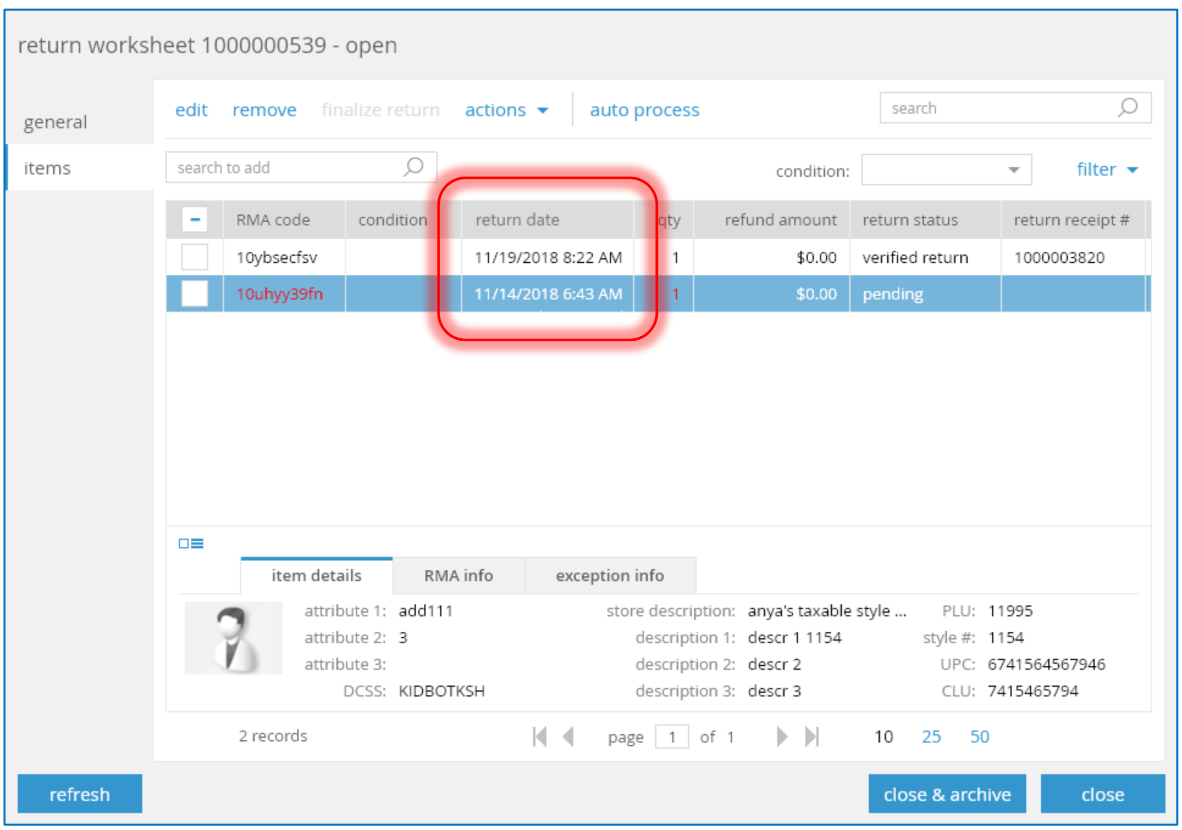
Return Date for Items in Return Worksheets

Version 5.28 – TWD-15601

November 2018

This update allows for setting a return date for items in return worksheets. Return worksheets are available under *CHQ* > *sales* > *return worksheets.*

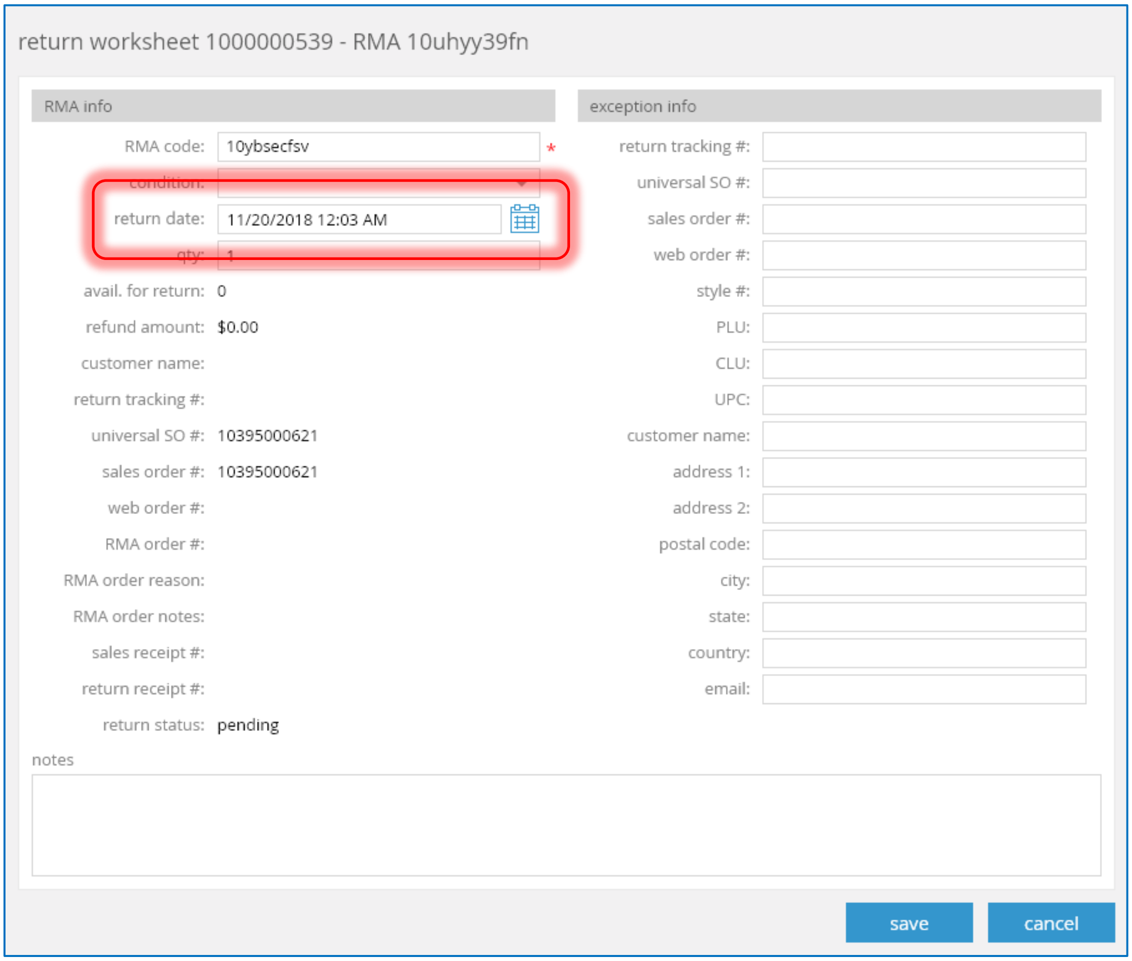
The return date is available in the *return date* column under the *items* tab of an open return worksheet.



The return date can be changed by a user who's been granted the *RMA-ADDEDIT* right and only if the item *return status* is *pending*.

To change the return date:

1. Double click the required item in the *items* tab of the required return worksheet.
2. In the *return date* field specify the date and time you need. The date and time cannot be greater than the current local time of your browser,



Finalizing Return Worksheet Item with Populated Return Date

When finalizing a return worksheet item with the populated *return date*, the receipt date in a return receipt is populated with the *return date* from the Return Worksheet Item

Finalizing Return Worksheet Item with Empty Return Date

When finalizing a return worksheet item with the empty *return date*, a return receipt is created and *return date* in the Return Worksheet Item is populated with the date of a return receipt.

Changing Sales Order or Sales Order Item Status to Completed While Payment Isn't Captured

Version 5.28 – TWD-15631

December 2018

This update allows for changing the Sales Order / Sales Order line status to *completed* under the following conditions:

- the status of the ship memo / ship memo line in the system is changed to *shipped* through an API request (meaning that shipment is completed by a third-party shipment provider)
- payment capturing hasn't been completed for the related Sales Order (if, for instance, the authorization period for that payment has ended)

In that case, prior to changing the SO or SO line status to *completed*, another attempt to capture the payment is made. If the attempt fails, the corresponding entry is created in logs.

Other Enhancements

Extend Fiscal Summaries API

Version 5.28 – TWD-15305

November 2018

We've extended Fiscal Summaries API in the following areas:

- Paid In Paid Outs Reason
- Next Day Balance
- Over/Shorts
- Adj. Reasons
- Markdown (Offer – Base)

CLU Added to RTA Response

Version 5.28 – TWD-13598

November 2018

CLU is now added to RTA as an item identifier.

Sending Sales to Avalara API

Version 5.28 – TWD-56044

November 2018

We've added a new API called PriceIncludeTaxes. This provides monthly tax reporting so that the retailer doesn't have to do the complex tax forms for each state where sales were made.

This involves sending ALL sales receipts for a period (whether the Avalara tax service was used or whether the tax was calculated by Teamwork Tax Settings).

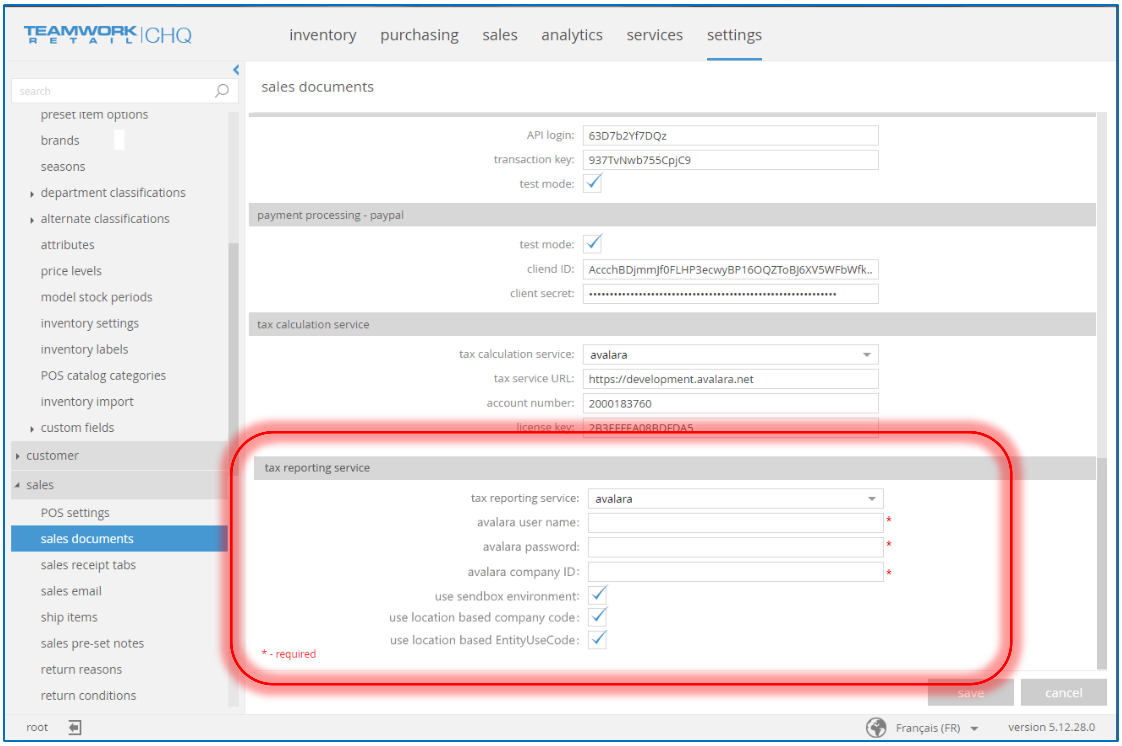
With all sales receipts for a given month, Avalara can create the monthly sales tax report form for each state.

This can show exactly how much is owed to the state for the month, Avalara can guarantee accuracy because sales tax for the sales receipts is actually recalculated (even ones made with Teamwork tax settings).

Sales tax reporting is monthly so all the receipts needs to be on the Avalara server by the end of month or very soon after.

The feed of these receipts need to come from CHQ. Sales receipts can be posted in two ways; to recalculate or not recalculate when posted to Avalara service.

Under CHQ > Settings > Sales > Sales Documents, there is a new *Tax Reporting Service* section. To set up this tax reporting feature, fill in the information here, including your Avalara user name and password.



“Release Date” and “Date Available” Fields

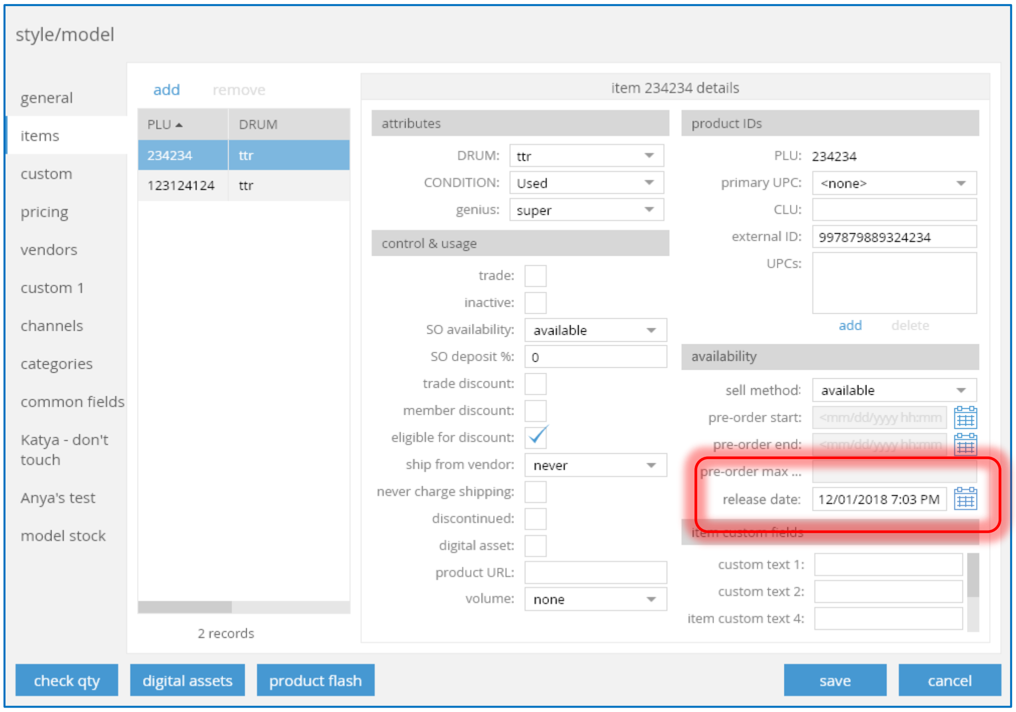
Version 5.28 – TWD-14696

November 2018

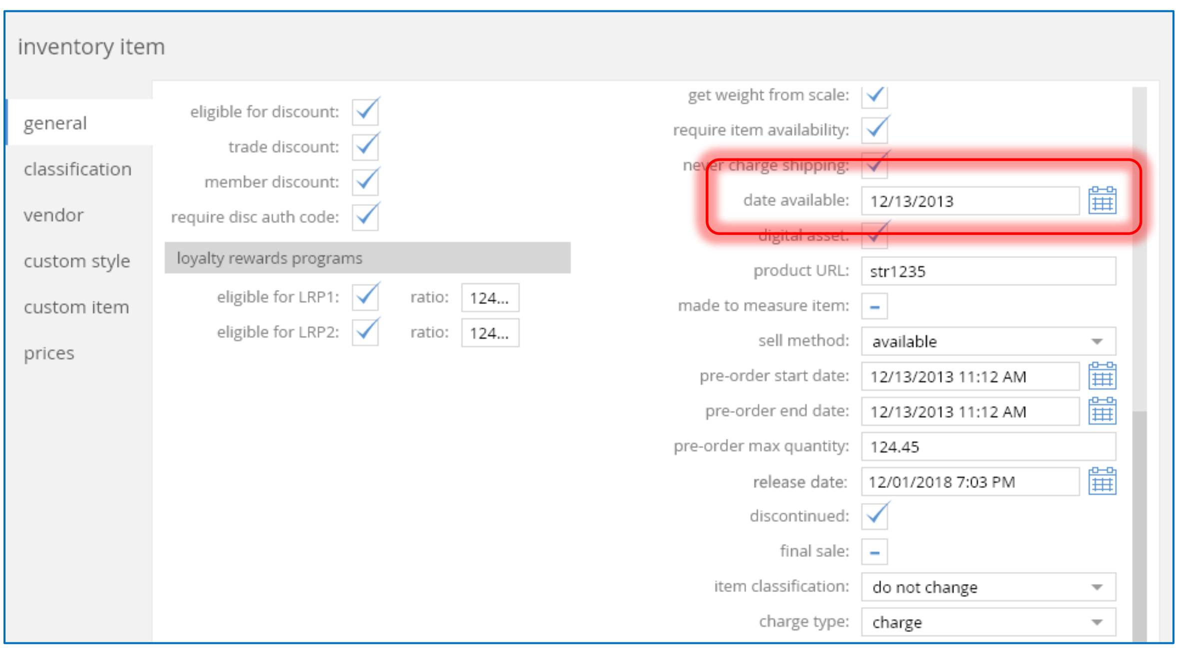
We’ve added *Release Date* and *Date Available* fields in import/export APIs, CHQ UI and Excel import. This allows for the Release Date field to be used in POS (if an item is not available in POS until the release date).

Under CHQ > Settings > Inventory/Catalog > Styles & Items Designer, there is a new *Release Date* field (for both a single and service item).

This field is also in the Style/Model dialog > Items tab.



When importing items in CHQ > Inventory > Styles & Items > Import, you can set the *Date Available* field.



Synchronization Added for Terms Payment

Version 5.28 – TWD-15331

November 2018

There are three fields in the synchronization table for ReceiptPayment:

- DueDateCalculationDay
- DiscountDateCalculationDays
- DiscountPercen

Preventing Adjustment Import with Duplicated ExternalID Values

Version 5.28 – TWD-15507

December 2018

This update allows for preventing adjustment import through API if the imported document contains duplicated *externalID* values.

If any duplicates are found, the import procedure doesn’t take place and the error message displays.

Epilogue

This manual was published on 5 April 2019 by Teamwork Retail.

CHQ is accessed online through a browser and client specific web site. This manual provides documentation on new features and product updates to the existing CHQ software.

If you have any questions or wish to receive training from Teamwork Retail, email us at: training@teamworkretail.com.

If you need technical support, have a question about whether or not you have the current version of the manual, or you have some comments or feedback about our manual, please contact us at: support@teamworkretail.com.

For emergency support call the Teamwork Main Line (727) 210-1700 and select 1 to leave a message that will immediately be dispatched to an on-call tech.