New Features in Harvest Release 2023

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Highlights

Product Searches: Prior to this release, when the users do product searches the system searches through the all of the items in the product dictionary file. We have made the searches lighting fast by having the system search through only the items that are active in the system when a Terminal is set to use dot searches. This is set in option 21 in TERMINAL DISPLAY/CONTROL DEFAULTS on the DEF menu. The project was accomplished by making a branch dictionary file that only contains the active/stock items at branches and using that file for product searches. This involved extensive changes to keep the file for the "active" items current, but it greatly increases the speed of product searches.

Forms: We have given most of the **forms** a more modern and sharper look, including quotes, invoices, pick tickets, and purchase orders. We have added the following Global Parameters to allow each company to define the formatting of their choice.
1. FONT FOR BRANCH HEADING (1=courier, 2=cgtimes, 3=univers)
2. SIZE FOR BRANCH HEADING
3. SIZE FOR BRANCH NAME (11-18)
4. BRANCH NAME IN ITALICS? (Y/N)
5. SHADING LEVEL FOR LINE ITEMS (-1=none,10,15,20)
6. BOLD PRINT LINE ITEMS? (Y/N)

We have also modified them so that more information is shown where needed. For example, showing all 25 characters of the Customer Purchase Order Numbers, and showing more of the Ship Via Description and more of the Payment Terms Description.

Accounts Payable

- After working with ACH Payments, we have added another file type that can be used to submit ACH checks to your bank. We have added option "D=CSV" (Comma Separated) to the list of options in Pay Cycles (APM).
- **A/P Open Inquiry** and **A/P History Inquiry** (API) – each of these inquiries has the option to enter "GL" to view the G/L expense postings for individual documents. We have added information on that screen which shows the date, time, initials of the operator, and terminal # for the entry of the batch for the document.
- We have added the Vendor Account #, and the CID # (if the vendor is an IMark vendor) to the check remittances, which makes it easier for the vendor to identify the company that is paying them with ACH or through IMark.
- We have added the option to search for a vendor alphabetically by their name (similar to searching for a customer alphabetically by their name). This is used in Vendor Maintenance, Invoice Entry, Manual Check Entry and throughout the inquiries by Vendor. When the operators enter <F3> to search by the vendor code, they can hit <F2> to search by the vendor name.

Sales Order Processing

- **Sales Order Entry** (CTR) –
  1) when salespeople enter Returns on orders, we have modified the system to make the default answer to the question "Adjust Inventory" so that it is setup in the Tables File (S/M) according to the "Stock Return Code" (letter "B"). When the software upgrade is installed, these are set for each of the Return Codes in the Tables File.
  2) When an operator enters "G" to search through the list of quotes to turn into an order, we have added the "RE" option. This gives the operator the option to recover when they have just gone past the quote they wanted to select.
  3) When an operator enters "?" to search through the list of orders for a customer, we have added the "RE" option. This gives the operator the option to recover when they have just gone past the order they wanted to select.
  4) when the operator enters "0" (zero) to Abort at the prompt to finish working on an order, the system will now confirm that they wish to Abort if they worked on line items. It will display the # of items that they have added/modified and then ask if they wish to Abort.
  5) If an item has a URL (Uniform Resource Locator (address which locates an object on the web)) or a description that is more than 40 characters, then the operator can enter <F2> at the quantity prompt and the system will display the URL options.
- Sales order Entry: Currently, when an order is entered, a pick ticket may be printed, and each time items are put-up, then a backorder pick ticket is eligible to print. The problem is that each time items are put-up on a 'pack and hold' order, another pick ticket prints when there are items available to fill on the order. These pick tickets are unnecessary because the warehouse keeps the original pick ticket until the order is filled.

We have added an Order Processing Parameter to identify '**pack and hold**' orders and modified the programs that select pick tickets to print so that these orders are not selected based upon this.   #35. SHIP VIA CODE FOR PACK AND HOLD

Quotes

- **Quote Inquiry** (QUO) – We have added the "RE" option when searching the quotes on the screen. This was added to give the operator the option to recover when they have just gone past the quote they wanted to select or when they have gone past the end of the list.
- **Quote Entry** (QUO) - when the user enters "0" (zero) to Abort at the prompt to finish working on a quote, the system will now confirm that they wish to Abort if they made change to line items. It will display the # of items that they have added/modified and then ask if they wish to Abort.
- **Quote Entry** (QUO) - If an item has a URL (Uniform Resource Locator (address which refers to an object on the web)) or a description that is more than 40 characters, then the user can enter <F2> at the quantity prompt and the system will display the URL options.

Purchasing

- **Expected P.O. Receipts Report** (PRP) - This report used to be called "Expected Stock Receipts Report" and only printed stock items, but with all of the supply chain problems recently we have modified this report to show specials and stock items. We have also added the option to export this to an Excel Spreadsheet and put the initials of the person that entered the P.O., an indication of whether the item is Stock/Specials, and the expected receipt date for each item in the spreadsheet. The spreadsheet has proven to be a useful tool for recording progress/tasks when doing expediting. This spreadsheet also contains a "Type" column that identifies the date in the "Expected" column. If it contains an "A", then an acknowledgement has been entered for the item.
- The option to add a second email address for Purchasing Vendors has been added in **Default Vendor Email Addresses** (V/M). Whenever a purchase order is emailed to the vendor, a copy is automatically sent to this address also. This can be useful when a vendor has a representative and the representative would like to receive a copy of all placed purchase orders. The same is also true with sending an MRV to a vendor. A second address can be entered that that is automatically sent whenever MRV's are sent to a vendor.
- **Replenishment Action Report** (PRP) – we have added the option to print a Summary report only. This lists each manufacturer that has items that need to be ordered on purchase orders, and it shows the total dollars for each manufacturer. Rather than having to wade through the entire report, some purchasers prefer just to see a short list and then use that to do their purchasing.
- **Purchase Order Maintenance** (POP) and Purchase Order **Inquiry by Vendor** (POI) – How many times are your fingers quicker than your mind and you hit <ENTER> just as you spot the P.O. that you are looking for? We have **added the "RE" option** so that you can backup for reverse to the previous list of P.O.'s when this happens.

- We have made changes to the **Enter P.O. Acknowledgements** (POP). This program had not been actively used for many years, but with the supply chain management issues that our distributors are facing, we have seen that distributors are starting to use this program. The system does not allow entry of a previous date. The system records the total quantity acknowledged on a P.O. correctly. We have also added a section to the **Verify Purchase Orders** (SAV) that calculates the quantity acknowledged on each p.o. and corrects them if needed.
- We have modified the Open Purchase Orders Report to give the operator (who must be the security officer) the option of cancelling old purchase orders in the system. Sometimes purchase orders will remain open for years until an operator cancels them one-by-one. This replaces that time consuming process. When the report is printed by Entry Date, and the Ending Date is more than 6 years ago, the system will give the operator the option of cancelling the purchase orders that have been printed. The operator should be sure to review the report thoroughly before indicating that they wish to cancel the P.O.'s. They are cancelled with the date of "12/31" and the year that they were entered so that they will be removed from the system when DELETE COMPLETED PURCHASE ORDERS (MOM) is run.
- **Pro-Forma Purchase Orders** –
  1) We have updated this program so it flags specials (that have not been ordered on p.o.'s) with the Terminal # and initials of the operator that is creating the Pro-Form p.o. This prevents other operators from selecting the same special.
  2) We have added the option to view a history screen for an item by entering the branch # and an "H". This screen shows the Purchasing quantities and the sale for each of the last 12 months.
  3) We have added the option to view a summary screen at any point during the process. The summary shows each branch that an item is being ordered for and then the total quantity for the item.

Products

- **Change Product Prices** (PMM) – We have modified this program to help distributors with implementing the price increase from their vendors. This program allows the operator to enter the delayed date that they wish to update changes to cost and base for individual items. Also note that if your company uses the Multiplier Exceptions feature of the software, then the system will prompt the option to update the Multiplier Exceptions.
  Note: On the delayed date, when the option "RELEASE DELAYED PRICES, CHECK CUST CREDIT" on the EOD menu is run, then the delayed changes are implemented.
- **Remove Multiplier Exceptions** (TST) – This program has been modified to give the option of removing multiplier exceptions by the manufacturer code or by the DCI # (first 6 digits of the UPC #). We have added this option because more and more manufacturers have their items listed under more than one DCI #, and the operator may wish to only remove the ones under one DCI #.

- **Flag Outdated Details for Deletion** (SIX) – This program has been modified to allow the user to flag only items in a specified Inventory Class for deletion at the next month end close. See "Special Topics" on our web site and in the Product Documentation for information on Inventory Classes. We have also added the option to search through all vendors or a specified vendor. This program only flags items that have no quantity on hand, none due to customers, none due from P.O.'s, no transfer, and no activity in the last specified number of months. The items are flagged for deletion from the Product Detail file (branch stocking items), but remain in the Product File.
- **Inventory Analysis Report** (INC) – we have added 2 columns to the spreadsheet: date item added, and date of last customer order. We have also added a column for the UPC # of each item.

Miscellaneous

- **Stock Items and Order/P.O./Transfer Inquiry (S/I)** – the option "LC" has been added to these programs which allows the operator to view the primary and overstock locations for the item. If a location has been flagged for "Display", then that is shown, along with the quantity on Display.
- If a company always hands out invoices to customers at the counter, and they may even give them out with every delivery, then they have set SALES ORDER ENTRY DEFAULT (DEF #8) #18 PRINT INVOICE UPON CREATION? to "YES". Based on this terminal setting, we have modified INVOICE ENTRY (IPM) to give the operator the option of **printing the invoice when it is created**. And we have done the same thing when a direct ship invoice is created in ENTER VENDOR INVOICES (POP #7).
  If invoices are printed (or emailed) as they are created, then when the operator prints the invoices with IPM #6 PRINT INVOICES, then only the ones which were not already printed, are printed. A new parameter has been created which then determines whether all invoices are updated after they are printed (regardless of the terminal # that printed them).
  The bottom line is that some companies print/email their invoices as they are created, and some print/email them all at the end of the day or periodically.
- **General Ledger Batch Inquiries** – Each of the four programs on the GLB Menu that allow the operator to enter a batch #, and view (or print) the general ledger postings that were done in the batch, have been modified to allow the operator to search through the list of batches. This includes the Year End batches with the entries that are created by the system during year end closing to zero out the income and expense accounts and put the balance in retained earnings. The batches are saved in the system according to G/L Parameter #12. # YEARS TO SAVE G/L BATCH HISTORY.
- **Altered Cost vs Order Cost Report (S/M)** – When weighted average cost is used as the cost in Order Processing and the order cost (WAC) is less than the selling price on an order the operator gets a message that the price is less than cost. However, if the salesperson sees altered cost on the screen, then this can be very confusing to the salesperson. We have taken a pro-active approach to this rather than a re-active approach

by providing the price/cost administrator with a daily report (run through program sequencer) that shows items where WAC is greater than altered cost.

This new report can be run to show all items which have an altered cost or only items where the altered cost is less than the order cost. The Altered Cost is calculated according to the entries that have been made for altered cost by commodity code or by item. The Order Cost is determined by the Operator Processing Parameter which specifies which cost to use for Orders. We had previously modified the Altered Cost Report to show this information, but found that the report was too confusing. This is a much simpler straight forward report.

This report can be run through the program sequencer, and the information can also be exported to a spreadsheet.

- **Trade Service Updates** (TST) – we have modified the report and the update programs so that if items were previously flagged for deletion, and the flag is set to "X" by Trade Service, then the system will re-instate the items.

- **Reel Master Listing** (RLS**) –** This new report lists all of the reels by item in the Reel Tracking System. It shows the manufacturer ID, catalog #, description, and unit of measure for each item that is set up in the reel tracking system. For each reel it shows the reel #, description, date entered, location, original footage, and available footage. The same information can also be displayed on the screen.

   The total footage is printed on the report (after printing the reels) and the current quantity available. This can be used to find items where the total reel footage is not in balance with the quantity available.

- **Reel Tracking System** (RLS) – When existing reels are displayed on the screen for an item, the reels are displayed in order from the least footage to the most footage.

- **Customer Sales Analysis by Vendor** (SAN) – we have modified this report to allow the operator to Exclude Specials when they print the report for Stock items.

- We have added a new program to the DEF menu that allows the entry of different Order **Head Prompt Controls** for each customer. Currently the system allows the company to determine what fields the system prompts the operator to enter when they enter a new order or quote. This is setup in DEF #2 and it applies to all customers. We have added a new program to allow the same type of controls to be setup in the system per customer, which will override the company default. For example, if the operators must enter a requested delivery date for a specific customer, then that customer will be entered in the new program with the flag for requested delivery date set to "Y". The use of this new feature is optional.

- **Print Summary Bill** (IPM) – this program allows users to print a customer invoice document that shows a summary of the billing during a specified time period. We had modified this to give the option of printing the line items with the P.O. # and Job Name for each item. This has been done to meet the requirements of different customers.

- **Invoice Retrieval Inquiry** (IPM) – when emailing the invoice/credit to a customer, if the invoices are setup to normally go to more than one email address, then this information is displayed and the user is given the option to send the email to the additional addresses.

- **A/R Inquiry** (A/R) - when emailing the statements to a customer on demand, if the statements are setup to normally go to more than one email address, then this information is displayed and the user is given the option to send the email to the additional addresses.

- **Product Price Comparison Report** (VMF) – This new report can be used when reading a file provided by a vendor to update product pricing. It shows the current Replacement Cost and Order Base vs the pending Replacement Cost and Order Base. It is an optional report, but useful in checking over a vendor file update before it is completed

Transfers
- Transfer System (TRN) – we have made the history transactions record the initials of the person that entered, modified, cancelled, shipped, and received items on transfers. These show on the report that is printed in **Transfer History Inquiry by Item**. This may help to research when the quantity was changed on a transfer or when an item was cancelled. We have also added the option to enter a "?" in this Inquiry program and show the meaning of the various options
- Before this release, transfers were posted to the General Ledger in detail. In other words, a debit and credit were for each item shipped or received on a transfer. In this release, modified this so that one debit and credit are made for all of the items shipped or received by a branch on the same day. This was done to make the posting of transfers consistent with the rest of the system and to cut down on the number of postings that are made for transfers, especially for companies that frequently transfer material between branches. As part of this project, in ACCOUNTS POSTINGS INQUIRY (GLB), we have made it possible to enter "DT" when viewing a transfer batch, and then the system will show the transfers/lines that were shipped or received in the batch.
- Open Transfer Report – for the **Transfer Shipped but not Received** Report we have added branch and company total dollars.

Export to Spreadsheet

- **RENEW EXPIRING PRICE EXCEPTIONS** (CPM) – This program has been modified to export to a spreadsheet. If the exception is for customers or models, it has a column for the customer name or the model name.
- **PO RECEIVING BY VENDOR REPORT** (V/M) – We have modified this report to export to Excel. This is a particularly useful feature because we have added the original date of the purchase order and the number of days for the items to be received on the spreadsheet.
- **Expiring Rebate Report** (REB) – We have modified this report to Export to a spreadsheet.
- **Open Transfers Report (TRN) –** We have added three columns to the spreadsheet: qty available to ship, due to customers, and due from P.O.s.
- **Last Cost/Replacement Cost Report** (PRM) – We have added the "Date Activated" for items, which allows the operator to sort by this column and see the items most recently activated for a branch.

File Imports

- **IMPORT PRODUCT URL'S FROM VENDOR FILE** (FL1) – This is a **new** program that allows you to import the URL's (Uniform Resource Locator) from vendors. These are usually found in the files that vendors supply with their pricing updates. The program shows the format of the files, which simply contains the UPC # and the URL. When these are written into Harvest, operators can view the catalog pages for items in Customer Price Check. In the non-graphical version, the

operator must hit the <F2> key at the quantity prompt, and in the graphical version there is a button <IMAGE> that they hit to display the catalog page.

- **SETUP DELAYED PRODUCT BASE/COST UPDATE** (FL1) – This is a new program that was written to help distributors with implementing the price/cost increases from their vendors. The operator can enter a date when they want the items to be updated. This program allows the following to be updated:
    1) Order Base
    2) Replacement Cost
    3) Both Order Base and Replacement Cost
    4) Branch Replacement cost
- The required file format is displayed on the screen, and a report prints that shows the delayed changes before they are implemented. Also note that if your company uses the Multiplier Exceptions feature of the software, then the system will prompt the option to update the Multiplier Exceptions.
  Note: On the delayed date, when the option "RELEASE DELAYED PRICES, CHECK CUST CREDIT" on the EOD menu, the delayed changes are implemented.
- **Create Multiplier Exceptions from File** (FLI) – we have added two columns on the report. One for the unit of measure in the Product File and one for the unit of measure from the file being processed.
- **Define Vendor Product File** (VMF) – We have added a new question in this program to address the issue of getting a price update for items that are made by more than one company. The question is:
    o   31. CHANGE THESE FIGURES IF NOT IN THIS VENDOR? (Y/N).
  If the manufacturer ID for the vendor being updated is different than the vendor in the product file, this question gives the operator the option to Not update these items, but still update the other items in the file.   If the answer is set to "N", when these items are printed on the Change Report, there is a note showing that they are not updated.
  This is useful when distributors have separated items for vendors under different codes or when they get item pricing from more than one source.
- **Define Vendor Product File** (VMF) – We have added a new question in this program to allow more descriptive information to be stored in the system for items. In the Product Master File, we allow the description to be up to 40 characters. When vendors send product descriptions in a spreadsheet, it may often be 100 characters or more. We have added this question:
    32. LENGTH OF THE DESCRIPTION COLUMN
  This is used to fill in the full description for an item when it is more than 40 characters. When these are written into Harvest, operators can view the full description for items in Customer Price Check. In the non-graphical version, the operator must hit the <F2> key at the quantity prompt, and in the graphical version there is a button <IMAGE> that they hit to display the full description.
- **Update Customer Master Info** (FL1) – Have you ever needed to make changes to many of the customers, but found this boring and time consuming? This is a new program that reads in the following information from a file and makes changes for the customers:
    o   Model accounts assignments
    o   P-Code
    o   Customer Type

Graphical Software

We have made improvements in the QUOTE INQUIRY by Item to display the information shown below and to give the user the option to view all quotes or only current quotes at the push of a button.

In QUOTE ENTRY and SALES ORDER ENTRY, when viewing quotes for a line item, we have changed the display to show the information below and the user can view the current customer/all customers at the push of a button, or all documents/current documents at the push of a button.

In PRODUCT MAINTENANCE or PRODUCT INQUIRY (S/I or PMM) when viewing the Last Cost Paid history or the Weighted Average cost history, we now allow the operator to click on the document in the history and view the detail of the item on the document. These can be purchase orders or transfers.

Product Detail File Maintenance

Item Number: 11111103506   ACB   151515   FOR WALDEN ELECTRIC SUPPLY CO, INC

▷ Next   PRDMNT

| Main | Additional | Stock Status | Purchasing |

PRMNT1.4

Branch Comment:

	Month To Date	Year To Date
Branch Replacement Cost: 0.00	Purchased Quantity: 1,013	1,013
Last Cost Paid: 37.15	Purchased Cost: 19,146.93	19,146.93
Weighted Average Cost: 14.96	Received Quantity: 343	343
	Received Cost: 4,651.50	4,651.50

Last Fiscal Year End
Last Cost Paid: 0.00	Adjustments: 5,050	5,050
Quantity on Hand: 0	Vendor Returns: 0	0
Unit of Measure: E EACH	Quantity Transfer IN: 16	16
	Quantity Transfer OUT: 38	38

◉ Last Cost Paid   ○ Weighted Avg Cost

Date	Vend	Invoice #	Billed Net	u/m	Quantity	P.O. #	Ticket #	Upd
09/10/22	Fr:02	00078	37.15	E	1	TR00078-01		Y
09/25/19	ACB	*MANUAL	15.00	E	0	*MANNRS-9...		N
09/23/14	ACB	2136	0.00	E	10	0006271-002		Y
06/25/14	ACB	55	8.55	E	1	0006542-001	0010003-001	D
06/25/14	ACB	555	8.55	E	1	P006543-001	0010004-001	D
08/28/13	ADV	100	100.00	E	1	0000302-002		D

○ Substitutes   ○ Pricing   [DELETE] [UPDATE] [CLEAR] ✖ EXIT

Transfer Line Inquiry

TRINQ1D

Transfer #: 00078   Status: COMPLETE   Sending Branch: CURRENT ELECTRIC SUPPLY

LN ###	MFG ID / CATALOG # Part # / Description	QTY Ordered	uom	-----Purchase Order----- -----Customer Ticket-----
1	ACB 151515	1	E	
	11111103506 55784			

SHP: 11111103506   55784   Cust Req Dt:
ACB   151515   Cost: 37.15

		----- Shipped -----		----- Received -----		----- Substitutes -----
Ordered:	1	Init	Quantity	Date	Init	Quantity	Date	Substitute Part #
Shipped:	1	NRS	1	09/10/2022	NRS	1	09/10/2022	
Received:	1							
Cancelled:								

◁ ITEMS   ✖ EXIT