

## 7F FEATURES

### NEW FEATURE

In this release we have added a new feature to help our clients do a better job making sure they pass along freight charges and other miscellaneous charges to their customers. Previously we addressed this issue by allowing items to be set up that would not trigger backorder tickets to print and that were excluded from the Value of Inventory Report. But this did not go far enough, because if the charges were billed on the line item, then they affected the cost of goods sold. The solution was to cancel the item and bill the charges on the invoice trailer screen, but this was cumbersome. Also, if the customer order was taxable, then by billing this as a line item, the customer was charged sales tax. The operator could override this on the invoice trailer screen, but again this was cumbersome.

The solution in this release allows freight and miscellaneous charges to be entered with line items on orders or quotes. When the line items are invoiced, then freight and misc charges are invoiced, and they are automatically put in the freight and misc charge on the invoice trailer screen so that they do not affect the cost of goods sold. Also, the sales tax is determined by how the sales tax code is defined for that customer order, such as when freight and miscellaneous charges are not taxed. Some states charge sales tax on incoming or outgoing freight and miscellaneous charges, so by charging these as freight charges or miscellaneous charges on the trailer screen, the system calculates the sales tax correctly.

In order to use this new feature, the different misc charges that your company uses must first be defined in FREIGHT & MISC CHARGE MAINTENANCE on the S/M menu. The operator enters a description for each charge and whether the charge is for O=Outgoing Freight, I=Incoming Freight, or M=Miscellaneous Charge.

When entering or maintaining a quote, the operator has the option to enter "FR" and enter the freight or miscellaneous charge code, description and amount. When entering an order in Sales Order Entry, the operator has the option to enter "F" and the line number to add the freight or miscellaneous charge code, description and amount. Up to 9 different charges can be entered on a line item. For example, if the customer is being charged Freight and an Expediting Charge, they can each be entered.

When a quote is printed it shows these charges after the subtotal and includes them in the tax calculation and the totals. When an order acknowledgement or pick ticket is printed, if they show pricing, then these charges are printed after the subtotal and included in the tax calculation and totals.

When an invoice is created, then freight and miscellaneous charges are totaled for items that are being billed, and put on the invoice trailer screen. The operator can increase this amount, but they cannot make it less than the amount totaled from the line items that are being billed. When an invoice has been created for an order, and it is

pending the print process, the freight/misc charges cannot be changed in Sales Order Entry. When backorders are shipped and invoiced, if the freight/misc charges for a line were charged on a previous invoice for an item, then they cannot be changed. Bear in mind that the original purpose of this feature is to allow the entry of freight/misc charges at the time the order is entered. If they are not known until the invoice is being created, they can still be entered on the invoice trailer screen.

## **EMAIL**

We have also continued to add even more features to the emailing of documents that have been requested by our clients.

Email reports – **ALL** reports have been modified so that they can be emailed, particularly ones that have the potential to be very long reports. This includes all of the Accounts Payable Reports, General Ledger, Accounts Receivable, Month End Close, System Analysis and Verification

Emailing of documents – gives new option to email to yourself or other employees at your company. For other employees, a search option if available to retrieve their email address.

In the entry of email addresses for customers, we have added the ability to enter two additional email addresses for the sending of invoices and /or statements. These can be used when sending invoices or statements or both. When the daily invoices are emailed, a copy of the email is sent to these addresses. When the monthly statements are emailed, a copy of the email is sent to these addresses.

The programs on the INVOICE PROCESSING (IPM) menu that are used to re-send a group of invoices for all branches or for one branch, now allow entry of text for the body of the email and the operator to search through a list of employees as described above. The 'confidentiality' message is also put in the body of the email.

A/R INQUIRY (A/R MENU) – when selecting a group of invoices to reprint, the system allows entry of a selected purchase order #. Also allows the invoices to be emailed.

Statements – if the operator indicates that this is a restart, the system now gives them an option of sending only emails or only print or only fax. This is used if statements have been printed and only the faxes did not go out or the printer had a problem and they did not print, but the faxes and emails went. Another example might be if all of the emails did not go out, and only those need to be sent.

Expediting Request - in the purchasing system now has the option to email the document to the vendor.

Vendor email addresses (V/M menu) – ability to enter different email info for MRV's.

MRV Entry – gives the option to Email or fax or print an RGA or an MRV.  
Note: you must use the UnForm version in order to email this document type.

## **REPORTS**

- Detail Aged Trail Balance – now allows a list of salespeople to be printed, rather than one or all.
- Daily Invoice Salesperson Register – now gives totals by Ship via code. This is helpful to any company doing a study of shipping methods/charges.
- A/R Cash Application – Deposit Slip – Print customer name and code on deposit slip.
- Open Customer Order Report – #6 Backorders by Manuf - gives option of starting and ending dates.
- General Ledger – Budget and History Worksheet – If budgets have been setup for each general ledger account, then the budgets are printed on this report.
- Products by Matrix Sell # Report – New option to print totals only. This prints each matrix sell that has items in it, the vendors and quantity of items.
- Products by Pricing Group Report – New option to print totals only. This prints each vendor that has pricing groups, the pricing groups and quantity of items.
- Product Master List – option to print Trade Service items only.
- Customers by Type Report – Added the option to Export to Excel (WindX only).
- Customer Price Book – added the option to print only items that have Individual Item Price Exceptions
- Purchase Order Receiving Report – If the customer order is marked as “Ship Complete”, and all items have been received, the report shows “SELECTED” and “\*ALL COMPL”.
- Replenishment Action Report – Shows the Month-to-Date (mtd) sales for each item.
- Create Customer Individual Item Exceptions (FLI menu) – This program has been modified to allow you to import figures that are multipliers rather than net figures. For rebate cost, selling price, and order cost the operator is prompted whether they want to import a Fixed figure or a Multiplier. If they indicate the figure is a multiplier, then they are prompted for the column that the multiplier should be applied to.

- Trade Service Updates (TST menu) – this program has been modified to allow importing of a third format from Trade Service. This format includes the Pricing Group in the data that is imported.
- Top Gun Report (EOD) – Prints details for Inside Salespeople and Outside Salespeople. Also prints Value of Inventory by Replacement Cost, Weighted Average Cost, and Last Cost Paid.
- Overstock Report – allow user to enter 12 months instead of 0 to 11
- Product Seasonality Report – modifications have been made to this report to make it more useful as a purchasing tool. A 4<sup>th</sup> report option to print multiple manufacturers has been added and there are 3 different versions that can be printed:
  - 1) 12 months
  - 2) 6 months plus quantities
  - 3) 6 months plus purchasing info

## **NEW REPORTS**

- Display Order/P.O. Activity by Terminal (UTI) - When an order or purchase order is being worked on, other operators cannot look at this record. We have added a program on the UTI menu to allow you to view who (and their terminal #) is working on the order or purchase order.
- Monthly Sales Tax Discrepancies Report – this is a new report on the Month End Close Reports (MTH) menu. It prints a list of invoices where the taxable amount was changed. Show the customer, doc #, date, freight, misc charge, sales tax code, old taxable amt, new taxable amt. It is used to resolve any discrepancies between the total sales tax for the month and the sales tax calculated from the total taxable dollars.
- Customer Ranking by Inside Salesperson - this is a new report on the Sales Analysis (SAN) menu. It prints the sales by Inside Salesperson for a specified month. For each salesperson it shows the customers with sales, cost and profit for month-to-date and year-to-date. The customer can be ranked 5 different ways. The purpose of this report is to provide information on the Inside Salespeople and the customers they are handling. This report can be exported to excel (requires WindX).
- Comparative Sales Analysis by Selling Branch (SAN) – this is a new report on the Sales Analysis (SAN) menu, which is useful to companies that have more than one branch. It prints each customer that had sales at the branch and shows the sales for month-to-date, this month last year, year to date, year-to-date last fiscal year, total sales last fiscal year. This can be exported to excel and it shows the sell dollars, cost dollars, profit dollars, and profit % for month-to-date, this month last year, year-to-date, and last fiscal year.

- Direct Ship Billing Recap Report (POR) – new report that recaps the invoices that have been posted on direct ship p.o.'s and the invoices that have been issued to customers on the corresponding orders. The operator can enter starting and ending dates and customers to print. Provides a recap that can be viewed to make sure the billing has been done correctly on direct shipments.

## CYCLE COUNTING

A new menu PRC has been added to the system for Product Cycle Counting.

1. ENTER HOLIDAYS (UTI) – This program allows entry of the holidays observed by your company and thus items will not be assigned for cycle counting on these days.
2. INVENTORY CLASS ASSIGNMENT AND REPORT – This program can be used to re-assign the inventory classes that are assigned to items. It should be run at least every six months. Because the product assignments for daily cycle counting are based upon the inventory classes assigned to items, this should be run before the next program is run to generate the daily assignments.
3. INITIATE CYCLE COUNTING – This option is used to generate the daily assignments based on the inventory classes, and number of items to be counted each day, and the location in the warehouse. A screen is presented that shows the last time assignments were done and the last day to which items were assigned. If this is the first time assignments are generated, then the operator must fill in the # of times that items should be counted for each of the inventory classes and the number to be counted each day. Each time the operator runs this program after that, the system will show the frequency and the number of items they used in the past, and give the operator the option to make changes.

This program should be re-run whenever the last day to which items were assigned has been reached. Items that do not have a quantity on hand, or that are not assigned to an inventory class, are not assigned days to be counted.

4. ASSIGN NEW ITEMS FOR COUNTING- When new items are activated, they do not have an inventory class assigned, so this program will assign these to a date in the cycle count file. This program should be run every few months. If items have a quantity on hand and an inventory class, they will be assigned days to be counted based upon the frequency that was entered in the program that initiates cycle counting.
5. PRINT CYCLE COUNT FORMS - This option will allow the operator to enter the day (defaults to the current date) and print a report of the items to be counted that shows their location(s), current inventory, and leaves a space to enter the inventory count. This program will also show the last date assigned to items, as a

reminder that the program that assigns the items needs to be run again when that date is reached.

6. INVENTORY ON HAND ADJUSTMENTS – This program allows the operator to correct the on hand quantity after counting the items.

## **ORDER PROCESSING**

### Sales Order Entry (CTR menu)

- After the operator enters the quantity for an item, if there is not enough available to sell of the item, then the system checks the substitutes to see if any of them have stock. If they do, then the system gives a message stating this.
- In previous releases, at the input of the selling price for an item, we allowed entry of “M” plus a multiplier to markup cost to get the selling price. In this release, we have added the entry of “G” plus the gross margin to have the system calculate the selling price.
- A new option (7N) has been added to the list of options for updating charge sale orders. If the customer is set in the customer master file so that prices are printed on their pick tickets, then if 7N is selected, the pick ticket will not have prices. Note however that this only applies to the tickets printed in SOE. If there are backorders, the backorder pick ticket will have prices on it.
- allow the operator to create the invoice after the pick ticket has been printed if their terminal is set to allow invoice creation.

Order Processing and Transfer parameters - # of days to keep documents has been changed to # of months to keep documents. Allows this to be set up to 99 months.

Put-up shipping - screen now shows the net sell and cost per unit of measure if the terminal is defined to show these.

### Printing Backorder Tickets

- If an order is marked as “Ship Complete”, when all items have been received, the system prints all of the items, and it prints  
“\*\*\*SHIP COMPLETE – ORDER COMPLETE AND READY FOR RELEASE\*\*\*”  
below the shipping address.
- a new branch parameter has been added:  
PRINT SUBTOTAL AND SALES TAX ON BACKORDER PICK TICKETS?
- a new branch parameter has been added:  
CHECK STOCK BEFORE PRINTING PICK TICKET IN SOE? (Y/N)  
If your company has the parameter for the calculating the quantity available to ship set to a ‘Y’, then this new parameter will prevent the printing of pick tickets where there is nothing to ship if it is set to “Y”.
- The customer’s phone # is printed below the ship to address.

Sales Order Entry – show if item has an Individual Item Price Exception during item entry. This is indicated by showing a dollar sign ‘\$’ on the screen. Once an item has been entered, then the screen shows a ‘\$’ after the status so the operator can look at the list of items and see which ones have Individual Item Price Exceptions.

Job Entry/Maintenance – new field to put Job on Hold with any of the four Hold codes (C/H/A/I). If there are open orders for the job then the operator is given the option to put those orders on hold when they update the job. Orders entered in the future will be put on hold with the specified code until the job is removed from hold.

## **PRODUCTS**

A new program has been added on the FLI menu that allows the operator to activate many items from a file for a specified branch. The file must contain the UPC # of an item that is in the Product Header File in order for it to be activated. A report is printed that shows the status of each item, and then the operator is given the option to activate the items. This program has proven to be a time saver because up until now the operator would have to activate the items in a line item-by-item in Product Maintenance.

A new program has also been added on the FLI menu that allows the operator to change the Mfg ID for items in the Product File. The file must contain the UPC # of items in the Product Header File, and a Mfg ID that has been set up in the vendor file.

On Hand Inventory Adjustments – this program now shows the primary location for each item and allows it to be changed.

## **ACCOUNTS PAYABLE**

A/P Bank Maintenance (APM) – A place has been added for the “Pay cycle for buying group” and the “Pay to for buying group”. For members of Equity or Imark, they set up their buying group members in a pay cycle, and then the entry in the “Pay to” prints on all of the checks, which are sent to the buying group.

New fields have also been added to allow for files to be emailed to the operator when checks are run, and then archived.

GENERATE CHECK FILE(I=IMARK,B=BANK,O=BOTH,N=NONE)

DIRECTORY FOR ARCHIVED FILES

OPR INITIALS TO EMAIL FILE

A/P Invoice Comment – when type to end of line, system does not delete what was entered.

Vendor Master List (Detail version) – now shows the Prior Year Total Purchases.

When users log off, the system checks to see if there is an A/P invoice batch waiting to be updated. If there is one it tells them this, but allows them to log off.

## **QUOTES**

### Quote Entry and Maintenance (QUO menu)

- Ability to search for a job on the quote header screen and the operator is given the option to replace the quote header information with the information setup for the job in the Job Master File. This includes the shipping address, terms, sales tax code, inside salesperson, and the purchase order number.
- After the operator enters the quantity for an item, if there is not enough available to sell of the item, then the system checks the substitutes to see if any of them have stock. If they do, then the system gives a message stating this.
- In previous releases, at the input of the selling price for an item, we allowed entry of "M" plus a multiplier to markup cost to get the selling price. In this release, we have added the entry of "G" plus the gross margin to have the system calculate the selling price.

### Copy a Quote – two areas that had not previously been give attention:

- if copying from a customer that does not have customer part numbers to one that does, the system checks for these and fills them in on the quote, and vice versa. In other words, when copying from a customer that does have customer part numbers to one that does not, the customer parts numbers are cleared.
- When copying to a customer that has rebate costs as part of the price exceptions, these are loaded on the new quote, and vice versa. In other words, when copying to a customer that does not have rebate costs, they are cleared.

Quote Entry – If a terminal is set up to default to a particular salesperson for customer orders, then this has been applied to quotations also. – QUENT2 lines 830-855 to be put in QUENT2\_GUI

Quote Comment – when type to end of line, do not delete what was entered

## **REBATES**

Rebate File to Excel for Review – this program has been modified to allow the exporting of the monthly rebates to be very quick and easy. Instead of putting the file on disk, it is now emailed to the person running the program. Now the operator can indicate that they wish to print all vendors and the system automatically emails them a separate file for each vendor.

## **PURCHASING**

PURCHASING HISTORY INQUIRY OF SPECIALS (POI) – New inquiry that shows the Transaction history inquiry of specials purchased. The operator enters the vendor code and a starting date, and the system shows the receiving for all specials only. This is a new program for the POI menu. It will be similar to the existing ones that show



transaction history, but the operator will put in the vendor, and the program will only show the specials.

### **MISCELLANEOUS**

In Customer Maint and in Job Maint, the screen shows a list of the Hold Codes, like it does with the list of ways a Statement can be sent.

A/R Cash Application – do not allow misc dr/cr to be posted against the G/L account for Accounts Receivable.

On the Purchase Order Processing Menu, we have taken away the option to print purchase orders in a batch. This is because purchase orders can now be printed or faxed or emailed after they are entered or maintained and are no longer printed in batches.

Physical Year End (PYE menu) – Enter inventory cards – we did away with keeping track of the highest card # and limiting the next card # that can be used to be 10 cards higher than the last card # used. We also did away with the option to print missing cards in the Inventory Card Count Report.

All options on the FLE menu email the file to the operator. The formats of the files have been modified so that they are tab delimited, which makes them easier to open in Excel.

Unused parameters taken out:

Accounts Receivable: Use Mailer for Single Part Statement  
Use Quick Cash Application

Terminal Maintenance: Allow terminal to Release Orders on Hold