7H FEATURES

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Issues we have addressed
- When printing a report or doing an update, and another operator is working on a record, the system gives a message that a record is busy. Throughout the software, we have added the login of the user that has the record tied up. This will allow you to identify the specific user that has the record.

- Reports printed through the sequencer can be emailed at the time they are processed. When they are printed again the operator has the choice of whether to send them to a printer or to email them.

- All programs that export a file to excel (Providex only) now email the file rather than invoke excel. This allows the operator to continue working and review the excel file at their convenience.

- When reports are **emailed, they are sent as a .pdf**. This makes the report easier to review on the pc and formats the printing properly.

Program Sequencer
The following reports on the **EOD menu have been modified to run through the Program Sequencer.**
- Print Invoices
- G/L End of Day
- Matrix Price Discrepancies
- Cancelled Customer Orders
- Items Sold Today
- Release Delayed Docs/Stockouts/ Re-age A/R

This allows the end-of-day procedures to be run without the operator having to run them from the menu each day.
✓   Note: When the A/R Statements are printed through the sequencer, if the operator must re-print from the sequencer, only the printed ones (not fax or email) are printed again. The same will be true with the invoices. If they must be printed again through the sequencer because of something like a paper jam, only the printed ones are sent to the printer. In both cases the fax and emails are **not** sent again.

Emailing reports
When emailing reports in Harvest, the system gives the option to **enter "P" to search other operators to email the report.** It also, gives the option to add up to eight (8) operators to copy on the report. Also, the operator can enter 'G' to select a Group of operators to copy. These features have been added to both the program that emails reports on-demand and the one to input initials for emailing through the sequencer.

Programs that **export to Excel**
- Vendor History Report (V/N). This report can now be exported to excel, and the information for each vendor is presented on one line.
- Inventory Adjustments History Report (INC)

- Customer Price Exception Inquiry (CPM)
- Product Master List (PRM)
- Cancelled Specials Received Report (OPR) - This report shows cases where specials were ordered for a customer and received, and then the customer cancelled the order. The items either need to be:
  - set up as a stock inventory item in the system, or
  - Returned to the vendor.

After this has been export to excel, columns can be added to the spreadsheet to keep track of the action taken on each item.

- Open Orders by Salesperson and Delivery Date – add order/salesperson/branch totals, order sell, gp%

Accounts Payable

• A new parameter has been added to Accounts Payable to allow multi-branch companies to **separate A/P by branch**. This project involved two parts:
- The first part addressed the issue that when A/P invoices are entered, they are all posted to one A/P account and when A/P checks are updated, all of the discount is posted to one General Ledger Account. In order to separate the accounts payable by branch and the discount by branch, the system has been modified to track the branch # on each invoice that is entered. When the invoices are entered, the system calculates the amount to post to accounts payable for each branch. When the checks are updated, the system calculates the amount of payables and the discount that are posted to the accounts for each branch.
- The second part addressed the issue of how to enter invoices where the expense must be split between branches. In other words, it allows the posting of invoices that need to be divided to more than one branch. First a new program has been written to allow entry of the percent that will be applied to each branch. There are up to 25 'separation' codes (A – Z). The operator can print them out to paper. The percentages for each code must total 100%.

A second new program has been added to enter Invoices with branch separation codes. This works very similar to the current invoice entry program, except that it has a place to enter the separation code. When the invoice is posted to the file it will be separated according to the percentages for the separation code by creating a separate invoice for each branch.

Example: Invoice #: 12345 for $1000
          Code A: BR 1   40%
                         Br2   10%
                         Br 3   30%
                         Br 4   20%

Will create 5 invoices:		Debit	credit
12345-01	$400	A/P-00	expense-00
12345-02	$100	A/P-02	expense-02
12345-03	$300	A/P-03	expense-03
12345-04	$200	A/P-04	expense-04

Each of these will debit the G/L for A/P for the branches and credit the G/L for the expense(s) for the branches.

Notes:
✓ if the operator updates the invoice and then discovers that they made a mistake to the amounts or the G/L posting or the dates, then they will have to edit each invoice to make the corrections.
✓ the invoice #'s will be recorded in the file with -01, -02, etc after the invoice #. Because the length of invoice #'s is normally limited to 10 characters, this program will limit them to 7 characters to allow the other 3 to be added by the program.
✓ when the checks are generated, the remittance will show 5 invoices being paid (or how ever many branches are involved).
• A/P Vendor Purchasing/Payment History Report- this is a new program that generates an excel file from the Accounts Payable System. **The purpose of this file is to recap the A/P Invoices that are paid by branch and total dollars by vendor that is then used for other calculations**. The excel file will automatically be emailed to the person that runs the program. The operator will select the following:
1. One branch or all branches
2. Starting and Ending Vendors (or all)
3. Starting and Ending Dates
4. Pay cycle or all pay cycles
5. Whether the file should include credits.
6. Whether the date selection is based in document invoice date or payment date.
7. Whether they want a Summary File or Detail File.
The program searches through the Accounts Payable History and if the operator wants a summary file, then it will accumulate the total dollars for the invoices that meet the criteria selected. The spreadsheet contains columns for the vendor code, vendor name, invoice dollars, a column for each branch with the payment dollars, and a column with the company total.
If the operator wants a detail file, it shows the vendor code, vendor name, each invoice #, invoice date, check #, invoice, dollars, a column for each branch with the payment dollars, and the payment date.
✓ Note: This file will only include invoices that have been paid.
•   A/P Check Inquiry by Vendor (API) – new program - shows list of checks that were written to a selected vendor and allows display of detail info.
•   Invoice History Inquiry (API) – option to enter "CM" to view comments that were entered for an invoice.
•   Open Invoice Inquiry (API) - gives option to jump to a specific invoice and display Invoice Comments.
•   A/P Vendor Maintenance – field to enter e-mail address and person. Add new record to EMLMST for this, but let the operator do the entry right in Vendor Maintenance. Present this email address when emailing check remittance.
•   **A/P remittances – option to email to vendor**.

Purchasing & Salesperson Maintenance
•   Salesperson Maintenance – added new field for the operator initials. This allows the retrieval of the email address from the operator based upon the salesperson for customer orders.
Two new parameters have been added to the purchasing system:

28. SEND EMAIL WHEN 'SHIP COMPLETE' ORDERS RECEIVED? (Y/N)
29. SEND EMAIL WHEN SPECIALS RECEIVED? (Y/N)
These new emails inform the Inside Salespeople about the receiving that happens on their orders. In order to make these happen, in Salesperson Maintenance (SAM), the system allows entry of the Operator Initials. This is necessary to build a link between the Inside Salesperson code entered on each order and their Initials to retrieve their email address.
#28: When customer orders are marked as 'Ship Complete' and the items are received on the p.o., the system sends an email to the inside salesperson so that they are aware of the receiving. This will happen when the P.O. Receiving is done, so the salesperson is informed immediately. If there are multiple items received on the p.o. that are all on one customer order, the salesperson will receive one email for that p.o.
#29: When p.o. receiving is done, the system sends an email to the inside salesperson for each special received. One email per p.o. receiving update,.i.e. if there are 5 specials on the same p.o. for the same project manager, then send one email to them.
The system gets the email address of the Inside Salesperson on the customer orders and sends an email to each Inside Salesperson listing the Order #, line item #, customer, p.o. #, line item #, item, and quantity received. The 'from email address' is the one in the system for the operator that does the p.o. receiving. The subject is 'Receiving on p.o. ########'
• When creating a purchase order, the system has a parameter that determines which cost is used. We have added a field on the p.o. header screen that will allow the operator to select which cost they want to use on a p.o. (L/W/R).
✓ Note: existing items on a p.o. will not be changed if the operator adds items and then changes this field.
• Currently the system considers a stockout to occur when there is not sufficient inventory to fill an order and a backorder occurs. However, when the **inventory goes to zero on an item,** it should also consider this a stockout and print this on the Daily Report of Items with Stockouts. On the Items with Stockouts Report (PRP), the operator is given the option to print Items that went to zero inventory. If they indicate that they want to print this, then the system allows them to enter a date range. It searches for any items that had a stockout according to the new definition within these dates.
        If the ending date is the current date, then the system searches through any items that have been put-up and prints the items where the stock will go to zero when the invoices are updated. Also give the operator the option of printing only the items that are not on purchase orders.
• Purchase Order output screen – shows which of the totals is used to determine if the vendor will pay the freight. This is based upon the field from Vendor Maintenance for FRT CHG DETERMINED BY (#26).

Product Maintenance
Replacement cost by branch: a new field has been added to the Product Data by branch to allow entry of the Replacement Cost. There are two ways that this cost is entered or changed – in Product Maintenance or by loading it from a vendor file. It is used in Quotes, Sales Order Entry, Customer Price Check, and when printing the Value of Inventory Report. It will be used as both the cost on the order/quote and to calculate

pricing. If it is not entered, then the system uses the company replacement cost. A new program has been added on the FLI (FILE IMPORT) menu to update the field.

Order Processing
When using the inventory allocation system, all shippable items are put-up on the order immediately after the shipping ticket prints. When a change is made to the order before the items are shipped, the salesperson needs to re-print the ticket showing all of the items shipping. In order to do this, they must **un-putup all of the items on the order**, which can be time consuming. We have modified two areas of the software to expedite this.

- Sales Order Entry - We have added a new "UN" option to the charge options in Sales Order Entry. This will allow the operator to UN-putup all items with one keystroke, then make modifications to the order, and the print it again.
- We have modified the PUT-UP SHIPPING program on the WAR menu to give the operator a new "UN" option. This allows the operator to UN-putup all items with one keystroke. All items that have not been invoiced will be un-putup. If this is a new order (no items are previously shipped and invoiced) then the system gives the operator the option of re-printing the ticket, and it will say "*****REPRINT******" above the customers name. If it is not a new ticket, then this option will not be given and it will be printed with the next backorder batch.

These options are only given if the operator is not set to create invoices and to operators that are in the security group that allows them to un-putup items. A new Order Processing parameter has been added for this group. The system will check that there are no invoices in process for the order before allowing this.

- Margin Calculator (in both SOE and quotations)- allows the sell to be less than cost. If sell is less than cost, system gives the operator a warning, but allows them to continue.
- Items Sold Today Report – gives option to print by Customer and Document # or by Manufacturer ID and Catalog # or both ways.
- If an order is flagged to not print prices when it is printed in SOE, then the backorder ticket should not print pricing. Create a field in ORHEAD to track this, and do/do not print pricing on backorder based upon this field.
- Invoice Trailer Screen – add field (INHEAD) to indicate that a copy of the invoice should **not be sent to the customer**. When print the daily batch, do not email or fax. It should be written to INRTHD and show on the screen, because if a customer says they did not get the invoice, the operator should check this field. Also, if they are printing/faxing/emailing a copy through Invoice Retrieval, it should tell them that it was flagged to NOT send to the customer, and question if they are sure they want to do this

Order Processing and Warehouse
A new series of programs and modifications **track the location of items being held for customer orders.**

- The current labels for non-stocking and stocking items from p.o.'s have been modified to have a bar-code of the ticket and line #, rather than the bar-code of the purchase order. Although the purchase order # is still on the label.

- After special items are received, then the warehouse uses bar-code scanners to scan the order/line # and the location as they put each item on the shelf in the receiving warehouse. They will enter the quantity.
- They reverse the same procedure as they remove items from the shelf.
- Warehouse/salespeople can look at orders in the computer and if an item has been shelved they can see where each item is located and have the option to print a list of items on an order with the holding locations.

NOTE:
  ✓ When items are put on the shelves or taken off the shelves, this does not affect any of the quantities on the order.
  ✓ If an item is shelved, and then invoiced without being un-shelved, the operator is given a warning and the item is un-shelved.

Reports:
- Special Inventory Location Inquiry and Report – list of items on holding shelves by location.
- Pick Tickets – these have been modified to show the holding locations of each item.
- Warehouse Location Report – prints everything on the holding shelves by manuf. Gives option to specify manuf or all, customer or all, or ticket #. Can be viewed on screen or printed to paper.

Bar Code Scanning and Labels
As part of the project discussed above, we have added a new LBL (LABELS) menu, which is for printing labels. Some of the label printing programs were on the BAR menu and some if them were on the WAR menu or the INC menu, so we have consolidated all of them on one menu.

Accounts Receivable
• A/R Billing Recap Report – allow the use of wild cards for the Job name.
• A/R Inquiry – enter '**LG'** to display log of each time a statement has been emailed to the customer.
• Over Credit Limit Report – new report that prints customers that are over their credit limit. This report shows the following:
Customer # & Name
Credit Limit (this is to be per account – Shop & jobs separately)
A/R Balance, Over 60, Over 90, Over 120
Open Order Balance (the stock and specials can be combined into one total)
Last Pay Date
Each account (jobs and shop) print a separate line on the report.
The following prompts are given:
- DO YOU WISH TO PRINT ONLY CUSTOMERS THAT ARE OVER THEIR CREDIT LIMIT?
- ENTER PERCENT THAT CUSTOMER MUST BE WITHIN CREDIT LIMIT TO PRINT?
(this would include those that are over) (if you enter 0 here, then all will print)
If a particular Job is over it's limit, it will print all of the information for that customer so you have the complete picture.

Inventory Control
• Inventory Transactions by Product Group Report: new report that prints all of the transactions for the items in a specified product group. The operator specifies starting and ending dates and one manufacturer or all. An example of how this report might be used is in conjunction with the Management Summary Report, which includes the starting and ending inventory for each product group each month. The report could be used to research the change in figures on that report in a month.
• Value of Inventory Report – this program has been modified so that if you export the file to excel, then it shows both weighted average cost and last cost paid in the file, despite the cost selected to print on the report. This allows the operator to view all three costs at once. One of the advantages of exporting to excel is that you are not limited in the columns of information. We have also added a column with the item description.

Merchandise Returns
• Totals have been added for each document on the Open Merchandise Return Report.
• The "# of days" before completed MRV's and RGA's are cleared from the system has been changed to a "# of months", thus allowing documents to be kept for more than 99 days.

File Import and Export
• Create **substitutes** from excel file- Currently this program requires the UPC #'s for the substitutes to be listed vertically in a file with a unique group number for each set of substitutes. This program has been modified to allow the substitutes to be listed in a row in an excel spreadsheet.
• **Update Product Primary Locations** – load primary locations from file
• **List of open orders by Ship-to for a customer**: This is a new program on the FLE Menu (FILE EXPORT) and exports an excel file that shows all open orders by a customer by ship-to's that are set up in the ship-to file. The file is automatically emailed to the operator that runs the program.

Miscellaneous Improvements
• Customer Price Book – If the selected customer has jobs, gives the operator the option of printing for the job only. If printing items with Individual Price Exceptions only then ignore Exceptions that have expired.
• Purchasing History Inquiry by Vendor – added 'RE' option so as the operator views many screen of information they can Reverse back to previous screens.
• Vendor File History Inquiry (V/M) – records more than one year old are cleared from this file during year end close (similar to Trade Service History Inquiry).
• Job Status Inquiry and Report (JOB) – if customer does not have jobs, display warning and go back to customer input.
• Fill Rate Report – we have added a question to clear the data after printing.