

## What's new and improved in Harvest 2015?

### Issues Addressed

Here we took some of the tasks that have been difficult and tried to make them so they are easier, so the software is working for you, not vice versa.

- The main feature in this release is the expansion of the number of times that line items on customer orders can be shipped and invoiced, and the number of times items on purchase orders can be received and billed. This has been expanded from the limit of 5 times to 99 times. Inquiry screens have been modified to allow the operator to see the complete list of these transactions.
- The emailing of documents has been re-written so it is done more efficiently. This will cut the time that an operator must wait while a document/report is being emailed.
- Units of Measure and precision. The units of measure that are handled by Harvest are E=Each, C=Hundred, M=Thousand. Precision is the number of characters to the right of the decimal that are used for order base and for cost. These are defined in the Order Processing Parameters. When updates are done to these figures and the unit of measure is different that what it is in the Product Master Record for an item, then the system converts the figures to be the same as the unit of measure in the Product Master Record. This is done in programs such as those on the FLI menu to import price exceptions or Multiplier Exceptions. When these figures are updated, we have modified the system to use the precision specified in the parameters.

Example: if a system is set to precision 4 and an item has a unit of measure of "E" in the Product Master File, but the file being imported is based upon the unit of measure of "C".

before release:	422.58/C	converts to 4.23/E
After release:	422.58/C	converts to 4.2258/E

- One of the things that has always been very difficult in Harvest has been the reversal of vendor invoices that have been posted against direct ship purchase orders. In this release we have written a program to remove an invoice that has been posted against a direct ship purchase order. This is only allowed if the items have not already been invoiced to the customer. It makes sure that there is not a pending invoice, and if there is one pending then it tells the operator it must be removed first. It un-ships the items on the customer order, un-receives the items on the p.o, and unbills the items on the purchase order.  
The steps in this new program are:
  1. enter p.o. #, and the program checks for pending invoices. If there is one, then the program notifies the operator that it must be removed. If not, then it displays the invoices that have been posted against the purchase order.
  2. enter invoice #, and the program reads through lines that were billed with that invoice # and make sure the quantity can be un-committed on the order (qty <= qty invoiced – qty committed)

3. After the operator confirms that they wish to proceed, the program un-puts items on the customer order, un-receives the items on the p.o., and un-bills the items on the p.o. If the system is set up to automatically post invoices to accounts payable, then it checks to see if the invoice is in the pending file of invoices to be posted to accounts payable. If it is, then it is removed. If it has already been posted to accounts payable, then it is posted in the pending invoice file with the dollars reversed.

### File Import

Update Product Costs from File – the format of this file has been redone so that it does not require the mfg ID, catalog #, or the unit of measure. In it's simplest form the operator must have only the UPC # and the cost.

### Order Processing

- Sales Order Entry - If a cash sale has been partially invoiced, do not allow the operator to change it to a charge sale. If a charge sale has been partially invoiced, do not allow the operator to change it to a cash sale.
- Sales Order Entry – shows the customer phone number on the order header screen. If order is put-up, show if there is a pending invoice.
- Print bar-codes on pick tickets: we have added a field to the customer master file with two options for printing bar-code on pick tickets.
  - 1) Y = if customer has part numbers set up in the system, then print a bar-code of that number on the pick tickets.
  - 2) T = each pick ticket will have a series of barcodes after all of the items that include the customer purchase order #, total quantity shipped, customer account #, order #, and the date.
- Customer P.O Report (OPR menu) – This is a new report that prints a list of items sold on a specified customer purchase order or all purchase orders. It shows the quantity and selling price of each item, and gives the option of printing cost.
- Overdue Customer Orders Report (OPR) – Gives option to print summary only and does not print a new page for each customer.
- Daily Invoice Register Update (IPM menu) – the operator is now given the option to enter an Accounting Date when the register is updated. If this option is selected, then the date entered is used for the General Ledger Postings. If this feature is not selected, then all invoices post to the General Ledger based upon the date of the invoice. An example of when this might be used: If invoices are entered with previous dates and you want them to post to the General Ledger with the current date, then use this option and enter the current date.
- Matrix File Maintenance and Matrix File Listing have been modified to allow entry of matrix sells by branch. This allows a company with multiple branches to set up different discount levels for the P-Codes at different branches. This also allows the branch matrix sells to be based upon Last Cost Paid and Weighted Average Cost because those are costs developed at the branch level.
- Open Order Report (OPR) – #6 Backorders by Item – new option to print only items with stock.

- Mailer Message Maintenance (S/M) – a new letter (S) has been set up for entry of text for specials. If you have text that you want to go in the comments for every line item on an order that is a special, then enter the text and the system will automatically fill this in on every special.

### Quotations

Have you ever cancelled a line on a quote and then realized that you cancelled the wrong line item? We have now added the option to reinstate a line item on a quote. Just as in customer maintenance and vendor maintenance, the operator enters 'DE' and then they are given the option to reinstate an item.

### Purchasing

- A new Purchase Order Processing parameter has been added to allow all documents to be emailed to the operator updating a purchase order when the vendor does not have an email address setup in the system.

New Parameters: ALLOW EMAIL OF ALL PURCHASE ORDERS? (Y/N)

- The Branch File has been modified to allow the entry of a separate Bill-to Address for all purchase orders. The format of purchase orders printed or faxed with UnForm has been redone to accommodate this and multiple improvements have been made.
- REMOVE VENDOR DIRECT SHIP INVOICE – This is a new program to remove an invoice that has been posted against a direct ship purchase order. This can only be used if the items have not already been invoiced to the customer. The program checks to make sure there is not a pending customer invoice – if there is one pending then it tells the operator that they must remove it before the vendor invoice can be removed (undone).
  - The program Un-ships the items on the customer order, and un-receives and un-bills the items on the purchase order.
  - If your company posts vendor invoices to Accounts Payable automatically, then it checks to see if then invoice is in the pending daily file. If it is, then it removes it from the pending daily file. If the invoice has already been updated to Accounts Payable and it has not been paid, then an entry is written to the daily file that will adjust the amount of the invoice to zero. If the invoice has already been paid, then no action is taken in Accounts Payable. It is up to the operator to determine if they will enter a credit against the invoice or what action will be taken.
- Customer Direct Ship Pending Billing Report – This report is used if your system is set up to NOT bill customers when an invoice is entered against direct ship purchase order. It provides a list of the customer orders that are ready to be billed. Because the use of this report depends on the P.O. Parameter for creating the customer invoice when the p.o. invoice is entered for direct shipments, we have changed the program so it puts the option on the POR menu if that parameter is changed to 'N' and takes it away if it is set to 'Y'.

### Rebates

The program to copy rebates has been modified to allow them to be copied between customers and models. This is the same as how customer price exceptions can be copied between customers and models. An example of how this might be used is when you have set up the rebates for a customer and then they have more than one account. You could either copy the rebates to the new account or set up a model and copy them to the model.

### Reports exported to Excel

- Purchase Order Status Report
- Yearly Summary of Postings
- General Ledger Trial Balance
- G/L Monthly and Yearly Summary of Postings – batch # in separate column
- Physical Count Report from INV menu when doing annual inventory with bar code scanners.
- Sales Analysis – Customer Sales Analysis Report by Vendor – added a column for the item description.

### Program Sequencer

The following programs can now be run through the program sequencer:

- Daily Transfer Register and option of All Branches has been added.
- SOE Cash Receipts Journal

### Accounts Payable

- Pay cycle on invoices - when selecting invoices for payment, the system was looking at the pay cycle for the vendor instead of the pay cycle for the invoice. This has been changed.
- Unused A/P Parameters have been taken out - #3 Check Stock?
- Creation of Bank file when A/P checks are run (Positive Pay File). The system already allowed a file to be created for IMark, and now we have added a file format to be sent to the bank, so the choices are “B” for Bank, “I” for Imark, and “O” for both.
- A/P Vendor History Inquiry – the operator has the option to enter “GL” and view a screen that shows the General Ledger postings that were entered for the invoice.
- Printing 1099 forms – after the forms are printed, then operator is given the option of clearing the year-to-date figures.

### Accounts Receivable

A/R Cash Application by document # – This is a new program to allow checks to be posted to multiple branches. If you have more than one branch, currently the system requires that the entire check be posted only to documents in the branch that is selected before application begins. However, distributors will often get one check with invoices from different branches. Before this program the invoices had to be separated and totaled by branch before cash application could be done.

This new program allows the operator to enter each document to be paid (or select it from a list). If the operator puts money on account or creates a misc debit or credit, they are

prompted for the branch #. The General Ledger is updated by branch when the checks are updated.

### Misc

- Multiplier Exceptions (TST) – the system has the operator update these each week after the Trade Service update has been done. The program has been modified so that if you do not have any multiplier exceptions entered in the file, the system does not prompt to update these.
- Daily Cycle Counting (INC)– we have added a new program called VIEW DAILY CYCLE ASSIGNMENTS. After choosing the branch, the system displays each of the dates that have been scheduled and the number of items to be counted on that date.
- Terminal Display/Control Defaults (DEF menu) – we have taken out the last part of #10 in DEF #8. ALLOW ENTRY OF ON-ACCT A/R PAYMENT. The cash sale system handles deposits on customer orders and the order is either open with a deposit or the deposit is returned to the customer.
- RGA's – these can now be emailed to customers
- Copy Customer Price Exceptions based upon Substitutes (CPM) – this program has been modified to calculate the correct sell/cost if there is a unit of measure (E/C/M) difference between the exception and the substitute.

### Misc Reports

- Top Gun Report (E0D) – shows MTD sales invoice information by Salesperson.
- Customer Sales Analysis Report by Vendor (SAN) – gives the option to print the description of each item.
- Physical Count Report (INC) – This report now gives the option to print items in a specified Header Status Code or to exclude items by selected Header Status code. It only gives this option if your company has Header Status Codes in the Table file. Also, it now prints items with blank locations when it is sorted by location.
- Value of Inventory Report (INC) – this report now gives the option to include or exclude selected header status codes. This option is only given if there are Header Status Code in the Tables file.
- Transfer Receiving Report (TRN) - if a customer order is COD then this report prints the customer P.O. number on the order.
- Open Transfers Report (TRN) – when printing option #3 Transfers Shipped but Not Received – print the last ship date (not the receive date).
- Items Sold Today Report – option to exclude items that are above Order Point.
- Cycle Count Report (INC)– print QTY ON HAND/ PUT-UP
- Customer Labels and Accounts Payable Vendor Labels can be printed to laser printer label sheets that have 3 across and 10 down.

### Month End Close

Display Un-posted Activity – this program is used to check through the system to make sure there are no monthly transactions that have not been posted. It also makes copies of

monthly files on the disk each month. We have added the Monthly Transfer File to the list of files where a copy is made.

## GRAPHICAL SOFTWARE

### Quotations

Have you ever entered a list of items for a quote and discovered that you missed one of the items. Of course you can add that item on the end of the list, but would prefer to insert it so the items on the quote are in the same order as the list. This can now be done in the graphical software using the Move Up/Down buttons. After you add the item to the quote, hit the Move Up button repeatedly until the item is moved to the line where you want it on the quote.

Here is an example: In the first screen shot below, the last item EBI ISC-Y has been added to the quote. In the second screen shot the operator has left clicked on line 7 once to highlight it and then left clicked on the Move Up button. This has been done three times to move it to line 4 on the quote.

This feature is available both in quote entry and quote maintenance.

### Customer Ticket Inquiry

In Sales Order Entry or Customer Order Inquiry, operators are able to view the list of open orders for a customer. But what if a customer wants to know the current status on items they have already ordered? We have now added a new button to this screen for “Open Details” that shows the Mfgr ID and Catalog # of open items, along with the ordered date, requested delivery date, quantity ordered, quantity committed, and quantity due. They are presented by order number, but they can easily be displayed by Mfgr and Catalog by clicking on the heading of the column.

There are three screens below that show this. The first one shows the inquiry with the list of orders for the customer. The second one shows the display after hitting the “Open Details” button. The third one shows the display after hitting the “Mfgr ID / Catalog #” heading. The display can be re-sorted by hitting the heading of any of the other columns.

There is also a button for “All Details”, which will show the same information for all orders that this customer has placed, whether they are open or completed. The completed orders are show in blue and the open orders are show in black. The system defaults to showing this information for the last five years (if available), but the option is given to change the starting date.

If the operator clicks on one of the lines in the display, they are taken to the display of the lines on the order, where more detail information is displayed.

# Quotations

Quote Line Items

Quote #: 00923 Customer: TEST TEST CUSTOMER AT WALDEN QUOLIN

Ln	Mfg	Catalog	Qty Ord	Sell \$\$	Extension
001	ACB	1 LIGHT	20	30.00	600.00
002WF	AMI	2718	1	2,406.40	24.06
003	ADV	L-140F-TP	4	11.87	47.48
004	BLI	B22-10FT-GRN	6	360.704	21.64
005	HUB	SPECIAL CATALOG #	1	30.00	30.00
006	ALM	8051DBL	1	6.06	6.06
007	EBI	ISC-Y	2	6.8075	13.62

Parts Total: 742.86

+ ADD ITEM  
FREIGHT  
OPTIONS  
MARGIN CALC  
EXIT

Ln: 008 Part: Mfg ID/Catalog: UOM: E

Description: Quantity Quoted: 1 Sell Price: Extension: 0.00  
Minimum Qty: 1 Trade Disc: .0000 Unit price: 0.00  
Maximum Qty: 1 Quoted Cost: 0.00 Gross Profit %: 0.00  
Available: UPDATE ITEM

Quote Line Items

Quote #: 00923 Customer: TEST TEST CUSTOMER AT WALDEN QUOLIN

Ln	Mfg	Catalog	Qty Ord	Sell \$\$	Extension
001	ACB	1 LIGHT	20	30.00	600.00
002WF	AMI	2718	1	2,406.40	24.06
003	ADV	L-140F-TP	4	11.87	47.48
004	EBI	ISC-Y	2	6.8075	13.62
005	BLI	B22-10FT-GRN	6	360.704	21.64
006	HUB	SPECIAL CATALOG #	1	30.00	30.00
007	ALM	8051DBL	1	6.06	6.06

Parts Total: 841.42

+ ADD ITEM  
FREIGHT  
OPTIONS  
MARGIN CALC  
EXIT

Ln: 004 Part: Mfg ID/Catalog: EBI ISC-Y

Description: YELLOW HARD HATS UOM: C

Quantity Quoted: 2 Sell Price: Extension: 0.00  
Minimum Qty: 1 Trade Disc: .0000 Unit price: 360.70  
Maximum Qty: 2 Quoted Cost: 3.89 Gross Profit %: 0.00  
Available: UPDATE ITEM

# Customer Order Inquiry

Customer Order Inquiry by Customer

Customer:   View:  All Orders  Open Only  All Details  Open Details ORHELP

Br/Order #	Customer P.O. #	Job Name	Date
01/0007439		45 GROVE ST WALTHAM, MA	10/31/2005
01/0009380			01/31/2012
01/0009381			01/31/2012
01/0009382			01/31/2012
01/0009403			02/10/2012
01/0009421			02/12/2012
01/0009422			02/12/2012
01/0009423			02/13/2012
01/0009442			02/14/2012
01/0009443	PAT PFUDERER		02/14/2012
01/0009472			02/28/2012

Customer Order Inquiry by Customer

Customer:   View:  All Orders  Open Only  All Details  Open Details ORHELP

Br/Order #	Line	Mfgr ID / Catalog #	Date Ordered	Requested	Qty Ordered	Committed	Qty Due
01/0009380	001	AMI 2718	01/31/2012	ASAP	2	0	2
01/0009381	001	AMI 2718	01/31/2012	ASAP	1	0	1
01/0009381	002	ACB 1 LIGHT	01/31/2012	ASAP	25	10	15
01/0009382	001	AMI 2718	01/31/2012	ASAP	10	0	10
01/0009421	001	ACB 3653-0633	02/12/2012	ASAP	10	0	10
01/0009421	002	EAS CK30	02/12/2012	ASAP	25	0	25
01/0009422	001	ACB 1 LIGHT	02/12/2012	ASAP	20	0	20
01/0009422	002	ACB 151515	02/12/2012	ASAP	10	0	10
01/0009422	003	WIR BARE-SD-4-7STR-CU-198R	02/12/2012	ASAP	10	0	10
01/0009422	004	RAB FF100	02/12/2012	ASAP	50	0	50
01/0009423	001	ADV VEL-4P32-RH-TP	02/13/2012	ASAP	10	0	10
01/0009423	002	ACB LDK0EW	02/13/2012	ASAP	1	0	1
01/0009423	003	ADV L-140F-TP	02/13/2012	ASAP	1	0	1
01/0009442	001	ACB 1 LIGHT	02/14/2012	ASAP	1	0	1
01/0009443	001	ADY 71AB071-001D	02/14/2012	ASAP	1	0	1
01/0009443	002	ACB 1 LIGHT	02/14/2012	ASAP	1	0	1
01/0009472	001	CAB ARMORED-CABLE-10/3-SOL-90E	02/28/2012	ASAP	25	0	25
01/0009472	002	CAB ARMORED-CABLE-12/3-SOL-90D	02/28/2012	ASAP	50	0	50
01/0009472	003	BLI B22-10FT-GRN	02/28/2012	ASAP	2	0	2

## Customer Order Inquiry by Customer

Customer: BELAN

ROGER BELANGER GEN CONTR

View:

 All Orders  
 Open Only All Details  
 Open Details

ORHELP

Br/Order #	Line	Mfgr ID / Catalog # ^	Date Ordered	Requested	Qty Ordered	Committed	Qty Due
01/0009381	002	ACB 1 LIGHT	01/31/2012	ASAP	25	10	15
01/0009422	001	ACB 1 LIGHT	02/12/2012	ASAP	20	0	20
01/0009442	001	ACB 1 LIGHT	02/14/2012	ASAP	1	0	1
01/0009443	002	ACB 1 LIGHT	02/14/2012	ASAP	1	0	1
01/0009422	002	ACB 151515	02/12/2012	ASAP	10	0	10
01/0009421	001	ACB 3653-0633	02/12/2012	ASAP	10	0	10
01/0009423	002	ACB LDK0EW	02/13/2012	ASAP	1	0	1
01/0009443	001	ADV 71AB071-001D	02/14/2012	ASAP	1	0	1
01/0009423	003	ADV L-140F-TP	02/13/2012	ASAP	1	0	1
01/0009423	001	ADV VEL-4P32-RH-TP	02/13/2012	ASAP	10	0	10
01/0009380	001	AMI 2718	01/31/2012	ASAP	2	0	2
01/0009381	001	AMI 2718	01/31/2012	ASAP	1	0	1
01/0009382	001	AMI 2718	01/31/2012	ASAP	10	0	10
01/0009472	003	BLI B22-10FT-GRN	02/28/2012	ASAP	2	0	2
01/0009472	001	CAB ARMORED-CABLE-10/3-SOL-90E	02/28/2012	ASAP	25	0	25
01/0009472	002	CAB ARMORED-CABLE-12/3-SOL-90D	02/28/2012	ASAP	50	0	50
01/0009421	002	EAS CK30	02/12/2012	ASAP	25	0	25
01/0009422	004	RAB FF100	02/12/2012	ASAP	50	0	50
01/0009422	003	WIR BARE-SD-4-7STR-CU-198R	02/12/2012	ASAP	10	0	10

X EXIT