

What's new and improved in Harvest 2016?

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Issues Addressed

- In this release, 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. An example is the option to add the items on a quote onto an open order in the Sales Order Entry System.
- Throughout the software we have added a message that tells an operator when another operator (who is it?) is working on a record that they are trying to access. For example, if an operator is trying to add an item on a purchase order and another operator is working on that item in Product Maintenance. In the past the system gave a message about this, but now it tells you the login of the operator that is working on the item.

- See the new “Build Merchandise Returns” option below, which is similar to the “Build a Purchase Order” program. Also see the new options to export the items on a purchase order into an excel file.
- Distributors often have more than a million products in their product file, but often less than 10% of these items are stocked. When a terminal is set to only show stock items when doing a product search, the system had to look at the item and then do a 2nd look to see if the item is a stock item. If the distributor has more than one branch, this may involve multiple looks to see if the item is a stock item. In this release we have added a flag in the product file to indicate if this is a stock item at any of the branches. This speeds up the product searches that are done throughout the system.
- We have added parameters to the quotations system that determine if notifications are sent to the salespeople when quotes have not been turned into orders. See the Quotations section below.

Export to Excel

- A/P Checks Paid Report (APR)- in addition to the information show on the report, the excel file contains the Batch #, G/L Distribution, and the P.O. #.
- A/P Check Register (APC)
- A/P Vendor Master List – (APR)
- Daily Invoice Salesperson Register (EXE)
- Financial Statements (F/S)
- Salesperson History Report (SAM)
- Sales Analysis by Product Group (SAN)
- Customer Price Book (C/R)

Reports

- **Top Gun Report (EOD)** – re-written to print based upon the branch where the sale is made rather than the home branch.
- **Sales Analysis by Product Group (SAN)** print branch totals and company totals.
- **Inventory Status Report (INC)** – We have added a parameter to indicate the number of months that should print on this report (1 to 24). Prior to this change the system was always coded to print based upon 12 months.
- **Transfers Received Report** – if the transfer is tied to a customer order, the report shows the inside salesperson on the order.
- **Inventory Analysis Report (INC)** – Previously this report used the replacement cost to calculate the value of the inventory. In this release the program gives the operator the option to select which cost to use (W=Weighted Average Cost, R=Replacement Cost, P=Last Cost Paid).
- **Open Customer Order Report (OPR)** - double space between line items when printing option #6 BACKORDERS BY MFG.
- **Open Customer Order Report (OPR)** – when printing #4 PUT-UP ORDER (FUTURES & NOT INVOICED), we have added the option to print by date and customer.

- We have added a new question to the **Value of Inventory Report (INC)** that will allow the operator to print by Product Group. This will only prompt if the operator does not print vendor totals only. When this option is selected the items are sorted by product group, the report prints totals for each product group (not by vendor), and the product group for each item is added to the spreadsheet.

- **Inventory Sales Audit Report (AUD)** – This is a new report that shows the Inventory Sales by Product Group for each of the last 24 months. It shows the Sales Dollars, number of units, and Gross Margin Percent for each month. The printed report shows the current month, prior month, and the last 24 months total. This program allows the information to be exported to excel and the excel file contains three columns for the current month and each of the last 24 months.

The operator can print all vendors or a selected vendor, all product groups or a selected product group, a detail or summary report, and Stock Sales, Directs, or both. The detail report and file will list each item in the product group and give totals for each group. The summary report and file will only show the totals for each product group.

- **Customers by Type Report (C/R)** – The date-of-the-last-invoice and the default email address (for invoices) has been added to the spreadsheet output.

- **Returned Goods Not Returned to Stock Report (OPR)** – Totals by reason code have been added to print for each branch. These figures may be used to post to the G/L based upon the reason that the items were not returned to inventory.

- **Vendor Master List** – The vendor review cycle has been replaced with the vendor terms. The view cycle prints on the Vendor History Report, which is where it is more useful.

Purchasing

- More and more vendors now require that purchase orders either be placed via EDI or that they be entered on their system via the internet. EDI involves signing a contract with monthly fees and transaction fees, so we offer an alternative in this release. When entering the purchase order on the vendors system, there is a button that allows the items to be uploaded from an excel file. Therefore, we have added the option to export the items to an excel file when the purchase order is updated. Different vendors use slightly different formats so we have added a field, in the vendor file, to indicate which of the formats the vendor accepts. Then we have added the option to export the items to a spreadsheet and that spreadsheet is automatically emailed to the operator placing the purchase order. Currently there are four (4) different formats to choose from.

- 1) Catalog, product number, quantity, don't ship before date
- 2) catalog, product, unit cost, unit of measure, request date
- 3) catalog, UPC #, item #, quantity, comma de-limited (.csv), max 50 items
- 4) catalog, quantity

- A new P.O. Parameter has been added:

5. ALWAYS PRINT 'ASAP' FOR REQUESTED DELIVERY DATE

If this is set to 'Y' and then print/email/fax of purchase orders always prints 'ASAP' for date required.

- **Purchase Order Receiving** – When purchase orders are tied to lines on customer orders, this program has been modified to include the Customer P.O. # and Job Name in the emails that are sent to the inside salesperson notifying them of the receipt.

- P.O. Receiving Report (WAR) – new option to print more than one p.o. per page. Three (3) new parameters have been added to determine what prints on this report when a line on the purchase order is tied to a line on a customer order.

PRINT INSIDE SALESPERSON FROM ORDER (Y/N)

PRINT P.O. # FROM CUSTOMER ORDER (Y/N)

PRINT JOB NAME FROM CUSTOMER ORDER (Y/N)

- Build a P.O. – we have added two options on the screen that displays the stock items. The ‘F2’ key will display the cost help screen and ‘F3’ will display the quantity help screen, which in turn allows viewing of the Stock Item Inquiry screens. This program has also been modified so that the operator must hit zero (0) if they do not want to put an item on a p.o. Prior to this release they could hit <ENTER>, but this often caused items to be skipped by mistake.
- Purchase Order Entry Prompt Control – the system allows the entry of an “R” on selected fields to indicate that the operator must make an entry in these fields on the header screen for all purchase orders. This can be applied to “#6 PREPAID P.O.” and “#7. MARK SHIP FOR”. This applies to all of the places where a p.o. can be entered: P.O. Now, Build a P.O. and P.O. Entry.

Sales Order Entry

- At the prompt to enter/maintain a line item on a customer order, the program previously allowed the operator to enter “##G” and display the open quotes for the item. In this release we have modified this to then allow the operator to select the quotes one-by-one and view the information for the entire quote.
- We have also added the option to enter “G” to view the list of all open quotes for a customer, and the quote can be added to the order. This is new in the system. Up until now a whole quote could be turned into an order, but now the operator can add the items on a quote onto an open order. The use of the “G” option was previously in the software, but it was only allowed before the operator had entered any items on the order. The quote can now be added onto the order. The system warns the operator if the p.o. # on the quote is not the same as the p.o. # on the customer order. It also warns the operator if the job name on the quote is not the same as the job name on the customer order.
- When entering items on a customer order, the system previously allowed the operator to ‘allocate’ the inventory quantity that should print in the shipping column for stock items on pick tickets (set by terminal). This program has been modified to allow the operator to do the same for specials on the orders.
- When turning a quote into an order, the system gives the operator an option to indicate that all comments should be put on the order. Enter “A” at the question: “Do you want the line comments transferred to the order? (Y/N/A)”.

- New Order Processing Parameter:

2. ALLOW ENTRY OF OUTSIDE SALESPERSON BY BRANCH? (Y/N)

This is used by multi branch companies where different outside salespeople are assigned to customers depending upon the branch where the order/quote is placed. If this parameter is set to “Y”, then when assigning the outside salespeople to customers and ship-to addresses in Customer Maintenance, a screen is presented that allows them to be entered by branch. When an order or a quote is entered, the system will check for the

outside salesperson for the branch and if one is not found it uses the one in the customer master file.

- New Order Processing Parameters:

53. CHG INSIDESLS WHEN CHG SHIP-TO OR JOB ON ORDERS?

This parameter determines if the inside salesperson is changed on an order when the “ship-to customer” or the job are changed on the order. If this is set to Yes, then the inside salesperson is not changed on an order when the ship-to code or the job are changed on that order.

*54. RESTRICT WHO CAN CHG INS/SLS ON UPDATED ORDERS?
CHG I/S ON UPDATED ORDERS?*

The first part of this parameter indicates if the system uses a security group to restrict who can change the inside salesperson on existing orders or if all operators can do this. Companies that pay commission or evaluate salespeople based upon sales are sensitive to this issue. The second is a new security group and only members of this group are allowed to change the inside salesperson on existing orders. All other operators will be given a message that they do not have the authorization to change the salesperson.

Quotation System

- A new quote parameter has been added to put the purchase order # or the job name in the subject line when emailing a quote.

26. PUT P.O. # OR JOB NAME IN SUBJECT OF EMAILS? (P/J)

The purpose of this is to identify the quote to the customer when sending it via email.

- A new quote parameter has been added that allows **All** quotes to always be emailed.

27. ALLOW EMAIL FOR ALL QUOTES? (Y/N)

When this is set to ‘Y’ and the customer does not have a default email address for quotes, then the operator’s email address is the default for sending the quote. When this is set to ‘N’, then the customer must have a default email address for quotes in order for the system to give the option to email the quote.

- When turning a quote into an order, the system gives the operator an option to indicate that all comments should be put on the order. “Do you want the line comments transferred to the order? (Y/N/A)”. The operator can enter “A” to transfer all comments. This is useful when there are many lines with comments on quotes.

- New Quotations parameters have been added

28. DEFAULT # OF DAYS FOR SALESPERSON NOTIFICATION? (0-99)

29. DATE TO DETERMINE NOTIFICATION? (Q/E)

When a new quote is entered in the system, this number will be entered on each quote for sending an email to the salesperson notifying them that the quote has not been used. For example, if the number 5 is entered in the #28 parameter, then the “# of days for notification” will be set to five (5) on quotes when they are entered. The operator has the option to change this number on each quote.

The second parameter determines whether this will be a number of days from when the quote is entered (Q) or a number of days before the quote expires (E).

“Q” - send email notification every # days after the quote is entered until it expires or it is turned into an order. For example, if this is set to five (5) and if the quote has **not** been turned into an order after five (5) days, then the salesperson is sent a notification email, and they will be sent one each five (5) days until the quote expires.

“E” - send email notification # days before the quote expires. In this case only one notification will be sent. For example, if this is set to five (5) then one notification will be sent to the salesperson five days before the expiration date.

Job Tracking System

- The P.O. # in Job Maintenance can be left blank even though the customer requires a p.o. # on all orders. When this is done the order entry system will require the input of the p.o. # when the order is entered.
- The terms code for jobs has been added to the Job Reports (JOB). When selecting the information to print on the report, the operator must select #1 DETAIL JOB INFORMATION, and then the terms will be printed along with the inside/outside salesperson, p.o. #, dept, tax code, mark ship for, and tax exempt #.

Rebate System

- The option to enter rebates by pricing group (like with price exceptions) has been added. (REB)
- The customer purchase order number has been added as a column in the monthly rebate claim file.
- For Square D distributors there are special rebates where a rebate is given for one customer on a specific order. These are known as SPJ items. The Harvest software currently allows the operator to flag these on an order and they are updated to the monthly claim file with a flag to indicate that they are SPJ items. In this release many other changes have been made concerning SPJ items.
 - 1) When an item is flagged as an SPJ item on an order, the system allows entry of a reference # on the order. After the operator has entered the reference #, the program shows this reference # for all other items on the same order, so the operator does not have to enter it over and over. This reference # is tracked in the monthly rebate claim file.
 - 2) In SOE and Order Inquiry, the program shows which items have been flagged as SPJ items.
 - 3) The system uses the order cost as the rebate cost in the claim file.
 - 4) The system uses the Last Cost Paid for the stock cost (not replacement cost) in the claim file.
 - 5) The program that creates the monthly claim file has been modified to generate a separate claim for these items. The program that emails claim files for rebates has been modified to give the operator the option of:
 - a) rebate claims
 - b) SPJ claims
- Rebate/SPJ items tied to purchase orders: Previously the system always made the cost on a purchase order match the cost on a customer order whenever the two are tied together. This is to assure that the cost of items in and out of inventory is the same. However, when an item on a customer order is a rebate item or an SPJ item they should be different. This difference will be recouped on the rebate claim.

When an item is a Rebate/SPJ item and it is tied to a purchase order, the system uses the purchasing system cost on the purchase order when the item is entered. If the operator changes the cost on the purchase order, the system does not change the cost on

the customer order. This applies to Purchase Order Entry, P.O. Now, and Purchase Order Maintenance. When the vendor invoice is entered, do not change the cost on the customer order.

Products

- A new feature has been added for lighting showrooms. We have expanded on the entry of product locations to allow the system to track items that are on display in the lighting showroom.

In MAINTAIN PRODUCT COSTS/LOCATIONS (PMM), after entering a location, for the OVERSTOCK/DISPLAY LOCATIONS the operator has the option to indicate that this is a Showroom Display location. If they indicate that this is the case, then three other entries are made:

- 1) Quantity: Enter the quantity that is kept at this location.
- 2) Percent: Enter the percent that the cost of this item should be reduced on the Value of Inventory. If no deduction should be made, then enter "100". This allows for situations where the value of a fixture that is hung in the lighting showroom is reduced.
- 3) Replenish (Y/N): This indicates whether the item should be replenished when the last one is sold from the lighting showroom.

The Value of Inventory Report has been modified to allow the operator to select from the following list:

- 1) DISPLAY ONLY
- 2) WAREHOUSE AND DISPLAY
- 3) NON-STOCK ONLY (SPECIALS RECEIVED BUT NOT SHIPPED)
- 4) WAREHOUSE/DISPLAY/NON-STOCK

When all items are printed, the items that have a quantity in stock and a quantity on display have two lines printed. One with the stock quantity and one with the display quantity, which may have a different value as indicated by the "Percent" entry as described above.

The P.O. Receiving Report and Transfer Receiving Report have been modified to show that an item needs to go on display when it is received. We are not proposing to keep track of the quantity at each location because that would involve more work for the operators, but the reports have been modified to show the display locations and then the receiver would have to check those locations to see which locations need the item for display.

Merchandise Returns

- Two new fields have been added to the header screen for merchandise returns.
 - 1) Restocking Charge – the cost of each item will be reduced by this percent for each item added to the merchandise return after this is entered.
 - 2) Default Cost – indicates the cost that should be used for each item
R=Replacement Cost, W=Weighted Avg Cost, and L= Last Cost Paid. Items added to the merchandise return after this is set will be at this cost.
- A new program to "BUILD MERCHANDISE RETURNS" has been added to the MRV menu, which is similar to BUILD A PURCHASE ORDER on the POP menu. The operator can select more than one manufacturer to be put on a

Merchandise Return. There are six (6) questions that determine what items the system selects for the Merchandise Return and how the calculations are done for each item:

- 1) For Inventory Items with an OVERSTOCK VALUE greater than \$? This question prevents the system from recommending that you return items that have very little value.
- 2) Enter the percent over the maximum Stock Level per item? The maximum level is line point plus one EOQ, but an additional percent over this can be used to determine if an item is selected. The operator can enter "I" to ignore the stock level.
- 3) Enter the number of inactive months per item? The answer to this question is used in selecting items. If the operator enters four (4) months and the items had sales in the last four (4) months, then it is not selected.
- 4) Enter the number of months the item must have been stock? This determines if an item is selected. If an item has been stocked less than the number of months entered here, then it will not be selected.
- 5) Enter the number of months of inventory to keep? The answer to this question is used in the calculations for the quantity to be returned.
- 6) Do you wish to review Returned Goods? When items are returned by customers, if they are not returned to stock in Sales Order Entry, the system lists them in a file that is used to print the "Returned Goods Not Returned to Stock Report" on the OPR menu. The operator has the option of viewing the items in this file and putting them on the Merchandise Return.

After answering these questions, the system selects the items and prompts the operator to enter the vendor and fill in the Merchandise Return header screen. Then it displays each item for this manufacturer from the Returned Goods Report and each stock item that met the selection criteria based upon the answers to the questions. The screen for the stock items is very similar to the one used in "Build a P.O." in that it shows the sales for the last 24 months and the key figures for the current status of the item. The operator can review the stock items one-by-one and enter the quantity they wish to return. After all of the items have been reviewed, the operator can review the list of items and either update the Merchandise Return or cancel it.

Accounts Receivable

- A/R Check Inquiry (ARH) – when looking at the list of documents that each check is posted against, be able to look at the invoice/credit.
- Invoice Retrieval (IPM) – when printing a copy COD invoices, the system now prints the payment date, type and amount of each payment or return. The printing of this has been redone so that it looks like the original slip in the sense that the system prints the Sub-total, Tax, Freight, Misc Chg, and Total before it prints the payments/returns.
- Mass Change 'From' Email Address for Customers (C/M) – When invoices are printed each day and statements are printed each month, a copy of the ones that are emailed is sent to the person set up in the email record for each customer. When an employee leaves the company, if they were the person that printed and updated the invoices each day, it is necessary to replace their email address. This new program allows you to enter the name/email address of the person that formerly did this, the name/email address of

the new person that will be doing this, and then it will read through the customer email records and replace the old information with the new information.

Accounts Payable

- Checks Paid Report (APR) – new options to export to excel and show G/L distribution.
- A/P Check Register (APC) – This is the Check Register that is printed whenever a new batch of checks are processed and it now has the option to export to excel.
- Bank File Maintenance (APM) – allows entry of “A” to create a file when A/P checks are run for Asset Management. The system already allowed a file to be created for IMark or the Bank, and now we have added a file format to be sent to AMG, which is a 3rd party, so the choices are “A” for AMG, “B” for Bank, “I” for Imark, and “O” for both Bank and IMark.
- Open Item Inquiry and History Inquiry (API) – These have been modified to show a “Y/N” flag indicating if the invoice has comments.
- Vendor History Inquiry (API) – display the pay cycle for invoices.
- Vendor Labels – this program gives the option of printing only vendors that are assigned to a specified General Ledger number.

Parameters

- Product Parameters

#17. # OF MONTHS TO PRINT ON INVENTORY STATUS REPORT?

This parameter allows you to declare how many months of activity should print on the Inventory Status Report.

- Branch Parameter

50. PRINT BRANCH NAME ON DOCUMENTS? (Y/N/A)

Y = Print the branch name on documents.

N = Do not print the branch name, but do print the address on documents. For cases where the branch has their branch name in their logo and they do not want to printed at the top of the documents.

A = Do not print the branch name nor the address on documents. For cases where the branch has their branch name and address in their logo and do not want it repeated at the top of the documents.

- General Ledger Parameters

12. # OF YEARS TO SAVE G/L BATCH HISTORY (2-9) – This new parameter will be used to determine the # of years the system will retain the G/L batch history. Currently the G/L Batches are saved for inquiry, even after the year has been closed. This has proved useful for clients researching postings in prior years. This new parameter will determine how many years of history will be available for inquiry.