

## HARVEST SOFTWARE RELEASE 2017

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### Introduction

In this release, we took some of the tasks that have been difficult and tried to make them easier, so the software is working for you, not vice versa. An example is the new Purchasing Information Maintenance program, which can be used to edit the purchasing information for items more quickly than doing this in Product Maintenance.

We have modified **REMOVE SALESPERSON FROM FILE** (SAM menu) to make the software work for you. Previously the software notified the operator if the salesperson was assigned to customers, ship-to's, jobs, customer price exceptions, customer orders, or RGA's. Then the operator had to research the corresponding records by printing a report and reassign the salesperson on those records so the salesperson was no longer used. Then they would run this program again and hope that they had gotten all of the records. We have modified this program to give the option of re-assigning the records to a different salesperson as they are found. For example, if the salesperson is the outside salesperson for any customers, the system will prompt for another outside salesperson to be assigned to those customers.

One subject area that we have re-visited is the options for cancelling items on customer orders. Some companies want to restrict who can do this when an item is tied to a purchase order depending upon whether it is a stock item or a special. When an item is ordered on a purchase order and transferred from another branch, some companies want management notified immediately and others want this recorded on a report that can be printed periodically. This situation may need to be handled differently whether the item has been received on the purchase order or not. We have added new parameters to accommodate the different ways companies want to handle these circumstances.

This release has reports that help you evaluate your vendors. One report shows how many shipments on average the vendor takes to complete their purchase orders. Another report shows how much freight and inventory you have been billed by each vendor for a time frame.

We have expanded the list of reports that can be exported to Excel, so there are over 50 at this point. And we have added more columns to existing reports that export to Excel.

This is beneficial for two reasons:

- The data can be sorted in excel for analysis
- An unlimited number of columns of information can be viewed in Excel, whereas reports can only print 132 characters across the page.

We have re-written the screens for the Accounts Receivable Parameters so that the ones concerning different topics are together under one number. The different topics, are Cash Application, Aging, Service Charges, and Statements. This makes it easier to explain them when people call with questions on these topics, and for our clients to review the parameters by subject area.

More electrical contractors are requesting [invoices that document their services charges on past due balances](#), so we have created the option to print invoices that document these charges. This has been added as an option in the Accounts Receivable Parameters, along with the terms code and sales tax code (tax exempt code) for service charges. After the service charges are calculated, the service charge invoices can be created, printed and updated. When they are printed, they are delivered to customers using the same method for each customer as when daily invoices are printed. They are stored in the Invoice Retrieval System for referral/reprint. The line items list each past due invoice, balance, and the amount of the service charge. If adjustments are made to the services charges, these are added as a line item on the service charge invoices.

### **Export to Excel**

- ACCOUNTS PAYABLE REPORTS (APR)
  - Vendor Master List – added Fed ID to spreadsheet.
- AUDITORS MENU (AUD)
  - Sales Tax Audit Report – new - see description under “Reports”.
  - Purchase Order Receiving Audit Report - new - see description under “Reports”.
- INVENTORY CONTROL MENU (INC)

- Physical Count Report
- Value of Inventory Report – add a column for the branch #.
- Transactions by Item Inquiry/Report - when output to Excel we have added columns for the cumulative quantity change M-T-D and the cumulative cost change M-T-D for each month, and then we have added the same cumulative for the entire time frame.
- ORDER PROCESSING REPORTS (OPR)
  - Returned Goods Not Returned to Stock Report
  - Open Orders by Salesperson and Due Date Report – Two new options have been added:
    - Print only items Committed (put-up) or Not Committed or Both types?
    - Print only items that have stock?
 These options help to narrow down the items that print on the report so it only prints items where an action needs to be taken or those that need to be investigated further.
 

Also, new columns have been added to the spreadsheet:

    - Date Last Put-up
    - Date Last Received (for Specials and Stock)
    - Stock Quantity Available for Stock Items
- PRODUCT REPORTS (PR2)
  - Product Seasonality Report – we have added columns for the weighted average cost, unit of measure, and the extended weighted average cost for the quantity on hand.
- PURCHASING REPORTS MENU (PRP)
  - Purchase Order Status Report – added column for Special Instructions
  - Product Purchasing Information Report – added columns for Quantity on Hand, Weighted Average Cost, Extended WAC, Date added to branch, added by user, branch comment, date of last customer order, and date cancelled
- VENDOR MAINTENANCE MENU (V/M)
  - Vendor Freight History Report – new – see description under “Purchasing”
  - Vendor Shipping Evaluation Report – new- see description under “Purchasing”.

## Reports

- Credit Hold Customer List (C/R menu) – new option to print selected hold code (A=Active/I=Inactive/C=Credit/H=Hold)
- Item Sold Today Report (EOD) – show “D” for direct shipments after the invoice number. When this report is printed to review the items that were sold each day, it is useful to know which ones were sold from stock and which ones were direct shipped.
- Top Gun Report (EOD) – a new line has been added that shows the Cost of Specials that have been received but not invoiced. If your company has more than one branch and uses the transfer system, this includes specials that have been transferred but not received.

- **Purchase Order Receiving Audit Report** (AUD menu) - The purpose of this new report is to monitor cases where the buyer is doing the receiving on purchase orders. It can also be used to review all p.o.'s issued to a vendor in a time frame, showing dollars and whether they are open or closed.
- **Sales Tax Audit Report** (AUD menu) – This new report can be printed for one sales tax code or all codes. It shows the customer, tax code, customer type, date of last order, and tax exempt #, and combines the information for customers, ship-to addresses, and jobs in the Job Tracking System. This report might be used to check that tax exempt #'s are on file for all customers who have a nontaxable tax code.
- Open Order Report (OPR menu) – the question:  
 “Do you want to Print Stock, Directs, or All (S/D/A)?  
 Has been reworded  
 “Do you want to Print Stock, Directs or Both (S/D/B)?  
 to be consistent with other programs.
- Two reports on the Middle of Month menu (MOM) have been modified to allow them to run through the program sequencer: Delete Completed Quotes and Delete Completed Merchandise Returns. This will allow all of the options on the MOM menu to be run through the program sequencer in keeping with our theme of making the software do the work for you.
- On the Open Transfers Report (TRN menu) we have switched the default answer to the following question:  
 Do you wish to print ONLY Open Transfers (CR/NO)?  
 The operator will only print open transfers and open detail lines if they hit <ENTER> through this question.
- Physical Count Report (INC menu) – We have added the option to enter starting and ending catalog #'s to print on the report.
- Open Orders by Due Date Report (OPR menu) –The description has been shortened and the quantity available to ship has been added.
- **Inventory Turnover Report** (INC menu) – This is a new report that shows the Inventory Turnover and Average Time to sell the inventory, which are different than the information on the Turn and Earn Report because that is based upon quantity sold and average on hand quantity. This is based on cost of goods sold and average cost of goods on hand. Unlike employee turnover, a high inventory turnover is a good thing because it means that items are sold quickly.  
 In order to produce this report, the system now calculates the “average inventory value” for each item during month end close. This is displayed on screen #2 in Product Inquiry/Maintenance. The cost is based upon the cost designated in Purchase Order Processing Parameter #23 (W/R/P). The new report shows the following for each item: Quantity Sold last 12 months, Cost of goods sold last 12 months, Quantity Received last 12 months (purchased minus transferred out plus transferred in minus vendor returns plus inventory adjustments), Average Inventory Value, Inventory Turnover, Quantity on Hand, Average time to sell inventory. This report can be printed through the program sequencer and it can be exported to excel.

## Purchasing

- Purchase Order Entry and Maintenance – whenever a purchase order is entered **for the vendor “NOF” (Not on File) the operator can enter the name and address** for the vendor. This has been a feature of the Accounts Payable System and we have added this to the Purchase Order Processing System, and integrated the two. It is particularly useful when the purchase order is being faxed or emailed to the vendor, so that the vendor name and address appears on the purchase order for those vendors that are used very seldom. If the purchase order system is tied to the accounts payable system, when the invoice is posted against the purchase order, the name and address from the purchase order is posted to the accounts payable system for the invoice.
- Purchase Order Maintenance (POP menu)– when updating a purchase order, the **system re-checks the figures on the purchase orders** by adding them up from the detail line items. It re-adds each of the quantity figures, total cost, total base, and the total weight. Prior to this release, the system only did this when the VERIFY PURCHASE ORDERS program on the SAV menu was run, which is often only run every quarter.
- Print/Email Purchase Order – print name of “placed by” on the purchase order.
- **Vendor Shipping Evaluation Report** (V/M menu) – For this new report the operator enters starting and ending dates and vendors, and whether to print stock, direct, or both. This report prints each vendor in alphabetical order and assigns a ranking to them based upon completed purchase orders. It prints the number of invoices that were posted against the purchase orders, the total dollars, and the number of purchase orders. The ranking is the number of invoices divided by the number of purchase orders, so the higher the ranking, the more shipments/invoices the vendor makes to complete the purchase order. The lowest rank is ‘1’ and vendors that have that are completing purchase orders in one shipment/invoice. Because this report evaluates the vendor based upon the number of invoices posted against each purchase order, if your company does not post these, then this report is unavailable.
- **Vendor Freight History Report** (V/M menu) - For this new report the operator enters starting and ending dates and vendors, and whether to print stock, direct, or both. The report is printed alphabetically by vendor and the summary version shows the total dollars on the purchase orders and total freight billed. The detail version lists each of the purchase orders, invoices against those purchase orders, with the date, dollars, and freight.
- **Purchasing Information Maintenance** (POP menu) – this is a new menu option on the POP menu that can be used to edit the purchasing information for items. It allows the operator to select a branch, vendor, starting item and product group. The operator can also indicate if they wish to view only items with Purchase Info Locks. Then the screen shows the quantity information and sales in the last 12 months for each item (similar to the screen used in Build a P.O.). The operator can edit the Order Point, Line Point, EOQ, and Lock Flag. They can also flag the item for deletion.
- Purchase Order Receiving Report (WAR menu) -print “Prepaid P.O.”, the “vendor terms”, and the “mark ship for” for the P.O. If the line item is tied to a

customer order or a transfer, after printing the information for that document, do not print other backorders.

- Product Purchasing Information Report (PRP menu) – when output to Excel, we have added columns for the initials of the person that added the item to the branch and the branch comments.
- On the Open Purchase Orders Report (PRP menu) we have switched the default answer to the following two questions:  
Do you wish to print ONLY Open Purchase Orders (CR/NO)?  
Do you wish to print ONLY Open Purchase Order DETAIL Lines (CR/NO)?  
The operator will only print open purchase orders and open detail lines if they hit <ENTER> through these two questions.

### Sales Order Entry

- When printing tickets the operator has the option of entering “7P” or “7N” to print the ticket with or without pricing and this carries over to the backorder tickets for the order. However, if there are no items to ship at the time the order is entered, there was no way to control the pricing on the backorder tickets. This has been addressed and after the system gives the warning that there are no items to ship, it also notifies the operator that the backorder will or will not be priced.
- We have added the option to print an Order Acknowledgement for COD orders for situations where companies need a copy of the order so that they can cut a check to pay for the order.
- In the Sales Order Entry Defaults on the DEF menu, for #4 LINE ITEM COST, we have added the option to enter “D”. **The terminal will display the cost in Sales Order Entry, but the operator will not have the option to change it.**
- We have added **new Order Processing Parameters concerning the cancelling of items/orders in order to meet the needs of companies that allow or disallow this to be done by salespeople**, and we have consolidated all of the parameters concerning the cancelling of items/orders under parameter #30. A new Order Processing Parameter has been added:

#30 ALLOW TIED ITEM TO BE CANCELLED IF NOT RECEIVED ON P.O.? (Y/N)

This applies only to items that are ordered on purchase orders, tied to the purchase orders, and have not been received. Setting this to an “N” forces salespeople to have purchasing cancel an item on a purchase order (and thus contact the vendor). Setting this to a “Y” allows salespeople to cancel these orders.

#30 CANCEL SPECIALS THAT ARE RECEIVED:

This is a new security group that allows salespeople to cancel specials on customer orders after they have been received on purchase orders. The intent here is to avoid the specials that land on the shelf somewhere in the warehouse and are not discovered until doing an annual inventory. The intent is to put this in the hands of people who will in turn be held accountable for what happens to the specials after they have cancelled them from the customer orders. There is a report called CANCELLED SPECIALS RECEIVED REPORT on the OPR menu that can be used to follow-up on these, but this new parameter determines who will be allowed to cancel them on customer orders.

## Transfers

- Transfer Inquiry (TRN menu) - shows transfer line item cost.
- Transfer Parameters – a new parameter has been added: REQUIRE ENTRY OF ‘AUTHORIZED BY’? (Y/N) - if this is set to “Y”, when a new transfer is entered, the ‘Authorized By’ field is left blank and must be filled in by the operator.

## Products

- Product Maintenance and Inquiry (PMM menu) - Added branch comments and track initials of person adding item to branch.
- Inventory Status Report (INC menu) – If there are overstock locations, the report prints up to four of these, and columns have been added when the output is to an Excel file.
- Inventory Overstock Report (INC menu) – allows the operator to enter the number of inactive months for each item (up to 24 months).
- Product Maintenance and Inquiry (PMM menu) – We have [added ‘HS’ to the options on screens S5 and S6](#), which displays the product transaction history for the item.
- Product Stock File (FLE menu) – this is a new option which exports a list of products and the quantity on hand. This is emailed to the operator in an Excel file, and the columns are the mfg ID, catalog #, description, UPC #, quantity-on-hand.
- Track the M-T-D and Y-T-D merchandise returns for each item and display this in Product Inquiry/Maintenance on screen #3.
- Flag Outdated Details for Deletion (SIX menu) – we have added a question to indicate # of inactive months for flagging items and this does not allow less than 12 or greater than 24.

## Sales Analysis

- Sales Analysis by Product Group (SAN menu) – Currently this report prints by outside salesperson only. In this release the [system tracks sales by product group by Inside Salesperson](#) and gives the option to print this report by Inside or Outside Salespeople. We have also added letter “N” in the Tables file to allow the creation of Groups of Salespeople, and given the option to print this report for a group of salespeople. In Salesperson Maintenance (SAM menu) we have added a field to add each salesperson to groups.
- Comparative Sales Analysis by Selling Branch (SAN menu) – new option to print by Inside/Outside Salesperson.

## Accounts Receivable

- Customer Maintenance – in field #31 PRINT STATEMENTS we have added letter “L” to indicate that the statements should print separate pages by Job when statements are emailed.
- A/R PARAMETERS (PAR menu) – we have added a new parameter #17 PRINT DISCOUNT AVAILABLE ON STATEMENTS (Y/N)?

The discount amount available to the customer if they pay within terms will only be printed if this is set to “Y”.

- A/R PARAMETERS (PAR menu) – we have added new parameters concerning services charges:

#16 CREATE SERVICE CHARGE DOCUMENT? (Y/N)

ITEM FOR LINE ITEM ON DOCUMENTS?

SALES TAX CODE

TERMS CODE

These will allow the creation and printing of service charge documents each month and they will be stored in the Invoice Retrieval System so that they may be reprinted. The line items will show each invoice #, invoice date, the outstanding amount, and the amount of the service charge. The last two parameters are used to specify the Sales tax code and the Terms code that should be used on these invoices.

- Detailed Aged Trial Balance (A/R menu) -This report has been modified to show more information: A/P Contact, A/P Phone, and A/P Fax. It now gives the option to print customer comments and it prints the total discount due to the customer if they pay within terms.
- Monthly Invoice Register (MTH menu) – This report has been modified to print a recap of miscellaneous charges on the invoices. It shows the description of the charges and the total dollars for the month which may be used to do postings to the General Ledger.

### Accounts Payable

- Several vendors have started adding terms where **every invoice in a calendar month is due on the 10<sup>th</sup> of the following month.** This is contrary to the calculations used in the current system that use a cut off of the 25<sup>th</sup>. Currently the Accts Payable terms have a field for adding additional months for the discount/due dates for invoices. We have added the option to enter ‘-1’ in the “Additional Months” field, which will signal to the system that it should not use a cut off of the 25<sup>th</sup> in the calculations. This change has been made in TERMS FILE MAINTENANCE on the APM menu, and also in DISCOUNT TERMS MAINTENANCE on the S/M menu, because those are the terms that are used on purchase orders. We have modified the calculations to recognize this for the discount date and due date calculations to not extend the date an additional month after the 25<sup>th</sup> of each month.
- Verify Accounts Payable Files (SAV) Added report heading.

### Miscellaneous

- Initiate Cycle Counting (PRC menu) – option to exclude selected detail status codes. There may be items that are difficult to count accurately, by people that have been trained to count them accurately, so they should not be counted on a daily basis.



- Program Sequencer Schedule Report (P/S) – If report is scheduled to email, then print recipient(s)
- Branch Maintenance (S/M menu) – increase the # of days for delayed orders from 99 to 200 to allow for a longer delayed vs current time.
- Stock Item Inquiry Display Control (DEF menu) – if the terminal is set to display cost, then the operator can indicate which cost to display: Weighted Average Cost, Last Cost Paid, or Replacement Cost.
- Sales Order Header Prompt Defaults (DEF) - #18 MISC CHARGE taken out of the list of options because it is no longer on the Order Header Screen.
- Year End Closing Programs have been modified to remove records more than two years old from the Employee Time Clock System and the Rebate System.
- **Email Inquiry** (SI2 menu) – Have you ever gotten a notice that your email did not go through, but you have no idea what the email was or who the email was sent to? This is a new inquiry that allows the operator to enter a starting point and search through the name or the company part of all the emails in the system listed in alphabetical order and identify the company for that email.
- Customer Labels (C/R menu)– Have you ever printed the customer labels and did not have enough label forms in the printer? We have added the option to enter a starting point (customer code, customer name, salesperson, zip code, customer type) to print so that when this happens the ones missed at the end can be reprinted.