

HARVEST SOFTWARE RELEASE 2018

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Miscellaneous

- The most ambitious part of this release is the **new Reel Tracking System**. This enables your company to set up reels and track the cuts and remaining balance on wire reels. As an example: when a customer calls that needs 500 feet of a certain wire reel the salespeople look in the system and see that there is 1000 feet. The problem arises when that 100 feet is made up of 3 reels that are 300, 300, and 400 feet. This new system will allow them to drill down and see the reels and lengths available without having to go into the warehouse and before the customer appears at your door/counter. Additional entry in the software is required to start and maintain this system, but it will help provide better customer service. See the separate document, entitled *Reel Tracking System*, that gives complete instructions on this system.
- Faxing documents when using a cover page – in the past the operator could not **Abort the fax** when the operator had started the entry of the information for the cover page. This has been changed so that the operator can enter ‘AB’ at any of the prompts to Abort the fax.
- All **Email addresses** have been expanded to allow entry of up to 50 characters. We have also modified the system so that email addresses can include an underscore (_).
- **SALES HISTORY RECAP BY SALESPERSON (SAN)** – We have added the option to export the information to Excel.
- **Accounting** - the Accounts Payable and General Ledger systems have been modified to allow more than one company to be set up. This allows invoices to be entered and checks to be cut for separate companies, and for separate financial statements. The Order Processing, Purchase Order Processing, and Accounts Receivable systems have also been modified to integrate with this. This has been accomplished by adding a new option in Branch File Maintenance for entry of the Accounting Company for the postings for each

branch. However, the branches still share the files used in these systems so they can view information such as product inventory status.

- Two new options have been added in Branch File Maintenance concerning the printing of pick tickets:
 - Print Overstock Locations on Pick Tickets?
 - Print P.O. # on pick tickets?

- **EXPORT PALLET COUNT SHEETS FOR ORDERS (CTR)** – This is a **new** feature that is used when shipping pallets of product to customers. This feature emails an excel file to the operator that can be used to fill in the pallet # and the quantity on the pallet for each item being shipped on a customer order. This is a way for distributors to provide better customer service when making large shipments.

There are two ways that the pallet count sheet can be exported:

- 1) During order entry the operator can use the Order Acknowledgement option (explained below) or
- 2) there is a separate option on the SALES ORDER ENTRY menu to do this.

We have modified the program that allows output of an Order Acknowledgement to output a Pallet Count Sheet in an Excel File. The advantage of using the “7A” option in Sales Order Entry is that it is available whether the sale is cash or charge and it does not affect quantities for shipping. The disadvantage is that the operator must answer two questions before they can select the option to output the Excel File, but this will quickly become a routine for outputting the Excel File.

At the screen for outputting the Order Acknowledgement, we have added an option “7. Pellet Count Sheet”. When this is selected, the system will automatically email the excel file to the person that is logged in at the terminal. The Excel File will list the Customer, Order #, and columns with the Mfgr ID, Catalog #, and Description of each item. This will facilitate the entry of the quantity and pallet ID for each item.

- **EMAIL REBATE CLAIM FILES (REB)**- This program gives the operator the option to list columns with the Sell and List prices for each item.
- A **new** Transfer Parameter has been added: **UPDATE COST AT SHIPMENT? (Y/N)**. If this is set to “Y” then when a transfer is shipped, the cost on the transfer is updated to the current cost that is used on Transfers (Parameter #1). In other words, if Transfers are set to use Weighted Average Cost, and that has changed from the time a transfer was entered to the time it is shipped, then the transfer cost is updated. If the transfer is tied to a customer order, then the cost on the customer order is also updated.
- Two existing programs have been modified so that they can be run through the **program sequencer**:
 - 1) Credit Release Authorization Report (EOD)
 - 2) Transfers Not Acted Upon Report (EOD)

Inquiries

- Quote Inquiry (QUO) – At the quote header screen, we had added a **new option (“HI”)** to display the orders created each time that a quote is turned into an order. The system displays each order # and the entry date.
- Customer Order Inquiry – on the line item screen, we have added an option **“ST” to display the stock status of the item.** This screen shows the Quantity on Hand, Due to Customers, Due from P.O.’s, etc and allows the operator to view open customer orders, P.O.’s. put-up orders, and transfers. This allows the operator to check the inventory stock status for the items on an order while in this menu option.
- **CUSTOMER TICKET INQUIRY** – after displaying the list of orders for a customer, we have **added a new option (“LN”)** to display all line items on orders. If the operator is displaying only open orders, then this will display only open line items. This will save the salespeople time when searching orders for a specific item. The display shows the branch/order #/ line #, mfg ID, catalog #, UPC #, description, quantity ordered, quantity due, and date the item was added to the order.
During this display, the operator has the option to enter “MFG”. When this is entered the system will prompt for a 3-character manufacturer ID and display all items with this manufacturer code. Again, this was added to save time when searching open orders.
- Executive Summary (EXE) – We have added a new row on the display and on the report that shows the value of the **Specials that have been received** on purchase orders, but that have not been invoiced to the customers. This is added into the total figure for the inventory.
- Stock Item and P.O./Ticket/Put-up/Transfer Inquiries – The primary location and **overstock locations** are show in the lower right-hand corner of this screen.
- **Quotation Inquiry (QUO)** – a new option has been added to search quotes by customer code and vendor code. This has been added as a tool to help an operator search for a quote more quickly.

Customers

- **Customer Master List** – we have added the option to export this report to Excel. The spreadsheet has the following columns: home branch, customer #, customer name, address line 1, address line 2, city, state, zip, phone #, date cancelled. Other columns may be shown depending on the option that is selected to print. For example, if the operator chooses **OPTION #3 BY SALESPERSON**, then the spreadsheet has a column with the salesperson code and name.
- **RENEW EXPIRING PRICE EXCEPTIONS (CPM)** – when printing manufacturer exceptions, allows entry of a specific manufacturer to print/update.
- **CREATE CUST MFGR PRICE EXCEP FROM FILE (FLI)** – This program has been modified to allow Rebates to be set up for the price exceptions. The program will prompt for the Customer Account # and the Reference # for the rebates. The rebate expiration

date will be the same as the price exception expiration date, and the rebate cost will be set up the same as the cost for the price exception.

- Customer Pricing Maintenance (CPM) – **Blanket** Customer Exception Maintenance – This has been modified to use **Last Cost Paid** for the sell and the cost.
- Customer Pricing Reports (CPM) – Individual Item Exceptions - Cost Exceptions without Rebates Report – When a distributor is a multi-branch company, this program has been modified to **check all branches for Rebates**. In the past it was only checking the home branch of the customer, but the rebate could be set up for another branch and not the home branch.

Purchase Order Processing

- **Purchase Order Entry and Maintenance (POP)** – When a stock item is added/maintained, the item quantities are recapped at the bottom of the screen for the branch being entered and one other branch. If your company has more than one branch, then in Branch File Maintenance a new option has been entered to enter for the additional branch that should be displayed on the screen.
- Two **Purchasing Parameters** have been taken out as they are no longer needed in the evolution of the software:

17. PRINT ONE PAGE PER P.O. ON DELETED P.O. REPORT?

18. PRINT PURCHASE ORDERS ON DEMAND?

One **new** Purchasing Parameter has been added:

18. DISTRIBUTE FREIGHT TO WAC DURING P.O. BILLING? (Y/N)

If this is set to “Y”, then when Vendor Invoices are entered in ENTER VENDOR INVOICES (POP), and there is freight on the invoice, then the system will ask:

DO YOU WISH TO UPDATE FREIGHT TO WAC? (Y/N).

There are four instances where this does not happen:

If the purchase order is a direct shipment.

If any of the line items on the p.o. are set to Not update WAC.

If the line items are tied to different customer orders.

If some line items are for stock and some are tied to customer orders.

If the purchase order passes all of these conditions, and the operator indicates that they want to distribute the freight, then the freight is distributed proportionally to Weighted Average Cost of the line items and an entry is made in the WAC history log.

- We have added new P.O. Parameters to cover more of the instances that can happen when purchase orders are received.

Send Emails to Salesperson when P.O. received:

- Ship Complete Customer Orders
- Specials on Customer Orders
- Tied Customer Orders
- Backordered stock items that can be filled

The last of these is new in this release. Our goal here is to cover all of the shipping of items to the customer, and thus keep the salesperson informed about the status of their orders.

- P.O. Inquiry for Specials (POI menu) – we have added **”PB”**, **”PR”**, **”PO”** and **”RE”** into the options that can be entered after the initial display. We have also added the option to enter a starting point for the display. This should aid in the search for a P.O. that a special was ordered on. **”PO”** shows p.o. billing, **”PR”** shows p.o. receiving, and **”PO”** shows p.o. entry.
- Vendor **Master List (V/M)** has been modified to give the option to print **Candidates for Deletion**. The operator enters a date from which the vendor must have been inactive in order to be selected. This date cannot be in the current or prior year, in other words, it must be at least two years ago. After the report is printed, if the operator is the system security officer, then they are given the option to flag these vendors for deletion. Then they will be removed from the file during the next month end close, unless they have products set up in the Product File.
- **M-T-D Vendor Purchasing Report (V/M menu)** - This is a **new** report that lists the following for each vendor: code, name, # P.O.’s M-T-D, branch and P.O. #, date, cost \$. It can be printed throughout the month and is used by purchasing management to get a gage on what has been ordered. This report can be printed by vendor code, alphabetically by name, by vendor type, or by vendor review cycle, and it gives totals by branch and a grand total at the end of the report.
- **Vendor Rank Report by Sales (V/M menu)** – This is a **new** report that can be printed for all branches or one branch, and the calculations are based on the last 12 months. The operator can select to print all vendors or enter a list of vendors to print. The vendors can be ranked by cost \$, sell \$, or profit \$, and it can print for stock, directs, or all. This report shows the following for each vendor: rank, code, name, sales \$, cost \$, profit \$, profit %, percent of total, running cumulative % of total.

Products

- **Update Product Purchasing Information (FLI)** – this is a **new** program that allows the operator to import the following information for items: lock flag, order point, line point. The file must contain the UPC # and then the information listed above, but the lock flag can be left blank.
- **Inventory Overstock Report (INC)** – the following information has been added to the spreadsheet: branch #, UPC #, unit cost, unit of measure, date added to branch, user that added the item, branch comment, date of last customer order, date cancelled. – PROVER
- **Inventory Status Report (INC)** – this report has been modified to show when an item has been cancelled.
- **ROLL BAR-CODE COUNTS (INV)** - This program is used when an annual inventory is done using bar-code scanners. A **new** option has been added:

DO YOU WANT TO REPLACE OR ADD LOCATIONS? (R/A)

R – Remove any overstock locations where no inventory was scanned, and then determine the highest count at the locations that were scanned for the primary Warehouse Location and all other locations are Overstock locations.

A – Any locations that did not previously exist for an item are added for the item. If there is not a primary location then that is added. All other locations are added as secondary locations.

- **PRINT INVENTORY COUNT FORM (PYE)** – This program is used when doing an annual count of the inventory, and it can also be used at any time to count all of the products for a specified vendor(s). It has been modified to ask if the House Part #'s should be printed. If this is done, then the house # is printed on the form instead of the UPC # and if there is more than one House # for an item, then that is printed on a separate line right below the first line for the item.

Accounts Payable

- A **new** option has been added in Bank File Maintenance to output a **Comma Separated File** (“C”) whenever a check run is done. This is used to create a file that is transmitted to the bank for vendors that accept credit cards as payment and then the bank gives a discount to the distributor.
- A/P Daily Invoice Register – **the batch #** appears in the subject when the report is emailed. This allows a search of emails by subject when looking for a batch.
- Accounts Payable **Check Remittances** are now an UnForm document and can now be printed, faxed, or emailed to the vendor. The purpose of this is to present a more professional looking document and to allow emailing of these documents.
- A new Accounts Payable parameter has been added so that when a check run is done for vendors in your buying group (in a pay cycle), the check **remittances can be automatically** emailed to each of the vendors.

5. PAY CYCLE TO EMAIL CHECK REMITTANCES?

This saves time from having to scan them and email them manually to each vendor. If the vendor does not have an email address, then the operator is given a warning on the screen and the Check Remittance is skipped.

- A/P Vendor Master List (APR)– additional fields have been added to the spreadsheet output: federal ID #, terms, pay cycle, G/L #.
- The Accounts Payable **Vendor Master List** (APR) has been modified to **print Candidates for Deletion** (similar to the Candidates for Deletion on the Customer Master List). This option is only given if the operator selects to print the Detail information (not Summary). The operator enters a date from which the vendor must have been inactive in order to be selected. This date cannot be in the current or prior year, in other words, it must be at least two years ago. After the report is printed, if the operator is the system security officer, then they are given the option to remove these vendors from the master file. Unlike other areas of the software where the customer/product/vendor are flagged

for deletion at the next month end close, these vendors are immediately removed from the file.

Note that if your company has the vendor invoices entered in the purchasing system automatically post to Accounts Payable, then the system checks to see if there are any vendors in the purchasing Vendor Master File that are set up to post to any of the vendors that are candidates for deletion. If there are, then they are not removed from the file. If you want to see if there are any such cases, then after the report has been run and the vendors are removed, run it again and any that remain must meet this condition.

- **PURCH INVOICE NOT POSTED TO A/P (API)** – This is a [new](#) inquiry/report that shows invoices that were entered in the ENTER VENDOR INVOICES (POP) option, but the invoice has not been posted to Accounts Payable. This option is only accessible if your company is set up to automatically post from Purchasing to Accounts Payable. The operator enters a month and year, and then the system will search for invoices entered in that month, but which are not posted in A/P. There are many reasons this can happen, but this inquiry allows the operator to be proactive and account for invoices not in A/P, rather than waiting for the vendor to call when they have not received payment.

Looking to the future...

- In preparation for the features that we wish to add in the next release, we have added the entry and tracking of sub-items on line items on orders and invoices.