

HARVEST SOFTWARE RELEASE 2019

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Introduction

There are four major features that have been addressed in this release:

- 1) Changes to the programs that Export to an Excel spreadsheet
- 2) Changes to the Program Sequencer for programs that Export to Excel
- 3) Re-write the Quotations Entry/Maintenance
- 4) Expand fields in the Accounts Payable System

Export to Excel and Program Sequencer

When the option to Export-to-Excel was added to many programs, we carefully blocked the **column headings** so that the spreadsheet displayed as much information as possible on the screen without having to scroll left or right. However, if someone is going to put this information in "Table Format", then the column headings should display on one line. Therefore, to meet this need we have:

- 1) Added a parameter in DEF #9 TERMINAL DISPLAY/CONTROL DEFAULTS
28. CREATE EXCEL FILES IN TABLES FORMAT? (Y/N)
If this is set to "Y" then the Excel File headings are on one line and if it is set to "N" then multiple rows are used for the column headings.

- 2) Modified each program that gives the option to Export to Excel to print the spreadsheet headings according to how the definition is set for each terminal.

We have improved the Program Sequencer so that programs that Export to Excel can be run through the Program Sequencer. Prior to this release programs the option to Export to Excel could only be selected when the report was run on demand.

We have modified the Program Sequencer Scheduler (P/S) so that this program allows the operator to enter a date and delete all of the programs that have completed before this date on a specified terminal.

We have also modified existing reports so that they can be exported to Excel and modified existing programs so that they can be run through the Program Sequencer.

Reports that can be **exported to Excel**:

- 1) *Invoice Price Discrepancies Report (IPM)*
- 2) *Customer Part # Report (SKU)*
- 3) *Cancelled Customer Specials Received Report (OPR)*
- 4) *A/P Check Reconciliation (A/P)* – Modified to output a spreadsheet for all checks issued before a specified date.
- 5) *Customer Sales Ranking by Inside Sales (SAN)*
- 6) *Create Summary Bill (IPM)*
- 7) *Salesperson Commission Report (SAM)*
- 8) *Products by Matrix Sell # (MFM)*
- 9) *Accounts Receivable History Report (ARH)*

Reports that can be **run through the program sequencer**:

- 1) *Cancelled Customer Specials (OPR)*
- 2) *Open Specials by Salesperson and Due Date (OPR)*
- 3) *Salesperson History Report (SAM)*
- 4) *Lost Sales Report (SAN)*
- 5) *Vendor History Report (V/M)*

Executive Summary (EXE) – This has been modified to break down the Accounts Payable figures by branch.

Sales Orders/Invoices/Quotes

We have addressed the following situations where the software should automatically **release orders from credit hold**.

- When the salesperson goes into an order (that was previously put on credit hold) and the customer is below their credit limit.

- When the salesperson updates an order (that was previously put on credit hold) and the customer is below their credit limit.

We have done this by adding an A/R Parameter to allow entry of a CRA # that will be used to identify orders that were released from credit hold by the system (not the salesperson). This # will be printed on the CRA Report. We have modified Sales Order Entry to release orders from credit hold in the two scenarios described above and write a record in the CRA # file

We have added a new option in Sales Order Entry to create a transfer immediately, rather than creating a transfer request. This is a new option “**N=Transfer Now**”. This prompts for the quantity and the branch, just the same as “**T=Transfer Request**”, and then the transfer is created when the order is updated. This is an optional feature that is only displayed if it is set up for the Terminal in DEF #8 SALES ORDER ENTRY PROMPT CONTROL:

#25 CREATE TRANSFERS DURING ORDER ENTRY? (Y/N)

When printing a Sales **Order Acknowledgement** for a cash sale, the system now prints the payment history. This provides a convenient way to present this information to the customer without having to process an invoice.

In Customer Order Inquiry, when viewing the list of invoices that was created from the order (“IN” option from the Order Header Screen), the system displays the **gross margin and gross margin percent** on the total of the invoices. This allows the operator to view the gross margin on an order after it has been shipped complete.

We have added a new option to generate a **Summary Bill**. This program is used to submit the invoices that have been processed to a specified customer periodically (usually monthly) with a Summary Bill. The Summary Bill is a total of the invoices by customer purchase order number with total dollars. The program prompts for two printers, the first one prints the Summary Invoice on an invoice form and the second one lists the invoices that are included in the summary invoice, with totals. The second printer can be the Export to Excel option and sends a spreadsheet to the operator running the program. The program prompts for the customer and starting and ending dates

On the **Open Customer Order Report (OPR)**, for option #6 Backorder by Manufacturer, if your company uses commodity cross references, then the system checks the status of the commodity cross references for each item with backorders and prints the quantity on hand for those items. – ORRPT1

On the **CUSTOMER SALES ANALYSIS REPORT BY VENDOR (SAN)** we have added a new column for your Purchase Order No when the report is exported to a spreadsheet. If the line item is tied to a purchase order, then that purchase order # is shown, but if it is shipped from stock, then the system shows the last purchase order # that was received on or before the date the items were shipped. If the item was a special, then a “*” is show and if it was a direct shipment, then a “D” is shown.

We have written a new **Quote Entry** option that allows entry and maintenance of quotes in one program, similar to Sales Order Entry. This has the same line item options as Sales Order Entry. An example is “#Q” to change the quantity as opposed to “MT#”. This incorporates many new features into quote entry such as displaying the customer hold status and viewing the customer comments. This allows you do delete an item from a quote when a new quote is entered. It shows if an item is from an individual item exception by displaying a dollar sign (\$) after the line number. The options to view other screens and the options to update the quote are similar to the options in Sales Order Entry. We have kept the Quote Entry and Quote Maintenance programs on the menu while users get used to using the new Quote Entry system, but plan to remove these in the next software release.

In **Quote Entry/ Maintenance/ and Inquiry (QUO)** we have added the option to enter ‘ST’ (Stock), which will display a screen showing each of the line items on the quote with the quote quantity, quantity on-hand, quantity put-up or committed to orders, and the quantity available (on-hand minus put-up). If a line item is cancelled or if it is a special then that is displayed. The purpose of this option is to allow the salesperson to quickly analyze the stock availability for the items on a quote, instead of having to view them one-by-one.

Accounts Payable

We have modified the Accounts Payable system so that:

- the fields for the vendors name, street address, and city allow up to 30 characters (this was formerly limited to 25)
- the field for the invoice number has been expanded to 15 characters (this was formerly limited to 10).

These two changes might sound simple, but they involved changes to every screen and every report to accommodate the new field lengths.

The **Check Reconciliation** (A/P) programs have been modified to allow the output to a spreadsheet of all checks issued before a specified date. This modification was done to aid in the reconciliation to the bank statement each month.

Other improvements have also been made to put more information at your fingertips:

- the display of the name and address of the NOF (Not on File) vendor in Open Invoice Inquiry and Invoice History Inquiry (API).
- In Open Invoice Inquiry (API) entry of “GL” to display the General Ledger posting that was entered for an invoice.

Invoice Entry – if adjusting an invoice to zero, get the G/L postings from history instead of defaulting to G/L for the Vendor.

Salespeople

We have modified the *Salesperson Commission Report* program to allow the information to be exported to Excel. When the parameters for commission are set so that the commission is paid when the invoice is paid, then the system has columns for the cash, discount, sundry, check # and date of each payment.

We have also taken out the use of a **work File** in Salesperson Commission Report. This was originally put in the program when computers were much slower, because of the time it took to generate this report if it needed to be printed multiple times. It was difficult to explain to users why and how to answer the question concerning this file, so now that computers are much faster, we have taken it out and the program generates the report each time it is run.

Customers

The system tracks **tax exempt certificate expiration dates** for customers. This is an optional feature, as it does not apply in all states, but some states require that these be renewed every 12 months. It applies to the Customer Master File, Ship to File, and Job Tracking system. The Customer Master List has been modified to generate a report or spreadsheet of all certificates that will expire before a specified date. This includes any that have already expired. This is a new option #13 TAX EXEMPT CERTIFICATE EXPIRATIONS. The report will print the customer, ship-to, and job for each certificate, with the address, phone #, certificate #, expiration date and current tax code. The customer address and phone number will always be the one in the Customer Master File so that the operator can drop the information into a form letter.

This information has also been added to the Sales Tax Audit Report (AUD).

Ship-to Customers and Jobs – we have added a field for “**Print prices on tickets**”. Prior to this release, this field existed in the Customer Master File, but this may need to be set differently for ship-to addresses or jobs. This is used for printing order pick tickets and order acknowledgements. If a salesperson entered an order and they did not need to print a ticket, then they could not override the way it was set in the Customer Master in order to print the backorder tickets. For example, if “Print Prices on Tickets” is set to “Y” for a customer, but the salesperson is entering an order for a job and the customer does not want pricing to print on tickets for the job, then there was no place to enter that in the system.

On the *Customers by Type Report* (C/R) we have added a column to the spreadsheet for the Outside Salesperson.

In the **Copy Customer Price Exceptions** program (CPM) we have added a new option: “#7 Customer to ‘All Customers’”. This will allow the operator to copy the price exceptions that have been entered for one customer to be copied to price exceptions that apply to ‘All Customers’. After entering the customer code, the system displays the number and type (individual, manufacturer, matrix, blanket) of price exceptions that are in the file for that customer. Then it allows the operator to specify which type of exceptions to copy, except for Blanket Exceptions because those cannot be entered for ‘All Customers’. The operator can limit

this to one manufacturer or all. A report prints that shows the old figures vs the new figures for each exception, and then the operator is given the opportunity to update the exceptions.

We have changed the *Change Customer Ship Via by Branch (C/M)* program to ***Mass Change Customer Data by Branch***. This program previously allowed the operator to change the ship-via code assigned to customers, ship-to customers, and jobs, but now it also allows the operator to change the sales tax code. This is useful when a state changes the percent of sales tax to be collected. The correct procedure when this happens is to set up a new tax code with the new percent, and move all of the customers from the old tax code to the new tax code on the day the new percent takes effect. The problem with just changing the percent on a tax code is that if there were cash sales with backorders assigned to the sales tax code, then when these are shipped the system will calculate the tax at the new percent, and require the operator to collect the difference on an order where the customer already paid for the material.

Purchasing

Have you ever had a skid arrive at your dock that was supposed to ship directly to the customer? We have taken a number of steps to prevent this as described below, but the person entering the customer order must set the Order Source Code to the one for Direct Shipments in order for this feature to work.

- On the ***Specials Not on Purchase Orders Report (PRP)***, we have added the source code and the ship via from the customer order.

- P.O. Entry, Maintenance, and Build a P.O. - the operator is given a warning if they try to put an item from a direct ship customer order (based upon the order source code) on a purchase order that is not a direct shipment.

We have added the option to include the **“ship via” in the subject** when emailing purchase orders. Vendors will sometimes scan their emails and give priority to the ones that say “next day” or “2 days” in the subject. We have accomplished this by modifying the input for the “Ship via” (code “G”) in Tables File Maintenance (S/M) to indicate if the ship via should go in the subject line of the email of each p.o.

The length of the vendor invoice numbers that can be posted on purchase orders has been expanded to 15 characters in keeping with the modifications in the Accounts Payable System.

Accounts Receivable

Accounts Receivable History Report (ARH) – This is a new report that prints selected information from the Accounts Receivable History. The operator can print, email, or export this information to a spreadsheet. They can select one of the following to print:

1. PRINT SUNDRY BY GENERAL LEDGER ACCOUNT
2. PRINT BY DOCUMENT TYPE

Depending upon the selection above, the operator either enters a general ledger account number or a document type from the table displayed.

The operator also selects the starting and ending customers and starting and ending dates.

Pricing

The **Products by Matrix Sell # Report** (MFM) – we have added the option to print from one matrix sell to another, instead of printing one sell or all.

Products

The **Value of Inventory Report** (INC) – We have added a new option (#6) to print Committed (put-up) Stock and Specials. This will give you the value of the items that are waiting to be shipped or picked up and invoiced. We have also added the Product Detail Entry Date to the spreadsheet output.

Daily Cycle Count Form (PRC) – we have added a separate column for the quantity put-up. This can be useful to the person doing the cycle counting. If they count what is on the shelf and it equals the on-hand plus the put-up quantity, then they know that the put-up quantity has not been removed from the shelf yet.

Transfers

It is possible that when a transfer is received at one branch, that it should then be shipped to another branch. Therefore, we have modified the **Transfer Receiving Report** (TRN) to check the transfer backorders and print the shipping information when this happens.

The **Replenishment Action Report** has been modified to allow the operator to create a transfer to pull from stock vs a transfer for items that need to be ordered. When the operator creates a transfer, the system prompts “Are you pulling from stock?” If they answer “Yes”, then the system will ask if they are basing the balance upon the “O” for Order Point or “L” for Line Point. Then it will create a transfer only for items where the stock at the sending branch is above the point they have selected.

File Imports

On CREATE MANUF PRICE EXCEPTIONS FROM FILE (FLI), we have added the option to create these for **customers or models**.

Parameters

Global Parameters – many parts of the country only allow for entry of “1”+area code and phone number for all phone and fax numbers. However, some areas still allow for entry of **local phone numbers** (7 digits only), so we have added a global parameter to allow for this entry of this.

O/P Parameter #22 (assign sequential invoice #) - this has been removed.