

New Features in Release 2020

Table of Contents

Highlights	1
Sales Order Entry	3
Pricing	7
Sales Analysis	8
Products	8
Purchase Order Processing	10
Quotations	11
Transfers	12
Miscellaneous	12

Highlights

1. Work Order Entry

Work Orders are used to enter repairs or on the fly assemblies – This is an optional system that has been integrated with the existing Sales Order Entry and Invoicing software.

Brief description: There will be a special item set up in Harvest for entering work orders (example vendor: WRK for Work Order). When the operator enters this item, they can enter the catalog # and description, just as they do with other specials. In order to be able to look up the history of repairs that have been done on items, the operator should enter the serial # in the catalog # field, and then enter the more descriptive information in the description field, such as “REPAIR OF HYDROLIC CRIMPER”.

Then the system will present a screen where the operator can enter the component items (up to 99). These can be stock items or specials. The system will total the cost of these items and that will be the cost of the special work order item. Then the operator will have the option to change the selling price on the work order item (but not the cost), and they are cautioned if it is less than the total selling price of the components

When the pick ticket is printed, it will have only the work order items on it, and a separate “WORK ORDER” document will print that has the work order items and the component items listed. The component items will not print on the customer invoice, only the work order items. We will work closely with clients that would like to implement this feature and provide more detailed documentation.

2. “Not on File” Customers

In a previous release we allowed the name and address for a “Not on File” vendor to be entered for each purchase order for that vendor. In this release we have applied the same concept to quotations and orders for customers. The use of this begins with declaring a customer to be a “**Not on File**” customer, which is done in field #12 in Customer Maintenance. Set this field to

“Y” and then the system will allow the operator to change the Billing Address for each quote and order entered for that customer by entering the new “BL” option (Billing) on the quote header and order header screens.

-The system will also prompt: “Do you wish to use this for the ship-to address? (Y/N)”, and if the operator enters “Y”, then it will change the ship-to address to be the same as the Bill-to address so the operator does not have to type the information twice.

-These addresses will print on pick tickets and show on inquiries. When invoices are created for these orders, this prints on the invoices and carries through to the Invoice Retrieval System.

3. E-Mail Documents

-We have made improvements to the **email address entry** for customers and vendors. When we originally wrote the program for the input of email addresses we made fields for the entry of the “From Name” and “From Address”, but these were only used for invoices and statements. We have removed them because these are filled in with the operator’s name and email address whenever an email is sent. -We have added the option to enter **email addresses for Customer Ship-to’s**.

-When an invoice is created, if the operator flags the invoice to be sent to both the Bill-to and the Ship-to (letter “C”), and the customer gets their invoices delivered via email, then the system checks to verify that there is a separate email address on file for the Ship-to and gives a warning if there is not, and returns the operator to the field for the “Send Invoice to”. When the **daily batch of invoices** is emailed, if an invoice has been flagged to send it to both the bill-to and the ship-to (letter “C”) then one email is sent to the bill-to address and one email is sent to the Ship-to address.

-Whenever an invoice is emailed, from the **Invoice Retrieval System**, if the invoice has a Ship-to address and there is an email in the system for this Ship-to, then that is shown as one of the addresses to pick to email the invoice.

-If a **Quote** is entered for a Ship-to address that is set up for a customer and has a separate email address, then this is shown as option #7 on the list of email options. The operator can enter a “7” or a “C” and the system will change to that email address.

-The same principal applies to **Order Acknowledgments**. If an order is entered for a Ship-to address that is setup for a customer and has a separate email address, then this is shown as option #7 on the list of email options. Then the operator can enter a “7” or a “C” and the system will change to that email address.

-When **daily invoices or monthly statements** are printed, the system prompts for the initials of the person that should receive the confirmation email copy.

4. B2B E-Commerce

There are two different approaches for Business to Business E-Commerce for distribution software. One is to integrate to B2B packages that distributors are running on their web sites and the other is to allow their customers to enter and view orders directly into their software via secure channels.

In this release we have developed the system integration for Business to Business E-Commerce with Lights America. Prior to this release, when a customer entered a Wish List on the distributor’s web site, the Wish List was emailed the distributor on-demand, and then it had to be

entered into Harvest manually. The purpose of this project is to automate the last part of this process, so it is electrically loaded into a Harvest quote.

In a nut shell, Lights American sends the information in files and places them on the distributor's system in a specified directory to be processed. The system monitors this directory 24 hours a day and when it finds a file, it creates a quote, and sends an email to the salesperson and the B2B administrator with the quote #, customer code and name, and the name of the file from Lights America.

Sales Order Entry

-Sales Order Entry - Currently the return of items is limited in the Sales Order Entry Prompt Controls (DEF #8) for charge sales and for cash sales. We have modified these controls to also distinguish between specials and stock items.

In the Sales Order Entry Prompt Controls, we have added "ALLOW NEGATIVE ENTRY OF SPECIALS?" This is listed in the section for cash sales and in the section for charge sales. When this software upgrade is installed, we seed the controls with "Y" for initial implementation, so there will be no immediate impact. These must be manually changed to "N" on terminals where the options for specials should be taken away from operators.

-we have addressed the situation when a salesperson enters an order and then realizes that they forgot to enter the Requested Delivery Date for the line items. If the operator changes the **Requested Delivery Date**, then the system will prompt:

DO YOU WISH TO APPLY THIS DATE TO ALL EXISTING ITEMS? (Y/N)

The system will only change the requested date on items which have not been shipped.

-We have cleaned up the **header screen** by removing unused field labels that said "future project" and renumbered the fields.

- On the Header Screen we have added a **new option "PH"**. This displays the cell phone numbers for any people that work at the company for which the order is being entered. It also has the option to select one of them and view all of their communication information, such as their direct line.

-As a step toward modernizing the software, we have implemented the **ability to email and/or print cash sale invoices**, and to **email and/or print charge invoices** when the invoices are printed as they are created.

For cash sales the following options are given:

- 1) Email invoice
- 2) Print and email invoice
- 3) Print invoice
- 4) Print office copy only

If the operator uses option "1" to email the invoice, the system will then prompt them for the printer because they will still need to print the office copy. Use option "4" if the customer does not want a copy.

This only applies to charge invoices when the second part of #16 (PRINT INVOICE UPON CREATION?) in the Sales Order Entry Defaults (DEF #8) for the terminal is set to "Y".

For charge invoices the following options are given:

- 1) Email invoice
- 2) Print and email invoice
- 3) Print invoice
- 4) No output

The screen displays a message that shows how the customer is set to get their invoices in the Customer Master File. The operator should select an option based upon your company procedures. If the customer already gets their invoices via e-mail during the daily batch run of invoices, then the operator does not need to ask them how they would like to get the invoice. But if they currently have their invoices printed and mailed, the procedure may be to ask them if they would like to have it emailed. This may be a good opportunity to ask the customer if they would like to have all invoices emailed.

Only the Customer Copy is emailed/printed using these options. No office copy is printed at this time, as they are printed during the batch print (IPM #6) depending on how the Branch Parameter (S/M #4) for printing an Office copy is set (#35).

-Open Order Inquiry Screen – This is used in Sales Order Entry and in Customer Ticket Inquiry. In the last release we added the option to enter "LN" and view all of the open items on the orders. In this release we have added the option to enter "SH" when the operator has Ship-to addresses set up in the system. This allows the operator to enter a Ship-to Addresses, and then displays only the orders for that Ship-to address. These two new options can be used in combination to search a specific ship-to address for a specific item.

-Sales History Inquiry by Customer (S/I) – When viewing the items sold to a customer, there can often be many, many items sold as specials to a customer. To make it quicker to find a special we have modified this program to allow the operator to enter a starting point when they enter the "SP" (Specials) option.

- **Altered Costs (S/M)** are a feature of the system that allows management to enter a calculated cost to display on terminals rather than the Order Processing Cost. They are used in Order Entry and Quote Entry and only affect what displays on the screen. Altered costs are displayed on a terminal if the TERMINAL DISPLAY CONTROL (DEF) #18 DISPLAY ALTERED COST ON SCREEN is set to "Y". Currently, altered costs can be set up by branch and individual items, but only allow entry of a column and multiplier for the calculation. In this release we have modified this feature so that a specified cost can be entered for the items.

-If the unit of measure is changed for an item, then the altered cost is changed in Product Maintenance, Trade Service Updates, and Vendor File Updates accordingly.

-The Altered Cost Report has been modified to give the option to [export to an Excel spreadsheet](#).

-We have modified ADD/REMOVE ALTERED COSTS FROM FILE (FLI) to allow the column (that indicates which column is to be used for the calculation) to be set to "0" and the Altered Cost to be up to 12 characters (#####.#####). This program now allows an operator to remove the Altered Costs that have been entered for individual items.

-Product Cost Help Screen – We have modified this screen to show transfers in and transfers out, and to allow entry of another branch to view, so the operator can view this information for the same item at other branches. This screen is used in Quotes, SOE, and Merchandise Returns.

-In a previous release we allowed entry of a message that could be entered in Mailer Message Maintenance (S/M) that should go into the line item comments for all specials entered on orders. In this release we allow the same entry of a **message for items in Product Detail Status Codes**. The detail status code must first be entered in Tables File Maintenance (S/M) under letter “K”. Then items can be assigned to the status codes in Product Maintenance. Lastly a message can be entered in Mailer Message Maintenance under letter “O” for Orders and the Status Code. The text will automatically be put in the line item comments when these items are put on orders or quotes. Examples of this might be to indicate when items are promotional items or final sale or close out items.

-We have added two new Order Processing Parameters:

14. PRINT ‘TERMS AND CONDITIONS’ ON INVOICES? (Y/N)

This allows you to print a separate page of ‘**Terms and Conditions**’ on the backside of the page of each invoice. A laser printer that can print on both sides of the page will be needed for this. When the customer gets their invoices via email, the page of ‘Terms and Conditions’ is only included once in the batch of invoices.

53. TRACK BUILDERS REBATES? (Y/N)

This allows you to track the sales of specified customers and print a report that shows the sales through a specified date and the date that the invoice has been paid. The menu options to enter the customers to track and to print the report are automatically added to the REB menu when this parameter is set to “Y”. Usually the report will be printed after the A/R Cash Application has been done for the 10th of a month, and then this report is printed for the previous month so that it shows not only the sales, but whether the builder has paid the invoices on time. After the report prints, the system gives the operator the option of removing the documents. It will clear the documents regardless of whether they have been paid, so that each month it is printing only the new documents.

In SALES ORDER ENTRY PROMPT CONTROL #17 we have added a 2nd question that gives salespeople greater control over the printing of quantities to ship on pick tickets.

ALLOW **FORCE BACKORDERS** ON PICK TICKETS? (Y/N)

Currently the software allows the operator to allocate the quantity to ship on the pick ticket if SALES ORDER ENTRY PROMPT CONTROL #17. ALLOW ALLOCATION OF AVAILABLE QUANTITY ON CHARGE SALES? (Y/N) is set to “Y” for a Terminal. The system prompts the operator for the quantity to allocate after the quantity ordered is entered. The quantity entered here is printed in the shipped column when the pick ticket is printed. The ticket is given priority over other backorders so this addresses the situation where there are existing backorders for an item, but the quantity on hand should be allocated to a specified order. However, this does not go far enough in giving the operator control over the printing and shipping of items in certain situations, so we have added the option to FORCE BACKORDER items.

Let me first define this and then give some examples. When the operator selects an item to be “force backordered”, they are prompted for the quantity to be backordered. The system prints

the difference on the pick ticket in the shipped column and that quantity is put-up for the item. These backorders are not filled from stock. When a purchase order or transfer is received, then the backorders can be filled.

The “allocating inventory” and “force backorder” are the inverse of each other and only one of them can be used at a time on an item on an order. In the force backordering of items, the operator specifies the quantity to be backordered, so the system prints the difference on the pick ticket and puts-up the difference (if not zero) after the pick ticket prints. When the item is “force backordered” it remains in that state until the operator goes into the order and removes the forced backorder or if inventory is received on a p.o. or transfer.

Here is an example: if you have 10 of an item and a customer wants to buy all 10, you may only want to allow them to buy 3, so this does not wipe out your inventory. When the system is setup to allow force backordering, the operator enters a quantity of 7 to be backordered and then 3 print on the pick ticket and are put-up, and the ticket is not selected until the forced backorder is removed or the item is received on a p.o. or transfer.

Another example is if a customer orders 10 of an item, but you only have 2, and they want you to backorder them until you have all 10 and they will pick them all up at the same time. Force back order all 10, and again the ticket is not selected until the force backorder is removed or the item is received on a p.o. or transfer.

Another example is if a customer orders 25 of an item and you only have 4. The 4 will not do him any good and you do not want them to sit in pack and hold, so force backorder all 25 and the order will get filled when they are received.

Returns, items that are completely put-up, C.O.D. orders, and specials cannot be Force Backordered.

We have added the option to **print Force Backorder items** on the Open Orders by Salesperson and Due Date and the Open Orders by Due Date Report.

-New Report: Cancelled Customer Orders Report (EXE) - This is a new management report that searches through the order cancellation history and prints the following:

Branch, Order #, date entered, inside salesperson, Line #, Mfgr ID, Catalog #, quantity, sell price, cost, quantity cancelled, date cancelled, cancellation reason, initials of person cancelling. The operator has the option of printing to an **excel spreadsheet**. If the ticket has been printed, then it shows the terminal # that it was printed from. The operator is given the following options: Branch, Starting and Ending Dates, Customer (or all), Manufacturer (or all), Inside Salesperson (or all), COD only? (Y/N). There are other reports that are used on a daily or weekly basis to view cancelled customer orders, but this report can be used to look back through longer periods of time to look for trends where salespeople are cancelling orders.

-Invoice Print – when customers return merchandise, the reason for the return is printed on the pick ticket, but some clients also want this to print on the charge invoice/credit. A new option has been added in the Branch File (#42) to print the ‘Reason for Return’ on Invoices.

-When **Cash Sales** are processed and the operator enters the **Lighting Showroom Tag** info for an item (“W”), this information is now written to the Invoice Retrieval System when the invoice is processed. It can be displayed in the Invoice Retrieval System and the tag information prints if the invoice is re-printed.

-Re-send a Group of Invoices (IPM) – When selecting a group of invoices to send to a customer, if the customer has jobs set up in the Job Tracking System, the software will prompt for the **Job to be selected**. This is useful if you want to send only the invoices that were processed for a Customer Job. If the operator enters a job, and then they enter an invoice number that was not processed with that job name, then the operator is warned of this and the invoice is not added to the group. We have modified this program to update the transmission log for each of the invoices that are emailed. We have also modified **Re-send Group of Selected Invoices** to update the transmission log for each of the invoices that are emailed.

Pricing

-Customer Pricing Maintenance (CPM) – Currently Customer Price Exceptions can be set up to discount the selling price based upon 10 different options (columns). We had added the option to base the calculation for the selling price on **Last Cost Paid** in all four types of price exceptions (individual item, manufacturer, matrix, and blanket). This is #11 on the list of columns to choose from. If Last Cost Paid is zero for an item, then the system uses replacement cost for the calculation. We have also set this up as one of the columns that can be selected for the selling price calculation when entering a new Model Account.

-Customer Pricing Maintenance (CPM) - When entering Price Exceptions, the system currently allows selection from 7 different columns for the costs. We have modified this to allow selection of an additional cost for the rebate cost (7) and the cost exception (14): 11 – **Last Cost Paid**. This applies to Individual Item, Manufacturer, and Matrix Exceptions. We have also set this up as one of the columns that can be selected for the order cost calculation when entering a new Model Account.

-Customer Price Exception Reports (CPM) – 1. INDIVIDUAL ITEM EXCEPTIONS, options 1 through 4, we have added the following question: “Do you want to print ONLY items that have a Cost Exception and NO Rebate Cost? (Y/N)”. We have also added the option to **Export to an Excel spreadsheet**. The reason that distributors often set up Individual Item Price Exceptions is that they are part of a SPA or Rebate. This allows the manager of pricing to review any exceptions that are set up with a cost exception but not with a rebate cost. If this report is printed by the system security officer, then the program gives the option (after the report prints) of putting the cost exception into the rebate cost.

-Customer Price Exception Maintenance (CPM) – 9. CONVERT QUOTATIONS INTO INDIVIDUAL ITEM EXCEPTIONS, we have added the option to email the report that is generated when this program is run.

- Branch Replacement Cost in Pricing Matrix by branch (MFM) - Currently the pricing calculation for matrix sells by branch can be based upon Order Base (B), Replacement Cost (C), Weighted Average Cost(W), or Last Cost Paid (L). This project will allow it to also be based upon Branch Replacement Cost (R). This should only be used for branches that have Branch Replacement Cost entered for items. If there is no Branch Replacement Cost for an item, then the system will use the Product Replacement Cost.

-Products by Gross Margin Report (MFM #10): We have added a new option to this report (#3) to compare Order Sell Price to Order Cost. This option is not given if the operator selects to print Product Header Records instead of a branch. The Order Cost will be based upon the Order Processing Parameter #5: WHICH COST TO USE FOR O.P. COSTING? We have added the option to output this [report to an Excel spreadsheet](#).

The operator will be prompted for the customer P-Code to use to do this comparison. If the operator is exporting to excel, they will have the option to print all customer P-codes. The operator can print a range of matrix sells or <ENTER> for first and last. They can print one commodity code or all commodity codes. They can print one product group or all product groups. The Excel File has columns for the Weighted Avg Cost, and margin, Last Cost Paid, and margin, branch replacement cost, and margin, and Replacement Cost and margin.

Sales Analysis

-New Report: Sales Analysis by Product Group Report (SN1). This report prints the sales and cost dollars, and the gross profit percent by Product Group for specified starting and ending dates for a branch. The figures are broken down into stock, direct shipments, and specials. Totals are printed for each product group and for the entire report. If your company uses the Work Order System, then the operator is given the option to include, exclude or include only the work order components.

-Customer Sales Analysis Report by Vendor (SAN)– When items become obsolete inventory, some distributors will mark their cost down (example: .01) and then want to track the sale of any of these items. We have added the option to only print items that fall in a dollar cost range. If the operator indicates that they would like to print cost and gross profit on the report, then the system will prompt:

PRINT ONLY ITEMS IN DOLLAR COST RANGE?

If the operator indicates “Y”, then the system will prompt for the starting and ending cost range. We have also changed the Sales Analysis (#22 in OPM #1) security level needed to print this report from “Inquiry Only” (1) to “Limited Access” (2). That change has also been made in other programs that allow printing of sales history information: Sales History Inquiry by Customer (S/I), Sales History Inquiry by Item (S/I), Transaction by Item Inquiry (INC), and the Transactions by Product Group Report (INC).

Products

-Inventory Overstock Report (INC) – we have added another column to the [output to spreadsheet](#) to show either the Weighted Average Cost and the Extension or the Last Cost Paid and the Extension depending upon which cost is already shown in the spreadsheet.

-Value of Inventory Report (INC) – We have added columns showing the date of the last p.o. receiving and the document # to [the spreadsheet](#). The program determines the Last Purchase Order Date when each item was received. If there is not a receiving date, then it finds the last transfer date or the last inventory adjustment date. We have also added a column for the Branch Comments.

- **Physical Count Report (INC)** – we have added the option to specify which cost should print (Last Cost Paid, Weighted Average Cost or Replacement Cost or No Cost)

- When printing by location – the program asks for the for breakpoint to start a new page.

-**Physical Inventory Forms (PYE)** – Since many of the people that do the inventory counting are familiar with the house #'s or nicknames for items, we have added the option to print the house part # instead of the UPC # on the form for doing an annual inventory count.

-**Adding Stock Items** – Prior to this release all operators could automatically add stock items if Product Parameter #6 AUTOMATICALLY CREATE STOCK INVENTORY RECORD was set to “Y”. This happens in Sales Order Entry, P.O. Entry, etc. In this release we have added more parameters so that this can be limited to selected operators. The purpose of these changes to be able to trace who brought an item into stock, so that if it is still sitting in stock 6 months or longer, then this can be traced back to the reason it is being stocked. We have added the following Product Parameter:

#6. SECURITY GROUP TO ADD STOCK ITEMS IN SOE

This security group limits the people that are allowed to add stock items when entering an order in Sales Order Entry. When an operator is **not** in this security group, non-stock items are added as specials on the customer orders.

But it is also important to know who added a stock item and the document where it was added, so we have taken this one step further by adding two more parameters.

#6. IS ‘BRANCH COMMENTS’ A REQUIRED FIELD FOR NEW STOCK ITEMS? (Y/N)

#6. REQUIRE FIRST 3 CHARACTERS TO CONTAIN INITIALS? (Y/N)

If the first one above is set to “Y” then this does two things:

1) automatically fills in the branch comments with the initials and document # in Product Maintenance when a stock item is created

2) makes the Branch Comments in Product Maintenance a required field. If an operator is in Sales Order Entry, purchase order entry or maintenance, or turning a quote into an order, the system will automatically fill in the Branch comments field with their initials and document #. If the operator is in Product Maintenance and they add a new item for a branch, the system will require that they fill in this field. The second parameter requires that the first 3 characters contain the operator initials. This information is output on the spreadsheet for the Inventory Overstock Report (INC), the Product Purchasing Information Report (PRP), and the Value of Inventory Report (INC) along with the date that the item was added to the Product Detail File.

-**Update Product Information from File (FLI)** – We have added the option to update T.S. Column 4, which is usually List Price. All formats have been modified to handle 12 digit UPC #'s correctly by dropping the 12th digit, and the definitions for the files have been updated.

-Product Stock File (FLE) – We have added columns for the unit of measure, purchasing minimum quantity, resale minimum quantity, weight per purchase minimum, replacement cost, and order base.

- Last Cost / Replacement Cost Report (PRM) – we have added the option to only print items with Branch Replacement Cost.

- We have added the option to print by the date that LCP was last updated. This will help distributors address the situation where they use LCP as their order cost and the last cost paid is years old. Out of date costs can skew the profit margin and can cause the salesperson to quote a price that is less than cost.

-The program will also give the operator the option to update Last Cost Paid to the current Replacement Cost for each item printed under two conditions:

1) If the operator prints this report only for items that have zero quantity on hand.

2) If the operator prints this report by LCP date and enters an ending date.

If the replacement cost is zero, then the LCP is not changed. The operator is given the option of only updating items where the replacement cost is great than the LCP. The operator must have security level “3” for Products in order to do this. The program will update the LCP and write an entry in the LCP log.

-Products to be Deleted Report (PRM) – if printed for a particular line by the system administrator, then the operator is given the option to reinstate the items that have been flagged for deletion. If items are flagged for deletion in both the Detail and Header files, then these must each be printed and reinstated accordingly.

- **New Report: Multiple House Part Numbers Report by Product Part Number (SKU)** – This is a new report that lists only the items that have more than one house part number. It can be printed for one manufacturer ID, or all manufacturers. It shows the UPC #, Mfgr ID, Catalog #, Description and the multiple house #'s.

Purchase Order Processing

-Vendor Maintenance (V/M) – we have added a field (#18) for the **ship method** on purchase orders. Previously this defaulted to “P”=partial on every purchase order, and if the person entering the p.o. wanted it to be shipped complete, then they had to remember to change this to “C”=complete. For vendors where the purchase orders should always be shipped complete then set the default to “C” in the vendor file. This is used in P.O. Entry, Build a P.O. and P.O. Now.

-Purchase Order Maintenance (POP) - How many times have you made changes to multiple lines on a purchase order and then accidentally hit “AB” to Abort, and lost all of your changes? We have added a confirmation to prevent operators from doing this. If an operator makes changes to more than 4 lines on a purchase order, and then they hit “AB” to Abort, the system confirms that this is what they want to do, and they have enter “YES” at the confirmation, they cannot just hit <Enter>.

-Build a Purchase Order (POP) - We have added a question giving the option to include the outgoing transfer quantities with the monthly sales quantities on the stock item screen.

- **Change Vendor on Purchase Order (POP)** – When the vendor is changed on a purchase order, the system checks the terms code, ship via, and ship method. If any of these are different for the new vendor, then they are changed and a message is displayed on the screen with this information.

-**Vendor Purchase Order Inquiry** – (POI) – We have added the “LN” option (like the one in Customer Order Inquiry) that displays each of the line items on the purchase orders. This is useful when you are searching for an item on the purchase order and do not know the purchase order #.

-**Purchase Order Receiving (WAR)** – Some distributors do not allow salespeople to do receiving on purchase orders, therefore we have added a new Purchase Order Entry Parameter:
#26. SECURITY GROUP TO DO PURCHASE ORDER RECEIVING

And we have modified Purchase Order Receiving to implement this security group.

-When stock items are received, the system tracks the last 3 times each item was received in the product file and uses this information to calculate the **Lead Time** during the month end closing process. Sometimes the wrong item is received on a purchase order or the wrong purchase order is received, so in this release we have modified the program so that when the operator adjusts this receiving, the program removes this receiving from the history for calculating the lead time.

-**Product Purchasing Information Report (PRP)** – We have added columns to the [spreadsheet](#) for the date and quantity of the last purchase. The program determines the Last Purchase Order when each item was received. If there is not a receiving date, then it finds the last transfer date or the last inventory adjustment date. A column has also been added with a letter indicating the type of transaction: P=P.O., T= Transfer, A=Adjustment

-Some of our clients consider the **freight billed on direct ship invoices** to be incoming freight and some of them consider it to be outgoing freight. Therefore, we have added a new P.O. Processing Parameter that allows our clients to determine which way it will be billed.

8. POST DIRECT SHIP FREIGHT AS INCOMING OR OUTGOING? (Y/N)

-**Replenishment Action Report (PRP)** – we have modified this program to run through the program sequencer. This will give purchasing the ability to run this each evening after hours and have the system determine what needs to be ordered for each branch and create transfers and a potential P.O. (Pro-Forma P.O.) for the main branch or each branch. The report shows whether each P.O. will have free freight or not, and allow purchasing to review and place orders as needed.

Quotations

Mailer Message Maintenance (S/M) – This now allows the operator to enter **comments** that they want to print on every quote above the line items.

Quote Entry – we have added the option to enter **Notes** on the Quote Header Screen. These are internal company notes that only display on the screen. They do not print on the document. When a quote is turned into an order, the notes are copied to the order, and when an order is

turned into a quote, the notes from the order are put on the quote. The same is true when using the option to Copy a Quote.

-Print Quotes (QUO) – since most of our clients consider the catalog # to be the default when printing the line items on quotes, we have changed the question: “Do you wish to print Catalog #, House #, or Item #? (CR/H/I)” so that the default when hitting <ENTER> is to print by the catalog #.

Transfers

-Open Transfer Report (TRN) – we have added the option to export this report to a [spreadsheet](#).

-Print Transfers – we have added the option to **email transfers**. Sometimes they may be misplaced when they are printed to a printer, so this allows the operator to email a copy to the person responsible at the shipping branch.

Miscellaneous

-Accounts Receivable Statements (MTH)- previously the lines to put a message on the statements were only 35 characters, and we have increased this to 70 characters per line.

-Top Gun Report – In order to analyze the impact that selected customers are having on the overall business of a distributor we have modified this report to allow the operator to separate out the figures for selected customers. The report will exclude the figures for the selected customers and let the operator choose which branches they should be separated from. It will exclude their figures from the branches where the customer transactions occurred, and then print the figures for the specified customers separately after the figures for the branches. We also give the option to NOT print the figures for these customers, in which case the figures will not show for the specified customers at all.

-Merchandise Returns- This has been modified to always give the option to email the Return instead of requiring that an email address be on file for the vendor. It has also been modified to print the Overstock Locations for the item in the warehouse when the flag to print overstock locations on pick ticket in the Branch File (#34) is set to “Y”.

-New Report: Merchandise Return Reconciliation Report (MRV) - The purpose of this new report is to be able to track the value of returns and their credit value. The operator enters starting and ending dates and they can print: E=Entered (not shipped), S=Shipped (not credited), C=shipped and credited, A=All. The date range can apply to: Entry Date, Ship Date, or the Invoice Date. The report will print the branch #, MRV #, entry date, vendor code, Mfgr ID and Catalog #, inventory status (update inventory Y/N), quantity shipped with date and value, credit received with date and value. This report can be exported to an [Excel spreadsheet](#).

-Rebates – Vendor Rebate Cost Exceptions (REB) – this is an optional program. The in-to-stock cost is submitted to vendors in the claim files for the monthly rebates. For some vendors

that should contain the Weighted Average Cost or the Last Cost Paid, instead of the Replacement Cost. This program allows the operator to enter a Manufacturer ID and an “L” or a “W” and then the system uses that cost at the time the rebate item is invoiced.

-We have added the **customer phone #** to the file that is generated each month to file the rebate claims.

- **Display Email and Phone** (SI2) – new options have been added that allow you to toggle between displaying the cell phone #s and the email addresses on the search screen. “PH”=Cell Phone and “EM”=Email.

-Accounts Payable- We have added a new field in the **Vendor Master File** for prior year disbursements. This displays on the 2nd screen in A/P Vendor Maintenance, and is update at the next year end close after this software release is installed.

- We have added a new Accounts Payable Parameter:

#6 SELECT CREDITS FOR PAYMENT REGARDLESS OF DUE DATE? (Y/N)

Whenever AUTOMATIC PAYMENT SELECTION (APC #1) is run, this program selects any credits regardless of their due date as long as there is an off-setting invoice to be paid. Some of our clients do not want to pay credits until the due date, but others prefer to use it as soon as it has been entered. This can be useful in preventing the situation where you pay the vendor for an invoice based on the due date, but do not pay the credit because of the due date, and then leave yourself with a credit balance.

-Accounts Receivable-**Display A/R Check History**- when this program allows the operator to print a list of the invoices/documents that were paid with a check, the document balance was being printed by subtracting the payment from the original document balance. However, when a partial payment was being made, this did not reflect any previous partial payments. Therefore, we have modified the system to compute and track the document balance at the time the payment is applied.