

New Features in Harvest Release 2022

Table of Contents

Highlights	1
Sales Order Processing.	2
Sales Analysis	3
Quotes	4
Purchasing	4
Miscellaneous	5
Export to Excel	6
Accounts Receivable	7
Transfers	7
File Imports	8

Highlights

There are two main highlights in this release of the software.

The first highlight has to do with the use of pay cycles in Accounts Payable. All vendors are now assigned to pay cycles and the system uses "00" as a default. Pay cycles are defined in a **new program** on the APM menu with options for 1) the file type to be created and output when printing checks, and 2) whether remittances are emailed to the vendor. When this release is installed all vendors that do not have a pay cycle are assigned to "00" and all open invoices that do not have a pay cycle are assigned to "00".

We have added a new letter "N" for the files type to be created. Letter "N" is for NACHA for ACH payments through the bank. NACHA stands for National Automated Clearing House Association, which is the organization that defines the standard format for files to send to the bank. ACH stands for Automatic Clearing House, which is the means to initiate electronic payments. The bank routing # and bank account # can now be entered for each vendor in A/P Vendor Maintenance. When invoices are selected for payment, the pay cycle is entered and then invoices can be selected by due date, discount due date, and all open invoices.

The second highlight is the creation of Kits, which allow distributors to declare groups of items that can then be repeatedly put on customer orders or quotes. Line items on kits can have comments and miscellaneous charges which automatically transfer to the order or quote. After line items have been added to a kit, other items can be inserted or deleted (actually removed) from the kit. Each kit is associated with an item that is set up in the product master file so that kits can be selected during a search (<F3>) of inventory items just as though they were an inventory item. When adding the items on

a kit to an order or quote, the system will prompt for the quantity of the kits and will multiply the quantity of each item by this quantity.

Sales Order Processing

- **Sales Order Entry (CTR)**
 - o We have modified the system to notify the salesperson if an item being added to an order has already been entered on the order. This is similar to adding items on purchase orders and was done to address the cases where the salesperson gets distracted and has already put the same on an order.
 - o In the previous release we added a new option “U” that displays each line on the order with the stock status. For specials that just showed the word “SPECIALS”, so in this release we show whether the special has **not** been placed on a p.o./transfer, or has been placed on a p.o./transfer, or has been received on a p.o./transfer.
 - o We have also added another option “S” which displays the meaning of the line item status codes, such as “N”=New, “B”=Backordered, etc.
 - o We have added the letter “R” to the line item status display to indicate when an item is on a Vendor Rebate. This is useful to know as the salesperson is adding each line item. If the salesperson marks it as an SPJ item, then a “P” is displayed.
 - o when salespeople enter Returns on orders, we have modified the system to make the default answer to the question “Adjust Inventory” so that it is setup in the Tables File (S/M) according to the “Stock Return Code” (letter “B”). When the software upgrade is installed, these are set for each of the Return Codes in the Tables File.
- **Sales History Inquiry by Customer and Sales History Inquiry by Item (S/I)** – we have added a **new** option “YR” to specify the year to be displayed.
- **Open Orders by Salesperson and Due date (OPR)** – we have added the customer P.O. # to the Excel File output.
- **Put-up Shipping (WAR)** – We have been requested to modify this program so that the operator does not have to enter “PU” for each line item. Therefore, we have modified it so that if the operator enters “PU” on the header screen, then the system goes directly to the entry of the quantity to put up for each line item.
- **Matrix Price Discrepancies (IPM)** -Currently this report is printed and cleared each day. We modified the system to allow the information to be kept for a longer period of time.
New Order Processing parameters have been added:
 - o CLEAR FILE AFTER PRINTING? (Y/N)
 - o # OF MONTHS TO RETAIN DATAThese only apply if your company prints the Matrix Price Discrepancy Report. The last parameter only applies if your company does not clear the file after printing. When printing this report, the operator can enter starting and ending dates, and starting and ending vendors. We have also added a column for the unit price and other columns listed above to the spreadsheet.
- **Order Processing** – We have added a **new** Order Processing Parameter to address the changing cost on customer backorders when the company uses Weighted Average Cost as the cost in the Order Processing system:
 - o UPDATE COST ON UN-INVOICED ORDERS WHEN COST CHANGES? (Y/N).

This is part of parameter #3 which determines the cost that is used when processing Orders. When your company uses Weighted Average Cost as the default cost, and weighted average cost is changed on a stock item, the system will check for any backorders where the cost should be changed. The order cost will be changed whether it is higher or lower. There are eight programs where this can occur.:

- When purchase orders are received (WAR)
- Product Maintenance (PMM)
- Maintain Product Costs/Locations (PMM)
- Mass Price/Cost Change (PMM)
- Update Costs from Vendor File (FLI)
- Merge UPC #s (PMM)
- When transfers are received (TRN)
- Enter Vendor Invoices (POP)

If a backorder item has a partial shipment, the cost will be changed. It will not be changed:

- 1) for Specials
- 2) when items are received and the customer order is tied to a purchase order or a transfer
- 3) when the item on an order is on a pending invoice for that order
- 4) if the cost originally came from a customer price exception
- 5) if the item is flagged as a Rebate or SPJ item
- 6) if the item is a work order component.
- 7) Because Direct Shipments are always tied to a purchase order, they are excluded from this process.

When these changes are made to an order, the change is written to a log that can be viewed in Order Inquiry. The log shows the previous cost and the new cost, with the date, time, source, etc.

We have added a **new program** ORDER ITEM LOG ITEM INQUIRY (AUD) that lists the changes made within Specified Dates. The log shows the Order # and line #, customer, mfg id and catalog #, date, time, quantity, former cost, new cost, unit of measure, the document #, and the initials of the operator that ran the program that made the change. The operator can view the order and the line item within this program. When this new order processing parameter is set to “Y”, and the company uses Weighted average cost for the cost in order processing, and quotes are turned into orders, the system also updates the cost on the customer orders.

Sales Analysis

- **Customer Sales Analysis Report by Vendor (SAN)** – This report has been modified to allow the operator to print a specified product group only. We have modified the output to a spreadsheet to contain the GP \$\$ and the unit cost.
- **Sales History Recap by Salesperson (SAN)** – This report has been modified to print all sales for a salesperson whether they were the Outside, Inside, or Both on the sale. We have added a column to the spreadsheet and the printed report that indicates if the salesperson was the Inside/Outside/Both for each document and totals by inside, outside, and both for each salesperson.

- **Customer/Product Rank Report (SN1)** – Has a customer ever asked for a list of the top 10 items that they purchased from your company? This **new report** shows that information by sales dollars or quantity or frequency. The frequency shows the number of times the customer was invoiced for an item. The items are ranked from high to lowest on the report and the operator can print all items, through a specified percent, or through a ranking by number. This report can be printed to paper or exported to a spreadsheet.

Quotes

- **Quote Entry/Maint (QUO)**
 - o We have added the option to declare that an item is an SPJ item using the option “Y”, which is already an option in Sales Order Entry. This was done for two reasons: 1) this can be done here so the salesperson does not have to make changes when the quote is converted to an order. 2) When an operator is NOT allowed to change the cost on items, if the item is an SPJ item, then the cost can be changed.
 - o We have added the letter “R” to the line item status display to indicate when an item is on a Vendor Rebate. It is useful to know this as the salesperson is adding each line item. If the salesperson marks it as an SPJ item, then a “P” is displayed.
 - o In the 2020 release we added the option “PH” on the Sales Order Header screen, which allows the operator to view phone numbers and email addresses for the people at a customer. We have added this option on the **Quote Entry** Header screen.
 - o We have added the option “I” to insert a line on a quote. Often users want to present the items on a quote in a particular order and this **new** option will assist them in doing that. In programming this feature, we had to be sure to keep any comments, miscellaneous charges, and house tags with the correct items, so this feature is only allowed when any pending additions or changes on a quote have been updated. In other words, if an operator wants to change the quantity on some items and insert another item, then they must make the quantity changes and update the quote, then insert an item on the quote. They can and should insert additional items before making further changes to existing items.
- **Quote Inquiry (QUO)** – We have added the “RE” option when searching the quotes on the screen. This was added to give the operator the option to recover when they have just gone past the quote they wanted to select or when they have gone past the end of the list.

Purchasing System

- **Enter Vendor Invoices (POP)** – show the initials of the person that originally entered the P.O. and the “Mark Ship for”, so that if there are any issues with the invoice, the person entering it can see who they need to contact.
- **Purchase Order Maintenance (POP)** – How many times have you needed to change an item on a purchase order, but do not know the P.O. #? And you have to go to Vendor P. O. Inquiry on the POI menu and find the number by vendor first and then go back to P.O. Maintenance. In this release we have tried to save the extra step by giving operators the option to select the P.O. # by Vendor or enter the P.O. number. When you input the vendor code the system will show only open P.O.’s and allow selection of the P.O. to be maintained. It will allow entry of “LN” to view the lines on open P.O.’s in case you need to search for an item.

- **P.O. Entry and Maint (POP)** – check if they have any commodity cross references set up. If not then do not prompt the operator to use them.
- **Purchase Order Acknowledgements (POP)** – the operator can view and maintain the comments on the line items.
- **Purchasing History Inquiry by Vendor (POI)** – we had added the following items:
 - PB – Display Purchase Order Billing
 - PO – Display Purchase Order Entry/Maint
 - PR – Display Purchase Order Receiving

For each of these options the screen now shows a “D” (for Direct Shipment) after the quantity.

Miscellaneous

- **A/P Check by Vendor Inquiry and A/P Check Inquiry (API)** – screen shows the Pay Cycle for each check.
- **Stock Items and Order/P.O./Transfer Inquiry (S/I)** – the option “LC” has been added to these programs which allows the operator to view the primary and overstock locations for the item. If a location has been flagged for “Display”, then that is shown, along with the quantity on Display.
- **Vendor Maintenance (APM)** – a new field has been added for the CID # assigned to each vendor by a buying group. This # is then put in the Excel File for the Check Register that is exported when checks are run.
- **Customer Email Default Maintenance (C/M)** – allow outgoing emails to be up to 52 characters in length.
- **Top Gun Report (EOD)** – we have added the YTD Margin \$\$, YTD GM %, and MTD Margin \$\$ for each branch and for the entire company.
- **Credit Exceptions Report (EOD)** – we had modified the system to track the initials of the person that enters a CRA # on an order, and print it on this report.
- **Select Backorders for Printing (WAR)** – When orders are printed in SOE the operator has the option to specify if prices should be printed. If an order has only specials on it, then it cannot be printed, so when the backorder prints, the system uses the flag for printing pricing in the customer master file. But if the warehouse needs to print a ticket that fits this scenario and does not want pricing, they can now un-select the ticket and re-select the ticket using option #5 Force Out Selected Tickets. When a ticket is ‘forced to print, then the system will show how the customer is set up to print pricing, how the ticket is currently set, and ask if the operator wants to change this.
- **DOCUMENT RECAP BY CUSTOMER (C/R)** – This is a **new report** that allows the operator to print a list of the Invoices and Credits that were created within certain dates. This report has proven to be a useful remedy in the situation where there was a problem with the delivery of emails when the invoices were originally printed and updated. The operator is given the option of printing only the ones that are emailed to customers, and the option to not print the documents that have been paid by the customer. The report shows the customer code and name, document #, date, amount, and how the documents are delivered to the customer. If this report is printed by the system security officer, then the program gives the option to email the documents to the customers. If this is selected, then the operator can enter the initials of the operator for the confirmation copy and the operator can enter a starting customer to send the documents. The documents are grouped into one email for each customer. As the

documents are emailed, the operator is taken to the email screen where they can change the email address, and enter text for the body of the email, or they can Abort this process.

- Expansion of **Altered Cost** (S/M) - There are currently seven columns that can be used to calculate altered cost when entering them by commodity code. This project will expand that to allow Last Cost Paid and Weighted Average Cost to be two of the columns. If an item does not have a Last Cost Paid or Weighted Average Cost, then the Replacement Cost will be used. Our clients have found this useful when prices are constantly increasing for commodities.
- **FLAG OUTDATED DETAILS FOR DELETION** – This program has been modified to allow the user to flag only items in a specified Inventory Class for deletion at the next month end close. See “Special Topics” on our web site and in the Product Documentation for information on Inventory Classes. This program only flags items that have no quantity on hand, none due to customers, none due from P.O.’s, no transfers, and no activity in the last specified number of months. The items are flagged for deletion from the Product Detail file (branch stocking items), but remain in the Product File.
- **GENERAL LEDGER BATCH INQUIRIES** – Each of the four programs on the GLB Menu that allow the operator to enter a batch #, and view (or print) the general ledger postings that were done in the batch, have been modified to allow the operator to search through the list of batches. This includes the Year End batches with the entries that are created by the system during year end closing to zero out the income and expense accounts and put the balance in retained earnings. The batches are saved in the system according to G/L Parameter #12. # YEARS TO SAVE G/L BATCH HISTORY.
- **CHANGE PRODUCT PRICES** (PMM) – We have modified this program to help distributors with implementing the price increase from their vendors. This program allows the operator to enter the delayed date that they wish to update changes to cost and base for individual items. Also note that if your company uses the Multiplier Exceptions feature of the software, then the system will prompt the option to update the Multiplier Exceptions.
Note: On the delayed date, when the option “RELEASE DELAYED PRICES, CHECK CUST CREDIT” on the EOD menu is run, then delayed changes are implemented.
- **SETUP DELAYED PRODUCT BASE/COST UPDATE** (FL1) – This is a new program that was written to help distributors with implementing the price increases from their vendors. The operator can enter a date when they want the new Order Base and/or Replacement Cost of items to be updated. Then they select whether to update Order Base or Replacement Cost or Both of them. The required file format is displayed on the screen, and a report prints that shows the delayed changes before they are implemented. Also note that if your company uses the Multiplier Exceptions feature of the software, then the system will prompt the option to update the Multiplier Exceptions.
Note: On the delayed date, when the option “RELEASE DELAYED PRICES, CHECK CUST CREDIT” on the EOD menu, the delayed changes are implemented.

Export to Excel

- **Customer/House Pricing Report** (SKU) – When this report is printed by House Part #'s, the operator is prompted for the Customer to use in the calculations. When the report is printed for a customer, the file includes the quantity sold and the sales dollars in the last 12 months, weighted average cost, list price, sell price, and the unit of measure for each item. CSITRP

- We have added the option to export the following reports to Excel:
 - o **Customers by P-Code Report (C/R)**
 - o **Last Cost vs Replacement Cost Report (PRM)** This spreadsheet also shows weighted average cost.
 - o **Expected P.O. Receipts Report (PRP)**
 - o **Product with Substitutes Report (PRM)**
 - o **Customer Sales Analysis by Customer Type Report (SAN)**
- **Product Seasonality Report (PR2)** – we have added the branch # to the Excel file output.
- **Inventory Status Report (INC)** – we have added the house part #'s and the detail status code to the Excel file output.
- **Value of Inventory Report (INC)** – we have added columns for the detail status code, last order date, and separate columns for the mfgr id and the catalog #.
- **Rebate File to Excel (REB)** – we have added the customer code and phone #, and the order entry date to the file. This year has seen the rise of the need to have the original order entry date because of delayed shipping times and thus delayed claim filings.
- **Products by Matrix Sell # Report (MFM)** – we have added the product commodity code to the Excel file.
- **Matrix Price Discrepancies (IPM)** - the following columns added
 - o altered cost
 - o sell unit price
 - o computed unit price
 - o sell margin
 - o computed margin

This should help the person reviewing the report see the altered cost that the salespeople see and determine why the salespeople are making changes.

Accounts Receivable

- **A/R CHANGES FOR GROUP OF INVOICES (ARH)** – a **new option** has been added to change the Outside Salesperson on the invoices.
- We have added a **new A/R Parameter**:
 - o PRINT STATEMENTS BY BILLING DATE (RATHER THAN DUE DATE)? (Y/N)

When this is set to “Y” the documents are printed by the billing date on the statements rather than by due date. This has been added as an option to make it easier for customers to read their statements.

Transfers

- **Transfers (TRN)** – track and display the initials of the person that shipped the line items and the person that received the line items.
- **Transfer Parameters (PAR)** - a **new parameter** has been created that determines whether the cost on customer backorders is updated when a transfer is received.
 - o UPDATE COST ON CUST BACKORDER (NOT TIED) AT RECEIVING BRANCH? (Y/N)
- **Transfers (TRN)** – We have added a **new transfer parameter**:
 - o UPDATE LAST COST PAID AT RECEIVING BRANCH? (Y/N)

If this is set to “Y” then the Last Cost Paid is updated, whenever a transfer is received, to be the cost on the transfer.

- **Transfer Receiving (TRN)** – if the transfer line is tied to a customer order, then send an email to the inside salesperson on the customer order. This is similar to what is done in P.O. Receiving. In the Transfer Parameters we have added the options to send emails for ship complete customer orders, specials on customer order, transfers tied to customer orders, and backordered stock items that can be filled.
- **Transfer Shipping and Receiving (TRN)** – When items are set up at the shipping branch for the Reel Tracking System, then the operator will be prompted for the reels/cuts that are being transferred during the shipping process. When an item is set up at the receiving branch for the Reel Tracking System, then the operator is prompted for the new reels that need to be setup during the receiving process. The history records track the transfer # and line # in the Reel History Inquiry, and the reels #'s are tracked on the transfer line item in Transfer Inquiry.
- **Transfer** – When items on customer orders are tied to a transfer, and they are cancelled on the order, the system will now send an email immediately to specified operators. A **new** program has been added on the OPM menu OPERATORS TO BE NOTIFIED OF CANCELLATIONS. These are specified by branch, and more than one operator can be specified by their initials. The purpose of the email notification is to allow them to immediately research the stock status. If it has not been shipped from the sending branch, they may wish to cancel the transfer.

File Imports

- **Create Substitutes from File (FLI)** – When the operator is updating an horizontal file, this program prompts for the vendor # to be updated or all. These files usually come from Trade Service and some companies do not wish to enter the substitutes for all manufacturers. The operator has the option to update all manufacturers/commodities or enter the 6 digit # for a specific vendor.
- **Update Product Primary Locations (FLI)** – this program has been changed to be called “Update Product Detail Info” and it gives the option to update the primary locations or the Detail Status Codes.
- **Add/Remove Altered Costs from File (FLI)** - This program now allows for use of “11” for Last Cost Paid and “12” for Weighted Average Cost when the system calculates altered cost.
- **Update Costs from Vendor File (FLI)** - this program has been modified to get the branch from the imported file. This allows different changes to be made to different branches when only running the program once. We have also added the option to set the Branch Replacement Cost to zero. Normally programs in the software do not allow this in order to prevent operators from setting numbers to zero by mistake, but in this case that may be something that an operator wishes to do. When the branch replacement cost has previously been loaded, this allows the operator to set them to zero.
- **Update Product Purchasing Information (FLI)** – this program has been modified to get the branch number from the imported file. This allows different changes to be made to different branches while only running the program once.
- **IMPORT PRODUCT URL'S FROM VENDOR FILE (FL1)** – This is a **new** program that allows you to import the URL's (Uniform Resource Locator) from vendors. These are usually found in the files that vendors supply with their pricing updates. The program shows the format of the files,

which simply contains the UPC # and the URL. When these are written into Harvest, then operators can view the catalog pages for items in Customer Price Check. In the non-graphical version, the operator must hit the <F2> key at the quantity prompt, and in the graphical version there is a button that they hit to display the catalog page.

- **SETUP DELAYED PRODUCT BASE/COST UPDATE (FL1)** – This is a **new** program that was written to help distributors with implementing the price increases from their vendors. The operator can enter a date when they want the new Order Base and/or Replacement Cost of items to be updated. Then they select whether to update Order Base or Replacement Cost or Both of them. The required file format is displayed on the screen, and a report prints that shows the delayed changes before they are implemented. Also note that if your company uses the Multiplier Exceptions feature of the software, then the system will prompt the option to update the Multiplier Exceptions.

Note: On the delayed date, when the option “RELEASE DELAYED PRICES, CHECK CUST CREDIT” on the EOD menu is run, then the delayed changes are implemented.

- **Create Multiplier Exceptions from File (FLI)** – we have added two columns on the report. One for the unit of measure in the Product File and one for the unit of measure from the file being processed.