

RELEASE 5B FEATURES

This release is filled with features that are *cutting edge* in the electrical industry and for business in general. The list includes:

- addition of new fields to the Product File
 - PRICE GROUP (manuf. discount group)
 - PRICE CODE
 - VELOCITY
 - MSDS SHEET
- pricing service updates (Trade Service or Material Express) can be set up to default new items by Price Group (instead of Commodity Code).
- Customer Price Exceptions by Vendor can be set up by Price Group or Price Code.
- ability to display catalog images via the internet for products that are flagged as having an image available through a pricing service.
- ability to email invoices, quotes, and order acknowledgements to customers
- Product Help/Search Screens – four new options have been added:
 - 1) Part #
 - 2) Catalog #
 - 3) Description
 - 4) Keyword
- ability to set customers to have invoices and statements automatically faxed to them. Thus cutting down on the expense of postage and the expense of printing and stuffing envelopes.
- ability to print documents on laser printers with document creation software, thus avoiding the expense of pre-printed forms and the expense of maintaining dot matrix printers.
- Ability to schedule programs to run through the sequencer on a recurring basis, such as, on a certain day of the week or day of the month.
- New RGA System: The purpose of this system is to track pick-ups and return of merchandise from customers without affecting the inventory. The software for the Return Goods Authorization System was designed with the following main goals in mind:
 - The software must interact with the present system, i.e. it should use the current products, customers, and entries in the tables file, etc.

- It should print a return authorization form that can either be used as a packing list for the customer to ship with the merchandise or for the shipping/receiving/delivery department to pick-up the material. There should be header and line item comments.
- The system should allow the entry of stock items and specials for return. It should allow the operator to turn an RGA into an MRV after the material has been received. It should also allow the RGA to be turned into a Credit memo for the customer, and if the material is going back into stock, then the inventory should be adjusted at that time. In both cases the system should track date, quantity, and document information.
- RGA's remain on the system as an open document until they have been received and either turned into an MRV or a Credit Memo or cancelled.

```
RETURN GOOD AUTHORIZATION SYSTEM
LOGIN: Jim Freeman
TERMINAL ID: T16      MENU: RGA      SYSTEM DATE: 06/12/2005      TIME: 10:44 am

1. ENTER/MAINTAIN RGA
2. RECEIVE RETURNS
3. RETURN GOODS AUTHORIZATION INQUIRY
4. OPEN RETURN GOODS REPORTS
5. RGA'S RECEIVED REPORT
6. DELETE COMPLETED RGA'S
7. CREATE ORDER FROM RGA
8. CREATE MRV FROM RGA

ENTER YOUR OPTION (CR-END-MSG): ____
```

CONCERNS WE HAVE ADDRESSED

Concern: Cash sales update the sales analysis files as they are processed. Therefore at month end the sales analysis file figures do not match the figures from the monthly invoice registers.

Solution: The updating of cash sales has been modified to write the figures for the sales analysis files into a pending file. The figures from this file are then updated when the daily invoice register is updated. There the figures from the sales analysis reports should match the figures from the monthly invoice register each month.

Concern: Sometimes VSI*FAX stops working and we don't know that this has happened until someone realizes that a vendor or customer has not received a fax from us.

Solution: We have added three new questions to the VSI*FAX parameters:

Group of Operators to check queue

Group of Operators to notify of problems

of entries to notify of problem

The first one (Group of Operators to check for problems) determines that each time an operator that belongs to this group sends a fax, the system will check to see if there are more than the specified # of entries in the VSI*FAX queue. If this number has been exceeded, then messages are sent to each of the operators in the second parameter (Group of Operators to notify of problems).

An example of how this might be set up is to have a Purchasing Group of all the people that place purchase orders and a Computer Group of people that are responsible for the computer operations. Whenever someone in the Purchasing Group sends a fax, if there are more entries pending in the queue than specified, then messages are sent to all operators in the Computer Group that say:

There are more than ## requests in the VSI*Fax queue

Please check to make sure that it is working

If there are delayed faxes in the queue, then there are not counted until they become eligible to be sent.

The system also checks the file used to keep track of which requests have had notifications sent to operators. If this file becomes more than 90% full, then it sends a message to the Computer Group with the following information:

The FAXLOG file is more than 90% full.

Run the 'Clear Notification Log' to remedy this.

This is an option on the FAX menu that is supposed to be run periodically, and this message serves as a reminder that it has not been done.

Concern: The totals on the Monthly Invoice Register and the Sales Analysis Reports do not match each month, because cash sales are updated to the sales analysis files as they occur.

Solution: When cash sales are updated the information for the sales analysis files goes into a holding file, and it is updated when the Daily Invoice Register is printed and updated.

Concern: When we look at the Weighted Average Cost for an item, we do not always know where the figures came from. If the figure is incorrect, we don't know if someone manually changed it or if it came from a mistake on the Purchase Order.

Solution: There is now a log for weighted average cost which can be displayed on the same screen that shows the weighted average cost figure by entering in 'WC'. This lists the most recent entries for an item first. It shows the date, person, cost before and after, unit of measure before and after, document #. If the cost was updated during a pricing service or vendor file update, due to a unit of measure change, then the log shows this information.

Concern: Sometimes a job name is misspelled when it is entered into the system or it is entered incorrectly and the mistake may not be discovered until after orders have been entered against the job. We cannot job go in and correct the spelling error. It has to be entered as a new job and each of the orders and invoices must be moved to the new job. This can be very time consuming.

Solution: We have added a new program on the JOB menu that allows you to change the name of a job. CHANGE JOB NAME – enter a customer, existing job name, and new job name. All of the orders, invoices, and accounts receivable are moved to the new job name.

New Reports/Programs

- Product Stock Level Report – this report can be used as a starting point to determine lines where purchase orders may need to be placed. The following are entered by the operator:

Enter Inventory Classes to print (example for 01 through 04, enter '04').

Do you wish to print items below Order Point or Line Point (O/L)?

Do you wish to print only items with a Bin Location? (Y/N)

The report shows the part #, mfg ID, catalog #, inventory class, line point or order point, quantities available to put-up, due to customers, due from p.o.'s, net transfers, and usage.

- Pricing Service Setup (PRS menu) - A new menu has been setup on the system which draws together the menu options that have to do with setting up the system for doing Pricing Service Updates. It has two sections:
 - one concerning price groups (discount groups)
 - and one concerning commodity codes.

```
PRICING SERVICE SETUP
LOGIN: WALDEN SERVICES
TERMINAL ID: T139      MENU: PRS      SYSTEM DATE: 06/03/2005      TIME: 10:13 am

1.  *** PRICE GROUPS ***
2.  PRICE GROUP DEFAULT MAINT- NEW ITEMS
3.  PRODUCT PRICE/COST MULT BY PRICE GROUP
4.  PRODUCT PRICE GROUP DEFAULT REPORT
5.  MULTIPLIER REPORT BY PRICE GROUP
6.  PRODUCTS BY PRICING GROUP REPORT
7.  *** COMMODITY CODES ***
8.  COMMODITY CODES DESCRIPTIONS MAINTENANCE
9.  COMMODITY CODES DESCRIPTION LIST
10. COMMODITY CODES DEFAULT MAINT-NEW ITEMS
11. PRODUCT PRICE/COST MULT BY COMM CODE
12. PRODUCT COMMODITY CODE DEFAULT REPORT
13. PRODUCT MULTIPLIER REPORT BY COMM CODE
14. PRODUCTS BY COMMODITY CODE REPORT

ENTER YOUR OPTION (CR-END-MSG) : ____
```

- Job Lien Report – two options are presented
 1. Jobs with lien records
This report shows the customer # and name, job name, owners name, contact name, lien date, preliminary \$ amount, total billed, ageing total, and value of open orders
 2. Jobs without lien record
The operator enters the minimum credit limit to print. The report shows the customer # and name job name, date opened, ageing total, and value of open orders.

- Job Sales History Report – this report prints the detail of the items sold on a job. The operator enters the starting and ending dates, customer, job name, Mfgr ID, and whether to print cost. This report shows the Invoice #, Mfgr ID & Catalog #, Invoice Date, Quantity Shipped, Unit of Measure, Sell and extension, Cost and extension (if selected), and the totals of extended sell and cost
- Open Items on a Job File/Report – this program creates a file (with the option of also a printing a report) of the items that are backordered on a job. The operator enters the customer and the job name. The report shows the Mfgr ID and catalog #, order date and number, quantity, unit of measure, sales dollars and extension, requested delivery date, and status.
- One of the ways in which a distributor should *add value* is to provide accurate computerized information. We have taken the programs that have to do with importing and exporting information from Harvest and consolidated them onto one new menu (FIL menu) and then expanded on that menu.

```

                                IMPORT / EXPORT FILES
                                LOGIN: WALDEN SERVICES
TERMINAL ID: T29      MENU: FIL      SYSTEM DATE: 06/12/2005      TIME: 7:29 am

1. ***** IMPORT FILES *****
2. CREATE SUBSTITUTES FILE FROM T.S.
3. CREATE CUST PRICE EXCEPT FROM FILE
4. CREATE CUST PART NUMBERS FROM FILE
5. CREATE MULT EXCEPTIONS FROM FILE
6. UPDATE WAC OR LCP FROM VENDOR FILE
7. UPDATE MATRIX SELLS FROM VENDOR FILE
8. ***** EXPORT FILES *****
9. CREATE CUSTOMER PRICE FILE
10. CREATE INVOICE RETRIEVAL ITEMS FILE
11. COPY FILE TO DISKETTE

                                ENTER YOUR OPTION (CR-END-MSG) : ____

```

- Vendor Payment Information (in A/P system) – prints the information in the file for each vendor that shows how they are set up for payment. Prints the vendor ID, vendor name, terms code and description, pay cycle, bank ID, hold code, buying group, payee #, and give option to print the comments. Options to print by vendor code, alpha name, payee, or terms code. Full report (all) or option for start and end for each sort option
- Create Customer Price Exceptions from File (FIL menu) – This menu option is used when you have a list of individual item price exceptions for a customer that you wish to import into Harvest. The system asks for the salesperson, expiration date,

customer, job (optional), and whether to keep the discounts on existing exceptions or set them to zero. The file must contain the UPC #, cost, and selling price. The screen displays the exact format for the file. After entering the file name, the system prints a report of the exceptions and then gives the operator the option of updating these to the system.

- Display Printed Tickets (WAR menu) - new inquiry program that displays or prints the pick tickets printed on a specified date from a specified terminal number or all terminals. It shows the date, time, terminal #, and whether the ticket was printed and put-up. This can be used when a printer has jammed and the tickets did not print correctly, but the operator updated the tickets without know this.
- Items Received but not Billed (POI menu) – new inquiry - Have you ever gotten an invoice for an item and cannot find the P.O. in the system? This inquiry option allows you to enter an item and display any purchase order items where a quantity has been received, but not all of it has been billed. It shows the quantity received, quantity billed, P.O. #, and dates received. The operator is given then option to print a hard copy of the information.
- Populate Open Orders with Customer Part Numbers (SKU menu)- new option that allows you to have the system update the Open Orders for a specified customer with customer part numbers that have been entered for that customer. This is useful when the customer orders have been entered before the customer part numbers were entered in the system.
- Merchandise Returns Recap Report – this report is used to get a concise overview of the status of the merchandise returns in the system. This report recaps the status of merchandise returns entered within certain dates.
Note: if a starting date is entered that is before the number of days that completed merchandise returns are kept on the system, then there may be merchandise returns that have already been removed from the files and they will not print.
The operator enters the branch, printer, and starting and ending dates. The report prints alphabetically by vendor and shows the MRV number, date entered, totals dollars, total completed, and total dollars open.

General Changes

- A batch header file has been created that keeps track of information each time postings are updated to the general ledger system. It contains the date, time, terminal number, and initials of the person logged in at that terminal. This information is now printed for each of the programs on the GLB (General Ledger Batches) menu:

- Accounts Receivable
- Cash Receipts
- Accounts Payable

- The time and terminal # have been added to the heading of many reports.
- On many of the reports that are printed through the program sequencer, the answers to the questions for printing the report are printed on a pre-report page.
- General changes to the system to allow up to 9999 terminals/session.
- Changes to the program sequencer
 - Allow reports to be set up to run on a recurring basis, the options are:
 - D = certain day of the month
 - N = every Monday
 - T = every Tuesday
 - W = every Wednesday
 - R = every Thursday
 - F = every Friday
 - S = every Saturday
 - If the system has internet access, then allow reports to be e-mailed to the e-mail address that has been set up for a person in Operator Maintenance (OPM).
- Display of product history for a specified item by customer (Customer Price Check, Sales Order Entry, Quote Entry and Maintenance, Merchandise Return Entry) now allows you to display the history for other branches after displaying the history for the branch you are working on. You can view the history for all branches or enter a branch to display.

Order Processing

- Cash Sales - the number of Deposits and Payments on a Cash Sale has been increased from 9 to 99.
- Cash Sales – when a payment is taken in or returned to the customer the system displays this information on the payment recap screen. This is in addition to the information that is shown regarding to application of payments to sales. This has been done to clear up any confusion regarding payments by the customer.
- Cash Sales are now recorded in the Invoice Retrieval system.
- Open Customer Order Report (ORRPT1)
 - Option to print list of orders that are flagged to Ship Complete

- Options to print stock, directs, or all
- Option to enter ending date
- Sales History Inquiry by Customer
 - Option to display/print only items for specified job
 - Making printing of the cost optional on the report.
- Daily Invoice Salesman Register (DLSLRG)
 - Option to print alphabetically by name
- Open Orders by Salesperson and Delivery Date Report
 - Option to print stock, directs, or both.
 - Reports is sorted by date, order #, and then item, so all items for an order are printed together on the report.
- Job Help (search) screen
 - When a customer has more jobs than will list on one screen, the operator is given the option to enter 'RE' to reverse to a previous screen.

Purchase Order Processing

- Purchase Order Entry/Maint – show the Vendor Acct # and phone # on the header screen.
- Open Purchase Orders Report
 - Options to print stock, directs, or both on some options
 - Option for ending date on direct ship report
- Purchase Order Status Report
 - Ability to be run through the program sequencer
 - Split stock and directs
 - Calculate and print the difference
 - Recap dollars by branch
- New Report – Purchase Order by Ship Via Code Report – allows operator to review the purchase order dollars and weight that are delivered via different shipping methods. Prints the vendor code, vendor name, purchase order #, date entered, total cost, and total weight.
 - Option to print summary or detail report.
 - Option to print multiple ship via codes, or all.
 - Enter starting and ending dates, or all dates.
- Purchase Order Quantity Help Screen
 - Show warehouse location

Sales Analysis Reports (SAN MENU)

- Values for Customers with Open Orders Report (CSSORP)
 - Option to print by selling branch
 - Ability run this program through the program sequencer
 - Option to print summary or detail report
 - Option to print by salesperson
 - If customer order is busy, give option to Skip
- Customer Sales Ranking Report (CSSARP)
 - Separate Directs
 - Ability to print by outside salesperson

- Consolidate all branches
- Customer Sales Analysis by Customer by Product Group (CUSPR1)
 - Option to enter 'HC' for Hard Copy during display
- Customer Sales Analysis Report by Vendor (SABYCS)
 - Option to print summary or detail report
 - Option to print by inside salesperson
 - Option to print stock, directs, or both
 - Option to print multiple manufacturers
 - Print company name and vendor name
- Management Summary Report
 - Automatically skip orders and purchase orders that are being worked on. (this speeds up the report).

Quotes (QUO MENU)

- Copy a quote – keep the inside salesperson on the original quote (do not go back to the default).
- Quotes Entry and Maint – add use of Margin Calculator.
- Copy a quote – give all operators access to all branches so they can copy a quote from any other branch to their own.
- Convert Quote into Individual Item Exceptions-Option to change the Expiration Date and Option to have quantities from the quote become the Maximum quantity that can be invoiced at this price exception.

Inventory Control (INC MENU)

- Physical Count Report
 - If someone has a record tied up in Product Maintenance, the give the operator the option to 'SKIP that record.
- Inventory Adjustments History Report
 - option to print summary totals only

File Maintenance

Customers

- Customer Maintenance (C/M)
 - When change SERVICE CHARGE 'N/Y' and customer has jobs, give option of changing all of the jobs.
- Customer Master List (C/R)
 - Added option to print in City order.
 - Added option to print by Payment Terms
 - Added option to print by Credit Application Review Date
- Change Customer Code (C/M)
 - change COD to 'Y' and credit limit to \$1 on the old customer code, so that new orders to not get entered under the old customer code.
- Customer Pricing Exceptions Maintenance (C/M)
 1. Individual Items Exceptions
 - Show Last Cost Paid from Customer's Home Branch and 'PR' option

- Allow 'PR' and 'CH' option on adds. 'PR' show the Stock Item Inquiry Screen.
'CH' shows Item History by Customer

2. Manufacturer Exception Maintenance

New option to enter price exceptions by Commodity Code, Pricing Code and Pricing Group (previously they could only be entered by commodity code).

6. Model Account Assignments

1. Add Assignments by Customer Type

New option to add the model to be First or Last on the List of Models that the customer belongs to (previously it was always added to the end of the list).

- Update Individual Item Exceptions by Vendor – this new program allows you to make changes to the Individual Item Exceptions for items for a specified vendor. The operator is given the option to change the exceptions for customers, models, a branch, or exceptions for 'all customers'. Then the operator is given the option to increase the exceptions by a percentage, change the expiration date, or change from one discount percentage to a new discount percentage. The prompts are presented as follows

I. Select groups of exceptions to change

1. By Customer

a. Enter Starting and Ending Customers

Note: the operator cannot enter <CR> for all customers in order to avoid the operator making company wide changes when this is not what they intended to do.

2. By Model

a. Enter Starting and Ending Models

Note: the operator cannot enter <CR> for all models in order to avoid the operator making company wide changes when this is not what they intended to do.

3. By Branch

a. Enter branch

4. 'All Customers' (Corp Wide)

II. Select Vendor to change

Enter Vendor Code

II. Select type of change

1. Raise an Exception by a percentages

a. Enter percentage to raise exception
(Enter .05 to increase by 5%)

2. Change Expiration Date

a. Enter new expiration date

3. Change Discount Percentage

a. Enter old percentage (.05 for 5%)

b. Enter new percentage (.05 for 5%)

After selecting the options, the system prints a report of the exceptions and then gives the operator the option of updating these to the system.

- New options on Customer Pricing Exceptions Report (C/R)

1. Individual Item Exceptions

5. FOR INDIVIDUAL ITEM – new option to print all exceptions for a specified item.
6. FOR INDIVIDUAL ITEMS WITH CANCELLED PARTS – new option to print all price exceptions for items that are cancelled in the Product File.
7. FOR COST EXCEPTIONS WITHOUT REBATES - new option to print items that have cost exceptions, but do not have rebates set up in the Rebate Master file so that monthly rebates will be claimed.
8. FOR ITEMS WHERE SELL PRICE < THAN COST – new option to print items where the selling price is less than the cost.
9. FOR ITEMS WHERE COST IS < REPLACEMENT COST - new option to print items where the cost exception is less than replacement cost

Products

- Change Product Prices
 - the operator is given the option to update the items in a selected matrix sell for a specified vendor.
- Product Help/Search Screens – four new options have been added:
 - 5) Part #
 - 6) Catalog #
 - 7) Description
 - 8) Keyword
- Product Maintenance
 - Always give the 'PR' option on Screen 2. 'PR' displays the Stock Item Inquiry Screen. Right now it is limited to operators that have access to more than one branch
- Products by Sales Curve Report
 - Prints the weight for each item
 - Option to enter minimum lbs per each to print
- Products Flagged for Deletion Report
 - print the quantity on hand
 - if the quantity on hand is not zero, the program checks to see if there is a duplicate item in the system (same Mfgr ID and Catalog #).
 - the option to enter 'RE' to reverse to the previous screen.

Jobs

- Job Reports
 - ask if they want a separate page for each job? This is the way it always prints now and uses too much paper.
- Job Reports – add new options
 4. JOBS WITH LIEN RECORD
 5. BY TAX CODE (one or all)
 6. BY CITY (be able to specify starting and ending city alphabetically).
- Change Job program – new program that allows you to enter a customer and a job name and change the name. All of the orders, invoices, and accounts receivable are updated to the new job name.

Miscellaneous

- Multiplier Exceptions Update
 - this update can now be schedule to run through the program sequencer.

- Discount Terms Maintenance
 - Allow percentage to be 3 places to the right of the decimal.
 - Add new option to 'Calculate Line Item Discount'. This allows you to set up some customers/invoices to discount based upon the line item discount set up in the Product File for individual items or to set up terms code to give a flat discount percent to an invoice.
- Customer House Part # Report
 - option to print only the active items for a branch or all items in the header file

Accounts Receivable

- A/R – Disputed Invoice Maintenance
 - Allow misc debits and credits to be flagged as disputed
- A/R – Disputed Invoice Report
 - Option to print by customer home branch or billing branch.
 - Print A/R comments

General Ledger

- G/L Account Postings Inquiry (GLB menu) – this program was introduced in Release 5A. It allows an operator to view the postings against an account for a starting and ending time period and to print them. This function could also be done in Chart of Accounts Maintenance, but the problem there was that the operator tied up the account while they were viewing the activity on that account. This program is an inquiry only, so it does not tie up the account from other operators. In this release the program has been modified to give you new options at the bottom of each screen.:
 - The option to enter 'HC' at any point that you decide the print a hard copy, rather than having to wait until you are at the end of the list.
 - The option to enter 'RE' to reverse or go back one screen. This addresses the instances where you hit the <ENTER> key at the second that you spot an entry that you were looking for and need to go back to it.
 - The postings are numbered on the screen and if you wish to see the details of a batch of postings then enter the number to the left of the entry and the system will show the debits and credits for that batch. This is a drill down technique that we are using more and more in the software.