RELEASE 6B FEATURES

NEW REPORTS

- **FILL RATE REPORT** on the <u>OPR</u> menu. This is an optional report controlled by Product Parameter #20 PRINT FILL RATE REPORT? (Y/N). This report ahows if you had the material when the order was placed. Prints by inventory class. Exclude specials, cash sales, directs, and delayed orders. Option for summary only or detail. Summary page by branch showing the 4 different classes totaled at the end. Tag the items with letter that make them easily to spot.

- **PRINT # OF ITEMS PER VENDOR** on <u>PRM</u> menu - shows # of items in Product Detail File by Manuf. Give option of one branch or all, one mfgr or all. If select all branches, show one mfgr & each branch. If a mfgr does not have any details for any branch or selected branch, then do not show.

- **MANUAL WAC CHANGES REPORT** on the <u>INC</u> menu - report of manual changes to Weighted Average Cost. Print by branch, mfgr ID (or all), start & end dates. Print the date, operator, terminal #, old WAC, new WAC, how many in stock at the time, extended difference.

- **NEW JOBS REPORT** added to the <u>JOB</u> menu. Allows entry of starting and ending dates (defaults both to current day) and prints jobs entered with the customer, job name, and who entered it.

- **EXPIRING REBATES REPORT** has been added to the <u>REB</u> menu. Prints list of rebates that will expire between now and a specified date.

- **INVENTORY ANALYSIS BY PRODUCT GROUP** added to the <u>INC</u> menu. Enter up to 20 product groups and the following is printed month-to-date and year-to-date.
    - SALES
    - RETURNS
    - PURCHASES
    - TRANSFERS IN
    - TRANSFERS OUT
    - AJD IN
    - AJD OUT

  For Sales and Returns the Sell Dollars and Cost Dollars are printed; only Cost Dollars are printed for the other five categories. The Net Total is given for each product group, which is the Sales less the Returns for the Sales Dollars, and it is the Purchases plus the Transfers In plus the Adjustments In plus the Returns less the Sales less the Transfer Out less the Adjustments Out for the Cost Dollars. Grand Totals are printed at the end of the report.

- **RE-SEND A GROUP OF INVOICES** added to the <u>IPM</u> menu. This program is similar to the program that allowed the operator to fax a group of invoices. However, it also asks for a starting and ending dates, and displays all invoices and credits issued between these dates on the screen and allows the operator to change the list before sending. It also allows them to be printed or sent to the customer via EDI, fax, or e-mailed.

- **MERGE PRODUCT PART #'S** added to the <u>PMM</u> menu. New program to enter old UPC # and new UPC# and have the system move and merge all of the branch detail quantities and history from old to new one. This program is used when the system has an item listed under two different UPC #'s. In order to delete one of them, all of the activity must be moved and then it can be flagged for deletion.

- **FAX A FLYER TO CUSTOMERS/VENDORS** added to the <u>FAX</u> menu. The use of this menu option requires that you have VSI*FAX running on your server. It allows you to fax a flyer in .pdf format to 1) Customers, 2) Customers A/P Department, 3) Purchasing Vendors, 4) A/P Vendors, or Merchandise Return Vendors. The system locates the file after you have entered the name, and then gives the option of sending the flyer immediately or at a delayed time.

- **CUSTOMER PRICE COMPARISION REPORT** on the <u>CPM</u> menu. This program allows the entry of three customers to be compared. The price, cost, and usage are printed. One manufacturer can be printed or all. The operator enters the highest inventory class to print (enter '04' for classes 01 through 04). The operator indicates whether the report should print items where the usage (in the last 6 months) is zero for all three customers. The operator is given the option to output the information to a report, file or both.

NEW INQUIRIES

- **DISPLAY CUSTOMER E-MAILS AND PHONE #**'S on the S/I menu. This new program allows the operator to display (only) e-mail addresses and phone numbers that have been entered for a person (displayed by company and person).

- Because so many new programs are on the system dealing with Customer Pricing we have added a new menu: CPM which is the **CUSTOMER PRICING MEN**U. All of the programs having to do with entering, maintaining, inquiring, and printing reports for pricing have been combined on this menu.

```
                        CUSTOMER PRICING MENU
                        LOGIN: WALDEN SERVICES
TERMINAL ID: T17     MENU: CPM     SYSTEM DATE: 09/11/2006     TIME:  2:13 pm

            1.   CUSTOMER PRICING MAINTENANCE
            2.   CUST/MODEL INDIVIDUAL ITEM PRICE EXCEPT INQ/MNT
            3.   INDIVIDUAL ITEM EXCEPT INQUIRY
            4.   CUST/MODEL MANF PRICE EXCEP INQ/MNT
            5.   MANUFACTURER PRICE EXCEP INQUIRY
            6.   CUST/MODEL MATRIX PRICE EXCEP INQ/MNT
            7.   MATRIX SELL PRICE EXCEP INQUIRY
            8.   BLANKET PRICE EXCEP INQUIRY
            9.   RENEW EXPIRING PRICE EXCEPTIONS
           10.   UPDATE CUST PRICE EXCEPTIONS BY VENDOR
           11.   COPY CUSTOMER PRICE EXCEPTIONS
           12.   COPY PRICE EXCEPTIONS BASED ON SUBS
           13.   EXPLANATION OF PRICING CODES
           14.   CUSTOMER PRICING EXCEPTIONS REPORTS
           15.   PRINT INDIVIDUAL CUST PRICE EXCEPTIONS
           16.   CUSTOMER PRICE COMPARISON REPORT


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

- **CUSTOMER/MODEL INDIVIDUAL ITEM PRICE EXCEP INQ/MNT** on the CPM menu. Display Customer Individual Item Price Exceptions – allows the operator to choose
    1. Customer
    2. Model
    3. 'All Customers'.

  If the pricing exceptions are being displayed for a customer, and that customer has jobs defined in the system, then they can view just the exceptions for a specified job, or exceptions for all jobs and non-job exceptions.

  The operator can select one manufacturer or view exceptions for all manufacturers.

  Displays the exceptions by manuf ID and catalog # and displays the manuf ID, catalog #, unit of measure, sell price, cost, expiration date, gross profit %, and pricing code on the screen.

  Options include:
  - number the items listed on the screen and allow them to enter the number and display and modify all of the information concerning the price exception.
  - Enter the pricing code and display what it means.
  - Ability to print.

- **INDIVIDUAL ITEMS EXCEP INQUIRY** on <u>CPM</u> menu. Display Individual Item Price Exceptions by. Allows the operator to enter an item, and then display exceptions for customers (specify starting and ending) or models (specify starting and ending) or 'all customers' for this item.
  Displays the exceptions by customer/model and displays the unit of measure, sell price, cost, expiration date, gross profit %, and pricing code on the screen.
  Options include:
  - number the items listed on the screen and allow them to enter the number and display and modify all of the information concerning the price exception.
  - Enter the pricing code and display what it means.
  - Ability to print.

- **CUSTOMER/MODEL MANUF PRICE EXCEP INQ/MAINT** on the <u>CPM</u> menu. Display Customer Manufacturer Price Exceptions - allows the operator to choose
    1. Customer
    2. Model
    3. 'All Customers'.
  If the pricing exceptions are being displayed for a customer, and that customer has jobs defined in the system, then they can view just the exceptions for a specified job, or exceptions for all jobs and non-job exceptions.
  The operator can select one manufacturer or view exceptions for all manufacturers. The operator can view price exceptions for commodity codes, pricing groups, pricing codes, or all manufacturer exceptions.
  Displays the exceptions by manuf ID and with the manuf ID, expiration date, pricing column, calculation method, adjustor, cost column, and multiplier.
  Options include:
  - number the items listed on the screen and allow operator to enter the number and display and modify all of the information concerning the price exception.
  - Ability to print.

- **MANUFACTURER PRICE EXCEP INQUIRY** on <u>CPM</u> menu. Displays Manufacturer Price Exceptions. Allows the operator to enter a manufacturer (or all), and whether they wish to display exceptions for commodity codes, pricing groups, pricing codes, or all. Displays exceptions for customers (specify starting and ending) or models (specify starting and ending) or 'all customers.
  Displays the exceptions by customer/model and displays the unit of measure, sell price, cost, expiration date, gross profit %, and pricing code on the screen.
  Options include:
  - The exceptions are numbered on the screen and the operator can enter the number and display and modify all of the information concerning the price exception.
  - Enter a '?' and the system displays each of the pricing types.
  - Ability to print.

- **CUST/MODEL MATRIX PRICE EXCEP INQ/MNT** on the CPM menu.
  Display Customer Matrix Price Exceptions - allows the operator to choose
  >   1. Customer
  >   2. Model
  >   3. 'All Customers'.

  If the pricing exceptions are being displayed for a customer, and that customer has jobs defined in the system, then they can view just the exceptions for a specified job, or exceptions for all jobs and non-job exceptions.

  Displays the exceptions by matrix sell and with the expiration date, pricing column, calculation method, adjustor, cost column, and multiplier.

  Options include:
  - number the items listed on the screen and allow operator to enter the number and display and modify all of the information concerning the price exception.
  - Ability to print.

- **MATRIX SELL PRICE EXCEP INQUIRY** on CPM menu. Displays Matrix Sell Price Exceptions. Allows the operator to enter a matrix sell (or all). Displays exceptions for customers (specify starting and ending) or models (specify starting and ending) or 'all customers.

  Displays the exceptions by customer/model and displays the unit of measure, sell price, cost, expiration date, gross profit %, and pricing code on the screen.

  Options include:
  - The exceptions are numbered on the screen and the operator can enter the number and display and modify all of the information concerning the price exception.
  - Ability to print.

- **CUST/MODEL BLANKET PRICE EXCEP INQ/MNT** on the CPM menu.
  Display Customer Blanket Price Exceptions - allows the operator to choose
  >   1. For Model Accounts
  >   2. For Customers

  Displays exceptions for customers (specify starting and ending) or models (specify starting and ending).

  Displays the exceptions by model/customer and with the expiration date, pricing column, calculation method, adjustor, cost column, and multiplier.

  Options include:
  - number the items listed on the screen and allow operator to enter the number and display and modify all of the information concerning the price exception.
  - Ability to print.

NEW MENUS

- Because so many new programs are on the system dealing with Importing and Exporting files to the Harvest System, we have added a new menu: FLE which is the FILE – EXPORT menu and FLI which is the FILE – IMPORT menu.. All of the programs for exporting information to files have been combined on the FLE menu and all of the programs for importing information have been combined on the FLI menu.

```
                  F I L E S   -   I M P O R T
                     LOGIN: WALDEN SERVICES
TERMINAL ID: T17    MENU: FLI    SYSTEM DATE: 09/08/2006    TIME: 10:08 am


           1.  CREATE SUBSTITUTES FROM FILE
           2.  CREATE CUST IND ITEMS PRICE EXCEPT
           3.  CREATE CUST MFGR 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 PRODUCT INFORMATION FROM FILE
           8.  MERGE UPC'S FROM FILE
           9.  CHANGE PRODUCT PART #'S FROM FILE







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

- **UPDATE PRODUCT INFORMATION FROM FILE** on FLI menu. Previously this option was called UPDATE MATRIX SELLS FROM VENDOR FILE, but we have added the option to update the Pricing Groups so this option has been renamed.

- **CREATE CUST MFR PRICE EXCEPT FROM FILE** on FLI menu. This program allows you to build a file outside of Harvest for manufacturer price exceptions, and then import those exceptions to Harvest. The system prints out a report showing the price exceptions and whether they are changed exceptions or new ones added to the system.

- **CHANGE PRODUCT PART #'S FROM FILE** has been added to the FLI menu. This program allows you to build a file outside of Harvest for items where the UPC number should be changed, and then import those changes to Harvest. The system prints out a report showing which changes were successful and which were not.

- New program on FLI menu to **MERGE PRODUCTS** - reads in a file that contains the old UPC # and new UPC # that should be merged together (so these can be run overnight). Take all of the 'header fields' from the 'from' item.

Update the Inventory Adjustments File to reflect the quantity on hand moved from one item to the other.

```
                       F I L E S   -   E X P O R T
                          LOGIN: WALDEN SERVICES
TERMINAL ID: T16    MENU: FLE    SYSTEM DATE: 09/06/2006    TIME:  3:03 pm

           1.  CREATE CUSTOMER PRICE FILE

           2.  CREATE INVOICE RETRIEVAL ITEMS FILE

           3.  CREATE A/R TRANSACTIONS HISTORY FILE

           4.  CREATE FILE FOR CUST SALES HISTORY BY ITEM

           5.  CREATE JOB SALES HISTORY BY ITEM FILE

           6.  COPY FILE TO DISKETTE




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

- **CREATE FILE FOR CUST SALES HISTORY BY ITEM** on FLE menu. This program will create a file that contains sales history, which can be exported to spreadsheet (or other) software. There are currently seven different formats for the operator to choose from which are described on the screen. After entering starting and ending dates, the operator is given three different ways to choose the customers that will be included in the file:
  1. STARTING AND ENDING CUSTOMERS
  2. MODEL ACCOUNT
  3. ENTER LIST OF CUSTOMERS (UP TO 10)

  Then a manufacturer and specified item can be selected, and the operator indicates whether returns should be included in the file.

- **JOB SALES HISTORY BY ITEM** on FLE menu. This program will create a file that contains the items billed on a specified job. A detail file can be created that contains information concerning each transaction, or a summary that contains totals for each item. A report can also be printed (optional) that is also detail or summary.

GENERAL CHANGES

FILE MAINTENANCE

Customer Maintenance
- Customer search – addition of the option to search by phone #.
  Note at bottom of screen: F2 – alpha search F3 – code search F4 – phone search
- Require all phone and fax #'s to be 10 or 11 digits. If they enter 10 digits, automatically put the '1' in front.
- Check Customer Entry to make sure it is stopping at date of credit application and personal guarantee.
- do not allow field #16 EDI CUST to be set to a 'Y' if the Dun and Bradstreet # has not been filled in.
- New field to enter the expiration date for blanket P.O.'s.
  Print a report at month end of blanket P.O.'s that are going to expire.
- Customer Ship to Maintenance – new fields for the blanket P.O. and expiration date.
- Customer Maintenance and Order Entry – ability to flag customers to get fax or e-mail of order acknowledgement every time an order is entered. See field #16 in Customer Maintenance. When operator displays options to update an order, display message that this customer is supposed to get an order acknowledgement via xxx.
- Email address entry – allow operator to SKIP over the section on the entry screen for Invoices by typing the work 'SKIP'. Allow the same option for the section for Order Acknowledgements and Quotes.
- Customer Maintenance – do not allow operator to change the customer to get invoices via e-mail, unless there is an entry in the field (not just a record in the file). When the system detects if a customer has an e-mail address set up in Invoice Retrieval, it must check the length of the fields, not just if there is an entry in the file.

Product Maintenance
- Modify 'Change Product Prices' to give the operator the option to change Weighted Average Cost or Last Cost Paid. Write to the Weighted Average Cost log whenever WAC is changed.
- When adding new items in Product Maintenance, retain the bin location and allow them to hit a key (<F3>) at the bin location and fill in the same bin location as the last one entered.
- Add and Remove Locations - when adding bin locations and hit 'CR' the item goes off the screen. Keep the item on the screen until they enter something to enter next item.
- Product Search - Option to search products that are stocked at any branch, not just the one branch. Add symbol to show if it is class 10-13 at another branch.
- Ability to set up manufacturer selection lists by branch. When running the Replenishment Action Report and a manufacturer list is selected, then the

manufacturers in the list are displayed on the screen. Also, the RAR and ROQ Reports have been modified to allow more than one operator to run them at the same time for different manufacturers.

- Product Maintenance – allow 5 digits in the weight field (99,999). Check P.O. to allow for this.

Customer Pricing

- Customer Pricing Reports: Individual Items – new option to print those with cost exceptions.
- Individual Item Exceptions Entry for a model: new 'CH' option (Customer History) which displays the sales history for the customers in that model sorted by date.
- Customer Pricing Maintenance: do not allow the operator to remove a Model Account Master Record if there are still price exceptions on file for the model.
- Expiring Customer Price Exceptions Summary Report – print by type, by customer/model, show how many price exceptions will expire in the current month and each of the next two months.
- Update Customer Price Exceptions by Vendor: give the option to raise or lower by requiring entry of 1.05 to increase by 5% or .95 to lower 5%. We have changed the multiplier to be 'short number' rather than a 'long number'. Instead of multiplying by 1.05, divide by .95. This gives a full 5% bump.

PURCHASE ORDER PROCESSING

Purchase Order Processing

- P.O.Entry and Maintenance
  - after the operator enters the vendor code, if the vendor has comments and display them in a box and then continue.
  – option for HI option which should take you to screen 6 of product maintenance.
  – track the initials of the person who cancels a p.o.
  - Ability to edit special instructions and comments on purchase orders (instead of having to retype an entire line).
- Enter Vendor Invoices -track invoice #, date, dollars, freight. If do maintenance – must enter adjustment. Allow entry of 'IN' at P.O. Header screen to display list of invoices that have been posted.

Purchase Order Reports

- Stock Outs Report
  – show transfers.
  – print the line item comments from customer orders
- Replenishment Action Report – if item is class 13, print a '$' if entry date for branch is less than 12 months.

Purchase Order Inquiries

- Purchasing History Inquiry by Item – add 'PO' and 'PC' options and '?' option to display information about each code.

- In Purchasing History Inquiry by Item we have added an option 'PO' to view Purchase orders placed and 'PC' to view purchase orders cancelled. We have also added a '?' and a pop up box that shows the meaning of each option.

INVENTORY CONTROL
- Physical Inventory: Enter Inventory Cards
  - if total of card >999,999 then do not allow. Display other cards and their counts on the screen.
  - 'extract' the card to avoid any problems with multiple people entering.
  - allow entry of 'NEXT' to have system generate next card #. If entering manual card # out of sequence, then show them this and limit the unused cards to 10.
- Physical Inventory Count Report: give the option to print cost.
- Inventory Adjustments: new option to enter 'TR' to view inventory transactions.
- Value of Inventory Report – do not show items starting with the DCI vendor code entered in Product Parameters #19.DCI VENDOR CODE TO NOT SELECT BACKORDERS.

QUOTATIONS
- Quote Maintenance:
  - option to enter PR### to see product stock inquiry screen.
  - show the cost on the screen at the same time that sell is displayed.
  - if the operator changes the expiration date to be a future date, blank out the completion date if it is already filled in.
- Create Customer Order from a Quote: when customer requires that all orders be on a built job, check quotes before they are turned into orders.

Accounts Receivable
- When doing month end finance charges, after enter finance charge %, ask if there are exceptions and allow them to enter a customer code and percent.
- A/R Inquiry:
  - when print job summary, print 'LIEN' if job has Lien.
  - when indicate that you want to fax invoices to a customer, operator has option to delete selected ones.
  - print the customer's fax # on the report.
  - if the operator selects a job, show the history recap, comments before giving the A/R summary.
  - 'HC'-have the system recognize when a printer is type L' for laser and do not print a form feed for page one when this is the case.

ORDER PROCESSING

Job Tracking System
- Job History Report:
  - now runs through the program sequencer.

- if the operator is the security officer, ask if they wish to print only jobs that are eligible to deletion (paid in full and last pay date is more than 6 months ago). If they do this, then ask if they wish to delete these jobs after the report prints.
- **Job Entry/Maintenance:**
  - on 'HI' screen, shows the A/R balance of the job.
  - when entering Lien Information, allow the operator to make a partial entry and hit the search key (F3) at #2, #3, & #4 and do a lookup to select the information that has already been entered on another job.
- **Change Job Name (JBCHNG)** – when someone is working on a quote, the system gives the option to skip this quote.

Order Processing Reports

- Open Orders by Salesperson and Due Date: add option to print one salesperson only.
- Modify Open Order Report option #2 (BY CUSTOMER) to give the option to print by purchase order #. If the starting and ending customer are the same, give the option to enter starting and ending purchase order #
- Backorder report by customer – ability to print orders from all branches.

Order Processing

- **Sales Order Entry:**
  - show cost on the screen at the same time that the selling price is shown on the screen. This was requested in relation to working on quotes.
  - When entering an order for a customer and job that is in the job master file, when enter 'H' option to view history on a line item, only show the history for the job.
  - When editing the catalog # and description on a special, allow use of the control keys so that the operator does not have to retype the whole line.
  - special instructions and comments – use tab keys and left and right arrows to edit a line rather than having to re-type the whole line.
  - be able to change the catalog # of specials – even after put on a P.O.
- We have modified the programs where the operator enters the job name or the p.o. number so that the system replaces non-printable characters with spaces.

Invoice Processing

- On the Pending Invoice Report, if customer gets invoice via means other than postal mail, then print the code on the report.

REBATES

- **Monthly Rebate Report:**
  - format #3 (SYL) after the contract #, print the job name if the rebate is for a specified job.
  - modify default format to include the invoice date for each line.
  - ask 'Do you wish to print items where the In-Stock Cost is less than the Rebate Cost? If then answer 'N', then do not print those items.

– print the commodity code on each page of the claim. Right now it only prints on the first page. For SYL Format 3.

UTILITIES
- Limit the ability to use the Message System to send to all operators. Operators must have Branch Manager Security Level of at least "1" to send to all or all logged in.
- Add new section in the program to Verify Product Details to check the file for overstock locations and make sure there is a corresponding record in the Product Detail File. If not then remove the record.
- Checking VSI*FAX – if one device is down, send a message to the IT dept.

- There has been a new Product Parameter added:
  19. DCI VENDOR CODE TO NOT SELECT BACKORDERS:
  Here the operator can enter a 6 digit # (which is the first 6 digits of UPC #'s) for any items that should not cause a backorder to be selected for printing. Items that start with this number also do print on the Stock Out Report.
- For terminals that have been set up to Include selected menus, at a menu, the operator is able to enter "?" and see list of all the menus that the terminal has access to.
- Terminal Control Defaults – allow up to 25 printers to be Included or Excluded for a terminal.
- Salesperson Maintenance - modify the input of salespeople to require the entry of a home branch.
- Restructure the Material Express/Trade Service Weekly Report so that it prints 4 sections:
  - weekly recap
  - items flagged as new that exist with different Mfgr ID & Cat
  - items where the order base/replacement cost are changing by more an a certain %.
  - Items with zero order base.
- Sales Tax Maintenance – ability to print or display in alpha order.

Salesperson Inquiries
- Sales History Inquiry by Item – add 'DT' (Date) option to display this info by date, and 'CS' option to switch back to display by customer (Customer Sales).
- Customer Price Check – if a terminal is assigned to one branch #, when checking price on an item for a customer from another branch, show the stock levels and working Cost of the branch assigned to the terminal.
- Customer Inquiry – allow operator to view all screens in Customer Maintenance.

Month End Close
- Maintain Service Charges – ability to hit 'F2' for previous customer. Ability to search for jobs with 'F3'.
- Management Summary Report – when a record is busy, do not require entry of 'SKIP', just skip the records.