

7B FEATURES

Goals

1. Changes concerning altered cost and rebate cost are optional.
2. For price exceptions, three new options for calculating the selling price have been added. The selling price can be calculated from rebate cost, from the cost exception, or from Book Price.

Rebate Cost (Special Pricing Authorization)

Prior to this release, if your company wanted orders to have special pricing for rebate calculations, the cost had to be entered as a cost exception as part of a price exception. The problem was that then this cost would be shown on terminals that show cost in Sales Order Entry, and often companies did not want to show this cost to the salespeople. They want the salespeople to see a higher cost and not base the selling price and margin on this cost. To address this problem, we now allow rebate costs to be entered as part of a price exception, but as a separate figure. This rebate cost is now recorded at the time an order is entered, and tracked through the invoicing process, and recorded for the monthly rebates.

Rebates

1. When price exceptions are entered, the operator can enter a rebate cost. A rebate cost can be entered without entering a sell exception or a cost exception.
2. If a rebate cost is not entered for a rebate item, then the order cost is used as the rebate cost when the item is written to the Monthly Rebate File.
3. When items are entered on an order that are set up to track in the monthly rebate file, the salesperson has the option to indicate that they should not be tracked. An example of where this might be used is the SPJ (Special Job) items for Square D. These claims must be filed separately on their web site, so they are flagged by the salesperson so they are not double claimed.
4. A new field has been added to the Rebate Master File for the Customer Acct No, which is your account # with the vendor.

Altered Cost

Prior to this release, altered cost could only be entered by commodity code and manufacturer. In this release we have added the option to allow them to be entered by individual item, and we track the altered cost at the time the order is entered, through the invoicing process, and in the sales history. This is important because in the last few releases we allow orders and invoices to be saved for years in the system and as the cost changes over time the software was still calculating the altered cost at the time of document display based upon the current cost. So it became important to record the altered cost at the time the order/quote was entered and not re-calculate it thereafter.

Altered Cost

1. Altered cost can be entered per branch.
2. Altered cost can be entered per item.
3. Altered cost is tracked on orders and quotes at the time they are entered.
4. Altered cost is tracked in the Product Transaction History File.
5. Altered cost is the same as order cost on specials.
6. Altered cost is tracked on invoices from the customer orders.
7. Order inquiry, quote inquiry, invoice inquiry all show altered cost that is tracked in the file if the terminal is set to display altered cost.
8. If the salesperson is authorized to change cost on an order or quote and they change it, then the altered cost is changed also. However, rebate cost is only changed if the cost they enter is less than the rebate cost that is set up in the price exception file.
9. Item history display shows altered cost, at the time the order/quote/invoice was processed, if the terminal is set to display altered cost.
10. If an item on a customer order has an altered cost and is tied to a p.o., then the altered cost on the customer order is changed to match the p.o. cost when it is updated.
11. Altered Cost Individual Item records can be downloaded from a file. See the new option CREATE IND ITEM ALTERED COST FROM FILE on the FLI menu.

NEW REPORTS

- **REMOVE MULTIPLIER EXCEPTIONS** – new program on the TST menu that allows you to enter a vendor and remove all of the multiplier exceptions for that vendor. This program can only be run by the security officer.
- **CUSTOMER/VENDOR EMAIL ADDRESSES REPORT** new program on the C/R menu that prints a list of the email addresses that have been entered for customers and vendors.
- **CUSTOMER DISCOUNT SHEETS** – added to the C/R CUSTOMER REPORTS menu. This program gives many different options for printing a discount sheet for a customer. If the customer has jobs, it can be printed for a specific job. If they belong to models, a list of their models is shown on the screen and the report can be printed for items in all models or a specified model or all items not in the models. The operator is given the option to print the net price only and the option to also show the cost.
- **OPEN SPECIALS REPORT (OPR menu)**– New report that shows specials that have been received on a purchase order, but not billed to the customer. Prints by branch and salesperson. Shows the order, customer, entry date, purchase order, quantity, sell with extension and cost with extension. Gives totals by salesperson and branch.
- **PURCHASING HISTORY REPORT BY VENDOR** – new report that shows the p.o. receiving of items with subtotals by item and grand total of dollars for the report. Operator can enter the starting and ending vendors and the starting and ending dates.
- **AUDITOR'S ITEM HISTORY REPORT (AUD menu)** – enter selected list of items and report shows the quantity purchased last 6 months, quantity sold last six months, date, invoice #, and quantity of last vendor invoices, date, invoice # and quantity of last customer invoice. All branches are printed on the report
- **CUSTOMER SALES RECAP BY SALESPERSON (SAM menu)** – This report can be printed by inside or outside salesperson for a specified date range. The summary version prints by customer and shows the total dollar figures for each invoice, including the margin and margin percent. The detail version also prints each of the line items on the invoice. This report can be used to review the sales and margins for salespeople.

SECURITY GROUPS

A few years ago we introduced the ability to set up groups of operators to the Harvest Software. Initially this allowed the users to send messages to groups of people at your company rather than one individual or all people. Shortly thereafter we added two more groups to help with the administration of VSI*FAX. One to check the VSI*FAX queue whenever faxes are sent and another to notify in the event that VSI*FAX needs to be checked to verify that it is working correctly. In the last few releases we have started using the groups to allow you to designate employees that are allowed to perform certain tasks and exclude others not in the group. Listed below is a recap of the Parameters where groups of operators can be specified to perform certain tasks.

- **A/R PARAMETERS**
#38 Credit Dept group. Only allow members of this group to:
 - 1) Change the credit limit in the Customer File for existing customers.
 - 2) Change field #16 of Job Maintenance to an 'L' or 'O'.
 - 3) Put customers on hold or take them off hold in the Customer Master File.
- **Order Processing Parameters**
#2 Group of Operators to Release Orders from Hold.
In order to take a customer order off of hold, the operator must belong to this group of operators.
#32. Group to Cancel an Order. Only members of this group can cancel line items on orders and whole orders.
- **New Purchase Order Processing parameter for:**
#26 Group to over-receive stock items?
#27 Group to over-receive specials?
Some companies do not allow everyone in the warehouse to over-receive items on purchase orders. The addition of these two new parameters allow this to be reserved for a manager only or to prohibit this altogether.
- **EDX/FAX PARAMETERS**
#8 GROUP OF OPERATORS TO CHECK FAX QUEUE
#9 GROUP OF OPERATORS TO SEND PROBLEM MESSAGE
Whenever a fax is sent the system determines if the person that sent the fax belongs to the first group, and if they do it checks the # of pending faxes in the queue. If the # pending is greater than the # entered in another parameter, then a message is sent to all of the operators in the 2nd group telling them to check the status of VSI*FAX.

There can be overlaps in the groups that operators belong to, in other words, any operator may belong to many of these groups, if not all. We expect the use of security groups to continue to grow in the software as it allows you to limit the performance of certain specified tasks.

DOCUMENTS

- **CUSTOMER EMAIL ADDRESS MAINT** – do not allow deletion of records if customer is set to get invoices via email or statements via email.
 - **CUSTOMER LABELS** – the option has now been added to print these on label sheets with laser printers.
 - **Order Acknowledgements** – emailing has been modified so that the subject line shows the customer p.o. # as well as the order #.
 - Transmission of quotes and purchase orders via **fax** – When sending a fax with a cover sheet, once the operator gets to the ‘message’ portion of the transmission, they can abort the transmission. They can enter ‘AB’, and the system shows this on the screen.
 - When **e-mailing a statement** on demand to a customer, allow copies to be sent to additional e-mail addresses, when sending through A/R Inquiry.
- ⟨ Changed the printing of documents (order acknowledgments, quotes) to print the **Special Instructions at the top**, before the line items. This was done to make sure all documents are consistent and to separate the Special Instructions from the item.
- ⟨ **MAILER MESSAGE MAINTENANCE (S/M menu)** has been modified to allow entry of text that will go in the body of all emails. Companies frequently have a message such as this for security purposes. Some examples are listed below, or you may simply wish to have your company name and address listed.

Please do not reply to this email, the mailbox is unable to receive replies.

This email message was sent from a notification-only address that cannot accept incoming email.
Please do not reply to this message.

DO NOT REPLY TO THIS E-MAIL. This e-mail address is not monitored.
If you have questions, please contact xxxxxxxxxxxx for further assistance.

Please remember to add us to your address book to ensure that you will continue to receive our emails in your inbox.

This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, notify the sender immediately by return mail and delete the message and any attachments from your system.

This e-mail (including attachments) is meant only for the use of the intended recipient. It may contain confidential information which is legally privileged or otherwise protected by law. If you have received this e-mail in error or from someone who was not authorized to send it to you, you are strictly prohibited from reviewing, using, disseminating, distributing or copying the e-mail. PLEASE NOTIFY US IMMEDIATELY OF THE ERROR BY RETURN E-MAIL & DELETE THIS MESSAGE FROM YOUR SYSTEM.

File Maintenance

- **CUSTOMER MAINTENANCE**
 - when taking customer off credit hold or putting on credit hold and the system shows all the orders and confirms, allow operator to type ‘ALL’ and stop asking question over and over.
 - when put customer on hold or take them off hold, and the system shows the orders that are on jobs asks if they should also put on hold or taken off hold, the system now allows the operator to enter ‘ALL’ instead of having to answer the question over and over for each order/job.
- **CUSTOMER SHIP-TO MAINTENANCE**
 - allow entry of special instructions that print on every ticket.
 - new field for the Mark Ship for.
- **Customer Price Exceptions** – when entering the Salesperson who gave the exception, the operator cannot use a salesperson that has been flagged for deletion. This has also been added to the options on the FLI menu and anywhere else that a salesperson can be input.
- **CREATE CUSTOMER PART #'S FROM FILE** on the FLI menu has been modified to give the operator a choice of two file formats. They can select a file format with either the UPC # or the Mfgr ID and catalog #. The purpose of this change is to accommodate files that do not have the UPC #.
- **CREATE CUSTOMER INDIVIDUAL ITEM PRICE EXCEPTIONS** (on FLI menu) - The option to read in a file that contains the customer part # (instead of the UPC #) has been added.
 - The import file may contain the Unit of Measure (not required). If the Unit of Measure is different than what it is in the Product file for an item, then the program converts the figures to the one in the Product File.
 - The rebate cost can now be updated from the file to the price exception (optional).
- **CREATE CUSTOMER PRICE FILE** – on FLE menu – added three new file formats to export the data:
 1. Excel Price File with Cost
 2. McCormick Systems
 3. Excel File with Quantity on Hand

All Excel file outputs are now Tab separated.

Also added the option to select a Job if the Customer has Jobs in the Job Tracking System. The pricing will be calculated for that specified job.
- Allow operator with Product Maintenance **security level** of ‘3’ to run the programs on V/M to Define the Vendor Item Data File and read in the Vendor File to update the Products. This was previously tied to the Vendor security level.
- **MATRIX FILE MAINTENANCE** – if an operator chooses option to DELETE a matrix sell, then the system checks the customer and model price exceptions by matrix sell to make sure that there are no exceptions for this sell. Also, asks the operator if they have checked to make sure there are no items assigned to this matrix sell.
- **SALESPERSON HISTORY REPORT** (SAM menu) – prints the profit dollars and totals for each salesperson

Order Processing

• SALES ORDER ENTRY

- item pricing – allow operator to enter ‘M#.##’ and have the system apply a multiplier to the cost to calculate the selling price. For example, if the operator enters ‘M1.4’, the system multiplies the cost by 1.4 to get the selling price.
- At the line item screen, the #G option has been added to view quotes that have been given for a customer and an item. In the previous release we had added the ‘Q’ option, after the customer is selected, to allow selection of a quote to be turned into an order.
- If there is a problem with pricing an item (mask error due to incorrect item setup) then the system displays a message on the screen that they should contact the Pricing Dept and does not allow the operator to enter the item on the order.
- when the operator selects a job and the system lists the existing order on that job on the Job Order Inquiry Screen – if the requested delivery date is ASAP, then display the order entry date.
- **Customer Price Check** – If there is a problem with pricing an item (mask error due to incorrect item setup) then the system displays a message on the screen and continues to show them the source of the customer pricing exception.
- **Customer Order Inquiry** - #3 by Customer and Job – modified to show the Inside Salesperson Code and the Customer P.O. # instead of repeating the Customer Code and Name on the list of orders.
- In the **System Analysis and Verification Program for Customer Orders**, the report only prints orders that are more than 20 years old, formerly this was 5 years, but with the Job Tracking System it is not uncommon to have orders older than 10 years on the system for history purposes.
- Order Processing parameters – add new parameters:
A **new Order Processing parameter** has been added to determine if system should change the shipping address of ‘will call’ orders. Some clients like this feature and some do not, so it has been changed to be optional.
- CHG SHIP TO ADDRESS WHEN SHIP TO CHANGED TO WILL CALL-Y/N
CHG TAX CODE WHEN SHIP TO CHANGED TO WILL CALL-Y/N
- A new branch parameter has been added to set the **Print tickets** to print the items in bin # order.
- **Customer Invoices** – the freight amount has been increased to allow it to be up to \$99,999.99 (previously was \$9999.99).
- **Invoice Retrieval Inquiry:**
 - after entering the customer code, the operator is given the option at the bottom of the screen to enter <F4> to enter a starting date. This allows you to search through invoices since that date, rather than invoices going back 7 to 10+ years depending upon how much history has been tracked.
 - when searching through the invoices and credits for a customer, they are now numbered on the screen and can be selected by entering that number (1 – 20) instead of the long document number.

Job Tracking

- Job Maintenance – allow the operator to change the Inside Salesman or the Outside Salesman on a job. The operator must have a security ‘BRANCH MGR’ security level ‘3’ to change the Salesperson on a Job.

Quotations

- **QUOTE ENTRY** - Add the sales tax code has been added to Quotes.
- **QUOTE MAINTENANCE** – If there is a problem with pricing an item (mask error due to incorrect item setup) then the system displays a message on the screen returns to the prompt for the entry of the item.
- **QUOTE PARAMETERS**
 - the # of DAYS to hold complete quotes before deleting has been changed from DAYS to **MONTHS**. The maximum # that could be entered here was 99 days, so now it is 99 months.
 - **Display Job or P.O. on Inquiries** – some companies prefer to see the p.o. # on the quote inquiry listings rather than the job name.
- **QUOTE INQUIRY**
 - allows the operator to enter PR#### at the line items to check stock. Note: this feature already exists in Quote Entry & Maintenance
 - added option #6 BY PURCHASE ORDER #, which allows the operator to end the first few characters of a purchase order # and searches all quotes with this p.o. #.

Purchasing

- **Purchasing Vendor Master File** – track figures for prior year lookup
- **P.O. Entry/Maintenance**
 - if an item is already on a P.O., then display a message with this information and continue.
 - a new line of information has been added to the Purchasing Quantity Help screen that shows the quantity due from p.o.’s that has not been tied to a customer order or a transfer.
- When they **un-receive a p.o.** (because the cost was wrong) the system resets the WAC – only if no other p.o.’s were received for the item after that one.
- **Enter Vendor Invoices**
 - allow entry of freight over \$9999.
 - display purchase quantity and dollar recap
 - if the purchase order is a direct shipment and the invoice amount equals the total cost on the purchase order, then automatically post the line items as billed and allow the operator to make adjustments.
- **P.O. Billing Maintenance** – allow entry of ‘IN’ to display the Invoice History. When changes are made, the system writes records to the Invoice History that reflect the amount of the maintenance, and they are displayed with the Invoice History.
- Add new **P.O. parameters** for default value for PREPAID and definitions of ‘Y’ and ‘N’ to print on p.o.’s
- **Replenishment Action Report**
 - allow creation of transfer request instead of pro-forma purchase order.

- If operator does not select items by Header Status Code, then give option to selection items by Detail Status Code.
- **Open Purchase Order Report** – P.O.'s Received but not Billed – this now allows the operator to enter an ending date and only print items received before that date that have not been billed.
- **Product Stock Level Report** – PRSTRP – give option to print only inventory class 'XX' items

Transfers

- **Transfer Maintenance** – in order to make the input more consist from system to system, the operator can enter the line number and an 'X' to cancel an item on a transfer.
- **Track initials** of person when cancelling a line
- **Receive transfers** – if not shipped then 'auto' ship.
Product Parameter to allow negative quantities in inventory must be set to a 'Y' to use this function.
- Posting transfer to G/L on a daily basis:
 - New **parameter** that determines whether transfers update to G/L on a daily basis.
 - New program on GLX menu (G/L INTERFACE) to enter G/L accounts for posting when transfers are shipped and received.
 - **Transfer Shipping and Receiving** programs to prevent the operator from shipping/receiving unless that G/L accounts have been set up first for both of the branches
- **Monthly Transfer Report** – look at the flag in the branch file to determine if it should print the branch name or city.

Accounts Receivable

- **New Accounts Receivable Parameters:**
 - Do deposits post to the Check Reconciliation File? (#33)
 - Which Bank code to use? (#34)
 Modify A/R Cash application so that whenever a deposit is entered, it is posted to the Check Reconciliation file in Accounts Payable.
- **Invoice Retrieval Inquiry**
 - number the invoices on the screen 1,2,... and allow the operator to enter the number to the left instead of the document #.
 - at the invoice # prompt the operator can enter 'F4' to enter the Starting Date.
Once a date has been entered, they can search only documents issued on or after that date.

Accounts Payable

- **Checking Account** setup has been modified to allow entries for sending a file to the bank for security purposes
- **Check inquiry** lookup screen now shows the dollar amount of each check.
- **A/P Check Register** – print total # of checks.

- New **A/P Parameters** have been added that determine if the branch # is part of the G/L # when automatically posting invoices from the 'Enter Vendor Invoices' on the Purchase Order Processing menu.
- **A/P & G/L reports** not 'FF' at beginning if laser printer
- **Manual checks**
 - do not allow the operator to Void a check, only allow them to enter 'R' to reverse.
 - when the operator indicates that they wish to reverse a check, get the invoice information from the check history. Prior to this the operator had to enter each invoice in order to reverse a check and this could be very time consuming.

Miscellaneous

- **Branch File Maintenance** – allow entry of 'remit to address' and print this on invoices and statements.
- The following reports can now be run through the **program sequencer**:

End-of-Day for Branches	(SYEOD3)
Returned Good not returned to Stock	(ORRGRP)
Order Not Acted Upon	(ORNOT1)
P.O. Billing Discrepancies	(POBDRP)
On Hand Adjustments Report	(PRAJRP)
Specials Invoiced Report	(SASPRP)
Cancelled Customer Orders Report	(ORCNRP)

These were chosen to allow operators to schedule more of the reports that are normally run at the end of the day.
- **Program Sequencer** – show the terminal # that you are currently logged in on. This has been added for the convenience of the operator. How many times have you gone into the Program Sequencer to schedule programs to run on the terminal that you are logged in on and then realize that you don't know the terminal #? In that case you have to get out of the program and then go back in with the security officer initials and password.
- **Account Posting Inquiry** which is option #1 on the GLB menu – added display of total debits and total credits for the time period displayed.
- In **Merchandise Return Entry** – the options to update have been renumbered to match the numbering used in Sales Order Entry. In other words, 'Update without printing' is #4 in Sales Order Entry and it is now #4 in Merchandise Return Entry.
- Allow **physical inventory** to handle quantity over 1 million.
- **Printer selection** – ability to hit <F2> and sort printers in alphabetic order.
- **PYE – ENTER PHYSICAL INVENTORY CARDS** – if there are other cards for an item, display the card # and count for up to 4 cards. If there are more than four additional cards, then the screen displays at plus sign in reverse video to indicate this.
- **Top Gun Report** – any records busy only try for 10 minutes through sequencer then skip record. Also delete work files when done.
- **Inventory Overstock Report** – the selections to print this report have been modified to allow you to ignore the stock level prompt. This has been done to allow you to print items that have been sitting on the shelf for more than the specified number of months.

