7E FEATURES

ISSUES ADDRESSED

• For clients using the Providex Software we have been able to address the **full file issue.** All files are converted to be files with no record limit, so the system will no longer prompt operators to expand files, and the full file warning report will no longer have to be run.

• When clients that have chosen to set the Order Point, Line Point and EOQ on items and then 'lock' them, the **monthly usage and the lead time** for these items are NOT recalculated. However, some clients would like to have these recalculated every month, so we have added two new product parameters that allow the clients to indicate that they would like the monthly usage and the lead time to be re-calculated even though the items are 'locked'.

• Credit limits: we have created a new Accounts Receivable parameter concerning the option to enter a CRA # in order to **release an order from credit hold**. This allows clients to limit the ability to release orders from hold to only the operators that belong to this new specified security group.

• **Branch # printing as part of document #:** When we originally designed the printing of documents with UnForm, we had the branch # print as part of the document #. However, some clients want this and others do not, so we have added a question in Branch File Maintenance that determines whether or not this is printed.

• When there are **duplicate catalog #'s** on your system a new program has been added to the FLE (FILE EXPORT) menu that will search through a line to find the duplicates and create a file that has the old UPC # and the new UPC#. This file can then be processed by an option on the FLI (FILE IMPORT) menu to merge the history and item information from the old UPC # to the new UPC #.

E-Mails and fax
• When invoices are emailed during the daily batch, the system writes to the output log.
• RE-SEND A GROUP OF INVOICES (IPM) – if the operator has selected more than 50 invoices, they are given a warning message that a maximum of 50 invoices can be emailed at one time.
• All the programs that write to the document log file have been modified to record the terminal # where the activity originated. When fax notification was writing to the log it was using the terminal number that reviewed the fax notification instead of the terminal that sent the documents and this was confusing. Now the log shows the terminal # that sent the fax.

• Currently an operator must print a report to see the **list of customers that are assigned to a model account** and then they have to go to a separate inquiry to see the price exceptions for the model. We have made one menu option that will pull all of these tasks

together. Under the "Model Account Assignments" in Customer Pricing Maintenance on the CPM menu, we have added option "#6. Customers Assigned to Model". After entering/selecting a model account, the customers that are assigned to the model are displayed.

The operator can add/remove customers from this list by entering the customer code and then they are taken to the screen that shows the model accounts that the customer is currently assigned to. They can make changes and update the assignments.

The operator can also view the price exceptions for the model by entering "PR". The price exceptions for the model are displayed and they can also be changed by selecting the # that appears on the left of the exceptions on the screen.

REBATES

• Rebate Maintenance - A major change has been made to the rebate system to make the rebates much easier to manage. We have added the options to enter them for **Model Accounts and for 'All Customers'**. For Model Accounts, this means that the operator only has to enter the rebates once for all of the customers that belong to the model. This change is reflected throughout the options on the Rebate Menu, including the entry, reports, copy, and inquiry options. The bottom line is that this means a great deal of time savings for the person that administers the rebates. In the past, if there were rebates that applied to 50 customers, then the operator had to copy the list of items 50 times. Now they only have to load the list once.

• **Create Rebates from File** - Setting up Rebates (SPA's) has become more and more time consuming for distributors. Therefore, we have added an option on the Rebate Processing Menu (REB) to allow you to read in a file and set up the rebate items for a customer/model/type/'all customers'. The operator must enter the start date, end date, account #, and reference #, and then the name of the file that contains the UPC #'s. Any invalid UPC #'s are listed on a report that prints as the file is updated.

• **Rebate Inquiry** – this new program is similar to the customer pricing inquiries that have been added to the software over the last few years. After selecting the type of records to display (customer, model, customer type, or 'all customers', and the vendor to display (or all vendors), the screen shows the items that have been set up for rebates. It lists the reference #, expiration date, and determines if there is an Individual Item Price Exception for the item. The operator can select any of the items to edit by entering the number to the left of the item on the screen. The starting and ending dates and the reference # can be changed. The operator is also given the option to print the list of items to paper.

• Create Customer Price Exceptions from File – we have **integrated rebates and price exceptions** here by giving the option to update the rebates from the same file. If the operator chooses this option, then the program will request the account # and reference # for the rebates, and add these items to the rebate system at the same time they are added to the price exceptions.

QUOTATIONS

• Quote Entry and Maintenance – when adding a line item to a quote, **the price break and standard quantity information** is displayed on the screen in the same way that this information is presented in Sales Order Entry.

• Quote Entry/Maintenance/Inquiry – **show the customer part #** on the screen.

• New Quotations Parameter: Prompt to print as **lot total**. When this is set to a 'Y' the system will ask the operator if the quote should print/fax/email with a lot total and not print the selling price for the line items.

ORDER PROCESSING

• Sales Order Entry – if the terminal is set to allow the use of P.O. Now, then after an item has been requested to create a p.o., a **'Z'** is displayed after the line item to show the operator which items they have selected for purchasing when the order is updated.

CUSTOMER PART #'S (SKU)

• Create Customer Part #'s From File – when a customer part # is already on file to a different UPC #, then this program has been modified to replace it. In other words, the **existing record is removed and then new UPC # is added to the file**.

• When customers have part #'s we have added the option to **check the substitutes for customer part #'s**. In other words, if an order or a quote is being entered for an item which is not assigned a customer part #, the system will search the substitutes for that item to see if any of them have a customer part number. If they do then it automatically uses that customer part number on the customer order. This is an optional feature by customer.

• COPY ITEM PRICING FOR SUBSTITUTES – This is a new option on the SKU menu. When a customer has part #'s and there are substitutes in the system for those items, this program **adds/updates individual item price exceptions from the part # to the substitutes** so that the customer is charged the same price whether they are sold the original item or a substitute for the item. Whenever the pricing exceptions are updated for the items with the customer part #, or new substitutes are added, this program should be run to update the pricing for the substitutes.

PURCHASE ORDER PROCESSING

• Vendor Maintenance – Added a field to indicate the means by which the system can determine whether you expect to be **charged freight** on the invoice.
   N = never charged freight
   A = always billed freight
   C = Minimum Cost must be met

B = Minimum Base must be met
W = Weight minimum must be met
P = Package minimum must be met
1 = Price Break #1 must be met
2 = Price Break #2 must be met
T=To be determined

P.O. Entry, Maintenance, ProForma, and Build – when the p.o. is updated, the system gives the operator a message based upon the flag set in the vendor file, either:

VENDOR PREPAID FREIGHT MINIMUMS HAVE BEEN MET.
P.O. SET TO 'PREPAY AND ALLOW'.
VENDOR PREPAID FREIGHT MINIMUMS HAVE **NOT** BEEN MET.
P.O. SET TO 'PREPAY AND CHARGE'.

The system confirms that the operator wishes to do this so that it allows the person entering the P.O. to override this if necessary. Example – a vendor has a $100 minimum but the P.O. is for a no charge part, you would not pay the freight on this PO even though it is below the vendor minimum. Also, some vendors always charge freight but make deals for no freight on certain stock orders.

• Vendor Maintenance – Added fields for **minimum order charge** and a field for the **minimum order fee**.

P.O. Entry, Maintenance, ProForma, and Build – if the total cost on the p.o. is less than the minimum order charge then the operator is given a warning that an amount will be charged by the vendor. If the minimum order fee is entered than that is the fee. If it is not entered, then the fee is calculated to be the minimum order charge less the total cost on the p.o.

• Vendor Maintenance – add '**Special Instructions'** to automatically fill in on every p.o.

• **Build a Purchase Order** - currently the purchasing dept can use one of two options to help them enter purchase orders.

a) They can run the Replenishment Action Report, which then creates a pro-forma p.o., and they turn that into a purchase order and then review the report and modify the items.

b) Print the Seasonality Report to an excel file and then determine which items to purchase based upon the figures. They must then enter each of the items on the purchase order, which can be time consuming.

We have developed a new program to build a purchase order, whereby each item is presented on the screen and they can enter the quantity to be purchased. The goal is to save time for the purchasing dept. This is an interactive program where the system will display figures and the operator will enter the quantity to be purchased.

The operator is asked certain questions similar to running the Replenishment Action Report: a) the manufacturer(s) to be reviewed
b) if they wish to "view only items that are below line point?".
c) include the history for substitutes

The p.o. header screen is then presented and filled in. If the operator wishes to review the specials, then these are presented first and they can indicate whether they should be put on the p.o. with a 'Y' or 'N'. When stock items are presented, the operator will enter the quantity to be purchased and if they enter a '0' then the item

will not be on the purchase order. The total cost $ and total weight are displayed as the operator views the items.

After all of the items for the specified manufacturer(s) have been reviewed they will be able to modify the items or add other items, and check for any other specials that need to be ordered. When they update the p.o. the system will present the same output screen that is used for p.o. entry and maintenance.

• P.O. Entry – the system has a new field for **who placed the p.o**. It is automatically filled based upon the terminal login.

• P.O. Entry, Maintenance, & Now – at the cost input, the operator has the option to hit <F3> to look at **the purchasing history** (similar to SOE). The screen shows p.o.'s placed. cancelled, received, and billed for all vendors.

• P.O. Entry, Maintenance, and Build
- If a **customer order is on HOLD** and an item is placed on a p.o., the system gives a warning that the customer order is on hold and verifies that they wish to order the item.
– when a **special is being added to a p.o**., the system notes this, so that operators on two different terminals cannot put the same special on 2 different p.o.'s. If an operator tries to add a special to a p.o. that is pending on another terminal, then the system will give the terminal # and initials of the operator and not allow them to add the special.

• When a p.o. is emailed – the status is set to **emailed** until it is received.

• P.O. Maintenance now allows you to **print** a copy of a p.o. that is **complete**.

• P.O. Receiving Report – when an item is received for a customer order that is marked as '**Ship Complete'** the report now shows this status.

• Purchasing History Inquiry by Item – when the operator enters "PB" to display the purchase order billing, a **"D"** is displayed after the quantity when this was billed as a **direct shipment**.

MISCELLANEOUS

• Enter Inventory Cards (PYE) – the operator is given the option to enter the primary **location** of the item in the warehouse. This is immediately updated in the file.

• Multiplier Exceptions Report – added new option to print a **summary report,** which shows each vendor and the # of items that have exceptions.

• Year End – each program shows when it was last run, just like the month end programs.

REPORTS

Over 100 reports can now be emailed when they are printed on demand or through the program sequencer. See the attached excel file for a list of these reports. The option to email will automatically be presented when the operator is viewing the list of printers that they can print to. Many of these reports were selected because they are working reports that are printed frequently and viewed and then thrown away.

When e-mail reports run through the sequencer, the name of the report is now in the subject line of the email.

• Orders Not Acted Upon Report – gives option to **print by salesperson** and then option to print by Inside or Outside Salesperson.

• Top Gun Report – the operator is prompted as to whether they wish to print the section of the report that shows customers with billings in the last 3 months, but not in the last ## days. If they indicate that they want to print this, then they can **indicate the ## of days**. Formerly this was always set to 10 days. This section could be quite lengthy and not all client wish to see this. This report also gives the option to print the daily recap **by Inside Salesperson, Outside Salesperson, or both.**

• Ineligible Receivables Report – This report is used to print out a list of receivables that your bank considers ineligible for loan purposes, such as amounts extremely past due. The report now allows you to **enter customer types** to be excluded and/or **sales tax** codes to be excluded. An example of how this might be used is to declare a customer type for government accounts. Sometimes these customers may have past due amounts, but they do not need to be included on this report because they are collectable.

• Last Cost/Replacement Cost Report – The operator is now prompted for the **minimum percentage difference** to print on the report between last cost paid and replacement cost. This can be used to spot instances where there is a great discrepancy that needs to be addressed. The operator is also given the option to print only items with zero quantity on hand. Instead of printing the last p.o. #, this report now prints the last p.o. billing date. All of these changes can be helpful to spot instances where the last cost paid is out of date because there is no quantity on hand.

• Open Orders by Salesperson and Due Date – when the operator selects 'All Branches', they are given the option to **consolidate the report,** which means that all of the open orders from the different branches for each salesperson are printed together. When a salesperson has customers in different branches they will only get one report, instead of a separate report for each branch.
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• <u>Bar-Code Count Discrepancy Report</u> – give the operator the option to **print lines across the page** between items, which makes the report much easier to read. The house part # has been added to this report. If items have been scanned that are not set up in the product detail file, then the system automatically sets them up.

<u>NEW REPORTS</u>

<u>CANCELLED SPECIALS RECEIVED REPORT (OPR)</u> – This report can be printed by starting and ending dates and it shows any specials that were received and then cancelled. This should be printed periodically and any items that print should be followed to see that they either went into stock (in the computer) or were returned to the mfgr. This addresses the situation where a customer ordered a special, and it was received on the purchase order, and then the customer cancelled the order. What can happen without this report is that items are not discovered on the shelf until the next time you do an inventory of the entire warehouse.

<u>VENDORS BY UCC # REPORT </u>(PR2) – Prints a list of the items in the Product Header File by the UCC # (first 6 digits of the UPC #) and shows the vendor code and name. Then a breakdown is given for each branch with the number of active items.

<u>PRINT LIGHTING SHOWROOM LABELS FOR TAGS</u> (WAR) – Prints labels for the tags for fixtures in the lighting showroom. This program was designed to print the labels on a laser printer. There are 3 across and 4 down on an 8-1/2 x 11 paper, so each sheet contains 12 labels. If a partial sheet is used then the operator can enter the row (1-4) that the system should start printing on when the next group of labels are printed, so that entire sheets are not wasted.

<u>SALESPERSON REGISTER ON DEMAND</u> (SAM) This report is printed in the same format as the daily/monthly invoice register and it can be printed for the inside or outside salespeople. It is printed based upon the Invoice Retrieval System so the operator can specify any previous time period (within the tracked time periods) for this report.

<u>PRICING PRE-UPDATE COMPARISION</u> (TST)– This new report can be printed after a pricing update has been downloaded and before it is updated. These are the pricing updates from Trade Services, IDEA, or Material Express. The report can be printed for all of the items at a branch or all items in the product file. It can be printed for all items in an update or only a selected line. It shows the existing replacement cost and order base, the pending replacement cost and order base, and the percent change for each. When it is output to an Excel Spreadsheet, it has columns for the current margin and the pending margin. Although this is an optional report, it gives a much better picture of the changes being made in a pricing update.

<u>BUILDERS ALLOWANCE REPORT (ARH)</u> – This report should be printed periodically to make sure that for all documents when a 'Builders Allowance' was give as a payment type, that they have been billed to the contractor. This is used by Lighting

Showrooms, but the report can also be used to reprint information about a specified payment type. The starting and ending dates are entered, along with the payment type. Then the report shows the date, customer, document #, job name, dollar amount, check or charge card #, and the operator initials.

CUSTOMER PART # PRICING REPORT (SKU)– This report prints the items with customer part numbers for a customer or the items with house part numbers. It shows each item, description, and the current price. The cost can also be printed (optional).

CUSTOMER DOCUMENT DELIVERY REPORT (C/R) – This report shows how customers have their documents delivered for invoices, statements and order acknowledgements. Based upon how they have invoices delivered, it prints three sections: fax, email, and other.