Upgrade Notes May 2006 through June 2006

Order & Quote Entry System

1. New Function Key Option - Customer Sales History can be viewed while in a Sales Order with the F4-History function key located on the first two screens. It can also be viewed when you are in a Customer Inquiry using the F5-Sales History function key. After selecting the Date Range and Range of Products you would like to see, this inquiry displays the most recent purchase of the products you selected. When you press Enter on a specific item, you then see each time that Customer purchased that particular item. When you are in the screen showing all of the purchases for a particular item, there is now a Function Key for a Product Inquiry. When you press the function key, you will automatically go into a Product Inquiry for the Item that you were viewing.

2. New Field and Feature – Customer Default PO Number – There is a new field in the Customer Master File – Default P.O. Number. This field can be edited in Enter & Edit Customers, F5-Additional, F7-More. When entering a new Sales Order or Direct Invoice the value in this field will automatically fill in as the P.O. Number. You can then over-ride the P.O. Number if needed. This is helpful if you have Customers with standing P.O. Numbers for a period of time.

3. New User Flag - Customer Inquiry Order Inquiry Sequence – The options are Order Number, Ascending Date or Descending Date. Each User can customize this flag so that when they are in a Customer Inquiry and press F6-Show Orders, the Orders for the selected Customer will be displayed in their order preference. The default is Order Number. This flag is located on the second screen of User Flags – Order Entry.

4. New Flag and Feature - Allow Duplicate Customer P.O. #'s – This Yes/No flag is located in the Customer Master file. If this question is set to No the system will give Users a warning if they enter a P.O. Number for a customer that has been previously used. This will not prevent an order from being entered, but provides a warning. The default answer to this question is Yes.

5. New Feature – Master Contract Pricing – If you have the same contract pricing for multiple customers, you can now reduce the maintenance on entering and updating their contract prices. Once you enter or import the contract pricing for one customer, you can now simply select that customer as a Master Customer in another Customer's record. Any changes you make the Master Customers Contract Pricing will automatically change in all of the Customers that have designated them as the Master Customer.

To select a Master Customer you simply press F3-Master Customer in Enter & Edit Contract Pricing, which is located in Enter & Edit Customers, F5-Additional, F5-Contract Pricing.

6. New Report/Inquiry – Shipping Schedule – Show Documents – This new report/inquiry will present Sales Orders that are open in the system. You can select a Date Range, which will check against the Date Requested and Schedule Dates on Orders. Schedule Dates always over-ride the Date Requested. You can choose to sort it by Customer Code, Customer Name, Product Code, Product Description or Schedule Date. You can choose to include Orders without Schedules, Include Expense and Non-Stock Products, and Allocated Items.

The report is currently only available to be shown on the screen and exported to Excel. Once it is in Excel, you can sort it by the different columns. The Columns included in the export are Order Number, Number of Line items for that Customer, Ship to Name, Product Code, Quantity, Status (Stock, Allocated, PO # or PPO#), Promised Date, Schedule Date, Schedule Comment and Product Description.

The status column will show stock if the product is in stock. It will show allocated if it is already allocated. If it is on a PO or PPO, the document number is included. If the product is not due in until after the order is due, there is an asterisk before the PO or PPO designation.

When the information is displayed on the screen, you can drill into any item. You then have the ability to do a Product Inquiry, Order Inquiry, See all open Documents for that product or all Orders shipping to that Customer.

This new report is located in Order & Quote Entry System, Order Reports, Scheduling and Expediting Reports, Shipping Schedule – Show Documents.

7. New Function Key Option – F3 in Order Detail Line. When you are in a Sales Order and have selected a Product at the detail lines the F3 key always presented sales history showing each time your customer purchased the item you selected. There are now choices for this function key. Each User can set their User Flag based on their preference. The choices are Sales History, Cardex or Product Inquiry. If you change the F3 Key to represent a cardex or Product Inquiry, pressing the key will bring you immediately to the product you have selected.

This flag is changed in User Flags – Order Entry and is located on the first screen.

8. New Feature - If you have a Customer set to No Backorders in the Customer Master file, the system will not generate a backorder for products that

have not been shipped when the invoice is created. If the system flag to record lost sales in Order Entry is set to Yes, the system will now record those line items that were not backordrered as lost sales. When viewing a Lost Sales report, the system will report the date of the order and that is was lost due to No Backorders. This will help the purchasing department by indicating that there was demand for those products.

9. New field – The Open Orders by User Inquiry will now include the Date Requested from the Sales Order Heading when exported to Excel.

10. When viewing Lost Sales information in a Product Inquiry, F3-Notes, F3-Lost Sales, the User that recorded the Lost Sales will now be displayed on the screen.

11. New Inquiry – Lost Sales Inquiry by Date – This inquiry was previously called Lost Sales Inquiry by branch. It has been changed so that users with or without the Branch System can utilize this report. You can select a Date range and the system will present all items recorded as Lost Sales within that period. This can also be exported to Excel. If you have the branch system, you can still generate this report for all branches or a single branch location.

12. New Feature – Automatically show Customers Alternate Part Number on Order Detail Line. If you have Alternate Part Numbers setup for your Customers and you have linked, their account to their Part Number the system can automatically pull their Alternate Part Number into the Sales Order so that you see it on the screen. If your forms are formatted to print the Alternate Part Number, it will print it as well. In order to use this feature a flag, Force Use of Customer Part # must be set to Yes. This flag is located in Entity and System Flags, Order Entry Flags on the second screen. Please feel free to contact Customer Service to change this flag for you as well.

Purchase Order System

1. New Feature – If the Purchase Order User Flag Return to Current Line During Edit is set to Yes, the RFQ will also return a User to the last line they edited instead of bringing them back to the first line of the RFQ.

2. New Feature – In the Vendor Master file there is a field called Special Instructions. This field can be edited in Enter and Edit Vendors, F5- Additional, F4- Instructions. Currently this field is displayed on the Heading of the Detail Lines during Enter & Edit Purchase Orders. This Special Instruction field will now also be displayed while entering a Processing Purchase Order. This field is a good place to enter Vendor minimums or any type of information that you feel would be useful for the Users entering a P.O. or PPO.

3. New Feature – When in a Processing Purchase Order Detail Line the F3-History Key has been enabled. You can now view Purchase History, Cardex or Usage information for the Product you are selecting on a Processing Purchase Order. This function key will use the same User Flag selection you setup for the F3 Key in Purchase Orders. The User flag is located in User Flags Purchase Orders and is defaulted to Purchase History.

Accounts Receivable System

1. New Feature – While in Customer Notes you can now access the contacts for the Customer you have selected. Press F7-Contacts to view all of the contact information for your Customer. Contacts can be entered, edited or viewed in this function key.

Accounts Payable System

1. New Field – Freight Free Amount – A new field has been added to the Vendor Master File – Freight Free Amount. This field is used in the new Automatic Replenishment system. This can be entered or edited in Enter & Edit Vendors, F5-Additional screen. RoHS Compliant and ISO Certified questions have been moved to the F4-Instruction key.

2. New Feature – Export Vendor Contacts – You can now setup an export format and export all of your Vendor Contact information. Vendor Contacts can be entered in a Vendor Inquiry as well as in Enter and Edit Vendors. You can have an unlimited number of Vendor Contacts.

You can setup the fields you would like to export in 9. Utilities, 5. Export File Data, 1. Enter & Edit Export Formats, A/P Export Formats. You can then export any range of contacts in Export A/P Information.

Inventory System

1. New fields – The following field has been added to Enter & Edit Products - RoHS Compliant? The options for this question are Undetermined, Yes, No, Lot Specific. This new question is located in F5-Additional Information.

2. New Fields – Heat Number and Melting Country – These fields can be entered as additional information available by lot number. These can be entered while receiving PO’s, Entering Manual Adjustments or in Edit Production Mfg Information. Each field can be displayed by turning on flags located in Edit System Flags 2. Please feel free to call our customer service department to turn these on for you.

If you are utilizing these new fields a second screen will be presented when receiving a line item to enter this additional information.

3. New System – Automated Replenishment System

This system was designed to enable The BUSINESS EDGE to help you create outgoing documents efficiently.

It can create Purchase Orders, RFQs, Processing Purchase Orders, Work Orders and Transfers.

The new report is in many places:
Main Menu à Inventory System à Re-Order Point System… à Re-Order Point Reports… à Automated Replenishment System

Main Menu à Manufacturing System à Work Order / Scheduling System... à Work Order Planning. à Automated Replenishment System

Main Menu à Purchase Order System à Purchase Order Reports à Automated Replenishment System

Main Menu à Inventory System à Inventory File Maintenance à Location System à Transfer System à Transfer Reports à Automated Replenishment System

For the purpose of this report, the Available quantities will include On Hand, On PPO, On PO, On Work Order, On Transfer, to Customer Orders, to PPOs, To Work Orders, and To Transfers. The system ignores the Include PO in Avail flag.

Standard Inventory Range Options
The report starts with the standard inventory range options. Select the range of products.

The report figures the document with the following logic:
1. If there are no PPO Definitions, it is a Purchase Order.
2. If there are PPO Definitions, and no Process Definitions, it is a Processing Purchase Order
3. If there are PPO Definitions and Process Definitions, it is a Work Order
4. If there are no PPO Definitions and there is extra quantity at another branch (enough to not bring that branch below its re-order point) and the current branch can transfer from the other branch, then it is a transfer.

In order to appear on the PO and PPO list, a Default Vendor MUST be selected for the product (or a Branch Default Vendor if the system is branch enabled).

Options

Type of Document – Choose All, Purchase Orders, Processing P.O., Work Order, All, or Transfers (Branch Enabled systems only).

Traverse PPO Definitions – Yes/No – If you choose yes, the system will find all products that are made from the product that the report is analyzing and then figure the availability based on the documents that are open for the secondary-components (and all of their secondary components). This slows down the report, however is very useful for companies that use PPOs or Work Orders.

Buyer Code – Choose All or choose the Buyer Code that is related to the inventory record

Re-Order Point Logic:

- Use Re-Order Point Logic – this assumes that all re-order points for all products are correct (including ones that are zero). When the available is less than or equal to the re-order point, it will appear in the lists.
- Ignore Zero Re-Order Points – this allows the client to set items that they do not want to purchase to have a "0" re-order point. This report will ignore items that have Available > = 0.
- Show only when Avail < 0 – this ignores all re-order points and only shows products that are needed to be order due to requirements being above the current available.

Quantity to Calculate

- Max Qty to Stock (> Min Purch Qty)
  This will set the quantity to place on the document to bring the Current Available to the Max Qty to Stock (and also above the Min Purchasing Quantity)
- Max Qty to Stock (ignore Purch Qty's)
  This will set the quantity to place on the document to bring the Current Available to the Max Quantity to Stock (ignoring the Min Purchasing Quantity and the Optimum Purchasing Quantity)
- Opt Purch Qty
  This will set the quantity to place on the document to the Optimum Purchase Quantity (providing that it brings the available above the re-order point (if not, it figures a quantity to bring the available above the re-order point) and providing the quantity to order brings the available to less than the max quantity to stock (if not, it figures a quantity to bring the available to the max quantity to stock).
- Bring Avail to 0
  This option will set the quantity to place on order so that the Available is zero once the document is received.

Main Scrolling Box

You are brought into a scrolling box with the list of items to be purchased, the document that needs to be created, the date the product is needed, the current available and the quantity that The BUSINESS EDGE calculated that should be on the document.

If you select a scroll line, you are brought into an inventory inquiry box.

If you want to remove an item from the list, you can use the F3=Remove Fkey to delete it from the list (note, if you delete and item and then re-run the report, the item will show back up again in the new list).

There are also Fkeys to start working on creating the different documents.
F3=POs
F4=RFQs
F5=PPOs
F6=WOs
F7=Transfers

Purchase Orders

Options:
.
Include Cover Page on Faxes – if you have the fax system installed and you choose to send your PO by fax, this is the option to include or not include the Cover Page.
Final Message – This will be a final message that is put on all generated Purchase Orders.
Output to: Fax – will fax the PO to the vendor (providing there is a fax number associated with the vendor, otherwise it will print); Print Only – will only print the document to the selected Printer; Fax and Print Copy - will send a fax and also print the PO onto the selected printer.

Purchase Orders to be Generated

This scroll box lists the POs to be generated to the different vendors.

You can drill down into each line and edit the fax number, Fax to (for the fax cover sheet), the promise date, F.O.B., salesperson, Special Notes and Final Message.

You can also delete this PO which will remove the PO information and also remove all the detail lines associated with this vendor from the report.

Once you are done with that information, you are brought into the detail lines that will be created by that PO. You can edit the quantity to order for each of the lines. You can also manually delete individual lines if you want to.

Creating Purchase Orders

When you are finished reviewing your Purchase Orders and ESC out of the list of POs to be generated, you will be asked: CREATE, PRINT AND/OR FAX PURCHASE ORDERS? If you answer Yes to this, the POs will be automatically generated, and printed or faxed to the vendor.

Once the POs are generated, you are brought to a summary list of Purchase Orders that were created. You can drill into each PO and inquire as to what was on the Purchase Orders.

Finally, you are brought back to the main list of products that are needed (except the ones that you just created the POs for).

Request for Quotes

Options:

.
Include Cover Page on Faxes – if you have the fax system installed and you choose to send your RFQ by fax, this is the option to include or not include the Cover Page.
Final Message – This will be a final message that is put on all generated RFQ's.
Output to: Fax – will fax the PO to the vendor (providing there is a fax number associated with the vendor, otherwise it will print); Print Only – will only print the document to the selected Printer; Fax and Print Copy - will send a fax and also print the PO onto the selected printer.

Requests for Quotes to be Generated

This scrolling box lists the products that need to be purchased, including the # of vendors that the RFQ will be sent to.

The user can drill into a particular product, and change the quantity and also change what vendors the RFQ will be sent to using the F5=Vendors Fkey.

Requests for Quotes to be Generated – Vendor Summary

This scrolling box lists the vendors that will be sent the RFQ, and the total number of lines that each vendor will be sent from the RFQ.

You can drill into each vendor and change the fax number, fax to and other information about the RFQ. You will also be able to edit the product quantity that is shown on the RFQ.

Auto Generate RFQs

When you are finished reviewing your Vendors, you are will be asked: CREATE REQUEST FOR QUOTES? If you answer Yes to this questions, the RFQ's will be created and printed/faxed to the vendor.

Once the RFQ's are generated, you are brought to a summary screen of all the RFQs that were generated.

Finally, you are brought back to the list of products that are needed.

4. Menu Change – The Re-Order Point System has been organized into three menu item s. Re-Order Point Reports, Re-Order Point Maintenance and Basic Re-Order Point Lists. This was done to accommodate the growing number of reports.

Sales Analysis

1. New field for exporting and sorting – Salesperson Code and Name has been added to the Customer Purchase Summary Report. This report is displayed in a scrolling box. When exported to excel extra fields will now include the Salesperson Code and Name. This report can be run for any date range and any range of Customers. The information includes Customer Code, Customer Name, Number of Orders Processed, Number of Line Items, Dollar Value billed, Number of Line Items Billed, Cost and Salesperson.

This report is located in Sales Analysis, Customer Sales Analysis, More, Customer Purchase Summary.

2. New options – Customer Sales & Profit Report – When exported to Excel the number of Customer Orders will be included. You can also now choose to show customers that have no sales for the chosen period. This report used to only include customers with Sales.

This report is located in Sales Analysis, Customer Sales Analysis, Customer Sales & Profit.

Utilities

1. New Fields – When exporting Sales Journal information – new fields that are part of the UPS Integration are now available. Shipper Name (this would be the first shipper if there are multiple), Total Weight, Total Freight Charges, Date Shipped, Total Packages, Shipper Comments and Worldship Customer Pays Freight.

2. New Feature – Date Entry. If you enter only a month and day combination the system will assume the current year. This is also available in the web interface with documentConnection. The other Date entry features include:

T=Today

Y=Yesterday

F=First Day of Current Month

L=Last Day of Current Month

Entering a positive number = Date + days past the last date entered

Entering a negative number = Date - days earlier than the last date entered.

Tpositive number = Date + days past Today's Date

Tnegative number = Date + days earlier than Today's Date

When prompted for a Beginning and Ending Date, pressing the spacebar and enter will fill in 01-01-90 to 12-14-66 which will give you all available information.

3. Program Change – Importing Inventory – When converting a file from Excel to a text file, Excel will often change single quotes to double quotes. The import procedure will now check the data for double quotes and replace them with single quotes.