U2007 Upgrades

Accounts Payable / Accounts Receivable

Data Services Support Team

Table of Contents

Purpose

To provide the Database users with a printed form of the 2007 Upgrade Documentation, this document also includes Frequently Asked Questions and information regarding the DST Websites.

DST Websites

Data Services Support Team Website http://dst.sitemax.com/
This site has all the up-to-date information. We have included links to our most recent upgrade documentation and the DST Tip of the Week on our home page. We also include links to all menu paths and upgrade documentation, Database Projects; Signature Capture, Hand-Held Information, Training Conferences, JUG Committee Information, and Hardware Support.

DST-DOCS Website. http://dstdocs.sitemax.com/
DST is working on updating the documentation into a centralized, searchable site.
Recently updated menus include:

> **Menu 9 - Physical Inventory**
> **Menu 11- Sales Analysis**
> **Menu 15 - Warranty**
> **Menu 25 - Printer Options**
> **Menu 32 - Corp. Transmissions**
> **Menu 32.14 - Buyback**
> **Menu 35 - Parameter Menu**
> **Centralized Product Display Areas**
> **End-of-Year Documentation**
> **Online Warranty Tag Procedures**
> **Webstore**

DST Support Desk

DST Support Desk - A personal logon is required to access to the DST Support Desk. Once
logged onto the Support Desk a user can log a support job, review the status or post information
to a current open job. Review past completed jobs for their individual store and browse our
Knowledgebase of FAQs. We continually add new FAQ's to the Knowledgebase for users
to access and review.
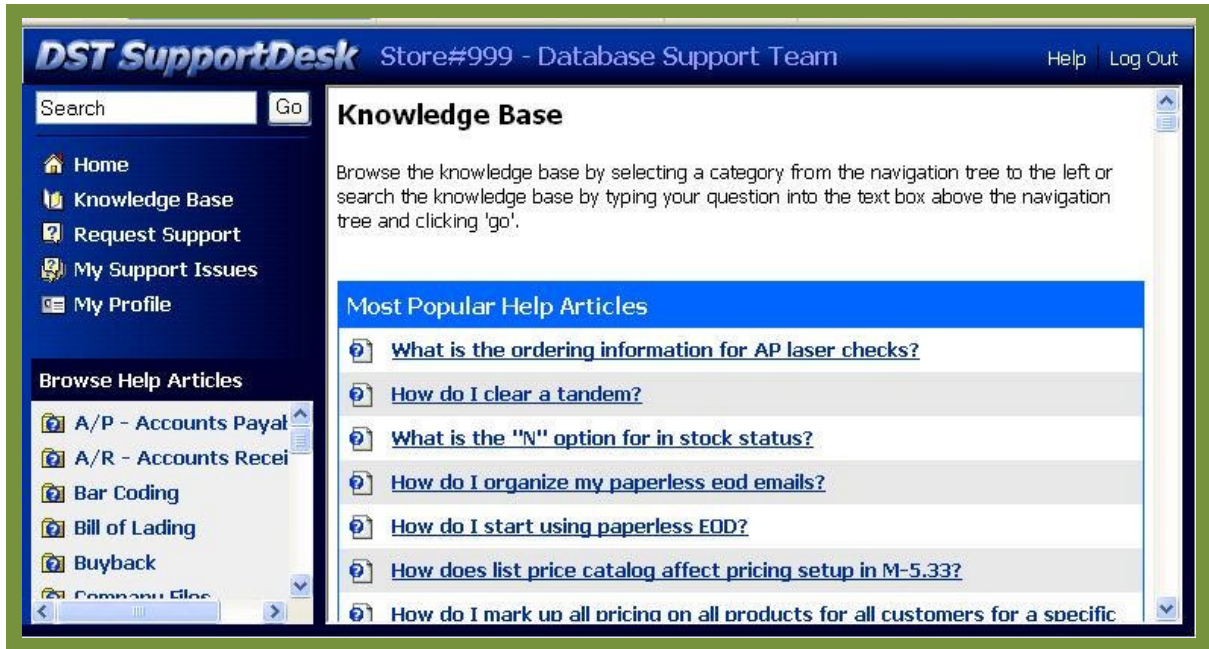
Frequently Asked Question

DST Support Desk- FAQ's

Q: How do I submit my own job on-line?
A: Go to http://www.myjohnstone.com/dst/, Enter your User Name and your Password

Q: What if I have forgotten my user name or password?
A: Send an email to databasesupport@johnstonesupply.com for your user name and password.

Q: What if I don't have a user name and password, how do I get one?
A: Send an email to databasesupport@johnstonesupply.com and we will set -up your individual user name and password.

Q: How do I check the status of a job I submitted On-Line?
A: After logging into Support Desk, locate the "My Support Issue" box in the upper-right corner. Type in the job #, or click on the link to your Open or Resolved jobs.

Q: How do I know my job number?
A: An email will be sent to you with your job number after the job is created. You can also click on either the Open or Resolved Link to view your jobs.

Q: How can I view a job that has been placed On-Hold?
A: After logging into Support Desk, locate the "My Support Issue" box and click on either the Open or Resolved Link, and then click on the On Hold tab.

Q: How do I add documents or additional information to my job?
A: You can upload documents to your job, by using the Upload Document Tab. You can also add additional information to your job using the New Post box. Type   your additional information or question in the box, click on the POST button. The posting will be posted to the job and emailed to the DST support person assigned to your job.

Q: What is the Knowledgebase?
You can always get 24x7 answers to your Database system questions by searching or browsing our knowledgebase. New information is posted to the Knowledgebase on a weekly basis. To access the DST knowledgebase, logon to the DST Support Desk and click the Knowledgebase button.

U2007 - Upgrades

Menu 1 - Order Entry

Description: Laser pick tickets using HTML

Menu Path: Multiple changes to Menu 1 (Order Entry & Invoicing)

Why use it: Menu 1 has been renumbered to make way for new features. We have added the display of PDF quote to Menu 1.30 and the email and fax of HTML pick packs thru the Linux server to Menu 1.35 and 1.36.

How to use it: The changes made to Menu 1 are shown in the screen shot below. We have moved the *OLD* Menu 1 to Menu 1.40 for review and comparison to the new menu.

***If you want to make the HTML pick tickets the default form for pick tickets, please run a pick ticket normally and then email yourself that same pick ticket to compare the two documents as most current pick tickets forms have some degree of customization. If there are issues between the two, please fax us or email us a copy of each for consideration on the new HTML pick pack forms. Some changes will not be possible on the new form.

Menu 1.30 Display PDF Quotes works like M-1.29 but for quotes. Enter quote number.
Must be connected to your local network.

Menu 1.35 Email Pick/Pack thru Linux Server –Put in the 11 digit release number, confirm to show pricing (Y/N), enter operator code and confirm email address for delivery confirmation or enter a new one, and finally confirm or enter an email address for the pick ticket recipient. See sample of a HTML Pick Ticket on the next page.

Menu-1.36 Fax Pick/Pack thru Linux Server – Enter the 11 digit release number, confirm pricing (Y/N), confirm the fax# or enter a new one, enter the Attention line, enter any special messages and when you file that away, the fax is delivered.
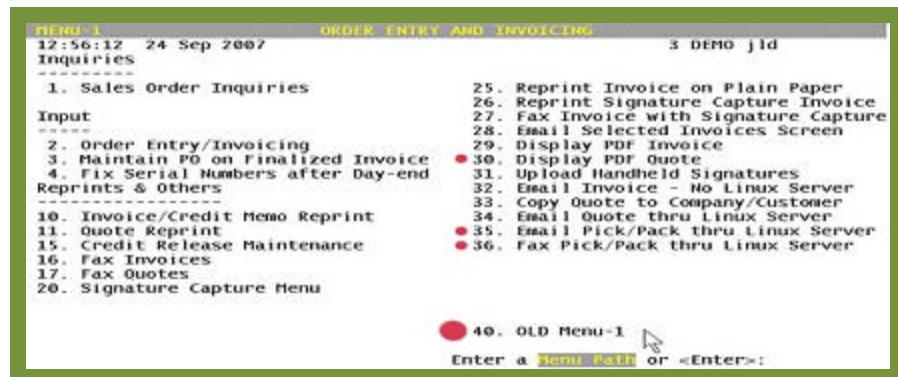
New Menu 1

NEW Menu 1 VS. OLD Menu 1	
New Menu 1	Old Menu 1
Menu 1.25 Reprint Invoice on Plain Paper	Old Menu 1.30
Menu 1.26 Reprint Sig Capture Inv	Old Menu 1.31
Menu 1.27 Fax Inv with Sig Cap	Old Menu 1.32
Menu 1.28 Email Selected Inv	Old Menu 1.33
Menu 1.29Display PDF Invoice	Old Menu 1.34
Menu 1.30 Display Quote PDF	NEW TO MENU 1
Menu 1.31 Upload Handheld Signatures	Old Menu 1.35 Upload Handheld Signatures
Menu 1.32 Email Invoice –No Linux Server	Menu 1.36 Email Invoice –No Linux Server
Menu 1.33 Copy Quote to Company/Customer	Menu 1.37 Copy Quote to Company/Customer
Menu 1.34 Email Quote thru Linux Server	Menu 1.38 Email Quote thru Linux Server
Menu 1.35 Email Pick/Pack thru Linux Server	NEW TO MENU 1
Menu 1.36 Fax Pick/Pack thru Linux Server	NEW TO MENU 1
Menu 1.40 OLD Menu-1	NEW TO MENU 1

Sample HTML/PDF Pick Pack

Description: Fax and email a quote from order entry total screen

Menu Path: Menu 1.2 (Order Entry/Invoicing)

Why Use it: Step saver by adding the ability to create the quote, file it away and send it off to the customer from a single menu path.

How to use it: In Menu 1.2, in the total screen, when the Invoicing Options display (see screen shot below) select 5A to fax the quote or 5B to email the quote.
- *If 5A is selected follow these quick steps*
  - Enter # of days to display honoring quote.
  - Enter to confirm is prices should display on quote.
  - Enter fax# or enter to accept default fax# on customer file.
  - Enter Attention or enter for account default.

- o Enter special messages or enter to send the fax.
- o Then the system files the quote away and sends it to customer.
- *If 5B is selected follow these quick steps:*
  - o Enter # of days to display for honoring the quote
  - o Enter to confirm if prices should display on the quote.
  - o Enter operator code
  - o Confirm Email confirmation address
  - o Confirm Email Recipient address –type in new address or enter to accept address on file
  - o Then the system files the quote away and sends it to customer.

NOTE: Menu-35.12. Signature Capture Company Parameters Screen 2, Field 11. USE LINUX SERVER TO FAX QUOTES - needs to be set to Y
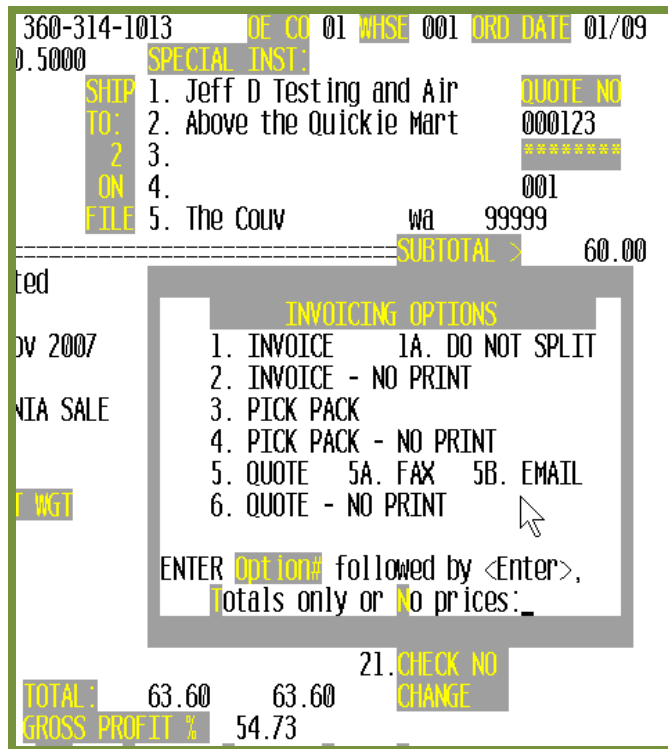
Menu 1.2 - Invoicing

Description: Additional digits added for authorized buyer display in Order Entry to accommodate customers with larger numbers of buyers

Menu Path: Menu 1.2 (Order Entry/Invoicing)

Why Use it: As more customers add more and more authorized buyers, this upgrade will allow the authorized buyer screen display to continue to work with a current maximum of 999.

How to use it: See sample screen shot below.

Authorized Buyers

Description: Send email confirmations for quotes and picks like we do for PO's

Menu Path: Menu 1.2 (Order Entry/Invoicing), Menu 1.34 (Email Quote thru Linux Server), & Menu 1.35 (Email Pick/Pack thru Linux Server)

Why Use it: Consistency of processes across PO's, Invoices, picks and quotes when emailing and faxing.
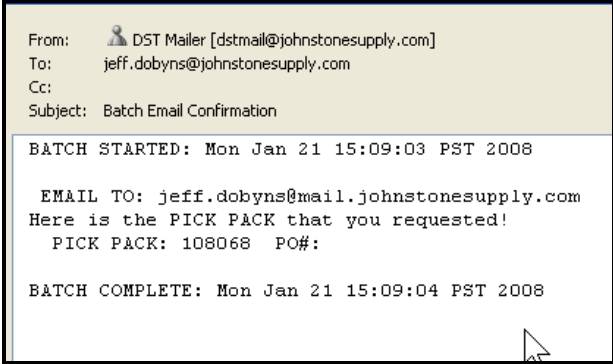
Description: Emailing/Faxing Quotes

Menu Path: 1.17, 1.38

Why use it: these new features allow Linux users to fax and email quotes. (Note: Stores without a Linux server can still fax quotes using Menu 1.17 but they will not appear in the HTML format that Linux provides).

```
Fax Quote thru Linux Server
<CR> to continue or 'END' to quit :


Enter Quote Number (8N) :01001801

Enter number or days to honor this quote :20

Print Prices (Y/N) :Y

Enter fax# or <enter> for  413-254-7943
Enter Attention or <CR> for Jennifer
```

Users also have an option to enter a separate message that will print on the cover page of the quote.

Email Quotes; through Linux Server Menu 1.38 You will be prompted for the quote number, honor days, price printing, email address and operator code. The "email for confirmation" is the address that will be showing in the "from" section of the email sent to your customer. You will also be prompted for the "email recipient" which, will be pre-populated with the customer's email address. You can accept that address or enter a different address.

Note: Stores without a Linux server do not have the ability to email Quotes.

```
  Email Laser Quote


  Enter Quote Number (8N) ?01001801

  Enter number or days to honor this quote ?20

  Print Prices (Y/N) ?Y
Enter Operator Code

Enter Email for confirmation or <ENTER> for Store.Support@johnstonesupply.com
?jennifer.williams@johnstonesupply.com

[404] 1 items selected out of 1 items.
Enter Email recipient or <ENTER> for debra@paducahsupply.com
?jennifer.williams@johnstonesupply.com
```

Fax Notification – Real-time notification that faxes have been sent.
After sending a fax from Menu 1.17 an email confirmation will be sent to you to confirm that the fax was delivered. The fax confirmation will be sent to the email address setup in Menu 12.1.4 field 31 for the operator logged-in to that port.

Email Notification - Real-time notification of fax/email status
Once the email quote has been sent from Menu 1.38, a confirmation will be sent to the sender or the default confirmation address.

The following is a sample of an email quote confirmation:

> BATCH STARTED: Thu May 17 10:45:03 PDT 2007
>
> EMAIL TO jennifer.williams@mail.johnstonesupply.com
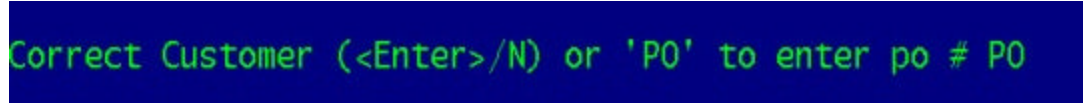> Here is the QUOTE that you requested!
> QUOTE: 01001801 PO#:
>
> BATCH COMPLETE: Thu May 17 10:45:05 PDT 2007

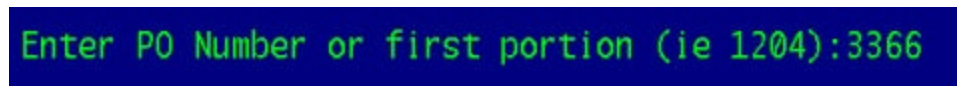**Description: The ability to select a specific purchase order when pulling up a customer order**

Menu Path: 1.2

Why use it: Will be able to bypass other purchase orders created for a customer.

How to use it: After looking up a customer the option will appear to type PO to display only the orders tied to the PO. The system will prompt for the first portion of the PO (only the first few digits are needed to pull the open orders).

Correct Customer (<Enter>/N) or 'PO' to enter po # PO

Enter PO Number or first portion (ie 1204):3366

Description: Display original operator on totals screen on new orders

Menu Path: Menu 1.2 (Order Entry/Invoicing)

Why use it: Provide easy reference to know who has started the order.

How to use it: Often times in Order Entry staff will walk away to track down some information or a product. Previously, there was no way to know who had started the order. The information in Menu 1.2 on the Order entry Total Screen in the 'STATUS OF RELEASE' area will display that it is a new order, but also who has started the order.

Description: All Authorized Buyers setup for a customer, now appear as Authorized Signers

Menu Path: 1.2, 12.2.2.6

Why use it: Only need to enter Authorized Buyers

How to use: All Authorized Buyers setup for a customer in Menu 12.2.2.6 now appear on the Authorized Signers list as seen in Menu 1.2 Order Entry. The Order Entry Authorized Signers and the Authorized Buyers lists are a combined list in Order Entry.
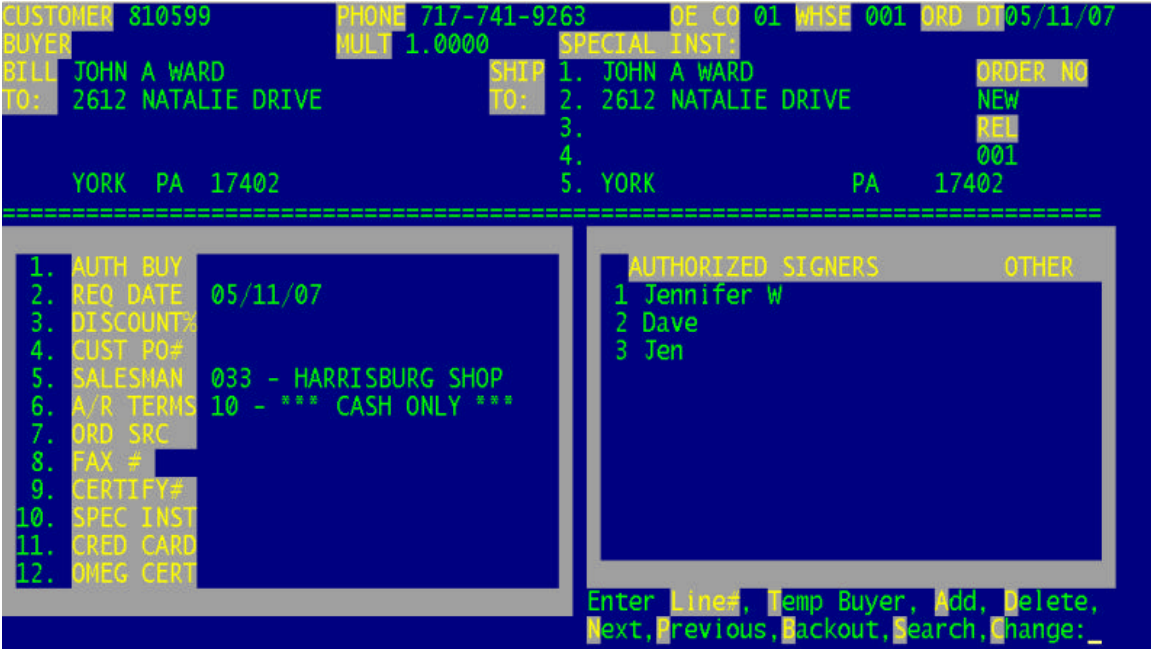
Description: Include original quote number as a message line when converting to an order

Menu Path: Menu 1.2 (Order Entry/Invoicing)

Why Use it: Better reference to tie the original quote to the newly created invoice.

How to use it: In Order Entry just like normal, convert the quote to an order and it will automatically appear. See sample:

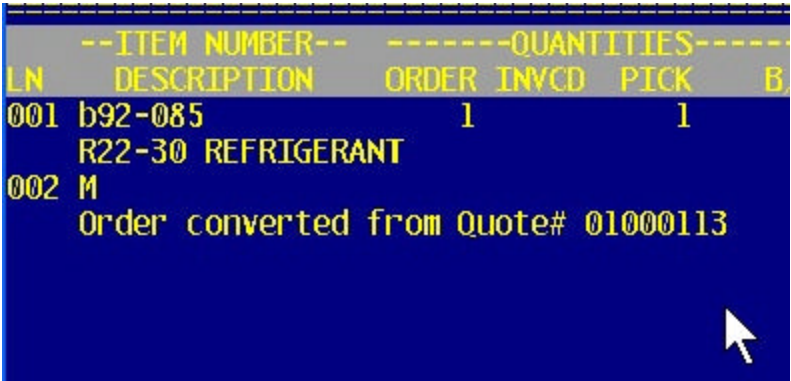**Description: Add PO#, Job Name and Product Description to quote lookup**

Menu Path: Menu 1.2 (Order Entry/Invoicing) 'QL' option

Why Use it: Additional information makes it easier to track down existing quotes.

How to use it: Access Menu 1.2, use the QL to lookup a quote. PO#, Job Name and Product Description have been added to quote lookup.

Description: Display the FDC inventory in the ORDER detail screen

Menu Path: Menu 1.2 (Order Entry/Invoicing) Line Detail Maintenance Screen

Why Use It: Quick access to DC product availability info. No longer need to go to 'W'eb stock status to view the same information.

How to use it: *This request is available on a request-by-request basis. Fill out a support job and we will load this code.* http://dst.myjohnstone.com/Login.asp

In order entry, Menu 1.2, put in a product, the list of DC's are located in the Order Entry Line Detail Maintenance screen, in the 'QUANTITIES IN OTHER WAREHOUSES' location.

See below:
FDC = Florida Distribution Center
PDC = Portland Distribution Center
MDC = Memphis Distribution Center
ADC = Allentown Distribution Center
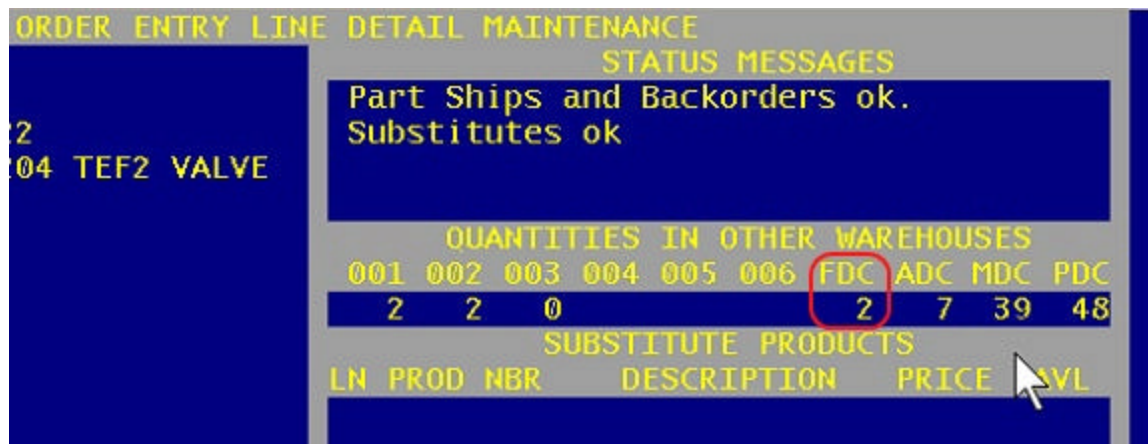
Description: Prompt to verify customer information is correct before faxing/emailing invoices/quotes

Menu Path: Menu 1.17 (Fax Quotes), 1.27 (Fax Invoice with Signature Capture) & Menu 1.34 (Email Quote thru Linux Server)

Why Use it: Confirm the right document is selected and set to go to the right customer. Catch a potential mistake prior to it happening.

How to use it: Enter menu path for what you are trying to send, and then when prompted if the correct customer is selected, press <ENTER> to confirm and move along or enter 'N' to end out and put in the invoice, release, quote number again.

Description: Invoices will be displayed in a PDF format

Menu Path: 1.34 Display PDF Invoices

Why use it: Invoices will only display in the PDF format if a Linux server is being used for invoicing.

How to use it: Menu 1.34 takes users to the Detailed Invoice/Release Inquiry (Menu 19.5). Users can pull up an order and select PDF on the Totals page to view the invoice. If a PDF is not found or if you are not on a Linux server then the invoice information will pull up in the normal 19.5 format (the PDF version will not appear).

```
============================ORDER ENTRY INQUIRY=============SUBTOTAL >      37.27
   STATUS OF RELEASE 001 Printed      SHIPPED  ORDERED   TOTAL ORDER  BACK    SHIP
   Orig Operator Dave Chwastyk        DOLLARS  DOLLARS   LINES QUAN   QUAN    QUAN
   Last Access 10:56:11  21 Apr 2007    37.27    37.27      8     9      0       9
1.  RESTOCK CH%                          0.00
2.  TAX JURIS    01   PENNSYLVANIA SALES TAX
3.  TAX% 6.000 ON     37.27              2.24     2.24
4.  SHIP METHOD 00   PICK UP
5.  WEIGHT            PRODUCT WGT   0.0       A/R TERMS 10 *** CASH ONLY *
6.  NBR CTNS
7.  FREIGHT
8.  PICKER
9.  PACKER                                        20.CASH RECD      40.00
10. MISC CHRG                                      21.CHECK NO  CASH
11. TAX ONLY              TOTAL:     39.51    39.51   CHANGE         0.49
12. WORK ORDER#          GROSS PROFIT %     57.82
Line#, CL-Chg-Lines,CH-Chg-Hdr, PDF, or 0 to accept:█
 1-END      2-INO
```

Description: Update quote audit trail to include when a quote was emailed

Menu Path: Menu 1.34 (Email Quote thru Linux Server), Menu 2.28 (Quote Audit), Menu 19.5 (Detailed Invoice/Release Inquiry) –AUD option

Why Use it: Provides and improved audit trail for quote activity.

How to use it: When emailing a quote using Menu 1.34 it will record whom the quote was emailed to. Menu 2.28, enter the quote number, see sample Quote audit.   Also, accesses detailed quote inquiry via Menu 19.5 and select the AUD option from the total screen.

```
Page   1      PRO.FORMA                                    09:54:

     ........ AUDIT1.........................................

  01000116 SST 09:51:58  27 Sep 2007 - 3 'QP'
           SST 09:53:10  27 Sep 2007 - 3 'EMAIL'
           SST Email transmission to JOHN B JACOBY.  Email je
           nnifer.williams@johnstonesupply.com

[405] 1 items listed out of 1 items.
 <CR> TO CONTINUE ?
```

Menu 4 - Accounts Receivable

Description: Customer lookup feature now displays the AR dollar amount.

Menu Path: 4.1.1 Cash Receipts Entry

Why use it: To view the AR$ amount

How to use it: Customer lookup feature will now display the AR Dollar amount in 4.1.1. The AR dollar amount is pulling from the AR$ field in Menu 4.1.9.

Description: Display customer/invoice information with confirmation prior to fax/email

Menu Path: Menu 4.1.9 (Accounts Receivable Inquiry)

Why Use it: To catch a potential mistake prior to sending something to a customer.

How to use it: When using Menu 4.1.9, Invoice 'F'ax or 'E'mail option after entering an invoice or string of invoices a recap of the invoice customer# and AR amount is displayed giving a chance to confirm that this is the right information that is about to be sent. Options are 'Y' to send or END to reenter the invoices.

```
Confirm CUST# Invoice and Amount before Emailing (Y=Send/END=Reenter)
```

Description: Added display of email address in Accounts Receivable Inquiry

Menu Path: Menu 4.1.9 (Credit Manager Inquiry)

Why Use it: Ease of access to customer email information (from M-12.2.2.2, field 17) in the credit manager's inquiry screen (Menu 4.1.9). Allows confirmation of the customer email address before emailing copies of the invoice.

How to use it: The email address is displayed at the bottom-left of the customer header information before the transition to customer invoice detail.

Description: Add cover page to manually faxed statements

Menu Path: Menu 4.3.6.5 (Fax EOM Statement for Selected Customer or Month)

Why use it: Ability to add a cover page to the manually faxed statements.

How to use it: Menu path 4.3.6.5. Fax EOM Statement for selected customer & month will have the statement cover page. Enter company number, Enter Customer #; enter Month, Fax Number and Attention. At the prompt 'Do you want to Enter Special Messages? (Y/<CR>): enter 'Y' to put your special messages on the cover page of the faxed statement. When complete press the <ESC> to get the next options.

'S'ave option saves your special message and sends the fax.
'A'bort option disregards the special message and sends the fax.
'C'lear option clears out your special message so you can enter it again.
Spe'L'l option runs the special message through the spell check.

Fax Cover Sheet

To: Jeff D Testing 118512

Company: AADAMS APPL SERVICE INC

Fax Number: 914132547943

Number of Pages: 1

From: STORE SUPPORT TEAM (CORPORATE)

Company: JOHNSTONE SUPPLY

Date: 09/06/07

Comments:

Testing the fax cover. Please review statements.

Jeff

Description: New option to display PDF invoices

Menu Path: Menu 4.3.6.6 (Reprint/Display EOM Statement for Selected Customer & Month)

Why Use it: No longer need to print out a customer statement to view it.

How to use it: Go into Menu 4.3.6.6 Reprint/Display EOM Statement for selected customer & month and select Option 1. Display EOM Statement, and then input the customer# and the month the statement is from.   The statement will then display in the PDF viewer.

Description: Service Charge invoices can be reprinted.

Menu Path: Menu 4.3.6.12 – Reprint Laser Service Charge Invoices

Why use it: to reprint a lost or misplaced invoice.

How to use it: Service Charges Invoices can now be reprinted using Menu 4.3.6.12. Users will be prompted for a Service Charge Date and a Customer Number. The Service Charges Invoices print in an HTML format. See image for a cropped screenshot of the updated service charge invoice format.

Description: This report will provide a count of printed, faxed and emailed statements during the EOM statement run.

Menu Path Menu 4.3.6.16 Number of Print/Fax/Email Statements from Last EOM

Why Use it This feature has been added to provide you with a count of how many statements were printed, faxed and emailed during the EOM statement run.

How to use it: Two options are available when running this report 1) 'S'ummary of the total number of statements printed, faxed and emailed (see image below), or 2) 'D'etail for a list of customers that had their statements printed, faxed or emailed.
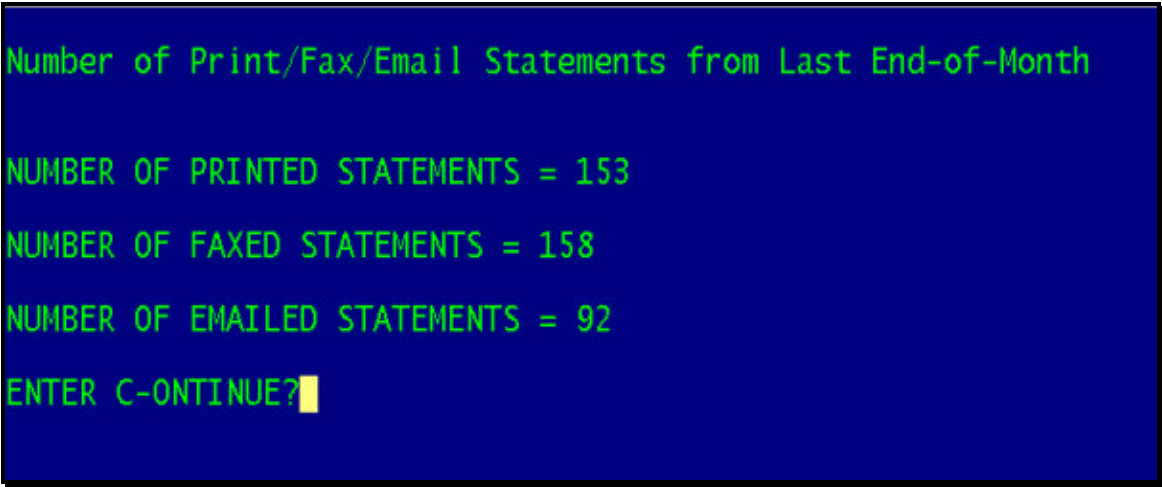
Menu 12 - File Maintenance

Description: Report to generate EOM financial information required by corporate

Menu Path: *Menu 11.4.30 (Monthly Financial Information to Corp) & Menu 12.1.1 (Company Maintenance)*

Why Use it: *Easy to use and find, centralized data needed for corporate reporting, saves time by running a single report instead of running various reports to generate the needed data.*

How to use it: Note: As of February 2008 running Menu 11.4.30 is still a manual process to create the single report to generate the data. Future plans are for an automation of this process where the report will generate and transmit to Corp. and you will receive a confirmation of completion of the process.
- *Step one -Set your Employee Count in Menu 12.1.1, Field 20 for all stores within your store group.*
- *Step 2 –Run report from Menu 11.4.30 and begin by entering fiscal month to report (YYMM)*

This report provides the following data. The data will be sorted by, each store#.
1) *Monthly Net Sales - Total sales less freight, tax and inter-store merchandise transfers.*
2) *Gross Profit $ - Monthly Net Sales less monthly cost of goods sold. Monthly cost of goods sold is defined as the total cost of goods sold including freight-in and excluding vendor rebates and Cooperative Patronage.*
3) *Monthly Net Purchases - Total purchases plus incoming inter-store merchandise transfers, less outgoing inter-store merchandise transfers, returns and freight.*
4) *Inventory $ - Net Inventory $ value as of month-end (new).*
5) *FTE"s - The number of full time equivalent employees employed on the last day of the month.*

Sample Report:

```
Branch# 999  Demo, WA
Sales Amount =  416,108
Gross Profit =  139,792
Inventory    = 1,084,903
Purchases    =  391,941


Branch# 998  Demo2 WA
Sales Amount =  167,583
Gross Profit =   52,031
Inventory    =  585,333
Purchases    =  108,860
```

Description: Additional email added to Customer Master Maintenance for accounts receivable and purchasing

Menu Path: Menu 12.2.2.2, Field 18 (Customer Master Maintenance)

Why use it: <u>Currently this field is being used for data collection only</u>. Eventually, it will be used for reporting and distribution of emailed documents.

How to use it: Go into Customer Master Maintenance, Menu 12.2.2.2, and select Field 18. EMAIL PUR. And enter the email address.

```
15.UPS FLAG                              33.VIP REPORTING
16.NO PRICES                             34.STMT SEND FLAG
17.EMAIL ADDR
18.EMAIL PUR.  jeff.dobyns@johnstonesupply.com--------------------
```

 Description: Enhancement to serial# maintenance for message/reference entry

Menu Path: Menu 12.3.10 (Serial Maintenance), Menu 19.8 (Serial Number Inquiry)

Why use it: Allows you to enter a message or reference associated with a specific serial record and have that reference display in the serial# inquiry.

How to use: Go to Menu 12.3.10 (Serial Maintenance) and edit Field 8 - MSG/REF# of the serial # record.

```
                    SERIAL ENTRY MAINTENANCE

SERIAL #           06K024253
  1. CUSTOMER #           500059    MENARD CORRECTIONAL CTR
  2. PRODUCT #            NS-ERFA0313HP 230 3/0 MED TEMP COMP
  3. INVOICE #            170583
  4. INVOICE DATE         12/08/06
  5. UNIT PRICE           1695.00
  6. UNIT COST
  7. WAREHOUSE            001       JOHNSTONE CARBONDALE
  8. MSG/REF#             WARRANTY FOR COMP ON 165656, 7/19/06
```
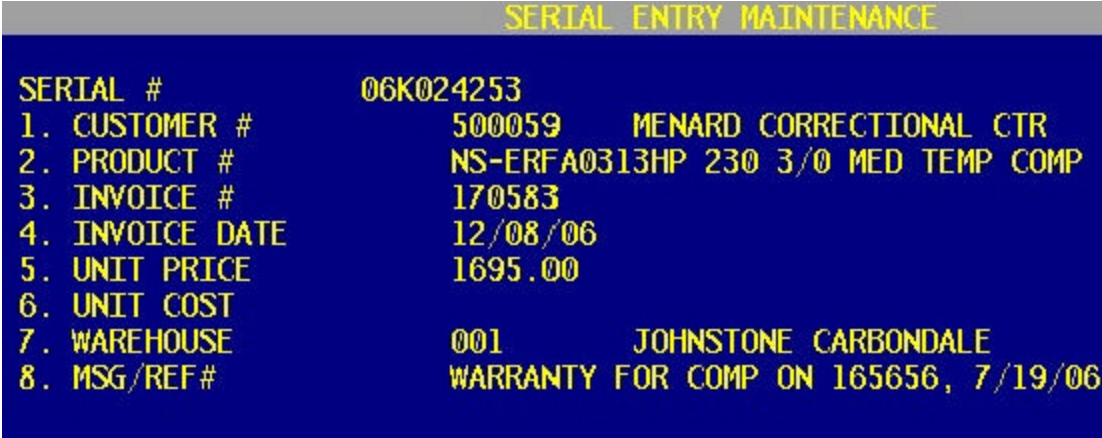
Go to Menu 19.8 (Serial Number Inquiry) and pull up the serial number and the MSG/REF# displays.

```
                    SERIAL NUMBER LOOKUP


SERIAL NUMBER      06K024253
CUSTOMER NUMBER    500059          MENARD CORRECTIONAL CTR
PRODUCT NUMBER     NS-ERFA031ETAC 3HP 230 3/0 MED TEMP COMP
INVOICE NUMBER     170583          001
INVOICE DATE       12/08/06
UNIT DOLLARS       1695.00
UNIT COST
MSG/REF#           WARRANTY FOR COMP ON 165656, 7/19/06
```
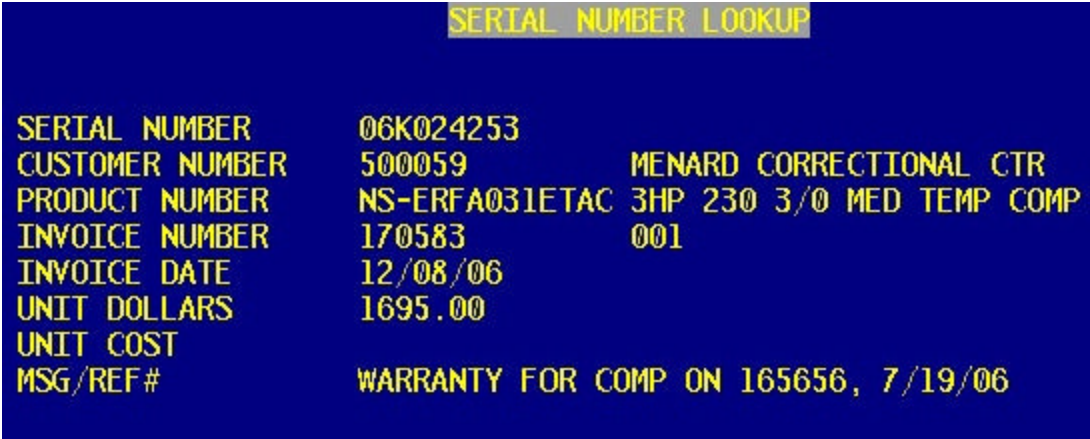
Description: Menu 12.2.2.2 – Customer Master Maintenance

Menu Path: 12.2.2.2

Why use it: Previously, only 3-digits were allowed.

How to use: The List price multipliers that are setup in Customer Master Maintenance, Screen 2, and Field 37 have been expanded to 4-digits after the decimal (i.e. .4500)

Description: Changes to customer master field 7 are added to audit tracking

Menu Path: Menu 12.7 (File Maintenance History), Menu 12.2.2.2, Screen 2, Field 7 (Customer Master – Program), & EOD Emails

Why Use it: Ability to track changes to the program field in customer master –helpful in the cases where programs have been put in place and things are being changed without proper approval.

How to use it: When anyone makes a change to Menu 12.2.2.2, Screen 2, Field 7 (Programs) an entry is written to the status log, which in turn makes the entry available in Menu 12.7 as well as in the EOD Daily Inventory Transaction Audit Report (EOD.XREF 01-114).

Description: Clean up fax and email flags in Customer Master

Menu Path: Menu 12.2.2.2, Field 11, 17, 29, 31, 34 (Customer Master Maintenance)

Why Use it: To clean up data, which cleans up the email and faxing processes providing better chances for successful transmissions.

How to use it: See below for breakdown of how this job affects the various fields.

The following explains various situations of what will happen to your invoices if a valid fax number and email address is not listed in the appropriate field.

Situation #1: A customer in (menu-12.2.2.2, screen 1), with a "F", "FE" or "FS" in field 31- PRINT-FAX-EMAIL, does NOT have a valid fax number in field 11- FAX NUMBER or in field 29.
Resolution: Field 31 will be changed from "FE" to "E" and "F" & "FS" to NULL (blank).

Situation #2: A customer in (menu-12.2.2.2, screen 1), with a "F" or "FI" in field 34- STMT SEND FLAG, does NOT have a valid fax number in field 11- FAX NUMBER or field 29.
Resolution: Field 34 will be changed from "F" & "FI" to NULL (blank).

Situation #3: A customer in (menu-12.2.2.2, screen 1), with an "E" or "FE" in field 31- PRINT-FAX-EMAIL, does NOT have a valid email address in field 17- EMAIL ADDR.
Resolution: Field 31 will be changed from "FE" to "F" and "E" to NULL (blank).

Situation #4: A customer in (menu-12.2.2.2, screen 1), with an "E" or "EI" in field 34- STMT SEND FLAG, does NOT have a valid email address in field 17- EMAIL ADDR.
Resolution: Field 34 will be changed from "E" & "EI" to NULL (blank).

Description: Comprehensive customer data information (CDI) report

Menu Path: Menu 12.2.2.30 (List of Customer Information)

Why Use it: New customer information report. Data includes customer master address, mailer address, webstore login information, email address, fax number, AR Balance, Sales in the last 12 months, etc…)

How to use it: Menu 12.2.2.30, FT ONLY, then select either 'ALL' customers or those with no activity in the last 5 years.

Description: Additional characters added to maintainable vendor web address

Menu Path: Menu 12.4.1.2 (Vendor Master Maintenance), Field 10

Why Use it: Room added for web addresses allows this important information to print correctly on PO's.

How to use: Access vendor in Menu 12.4.1.2, maintain address in Field 10 up to 35 characters. It prints on PO's as Miscellaneous Instructions 1 and 2.

TO:
SOURCE 1
5005 YORK DRIVE
NORMAN, OK 73069
Phone #: 800-536-6112
Fax #: 800-710-1893

SHIP TO:
JOHNSTONE – FENTON
1686 LARKIN WILLIAMS ROAD
FENTON, MO 63026

Order Date	PO #	Ship VIA	
08/31/07	67-129651	L.T.L.	
Due Date	Purchasing Agent	Terms	
09/06/07	DAN SCHRECK		
Create Date	Vendor Number	Customer Number	
09/06/07	615		

Misc Instructions 1: www.source1parts.com

Misc Instructions 2: www.upgnet.com

 Description: Vendor change program created

Menu Path: Menu 12.4.1.9 (Change Vendor Number)

Why Use it: Program to replace the merge. vends program and streamline the process for changing a vendor number.

How to use: Go to Menu 12.4.1.9 Change Vendor Number, input the OLD vendor number first and then enter in the NEW vendor number you are changing it to. After that, the program changes the related vendor files from OLD vendor to NEW vendor (checking vendors, products, vouchers, etc). *This program should only be run after-hours to avoid conflicts on the system*.
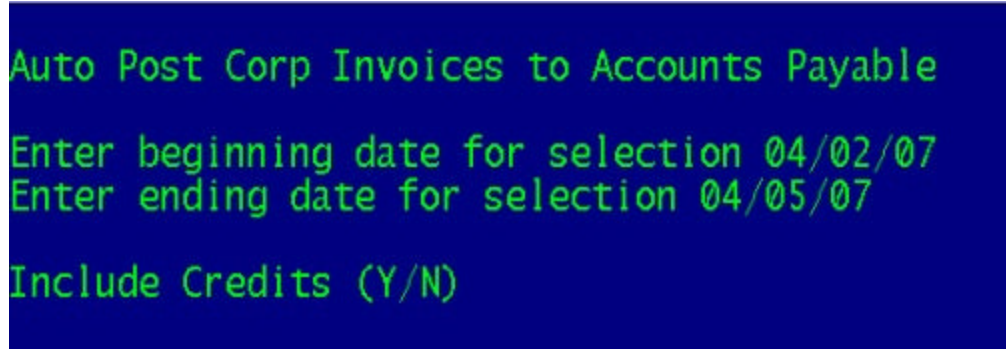
Menu 13 - Accounts Payable

Description: Menu 13.20.3 – Auto Post Corp Invoices

Menu Path: 13.20.3

Why use it: Will now prompt for "Include Credits"

How to use: Answer 'Y' if you want to include credit memo's from Corp. Answer 'N' if you do not want Corp credit memos included.


```
Auto Post Corp Invoices to Accounts Payable

Enter beginning date for selection 04/02/07
Enter ending date for selection 04/05/07

Include Credits (Y/N)
```

Menu 15- Warranty

Description: Enhanced audit information for warranty transactions

Menu Path: Menu 15.10 (Update Warranty File with Receiving) & Menu 19.7b (Inventory Transaction by Product)

Why Use it: The warranty receiving in inventory process (WAR transaction type) will now include the operator and sequence number when displayed in Menu 19.7B Inventory Transaction by Product

How to use it: Menu 15.10 will prompt for a valid operator number and Menu 19.7B will display this operator along with the warranty sequence number under the WAR transaction type.
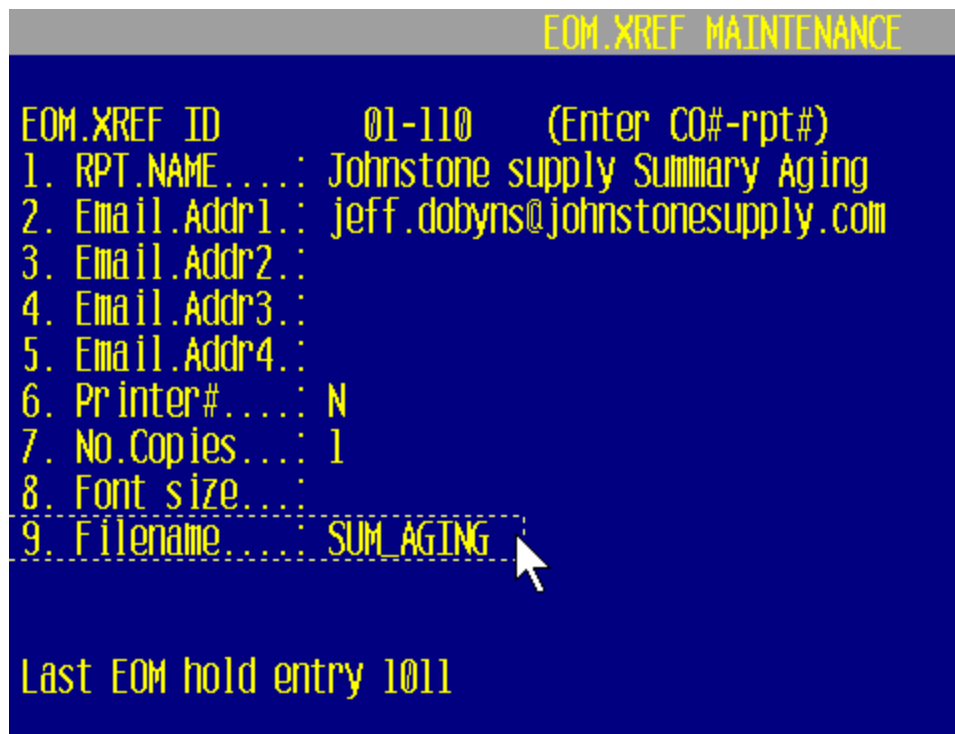
Menu 17 – End of Month

Description: Archive AR EOM reports to the Linux server

Menu Path: Menu 17.1a (EOD/EOM Combo), Menu 17.5 (EOM Report Xref Maintenance), & Menu 17.6 (EOM Report Xref File Listing)

Why Use it: Enhancement to the EOM Xref system for automatic archival of AR EOM reports to the Linux server.

How to use it: This feature is already setup and will automatically start for those with a Linux server. The AR EOM reports are setup to be automatically archived to the Linux server. The file name of the report is stored in Menu 17.5, Field 9. The file name is what will appear on the Linux server in the EOM folder.

```
                      EOM.XREF MAINTENANCE

EOM.XREF ID      01-110    (Enter CO#-rpt#)
1. RPT.NAME....: Johnstone supply Summary Aging
2. Email.Addr1.: jeff.dobyns@johnstonesupply.com
3. Email.Addr2.:
4. Email.Addr3.:
5. Email.Addr4.:
6. Printer#....: N
7. No.Copies...: 1
8. Font size...:
9. Filename....: SUM_AGING

Last EOM hold entry 1011
```

To access the reports off the Linux server, setup the following:
- Map a drive – Open up My Computer from your Desktop icon.
- Tools > Map Network Drive > Select 'R:' from the dropdown list.
- In the Folder field enter **YOUR LINUX IP ADDRESS**\reports
  For Example   - \\192.168.100.226\reports
- Reconnect at logon – Check this Box
- Select Finish
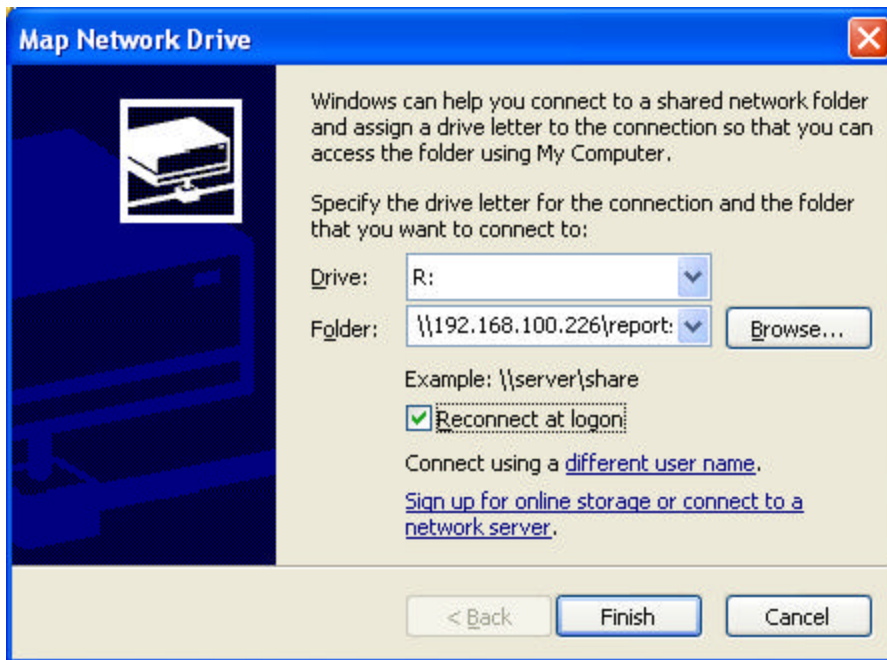
- Open the EOM folder to view the AP EOM reports

- Each report is listed as a PDF and a TXT file. Simply double click on a report name to view the report.

Menu 19 - Inquiries

Description: Add PO#, Job Name and Product Description to quote lookup inquiries.

Menu Path: Menu 19.1A (Quote Lookup Inquiries), Option 2

Why use it: More information makes it easier to track down existing quotes.

How to use: Access Menu 19.1A, Option 2 customer quote Listing, 'D'etailed listing…and the new fields are added into the detailed reports.

Description: Menu 19.7B – Inventory Transaction by Product

Menu Path: 19.7B

Why use it: When viewing and item users now have further type options to select when building the inquiry.

How to use: The following options are available:
?   ADJ = Adjustments
?   POR = PO Receiving
?   INV = Invoice
?   CM = Credit Memo (Returns to Stock)
?   NON = Credit Memo (Not Returned to Stock)
?   PI = Physical Inventory
?   DIN = Drop Ship Invoice
?   DPO = Drop Ship PO

Description: Menu 19.7B – Inventory Transaction by Product

Menu Path: 19.7B
Why use it: Complete PO information can be pulled up from a POR item.

How to use: ?   Enter the 8-digit PO number

```
                      INQUIRY BY PRODUCT                05/21/07  11:38:56
ITEM#            ITEM DESCRIPTION
B92-085               R22-30 REFRIGERANT


TNX  DATE     REF#         PO#-REAS CD   QTY     COST     PRICE CUST-VEND  OH AFTER
INV 04/14/07 01040375001 TRUCK STOCK    -1    82.023   98.04 107457         122
                              OPER: GREGORY JOHNSON          COMPLETE SERVICE, IN
POR 04/12/07 061019        01128612     120    82.350          525           123

REL#(11N), PO#(8N), <ENTER>-NEXT PAGE  P-PREVIOUS   OR END:
```

?   Entering in an 8-digit PO number takes the user to Menu 19.12 to view the PO.
?   Entering in an 11-digit Release number takes the user to Menu 19.5 to view the release.

Description: Menu 19.8 – Serial Number Inquiry

Menu Path: 19.8

Why use it: The warehouse number will now display to the right of the INVOICE number.

How to use: Input serial number at prompt or select 'L' for lookup, the Whse number will display on the screen.

```
                    SERIAL NUMBER LOOKUP

SERIAL NUMBER        XKNS271396
CUSTOMER NUMBER      70000            THE REGISTER WORKS LLC
PRODUCT NUMBER       B93-297          N1VSC1606X SUB B96-429D9
INVOICE NUMBER       198445           WHSE 001
INVOICE DATE         06-29-05
UNIT DOLLARS         473.17
UNIT COST            389.296
```


Description: Option to display Order Entry and Purchase Order audits from Inquiries 19.5 and 19.12

Menu Path: Menu 19.5 (Detail Invoice/Release Inquiry) and Menu 19.12 (Detail Open Purchase Order Inquiry)

Why use it: This option combines the quote, order entry and PO audit screens (Menu 2.28, Menu 2.27, Menu 7.23) into the Detail Invoice/Release Inquiry (Menu 19.5) and Detail Open Purchase Order Inquiry (Menu 19.12) so all the information you will need on a quote, invoice/release, or PO is accessible from a single menu path instead of splintered in multiple menu paths for each.

How to Use: Menu 19.5 "How to use the 'AUD' option?" Pull up your quote/pick pack/invoice/release and when you get to the total screen you will see a new option of 'AUD'it After entering the AUD option, the typical audit detail will display on your screen.

```
===============================ORDER ENTRY INQUIRY=============SUBTOTAL >        52.95
    STATUS OF RELEASE 001 Printed      SHIPPED  ORDERED   TOTAL ORDER  BACK  SHIP
    Orig Operator CUSTOMER DIALUP      DOLLARS  DOLLARS   LINES QUAN   QUAN  QUAN
    Last Access 15:38:22  02 Aug 2007    52.95    52.95       3     3     0     3
 1. RESTOCK CH%                          0.00
 2. TAX JURIS   03   PENNSYLVANIA NON-TAXABLE    TAX EXEMPT# 75-07511-5
 3. TAX% 0.000 ON     0.00               0.00     0.00
 4. SHIP METHOD 02   UPS
 5. WEIGHT              PRODUCT WGT   0.0     A/R TERMS 01 2% 10TH NET 15T
 6. NBR CTNS                                 CUST P/O# BL050513
 7. FREIGHT                           6.26
 8. PICKER
 9. PACKER                                         20. CASH RECD       0.00
10. MISC CHRG                                      21. CHECK NO
11. TAX ONLY               TOTAL:    59.21   59.21     CHANGE
12. WORK ORDER#            GROSS PROFIT %   42.10
Line#, CL-Chg-Lines,CH-Chg-Hdr, PDF, (AUDit) or 0 to accept:
```

```
Page   1    RELEASE                              15:40:55 29 Aug 2007

Release#... AUDIT1..........................................

01000239001 CUSTOMER DIALUP 13:38:45  01 Aug 2007 - 513 'PP'
            Bob Leidy 15:38:22  02 Aug 2007 - 109 'PI'

[405] 1 items listed out of 1 items.
```

Menu 19.12 PO Audit works the same as Menu 19.5   Pull up the PO, get to the PO total screen and the AUD option will be available.   The PO audit information displays.

Description: Menu 19.14.1 – View Maintenance Menu for Customer Master

Menu Path: Menu 19.14.1, Screen 2 Field 7

Why use it: Allows people to view customer contracts who don't have access to Customer Master through Menu 12.2.2.2.

How to use: Selecting field 7 takes the users to the Contract Maintenance Screen.

```
              CUSTOMER MASTER INQUIRY - SCREEN 2

 EX CUST #:   111688     CALVAN JOHNSON    INT CUST #:135856
 1.WHS/BR #                                20.SHIPTO CODE   001
 2.MASTER AR #                             21.SHIP METHOD   02  UPS
 3.CUST TYPE  NH  NURSING HOMES            22.SHIP ZONE
 4.CUST CLS   NH  NURSING HOMES            23.TERMS CODE    05  NET 10TH FOLL P
 5.TERRITORY  00107  62226                 24.TAXABLE       Y
 6.SPEC INST                               25.TAX JURIS     17119  STATE & COUN
 7.PROGRAMS                                26.TAX EXEMPT #
 8.DUN FLAG                                27.CREDIT METH   02
 9.OTHER CONT                              28.CREDIT LIM    500
10.PRC HOLD                                29.CREDIT HOLD   N
11.PO REQ     Y                            30.ACCEPT B/O    Y
12.MAILER REF 111688                       31.ACCEPT PART   Y
13.SERV. CHRG Y                            32.ACCEPT SUB    Y
14.LICENSE #                               33.NA CUST #
15.PAST DUE < %                            34.NA 2ND CUST REF
16.PAST DUE DAYS                           35.TRANSMIT NA INV
                                           36.TAX EX DATE
                                           37.LIST PRC MULT     0.5000



Enter Line 7 to display Programs or <ENTER>:
```

End of Month

Description: **End of Month**

Menu Path: Logoff to the 'J', type Month-End

Why use it: End of Month XREF report 01-160 has been added to list all the purged non-stock items. .

How to use: See Menu 28.0.1 to see when NS items are set to purge for your system. The report will be generated after your purge is set to run. To receive this report, add your email address to the report by going into Month-End, Option 5 – EOM Report XREF Maintenance
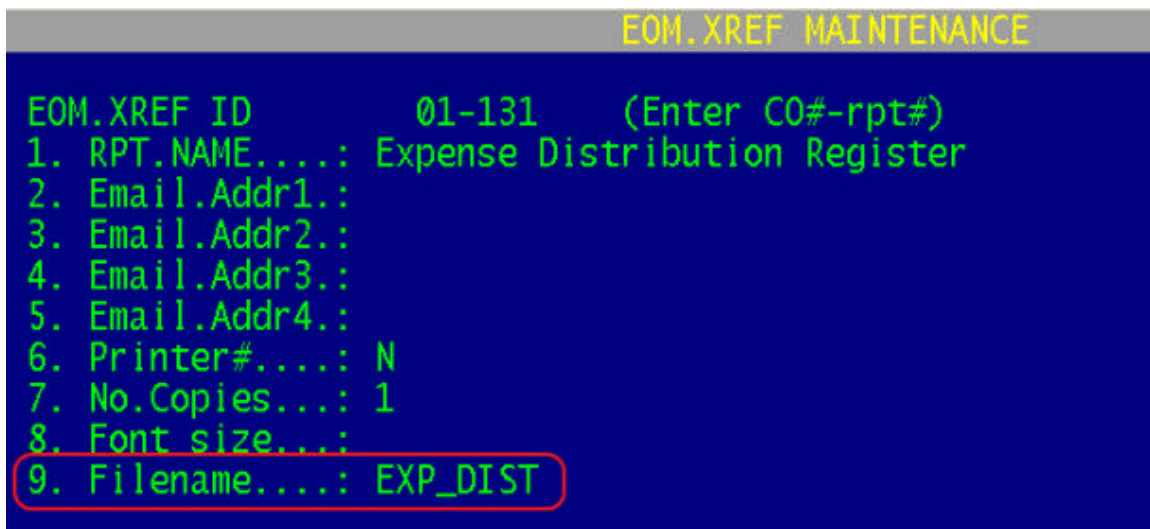
Description: AP EOM Reports

Menu Path: Logoff to the 'J', type Month-End

Why to use: Accounts Payable EOM reports 01-131 through 01-141 now have the same paperless options as other EOM reports.

How to use: To setup the desired output method of the report, Logoff to the 'J', type Month-End, and pull up the report ID in the AP EOM.XREF Maintenance (Option #5).

This same group of AP EOM reports can also be setup to be automatically archived to the Linux server. The file name of the report is stored in Field 9. The file name is what will appear on the Linux server in the EOM folder.

```
                                EOM.XREF MAINTENANCE

EOM.XREF ID        01-131    (Enter CO#-rpt#)
1. RPT.NAME....: Expense Distribution Register
2. Email.Addr1.:
3. Email.Addr2.:
4. Email.Addr3.:
5. Email.Addr4.:
6. Printer#....: N
7. No.Copies...: 1
8. Font size...:
9. Filename....: EXP_DIST
```

To access the reports off the Linux server, setup the following:
Map a drive – Open up My Computer from your Desktop icon.
Tools > Map Network Drive > Select 'R:' from the dropdown list.
In the Folder field enter \\YOUR LINUX IP ADDRESS\reports
For Example   - \\192.168.100.226\reports
Reconnect at logon – Check this Box

Select Finish
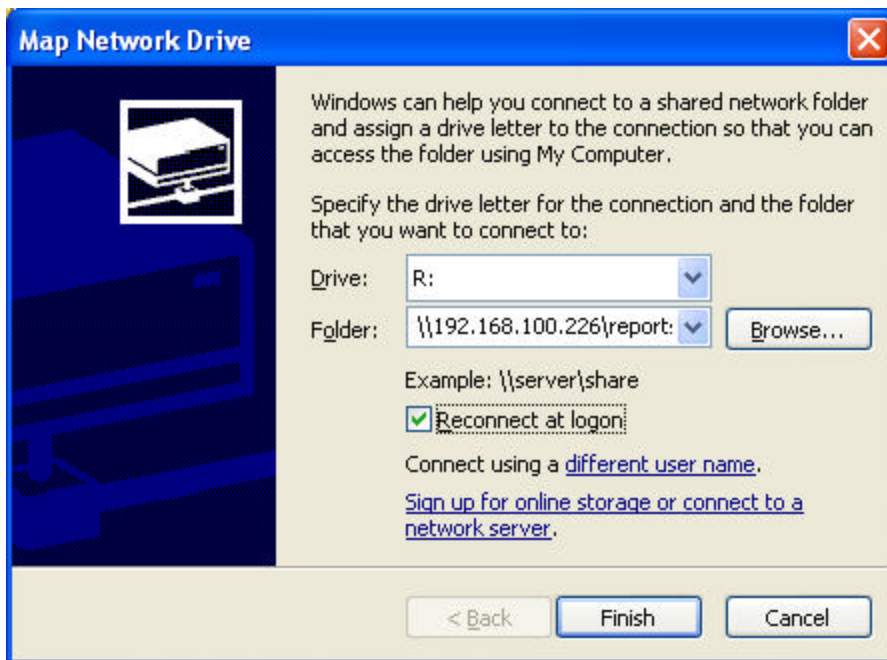
Open the EOM folder to view the AP EOM reports
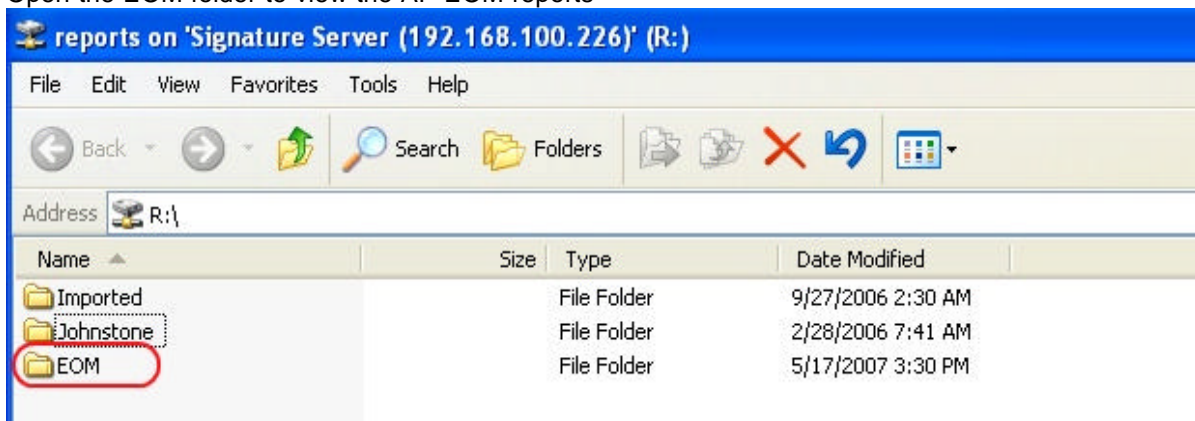
Each report is listed as a PDF and a TXT file. Simply double click on a report name to view the report.

New Look for Menu 1 Order Entry

Menu 1 has been renumbered to make way for new features. The changes made to Menu 1 are shown in the screen shot below. We have moved the *OLD* Menu 1 to Menu 1.40 for review and comparison to the new menu.

NEW Menu 1 VS. OLD Menu 1	
New Menu 1	**Old Menu 1**
Menu 1.25 Reprint Invoice on Plain Paper	Old Menu 1.30
Menu 1.26 Reprint Sig Capture Inv	Old Menu 1.31
Menu 1.27 Fax Inv with Sig Cap	Old Menu 1.32
Menu 1.28 Email Selected Inv	Old Menu 1.33
Menu 1.29Display PDF Invoice	Old Menu 1.34
Menu 1.30 Display Quote PDF	**NEW TO MENU 1**
Menu 1.31 Upload Handheld Signatures	Old Menu 1.35 Upload Handheld Signatures
Menu 1.32 Email Invoice –No Linux Server	Menu 1.36 Email Invoice –No Linux Server
Menu 1.33 Copy Quote to Company/Customer	Menu 1.37 Copy Quote to Company/Customer
Menu 1.34 Email Quote thru Linux Server	Menu 1.38 Email Quote thru Linux Server
Menu 1.35 Email Pick/Pack thru Linux Server	**NEW TO MENU 1**
Menu 1.36 Fax Pick/Pack thru Linux Server	**NEW TO MENU 1**
Menu 1.40 OLD Menu-1	**NEW TO MENU 1**