

**ADMINISTRATOR**

**Display of TID, UID, PPID in Upper Right Portion of Screen**

Release Level:3.00.187 Program Request 2884 (menu, optpos.tag, filemnt, ipvmscrn)

Additional information is displayed for Terminal number. In the past, the Terminal number was displayed on the third line in the upper right portion of the screen with no label. The terminal number is now labeled TID (meaning Terminal or Type ID). It is important to know the terminal number so that it can be "killed" in the event of a terminal lock-up. Two additional pieces of information, UID and PPID, are now displayed under the terminal ID. The old and new screen displays are shown below.

```
***** O L D *****  
  
                08/18/2003  
                123456  
Terminal#  → 1
```

```
***** N E W *****  
  
                08/18/2003  
                123456  
Terminal#  → TID      1  
              UID      jane  
              PPID     5724
```

**TID**: Terminal or Type Identification number.

**UID**: User (login) Identification.

**PPID**: Parent Process Identification number. This is an internal number controlled by the server; it was added for coming enhancements and procedures.

**Option to Print Order Status on Custom Forms**

Release Level: 3.00.188 Program Request: 2995, 2318, 2691 (xf300188, optform, poscprnt, poscbtch, optform.tag)

There is a new option in the custom form option's screen. The option is "PRINT ORDER STATUS ON FORM (Y OR N)". This option controls whether or not to print the status of the order on the header portion of the form. If Y is entered to "Print Order Status on Form," the program will print OPEN, HOLD, or CLOSED a couple of lines above the Terms description.

When installing this release, the field "Print Order Status on Form" will be set to N for each form. To begin printing the status on a form, select System Administrator, Options Menu, Custom Form Options. Press [Pg Down] until the form you wish to change is displayed. Press [Enter] until the cursor reaches the field "Print Order Status on Form." Change N to Y and press [F10] to Save. Repeat this procedure for any form you wish to change. When finished, press [F12] and Exit.

# Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

## Password to Unlock Order

Release Level: 3.00.207 Program Request: 2925 (xf300207, arslmsmc, posmain, posoinfo, arslsman.tag)

A new field "Allow Unlocking Orders" has been added to the salesperson screen. This new field controls who can unlock orders in point of sale when the "Order is in Use ..." message indicates an order is locked. The valid values for this field are: **Y** (yes) salesperson allowed to unlock orders or **N** (no) salesperson not allowed to unlock orders. (When the release update is installed, all salesperson records will be set to N to not Allow Unlocking Orders.)

When [F6] is pressed to unlock an order, a message prompts with **DO YOU WANT TO UNLOCK ORDER Y OR N**. If a Y response is given, the following prompt displays: **PLEASE ENTER PASSWORD TO UNLOCK** – . Enter a password for a salesperson ID that allows unlocking orders and the order will be unlocked. NOTE: The "Please Enter Password to Unlock" message displays EVEN IF the current salesperson logged into point of sale is allowed to unlock orders.

Entering an invalid password or a password for a salesperson ID who is not allowed to unlock orders will cause the order heading screen to clear and leave the order in a locked state.

When an order is unlocked, an order heading note is created logging the salesperson ID, date and time the order was unlocked. These order notes are in the 900 range of line numbers. To view the 900 range of notes, call the order up on the Order Heading screen. Press [F12] and T for order noTes screen. "TAB=900 NOTES" displays at the bottom of the box. Press the TAB key to display the 900 range of notes.

### ORDER HEADING NOTES

SEQ	PRTF	Information
900		AA Unlocked order on 06/24/2003 at 15:07
910	_____	_____
920	_____	_____

**The 900 range of notes cannot be permanently modified or deleted.** If desired, a query report can be designed to print the 900 series of notes. Use the file "POS – Line Item Information" from the point of sale group. Qualify on "Seq Number" greater than or equal to 900. Contact Tag-n-Trak Customer Support if you need assistance designing this type of report

**IMPORTANT REMINDER: Tag-n-Trak allows one person to work on an order at any given time.** If another terminal has the order you wish to work on "read up," you will get an "Order is in Use..." message if you try to "read up" the same order. NEVER UNLOCK an order in this situation. Doing so can cause duplicate line numbers and internal audit errors on the order. The first user who has the order "read up" must exit the order before the second user can access it.

Please be aware that if a user has an order "read up," presses [F12] and M for Menu to "chain out" to another program, the **order remains locked the entire time the user is "chained out" to another program.**

It is appropriate to unlock an order if it's locked because a terminal was killed, the system rebooted or a shutdown was done while users were editing orders.

**Show Posting Salesperson on Order Header and Allow Editing**

Release Level: 3.00.190 Program Request: 2991 & 2459 (xf300190, arslmsc, posmain, Arslsman.tag)

The posting salesperson (the sales person getting credit for the sale in Salesperson analysis) is now displayed on the Point of Sale Heading screen as **PSlp** right below the Salesperson **Slp** field (the person that opened the order).

The Posting Salesperson field may be edited on orders in an OPEN or HOLD status. To change the Posting Salesperson, move the cursor to the PSlp field. Enter the new Posting Salesperson ID and press [F10] to save. The program accepts only valid salesperson ID's.

The program will not allow changing the Posting Salesperson field unless the salesperson performing the change has permission to do so. Permission is controlled by the salesperson record. The new option in the salesperson screen is "Posting SLS." If answered 'Y'es, the salesperson will be allowed to change the posting salesperson on the point of sale heading screen. If answered 'N'o, the salesperson will NOT be allowed to change the Posting Salesperson.

When the release is installed, all salesperson records will contain N (no) for **Posting SLS**.

**Option to Print COD Message on Forms**

Release Level: 3.00.212 Program Request: 3025 (xf300212, optmain, posprint, posbatch, optform, poscprnt, poscbtch, optmain.tag optform.tag)

There is a new option that allows a user-defined COD message to print on pick ticket and/or invoice forms. This option is available for both custom and non-custom forms. To determine if non-custom forms are set up on a terminal, go into POS Options. Enter the terminal number being worked on. Press [F7] three times. On POS Options -- Receipts and Invoices --1, check "Print Custom Form" field. If "N," then this terminal is set up to print non-custom forms. If "Y," then this terminal is set up to print custom forms.

In Main Options -- Receipt and Invoice Messages, there are three new fields: (1) PRINT COD MESSAGE: TERMS \_ (A-H), (2) PROMPT CODE \_ (A-J), and (3) WHICH FORM \_ (I,P,Both). In the TERMS field, specify which terms code represents COD (in the Main Options -- Company Info/Field Descriptions). In the PROMPT CODE field, specify a prompt payment code field (Table Options and Invoice/Statement Prompt Pay) that is not currently in use. The "WHICH FORM" field applies to **non-custom** forms only. For non-custom forms, specify on which forms the COD message should print. It can be skipped if the terminal is set to print custom forms. For custom forms, a new field was added to the CUSTOM FORM - 1 screen (off Options Menu, select Custom Form Options) "PRINT COD MESSAGE ON FORM \_ (Y or N)." The response in this field controls which custom forms print the COD message.

To define the COD message, go to Table Options and select Invoice/Statement Prompt Pay. Then, press [Page Down] until the prompt pay code specified in Main Options -- Receipt and Invoice Messages is reached. Enter the COD message in Message, Message 2, or both lines. Set "Discount Days" and "Discount Percent" to zero. Answer "Y" to "Discount Total Invoice." Answer "N" to "Exclude Freight." Answer "N" to "Exclude Deposits." By answering "Y" to "Print Message In Middle Of Body," the COD message prints midway down the page. By answering "N" to "Print Message In Middle Of Body," the COD message prints

# Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

right above the Subtotal field on an invoice or above the "Filled By" field on the pick ticket. Finally, answer "N" for printing message on statement.

**NOTE: In order for this to work, the A/R Customer Master must have a Terms Code of C.O.D. and the Prompt field must be filled in with the prompt code from Invoice/Statement Prompt Pay screen.**

**NOTE: If using non-custom forms, there's an additional set-up in POS Options. A terminal #51 (if using printer #1 to batch print pick tickets and/or invoices) needs to be set up.**

## **Prevent Inappropriate Warning Message "Slsman Not Found"**

Release Level: 3.00.248 Program Request: 3129 (posmain)

The problem identified in this release note occurred in an early version of the program enhancement that displays the PSIp on the order header and does not apply to most customers.

There is a new feature in Point of Sale that allows certain sales people to change the Posting Salesperson's ID for an order. Refer to the new PSIp field on the order header. If a salesperson does not have permission to modify the PSIp, the cursor skips this field on the order header.

A program change was needed to prevent an inappropriate warning message "Slsman Not Found." This warning message displayed if a salesperson without permission to change the PSIp added a new customer "on-the-fly," and then pressed the [Enter] key through all remaining fields on the order header. When past the PSIp field, the program attempted to validate the PSIp. However, at this point it was blank and a "Slsman Not Found" warning displayed. This condition has been corrected.

## **Program to Adjust/Correct Qty Reserve in Inventory Item Master**

Release Level: 3.00.254 Program Request: (calcqrv, xf300254)

The System Administrator Menu has been enhanced. Refer to the "Old" and "New" menus.

```
"Old Menu"

SYSTEM ADMINISTRATOR MENU

1 Query Databases
2 Options MENU
3 Password Screen
4 Create ADD-HOC Indexes
5 Status Display and Change
6 Data and Index Maintenance
7 File Maintenance
8 Cleanup Duplicates
9 Delete Stored Query Formats
```

```
"New Menu"

SYSTEM ADMINISTRATOR MENU

1 Query Databases
2 Options MENU
3 Password Screen
4 Create ADD-HOC Indexes
5 Status Display and Change
6 Data and Index Maintenance
7 File Maintenance
8 System Administrator MENU 2

SYSTEM ADMINISTRATOR MENU 2

1 Cleanup Duplicates
2 Delete Stored Query Formats
3 Adjust Quantity Reserved
```

# Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

A sub-menu titled "System Administrator MENU 2" has been added to the System Administrator Menu. Two "existing" programs were moved to MENU 2 plus a new program titled "Adjust Quantity Reserved" has been added to MENU 2.

The "Adjust Quantity Reserved" program on System Administrator MENU 2 corrects the reserved quantity in item master records. The dialog screen displays as follows:

```

                                ADJUST QUANTITY RESERVED

SPECIFY OUTPUT DEVICE          ___ (PRINTER or $ = FILE)
READY TO BEGIN                 _  (Y or N)

INVENTORY RECORDS PROCESSED   _____
POS LINE ITEM RECORDS PROCESSED _____
```

Enter a printer number at the "Specify Output Device" prompt for printing the "Adjust Quantity Reserved" report. Enter "Y" for Yes at the Ready to Begin prompt. The program looks at all open point-of-sale line items for a specific inventory item. The total reserved on customer orders is compared to the quantity reserved in the item master. If there is a difference, the program adjusts the quantity reserved in the item master and prints the item on the "Adjust Quantity Reserved" report. The report lists the vendor code, item number, description, the "old" quantity reserved and the "new" quantity reserved. See the sample below.

MM/DD/YYYY	ADJUST QUANTITY RESERVED (SAMPLE REPORT)			
VC	ITEM NUMBER	DESCRIPTION	OLD	NEW
BLB	40ACL	A-19 130V-40W	593	567
AAA	100-WH	1 LIGHT WHITE CEILING	41	33
ABC	101	SCONCE	20	19
AAA	500-PB	5 LIGHT POLISHED BRASS	2	1
XYZ	105	FAN BLADE OAK	4	3

To "speed up" processing time, the program reads through the inventory file in "record number" sequence, therefore, the report prints in "record number" sequence rather than in a vendor code/item number sequence. Also, in an effort to "speed up" processing time: When searching for reserved quantities on customer orders, the program uses an index that looks only at line items on orders that have not been processed on the daily close as closed orders.

The program may be run during normal daily activity with other users logged on.

The program will automatically detect if your system is a single store, multi-store with common inventory or multi-store with independent inventories. For multi-stores with common inventory, you only need to run the adjust program once from any one of the stores that share the common inventory. For multi-stores with independent inventories, you must run the program for each store separately.

**Division Code Description Table**

Release Level: 3.00.257 Program Request: 2985 (xf300157, optagble, optdiv.dat,k1,tag)

Each Inventory Item Master has a "Div" field for entry of a Division Code. This field is typically used to specify the item's product type, for example, CF for Ceiling Fans, FX for Fixtures, LB for Light Bulbs. Some lighting showrooms use numbers to specify their divisions, such as 10=Lamps, 20=Decorative Accessories, 30=Furniture, etc. The division field is alpha-numeric. Month-to-Date and Year-to-Date sales and profit by division reports can be printed using query. Batch pricing of items can be done by division. For example, you can re-price all "lamps" (across vendor lines) in a batch mode by specifying price level adjustment percentages by the lamp division code. Also, some Lighting Showrooms distribute to general ledger sales and cost of sales accounts by division.

In this release of Tag-n-Trak, "Table Options" has been enhanced with a new table to define division codes. The information entered into the new table -- division code and description -- will be stored in a division code file. Creating a table to define divisions is the first phase of this enhancement. In a future Tag-n-Trak software release, the new division records will be linked to the divisional summary, POS line items and inventory items. Once that linkage is created, division descriptions can be printed on query reports and on standard "canned" reports.

To define or specify your company's division codes, follow the steps below.

1. From Main Menu, select System Administrator, Options Menu, Table Options.
2. Select #12 Division Code Descriptions. See the sample screen display below which shows three division codes in the new table. This Table Options Screen is where division codes are added and deleted and where descriptions for division codes can be changed. The screen will show up to 15 records at a time. The "Page Up" and "Page Down" keys may be used to scroll forwards and backwards through the records. You can read up an existing record by either entering a line number or by entering the division code. Once read up you can change the description and save the record or you can delete the record.

**DIVISION DESCRIPTIONS**

LN	DIVISION	DESCRIPTION
1	AC	ACCESSORIES
2	FX	FIXTURES
3	LM	LAMPS
4	---	_____
5	---	_____
6	---	_____
7	---	_____
8	---	_____
9	---	_____
10	---	_____
11	---	_____
12	---	_____
13	---	_____
14	---	_____
15	---	_____
---	---	_____

F2=Ln# ENTRY

3. To **add a new division code**, press [Enter] to move the cursor to the Division column (leaving the line number field blank). Type the 2-character division, letters or numbers, and press [Enter]. The cursor moves to the Description column. Enter the division description and press [Enter]. The new code is added automatically. It does not matter in which order the division codes are added. The program will automatically display them in alphabetical or numeric order. (To see the division codes sorted, press [F12] to exit the table and then reselect it.)
4. To **change the Description for a division**, enter the line number in the LN column and press [Enter]. Edit the Description and then press [F10] to save the change.
5. To **delete a division code**, enter the line number in the LN column and press [Enter]. Press [F6] to delete.

## **POINT OF SALE**

### **“INOTE” Displays during Inquiry if Inventory Note Exists for an Item**

Release Level: 3.00.189 Program Request: 2994 (posinqsc)

If an item with inventory notes is read up in the Inquiry Screen, the designation "INOTE" displays indicating that notes exist. The designation "INOTE" is found to the right of the system date (or to the right of the NOTE designation for Customer Notes) in the upper left-hand corner of the screen.

### **Show Posting Salesperson on Order Header**

Release Level: 3.00.190 Program Request: 2991 & 2459 (xf300190, arslmsmc, posmain, arslsman.tag)

The posting salesperson is now displayed on the Point of Sale Heading screen as "PSlp" right below the Salesperson "Slp" field (the person that opened the order).

### **Blank Space Instead of 00 if Custom Forms is N to 'Print Total if Zero'**

Release Level: 3.00.193 Program Request: 2997 (poscprnt, poscbtch)

When using "Custom Forms," the totaling section of the form is customizable. Up to 15 fields can be printed in the totals section. (The Subtotal of an order, sales tax, freight, and builder allowance are all examples of "fields" that can be printed in the "totals" section.)

Each field has a Yes/No option called "Print Total if Zero." When "Print Total if Zero" is Yes, the program prints 0.00 when the amount is zero. When "Print Total if Zero" is No, the program leaves a blank space if the amount is zero.

A change was made to field # 15 (which is normally used for the "Balance Due" amount) to leave a blank space instead of printing of ".00" when a 'N'o response is given to "Print Total if Zero."

### **Enhancements and Corrections to Partial Shipments Feature**

Release Level: 3.00.195 Program Request: 2928, 3017 (posship, postotal)

A number of program changes have been made to the partial shipments feature when using the "TAB" method (TAB=CONFIRM SHIPMENT & BILL FOR). These changes are listed below.

1. After selecting items to ship from the partial shipment screen and pressing TAB, a prompt asks the question: Do you want to CONFIRM shipment and BILL for this order (Y or N). After a 'Y' response is given, the partial shipment payment box displays. **If at this point you do NOT wish to continue with the shipment, press [F12] and Exit.** The cursor returns to the line items screen of the order. The items you selected for shipment remain "tagged" for shipment. (Prior to this program change, you were not allowed to exit from the partial shipment payment box.)
2. After selecting items to ship from the partial shipment screen and pressing TAB, a prompt asks the question: Do you want to CONFIRM shipment and BILL for this order (Y or N). After a 'Y' response is given, the partial shipment payment box displays. If you do not understand how to apply payment, this screen may be **PRINTED**. Press the [F4] key and enter a printer number at the SPECIFY OUTPUT PRINTER prompt. You can refer to it when consulting with your Tag-n-Trak system administrator. If your Tag-n-Trak



# Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

system administrator needs assistance, the printout can be faxed to your Tag-n-Trak support team. After printing the screen, press [F12] and exit -- **Do NOT Kill the Terminal.**

- The partial shipment payment box has been enhanced for "clarity" purposes and to provide additional information. Most notably, an additional column labeled **Prior Ship** has been added to display the dollar amounts of previous shipments. Also, there is a NEW field that displays the **Amount to be Collected Now** so that salespeople know before proceeding to the totals page **exactly** how much money (if any) will be needed to close the partial shipment order. If the money cannot be collected at this point, the salesperson has the option to [F12] and exit.

The "old" and "new" screens are shown below so that you can become familiar with the program changes.

***** O L D *****		
	Original Order	This Shipment
Total	750.00	100.00
Allowance	0.00	
Amount of Allowance to Apply		_____
Deposits	550.00	
Amount of Deposit To Apply		_____
Spcl Odr	150.00	
Overage	550.00	
Additional Deposit To Collect		_____
All OK		N (Y or N)
F2=CALCULATE OVERAGE	F4=COLLECT REMAINDER	
F7=APPLY ALLOWANCE	F8=APPLY DEPOSIT	

***** N E W *****			
	Original Order	Prior Ship	This Ship
Total	750.00	200.00	100.00
Allowance	200.00	200.00	0.00
Deposits	550.00	0.00	100.00
Spcl Ord	150.00		
Overage	550.00		
Additional Deposit To Collect			0.00
Amount To Be Collected Now			0.00
All OK			N (Y or N)
F2=COLLECT REMAINDER	F4=PRINT SCREEN		
F7=APPLY ALLOWANCE	F8=APPLY DEPOSIT		

- Some of the function keys displayed at the bottom of the partial shipment payment box have changed. [F2] is now used to "Collect Remainder." [F4] is used to "Print Screen." The [F7] and [F8] function keys remain the same.
- The default at the All OK prompt is 'N' for NO. This was done to prevent accidentally bypassing the payments box before reviewing it. Carefully check your entries in the payment box **before** typing 'Y' at the All OK. A 'Y' response proceeds to the totals page. You can exit from the partial shipment payment box, but you **cannot** exit from the totals page of a partial shipment order -- you **MUST** close it. If you discover you have processed the partial shipment incorrectly while on the totals page, close the partial shipment order and then **reverse** it. **Do NOT kill the terminal on the totals page of a partial shipment order.**

6. On the Partial Shipment screen, if the items you have selected for shipment make the original order complete, the program will display the following prompt:

ALL ITEMS WILL BE DELIVERED. CLOSE ORIGINAL ORDER WHEN PARTIAL SHIP COMPLETE?

A 'Y' response assumes you wish to close the original order after completing this final partial shipment. Any freight or other charges entered on the totals page of the *original order* will be carried forward to this final partial shipment order.

A 'N' response assumes you do not wish to close the original order after completing this partial shipment order. This may be desirable if additional line items will be added to the original order. Freight and other charges entered on the original order will not be carried forward to this partial shipment order. It assumes such charges will be billed later with the final partial shipment.

Note: Later, if no additional line items are sold on the original order, freight and other charges can be billed on a final partial shipment order with no line items. From the original order, simply press F12 and A to go to the partial shipment screen. Press TAB. Respond 'Y' to confirm and bill and then 'Y' again to '...close original order when partial ship complete.' The partial shipment payment box will reflect the freight and other charges.

7. When the program calculates the total "This Ship" amount in the partial shipment payment box, the amount displayed will reflect line item discounts given.
8. Changes were made to correctly display amounts in the partial shipment payment box when **reversing a partial shipment order** or when simply **shipping negative line items** on a partial ship order.

### **Prevent Edit of Line Number during Change of POS Line Item**

Release Level: 3.00.197 Program Request: 2994 (positem)

When an **existing** line item has been pulled down on the point of sale line item screen, the up arrow key can no longer be used to get to the line number field and edit it. To pull down a different item, the [F10] key must be pressed to save the changes to the existing item or the [F2] key must be pressed to clear the existing item number. Once the line item is cleared, a new line number can be pulled down.

### **Prevent Printing Duplicate Job Labels for CBO Items when Archive="O" or 1**

Release Level: 3.00.199 Program Request: 3005 (posjoblb)

The Archive field in the item master controls the printing of Job Labels for an item. One job label prints regardless of the order quantity when the Archive field is the letter 'O' or the number '1.' The Point-of-Sale order line item file tracks whether or not job labels have printed for an item ("labels printed" field).

Prior to this release, the "labels printed" field was not updated when a job label was printed for a **backordered** item with an archive flag of the letter 'O' or the number '1.' In some cases, this resulted in printing the same job label more than once. For example, assume you printed job labels for all items reserved on a customer order and printed job labels for all

## Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

backordered items at the time Purchase Orders were received. Later, you add an item to the customer order, select to print job labels and respond 'N' to 'Print Labels for All Items.' This should result in printing a job label for the one item added, however, job labels printed again for the "now filled backordered" items if the Archive flag was 'O' or '1.' A program change was made to correct this.

When printing job labels for backordered items that have an Archive flag of 'O' or '1,' the "labels printed" field will be updated so as to not print labels *again* when printing labels for only those items for which labels have not already been printed. This change applies when printing labels from the Point of Sale order totals screen, when printing them at the time the Receiving PO Report is printed, or when printing job labels at the time the PO is received.

### **Ensure that Items with Related Items Print on Open Order Status Report**

Release Level: 3.00.201 Program Request: 2842 (poscpnt, poscbtch)

This change applies to orders not appearing on the Open Order Status report (from Point of Sale Menu, select POS Order Reports and "2" for Open Order Status Report).

Prior to this change, fixtures with related items (printed both in the body and summed at the bottom) were not being flagged as printed on documents (invoices, pick tickets, etc). Therefore, they would not appear on the Open Order Status Report, even though they met the chosen criteria ("O" or "H" status, plus "All Items Printed On" form "x").

This will only affect customers whose Custom forms (found by selecting System Administrator/Options Menu/Custom Form Options and going to the second page) are set to 'B'oth for the option "PRINT RELATED ITEMS SUMMED ON BOTTOM." With this change, all "O" or "H" status orders that meet various qualifications will appear on the Open Order Status Report.

### **Backorders Should Not Prevent Cash Drawer Opening when Payment Taken**

Release Level: 3.00.204 Program Request: 3012 (postotal)

The cash drawer normally opens whenever payments are taken on an order. This correction addresses the problem when an order with backorders is closed and the backorders are "paid for." Originally, the cash drawer did not open in this situation. Now, the cash drawer will open regardless of the item's status.

### **"Insufficient QOH" Changed to "Insufficient QAV" on POS Line Items Screen**

Release Level: 3.00.209 Program Request: 3000 (positem)

Prior to this release update, if the point of sale order quantity was not available when selling an item, the message INSUFFICIENT QOH displayed. Technically, there could be lots on hand, but none available to sell due to the quantity being reserved on other customer orders. The message has been changed to display "INSUFFICIENT QAV."

### **"This Customer is Cash Only" Message for A/R Customers on Credit Hold**

Release Level: 3.00.211 Program Request: 2081 (postoa)

Previously, when a customer was on credit hold ("Y" in the Credit Hold field on the A/R Customer Master) and a user attempted to close a POS ticket to A/R (REC Method = 0), the message "AMOUNT LESS THAN CURRENT PAYMENT" displayed. Now, if the same situation occurs, the message "THIS CUSTOMER IS CASH ONLY" will display.

**Disallow Backordering an Item Scheduled for Transfer**

Release Level: 3.00.213 Program Request: 3029 (positem)

For customers with multiple stores, salespersons can request an item to be transferred from another store from the POS Line Item screen. This is done by using [F12] "Store inquiry" to display the Store Transfer screen. When F2=Cust Pickup or F7=Deliver to Cust is chosen on the Store Transfer screen, the program places a line item flag of 'X' on the point of sale line item. This tells the system that this item is scheduled for customer pickup or delivery.

A program change was made to disallow backordering an item that is already scheduled for store transfer with a line item flag of 'X.' If you attempt to backorder the item, the following message displays:

**CANNOT BACKORDER AN ITEM THAT IS A STORE TRANSFER. PRESS ANY KEY.**

The user must press any key to get past the warning message.

If the item needs to be backordered rather than transferred from another store, the recommended procedure is as follows: (1) Enter the item on a new line on the order with the SAME room location as the original item. Backorder (or special order) the item. (2) Next, delete the line item with the flag of 'X' that was scheduled for customer pickup or delivery so that it will be removed from the transfer file.

Note: If the order quantity of a point of sale line item with a line flag of 'X' is changed, saved, and then 'A' (Alternate Sell), 'C' (speCial Bko), 'B' (Bko) or 'P' (Partialbko) is chosen at the Insufficient QAV prompt, the following message displays:

**CAN NOT BACKORDER OR SELL ALTERNATE FOR AN ITEM THAT IS A STORE TRANSFER**

**Prevent Terminal Lockup when Tab is Pressed on Related Item Screen of a Closed Order**

Release Level: 3.00.216 Program Request: 3042 (positem)

Prior to this correction, if the [Tab] key was pressed on the related item screen of a closed order, the terminal would lock up and the error message "<<STATUS 111>> #30 1720" would repeatedly flash on the bottom of the screen.

Now, when the [Tab] key is pressed on the related item screen of a closed order, the terminal does not lock up and the error message "<<STATUS 111>> #30 900" ORDER IS CLOSED" appears once.

**Correction to Printing of Paid Status on Open Order Status Report**

Release Level:3.00.219 Program Request: 3020 (posodrrp)

Prior to this correction, an invoice on the Open Order Status Report would occasionally show payments calculated incorrectly. This would cause the invoice to display a "Status" of "PP" (partially paid) when it should have shown "PD" (fully paid). This situation has now been rectified.

**Prevent Problem Printing a Form when Order Heading Note Contains a Full Line of 40 Characters with No Blanks**

Release Level: 3.00.220 Program Request: 2989 (poscprnt, poscbtch)

When printing invoices, picking tickets, etc. using custom forms, there is an option to print the "Order Heading Notes" on the form. Though the order heading note lines can be only 40 characters in length, you can specify that the note prints a longer or shorter line on the form. When printing multiple lines of notes, the program attempts to break up the notes between words by looking for a blank space. If a line of the note is completely full, (for example a line of 40 asterisks), and does not have any blanks, the program will no longer "lock up" when trying to print this type of note.

**Line Item Screen Display Problem Corrected after Selling Related Item**

Release Level: 3.00.221 Program Request: 3024 (positem)

When returning to a **FULL** line item screen after having sold a related item, the program will clear the screen to display the main item that was just sold. When the main item has a room location that is the same as other items on the full screen, the line items will "scroll up" to display up to eight items for the same room.

Prior to this change, the screen remained full and it was necessary to press <Page Down> to see the new item that was just added. (Pressing the Page Down key will only be necessary if you are adding an item to a room that already has eight or more items.)

**Status will be Blank on Open Order Report for Open Orders with No Line Items**

Release Level: 3.00.222 Program Request: 3047 (posodrrp)

The Open Order Report has been changed to leave the "Status" column blank for an open order with no line items. The report will no longer print "PD/DEL/ALL." Since there are no items on the order, it can't be paid in full, it can't be delivered, and it can't be shipped.

**Disallow [F3] Item Master Lookup from Room Location for an Existing Item**

Release Level: 3.00.223 Program Request: 3023, 3053 (positem)

On the Point-of-Sale Line Item Screen, after "reading up" an **existing line item**, the [F3] function key may be used from several fields within the line item to do an Inventory Inquiry. Upon returning to the Point-of-Sale items screen, the program will no longer "blank out" the existing room location and discount fields.

For an **existing line item**, [F3] may be used in the room field to do a room "lookup" and change the room location for the item. (You are allowed to change the room location even if the item has been partially shipped.) However, when the Room Location Lookup screen is displayed for an **existing line item**, pressing [F3] a second time will NOT display the Item Master Lookup screen. The cursor simply returns to the Point-of-Sale items screen.

NOTE: The above change applies to existing line items only. Pressing [F3] twice in the room field when initially selling an item will display the Item Master Lookup screen as it has in the past.

\* \* \* \* \*

Another change was made to the Point-of-Sale Items program to correct a “typo” in a warning message that displays if you attempt to delete an item that has been partially shipped. The warning message has been corrected to say “CAN NOT DELETE ITEM. ITEM OR RELATED ITEM HAS BEEN PARTIALLY SHIPPED.”

**Add Formfeed Option for Printing Invoices on Ink Jet or Laser Printers**

Release Level: 3.00.227 Program Request: 2142 (poscprnt, poscbtch)

When printing custom form invoices to a blank sheet of paper, the program now has the ability to send out a form feed at the end of a page making it compatible with ink jet and laser printers. To configure the program to send out form feeds, select System Administrator Menu, Options Menu, and then Custom Form Options. Retrieve the invoice format by pressing [Page Down] until the desired Invoice form appears in the "Layout Name" field. Change the “Total Lines On Form” to zero (0) to send out a form feed at the end of the invoice. If invoices or pick tickets are being printed, the user may need to adjust the "Total Lines of Body" field, so as not to print more lines than the printer can handle. If more lines are printed than the printer can handle, the printer will print a blank page or two, wasting paper.

When printing custom form invoices to preprinted forms, there are several factors to take into consideration. First, not all ink jet and laser printers start printing the same distance from the top of the page. Tag-N-Trak's custom forms can only adjust the start by an entire print line. Second, the left hand margin where printing starts could be different between printer brands/models/types and there is no compensation in custom forms for adjusting the start column (the ink jets and laser printers do not have tractor feeds that can be adjusted to fit the preprinted forms). Third, different brands/models/types of printers have different numbers of lines to print on a page. The number of print lines can vary from printing as few as 60 lines to as many as 65 lines per page. This fact will make it difficult to design one form that works for all printer brands/models/types.

**Each different brand/model/type of printer may require it's own Layout Number/Layout Type.**

**If a laser printer is replaced with a different brand/model/type of printer, the forms set up may need to be edited to take into account the number of print lines, left-hand margin start, starting print line on top of the form, etc. Please contact Tag-n-Trak support for assistance with the set-up in this situation.**

The print routines do not have the ability to print multiple copies of invoices or pick tickets on an ink jet or laser printer. To handle printing multiple copies, it is suggested that a special printer model be set up to do multiple copies. This would require setting up a second printer interface for that special printer.

**Post to Customer Bko File when Changing Related Item from Reserved to Bko**

Release Level: 3.00.229 Program Request: 3081 (posritem)

When a related item is sold on an order (such as a bulb for a fixture or a blade for a ceiling fan), it can later be changed/edited. When the “Rsrvd” (reserved) quantity for a related item is changed to “Bkord” (backorder) on the related item screen, the program posts the backordered quantity to the purchasing backorder file.

Under release 3.00.186, backordering a related item posted to the purchasing backorder file if the related item was backordered *when it was originally sold*. However, *changing* a related item quantity from reserved to backorder was not posting to the purchasing backorder file. This has been corrected.

### **Correct Problems with [F8] Search Key for Order Lookup**

Release Level: 3.00.230 Program Request: 3087 (posmain)

On the Order Header screen, a user can move the cursor to the name field, enter a partial name or address, and then press [F8] to find existing orders that match allowing you to scroll through them. If your POS options are set to "stop at and clear the customer name" field, the name field will no longer clear when you are doing a search for an order. That option only applies when reading up a customer record. If you press [ENTER] to leave the name field, it will no longer clear the order and display just the customer information when you have found an order using the [F8] key.

### **Disallow Edit of Backorder "Paid for" on Previous Order**

Release Level: 3.00.231 Program Request: 3062 (positem)

When an order is closed with backorders, you have the option to charge for the backorders. When you charge for backorders and close the order, the backorders are moved to a new order. A program change was made to disallow editing of backorders moved to a "new" order that were "already paid for" so that the quantity and cost are not affected. Attempting to edit such items displays the warning message: "CAN NOT EDIT AN ITEM PAID FOR BY A PREVIOUS ORDER." If the line item is deleted, which converts it to a negative quantity to issue a credit and extends the price, you will be able to edit or delete this line item just like any other item.

### **Modification to the [F10] Save Function After Uploading a Quote using SNQ**

Release Level: 3.00.232 Program Request: (posiload)

After the user uploads a quote from the PDA Scan-N-Quote (SNQ) program to Tag-N-Trak, a line item may be "read down" and the [F10] function key pressed to save changes. Prior to this change, the user had to press [Enter] all the way through the line item for the change to take effect.

### **Issue Credit when [F6] is used for a "Paid For" Backorder**

Release Level: 3.00.235 Program Request: 3102 (positem)

This program change pertains to a backorder that is paid for, moved to a new order, *and* the backorder has been ordered in purchasing. As in the past, if you attempt to delete the line item, you will be asked "Item has been ordered. Do you still wish to cancel backorder (Y/N)." A 'Y' response will create a negative line item to properly issue credit because the item was paid for on the original order. (Under an early version of release 3.00.186, the line item was deleted instead of issuing credit. This has been corrected.)

Note: As in the past, if you call the line item back down a second time (it is now a negative line item) and press [F6] to delete, the line item will be deleted.

**Auto Copy Inventory Notes when Overriding a Blocked Force Sale**

Release Level: 3.00.239 Program Request: 3067 (positem)

When entering a salesperson's ID to override a blocked force sale of an item and the special override message is created, any inventory notes that are flagged to auto copy will now be copied. Note: Under normal sale conditions, there was no problem with the "auto copy" of inventory notes.

**Warning Message to Prevent Accidental Deletion of a Cash Drawer Record**

Release Level: 3.00.244 Program Request: 2999 (poscash)

The Point of Sale Cash Control Screen is accessed by selecting Point of Sale from Main Menu and then choosing Cash Drawer Totals. If [F7] is pressed and a 'Y' response is given to "OK To Clear Totals," the totals for the current cash drawer record are cleared. Prior to this release, if [F6] was pressed and 'Y' was pressed to "OK To Delete This Record," the current cash drawer record was deleted.

A program change was made to prevent accidentally deleting a cash drawer record (pressing [F6] instead of [F7]). Now, when [F6] is pressed, a warning box appears in the middle of the screen stating "You are about to delete this cash drawer record. Do you wish to continue? C - Continue N - No." By responding with 'C' to continue, the cash drawer record is purged and the screen is cleared. By responding with 'N,' the user is taken back to the cash drawer screen to press [F7] to clear the totals.

**Option to Exit from Selective Job Label Print**

Release Level: 3.00.245 Program Request: 3115 (posjoblb)

The Selective Job Label print feature has been enhanced with an option to Exit when you have finished selecting. It is no longer necessary to press [Enter] through the remaining line items on the order. This feature works as follows.

On the Totals screen of a Point-of-Sale order, press [F12] and **S** for the Selective job label print routine. A "Selective Label Print" pop-up box displays the first line item on the order. The cursor is positioned in the "Label Qty to Print" field. Enter the quantity of labels you wish to print for the item or simply press [Enter] to skip the item without printing a label. The program will continue to step through each line item on the order allowing you to print or not print labels. At any point during the Selective Job Label print routine, you may press the [F12] key to exit. The cursor returns to the Totals screen of the order and the job labels you have selected will print.

**Prevent Selling or Backordering a Line Item with Blank Item# and Vendor Code**

Release Level: 3.00.251 Program Request: 3124 (positem)

When selling a not-on-file item, you must press [Enter] after typing in the vendor code *before* entering a sales note. This programming change was necessary to prevent selling or backordering a line item with a blank item number and vendor code.



**Changes to Information Displayed for a RESERVED QTY SEARCH**

Release Level: 3.00.252 Program Request: 3125,2551 (posqrvsc, positem, xf300252)

The Reserved Qty Search program has been changed. There are now two modes for displaying information, a "review" mode and a "rob" mode.

The "review" mode is used when performing a Reserved Qty Search from programs where you can't "rob." For example, the review mode would be used when [F12] and Q for Qrv Search is done from the item master screen or from the inventory inquiry screen. In review mode, the Reserved Qty Search screen will display all item quantities that make up the "quantity reserved" shown in the item master.\* This includes negative quantities for returns and quantities that are "tagged" for partial shipment but have not yet been shipped.

\*Exception for Multi-Store Users: At this time, the Reserved Qty Search screen does not display transfer records that affect the quantity reserved.

The "rob" mode is used when performing a Reserved Qty Search from the Point of Sale line item screen that allows you to "rob" from another order. In the "rob" mode, you will **not** see the negative quantities for returns or quantities tagged for partial shipments (because you can't "rob" these quantities).

When selling items in point-of-sale, there are specific line item flags that do not post inventory quantity reserved. Since these line items do not affect the reserved quantity in the item master, they will not display on the Reserved Qty Search screen. (This is true whether you are using the "review" mode or "rob" mode.) The following flags do not post to inventory quantity reserved:

- I - Don't post QOH, Reserved or Qty Sales.
- O - Buyout. Don't post QOH or Reserved. Post Qty Sales only.  
Prompts for entry of actual cost.
- Q - Don't post QOH or Reserved.
- R - Defective Return. Don't post QOH or Reserved. Post Qty Sales.
- L - Labor Only.
- N - Not on File item.\*

\*Notes on Not-On-File items: If you "force sell" a NOF item, it cannot post to quantity reserved (because there is no item master). Each point-of-sale line item has a field that specifies whether or not it posted to inventory. If the item is later added to the inventory file, a Reserved Qty Search will not display line items that were "force sold" *before* the item existed in inventory (because such line items are not part of the reserved quantity).

However, if you backorder or special order a Not-On-File item (which is the normal procedure), then later add it to the inventory file before it is filled, it will post to quantity reserved when the backorder is filled, and it will display on the Reserved Qty Search screen.

**Corrections to Posting Quantity Reserved**

Release Level: 3.00.252 Program Request: 3125,2551 (posqrvsc, positem, xf300252)

We have addressed three conditions that could cause the quantity reserved to be incorrect. Here are the conditions.

First, sell an item and then call the item back down to edit or delete. If you are editing the item, change the order quantity.

1. Go past and then up arrow to the VC field. Press [F3] for Item Master Lookup. Arrow to a different item and press [Enter].
2. Go past the room field and press [F3] for inquiry screen. Read up a different item in inventory and then [F12] exit.
3. Press [F12] and 'P' to create a special purchase order. (There must be a backordered item on the POS order.)

After returning from one of the above three conditions, press [F6] to delete the item or press [F10] to save the change to quantity. At this point the reserved quantity in the item master was not being adjusted to reflect the deletion (when [F6] was used) or to reflect the changed quantity (when [F10] was used).

We have addressed these issues as follows:

1. You can no longer press [F3] for Item Master Lookup from the VC field on an *existing line item*.
2. Upon returning from the inquiry screen, if an existing line item is read up, the inventory buffer will be refreshed so that the inventory can be updated.
3. When returning from the "create special purchase order," the program will "clear" the existing line item. You will need to read the item back down to continue editing.

There is a program that will run as part of the release installation to correct quantity reserved in the item master file. The program will first "zero out" the quantity reserved for each item in inventory and then recalculate it based on POS orders and store transfers.

## **ACCOUNTS RECEIVABLE**

### **Display "Record Not Found" for Transactions Without Audit History**

Release Level: 3.00.215 Program Request: 3021(artrnads)

When you are in the Transactions Audit Screen and you read up a transaction that does not have any A/R audit history available, the screen will now display "Record Not Found" and clear the screen waiting for entry of a different invoice number. Before this change, the program would find the *next* transaction that had audit data and display that transaction and the audit data to the screen.

### **Don't Print Zero Balance Statements if there are No Transactions to Print**

Release Level: 3.00.217 Program Request: 3039 (artranst)

When the statement options are set up to print zero balance statements and not print paid transactions, the program will no longer print a statement that has no transactions on it. If the transactions are still open for a zero balance statement, the program will continue to print a statement as it has in the past.

### **Print Screen Ability for A/R Customer History Screen**

Release Level: 3.00.240 Program Request: 3082 (artrnhss)

On the A/R Customer History screen (reached from either the A/R Customer Master screen or A/R Transaction Review screen by pressing [F12] and "H"), press [F4] followed by [F12] and "E." The "screen" will now print to the default system printer. The program does a "top of form" to allow the user to print another screen on a separate sheet of paper or to tear that page from the printer.

## **INVENTORY**

### **F3 Lookup now Available on Inventory Post Screen**

Release Level: 3.00.200 Program Request: 3007 (invscrn)

The inventory posting screen now has the ability to do <F3> Inventory Item Lookups. To do this, the print/clear totals report function that was originally assigned to the F3 function key had to be moved to the F2 function key.

### **Multi-Store Users with Common Inventory Can Now Use Item Number Change**

Release Level: 3.00.224 Program Request: 3027 (invscrn)

Multi store systems that have a common inventory are now able to do inventory item number changes. (A "common" inventory file is one that is shared by two or more stores.) Changing an item number on the main inventory screen of a "common" inventory will change the item number in the Point of Sale line items files and POS archive files for **all** stores that share a common inventory.

This program change will also support customers with a combination of "common" and "stand-alone" inventory files. Example: Stores 1, 2, 3 and 4 share a common inventory file, but store 5 is a "stand-alone" store with its own inventory. An item number change made from any of the 4 stores that share a common inventory will change the item number in all four stores, but NOT store 5. An item number change made in store 5 will affect store 5 ONLY.

Note to users with multiple stores where each store has its own inventory: this program change does not affect your procedures for changing item numbers. If you want an item number changed at each store, you must perform the [F2] Item Number change at EACH store.

### **Changes to Tag-n-Trak Programs that Print Barcodes**

Release Level: 3.00.233 Program Request: (invstock, Invprice, ipporecv, inadgen, inctgen, inctimpt)

Several Tag-N-Trak programs have been changed to print Code 128 instead of Code 39 for a bar code.

Programs that print barcodes were modified to print a single field made up of the vendor code and item number instead of the UPC field. One exception is the PO work sheet which prints a bar code for the item number only (excludes the vendor code). This was done to allow scanning of items to add to a Purchase Order.

Notes about barcode printing:

1. If the vendor code is less than three characters, blanks will print so that the item number always starts in the fourth position. Tag-n-Trak looks at the first three characters to see if it is a vendor code.
2. The item number can not contain a backslash '\' as that is the current defined character for end of command string to the bar code module.
3. There is a limit on the number of characters that print in the bar code for the space that is available to print. Depending on the type of characters printed, the size of the bar code varies. (For example, a barcode for an item number consisting of all "letters" will

be larger than one for an item number consisting of all "numbers.") The bar code for some long item numbers may not print correctly given the label space allowed. For example, an item number that is 24 alphabetic letters (no numbers) would be problematic on some reports and labels.

## **Print Correct Number of Box Labels with Barcodes when using Pkg Qty**

Release Level: 3.00.234 Program Request: 3095 (invstock, ipporecv)

Box labels with barcodes may be printed for an item's Qty-on-Hand using the "Inventory Stocking" report program. Box labels with barcodes also may be printed for the order quantity on a purchase order using the "Post Received Order" report program. A program change was made to ensure that the correct number of labels print when the "Print Package Quantity" option is chosen.

For example, assume the "Post Received Order" report program is being used to print labels for the order quantity on a purchase order. Assume the user responds "Y" to "Print Scan Labels," and "P" to "Print Package Qty." If the order quantity for an item on the purchase order is 24 and the Package quantity in the item master is 4, the program will print 6 box labels.

## **Enhancement to "Refresh Qty" on Multi-Count Worksheet**

Release Level: 3.00.236 Program Request: 3096 (inctgen)

The Multi Count Worksheet program has been enhanced with a refresh Qty option. It allows you to "refresh" the item "Current Quantity" field in the Inventory Count Worksheet file with the current quantity-on-hand **on the day** you will be physically counting inventory. This enhancement allows you to print the Inventory Count Worksheets prior to the day you will be physically counting. A detailed explanation can be found below.

The Multi Count Worksheet program not only prints "Inventory Count Worksheets" to physically count the inventory, it also creates a file of the items you are counting with the current Quantity-on-Hand (a "snapshot of your inventory") and a field for the "New Quantity" (the actual counted quantity). When a large number of inventory count worksheet pages will be printed, there are several reasons why it may be necessary to print them *prior* to the date you will be physically counting. It may take several hours to print the count sheets and you may need to make copies. This presented a problem: If you print the count sheets "ahead of time," how do you "refresh" the count sheet file with the current quantity on hand when it is time to count?

In the past, some users would "re-print" the count sheets to a "disk file" on the day they were counting so that the multi count worksheet file had each item's current quantity on hand. (This presented problems if items were added to or deleted from the inventory file between the time you actually printed the count sheets and the time you "re-printed" them to a disk file.) This dilemma is solved with the **refresh Qty** enhancement.

To use this new feature, run the Multi Count Worksheet program to print the inventory count sheets "ahead of time" in order to prepare for taking the count. Typically this is done one day (or a few days) before actual counting will be done. On the day you will be physically counting, follow the steps below to refresh the "Current Quantity" in the inventory count worksheet file. **Important Note: You Must Refresh the Quantity in the Count Sheet File BEFORE Using the "Multi Count Adjustment" program to Enter Counts.**

**Refresh Quantity in Inventory Count Worksheet File**

1. The 'refresh Quantity' procedure should be done either the "night before" or the "morning of" the actual physical count AFTER all selling and receiving has been completed.
2. Select Multi Count Worksheet from the Inventory Count Menu.
3. At the "Specify Output Device" prompt, **press [F12] for the Action Menu and then Q to refresh Qty**. The following message displays. Type Y for Yes at the "READY?"

```
REFRESH QUANTITY

This routine will update the count file with the most
current inventory quantity on hand. This is useful
when you have printed the count sheets prior to counting
and while you were still selling and receiving
inventory. If you printed the quantity on hand on
the count sheets you must understand that this process
will change the quantities that were printed and the
new quantities will show on the screen and not the
quantities that were on the printout.

READY?          _

Records _____
```

4. The number of records processed will display in the "Records" field. The following message will display at the bottom of your screen:

**Refreshing complete. On Hand on printouts may not be accurate. Press any key.**

The message is indicating that the Refresh Quantity process has completed. Since the count sheets were printed a day or several days prior to the actual count, this message is reminding you that IF you printed the quantity-on-hand on the count sheets, the QOH on the count sheets may not match the quantity that is now in the inventory count file.

5. After reading the message, press any key. The cursor returns to the Multi-Count Worksheet Report screen. **Press [F12] and E to Exit the program.**

**Option to Print Box Label with Barcode for One Item at a Time**

Release Level: 3.00.238 Program Request:3098 (invstock)

The Inventory Stock program has been enhanced with a feature that allows printing box labels with barcodes for one item at a time. To use this new feature, select Inventory from Main Menu, Reports MENU, Inventory Stocking.

Specify Output Device: Select a printer that has the capability to print barcodes. (Typically, this is a printer with a Barcode Module device.)

# Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

Select Output Order 3 = One Item.

Enter the Start Number: Enter the Vendor Code and Item Number for the item needing labels. The cursor moves immediately down to the Print Shelf Label prompt. If you wish to print a shelf label, respond Y for Yes, otherwise, press [Enter] for the default of N (No).

Print Box Labels: Respond N (No) if you do not want a box label. Respond E (Each) to print a regular box label. Respond P (Package) to print package box labels. Respond B (Both) to print package box labels and regular box labels.

Enter Quantity for Printing Labels: If you entered Each in the field above, enter the number of box labels needed. If you selected Package or Both above, you should enter the "EACH" quantity in this field. The program determines the number of package labels to print by dividing the quantity entered here by the box quantity in the item master. For example, if you need to print 3 package labels and the box quantity in the item master is 4, enter a quantity of 12 here.

The cursor returns to the "Enter the Start Number" prompt to print labels for another item. Press [F12] to exit when finished.

## Option to Not Print Barcode Box Labels OR Option to Print Only Pkg Labels

Release Level: 3.00.247 Program Request: 3097 (inquikld, invstock, ipinvscn, ipporecv)

Box and shelf labels with item barcodes may be printed on 4 inch by 1 15/16 inch continuous form labels when using the Inventory Stocking Report or the Post Received Order Report. A bar code module (BCM) device must be connected to a Tag-n-Trak printer before barcodes can be printed.

There are two new options for the Purchase Package Flag field in the item master to control the printing of box labels: **Pkg:** \_ \_\_\_\_\_

The first is 'N' and it means to not print any box labels for the item from either the stocking or the post received order report.

**Pkg: N BOX 4**

The second flag is 'P' which indicates to the same programs to only print package labels and not print labels for each item.

**Pkg: P BOX 4**

When using the Inventory Stocking Report program or the Post Received Order Report program to print scan labels, you must respond with E (Each), P (Package), B (Both Each and Package labels).

### Inventory Stocking Report program:

PRINT SCAN LABELS	Y (Y OR N)
PRINT SHELF LABELS	N (Y OR N)
PRINT BOX LABELS	_ (N OR Eaches, Packages, Both)

### Post Received Order Report program:

PRINT SCAN LABELS	y (Y OR N)
PRINT PACKAGE QTY	_ (Eaches, Package, Both)

# Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

Use the chart below to determine how scan labels will be printed.

Print Box Labels (Inventory Stocking) Print Pkg Qty (Post Received Order Report)	Item Master Pkg: N	Item Master Pkg: P
E = EACH	No Labels Print	No Labels Print
P = PACKAGE	No Labels Print	Package Labels Print
B = BOTH	No Labels Print	Package Labels Print

Also, please note the following:

As in the past, when adding new items, a Purchasing Package Code (A-J) from main options may be entered in the "Pkg:" field of the item master to automatically "load" a standard package description and quantity. The package code is simply used to load a default package description and quantity and then the code is no longer needed. (For example, the package code 'A' may load the description "BOX" and the quantity "4.")

If you are using the purchasing package codes to load a default description and quantity, enter the package code as usual, press [Enter] (to load the default package description and quantity), and then press UP ARROW to back up to the Pkg field and change it to 'N' or 'P' as needed to control the printing of labels.

## **Prevent Problems Saving or Changing Alternate Items**

Release Level: 3.00.256 Program Request: (invmain.def, xf300256)

This release note pertains to two fields in the item master: labor flag and alternate/supersede flag. If either of the fields is non-blank, then a record in the inventory labor/alternate file needs to be created to save the labor prices or to save the alternate item. A program change was made to prevent problems "saving" or "changing" alternate items.

## **TOF or Dashed Line by Division on Multi Count Worksheet for Ad Hoc Index**

Release Level: 3.00.259 Program Request: (inctgen)

Refer to the Multi Count Worksheet program on the Inventory Count Menu. When printing multi count worksheets, the user must select the "Output Order." This release note pertains only to those using Option 0 "Ad hoc Index" for their Output Order. (Note: you must create the ad hoc index prior to using it for printing count sheets.)

The program checks the first field of the ad hoc index to determine if it is the Vendor Code. If it *is* the vendor code, then responding 'Y' to the Top of Form Vendor/Location question will cause the program to "top of form" between vendors. If a 'N' response is given, then a dashed line will print between vendors.

As a new feature, if the first field of the ad hoc index is the Division Code, then the program will Top-of-Form or print the dashed line *when the division code changes*. (A 'Y' response to the "Top of Form Vendor/Location" question will cause a TOF between divisions; a 'N' response will cause dashed lines to print between divisions.)

If a field *other* than the vendor code or the division code is used as the first field of the ad hoc index, then the program will not "top of form" and it will not print dashed lines when printing count sheets.



## PURCHASING

### Entry of Negative Qty Not Allowed for Order, Received or Backordered Quantities

Release Level: 3.00.191 Program Request: 2983 (ipposcrn)

Since purchasing does not support ordering or receiving negative quantities, the PO Create, Edit and Review screen has been changed to check for and not allow entries of quantities below zero into the order quantity, receive quantity or the backorder quantity.

### Print Job Labels for Bko's when "Receiving Purchase Order" is Printed

Release Level: 3.00.192 Program Request: 2993 (ipporecv, ippopprp, optable)

A new enhancement provides the option to "Print Job Labels for BKO's" when printing a "RECEIVING PURCHASE ORDER REPORT."

Responding Y to "Print Job Labels for BKO's" will print job labels for ALL customer backorder/special order items on the purchase order to the Job Label printer at the same time the Receiving Purchase Order Report is printed.

Some users prefer to print the Receiving Purchase Order Report at the same time they Post and Print the Purchase Order. Responding Y to "Print Job Labels" will generate the labels for all customer backordered items. The labels can be filed with the Receiving PO Report awaiting arrival of the shipment.

Other users prefer to wait and print the Receiving Purchase Order Report when the truck arrives. Waiting until the truck arrives before printing the report has the advantage of printing items (and optionally job labels) that were added to the purchase order after it was originally printed. The Receiving PO Report is usually printed using the "Post & Print PO Report" function. Responding Y to the new prompt "Print Job Labels" will generate job labels for all customer backordered items.

Though rare, some users select the "Post Received Order Report" function to print a Receiving report. This is done by selecting the PO Status screen, entering the Vendor ID, entering the line number of the PO and pressing F10=RECVD. Respond N to the question "Do you wish to convert to RVD status?" because you don't know yet what's on the truck and what is on backorder with the vendor. On the dialog screen, respond Y to "Print a Receiving Report" and Y to "Print Job Labels for BKO's."

In a prior release of Tag-n-Trak, an option was provided to print Job Labels when the "Post Received Order Report" was printed. When using this option, the receiving line items process must be completed *before* the job labels can be printed. Job labels are printed only for items received. When using the new option to print Job Labels at the time the Receiving PO Report is printed, **ALL** customer backorder/special order items print because it is not known at this point if there will be vendor backorders. The job labels can be re-printed in the event of a printer jam simply by re-printing the Receiving PO Report.

When printing a Receiving Report for a PO that is in a BKO status, 'Y' to "Print Job Labels for BKO's" will print labels only for those customer backorder items not yet received.

# Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

The archive flag in the item master controls the printing of the job labels at Receiving PO Report time just like it does when job labels are printed from a Point-of-Sale order. An archive flag of blank or N will print a job label based on the order quantity. No job label is printed for items with an archive flag of L or B. One job label is printed (regardless of the order quantity) for items with the letter O or the number 1 in the archive flag field.

The Job Label Setup Table in Table Options controls the "Maximum Labels to Print Without Asking." When this quantity is exceeded, the message "Maximum Labels Exceeded" displays and the user must enter the label quantity to print.

A default response to the "Print Job Labels for BKO's" can be established in the Job Label Setup Table in Table Options. To do so, follow these steps.

1. From Main Menu, select System Administrator, Options Menu, Table Options, Job Label Setup.
2. Press [Enter] or arrow down to the field Default Answer Labels at Receive Time: (Y, N, R or blank)
  - Respond **R** if you plan to use this new enhancement and print job labels when the Receiving Purchase Order Report is printed.
  - Respond **Y** if you print job labels when the Post Received Order Report is printed (after receiving line items has been completed).
  - Respond **N** if you do not want to print job labels in either of the above cases.
  - If you leave the field **blank**, the program will require a Yes or No answer when the Receiving PO Report is printed AND when the Post Received Order Report is printed.

## **Warning Message if Minimum not met for Free Freight Prior to Post & Print**

Release Level: 3.00.198 Program Request: 2804 (xf300198, ipvmscrn, ippopprp, ipposcrn, ipinvscn, ipvmsstr.tag)

In the Inventory Purchasing Vendor Master, a new field has been added labeled "**Free Freight**." It appears to the right of the "Code" field. "Free Freight" is the minimum amount that needs to be purchased to avoid paying freight separately. This freight amount displays in the Create/Edit Line Items screen beneath the "Vendor's Name" field. It also displays on the Inventory PO Review screen beneath the "Order Total" field.

When the user gets to the bottom of the Post and Print screen, if the "Free Freight" field is not zero and if the purchase order total is less than the free freight, the warning box shown below will display:

```
WARNING! Your order is less
than the amount required for
free freight.

PO Number          10147
PO Total            400.00
Free Freight        500.00

Continue?  Yes No Edit order
```

If only one purchase order is being processed, there will be three options: (1) 'Y'es will continue posting and printing the PO; (2) 'N'o will skip posting and printing the PO; and (3) 'E'dit order will return the user to the PO Create/Edit Line Item screen. If multiple PO's are being processed at one time, there will only be two options: (1) 'Y'es or (2) 'N'o.

If the user answers 'N'o or 'E'dit order, the PO will revert back to a "NEW" status. This will permit the PO to be edited prior to placing the order with the vendor.

After this release has been installed, enter each vendor's minimum in whole numbers (no decimal point) in the Free Freight field as needed. (If the Free Freight field is left zero, the vendor minimum is not checked and no warning message will display.)

### **Prevent Wrong Sales Note from Printing on Trial Calculation Report**

Release Level: 3.00.206 Program Request: 3013 (ippocrte)

When printing a trial calculation for a specific vendor, purchasing sales notes for other vendors' items will no longer show up on the trial calculation report. This was not a problem if a purchase order was actually created; it only affected the trial calculation mode.

### **Print Terms on Purchase Orders**

Release Level: 3.00.208 Program Request: 1716 (ippopprp)

When printing a Purchase Order in the 80-column format, the program now prints the **Terms** description as specified on the purchase order or, by default, as it appears in the Vendor Master record. The vendor's terms will print below the Fax number. (The terms description was already printing on the 132-column format purchase order.)

### **Optionally Print All or a Portion of the Vendor Notes on Purchase Orders**

Release Level: 3.00.208 Program Request: 1716 (ippopprp)

The Purchase Order print program has been enhanced to optionally print all or a portion of the "**Notes**" field from the vendor master on the Purchase Order. The program searches the "Notes" field in the vendor master for a **# (pound sign) symbol**. If a # symbol is found, it will print everything following the # up through the next #, or to the end of the field if there is no other #. This allows you to print a portion of the Notes on purchase orders (what is inside the # symbols), but continue to use the portion outside the # symbols for internal use only. Refer to the sample "Notes" field below. The program will print "PLEASE NOTIFY ASAP IF THIS ORDER HAS BACKORDERS" on all purchase orders for the vendor. The words "LEAD TIME IS 3 WEEKS" will NOT print on the PO as it is outside the # symbols.

Notes: #PLEASE NOTIFY ASAP IF THIS ORDER HAS BACKORDERS# LEAD TIME IS 3 WEEKS

The new enhancement applies to both the 80 and the 132 column format. On the 80 column format, the notes print on the line below Contact on the left side of the PO. On the 132 column format, the notes print in the center below the Ship To address.

To begin using this feature, select Vendor Master from the Inventory Purchasing Menu and enter a vendor ID. Insert # symbols before and after the text in the "Notes" field that you want printed on PO's.

### **Adjust Totals When Deleting Items from a Received or Partially Received PO**

Release Level: 3.00.210 Program Request: 2954 (ipposcrn)

The purchasing totals will now adjust correctly when deleting items from a purchase order that has been received or partially received.

### **Skip Zero Quantity Items with Different Cost**

Release Level: 3.00.214 Program Request: 3033 (ippopprp)

The program will now properly combine purchase order line items at the same cost when there is a line item in the middle at a zero quantity and different cost. This change makes sure that the total quantity ordered is what prints on the purchase order.

### **Automatic Return to PO Status Screen After Using Action Menu to Post**

Release Level: 3.00.218 Program Request: 3037 (ipposcrn, ppostat)

At the PO Status screen, select a PO in "ORD" or "BKO" status to receive or partially receive. After editing, use the action menu to post the received PO ([F12] and "S"). Once that task is complete, the program will now automatically return to the PO Status screen (rather than remaining on the "Receive Line Items" screen).

Similarly, from the PO Status screen, select a PO in "NEW" status or simply create a new PO. After editing, use the action menu to post and print ([F12] and "P"). The program will automatically return to the PO Status Screen rather than remaining on the "Create / Edit Line Items" screen.

When returning back to the PO status screen, the program will display the list of non-Closed purchase orders for the vendor.

The same programming change applies when using the "PO Create, Edit, and Receive" screen. In this situation, the program automatically returns to a blank PO Heading.

Also, prior to this change, when a PO's last item was received (using the [F12] and "S" function) and the order was closed, the error message "OUT OF RECORDS <<STATUS 104>> #30 1036 appeared on the PO Receive Line Item screen. That error message no longer appears when the PO is closed.

### **Edit Pending PO and Update Primary Store PO**

Release Level: 3.00.225 Program Request: 3056 (ipposcrn, ippopprp)

This enhancement pertains only to multi-store purchasing. A purchase order is put in "PND" (pending) status while waiting for the primary store to pick up the items and add them to the primary store's own purchase order. Then, the primary store may print that PO to order the items from the manufacturer. This enhancement allows the pending order to be edited either before the primary store has added the items to its PO or after the items have already been added to the primary PO, but prior to the primary PO being put in "ORD" (ordered) mode.

The first step is to call up the pending purchase order. Go into the Create/Edit screen and edit the order. The sort of changes that can be made include: (1) cost of existing items, (2) quantity of existing items, (3) adding items to PO or (4) deleting items from PO. Once the changes are done, press [F12] for the action menu and select 'T' for "updaTe pnd". If the primary purchase order is not read up, the program will automatically update the primary purchase order to reflect the changes. If the primary purchase order is read up in the PO create, edit and review screen, then the [F12] key can be pressed for the action menu and select 'T' for "updaTe pnd". The program will then automatically update the primary purchase order to reflect the changes.

When the primary PO is ready to be posted and printed, the program will check one last time to see if there are any changes to the pending purchase order. If there are changes, the program will update the primary PO. This update occurs before the program checks for the optional free freight, so the correct PO cost is used to determine if this order meets the requirements for free freight.

This enhancement does not work in reverse. In other words, the program will not automatically update changes made on the primary PO to items that were brought over from the "PND" PO. If changes are made to those line items on the primary PO, the user must manually return to the "PND" PO to maintain that PO.

**Correctly Update Original Qty when Adding CBO's to PO in ORD/BKO Status**

Release Level: 3.00.228 Program Request: 3079 & 3061 (ippocbol)

When manually adding customer backorders (CBO's) or customer special orders (CSO's) to a purchase order in ORD or BKO status using the backorder line item lookup screen, the program will now display the original order quantity on closed purchase orders.

**Ensure Job Labels Print Only for Customer Bko's Received on the PO**

Release Level: 3.00.237 Program Request: ----- (ipporecv)

When printing job labels for backorders, the program will no longer ask questions about printing all labels or printing labels for backorders. It will only print labels for items being received on the purchase order.

**PO Line Item History Lookup Now Displays Status of "Item" rather than "PO"**

Release Level: 3.00.250 Program Request: 2538,2539 (ippohstl)

Programming changes have been made to the Purchase Order Line Item History Lookup screen. The most noticeable change pertains to displaying items on a purchase order that is in a backorder (BKO) status. When a PO is in a BKO status, some items have been received, others have not, and some could have been partially received. The Purchase Order Line Item History Lookup screen has been enhanced to display the status of an item on a purchase order rather than display the status of the purchase order as a whole.

The Purchase Order Line Item History Lookup screen is available from several programs. One way to view it is to press [F3] from any menu to access the Inventory Inquiry screen. Enter an item in the Item Number field. Press [F8]=ITM HST (Item history).

Line items on a Purchase Order in a BKO status will display as follows:

- If an item has been totally received, the status will be "REC" and the date will be the last time some or all of the line item was received.
- If an item is totally backordered, the status will be "BKO" and date will be the order date of the PO.
- If an item has been partially received, the program will display the item twice, once with status "REC" for the received quantity, and a second time with status "BKO" for the backorder quantity.

Additional programming changes made under this release include:

- If zero are received for a line item and "Cancel Backorder" is chosen, the Purchase Order Line item History Lookup with display status "REC" (received) and a QTY of zero.
- Each line item on a purchase order has a field in the record that keeps track of the "Total Received" quantity for that line item. This field was updated when receiving stock items, but was not updated when receiving PO line items for point-of-sale customer backorders. A program change was made to update this field when receiving PO line items for customer backorders so that the correct "REC" (received) quantity displays on the enhanced PO Line Item History Lookup screen. This change affects only line items on purchase orders received after this release is installed.

**I/P Vendor Master Screen No Longer Partially Clears when [F10] is Pressed**

Release Level: 3.00.253 Program Request: 3136 (ipvmscm)

When the [F10] key is pressed to save a change to an Inventory/Purchasing Vendor Master, the screen will no longer "partially clear." This change was made to prevent saving "blank data" over the previously "read up" vendor in the event a user presses the [F10] save key a *second* time.

**Prevent Posting Problem if Post Received Order Report is Interrupted**

Release Level: 3.00.260 Program Request: 3148 (ipporecv)

If a post received order report was interrupted, when it was restarted, vendor backorders that had already been processed were not included in the totals. Also, if no other vendor backorders were processed after the point of interruption, then the PO was closed even though there were backorders (from *before* the interruption). This has been resolved.

## **CLOSING ROUTINES**

### **Display of Period Close Date on Second Screen**

Release Level: 3.00.194 Program Request: 2982 (clsperyr)

When the period close date is changed, that date carries forward to the second page.

### **Spelling Error Corrected for the word "Specify"**

Release Level: 3.00.196 Program Request: 3003 (clsumscn)

When pressing F4 to print a summary report, the question "Specify Printer or File?" is correctly spelled.

### **Age A/R Transactions by Invoice Date During Each Daily Close**

Release Level: 3.00.202 Program Request: 1934 (xf300202, optmain, csldaily, clsperyr, xf300202.dat)

Tag-n-Trak has been enhanced with an option to age Accounts Receivable transactions during each daily close **based on the Invoice Date**. After this release is installed, you can choose to use this new feature or continue to age A/R transactions as in the past (during a period close).

There is a new option in Main Options that controls when A/R transactions are aged. The option is "**AGE A/R TRANSACTIONS DURING THE DAILY CLOSE OR PERIOD CLOSE \_(D,P)**." When this release update is installed, a 'P' will appear in this field which will make the programs perform as they have in the past; the aging will occur during the period close. When using the 'P' option, each time a period close is run, the Age 1 invoices (through the "Last Date to Age Transactions") move to Age 2; all Age 2 invoices move to Age 3; all Age 3 invoices move to Age 4.

If you choose to age A/R transactions by the Daily Close, each time a daily close is run, the program will look at all transactions and determine if any of the transactions need to move from one age period to another age period. For example, if the number of days in "Age 1" is defined as 30, then as soon as a transaction is 31 days old (from the date of the Daily Close), it will move to age 2. There is no new question to answer as part of the daily close. The aging occurs automatically during each daily close based on the Daily Close Date.

If you choose to age A/R transactions by the Daily Close, follow these steps to modify Main Options. Select System Administrator from the Main Menu, Options Menu, then Main Options. Press [F8] twice to display the screen titled CLOSING OPTIONS - DAILY / PERIOD / YEAR – 2. Arrow down to the field:

### **AGE A/R TRANSACTIONS DURING THE DAILY CLOSE OR PERIOD CLOSE D (D,P)**

**Change the default of P to a D. Press [F10] to save the change.** Your cursor will return to the first screen of main options.

On the first screen of main options, refer to the A/R Balance Descriptions. This is where the age periods are defined. To the right of A/R Balance Descriptions, there is a new column labeled "DAYS." There are three new fields under this heading where you specify the last day for age periods 1, 2 and 3. When the release update is installed, these fields will default to 30 for age 1, 60 for age 2 and 90 days for age 3. If you wish to define your aging periods

## Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

differently from the defaults, arrow down to the aging "days" field for each period, change it as desired, and press [F10] to save. When the next daily close is run, the A/R transactions will age based on the new method.

WARNING! Using the daily close to age transactions has a limitation in that it will age all transactions that would normally age (which include all L, I and M type orders). The period close has the ability to age transactions by the customer master statement group, but this is not available for the daily close. (This is not a major limitation. Most customers do NOT age by customer master statement group.)

Whether you choose D (Daily) or P (Period), only L, I and M type orders age. Payments (type P), Debit Adjustments (type A) and Credit Adjustments (type B) do NOT age. They remain in age period 1 as they always have (unless you overrode the age period when creating the transaction). Service Charges are a type C transaction and remain in age period 5 (a special aging period for service charges).

If you choose D (Daily) for the method of aging transactions, do NOT change your normal period close procedures and do not change your Period Close Defaults. If you normally responded 'Yes' to the question "Age A/R Transactions" during the period close, continue to respond with a Yes even though you have chosen to age by the Daily Close. There are other functions the period close performs, and the Yes response is needed so that these functions continue to occur. These other functions include: (a) The previous balance for A/R customers is reset. (b) The End of Month balance for every transaction is adjusted. (c) The flag indicating that the transaction has been through a monthly close is set.

If you choose to age by the Daily Close, programs will continue to operate the same as before except that **the aging of the transaction will now be based on the date of the transaction as opposed to how many period closes have been performed.** You can now run an aging report on the 15<sup>th</sup> of the month for the bank and obtain a more accurate picture of your receivables. This assumes that daily closes are performed "Daily."

### **No Update to Daily Close "Flag" if Only Printing Reports**

Release Level: 3.00.241 Program Request: 3101, 3091 (clsdy2)

When running Order register reports or summary /sales tax reports from the daily close program but ***not actually running a daily close***, the program will no longer flag the system that a daily close was performed on the report date. This will eliminate the errors that warn you that you have already done a daily close when in fact you have not.

When performing a daily close, the report date will now always be saved as the date of the last daily close. Prior to this change, only report dates greater than the current saved daily close date were saved.

### **Print Heading at Top of Report for Files 80% or More Full**

Release Level: 3.00.246 Program Request: 3110, 3104 (clsdy3)

The daily close program prints a report of files that are 80% or more full to the system default printer. A banner will now print at the top of the page to clearly identify it.



# Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.03.000

Also, there are now headings that print above the columns of data. The first column shows the store number so that you will know which store has the data file that needs to be resized and re-indexed. The format of the report is shown in the sample below:

```
*****  
*  
***** RESIZE and REINDEX FILES *****  
*  
*****  
  
Store  File#  File Name                Active  Maximum  % Full  
=====  =====  =====  
  
1      15      CLS - Sales Tax File      989     1000     98.90
```

## Print Correct Headings on Recap Reports Printed from Summary Review

Release Level: 3.00.249 Program Request: 3114 (clsmscn)

When reprinting the Recap report from the Summary Review screen by reading up a specific daily, period or yearly record for Total, Cash or Charge, the program will now print the proper heading of Total, Cash or Charge.

FYI: Daily, period and yearly recap reports may be printed from the Summary Review screen at any time. These reports are typically printed automatically by the daily close. Printing them from the Summary Review screen is helpful when a report is lost or a second copy is needed. To print recap reports, select Closing Routines from the Main Menu and then Summary Review. Enter the desired Period record:

**DAILY: D=TOTAL A=CASH E=CHARGE**  
**PERIOD: P=TOTAL B=CASH F=CHARGE**  
**YEARLY: Y=TOTAL C=CASH G=CHARGE**

Next, a Time Frame is selected: **1=CURRENT, 2=2ND, ETC.** For daily records, the most recent daily close is Time Frame 1. The previous daily close is Time Frame 2 and so on. For the period or yearly records, the current period or year is Time Frame 1. The previous period or year is Time Frame 2 and so on. For example, if you wanted to print the Period Cash Recap report for last month, you would select Period record B and Time Frame 2. If you wanted to print the current year's Total recap report, you would select Period record Y and Time Frame 1.

To print the recap report, press **[F4]**. Enter the desired printer number when prompted with: **SPECIFY OUTPUT DEVICE.** Enter "**R**" for Recap when prompted with **DETAIL, SUMMARY OR RECAP VERSION OF REPORT.**

## **QUERY**

### **Change Wording on the Order Selection Screen in Query**

Release Level: 3.00.205 Program Request: 3009(qrwmain)

The wording in the dialogue for the Order Selection Screen has been changed. The new dialogue reads as follows: "The data may be printed in the output orders listed below. Select the desired order and press <Enter>. Press <F1> any time for assistance."

### **Query Correctly Prints Date When Using G/L Transaction File**

Release Level: 3.00.226 Program Request: 3058 (xf300226)

When printing a query report for the General Ledger transactions file, the date field will now correctly print the entire ten-character date.

## **ACCOUNTS PAYABLE**

### **A/P Check Print Enhanced for Printing to Ink Jet & Laser Printers**

Release Level: 3.00.242 Program Request: 2141 (apchkprt)

The check print program has been enhanced with the ability to "send out a form feed" at the end of a check. This allows checks to be printed on ink jet or laser printers.

To configure the program to send out form feeds, select Check Forms Layout Screen from the Accounts Payable Screen Menu. Press [Page Down] until the desired check book is displayed. Press [F7] to display the second page. Change the Total Number of Lines in Check to zero.

**TOTAL NUMBER OF LINES IN CHECK** **0**

When purchasing new Accounts Payable Check forms for a laser or ink jet printer, select an 8 1/2 X 11" form with the "stub on bottom" or "stub on top."

Important Note: At this time, the program prints the check and stub (remittance) information ONCE. Duplicate copies of the check forms would need to be made on a copier machine.

Several factors should be considered when modifying the check form layout to print checks on preprinted forms for laser or ink jets: (1) Not all laser and ink jet printers start printing the same distance from the top of the page. Tag-N-Trak's check forms can only adjust the start by an entire print line. (2) The left hand margin where printing starts could be different between printer brands/models/types and there is no compensation in check forms for adjusting the start column for the stub portion. (Laser and ink jet printers do not have tractor feeds which can be adjusted to fit the preprinted forms).

### **Ability to Print Vendor Name for Check Vouchers**

Release Level: 3.00.243 Program Request: ---- (apglrpt)

There is an option to print the vendor name instead of the description of the voucher when printing the GL distribution report. When the distribution record is related to a check instead of a voucher, the program will now look through the check file to locate the check to determine the vendor's name.

There is a condition when the program cannot determine the vendor; that is when the check has been voided and designated to be reused. Under this condition the check record has been deleted from the file and there is no way to determine the original vendor's name. In this case the program will print the distribution description instead. Having to search through the check file for each distribution record will cause the program to take longer to generate the report.

**GENERAL LEDGER**

**Print Correct Begin Balance on G/L History by Acct Report for Periods 14-24**

Release Level: 3.00.203 Program Request: 3014 (glhistory)

A change was made to the G/L History by Account report program to correctly print the beginning balance when *starting* with periods 14 through 24. (The report already printed correctly when starting with periods 1 through 13 – no change was needed.)

**Prevent Possible Out-of-Balance Condition when running GL Close the Year**

Release Level: 3.00.255 Program Request: (glclose)

A program change was made to prevent a possible out-of-balance condition during the general ledger "Close the Year" procedure.

*Prior to this release install*, when all three of the following set of conditions occurred at the same time, the chart of accounts became out-of-balance during a year end close: (a) One or more transactions for an account was posted to period 13. (b) The beginning balance for the account in period 13 was *not* zero. (c) The transactions entered in period 13 for the account resulted in an *ending balance of zero*. During a year end close, the program would move the beginning balance into the first period balance (rather than leaving it zero) resulting in an out-of-balance condition. (It should be noted that the out of balance condition was easily fixed by running a G/L Transaction Fix program.)

*After this release is installed*, the set of conditions noted above will no longer cause the General Ledger charts to be out of balance when the "Close the Year" is run.