

ADMINISTRATOR

Prompt for Terminal ID if Valid POS Options for the Terminal are not Specified

Release Level: 4.03.005 Program Request: 2884 (menu)

The "Menu" program loads each time a user logs in or changes stores. If the menu program does not find valid Point of Sale options for the terminal, it will prompt the user to enter a Terminal ID. A valid terminal ID must be entered. Tag-n-Trak will use the POS Options for the terminal specified for this session.

```
*****  
*                                     *  
*   PLEASE ENTER TERMINAL ID   *  
*   OR PRESS F12 TO EXIT     *  
*                                     *  
*           _____          *  
*                                     *  
*                                     *  
*****
```

The "Please Enter Terminal ID" prompt will display under the following two conditions:

- (1) You have a "fixed" terminal ID, but Point of Sale Options have not been set up for that terminal ID.
- (2) You connect to Tag-n-Trak in a way that does not have a fixed ID. You will need to specify your terminal ID for POS options each time you login and load the Menu for the first time.

A terminal number of 999 can be used to get you in **temporarily** allowing you to set up proper POS Options. This should be used only when there are no POS option records or when you do not know which options are valid. Once you have a valid POS options terminal ID, you should exit the system and then log back in using the valid terminal ID. Contact Mylee Customer Support if you need assistance.

Check Store Transfer Customer Pickups & Deliveries on OPEN Orders when Adjusting Quantity Reserved

Release Level:4.03.014 Program Request xxxx (calcqr)

The following change affects customers with multiple stores who use the store transfer customer pickup or customer delivery functions from point of sale.

The "Adjust Quantity Reserved" program on System Administrator Menu 2 recalculates the quantity reserved for each item in the inventory file. This program was modified to take into account store transfer "customer pickups" and "customer deliveries" on open orders when re-calculating quantity reserved.

New Printer Codes Added to Print Options

Release Level: 4.03.042 Program Request: 3209 (optprint, poscprnt, poscbtch)

Two new types of printer codes have been added to the printer options screen. The new Code-Types are 'A' for "First Code Sent" and 'Z' for "Last Code Sent."

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As various Tag-n-Trak print programs are edited and revised, they will include sending out the optional "First Code Sent" and "Last Code Sent." Code-Type 'A' will be sent out as soon as the device is opened to send data. Code-Type 'Z' will be sent out just prior to closing the output device.

As part of this software release, the optional "First Code Sent" and "Last Code Sent" are included in the point of sale custom invoice routine and also the point of sale custom batch invoice routine.

Script Changes to Correctly Identify Login ID Permissions (SCO Unixware Only)

Release Level: 4.03.047 Program Request: 3227 (readmail.ms, writemail.ms, changestr.ms, removeuser.ms, updt403047.ms)

At the time new login ID's are created, permission is either given or not given to the following functions: read mail, write mail, copy or transmit files and change stores. It was possible for the scripts that "run" these functions to obtain the wrong permissions for a user if that user's login ID was also included in another user's login ID. For example: if there were two login ID's "joe" and "joer" on a system, user "joe" could get permissions for "joer" for the above functions.

For the "Remove a User" script on the Activity Support Menu, if you removed user joe, the script permissions were removed for joe and joer.

Installing this software release corrects the above problems.

Users Must Log in using Unique Login ID (SCO Unixware Only)

Release Level: 4.03.048 Program Request: 3231 (setup.profile, updt403048.ms)

This software change affects Tag-n-Trak users with the Sco Unixware operating system. (Users with the Sco Unix operating system where are all users login as "go," are not affected.)

In the past, users have been able to use the same login ID for multiple sessions of Tag-N-Trak. When a user is connected through a serial port, there is a fixed device assigned to the terminal. By using the Tag-n-Trak "kill a terminal" script, one could kill the processes running for a user that is locked up by specifying the terminal number. A problem arises on newer computer systems that allow users to telnet into the system from a PC across a network instead of using a serial cable.

With a telnet session, there is not a fixed device associated with a user and a user could start multiple telnet sessions for the same PC. Because of this new situation, a "Kill a User" script has been added to the Activity Support Menu (see next release note), so that processes may be killed for a user with a locked up terminal by knowing the user ID. For this reason, users may no longer log in with the same user ID multiple times. When a user attempts to login a second time with the same login ID, a message warns that you are already logged in and that "you are not allowed multiple sessions." The program will display "Logging you off now" and return to the login prompt.

The new restriction does not apply to the "menu" login that is used for backups, shutdowns, etc. The restriction also does not apply to the "training" login. The "training" login can be

used multiple times. If a user locks up while logged in as “training,” all other users logged in as “training” should log off while you perform the “kill a user” for the “training” login ID.

New “Kill a User” Script Added to Activity Support Menu (SCO Unixware Only)

Release Level: 4.03.049 Program Request: 3232 (activity.ms, killuser.ms)

This change applies only to users running SCO Unixware.

A new selection “Kill a User” has been added to the Activity Support Menu. This procedure will kill all processes running for a specific user. It will display a list of active users and prompt you to enter the user ID. See sample screen display below:

This procedure will kill all processes running for a specific user.

Here is a list of active users:

```
johnd          janer          sales1
```

Please enter the user ID or q to quit

After entering the user ID, the program will confirm that you want to kill all processes for that user by asking:

```
Do you wish to kill all processes for user xxxxx? Y or N
```

A ‘Y’ response will kill all processes related to that user. A ‘N’ response will instruct you to “Press Enter for menu.”

Changes to Backup Menu including an Enhancement to “Display End of Backup Log” (SCO Unixware Only)

Release Level: 4.03.055 Program Request: xxxx

(backup.ms,dbbackup.ms,fbackup.ms,verify.ms,drestore.ms,restore.ms,menu.ms,updt403055.ms)

The following changes have been made to the **Backup Menu**.

1. The **Backup Menu** has a new option “**Display end of backup log.**” It displays the last 20 lines of the backup log. This option can be used to see the results of a backup and when the last backup was performed.
2. Errors that occur during a backup are recorded in the backup log file and can be viewed with the above display option. A backup will be reported as “complete” unless a fatal hardware or tape error occurs.
3. When a backup begins, the program creates an internal list of all file names that need to be backed up and then proceeds with writing each file to the backup tape. When performing an “all files” backup, temporary, non-essential files can exist when the program creates the internal list of files to be backed up, but no longer exist when the program attempts to write the files to tape. On some systems, this caused the “all files” backup to unnecessarily display as “failed.” This has been changed. The “all files” backup will now skip most of the non-essential files that were causing the errors. In other cases, the error will be logged but the backup will still be considered a “Complete backup” rather than a “Failed backup.”

4. The stand-alone “**Tape Verify**” option updates the backup log file and displays on the screen the day, date and type of backup for the tape that was just verified. This can be used to determine the age of the backup.
5. The tape restore options have been removed from the backup menu, in an effort to avoid accidentally restoring older data.
6. There is a new **Restore Menu** listed under the main Unix Administration Menu for doing tape restores. The Restore Menu includes the following options: Tape verify, Retension tape, Display end of backup log, Data files only restore. It is recommended that the Restore Menu options be used only when directed to do so by Mylee Customer Support.
7. The “all files” restore has been removed from the menu as it is never safe to do an “all files” restore on a system without first communicating with the support staff.

Terminal Number Displays on All Six Screens of POS Options

Release Level: 4.03.075 Program Request: 3268 (optpos)

“POS Options” is accessed by selecting System Administrator from the Main Menu and then Options Menu. The first screen of POS Options prompts for a Terminal Number. After entering a terminal number and pressing ENTER, the first of six options screens for that terminal will display. The “F7=NEXT PAGE” function key can be used to scroll through each screen. A program change was made to display the TERMINAL number in the upper left corner of the screen so that you will always know “which” terminal ID record you are editing.

Checking for Maximum Number of Users (SCO Unixware Only)

Release Level: 4.03.086 Program Request: xxxx (.usercheck, updt403086.ms)

This change affects customers with multiple stores. When a customer is running with the maximum number of users logged on, a user will no longer get the “Maximum number of Dataflex users exceeded” message when they select to “Change Stores.” The “Change Stores” program script was modified to no longer check the “user count” if the user is already logged in and is simply changing stores.

Critical Tag-n-Trak System Files are now part of Data Backup (SCO Unixware Only)

Release Level: 4.03.090 Program Request: xxxx (dbackup.ms,sbackup.ms)

Some critical Tag-n-Trak system files are now part of the “Tape backup data files only.”

POINT OF SALE

Cash Drawer Detail Report changed to print Cash Disbursements

Release Level: 4.03.001 Program Request: 3141 (pospay, poscash)

The Cash Drawer Detail Report has been changed to print Cash Disbursements. Cash Disbursements are a Type "D" and can be entered using the "Payments/Adjustments" program from the Point of Sale Menu or using "Payments" program from the Accounts Receivable Menu. To enter a disbursement, order type D must be included as an allowable order type for a salesperson.

The amount of the disbursement will print as a negative number in both the "Tendered" and "Amt Posted" columns on the Cash Drawer Detail Report, as it reduces the cash in the drawer.

In the totals section of the detail report, the "CASH" total will include the disbursements. Also a total for each of the ten disbursement codes will print along with a "Total Disbursements." The disbursement totals print as a positive number.

Prevent "Attempt to edit a protected record" Error Message after Inquiry

Release Level: 4.03.002 Program Request: 3151 (ippocbol)

From various fields on the point-of-sale order header, line item and totals screen, a user may press [F3] to perform an "Inventory Inquiry." After entering an item on the Inventory Inquiry screen, the user can press the TAB key to view the "Purchasing Backorder Line Item Lookup" screen.

If a user performed an Inventory Inquiry that *included a Purchasing Backorder Line Item Lookup*, upon returning to point of sale, an error message "Attempt to edit a protected record" displayed if the user immediately sold an item, attempted to save an order note, or attempted to save a line item sales note. This has been corrected.

Force Entry of VC for NOF Items After Division Change to Prevent Blank Item Number

Release Level: 4.03.007 Program Request: 3155 (positem)

When entering a not-on-file item, the cursor stops at the Vendor Code field. After typing in the Vendor Code, if the user presses the Up-Arrow key to move to the Division Code field (instead of pressing the Enter key and then Up-Arrowing to the Division Code field), the program will force the user to enter back through the vendor code field to ensure there is a valid vendor code. This change was made to prevent the creation of a blank item number.

When entering a regular on-file item, the vendor code is automatically displayed and the cursor rests in the Room Location field. The Up-Arrow key can be used to move to the Division Code field. After changing the division and pressing Enter, the cursor returns to the room field as it has in the past.

Enhancement to Print Sales Tax Code and/or Tax % in Totals Section of Forms

Release Level: 4.03.008 Program Request: 3072 (optable, poscpmt, poscbtch)

When printing invoices with custom forms and using user definable totals 3 or 4, there is a new option to print the sales tax code and/or tax percentage. The option is in the program "Custom Form 3 & 4 Totals" under Table Options. The custom form number or letter is

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entered in the "Layout Type" field. The field number being used on your form to print the sales tax is entered in the "Total Field Number." The "Heading" field displays the following new options:

(%SC-SALES TAX CODE %SP-SALES TAX PERCENT)

%SC will print the 4 character sales tax code and %SP will print the sales tax percentage. The program will print the percentage with leading and trailing zeros suppressed. If you want the percent sign to print after the sales tax percentage, you must include the % symbol in the heading. For example, the Heading field may appear as follows in order to print the sales tax code and the sales tax percent followed by a percent sign:

Heading: %SC %SP%

Assuming your sales tax code is MO, your rate is 7.725 and the amount of tax is 4.32, the line in the totals section of your form may appear like this:

MO 7.725% 4.32

Instead of like this:

TAX: 4.32

Verify that Customers Added "On the Fly" in POS are Created in Customer Master File

Release Level: 4.03.013 Program Request: 3160 (posmain)

New customers may be created "on-the-fly" when opening a sales order in Point of Sale. Under certain conditions, if the user moved from the Bill Address section with the up-arrow key to the tax code field, the program did not prompt with "OK TO ADD CUSTOMER? (Y OR N)" upon leaving the tax code field. The program created the Point of Sale order, but did not create the customer master record. After the order was closed, the daily close was unable to process the order without a valid customer account. This has been corrected.

Calculation of Tax with "T"otal Limits Specified in Sales Tax Rate Breakdowns

Release Level: 4.03.017 Program Request: 3166 (postotal)

In the "Breakdown" fields of a sales tax rate record, the letter "T" is used to specify a dollar Limit for calculating sales tax on the "T"otal of a sales order. For example, assume your tax rate is 8% with 7% state and 1% city, and the 1% city tax applies to the first \$20,000. The letter "T" followed by 20000.00 for the limit is entered in the sales tax rate record for the 1% city Breakdown.

A program change was made to ensure proper calculation of sales tax when a sales order exceeds the established limit. Using the above example, a sales order for \$25,000 would be taxed \$1,950 (7% on the entire \$25,000 and 1% on \$20,000).

Note: If you have "Total" limits established in a sales tax rate record, it is recommended that you NOT use the "Tab=Confirm Shipment & Bill For" method of partial shipments IF the sales order exceeds the limit and cash, check or credit card payments will be taken. Sales tax is calculated as you bill each shipment and the "total limit" may not apply for one or more

Copy Location for All Line Items when Using the Copy Order Function

Release Level: 4.03.026 Program Request: 3190 (positem)

The location field will be copied for all items when you copy the line items from one order to another. Prior to this change, the location field was copied only for not-on-file items. This change applies to both Q and L type orders being copied.

Lock Partial Ship Order when on Closing Order Screen

Release Level: 4.03.028 Program Request: ---- (posship)

When partial shipping an order and billing for the partial shipment, the program will lock the partial ship order while the user is on the Closing Order screen. Prior to this change, if a partial ship order was displayed on the Closing Order screen, the same partial shipment order number could be "read up" on another terminal, possibly causing problems with the order. With this software release, anyone trying to read up the order will get an "Order in Use" message.

Prevent Robbing from a Line Item with a BKO Qty on an Ordered PO

Release Level: 4.03.033 Program Request: 3188 (posqrvsc)

When using the quantity reserve lookup screen to rob from another order to fill your order, the program will not allow you to rob and backorder from a line item that has a partial backorder and the backorder is on an ordered Purchase Order. The following warning message will display: "ITEM HAS BEEN ORDERED. CAN NOT ROB FROM THIS ITEM."

You have three options when this happens:

1. You can rob from a different line item.
2. You can edit the POS order that has the item you want to rob, remove the available quantity for the item that is partially backordered, and then add the item back to the order with the available quantity as a separate line item. You will then be able to rob and backorder from the new line item.
3. You can rob and respond **N** to backorder the line item. **Caution when using this option:** Since you are not backordering the item, the item's original order quantity will not be replenished. The total of the sales order will be reduced by the total of the items you robbed.

Option to Display "Warning These Forms Have Been Printed" Message in POS

Release Level: 3.00.034 Program Request: 3201 (optpos, posmain, optpos.tag)

A Point of Sale enhancement provides the option to display a warning message when a user opens a sales order to edit and it has already been printed by one or more specific custom forms. Use of this feature is controlled by a new field in Point of Sale Terminal Options, so it can be restricted to just some terminals or given to all terminals. The new option allows you to specify which custom forms should cause the warning message to display.

To use the new feature, select System Administrator, Options Menu, POS Options. Enter a Terminal ID that should "see" the warning message display. Press [F7] four times until the "POS OPTIONS – RECEIPTS AND INVOICES – 1" screen displays.

Press Enter or arrow down to the field labeled: **FORMS TO WARN YOU ON AT EDIT.**

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Up to 14 different custom forms may be entered. In the example below, forms numbered 1, 2 and A are specified.

FORMS TO WARN YOU ON AT EDIT 12A_____

For each user that has the above entries in their POS Terminal Options record, a warning message will display when they attempt to open an order that has already been printed using form 1, 2 or A. The warning message will not display for a form not specified, even if it has been printed previously.

The default answer to continue after the warning is 'N' for No, so just pressing ENTER will return you to the ticket's order header screen. Changing the response to 'Y' for Yes, and pressing ENTER will take you to the items screen.

```
MM/DD/YYYY                POINT OF SALE                CUST ID

Order: 407                Cus                Spec: B  Prompt:
Name:  CASH CUSTOMER                Age: 1
Address:
City/St:
Zip: 63303                (                Slp: JA
Contact:
Credit: 0 Allow                -                PSlp: JR
Name:  CASH CUSTOMER                -                Lines: 4
Address:
City/St:
Zipcode:
Name:  Bill T                -
Address:
City/St:
Zipcode:

1 - Invoice
2 - Delivery Ticket
-
-
-
-
-
-
-

DO YOU WISH TO CONTINUE?

N (Y or N)

F2=TO NAME  F3=INQ  F4                CUST  TAB=SUM  TTL
```

There may be several ways to make use of this new feature. One example would be to prevent salespeople from changing a sales order (changing quantity or adding or deleting items) that has already been picked or staged for delivery. Simply enter the appropriate custom form numbers in the POS Options file for each terminal ID that should see the warning message.

F8 Transfer to Store Creates Info/Sales Note for PickTicket/Invoice

Release Level: 4.03.036 Program Request: ---- (invstrig)

This enhancement affects users with multiple stores who use the F8=Transfer to Store function from the Point of Sale Line Items screen.

When selling an item on the POS line items screen, a salesperson may select F12 and T for sTOre inquiry. This function displays a Store Transfer screen to show available stock at all stores. The salesperson may request an immediate transfer by entering the quantity, store number to be "transferred from," and pressing F8=Transfer to Store. Pressing F8 creates a record in the transfer file. The item will appear on the next "Pick Transfer." Upon returning to the POS Line Item screen, pressing F10 sells the item.

When the item is sold, a new enhancement to this function automatically creates a sales note with print flags of IP (to print on the invoice and pick ticket). The purpose of this note is to let salespeople/warehouse personnel know that the item will be transferred from another store on the next "pick transfer" and that they should not try to find it or "pick it" from stock at their store.

The sales note message is created with a low sequence number to place it at the front of the list of possible other sales notes. If the item is "read back down" on the line items screen, the Info line (which is the first sales note) will display the new transfer message:

"TRANSFERRED X FROM STORE NAME" (with X being the transferred quantity.)

The words "Store Name" will be replaced with the name of the store transferring the item.

Please Note: As in the past, as soon as you press F8 from the Store Transfer screen, a record is created in the transfer file and inventory is reserved at the sending store. Upon returning to the Point of Sale line items screen, the salesperson should complete the entry by modifying the price as necessary and then pressing F10. (Do NOT press F8 a second time before you have sold the item. Doing so will create multiple records in the transfer file and will reserve inventory multiple times at the sending store.)

After an item has been sold following an F8 Transfer to Store, the salesperson may read the item back down to view the "TRANSFERRED X FROM STORE NAME" message in the Info line. At this point, the program prevents the salesperson from selecting F12 and T a second time.

Job Assembly Function Removed from Tag-n-Trak Point of Sale

Release Level: 4.03.037 Program Request: ---- (positem)

WARNING! IF YOU USE OR HAVE EVER USED JOB ASSEMBLIES, PLEASE READ BELOW BEFORE INSTALLING RELEASE.

The "Job Assembly" function has been removed from the Tag-n-Trak Point of Sale Program. If you currently use or have ever used "job assemblies," please read the following carefully before installing this release of the Tag-n-Trak software.

What is a Job Assembly? A Job Assembly is an item number in the inventory master file with a "Y" in the Kit Flag field, but that has NO items associated with it on the Inventory Kit screen. When this type of item was sold in Point of Sale, the letter "J" displayed in the Flag column on the point of sale line item screen and a message displayed "Job Assembly Entry/Edit Mode." While in Job Assembly mode, each line item sold belonged to the assembly and had no extended selling price of its own. The point of sale order line item screen remained in job assembly mode until the user pressed F12 and Exit. At that point, normal selling of line items resumed.

Why was Job Assembly removed? The "Related Item" and "Catalog Kit" functions have had a number of enhancements and have replaced the Job Assembly function. Features such as "Room Locations," "Copying an Order," and "Partial Shipments" are not supported when using Job Assemblies.

What Action Do I Take if I'm Currently Using Job Assembly Items? If you are currently using job assemblies, do not install this release. Contact Mylee Customer Support at 636-326-9994 Ext 12. We will help you identify any open or hold point of sale orders that contain job assemblies. These orders will need to be closed or deleted and a daily close performed before the new release is installed. We will assist you in the transition to using a new procedure in place of job assemblies.

What Happens if I Install the New Release without realizing I have a Job Assembly on an Open Order? After installing the release, the point of sale program will not allow editing of job assembly items. If you attempt to change a job assembly line item, a message will display "You Can Not Edit Job Assembly Line Items." You may have to delete the entire order from the POS header screen and re-enter the line items on a new order. Also, if you copy an order that has a job assembly, the program will skip those items that are part of a job assembly.

F2 Cust Pickup & F7 Deliver to Cust Transfer Requests Properly Moved to Partial Ship Orders

Release Level:4.03.038 Program Request: (posship)

This program affects only those Tag-n-Trak users who have multiple store inventories.

When using the F2=Cust Pickup and F7=Deliver to Cust types of store transfers from a Point of Sale order, the transfer requests are now properly moved to the partial ship ticket so that they will be printed when the partial ship ticket is closed. This includes doing reversals back to the original order.

After such partial ship point of sale tickets are closed, the transfer records will print on the next Pick Transfer, Transfer List and Post Receive List reports for inventory cost dollar tracking. Note: When the final step "post transfer" is run (which prints the transfers on the Post Receive List), the program will remove the records from the transfer file.

F2 Cust Pickup & F7 Deliver to Cust Transfer Requests Reserve Inventory at "Sending Store" and Not "Selling Store"

Release Level:4.03.050 Program Request: (posmain,positem,postotal,calcqrv,clsdaily,xf403050)

This program change affects users with multiple store inventories only.

A program change has been made affecting how inventory is reserved at the "selling" store when using the F2-Customer Pickup and F7-Customer Delivery transfer requests from Point of Sale.

Prior to this release, when F2=Cust Pickup or F7=Deliver to Cust types of transfers were used, inventory was reserved at both the selling store and the store from which the item was to be transferred. A change has been made so that inventory is no longer reserved at the selling store. (Inventory will continue to be reserved at the store from which the item will be transferred.)

Reason for this Change: When the F2-Customer Pickup or F7-Deliver to Customer transfers were used for House Jobs, the "selling" store would often leave such POS tickets Open for weeks or months until the customer was ready to schedule delivery or pickup. During this time, the items would usually remain at the store from which they were to be

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transferred. House job items typically were never physically transferred to the selling store; they were “delivered out of” or “picked up from” the “sending store.” When the House Job ticket was closed, the transfer process occurred in the computer to relieve inventory at the “sending store” and to track the dollar cost of items transferred.

Reserving inventory for these transfer types at the selling store was found to be unnecessary and in some cases, problematic from a purchasing standpoint. If an item is stocked at both the sending and selling stores, reserving it at the selling store (when it is to be delivered out of the “sending” store) would make fewer available to sell at the “selling” store. It would cause salespeople at the “selling” store to backorder items that are available to sell. This, in turn, could result in purchasing more of an item than what was needed.

How the Program was Changed: At the “selling” store, the Point of Sale programs do not post the quantity reserved or inventory quantity on hand for line items with a flag of ‘X’ indicating a customer pickup or delivery from another store. The Adjust Quantity Reserved program (from the System Administrator Menu 2) also has been changed to not count line items with a flag of ‘X.’

Also, the program will no longer post to the Daily Replenish field for items that have an ‘X’ flag. Since the “selling” store is not actually using its inventory to sell such items, the program should not increase the quantity in the Daily Replenish field for those items. (Note: The Daily Replenish field can be used to print an Inventory Replenish Report and also can be used to suggest purchasing order quantities.)

When this release is installed, a special program will run to adjust the reserved quantity for any open orders that have an ‘X’ for a line item flag.

Posting Salesperson ID may be Printed on Job Label

Release Level: 4.03.053 Program Request: 3213 (armailsc, posjoblb)

The job label print program has been enhanced with an option to print the Posting Salesperson ID. The field designator %P (or %p) has been defined for Posting Salesperson. If you wish to print the Posting Salesperson ID on your job labels, add the field %P (or %p) to the job label format.

The job label format can be viewed by selecting Accounts Receivable, Customer Reports Menu, Label Forms Setup. Enter the ID “JL” and press Enter to view the Custom Job Label format you are currently using. Press the F1 function key six times to view the help screen for Job Labels, as it has been modified to include the new field. If you are not familiar with the job label format, please contact Mylee Customer Support for assistance before making changes.

Reserved Qty Search will not Display Items on Orders with “X” Line Item Flag

Release Level: 4.03.054 Program Request: 3235 (posqrvsc)

As part of Release Level 4.03.050, a program change was made to not reserve inventory in the store that creates a “Customer Pickup” transfer or a “Deliver to Customer” transfer. This program change (Release 4.03.054) modifies the Reserved Qty Search screen so that these types of line items do not display.

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Changes to F8 Search Function in Point of Sale

Release Level: 4.03.057 Program Request: 3186 (posmain, optmain, xf403057, optmain.tag)

On the Point of Sale Heading screen, the F7 and F8 function keys may be used to search for orders. After entering a Customer ID **and with your cursor positioned in any field except for the Name field**, the F8 function key may be used to find the **last** (most recent) open or hold order for that customer. After that point, F8 scrolls backward through all orders for the customer; F7 scrolls forward. A program change was made so that if there are no open or hold orders for the customer, F8 finds the last closed order. (Prior to this program change, if there were no open or hold orders, the program displayed "Out of Records.")

Important Note: The F7 and F8 function keys perform a different type of search when the cursor is positioned in the **Name** field. These search functions have not changed. When in the Name field, F8 can be used to find the last order (open, hold or closed) for the **search string** you enter. (F7 finds the first order matching the search string.) The program searches the name field, address line 1 and address line 2. Though the program searches all three fields, you must type your "search string" in the Name field. The typical "search string" is a customer's name, Lot# or street address.

Option to Use Current System Date when Converting a Quote to L Type Order

Release Level: 4.03.057 Program Request: 3246 (posmain, optmain, xf403057, optmain.tag)

There is a new field in Main Options:

USE CURRENT DATE FOR OPEN DATE WHEN YOU CONVERT A QUOTE N (Y OR N)

To access this field, select System Administrator, Options Menu, Main Options. Press the F7 key until "MAIN OPTIONS - POINT OF SALE OPTIONS – 3" displays at the top of the screen.

"N" – When converting a quote to an "L" type order, the program will use the open date of the Quote as the open date of the order. This is how the program has worked in the past.

"Y" – When converting a quote to an "L" type order, the program will use the **current system date** as the open date of the order. The program will create a special order heading note so that you have a record of the original quote "open date." To view the special note, read up the order and press F12 and T to access the Order Heading Notes. Press **TAB=900 NOTES** to display special notes. The note includes the ID of the salesperson who converted the quote to an L type order, the open date of quote, the words QT-ORDER followed by the date and time the quote was converted to an order. A sample note is shown below:

ORDER HEADING NOTES

SEQ PRTF Information
900 JD 12/28/2000 QT-ORDER 09/29/2005 11:56

Related Items Move with Fixture to a New Order when more than one "Backorder Move Ticket" is Created

Release Level: 4.03.058 Program Request: 3187 (postotal)

When closing an order with backorders, the backordered line items move to a new order along with any related items (even if the related items are not backordered). Prior to this software release, if the new "backorder move ticket" was closed with some of the items still

backordered, the backordered line items again moved to a new order, but the related items did not move. This condition has been corrected. When a "backorder move ticket" contains backorders and is closed, the backordered line items move to another new order along with any related items *even if the related items are not backordered*.

When closing an order with a partial backorder, the backordered line items move to a new order along with any related items (even if the related items are not backordered). A program change was made so that the quantity for the related item that is moved to the new backorder ticket corresponds to the partial backordered quantity of the fixture.

Program changes were also made to ensure that the related item's quantity on hand, quantity reserved and units sold are properly updated when the related items are moved with fixtures to subsequent "backorder move tickets."

New "Print report" Option for Order Gross Profit Review

Release Level: 4.03.060 Program Request: 3249 (posgpscn)

The "**Order Gross Profit Review**" program has been enhanced with a new "**Print report**" option accessed from the **<F12> action menu**. To use this new feature, select "Order Gross Profit Review" from the Point of Sale Menu and enter an order number.

At the top of the screen, the total gross profit for the order displays. To view line items, press the TAB key (TAB=Toggle Sections). Line items used to calculate the gross profit are displayed. In the past, this was a "display only" function. The new "Print report" option allows you to print a report of all lines on the order (not just a screen full as the "print screen" function does). To print the report, press <F12> and 'P' for "**Print report**." The report will print the header information followed by all regular line items in line number sequence.

To view all line types (deleted lines, room locations, payment lines) press <F12> and 'T' to "Toggle lines." Now, deleted lines, room location lines, and payment lines as well as regular line items will display. (Deleted lines have # in the FG column.) If you use the new <F12> and 'P' function to "Print report," the program will print all line types. (You may toggle back and forth between displaying regular line items and all line types by using <F12> and T "Toggle lines.")

The following prompt displays when <F12> and P is entered:

PLEASE ENTER PRINTER NUMBER OR \$ FOR FILE or Q to QUIT:

- Enter a printer number to print the report. Once the printer has been entered, the report will be generated and should print immediately without having to exit the gross profit review screen.
- Enter \$ to print the report to a disk file. You will be prompted to enter a file name. The file name must be 8 characters or less followed by an optional 3 character extension. The file name must be entered in lower case. Use only letters or numbers in the file name. (Do not use dashes, slashes, punctuation marks or special characters).
- Enter Q (Quit) if you do not want to print the report.

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Status of POS Order is Printed on Cash Drawer Detail Report

Release Level: 4.03.062 Program Request: 3250 (poscash)

The Cash Drawer Detail Report has been changed to include the order STATUS. The field will print 'H' for Hold orders, 'C' for Closed orders or 'D' for Deleted orders. The H, C or D reflects the order status at the time the Cash Drawer Detail Report is printed. The status prints as the last column on the report (following the order type field) with the heading of **ST**.

Scan-n-Quote Option to "Not Sell" Related Item during Quote Load

Release Level: 4.03.063 Program Request: 3252 (posiload, optable)

During the Quotation Load process, a Quote is created for the items that were scanned using "Scan-n-Quote." As the items are loaded into a Quote, the cursor stops at the "Related Item Screen" where the salesperson can press TAB to sell the related item with the fixture or press F12 to not sell the related item. A program change was made to make the selling of related items (typically bulbs) optional during Quotation Load.

Quote Load Setup Options has a new field labeled "Sell Related Items _ (Y or N)." A 'Y' or blank in this field will make Quotation Load operate like it has in the past – the cursor will stop at the Related Item Screen if the scanned item has a related item. If 'N' is entered in this field, related items are not sold during Quotation Load.

Two (or more) Quote Load Option records may be set up with different ID's. One record could be set up to sell related items and another to "not sell" related items. The salesperson may select which Quote Load Option record to use each time they load a quote. To add, change or delete Quote Load Option records, go to System Administrator, Options Menu, Table Options, Quote Load Options.

Note: The "Sell Related Items" field in Quote Load Options is used only if you normally sell related items in Point of Sale. (In Table Options, Inventory Options, the field "Sell Related Items in Point of Sale" is "Y"es if you normally sell related items.)

Non-Numeric Entry for Number of Extra Box Labels is Not Allowed

Release Level: 4.03.064 Program Request: 3240 (posjoblb)

The "Job Label Setup Table" in Table Options includes a field "Print Extra Box Labels." When this field is coded "Y," users are asked for the number of extra box labels to print when printing job labels from a Point of Sale order. The question displays as:

PLEASE ENTER NUMBER OF EXTRA BOX LABELS TO PRINT ? (Default=1)

A program change was made to accept a numeric entry only. If a non-numeric character is entered, the program will display the following message:

ERROR - PLEASE ENTER A VALID NUMBER

At this point, the user should re-enter the number of extra box labels to print or simply press [Enter] to print one extra box label.

(Prior to this change, a non-numeric entry caused the screen to lock up and display the message: INVALID SYMBOL IN EXPRESSION.)

Salesperson ID without Permission to “Force Sell” is Not Allowed to Manually Fill Customer Backorder when Qty Not Available

Release Level: 4.03.067 Program Request: 3239 (positem)

On the point-of-sale line item screen, a customer backorder can be “manually filled” by selecting the line item and using the F12 and ‘B’ackorder action. If the ‘Fill backorder’ quantity entered is greater than the quantity available, a message displays:

INSUFFICIENT QUANTITY TO FILL. QUANTITY AVAILABLE IS -xx

If the Enter key is pressed to fill the backorder though quantity is not available, the program determines if the salesperson has permission to “force sell” an item. If the salesperson does not have permission to force sell an item, the following message displays:

SALESPERSON NOT ALLOWED TO PERFORM FUNCTION. ENTER PASSWORD TO OVERRIDE -

A program change was made to ensure that the “password to override” is for a salesperson with permission to force sell. Entry of a salesperson password without permission will simply re-display the “Insufficient Quantity to Fill” message for the backorder. At this point, the salesperson may press F12 to exit from the backorder box and return to the line items screen.

Enhancement to Print only “Undelivered” on Pick Ticket Form

Release Level: 4.03.068 Program Request: 3256 (optform,xf403068,poscprnt,poscbtch)

A program change was made to enhance Pick Ticket printing, particularly for those using “partial shipments.” A new option has been added to allow printing only those items on the original order that have not yet been shipped. The option displays on the second screen of custom forms:

PRINT ONLY UNDELIVERED - Undel, Bko, All or No _ (U, B, A, or N)

U – Undelivered. Print items that have not been shipped and are not backordered.

B – Backordered. Print only those items that are backordered.

A – All Undelivered. Print items (including backorders) that have not been shipped.

N – No to this option. ‘N’ in this field makes the pick ticket form work like it has in the past. When the software release is installed, ‘N’ will appear in the “Print Only Undelivered” field for ALL custom forms.

These options are designed only for open and hold orders (because closed orders have been delivered and backorders have been moved to new tickets). If you wish to use one or more of these new options, the following is recommended:

- (a) Copy your existing pick ticket form to a new “Layout Type.” This will allow you to continue printing pick tickets like you have in the past, but gives you the flexibility of selecting a different pick ticket form to print only undelivered items. Each layout type has a unique number or letter. For example, layout type 2 is usually a pick ticket. Layout type 2 can be copied to a new unique number or letter that is not currently being used. (Contact Mylee for assistance in copying a custom form.) The “Print Only Undelivered” field would then be changed on the new form.

- (b) It is recommended to “not print totals” on forms where “Print Only Undelivered” is U, B or A because the totals would NOT represent just those items printed. The totals would represent all items on the open order.
- (c) When using option ‘U’ to print items that have not been delivered and have not been backordered, the program will automatically place ‘N’ in the field labeled “Print Related if Item Bko.” Since backordered items will be excluded from this type of form, the related items (typically bulbs) associated with those backordered items will also be excluded, even if they are in stock.

Printing Related Items Accumulated at the Bottom When the Qty is Backordered

Release Level: 4.03.068 Program Request: 3287 (optform,xf403068,poscprnt,poscbtch)

A program change was made affecting those who use the custom form option of printing related items (typically bulbs) accumulated at the bottom of a ticket. When this custom form option is being used, the total quantity needed for a particular bulb is accumulated and prints as one line item at the bottom of the ticket. When the entire quantity of that bulb is backordered, the item will print on the pick ticket as backordered. This gives the picker the option of substituting the backordered bulb with one that is in stock while picking the order. (Under certain conditions, the backordered bulb was not printing – this has been corrected.)

Bill To Address Prints on Invoice Following F3 Inquiry from Closing Page

Release Level: 4.03.080 Program Request: 3279 (postotal)

While on the “Order Closing” screen (“totals page”) of a point of sale order, if an F3 Inventory Inquiry was performed just prior to using the F4 function key to print an invoice, the Bill To address from the customer master did not print. This has been corrected.

Serial Number may be Changed on Existing Line Items Including “Backorder Move” Items

Release Level: 4.03.088 Program Request: 3300 (positem)

This program change affects items requiring a Serial Number. Prior to this change, once a serial number was entered for a Point of Sale line item, the program displayed “INVALID SERIAL NUMBER” and “blanked out” the serial number if you attempted to edit other fields for that line item, such as price or room location. This has been corrected. Other fields of a line item now may be edited without getting the invalid serial number error.

A second change was made that allows entry of a serial number for “back order move” line items. If an item requiring a serial number is backordered, “paid for,” and the point of sale order is closed, the backordered item is moved to a new ticket at no charge. A program change was needed to allow a serial number to be entered for the item once it was filled on the ‘backorder move’ ticket. In addition to the serial number field, users may edit the following three fields for backorder move items “paid for” on a previous ticket: Room Location, Location and Info field.

Users are not allowed to change the quantity, price, cost, discount or labor charges on backorder move items because they have been “paid for” on a previous ticket. If you attempt to change one or more of these fields and press F10 to save, those fields simply restore to their original values.

Calculation of Tax with "Total Limits Specified in Sales Tax Rate Breakdowns on Point of Sale Orders Closed with Backorders "Not Charged For"

Release Level: 4.03.089 Program Request: 3166 (posttotal)

This program change pertains only to those with sales tax rate records specifying "Total Limits." Please refer to the release note for 4.03.017 which corrected a problem with calculating sales tax when the sales tax rate record specified "Total" limits. An additional program change was made as follows:

When a point of sale order is closed with backorders and you opt to "not charge" for the backorders, the sales tax is recalculated based on the total due excluding the backorders. A program change was needed to correctly recalculate the new sales tax amount and new Balance Due when "Total Limits" were specified in the sales tax rate record.

ACCOUNTS RECEIVABLE

Transactions Journal has New Options for which Transactions to Print

Release Level:4.03.011 Program Request 3159 (artranrp)

“Transactions Journal” is a report program on the A/R Customer Reports Menu. The current A/R Transactions Journal prints all transactions. For those who keep paid A/R transactions for six months or longer, the report was often too lengthy to print on a regular basis. (Many Tag-n-Trak users now keep paid A/R transactions on file to reference for a year or more.)

To address this issue, the report has been enhanced to make it more “usable.” A new option question displays on the dialog screen:

```
PRINT WHICH TRANSACTIONS A (A=All O=Open C=Current(created / paid) B=Both O & C)
CURRENT DATE RANGE _____ thru _____
```

A=All Selecting ‘A’ will print all transactions in the file like it has done in the past.

O=Open Selecting ‘O’ will print only transactions that are OP-open or PP-partially paid.

C=Current (created / paid) Selecting ‘C’ will print all current transactions. The program will ask for a Current Date Range and all transactions dated within the current date range will qualify. (For example, 11/01/2005 thru 11/30/2005 will print all new invoices created in July and all invoices paid in July.) If a transaction is paid or partially paid and the “pay date” is within the current date range, then those transactions will print. This applies only to the last time that the transaction was paid or “applied to.”

B=Both O & C Selecting ‘B’ will print all open or partially paid transactions along with current transactions based on the dates entered in the Current Date Range.

Help Screen Created to List Fields Available for Job Labels

Release Level: 4.03.025 Program Request: (armailsc)

A help screen has been created to list all of the fields that are available to print on the job labels. To view the new help screen, select Accounts Receivable, Customer Reports Menu, Label Forms Setup. Press the F1 function key to view Help screens. Continue to press F1 until the sixth screen displays. Please note the following:

- All fields start with a percent ‘%’ symbol.
- If the field ends with a number, then the field is trimmed or padded to the specified length.
- If the field ends with a 0 (zero), then the trailing spaces are truncated.
- There must be a space in front of the ‘%’ symbol.

The new help screen is shown below.

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MAIL LABEL GENERATE SCREEN HELP

Special field designators for Job Labels are:

%L = Bill To Name	%I = Item Number
%N = Ship To Name	%V = Vendor Code
%A = Ship Address Line 1	%D = Item Description
%B = Ship Address Line 2	%T = Line Item Location
%C = Ship City	%Q = Quantity
%S = Ship State	%M = Room Location
%Z = Ship Zipcode	%W = Staging Location
%O = POS Order Number	%R1I - %R4I = Related Item Number
%J = Contact Name	%R1V - %R4V = Related Vendor Code
%K = Phone Number	%R1Q - %R4Q = Related Quantity
%F = Customer ID	%E = End of line
%U = Deliver Date	%E1-9 = End of line and # of blank lines
%G = P.O. Number	%% = End of job label form
%H = Line Item Info	%#nnn = send nnn decimal code to printer
%P = Posting Salesperson	

0-99 = following field selection determines print length / 0 = trim blanks

Press any key to continue

To view your current job label format, exit the help screen and enter the ID 'JL' for Custom Job Label.

Enhancement to Purge Closed Orders & A/R Transactions by Customer

Release Level: 4.03.030 Program Request: 3179 (arcmscrn)

A number of Tag-n-Trak users do not purge Point-of-Sale orders, preferring to keep all orders on file for future reference. Others tend to purge only those Point-of-Sale orders older than three or five years. Saving all orders presents a problem if you attempt to delete a particular customer you no longer want in the system because Tag-n-Trak does not allow the deletion of a customer master IF the customer has ANY point of sale orders on file (even if they are all closed). Also, customers may not be deleted if they have ANY accounts receivable transactions (even if they have been paid).

To address this issue, a new feature has been added to the Customer Master program. This feature allows you to PURGE closed or deleted point of sale orders as well as paid accounts receivable transactions in a BATCH process.

To use this feature, select Customer Master from the Accounts Receivable Menu. Enter the customer ID to be deleted. Press **F12** for the Action Box and select **P** for **Purge data**.

The program will display a range of POS Orders to be deleted, oldest to newest, along with the closed dates. If the customer has accounts receivable transactions, the program will display a range of A/R Transaction numbers to be deleted, oldest to newest, along with the transaction dates. Please refer to the sample screen below.

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DELETE ALL ORDERS AND TRANSACTIONS

POS ORDERS	11383	04/22/2003
THROUGH	12473	09/22/2003
A/R TRANSACTIONS	12464	07/14/2003
THROUGH	12464	07/14/2003

ARE YOU SURE YOU WANT TO DELETE? N

If you are certain that all closed orders and all paid A/R transactions for this customer should be deleted, press **Y** at the 'Are you sure you want to delete?' prompt. (Please use caution. Once the records are deleted, they CANNOT be retrieved.) If you do not want to delete all orders and A/R transactions for this customer, press **N** for No.

Following a 'Y'es response, the program will clear the popup screen and display a listing of the order numbers as they are deleted. (All line items and sales notes associated with the orders are deleted.) After the point of sale orders are deleted, the program begins processing the A/R transactions, displaying the transaction numbers as they are deleted. Finally, the program will remove the accounts receivable audit trail records. The transaction numbers for the audit trail records are displayed as they are deleted.

Once all the records have been purged, the program returns to the customer master screen. At this point, you should be able to delete the customer master record with the **F6** function key. You will be prompted with "OK TO DELETE THIS RECORD? (Y OR N)." Respond 'Y'es to delete the customer master. Respond 'N'o if you do not wish to delete the customer master.

Please note the following:

- (1) All orders must be closed or deleted prior to purging. If you press **F12** and **P** to Purge data and the customer has open or hold orders on file, the following message will display:

CUSTOMER HAS OPEN ORDERS. CAN NOT PURGE DATA. PRESS ANY KEY

This same message will display if the customer has closed orders that have not been through at least TWO daily closes.

- (2) If you press **F12** and **P** to Purge data for a customer that has open accounts receivable transactions, the following message will display:

CUSTOMER HAS OPEN TRANSACTIONS. CAN NOT PURGE DATA. PRESS ANY KEY

- (3) If you press **F6** from the customer master screen and attempt to delete a customer before purging data, the following message will display:

CUSTOMER STILL HAS TRANSACTIONS OR ORDERS IN THE SYSTEM.

Updating “Last Pymt” Date in Customer Master & “Apply Date” in Audit Trail Records

Release Level: 4.03.051 Program Request: 3223 (artransc)

The “Transactions” program on the Accounts Receivable Menu is used to apply payments to customer transactions and also to apply selected transactions (e.g. apply credits to invoices). When applying **payments** to selected transactions, the “Payment Date” in the Payment Entry box pre-fills with the current system date, but may be overridden if it is necessary to **back-date** a payment. As in the past, the date entered in the Payment Entry box is used by the Daily Close to process the payment. Program changes were made so that the date entered in the Payment Entry box (rather than the current system date) is used to update the following:

- The “Pay Date” for the Accounts Receivable Invoice Transaction.
- The “Last Pymt” date in the customer master.
- The “Apply Date” in the “A/R Transaction Audit Trail” record.
- The payment date used for posting to the customer history data controlling “days to pay” as well as high and low balances for the month.

When applying selected transactions in the accounts receivable transactions screen (e.g. applying credits to invoices), the current system date is used to update “Pay Date” for the transactions and also is used to update “Apply Date” in the “A/R Transaction Audit Trail” record. This is how it has worked in the past and will continue working.

Salesperson Analysis Report Suppresses Vendor Records with No Activity

Release Level: 4.03.073 Program Request: 3269 (arsalist)

The Salesperson Analysis Report prints month-to-date and year-to-date sales and profit for each Vendor Code by salesperson. The program was changed to suppress the printing of vendor codes with no activity. Specifically, if the year-to-date and month-to-date sales and profit for a vendor code are ZERO for a salesperson, it will be excluded from the report.

Display New Warning Message When Deleting a Salesperson

Release Level: 4.03.074 Program Request: 3270 (arslsmc)

When a salesperson record is deleted, the salesperson analysis records associated with that salesperson are also deleted. These records are used to print Salesperson Commission and Analysis reports at the end of a period and at the end of a year. For this reason, it is generally recommended that a salesperson with activity in the current year should not be deleted. After year end analysis reports have been printed and the “period/yearly close” has been run for the last month of the year, the salesperson can be deleted. To prevent accidental deletion of a salesperson and their associated analysis records, the following warning box displays when the F6 delete function is used with a salesperson record “read up.” This new warning box replaces the previous message that prompted “OK to Delete Record? (Y or N).”

**WARNING: ALL SALES ANALYSIS
RECORDS FOR THIS SALESPERSON
WILL BE DELETED!**

**ARE YOU SURE YOU WANT TO
DELETE ALL THESE RECORDS?**

PRESS 'C' TO CONTINUE _

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Pressing any key other than 'C' will return the user to the salesperson record leaving it intact. Type 'C' and press ENTER to continue to delete the salesperson record and all associated salesperson analysis records.

Salesperson Help Screen Updated to Display Allowable "Line Item Override Status Flags" and Allowable "Override Flags" for the Insufficient QAV Prompt

Release Level: 4.03.074 Program Request: 3270 (arlsmsc)

There is a field on the salesperson screen labeled "**Allowable Status Flags.**" These flags control whether the salesperson may override the "**Fig: _**" field for a line item on a point of sale order. The **HELP** screen for the salesperson has been changed to define the valid flags used by Tag-n-Trak. You may view this help screen by going to the Salesperson selection on the Accounts Receivable menu and pressing the F1 function key. (You will need to press F1 three times as these are defined on the third help screen.)

```
*****  
***** SALESPERSON SCREEN HELP *****  
ALLOWABLE LINE ITEM OVERRIDE STATUS FLAGS
```

- B - Backorder complete order quantity
- D - Defective Exchange/no charge/reduce QOH only
- I - Do not post to inventory QOH or sales
- L - Labor only charge/does not post inventory QOH
- M - Message line, no price or extension
- P - Partial backorder or backorder partial quantity
- Q - Do not post to inventory QOH
- R - Defective return/post to sales only

The salesperson screen also has a field labeled "**Allowable Override Flags.**" These flags control how a salesperson may respond to the "**INSUFFICIENT QAV - Alternate Sell Lost speCial Bko Partialbko Nosale Qrv**" - " prompt on the point of sale line item screen. The **HELP** screen for the salesperson has been updated to include the valid flags for this field. To view the help screen, press the F1 function while on the salesperson screen. (Again, you will need to press F1 three times as these are also defined on the third help screen.)

ALLOWABLE OVERRIDE FLAGS

- A - Alternate item number can be sold
- S - Force Sell an item
- L - Record the line item as a Lost sale
- C - Special order the line item
- B - Backorder the line item
- P - Partial backorder the line item
- Q - Perform a Quantity reserve search

Cursor Stops at Post Date for I and M Type Transactions

Release Level: 4.03.087 Program Request: ---- (pospay)

The "Payments" program on the Accounts Receivable Menu is typically used to enter types "A" Debit Adjustments, "B" Credit Adjustments, "C" Service Charges and "D" Disbursements. When the transaction is complete, the "close" date now displays to the right of the label

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“Post.” Refer to the sample below. The transaction is in a closed status and the close date displays to the right of the word “Post:

Status: C 08/07/2005 Post: 08/07/2005

The “Payments” program is also used by new users to load accounts receivable transactions from an Aging report during the transition to Tag-n-Trak. Type I is used to enter the “total only” of each unpaid invoice. When entering types I (Invoice) or M (Memo), the cursor automatically STOPS at the “Post:” field to allow entry of a posting date. If the field is left blank, the Post date (close date) will default to the Post Date from the Opening Screen. This occurs when the transaction is closed. (Unless overridden, the Post Date on the opening screen defaults to the current system date.)

Note: The cursor stops at the Post date for I and M types *only* when initially entering the transaction. If F9 is pressed to “Clear the Screen” before the I or M type transaction is closed, you cannot edit the Post date field after calling the transaction back up. In this instance, to control the posting date, follow these steps: F12 & Exit the program, re-select “Payments” from the A/R Menu, change the Post Date on the Opening screen as needed, enter the Order # for the transaction and then close it.

INVENTORY

F2 Item Number Change for Alternate Items

Release Level: 4.03.003 Program Request 3146 (invscrn)

On the Main Inventory screen, the F2 function key is used to change an item number. When an item number change is done on an item *that is an alternate* for one or more other items, the alternate item number field for those other items is changed to reflect the new number.

Refresh Qty in Count File After Beginning to Post Counts Allowed

Release Level: 4.03.016 Program Request 3164 (inctgen)

A program change was made to allow users to refresh the inventory quantity on hand in the count file *AFTER* beginning to post the counts. This option is available *ONLY* if more than one set of count sheets was generated. This feature can be used to begin counting some of your inventory "ahead of time." Below is an example of how this feature can be used.

- (a) Assume it is Wednesday and you plan to use the Multi Count Worksheet program today to print two sets of Inventory Count Work Sheets in preparation for a physical inventory to be done on Saturday and Sunday.
- (b) For each item in the inventory count file, there are two quantity fields. The first field is the current qty-on-hand (which is the QOH on Wednesday when you print the count sheets); this can also be referred to as the "starting" quantity. The second field is for the physical count quantity that you will enter on count sheets.
- (c) On Saturday morning, you will REFRESH the current ("starting") quantity in the count file to reflect what is on hand as of Saturday morning rather than Wednesday.
- (d) Assume you wish to get a "jump start" on counting some of your display items that are not likely to be removed from display within the next few days (realizing that if a display item IS removed, you will have to adjust the count sheets accordingly). You begin entering some of the counts for display on Thursday and Friday.
- (e) On Saturday, when you REFRESH the quantity in the count file, the following message will display:

```
*****  
*****  
WARNING!!!!!!!!!! It has been detected that you want to refresh the  
inventory count with the latest Inventory Quantity on Hand after you have  
already started posting counted quantities to the file.  
  
ARE YOU SURE YOU WANT TO CONTINUE (Y or N) _  
  
*****  
*****
```

Answer "Y" to continue in order to refresh the quantity in the count file. (Answer "N" if you have selected to refresh the quantity by mistake.)

- (f) The Refresh Quantity Pop Up Screen will display next as it has in the past, allowing you to refresh the “start” quantity of items in the count file. The counted quantities that you posted for some of the display items are not affected.

```
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     _____
```

Inventory Export/Import Batch Changed to Export and Import Inventory Notes

Release Level: 4.03.018 Program Request: 3170 (invmove)

When exporting inventory items from a store with Inventory Notes, the notes will now import into the destination store if you choose to do so. This applies to both importing new items and updating data for existing items. When exporting and importing, ‘N’ should be placed in the “Inventory Notes” field if inventory notes should import into the destination store for New Items only. Place an ‘R’ in this field if inventory notes should import into the destination store for New Items and Replace Notes for Existing Items in the destination store. Leave the field blank if Inventory Notes should not be exported or imported.

Option to Not Print Scan Code (Barcode) on Purchase Order Work Sheet

Release Level: 4.03.027 Program Request: 3193 (invstock)

Printing a Purchase Order Work Sheet report is an option within the Inventory Stocking Report program. It was designed to print inventory information for determining what to order and it included printing a barcode of the item for scanning. To print the barcode, an additional piece of hardware is required for a printer. The program was changed so that the report could be printed with or without printing the barcode.

The Purchase Order Work Sheet report prints the Vendor Code, Item Number, Description, Stock and Display flags, and the following quantities: on hand, reserved, available, on order, on backorder with the vendor, and customer backorder. An underline is printed in the last column on the report to write in the “Qty to Order.”

To print this report, select Inventory Menu, Reports Menu, Inventory Stocking. A new field has been added to the dialog screen “Print Scan Code” that appears below the “Print Purchase Order Work Sheet” prompt:

```
PRINT PURCHASE ORDER WORK SHEET  Y (Y OR N)
PRINT SCAN CODE                   N (Y NR N)
```


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did not move the cursor to the first item. Both of these cursor movement problems have been corrected.)

Inventory Price Report Enhanced with Option to Print by Display Flag

Release Level: 4.03.066 Program Request: 3253 (invprice)

The Inventory Price Report (on the Inventory Reports Menu) has been enhanced to print items based on the Display Flag in the item master. To qualify items for printing based on the display flag, respond 'Y' to the prompt: PRINT BY CODES? Y (Y OR N). The new dialog question displays as follows:

```
DISPLAY          *          (@=all non-blank, #=blank, D,H,N,0-9)
```

Up to ten display flags may be entered as qualifiers. For example, an entry of DH09 would print items with a display flag of D, H, 0 or 9.

There are three special flags that may be used as qualifiers:

```
* (asterisk)    This is the default entry which means all items qualify.
@ (at sign)     The item will print if the display field is not blank.
# (pound sign) The item will print if the display field IS blank.
```

Inventory Price Report Option to Print Non-Stock Item with QOH

Release Level: 4.03.066 Program Request: 3274 (invprice)

The Inventory Price Report was enhanced to provide the option to print non-stock items with a quantity on hand when qualifying by the stock flag.

To qualify items for printing based on the stock flag, respond 'Y' to the prompt: PRINT BY CODES? Y (Y OR N). The Stock qualifier displays as follows:

```
STOCK           *          (@=all non-blank, #=blank, F,M,S,X,0-9)
```

If you choose any stock qualifier other than "*" (asterisk) or "#" (pound sign), the program displays a new question at the bottom of the dialog screen:

```
PRINT NON-STOCK ITEM WITH QOH      Y (Y OR N)
```

A 'Y' response will include the item on the report even if the stock field is blank as long as the quantity on hand is not zero. This feature allows you to include those items not flagged as stock items, yet there is stock currently in inventory.

One Item can be printed on Single Count or Multi Count Worksheet

Release Level: 4.03.078 Program Request: 3262 (inadgen, inctgen)

When printing physical inventory count sheets using the "Single Count Worksheet" program and selecting Output Order 1=Item Seq, OR when using the "Multi Count Worksheet" program and selecting Output Order 1=Item Seq with Start/Stop VC & Item, you are prompted to enter Start Number and Stop Number. If you enter the same vendor code and item number as both the Start and Stop numbers, the program will print just that one item on the count sheet. Prior to this change, if the same item was entered as both the start and stop numbers, the report printed from the start number to the last item number in that vendor code.

UNIVERSAL PRICE UPDATING

Load Round Rule from Vendor Code Master when Using UPU

Release Level 4.03.021 Program Request: 3184 (upuupdt)

A Round Rule code may be entered in the Vendor Code Master record so that new items manually added to the inventory file will have the round rule. A program change was made to load the Round Rule code for new items added when using Universal Price Updating.

When using the Universal Price Updating Process to load new prices for a vendor, you have the option to add new items that are not currently in your inventory file. If the vendor code master contains a round rule code, the program will copy the round rule code to new items added. If the vendor code master contains price level adjustment percentages, the selling prices for new items added will be calculated based on the rounding rule.

Note: Universal Price Updating loads the round rule for new items only – not existing items. If existing items for a vendor do not have a round rule, you can load it using the Cost Change Routine. Contact Mylee Customer Support if you need assistance.

UPU Price Load Process Batch Changes Non Standard Characters to Blanks

Release Level: 4.03.077 Program Request: ---- (upload,xf403077)

On the Universal Price Updating Menu, the “Price Load Process Batch” program loads item records from a manufacturer’s price file into a Tag-n-Trak file prior to updating the inventory file. The Price Load Process Batch program has been changed to check for special characters in the item description field. If special characters are found, the program removes them from the description field as they can cause printing problems as well as problems when exporting data.

Specifically, the “Price Load Process Batch” program will change to a “blank” any character that is not part of the standard keys on a US keyboard. These characters include the ½ and ¼ characters, along with the foreign characters that could be included in the description. In addition to replacing non-standard characters with a blank, the UPU Price Load Process Batch program will replace commas, single quote marks and double quote marks in the item description with a blank space to make exporting item data for label printing, etc. work cleaner. (If a double quote is embedded in the item description, the double quote and all text after the double quote in the description are replaced by blank space.)

In addition to the above change to the UPU Price Load Process Batch program, a special program will run when this software release is installed. It will read through all inventory items and remove any non-standard characters that may currently exist in an item’s description that could cause printing problems. This special program does not remove commas, single quote marks or double quote marks from the description field.

PURCHASING

NOF Items are Included on PO's Created using Process Backorders=O (by Order#)

Release Level: 4.03.009 Program Request: 3158 (ippocrte)

When creating a purchase order, you have the option to include customer backorders. One way to include customer backorders is to specify a list of POS order numbers. This is done by entry of the letter O in the Process Backorders field:

PROCESS BACKORDERS O (Y, N, Delivery, Order)

The cursor then drops down to the POS ORDER NUMBER field where one or more order numbers may be entered. Backorders and special order items on the specified order numbers are picked up on the purchase order. Backordered items on other sales orders are excluded.

Under some conditions, a not-on-file item backordered/special ordered on a point of sale order specified was not picked up on the purchase order. This has been corrected. A program change was made to ensure that all "not-on-file" customer backorder items are included for every POS order number specified.

Backorder Status Report Prints NOF for Not-On-File Item Numbers

Release Level:4.03.012 Program Request 3152 (ipbkorpt)

The backorder status report has been enhanced to print the letters "NOF" (Not-On-File) after the item number if the item can not be found in the inventory master file.

PO Status should change to CLS if All Items have been Received

Release Level: 4.03.019 Program Request: 3172 (ipporecv)

A program change was made to ensure that the status of a PO changes to CLS (Closed) if all items have been received. Prior to this change, a purchase order changed to BKO instead of CLS status under the following condition: At the time of posting a "received PO" where all items have come in, *and* there is stock on the PO that could be used to fill new customer backorders, the PO went from ORD to BKO status after filling the new backorders rather than going to CLS (closed) status. This has been corrected.

If you have PO's currently on your system in a BKO status even though all items have been received, you should post the receiving again for those purchase orders. The program will receive "nothing," but it will set those purchase orders to a closed (CLS) status.

Purchasing Ship To Address Enhancement in Table Options

Release Level: 4.03.022 Program Request: 3165 (optable,ippocrte,ipposcrn,poscbocr)

Purchasing has been enhanced to provide a **Purchasing Ship to Address** when it is different from the address in Main Options. This may be the case if your warehouse has an address different from your store. This new option for purchasing is in Table Options.

From the System Administrator Menu, select Options Menu, Table Options and then the new option: **13 - Purchasing Ship To Address**. A ship to address entered here will become the default ship to address on ALL new purchase orders created. (Note: Leave the

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PO Ship To Address blank if you wish to continue using your company's name and address as it appears on the first screen of Main Options.)

Once an address has been established in table options, it will load automatically in the Ship To address the next time you create a Purchase Order. As in the past, you may override the Ship To Address manually when you are drop-shipping items to a customer. When a special purchase order is created from Point of Sale, the default Ship To address from table options will be used unless you respond 'Y' to "Change Ship Address," in which case the shipping address from the point of sale order will be used for the Purchase Order.

Add Customer Backorder/Special Order to a Pending PO

Release Level: 4.03.032 Program Request: 3177, 3277 (ippocbol)

This program change affects those using the Multi-Store purchasing functions. A program change was made that allows users to add a Customer Backorder to a **Pending Purchase Order**. (A Pending purchase order is a PO in **PND** status. It is a PO "waiting to be picked up" on a combined purchase order.) As in the past, users may continue to add, change and delete items on a pending purchase order.

To add a customer backorder to a Pending Purchase Order: (a) Go to the Create / Edit Line Items screen of the PO in PND status. (b) Enter the item number as a new line on the purchase order. (c) With the cursor positioned in the Qty field, press **TAB** to display a list of customer backorders on the Purchasing Backorder Line Item Lookup screen. (d) Use the arrow keys to highlight the one to be included on the purchase order. (If there is only one, it will be the first line and will be highlighted.) (e) Press **F10=Order Item**. Then press **F12** to exit the lookup screen.

If the Pending PO has been picked up by the Primary store on a combined purchase order at the time the customer backorder is added, it will be necessary to press **F12 and T (updaTe pnd)**. This can be done while the pending PO is called up on the Create / Edit Line Items screen OR the F12 and T can be done at the primary store with the combined PO read up in a NEW status.

Allow Deleting Lines for a Secondary Store Included on a Primary Store Combined Purchase Order in ORD Status

Release Level: 4.03.032 Program Request: 3177,3277 (ippocbol)

This program change affects those using Multi-Store purchasing. A change was made to allow **deleting** a secondary store's item from a combined purchase order that is in **ORD** (ordered) status. The item must FIRST be deleted from the secondary store's PO and then may be deleted from the primary combined PO. Here is an example.

Secondary store #2 creates a Pending purchase order with customer special orders. This pending purchase order is "picked up" by the Primary store #1 and ORDERED. Later, it is discovered that the item has been discontinued. The item should be deleted from the secondary store #2 purchase order. This removes it from the "purchasing link" file. Next, the item may be deleted from the primary purchase order.

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Enhancement to Take Discount Percentage on All Items on a Purchase Order

Release Level: 4.03.035 Program Request: 3191 (ipposcrn)

A discount percentage may be taken on all items on a purchase order that is still in NEW status. While in the PO create, edit and review screen with a purchase order read up that is in NEW status, press F12 for the Action Menu and enter 'D' for Discount. A popup screen will appear prompting for the discount percentage. Enter a positive number such as 10 for a 10 percent discount to be taken off the cost of each line item. The discount will adjust the cost of each line item and then return to the screen with updated costs. A negative discount may be entered to increase the cost. However, be aware that a -10 percent discount will not "undo" a positive discount previously entered because the negative discount will be based on an already reduced cost.

Receiving Program Now Uses Canceled Customer Bko to Fill New Customer Bko

Release Level: 4.03.039 Program Request: 3205 (ipporecv)

When receiving a purchase order that includes a customer backorder that has been canceled from a point of sale order, the quantity received for the canceled backorder now will be used to fill a new customer backorder. This occurs under the condition that you answer Y, D, or O to the "Process Backorders" prompt that displays on the "Post Received Order Report" dialog screen to fill customer backorders with incoming stock. The Post Received Order Report prompt is shown below:

```
PROCESS BACKORDERS          Y  (Y, N, Delivery, Order)
      DELIVERY DATE          _____
      POS ORDER NUMBER       _____
```

The original purchase order line will remain on the PO along with the note for the customer who had originally ordered the item. If the total quantity from the original backorder (now canceled) is used to fill new customer backorders, the warning message on the Backorder Fill Report (***** BACKORDER HAS BEEN CANCELLED BY) **will not print**.

If only part of the original customer backorder quantity was used to fill a new customer backorder, then the Backorder Fill Report will print the warning message that there was a customer backorder canceled and show the remaining quantity that will need to go to stock. Note: When posting a received purchase order, the backorder fill program has never in the past and does not currently "partially fill" a new customer backorder with quantities for stock or quantities from canceled backorders.

*New * Fillable Backorder Report – Prints Customer Backorders that can be filled with Available Stock

Release Level: 4.03.040 Program Request: (ipbkorpt)

The Backorder Status Report (on the I/P Report MENU) has been enhanced with a new option. The new status code option is "F" for fillable backorder report. The purpose of the report is to identify customer backorders that can be filled or partially filled with available stock.

The report will print all customer backorders that have not been ordered and where there is at least some quantity available that could fill or partially fill the backorder. Customer

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backorders already associated with a purchase order, including PO's in NEW status are excluded from the report.

The new report retains the "Backorder Status Report" format with the following changes:

- The column headings "PO Number," "STS," and "Ord Date," do not print on the fillable report. Instead, the quantity available (QTY AVAIL) prints on the right hand side of the report for the first backorder of a specific item. When there are multiple backorders for the same item, they are listed in point-of-sale order number sequence from lowest to highest. The quantity available prints only for the first backorder of a specific item and does not repeat.
- If the item quantity backordered is greater than the available stock, a field of asterisks ********* prints in the far right hand column of the report for the first backorder that exceeds the quantity available. For example, assume you have a quantity of 5 available for an item and there are 7 customer backorders of 1 each. All 7 customer backorders are listed in point-of-sale order number sequence. The number 5 prints in the QTY AVAIL column for the first customer backorder. A field of asterisks ********* prints in the far right hand column for the 6th customer backorder indicating this is the first backorder that exceeds the quantity available.
- To re-emphasize the above, ALL customer backorders not already on a purchase order will be listed even if the quantity available can not fill all of them. This allows you to decide which backorders should be filled. (Customer backorders are listed in point-of-sale order number sequence, NOT delivery date sequence.)

Refer to the dialog screen below. Enter "F" in Status Code to print the new fillable report.

```
BACKORDER STATUS REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE      1 (PRINTER OR $ = FILE)

ENTER START VENDOR MASTER  ABC
ENTER STOP VENDOR MASTER   ABC

ENTER STATUS CODE          F (blank=not on any PO  S=on suggested PO)
                           (O=on ordered PO      *=all backorders )
                           (F=fillable              )

PRINT SUMMARY REPORT       _ (Y or N)
PRINT POS DATE OPENED     _ (Y or N)
```

Print Summary Report:

If **N**, a detailed report is printed. Each backorder uses two print lines.

If **Y**, a summary report is printed. Each backorder uses one print line.

Differences between the detailed and summary versions: The detailed report includes the item description, the selling salesperson ID and the line item salesperson ID whereas the summary report does not. The detail report prints the customer bill to and ship to name whereas the summary report prints only the bill to name. You have the option to print both the Delivery Date and Date Opened on the detailed report; only one of those dates can be printed on the summary report.

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Print POS Date Opened:

If **N**, only the delivery date is printed on the detailed report and the summary report.

If **Y**, both the delivery date and date opened print on the detailed report; only the date opened prints on the summary report.

Display Option for No Backorder Fill Report by Salesperson

Release Level: 4.03.043 Program Request: 3212 (optmain)

A previous Tag-n-Trak software release added the option to print a Backorder Fill Report by Salesperson following the standard Backorder Fill Report when a purchase order was received. Refer to the following field on the ninth screen of main options titled “Main Options – Purchasing.”

PRINT BKO FILL REPORT BY SALESPERSON / TOF (1/4=SELL 2/5=POST 3/6=CNTR)
(blank=NO SALESPERSON REPORT)

A change was made to the description of this field to include **blank=NO SALESPERSON REPORT**. “Blank” was already a valid option, however, it was not listed as an option on this screen. Leaving this field blank indicates that you do NOT want a “Backorder Fill Report by Salesperson” to print in addition to the standard “Backorder Fill Report” that prints after you receive a purchase order.

Prevent Creation of Purchase Order Number Zero

Release Level: 4.03.044 Program Request: 3214 (ipposcrn)

If the “Display Option Flags on PO Header Screen” was set to ‘Y’ in “Main Options – Purchasing,” the program returned to the PO number field after responding ‘Y’ to the “Ok to Add Record?” prompt when manually creating a new purchase order. This opened the possibility of zeroing the PO number and then saving a PO number of zero which could not be edited or deleted. The program was changed to skip the PO number field and return to Ship Name once a valid PO number was assigned, thus not allowing it to be accidentally zeroed out.

Show Primary PO# at Remote Store when Purchase Orders are Combined

Release Level: 4.03.046 Program Request: 3216 (ippohstl, poscbolc)

For those using “multi-store purchasing,” items on purchase orders at remote store locations may be included on a purchase order at the main store location to create ONE combined purchase order.

The Purchase Order that includes items not only for its store but also for one or more remote stores is considered the PRIMARY PO. This “combined” primary Purchase Order is the one actually faxed to the vendor. It has a PO number assigned by the primary (main) store location. A remote store PO that has items to be ordered by the main/primary store is considered a secondary PO. It has a PO number assigned by the remote store location. The remote store PO is not faxed to the vendor; it is simply used to track what is to be ordered for the remote store.

Users at a remote store location may need to contact the vendor directly to check the status of items on a purchase order, and therefore, would need to know the Purchase Order **NUMBER** of the combined purchase order. Enhancements were made to the following two

CLOSING ROUTINES

Warning Message Improved for Daily Close Re-Start

Release Level: 4.03.015 Program Request: 3162 (clsdaily)

The Daily Close program has been changed to "pop up" a warning message if a daily close is already running -OR- if you are restarting a daily close that aborted (terminated) before its completion.

```
*****
*
*           W A R N I N G ! ! !
*
* THERE IS CURRENTLY A DAILY CLOSE RUNNING *
* OR YOU ARE HAVING TO RESTART THE CLOSE  *
* BECAUSE IT ABORTED. PLEASE VERIFY THAT  *
* NO ONE ELSE IS RUNNING A DAILY CLOSE   *
* BEFORE CONTINUING OTHERWISE YOU WILL   *
* CORRUPT YOUR FILES. YOU CAN NOT RUN    *
* MULTIPLE DAILY CLOSES FOR DIFFERENT DAYS *
* AT THE SAME TIME.
*
* IF YOU ARE RESTARTING AN ABORTED DAILY  *
* CLOSE THEN ANSWER "Y" TO CONTINUE AND  *
* ANSWER ALL QUESTIONS EXACTLY THE SAME  *
* OTHERWISE ANSWER "N" TO EXIT THE CLOSE. *
*
* DO YOU WISH TO CONTINUE ? _ (Y OR N)   *
*
*****
```

Please note that "re-starting" is not the same as "re-printing." You re-print a daily close when the daily close completes normally but you did not get the printout (due to the printer jamming or other malfunction.) A daily close is "re-started" after an abnormal termination. It is recommended that you contact Mylee customer support when the daily close has an abnormal termination.

If you are, in fact, restarting the daily close, then answer 'Y' to continue when the warning message displays. When restarting a daily close, it is important to answer the closing questions the same as you did the first time. If you answer 'N' instead of 'Y' to perform a daily close (or if you try to "up arrow" and change to do a reprint), the warning message will display again reminding you that you must do a restart of the daily close and answer the questions the same as the first time.

A 'N' response to the warning message will exit the closing program and return to the Closing Routine Menu.

One purpose of the warning message is to prevent running multiple daily closes at the same time. Doing so results in corrupt files.

Again, if the warning displays and you are unsure how to respond, answer 'N' to exit the close and then contact Mylee customer support.

Option to Exclude Sales Tax Codes from Sales Tax Lookup Screen

Release Level: 4.03.031 Program Request: 3198 (cltaxscr)

The F3 function key may be used in the sales tax code field on the Point of Sale Header and Customer Master screens to display a "Sales Tax Lookup." The Sales Tax Lookup screen displays a list of tax codes, descriptions and tax rates. Salespeople can highlight the desired tax code and press Enter to select it. A program enhancement was made to provide the option to EXCLUDE certain tax codes from the Sales Tax Lookup screen.

A new field has been added to the Sales Tax Rate record labeled "EXCLUDE FROM LOOKUP." If this field is coded 'N' (for No) or left blank, the sales tax code will display on the sales tax lookup screen. If this field is coded 'Y' (for Yes), the sales tax code will NOT display on the lookup. (To change a sales tax rate record, go to the Main Menu, select Closing Routine Menu, and then Sales Tax Summary. Enter a tax code followed by 'R' in the Type field to display the "rate record." Press the ENTER key to move the cursor to the new "Exclude from Lookup" field.)

Purpose for this Enhancement: In some states, when a credit memo is entered for a return of merchandise, the sales tax must be refunded at the same rate in which it was collected. To accomplish this, when there is a sales tax rate change, the existing sales tax code is changed to reflect the increase or decrease in the rate. At that time, a *new* sales tax code using the *old* rate may be created. This will allow you to create a customer point of sale order for a return of merchandise, and override the tax code on the order header to the tax code using the *old* rate.

To prevent salespeople from selecting the code with the "old" tax rate by mistake, the tax code with the *old* rate can be a tax code with a "Y" in the EXCLUDE FROM LOOKUP. It will NOT display on the Sales Tax Lookup screen, however, the tax code may be entered directly in the tax code field on the point of sale order header screen.

"Press Any Key to Pause Report" Not Allowed if Mark as Printed = Y for G/L Distribution Report

Release Level: 4.03.079 Program Request: 3276 (clsglrpt)

When Printing the Closing General Ledger Distribution Report from the Closing Routine Menu, you are prompted with "**Mark as Printed.**" If you respond 'Y' to mark the transactions "as printed," the program will not allow you to "Press Any Key to Pause Report."

If you respond "N" to mark the transactions as printed, the program will allow you to "Press Any Key to Pause Report." After pausing the report, the program displays:

PRESS 'Y' TO TERMINATE REPORT OR 'N' TO CONTINUE.

If you wish to terminate the report at this point, press 'Y.' To continue printing the report, press 'N.'

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Correction to Posting Tax Limit Sales to Sales Tax Record during Daily Close

Release Level 4.03.085 Program Request: 3298 (clsdaily)

In the sales tax screen, when setting up rate records, you have the option to put a limit on the total taxable sales for a portion of the sales tax percentage (example: 6% state tax on entire sale and 0.5% county tax on the first \$5,000 in sales). Point of Sale calculates the correct sales tax to charge at the time you close the order.

During the Daily Close, the program will now correctly post the amount of taxable sales for each of the percentage breakdowns. In the example above, the daily close would report the total taxable sales to the sales tax record in general and report up to \$5,000 worth of taxable sales for the 0.5% county portion to the sales tax record.

The sales tax screen displays and the sales tax report prints the taxable sales for each tax percentage breakdown that has a limit associated with it providing the sales figures needed to report to the state.

QUERY

Count Totals Remain Displayed for Query Records Processed & Printed

Release Level: 4.03.010 Program Request 3139 (qwrmain)

When a query is run, the program displays the number of Records Processed and the number of Records Printed. The number of records printed is the number of records that qualified for the report. These count totals remained displayed when Screen was selected for the output device until the space bar or any key was pressed.

The query program has been enhanced so that the number of records processed and records printed remain displayed on the screen when the output device selected is Printer or Disk File allowing you to view the count totals. The user is prompted to "Press space bar to continue," however, pressing any key will return the cursor to the Process Selection screen.

Changes to Field Definitions in Query Databases

Release Level: 4.03.045 Program Requests: 3219, 3230 (xf403045)

**** Change to Query I/P – Vendor Master ****

A program change was made to ensure that the following two fields in the Inventory Purchasing Vendor Master can be selected for printing on query reports:

<u>File</u>	<u>Select Name</u>	<u>Print Name</u>
I/P – Vendor Master	USE ORD BKO	USE
I/P – Vendor Master	FREE FREIGHT	FR FGHT

**** Change to Query POS – Order Line Item ****

A change was made to the Select Name and Print Name for the delivered quantity in the point of sale line item file. This quantity reflects the quantity delivered; it does not matter whether or not a partial shipment was done. Therefore, the Select Name and Print Name of "PARTIAL DLV QTY" has been changed to the more appropriate "DLV QTY."

Queries with Multiple Break Points Print Lower Level Break First

Release Level 4.03.052 Program Request: 3238 (qwrmain)

A query report with multiple break points will now correctly print the lower level of breaks first before printing the higher level break points. This change also affects the final set of breaks that occur when the end of the file is reached.

Enhancement to Query Report when Printing Multiple Lines for each Record

Release Level: 4.03.076 Program Request: 3273 (qwrmain)

Query reports can be designed to print multiple lines of data for each record. A program change was made to keep multiple lines of data for each record together on the same page when printing a query report, displaying data to the screen or sending the output to a disk file. (The query program will no longer "page break" in the middle of printing or displaying multiple lines for the same record.)

A query "setup" page prints following the last page of data. A program change was made to print the correct page number. Prior to this change, the page number for the setup page was the same page number as the last page of the report.

ACCOUNTS PAYABLE

Verify G/L Distribution Balances Before Converting Voucher NEW to OPEN

Release Level:4.03.004 Program Request 3154 (aptransc)

After a general ledger distribution record has been entered on the A/P Transactions General Ledger Distribution screen, the line number of the distribution record may be entered to "read" the record just created and delete it using the F6 function key. Distribution records can be deleted while the voucher remains in a new (NW) status.

Prior to this release of the software, if a user changed the dollar amount of the G/L distribution record just prior to pressing the delete key, the unapplied total would become incorrect and result in incorrect General Ledger distribution.

Two program changes have been made to prevent this from happening:

- (1) If a G/L Distribution record is deleted, the dollar amount from the record is used to "reverse it" and not the amount shown on the screen.
- (2) The second change happens when you press the TAB key to convert the voucher from NEW to an OPEN status. The program totals all general ledger distribution records and verifies that total to the voucher total. If they do not balance, the program displays the following error message: GL DIST. DOES NOT BALANCE TO VOUCHER TOTAL. The program will adjust the unapplied total to the "difference" amount and will require you to distribute the remaining amount before the voucher can be converted to an Open status.

Option to Print A/P Aging Transactions by Due Date

Release Level: 4.03.006 Program Request: 3036 (apagerpt,apcashrg,xf403006,xf403006.def)

Prior to this release, when printing transactions on a vendor aging or a cash requirements report, the following order sequence could be specified: 1=Invoice Date, 2=Voucher Number, or 3=Invoice Number.

When the "Deferred Payments" function was used to split payments, the split vouchers were all grouped together when printing the above reports by invoice date, even though some were not due for months. To address this issue, a new index has been added to allow printing voucher transactions in due date order. The new option to print voucher transactions in due date sequence is Transaction Order "4=Due Date."

The new option is available for the A/P Vendor Master Aging Report and A/P Cash Requirements Report. This new index is also available on the Order Selection screen in Query when designing a report using the A/P Voucher file. (Note: Currently, a due date transaction order is not available for check printing.)

Specify Transaction Order Prompt on A/P Print Checks Dialog Screen

Release Level: 4.03.029 Program Request: 3194 (apchkfrm, apchkprt)

The spelling of the word "Transaction" was corrected on the A/P Print Checks dialog screen. The prompt displays as:

SPECIFY TRANSACTION ORDER 1 (1=DATE, 2=VOUCHER #, 3=INVOICE #)

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Enhancement for Printing Checks using Laser Printer

Release Level: 4.03.029 Program Request: 3194 (apchkfrm, apchkprt)

The Accounts Payable Check Print Program has been enhanced to allow printing checks on a laser printer. It should be a laser printer with a serial interface (passthrough printing may produce undesirable results) capable of interpreting standard Epson printer codes or HP PCL codes. An IBM 1312 laser printer has been used successfully to print Tag-n-Trak A/P checks using the new format.

The new check form layout is designed to print on "Quickbooks" style checks that print the check over two stub (remittance) sections. The Tag-n-Trak check print program prints the check on the top third of the 8 ½ by 11 inch form, followed by a stub / remittance section (middle of form). The stub / remittance is printed a second time for your records on the bottom third of the form that is perforated for "tear-off." The new format prints totals for the Gross Amount and the Net Amount on both stub / remittance sections.

It is recommended that the check form NOT have "preprinted" lines for date, "pay to" and dollar amount fields.

The "Total Number of Lines in Check" field should be 0 (zero) and the "Print Heading on Stub" field should be L for the new format. The A/P Check Book Layout Screen shown below may be used as a guide when setting up a check book for printing checks using a laser printer. Contact Mylee customer support at 636-326-9994 Ext 12 or email tnthelp@mylee.com for more information.

A/P CHECK BOOK LAYOUT SCREEN

CHECK BOOK 01	LINE	COLUMN
STUB - START LINE	21	
STUB - STOP LINE	37	
STUB - CHECK NUMBER	20	60
STUB - DATE	20	48
CHECK - CHECK NUMBER	0	0
CHECK - DATE	3	68
CHECK - NUMERIC AMOUNT	6	65
CHECK - NUMERIC AMT STOP		80
CHECK - WORD AMOUNT START	8	2
CHECK - WORD AMOUNT STOP		78
CHECK - VENDOR NAME	6	9
CHECK - VENDOR ADDRESS 1	11	9
CHECK - VENDOR ADDRESS 2	13	9
CHECK - VENDOR CITY	14	9
CHECK - VENDOR STATE	14	31
CHECK - VENDOR ZIPCODE	14	35

F7=NEXT PAGE

CHECK BOOK 01

PRINT DOLLAR AMOUNT IN WORDS IF POSSIBLE	Y
TOTAL NUMBER OF LINES IN CHECK	0
PRINT REMIT IF IT REQUIRES MORE THAN THIS AMOUNT OF CHECKS	1
PRINT HEADING ON STUB (Yes, No or Laser form)	L
NEXT CHECK NUMBER	_____
G/L CHART NUMBER FOR THIS CHECK BOOK	_____

Tag-n-Trak Release Documentation Enhancements and Program Changes

Release Level 4.05.000

The default response to this question is 'V' for Voucher to be consistent with how it printed in the past. Change the 'V' to 'P' if you wish to print the P.O. Number instead of Voucher number on the check stub.

Enhancement to Specify Date Range for Check Register

Release Level: 4.03.071 Program Request: 2390,2704 (apchkreg)

Prior to this software release, a start and stop check number range could be specified when printing the A/P Check Register for a specific checkbook. The check register print program has been enhanced with a new option to specify a start and stop Check Date range. The new dialog screen for the check register report is shown below.

A/P CHECK REGISTER REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE _ (PRINTER \$ = FILE)

ENTER CHECKBOOK _____
ENTER START CHECK _____
ENTER STOP CHECK _____
ENTER START DATE _____
ENTER STOP DATE _____

With this enhancement, you may specify a start/stop check number range, a start/stop check date range or both. Pressing ENTER through the start check and stop check fields will default to check numbers 0 through 99999999. Pressing ENTER through the start date and stop date fields will default to "blank" through 12/31/2030. To print EVERY check record in the file for a specific checkbook, press ENTER through all four fields.

To print ALL checks for a specific date range, press ENTER past the start check and stop check fields and then specify the start and stop date range. For example, to print all checks for May of 2005:

ENTER START CHECK 0 (Press ENTER for default)
ENTER STOP CHECK 99999999 (Press ENTER for default)
ENTER START DATE 05/01/2005
ENTER STOP DATE 05/31/2005

Enhancement to Display Vendor's City and State on Transaction Screen

Release Level: 4.03.072 Program Request: 2176 (aptransc)

The transaction screen has been enhanced to display the vendor's city and state below the name. This was done to help ensure that the correct vendor is "read up" before entering a new voucher.

Clear "Record has been Deleted" Message After Deleting GL Distribution

Release Level: 4.03.072 Program Request: 1832 (aptransc)

The message "Record Has Been Deleted" displays after deleting a GL Distribution on the A/P Transactions General Ledger Distribution screen. This message is now cleared once you begin entering data for a new record.

Pop-up Box Displays when Invoice Number Already Exists

Release Level: 4.03.072 Program Request: 2772 (aptransc)

When entering a voucher, the vendor's invoice number may be entered. (Entering an Invoice number is optional.) In the past, if the invoice number was already on file, the message "WARNING THE INVOICE # IS ALREADY ON FILE" displayed at the bottom of the screen. Pressing the Page Down key allowed you to view it. The AP Transaction program has been enhanced to display a pop-up box when the invoice number is already on file. The pop-up box will display the invoice date, invoice number, voucher number and amount of the first voucher found. It will also display how many other vouchers have the same invoice number:

```
At least one voucher was found with
the invoice number you entered.
Here is the first record.
Date:                MM/DD/YYYY
Invoice:             123456789012
Voucher:             1001
Amount:              999.99
Other records found: 2

Upon returning to the entry screen,
you may press PAGE DOWN to scroll
thru existing vouchers with the
matching invoice number.

Press 'C' to Continue
```

After reading the message in the pop-up box, press 'C' to continue. Upon returning to the entry screen, pressing Page Down scrolls through existing vouchers matching the invoice number you entered. This allows you to look for duplicates. Ever after you have displayed all vouchers with the same invoice number, the program remains in "invoice number" sequence. Pressing Page Down or Up scrolls through all vouchers for that vendor in "invoice number" rather than "voucher number" sequence until you clear the screen with F2 or F9.

Scroll through A/P Transactions in Invoice # rather than Voucher # Sequence

Release Level: 4.03.072 Program Request: 2772 (aptransc)

On the A/P Transaction screen, pressing Page Down in the Voucher number field scrolls through transactions in voucher number sequence. To scroll through in "invoice number" sequence, read up a vendor. Press the Enter key until cursor is in the **Inv. #** field. Type a partial or entire invoice number, but don't press Enter. Instead, press **Page Down**. The program finds the first match on the invoice number. Continue to press Page Down to scroll forward or Page Up to scroll backward through vouchers in "invoice number" sequence. The program remains in invoice number sequence until you clear the screen with F2 or F9.

Cursor Stops at "POST" Date field on AP Transaction Screen

Release Level: 4.03.072 Program Request: 3233 (aptransc)

After selecting the Transactions Entry screen, the cursor now stops at the posting date field labeled **Post**, allowing you to change the date as needed. As in the past, this is the posting

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date for general ledger distribution and defaults to the current system date. To use the current system date as the posting date, simply press Enter.

While entering vouchers, the posting date may be changed at any time by pressing the Up Arrow key to the Post field and changing the date. All vouchers entered after a posting date is changed use that date until the date is changed again or until you F12 and exit the program.

Enhancement for General Ledger Acct# Lookup on GL Distribution Screen

Release Level: 4.03.072 Program Request: 3051 (apgllook)

The **A/P Transactions General Ledger Distribution** screen has been enhanced with a general ledger chart lookup screen to help you find the correct general ledger chart number. **F3=GL Lookup** is the new function. With the cursor positioned in the "Chart" field, simply press F3 or type a partial chart number and then press F3 to display the **GL Chart Lookup** screen. The program displays 15 GL Chart numbers and descriptions on the screen with the closest match to the chart you entered in the middle. Press Page Down to scroll forward displaying the next 15 chart numbers. Use Page Up to scroll backward. Use the Up and Down Arrow keys to highlight the desired chart number and then press Enter to exit the lookup screen.

Because F3 is now used for GL Lookup, press F12 and select Exit to exit from the general ledger distribution screen and return to the transactions entry screen.

Ensure that All Vouchers Selected for Payment Print on Check Stub

Release Level: 4.03.083 Program Request: 3288 (apchkprt)

A program change was made to ensure that all vouchers selected for payment for a vendor print on the check stub and are flagged as "paid."

Enhancement Provides Option to Print PO# instead of Voucher# on Remittance

Release Level 4.03.084 Program Request: 2457 (apremit)

Prior to this software release, the voucher number printed under the "REF NUM" column on the A/P Check Remittance. The remittance print program was enhanced to provide the option to print the P.O. Number instead of the voucher number. The following dialog question displays when printing check remittance:

SPECIFY REF NUM TO PRINT V (V=VOUCHER NUMBER, P=P.O. NUMBER)

The default response to this question is 'V' for Voucher to be consistent with how it printed in the past. Change the 'V' to 'P' if you wish to print the P.O. Number instead of Voucher number on the check remittance.