

TABLE OF CONTENTS

ADMINISTRATOR..... 3
Enhancement to Support a Maximum of 99 Store Locations..... 3
Support LPD Type Printers for Cancel Print Jobs, Enable & Disable Printer 3
Kill a User Script placed on Custom Menu for Faster Access 3
Option to Install Tag-n-Trak Software Release Update from Hard Drive..... 4
Release Installation Script Change for Prompt to Remove Media 4
Capture Reports for Selected Printers so that they can be Re-Printed 4
Change to Capture Report File Utility for Easier Navigation 4
Enhancement Program Recalculates CBO Quantity in Item Master 5
Salesperson Record Controls Permission to Enter Price Level on POS Line Item..... 5
Corrected Spelling of AD-HOC 6
Correction to Field Heading in Ad-Hoc Maintenance for File 20 Inv Master..... 6
POINT OF SALE 7
Enhancement in Point of Sale to SHIP an Order From Another Store 7
Prevent Creating a POS Line Item with Blank Item# and Vendor Code..... 8
Display Correct Number of Lines on Order Header on Backorder Tickets..... 9
POS Enhancement for a “Clear All” Ship To Fields Option..... 9
System Date may be Printed on Job Label 10
Prevent Point of Sale Order Number # 0 10
Calculate Correct Balance Due when Closing Orders with Backorders, Not Charging for
Backorders and the Tax Code has a Sales Tax Limit 10
Payments Transferred to Partial Shipment Orders Flagged Immediately as having been
Processed by a Daily Close..... 10
Prevent Creation of POS Orders, Lines, Notes in wrong Store’s Database 11
Flag Payments Transferred to Partial Shipment Orders Prior to Daily Close 11
Partial Shipment Orders Created with an Excess Payment will no longer be Locked 11
Corrections for Clear Name Field Option on POS Header and for Clearing Warning Message
when Sales Tax Rate Record Not Found 11
Disallow Deleting Vendor Code on POS Line Item to Prevent Error / Lock Up 11
Remove ‘T’ Flag from POS Line Item after Post Transfer Complete when Shipping from
Another Store..... 12
Correction to Custom Form Totals Section when Division used in a Formula such as Gross
Profit Percent 12
Order Types “A” and “B” in POS can be Closed to Accounts Receivable Only 12
Enhancement for Setting Up and Using Default Sales Notes in Point of Sale..... 13
ACCOUNTS RECEIVABLE 15
Salesperson Permissions Control Robbing from a Sales Order 15
Enhancement to Remove Old POS Orders for a Customer Based on DATE 15
Enhancement to Print Statements on Forms Using a Laser Printer 15
Enhancement to Prompt for Sales Tax Code in POS if Customer Tax Code is Blank..... 16
Cursor Stops at Post Date for I and M Type Transactions in A/R “Payments” Program 17
Unapplied Payments Entered in A/R Transaction Screen now Print when using “Audit Trail”
Program from A/R Customer Report Menu 17
INVENTORY 18
Enhancement Excludes Discontinued Items from Count Sheets Unless Item has QOH 18
Program Change when Reprinting Multi Count Worksheet for Set 1 18
Inventory Posting Screen Default Changed to “Y” for Print Report..... 18
Display Price Level Adjustment Percentage for Fixed Priced Items 18
CBO Quantity Calculated when Adding New Items to Inventory 19
Warning Message Displays if you Attempt to run the “Post Transfer” step prior to the
“Transfer” step when Transferring Inventory Between Store Locations 19
Vendor Code and Item Number Change Functions Change Item(s) in ALL Stores..... 19
Reset ‘T’ Flag to “Blank” in POS Line Item for “F8=Transfer to Store” Type Transfers 21

Remove 'T' Flag in POS Line Item for "F8 Store Transfers" if Transfer is Deleted from the Transfer File Manually 21

PURCHASING 21

 Allow Supp in IP Vendor to be Qualifier for Purchasing CBO's 21

 Customer Backorders Already Ordered Reflected in Purchasing Calculations..... 21

 Use Original Order Date when Re-Printing a Purchase Order 22

 Trial Calculation Customer Backorder Line Notes – Prevent Repeating Lines 22

 The Letter 'R' Next to Date on Purchase Order Indicates a Re-Printed P.O. 22

 Date Last Purchased is Updated when Adding an Item to a PO in ORD or BKO Status 22

 Enhancement for Purchasing Vendor Master "Change ID" 22

 Prevent Error Message when using "Y" to Post Only on Post Received Order Screen on a Single Store System 23

 Purchase Orders in NEW or REV Status do not Qualify for PO Re-Print 23

 Display Date Last Received on F3 Inventory Inquiry Screen 23

 Print Purchase Order Terms on the Post Received Order Report to Note Freight Prepaid 23

 Prevent Creating PO in LCK (Locked) Status if User Exits Dialog Screen of Batch Create ... 23

 Change Purchasing Vendor ID in the Multi-Store Purchase Order Link File..... 23

 PO WORK ORDER can be Printed for Purchase Orders in NEW or REV Status 24

CLOSING ROUTINES 25

 Closing Inventory Store Transfer File Set Up as a Shared or "Common" File 25

 Update Sell and Ship Store Numbers in POS Orders for Service Charge Transactions 25

 Sales Tax Report Printed by Daily Close Changed to Only Print Tax Codes with Activity 25

 Change to How Report Program Determines a Sales Tax Code is "Active" 25

 Default Field Heading TAXABLE DISCOUNT on Sales Tax Report can be Changed 26

QUERY 26

 CLS-Closing Inventory Transfer is Available in Query under the Group A/R Closing..... 26

 Ensure that New Qualifiers are Saved when Changing an Existing Query 26

 Transfer Ticket Number field defined in Query Closing Inventory Transfer File 26

UNIVERSAL PRICE UPDATING 27

 Kit Items and Items Containing Serial Numbers will no longer Print on Purge Report..... 27

GENERAL LEDGER 28

 G/L Accounts History Report can be Printed to a Disk File..... 28

 Account Name Prints Correctly on G/L Transaction Journal-Closing Transactions 28

 Ensure that Descriptive Error Messages for General Ledger Errors Exist in the Error Message Database..... 28

ACCOUNTS PAYABLE..... 28

 Enhancement for A/P Vendor Master "Change ID" 28

 Stop at Date Field on Cancel/Void Check Screen..... 28

 Display Error Message when Void Check is Unsuccessful 29

APPENDIX A 30

ENHANCEMENT TO SUPPORT A MAXIMUM OF 99 STORE LOCATIONS..... 30

 Purchasing Vendor Master – "Other Strs" Field..... 30

 Table Options – Store Entries for DLY, PER, STR, POS, PTR 30

APPENDIX B 34

POS MULTI-STORE ENHANCEMENT TO SHIP FROM ANOTHER LOCATION 34

 Overview..... 34

 Setup of POS Options..... 34

 Setup of Salesperson..... 34

 Point of Sale Order Entry 35

 Table Options..... 38

 GL Posting Table..... 38

ADMINISTRATOR

Enhancement to Support a Maximum of 99 Store Locations

Release Level: 4.07.001 Program Request: ----

(optable optmain arcimage arcmscrn arslmsc,artranst invstrq invstrxf ipvmscrn ippocbol ipcborpt ippocbko ippohstl
ippopprp ipporecv ippocrtc poscbocr,poscbolc posqrvc posxfrpt posiload positem posinqsc ipposcrn menu clsdly3 clsdaily
clsperyr calqrv xf40701a xf40701b xf40701c xf40701d)

This release enhancement affects only those with multiple stores. Single store users will not notice any changes. Single stores are simply "store 1 of 1" and programs will function as they have in the past.

Tag-n-Trak has been enhanced to support up to 99 stores. Prior to this enhancement, nine was the maximum.

When assigning numbers to store locations, the system requires a store 1. The "next" Transfer ticket number is stored in this record, so a store 1 is required. Typically, store 1 is assigned to the main store location. However, once store 1 has been established, store numbers can be skipped or deleted. For example, 1, 4 and 9 can be assigned to store locations. Previously, store locations had to be numbered consecutively. If you had 3 locations, they had to be numbered 1, 2 and 3.

Multi-store users need to be aware of a number of changes. Please refer to APPENDIX "A" - ENHANCEMENT TO SUPPORT A MAXIMUM OF 99 STORE LOCATIONS found at the end of this document for important information.

Support LPD Type Printers for Cancel Print Jobs, Enable & Disable Printer

Release Level: 4.07.005 Program Request: 3407 (enableptr.ms, disableptr.ms, cancelptr.ms)

Printer script changes were made to support LPD type printers to include their printer names in the list of available printers for canceling print jobs and to disable printer and enable printer.

Kill a User Script placed on Custom Menu for Faster Access

Release Level: 4.07.006 Program Request: ---- (mmxcustom.mx, updt407006.ms)

When pressing F10 from any Tag-n-Trak Menu, the "Custom Menu" is displayed. The "Kill a User" script has been added to the Custom Menu so that it can be accessed quickly to kill the processes of a user who is "locked up" so that they can log back on and resume working. (In the past, it was necessary to press F10 for the Custom Menu, select the Unix System Administration Menu and then select Activity Support Menu in order to access the "Kill a User" script.)

When the "Kill a User" script is selected, the user is prompted for a password. (Use the same password that is used when logging in as "menu.")

The screen will display:

Here is a list of active users:

Under the list of active users, the script will prompt with:

Please enter the user ID or q to quit

After you type in the user name from the list shown, the script will prompt with:

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

After entry of Y for Yes, the script will display "Process killed for user xxxx" and then "Press Enter for menu."

Option to Install Tag-n-Trak Software Release Update from Hard Drive

Release Level: 4.07.009 Program Request: ---- (updt407009.ms,update.ms,verifyupdt.ms)

The Tag-n-Trak software release install scripts have been updated with an option to install from "hard drive." This option requires transmitting a file with the Tag-n-Trak programs.

Release Installation Script Change for Prompt to Remove Media

Release Level: 4.08.001 Program Request: 3424

After a Tag-n-Trak software release install is complete and before the program returns to the main Unix Administration menu, the message to "remove the diskette" has been changed to the following "Please remove any update media (CD, diskette, or tape) and press <ENTER>."

Capture Reports for Selected Printers so that they can be Re-Printed

Release Level: 4.08.002 Program Request: 3228 (updt408002.ms, enableprt.ms,disableprt.ms, cancelptr.ms, printer.ms,utility.ms,captureptr.ms,capturesetup.ms, sbackup.ms,pseudo)

Tag-n-Trak has been enhanced with a new option to allow some of your more critical system printers to be set up to capture a copy of "reports" to files for later re-print if necessary. This will allow you to re-print a report that cannot be re-printed from the regular Tag-n-Trak Menu. A good example is the "Post Received Order Report" that prints following the receiving of a purchase order. If a printer jam or malfunction occurs, this report (along with the Backorder Fill Report) cannot be re-printed from the Tag-n-Trak menu, but it can be re-printed using the Captured Report File Utility.

Before you can use this utility, spooled print jobs for designated printers will need to be **captured** on the hard drive of your Tag-n-Trak Unix server. The software printer interface for specific printers (that you designate) needs to be configured to enable the "capture mode." This task is done by Mylee support personnel. It is recommended that capture mode be "turned on" for the printers your company uses to print the Post Received Order Report, A/R Apply Transaction Audit Trail and the printer used for end-of-month and end-of-year reports. Once reports are captured, they remain on the hard drive of your Unix server for a period of several days and then are automatically purged to free up available disk space.

Please contact Mylee Customer Support after installing this release with the PRINTERS that should be set up with the "Capture Report" capability. Once the printers that you designate have been set up to "capture reports," reports can be re-printed by going to the Unix Administration Menu, Printer support menu and selecting "Captured report file utility." Documentation for using the "Captured report file utility" is available upon request.

Change to Capture Report File Utility for Easier Navigation

Release Level: 4.08.005 Program Request: 3427 (updt408005.ms)

Two changes were made to the original version of the "Capture Report File Utility". The first change returns you to the same menu after displaying or printing a selected report. This allows you to display the same report again or to print the report you just displayed.

- 1 - Print "report_file" to selected printer
- 2 - Display "report_file" on the screen
- 3 - Display list again

a salesperson from seeing a cost or other price that they are normally not allowed to see from within the inquiry screen.

To change or simply view the “Displayable Prices in Inquiry” for each salesperson: Select Accounts Receivable, Salesperson and enter the Salesperson #. Refer to the field labeled:

Displayable Prices in Inquiry: _____

Corrected Spelling of AD-HOC

Release Level: 4.08.035 Program Request: 3380 (qrwmain,xf408035)

The spelling of the word AD-HOC has been corrected. The correction was made for the “Create AD-HOC Indexes” selection on the System Administrator Menu and also on screen displays inside the program. The correction was also made for screen displays of the word when using Query Databases. (Prior to this change, the word displayed as ADD-HOC.)

Correction to Field Heading in Ad-Hoc Maintenance for File 20 Inv Master

Release Level: 4.08.033 Program Request: 3413 (invmain.tag)

It is sometimes necessary to use the “Create Ad-Hoc Indexes” program to create a special index for a Tag-n-Trak data file. This is done when a report (typically a query report), requires an ad-hoc index rather than using one of the standard indexes for the output sequence of the report. A correction was made to Field 34 for File 20 “Inv – Master.” The field heading was changed from SPEC_PRIC_CODE to SUB-GROUP on the Ad-Hoc Maintenance Program screen.

POINT OF SALE

Enhancement in Point of Sale to SHIP an Order From Another Store

Release Level: 4.07.002 Program Request: 2777

Programs Affected: OPT, A/R, POS, INV, I/P, CLS, S/A xf40703a xf40703b xf40703c xf40703d xf40703e posopen posmain optpos posxfprt posbocr invstriaq positem posritem postotal posiload posqload ipocbol posodrrp pospay posship artransc ipocbko invscrn clsgtab clsdaily clsdly2 ipcbrprt optable calcqrv ipporecv ippocrte posqrvsc arslmsc positemd iparcbol clsperyr.

Files for Transfers: posline.tag posline.def optpos.tag clsinvxf.* ipcbo.def xf40702d.dat posarc.tag arslsman.tag

Point of Sale has been enhanced to allow lighting showrooms with multiple locations to choose which store to “**SHIP FROM**” when a sales order is opened. Use of this new feature is optional. To use it, please refer to APPENDIX B “POS Multi-Store Enhancement to Ship From Another Location” which can be found at the end of this document.

This enhancement includes the following:

- A new field in POS Terminal Options is used to display or not display a list of stores to “SHIP FROM” when a sales order is opened. Since the feature is controlled by POS Options, you can turn it “on” for some users and leave it “off” for others.
- You can control which stores display in the “Select Store to Ship From” box. Please see Appendix A and B in this document for more information.
- When the feature is turned on, a list of stores to Ship From will display as you create a new sales order just prior to displaying the line items screen. If the sell and ship store is the same for most orders, the ship store will be set to default to the selling store. Salespeople will use the Up or Down Arrow keys to select a different Ship store.
- Once an order is opened, you cannot change the SHIP FROM location. (If the wrong Ship store is selected, the order should be deleted and re-created.)
- The Store Transfer options will continue to be available from Point of Sale and will work in conjunction with the new feature. For example, you can create a sales order in store 1 to ship out of a distribution warehouse (store 10). If you need to ship one item out of store 3, you would need to use the Store Transfer function to do a store transfer.
- The daily close has a new database “Closing Inventory Transfer” which will track each item sold on a POS order that has a ship store different from the selling store. In the G/L Posting Tables, a GL account needs to be established for posting the inventory. The G/L distribution can be broken down by division code if required.

Example: Store 1 sells items to be shipped from store 2. The daily close will go to the store 1 posting tables to get the “transfer inventory to” general ledger chart number and then go to the store 2 posting tables to get the “transfer inventory from” general ledger chart number. Since store 1 sold the items, the inventory needs to be transferred to store 1 to offset the cost of goods sold for store 1. At the end of the daily close, the program will add up all of the postings for inventory transfers by GL chart and create GL distribution records with the same transaction number as the daily close for the inventory transfers.

- When you select to Ship From another store, items sold on the sales order are RESERVED in the Ship Store’s inventory file.
- When you select to Ship From another store, the backorder and special order records will be created in the Ship store location. Purchase orders created in the shipping location will “pick up” these backorders and special orders.

- The Point of Sale Archive file will display the ship and sell store numbers.
- If you use the Special Order create feature to create a purchase order directly from a point of sale order, you can use this feature with some restrictions when shipping from another store. The program will allow you to create a purchase order in NEW status, however, you will not be allowed to "Post & Print" or "Receive" the PO from the Point of Sale screen. (As in the past, if you are selling and shipping from the same location, you are allowed to Post & Print the PO and Receive the PO from the Point of Sale screen if your salesperson record allows it.)
- For existing sales orders, the "Ship Str" number is displayed on the POS header screen, the Line Items screen and the Closing/Totals screen.
- The ship store number will be stored in the POS Header file records and the POS Line Item file records and will be available for query reports.
- The Inventory Item Master F2 Item Change program will look in other stores when changing the item number in the POS Line Items file. For example, if you change an item number in store 12, the program must look at the POS Line Item file in all other stores and change sales orders that have a Ship Store of 12.
- The Daily Close program will print the Ship Store number on the order register.
- The Closing Inventory Transfer file records can be purged during a Period Close based on Purge Date.
- The Closing Inventory Transfer file records are available in Query.
- The Salesperson screen under Accounts Receivable has changed. The salesperson screen has been split into two screens to eliminate clutter and make it easier to read. A new option has been added that controls "robbing" of items from other orders. The program allows robbing from another order that has the same ship location.

For example, the program allows for a salesperson working on an order with a ship store of 1 to rob from an order with a ship store of 1 if the salesperson has permission. The program allows for a salesperson working on an order with a ship store of 33 to rob from an order with a ship store of 33 if the salesperson has permission.

A salesperson working on an order with a ship store of 1 cannot rob from an order with a ship store of 33.

Prevent Creating a POS Line Item with Blank Item# and Vendor Code

Release Level: 4.07.007 Program Request: 3410- (positem)

After entering an item number with vendor code on the POS line items screen, the user can press F2 to quickly move the cursor to the Qty field and change it as needed. The up-arrow key can also be used to move the cursor to the Qty field and to the division field to make changes. A program change was made to "skip over" the Ln# field while in the process of selling an item because there would be no reason to access this field.

Prior to this program change, a user could start a new line item by entering an item# with vendor code, then up arrow to Ln# field, press Enter and then press F10 while in the Qty field. This created a line item with a "blank" item# and vendor code. Preventing access to the Ln# field while in the

process of selling a new item was necessary to prevent the possibility of creating a line item with a blank item# and vendor code.

Access to the Ln# field is only needed to change an existing line item. If the bottom portion of the items screen is blank (you have not read up an inventory item) then you can up-arrow to the line number field to read up an existing line item and make changes as you have in the past.

Note: This program change does not affect the use of the F2 function key. While in the midst of selling an item, pressing F2 once moves the cursor to the Qty field allowing the user to change the order quantity. Pressing F2 twice "clears" the bottom portion of the screen and allows the salesperson to "start over" with entering a line item.

Display Correct Number of Lines on Order Header on Backorder Tickets

Release Level: 4.07.008 Program Request: 3414 (posttotal)

Under Release 4.07.000, the total number of lines displayed next to the field labeled "Lines:" on the order header screen was incorrect on backorder tickets if the salesperson responded "N" to "Charge for Backorders." (The problem did not occur if the salesperson responded "Y" to "Charge for Backorders.") The number shown in the "Lines" field (below the PSlp on the order header) included room location and message lines but excluded regular line items. This was fixed in a later release of 4.07.000 (release level 4.07.000j) and was carried forward to this release (level 4.08.000).

POS Enhancement for a "Clear All" Ship To Fields Option

Release Level: 4.07.000d Program Request: ----

Note: Customers who previously installed Release Level 4.07.000d or higher will already have this program change.

A Point of Sale enhancement was made to provide the option to clear all "ship to" fields on the POS header screen when beginning a new sales order. The option is controlled in POS Terminal Options (see Options Menu), Screen 1, Field "STOP AT CUSTOMER NAME AFTER CUSTOMER READ." The new option is "A" to "clear All." The purpose of this option is to provide a way to capture mailing addresses for "homeowners" from sales orders entered under the builder's customer account.

If "Stop at Customer Name after Customer Read" is flagged 'A' for "clear All," the program will check the ship address line 1 that is read from the customer master record. If ship address line 1 is NOT blank, the program will clear the customer NAME only. (When the ship address line 1 is not blank, the 'A' "clear All" option will work just like the 'C' "clear name" option.)

If ship address line 1 read from the customer master record is blank (as it is with most "builder" accounts), the program will clear the customer name, ship address line 1, ship address line 2, city, state, zip code, phone number and contact fields. When entering a sales order for an accounts receivable customer such as a builder, a mailing address for the "homeowner" can be entered as follows:

- Enter the homeowner's street address in ship address line 2.
- Enter the homeowner's city, state & zip code in the ship-to city, state & zip code fields.
- Enter the homeowner's phone number in the phone number field.
- Enter the homeowner's name in the contact field as it should appear when addressing an envelope.

Note: This option can be used by lighting showrooms that currently use the name and address line 1 fields for other information (such as subdivision, lot number, job#).

System Date may be Printed on Job Label

Release Level: 4.07.010 Program Request: 3421 (armailsc, posjoblb)

The job label print program has been enhanced with an option to print the System Date. The field designator %X (or %x) has been defined for the System Date. If you wish to print the System Date on your job labels, add the field %X (or %x) 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.

Prevent Point of Sale Order Number # 0

Release Level: 4.07.013 Program Request: ---- (posmain)

On the point of sale heading screen, you can press TAB to display an order totaling box that allows you to search for specific orders, select them and keep a running total of them. (This option is most often used to total up all of the sales orders for a specific job for a builder.) Under certain circumstances when this function was used, the program created an order number zero if one did not exist or if it did exist, would report a DUPLICATE RECORDS NOT ALLOWED error. This error could cause other point of sale users to freeze up until F12 was pressed to exit from the screen that had the error message on it. This problem has been corrected.

Calculate Correct Balance Due when Closing Orders with Backorders, Not Charging for Backorders and the Tax Code has a Sales Tax Limit

Release Level: 4.07.014 Program Request: ---- (postotal)

When you close an order that has backorders and respond 'N' to charge for the backorders, the program has to "simulate" what the order total is without the backorders so that it can prompt you for the balance due. When it does this, the program must take into consideration "total order tax limits" that could be established for the sales tax code associated with the order. A change was made at the 4.08.000 release level to ensure that this occurs.

Payments Transferred to Partial Shipment Orders Flagged Immediately as having been Processed by a Daily Close

Release Level: 4.08.012 Program Request: 3419 (posship,clsdaily,xf408012)

A change was made to the partial shipment screen to immediately flag a transferred payment as having been through a daily close. (In the Payment Lookup box on the closing screen of a partial shipment order, you'll notice a "D" in the PST column immediately for the transferred payment. This was done so that only the original payment taken on the master order is processed by the daily close. (This should make it easier for users who may need to review payments on the order register when reconciling a daily close in cases where the original payment and the transfer payment occur on the same day.)

A change was also made to the daily close programs to print and total up the entire payment amount and not the remaining payment amount (caused by a partial shipment transferring a portion of the payment prior to the daily close processing the original payment).

During the software release install, a program runs to set existing transfer payments on partial shipment orders to "posted" so that the daily close will not process the payment.

Prevent Creation of POS Orders, Lines, Notes in wrong Store's Database

Release Level: 4.08.013 Program Request: 3432 (ippocbol)

A program change was made to prevent creating a POS order, line items and sales notes in the wrong store's database for those with multi-store systems.

Flag Payments Transferred to Partial Shipment Orders Prior to Daily Close

Release Level: 4.08.018 Program Request: 3430 & 3437 (pospyloc)

The Payment Lookup box on the closing screen of a POS order will display a flag of 'X' in the PST column if that payment has not been processed by a daily close but has been at least partially transferred to a partial shipment order. Similar to the flag 'D' indicating that a payment has been through a daily close, a payment with a flag of 'X' cannot be deleted or the payment method changed.

Note: If a payment has been transferred to a partial shipment and then the payment has been reversed (prior to a daily close), the PST column will not show an 'X' and then the payment may be deleted or pay method changed.

Partial Shipment Orders Created with an Excess Payment will no longer be Locked

Release Level: 4.08.019 Program Request: 3434 (posship)

This release note applies to those using the TAB method of partial shipments, where you bill for items as they are shipped by transferring a deposit/payment from the original order to partial shipment orders.

If there is an excess payment when closing the original order during the final partial shipment, the program will create a new partial shipment order in a "hold" status with the excess payment like it has in the past. Prior to this change, if you read up the order with the excess payment on it, the order would be locked and would require you to unlock the order. With this change the order is no longer left in a locked status.

Corrections for Clear Name Field Option on POS Header and for Clearing Warning Message when Sales Tax Rate Record Not Found

Release Level: 4.08.021 Program Request: 3438 (posmain)

If you are currently running under release 4.07.000 when you install this release, the change described here does not affect you. This change applies only to those currently running under some level of 4.08.xxx.

A change was made to ensure that the "Name" field is cleared if your POS terminal options are set to 'Y,' 'C,' or 'A' in the "Stop at Customer Name after Customer Read" field.

An enhancement (see release 4.08.016) allows you to leave the tax code field blank in the customer master record so that the tax code is "prompted for" on the POS order heading screen. Initially, the message "Warning Sales Tax Rate Record Not Found" is displayed. A change was made to clear this warning message from the screen after a valid sales tax code has been entered.

Disallow Deleting Vendor Code on POS Line Item to Prevent Error / Lock Up

Release Level: 4.08.034 Program Request: 3392 (positem)

When changing an existing POS line item that is a not-on-file item, the program will no longer allow you to "up-arrow" from the Room Location (or another field) to the Vendor Code field and "blank out"/delete the vendor code. This change was made to prevent two error messages ("Record Not

Found” and “You can not sell a non-stock item without a valid vendor code”) from repeatedly displaying on the screen until a “kill terminal” was done.

Remove ‘T’ Flag from POS Line Item after Post Transfer Complete when Shipping from Another Store

Release Level: 4.08.038 Program Request: 3443 (invxfer.def,posxfrpt,invstrxf)

For our customers with multiple store locations, an option can be turned on to allow shipping the entire order from another store. For example, when a sales order is opened in Store 2, a salesperson can select to ship the order from Store 1. As line items are entered, this Store 2 order is reserving and backordering items in Store 1. The POS program allows the F8=TRANSFER TO STORE function from the “sTore inquiry” Action Box to be used when the quantity is not available in the ship store, but is available from another store (including the “sell” store). This type of transfer codes the letter ‘T’ in the POS Line Item Flag field to indicate a transfer is in process for that line item. Once the three-step process of Inventory Store Transfers has been completed, the ‘T’ flag is removed from the line item. This required a change in a Point of Sale program and in an Inventory Transfer program to ensure that the ‘T’ flag is found and removed once the transfer is complete for POS order line items on orders shipping from another store. This was accomplished by adding a “sell store” field in the inventory transfer file.

Correction to Custom Form Totals Section when Division used in a Formula such as Gross Profit Percent

Release Level: 4.08.039 Program Request: 3447 (poscprnt,poscbtch)

A program correction was made to “Custom Form Totals” pertaining to how the program handles mathematical calculations when “division” is used. This change affects those who use a custom form set up to print Gross Profit Percent. (Some lighting showrooms have this form set up as form “G.”) Along with Price Subtotal, Cost Subtotal and Profit, the totals section of the form usually includes a “Gross Profit %.” The formula established to print the Gross Profit % used division. (Cost was subtracted from Sales to calculate Profit dollars. Profit divided by Sales and then multiplied by 100 printed the Gross Profit %.)

Under certain conditions, the Gross Profit % in the form totals printed as 0.00 instead of the actual GP%. This condition occurred if the values for both total sales and total cost on the order had .00 in the cents portion. For example, if the total sales on the order was exactly 100.00 *and* the total cost on the order was exactly 40.00, the custom form totals printed 0.00 instead of 60.00 for the Gross Profit %. If either the totals sales dollars OR the total cost dollars had a non-zero amount for the “cents,” the problem did not occur. This problem has been corrected. The program is now forcing all mathematical calculations for the custom form totals section to use a “floating decimal point” rather than “integers.”

Order Types “A” and “B” in POS can be Closed to Accounts Receivable Only

Release Level: 4.08.040 Program Request: 3445 (postotal)

Most lighting showrooms use order type “A” for a Debit Adjustment in A/R and type “B” for a Credit Adjustment in A/R. A few lighting showrooms use order type “A” in Point of Sale for special purposes and enter line items on these orders. (In some cases, it is used to transfer or “sell” inventory to another store location.) Order types “A” and “B” can be closed only to Accounts Receivable. A program change prevents a user from closing order type “A” or “B” using a cash pay method because the daily close summaries are not set up to track cash pay methods for “A” or “B” order types. If a user attempts to close using a cash pay method, the program displays: “Can only close A or B type order to Accounts Receivable.”

Enhancement for Setting Up and Using Default Sales Notes in Point of Sale

Release Level: 4.08.053 Program Request: 3301 (optable,positem,posinfos)

There is a new option in the Table Options screen "14 - Default Sales Notes" which allows you to create Default Sales notes containing standard preset messages that are used over and over again on sales orders. These default sales notes can be "loaded" in the "Info" field on the POS Line Item Screen or in the "Information" field when typing in a sales note in the "POS Sales Notes" pop up box. The preset message of the default sales note can be selected or "loaded" simply by typing a period followed by a single character that you have established as that note's ID in Table Options. The entire note along with the specified PRT (print) flags is automatically loaded.

For example, assume that you require your salespeople to type "SPECIAL ORDER ITEM / NO REFUND" in the Info field or as a sales note for any non-stock item that cannot be returned. You could define an ID of "S" for this preset message in Table Options Default Sales Notes. Rather than typing the full message, the salesperson simply types ".S" (a period followed by the letter S). The entire message including the print flags will load automatically.

To set up preset standard messages as default sales notes, go to the Main Menu. Select System Administrator, Options Menu, Table Options and then #14 – Default Sales Notes.

Press ENTER to move your cursor to the "SALES NOTE" field and type in a single character. It is recommended that you use only letters A through Z and the numbers 0 through 9 for Sales Note ID's. Next, enter the default/standard sales note in the DESCRIPTION field. Enter the desired print flags in the PRT field. (I=Invoice, P=Pick Ticket, Q=Quote, L=Job Label) The note is saved automatically. See the examples on the sample screen below. Sales note ID's 5, N and S have been set up.

STANDARD SALES NOTE

LN	SALES NOTE	DESCRIPTION	PRT FLAG
1	5	50% RESTOCKING FEE IF ITEM IS RETURNED	IPQ
2	N	** FINAL SALE! NO RETURNS ALLOWED! **	IP
3	S	SPECIAL ORDER ITEM / NO REFUND	IPQ
4	—	_____	_____
5	—	_____	_____
6	—	_____	_____
7	—	_____	_____
8	—	_____	_____
9	—	_____	_____
10	—	_____	_____
11	—	_____	_____
12	—	_____	_____
13	—	_____	_____
14	—	_____	_____
15	—	_____	_____
—	—	_____	_____

F2=Ln# ENTRY

If you wish to correct or change the text you have typed in the DESCRIPTION of the default sales note or to change the print flags, simply enter the LN# of the note you wish to change. Change the note or the print flags as desired and then press F10 to SAVE your changes.

To delete a default sales note, enter the LN# of the note you wish to delete. Press F6. A message displays "RECORD HAS BEEN DELETED."

It is not necessary to load your preset standard messages in any particular order. Each time you enter table options, the program sorts the notes in alphabetic order. (If you use numbers as ID's for some notes, numbers appear before letters.)

As stated earlier, when working on a Point of Sale order, load the default sales note by typing a period followed by the appropriate letter or number in the "Info" field on the POS Line Items Screen or in the "Information" field of POS Sales Notes.

Info: _____

Info: .S_____

Info: SPECIAL ORDER ITEM / NO REFUND IPQ

To enter sales notes for a line item, press F12 and S for Sales notes. .

```

+-----+
| POS SALES NOTES      PRO  P2501-30W
|                      AirPro Builder-CeilingFan-Fan-
| SEQ  PRTF  PO Information
|  20                .N_____
|  30                _____
|  40                _____
|  50                _____
|  60                _____
|  70                _____
|  80                _____
|  90                _____
| 100                _____
| 110                _____
|
| F2=UP  F3=SAVE-SELL  F7=NEXT  F8=PREV  TAB=900 NOTES
+-----+
    
```

```

+-----+
| POS SALES NOTES      PRO  P2501-30W
|                      AirPro Builder-CeilingFan-Fan-
| SEQ  PRTF  PO Information
|  20  IPQ      * FINAL SALE!  NO RETURNS ALLOWED! *
|  30  IPQ      _____
|  40                _____
|  50                _____
+-----+
    
```

ACCOUNTS RECEIVABLE

Salesperson Permissions Control Robbing from a Sales Order

Release Level: 4.07.002 Program Request: 2777

The salesperson screen has been split into two screens to eliminate clutter and make it easier to read. A new field has been added to the salesperson record that controls "robbing" of items from other orders. The program allows robbing from another order that has the same ship location.

Allow Robbing From Order: Y (Y-Yes N-No P-Posting S-Selling E-Either)

Y indicates the salesperson is allowed to rob from another order.

N indicates the salesperson is not allowed to rob from another order.

P indicates the salesperson is allowed to rob from another order if the Posting salesperson is the same as the current order.

S indicates the salesperson is allowed to rob from another order if the Selling salesperson is the same as the current order.

E indicates the salesperson is allowed to rob from another order as long as either the posting or selling salesperson is the same as the current order.

Note for those with multiple store locations: Tag-n-Trak only allows robbing from sales orders with the SAME Ship location.

Enhancement to Remove Old POS Orders for a Customer Based on DATE

Release Level: 4.07.011 Program Request: ---- (arcmscrn)

The Customer Master Action Menu has been enhanced with an option to remove old Point of Sale Orders for a customer by specifying a date. The option on the action menu is "V" to "remoVe old."

The program removes all Point of Sale orders older than the entered date as long as it is closed or deleted and has been through at least two daily closes.

If the order is a suffix order for a partial shipment, it will be removed only if the original order has been removed.

Enhancement to Print Statements on Forms Using a Laser Printer

Release Level: 4.08.009 Program Request: 3431 (optable, artranst,xf408009)

In Table Options #2 "Statement," new options for printing statements on forms using a laser printer have been added to the Statement Order Type Table Screen. The new options are listed below.

Blank Heading Lines	5
Last Body Line to Print	52
Line to Start Printing Remit	54
Each Customer as a Separate Job	N
Address Start Line	4

Blank Heading Lines: Determines the number of blank lines to print at the top of the page before printing any data.

Last Body Line to Print: Defines the last print line that should be printed for the body portion of the statement.

Line to Start Printing Remit: This is the first print line to start printing the “remit to” and totals section of the statement.

Each Customer as a Separate Print Job: If answered yes, the program will spool out each customer as a separate print job and surround that print job with start and stop print codes. This could be use to print two copies of the statement and keep both copies together.

Address Start Line: This field is used to control the vertical position of the customer name and address. There are seven fixed lines that can contain the name and address. The name and address can *begin* printing in the first, second, third or fourth line. This allows for positioning the name and address so that it appears properly within the window envelope.

During the software release install, a transfer program runs that will load in defaults depending on which statement format you currently use so that tractor fed statements continue to print the same way as they have in the past. (If you switch to printing statements on a form using a laser printer, the values in these fields will need to be modified.) Contact Mylee Customer Support for more information if you are considering printing statements on forms using a laser printer rather than a tractor feed/continuous form printer.

Enhancement to Prompt for Sales Tax Code in POS if Customer Tax Code is Blank

Release Level: 4.08.016 Program Request: 3422 (arcmscrn,artransc,clsrvcchg,pospay,optpos,xf408016)

This enhancement allows you to create a new customer or edit an existing customer master record and set the tax code field to blank thus forcing the salesperson to enter a sales tax code at Point of Sale time. When a sales order is opened for a customer with a blank tax code, the program displays “WARNING SALES TAX RATE RECORD NOT FOUND” and the cursor rests in the Tax field of the order header. The user can enter a valid tax code or press F3 to display the Sales Tax Lookup box and select one.

Program changes were made to the Accounts Receivable Transaction screen. As in the past, when a payment is applied to an Accounts Receivable customer, a POS payment order is created so that the payment is processed by the Daily Close. If the customer master tax code field is blank, the program will use the POS Options default tax code so that the payment can be properly processed. (To view the default tax code: select System Administrator, Options Menu, POS Options, enter your Terminal ID, press F7 twice, refer to the field labeled Tax Code.)

Similar changes were made to the batch program “Apply Service Charges.” When creating the service charge POS orders, if a customer has a blank tax code, the program will use the POS Options default Tax Code so that the service charge can be properly processed by the Daily Close.

Changes also were made to the Payments/Adjustments screen to display a warning and stop at the tax code field if the tax code field is blank in the Customer Master. (The Payments/Adjustments screen is typically accessed by selecting “Payments” from the Accounts Receivable Menu. On some systems, this program exists as “Payments/ Adjustments” on the Point of Sale Menu.)

On the Options Menu, the POS Options screen now requires that you enter a valid tax code for the default Tax Code field. The default Tax Code field is on screen three for each Terminal ID. (Note: The heading on screen three is “POS OPTIONS - CUSTOMER CREATION DEFAULTS.”)

When the release software update is installed on your system, a transfer program will go through the POS options file and replace invalid sales tax codes with the first valid tax code from the sales tax file.

Cursor Stops at Post Date for I and M Type Transactions in A/R “Payments” Program

Release Level: 4.08.044 Program Request: 3453 (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 displays to the right of the label “Post.” Refer to the sample below indicating the transaction was closed on 04/17/2009.

Status: C 04/17/2009 Post: 04/17/2009

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.

Unapplied Payments Entered in A/R Transaction Screen now Print when using “Audit Trail” Program from A/R Customer Report Menu

Release Level: 4.08.052 Program Request: 3416 (artransc,artrnadr)

An “open” or “unapplied” customer payment can be entered using the “Transaction” program on the Accounts Receivable Menu. Unapplied payments are those payments that you do not wish to immediately apply against other transactions (such as invoices and service charges). These unapplied payments printed on the A/R Apply Transaction Audit Trail report that printed following a batch of payments. However, when using the “Audit Trail” program from the A/R Customer Reports Menu to re-print the A/R Apply Transaction Audit Trail report for a specific date, open/unapplied payments did not print. A change was made to the A/R Customer Reports Menu “Audit Trail” program to print these unapplied payments.

INVENTORY

Enhancement Excludes Discontinued Items from Count Sheets Unless Item has QOH

Release Level: 4.07.012 Program Request: 3397 (inctgen)

When using the Multi Count Worksheet program, you have the option to print your count sheets by qualifying on the Stock Flag in inventory. Those who qualify on the Stock Flag, typically enter "SX" (S=Stock, X=Discontinued) or "@" (to print all items with a non blank stock flag). The problem with including items with stock flag of X is that *all* discontinued items would be included on the count sheets even if the QOH of the discontinued item was zero. To remedy this, the program now has a way to print discontinued items on the count sheets only if the QOH is not zero.

A new option displays an additional question to control the printing of discontinued items when you print by codes and include either "X" or "@" in the Stock Flag dialog field. The new question is "ONLY PRINT DISCONTINUED WITH QOH (Y OR N)." The default answer is 'Y' which will only print discontinued items when the item has a non zero quantity on hand. If you answer "N" to the question, then all discontinued items will print on the count sheets.

Program Change when Reprinting Multi Count Worksheet for Set 1

Release Level: 4.08.007 Program Request: 3428 (inctgen)

Prior to this software change, when re-printing a multi count worksheet for Set 1, the program printed the Qty on Hand from the Inventory file at the time of the re-print. (Note: the Quantity stored in the count file was NOT affected by this. The Quantity stored in the count file reflected the QOH at the time the count sheets were originally printed OR the QOH in the inventory file when a "refresh Qty" was done.) A change was made so that the program now prints the quantity stored in the count file when doing a RE-PRINT of Set 1.

When re-printing sets other than Set 1, no change was needed as the program was already printing the original quantity stored in the "count" file.

Important Note: When only 1 SET of count sheets is generated, the program prints the quantity reserved (QRV) on the count sheets. Since the quantity reserved is not stored in the count file, the program will print the current quantity reserved in the inventory file on the count sheets when a RE-PRINT is done.

Inventory Posting Screen Default Changed to "Y" for Print Report

Release Level: 4.08.011 Program Request: 3409 (invscrn)

The Inventory Posting Screen is accessed from the item master screen by pressing F12 and P for "Post/inv scn." The default option for printing a report has been changed from 'N' to 'Y' as many lighting showrooms utilizing the posting screen indicated they wanted a printed report of the posting changes.

Display Price Level Adjustment Percentage for Fixed Priced Items

Release Level: 4.08.017 Program Request: 3436 (invscrn)

When entering in a "fixed price" for selling price levels A, B, C or D on the main inventory screen, the program will now display the price level adjustment percentage (based on the E cost) in the lower left hand portion of the screen. Note: When a "fixed price" is used for a selling price level, the "base" for that price level is blank and the "adjustment percentage" is zero.

Displaying the price level adjustment percentage is meant to help you determine or verify that the fixed price you entered is at the correct markup. Assume the "E" cost of an item is \$100.00 and you enter in a fixed price of \$250.00 in price level A. The bottom left portion of the screen will display:

$$A = E + 150\%$$

Using that same item with a cost of \$100.00, assume you enter a sell price of \$175.50 in price B. The program will display:

$$B = E + 75.5\%$$

This price level adjustment display is for fixed priced items for selling prices A, B, C and D when you change the price. The adjustment percentage is NOT stored in the item master record.

CBO Quantity Calculated when Adding New Items to Inventory

Release Level: 4.08.020 Program Request: 3412 (invscrn,ipinvscn)

When adding a new item to inventory, the program will search the inventory purchasing customer backorder file to see if there are any current backorders for customers for the item you are adding. The program will add the quantities for these customer backorders and update the CBO quantity field in the item master with the total found prior to you saving the new item.

This same process will occur if you add items to inventory from the Inventory Purchasing Review screen.

NOTE: If you have been manually updating the CBO quantity in the item master when adding an item to inventory that previously was a "not on file" item, you should no longer do so because the system is now automatically calculating the quantity.

Warning Message Displays if you Attempt to run the "Post Transfer" step prior to the "Transfer" step when Transferring Inventory Between Store Locations

Release Level: 4.08.024 Program Request: 3395 (invstrxf)

After entering items for "Store Transfer," there are three steps that must be run in sequence: (1) Pick Transfer, (2) Transfer and (3) Post Transfer. If a user attempts to run the final "Post Transfer" step before the "Transfer" step, the program will display the following warning message: "SELECTED NUMBER HAS NOT BEEN TRANSFERRED YET."

Prior to this change, there was no warning message – the program simply printed a "Post Received List" with no items on it because no quantities were posted. This program change to display a warning message eliminates the blank post transfer report and also alerts the user that the Transfer step needs to be run.

Vendor Code and Item Number Change Functions Change Item(s) in ALL Stores

Release Level: 4.08.042 Program Request: 3394 (invscrn, invvnds)

Enhancements were made to the Tag-n-Trak "Vendor Code Change" and "Item Number Change" functions as follows:

For Customers with a Single Store and for Customers with Multiple Store Locations:

When doing the **F2=CHG ITEM** from the Main Inventory screen or when doing the "**Vendor change**" from the Vendor Code Master screen, Tag-n-Trak will change the item number and/or vendor code in the UPU price file. Previously, the program did not attempt to change this file.

For Customers with Multiple Store Locations:

For customers with multiple store locations, Tag-n-Trak will now change the item number and/or vendor code in the files that are shared among stores, including: Inventory Transfer File, Purchasing Link file and the Closing Inventory Transfer File.

When doing the **F2=CHG ITEM** from the Main Inventory screen or when doing the **“Vendor change”** from the Vendor Code Master screen, **Tag-n-Trak will now change the item number and/or vendor code in ALL STORE LOCATIONS**. It will no longer be necessary to do the “Change Item” or the “Vendor change” for each store.

When doing a “Vendor change” from the Vendor Code Master screen: When the entire vendor code is changed (F12 and V from the Inventory Vendor Code Master screen), the program will now perform the change in ALL store locations and in the files shared among store locations in a “batch” process. The program will print a report of the changes made to each store. Because the change affects all stores one at a time for an entire vendor line, this process can take some time to complete. For this reason it is **STRONGLY RECOMMENDED** that you perform a Vendor code change when all other users are logged off AND after a data backup has just been performed. The following warning message displays before you begin to perform the update.

***** WARNING *****

You have selected to perform a batch change of an entire vendor line to a new vendor code. This batch process will perform this function in all stores one at a time. Because of the way the process is performed it is strongly recommended that it is performed while no one else is on the system for any of the stores and that this batch process is performed right after a data backup has been completed.

You can press F12 once the dialog screen displays if you need to exit from this batch process.

Please contact support if you have any questions about changing an entire vendor code prior to proceeding.

Press any key to continue.

The following is a list of files that are changed by both the F2=CHG ITEM from the Main Inventory screen and the “Vendor change” from the Inventory Vendor Code Master screen:

- 11 POS - Order Line Item
- 13 POS - Archive File
- 17 CLS - Closing Inventory Transfer
- 20 INV - Master
- 21 INV - Labor/Alternate Item
- 35 I/P - Purchase Order Line Item
- 37 I/P - Customer Backorder
- 38 I/P - Purchase Order Link
- 55 UPU - Universal Price Load
- 94 A/R - Customer Price
- 96 INV - Inventory Related
- 99 INV - Inventory Transfer

The following two files are optionally changed by the “Vendor change” from the Inventory Vendor Code Master screen:

- 2 A/R - Customer Analysis
- 6 A/R - Salesman/Vendor Analysis

Reset 'T' Flag to "Blank" in POS Line Item for "F8=Transfer to Store" Type Transfers

Release Level: 4.08.050 Program Request: 3456 (invstrxf)

For lighting showrooms with multiple stores, some use the "F8=Transfer to Store" function when selling items on the Point of Sale line items screen to request an item be transferred from another store. When this function is used, the letter 'T' is placed in the line item "Flg" field to denote that this is a store transfer item. (Also, a sales note "TRANSFER FROM STORE NAME" is automatically created.) When the last step of the inventory transfer procedure is run to "post the transfer," the 'T' flag is removed from the POS line item indicating that the transfer is complete. Under some conditions, when a Transfer Ticket contained a particular "mix" of stock transfers and POS orders requesting transfers and/or when there were store transfers on POS orders shipping out of another store, the program was not finding the POS line item in order to reset the 'T' Flag to a "blank." This has been corrected.

Remove 'T' Flag in POS Line Item for "F8 Store Transfers" if Transfer is Deleted from the Transfer File Manually

Release Level: 4.08.051 Program Request: 3457 (invstrxf)

If you manually delete an inventory store transfer record from the inventory transfer file that was for a specific item on a POS order, the program will now remove the 'T' flag from the POS line item. Also, a sales note is created for the POS item with a message of the following format "TRANSFER DELETED MM/DD/YYYY HH:MM."

PURCHASING

Allow Supp in IP Vendor to be Qualifier for Purchasing CBO's

Release Level: 4.07.003 Program Request: 3403 (ipcborpt, ippocrt)

The PO Create Program and the BKO Status Report program have been changed to allow users to qualify on the Supp (supplier) field for purchasing customer backorders (CBO's).

For example, if Supp in IP Vendor Master=P (to represent vendor "Preferred Pricing"), ONLY those CBO's that have a P in the Supplier field of the item master record will get picked up on the purchase order or print on the BKO status report. Some purchasing vendors have Preferred Pricing for a Subgroup of Items & require separate PO's. This program change accommodates that requirement.

Prior to this release change, the Supp field could be used as a qualifier for purchasing stock items, but not Customer Backorders.

Customer Backorders Already Ordered Reflected in Purchasing Calculations

Release Level: 4.08.006 Program Request: 3323 (ippocrt)

Prior to this software change, any existing customer backorders that were ordered on a PO were included in the item's "Qty on Order." When determining how many to order for stock, the calculated quantity to order could be "short" because as soon as the customer backorder inventory was received, it was immediately reserved for the customer and thus not available for stock. The revised purchasing program now calculates (quantity on hand – quantity reserved + quantity on order – customer backorder already ordered) to compare to reorder level or sales history.

There is a situation that can arise that this program change does not address. We will look at possibly addressing it in a future release. If you have the option "Use Stk Odr For Bko Y" in your purchasing vendor master, the program first determines if you need to order any quantity for stock and then it adds qualified backorders to the purchase order. With the option of 'Y' the program could move some of your qualifying backorders to another purchase order with a stock order for the item. In this case you have reduced your available stock but using it for a backorder and the program has not suggested ordering any additional stock for replacement.

Use Original Order Date when Re-Printing a Purchase Order

Release Level: 4.08.014 Program Request: 3433 (ippopprp)

When reprinting a Purchase Order, the program will print the original PO order date instead of the current system date.

Trial Calculation Customer Backorder Line Notes – Prevent Repeating Lines

Release Level: 4.08.008 Program Request: 3429 (ippocptr)

When printing a trial calculation report, customer backorder line notes should print only for the customer backorder item on the report and not repeat for subsequent items on the report.

The Letter 'R' Next to Date on Purchase Order Indicates a Re-Printed P.O.

Release Level: 4.08.022 Program Request: 3415 (ippopprp)

When a Purchase Order is re-printed, the letter "R" prints to the right of the purchase order date to indicate that this is a re-printed purchase order.

Date Last Purchased is Updated when Adding an Item to a PO in ORD or BKO Status

Release Level: 4.08.023 Program Request: 3406 (ipposcsm)

When adding an item to a purchase order that is in an ordered (ORD) or backordered (BKO) status, the program will automatically update the quantity-on-order of the item as it has done in the past. A change was made so that the program also updates the "Date Last Purchased" field as long as the purchase order date is greater than the "Date Last Purchased" in the inventory item master.

Enhancement for Purchasing Vendor Master "Change ID"

Release Level: 4.08.025 Program Request: 3400 (ipvmscrn)

The Purchasing Vendor Master screen program has been enhanced to provide the option to change the Vendor ID. To change the ID, select "Vendor Master" from the Inventory Purchasing Menu and read up the Vendor you wish to change. Press **F2=CHANGE ID**. You will be prompted with **"PLEASE ENTER NEW VENDOR ID."** Enter the new vendor ID and press ENTER. The program affects all Purchasing files that contain the Vendor ID. The files include: purchasing vendor master, vendor code conversion, alternate price/item, purchase order heading and vendor master memo.

If the vendor has "Notes" set up, the Level "B" and "I" notes will be changed to the new vendor ID. Level "B" notes apply to "both" the purchasing vendor and the accounts payable vendor. Level "I" notes apply only to the inventory purchasing vendor.

If you press F2=CHANGE ID by mistake, simply press ENTER past the "Please Enter New Vendor ID" prompt to leave the vendor ID unchanged.

Prevent Error Message when using “Y” to Post Only on Post Received Order Screen on a Single Store System

Release Level: 4.08.027 Program Request: 3441 (ipporecv)

When answering ‘Yes’ to the “Post Only – Skip Rest of Screen” prompt when receiving a purchase order, the program will no longer try to print any of the backorder fill reports as it could cause a program error for single store systems.

Purchase Orders in NEW or REV Status do not Qualify for PO Re-Print

Release Level: 4.08.032 Program Request: 3440 (ippopprp)

If you select a Purchase Order in “NEW” status to post and print and then answer “N=Re-Print PO Only” to the “Post and Print” dialog question, the program will no longer print a Purchase Order. Purchase Orders in a NEW or REV status will no longer qualify for a PO Re-Print because the items have not yet been ordered.

Display Date Last Received on F3 Inventory Inquiry Screen

Release Level: 4.08.036 Program Request: 3375 (posinqsc)

The Inventory Inquiry Screen has been enhanced to include the “Date Last Received” from the Item Master record. The Date Last Received will display in the bottom right section of the Inquiry Screen and is labeled “DLR.” It is positioned to the left of DLP (Date Last Purchased).

Print Purchase Order Terms on the Post Received Order Report to Note Freight Prepaid

Release Level: 4.08.043 Program Request: 3450 (ipposcrn,ipporecv)

An enhancement was done so that the purchase order TERMS will print on the Post Received Order Report. The TERMS description for the purchase order now prints to the left of the “totals.” The purpose of this enhancement is to allow users to edit the purchase order terms with a note indicating that freight is prepaid. Examples: Insert “FPP” or “FRT PREPAID” at the beginning or at the end of the terms field on the PO Header screen and then press F10 to SAVE when freight is prepaid. This will allow the accounting personnel to easily verify whether or not freight is prepaid when they reconcile the vendor’s invoice with the Post Received Order Report.

The TERMS description can be changed up until the time a purchase order is closed. The program does not allow saving a change to the TERMS description on a CLOSED purchase order.

Prevent Creating PO in LCK (Locked) Status if User Exits Dialog Screen of Batch Create

Release Level: 4.08.045 Program Request: 3451 (ippocrt)

When creating a purchase order using the Purchase Order Batch mode, the program will no longer create a purchase order in the “LCK” locked status (with no line items) if you exit from the dialog screen before starting the batch create process.

Change Purchasing Vendor ID in the Multi-Store Purchase Order Link File

Release Level: 4.08.049 Program Request: 3455 (ipvmscrn)

A program change was made to change the purchasing vendor ID that is stored in the purchase order link file when doing an inventory purchasing vendor master ID change. The purchase order link file is used for multi store customers that combine purchase orders between stores. Prior to this change, if you changed a vendor ID with active purchase orders in the PND status, they would not be picked up by the other store.

PO WORK ORDER can be Printed for Purchase Orders in NEW or REV Status

Release Level: 4.08.054 Program Request: 3460 (ippopprp)

A purchase order that is in NEW or REV status can be printed before actually "posting it." When printed, the words "PO WORK ORDER" print at the top right of the form instead of the words "PURCHASE ORDER" to distinguish it from a "real" purchase order in an ORD status. Other than the title that prints at the top, the format is the same.

Here are two ways to print a PO Work Order:

- (1) While on the "Create / Edit Line Items" screen of a purchase order in NEW status, press F12 and P for "Post and print." When filling out the dialog screen, respond "N" to the "Post and Print" prompt. The program will print the purchase order but will be titled PO WORK ORDER. The status of the PO will convert automatically to REV (reviewed).

OR

- (2) While on the PO Status screen, enter in the vendor ID, the LN# of a PO in NEW status and then press F6=Post. You'll be asked "DO YOU WISH TO CONVERT TO 'REV' STATUS? (Y OR N)." Respond 'Y' for Yes. When filling out the dialog screen, respond "N" to the "Post and Print" prompt. The program will print the purchase order but will be titled PO WORK ORDER. The status of the PO will convert automatically to REV (reviewed).

To add, change or delete items on the PO which is now in REV (reviewed) status, the PO must be changed from REV to NEW. While on the PO Status screen, enter in the vendor ID, the LN# of the PO in REV status and then press F2=Edit. The Purchase Order Heading screen displays. Press the TAB key (TAB=CHANGE STATUS) and the status will immediately change to NEW.

CLOSING ROUTINES

Closing Inventory Store Transfer File Set Up as a Shared or "Common" File

Release Level: 4.08.003 Program Request: 3425 (invstrxf,clsdlly2,update2)

The release install script was modified to ensure that the new "clsinvxf" file is set up as a "shared" or "common" file among stores that transfer inventory.

This file contains records for items transferred among stores and for items sold on sales orders where the selling and shipping stores are different. This file is used to create General Ledger distribution for the cost of the transfers.

Query can be used to display or print records in this file. This can be helpful when tracking when an item was transferred or at what cost. It can also be helpful when analyzing inventory store transfers.

Update Sell and Ship Store Numbers in POS Orders for Service Charge Transactions

Release Level: 4.08.004 Program Request: 3426 (clsrvcchg)

The "current" store will update the sell and ship store number fields in the Point of Sale orders created for Service Charge transactions generated by the batch service charge routine "Apply Service Charges." This will prevent a "bad data" error when the service charge transaction is processed by the Daily Close.

Sales Tax Report Printed by Daily Close Changed to Only Print Tax Codes with Activity

Release Level: 4.08.037 Program Request: 3361 (clsdlly2)

The Daily Close program can optionally print a Daily, Period and/or Yearly Sales Tax Report. Some users choose to print the Sales Tax Report daily. Most users choose to print the Sales Tax Report once a month when they run a Daily Close for the "Last Day in Period." Prior to this software release, sales tax reports printed by the daily close program printed ALL tax codes – both active and inactive. A change was made to the Daily Close program to print only those sales tax records with activity. (This holds true whether you are printing a Daily, Period or Yearly Sales Tax Report.) The program looks at total sales, total taxable sales and total non-taxable sales for each tax code to determine if it has activity. Tax codes with no activity are excluded from the report.

As in the past, a Sales Tax Report may be printed at any time that includes active records only OR that includes both active and inactive tax code records. This report is printed by selecting "Sales Tax Summary" from the Closing Routine Menu and pressing the [F4] Key. When filling out the dialog screen, to print active tax codes only, respond "Y" to the "PRINT ACTIVE RECORDS ONLY" prompt. To print ALL tax codes, both active and inactive, respond "N" to the prompt.

Change to How Report Program Determines a Sales Tax Code is "Active"

Release Level: 4.08.041 Program Request: 3448 (cltaxscr)

As in the past, a Sales Tax Report may be printed at any time that includes active records only OR that includes both active and inactive tax code records. This report is printed by selecting "Sales Tax Summary" from the Closing Routine Menu and pressing the [F4] Key.

A change was made to the program when a user responds "Y" to "Print Active Records Only." To determine if a tax record is active, the program looks at the following three figures: Total Sales, Total Taxable Sales and Total Non-Taxable Sales. If any of these three figures has a non-zero amount, the sales tax record is considered "Active." (This is the same method the Daily Close program uses when a sales tax report is printed as part of the daily close reports.)

Default Field Heading TAXABLE DISCOUNT on Sales Tax Report can be Changed

Release Level: 4.08.046 Program Request: 3418 (clsdly2,cltaxscr,optmain,xf408046)

On the Sales Tax Report, the description "TAXABLE DISCOUNT" prints in front of the taxable discount amount. Some customers were concerned that the state sales tax department may incorrectly interpret the meaning of that dollar amount. To address this concern, a new field has been added to MAIN OPTIONS that allows you to change the default field heading.

When the Tag-n-Trak software release is installed, the default heading that has printed in the past will automatically load into this new field as TAXABLE DISCOUNT. If you are satisfied with this description, no action is needed. However, if you would like to change it, select System Administrator, Options Menu, Main Options and press F8 once to display the last (12th) screen of Main Options.

FIELD HEADING FOR DISCOUNTABLE AMOUNT ON TAX REPORT **TAXABLE DISCOUNT**

Change the field heading (such as "DISCOUNT AMOUNT" instead of "TAXABLE DISCOUNT") and then press F10 to SAVE. If you have multiple stores, go to each store and make the desired change.

QUERY

CLS-Closing Inventory Transfer is Available in Query under the Group A/R Closing

Release Level: 4.07.002 Program Request: 2777

The file "CLS – Closing Inventory Transfer" is available for query reports. Also, changes were made to Query for selection of the SHIP Store in the POS Order Heading, POS Line Item and POS Archive files.

Ensure that New Qualifiers are Saved when Changing an Existing Query

Release Level: 4.08.028 Program Request: 3377 (qrwmain)

A program change was made that corrected a problem with saving "qualifiers" for an existing query. Prior to this change, if you edited an existing stored query, deleted one or more qualifiers and then added one or more new qualifiers, the new qualifier(s) would be saved if you pressed F10 to exit the Qualify Selection screen and also pressed F10 from the Print Selection screen. However, if you pressed F12 from the Qualify Selection screen to go directly to the Process Selection screen, the qualifiers were not properly saved. This problem has been corrected. When deleting and adding qualifiers to an existing query, the changes are saved whether you F10 or F12 from the Qualify Selection screen.

Transfer Ticket Number field defined in Query Closing Inventory Transfer File

Release Level: 4.08.047 Program Request: 3454 (xf408047)

When transferring inventory between stores, the "Closing Inventory Transfer" file (which is File #17) is updated when the "post transfer" step is run. (This Closing Inventory Transfer file is also updated during a daily close to track inventory "shipped out of another store" on Point of Sale invoices.)

Query reports can be designed using the Closing Inventory Transfer file. A change was made to the Query Report Writer database to include the transfer "TICKET NUMBER" field.

To design a query using the Closing Inventory Transfer file, select **A/R Closing** for the **GROUP** and **CLS - Closing Inventory Transfer** for the **FILE**. The screen below shows the available Print Fields.

```
===== PRINT SELECTION =====  
This is the list of fields that you may print.  Highlight the field  
and press <ENTER> to select.  Press <F1> any time for assistance.  
-----  
-----  
CLC - Closing Inventory Transfer  
[ _____ RECORD NUMBER]  _____ FROM STORE  _____ TO STORE  
_____ FROM GL CHART  _____ TO GL CHART  _____ DATE  
_____ SALESPERSON  _____ VENDOR CODE  _____ ITEM NUMBER  
_____ DIVISION  _____ QUANTITY  _____ COST TOTAL  
_____ ORDER NUMBER  _____ PRINT FLAG  _____ POST FLAG  
_____ TYPE  _____ TICKET NUMBER
```

UNIVERSAL PRICE UPDATING

Kit Items and Items Containing Serial Numbers will no longer Print on Purge Report

Release Level: 4.08.048 Program Request: 3402 (upupurge)

The **Print/Purge Discontinued Items** program does not purge catalog kit items and does not purge items containing serial number records. In some cases, users coded the letter "D" in the "MFG" field of the item master record for kit items or for items containing serial numbers that had no quantities and these items printed on the **Manufacturer Discontinued Items / Purge Report** as qualifying for purging. However, the program did not delete them when the actual purge was performed since they were kit items or items with serial numbers. A change was made so that the Purge Report no longer prints items that will not be deleted because they are part of a kit or because they contain serial number records.

GENERAL LEDGER

G/L Accounts History Report can be Printed to a Disk File

Release Level: 4.07.004 Program Request: ---- (glhstory)

Some users have a printer number set up to print reports to a "disk file." It is common for printer number 99 to be used to output a report to a file named "printer99" in a temporary directory. A program change was needed for the "G/L Accounts History Report." Prior to this release, if the G/L Accounts History Report was sent to a disk file printer, the disk file would be empty. This problem has been corrected. When the G/L Accounts History report is sent to a disk file, the report is properly saved.

Account Name Prints Correctly on G/L Transaction Journal-Closing Transactions

Release Level: 4.08.029 Program Request: 2602 (glclose)

When running the General Ledger "Close the Year" program, two reports print automatically. A program change was made to one of the reports, G/L Transaction Journal – Closing Transactions, to properly print the GL Chart "Description" in the Account Name column. Prior to this change the program printed the description for the last account processed in the "Account Name" column and then repeated that same description/name for each account. This was strictly a "report printing issue" and did not cause any posting problems. All transactions posted properly – the report simply printed the wrong account name on the first part of the report.

Ensure that Descriptive Error Messages for General Ledger Errors Exist in the Error Message Database

Release Level: 4.08.030 Program Request: 3442 (flexerrs.dat)

This software release will ensure that all systems have the latest version of the file that contains Tag-n-Trak error messages, including the error messages for General Ledger programs.

ACCOUNTS PAYABLE

Enhancement for A/P Vendor Master "Change ID"

Release Level: 4.08.026 Program Request: 33990 (apvmscrn)

The Accounts Payable Vendor Master screen program has been enhanced to provide the option to change the vendor ID. To change the ID, select "Vendor Master SCREEN" from the A/P Screen Menu and read up the Vendor you wish to change. Press F2=CHANGE ID. You will be prompted with "PLEASE ENTER NEW VENDOR ID." Enter the new vendor ID and press ENTER.

The program affects all Accounts Payable files that contain the Vendor ID. The files include: vendor master, voucher, check register, recurring voucher and the ipmemo file for Level "A" notes only. Level A notes are those set up for an Accounts Payable vendor master only. The Change ID function in purchasing changes the ID in the ipmemo (notes) file for Level "B" and "I" notes.

If you press F2=CHANGE ID by mistake, simply press ENTER past the "Please Enter New Vendor ID" prompt to leave the vendor ID unchanged.

Stop at Date Field on Cancel/Void Check Screen

Release Level: 4.08.031 Program Request: 3398 (apcanchk)

Immediately after selecting the Cancel/Void Check program from the A/P Screen Menu, the cursor will now stop at the date field at the top left of the screen. As in the past, this date is used as the General Ledger Posting Date for the general ledger distribution created when a check is voided.

(Prior to this release, the cursor did not stop at the date field. You had to “up-arrow” to the date field to change it.)

The date will default to the current system date. If you wish to change the posting date, change the date and press ENTER. If you wish to use the current system date as the G/L posting date, simply press ENTER without changing it.

Display Error Message when Void Check is Unsuccessful

Release Level: 4.08.031 Program Request: 3398 (apcanchk)

There had always been an error message when a check could not be voided, however, as soon as the void process was complete the message was cleared and you could not read it. Now the program will pause when the message displays requiring you to press ENTER to continue. The message is “CAN NOT VOID CHECK – XXXXX PRESS ENTER TO CONTINUE.”

APPENDIX A
 ENHANCEMENT TO SUPPORT A MAXIMUM OF 99 STORE LOCATIONS

Enhancement to Support a Maximum of 99 Store Locations

Release Level: 4.07.001 Program Request: ----

(optable optmain arcimage arcmscrn arslmsmc,artranst invscrn invstriq invstrxf ipvmscrn ipocbol ipcborpt ipocbko ippohstl
 ippopprp ipporecv ippocrtc poscbocr,poscbolc posqrvsc posxfprt posiload positem posinqsc ipposcrn menu clsdly3 clsdaily
 clsperyr calcqrv xf40701a xf40701b xf40701c xf40701d)

This release enhancement affects only those with multiple stores. Tag-n-Trak has been enhanced to support up to 99 stores. Prior to this enhancement, nine was the maximum. When assigning numbers to store locations, the system requires a store 1. The "next" Transfer ticket number is stored in this record, so a store 1 is required. Typically, store 1 is assigned to the main store location. However, once store 1 has been established, store numbers can be skipped or deleted. For example, 1, 4 and 9 can be assigned to store locations. Previously, store locations had to be numbered consecutively. If you had 3 locations, they had to be numbered 1, 2 and 3.

Single store users will not notice any changes. Single stores are simply "store1 of 1" and programs will function as they have in the past.

Multi-store users need to be aware of the following changes:

Purchasing Vendor Master – "Other Strs" Field

When the release is installed, the purchasing vendor master field "Other Strs:" will be changed automatically to include a comma between the store numbers so that the program can support a 2-digit store number.

Table Options – Store Entries for DLY, PER, STR, POS, PTR

This program allows the adding and deleting of specific store entries. There are five new options that can be specified for each store. These options are only relative to the current store and how the other stores interact with the current store. The five options are DLY (Daily), PER (Period), STR (Store lookup for inquiries and transfers), POS (Point of Sale "Ship From" stores), PTR (printer number for backorder fill report by salesperson).

To edit these options, select System Administrator from Main Options, Options Menu, Table Options and then #8 Multi-Store Setup.

DLY The first option "DLY" instructs the daily close program for the current store to include or exclude other stores when a multi-store daily close is performed.

Refer to the sample screen below for a multi-store company with four stores, stores numbered 1, 2, 3 and 9. The sample below is the Table Options for the Store 1 SHOWROOM. In this example, the daily close will process all four stores (01, 02, 03 and 09) because the letter Y for Yes is coded for stores 01, 02, 03 and 09.

Multi-Store Setup Table			
SAMPLE SHOWROOM 1			
STR	Name	Data File Path	D P S P P L E T O T Y R R S R
01	SAMPLE SHOWROOM 1	/usr/df/datafile/str1/	Y Y Y Y 7
02	SAMPLE SHOWROOM 2	/usr/df/datafile/str2/	Y Y Y Y 2
03	SAMPLE SHOWROOM 3	/usr/df/datafile/str3/	Y Y Y Y 5
09	SAMPLE DIST WAREHOUSE	/usr/df/datafile/str9/	Y Y Y Y 32
---	---	---	---
---	---	---	---

Next transfer: 10151

Enter Selection

Assume store 3 performs its own daily close and you do not want it to be part of the multi-store daily close that is run for 01, 02 and 09. The letter N would be placed in the DLY column for store 3 to exclude it. See the sample screen below.

```

Multi-Store Setup Table
SAMPLE SHOWROOM 1
STR   Name                               Data File Path                               D P S P P
                                           L E T O T
                                           Y R R S R
01 SAMPLE SHOWROOM 1   /usr/df/datafile/str1/   Y Y Y Y 7
02 SAMPLE SHOWROOM 2   /usr/df/datafile/str2/   Y Y Y Y 2
03 SAMPLE SHOWROOM 3   /usr/df/datafile/str3/   N N Y Y 5
09 SAMPLE DIST WAREHOUSE /usr/df/datafile/str9/   Y Y Y Y 32
-----

```

PER The second option applies to the period close and operates the same way as the daily close. It instructs the Tag-n-Trak period close program to include or exclude other stores when a multi-store period close is performed. The example below displays the table options for Store 1. When a multi-store period close is run from store 1, it will process all four stores (01, 02, 03 and 09) because the letter Y for Yes is coded for stores 01, 02, 03 and 09.

```

Multi-Store Setup Table
SAMPLE SHOWROOM 1
STR   Name                               Data File Path                               D P S P P
                                           L E T O T
                                           Y R R S R
01 SAMPLE SHOWROOM 1   /usr/df/datafile/str1/   Y Y Y Y 7
02 SAMPLE SHOWROOM 2   /usr/df/datafile/str2/   Y Y Y Y 2
03 SAMPLE SHOWROOM 3   /usr/df/datafile/str3/   Y Y Y Y 5
09 SAMPLE DIST WAREHOUSE /usr/df/datafile/str9/   Y Y Y Y 32
-----

```

Next transfer: 10151

Enter Selection

STR The third option controls which stores display when performing inventory inquiries and store transfers. Using the same example above, a store 1 user can check stock at all stores (01, 02, 03 and 09) and transfer inventory to any other store because there is the letter Y in the "STR" column for all stores.

On the Inventory Inquiry screen, F10=STR can be pressed to display a list of stores. If Table options is coded "Y" in the STR column for all stores, a user can select to check stock in any store. See the example below.

```

SELECT STORE
STR   Name
1     SAMPLE SHOWROOM 1
2     SAMPLE SHOWROOM 2
3     SAMPLE SHOWROOM 3
9     SAMPLE DIST WAREHOUSE

```


PTR The final option "PTR" controls the printer number for the backorder fill report by salesperson that is generated when a PO is received.

When sales orders are entered with a "shipping" store different from the "selling" store, the customer backorder records will be created in the "shipping" store's database. Purchase orders generated in the shipping store will pick up all customer backorder records slated to ship out of that store. If your company has a distribution warehouse, all house jobs may ship out of that distribution warehouse. For example, salespeople in stores 1, 2 and 3 can all create house job orders with a Ship Store of 9 (the distribution warehouse). A purchase order generated in store 9 will include all of the customer backorders/special orders that were sold in stores 1, 2 and 3 but slated to ship out of store 9.

When the merchandise is received in the shipping store, Tag-n-Trak has the option to print a "BACKORDER FILL REPORT BY SALESPERSON." The PTR column tells Tag-n-Trak ON WHICH PRINTER the Backorder Fill Report by Salesperson should print.

Refer to the sample below which displays Table Options for STORE 9, the DISTRIBUTION WAREHOUSE.

		Multi-Store Setup Table				
		SAMPLE DIST WAREHOUSE				
STR	Name	Data File Path	D	P	S	P
		L E T O T				
		Y R R S R				
01	SAMPLE SHOWROOM 1	/usr/df/datafile/str1/	Y	Y	Y	7
02	SAMPLE SHOWROOM 2	/usr/df/datafile/str2/	Y	Y	N	2
03	SAMPLE SHOWROOM 3	/usr/df/datafile/str3/	Y	Y	N	5
09	SAMPLE DIST WAREHOUSE	/usr/df/datafile/str9/	Y	Y	Y	32

When a PO is received in store 9, the Backorder Fill Report by Salesperson will print on printer 7 if the sales order was created in store 1. It will print on printer 2 if the sales order was created in store 2. It will print on printer 5 if the sales order was created in store 3.

**APPENDIX B
POS MULTI-STORE ENHANCEMENT TO SHIP FROM ANOTHER LOCATION**

Overview

This document provides an overview of the enhanced multi-store functions that provides the option for shipping merchandise out of another store. In this document:

S1 = Sample Showroom 1 location

S2 = Sample Showroom 2 location

S33 = Distribution Warehouse

This enhancement allows multi store systems to select the “ship” location when a new sales order is opened. All line items on the order will update the inventory quantities of the ship location. Customer backorders created post to the customer backorder file for the ship location.

Setup of POS Options

Two new fields have been created on screen 1 of POS terminal options:

STOP FOR SHIP STORE BEFORE CREATING ORDER _ (Y,N)

If Y, the POS program displays a list of stores from which the salesperson can select a ship location at the time an order is opened.

If N, the POS program does not display a list of stores. The ship location will default to the “Default Store” in POS Options. (See below.)

DEFAULT STORE _

This is the default ship location. It will initially default to the main store location. For example, for users in the S1 (Sample Showroom 1) database, the default store will be 1. For users in S2 (Sample Showroom 2), the default store will be 2.

Setup of Salesperson

A new field was added to the salesperson record. The salesperson record now displays on two rather than one screen.

Allow Robbing From Order: Y (Y-Yes N-No P-Posting S-Selling E-Either)

The program allows robbing from another order that has the same ship location. For example, the program allows for a Sample Showroom 1 salesperson working on an order with a ship store of 1 to rob from an order with a ship store of 1 if the salesperson has permission. The program allows for a Sample Showroom 1 salesperson working on an order with a ship store of 33 (Distribution Warehouse) to rob from an order with a ship store of 33 if the salesperson has permission.

A salesperson working on an order with a ship store of 1 cannot rob from a ship store of 33.

Y indicates the salesperson is allowed to rob from another order.

N indicates the salesperson is not allowed to rob from another order.

P indicates the salesperson is allowed to rob from another order if the Posting salesperson is the same as the current order.

S indicates the salesperson is allowed to rob from another order if the Selling salesperson is the same as the current order.

E indicates the salesperson is allowed to rob from another order as long as either the posting or selling salesperson is the same as the current order.

Point of Sale Order Entry

The example below demonstrates selling from store 1 (Sample Showroom 1) using a Ship Location of store 33 (Distribution Warehouse) for a house job.

In this example, the POS terminal options for the salesperson are set as follows:

STOP FOR SHIP STORE BEFORE CREATING ORDER Y (Y,N)
DEFAULT STORE 1

After filling out the header screen as normal, the following box displays after pressing Enter past the order type L:

```

+-----+
|          SELECT SHIP FROM STORE          |
| STR   Name                               |
|  1    Sample Showroom 1                 |
|  2    Sample Showroom 2                 |
| 33    Distribution Warehouse             |
|                                          |
|                                          |
|_____ |
+-----+
    
```

Arrow down to STR 33 to highlight it and press ENTER.

The "Ship Str: 33" displays in the upper right section of the POS Line Items screen.

```

MM/DD/YYYY                POINT OF SALE                MAN
Order: 10100              Cust: BLDR      Name: BUILDER'S INC.      Ship Str: 33
Column: C +/-            0.000% Special: B  Ship: PICKUP           Slp: DW      Lines:  0
Tax:   Y 10              8.0000% CR:  50000  Status:  O  MM/DD/YYYY      Type:  L
    
```

Ln#	Item Number	VC	Ordrd	Dlvr	Bkord	TFL	Sell Price	Total
-----	-------------	----	-------	------	-------	-----	------------	-------

Once the order is opened and the salesperson is on the line items screen, the Ship Str location may NOT be changed.

In this example, as line items are entered, the inventory of store 33 is accessed. F3 inquiries initially display the ship location of store 33 Distribution Warehouse.

Items sold on this order reserve inventory quantities at store 33 Distribution Warehouse. Items backordered on this order update the customer backorder file at store 33 Distribution Warehouse. A purchase order created in store 33 Distribution Warehouse will pick up these customer backorders.

All line items on the order are for the same ship location. The salesperson cannot ship from multiple stores on the same order. The salesperson may select store transfers if their permissions allow it. In

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

Release Level 4.08.055

this example, the Sample Showroom 1 salesperson may request a transfer from Sample Showroom 2 to fill the order being shipped out of Distribution Warehouse.

An item master lookup from the POS line item order entry screen will display the QAV of the Ship location. In this example, the QAV is for store 33 Distribution Warehouse.

ITEM MASTER LOOKUP		NUMERIC BY VC <F7>	
ITEM / UPC NUMBER	VC DESCRIPTION	QAV	PRICE SD
100ACL	BLB 100W MB A19 CLEAR 120V	0	0.00
100AFR	BLB 100W MB A19 FROST 120V	0	0.00
40ACL	BLB 40W MB A19 CLEAR 120V	0	0.00
40AFR	BLB 40W MB A19 FROST 120V	0	0.00
60ACL	BLB 60W MB A19 CLEAR 120V	0	0.00
60AFR	BLB 60W MB A19 FROST 120V	0	0.00
	KIC KICHLER		
2019NI	KIC 4LT CHANDELIER	2	93.00 S
2051AP	KIC 3LT CHANDELIER	1	187.50 S
2640NI	KIC 1LT PENDANT	4	217.50 S
	LBR LABOR / INSTALLATION		
LABOR	LBR LABOR / INSTALLATION	0	0.00 F
	NUL NULCO		
175202	NUL 2LT SCONCE	2	226.80 S
5986-10	NUL 6LT CHANDELIER	1	567.00 S

F8=Alternate

As items are sold, the quantity is reserved at the ship location store 33. Items backordered or special orders post to the CBO quantity of ship store 33.

MM/DD/YYYY	POINT OF SALE		MAN
Order: 10100	Cust: BLDR	Name: BUILDER'S INC.	Ship Str: 33
Column: C +/-	0.000% Special: B	Ship: PICKUP	Slp: DW Lines: 5
Tax: Y 10	8.0000% CR: 49738	Status: O MM/DD/YYYY	Type: L

Ln#	Item Number	VC	Ordrd	Dlvrd	Bkord	TFL	Sell Price	Total
2	** BREAKFAST ROOM							
1	2019NI	KIC	1			Y	93.000	93.00
3	03987	WES	4			Y	0.770	3.08
5	** DEN							
4	P2503-33	PRO	1			1 YS	165.480	165.48

In the above example, a qty of 1 for 2019NI and a qty of 4 for 03987 were reserved in the Distribution Warehouse inventory. A qty of 1 for P2503-33 was backordered in the Distribution Warehouse inventory.

A Purchase Order created in Distribution Warehouse will pick up the CBO on the Sample Showroom 1 sales order.

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

Release Level 4.08.055

MM/DD/YYYY

CREATE / EDIT LINE ITEMS

PO Number: 33000
Vendor ID: PRO

Status: NEW Order Date: MM/DD/YYYY
Name: PROGRESS

Free Freight: 0

Totals: Lines: 1 Units: 1 Cost: 78.80 Weight: 0.00

Line#	Item Number	VC	Qty	F	Cost	Line Total	
10	P2503-33	PRO	1	S	78.800	78.80	NOTE

PO ITEM NOTES PRO P2503-33
AirPro Performance-CeilingFan-
SEQ PRTF Information
10 R 1 BUILDER'S INC. 10100
20

The On Order qty of the item in store 33 Distribution Warehouse location is updated when the PO is posted.

Salespeople may perform the F12 and B from the order header to find out if the customer backorders/special orders have been ordered.

MM/DD/YYYY

POINT OF SALE

ORDER #

Order: 10100 Cust: BLDR Column: C +/- 0.000% Spec: B Prompt: A
Name: BUILDER'S INC. Tax: Y 10 8.0000% Age: 1
Address: Terms: A NET 10TH

Slp: DW
PSlp: DW
nes: 5
Str: 33

Ci

Zi

Co

Cr

Na

Ad

Ci

Zi

Ci

Zi

Ci

Zi

Ci

Zi

Ci

Zi

F2

```

-----+-----
                BACKORDER STATUS FOR ORDER
-----+-----
LN# VC  ITEM                      QTY PO#/PRIM STS  DATE
  4 PRO P2503-33                   1   33000 ORD MM/DD/YYYY
                AirPro Performance-CeilingFan-           0
-----+-----
  
```

Type: L

TTL

When the PO is received, the Post Received Order Report and the Backorder Fill Report will print on the printer selected by the store 33 Distribution Warehouse user. However, the Backorder Fill Report by Salesperson will print on a printer designated in Table Options.

Table Options

In Table Options, #8 is Multi-Store Setup. The screen shown below is a sample table options for store 33 Distribution Warehouse. When store 33 receives a PO and the SHIP Store for a customer backorder is store 1 Sample Showroom 1, the Backorder Fill Report by Salesperson will print on printer 7. (See column labeled PTR.)

		Multi-Store Setup Table Distribution Warehouse				
STR	Name	Data File Path	D	P	S	P
			L	E	T	O
			Y	R	R	S
			Y	Y	Y	7
			Y	Y	Y	2
			Y	Y	Y	32
01	Sample Showroom 1	/usr/df/datafile/str1/				
02	Sample Showroom 2	/usr/df/datafile/str2/				
33	Distribution Warehouse	/usr/df/datafile/str33/				

GL Posting Table

If you use the Tag-n-Trak General Ledger module OR if you print the GL Distribution Report from the Closing Routine Menu, you will need to edit the General Ledger Posting Table as shown below.

- Go to your STORE 1. From Main Menu, select “Closing Routines” and then “GL Posting Table.”
- Select #5 “Divisional Inventory Transfer Posting.”

DIVISION: Press ENTER to leave the Division field Blank.

INVENTORY CHART: Enter the general ledger chart number for Inventory for this store.

NOTE: Some lighting showrooms distribute to general ledger based on Divisions. **If you have general ledger distribution set up by Division, then enter each Division and the general ledger chart number for inventory for that division.** (If you are unsure as to whether or not you distribute to general ledger by Division, please contact Mylee Customer Support for assistance.)

- **Repeat the above step for EACH STORE.**

Each time a daily close is run, general ledger distribution will be created for all types of inventory transfer transactions. It will no longer be necessary to manually post transfers using Journal Entries based on the POST RECEIVE LIST report. The description of the G/L distribution for transfers created by the daily close is “**Inv Xfer Between Stores.**” The types of inventory transfers are:

- (a) Store Transfers done from the Main Inventory or Inventory Inquiry screens.
- (b) Store Transfers done from a Point of Sale Order including F2=Customer Pickup, F7=Deliver to Customer and F8=Transfer to Store.

For “(a)” and “(b)” above, the G/L Distribution is created during a daily close AFTER the “Post Transfer” step has been run for the items transferred. A credit is posted to the Inventory chart number of the sending store to decrease inventory and a debit is posted to the Inventory chart number of the receiving store to increase inventory.

(c) The transfer of inventory cost when shipping from another store in POS. The G/L Distribution is created during the daily close for all orders that have a “Ship” store different from the “Sell” store. A credit is posted to the Inventory chart number of the “Ship” store to decrease inventory and a debit is posted to the Inventory chart number of the “Sell” store to increase inventory. (As part of the normal G/L distribution for a sale, the selling store’s inventory chart also will be credited and COGS debited.)