TABLE OF CONTENTS

ADMINISTRATOR

Enhancement to Support a Maximum of 99 Store Locations
Release Level: 4.07.001 Program Request: ----
(optable optmain arcmage arcmscrn arslsmsc,artranst invscrn invstriq invstrxf ipvmscrn ippocbol ipcborpt ippocbko ippohstl ippopprp ipporecv ippocrte poscbocr,poscbolc posqrvsc posxfrpt posiload positem posinqsc ipposcrn menu clsdly3 clsdaily clsperyr calcqrv 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. Users can now specify which stores should be combined and which stores should be stand-alone when running Daily and Period Closes. Also, users have control over which stores can be viewed by other stores during F3 Inventory Inquiry. These changes are described in a separate document "Enhancement to Support a Maximum of 99 Store Locations." If you have multiple store locations and did not receive this document, please contact Mylee Customer Support.

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.

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
```

The second change is option #3 "Display list again." This returns you to the list of selected reports allowing you to select a different one (rather than having to "start over" from the beginning of the Capture report file utility). This is particularly helpful when the report you previously displayed is not the one you were searching for and you want to select a different report. For more information, please refer to the document ADMIN 800 Captured Report File Utility Revised 01/20/2009.

Enhancement Program Recalculates CBO Quantity in Item Master
Release Level: 4.08.010 Program Request: 3423 (fixcbo,xf408010)

A special program that recalculates the CBO quantity in item master records has been added to System Administration Menu 2. The program is called "Recalc CBO Qty in Item Master." The program reads through the inventory purchasing customer backorder file and determines the correct CBO quantity for every inventory item. The program creates a file named "check.cbo" that lists the items changed.

The "Recalc CBO Qty in Item Master" can be run periodically to ensure that the CBO quantity in each item master record is correct. (Users may want to consider adding this program to their end-of-month checklist so that the program is run on a monthly basis.) The "Recalc CBO Qty in Item Master" may be run during normal business hours while other users are logged on.

Please email tnthelp@mylee.com or call Mylee Customer Support to request a document that explains this procedure.

Salesperson Record Controls Permission to Enter Price Level on POS Line Item
Release Level: 4.08.015 Program Request: 3435 (positem)

When selling a line item, the sales person has the ability to "up arrow" from the price field and enter in a price level. A change has been made to not allow a salesperson to enter a price level that is not in their salesperson record for controlling which prices are displayed in the inquiry screen. This will stop 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.

Specify Print Flag for Info/Sales Note Automatically Created when Robbing
Release Level: 4.08.061 Program Request: 3452 (posqrvsc,xf408061,optmain,optmain.tag)

When robbing an item from another sales order, the program automatically creates an INFO note: ****** TAKE 1 FROM # 123456 @ STAGE LOC**. In the past, this note was created with a Print Flag (PRTF) of "P" indicating that the note will print on a pick ticket. An enhancement provides a new option allowing you to specify the Print Flag. You now have control over whether the note should print and on which forms it should print.

After installing the release, the option can be specified as follows:
(a) Select System Administrator, Options Menu and then Main Options.
(b) Press the F7=NEXT PAGE key seven times so that the top of the screen displays "MAIN OPTIONS - POINT OF SALE OPTIONS – 3."
(c) Refer to the field:
    SALES NOTE PRINT FLAG WHEN ROB ITEM P (P=Pick I=Inv PI=Both Blank=Don't Print)
- P=Pick: The Info Note "*******TAKE 1 FROM …**" will print on the Pick Ticket as it has in the past.
- I=INV: The Info Note will print only on the Invoice.
- PI=Both: The Info Note will print on both the Pick Ticket and Invoice.
- BLANK=Don't Print: Leave this field blank if you do not want the Info note to print on any form. The Info Note is automatically created – it just does not print.

Note for Lighting Showrooms with multiple store locations: When an order has a ship store different from the sell store, the program looks at Main Options in the SELL store for the Print Flag when robbing an item.

Salesperson Must Have Permission to Cancel a Backorder
Release Level: 4.08.062 Program Request: 3292 (xf408062,arslsmsc,positem,posritem,arslsman.tag)

When a salesperson deletes a backorder or special order item that has already been picked up on a Purchase Order, the program asks:

ITEM HAS BEEN ORDERED. DO YOU STILL WISH TO CANCEL BACKORDER (Y or N)

If the salesperson responds Y, the program checks the salesperson's permissions. There is a new field in the salesperson record that allows or does not allow canceling a backorder. To view the new field, select Accounts Receivable from Main Menu, select "Salesperson," enter Salesperson # and then press F7 for second screen.

Allow Cancel Backorder? (SKBN).

S – Allows salesperson to delete the backorder if the flag is 'C' for Special Order.
K – Allows salesperson to delete the backorder if the flag is 'B' for Backorder.
B – Allows salesperson to delete BOTH special orders and backorders.
N – Salesperson is not allowed to delete special orders or backorders that have been ordered. When a salesperson does not have permission to cancel a backorder, the following message displays:

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

To override, the "salesperson password" for a salesperson who has permission to cancel must be entered.

Each time a backorder that has been ordered is deleted from a POS order, a special "900 series" **order heading note** is created in the following format:

XX Del Bko X PO XXXXX on MM/DD/YYYY

XX is the Salesperson who deleted the backorder.
X is the POS line number that was deleted.
XXXXX is the PO number for the backorder.
MM/DD/YYYY is the date the deletion occurred.

Permission to Cancel Backorder also Includes Partial Backorder
Release Level: 4.08.091 Program Request: 3499 (positem,posritem)

Release 4.08.062 described above restricts canceling of customer backorders that have already been ordered on a PO to salespersons who have permission to do so with the field "Allow Cancel Backorder:" (S-Special K-Backorder B-Both N-No).

A program change was needed to allow a salesperson to delete a customer backorder when it was a PARTIAL backorder (line flag of 'P' rather than 'B').

A salesperson will be allowed to delete a customer backorder when the line flag is 'P' for Partial if their permission setting is 'K' for Backorder or 'B' for Both.

Main Options Allows you to Specify the Sales Note Print Flag for a Store Transfer Item
Release Level: 4.08.073 Program Request: 3481 (posxfrpt,xf408073,optmain,optmain.tag)

This software change affects those with multiple store locations. In Point of Sale, users can optionally transfer an item from another store. When the F8=Store Transfer is used, the program automatically creates an INFO note: "TRANSFER FROM" followed by the Store Location that is transferring the item. Prior to this software update, the program automatically assigned "IP" as the PRTF (Print Flag) so that the "Transfer From Store Location" note would print on both the pick ticket and invoice form. A change was made to give our lighting showrooms control over the choice of print flags.

A new option was created in Main Options. It allows you to specify the PRTF (print flags) for the Info note. You can print the note on the PickTicket, Invoice, Both or Neither. After the release is installed, go to Main Options, press F7 to scroll to the screen labeled "MAIN OPTIONS - POINT OF SALE OPTIONS – 3."

The new field is shown below. Change as desired and then press F10.

SALES NOTE PRINT FLAG WHEN XFER ITEM P (P=Pick I=Inv PI=Both Blank=Don't Print)

Ensure Maintenance Allowed on a Record Number Greater than 999,999
Release Level: 4.08.074 Program Request: 3484 (filemnt)

A change was made to ensure that the version of "file maintenance" (4.05.023) which addressed the issue of maintaining a record with a record number greater than 999,999 is included in this software update for all customers.

Stop and Restart LP Print Spooler – New Menu Selection on Printer Support Menu
Release Level: 4.08.075 Program Request: 3458 (updt408075.ms)

A new selection has been added to the Printer Support Menu. It is labeled "Stop/Start LP Print Spooler."

After selecting "Stop/Start LP Print Spooler," the following message displays:

```
This procedure will stop LP Spooler and then re-start it.

If anyone is printing or trying to print, they may get an error message
and/or lose their report.

Is this what you want to do?  (Y or N)
```

If you do not want to stop and re-start the print spooler, respond 'N,' and you'll return to the Printer Support Menu.

To proceed with the Stop and Re-Start of the print spooler, respond 'Y' and the following messages will display:

```
****  working  *****

UX:lpshut: INFO: Print services stopped.
UX:lpsched: INFO: Print services started.

**** please wait for restart ****

****  finished  *****

scheduler is running


*** LP Spooler stopped & restarted.
*** Look for status of 'scheduler is running' above.

Press Enter for menu ...
```

Resolve "Cannot Open" Error on Custom Menu for Some Users with Telnet Connection
Release Level: 4.08.076 Program Request: 3485 (updt408076.ms)

On some Unix systems, customers using PC's to connect to the Tag-n-Trak server via a telnet connection would get an error when trying to run certain selections on the Custom Menu. (For example, under certain conditions, selecting "Change Stores" resulted in a "cannot open… permission denied" error.) A change made to the "menumaster" program resolved this issue.

Improve Screen Display and Enhance Search Conditions for Captured Report Utility
Release Level: 4.08.083 Program Request: 3492 (captureptr.ms,updt408083.ms)

Changes were made to the display of captured reports to improve the readability when there are multiple pages/screens of reports to list (particularly when jumping between days on different screens).

Also, the search capability was enhanced to allow searching on three different conditions at once. Prior to this software update, you could search for captured reports based on the Day of the week, a User name OR a Printer. Now you can search based on all three conditions at once which will help you identify the report you need to print more quickly (because the list of reports matching your search conditions will be smaller).

The enhanced version displays the following prompt:

Enter Day and/or User_name and/or Spooler_name for report list
each separated by a space or Q to quit:

As an example, you could enter the following:

jeff mon lpt1

This will list only those print jobs that user "jeff" printed on Monday on printer lpt1.

<u>**Script Change to Full All Files Backup to Update the bu.sys Directory**</u>
Release Level: 4.08.084 Program Request: 3491 (fbackup.ms,updt408084.ms)

The Full ("all files") backup now executes the sbackup.ms script which copies certain backup files to the /usr/df/datafile/bu.sys directory. This ensures that the bu.sys directory gets updated for those customers who perform only Full ("all files") backups. (Note: Some users run a full "all files" backup every night rather than running a "data only" backup nightly with periodic full backups.)

<u>**Enhancement to SNC to Facilitate Sharing Scanners for Showrooms with Multiple Stores**</u>
Release Level: 4.08.087 Program Request: 3495 (inctimpt)

This software update affects only those lighting showrooms using Scan-n-Count who have multiple store locations.

When taking a physical inventory and using scanners, there is a function (Import count) on the Multi Count Adjustment screen to import the items and quantities scanned into the count sheets. A change was made when importing that allows the user to enter the full name of the scanner device. This device ID will replace the $ variable in Inventory Count Setup in Table Options so that the program can find the appropriate snc.csv file containing the scanned items and counts.

For a Lighting Showroom with multiple store locations, it facilitates sharing scanners. For example, it is now easier to use a scanner configured for the store 1 location at the store 2 location as long as the physical inventory for both store locations is not being done on the same day.

To make use of this feature, contact Mylee Customer Support for assistance.

<u>NOTE for SINGLE STORE users of Scan-n-Count</u>: For Lighting Showrooms with a single store location, no change to the Inventory Count Setup in Table Options is necessary. Also, there is no change to the Import count function. You should continue to enter 00, 01, 02, 03, etc. for the appropriate device ID when prompted.

<u>**Mail List Enhancement Provides Option to Capture Customer Email Address**</u>
Release Level: 4.08.088 Program Request: 3493 (xf408088,xf408088.dat,posmain,arlistsc,arlistxp)

An enhancement to the "Mail List" feature has been made to provide a way to capture customer email addresses. A 70 character email field was added to the mail list database. If you are currently using the Mail List feature, please email tnthelp@mylee.com or call Mylee Customer Support to request additional information on how email addresses are captured prior to installing this release.

Also, on the Mail List Menu, there is a new program labeled "**Mail List Export**." It provides the option to export the mail list database in a CSV format. All fields are exported including the new email address field.

If you are not currently using the Mail List feature and would like more information on how it works, contact Mylee Customer Support.

Allow Cancel Backorder Code of K or B Allows Canceling a Partial Backorder
Release Level: 4.08.091 Program Request: 3499 (positme,posritem)

Release 4.08.062 restricted canceling of customer backorders that have already been ordered on a PO to salespersons who have permission to do so with the field "Allow Cancel Backorder:" (S-Special K-Backorder B-Both N-No)

Even though the Salesperson was coded B for Both, if the CBO was a PARTIAL backorder (line flag of P rather than B), the program was not allowing the deletion. This has been rectified. The program has been changed so that "K" or "B" in the field allows canceling a partial backorder (POS Line Flag P) just like canceling a full CBO (POS Line Flag B).

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 posxfrpt poscbocr invstriq positem posritem postotal posiload posqload ippocbol posodrrp pospay posship artransc ippocbko invscrn clsgltab clsdaily clsdly2 ipcborpt optable calcqrv ipporecv ippocrte posqrvsc arslsmsc 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 begin using this new feature or to simply find out more information on how it works, please email tnthelp@mylee.com or call Mylee Customer Support to request a copy of documentation "POS Multi-Store Enhancement to Ship From Another Location."

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 (postotal)

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.

Calculation of Balance Due when Not Charging for BKO's and 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 Ship Orders Flagged as having been Processed by Daily Close
Release Level: 4.08.012   Program Request: 3419 (posship,clsdaily,xf408012)

A changed 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.

Prior to Software Release Update 4.10.000, if there was an excess payment when closing the original order during the final partial shipment, the program created a new partial shipment order in a "hold" status with the excess payment. If you read up the order with the excess deposit, it would be locked and required unlocking. A software change (release 4.08.019) fixed this "locking" issue.

A later version of the POS programs were further revised so that excess deposits are no longer moved to a partial shipment order in a Hold status. Excess deposits remain on the original order. This is explained later in these release notes.

Clear Name Option on POS Header & 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 Ship 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 if Division used in a Formula such as GP 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.

Please email tnthelp@mylee.com or call Mylee Customer Support to request a document explaining how to set up preset standard messages as default sales notes.

Transfer Quantity is Displayed on the Reserved Quantity Search Screen
Release Level: 4.08.057 Program Request: 3464 (posqrvsc)

For customers with multiple stores, the Reserved Quantity Search screen has been enhanced to display the Transfer Quantity. Here is how it works: On the POS Items screen, sell an item with an Insufficient QAV. Select Q to do a Reserved Qty Search. For lighting showrooms with multiple stores, the Transfer Quantity labeled XFER QTY will display to show the total reserved for the item based on records in the transfer file that have a FROM store the same as the SHIP store of the sales order. This will make the Salesperson aware that there is a "transfer" quantity that can be checked prior to backordering the item. Note: Prior to this change, the XFER QTY was displayed when doing a QRV Search from Inventory Inquiry and Inventory main screens. This enhancement adds it to the quantity reserve search done from a point of sale order.

Option to Assign UPC (Fake) Numbers to Not-on-File Items Sold in POS
Release Level: 4.08.058 Program Request: 3466 (positem,posritem,optable)

An enhancement provides the capability to assign UPC/Fake numbers to Not-on-File items sold on point of sale orders. The Prefix, Next Number, Step and Size for the Fake number are established in "Not on File UPC/Fake Number Setup" in Table Options. Once table options is set up, when you sell a "Not-On-File" item in POS, the program will create a UPC/Fake number for that item. The same NOF item sold multiple times will have a different UPC number for each time the NOF item is sold.

For more information, please refer to the document available from the Mylee website titled "**OPT 514 Not on File UPC Fake Nbr Setup.**"

Also, on the related items screen, the program will now load UPC/Fake numbers for stock items and generate a UPC/Fake number for NOF items.

Program Correction when Robbing Items on Reserved Qty Search Screen
Release Level: 4.08.060 Program Request: 3469 (posqrvsc)

At the "Insufficient Qty Available" prompt on the POS line item screen, a user has the option of Q for "RESERVED QTY SEARCH." Orders with that item reserved will display. The user can "rob" from another order provided their salesperson permissions allow it. If the last line displayed on the Reserved Qty Search screen was for an order for a different store, a problem occurred when you attempted to rob from any order on that screen. On the first attempt to rob the item, the item was not robbed. During a second attempt to rob the item, the item was robbed as normal. This problem has been corrected. When the last line displayed on the Reserved Qty Search screen is for a different store, it will no longer take two attempts to rob an item.

Also, when multiple orders are being robbed, the "Backorder" heading is no longer getting "cleared" from the screen. The Backorder heading remains displayed until you exit the Reserved Qty Search screen.

Ensure Recalculation of Sales Tax when Changing Tax Info on POS Header Screen
Release Level: 4.08.064 Program Request: 3196 (posmain)

Prior to this software update, if you changed the tax code field and pressed F10 *while still in* the tax code field (without moving to the next field) the new tax code would be saved off but the taxable changes for the new sales tax code were not applied. Now, users will get a warning message "PRESS ENTER TO LEAVE TAX CODE FIELD BEFORE TRYING TO SAVE CHANGES" if F10 is pressed in the tax code field after changing the tax code. If a user remains in the Tax Code field, pressing F10 does nothing. Salespeople should be informed to press [Enter] after changing the Tax Code on the order heading screen and then press F10 to save the change.

Prior to this software update, if you made changes on the order header and pressed [Enter] key until you got to the items screen, the changes were saved, but if you changed sales tax information, it did not recalculate sale tax information based on the new sales tax options. With this software update, sales tax (as well as taxable and non-taxable sales) will be properly re-calculated by just "entering through" to the items screen (rather than "Enter & F10).

Prevent Blank Vendor Code & Item Number on POS Line Item Screen
Release Level: 4.08.072 Program Request: 3482 (positem)

A change was made to prevent creating a blank vendor code and item number for a POS Line.

Prior to this program change, a user could scroll through existing line items of the order by using the Page Up and Page Down keys when the cursor was positioned in the division, line number or quantity fields. However, a problem could occur if the user entered an item to sell, pressed "Up Arrow" from the room location field to move to the division field and then pressed Page Up or Page Down. After pressing Page Up or Page Down once, the cursor returned to the room location field. If the user at this point pressed F10 to save the item, the program would sell the item as a "blank" item number and vendor code.

This new program change disables scrolling through lines if you are in the division field. You are still allowed to scroll through items when the cursor is in the quantity field. For example, as you are selling an item on the order, after you have entered the item number and vendor code, your cursor is positioned in the room location field. You may want to scroll through existing lines on the order to view room locations. You can do this by pressing 'Up Arrow" to the Qty field and then pressing Page Up or Page Down to scroll.

Prevent Order Number 0 when Copying an Order with a Paid For Backorder
Release Level: 4.08.079 Program Request: 3487 (positem)

A program change was made to prevent creating an Order Number 0 in the POS Order Heading, line item and customer backorder files. Prior to this program change, order number zero was created if a salesperson

used the "Copy order" function to copy from an order that contained "paid for" backorders. This no longer occurs.

"Paid for" backorders have a tax flag of '0' (zero). If a user copies an order with a "paid for" backorder, the program will change the Tax Flag of the line on the new order from zero to the tax flag in the POS order heading of the new order.

POS Allows Entry of Price for Labor Type Items in the LBR Price Field Only
Release Level: 4.08.086 Program Request: 3446,3490 (positem)

Labor, Service and Installation item numbers can be added to the item master file with "L" in the LBR field of the main inventory screen to signify that it is a LABOR type item. When labor type items are sold on the POS line item screen, the price for the labor must be entered in the "LBR" field. Users can enter or change the labor price field only and will no longer be allowed to enter a price level, selling price, cost or discount for labor items. See example below:

```
Prc:_      0.000   (Not allowed for labor item.)
Cost:      0.000   (Not allowed for labor item.)
Disc:      0.000   (Not allowed for labor item.)
LBR :L    25.00    Labor Price Entered in this field only.
```


Store Stock Replenish Report Dialog Question Changed for Clarity
Release Level: 4.08.068 Program Request: 3477 (posbatch)

The Store Stock Replenish report is an option under the Batch Invoice Report program on the Point of Sale Menu. The dialog question "PRINT NON-STOCK ITEMS" was changed to "PRINT NOT-ON-FILE ITEMS" to accurately represent the information printed on the report.

Batch Invoice Print now Available in Customer ID Sequence by Date Range
Release Level: 4.08.077 Program Request: 3390 (posbatch)

The Batch Invoice Report program has been enhanced with a new option "PRINT INVOICES IN CUSTOMER ORDER BY DATE RANGE." The new program prompts for a Start and Stop Date Range as well as other normal qualifiers. All qualifying invoices are grouped together by customer ID. This program can be used by Lighting Showrooms that want to mail copies of invoices to customers on a monthly basis (in some cases to accompany the statement).

How to access this program:
* POINT OF SALE MENU
* Batch Invoice Report
* 1 - PRINT AND/OR REPRINT PICK TICKETS AND INVOICES
* 4 - PRINT INVOICES IN CUSTOMER ORDER BY DATE RANGE

Important note: If you enter a valid printer number and get a "PRINTER IS NOT AVAILABLE" message, contact Mylee customer support for assistance. This simply means that an option record must be set up before you can use the Batch Invoice Print program. A Mylee support person can walk you through the setup process which takes about one to two minutes or instructions can be emailed to you.

Invoice Prints Actual Payments (Full Amt) for Original Order when Partial Ship is Used
Release Level: 4.08.078 Program Request: 3483 (poscprnt,posship,xf408078)

This software update includes two changes and affects those Lighting Showrooms using the Partial Shipments feature.

First Change:

The invoice print program was changed to print the actual payment with the Full Amount rather than "what is left" of a payment after it has been applied to a partial shipment order when the original order is printed. Also, the XFER payment lines no longer print on the original order. This program change was made to make it easier for customers of lighting showrooms to interpret the invoice. Here is an example.

Assume a $250.00 MC/VISA payment was taken on a special order for an item with a quantity of two. You receive one, deliver it to the customer and apply half of the original payment to the partial shipment order. If you print an invoice for the *original order*, under the new release, the payment will print as follows:

```
MM/DD/YYYY-PAID MC/VISA                               $250.00
```

Under the "old" release of the software, the original full payment amount was not printed. The program printed only what was left to apply along with the transfer payment. Under the old release of the software, the invoice would have printed two payment lines as:

```
MM/DD/YYYY-PAID MC/VISA                               $125.00
MM/DD/YYYY-XFER MC/VISA                               $125.00
```

No change was made to the printing of the payment on the partial shipment order. Under both the old and new release of Tag-n-Trak, the payment on the partial shipment order continues to show the XFER payment. Example:

```
MM/DD/YYYY-XFER MC/VISA                               $125.00
```

Also, as in the past, any payments "taken" on partial shipment orders will continue to print on the original order so that the totals balance and the "balance due" on the original order is correct.

Second Change:

Excess Deposit no Longer Moved to New Partial Shipment Order in Hold Status

The second change concerns how Tag-n-Trak handles EXCESS DEPOSIT. Prior to this software update, if an order with partial shipments was closed and there was an excess deposit, Tag-n-Trak created a new partial shipment order in hold status with the excess deposit and displayed a message:

```
THERE WAS EXCESS DEPOSIT THAT WAS NOT USED.  SEE ORDER 123456.03

PRESS ANY KEY TO CONTINUE
```

Under the old release, users could read up the partial shipment order in hold status and refund the customer their money or use the "credit" order to sell additional items to the customer.

Under the new release of the software, the excess deposit will no longer be moved to a "new" partial shipment order. When a user attempts to close an order with partial shipments and there is an excess deposit, Tag-n-Trak won't close the original order. TNT will display the following message:

```
THERE IS AN EXCESS DEPOSIT THAT WAS NOT USED.  ORDER CAN NOT BE CLOSED

PRESS ANY KEY TO CONTINUE
```

The excess deposit will simply remain on the original order. Salespeople can refund the excess deposit to the customer or sell additional items and apply the deposit to those items. Once the balance due is zero, the order can be closed.

This software change pertaining to Excess Deposits affects how Tag-n-Trak tracks payments. A special program will run when this software release is installed for any excess deposit payments currently on "hold" partial shipment orders. A file will be created automatically named "xf408078.chg" listing the excess deposit payment lines on hold orders in a comma separated file. This file can be referenced as needed. No action is needed by our Lighting Showrooms for any "excess deposit" payment lines on "hold" partial shipment orders that exist at the time the release update is installed. Salespeople can continue to read up such orders, refund payment or sell additional items and apply the payment as they have in the past.

Recalculate Closing Screen Discount Amt during Order Closing if N to Charge for BKO's
Release Level: 4.08.080 Program Request: 3430 (postotal)

A program change was made to the calculation of the closing screen (bottom line) discount amount when an order with backorders is closed and the customer is not being charged for the backorders.

When closing an order with backorders that has a "closing screen Discount Percentage," and responding "N" to "CHARGE FOR BACKORDERS ON THIS ORDER," the program will recalculate the discount, provided it was entered as a percentage, to reflect the discount amount based only on the items being "paid for."

The discount percentage from the original order will now carry forward to the backordered ticket to be applied to those items.

This software change does not apply if a specific dollar amount discount is entered rather than a percentage discount. In this case, it would be up to the user to determine how to manually split the discount amount between the order being closed and the "backorder move" order.

Disallow "moVe to credit" Function if Target Order has been Partial Shipped
Release Level: 4.08.085 Program Request: 3486 (postotal)

On the POS Order Closing screen, there is a "moVe to credit" option that allows you to move the items on the current order to a credit order. In the past, the order you were moving the items to had be an "I" or "L" type order in an Open or Hold status. A new condition has been added that disallows moving items from the current order to an order that has been partial shipped.

To recap: When F12 and V for "moVe to credit" is selected on the closing screen, the items will be moved to the "target" order if the following conditions are met: (1) Target Order must be an "I" or "L" type order. (2) Target Order must be in Open or Hold status. (3) Target order must have no partial shipments. If these conditions are not met, nothing happens when F12 and V is pressed. Also, as in the past, the order you are moving items "from" must be an "I" or "L" type order in an Open status.

XFER Payment Lines will Print on an Invoice for a Partial Ship Order in a Hold Status
Release Level: 4.08.096 Program Request: 3506 (poscprnt)

Under software prior to 4.08.078, an excess deposit that was transferred to a partial ship hold ticket would correctly show the balance due on the totals page but would not print the "XFER" payment line on the invoice thus showing an incorrect credit amount due to the customer. This issue has been resolved. For a partial shipment "hold" order with an excess deposit (XFER Payment Line) that exists at the time the release installed, the excess deposit XFER Payment line will print on the invoice form. (After this release is installed, excess deposits will no longer be moved to a partial ship order in hold status, so this is not an issue for future partial shipments.)

Note: Normally an invoice is printed after an order is closed. The printing of the XFER Payment line on the invoice form was never a problem for a partial ship order that had an excess deposit and was closed.

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. Please see the Administrator Section of these release notes for more information.

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)

Tag-n-Trak has been enhanced with new options providing the capability to print Statement Forms on a laser printer.

During the software release install, a transfer program runs that will load in defaults into Table Options #2 "Statement," 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,clsrvchg,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 Print on "Audit Trail" Report Generated 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.

Running Customer Analysis Report by Salesperson when No Customers Qualify
Release Level: 4.08.066 Program Request: 3473 (arcalist)

Prior to this software update, if the Customer Analysis Report was generated using Output Order "3=Salesperson," and no customers qualified to print between the Start and Stop Salesperson ID selected by the user, the program would "lock up." This issue has been addressed. If no customers qualify for printing, the program returns to the A/R Analysis Report Menu and prints the dialog page with the report options that were selected.

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 <u>for Set 1</u>, 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 <u>current</u> 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 if you Attempt to run "Post Transfer" Step Prior to "Transfer" Step
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.

<u>When doing a "**Vendor change**" from the Vendor Code Master screen</u>: 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 Deleted from Transfer File
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."

Store Transfer Screen Change to Function Keys and Page Up/ Page Down Scrolling
Release Level: 4.08.065 Program Request: 3472 (invstrxf)

With the prior update to support more than nine store locations, a change was made to the Store Transfer program so that when the cursor was at the top of the ADD screen in the vendor code or item number fields you could use PAGE UP and PAGE DOWN to scroll through inventory. If you were in the QTY field on the lower portion of the screen, PAGE UP and PAGE DOWN would scroll through other stores' data if there were more than nine stores. This was not convenient for users accustomed to scrolling through inventory when the cursor was positioned in the QTY field.

To address this issue, a change was made to make PAGE UP and PAGE DOWN scroll through inventory no matter where the cursor is positioned on the ADD screen. To accomplish this, other functions had to change. To change between the ADD screen and the EDIT screen, users must select the TAB key instead of the F7 key. If you have more than nine store locations, use F7 and F8 to scroll through those additional stores.

Prior to software update, the bottom of the Store Transfer Screen looked like this:
F2=CLEAR QTY F7=EDIT SCR

With this software update, the bottom of the Store Transfer Screen looks like this:
F2=CLEAR QTY TAB=EDIT SCR F7/F8=SCROLL ADDTL STORES

PURCHASING

Allow Supplier Field in IP Vendor to be Qualifier for Purchasing CBO's
Release Level: 4.07.003 Program Request: 3403 (ipcborpt, ippocrte)

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 (ippocrte)

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 (ippocrte)

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 (ipposcrn)

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
Release Level: 4.08.027 Program Request: 3441 (ipporecv)

This program change affects those with a single store location. 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 (ippocrte)

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.

Enhancement to Print a Summarized Post Received Order Report
Release Level: 4.08.056 Program Request: 3463 (ipporecv)

The purpose of this enhancement is to print a summarized rather than detailed Post Received Order Report. Some lighting showrooms use the "SUMMARY" function on the "Receive Line Items" screen. When

receiving is posted, there is now an option to print the summarized version. The same item number received on multiple lines of a purchase order will be combined into one line on the report.

The "Print Multi" (print multiples) field in the Purchasing Vendor Master is coded "N" for "No" if the same item number listed multiple times on a purchase order should be combined to print as one quantity. This field is carried forward to each Purchase Order created for the vendor. The "Print Multi" field must be "N" in order for the Summarized Post Received Order Report function to be available.

Here is how the enhancement works: After completing the receiving of items on a PO, the "poSt receive" function is used to actually post what has been received to the inventory, to fill customer backorders and to generate the Backorder Fill Report and the Post Received Order Report. The Dialog Screen for the "Post Received Order Report" has changed. The first prompt at the top of the screen reads:

POST ONLY - SKIP REST OF SCREEN N (Y, N or S – Summary)

Select S for Summary to print the summarized Post Received Order Report.

If "Summary" is chosen, the program will print the first item on the Purchase Order. The program will search all other lines on the purchase order for the same item and accumulate the total quantity ordered, received and backordered in order to print them on the report. In cases where the cost is not the same for an item appearing multiple times on the PO, the program will print the Cost for the first line item record found for that item. Next, the program will print the purchase order line NOTES for all of the line item records for that item if the NOTE is flagged to print on the receiving reports. This process will be repeated for each item on the PO.

Enhancement to Set Dialog Screen Defaults for Post & Print, Post Received Order Repts
Release Level: 4.08.059 Program Request: 3468 (ipporecv,ippopprp)

An enhancement provides the capability to save your entries to the Post & Print P.O. dialog screen. After using the "Save defaults" function, the next time you Post & Print a Purchase Order, the program will pre-fill the dialog screen with your saved entries as the "defaults." For instructions on how to set your customized defaults, refer to document IP 280 Set Defaults for Post & Print PO from the Mylee website or contact Mylee Customer Support.

The "Post Received Order Report" dialog screen also was enhanced to allow you to customize the default responses. For instructions on how to set your customized defaults for the Post Received Order Report dialog screen, refer to document IP 380 Set Defaults for Post Received Order Report from the Mylee website or contact Mylee Customer Support.

Ensure All Fields are Blank or Zero when Adding New Lines to a PO in NEW Status
Release Level: 4.08.067 Program Request: 3476 (ipposcrn)

A program change was made to ensure that all fields start out blank/zero when a new line is added to a Purchase Order in NEW status. Under certain conditions, data from a prior purchase order for the fields "quantity on hand at post," "date last received" and "post flag" fields were carried forward to a new line. This issue has been resolved.

Total Received for Items not in Succession on the Summarized Post Received Order Rept
Release Level: 4.08.070 Program Request: 3480 (ipporecv)

A change was made to the Summarized Post Received Order Report to properly report the total received for an item when the same item number appears on the purchase order multiple times but not in succession. This program change is best explained using an example:

Item# AAA111 is on lines 20, 30, 40 of a PO.
Item# AAA222 is on lines 50, 60.
Item# AAA111 appears again on lines 70 and 80 (rather than on lines 41 and 42).

Assume the quantity is received for AAA111 on lines 20, 30, 40, 70 and 80. (The total for that item was sent in one shipment by the vendor.)

If the "in-between" Item# AAA222 was already received previously, the summarized post received order report program will total the quantity received for Item# AAA111 by adding the quantity received on lines 20, 30, 40, 70 and 80 and print that one total.

If the "in-between" Item# AAA222 has not been *previously* received and is being received or backordered in the same batch as AAA111, then the summarized post received order report program will total the quantity for the two "series" of Item# AAA111 separately. It will print one total for what was received on lines 20, 30 and 40 and a second total for what was received on lines 70 and 80.

Changes to Total Received and Date Last Received for Purchase Order Line Items
Release Level: 4.08.071 Program Request: 3478 (ipporecv)

This software update includes the following changes to the "Total Received" field and the "Date Last Received" field in the Purchase Order Line Item record.

(1) For not on file items, the program will now correctly update the total received field in the purchasing line item file so that the correct quantity displays during the PO history lookup of that item.

(2) For all items on a purchase order, the program will no longer update the date last received for an item if the item was backordered and no quantity was received.

(3) A change was made to ensure that the "Total Received" quantity is correct for a PO line item created to fill a customer backorder during the Post Received process when the stock PO line item that was used to fill the CBO had been previously partially received.

Purchasing Suggested Order Report Enhanced to Print Stock Flag STK, XXX, S/O, M/O
Release Level: 4.08.081 Program Request: 3489 (ipposugg)

The Purchasing Suggested Order report has been enhanced to print the inventory stock flag. The stock flag prints between the Item Number and the QTY as follows: STK for a stock flag of S to indicate a stock item; XXX for a flag of X to indicate a discontinued item; S/O for a blank stock flag to indicate a special order item; M/O for a flag of M to indicate a manual order item. For the user defined stock flags of 0 through 9, the flag itself (0 – 9) will print. One purpose of the enhancement is to help prevent placing an order for a discontinued item. The purchaser can now quickly check for the XXX symbolizing discontinued items.

Disallow Pause and Terminate during Post & Print PO and Post Received Order Reports
Release Level: 4.08.082 Program Request: 3488 (ippopprp,ipporecv)

While running most reports, Tag-n-Trak displays a message "PRESS ANY KEY TO PAUSE THE REPORT." By pressing any key, the report is paused and the user is prompted with "PRESS 'Y' TO TERMINATE REPORT OR 'N' TO CONTINUE." Pressing 'Y' allows users to abort a report that was started in error. Pressing 'N' allows the report to continue. This option to pause and terminate has been REMOVED from the following two programs: Post and Print Purchase Order and Post Received Order Report. In addition to generating a report, both of these programs post to various records and that posting process should not be interrupted.

Prior to this software update, if you interrupted either of these reports, the purchase order would be left in an LCK or PST status. Typically this occurred because a user inadvertently pressed a key to pause the report and then responded 'Y' to terminate rather than responding 'N' to continue. The PO was in LCK or PST status because only some of the records were processed prior to the program being interrupted. To get the

PO in its proper status, it was necessary to read up the PO and finish the process that was interrupted. With this release of the software, users will be unable to interrupt the process by pressing a key.

Change to Make it Easier to Save Dialog Defaults for Post and Print Purchase Order
Release Level: 4.08.093 Program Request: 3502 (ippopprp))

When F12 and 'S' are pressed to save off the default dialog answers for this report (Post and Print Purchase Order), the program will ask "SHOULD DEFAULT START AND STOP NUMBER BE BLANK? Y (YN)." It is recommended that you respond with 'Y' for Yes or simply press ENTER to reply as a Yes response. It is important that the "default" dialog prompts be "saved" with blanks for the Start and Stop numbers. (Prior to this program change, one had to make multiple "saves" to get the Start and Stop numbers blank. This program change eliminates the need for multiple "saves.")

Refer to document IP 280 Set Defaults for Post & Print PO from the Mylee website or send an email to tnthelp@mylee.com to request a copy. Call the Mylee Customer Support phone line if you need assistance or have questions about saving dialog screen defaults.

Change to Make it Easier to Save Dialog Defaults for Post Received Order Report
Release Level: 4.08.094 Program Request: 3503 (ipporecv)

When F12 and 'S' are pressed to save off the default dialog answers for the Post Received Order Report, the program will ask "SHOULD DEFAULT START AND STOP NUMBER BE BLANK? Y (YN)". The default answer is 'Y' for Yes, so you can either press 'Y' or press ENTER to reply as a yes answer. The program will also ask "SHOULD DELIVERY DATE BE BLANK? Y (YN). The default answer is 'Y' for Yes, so you can either press 'Y' or press ENTER to reply as a yes answer. This eliminates having to make multiple saves to get the start / stop number and delivery date fields to be blank for the "default" dialog file.

Refer to document IP 380 Set Defaults for Post Received Order Report from the Mylee website or send an email to tnthelp@mylee.com to request a copy. Call the Mylee Customer Support phone line if you need assistance or have questions about saving dialog screen defaults.

Correction to Post Received Order Report when SUMMARY Option Chosen
Release Level: 4.08.097 Program Request: 3509 (ipporecv)

A correction was made to the printing of the Post Received Order Report when the SUMMARY option is chosen. The change pertains to properly summing up the quantities for an item received when the same item number exists multiple times on a PO but not in PO line item sequence *AND* the "in-between" item that fell within the item number that existed multiple times was ordered for stock but its order quantity was depleted to zero as a result of customer backorders *MOVED TO* the stock order.   (NOTE: There was not a problem with the actual quantity received in inventory or the filling of backorders. Also, there was not a problem with the Totals that printed on the Summarized Post Received Order Report. The problem only affected the printing of the line item section of the Summarized Post Received Order Report and this has now been fixed.)

CLOSING ROUTINES

Closing Inventory Store Transfer File Set Up as a Shared or "Common" File
Release Level: 4.08.003 Program Request: 3425 (invstrxf,clsdly2,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 (clsrvchg)

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 (clsdly2)

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.

Daily Close will Process Payments on Hold and Closed Orders that are Locked
Release Level: 4.08.063 Program Request: 3471 (clsdaily,pospyloc)

The daily close has been changed to process payments for hold and closed orders that are locked. This was done to address two issues.

The first issue occurred when an order was locked the day after the daily close had successfully processed a payment. The next daily close did not change the payment's "reset" flag because the order was locked. If the order was unlocked the following day, that daily close printed the payment again (since the daily close "flag" on the payment had not been reset). The payment was not included in any of the totals a second time, it simply re-printed on the report. This no longer occurs.

The second issue is that if a payment was taken on an order and then the order was in "locked" status when the daily close was run (because someone had the order "read up" or because someone did not exit normally from the order), that payment would not get processed by the daily close. Since the payment for the locked order did not get processed, the deposits for the day would not balance. The person reconciling the daily close report with the daily deposits had to take into consideration that deposits for the day would be "off" as the result of the locked order. Also, the deposits for the following day would be "off" after the order was unlocked and the payment processed. This software release resolves this issue. Payments on locked orders will get processed by the daily close.

Changes also were made to the Payment Lookup Screen on the closing screen of an order. The program must do extra "verification" to make sure that a payment has not been processed by a daily close when a user attempts to delete or save changes to a payment.

Period Close Purge of A/R Paid Transactions Based on Paid Date rather than Invoice Date
Release Level: 4.08.069 Program Request: 3479 (clsperyr)

The Period Close program was changed to purge Paid A/R Transactions based on the "Paid Date" of the transaction rather than on the Invoice Date of the transaction. The purge date is compared to the "Paid Date" of each transaction. Transactions with a "Paid Date" older than the purge date are deleted.

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.
 -----------------------------------------------------------------------------
                       CLS - 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
```

Query Linkage For Accounts Receivable Transactions File to Include POS Heading File
Release Level: 4.08.095 Program Request: 3505 (xf408095)

When designing a query for the Accounts Receivable Transactions file, you now have the option to include the Point of Sale Order Heading file. Fields from the POS heading file can be used on the qualify selection, print selection and totals selection screen. When printing a query designed for the A/R Transactions file with the POS Order Heading file, if there is no related POS order for a particular A/R transaction, then the print fields for that record will be blank or zero with the exception of the order number which will have the transaction number in its field.

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 Descriptive Error Messages for G/L 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.

General Ledger Enhanced with a Transaction Entry Auto Reverse Function
Release Level: 4.08.092 Program Request: 3501 (gltrans)

An enhancement has been made to General Ledger to provide the option for an AUTO REVERSING entry. Please contact Mylee Customer Support for instructions on using this new feature.

"Delete? Y/N" no longer Displays if F12 to Exit G/L Trans Entry & Transaction Not in Balance
Release Level: 4.08.092 Program Request: 3501 (gltrans)

If you press F12 to Exit the G/L Transaction Entry screen when the Debits do not equal the Credits, the "Delete? Y/N" prompt no longer displays automatically. If you wish to exit the transaction screen when the debits do not equal the credits, follow these steps to delete the transaction:

(a) Press the F6 function key. You'll be prompted with:

```
Enter the line no. which corresponds to the entry you wish to
delete or enter "0" to delete the entire transaction.
```

(b) Type 0 (zero) and press Enter.

(c) Respond Y to the prompt:

```
Are you sure you want to delete the entire transaction? (Y/N)
```

Prevent Combining Entries for Two Different G/L Transactions into Same Transaction Number
Release Level: 4.08.092 Program Request: 3501 (gltrans)

During G/L Transaction Entry where multiple un-posted transactions existed, under certain conditions it was possible for a series of entries for one transaction to become associated with a different transaction number. A program change was made to prevent this from occurring.

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."

New Option AP Period/Yearly Close to not Remove Paid Vouchers if Check not Cleared
Release Level: 4.08.089 Program Request: 3496 (apcperyr)

When performing a period and/or yearly close for Accounts Payable, there is a new option labeled "CANCELED CHECK REQUIRED." This new option prevents purging a paid voucher if the check that paid that voucher is still in an "Open" status indicating it has not yet "cleared the bank." In cases where a check is lost and has not been cashed (not cleared the bank), you would be unable to Void the check if the paid vouchers have been purged. Refer to the partial dialog screen shown below.

```
REMOVE RECORDS                      Y   (Y OR N)
    PAID VOUCHER TRANSACTIONS       Y   (Y OR N)
        LAST PAY DATE       MM/DD/YYYY  (DATE INCLUSIVE)
        CANCELED CHECK REQUIRED     Y   (Y OR N)
```

The "CANCELED CHECK REQUIRED" option defaults to 'Y' for Yes. If 'Y,' the program will not remove a paid voucher if the check is still on file and is not in a 'C'anceled status. If the check is not on file then the paid voucher will be removed assuming it qualifies based on the last pay date. If an 'N' response is given to "CANCELED CHECK REQUIRED," the program works as it has in the past and removes paid vouchers based on the last pay date regardless of the status of the check.

Note: When purging vouchers, the program compares the "Last Pay Date" on the dialog screen with the Date of the Check used to pay the voucher. If the check is no longer in the check register file, the program compares to the Due Date of the voucher.

Warning Box Helps Prevent Accidental Void of Large Range of Checks
Release Level: 4.08.090 Program Request: 3320,3498 (apcanchk)

A new warning box pops up when checks are voided. The program looks through the check register between the start and stop check numbers that you entered and determines the number of checks that will be voided. A warning box displays the number of checks you are about to void giving you the option to continue or cancel. This warning is meant to help prevent voiding a large number of checks by mistake.


```
******************************************************************
*                                                                *
* You are about to void     8 checks between     1538 and     1550 *
* Are you sure you want to void this range of checks?          *
*                                                                *
* Press 'C' to continue or any other key to stop.              *
*                                                                *
******************************************************************
```


F9 to Clear Screen on A/P Void and Cancel Check Screen no longer Clears Post Date
Release Level: 4.08.090 Program Request: 3320,3498 (apcanchk)

Prior to this change, when F9 to "Clear Screen" was pressed, the entire screen cleared including the G/L posting DATE at the top left of the screen. With this program change, after an F9 to "Clear Screen," the cursor moves to the DATE field. The DATE remains on the screen. Press ENTER to leave the Date unchanged or change as needed and then press ENTER.