


6. Click **Next** to generate the **A/R Cash Receipts by Check#** report.

Accounts Receivable

Deposits > Automatic Deposit Details > Select Payments > Post

Post

Company	2	Deposit Date	12/27/16	Deposit Amount	\$980.75
Deposit#	100	Payment Type	Gateway	Total Payment Amount	\$980.75 ✓



Generating report...

[Download PDF](#)

[Post](#) [Edit the deposit](#) [Cancel](#)

7. If the batch is in balance and ready for posting, click **Post**.

Bill of Lading (BOL) Modifications (Spec 5219)

Date Released: Jan 2017

Modules: Warehouse Reports Default Maintenance, Navigator Warehouse Shipping Reports

Description: Provides default settings that directs the system to print special instructions and PO numbers on a VICS BOL.

Reason for Change: Brings Navigator in-line with the DES (green screen).

Restrictions:

- Only VICS BOLs are affected by this change.
- If there are multiple accounts with different message codes included on the BOL no special instructions are printed.

Set-up

Navigator Warehouse Reports

Customer Bill of Lading Defaults

- Two settings were added: **Print Special Instructions** and **Print Customer PO**.

— This functionality only applies to VICS BOL. Codes 6 and 7 in the **BOL form format** setting.

Sort	Field
<input checked="" type="checkbox"/>	1 Account Name
<input checked="" type="checkbox"/>	2 Ship Via
<input checked="" type="checkbox"/>	3 Truck Route
<input type="checkbox"/>	Quantity
<input type="checkbox"/>	Item #
<input type="checkbox"/>	Order #
<input type="checkbox"/>	Unit Of Measure
<input type="checkbox"/>	Freight Class
<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Status Code
<input type="checkbox"/>	Ship Date
<input type="checkbox"/>	Stop Number
<input type="checkbox"/>	Warehouse
<input type="checkbox"/>	UCC-12B / LPN#
<input type="checkbox"/>	Warehouse Area

Path to the Default window:

- Navigator: *Warehouse Reports>Set Defaults>Customer or Transfer BOL.*
- DES (green screen): *Warehouse Shipment Control Reports>F9 = Report Defaults*

Message File (FIL 17)

The message printed on the VICS BOL is pulled in from the Messages File. The applicable messages are the 1 through 9 and A through Z “**C**”ustomer messages (**C1-C9, CA-CZ**).

Billto File

Message codes are assigned in the Billto File.

Update Record
Options

Company: 2 Account#: 01000

Monthly Interest Rate%: <input type="text"/>	Color Code: G ▾
Interest Owed To Date\$: <input type="text"/>	Guarantee\$: <input type="text"/>
AR Statement Code: M ▾	AR Account#: <input type="text"/>
Order Reason Code: BU ▾	

	Name		Account
Bank Account 1:	TRULIANT		2035207520725
Bank Account 2:	BB&T		9995558888888

Payment Terms: <input type="text"/> % <input type="text"/> Days 2 ▾	Code
Branch: RAL ▾	Price List: LP ▾
Chain: ABC ▾	Extra Charge/Discount%: <input type="text"/>
Warehouse: RAL ▾	Show Charge/Discount: L ▾
Salesperson: <input type="text"/>	Message Code: 1
Customer Type: AC ▾	Order Handling: <input type="text"/>
Default Shipto: <input type="text"/>	Ship Via: BE ▾
Truck Route: G2 ▾ Stop: <input type="text"/> Run: 01	FOB: W ▾
Minimum Charge: Y ▾	Delivery Charge: Y ▾

Comments: *ORDERS ONLY APPROVED BY JACK RICK CAN ORDER TOO!

Delete Code:

Note: In the DES (green screen), the Billto File is accessed via menu option FIL 1.

Special instructions from Item File to print on Selection Sheet (Spec 5229)

Date Released: Jan 2017

Modules: Selection Sheet Manager (SSM)

Description: This enhancements allows Special Instructions, from the Item File, to print on SSM sheets. The Special instructions are added to the printed document, under the item.

Reason for Change: Special Instructions can inform customers of special needs, in writing, for their selections, at the line level, before they actually purchase the material.

Set-up

SSM Global and User settings (SSM 1 and SSM 2)

The setting **Include Special Instructions**, on screen 4, activates this functionality.

```
1/05/17          Selection Sheet Manager          SR3002R
9:42:12          Work with Global Settings        XD
Default Print Settings:                          Screen 4
- Pricing Option .....: (A/B/C/D)
  (A=None, B=Buyer's Acct, C=List Price Acct, D=Search)
- Include Alternate Address .....: Y (Y/N)
- Include Consumer Name .....: Y (Y/N)
- Include Summary Page .....: Y (Y/N)
- Include Items Without Quantities .....: Y (Y/N)
- Include Previously Ordered Items .....: Y (Y/N)
- Include Selection Sheet Header Notes .....: Y (Y/N)
- Include Disclaimer Page .....: Y (Y/N)
- Hide Extended Pricing .....: Y (Y/N)
- Hide Totals/Subtotals .....: Y (Y/N)
- Layout - Add Page Breaks By Room .....: Y (Y/N)
- Layout - Use The Display Sequence Sorting .....: Y (Y/N)
- Allow Editing of Print Selection File Name .....: Y (Y/N)
- Include Special Instructions .....: Y (Y/N)

F6=Return   F7=Exit   F11=Screen 5
```

Item File

The special Instructions are pulled from the Item File. Messages flagged with a “Y” in the **Ack** column are included on the Selection Sheet.

Special Instructions ✕

		Print?						
Main Type	Sub Type	Text	P/L	Ack	Inv	P/O	Col	
T		SOME CARTONS LABELLED: VANGUARD 1090C	Y	Y	N	N	T	
I		INSTALL REQUIRED!	Y	Y	N	N	R	
I		SEALANT (SE1095Z) IS INCLUDED WITH YOU!		Y				
D		SHADE VARIATIONS		N		Y		

1 of 20

Main Types: Disclaimer, Installation Instructions, Misc/Other, Shipping/Delivery Instructions, Translated Name or Description, Alternate/Substitute Item, Purchasing Instructions.

Sub Types: User Defined Codes (EG: Assign codes for the language used if the instructions are entered in multiple languages, or enter U for URL)

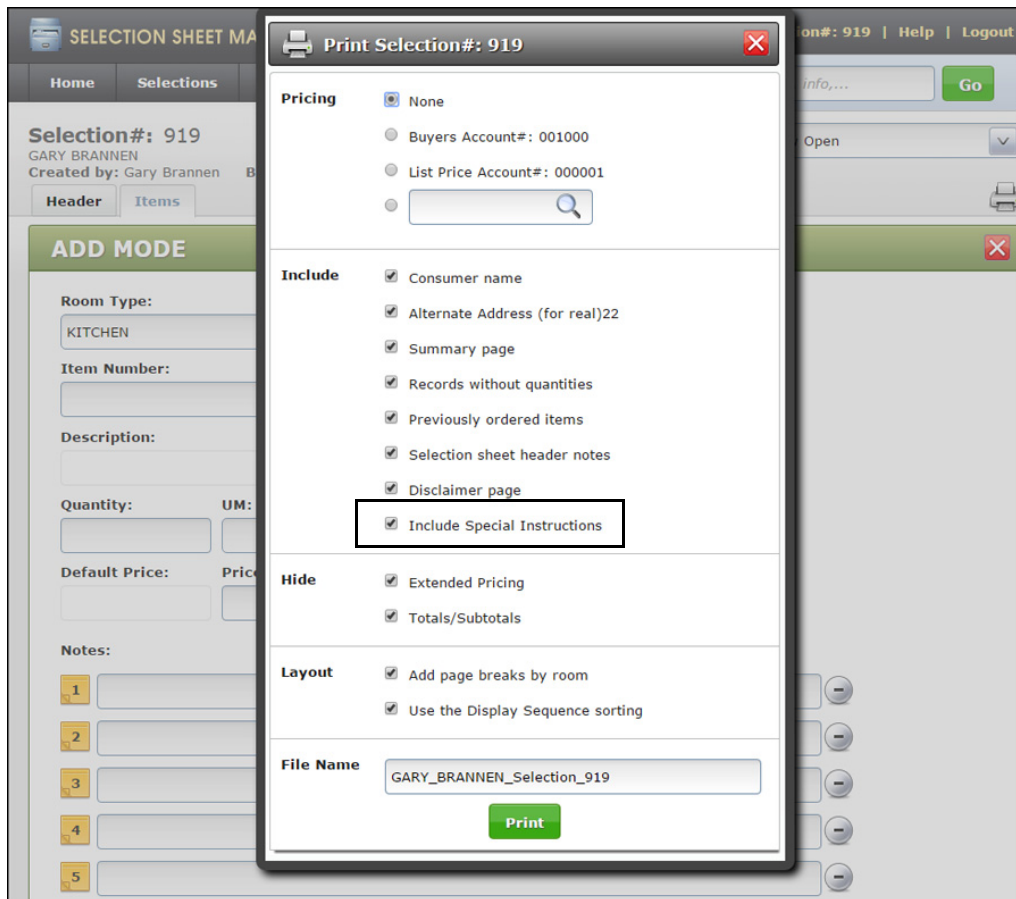
Save

Path to the Special Instructions:

- Navigator: *File Management*>*Item File*>*Update or create an item*>*Select Instructions from the Options*.
- DES (green screen): *FIL 2 - Item File*>*Update or create an item*>*F12 - Special Instructions*.

Printing Special Instructions on a Selection Sheet

The option Include Special Instructions is now included among the Printing Options.



Click **Print** to produce a PDF of the selection sheet that includes the special instructions.

Selection Sheet

Consumer Address GARY BRANNEN 206 WOLVERINE RD CARY, NC 27513 (919) 379-3700 (919) 379-3722 brannengary@hotmail.com		#920 Created On: 01/10/17 Created By: Gary Brannen Branch: RAL Last Update: 01/10/17	
References	Details	Dates	
Mfgr	Item	Notes	Qty
KITCHEN / FLOOR			
SAI	SAI10900 GENOVA 5" FLORENCE 1/2"X3/4.45SFXRL HICKORY	SOME CARTONS LABELLED: VANGUARD 10900 INSTALL REQUIRED! SEALANT (SE1095Z) IS INLCUDED WITH YOUR ORDER	10.00 SF

SKU Costs now Included in Navigator Item Details Window (Spec 5207)

Status: Available in Navigator

Date Released: Jan 2017

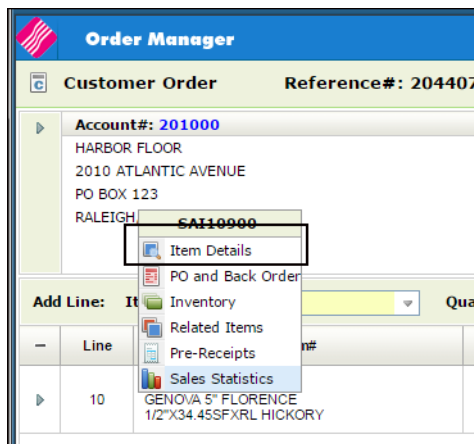
Modules: Item Details Pop-up Window which is accessed from an item that has a hyper link.

Description: A SKU tab was added to the Item Detail window. This tab contains cost information such as: Average cost, Last Cost, and Freight Cost.

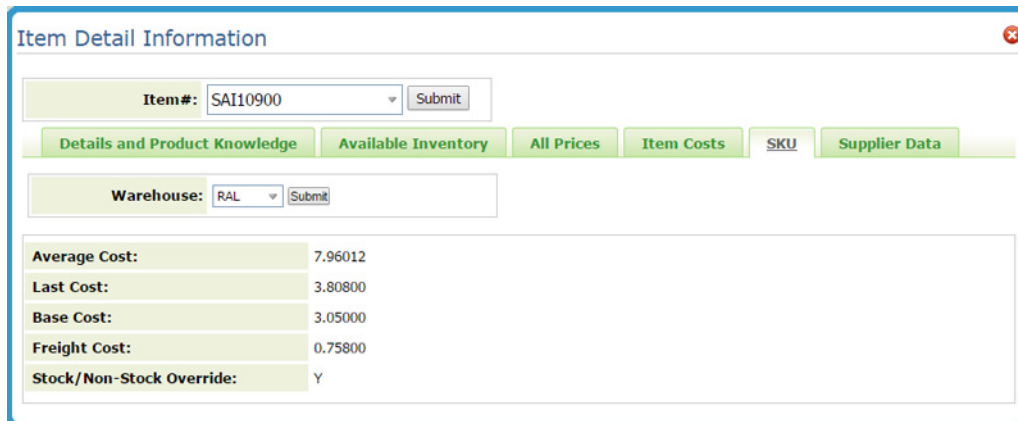
Reason for Change: Creates one place for item costing information. Plus, the cost information is automatically updated.

The Item Detail Pop-up can be accessed from any Navigator application that displays items; such as Order Management and Inventory.

1. Click on the hyperlinked item to display the Item Options.
2. Select **Item Details**.



On the Item Detail Information window, click **SKU**.



Note: The warehouse dropdown only includes warehouses that the user is authorized to view. The user control panel controls warehouse access.

- **Average Cost** - The average unit cost of the onhand quantity for this SKU. A true weighted average is used. If this is a serial numbered item, then the average cost is for all serial numbers onhand in the warehouse and lot for this item. Do not confuse lot with serial number; multiple serial numbers can be in one lot number.
- **Last Cost** - The unit cost of the last receipt for the SKU. It is the last landed cost.
- **Base Cost** - The base (material) portion of the last cost.
- **Freight Cost** - The freight portion of the last cost.
- **Stock/Non-Stock Override** - Y (stock) or N (non-stock) comes from the Stock/Non-Stock Override field of the SKU File.

Suppressing Prices on COD Packing List (Spec 5239)

Status: Available in Navigator

Date Released: Jan/Feb 2017

Modules: Packing list printed from Navigator and DES (green screen)

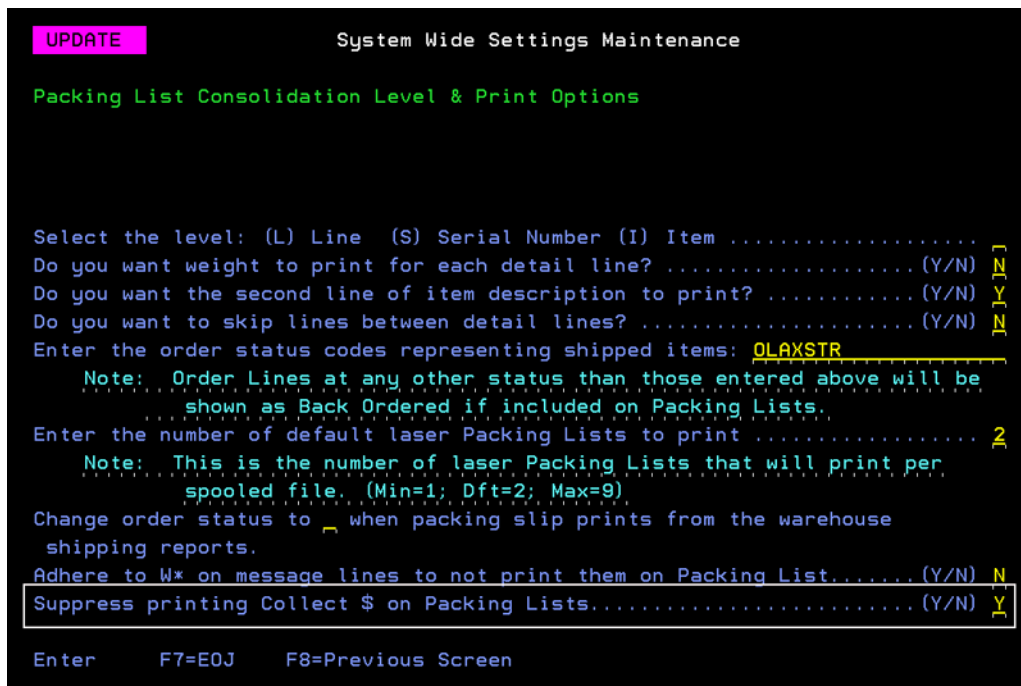
Description: Implement a switch on the System Wide Setting - Packing List Consolidation & Print Options to suppress the printing of Prices.

Reason for Change: Prior to this functionality, Dancik’s Packing List automatically included pricing. This functionality hides prices. This enhancement was developed for COD accounts who often send in their customers to pick up the products.

Set-up

System Wide Setting - Packing List Consolidation & Print Options

The option **Suppress printing Collect \$ on Packing Lists** activates this functionality.

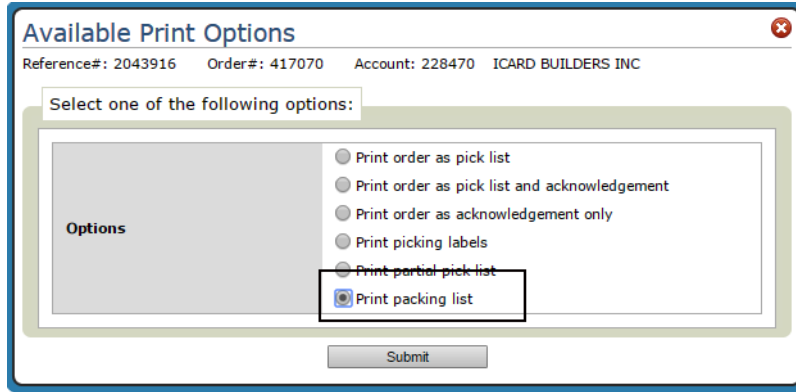


Printing Packing List

Packing lists can be printed from processed orders and from the warehouse shipping reports.

Processed Orders

Navigator - Follow this path to print a packing list for a processed order: *Order Management>Available Options>Print*.



Available Print Options

Reference#: 2043916 Order#: 417070 Account: 228470 ICARD BUILDERS INC

Select one of the following options:

Options

- Print order as pick list
- Print order as pick list and acknowledgement
- Print order as acknowledgement only
- Print picking labels
- Print partial pick list
- Print packing list

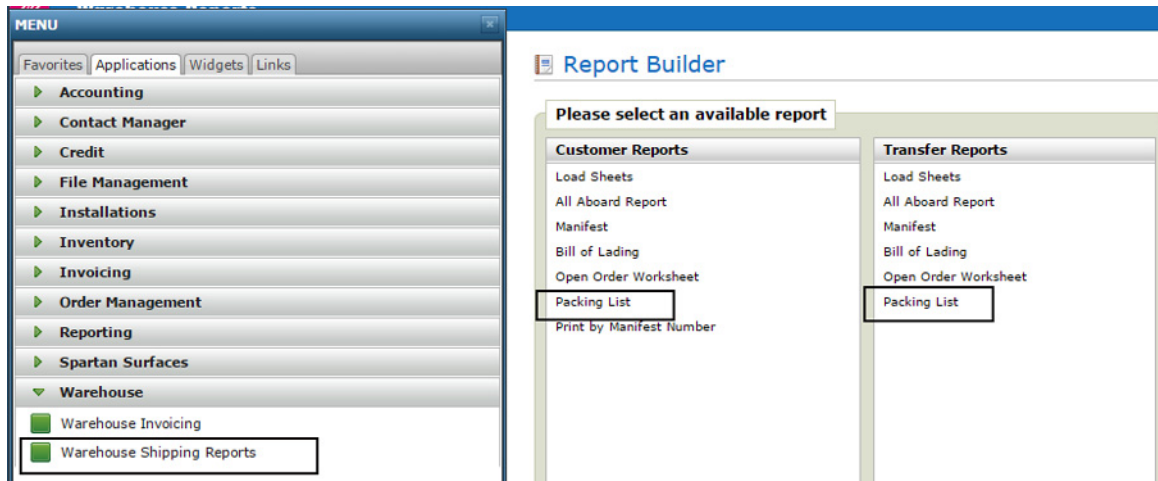
Submit

DES - Menu option *CUS 10>Enter a parameter>Select an Order>F10 to Print>F11 to print Packing List*.

Warehouse Shipping Reports

The functionality works with both Customer reports and Transfer reports.

Navigator - Select Warehouse Shipping Reports from the Navigator menu.



MENU

Favorites Applications Widgets Links

- Accounting
- Contact Manager
- Credit
- File Management
- Installations
- Inventory
- Invoicing
- Order Management
- Reporting
- Spartan Surfaces
- Warehouse
 - Warehouse Invoicing
 - Warehouse Shipping Reports

Report Builder

Please select an available report

Customer Reports	Transfer Reports
Load Sheets	Load Sheets
All Aboard Report	All Aboard Report
Manifest	Manifest
Bill of Lading	Bill of Lading
Open Order Worksheet	Open Order Worksheet
Packing List	Packing List
Print by Manifest Number	

DES - Menu option *WAR 8>C6 or T6*

Example of Packing List with no Collect \$ Displaying

```

                                ORDER#
                                416678
FROM:                            SHIP TO:                            BILL TO:
DANCIK INTL / RALEIGH KCS        STEVEN'S FLOOR CENTER        STEVEN'S FLOOR CENTER
2000 CENTER GREEN CT.           8236 CAPITOL BLVD           8236 CAPITOL BLVD
SUITE 250 - WAREHOUSE FILE
RALEIGH                          NC 27513                     RALEIGH                     NC 27513
RALEIGH                          NC 27513                     RALEIGH                     NC 27513
ORDER DT--DATE REQ--SHIP VIA-----F.O.B.-----ACCOUNT#--CUST P.O.#/JOB-----TERMS-----ORDER REFERENCES--
10/27/16  11/01/16  OUR TRUCK    WAREHOUSE    201003 SPEC 5236    NET  C.O.D.    001/2043177/  LS
TUESDAY  R10502  RALEIGH NORTHEAST 1
LINE#---ITEM#-----DESCRIPTION-----LOCATION---QTY--U/M---WEIGHT-----PACKAGING-
0010 ABCKASA1000      KAS CUSTOM RUG 12X16 ITALIA    A500    12.00 EA    60.00 LB    1 CT
                                KAS CUSTOM RUG 12X16 ITALIA
                                Serial# A10232211
9951                      SERVICE FEE                      *
9952                      FUEL SURCHARGE                    =
Order Weight:    60 LBS    Cust Ph#: 919-595-7780    Total:    1 CT
*** C.O.D. *** Collect $ information appears here if this
                    functionality is not activated.
                    Picked By:    Loaded By:
  
```

Hiding Message Lines with Cost/Price Information (Spec 5183)

Status: Available in Navigator and DES

Date Released: Jan/Feb 2017

Modules: Navigator and DES Direct Ship PO

Description: A new message qualifier, "Z*", directs the system to not show pricing information on Direct Ship POs.

Reason for Change: Including the cost/price information, specifically freight, on Direct Ship POs allows the supplier to see it and possibly bill for it.

Entering a Direct Ship Order with a Z* Message Line

1. Access Navigator Order Management and select **Direct Ship Order**.
2. Enter the necessary information such as PO number and Supplier on the order header.
3. On the order detail window, enter the items to order.
4. Click the option arrow to the left of an item and select **Message Lines**.

The screenshot displays the Order Manager interface for a Direct Ship Order. The header shows the account number 201000 and the reference number 2044168. The order details include ship to and from addresses, order date (01/18/17), and entry date (01/18/17). A message line menu is open for Line Item 10, showing options like Edit Line, Cancel Line, Message Lines, Shipping Charges, Price Calculator, and Hide on AK and IN. The order summary at the bottom shows an order total of 91.59 and a balance due of 91.59.

Line	Item#	Quantity	Unit Price	Extended Price	Ware	Status	Serial#
10	SA110900	20.00 SF 2.00 CT	\$4,290	\$85.80	DIR		

Item Total:	\$	85.80	Total Weight:	80.00 LB
Terms Discount:	\$.00		
Freight:	\$.00		
Taxes:	\$	5.79	Payments:	\$.00
Order Total	\$	91.59	Balance Due:	\$ 91.59

5. Enter a message with **Price** and **Cost** information using the new **Z*** message qualifier.

Message Lines and Miscellaneous Charges ✖

Reference#: 2044168

	Message Lines and Miscellaneous Charges	Price	Cost	GL Account#	Cost Center	Taxable?	Delete Line?
11	Z* SHIPPING CHARGES	10.00	8.00	1000	DEL	<input type="checkbox"/>	<input type="checkbox"/>
12						<input type="checkbox"/>	<input type="checkbox"/>
13						<input type="checkbox"/>	<input type="checkbox"/>
14						<input type="checkbox"/>	<input type="checkbox"/>
15						<input type="checkbox"/>	<input type="checkbox"/>
16						<input type="checkbox"/>	<input type="checkbox"/>
17						<input type="checkbox"/>	<input type="checkbox"/>
18						<input type="checkbox"/>	<input type="checkbox"/>
19						<input type="checkbox"/>	<input type="checkbox"/>

Line#: Go

6. Click **Update Lines and Charges** to add the message line to the order.

Order Manager GBRANNEN Reports ODS

Direct Ship Order Reference#: 2044168 ▶ Available Options

Account#: 201000 HARBOR FLOOR 2010 ATLANTIC AVENUE PO BOX 123 RALEIGH, NC 27513 US	Ship To: HARBOR FLOOR 2010 ATLANTIC AVENUE PO BOX 123 RALEIGH, NC 27513 US	Order Date: 01/18/17 PO#: WGB123 Job Name: Ship Date: 01/23/17 Ship Via: OT Initials: GB	Entry Date: 01/18/17 Salesperson 1: Salesperson 2: Branch: RAL Warehouse: DIR Supplier: SAI
---	---	---	--

Add Line: Item#: Quantity: UM: Add

Line	Item#	Quantity	Unit Price	Extended Price	Ware	Status	Serial#
10	SA10900 GENOVA 5" FLORENCE 1/2"X34.45SF/XRL HICKORY	20.00 SF 2.00 CT	\$4.290	\$85.80	DIR		
11	Z* SHIPPING CHARGES		\$10.00				

Messages *ORDERS ONLY APPROVED BY JACK RICK CAN ORDER TOO!	Item Total: \$ 95.80 Terms Discount: \$.00 Freight: \$.00 Taxes: \$ 5.79 Order Total: \$ 101.59	Total Weight: 80.00 LB Payments: \$.00 Balance Due: \$ 101.59
---	--	---

[Return to Search](#)

7. Click **Complete Order** to produce a preview of the order that can be given to the customer that includes the charges added by the Z* message.

ORDER DT	DATE REQ	SHIP VIA	F.O.B	ACCOUNT#	CUST PO#/JOB	TERMS	ORDER REFERENCES	BRANCH
1/18/17	1/23/17	OUR TRUCK	WAREHOUSE	201000	WGB123	NET 10th of Mth	SAI/2044168/GB/LP/D RAL/	

LINE	ITEM#	DESCRIPTION	SHIP DATE	QTY ORD	U/M	UNIT PRICE	PRICE	STATUS
0010	SAI10900	HARBOR TASTIERA TILE	1/23/17	20.00	SF	4.290	85.80	Direct 1
	your#SAI-10900H	SOME CARTONS LABELLED: VANGUARD 10900		60.00	PC	1.430		
		INSTALL REQUIRED!						
		SEALANT (0810952) IS INCLUDED WITH YOUR ORDER						
		Z* SHIPPING CHARGES					10.00	
		FUEL SURCHARGE					35.00	
		Weight (In-Stock):	80.0 LBS					
		Today's Payment(s):	1/18/17					
		Cash	\$ 101.59					

Agreed and Accepted by:	TOTAL PRICE \$	130.80
SALES RECEIPT (DIR)	NC SALES TAX % \$	8.15
	TOTAL AMOUNT \$	138.95
	Deposit \$	101.59
	Balance Due \$	37.36

Thank you for ordering from our Raleigh branch!

8. Continue with the order to produce the Direct Ship PO document that is sent to the supplier which does not include the Z* message or the charges associated with it.

```

COPY OF A PURCHASE ORDER (DS)          DANCIK INTERNATIONAL          RAL  1/18/17  15:55  PAGE  1
                                         333 COUNTRY CLUB DRIVE
                                         SUITE 250
                                         00000
                                         PURCHASE ORDER#
                                         417194-RAL

TO: SAI  #4                               SHIP TO:                          BILL TO:
SAICIS S.P.A, CERAMICHE                 HARBOR FLOOR                       WYETH FLOORING
VIA GIARDINI, 32,44,46                 2010 ATLANTIC AVENUE                952 MAIN STREET
SPEZZANO MO 41040 ITALY                RALEIGH NC 27513                   PEEKSKILL NC 27513-1234
ITALY                                     UNITED STATES                        Unit:
Building:                                Apartment Id:

ORDER DT--DATE REQ--SHIP VIA-----F.O.B.-----ACCOUNT#--CUST P.O.#/JOB-----TERMS-----ORDER REFERENCES--
1/18/17  1/23/17  OUR TRUCK   WAREHOUSE   201000  WGB123   3.00%  15 DAYS  SAI/2044168/D GB
                                                LP/RAL/D/    T

LINE#----ITEM#-----DESCRIPTION-----QTY ORD---U/M-----UNIT PRICE-----PRICE-
                                     --- DO NOT DUPLICATE! ---
                                     THIS IS A COPY OF A PREVIOUSLY PRINTED DOCUMENT.
                                     THESE SPECIAL INSTRUCTIONS FROM THE MESSAGE FILE WILL PRINT IN THE
                                     SPECIAL INSTRUCTIONS ON THE VICS BOL BASED ON A SETTING FOR FORM
                                     6 AND 7.
                                     CREDIT MANAGER TEST
0010 SAI10900      FDSAFDS
your#L654408C    GENOVA 5"          FLORENCE          2.00   CT    3.050 SF    61.00
9951              1/2"X34.45SFXRL   HICKORY
FUEL SURCHARGE                                     =                .00

S/M: HARBOR FLOOR          (DIR SHP)          TOTAL PRICE..$    61.00
Order Weight:   80  LBS   Supp Fax:          Shipto Ph#:
Supp Phone#:   53-684-3921

Please include our P.O.# on all billing.          Authorized By . . . . .
  
```


Scheduling and Distribution of Navigator Reports (Spec 5140)

Status: Available in Navigator

Date Released: Feb 2017

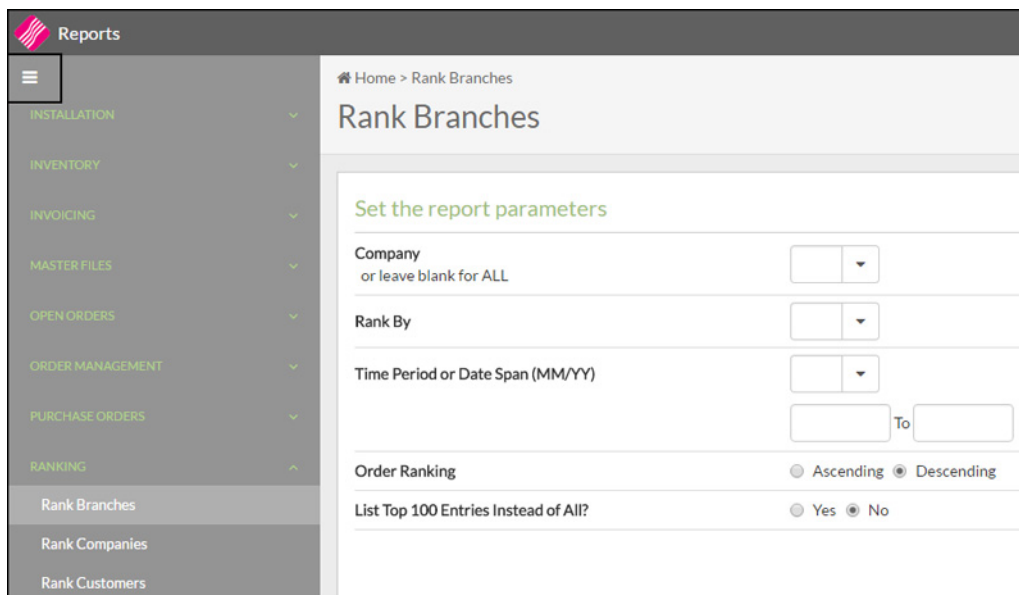
Modules: Navigator Reports

Description: Update the Navigator Reports interface

Reason for Change: Adds the ability to schedule and distribute reports.

Scheduling and Distributing Reports in Navigator

1. Access the Navigator Reports Application. The Saved Reports window opens. We will get to the Saved Reports window a little later in this write-up. But first, we are going to build, schedule and save a report.
2. Click the icon in the upper left hand corner to expand menu.
3. Select a report to access its parameters.



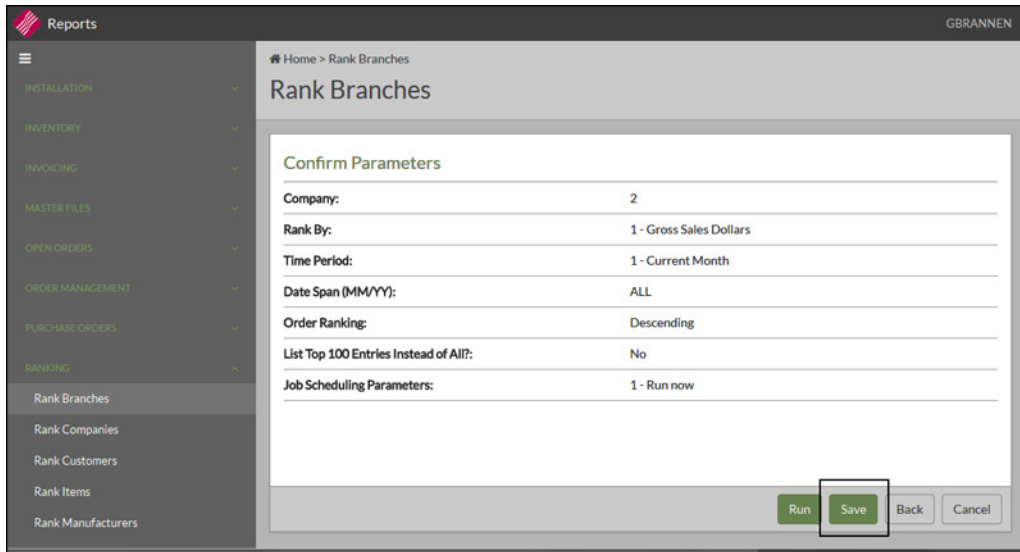
The screenshot displays the 'Reports' application interface. On the left is a navigation menu with categories like INSTALLATION, INVENTORY, INVOICING, MASTER FILES, OPEN ORDERS, ORDER MANAGEMENT, PURCHASE ORDERS, and RANKING. Under RANKING, 'Rank Branches' is selected. The main content area shows the breadcrumb 'Home > Rank Branches' and the title 'Rank Branches'. Below this is a section titled 'Set the report parameters' with the following fields:

- Company: or leave blank for ALL (dropdown menu)
- Rank By: (dropdown menu)
- Time Period or Date Span (MM/YY): (dropdown menu)
- Order Ranking: Radio buttons for Ascending and Descending (Descending is selected)
- List Top 100 Entries Instead of All?: Radio buttons for Yes and No (No is selected)

Each report has its own specific parameters.

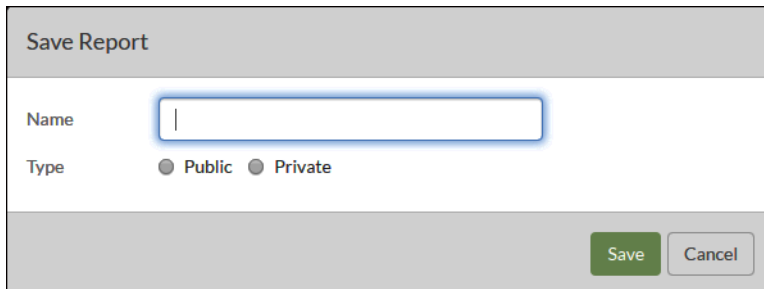
4. Enter the necessary parameters and click **Next** in the bottom right hand to work through all the report parameters.
5. The last window for all of the reports allows you to confirm the report parameters.

6. Click **Save** to save the report and all its parameter settings.



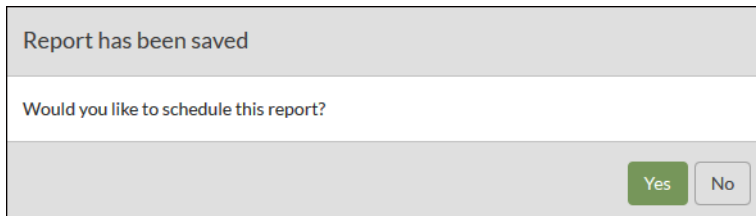
Note: Click **Run** if you just want to generate the report and not save it. The report can be accessed by clicking **ODS** in the upper right hand corner and looking under **Spoolfile Reports**.

7. Name the report and make it **Public** or **Private**.

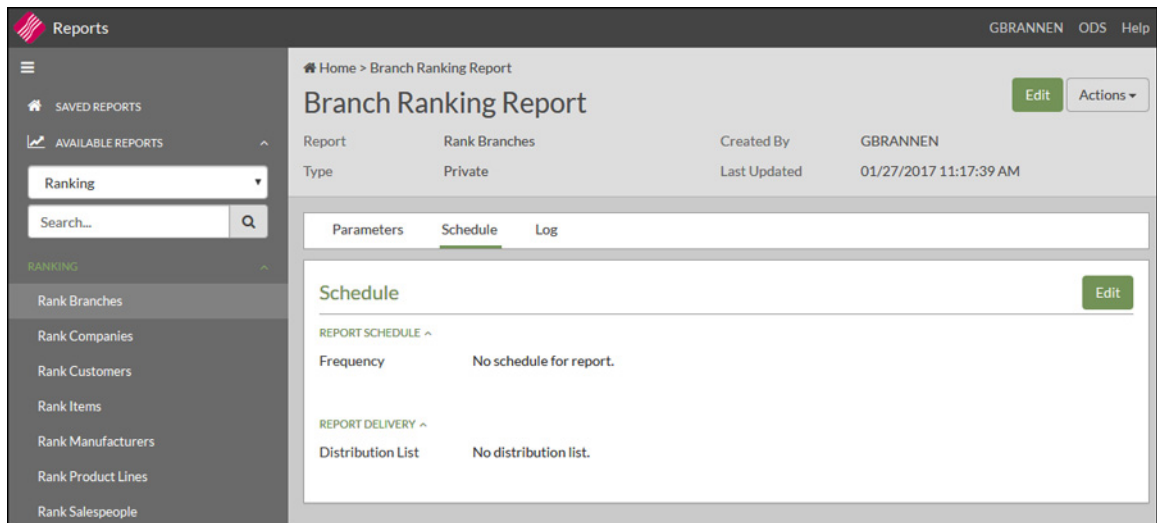


Only the person who created a Private report can access or edit it.

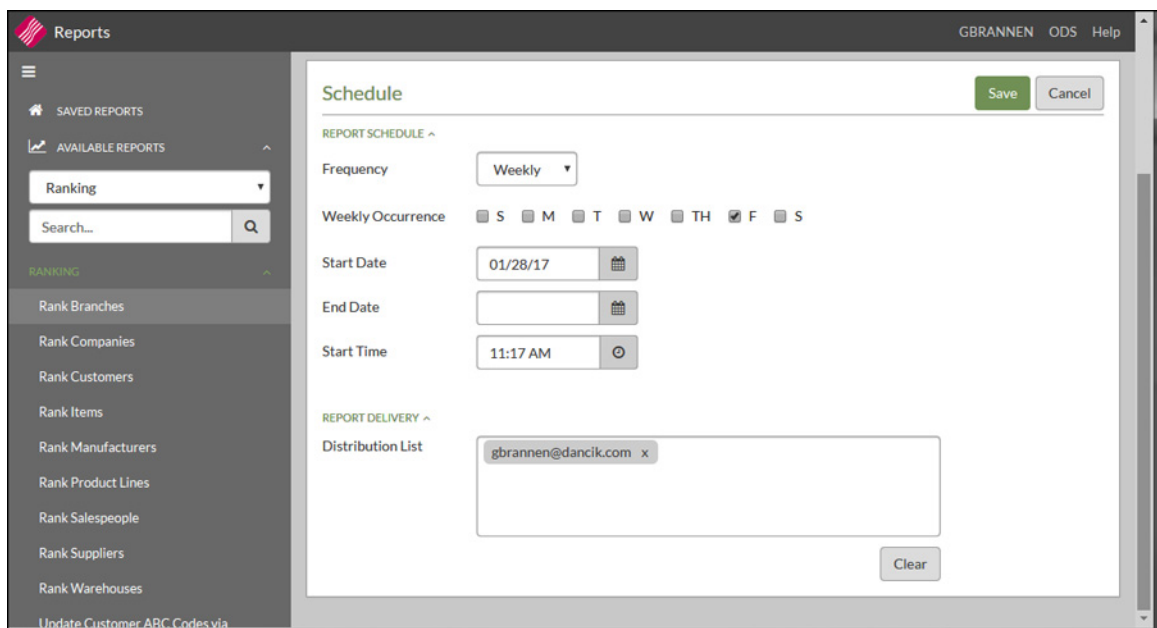
8. Click **Save**. The next dialog box allows you to schedule the report for automatic generation.



9. Clicking **Yes** takes you to the **Schedule** portion of the Reports.

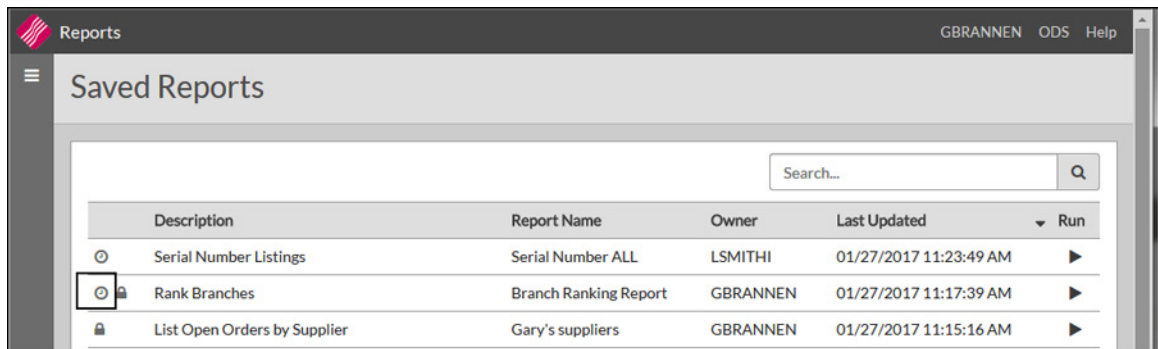


10. Click **Edit** to assign a generation **Frequency** and a **Distribution List**.



11. Click **Save**. When the report is displayed in the Saved Reports window, it now has a clock icon to its left.

Note: The lock icon designates the report as a private report.

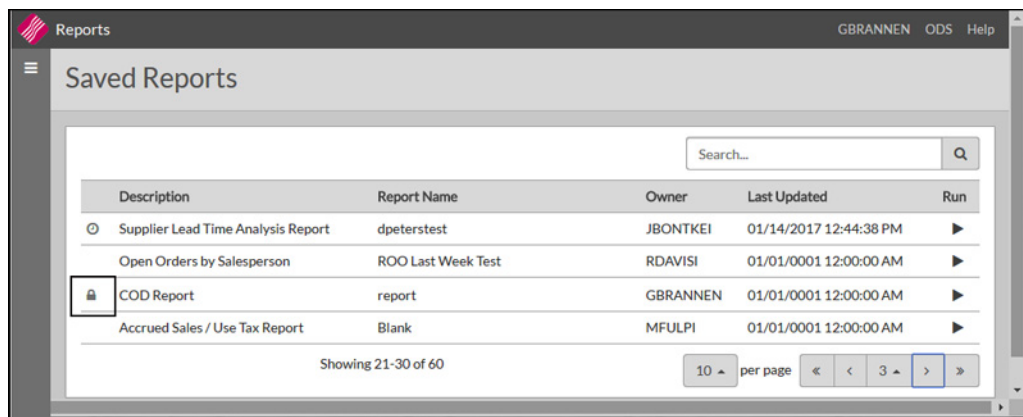


Saved Reports

From the Saved Reports window you can:

- Access public reports
- Access only your private reports

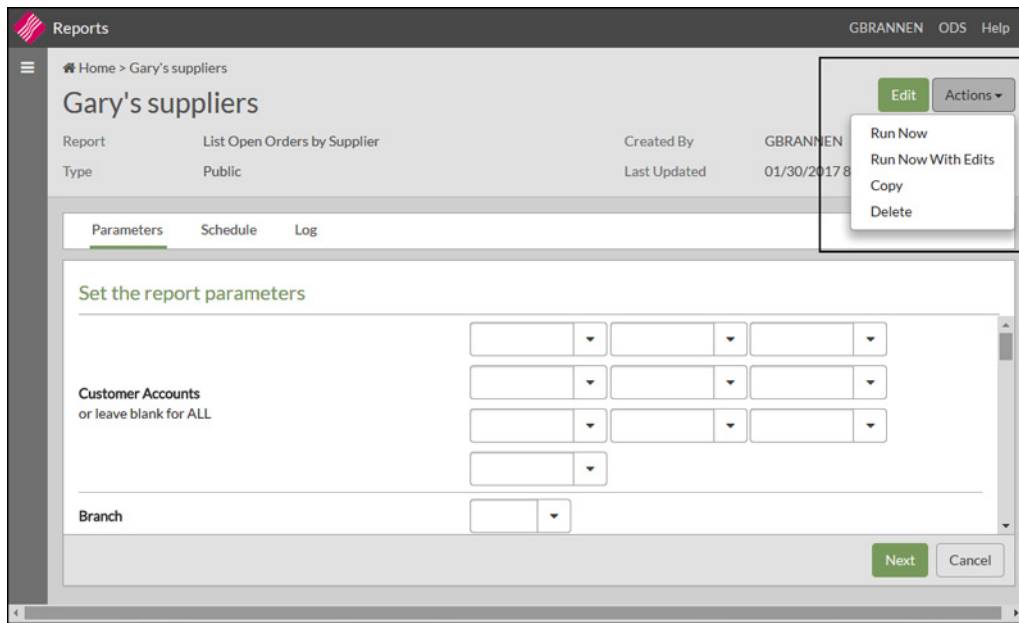
Note: Private reports are noted with a lock icon.



- Inquire into and/or edit the report parameters
- Run the report
- Schedule a report for automatic generation,
- View a log of a report's activity (when the report was created, when it was run, any changes to its scheduling, and any errors).

Actions

Open a saved report and click **Actions** in the top right hand corner.



Run Now - Allows you to manually run the report. An entry is made in the report log.

Run Now with Edits - Brings up the report parameter window where you can make changes. Any changes made are not saved.

Copy - Keeps the report settings but allows you to save it under a new name and change the Public/Private setting.

Delete - Deletes the report and removes it from the Saved Window display.

Using SKU Base Cost During PO Entry (Spec 5208)

Status: Available in Navigator

Date Released: Jan/Feb 2017

Modules: Navigator and DES:

- Purchase order line entry
- Direct Ship order line entry
- Special order lines

Description: Use the last cost entered for that item/warehouse or the last cost from the SKU file as the default purchase order cost.

Reason for Change: Provides an auto-updating method to keep up with fluctuating prices. Provides an alternative method to having to manually update the Item File costs when a new price list is received.

Restrictions (out of scope):

- Stock to Stock transfer order
- customer orders
- quotes
- credit orders

Set-up

SET 29 - System Table - ITEMPOLICY

The policy code **LC** was added. This policy code directs the system to use the SKU base cost on purchase orders, direct ship orders, and special orders.

```
INQUIRE                               System Tables Maintenance

Table ID Code:  ITEMPOLCY   Table Desc:  ITEM FILE POLICY CODES
Position To:    _____ Table Comm:  POLICIES THAT AFFECT ITEMS
                                           Allow Duplicate Code: N (Y/N)
                                           Allow Duplicate Desc: Y (Y/N)
                                           Validation Level: 1 (0,1,U)

Application
  Code      Description
-----
A$         Area Rug Item unique dimensions and price (type A$)
A#         Area Rug Item unique dimensions and price (type A#)
CD         Condensed printing
DI         Discontinued - for item selection on reports
DV         Divide by multiplier - used for quantity break group items
G#         Grid item
LC         Use SKU base cost on directs, special and purchase orders
MI         Manufactured internally - for item selection on reports
MS         Mandatory lot number - for non-serialized items
NB         No broken units - prevents breaking the sales UM

More...
```

Item File

Item Policy Codes are assigned in the Item File.

Update Record Options

Manufacturer: SAI Color: 1090 Pattern: 0

* Item#: SAI 1090 0

Description 1: GENOVA 5" FLORENCE

Description 2: 1/2"X34.45SFXML HICKORY

General Pricing Packaging IWMS

Usual Supplier: SAI Price Class: SAI002 Cost Class: SAI002 Packaging Class: SAI001 * Product Line: TAS Item Class 1: WT Item Class 2: GL Item Class 3: IM Trim Class: MG Wear Code: 1 ABC Rating: A Commodity Level: 1 Days Before Old: 180 Remnant Size: 16 Cost Center: CER	Suppliers' Item#: L654408C Inventory Code: Y Inventory Cross Reference#: Component: S ISO Table: 0 Pattern Name: 6" Color Name: ALMOND Discontinue Date: Replenishment Path: Policies: LC NB Sequence# for Catalogs: 013000 Freight Key: W Deliver/Mfgr Lead Days: Item Width: 18
---	--

Update

Order Management

1. If the order is a PO, Direct shipment, or an order line is for a special order line, the system checks the item's policy code.
2. If the Policy code is LC the SKU base cost is used.

Installation Manager (Spec 5062)

Status: Available in Navigator

Date Released: Feb 2017

Modules: Navigator

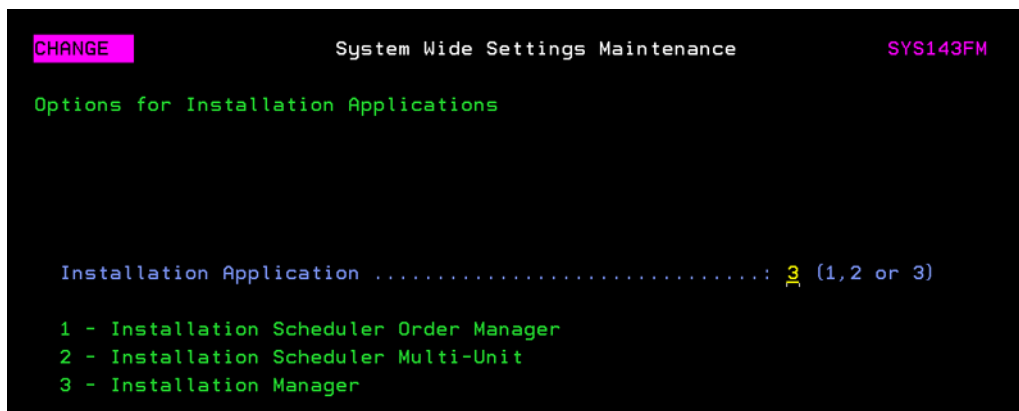
Description: Adds a new Installation Manager Application

Reason for Change: Provides Installation Managers a better way to schedule and maintain installations by warehouse and cost center.

Set-up

System Wide Setting - Options for Installation Applications

This new Installation Manager Application is activated via option 3 - Installation Manager.



```
CHANGE                               System Wide Settings Maintenance          SYS143FM
Options for Installation Applications

Installation Application .....: 3 (1,2 or 3)

1 - Installation Scheduler Order Manager
2 - Installation Scheduler Multi-Unit
3 - Installation Manager
```

Granting Access

Access can be granted at the Global, Authority Class, or User level.

Follow these paths to grant access at each level.

Global Level

NAV 1 > "A" in the Opt field for Installations > "Y" for both settings: Allow Access to Installation Manager Administrator Settings and Allow Access as an Installation Manager

Authority Class

NAV 2 > "W" in the Opt field of an Authority Class > "A" in the Opt field for Installations > "Y" for both settings: Allow Access to Installation Manager Administrator Settings and Allow Access as an Installation Manager

User Level

NAV 5 > “W” in the Opt field of a User > “A” in the Opt field for Installations > “Y” for both settings: Allow Access to Installation Manager Administrator Settings and Allow Access as an Installation Manager

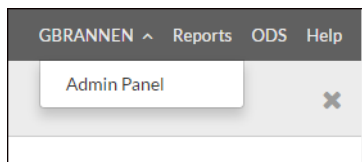
Administration Panel

This “dashboard” provides the following to installation managers:

- ability to see jobs for all costs centers in one view
- ability to see jobs for all cost centers in one view
- ability to schedule claims and inspections on the fly (without orders or in reference to closed orders)
- ability to change scheduled jobs on the fly
- review other installation manager crew schedules
- store installation packet with print and email options

Access

The Admin Panel is accessed via the User’s drop down menu.



Note: The user must have Installation Manager permissions at the user, authority class or global level.

Automated Emails

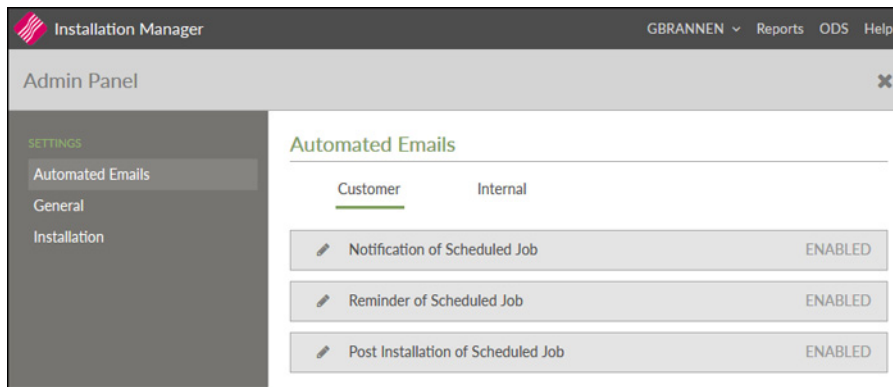
Customer

This section allows you configure emails that are automatically sent to customers during specific events of the installation cycle.

The email is sent to:

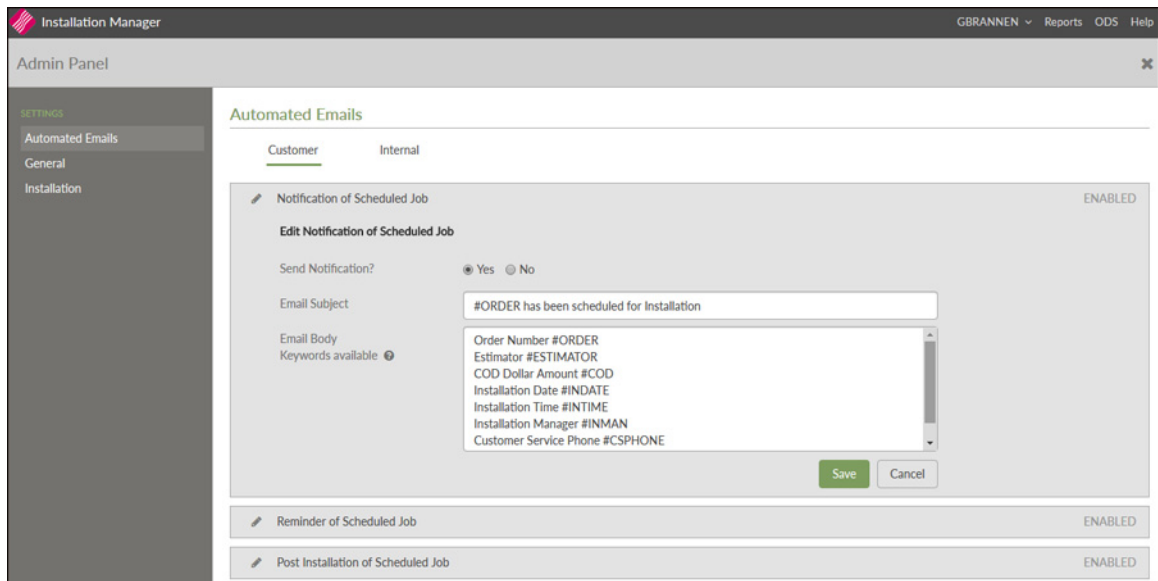
- For Retail customers - the email address assigned to the customer in the Retail Customer File.
- For Billto Customers - The first email record flagged to receive Acknowledgements in the Phone Number Maintenance portion of the Billto File.

— The Install Email on the Order Details window; if a value is entered.



Notification of Scheduled Job

When an Installation Manager schedules a job for an Installer that belongs to his warehouse or receives approval to utilize an installer from another warehouse an email is to be sent to the customer.



Send Notification - Clicking **Yes** enables this email to be sent out automatically.

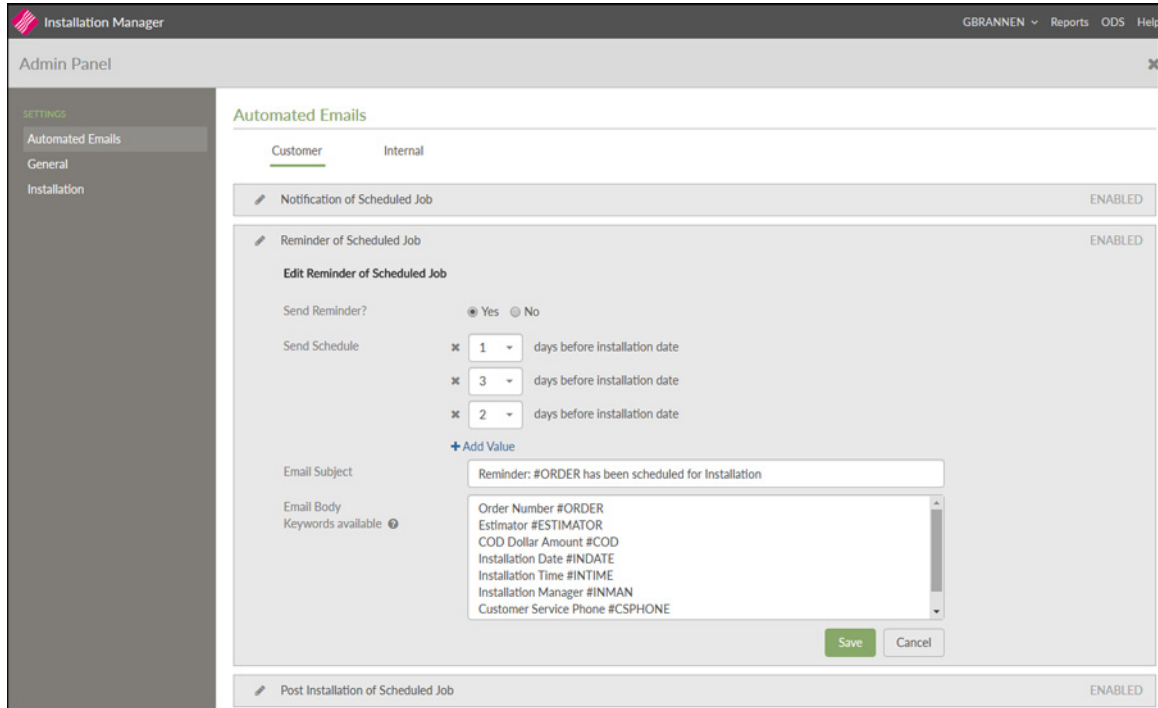
Note: **Enabled** displays on the right hand side of the email listing if **Send Notification** is activated.

Email Subject - Enter a subject for the email. A combination of free flow text and key words can be used. Keywords can be used to automatically add information to the email such as #ORDER- order number and #INDATE - Installation Date.

Note: A list of all the available keywords is available by clicking the “?” icon.

Reminder of Scheduled Job

Automated emails can be sent to remind a customer of an upcoming scheduled job.



The screenshot shows the 'Installation Manager' Admin Panel. The 'Automated Emails' section is active, with the 'Customer' tab selected. The 'Reminder of Scheduled Job' email type is configured and 'ENABLED'. The configuration includes:

- Send Reminder?**: Radio buttons for 'Yes' (selected) and 'No'.
- Send Schedule**: Three dropdown menus with values 1, 3, and 2, each labeled 'days before installation date'. An '+ Add Value' link is present below these.
- Email Subject**: A text field containing 'Reminder: #ORDER has been scheduled for Installation'.
- Email Body**: A text area containing a list of variables:


```
Order Number #ORDER
Estimator #ESTIMATOR
COD Dollar Amount #COD
Installation Date #INDATE
Installation Time #INTIME
Installation Manager #INMAN
Customer Service Phone #CSPHONE
```

Buttons for 'Save' and 'Cancel' are located at the bottom right of the configuration area. Other email types like 'Notification of Scheduled Job' and 'Post Installation of Scheduled Job' are also listed as 'ENABLED'.

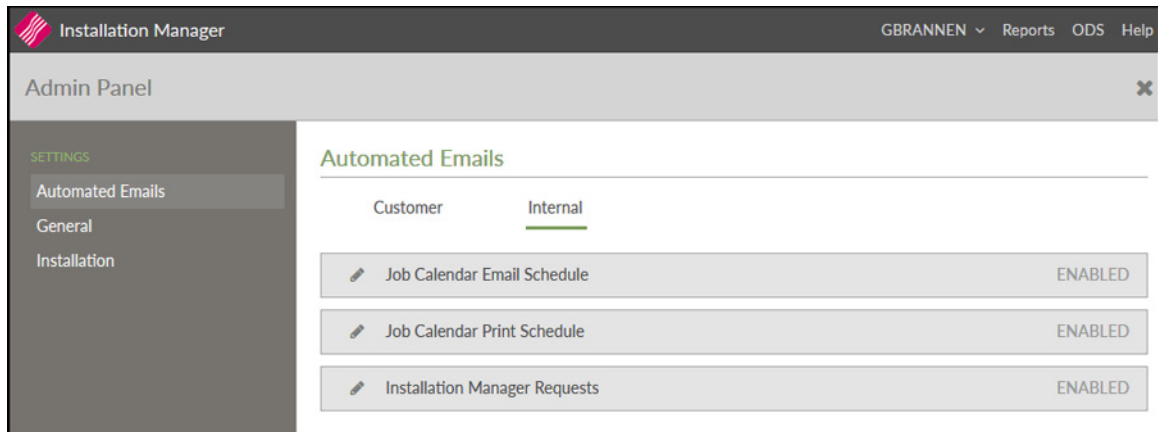
The fields are the same as for the Notification of Scheduled Job except for the **Send Schedule** setting. The Send Schedule setting denotes how many days prior to the scheduled job a reminder email is to be sent. Multiple time frames can be selected.

Post Installation Communication

After an install has been completed a follow up email can be sent to the customer.

Note: The setting are the same as for the Reminder of Scheduled Job email.

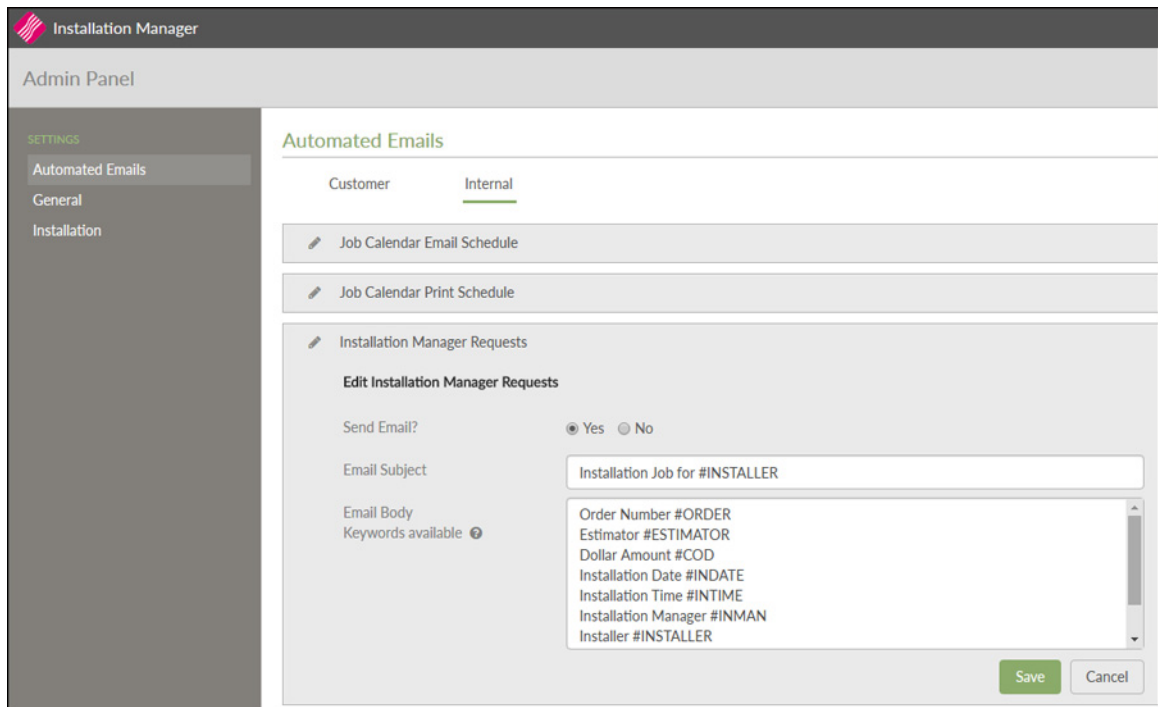
Internal



Job Calendar Email Schedule and **Job Calendar Print Schedule** - These options allow you to set up a day(s) and time that the job calendar can be emailed or printed.

Note: For the **Job Calendar Print Schedule** option installations are only printed for the selected warehouse.

Installation Manager Requests - These emails are to be sent when an installation manager requests an installer from a warehouse that he does not manage.



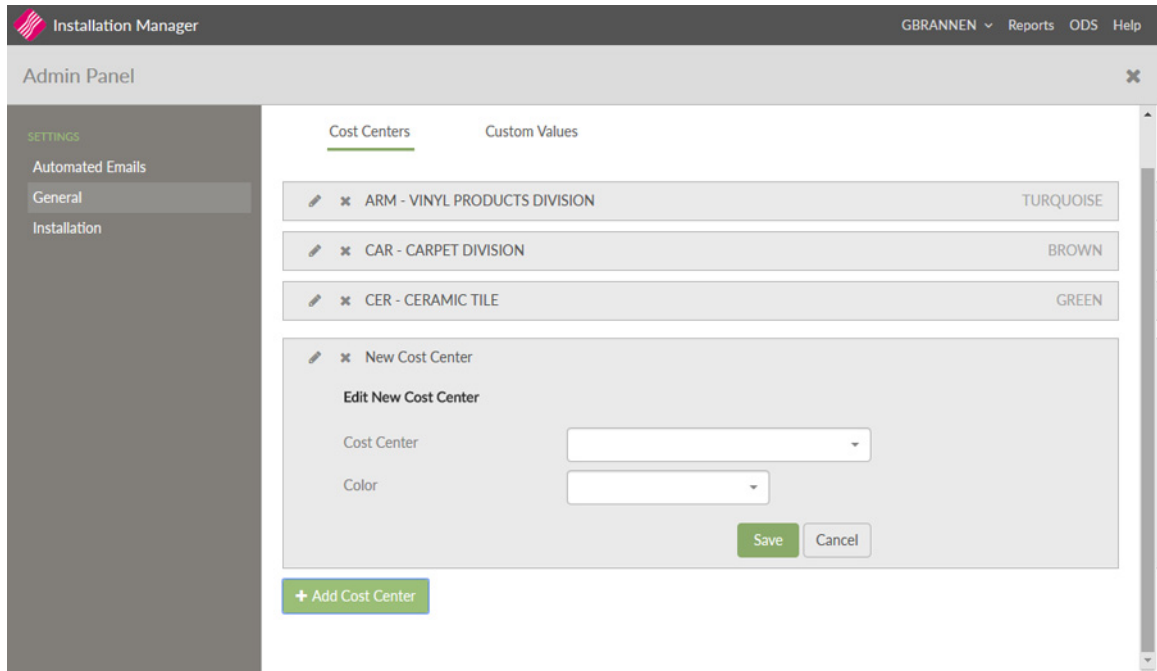
Email Subject/Email Body - Enter a subject/body for the email. A combination of free flow text and key words can be used. Keywords can be used to automatically add information to the email such as #INSTALL- Installer and #INDATE - Installation Date.

A list of all the available keywords is available by clicking the “?” icon.

General

Cost Centers

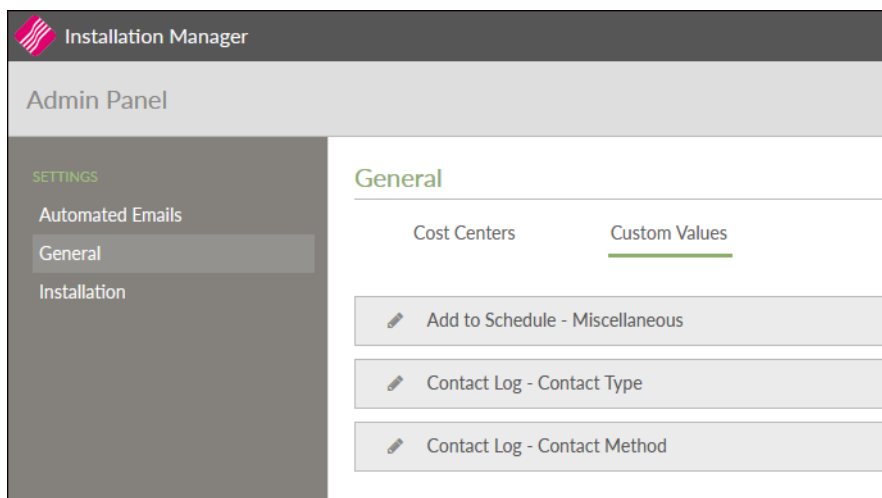
The cost centers created here are the ones that are displayed in the Cost Center drop down menus throughout the Installation Manager application.



Use a **Color** to help easily identify the cost center. A color can only be used once.

Custom Values

This is where the values used in the Schedule and Log File are created.



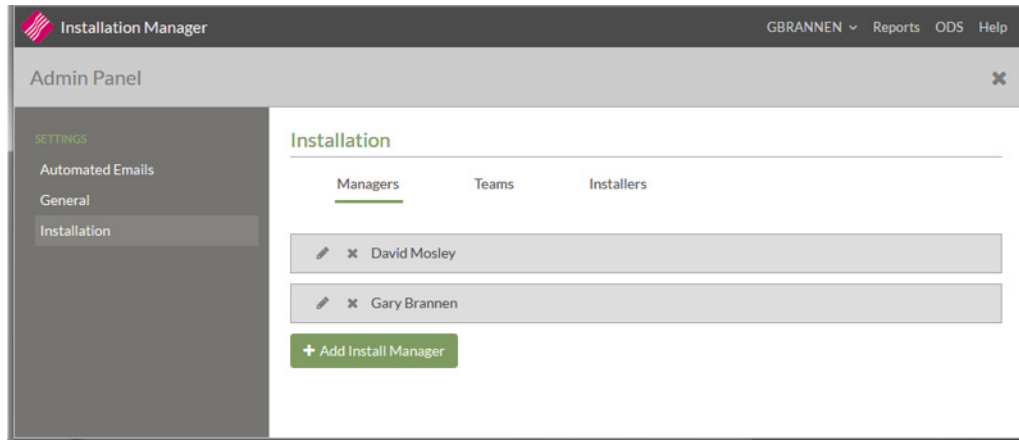
Add to Schedule - This field is found in the Schedule window activated via the Dashboard.

Contact Log - Contact Type - Allows you create contact methods such as Email or home phone that are used in Call Log.

Contact Log - Contact Method - Allows you create descriptions for contact methods such as spoke to on phone or emailed that are used in the Call Log.

Installation

This part of the Administration Panel allows you to create and/or edit Installation Managers, Teams and Installers.



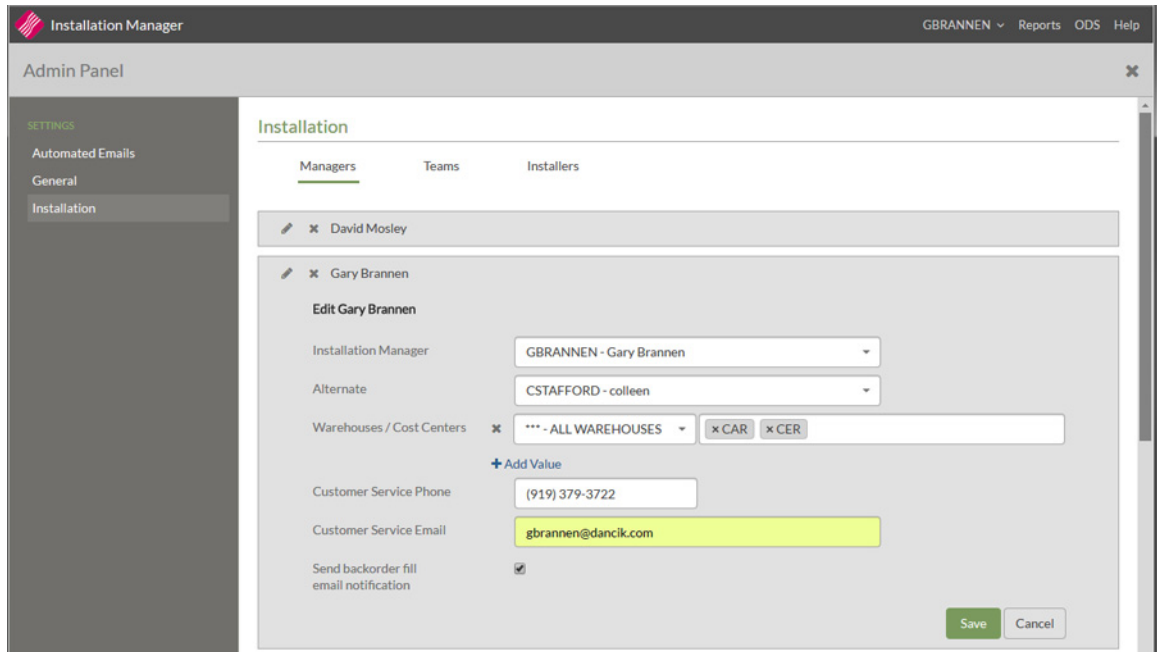
Managers on page 90

Teams on page 91

Installers on page 92

Managers

These are the only people who can schedule installations.



Create a new manager record or edit an existing one.

Setting	Description
Installation Manager	Select from a list of all the Navigator users on your system.
Alternate	An alternate means has access to the same Dashboard, Orders, etc., as the main manager. The alternate must switch to the other manager via the “Alternate” option in Installation Manager. Select from a list of all the Navigator users on your system.
Warehouse Cost Center	Select a warehouse/cost center combination that this Manager can schedule installations for. Only one warehouse can be selected per field. To enter more use the Add Value feature. Multiple cost centers can be entered. In the example shown above, Installation manager Gbrannen can manage installations across All Warehouses for Carpet and Ceramic Tile.
Customer Service Phone Customer Service Email	Enter the customer-facing phone number and email address that a customer can contact if they have a question about their installation. The phone number and email address do not have to be the Installation Manager’s. They can be to someone else familiar with installations at the warehouse and cost center.

Setting	Description
<p>Send backorder fill email notification</p>	<p>Sends an email alerting the installation manager that an order on back order is being filled and can be installed.</p> <p>If more than one backorder line on the order is being filled only one email is sent for the entire order.</p> <p>An email is sent to all the Installation Managers that have the Warehouse/Cost center combination of the order/order lines being filled.</p> <p><i>Note: The email is sent to the email address assigned to the user via menu option NAV 5 on the green screen.</i></p>

Teams

You can build teams based on things such as expertise or location. For example, you can create a carpet team or tile team composed of personnel skilled in installing those products.

The screenshot shows the 'Installation Manager' Admin Panel. On the left is a sidebar with 'Installation' selected under 'SETTINGS'. The main area is titled 'Installation' and has three tabs: 'Managers', 'Teams' (which is active), and 'Installers'. Under the 'Teams' tab, there is a list of existing teams: 'Team #1', 'Team #2', and 'Team #3'. Below this is a section for 'New Team' with an 'Edit New Team' button. A form field for 'Team Name' contains the text 'Carpet Team'. At the bottom right of the form are 'Save' and 'Cancel' buttons. At the bottom left of the main content area is a '+ Add Team' button.

Installers

This part of the Installation Scheduler lets you build a database of installers.

Setting	Description
Team	Assign the Installer to a Team. The teams are created vis the Teams tab.
Installer	Installer name.
Supplier Code Vendor Code	You can cross reference each installation team to the supplier and/or vendor codes that represent these teams within accounts payable. These codes help you to reconcile the cost of labor to AP. When you enter the invoice from the installer into accounts payable, the system matches the AP supplier or vendor to the cross-referenced installation team. You can use one or both fields.
Primary Contact Phone Secondary Contact Phone	Enter the phone numbers for the installer.

Setting	Description
Install Cost Centers	Enter the cost centers that the installer works with. If the field is left blank, the system assumes that this installer can handle all cost centers.
Home Warehouses	Enter the warehouse codes that this installation team can work from. If you enter warehouse codes, the installation team is only assigned jobs from those warehouses. These warehouses are compared to the header warehouse of each order. Leave the fields blank to allow this installation team for all your warehouses.
<i>Workload Capacity</i>	
Day of the Week	Enter the days that the installer is usually available.
Start/End Time Max Hours	The normal working hours for the installation team. The team is not available before or after these hours.
Max Hours	This is the maximum number of hours this team is available on this particular day. The installation scheduling program looks at the assigned hours on each scheduled line item of an order, plus the assigned hours of orders already scheduled, and compares that to the number of Max Hours allowed.

Service/ Interest Charge Details (Spec 5092)

Status: AR Service Charge Method B

Date Released: Feb 2017

Modules: AR Navigator and DES reports **Apply Interest/Service Charges Mid-Month** and **Reprint Interest/Service Charge Invoices**.

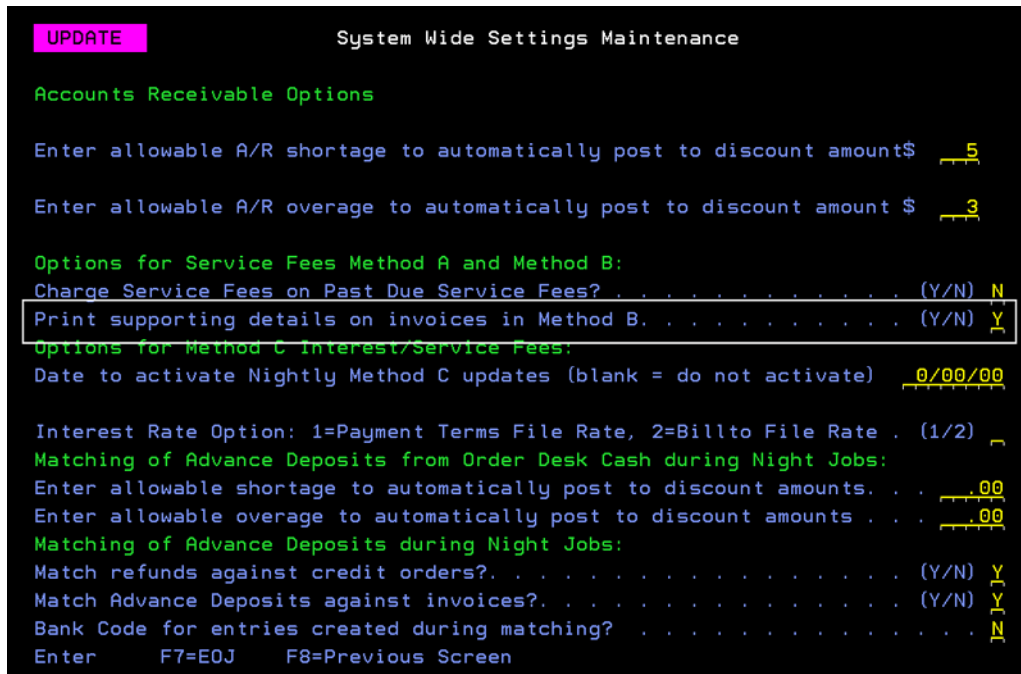
Description: Display the invoices and amounts that are responsible for additional charges.

Reason for Change: Allows more visibility into how/why additional charges are applied.

Restrictions This functionality only applies to Method B of applying interest. Method B, as assigned in the Company Settings File (SET 3), creates actual service fee invoices as part of the AR end of month close.

System Wide Setting - Accounts Receivable Options

The option **Print supporting details on invoices in Method B** activates this functionality.



Running the Interest Reports

The following reports show interest:

- **Apply Interest/Service Charges Mid-Month** - This report is used to apply interest or services charges at a mid-month interval.
- **Reprint Interest/Service Charge Invoices** - This option lets you to reprint interest/service charge invoices still shown in the A/R History File.

The reports are accessed in the Accounts Receivable grouping of Navigator reports.

The screenshot shows the 'Saved Reports' page. On the left, there is a sidebar with 'ACCOUNTS RECEIVABLE' reports. The 'Apply Interest/Service Charges Mid-Month' report is highlighted. The main area displays a table of saved reports:

Description	Report Name	Owner	Last Updated
List Open Orders by Supplier	Gary's suppliers	GBRANNEN	01/30/2017 8:38:03
Update Item File ABC Codes for New Items	6th test	CSTAFFORDI	01/27/2017 9:36:19
Rank Branches	GP	CSTAFFORDI	01/30/2017 10:55:30
Rank Companies	7 orders	LSMITHI	01/26/2017 2:22:57
Rank Customers	cust	LSMITHI	01/26/2017 4:28:30
Rank Salespeople	asm	LSMITHI	01/26/2017 2:31:10
Rank Suppliers	avg	CSTAFFORDI	01/26/2017 10:34:40
Rank Warehouses	7 orders	LSMITHI	01/26/2017 11:24:40
Comparative Inventory Analysis	Rey Ramos	MFULPI	01/26/2017 9:06:23
Inventory Value and Aging Reports	VALUE_AGE-TEST	CSTAFFORDI	01/27/2017 10:05:50

Showing 1-10 of 66

Note: The reports can also be run from the green screen option RAR 201 and RAR 202.

Select one of the reports. In this example Apply Interest/Service Charges Mid-Month was selected.

The screenshot shows the configuration page for the 'Apply Interest/Service Charges Mid-Month' report. The parameters are as follows:

- Figure Interest/Service Charges: 4
- Apply Interest/Service Charges: B
- Print detail list of all past due invoices?: Yes No
- Would you like to print Interest/Service charges?: Yes (Print as invoices on invoice forms) No (Invoices are posted but not printed)
- Job Scheduling Parameters: 1

IMPORTANT: Make sure to save listings.
Listings may be needed by the Accounting department for balancing AR on the General Ledger System.

Ensure the **Apply Interest/Service Charges** setting is set to “**B**” and run the report.

When the report is run, four separate reports are generated. Open the INTINVC/L report to display the details/invoices behind any service/interest charge.

LINE#	INVOICE#	DESCRIPTION	AMOUNT
	007182		
		BILL TO:	
		AMERICAN MARAZZI TILE, INC.	
		359 CLAY ROAD	
		SHIP TO:	
		AMERICAN MARAZZI TILE, INC.	
		359 CLAY ROAD	
		REMIT TO:	
		DANCIK DISTRIBUTION, LTD.	
		401 HARRISON OAKS BLVD.	
		SUITE 101	
		WATERLOO, ON N2J 4J4 ON 01234	
		SUNNYVALE TX 75182	
		SUNNYVALE TX 75182	
		INVOICE DATE-----INTEREST RATE-----ACCOUNT#-----BRANCH-----TERMS-----INVOICE#-	
		2/15/17 1.00 % 000128 TIL NET UPON RECEIPT 007182	
		-----DESCRIPTION-----AMOUNT-	
0001		SERVICE CHARGE/LATE CHARGE	17.12
		INV DATE DUE DATE INV# INV TOTAL OPEN AMT	
		1/15/15 1/15/15 000101 .00 689.75-	
		12/31/15 12/31/15 004427 1,240.36 1,240.36	
		9/22/15 9/22/15 004489 1,240.36 1,240.36	
		5/14/15 5/14/15 347399 78.90- 78.90-	
		Amount Past Due Subtotal	1,712.07
		Service/Late Charges On Your \$	1,712.07
		Past Due Balance Of 2/15/17.	
		TOTAL AMOUNT DUE \$	17.12

Disallow Manual Pricing in Navigator (Spec 5272)

Status: Navigator Order Management

Date Released: March 2017

Modules: Navigator Order Management

Description: A new permission option has been added to the Order Management Application window that grants or denies permission to manually change pricing. This setting

Our objective with this enhancement is to have a setting that disallows manual pricing at any point in the order process. All pricing other than list price would be determined by existing price lists, price exceptions and marketing programs; no “pricing on the fly” at time of order.

Also included in this enhancement, are options to reset pricing at the line and order level to default pricing.

Reason for Change: Establish a rigid pricing structure that does not allow for “ad hoc” pricing. Thereby, creating accurate price lists for customers and sales reports for vendors.

Expected benefits include:

- reduced labor (for pricing corrections),
- happier customers due to billing accuracy,
- less complicated order entry
- increased accuracy for new customer service personnel
- Ability to give customers promotional pricing via the Recalculate Price options

Restrictions: Only applicable to Navigator

Set-up

Order Management Permissions

The new setting, **Allow Price Overrides**, is accessed via the Order Management - Work with Application Permissions screen.

You can grant or deny manual pricing override authority at the Global Level (NAV 1), the Authority Class Level (NAV 2) or the User Level (NAV 5).

Use the “A” **App Options/Permissions** option to gain access to the setting.

```
2/27/17          NAVIGATOR          NV5000R
8:25:19          Application Global Defaults  QPADEV000W

Opt  Web App Description
-----
) Accounting
) Contact Manager
) Credit
) File Management
) Installations
) Inventory
) Invoicing
) A Order Management
) ODS
) Reporting
) Sales Portal
) Spartan Surfaces
) Warehouse

Bottom

Options ==> A=App Options/Permissions
F7=Exit  F10=Navigator Options/Permissions  F11=External Links
```

Grant or deny authority as needed.

```
2/27/17          NAVIGATOR          NV30010M
8:32:53          Work with Application Permissions  QPADEV000W

Application .....: Order Management
Level (Global) .....:

Access
Y/N  Permission Description
-----
) Y  Allow splitting commissions
) Y  Allow credits and adjustments
) Y  Allow Price Calculator
) N  Allow Price Overrides

Bottom

F6=Return  F7=Exit
```

Manually Changing Lines in Navigator

The following windows have been modified to exclude price overrides if the user is not permitted to manually override pricing in Navigator Order Management.

- Add Line and Edit Line - The price fields are protected and cannot be edited.
- Bill Of Material /KIT Item Window - The pricing fields are removed.
- Inventory Analysis - The Price Override field is removed.

- ISO Confirmation - The Price Override field is removed.
- Price Analysis and Discount Calculator - Price adjustment fields are removed and an error message is displayed.

Recalculate Line/Order Pricing

A new option, **Recalculate Order Prices**, has been added at the Line and Order level to allow for Price Recalculation.

These options reset pricing to the “default” pricing at either the line or order level.

Note: Default Pricing takes in account pricing and fund promotions, points, terms and other pricing strategies.

Notes:

- at the line level - only available in Order Edit.
- Available regardless of user authority based on the new setting; **Allow Price Overrides**.
- Only works for open lines
- Not available for canceled or closed lines (lines in # status).
- A notepad entry is made indicating a line/order price recalculation was performed.

Line Level

The new option is accessed via the Line options arrow.

The screenshot displays the Order Manager interface for a customer order. The top navigation bar includes 'Order Manager', 'GBRANNEN', 'Reports', 'ODS', and 'Help'. The main header shows 'Customer Order' with 'Reference#: 2044415' and 'Order#: 417258'. A dropdown menu for 'Available Options' is visible. The order details section includes account information (MELO INCORPORATED), ship-to address, order date (02/06/17), entry date (02/06/17), PO# (EVNT 37FE), job name, ship date (02/07/17), ship via (OT), initials (KR), salesperson (RGM), branch (RAL), warehouse (RAL), and supplier (001).

Below the details is an 'Add Line' section with fields for 'Item#', 'Quantity', and 'UM'. The main table lists three line items for 'BRYCE 12X12':

Line	Item#	Quantity	Unit Price	Extended Price	Ware	Status	Serial#	Location
10	BRYCE 12X12	51.33 SF 1.00 CT	\$5.750	\$295.15	RAL	OPEN	110215-3	C100
	BRYCE 12X12	102.66 SF 2.00 CT	\$5.750	\$590.30	RAL	OPEN	081815	A003 / A003
	BRYCE 12X12	51.33 SF 1.00 CT	\$5.750	\$295.15	RAL	O - OPEN / PARTIALLY INVOICED	081815	A003 / A003

A context menu is open over the first line item, listing options: Edit Line, Cancel Line, Message Lines, Shipping Charges, Price Calculator, Hide on AK and IN, and **Recalculate Line Price** (highlighted).

The bottom summary section shows:

Item Total:	\$ 1,180.60	GP\$	2.58	GP%	.22
Terms Discount:	\$.00	Total Weight:	160.00 LB		
Freight:	\$.00	Payments:	\$.00		
Taxes:	\$ 126.91	Balance Due:	\$ 1,307.51		
Order Total:	\$ 1,307.51				

Buttons for 'Process Order Change' and 'Cancel Order' are at the bottom. The footer shows the date '02/27/2017' and copyright '© 2017 Dancik International, Ltd. All Rights Reserved.'

Order Level

Accessed via the **Available Options** drop down.

Order Manager GBRANNEN Reports ODS Help

Customer Order Reference#: 2044415 Order#: 417258

Account#: 282477
MELO INCORPORATED
2000 CENTREGREEN WAY
SUITE 250
CARY, NC 27518-5773
(919) 379-3800

Ship To:
MELO INCORPORATED
2000 CENTREGREEN WAY
SUITE 250
CARY, NC 27518-5773
(919) 379-3800

Order Date: 02/06/17
PO#: EVNT 37FE
Job Name:
Ship Date: 02/07/17
Ship Via: OT
Initials: KR

Available Options

- Customer Information
- Job Estimating
- Delivery / Pickup Dates
- Additional Charges
- Shipping Charges
- Notepad
- Installation Scheduler
- Order Status
- Cash Register
- Add Task
- Recalculate Order Prices**

Line	Item#	Quantity	Unit Price	Extended Price	Ware	Status
10	REXECBR12+ ECHO CANYON BRYCE 12X12 OFF SHADE	51.33 SF 1.00 CT	\$5.750	\$295.15	RAL	OPEN
20	REXECBR12+ ECHO CANYON BRYCE 12X12 OFF SHADE	102.66 SF 2.00 CT	\$5.750	\$590.30	RAL	OPEN
30	REXECBR12+ ECHO CANYON BRYCE 12X12 OFF SHADE	51.33 SF 1.00 CT	\$5.750	\$295.15	RAL	O - OPEN / PARTIALLY INVOICED

Messages
THIS ORDER HAS NOT YET BEEN PRINTED AS A PICK LIST.

Item Total:	\$ 1,180.60	GP\$	2.58	GP%	.22
Terms Discount:	\$.00	Total Weight:	160.00 LB		
Freight:	\$.00	Payments:	\$.00		
Taxes:	\$ 126.91	Balance Due:	\$ 1,307.51		
Order Total:	\$ 1,307.51				

Process Order Change Cancel Order

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February 27, 2017

February 27, 2017

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February 27, 2017

February 27, 2017

February 27, 2017

February 27, 2017

