PBS Version 12.07

New Enhancements

Passport Business Solutions ™

Passport Software, Inc.

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Welcome to PBS v12.07

PBS v 12.07 is the third installment of enhancements that include expansion of data fields.

Last year, in version 12.06 we expanded customer and ship-to name and address fields to accommodate longer entries, improved formatting and addressed an increasing need for international addresses. We also added longer email addresses, website link fields and improved overall contact data management.

PBS v 12.07, expands Inventory fields, allows immediate emailing of many more custom forms documents, further enhances the new PDF forms technology that recently debuted, and many more features that you, our customers, requested.

We hope that these meet your needs. Because so many changes to the data files have been made, the conversion requires a new PBS system installation to convert into, even for the SQL version.

Below you will find more details about all the enhancements in PBS v12.07. Please continue to give us your feedback as we work to adapt PBS to meet your needs. You are the driving force we listen to when we enhance PBS.

Allow me to thank you for all your feedback and for continuing to use PBS. You are the reason we are here.

Sincerely,

John Miller
President

New Developments in PBS v12.07

Passport Business Solutions is a critical part of your successful business operation. For that reason we continue to improve and enhance the PBS software to increase your productivity.

This document explains by module the many benefits and features of the new PBS v12.07 enhancements.

This document was last changed on October 15, 2020.

Accounts Payable

Checks and ACH Remittances saved as PDF Pay Advice Files

Checks and ACH remittances can now be save as PDF pay advice files, suitable for e-mailing. New pay advice format types, one for checks and one for ACH remittances, can be designed for this purpose. You may add a graphic image such as a logo to each pay advice format.

Immediately E-mail Pay Advices

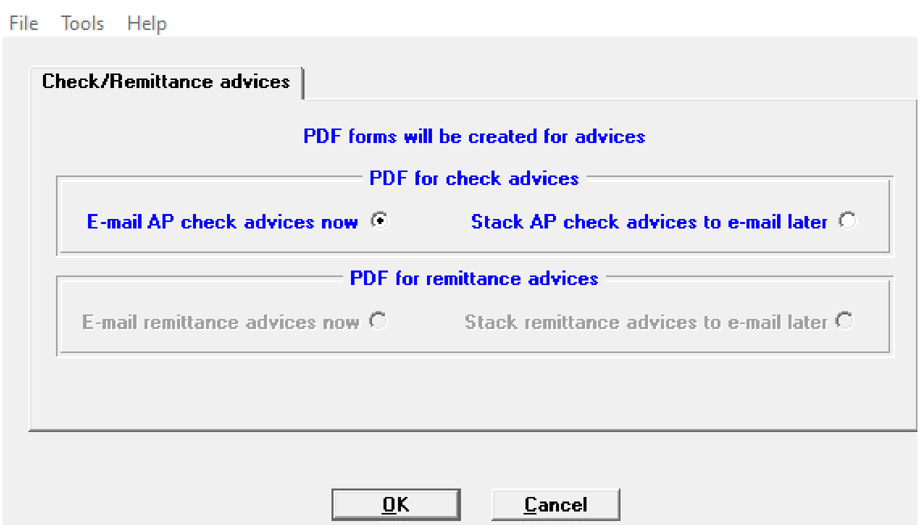
This feature works for both *Print checks and post* and *Payables (Enter)* immediate checks. You can now immediately e-mail check pay advices and ACH direct deposit pay advices to a designated vendor contact.

Email Setup

The setup for pay advices is in the A/P *Control information* section [Pay Advices and Purchase Order E-mail Requirements](#).

Print checks and post

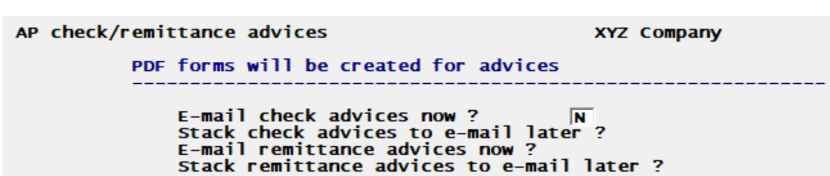
At least one vendor of a check run must be set up for e-mailing.   At the end of the *Print checks and post* process, an immediate e-mailing screen like this displays:



On the graphical screenshot above, only check advices are being emailed. When e-mailing remittance advices those radio buttons become available.

When selecting to e-mail now, hitting the OK button starts the e-mailing process. If you prefer to stack the e-mail PDF files, you may later e-mail them using the *E-mail/view printed PDFs* features.

E-mailing is also available in character mode:



Print checks and Post

Default the Multi-voucher Overflow field

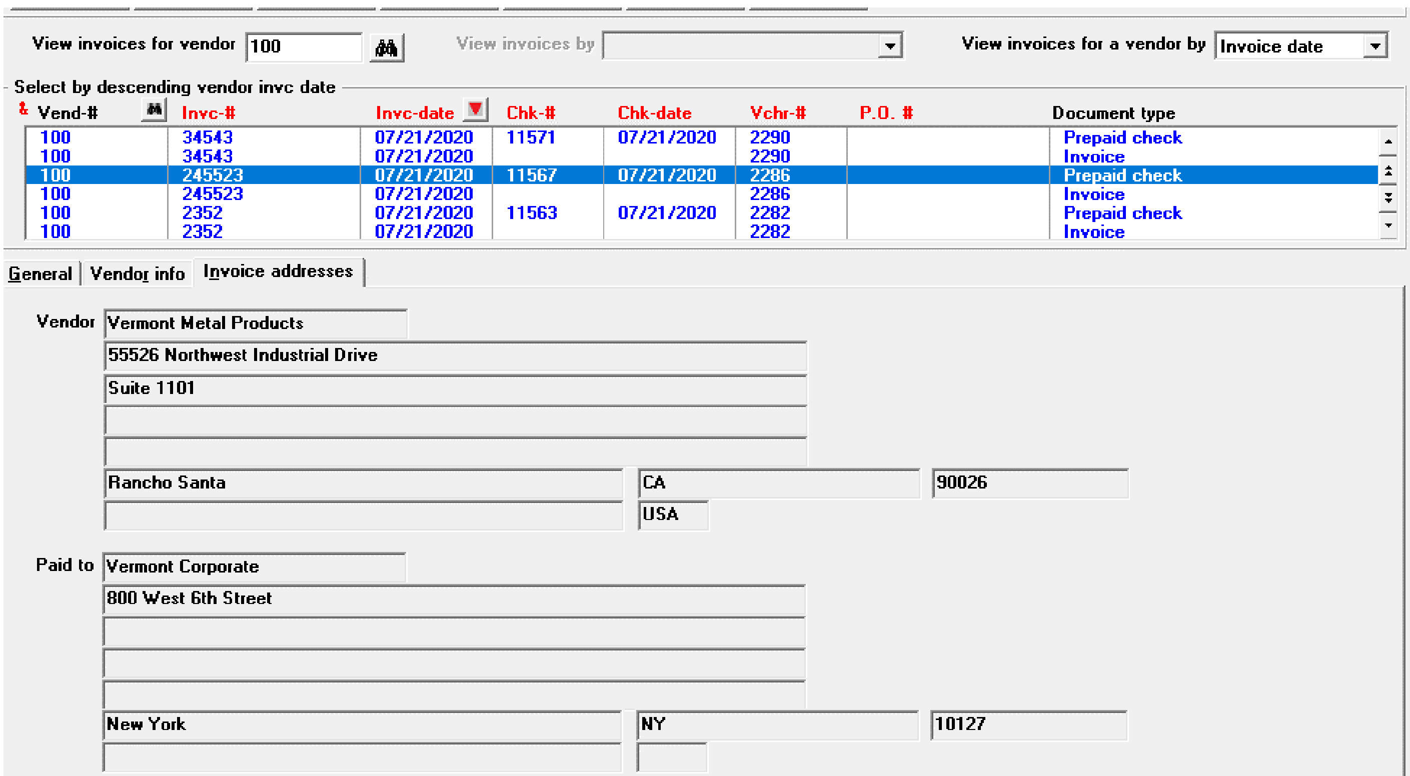
The default value for the Multi-voucher overflow field is now in A/P *Control information*. This helps to prevent the user from selecting the wrong value.

Print checks and ACH direct deposits forms in either Vendor Name or Vendor Number order.

Checks and ACH Direct Deposit Remittances can now be printed in either vendor number or vendor name order.

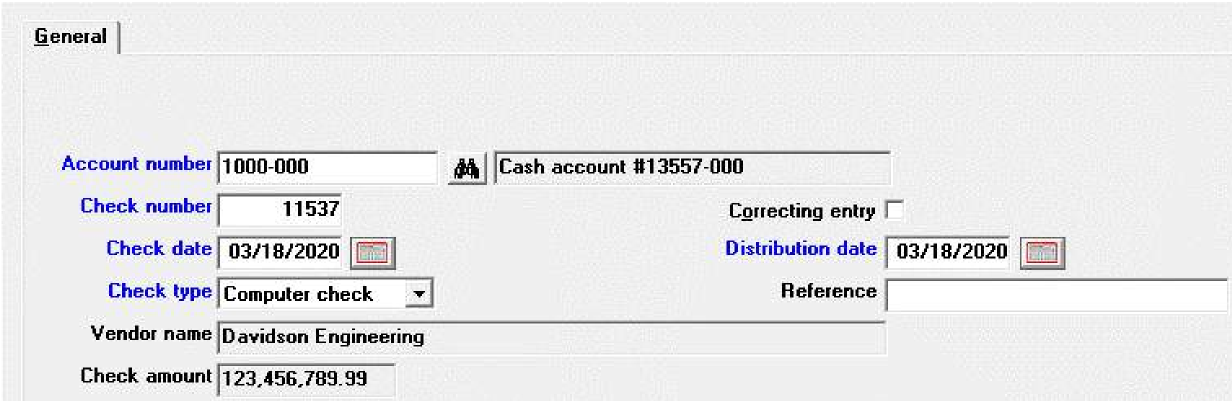
Vendor History Additions

The vendor address has been added to the vendor history data. This strengthens the audit trail feature of PBS. The View Vendor history graphical screen has a new tab for viewing both the vendor address and the Pay-to address (if used). The vendor history report has an option to print these addresses.



Void checks (Enter)

To help you verify the correct check is being voided, the vendor name and the Check amount fields have been added to the Void checks screen as seen below:



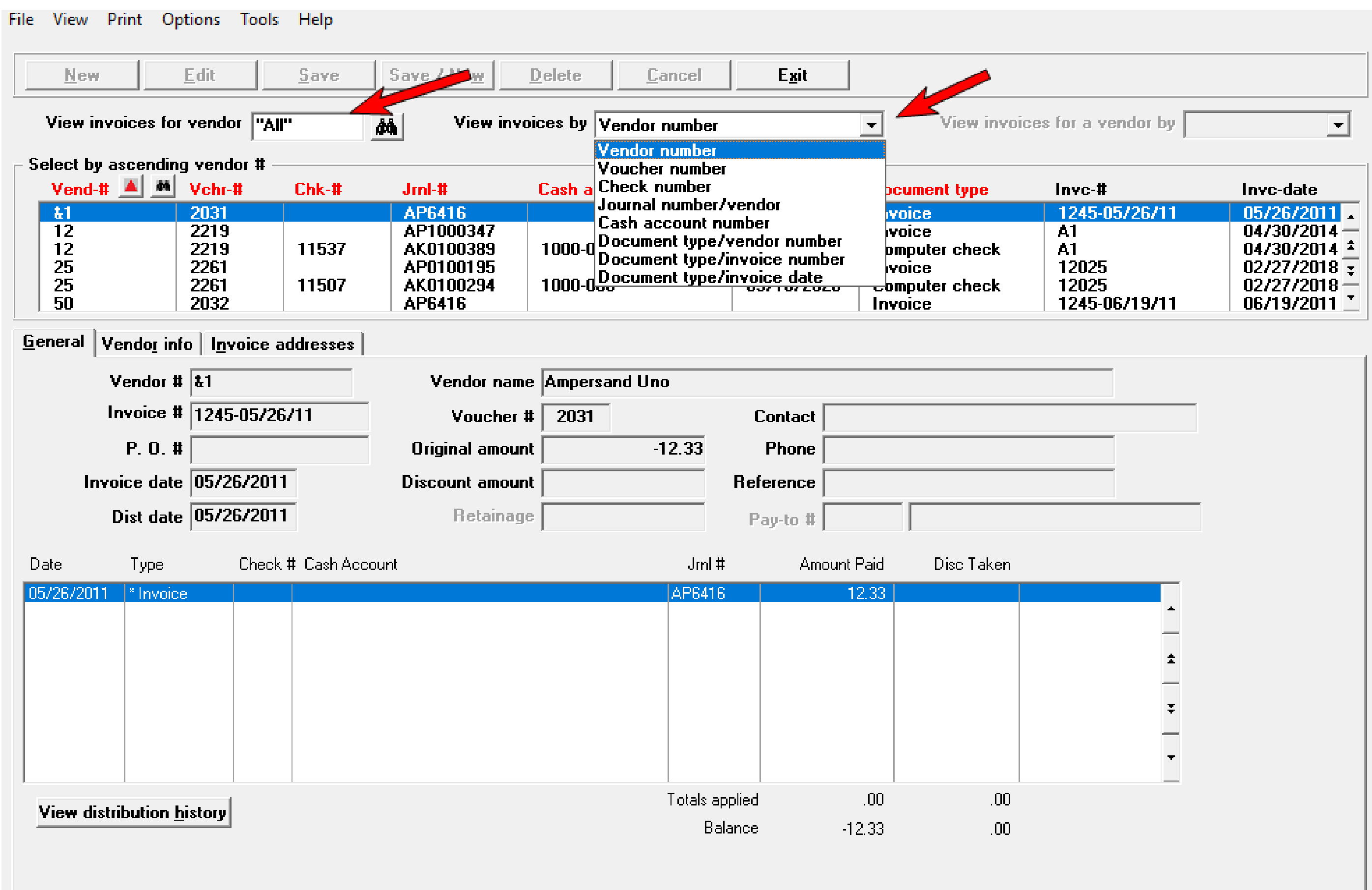
Cash Requirements Report

You may now print the report in either vendor name or vendor number order. The SQL SSRS report has also been updated.

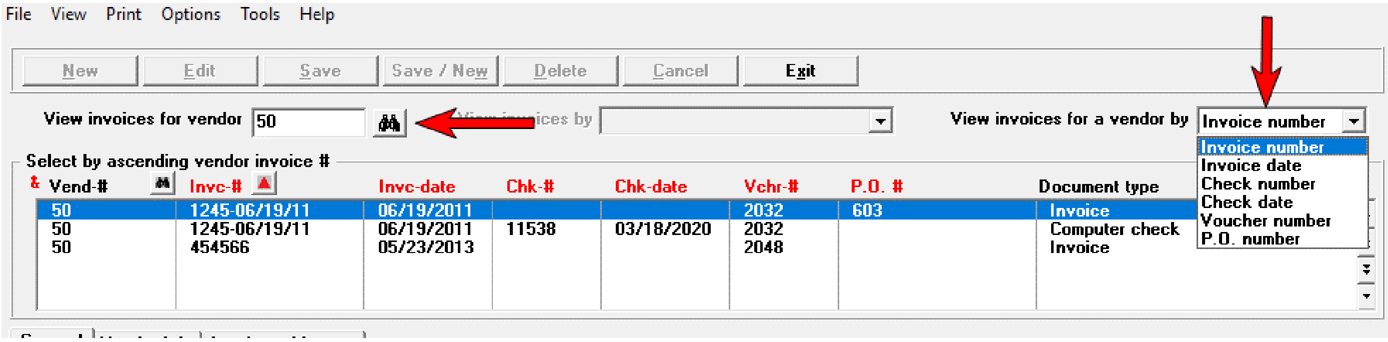
View vendor invoices

To make the graphical screen more user friendly, the vendor number and sorting options are now located at the top of the screen.

When selecting “All” vendors, the *View invoice by* drop down field is available:



After entering a specific vendor, the *View invoices for a vendor by* drop down sorting options are available:



There is no change to the classic character mode screen.

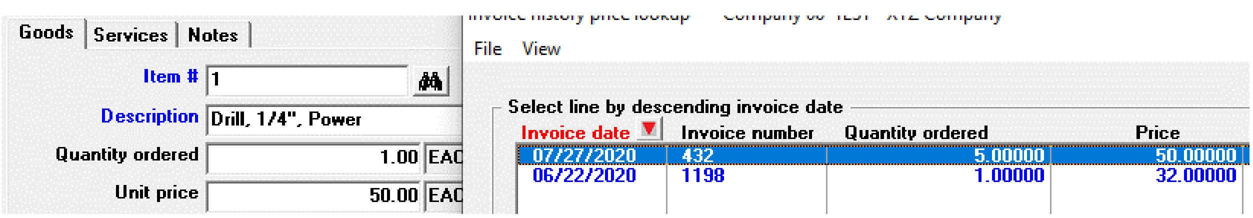
Accounts Receivable

Invoicing

Entering invoice lines

A new item price lookup window, which gets customer price information from invoice history, is now available for comparing the current price to what the customer was charged in the past.

When on the Unit price field, select the F3 key to access the price lookup:



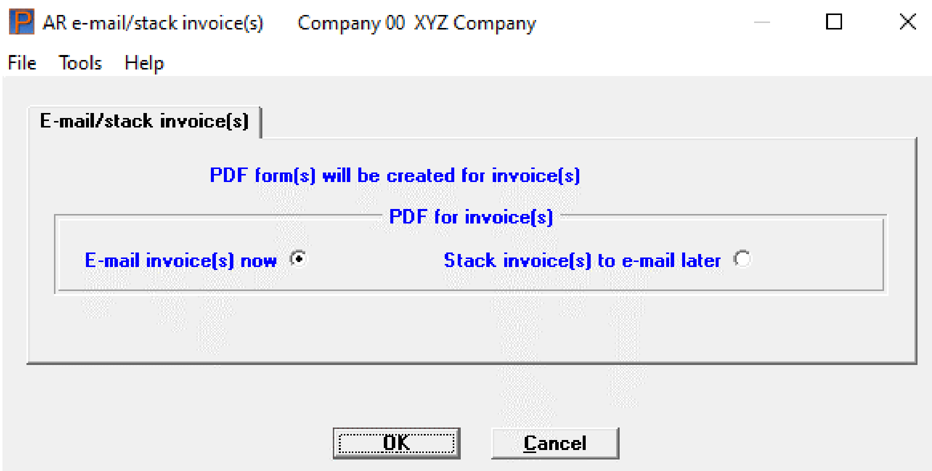
Previous invoices for the customer, along with the item price, unit of measure, extended price and quantity ordered display in the list box. You may select a line and click on the OK button to use any price from history.

Immediately Email Invoices

When batch printing invoices and immediately printing invoices you can now immediately e-mail your PDF invoice files. You are no longer required to go the CTL *Email/view printed PDFs* to e-mail the PDF files.

The setup for immediate e-mailing of invoices is in the A/R *Control information* section Invoices and Statements E-mailing Requirements.

At the end of the invoices printing, a screen like the following displays:

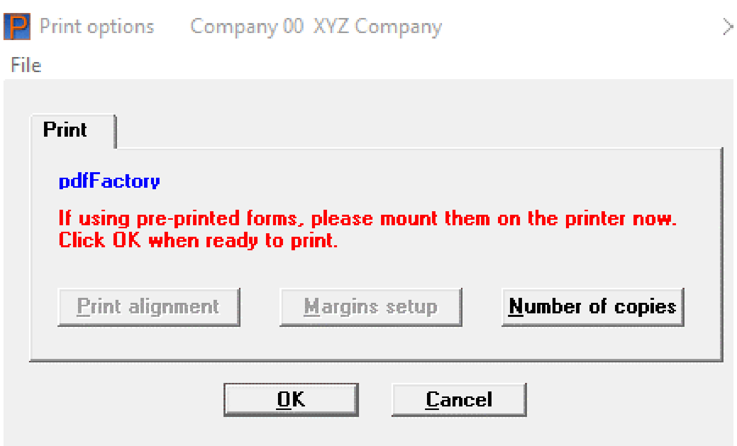


When selecting to e-mail now, hitting the OK button starts the e-mailing process. If you are stacking the PDF invoices for e-mailing later, you may e-mail them later using the *E-mail/view printed PDFs* features.

Immediate e-mailing is also available in character mode.

EZ Print Window

This Window eliminates separate prompts and windows for Print alignment, Margins setup and Number of copies:



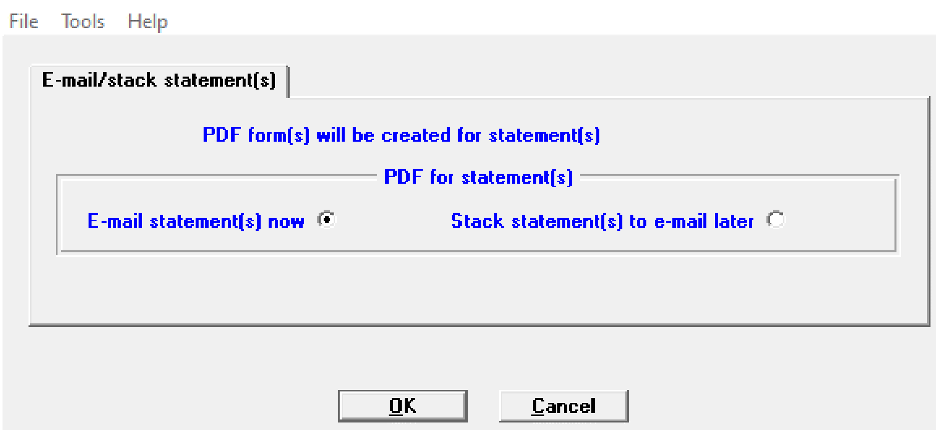
Statements

Immediate E-mailing of Statements

You can now immediately e-mail PDF statement forms at the end of the statement printing process.

The setup for immediate e-mailing of statements is in the A/R *Control information* section Invoices and Statements E-mailing Requirements.

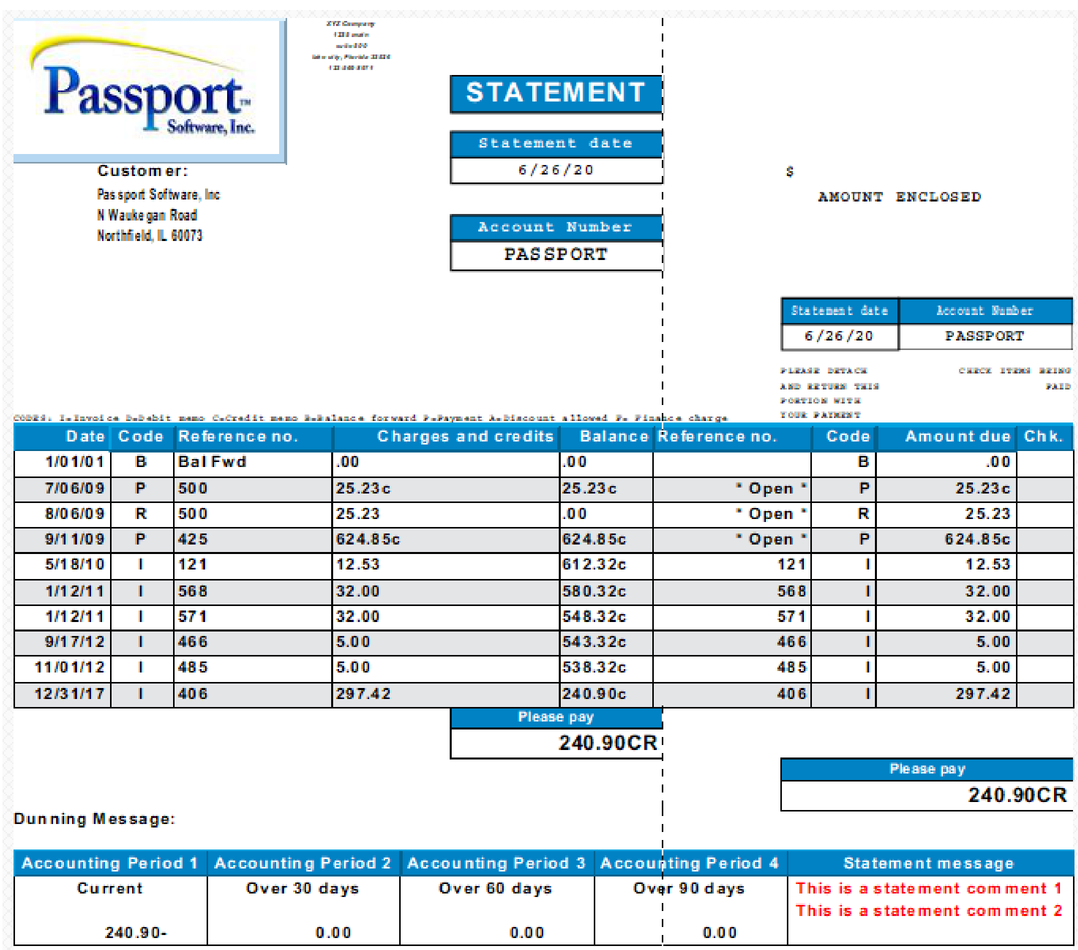
Near the end of the statement PDF printing process, a screen like the following displays:



When selecting to e-mail now, hitting the OK button starts the e-mailing process. If you are stacking the PDF statements for e-mailing later, you may e-mail them using the CTL *E-mail/view printed PDFs* features.

Statement PDF Forms Design

To expand on the PDF Forms Design technology that was introduced for v12.06.06, A/R Statements are now available. Here is an example:



STATEMENT

Statement date: 6/26/20

Account Number: PASSPORT

Customer:
Passport Software, Inc
N Waukegan Road
Northfield, IL 60073

$

AMOUNT ENCLOSED

Statement date	Account Number
6/26/20	PASSPORT

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

CHECK ITEMS BEING PAID

CODES: I=Invoice D=Debit memo C=Credit memo B=Balance forward P=Payment A=Discount allowed F= Finance charge

Date	Code	Reference no.	Charges and credits	Balance	Reference no.	Code	Amount due	Chk.
1/01/01	B	Bal Fwd	.00	.00		B	.00	
7/06/09	P	500	25.23c	25.23c	* Open *	P	25.23c	
8/06/09	R	500	25.23	.00	* Open *	R	25.23	
9/11/09	P	425	624.85c	624.85c	* Open *	P	624.85c	
5/18/10	I	121	12.53	612.32c	121	I	12.53	
1/12/11	I	568	32.00	580.32c	568	I	32.00	
1/12/11	I	571	32.00	548.32c	571	I	32.00	
9/17/12	I	466	5.00	543.32c	466	I	5.00	
11/01/12	I	485	5.00	538.32c	485	I	5.00	
12/31/17	I	406	297.42	240.90c	406	I	297.42	

Please pay: 240.90CR

Please pay: 240.90CR

Dunning Message:

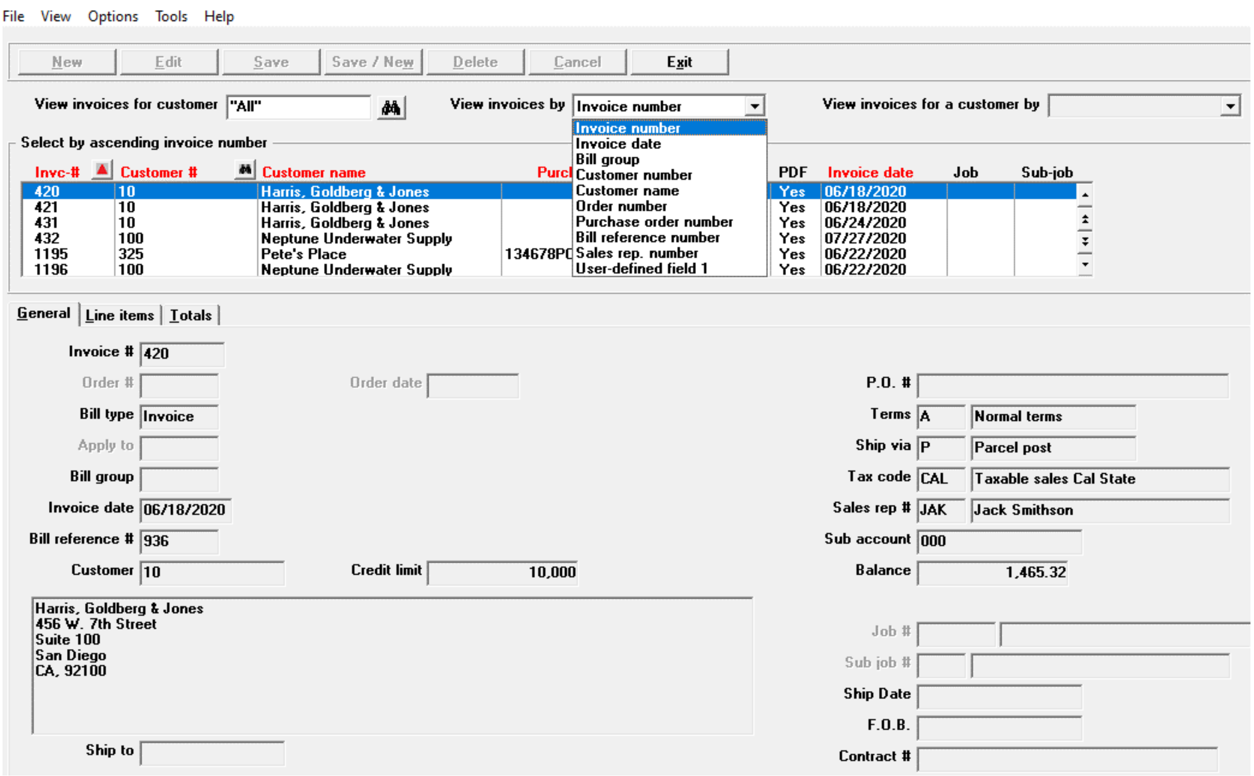
Accounting Period 1	Accounting Period 2	Accounting Period 3	Accounting Period 4	Statement message
Current	Over 30 days	Over 60 days	Over 90 days	This is a statement comment 1 This is a statement comment 2
240.90-	0.00	0.00	0.00	

For additional technical instructions, download the latest PDF Forms Designer Technology documentation. It contains the advantages of using PDF Forms Designer over the classic printing method, how to install the predefined forms, information on customizing your current format to work with PDF Forms Designer and information about other document types like invoices.

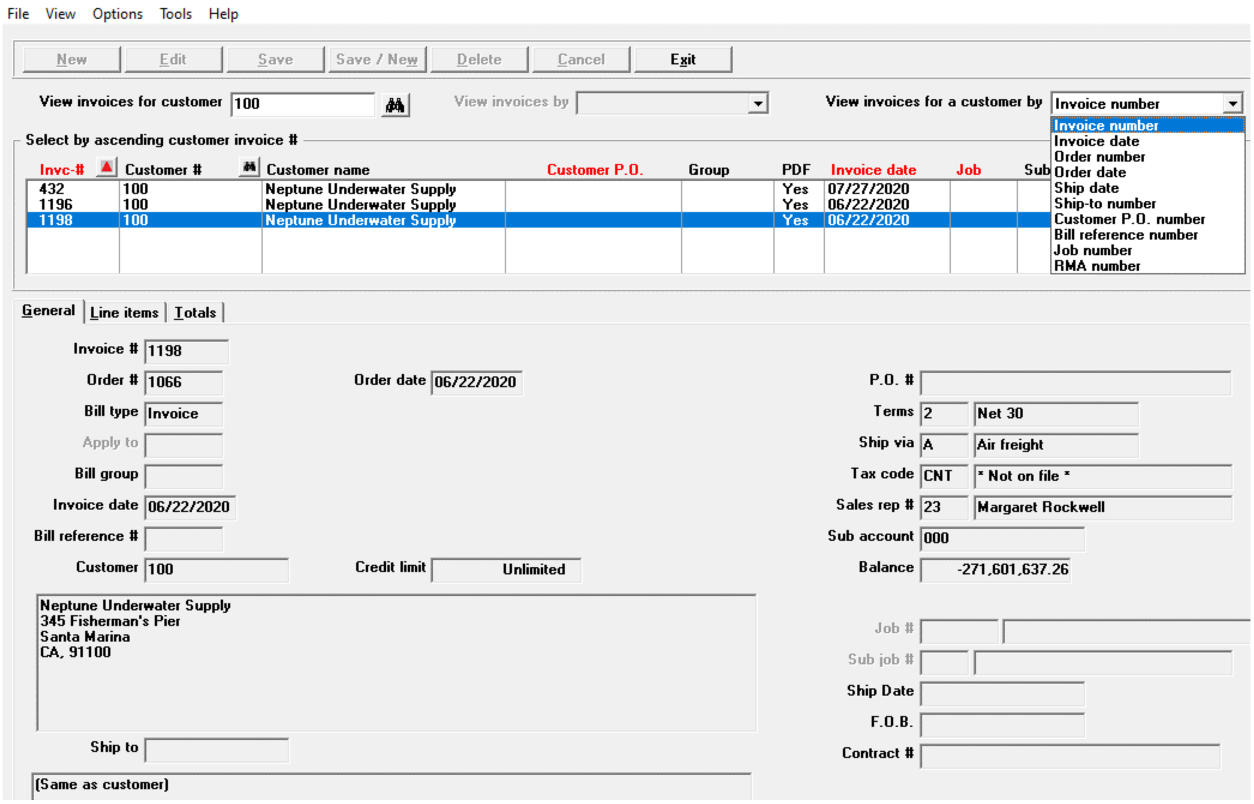
View invoice history

To make the graphical screen more user friendly, the customer number and sorting options are now located at the top of the screen.

When selecting "All" customers, the *View invoices by* drop down sorting options field become available:



After entering a specific customer, the *View invoices for a customer by* drop down sorting options are available:



There is no change to the classic character mode screen.

PBS Manufacturing- Customer Orders

Immediate E-mailing

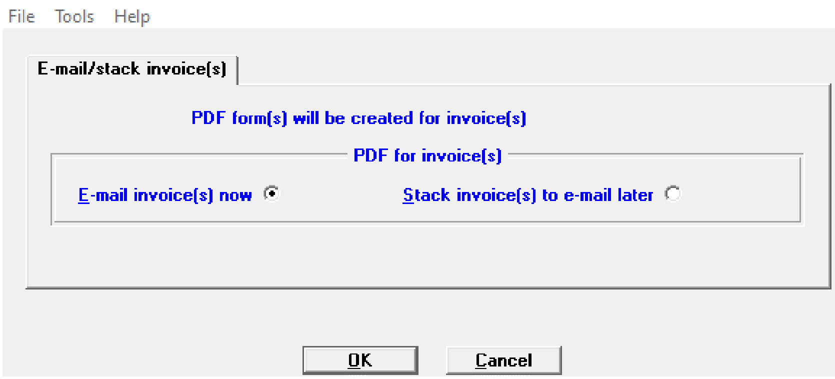
Invoices, Quotes and Acknowledgments

Immediate e-mailing can be done at the end of the printing process for invoices, quotes and acknowledgments. You may use this option when batch printing invoices from the menu selections of *Billing (Print invoices)* and *Sales Orders (Enter)*. You may e-mail quotes and acknowledgments for the *Sales orders (Acknowledgements)* menu.

Forms printing that generates PDF files can be done with the PDF Forms Designer technology and the classic technology.

The setup for immediate e-mailing of PDF form files is in the C/O *Control information* documentation section E-mailing Requirements and Setup.

When setup for e-mailing, the following screen displays:



You have the option of e-mailing immediately or stacking the invoices to e-mail later.

Sales Orders (Enter)

Price Lookup window

A new item price lookup window from invoice history, by customer, is now available. On the net unit price field, press <F3> to access a list of customer invoices from a price history lookup, each with a price for the selected item. You may select one of the prices from history for this order.

Default Warehouse

When entering a new order, the warehouse is now defaulted from Inventory Management.

Sales Order Change Log

To enhance PBS audit trails, a new change log tracks changes to sales order lines. As seen below, a new report is also provided:

```
                                S A L E S   O R D E R   C H A N G E   L O G

User id: "All"       S.O. # range: "All"                         Change date range: "All"
Cust # range:   "All"

Report location :N:\1207_TEST\v1207_vision_PS/RWWRK/11450863.pdf

------------------------------------------------------------------------------------------------------------------------
S.O.       S.O.-date Cust-#      Name                                              Customer-PO                  Supply Whse
------------------------------------------------------------------------------------------------------------------------

   340      6/15/20  1           Elliott Enterprises                               PO FOR ORDER 340             Main

------------------------------------------------------------------------------------------------------------------------
Line   Item #                        Sup  Chg-date         ---- Changes marked with * ----  Qty-invoiced-at Change-reason
  #    Description                   whse Chg-time         Order-qty  Due-date  Net-price     time-of-change user-id
------------------------------------------------------------------------------------------------------------------------

  1    1000                               6/26/20 Before:          0   6/25/20        .00             0    THEY NEED MORE
       WAGON BODY RED                Main 10:42:46 After:          5*  6/25/20      30.00*                 PS

  2    1000                               6/26/20 Before:* Added or re-opened line *                  0
       WAGON BODY RED                Main 11:08:26 After:          1   6/25/20     100.00                  PS
```

Enhanced Quote Capability

As before, you can enter a quote. Instead of turning it into an order, we now allow you the option of retaining the quote and cutting orders against that quote for the life of the quote.

When entering a new sales order, you can now reference a quote. Doing so will let you lookup/enter a quote #. If the quote is on file, and its expiration date has not been exceeded, the program will allow you to use the quoted prices in the order.

Converting Quote Lines to Order or Invoice Lines

The Reference order # field can also be the Reference quote # field. Here are the two ways that this field works:

- When entering a credit memo, enter the original invoice number to which the credit memo refers.
- You may enter a quote number. After entering a quote number, the lines from the quote are pulled-in and used for the order. In this case the field name changes to Reference quote #:

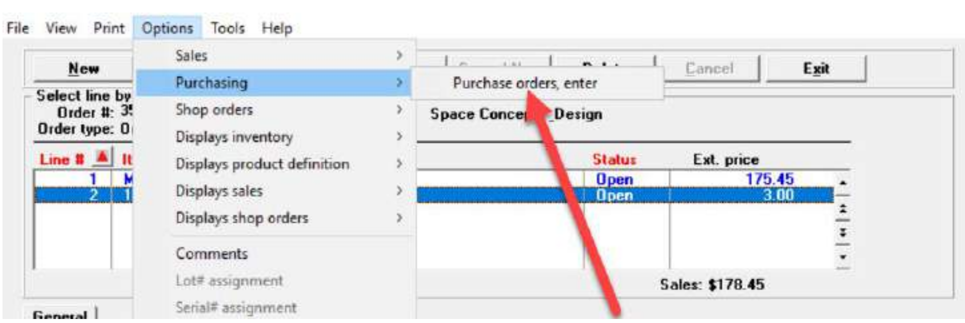
  This is new: The original quote remains on file.

  Not only sales order lines are generated, but shop orders, shop order comments and job master records may also be generated. Here are the details:
  - If C/O is set to create shop orders, when the user selects to bring all lines from a quote and the line is for a manufactured item, you will be asked if you wish to create the shop order. Your answer will apply for all subsequent lines for manufactured items.
  - In that case, if item comments are found, the user will be asked whether to create shop order comments. His answer will apply for all subsequent lines with manufactured items that have comments.
  - If interfaced with Manufacturing Jobs, the user will be asked whether to create job master records. His answer will apply for all subsequent lines with manufactured items.

Tying a Purchase Order Line to a Sales Order Line

This feature introduces the ability to directly tie a PO line to a sales order line. If a user needs to purchase something for a sales order, the reference point is made directly. This also controls the cost in the sales order line item. Here is the best practice for use and simplicity:

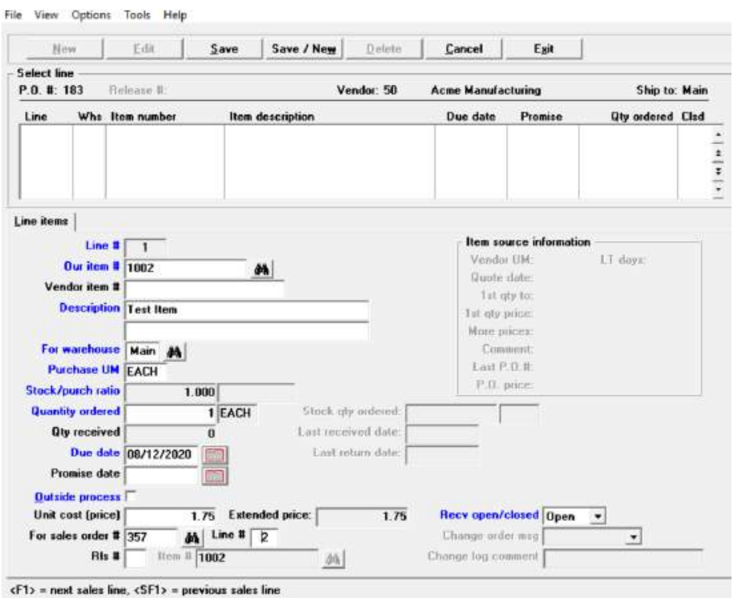
Enter a line item as you normally would in a sales order. Once you've saved it, click on Options, Purchasing and Purchase orders, enter:



This displays the Purchase Order entry program. Enter the purchase order normally. The one change is in the line items. You now have the ability to reference a specific shop order you may be purchasing an item for. In 12.07, you can press F1 to switch to entering a sales order:

Enter the sales order number.

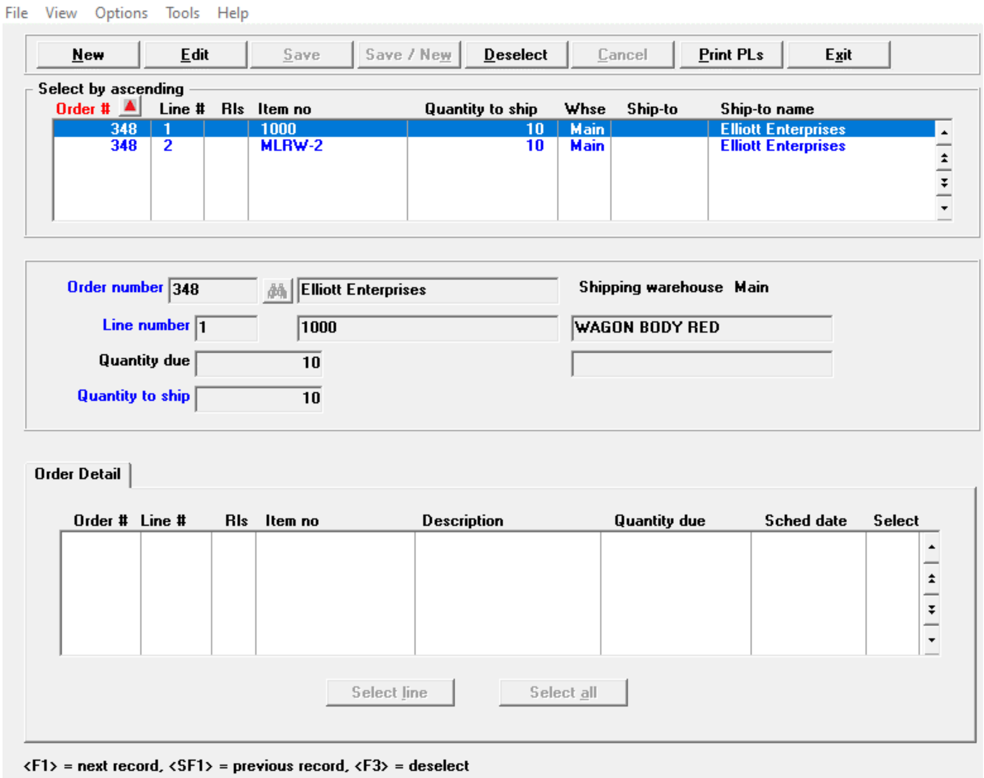
The program now brings up the first line it finds on the purchase order, typically line #1. Press F1 to find the correct line:



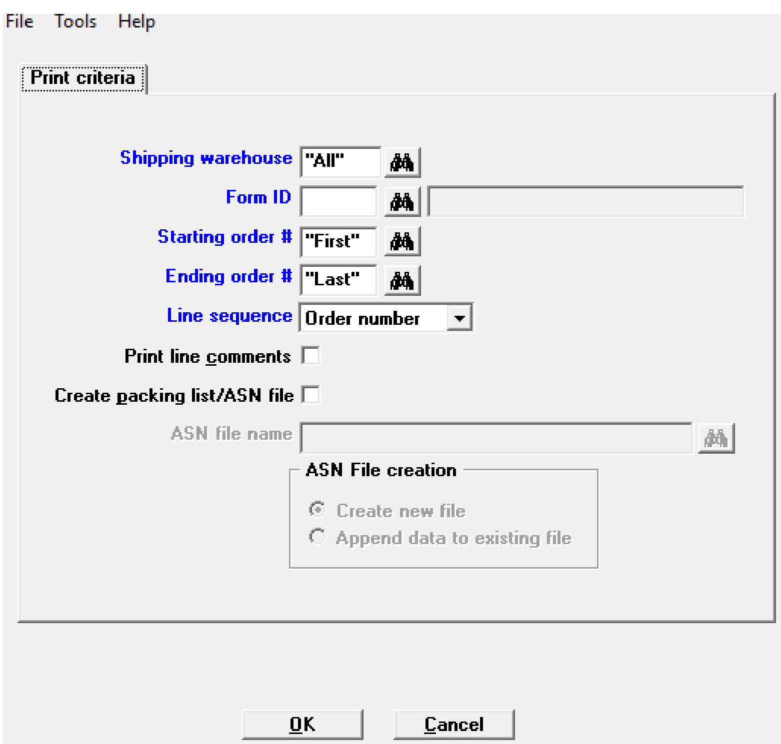
From here, you can finish entering your purchase order normally. From a visibility perspective, you can now run the Product Purchasing, *Reports, orders*, *Purchase order items* report. Use the option *Shop Order For* and reference the order, or simply run for ALL to find all lines tied to a shop or sales order.

Graphical Packing List Program

The packing list program is now available in graphical mode. Here is the new screen:

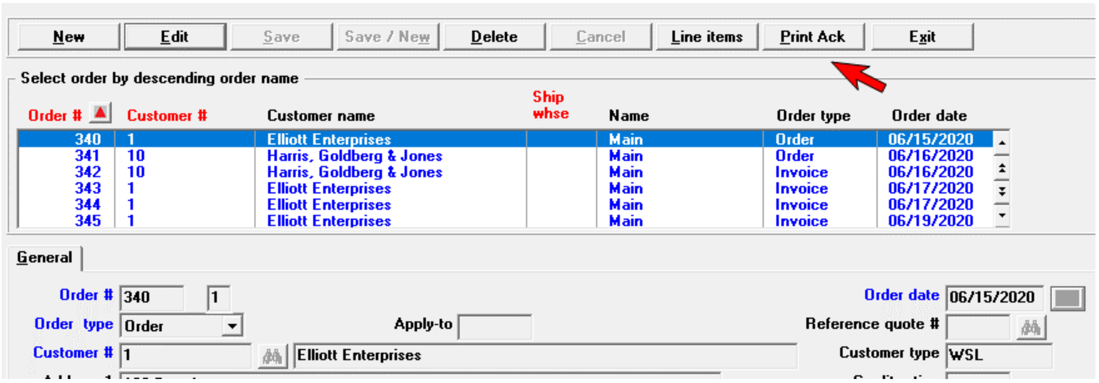


The printing of packing lists is also graphical:



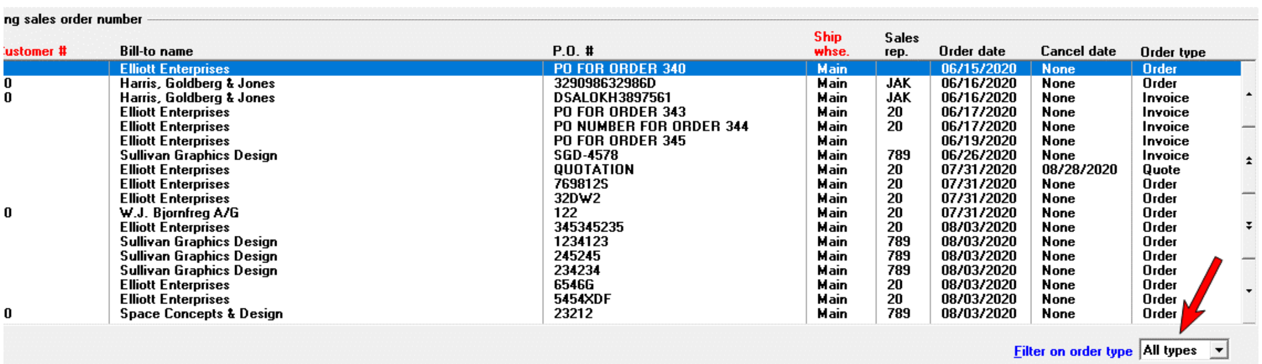
Print acknowledgments for Sales orders (Enter) Screen

For convenience and to save on user time, a new button has been added to the graphical sales order entry screen to print acknowledgments.



Enhanced Sales Order Lookup

On the lookup you can now sort by order type. The sort options include All types, Order, Invoice, Credit memo and quote:



Default Warehouse from Inventory Management

When entering a new order, the Shipping warehouse and Supplying warehouse fields are now defaulted based on the entry in the Inventory Management Control information *Item default primary warehouse* field.

Line Comments in Custom Forms Expanded

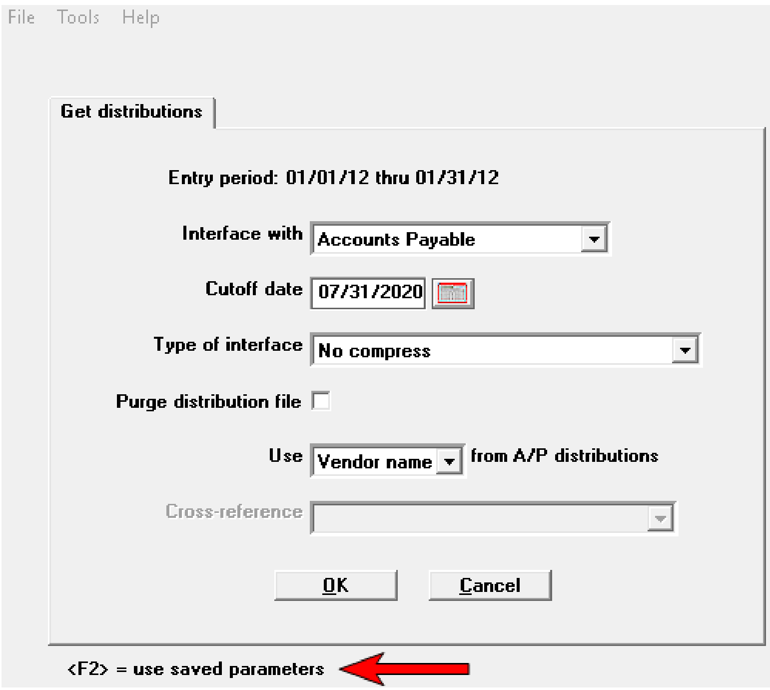
The number of line comments that can be printed individually on a custom form have been expanded from a maximum of 4 comments to a maximum of 25 comments. There is also a new option that allows you to select all line comments. This means you can print all comments from the 99 lines available with one selection.

General Ledger

Get Distributions

When getting distributions, there are now saved parameters (field defaults) by interfaced module. This helps prevent a user from making the wrong selection; like no compression when compress by date is preferred. When you run get distributions there is new option to save the parameters (screen settings).

The next time you run get distributions for the same interfaced module, when on the *Cutoff date* field, there is a new option to select F2 to use the saved parameters and fields are filled automatically:



Order Entry

PO Automation

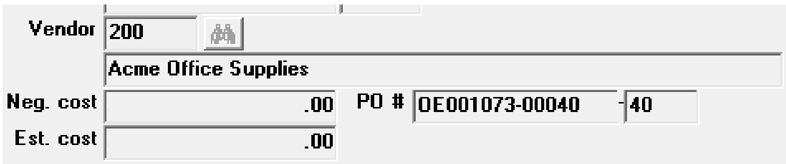
Keeping inventory is a large expense for distribution companies. Ordering inventory on an as-needed basis means that the company holds very little stock and operates with continuously low inventory levels. This helps lower their inventory carrying costs. It increases efficiency and decreases waste. The P.O. automation feature provides a means of quickly creating purchase orders for O/E line items that are not stocked and items that are drop shipped.

There is a new O/E Control information option, *Automate P.O.,* which activates this feature. This is the new field:

P.O. automation occurs when entering an O/E line and it can only occur if the item is back-ordered because quantity on hand is not sufficient for the fulfilling the order or if the item is drop shipped to the customer. This is how purchasing data can be created from an O/E line:

- Enter a new O/E Line.

The quantity must either be back-ordered or drop-shipped. During the entry of the O/E line, enter the Vendor number (required) and optionally enter the cost. Select the Save button and the program will ask you if you want to create a purchase order. A message displays: Transaction for PO#: OE001102-00080 displays. This indicates that a purchase order has been created. The purchase order order/line# combination is recorded on the O/E line record and the O/E order/line# combination is also recorded on the newly created purchase order line. Here is the PO # and line # on the O/E line:



Back-ordered Items.

During save, a new purchase order and purchase order line is created for the quantity being back-ordered.

Drop-Ship Items.

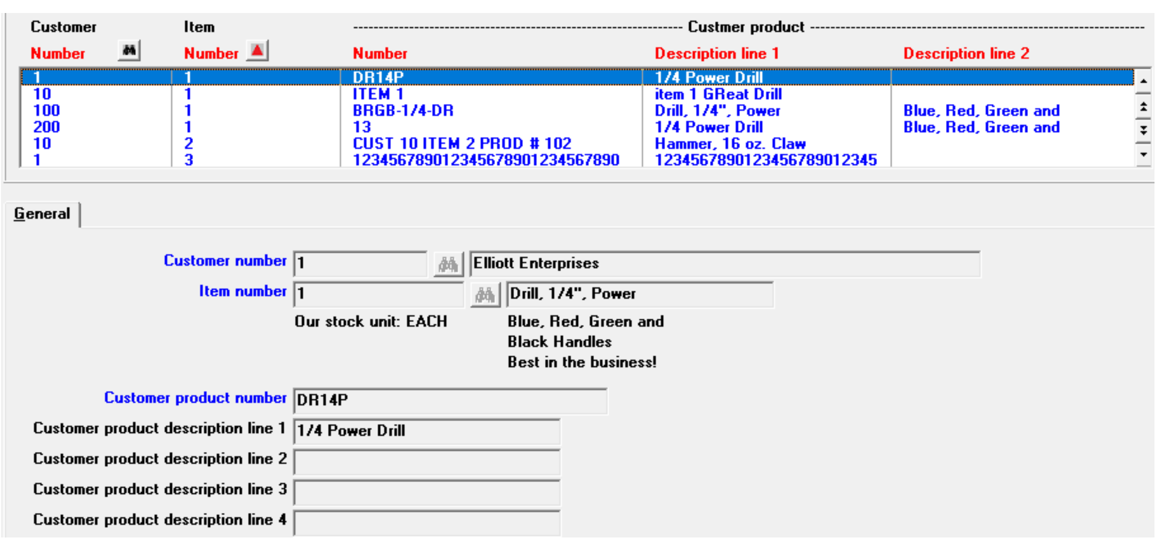
When the quantity ordered is drop-shipped, the O/E order ship-to address, or bill-to address if no ship-to is used, is written to the delivery address on the purchase order header.

On the purchase order header, for the “Is this a multi-drop order?” field, a “D” value is written and used to indicate this is a drop-ship order from O/E and it will be treated as a non-multi-drop order as far as purchase order is concerned. The “D” value protects the purchase order from the O/E program automatically adding more line(s) to it.

Purchase order has been enhanced for the new PO Automation features. See the Purchase Order PO Automation section below.

Customer Products

Customer Products provides a cross reference of the item number to the customer’s product number. This helps the customer identify the product they are receiving which makes it easier to restock.

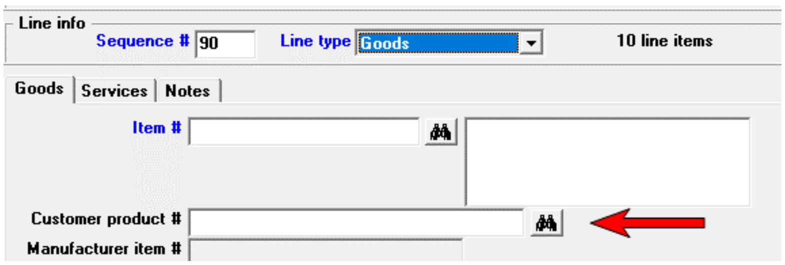


In addition to the customer products entry screen, you have these features:

- Customer product (brief list) and Customer products list. These are two reports helping you identify the items and customers that have entered customer products.
- Delete customer products. Use this menu selection to delete a range or all the customer products assigned to a customer.
- View items for a customer. This screen allows you to view the customers, the I/C item numbers and the cross-referenced customer product number.
- View customers for an item. This view screen allows you to look up I/C items to see customers and associated customer product number.

Orders (Enter)

This is the new customer product number field:

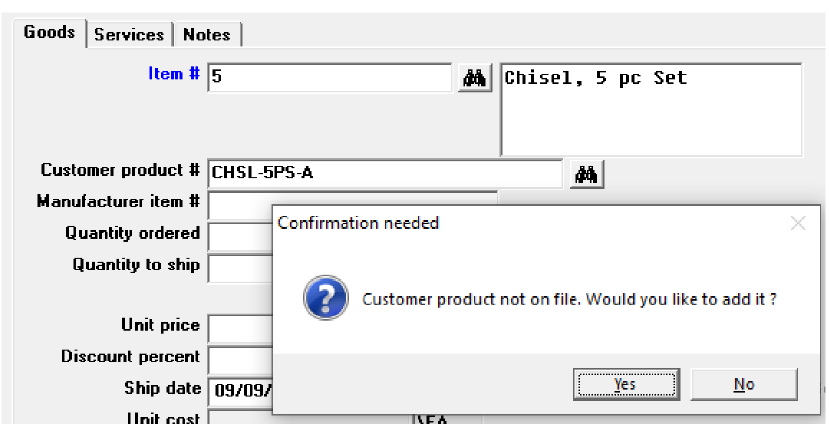


After you enter an item number or item description, if you previously entered a customer product number for the item, the Customer product # displays. Otherwise this field is blank.

When entering the line if you only have the customer product number, enter that in this field and the item number and description automatically display.

Entering a Customer Product # On-the Fly

When entering the order, if the customer provides a product number and you do not have one entered for the item, you may enter it. If it is not in the customer product file/table the program will display the message *Customer product not on file*. *Would you like to add it?* Select *Yes* and the customer product is added. Otherwise select No and it is not added.



Finding the Item with the Customer product Number

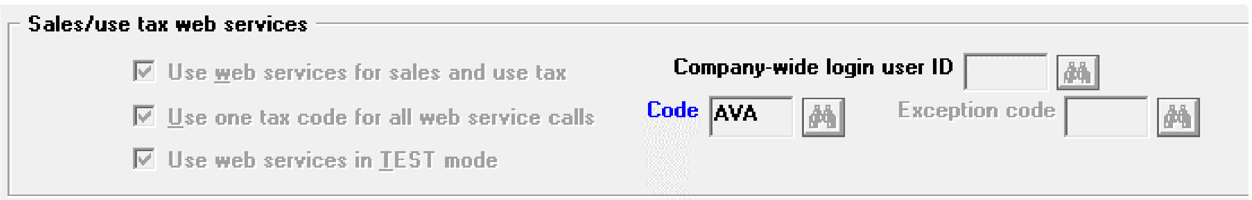
When entering a new line, the focus goes through the item number, item description and product number fields. You may skip the item number and item description fields and find the item by manually entering the customer product number or using the customer product lookup.

Customer Product Number and Forms

This product number and description can be printed on your invoices and picking tickets.

Sales/user Web User Interface

Taxing from multiple jurisdictions is greatly simplified with the web service interface. It is now released for 12.07. Here is the setup in Company information field setup:



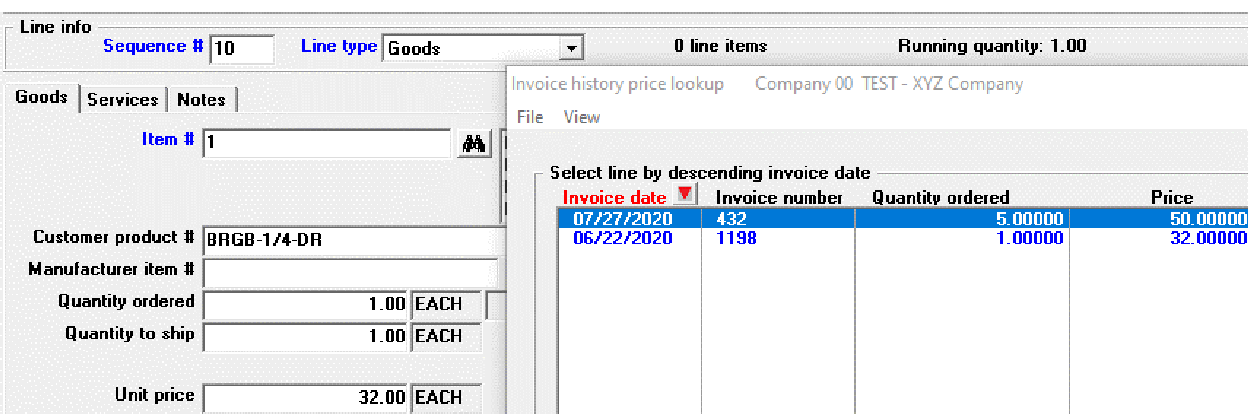
New fields for User maintenance.

Price Lookup Window

Entering order lines

A new item price lookup window, which gets customer price information from invoice history, is now available for comparing the current price to what the customer was charged in the past.

When on the Unit price field, select the F3 key to access the price lookup:



Previous invoices for the customer, along with the item price, unit of measure, extended price and quantity ordered display in the list box. You may select a line and click on the OK button to use any price from history.

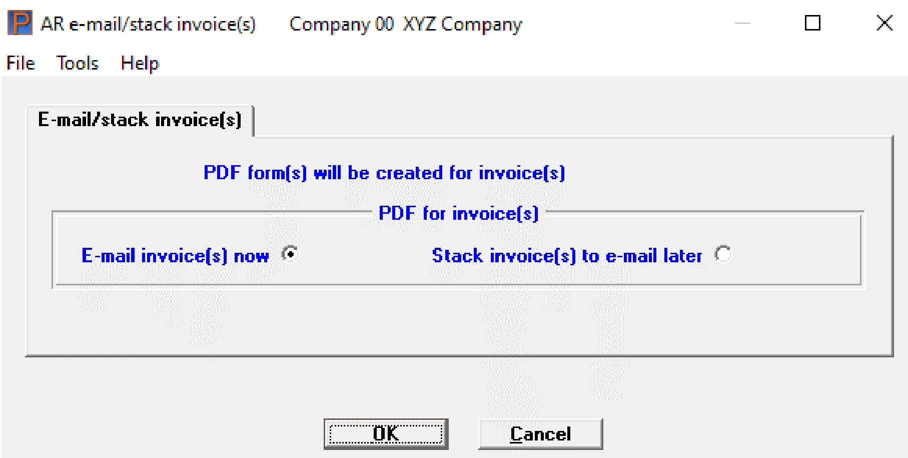
Immediate e-mailing of O/E Invoices

Immediate e-mailing can be done at the end of the invoices printing process. You may do this when batch printing invoices using *Invoices (Print)*, *Orders (Enter)* and *Billing (Select for billing)*.

Invoice printing that generates PDF files can be done with the PDF Forms Designer technology and the classic technology.

The setup for immediate e-mailing of invoices is in the O/E *Control information* section [E-mailing Requirements and Setup](#).

At the end of the invoice printing process this window displays:



E-mailing Invoices Now

After selecting OK to e-mailing now, the program displays a window for entering your e-mail password. You must enter the password that matches the e-mail address of the user ID when you logged onto PBS.

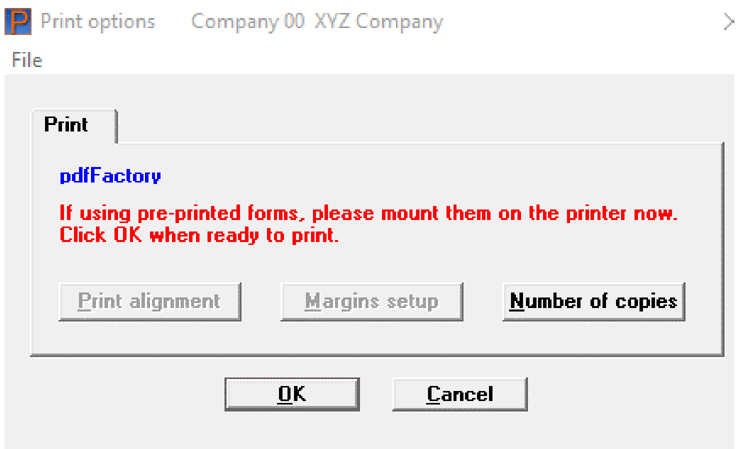
Stack Invoices to E-mail Later

You may view and e-mail the generated PDF file from the CTL menu selection E-mail/view printed PDF's, located under the main menu selection PDF form file processing.

Immediate e-mailing is also available in character mode.

EZ Print Window when Printing Invoices

The new graphical mode EZ print window eliminates separate prompts and windows for Print alignment, Margins setup and Number of copies:



Payroll

Employment History and Wage History

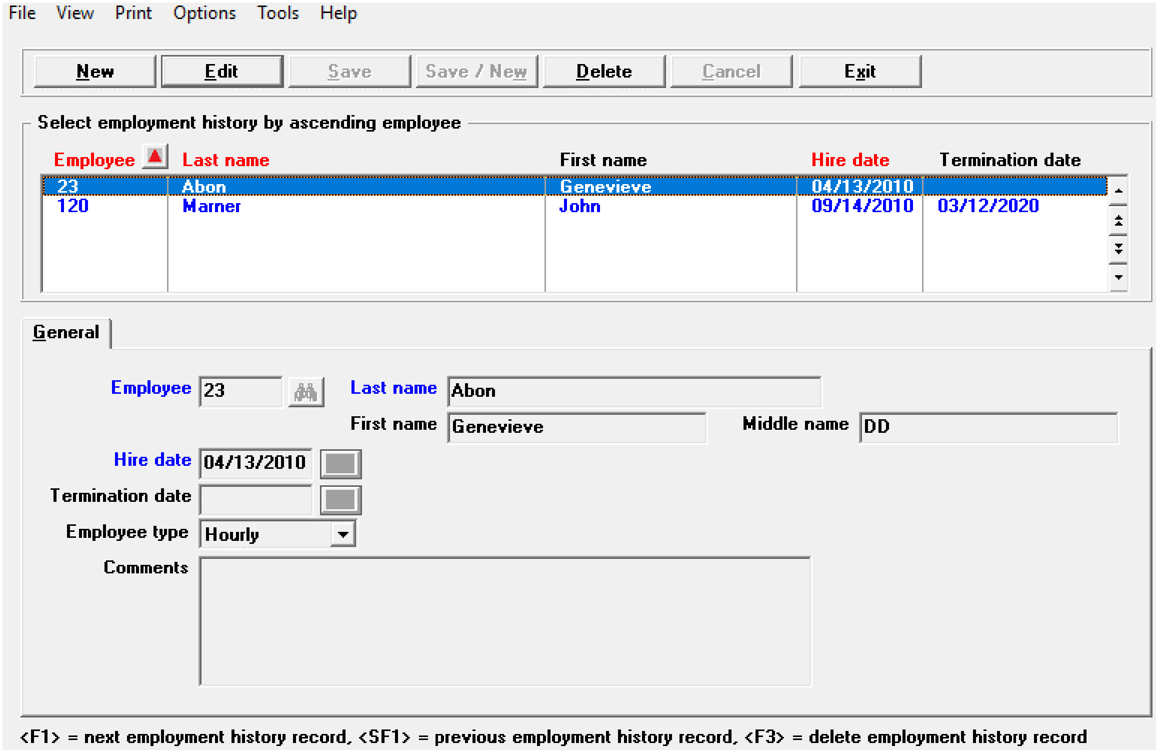
The employment and wage history tracks human resource information and is useful when using the PBS Affordable Care Act features.

The employment history includes employee name, hire date, termination date and employee type. Wage history includes wage and salary changes including special pay, review date, last raise date and record comments.

There are different ways that the employment and wage history gets created:

- When running EZ Convert. Wage and employment history records are automatically generated from the employee records and employee change log records (if used).
- Entering the records manually.
- A new record is created when updating an existing employee record:
    - Employment history is created when updating in Employees: the employee name, hire date, termination date and employment type.
    - Wage history is created when updating the employee name, employee type, hire date, review date, last raise date, employee type, pay frequency, salary, regular rate, overtime rate and any special pay fields.

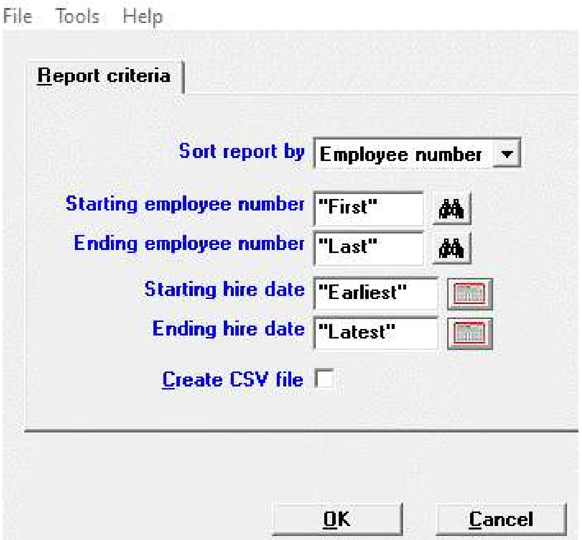
Employment History Entry Screen



Employment History Report

An employment history report is provided for reporting the data. You can generate a standard PBS report or CSV output of the report data. Report output to CSV file

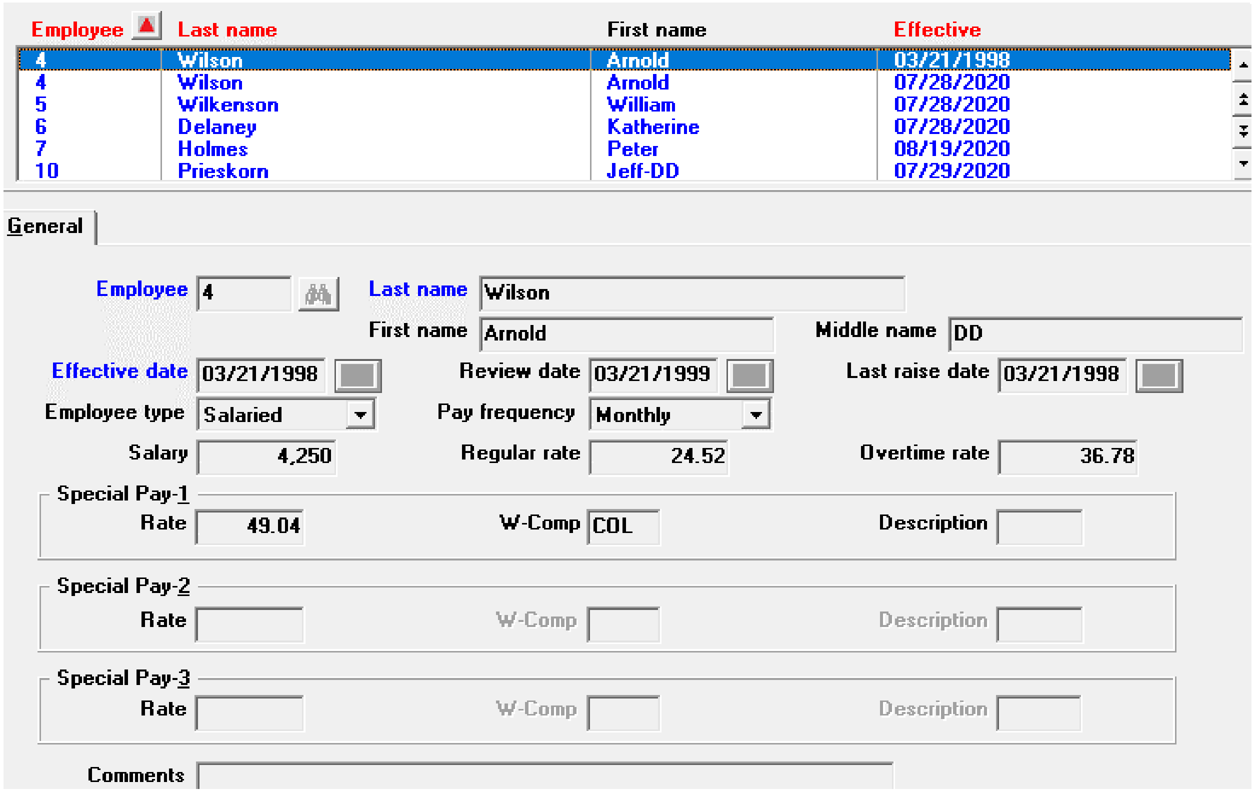
WAGE HISTORY REPORT													
Run Date	10/15/2020		Run Time	15:00:34									
Company	XYZ Company												
Ordered by Employee number Starting effective date: "Earliest" Ending effective date: "Latest"													
Starting employee #: "First" Ending employee #: "Last"													
Employee Number	First Name	Middle Name	Last Name	Effective on	Type	Pay frequency	Review date	Last raise date	Salary	Regular rate	Overtime rate	Special rate-1	Spec W-C 1
4	Arnold	DD	Wilson	3/21/1998	Salaried	Monthly	3/21/1999	3/21/1998	4,250.00	24.52	36.78	49.04	COL
4	Arnold	DD	Wilson	7/28/2020	Salaried	Monthly	7/28/2020	7/28/2020	4,000.00	23.07	34.61	23.077	COL
5	William	B.	Wilkenson	7/28/2020	Salaried	Monthly	7/28/2020	7/28/2020	4,000.00	23.07	34.61		
Comments: Do not change			"										
6	Katherine	DD	Delaney	7/28/2020	Salaried	Monthly	7/28/2020	7/28/2020	4,546.00	26.22	39.34		
Comments: Delaney comment				"									
7	Peter	G.	Holmes	8/19/2020	Salaried	Quarterly			8,000.00	15.38	23.07		
10	Jeff-DD		Prieskorn	7/29/2020	Hourly	Monthly	7/1/2020			20.45	30.67	40.9	
23	Genevieve-I		Abon	8/19/2020	Hourly	Monthly				22	33	32	WC
500	Jimmy		Jones	8/10/2020	Salaried	Monthly				0	173.08		
8 wage history information records printed.													



This is an example of the CSV output:

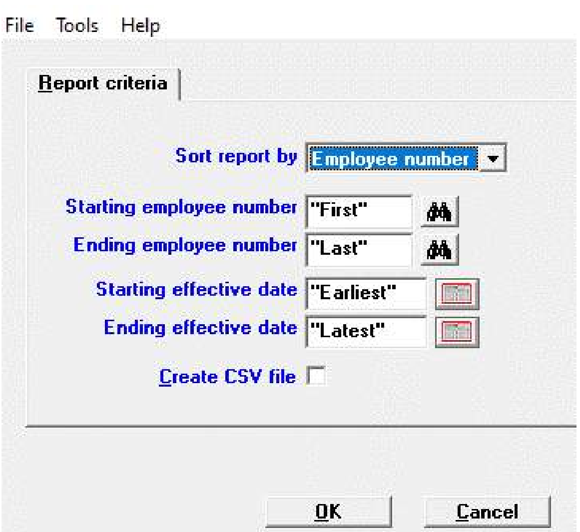
	A	B	C	D	E	F	G
1	EMPLOYMENT HISTORY REPORT						
2	Run Date	8/18/2020		Run Time	9:36:18		
3							
4	Company	XYZ Company					
5	Ordered by Employee number Starting hire date: "Earliest" Ending hire date: "Latest"						
6	Starting employee #: First" Ending employee #: "Last"				"		
7							
8	Employee	First Name	Middle Name	Last Name	Hired on	Terminated on	Type
9	4	Arnold	D.	Wilson	1/3/1989		Salaried
10	Comments: Wilson comment "						
11	5	William	B.	Wilkenson	9/23/1990		Salaried
12	Comments: Wildenson comment "						
13	7	Peter	G.	Holmes	10/4/1993		Salaried
14	5000	Jimmy		Zender	7/14/2011		Salaried
15	Comments: In good standing "						
16	8888	Addelman		Liza	1/1/2014	6/1/2020	Hourly
17	Comments: Resigned for another opportunity "						

Wage History Entry Screen



Wage History Report

A wage history report is provided for reporting the data. You can create CSV output of the report data.



Wage history to CSV file:

WAGE HISTORY REPORT

Run Date 10/15/2020 Run Time 15:00:34

Company XYZ Company

Ordered by Employee number Starting effective date: "Earliest" Ending effective date: "Latest"

Starting employee #: "First" Ending employee #: "Last"

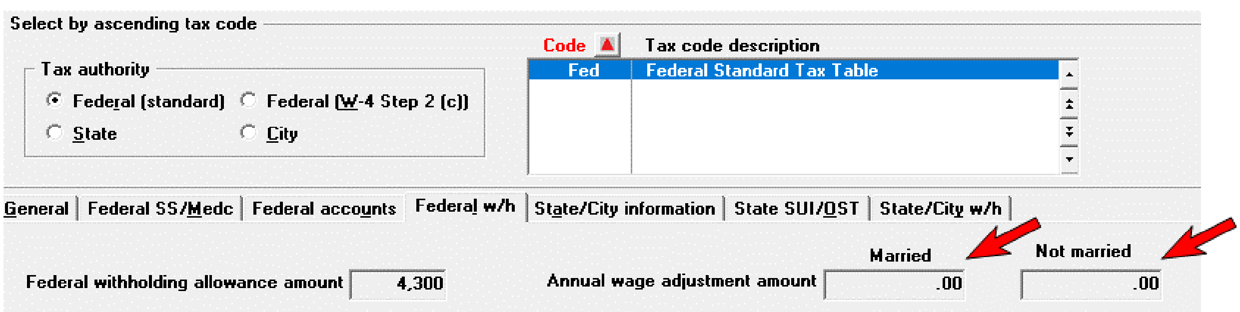
Employee Number	First Name	Middle Name	Last Name	Effective on	Type	Pay frequency	Review date	Last raise date	Salary	Regular rate	Overtime rate	Special rate-1	Spec W-C 1
4	Arnold	DD	Wilson	3/21/1998	Salaried	Monthly	3/21/1999	3/21/1998	4,250.00	24.52	36.78	49.04	COL
4	Arnold	DD	Wilson	7/28/2020	Salaried	Monthly	7/28/2020	7/28/2020	4,000.00	23.07	34.61	23.077	COL
5	William	B.	Wilkensor	7/28/2020	Salaried	Monthly	7/28/2020	7/28/2020	4,000.00	23.07	34.61		
Comments: Do not change			"										
6	Katherine	DD	Delaney	7/28/2020	Salaried	Monthly	7/28/2020	7/28/2020	4,546.00	26.22	39.34		
Comments: Delaney comment				"									
7	Peter	G.	Holmes	8/19/2020	Salaried	Quarterly			8,000.00	15.38	23.07		
10	Jeff-DD		Prieskorn	7/29/2020	Hourly	Monthly	7/1/2020			20.45	30.67	40.9	
23	Genevieve-I		Abon	8/19/2020	Hourly	Monthly				22	33	32	WC
500	Jimmy		Jones	8/10/2020	Salaried	Monthly				0	173.08		

8 wage history information records printed.

To fit on the page, the above screen is partially cut off. There are more special pay fields that are also generated.

Federal Taxing

Annual wage adjustment amount fields have been added to the Federal (Standard) tax code. After installing 12.07 you will have to update these fields:



Following the install of v12.07, it is not necessary to update any previously entered employees. Before entering a 'new' employee or updating an existing employee who has changed their W-4 and will be using the Federal (standard) tax table, you must enter the above fields. The Employee W-4 Direct Entry window uses these amounts.

Point of Sale

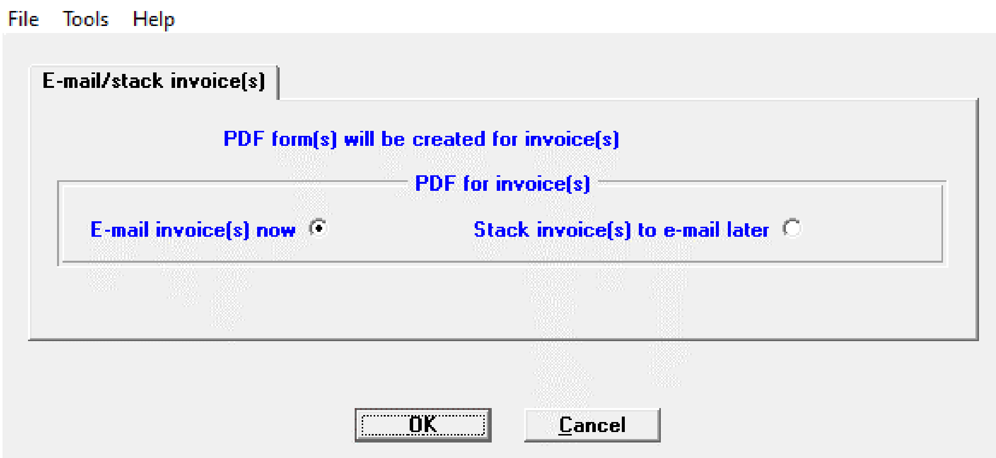
Immediate E-mailing of PDF Invoices

Immediate e-mailing can be done at the end of the invoices printing process. You may do this when batch printing invoices using *End of day (Print designed invoices)* and *Transactions (Enter)*.

Invoice printing that generates PDF files can be done with the PDF Forms Designer technology and the classic technology.

The setup for immediate e-mailing of invoices is in the P/S *Control information* section E-mailing Requirements and Setup.

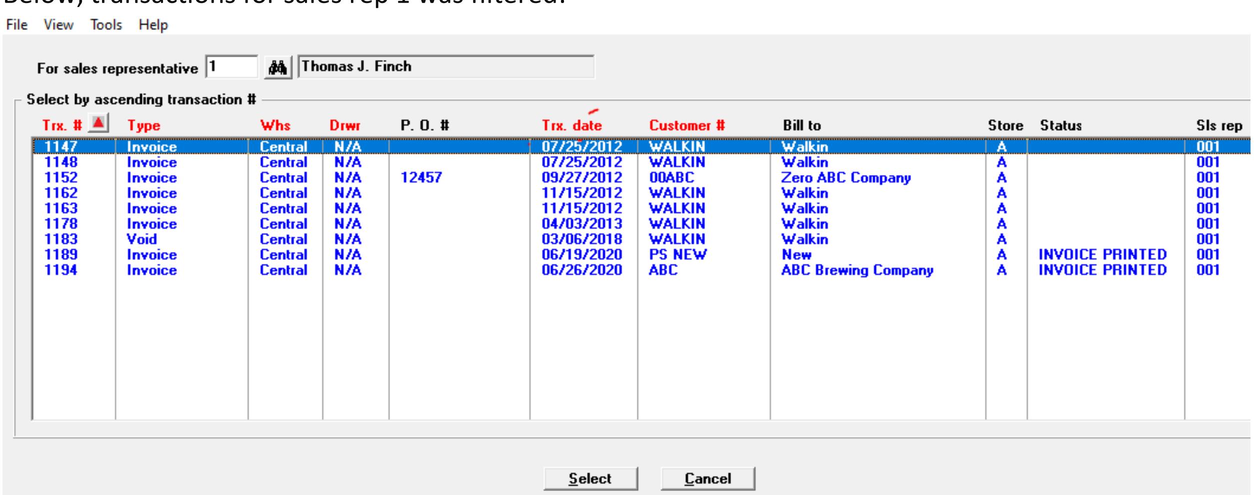
At the end of the invoice printing process this window displays:



When selecting to e-mail now, hitting the OK button starts the e-mailing process. If you are stacking the PDF invoices for e-mailing later, you may e-mail them using the *E-mail/view printed PDFs* features.

Transaction Lookup Sales Rep Filter

On a lookup on transaction headers, you now have the ability to filter for a sales rep. The selected sales rep number and name displays. Only the transactions that have the sales rep display in the lookup. Below, transactions for sales rep 1 was filtered:



Graphical Screens

New graphical mode screens are now provided for Point of Sale. These include:

Reports, general - Transaction edit list
Reports, setup - Registers
Reports, Setup - Stores
Reports, Setup - Users
Reports, Setup - Payment codes
Reports, Setup - Designed form layout
Reports, master - Alias items by alias #
Reports, master - Alias items by item/svc #

Reports, master - Customer restrictions
Reports, master - Services
Reports, master - Reason codes
Sales history - By customer
Sales history - Rebuild history
Report, prices - Contract prices
Report, prices - Special sale prices

Purchase Order

Immediate E-mailing of Purchase Orders

You can now immediately e-mail PDF purchase orders at the end of the purchase order printing process.

The setup for immediate e-mailing of invoices is in the P/O *Control information* section E-mailing Requirements and Setup.

During the purchase order run, the following screen displays to e-mail or stack purchase orders:

```
E-mail/stack purchase order(s)                    XYZ Company
          PDFs will be created for purchase orders if needed.
          ------------------------------------------------------------
              E-mail PO(s) now ?                              N
              Stack PO(s) to e-mail later ?
```

E-mail PO(s) now or Stack PO(s) to e-mail later

Enter Y to the question that applies.

Depending on what you selected above, hitting the enter key either e-mails the purchase orders now or stacks the purchase orders for e-mailing later.

Stacking means you can view and e-mail the purchase orders under the CTL menu selection *Email/view printed PDF's*.

PO Automation

Purchase order automation starts in Order Entry. For the first steps, see O/E PO Automation in the Order Entry section.

Purchase Orders (Enter)

When using PO Automation on an O/E line, the results depend on whether it is a back ordered item or drop shipped item:

- An O/E back ordered line allows you to enter a new purchase order.
- A drop shipped item also allows you to create a new purchase order. Here is a purchase order with the ‘D’ indicator, on the *Is this a multi-drop order*, showing that it came from an O/E drop-shipped line:

```
Purchase orders (Enter)                              XYZ Company

* 1. P.O.#        OE001102-00070
  2. P.O. date    8/31/20
  3. Vendor       500     Nuts and Bolts Inc.
     --Purchasing address--          Ref:
     Adrs-#
                  900 S. Pacific Avenue



     City         Los Angeles
     State        CA                            Zip code     90005
     Country      USA         County
  4. F.O.B.       Our dock                       7. Is this a confirming order ?  N
  5. Ship-via     ups                               Is this a multi-drop order ?  D
  6. Ordered by   XYZ                               Is this a blanket order ?     N
```

This is the deliver to address that came from an address in O/E order with a drop-ship line:

```
 8. Deliver to
                  Sullivan Graphics Design
                  201 Berkshire Ave.
                  Los Angeles, CA 92104
```

When a new purchase order is created and alphanumeric purchase order numbers are used, the P.O. number is a combination of the O/E order number and O/E line number. It is also written on the O/E line and is similar to this:

```
Purchase orders (Enter)
            P.O.#: OE001034-00030
```

If using numeric purchase order numbers, the program uses the next available P/O number in *Control information*.

The O/E order number and line number also display on the P.O. line as seen here:

```
 1. Seq #  30           2. Item #  1                Drill, 1/4", Power
                                                    Blue, Red, Green and
 3. Worksheet #                                     Our stocking unit: EACH
 4. Vendor product #  AA-123456789012

 5. Vendor's descr    Drill, 1/4", Power            6. Vendor sell unit  CASE
                      Blue, Red, Green and          7. Vendor ship unit  CASE

 8. (Not applicable)                       9. Qty ordered       1          EACH
    1 CASE =  1                           10. Unit price         44.13     p/CASE
                                              (Ext price = 44.13          )
11. This P.O. line is for ? Inventory     Running total = 44.13
                   Order #: 1034      Line #: 30
```

As the unit price can be entered on the O/E line and that price is transferred to the P.O., the price should be reviewed and potentially changed before printing and posting the purchase order.

Receivings (Edit List) and (Post)

If a line was created using PO automation, the receivings edit list and posting register print the O/E order number and line number.

```
-----------------------------------------------------------------------------------------------------------------------
Recv-#    Rec-date P.O.-#             P.O.-date  Vendor  Name                          ----------------Deliver-to-------------
-----------------------------------------------------------------------------------------------------------------------

   26     7/30/20    1346              4/27/20  100     Vermont Metal Products                       (See P.O.)

Line-# Item-#          Item description         -----Qty rec'd-----  ------Unit price------     Tot-value Line-for
    1 1                Drill, 1/4", Power                1        EACH         13.56     EACH          13.56 OTHER
                        Ordered from O/E Order/line #: 1043/10
                       12545456

                 Delivery schedule:      Date         Quantity    Qty-to-apply       Status
                                       05/04/20          1             1            Closed
```

I/C Warehouse and Status Location Printed on P/O Forms

On standard and user defined forms, the Warehouse and Status location data can now be printed on purchase orders. Printing the warehouse and location can help the warehouse personnel know where to store the item after receiving it.

When printing standard forms, there is now an option *Print location/warehouse code*.

This feature helps fill a gap between Counterpoint 7 and PBS.

Line Selection Screen

The idea of the line selection screen from order entry was copied to purchase order. It is a type of a lookup.

When editing a purchase order, you start on the purchase order header screen. After you answer Y to *Do you wish to change the lines ?,* the screen below displays. You may select a purchase order line for editing or review.

When initially entering the line items for a new purchase order, you may also use <F5> to display the line selection screen.

```
                                                    XYZ Company
          P.O.#: VER467                  Vendor: 100     Vermont Metal Products
                                             Running total = 447.25

  Seq#  Item #           Description                 Qty-ordered      Qty-to-ship

    10 321               Axe, Steel handle              15
                         12-Lb. Splitting Maul
    20 1                 Drill, 1/4", Power             10
                         Blue, Red, Green and
    30 3                 Wrench, 3/8" Socket Set        25





 <Enter> = change line item
 Use ↑↓,<PgUp>/<PgDn>,<Home>/<End>-<F1>=insert,<F5>=ent screen,<F7>=prices,J=jum
```

Select the Enter key on the line you want to view or edit. If you prefer, select F5 to access the line entry screen.

PBS Manufacturing -Product Purchasing

Shop order Link PO Lines to Sales Order Lines

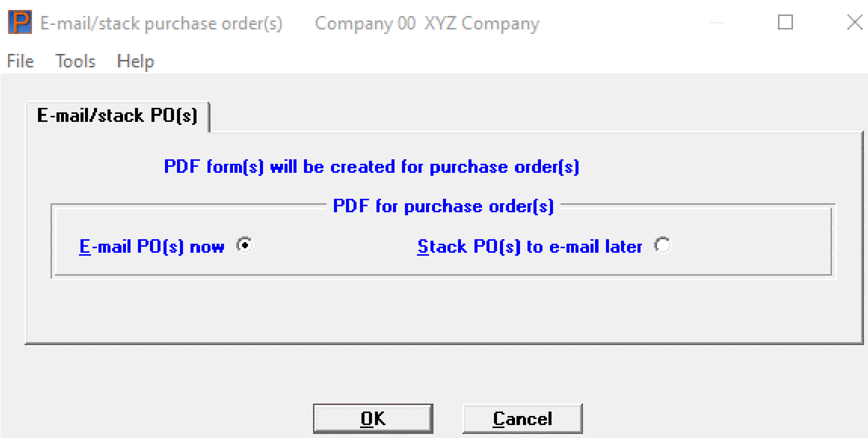
This feature allows you to link a PO line item to a sales order line item. When this occurs, the cost gets fixed to the PO Line cost rather than to the item.

Immediate E-mailing of P/P Purchase Orders

You can now immediately e-mail PDF purchase orders at the end of the purchase order printing process.

The setup for immediate e-mailing of invoices is in the P/P *Control information* section E-mailing Requirements and Setup.

During the purchase order run, the following screen displays to e-mail or stack purchase orders:



E-mail PO(s) now or Stack PO(s) to e-mail later

Enter Y to the question that applies.

Depending on what you selected above, hitting the enter key either e-mails the purchase orders now or stacks the purchase orders for e-mailing later.

Stacking means you can view and e-mail the purchase orders under the CTL menu selection *Email/view printed PDF's*.

PBS Manufacturing - Shop Floor Control

Sales Order Number added to Shop Order Traveler

To identify the specific order and line associated with the shop order traveler report, it now includes the sales order number and sales line number:

```
                              SHOP TRAVELER                          Page    1

   Work order: 364       Rls: 0                                    8/24/20
      Part No: MLRW-2                       Cust code: 1
         Desc: WAGONS                            Name: Elliott Enterprises
               this is fep test             PO Number: 323223D
           UM: EACH        Drawing:               Rev: 1
     Start Dt:  8/29/20                        Fin Dt:  8/31/20
     Quantity:         10.000             Sales Order: 364
                                                 Line:      1 Rls:  0

================================================================================
                             ITEM MASTER SPECS
================================================================================

               This is a set of test comments...

================================================================================
                             BILL OF MATERIALS
================================================================================
Locn  Part Number     Description                     Qty-required UM     Issued
--------------------------------------------------------------------------------
      2000            WHEELS, WHITE 6"                      40.000 EACH  ________
      3000            RED WAGON AXLE                        20.000 EACH  ________
      4000            REAR AXLE BRACKETS                    20.000 EACH  ________
      5000            FRONT AXLE HOUSING                    10.000 EACH  ________
      6000            PULL HANDLE ASSEMBLY BLACK            10.000 EACH  ________
      9101            BOLT STOVE 3/8X20 3/4                 60.000 EACH  ________
      9102            WASHER LOCK 3/8"                      60.000 EACH  ________
      9103            HEX NUT 3/8X20                        60.000 EACH  ________
      9104            HEX NUT 1/2X20                        50.000 EACH  ________
      9105            CARRIAGE BOLT 3/8X20 1"               10.000 EACH  ________
      9106            LOCK NUT 3/8X20                       10.000 EACH  ________
      9200            COTTER PIN 1"                         40.000 EACH  ________
      9500            CORRUGATED BOX 15 X 6 X 28"           10.000 EACH  ________
      9501            LABELS RED WAGON                      20.000 EACH  ________
B1S4  1000            WAGON BODY RED                        10.000 EACH  ________

    15 component items listed
```

System

Simplifying Entry of the PBS User's E-mail Password

E-mailing PDF files in PBS requires entering your e-mail password. Now you only have to enter the password <u>once per PBS session</u>. PBS keeps your password in memory so you can e-mail additional times without entering the password again.

Warehouses

Inventory Control and Inventory Management Warehouse data is now stored in the system Locate file. This provides a longer address and some additional new fields.

EZ Convert

Affordable Care Act Files

The PBS Affordable Care Act files can now be upgraded with EZ Convert. From versions prior to 12.07, you must export the data manually using the ACA file utilities, before running EZ Convert.

SQL Data Upgrade

As with v12.05 and 12.06, there is no PBS SQL upgrade-in-place option for v12.07. A complete new install of v12.07 and EZ Convert to move the exported data is required.

File and Field Name Changes

There are 180 file changes and additions. This includes field additions to files and new files. These files/tables for PBS v12.07 are listed in the XDBC and EZ convert documentation. You may need to change your queries to use the new files and fields that are now available. The changes are reflected in:

- AcuXDBC for v12.07 requires a new System Catalog.

- The SQL tables are changed.

The field definition guides have the updated changes.

The warehouse data is now in the Locate (LOCATF) system file/table. The warehouse (I/C WHSFIL) and (I/M WHSCOD) files have been eliminated.

Contact Information

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