



Release Notes – Build 390

Attn: System Administrator

**DO NOT UPDATE UNTIL YOU READ THESE RELEASE NOTES!
SETUP TASKS ARE REQUIRED.**

Be sure to review the *System Administrator – Task List* because there are several setup tasks required before you can resume normal operations.

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Overview

Inventory Is the Focus

Build 390 is focused on the Inventory system. A variety of new tools are provided to help you manage your locations and tracking characteristics and improve your workflow processes.

Location Groups (New)

One of the new features in this build is user-defined “location groups”, which are sets of allowable locations. If you store different types of items in different areas of the warehouse (such as sheet metal in a rack area, small items in parts bins, large items in bulk areas), you can represent each type with a location group, define its allowable locations, and then assign applicable stock items to that group.

When you receive items to stock in the *Job Receipts* and *PO Receipts* screens, you are limited to the allowable locations associated with each item’s location group. This new capability gives you complete control over where items are permitted to be stored.

Transitory Locations (New)

You also now have the ability to create “transitory” locations where stock is stored on a temporary basis before being transferred to a permanent location. Receiving areas and inspection areas are examples of transitory locations.

Improved Pick List & Issue List

The sales order “pick list” and job “issue list” are completely redesigned and now give you the option of printing existing stock quantities, locations, and characteristics to make it easier to find available stock.

Dispatching Capability (New)

You now have the option of picking, issuing, or receiving stock on the screen first and then printing a “dispatch list” to gather or put away stock. Dispatching gives you real-time inventory updating, which increases user trust and confidence in the system’s numbers. The dispatch list is sorted by location, which provides an efficient route through the warehouse, and includes the details of any tracking characteristics that are required (such as lot or serial numbers).

Shipment Planner (New)

A new *Shipment Planner* lookup in the *Order Picking* screen presents open sales orders sorted by earliest required date and gives you a systematic method of reviewing which orders are ready to be shipped and in correct priority order.

Job Stock Status (New)

When you release jobs in the *Job Control Panel*, you can now click an icon to view a new *Job Stock Status* inquiry that lists any material or component shortages, which takes into account demand associated with other pending released and released jobs.

Stock Return Capability (New)

A stock return capability has been added to the *Order Picking*, *Job Issues*, *Job Receipts*, and *PO Receipts* screens. If you over-pick or over-issue an item, you can return a portion of it to stock to any allowable location. If you wish to return faulty PO items to your supplier, you can use the return feature to do so. You can also use the return feature to completely reverse transactions made in error.

Item Labels (New)

Item labels can now be printed directly from *Job Receipts* and *PO Receipts* transactions for shipment, packaging, and identification purposes. Transaction information can be passed into the label, including job, PO, and linked sales order information as well as characteristic values such as lot and serial numbers. You can also print item labels on an as needed basis from the *Stock Item Labels* screen on the *Inventory – Reports* menu.



Improved Screens

The major inventory processing screens – *Stock Adjustments*, *Stock Transfer*, *Order Picking*, *Job Issues*, *Job Receipts*, *PO Receipts* – have been extensively revised to provide greater control and visibility of on hand stock, locations, and tracking characteristics.

Job Issues & Receipts split into separate screens

The former *Job Issues & Receipts* screen is now replaced with separate screens for *Job Issues* and *Job Receipts*.

Negative stock no longer allowed

Negative stock, which is not compatible with a location-based, characteristic-tracking inventory system, is no longer permitted.

Buy-for-Job screen replaced with new Subcontract Services screen

A new *Subcontract Services* screen replaces the old *Buy-for-Job* screen for generating PO's associated with job subcontract services and descriptors. Unlike the old screen, which could only generate PO's for one job at a time, the new screen generates PO's across multiple jobs. New *Supp Price*, *Supp UM*, and *Multiplier* fields in subcontract service routing sequences now allow for supplier unit of measure conversion.

All stock item PO's are now to be generated exclusively through the *MRP* screen. The old 'PTO' setting has been removed from the *MRP Settings* screen.

NOTE: For more information on buying for jobs, see the *Appendix* section at the end of this document.

Backflushing removed from Job Control Panel

Another consequence of standardizing on the *Job Issues* screen as the only means for issuing stock to jobs, the backflushing capability has been removed from the *Job Control Panel*. Instead of backflushing, you can link to the *Job Issues* screen and use the "pre-fill" feature to issue stock in a single batch transaction.

System Administrator – Task List

Pre-Installation Recommendations

Recommendation #1 – Training Company Preview

Due to the scope of new features and changes in Build 390, we strongly recommend that you install the “Training Company” option before you apply the product update. This enables your users to make practice entries in advance on the screens they commonly use so that there are no surprises when you go live. The training company installation file can be downloaded from the “What’s New” area of the online support center.

Recommendation #2 – Support Subscription

We do not advise updating to build 390 without a support subscription. Besides being able to submit support tickets, with support you have access to the “Training Company” option, which we recommend for this particular build because of the scope of new features involved. Support also enables your users to review the video training courses listed below in the online support center, which are essential viewing.

Recommendation #3 – Review New Training Courses

For a successful update to build 390, we recommend that your users review these training courses.

- Item Labels Setup (New)
- Locations Setup (Replaced)
- Lot & Serial Control Setup (New)
- Tax Setup (Replaced)
- System Workflow (Replaced)

Update Installation Tasks

Be sure and perform the following tasks immediately after installing Build 390:

Operating Guide

The *Operating Guide* has been updated throughout, so if you keep a hard copies on hand for reference purposes, you should reprint the guide in its entirety.

Email Setup

In this build we are using an improved Email component that requires you to redo your Email settings companywide and settings/passwords for each user.

Task #1 – Main Setup – Email Tab

Go to the *Email* tab in the *Main Setup* screen and review your Email settings. Press F1 for online Help. Select the *Apply Email Settings to All Users* button to propagate your settings to existing users.

Task #2 – User Setup – Email Tab

The next step is to go to the *User Setup* screen and enter Email settings/passwords against each user who sends quotes, acknowledgements, invoices, or purchase orders by Email. These settings are located on a new *Email* tab. Press F1 for online Help.

NOTE: If you have users who manage their own Email settings, you can give them password security access to the new *User Email Settings* screen, located on the *File* menu.

Location Repair

(Inventory – Inventory Setup – Location Repair)

This new screen is automatically presented to users with administrator level security when DBA gets launched. It identifies any invalid stock locations – such as a “blank” location that was once a permitted value – and enables you to designate a valid location that will replace it across all relevant data tables. Make sure all your invalid locations are cleaned up before you resume system operation.

“Blank” Location

If you have a “blank” location, you cannot replace it with a location that has any stock on hand. We suggest that you create a temporary location that is empty of any stock on hand and designate it as the replacement location. The next step is to use the *Stock Transfer* screen to transfer all stock in this temporary location to valid locations. Once that process is completed, make the temporary location “inactive.”

Inventory Defaults

(Inventory – Inventory Setup – Inventory Defaults)

Review all the settings on this screen, which contains several new options, including:

Receipt Location, Primary Location

These are the locations that get assigned by default to new stock items.

Picking & Issues

This new setting affects the “pre-fill” option in the *Order Picking* and *Job Issues* screens. When stock exists in only one location, it now gets pre-filled from that location. When stock exists in two or more locations, this setting determines whether you want it pre-filled or not.

- If you choose the *Require Location Selection* option, the user will be required to select the location, which is a new option that we recommend because it prevents accidental pre-filling from the wrong location.

- If you choose the *Pre-Fill from Primary Location* option, stock will always be pre-filled from the item's *Primary Location*, if stock exists in that location, which is the way pre-filling has worked in the past.

Phantom Assemblies

As of this build, a phantom assembly is no longer allowed to have a routing. This is because a phantom routing can create conflicts with the primary output's routing when phantoms are pulled into jobs.

As of this update, any BOM currently flagged as a phantom assembly will have its *Phantom* checkbox cleared if it has one or more routing sequences. If you wish to continue using the BOM as a phantom assembly, you must remove its routing sequences and then you can select the *Phantom* checkbox once again.

Tax Setup

The taxation system has been revamped with this build and must be reviewed before you resume entering sales orders and purchase orders. There is no longer *USA*, *Goods & Services*, and *Tax Group Matrix* tax system options. Instead, there is a single tax system that can be set up to handle most tax environments.

Task #1 – Review Tax Setup Training Course

The best way to gain an understanding of taxation in DBA is to review the *Tax Setup* video training course, which is located in the *Videos–Setup* area of the support center.

Task #2 – Set up Non-Taxable Tax Codes

Non-taxable checkbox settings are no longer provided at the customer level. Instead, you must create non-taxable tax codes and assign them to your non-taxable customers. If all your non-taxable sales only need to be reported as a single amount, a single non-taxable tax code will suffice. If you need to report non-taxable sales by tax jurisdiction, you must set up a non-taxable tax code for each jurisdiction.

Task #3 – Assign Non-Tax Shipping Default

You must go to the *Tax Defaults* screen and assign a non-taxable tax code to the new *Non-Tax Shipping* default. Until you do so, you will not be permitted to enter new sales orders.

Service Job Conversion

In build 390, the old *Service Jobs*, which have not been supported or documented for several years, are automatically converted to sales orders. *Service Job Types* are automatically converted to *SO Types*.

We suggest you review your *SO Types* settings. You may wish to inactive the old service job type(s) and standardize on the 'ORDER' type.

Functionally, there are few differences between sales orders and service jobs. With sales orders, quotes are entered separately on the *Quotes* screen and are converted to sales orders when they become firm orders. With sales orders there is no 'RELEASED' status nor scheduling start and finish dates. The shipping and invoicing process is identical.

The *Service Job Labor* function is no longer available because we are standardizing on routings and the *Job Tracking & Labor* screen (and the upcoming *Job Clock*) for all labor tracking. If you need to track actual labor hours against a descriptor, you can use the *Order Picking* screen to enter actual hours.

New Features

User Email Settings (New)

(File – User Email Settings)

This new screen enables users to establish his or her own Email password as well as return Email address. These settings can also be managed by the system administrator in the *User Setup* screen.

User Setup

(Admin – User Setup)

A new *Email* tab enables the system administrator to manage each user's Email settings.

Main Setup

(Admin – Main Setup)

New settings have been added to the *Email* tab, which provide defaults for user-level Email settings.

Forms Edit – Labels (New)

(Utilities – Forms Edit – Labels)

On the *Labels* sub-menu you can edit the following options:

- Stock Item Label
- Job Receipt Label
- PO Receipt Label
- Label Templates

With each label type you can create multiple label layouts. Characteristic values automatically print as a sub-report underneath the main layout. 'Additional Info' fields can be created that prompt for text entry at time of label printing. The data pipelines associated with these label formats provide access to item, job, PO, and linked sales order information, all of which can be added to your customized layouts.

Inventory Defaults

(Inventory – Inventory Setup – Inventory Defaults)

New default settings have been added for new item *Receipt Location* and *Primary Location*. Another new setting determines how pre-filling is to be handled in the *Order Picking* and *Job Issues* screen when stock exists in two or more locations.

Lot/Serial Control (New)

(Inventory – Inventory Setup – Lot/Serial Control)

This screen provides for mass-assignment of items to characteristics. Automatic serial number generation with a prefix or suffix is now available and is specified at item level.

Locations

(Inventory – Inventory Setup – Locations)

You can now designate ‘transitory’ locations (such as receiving and inspection areas) where stock can be received but cannot be picked or issued until the stock is moved to a non-transitory location. You now can assign “location groups” and you can view all the stock items assigned directly or indirectly through a location group to each location.

Location Groups (New)

(Inventory – Inventory Setup – Location Groups)

User-defined “location groups” are sets of allowable locations. If you store different types of items in different areas of the warehouse (such as sheet metal in a rack area, small items in parts bins, large items in bulk areas), you can represent each type with a location group, define its allowable locations, and then assign applicable stock items to that group.

When you receive items to stock in the *Job Receipts* or *PO Receipts* screen, you are limited to the allowable locations associated with each item’s location group. This new capability gives you complete control over where items are permitted to be stored.

Location Repair (New)

(Inventory – Inventory Setup – Location Repair)

This new utility searches the item history table for any transactions containing non-valid locations and presents them in a list. Against each non-valid location you then designate a valid replacement location that is used to repair the transaction.

Stock Items

(Inventory – Stock Items)

Tax Source

A new *Order Header* option is selected by default and means that the tax code in sales order and purchase order lines derives from the tax code specified in the SO/PO header tab. A tax code *Exception* option can be selected, which enables the selection of a line-level tax code that overrides the header tax code. For situations where the tax code is dependent on item destination or origin, an

optional *Tax Group* can be designated that, when combined with a customer or supplier *Tax Group*, brings in a tax code defined in the *Tax Group Matrix*.

Locations Tab (New)

This new tab is used to designate allowable locations either by direct assignment indirectly through a location group.

Lot/Serial Tab

All available lot/serial characteristics are presented in a list and selection is made with checkboxes. If you select a characteristic and on hand stock exists for the item, you are presented with a screen that enables you to assign characteristic values to that stock.

Descriptors

(Inventory – Descriptors)

Tax Source

A new *Order Header* option is selected by default and means that the tax code in sales order and purchase order lines derives from the tax code specified in the SO/PO header tab. A tax code *Exception* option can be selected, which enables the selection of a line-level tax code that overrides the header tax code. For situations where the tax code is dependent on item destination or origin, an optional *Tax Group* can be designated that, when combined with a customer or supplier *Tax Group*, brings in a tax code defined in the *Tax Group Matrix*.

Stock Adjustments

(Inventory – Stock Adjustments)

When subtracting stock, available locations and any associated characteristic sets are displayed for selection in a single grid. Characteristics transactions are no longer processed on a separate screen.

When adding stock, allowable locations and any required characteristic values are presented for entry in a single grid. Characteristics transactions are no longer processed on a separate screen.

You also now have the ability to alter a characteristic value in this screen.

Stock Transfer

(Inventory – Stock Transfer)

This screen is totally revised. You can now create a list (using the *Load* button) of all items in a particular location or you can isolate the list to one item in one or all locations. Once your list is loaded, you can then transfer stock from existing locations to allowable destination locations.

Stock Counts

(Inventory – Stock Counts)

Location Groups have now been added to the selection options. A new button is provided for items with lot and serial control that link to the *Stock Adjustments* screen, where current inventory is displayed by location/characteristic set. Any stock on hand changes are made using stock adjustments. When the screen is closed, you are returned to the *Stock Counts* screen.

Inventory Data Views

(Inventory – Data Views)

The *Data View* utility is a reporting tool enables you to filter, sort, and group your data to create your own inquiries, spreadsheets, and reports. It organizes related data from multiple tables without requiring “joins” and other complicated programming procedures. Three sales data views are provided:

Stock On Hand

Use this data view to get lists of stock on hand by item, location, and lot and serial number.

Stock Item List

Use this data view to get listings of stock items by various selection criteria.

Stock Item Labels (New)

(Inventory – Reports – Stock Item Labels)

This new screen enables you to print item labels for selected items, for packaging and inventory identification purposes. You can launch this screen from this menu option or via the *Labels* button on the *Stock Items* and *Stock Adjustments* screens.

NOTE: See the *Appendix* at the end of this document for more information on item labeling, including hardware specifications.

BOM Defaults

(BOM – BOM Setup – BOM Defaults)

The *Allow Phantoms to be made to stock* and *Use Phantom routing* options are no longer available. This is because phantoms cannot have their own routings, which can create conflicts with the primary output’s routing when phantoms are pulled into jobs.

NOTE: As of this update, any BOM currently flagged as a phantom assembly will have its *Phantom* checkbox cleared if it has one or more routing sequences. If you wish to continue using the BOM as a phantom assembly, you must remove its routing sequences and then you can select the *Phantom* checkbox once again.

Sequence Templates

(BOM – Bills of Material Setup – Sequence Templates)

On subcontract service sequences, new fields have been added for *Supp Price*, *Supp UM*, and *Multiplier*.

Work Centers

(BOM – Work Centers)

This screen has been moved from the *BOM Setup* menu to the main menu because it is a maintenance screen rather than a one-time setup screen.

Bills of Material

(BOM – Bills of Material)

Subcontract Services

On subcontract service routing sequences, new fields have been added for *Supp Price*, *Supp UM*, and *Multiplier*. These values get passed into the PO that gets generated from the new *Subcontract Services* screen and enables you to price services in a different unit of measure than your job quantity. The *Estimated Cost* for the routing sequence is calculated by applying the *Multiplier* to the *Supp Price*.

Estimated Purchase Costs (New)

(BOM – Estimated Purchase Costs)

This new screen replaces the old *Item Price & Cost Update* screen. You can change the *Estimated Cost* on purchased items through manual entry or you can mass update estimated costs with each item's Last Cost or *Inventory Cost*.

Base Prices

(Sales – Pricing & Discounts – Base Prices)

Mass Change Button

This new function replicates the mass price change capability that was formerly in the old *Item Price & Cost Update* screen. You can increase or decrease prices for all items listed in the grid by a percentage over current base price or each item's estimated cost.

Customers

(Sales – Customers)

Tax Source

A new *Default* option is selected by default and means that the tax code used in the sales order header will be the system default *Sales Tax Code* designated in the *Tax Defaults* screen. A tax code *Exception* option can be selected if you

wish to designate a tax code for this customer that differs from the system default tax code. For situations where the line level tax code is dependent on item destination, an optional *Tax Group* can be designated that, when combined with an item or descriptor *Tax Group*, brings in a tax code defined in the *Tax Group Matrix*.

Delivery Address Tax Code

You can also optionally specify a tax code at the delivery address level, which overrides the tax code specified against the main customer address.

X-Ref Code

If you are using the *Financial Transfer* utility and customers are identified in your outside system with a code rather than the full name as in DBA, you can use this new field to store the customer ID code. This code is included as a column in the transfer file for importing purposes in your outside system.

Credit Manager (New)

(*Sales – Credit Manager*)

This new screen replaces the old credit settings in the *Customers* screen with a mass screen that enables you to establish credit limits, credit warnings, and the ability to block new order entry or order picking transactions.

Sales Orders

(*Sales – Sales Orders*)

New Sales Order Opening Screen

You now select the customer and optionally enter the customer's PO number on this screen before the sales order gets created.

Credit Checking

Credit limit checking now occurs whenever new orders are created or updated. If a customer exceeds its credit limit, an "alert" is sent to the new *Credit Checking* screen. A credit warning message, when in effect, is displayed and new sales order entry can be blocked by a setting in the *Credit Manager* screen. A new *Credit Status* button has been added to the *Terms* sub-tab that enables you to compare open order, open invoice, and customer deposit totals against the customer's credit limit.

Taxation

At the header level and line item level, a new tax source field informs you where the tax code originated. In the case of the header tax code, it can be the system default sales tax code, a tax code exception stored against the customer address or delivery address, or a manually selected tax code. At the line item level, it can originate from the sales order header tax code, a tax code exception stored against the item or descriptor, the tax group matrix, or a manual selection.

Order Picking

(Sales – Order Picking)

Shipment Planner

This new lookup presents open sales orders in earliest required date order. This enables you to pick sales orders one at a time in priority order, skipping over orders where stock is not available.

Pick List

A totally revised pick list is now launched from this screen rather than the *Sales* menu. You can select which fields you want included and their sort order, and whether the pick list is to be printed in portrait or landscape mode. You can also include stock quantities, which lists stock on hand by location and characteristic set to make it easier to find stock and record your transactions.

Dispatch List

You have the option of picking orders on the screen first and then printing a “dispatch list” (from the *Batch History* tab) that is used to physically pick stock. The dispatch list is sorted in location order for an efficient route through the warehouse. It also lists any characteristic values to be picked.

Characteristic Selection

Available locations and any associated characteristic sets are displayed for selection in a single grid. Characteristic transactions are no longer processed on a separate screen.

Return Capability

You can now select a transaction on the *Transactions* tab and click the *Return* button to return all or a portion of the transaction to an allowable location.

Sales Data Views

(Sales – Data Views)

The *Data View* utility is a reporting tool enables you to filter, sort, and group your data to create your own inquiries, spreadsheets, and reports. It organizes related data from multiple tables without requiring “joins” and other complicated programming procedures. Three sales data views are provided:

Open Sales Orders

Use this data view to list open sales order detail or summary information.

Sales Order Bookings

Use this data view to list detailed or summarized booked orders within a range of creation dates. This data view enables you to track orders received (booked) as an alternative to sales reports, which track invoiced orders.

Pick-Ship-Invoice Status

Use this data view to get a listing of sales orders that have line items with these conditions:

- Picked Not Invoiced
- Picked Not Shipped
- Shipped Not Invoices

MRP Settings

(MRP – MRP Settings)

‘MTO’ Changed to ‘CTO’

The ‘MTO’ setting, which stood for ‘make to order’, has been changed to ‘CTO’, which stands for ‘custom to order’. The MTO terminology was misleading because it implied to many users that if a product is made to order, it must therefore be designated as an MTO item. This is not the purpose of the setting.

An item should only be designated as ‘CTO’ if it meets these criteria:

- The item is a finished item sold directly to the customer. Subassemblies should not be designated as CTO items.
- The item is always made to order such that the job quantity is always exactly equal to the quantity ordered by the customer.
- The item is customized in some manner such that it is unique for a particular customer order and can’t be shipped to other customers.
- The item is never stocked, which means that excess quantities cannot be made and shipped at a later date.

If you have a standard product that is made to order, do not designate it a CTO item. A “standard” product has no customization and could be shipped as is to any customer. Instead, simply give it a *Reorder Level* of zero. Whenever you receive customer orders, MRP will generate a single job to fulfil all current orders. This can still be categorized as a “make to order” job, but when making a standard product, it is more efficient to make a single job for all current demand than it is to create a separate job for each customer order.

NOTE: Lower level subassemblies that are never sold directly to customers should not be designated as CTO items.

PTO Setting Removed

The ‘PTO’ setting has been removed because it was only used by the old *Buy-for-Job* screen, which has been removed from the system. All stock item PO’s are now generated solely by the *MRP* screen.

NOTE: See the “Buying for Jobs” appendix at the end of this document for more information.

MRP

(MRP – MRP)

When generating jobs directly from sales order lines, the include *All Manufactured Items* option is no longer available. Jobs can only be generated from sales order lines for 'CTO' items. See *MRP Settings* above for more information on the proper use of the CTO setting.

Job Control Panel

(Jobs – Job Control Panel)

Job Stock Status

On the *Release Jobs* screen, you can now click a magnifying glass icon on any job to view a new *Job Stock Status* inquiry that informs you whether sufficient stock on hand is available to start the job.

Processing Status Indicators

On the *Process Jobs* screen, four new columns with red, yellow, and green cell colors give you a visual indication of your job processing status, including sequence completions status, labor hours, subcontract service receipts, and job issues. You can drill down on any of these indicators to see the underlying detail.

Backflushing Removed

The backflushing capability has been removed due to conflicts with the new location and characteristic tracking capabilities. As an alternative, we recommend that you use the *Links* button to link to the *Job Issues* screen where stock can be issued to the job using the pre-fill capability.

Jobs

(Jobs – Jobs)

Subcontract Services

On subcontract service routing sequences, new fields have been added for *Supp Price*, *Supp UM*, and *Multiplier*. These values get passed into the PO that gets generated from the new *Subcontract Services* screen and enables you to price services in a different unit of measure than your job quantity.

Details Tab

The *Supplier* field name has been changed to *Subcon Supplier* and is only available for selection on subcontract service job detail lines associated with subcontract routing sequences or descriptors with a descriptor type of 'SUBCON', 'MISC', or 'SHIP'. The *PO No* field name has been changed to *Subcon PO* and gets populated when PO's are generated through the new *Subcontract Services* screen.

Reopening Jobs

Formerly, after reopening a closed job, all additional job processing transactions were posted to your *Adjustments – WIP* account. This is no longer the case. Now when you change the status from CLOSED to RELEASED, any previous postings to *Adjustments – WIP* are given a reversing transaction, which restores the job WIP balance to what it was prior to job closing. Subsequent job processing transactions are posted in the normal fashion.

Subcontract Services (New)

(*Jobs – Subcontract Services*)

This new screen replaces the old *Buy-for-Job* screen and lists all job subcontract service and descriptor lines with a *Subcon Supplier* designation, which can be selected for PO conversion. Instead of presenting one job at a time, this screen can optionally display requirements for all your released jobs.

Job Issues

(*Jobs – Job Issues*)

The *Job Issues & Receipts* screen has been split into two new screens: one for *Job Issues* and one for *Job Receipts*.

Pre-Fill by Work Center

You can now optionally filter *Pre-Fill* entries by *Work Center* so that you can issue material at the work center level.

Issue List

A totally revised issue list (formerly called a “pick list”) is now launched from this screen rather than the *Jobs* menu. You can select which fields you want included and their sort order, and whether the pick list is to be printed in portrait or landscape mode. You can also include stock quantities, which lists stock on hand by location and characteristic set to make it easier to find stock and record your transactions.

Dispatch List

You have the option of entering job issues on the screen first and then printing a “dispatch list” (from the *Batch History* tab) that is used to physically gather stock. The dispatch list is sorted in location order for an efficient route through the warehouse. It also lists any characteristic values to be picked.

Characteristic Selection

Available locations and any associated characteristic sets are displayed for selection in a single grid. Characteristic transactions are no longer processed on a separate screen.

Return Capability

You can now select a transaction on the *Transactions* tab and click the *Return* button to return all or a portion of the transaction to an allowable location.

Job Receipts (New)

(Jobs – Job Receipts)

The *Job Issues & Receipts* screen has been split into two new screens: one for *Job Issues* and one for *Job Receipts*.

Status Indicators

Four new status indicators – *Seq Status*, *Hours Status*, *Subcon Status*, *Issues Status* -- help you determine whether other job processing functions have been completed or not. If the indicator is red in color, no processing has occurred. If yellow in color, some processing has occurred. If green in color, all processing is accounted for. The receipt will not be costed at actual job cost unless all four indicators are green in color.

Dispatch List

You have the option of entering job receipts on the screen first and then printing a “dispatch list” (from the *Batch History* tab) that is used to physically store the items in their destination location.

Characteristic Selection

Locations and any associated characteristic sets are entered in a single grid. Characteristic receipts are no longer processed on a separate screen.

Item Labels

You can highlight a transaction and print item labels for shipping, packaging, and inventory identification purposes. Transaction data can be passed into the label, including characteristic values.

NOTE: See the *Appendix* at the end of this document for more information on item labeling, including hardware specifications.

Reverse Capability

You can now select a transaction on the *Transactions* tab and click the *Reverse* button to return all or a portion of the transaction from stock back to the job. The return quantity cannot exceed the on hand quantity, so if the stock has been shipped or issued to another job, it cannot be returned to the job.

Job Cost Summary (New)

(Jobs – Reports – Job Cost Summary)

This report gives you a listing of job cost totals within a specified date range, broken out into columns for *Material*, *Labor*, *Setup*, *Fixed OH*, *Variable OH*,

Other Costs, and Job Receipts. Each job is given a one line set of cost totals that represents all job processing transactions within the date range.

WIP Value

(Jobs – Reports – WIP Value)

Previously, this report offered an “as of” date, but when back-dated it was not an accurate reflection of your *Work in Process* account because there was no reliable way to know which jobs were closed or reopened back in time. The report now runs as of the current date only. If you were using the date ranges in the previous version of the report to get a listing of summarized costs, you can use the new *Job Cost Summary* report (see previous) for that purpose.

Suppliers

(Purch – Suppliers)

Tax Source

A new *Default* option is selected by default and means that the tax code used in the purchase order header will be the system default *Purchase Tax Code* designated in the *Tax Defaults* screen. A tax code *Exception* option can be selected if you wish to designate a tax code for this supplier that differs from the system default tax code. For situations where the line level tax code is dependent on item origin, an optional *Tax Group* can be designated that, when combined with an item or descriptor *Tax Group*, brings in a tax code defined in the *Tax Group Matrix*.

X-Ref Code

If you are using the *Financial Transfer* utility and suppliers are identified in your outside system with a code rather than the full name as in DBA, you can use this new field to store the supplier ID code. This code is included as a column in the transfer file for importing purposes in your outside system.

Purchase Orders

(Purch – Purchase Orders)

Copy PO

Previously, a copied PO could only be assigned to the original supplier. Now you have the option of selecting a different supplier.

Taxation

At the header level and line item level, a new tax source field informs you where the tax code originated. In the case of the header tax code, it can be the system default purchase tax code, a tax code exception stored against the supplier, or a manually selected tax code. At the line item level, it can originate from the purchase order header tax code, a tax code exception stored against the item or descriptor, the tax group matrix, or a manual selection.

PO Receipts

(Purch – PO Receipts)

Job linking now confined to subcontract services

Linking PO lines to jobs is now limited to job subcontract service lines or descriptors. Stock items can no longer be linked to jobs and automatically issued to the job on receipt. Instead, stock items are received to inventory and are issued to jobs (after the job is released) through the *Job Issues* screen.

Dispatch List

You have the option of entering PO receipts on the screen first and then printing a “dispatch list” (from the *Batch History* tab) that is used to physically store the items in their destination location.

Characteristic Selection

Locations and any associated characteristic sets are entered in a single grid. Characteristic receipts are no longer processed on a separate screen.

Item Labels

You can highlight a transaction and print item labels for packaging and inventory identification purposes. Transaction data can be passed into the label, including characteristic values.

NOTE: See the *Appendix* at the end of this document for more information on item labeling, including hardware specifications.

Reverse Capability

You can now select a transaction on the *Transactions* tab and click the *Reverse* button to return all or a portion of the transaction from stock back to the PO. The return quantity cannot exceed the on hand quantity, so if the stock has been shipped or issued to a job, it cannot be returned to the PO.

GL Account Lookup

A new GL account lookup enables you to limit the selection list to one account type (*Assets, Liabilities, Equity, Income, Cost of Sales, Expenses*). This new lookup has been added to the following screens:

- *Suppliers – GL Account* sub-tab
- *Supplier Invoices* – lower grid
- *Recurring Invoices* – lower panel
- *Account Assignments*
- *Trial Balance* – selection screen
- *GL Spreadsheet Generator – Selection* tab

Chart of Accounts

(GL – General Ledger Setup – Chart of Accounts)

Account Type Filters

A new set of filters has been added to the lower panel of the *List* tab that enables you to limit the screen to one account type (*Assets, Liabilities, Equity, Income, Cost of Sales, Expenses*).

Mfg Costs Button

If you are using the *Financial Transfer* utility, this button becomes visible. It launches a screen within which you enter an *Absorbed Mfg Costs* account number from your outside system that populates the *X-Ref Account* field in these accounts

12200	Picked Not Invoiced
20200	Received Not Invoiced
51100	Accrued Service Labor
52200	Accrued Misc Sales Cost
52500	PO Shipping Cost
53100	Adjustments – Inventory
53300	Adjustments – Recd Not Invoiced
53400	Adjustments – WIP
54000	Absorbed Labor
55000	Absorbed Subcontract Cost
56000	Absorbed Misc Job Cost
57000	Absorbed Factory Overhead
61360	Misc Purchases
61480	Purchase Tax

The *Absorbed Mfg Costs* account is a “catch all” account that consolidates all the DBA accounts listed above into one account in your outside system. At period end this account will have a credit balance that roughly offsets your actual direct labor and factory overhead costs. This serves to absorb those costs into your inventory.

Standard Chart of Accounts Changes

If you wish to keep your chart of accounts synchronized with the standard chart of accounts, the following changes were made with this build that you may wish to apply to your system:

- Account 10500, *Merchant Account – Credit Cards*, was added to show where your merchant account for receiving customer credit card payments should be located.
- Account 52000, *Returns & Allowances*, was removed and in its place was added account 43400, *Returns & Allowances*. This account, which is used for posting product returns, should be a contra-income account rather than a cost of sales account. It is assigned to the “Other Income” *Account Group*.
- The *Account Group* “Returns & Fees” was renamed “Fees.”

- A new *Account Group*, “Misc Sales Costs” was created. Accounts 5200, *Accrued Misc Sales Cost*, and 52300, *Actual Misc Sales Costs*, were reassigned to this group.

Absorbed Mfg Costs (New)

(*GL – Reports – Absorbed Mfg Costs*)

This new menu option is only visible when the *Financial Transfer* utility is activated. It provides a detail breakdown by date range of the 13 DBA accounts that comprise the *Absorbed Mfg Costs* account in your outside system. See “Mfg Costs Button” in the previous section for details on how this account is used.

AR Invoice Transfer

(*Transfer – AR Invoice Transfer*)

This menu option is only visible when the *Financial Transfer* utility is activated.

Credit Memos Option

If your outside system requires separate imports for customer invoices and credit memos, you can now list credit memos separately in the grid.

Customer Address Info

You can now optionally include customer address and contact information in your transfer file if your outside system’s import utility can pass these into new or existing customer records.

PO Invoice Transfer

(*Transfer – PO Invoice Transfer*)

This menu option is only visible when the *Financial Transfer* utility is activated.

Credit Memos Option

If your outside system requires separate imports for supplier invoices and credit memos, you can now list credit memos separately in the grid.

Supplier Address Info

You can now optionally include supplier address and contact information in your transfer file if your outside system’s import utility can pass these into new or existing supplier records.

QuickBooks Transfer

(*Operating Guide – Chapter 16-5*)

If you wish to import financial transfer files into QuickBooks, the transfer files are now optimized for the *Transaction Pro Import Wizard* (\$199.95), which is a third party transaction import utility for QuickBooks. Complete setup and operating instructions are provided in chapter 16-5 of the Operating Guide.

Tax Defaults

(Tax – Tax Defaults)

There is no longer a formal tax system option in the *Main Setup* screen for *USA* and *Goods & Services* taxation. Instead, defaults are established in this new screen that flexibly accommodate most taxation requirements.

Tax Codes

(Tax – Tax Codes)

Non-Taxable Checkbox

The taxation system no longer uses non-taxable checkbox settings in what was formerly the USA tax system. Non-taxable designations are now handled through the tax code itself, with a new *Non-Taxable* checkbox. This checkbox identifies the tax code as being non-taxable for reporting purposes and forces the tax percentage rate to be zero.

If a particular customer, supplier, item, or descriptor is to always be non-taxable, a non-taxable tax code should be designated as a tax code *Exception* for its *Tax Code Source* setting.

Taxation Data Views

(Tax – Data Views)

The *Data View* utility is a reporting tool that enables you to filter, sort, and group your data to create your own inquiries, spreadsheets, and reports. Four data views are provided on the *Tax* menu:

- Sales Tax Detail
- Sales Tax Summary
- Sales Tax Authority by Invoice
- Sales Tax Authority Summary

These four data views are confined to sales tax data and are used primarily for USA sales tax reporting where in many states and localities sales have to be broken out by local tax authorities and by taxable and non-taxable status.

Appendix A – Buying for Jobs

In Build 390 the *Buy-for-Job* screen has been removed from the system due to its flawed workflow process in relation to when and how stock gets issued to the shop floor. All stock item issues to jobs are now done through the *Job Issues* screen and all PO's for stock items are generated solely through the *MRP* screen.

Subcontract Services & Descriptor PO Generation

PO generation linked to job lines remains available for subcontract services and descriptors. Subcontract services are defined in BOM or job routing sequences that generate associated job detail lines at time of job creation or job routing sequence entry. These subcontract service job detail lines, along with any descriptor job detail lines that specify a *Subcon Supplier*, are converted to PO lines using the new *Subcontract Services* screen on the *Jobs* menu.

Unlike the old *Buy-for-Job* screen, which could only generate PO's for one job at a time, the new *Subcontract Services* screen generates PO's across multiple jobs.

Stock item PO's are generated through MRP

Stock item PO's, whether for jobs or to replenish desired stocking levels, are now generated solely through the *MRP* screen. Instead of “fragmenting” your purchasing with individual PO's for each job, with MRP you have fewer PO's to manage with larger item quantities that can help you achieve better pricing from your supplier.

Why the change?

The old method of linking stock item PO lines to individual jobs, which is a legacy feature from the original Ezijobz product, was a flawed process for these reasons:

- Stock was received and then automatically issued to jobs, even when jobs were not yet released to the factory floor and not yet ready for material. No means was provided for temporary storage locations or inspection before issuing.
- “Earmarking” stock for specific jobs creates logistical problems with storage and labeling.
- Purchasing for one job at a time fails to take advantage of volume pricing that can be achieved by combining common requirements into a single PO.

Use a ‘receiving area’ location

If you have relatively simple job material requirements where most stock is issued immediately to jobs and is not stored in any intermediate locations, create a single ‘receiving area’ location and designate it as the default receipt location against your purchased stock items. This way all your items will be received to this one location.

Issue material concurrent with job release

As you release each job to the shop floor using the *Job Control Panel* screen, click the *Links* button to link to the *Job Issues* screen. Use the “pre-fill” feature to issue all the job materials in a single transaction. This entire process involves only four mouse clicks and can easily be adopted as a standard procedure.

Take advantage of purchasing for net demand

Buying material for one job at a time is not efficient, especially when you have common materials across multiple jobs. MRP generates PO's based on total net demand at time of MRP generation. So if you have several jobs all requiring the same item, the program generates a single PO instead of a separate PO for each job. This way you get the best quantity pricing from your supplier and you reduce the number of PO's that have to be tracked and processed.

Are you worried that somehow some item will “fall through the cracks” and not get picked up by MRP? If you run MRP on a daily or every other day basis, there is no way a job item can be skipped, unless MRP detects that the item is covered by stock on hand. If you truly “buy for the job” and do not have stock on hand, MRP will generate PO's whenever a new job is created.

Using MRP is mostly a matter of getting familiar with the screen and learning how to drill down to see the underlying demand. It is far more efficient than generating PO's for one job at a time and is many times more efficient than manually entering PO's from scratch.

Purchasing Training Course

To learn how to use MRP for purchasing requirements, we suggest you review our new *Purchasing* training course, which can be found in the *Videos – How Do I?* area of the online support center.

Appendix B – Item Labeling

Training Course (New)

Support Center – Videos–Setup – Item Labels Setup

Receipt Labels

As of this new build, item labeling is now part of the workflow process in the *Job Receipts* and *PO Receipts* screens. After receipt transactions are processed in either screen, you can select any line item in the grid and click the *Transactions* sub-tab to select a transaction for label printing.

Transaction information gets passed into the label, including characteristic values such as lot or serial numbers. In the case of *Job Receipts*, you can optionally print job header information. For make to order jobs linked to sales order lines, you can customize the label layout to include the customer, customer part number, and other sales order information. In the case of *PO Receipts*, you can optionally print the supplier, supplier part number, manufacturer, and manufacturer part number.

NOTE: You can also print item labels on an as needed basis from the *Stock Item Labels* screen.

Receiving Location

If item labeling becomes a standard process in your workflow, consider receiving items to a general receiving location. You can then print labels from receipt transactions to identify items for shipping, packaging, and storage identification purposes. After labeling is completed, you can then ship make to order items directly from the receiving location or you can use the *Stock Transfer* screen to transfer stock from the receiving location to final destination locations in the warehouse.

Label & Hardware Specifications

These new labels are designed to print on a continuous roll label printer with 4 inch wide labels. The default label sizes are 4 x 2 and 4 x 4. Our design and testing has been done on the Zebra LP 2844Z, shown below.



For more information on this printer, see this web page:

<http://www.zebra.com/id/zebra/na/en/index/products/printers/desktop/lp2844.html>