Please read all attached instructions! Perform Part I instructions of the largest release number to install the tape and perform Part II instructions for all Enhancement Documents received.

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Tech Systems, Inc.

Release Document

integraSoft
Integrated Distribution Solutions

Release # 2.07

April 11, 2003

NOTE: If you have a modified IntegraSoft program and Tech Systems enhances or fixes the standard program, your modified (or custom) program must be updated to take advantage of the enhancements and fixes. Please contact our Custom Programming department for a quotation.

Part I: Software Installation Instructions

1. Make sure you have a verified backup prior to installing this update.

2. Remove <u>ALL</u> media (i.e. tapes and diskettes) from your system.

3. Make sure everyone is out of the system & insert the IntegraSoft Installation media.

4. From the console login as root:

Login: **root** (Press RETURN)
Password: ##### (Enter your password and press RETURN)

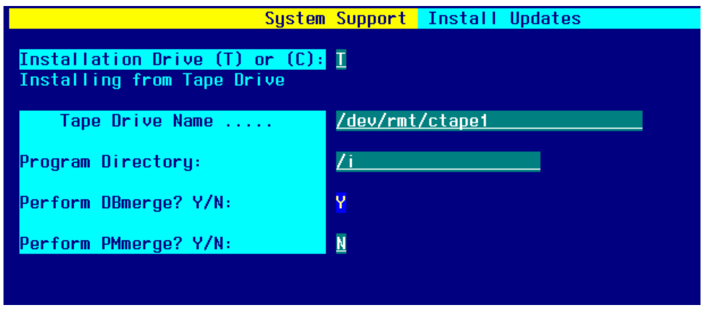
5. At the # sign enter the IntegraSoft command:

integra (Press RETURN)

6. Enter **SA** in the Smart Box. Select **7**-System Support / **1**-Install Updates.

Press the **GO** key at the warning screen.

The following screen appears:



Installation Drive (T) or (C) – If you received a tape, enter ***T***. If you received a CDROM, enter ***C***.

CDrom/Tape Drive Name –The Drive Name should default from information entered in SA/AO/System Options and should not be changed. Examples of Tape Drive Names are /dev/rmt/ctape1 and /dev/rStp0. An example of a CDROM Drive Name is /dev/cdrom/c0b0t5l0. The **l** is a lowercase L.

Program Directory - The program defaults /i and this should not be changed unless instructed.

Perform DBmerge? - Enter "**Y**"

Perform PMmerge? - Enter "N"

Press the GO key to start the installation.

7. Loading the Current COBOL—After the installation is complete, press the CANCEL key until your cursor is at the #. Type in the following:

sh /i/install/cobolinstall.sh *(press RETURN)*

8. Type exit and press RETURN at the # sign to return to a login on the console terminal.

Part II: Special Software Instructions

1. Select System Administrator / File Handling / Reorganize Files / Inventory Control. Enter a "Y" beside ICFLYER and press GO.
2. Select System Administrator / Application Options / Order Entry. On Screen 4 of 5 enter the General Ledger Numbers for the two new accounts: Credit Card and Rebate Clearing. If you do not have General Ledger numbers set up for these accounts, add these account numbers to your chart of accounts.
3. Select System Administrator / Global Security / Maintain User Setup. Check the following new parameters for all users (to learn more about these options read this document):
   - Inventory Control Module – Auto Add
   - Order Entry – On-the-fly Create, BO Fulfillment, Manual Credit Card, and See Credit Card#
   - Purchase Orders – On-the-fly Create

Modules Enhanced
AP – Accounts Payable
AR – Accounts Receivable
CP – Counter Point
CR – Check Reconciliation
GL – General Ledger
IC – Inventory Control
IM – Inventory Management
JC – Job Cost
OE – Order Entry
PO – Purchase Orders
SA – System Administrator

AP – Accounts Payable

Setup / Vendors – TB# 32662 – Added the Department# field to the Vendor setup screen. This gives you the ability to departmentalize postings to General Ledger.

Posting – TB# 32464 – You can now departmentalize Accounts Payable postings into General Ledger. The department number field has been added to this posting screen and the value defaults from the Vendor Setup screen.

AR – Accounts Receivable

Setup / Customer Master / F7-OE Flags – TB# 32710 – Added the new field “BO Fill Ranking 1-9.” For more information on this feature see the Order Entry Posting / Fill Open Orders section of this document.

Reports / Aged Analysis – TB# 32797 – You now have the ability to print the Aged Analysis in SalesRep by Customer Name order. If you wish to print the report in this order, enter R in the field “Print in N/L/C/S/R Order.”

Reports / Statement – TB# 32765 – When a customer is flagged as a Balance Forward customer in Customer Master Setup, a NEW Balance Forward statement prints.

Inquiry – TB# 32578 – When you enter a customer number that is flagged as inactive, a warning message displays.

CP – Counter Point

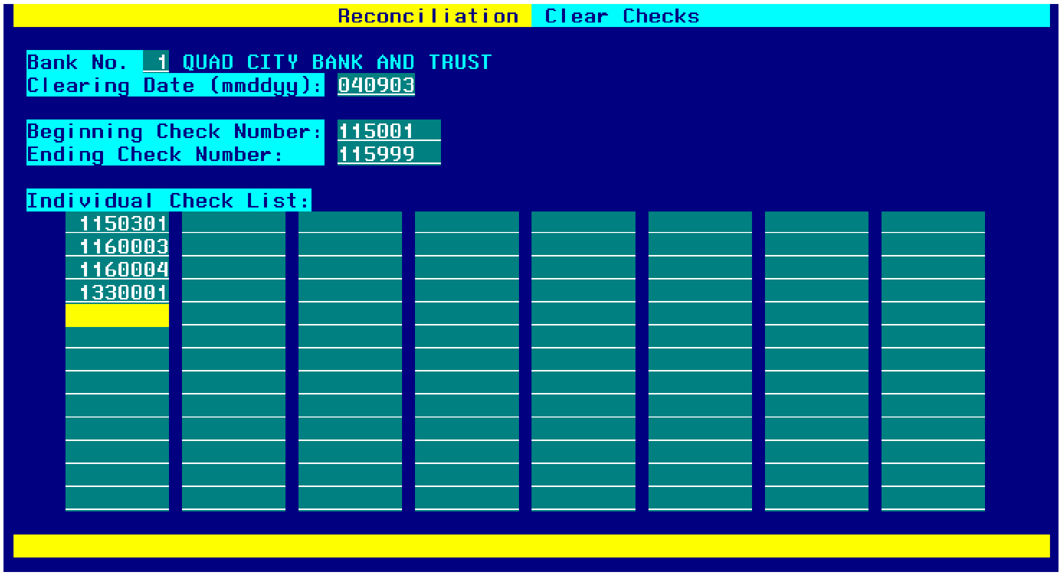
Register Entry – TB# 32649 – If the customer has a credit balance, the balance now displays at the bottom of the tendering screen.

Register Entry – TB# 32644 – Counter Point Entry has been enhanced to now recognize the UPC Bar Code Cross Reference setups in Inventory Control.

Register Entry – TB# 32680 – Counter Point Entry has been enhanced to utilize the new Contract Cost feature from Inventory Control.

CR – Check Reconciliation

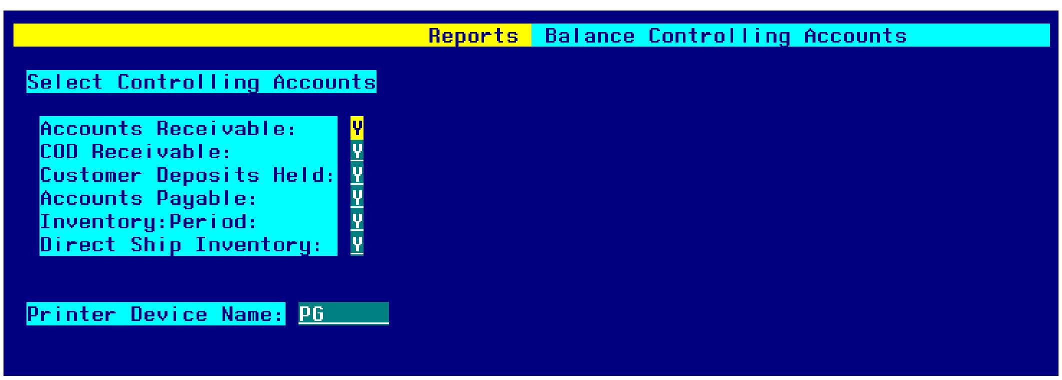
Reconciliation / Clear Checks – TB# 32585 – Clear Checks has been enhanced to give you the ability to clear checks one at a time, in a range, or a combination of both as indicated in the screen below. When you enter individual check numbers, error messages display notifying you that a check has been previously cleared, not valid, or already selected in the check range above.



GL – General Ledger

Setup / Build a New Company – TB# 32565 – A new option has been added to give you the ability to copy non-normal accounts (i.e. Total and Heading Accounts) to a new company.

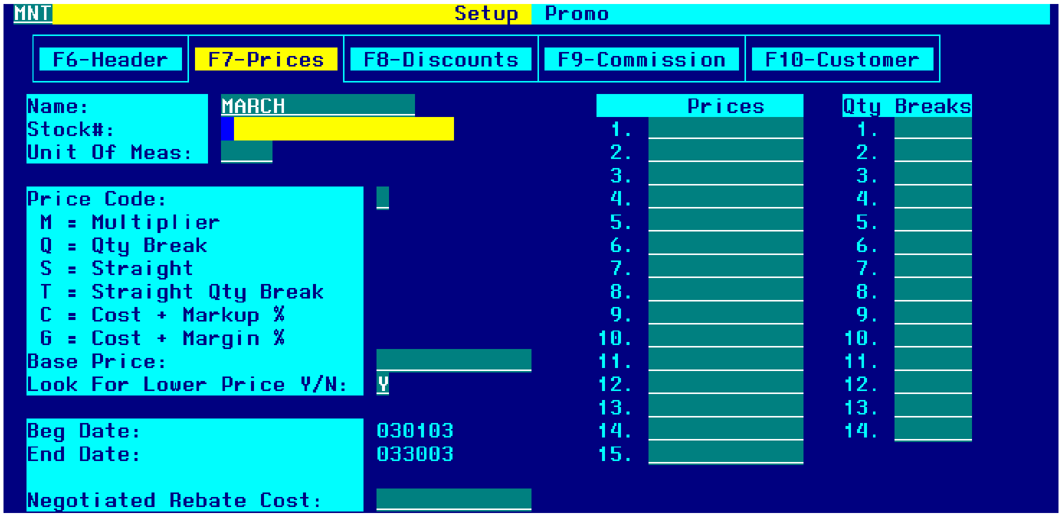
Reports / Balance Controlling Accounts – TB# 32565 – This new report gives you the ability to print one report and see at-a-glance if your controlling accounts balance back to their respective modules. You would enter N beside the modules or functions that you do not utilize (i.e. if you do not enter DO orders in Purchase Orders, then you would enter N beside the Direct Ship Inventory field).



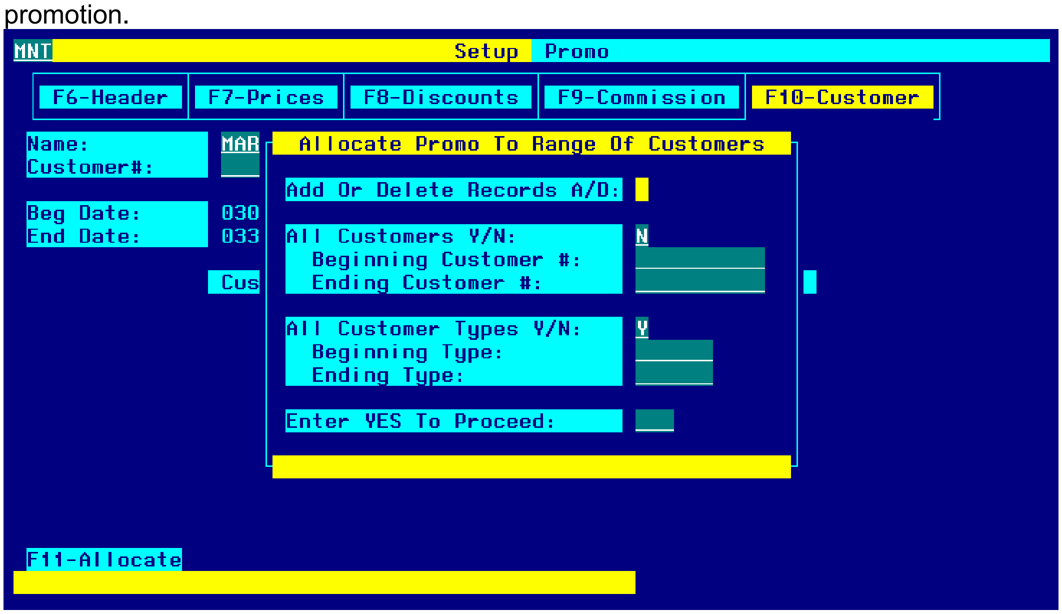
IC – Inventory Control

Setup / Matrix – TB# 32754 – Added two new fields into Matrix Customer/Product setup: Negotiated Rebate Cost and Look for Rebate Cost in Promo file. Enter the special cost that you have negotiated for an item when you sell it to this particular customer in the field Negotiated Rebate Cost. If you want the program to check the Promo file for a different rebate cost, enter a Y in the field Look for Rebate Cost in Promo File.

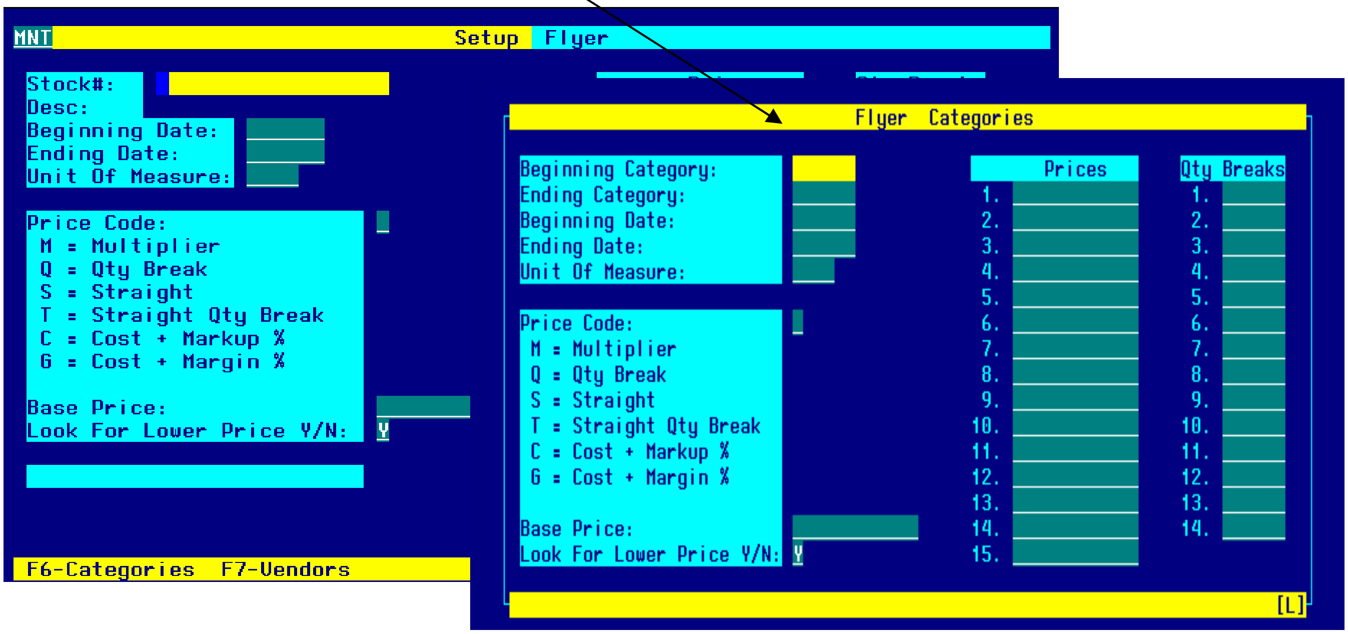
Setup / Promo – TB# 32755 – Added a new field, Negotiated Rebate Cost, to the F7-Prices setup screen. If you have a negotiated cost from the vendor for this promotion and want to track this cost for rebate purposes, enter the cost in the Negotiated Rebate Cost field. Generally, you will use the Setup / Matrix record to enter the Rebate Cost for a single customer and use the Setup/Promo record to enter the Rebate Cost for a group of customers.



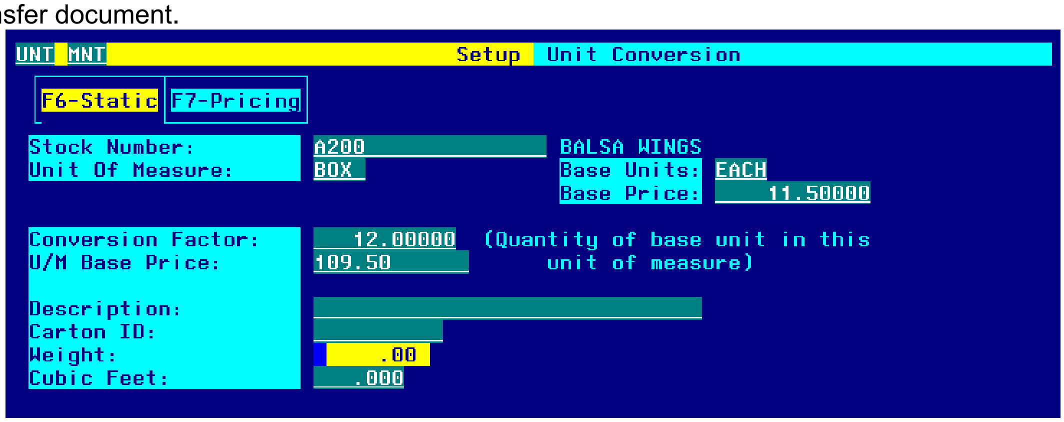
Setup / Promo – TB# 32577 & 32485 – You can now automatically add/delete groups of customers from a Promotion. From the F10-Customer screen, press F11. A pop-up window displays. Enter the customer number range or customer type range you wish to add/delete from this promotion.



Setup / Flyer – TB# 32506 – Two new options have been added that give you the ability to mass create pricing for stock items within a flyer for a product category range or vendor range. To access these new functions from the Flyer Setup screen press F6 to create pricing for products by a product category range or press F7 to create pricing for products by a vendor range. After you press the function key an additional screen displays as shown below.



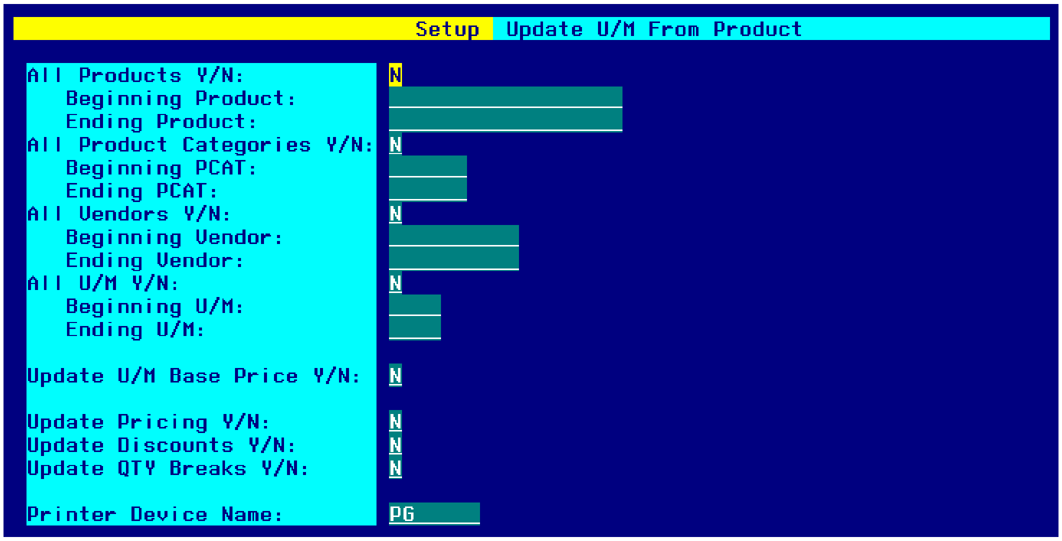
Setup / Unit Conversions – TB# 32733 – Added two new fields to the Unit Conversion Setup screen: Weight and Cubic Feet. These fields will be used when automatically allocating freight by line item in Purchase Orders. The new weight field is also used in Order Entry & Warehouse Transfer to calculate the total weight of an order and to print the total weight on a pick ticket or transfer document.



Setup / Auto Cost Change – TB# 32447 – Added a new option, Update Product Master Y/N. If you enter Y to this question, the program updates the Inventory Product Master record.

Setup / Print Setup Lists / Matrix – TB# 32511 – Added a date range option. You can now print all matrix records that are valid for the date range entered on the report parameter screen.

Setup / 60-Update U/M from Product – TB# 32673 – This new option gives you the ability to update the Base Price, Pricing, Discounts, and Qty Break data stored in the Unit Conversion records. If you enter Y to Update the U/M Base Price, the program takes the current Base Price from the Product Master record and multiplies it by the conversion factor in the Unit Conversion record giving the new Base Price for the Unit Conversion item.



Posting – TB# 32777 – Inventory Control Posting now recognizes UPC and Bar Code Cross Reference set-ups.

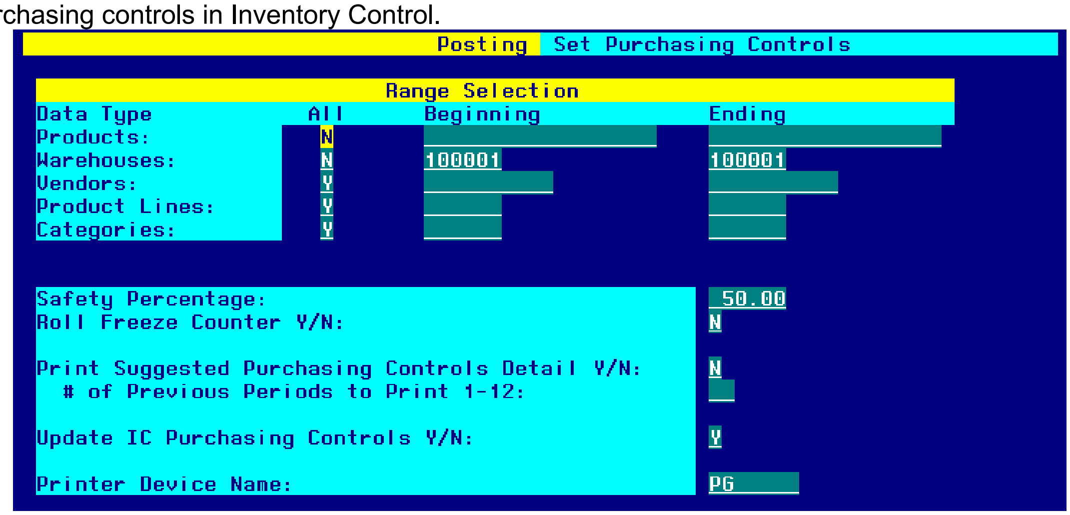
Reports / Stock Status – TB# 32536 – The word “Catalog” prints on the stock status report beside items that are flagged as catalog in the product setup screen.

Reports / Inventory Valuation – TB# 32536 – An asterisk (*) prints on the valuation report beside items that are flagged as catalog in the product setup screen.

IM – Inventory Management

Posting / Assign Classifications – TB# 32519 – Added two new options to the Classifications Report: Include Frozen Months 2-6 and Include Catalog Items.

Posting / Set Purchasing Controls – TB# 32573 – Added three new options to the Set Purchasing Controls screen: Print Suggested Purchasing Controls Detail, # of Previous Periods to Print, and Update IC Purchasing Controls Y/N. This gives you the ability to print the detail report and not update Inventory Control. You can then review the report before automatically updating the purchasing controls in Inventory Control.



Reports / 36 Previous Period – TB# 32523 – Added two new options: Include Catalog Items Y/N/O and Print Items with No Issues.

Inventory Count / Cycle Counting / Store Computer Quantities – TB# 32521 – You can now Store Computer Quantities and print the count sheets by the Inventory Classification field. A new Classification range selection has been added.

<u>OE – Order Entry</u>

Credit Card Processing - TB# 32760 – Credit Card Processing is now available for purchase.

- Options must be set in System Administrator:

  Manual Credit Card and See Credit Card # fields in Global Security/Maintain User Setup control the ability to view and enter credit card numbers.

  The Terms Number must be set up through Order Entry/Setup/Terms for credit card processing. That Terms Code must be entered in the CC Processing Terms Code field in Application Options/Order Entry.

  The Process Credit Cards for CM field in Application Options/Order Entry indicates whether credit cards can be processed for credit memos.

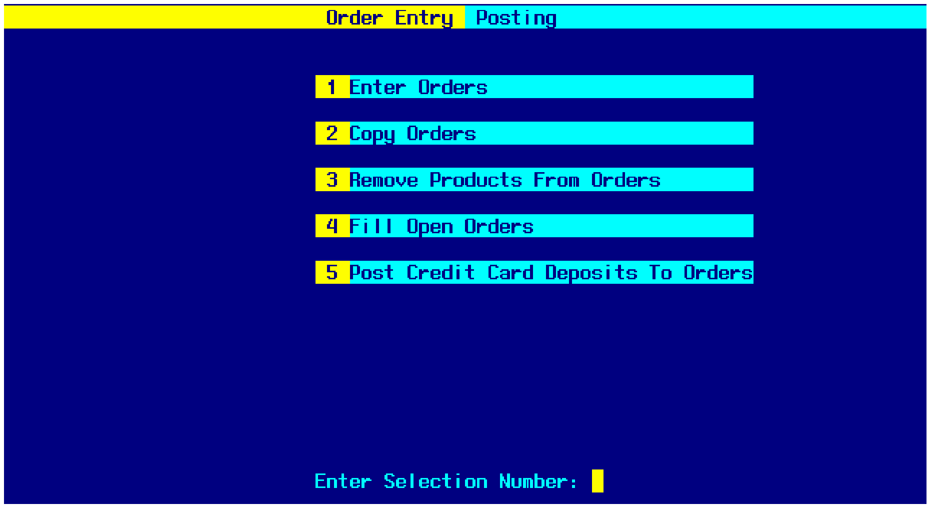
  The Interface to ICVERIFY For Credit Card Processing field in Application Options/Order Entry indicates the process of validating the credit card.
  Automatic validating is performed when the value is Y.
  If you wish to manually validate the credit card, enter M.
  No validation will be done when the value is N.

  The Station Code in Global Security/Maintain User Setup indicates the station assigned to the user and is used to create a unique request for authorization.

  The IC Verify File Location field in the User Setup indicates which directory for authorization files should be accessed by this user. Companies with high volume usage may utilize multiple ICVERIFY Servers with multiple directories to maximize the efficiency of verification.

- Credit Card information for a customer can be set up through Accounts Receivable/Setup/ Customer Contact.
- When an order is entered for a customer with Credit Card terms, the credit card can be selected from the Customer Contact File or manually entered. The credit card number and expiration date are verified. The credit card transaction is entered. All IntegraSoft files and accounts are automatically updated.
- Credit Card payments can also be made to an order after it has been entered. The Posting/Post Credit Card Deposits To Orders function can be used to apply credit card processing to orders.
- The Reports/Credit Card Reconciliation function can be used to report on orders with credit card payments.
- The Inquiry/Credit Card History function can be used to view credit card information on an order.

Posting - TB# 32764 – The Posting function now has a sub-menu that allows you to select the type of posting: Enter Orders and Copy Orders (previously selected from the Posting parameters screen), Remove Products From Orders (previously selected from the Setup Menu), and new functions Fill Open Orders and Post Credit Card Deposits to Orders.



Posting / Enter Orders - TB# 32663, 32745 – When entering an order in ADD mode, you can now specify the release number.

- The order with release 000 must already exist before you can specify a different release number for the order.
- The customer for the order/release number you specify must be the same as the customer for order/release 000.
- If you create a backorder for the specified release number, the release of the backorder will be greater than the release number of the order it was created from.

Posting / Enter Orders - TB# 32490 – When a customer requires a purchase order and a purchase order has not been entered, a pop up screen displays.

Posting / Enter Orders - TB# 31541 – The Selling Net Available now displays at the bottom of the posting screen. When you enter the stock number, the quantities that display are based on the warehouse that defaults in the warehouse field. If you enter a different warehouse, the quantities will reflect that warehouse.

Posting / Enter Orders - TB# 32269 – When using Standard Cost and a serialized item is entered on an order, the line item cost will come from the Standard Cost in the warehouse record, not the Purchased Cost of the serialized item.

Posting / Enter Orders – TB# 32601 – If you wish to restrict certain operators from automatically creating new stock items, you can do so with our new Global Security option in System Administrator. Select System Administrator / Global Security / Maintain User Setup. Enter an N beside the field On-The-Fly-Create under the Order Entry Module.

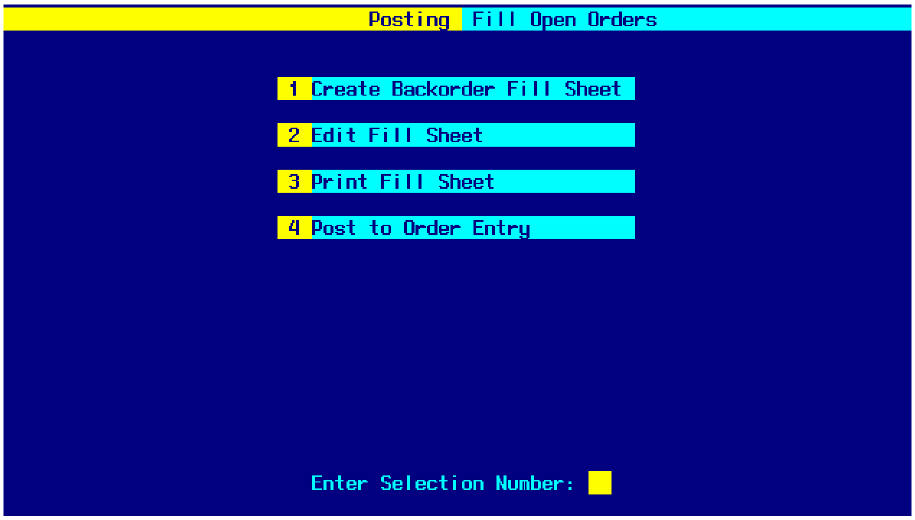
Posting / Enter Orders - TB# 14742 – Pick Tickets can be direct printed during posting for Credit Memos. “RMA Credit” prints instead of “Pick Ticket” at the top of the form.

Posting / Enter Orders - TB# 32507 – Pick Tickets can be direct printed during posting for Quote Orders. The new field “Allow Printing Pick Ticket For Quote Orders” in System Administrator/ Application Options/Order Entry must be Y. “Quote Order” prints instead of “Pick Ticket” at the top of the form.

Posting / Enter Orders - TB# 32520, 31241 – On the Addons screen, the state, county, or city tax percent fields are display only. Taxes will be recalculated when the state, county, or city code changes. Any changes to these tax codes must be to a tax code that has already been set up through Setup/State, County, or City Tax Rates.

Posting / Enter Orders - TB# 32772 – The Posting Journal now prints the source of the price, discount, and commission for the line item. For example, it will indicate whether the source was the product record; customer record; matrix, flyer, or promo pricing; or manually entered.

Posting / Fill Open Orders - TB# 32724 – A new process has been added to allow you to generate, review, and update a list of open orders that can be filled with available quantities in a specific warehouse. The process consists of four functions that are selected from the Fill Open Orders Menu. (To access these functions, the user's BO Fulfillment field in Global Security must be Y.)



1. Create Backorder Fill Sheet—Creates a list of all open orders with items that have a positive Net Available in the specific warehouse. You can specify the types of orders included, products included, and order of priority for filling the orders. This list is saved to a file for future editing and processing.
2. Edit Fill Sheet—Allows you to access the fill sheet. You may view details of the order, change the Fill Quantity, or remove the entire order from the fill sheet.
3. Print Fill Sheet—Allows you to print the fill sheet. You may choose which orders to print and the order in which they print.
4. Post to Order Entry—Updates Order Entry automatically. The Quantity Shipped on the order is maintained according to the Fill Quantity, pick tickets are printed, and backorders are created for orders not completely filled.

Reports / Acknowledgements - TB# 32467 – The Invoice Date no longer prints on the ribbon line of the Acknowledgement.

Reports / Pick Tickets - TB# 32717 – An option to Pick All Orders with Assigned Receipts for a specified Warehouse # has been added. This option looks at the Purchase Orders Receipt File for received purchase orders assigned to Order Entry orders. It prints a pick ticket for orders in the Receipt File for the selected warehouse that are still in the ORD stage and not On Hold.

Reports / Pick Tickets - TB# 14742 – You can print a pick ticket for a Credit Memo. You must enter the order number using Option C. A warning displays. This warning identifies it as a credit memo and asks if you wish to continue. "RMA Credit" prints instead of "Pick Ticket" at the top of the form.

Reports / Pick Tickets - TB# 32507 – You can print a pick ticket for a Quote Order. The new field “Allow Printing Pick Ticket For Quote Orders” in System Administrator/Application Options/Order Entry must be Y and you must enter the order number using Option C. “Quote Order” prints instead of “Pick Ticket” at the top of the form.

Reports / Pick Tickets - TB# 32730 – The pick ticket now prints the Quantity Shipped, not the Quantity Ordered.

Reports / Pick Tickets - TB# 31860 – When a pick ticket overflows to more than one page, “Continued on Next Page” prints on the pick ticket.

Reports / Demand Invoice - TB# 32483 – The Invoice Print Order field selections have been expanded to include customer name order and customer lookup order.

Reports / Demand Invoice - TB# 32467 – The Invoice Date no longer prints on the ribbon line of the Invoice.

Reports / Demand Invoice - TB# 31990 – The terms and discount message print on plain paper invoices the same as it prints on universal forms.

Reports / Order Exception - TB# 32474 – An option to Include “*” Non-Stock Items has been added to the report.

Reports / Backorder - TB# 32478 – A Vendor option and a Category option have been added to the report. These fields check the vendor and category entered for the line item on a backorder.

Reports / Tax Analysis - TB# 32553 – The parameter screen has been rearranged. Accrual Or Cash Basis is now the first parameter. The date parameter field now displays as “Invoice Date” when Accrual Basis is selected or “Paid Date” when Cash Basis is selected. A new parameter “Include Paid Tax Records” has been added. When you enter Y in this field, the report will include INTAX records that have already been updated as paid by this report.

Reports/Rebates - TB# 32764 – A new function has been added that gives you the ability to process and report vendor rebates. A vendor rebate results from a contract you have with a vendor in which the vendor gives you a special cost for an item after you sell it to a specific customer. After you sell the product to the customer, the rebate amount is the difference between the cost you purchased the item from the vendor (Replacement Cost) and the agreed upon special cost. After you print the Rebate Report, this rebate total should be manually posted as a credit to the vendor’s Accounts Payable account.

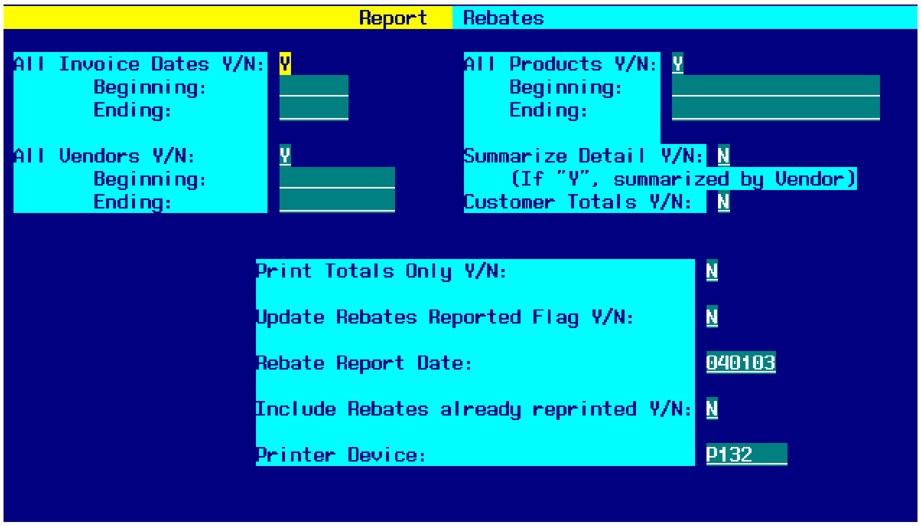
> For example: You typically purchase an item for $50 and sell it for $100. In order to sell to Jones, Inc., your selling price needs to be $70. You contact the vendor to see if he can give you a special cost on the item when you sell it to Jones, Inc. The Vendor agrees to sell the item to you for $30 when you sell it to Jones, Inc. The amount of the rebate would be $20 (Replacement Cost of $50 minus special cost of $30). If you sell 10 of these items, the total rebate would be $200.

To set up and process rebates:

1. When a rebate applies to one customer, set up the rebate through Inventory Control/Setup/Matrix—Customer/Product Matrix. Enter the special cost in the Negotiated Rebate Cost field. In the Look For Rebate Cost in Promo File field, enter Y if you want the program to check the Promo file for a different rebate cost. (Generally, for a single customer, the Look For Rebate Cost in Promo File field will be N.)
2. When a rebate applies to more than one customer, set up the rebate through Inventory Control/Setup/Promo. Enter the special cost in the Negotiated Rebate Cost field.
3. In System Administrator/Application Options/Order Entry, set up a default General Ledger account in the Rebate Clearing Account field.
4. When an order involving a rebate is posted through Order Entry, the Negotiated Rebate Cost from the Matrix or Promo Setup defaults as the cost.

5. When an order involving a rebate is invoice processed, the Rebate Clearing Account from System Administrator defaults on the Invoice Processing screen. The Rebate Clearing Account is debited by the amount of the rebate.
6. The Rebate Report (Order Entry/Reports/Rebate) is run to print all rebate records sorted by Vendor, Customer, Product, and Date. You may run the report in edit mode.

   When you run the report in update mode (Update Rebate's Reported Flag field is Y), the Rebate Paid Date is updated in INSALES. Totals from the report are used to manually post through Accounts Payable the credit memo transaction that will credit the Rebate Clearing Account and debit the Vendor's Accounts Payable controlling Account in General Ledger.



Inquiry / Orders by Order # - TB# 31694 – If an order contains more than one screen full of line items, you can use GO or Page-Down key to display the next page of line items. You can use the Page-Up key to display the previous screen.

Inquiry / Orders by Order # - TB# 31797 – If an order has an authorized buyer, you can use the F7 key to view information about that authorized buyer.

Inquiry / Orders by Order # - TB# 32250 – The customer's ship to now displays.

Inquiry / Orders by Customer, Orders by Product, Orders by PO#, Orders by Customer by Product - TB# 32453 – The Approved code for the order now displays on these inquiry screens.

Inquiry / Orders by Customer - TB# 32453, 32612 – The warehouse and salesrep number for the order now display.

Inquiry / Orders by Product - TB# 32613 – The purchase order number, reference, and salesrep number for the order now display.

Invoice Processing - TB# 31766 – The Invoice Print Order field selections have been expanded to include customer name order and customer lookup order.

Invoice Processing - TB# 32731 – On the Invoice Processing parameter screen, a warning message pops up if the Posting Date entered is not within the Posting Period entered. You must enter YES to continue.

Invoice Processing - TB# 32520 – During Invoice Processing, taxes are recalculated unless the taxes were overridden during Posting.

PO – Purchase Orders

Posting / Entry– TB# 32601 – If you wish to restrict certain operators from automatically creating new stock items, you can do so with our new Global Security option in System Administrator. Select System Administrator / Global Security / Maintain User Setup. Enter an N beside the field On-The-Fly-Create under the Purchase Orders Module column.

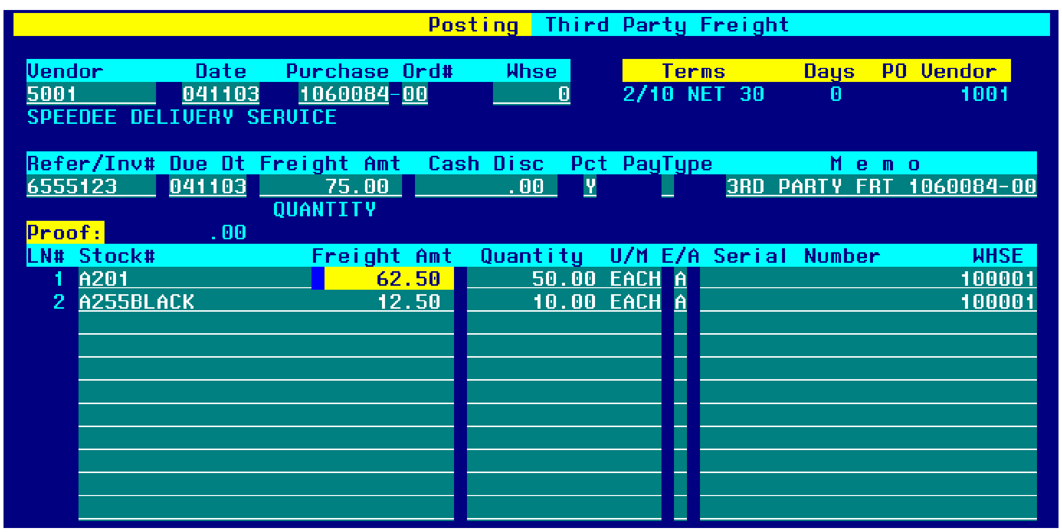
Posting / Entry – TB# 32515 – You can now change the printer device name for the PO during Purchase Order Entry.

Posting / Costing – TB# 32545 – Costing now updates each Accounts Payable History transaction with the department number to departmentalize General Ledger.

Posting / Costing – TB# 32752 – When you cost a Direct Order Purchase Order and the corresponding Direct Order in Order Entry has already been invoice processed and the costs vary between the two Direct Orders, the program will make cost adjustments directly to Cost of Goods Sold. In addition, the program updates the Commission Cost field in INSALES for Commission reporting.

Posting / 4-Third Party Freight – TB# 32592 – This new function allows you to post freight bills received from third party companies directly into Accounts Payable and gives you the ability to automatically allocate the freight expense to each line item on the Purchase Order. In order to perform this function the Purchase Order must be in the INV stage and the type must be PO (DO and CMs are not allowed).

- In the Freight Amount field you can press F6 to change how you allocate your freight: Dollar, Quantity, Weight, or Cubic Feet.
- Press GO to automatically allocate the freight. Your cursor is then placed in the line item section in the Freight Amount column. You can change the automatic allocation. When the Freight allocations are correct, press the GO key to update.



Reports / Receipts – TB# 32518 – Added a new parameter, Print by Last Receipt Date. If you enter a Y beside Print by Last Receipt Date, the orders are printed in ascending order by receipt date.

Replenishment / Generate RRAR – TB# 32546 – Added the new option to print Catalog Items Y/N/O.

SA – System Administrator

Remove History / 42-Journals – TB# 32522 – A new option has been added that gives you the ability to remove old journals by date range.

Application Options / Accounts Payable / 2nd Screen – TB# 32472 – Added the ability to departmentalize General Ledger by the department number stored in the Vendor setup screen.

Application Options / Order Entry / 4th Screen – TB# 32762 – Added a new General Ledger default number for Rebate Clearing. ***Even if you are not going to utilize the rebate functionality, you must enter a valid account number for Rebate Clearing. Set up a new account called Rebate Clearing and enter that account number in this field.

Global Security / Maintain User Setup / Inventory Control Module – TB# 32566 – A new flag has been added, Auto ADD/MNT Chg. This flag affects the user when adding a new product. If you would like the mode field to automatically change to add mode when you enter a stock number that does not exist, enter Y in this new field. If you do not want the mode to automatically change to the add mode, enter N in this new field.

Global Security / Maintain User Setup / Order Entry Module – TB# 32714 – Added Three new Options: Backorder Fulfillment, Manual Credit Card, and See Credit Card#. Enter a Y in the Backorder Fulfillment field if you wish this operator to be able to perform the OE / Posting / Fill Open Orders function. The Manual Credit Card and See Credit Card# options are used with the Credit Card Processing function.

Global Security / Maintain User Setup / Order Entry Module – TB# 32714 – Added a new flag called “On-the-fly Create.” If you do not want your order entry operators creating new inventory products while they are entering orders, enter N beside this new option.

Global Security / Maintain User Setup / Purchase Orders Module – TB# 32714 – Added a new flag called “On-the-fly Create.” If you do not want your purchase order operators creating new inventory products while they are entering orders, enter N beside this new option.