



What's New in Version 6



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New Features in Version 6

Each new software release has upgraded features. Some affect text-based software only; others, graphical. Each feature is briefly described below, according to the platform and application it affects. To the left of each new feature is the version number in which it was released.

All of the features described in this handout are included in the eNsite Pro online help. Some of these features also have complete handouts. All of the handouts are available on our web site at www.ddms.com/support/doc/ver6doc.htm

Purchase Order Entry is now available in eNsite Pro. An overview of these features are included in this handout.

Text-Based Changes

The following is a list of features added to text-based Version 6 software.

Accounts Receivable

- 6.1.x (LA5) Deposit Parameters Screen:** You can set deposit options and journal listings in the (LA5) screen. Use this screen to specify the next receipt number, the receipt format and printer as well as journal name and volume. In the Receipt Format box, enter any valid slip printer format that you want to use, **ØI** (zero i), for example. If

**Figure 1:
The (LA5)
Screen**

```

15:08:56                (LA5) Deposit Parameters                10/08/02
=====
ACTION [I] (C=Change, I=Inquiry)                G/L Location [ 1 ]
=====
Next Receipt #      2  Purge Completed Deposits to Journal Y/N ?
Receipt: Format ?    Printer ?
Report : Format ?    Printer ?

Journal Name      Volume
1) [ ] [ ] [ ] (Newest Journal to Oldest Journal)
2) [ ] [ ] [ ]
3) [ ] [ ] [ ]
4) [ ] [ ] [ ]
5) [ ] [ ] [ ]
6) [ ] [ ] [ ]
7) [ ] [ ] [ ]
8) [ ] [ ] [ ]
9) [ ] [ ] [ ]
10) [ ] [ ] [ ]
11) [ ] [ ] [ ]
12) [ ] [ ] [ ]
=====
    
```

you do not have a slip printer, use a regular printer to print the receipt format. Since the slip printer format is small, the receipt that prints will also be small. In the Report Format field, enter **FD** to use the furniture deposit format. You should print this format to a regular dot matrix or laser printer. The Purge Completed Deposits To Journal field, shown in Figure 1, lets you specify to keep a record of deposits in a journal.

- 6.1.x Purging Deposits:** You can now purge graphical deposits. In the (OR) Accounts Receivable Reports screen, select the [E] Deposit Purge function. The P-DEPOSIT and P-TOTDEP files are purged.

Communications

- 6.0.x Private Supply Network (PSN):** Private Supply Network (PSN) opens a new world of interactive possibilities. It connects dealers to trading partners via the Internet, eliminating the speed limitations, problems, and expense of dial-up modem connections.

You can use PSN to batch transmit purchase orders and receive acknowledgments from vendors. The always-on connection is both faster and more reliable than dial-up modem transmissions. Internet Purchasing is also free. There are no setup fees or transaction charges.

Not only is PSN free, it's easy, too. Just load the latest DDMS software, set up a few identifiers, passwords and go. Your dial-up programs remain in place, should you ever want to use them. Once you've set up your system for Internet Purchasing, it's invisible. There is no learning curve, no instructions to follow — just process P/Os as normal. The software takes care of the rest.

P/Os are transmitted from your DDMS system over the Internet to ECI²'s private communication network (PCN). The PCN acts a translator and traffic cop. It converts the order to the right file format, and then sends it to the vendor. Whether your vendor uses XML, EDI, flat-file, or something else, they receive your order in their preferred format, ensuring seamless and speedy transactions.

Trading partners and manufacturers can also use PSN and the PCN to offer customized, value-added services to DDMS customers. The features available through a trading partner or manufacturer's PSN are determined solely by the sponsoring vendor and programmed to its specifications.

If you have questions about eNsite Pro software or its installation, please contact DDMS support. However, if you have questions about PSN, please email comm@eci2.com.

Customer

6.1.x Shipto Based Taxing: Multi-location customers can complicate sales tax collection. Shipto Based Taxing enables you to link to tax districts with customer shipping addresses. Sales taxes are calculated based on the shipping address for each order, ensuring accurate tax calculations. Enhancements to the (AX) Customer Attentions screen let you link the tax district to a customer's shipping address. See Figure 2. Begin changing the shipping address as you normally would and enter the tax district for this shipping address in the District field.

Inventory

6.1.x Item Detail Screen: Three new fields have been added to the Item Detail Screen. The Recycle, Minority, and Prod Type fields contain information that is loaded with the O/PUS quarterly update and saved in the I-WHL file. You can use the information in these boxes when reporting, mass changing, or mass deleting.

The Don't Mark as National Drop Ship field has also been added to the Item Detail Screen. You use this field to specify whether this item should be used with National Drop Ship. Type Y to use National Drop Ship. Type N if you do not want to use National Drop Ship. For example, if this box is set to N and this item is added to a National Drop Ship order, this item will not be drop shipped.

**Figure 2:
The Taxable and
Dist Fields**

```

16:26:14                (AX) CUSTOMER ATTENTIONS REV. (12/03/XX)                12/05/01
=====
ACTION [ ] (A=Add, C=Change, D=Delete, I=Inquiry, B=Back to A)
=====
Acct # _____ Dept : _____
Name : _____
Addr. : _____
===== A-T-T-E-N-T-I-O-N ===== S-H-I-P-P-I-N-G A-D-D-R-E-S-S =====
Name : _____ | S.ID : _____
ID : _____ | Name : _____
S.ID : _____ CC.ID : _____ | Suite : _____
Addr. : _____ | Addr. : _____
City : _____ | City : _____
State :__ Zip #____ [____] Route :__ | State :__ Zip #____ [____] Route :__
Contact [_____] | Contact [_____]
Nat. DS Y/N ?_ Taxable Y/N :_ Dist :__ | Nat. DS Y/N ?_ Taxable Y/N :_ Dist :__
===== CREDIT CARD =====
CC.ID : _____
Account # [_____]
Exp.:MM/DD/YY Use During Auto-Bill ?_ | Exp.:MM/DD/YY Use During Auto-Bill ?_
Card Type ?_ Skip Card Validation ?_ | Card Type ?_ Skip Card Validation ?_
Prepay Amt to Zero, All, Parm Z/A/P ?_ | Prepay Amt to Zero, All, Parm Z/A/P ?_
=====

```

- 6.1.x Specialty Contracts:** When adding a contract in the (ET) Inventory Contract Price screen, you can use the new Specialty Type prompt to enter the type of specialty contract you want to set up. For example, type + (plus sign) to set up a restrictive contract, or * (asterisk) to set up a limit contract. In the Contract # field, enter a unique number for this contract. Previously, you determined whether a specialty contract was fixed or flexible by the second character of the contract number. For example, if the first two numbers of the specialty contract was #1, this was a fixed specialty contract. Likewise, if the first two numbers of the specialty contract was #A, it was a flexible specialty contract. Now you can set up your specialty contracts to be fixed or flexible using the Fixed/Flexible field in the (ET) screen. Type **I** in the Fixed/Flexible field if this specialty contract is fixed or type **L** if this specialty contract is flexible.

Note: When upgrading from Version 5 software to Version 6 software, the contract conversion program will set the fixed/flexible flag for existing specialty contracts based on the second character of the contract number.

Miscellaneous

- 6.0.x Bill of Materials:** You can set up a BOM list in which the master item's changes are automatically reflected by the components. For example, if you sell soft drinks and an environmental charge is required, you can create a BOM that always adds this environmental charge whenever soft drinks are purchased. In this case, you could set up the BOM item with two components, the soft drinks and the environmental charge. When creating the assembly, set up the kit type as either **B** or **C** and the pricing type as **B**. When placing this item on an order, if you change or delete the master item, all component items in the assembly are changed or deleted.
- 6.1.x Restrict Salesperson Access to their Customers Only:** A new feature in the Salesperson database allows you to limit a salesperson to only view their customers. For this feature to work, you must first set the Restrict Salesperson Access to their Customers Only field in the (LHY) Salesperson Parameters screen to **Y**. If you do not want to limit salesperson access to their own customers, type **N**. Typing **N** in this field allows you to turn the salesperson restriction off for all salespersons. For more information, refer to the heading **Salesperson Restriction** in the Graphical Changes portion of this handout.

- 6.1.x New Parameter for Contracts:** You can choose the contract default type by setting the Contracts Default Category parameter in the (LE1) screen. This lets you customize the (ET) screen so that the Fixed/Flexible field defaults to the contract type you use most.

Order Entry

- 6.1.x Save Invoices to a File:** Instead of printing invoices, you can save them to a text file. You can use this feature in order entry and the (TR) Order Entry Reports screen when flushing backorders or printing invoices. This feature also works in conjunction with third party software programs. Begin by setting up a unique printer ID in TBL Configuration for this purpose. Next, go to the (LGF) General Order Entry Parameters screen and tab to the Ticket/Invoice Printer To Always Save To A File field. In this field, enter the unique printer ID. In the corresponding Volume field, enter the volume of the unit you want to use when saving the file. When you request to print and specify this printer ID, the system saves the information to a file rather than printing it. The maximum number of characters saved per line is 132. When saving a single request to a file, the system uses the format you specify, along with the ticket or invoice number, 4T10000 or 4I1000, for example. When saving multiple ticket requests, the system uses the format, along with the first two letters of the day and month, the two letters of the hour, the two letters of the minute, and the two letters of the second, 4TMMDDYYHHMMSS or 4IMMDDYYHHMMSS, for example. The second fields (SS) are in increments to keep the file name unique.

Figure 3: The Print Bulk Bin Labels Field in the (TM) Screen

```

15:12:46                (TM) Picking Manifest  rev. (07/24/02)                10/08/02
=====
Action [A]                Order Puller :                Manifest #_____
=====
Route   From :....  To :....      Inv Loc  From #..  To #..
Slsm    From :....  To :....      G/L Loc  From # 1  To # 1
Inv Dept From :.    To :.        Status   From :6   To :6
Customer From #.....  To #.....
Today's Cutoff Time  :... (00:00 - 23:59)
Vendor PO# From :.....  To :.....
-----Include Order Types Y/N/O -----
Furniture ?N  Will Call ?N  Serial ?N  Ship Complete ?
SameDay Route ? (Y/N/O)  Credit Pickups Only Y/N ?N
Completely Shipped Orders Only Y/N ?N
Number of Lines to Include on Manifest #1000
Number of Orders to Include on Manifest #1000
Search Order to Build Manifest by (T)
(T=Ticket Nbr., C=Customer Nbr., R=Shipping Route)
Auto Display Manifest  Y/N ?Y
Print Picking Manifest Y/N ?Y  Selector [TM-DET]  Printer [P1]
Print Marrying Report  Y/N ?N  Selector [TM-MY2]  Printer [P1]
Print Bin Ship Labels  Y/N ?N  Format [ ]  Printer [ ]
Print Bulk Bin Labels  Y/N ?  Format [ ]  Printer [ ]
    
```

- 6.0.x New Drop Ship Features:** Drop ship orders can now be entered while creating orders in the (G) screen. Several new options have been added that allow you to specify whether you want to drop ship the entire order, or only specific line items on the order. You do this before ending the order by selecting the new drop ship function. When you do, a new screen appears that lets you specify which items to drop ship. You can also specify to which purchase orders and vendors the item are assigned. You can flag drop ship items as “special bid” items. With this feature, the purchase orders are still automatically created, but the orders can be received and flushed as normal commercial orders.
- 6.0.x Print Bulk Bin Labels:** Now you can print bulk bin labels while building the picking manifest. When you select the [A] Build New Manifest function in the (TM) Picking Manifest screen, you can use the Print Bulk Bin Labels field to print the labels as the manifest builds. (See Figure 3.) The default for this field comes from the Bulk Item Bins/Format/Printer fields in the (L8P) Picking Manifest Parameters screen. (See Figure 4.)
- 6.0.x Picking Manifest Item Aux Bins/to/+:** You use the Item Aux Bins field in the (L8P) screen to specify whether you want to automatically print shipping labels for bin items when building the picking manifest. The response in this field appears as the default in the Print Bin Ship Labels field in the (TM) screen. You can change this response any time you are building a picking manifest. To print shipping labels for bin items, set this field to Y. In the corresponding

Figure 4: The Bulk Item Bins Field in the (L8P) Screen

```

15:14:40                (L8P) Picking Manifest Parameters                10/08/02
=====
Action [I] (C=Change, I=Inquiry)                G/L Location [ 1 ]
=====
Next Manifest #          103      Set Initial Display to (TM-P) Screen Y/N ?
Passwords - Purge :      Reindex :      Delete :      Reset :      TM-P Menu :

Selector Printer      Auto Display Manifest at Build Y/N ?Y
Picking Manifest [TM-DET] [Pl]      Print Manifest at Build Y/N ?Y
Marrying Report [TM-MY2] [Pl]      Print Marrying Report at Build Y/N ?N
Shipping Labels [ ] [ ]      Print Shipping Labels at Final Verify Y/N ?N
When Building a Manifest, Print Shipping Labels for :
Item Aux Bins Y/N ?N : [ ] to [ ] + ( , , , , )
Bulk Item Bins Y/N ? :      Format [ ] Printer [ ]
Require Manifest to be Completed before Final Verify Y/N ?Y
Inc Order Types : Furniture ?N Will Call ?N Serial ?N Ship Complete ? (Y/N/O)
Include Flushed Lines in Count Y/N ?N      Completely Shipped Orders Only ?N
Number of Line Items per Manifest #1000      Number of Orders per Manifest #1000
What Search Order to Build Manifest by ?T (T=Ticket, R=Route, C=Customer Number)
Route :                to :                Inv Loc #      to #      Dept :      to :
Slsm #                to #                G/L Loc # 1      to # 1
Cust #                to #                Status :6      to :6      (Pick)
=====

```

To fields, you can specify a range of bulk bins. In the last five + fields, you can enter up to five extra item bins that are outside the range. Shipping labels for the items in these bins print when you are building the picking manifest, if you specify Y in the Print Bin Ship Labels field in the (TM) screen.

6.0.x Picking Manifest Bulk Item Bins/Format/Printer: You can use the Bulk Item Bins field to automatically print shipping labels for bulk items when building the picking manifest. The response in this field appears as the default in the Print Bulk Bin Labels field in the (TM) screen. You can change this response any time you are building a picking manifest. To print bulk item bins, set this field to Y. In the corresponding Format and Printer fields, enter the default shipping label format you want to use and the default printer where you want the labels to print, P1, for example.

6.0.x Quote Release: Previously, an order created from a quote release would not split lines. This was determined by the (LGØ) Split to a Separate Line Partial Backorders parameter. Now if you are creating a ticket in bin order and the split lines feature is turned on, the lines will sequence normally and will not flag each line item that the ticket was created from a quote. Therefore, the lines will split like normal orders.

Figure 5: The (TT) Batch Ticket/Invoice Print Status Screen

```

10:12:24                (TT) Batch Ticket/Invoice Print Status                05/12/03
Action [F] (F=First Page, N=Next Page, L=Limits) (Refreshes every 30 sec.)
Detail Y/N [N] Limits: Who [ ] Terminal [ ] Printer [ ] Request [ ]
Who Term Pr Req Time Date Loc Program Status
==== == == == == ===== ===== == =====
T0 P0 TG 11:29:07 11/11/02 1 ;RPT:GTAP AUTOVERIFY COMPLETE

```

What's New in Version 6

- 6.0.x O/E Reports:** You can check the status of some of today's reports. This applies to printing picking tickets (TR-A), invoices (TR-B), quotes (TR-C), invoice copies (TR-J). You can also check the status of flushing backorders (TR-G), invoices sent electronically (TR-M); and auto verifying with batch printing (TR-V). Go to the (TT) Batch Ticket/Invoice Print Status Screen screen, shown in Figure 5. You can access this screen in two ways. You can type TT from the DDMS Master Menu or execute the (ZB) [4] function. In the Enter File Name field, type ;NEW:TT. The Batch Ticket/Invoice Print Status screen opens. You can see the detail of a print job or check the current status of a report. To see basic status information, in the Action Code field, type F. To set limits, in the Action Code field, type L. To see detail, in the Detail field, type Y. You can limit by Who, Terminal, Printer and Request. The status updates every 30 seconds. Status information is stored in the RPT-TRACK file and is deleted during your day-end procedure.
- 6.0.x Invoice Bill Complete Tickets:** You can invoice bill complete tickets when you print (TR-B) invoices. Type Y in the BComp field.
- 6.1.x Voiding Orders:** If you set the Print Voids parameter in the (LG5) Additional Order Entry Parameters screen to Y, when voiding orders, the Accept Order button in the Order Totals tab changes to the Print Void button. This lets you easily print the voided invoice. If the parameter is not set to Y, the cursor automatically returns to the Global tab.
- 6.1.x Multiple Credits:** You can create multiple credits for a specific invoice during the same day's business. Each credit has its own unique number, all linked to the original accounts receivable invoice number. This allows a charge credit to adjust itself out of accounts receivable while posting the credit amount against the original invoice.

This feature is only available when you use the (GX) Credit Returns screen. When you complete the credit transaction in order entry, the system writes the original invoice number to the A/R Orig Invoice # field in the P-GLOBAL file.

The charge credit posts to accounts receivable in the usual manner when the ticket is moved to an invoice. Next the system checks the A/R Orig Invoice # field in the P-GLOBAL file for the charge credit order and posts a charge adjustment against the charge credit in accounts receivable. It then posts this adjusted amount as a credit to the original invoice number found in P-GLOBAL under the customer's A/R account.

An A/R special is created. You can view this special in the (B) Accounts Receivable Posting screen.

To use this feature, you must set one parameter in the (LGB) Credit Order Entry Parameters screen. By setting the new Apply Charge Credits to Original Invoice field, you can determine whether to reference the original invoice when creating a credit. To display a line on the credit referencing the original invoice number, set this field to **Y**. You must also set the Use Next Invoice # for Credits field in the (LG5) Additional Order Entry Parameters screen to **Y**.

6.1.x Skip Min Margin on Cost Plus: This new field in the (LG3) Order Entry Pricing Parameters screen, shown in Figure 6, lets you override the minimum gross profit percentage required for every item on a customer's invoice. You set up minimum margins using the Hold Type and Days boxes in the Customer Order Entry tab. This parameter applies when one of the following is true:

- You set the Have Specialty field in the (LG3) screen to X and you use cost plus specialty contracts.
- You set up a customer with a cost plus discount using the Discount Type and Percent boxes in the Customer Order Entry tab.

Figure 6: The Skip Min Margin on Cost Plus field in the (LG3) Screen

```

11:10:50                (LG3) ORDER ENTRY PRICING PARAMETERS                04/04/03
=====
ACTION [I] (C=Change, I=Inquiry)  G/L Location [ 1 ]
=====
Sale Contracts From #99 To #99                Have Specialty Contracts Price like
Mask Cost 1-9/Y/N/L ?9                        F=Flexible, X=Fixed, O=Fixed but
When No On-Hand, Use Average Cost as          Overrides Flexible F/X/O ?X
  Actual Cost in P-Master Y/N ?N      On Specialty Contracts, Set Cont. # Y/N ?N
Set Price as Last Price if Lowest Y/N?      Set "P.Cost" To "L.Cost" Y/N ?
Assortment Pricing Y/N ?Y  Apply Assortment Pricing to All Price Types Y/N ?
Contract Break Assortment Pricing Contracts : [ , , , , ] + [ ] to [ ]
Allow Cost Plus Over List Y/N ?N      Default to P. Ven Cost if no Mfg Cost ?Y
Tax Hold Discount Y/N ?N                Hold Disc on Auto Bill .0% Type: #
Item Tax Based on Price or Cost P/C ?      Display Item Remarks in O/E Y/N/X ?Y
First Non-tax Dept ?8                    Use Item SIC Field as a Tax District Y/N ?
Minimum Amount to Charge Tax On $          Per Invoice or Line I/L ?I
Max Item Order Amount $                  Max Item Order Qty #
Minimum Order Amount $                    Add On Dollar Amount $          Dept :N
Under Min. Gross Profit % Password ?DDMS  Skip Min Margin on Cost Plus Y/N ?
UNCATALOGS :      Cost %78.0      Cost Plus Y/N ?      Discount Y/N ?
Force Contract on Every Item ?      Prompt For Order Type ?      Re-stock Prompt ?
Put Buyer's List to Who Called Special ?Y  Allow Changing Ship Quantity ?Y
=====
    
```

If you use the above options and set this parameter to Y, the system uses the price from the specialty contract or the calculated cost plus discount for all items and overrides the minimum margins.

- Y Override the minimum margins and use the specialty contract price or the calculated cost plus discount for items on the customer's order.
- N **(Blank)** Do not override minimum margins for items on the order.

6.1.x Searching by Customer P/O Number: A new parameter has been added to the (LGA) Sales Journal Parameters screen. Use the Check Customer P/O in Order Entry field to specify how you want the system to search the P-CPOINDEX file by customer purchase order number. The Check Customer P/O in Order Entry field works in conjunction with the Create Customer P/O Index File field. (You must specify Y in the Create Customer P/O Index File field for this field to work.) Select one of the following responses:

- S **(default)** The system searches the P-CPOINDEX file by the short purchase order number.
- L The system searches the P-CPOINDEX file by the long purchase order number.
- B The system searches the P-CPOINDEX file by both the short and long purchase order number. Both numbers must match.
- X The system searches the P-CPOINDEX file by both the short and long purchase order number. Either number can match.

Purchasing

6.1.x Vendor Comparison Report: A new report lets you compare the cost of items purchased from one vendor to another vendor. The report includes the vendor, P/O number, invoice number, item number, company and description, shipped quantity, the extended cost for the P/O and the extended cost if purchased from a wholesaler. It shows the cost difference between the two and the percentage. To print the report, in the (SR) Purchase Order Reports screen, select the [S] Compare Vendor Purchases option. You can limit by vendor number, P/O number, P/O date, item class and item department. Use the National Drop Ship Orders Only field to only compare items sold as a national drop ship order in O/E.

6.1.x Auto Receive: Auto receive allows you to skip the pre-receiving process and automatically final receive purchase orders using wholesaler acknowledgments. Some of the advantages of this feature include:

- Auto receiving saves you time during the purchasing process.
- Auto receiving helps eliminate flushing errors.

This feature works with automated short-buy (ASB) as well as manual purchasing. If you have this feature set up, manual and automated short-buy transmissions will only final receive items with a shipped quantity. This allows you to transfer any outstanding items so that they can be filled by another wholesaler either manually or using ASB.

You can use this feature with S.P. Richards and United Stationers.

To use with S.P. Richards, go to the (L6C) screen and press Tab to move to the Pre-Recv field. Type **F** to final-receive a P/O without pre-receiving. This updates receipts and your ITEM AUX file.

To use with United, go to the (L6F) screen and press Tab to move to the Pre-Receive Purchase Orders field. Type **F** to final-receive a P/O without pre-receiving. This updates receipts and your ITEM AUX file.

Payroll

6.1.x Changing Time Card Information: You can now change time card information on your employees. In the (I) Payroll Update screen, type [C] to change time card information.

6.1.x Printing W2s and 1099s: Two new parameters allow you to print your W2 and 1099 forms on a laser printer. To do this, go to the (LH-N) Payroll/Personnel Parameters screen. Type **2** in the Laser Format W/2s and the Laser Format 1099s fields. You can print to a laser printer using the TOPS 2UP form. If these fields are left blank, the dot matrix printing format will be used.

Report Writer

6.1.79 New Laser Ticket Formats: There are four new laser formats available: two new ticket formats and two new invoice formats. L1 and L2 are laser pick ticket formats. L3 is a short laser invoice format. L4 is a long laser invoice format.

- 6.1.43 New field in P-SPECIAL:** A new field is now available in P-SPECIAL. The new SCAN field is 31 spaces long and contains the following information: G/L location, 2 spaces; Customer Account ID number, 10 spaces; Invoice number, 8 spaces; Invoice total amount, 9 spaces; Order code (for example, credit order), 1 space; and Checksum, 1 space. With the information in this field, you can print a barcode.

Warehouse

- 6.1.x Shipping Manifests:** The new [M] Move Inv action code in the (TS) Shipping Manifest screen allows you to transfer an order from one shipping manifest to another. It can be an existing manifest or, if necessary, the system will create a new manifest.

Graphical Changes

The following is a list of features added to eNsite Pro Version 6 software.

Accounts Payable

- 6.1.x View Accounts Payable Taker Number:** You can now view the order-taker number in the Accounts Payable Posting and A/P History windows. The system saves the order-taker number when the user creates a new invoice or updates an existing invoice in the Accounts Payable Invoice tab. The system also saves the number when posting an invoice through the Post P/O tab, or when paying invoices using the Settings Limits feature or Hand Check option in the Payments tab. The new Taker column has been added to the Accounts Payable Batch Totals tab, as well as the A/P History Summary and Detail tabs. In addition to viewing the taker number, you can also use it when printing reports through Report Writer.
- 6.1.x Update Cost in Sales Journals:** When posting a purchase order through the A/P Post P/O tab, you now have the ability to update an item's cost in a sales journal. To do so, begin posting the P/O in the usual manner and click the Totals subtab. Click an item department to highlight it, and click Item Detail. When the Item Detail dialog box opens, you can change the cost for the line item(s). Click the Cost box and enter the new cost over the existing cost. At the Update Changes message, click Yes. To update the cost in the sales journal, click the corresponding Update S Journals check box. If the item is not found in the JOUR-S or P-MASTER files, the system prompts you to search for the file in the (LGA) screen Sales Journals Parameters screen.

Accounts Receivable

- 6.1.x New Hot Key in Deposits Window:** The Accept button in the A/R Deposits window has a new Hot Key. Press Alt + E to use the Accept button without using your mouse to click on it.
- 6.1.x Purging Graphical Deposits:** You can now purge graphical deposits. In the (OR) Accounts Receivable Reports screen, select the [E] Deposit Purge function. The P-DEPOSIT and P-TOTDEP files are purged.
- 6.1.x Print Deposits on Invoices from O/E History:** You can now print deposit information from the O/E History screen. Previously, you could only print this information in the A/R Deposits dialog box. To print in O/E History, retrieve the customer whose order you want to print. Then click the File Menu and click Print. Select Print Options. Enter the order number and set the Format box to **FD**, the format used to print deposit information.
- 6.1.x View All Customer Departments in O/E History:** When you retrieve customers in the O/E History Item Usage tab, you can now view all departments set up for a customer account by clicking the All Departments check box. This check box allows you to more easily select the department whose orders you want to view.

Communications

- 6.0.x Private Supply Network (PSN):** Private Supply Network (PSN) opens a new world of interactive possibilities. It connects dealers to wholesalers via the Internet, eliminating the speed limitations, problems, and expense of dial-up modem connections.

You can use PSN to batch transmit purchase orders and receive acknowledgments from vendors. The always-on connection is both faster and more reliable than dial-up modem transmissions. Internet Purchasing is also free. There are no setup fees or transaction charges.

Not only is PSN free, it's easy, too. Just load the latest DDMS software, set up a few identifiers, passwords and go. Your dial-up programs remain in place, should you ever want to use them. Once you've set up your system for Internet Purchasing, it's invisible. There is no learning curve, no instructions to follow — just process P/Os as normal. The software takes care of the rest.

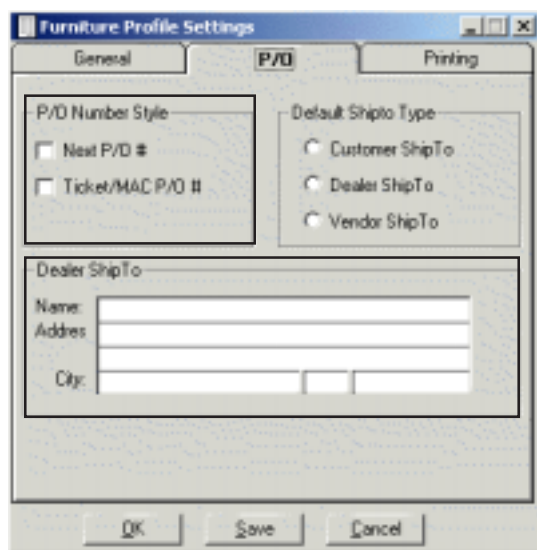
P/Os are transmitted from your DDMS system over the Internet to ECI's private communication network (PCN). The PCN acts a translator and traffic cop. It converts the order to the right file format, and then sends it to the vendor. Whether your vendor uses XML, EDI, flat-file, or something else, they receive your order in their preferred format, ensuring seamless and speedy transactions.

Wholesalers and manufacturers can also use PSN and the PCN to offer customized, value-added services to DDMS customers. The features available through a wholesaler's or manufacturer's PSN are determined solely by the sponsoring vendor and programmed to its specifications.

If you have questions about eNsite Pro software or its installation, please contact DDMS support. However, if you have questions about PSN, please email comm@eci2.com.

- 6.1.82 Approval Link 2.0:** Approval Link 2.0 enables your DDMS business system to communicate with POS-partner. Approval Link 2.0 provides: level I and level II processing ; Internet-based transaction processing; support for multiple hubs and separate merchant IDs; and compatibility with all DDMS-approved point-of-sale equipment. Approval Link 2.0 allows you to process credit card transactions faster and more efficiently than ever before.

**Figure 7:
The P/O Number Style and Dealer Shipto Boxes in the Furniture Profile Settings Window**



Customer

- 6.1.x Tax Districts:** In the Tax District dialog box, you can now sort by clicking the column that you want to sort by. For example, to sort by Description, click the Description box.

Furniture

- 6.1.x Furniture Profile Settings Window:** You can ship an order directly to a customer, to a vendor, or to a dealer. Use the Dealer Shipto boxes in the P/O tab to specify shipto information, as shown in Figure 7. If these boxes are left blank, shipto information defaults to the (LØ) Global Master Parameters screen.

You can use the boxes in the P/O Number Style area of the P/O tab to specify how the P/O number is created. Check the Next P/O # box for eNsite Pro assign the number automatically. Check the Ticket/MAC P/O # box to assign a unique number composed of the ticket number plus the 2-digit MAC code. The MAC code is set in the Vendor RemitTo/Settings tab.

- 6.1.x Quotes:** You can now release a quote to a salesperson. Quotes are released to the salesperson listed on them. You can override this default setting in the Release window.
- 6.1.x Set G/L Department by Vendor Alias:** You can control SIF imports by setting a vendor alias department. When the Department box in the Vendor Alias window matches an incoming SIF, the file is routed accordingly. To determine the department on a furniture order, the system first looks at the vendor alias. If there is no vendor alias, the system checks the default department in the Furniture Profile Settings. If that box is blank, it defaults to the Default Furniture Order Department field in the (LGC) Furniture Order Entry Parameters screen. If that field, too, is blank, it defaults to the Default Dept field in the (LGØ) Order Entry Parameters screen.
- 6.1.x Run Short-Buy with Vendor Alias:** You can use the short-buy feature even for multi-line manufactures. The vendor alias is reconciled to the manufacturer code in purchasing.
- 6.1.x Mass Set Ack # and Ship Date:** When you receive an acknowledgement from a manufacturer, you can change the acknowledgement number and ship date for every item on a purchase order at one time. In the Change/Receive tab of the Purchasing window, highlight the items to change on the purchase order. Then use the Change Acknowledgement box or press Ctrl + A to enter the acknowledgement number. Use the Change Due Date box to enter the ship date for the P/O.

What's New in Version 6

- 6.1.x Purging Deposits:** In the Deposits window, you can purge a deposit. To access the Deposits window, in Furniture Order Entry, click Databases, then click Deposits.
- 6.1.x Print A/R Deposit Information When Verifying Orders:** You now have the ability to print A/R Deposit Information while verifying orders in Furniture Order Entry. To do so, click the Order Totals tab. In the Format Type: Invoice box, type **FD**. This prints the regular invoice format, with one exception: any deposit information you have specified in the A/R Deposits dialog box for the ticket will print on the invoice. To have the system default to the FD format in the Order Totals tab, go to the (LGC) Furniture Order Entry Parameters screen and set the Invoice Format field to FD.
- 6.1.x Changing the Furniture Project Description:** When changing furniture orders, you now have the ability to change the project description. If there are multiple tickets associated with the project, the project's description on all the tickets is updated. In addition, you can now change the project description for new projects as well as general projects. (To determine the general project description, the system uses the description set in the General Project Default Name field in the (LGC) Furniture Order Entry Parameters screen.) To use

**Figure 8:
The Item View
Vendor Infor-
mation Dialog
Box**

Selected Vendor Information		Purchasing Vendor		Change Information	
ID:	UNITED	Last Cost \$	5.860	Program Change:	ITEM-CHG
Program:		Future Cost \$		Created By:	OPUS
Priority:	1	Cost \$	6.421	Order Taker:	210
File:	W	List \$	13.230	Last Changed:	12/30/03
Prefix:	FEL	Cost Percent:	0		
Number:	00001	UPS Avail:	Y		
Page:	722	Last Update:	02/06/03		
UPC:	077511000010	Effective on Date:			
Buy UOM:	CT	End on Date:			
Carton Size:	12	Recycle:	Y		
Rate:	0	Minority:	Y		
Type:		Prod. Type:	Y		

this new feature, retrieve the project you want to change. When the Change tab opens, click the right-mouse button and click Change Project Description. A dialog box opens, listing the current project description. Click the box and enter the new description over the existing description. When you finish, click OK. The cursor returns to the Change tab.

Inventory

- 6.1.x Viewing Item Vendor Information:** New information for item vendors is now available in several different windows. Three new boxes have been added to the Item Change Vendor Information dialog box, the Item View Vendor Information dialog box, the Item Add Manufacturer dialog box, and the Item Add Wholesaler Vendor dialog box. The Recycle, Minority, and Prod Type boxes contain information that is loaded with the O/PUS quarterly update and saved in the I-WHL file. You can use the information in these boxes when reporting, mass changing, or mass deleting. In the Item View Vendor Information dialog box, this information is for display only. See Figure 8.
- 6.1.x Multiple Bins:** In the Multiple Bins dialog box, you can now right-click to add or delete bins.

Order Entry

- 6.1.x Lot Pricing:** This feature makes it easier to sell items in large quantities and it provides a more accurate audit trail. Use it to:
- Sell print jobs
 - Sell office furniture with custom fabrics
 - Sell item in bulk: paper, fabric, chemicals, etc.
 - Invoice part of an item's price before complete the entire transaction
 - Add or change costs after delivering the item
 - Sell items with fractional quantities
 - Sell items in very large quantities.

Suppose a customer wants to buy envelopes printed with a corporate logo. Lot pricing can make this sale easier in a number of ways. You begin by creating a lot item for the envelopes. In order entry, the item is identified as a lot item with a quantity of one. (You always sell one lot.) A detail window lets you specify:

- **Lot order quantity:** This is the number of individual items you're selling. You can specify very large quantities here — you can specify quantities into the billions — up to 9,999,999,999.
- **Lot price:** This is the price per unit. If you sell printed envelopes by the thousand, for example, this is the price per thousand. You can specify four figures after the decimal for precision pricing.
- **Pricing quantity:** The number of units that the lot price applies to. In our example, this is one thousand.
- **Shipping quantity:** The number of items you're shipping.

Using these four boxes, you can track all the details for each lot price order. You can change the information in these boxes at any time, or retrieve it later when the customer comes back for his next envelope order.

For more information, see *Lot Item Pricing* at www.ddms.com/support/doc/ver6doc.htm.

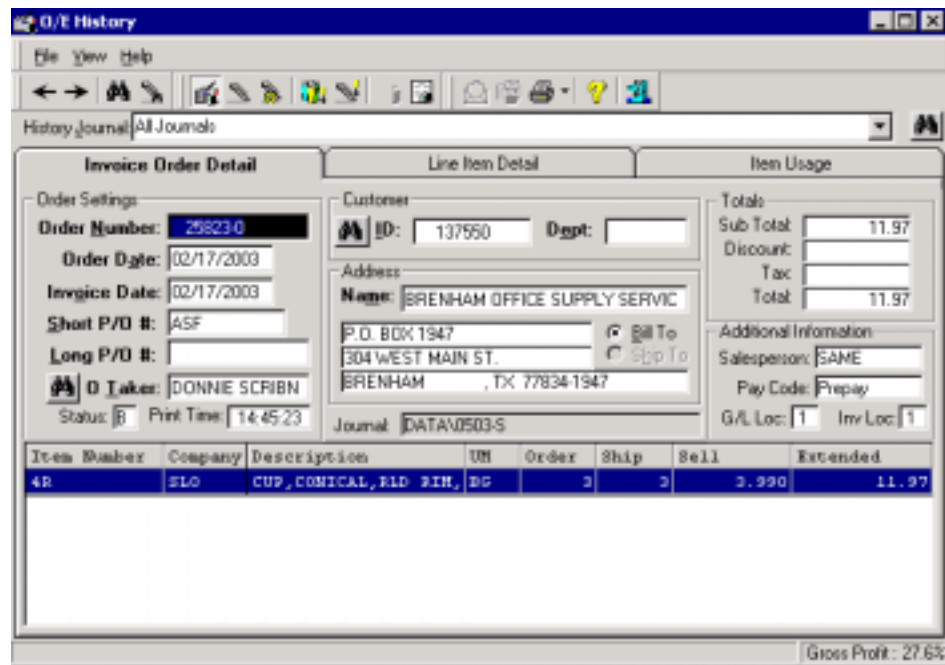
- 6.1.x Changing Cost and Pricing:** We have added a new button to the Order Entry Order Settings dialog box: the Pricing Param button. This button is based on the parameter settings in the (LG5) screen. If you have passwords set to allow changing an order's cost and/or selling price information in the (LG5) screen, you can click this button to enter your password. Once you do, you can change the order's contracts, discount type and percentage information. If you do not have parameters set in the (LG5) screen, this button will be gray and you can change discount and contract information without the necessity of entering a password. To use this feature, begin placing an order in the normal manner. Once you have the customer selected, press F6 in the Global tab to open the Order Settings dialog box. Click the Pricing Param button and enter the password set in the O/E Price/Cost Changes or O/E Price Only Changes fields from the (LG5) screen. The cursor moves to the Contracts boxes so you can then change the contracts, discount type and percentage for the order.

- 6.1.x **Voiding Orders:** If you set the Print Voids parameter in the (LG5) Additional Order Entry Parameters screen to Y, when voiding orders, the Accept Order button in the Order Totals tab changes to the Print Void button. This lets you easily print the voided invoice. If the parameter is not set to Y, the cursor automatically returns to the Global tab.
- 6.1.x **O/E History:** The gross profit percentage now displays in the lower right-hand corner of the O/E History screen. See Figure 9.

Purchasing

- 6.0.x **Entering Items on Purchase Orders:** When entering items on the purchase order, you can right-click the item and perform the following functions: change or delete the item, view a picture of the item, change the vendor in the Vendor database, view a vendor comparison, view outstanding purchase order items, enter comments about the item, view items in the Item database, view item aliases or bins. Not only can you view the complete Item database but you can browse catalogs to find the correct item. When building the purchase order, the system displays running totals for weight and dollar amounts.

**Figure 9:
The Gross Profit
% Display**



What's New in Version 6

- 6.0.x Short-Buy Setup:** Setting up short-buys in graphical Purchasing is easier than ever. From the Purchase Order Entry window, select the Short-Buy action code. Use the Short-Buy Setup dialog box, shown in Figure 10, to set up your short-buys. You can save your settings as well and use them over and over without resetting them each time. This functionality also allows you to view short-buy reports on-screen without having to print.
- 6.0.x Delete Items by Location:** The Inventory Location box in the Delete dialog box in Purchasing lets you delete items from a P/O by inventory location. This is useful for managing P/Os with orders for the same item from multiple locations.
- 6.0.x Viewing Multiple Locations on a P/O:** When a purchase order is opened, the inventory location defaults to the master location. An inventory location cannot be altered when in Order mode or when changing an item in Order mode. If you are changing a line item, the Inv Loc displays the location of that line item. If you are continuing a order that has multiple locations, the Inv Loc displays the location of the last item on the P/O. If you are in Change/Receive mode, the Inv Loc displays the location of the highlighted row.

**Figure 10:
The Short-Buy
Setup Dialog
Box**

The screenshot shows the 'Short Buy Setup' dialog box. It features a toolbar with icons for help, search, and refresh. The dialog is organized into several sections: 'Data Source' with radio buttons for 'Build Short-Buy' (selected) and 'Specify a Short-Buy File'; 'Vendor Options' with dropdowns for 'Set PO Vendor To:' and 'Look In:', and checkboxes for 'Check Vendor Alias'; 'Order Types To Exclude' with checkboxes for 'Commercial', 'Point of Sale', 'Furniture', 'Serialized', and 'Gateway'; 'Limits' with various 'From:' and 'To:' fields for Customer #, Customer Dept., Order #, Stock Class, Item Dept., Routes, Slsm, and Inv. Loc.; 'Include' with radio buttons for 'Include All Items' (selected), 'Include Only Non-AutoSB Items', and 'Include Only AutoSB Items'; and 'Status' with radio buttons for 6, 7, and 6-7 (selected). At the bottom are 'Display Items' and 'Cancel' buttons.



- 6.0.x Viewing Outstanding Items on a P/O:** You can easily check the status of a specific item on other purchase orders. You can check to see when the item was ordered, if it was received and the vendor assigned to this item. Right-click and an item and select Outstanding PO Items.
- 6.0.x Managing Vendors:** When building purchase orders, you can create and save purchasing profiles for all your vendors.

Salesperson

- 6.1.x Salesperson Restriction:** A new box in the Salesperson Master tab lets you limit a salesperson to only view their customers. To restrict a salesperson to only viewing their customers, you must first set the Restrict Salesperson Access to their Customers Only parameter in the (LHY) Salesperson Parameters screen to Y. Then, in the Salesperson Master tab, use the drop down arrow in the User Type box to select Salesperson. For this setup to take effect, you must log off eNsite Pro and log back on again.

Note: DDMS also recommends that you rebuild the customer index files. (Reindexing ensures that your customer and salesperson file settings are current.) To do this, go to the (A) Customer Master screen (text-based) and select the [R] Reindex function. Select the [E] function to reindex the customer records for salespersons.

When querying customers, this salesperson only sees the customers assigned to their salesperson number or salesperson alias. To allow this salesperson to view additional customers, you can assign aliases. See the heading **Salesperson Aliases**.

- 6.1.x Salesperson Aliases:** You can now view and create salesperson aliases in the Salesperson Database. Setting up salesperson aliases lets you restrict which customers a salesperson can view. When querying customers, the salesperson will only see the customers assigned to their salesperson number or salesperson alias. To view salesperson aliases, click View then select Salesperson Alias. You can also click  to view aliases for this salesperson. In the Salesperson Alias box, click File then select New. Enter the alias that to assign to this salesperson. Save your changes by clicking .
- 6.1.x Deleting Quotes:** In the Allowable Functions for Salesperson dialog box, you can now set up the salesperson to delete quotes. In the Programs column, click Order Entry. In the Functions column, you can now select DeleteQuotes.

Vendor


- 6.1.x Hot Key:** You can change vendors quickly and easily in the Vendors window by pressing Ctrl + V.
- 6.1.x Communication Vendors:** More communications options have been added to the Comm box drop-down menu in the Vendor Master tab. In addition to Herman Miller, you can select Hedberg, EDI, faxing or Allsteel.
- 6.1.x Vendor Alias Departments:** The new Departments box in the Vendor View Alias Information dialog box lets you enter a default department for items you receive using this vendor's alias. When you build the purchase order in Furniture Order Entry, the department you specify in this box is the default for the items on the P/O. You can have a different department specified for each vendor alias you create.

Online Help

- 6.1.x User Guides:** As you know, you can access online help by clicking Help at the top of each window or by pressing F1. To make it even easier for you to access the online help that you need, we've added

the  icon to the eNsite Pro Master Menu. The User Guides

menu gives you access to each part of the online help by individual icon. For example, to access only Customer online help, you would

double-click  .