

## Inform Upgrade 7/08/2010 (Version 20.0.23)

### New Features and Enhancements

## Business Analysis

### Visual Financial Reporting

Financial Reporting for many of us has not been a regular management tool, but an end of year accounting obligation. **Inform's** new Visual Financial Reporting changes the way you use your Income Statement and Balance Sheet. Now, with the added ability to interact with the report on-screen and drill down to research results such as increasing expenses, your Financial Reports become much more understandable, usable, and more valuable to management.

General Ledger Groupings	This Month	Year to Date	Percentage	Year to Date	Percentage
Fiscal Period: 0209 Calendar Period: 1109	This Year	This Year	of Revenue	Last Year	of Revenue
<b>Revenue</b>	864,701.61	1,896,899.37	100.00%	1,853,969.91	100.00%
<b>Total Revenue</b>	<b>864,701.61</b>	<b>1,896,899.37</b>	<b>100.00%</b>	<b>1,853,969.91</b>	<b>100.00%</b>
<b>Cost of Sales</b>	655,597.43	1,429,261.52	75.35%	1,486,830.71	80.20%
<b>Total Cost of Sales</b>	<b>655,597.43</b>	<b>1,429,261.52</b>	<b>75.35%</b>	<b>1,486,830.71</b>	<b>80.20%</b>
<b>Gross Profit</b>	<b>209,104.18</b>	<b>467,637.85</b>	<b>24.65%</b>	<b>367,139.20</b>	<b>19.80%</b>
<b>Selling Expenses</b>					
40300000 INDEPENDENT AGENTS	2,627.55	4,686.29	0.25%	235.43	0.01%
40400000 OPERATING SUPPLIES	0.00	0.00	0.00%	0.00	0.00%
40500000 FREIGHT IN	4,311.90	6,685.43	0.35%	6,262.91	0.34%

Enhancements to **inform** Financials include:

- On-screen interactive Financial Reports
- New hyperlinks provide instant drill-down to General Ledger account activity
- Reorganized and simplified financial report setup
- Greatly improved multi-branch / multi-department financial report structure
- New Financial Report printout with headings, shading, and columns in a more appealing Portrait layout
- Financial report save-as feature to easily save different versions of complex reports
- New export option from the General Ledger Report
- New G/L Inquiry header fields
- Additional system validation is performed prior to deleting G/L accounts with transaction history

### Inform Financials Budgeting


- Create monthly forecasts or budgets for your General Ledger accounts
- Copy budgets from previous years for one or all accounts

- Copy budget amounts from other G/L accounts
- Increase existing budgets by a percentage
- Enter a year total budgets for automatic 12-month distribution
- New Visual Financial Reports fields for this month this quarter, this year and last year, and variance calculations

Contact Sohni to sign up for one-on-one Financial Reporting consultation and training.

### Advanced Report Writer

Elegant looking reports have not been one of DDI Systems strengths, even while the system keeps tremendous reporting data. We're introducing a new advanced report writer that gives you the capability of visually designing a report layout, including choosing fonts, colors, separating lines, as well as sub-totaling report sections. It's an intermediate-level tool, one that current report writer users will be able to be productive in fairly quickly.



Product	Description	Avail	Stock Value	12M Units	Last Sale
EQPBWAV/T	BLUEWAVE 3 CYL KUBOTA TRUCK-	1	\$16,796	0	
EQPWIVAC3	34"CHARIOT RIDE ON W/DUAL	1	\$9,617	0	
EQPWCUT26	26" SABER CUTTER SCRUBBER 312	1	\$6,425	0	
EQPWLIGHT	LIGHTNING 20" W/TRACTION, AGM	1	\$5,968	-1	05/07/09
EQPWCOMD	WINDSOR COMMODORE DUO 215AH,	1	\$5,941	0	
EQPWCUT26	26" SABER CUTTER W/BRUSH-250AH	1	\$5,760	0	
EQPK24RAZ	KENT RAZOR PLUS 24C-WALK	1	\$5,589	0	
HDK5635	4 OZ OVAL SANTI-GEL INSTANT	4,703	\$4,946	1	10/06/09
EQPWSABEI	20"TRAC SABER DELUX W/PD 130A.	1	\$4,392	0	01/08/09
GPC 567-8	COMPACT VERTICAL ROLLTT	110	\$3,515	0	08/11/09
EQPWSAB17	SABER 17" SCRUBBER 100 A/H	1	\$3,331	0	
EQPWRADIU	30" RADIUS WALK BEHIND	1	\$3,119	0	
EQPK1500	20" 1500RPM HIGH SPEED BUFFER	4	\$2,998	0	
EQPWSABEI	17"SABER SCRUBBERW/DRVR&130AH	1	\$2,997	0	
EQPDEMON	STEAMIN DEMON CARPET EXTRACT	1	\$2,812	0	
EQPNCBLAZ	17"STONE MACH /W TANK&PAD DR	2	\$2,684	0	10/05/09
EQPHLIB	HOST LIBERATOR EXTRACTOR	1	\$2,630	0	
EQPCEXPRES	EXPRESS MULTISURF CLNG MACH EA	1	\$2,609	0	
EQPWCOMP	WINDSOR COMPASS 2 MULTI	1	\$2,565	1	03/16/09

Find the new advanced report writer under the new Analytics (Beta) menu in inform.

Contact Sohni to sign up for one-on-one Advanced Report Writer consultation and training.

## Transaction Auditing

Our new Transaction Auditing records changes that your users make to critical information.

Field	Reference	Description	From	To	User	Date	Time
Customer P/O #				Audit	DDI	05/21/2010	01:23pm
Salesman			08	21	DDI	05/21/2010	01:00pm
Update-Demand	CLNBH202BR	Butchers #72 G-Force H202	Y	N	DDI	05/21/2010	01:00pm
Taxable	CLNBH202BR	Butchers #72 G-Force H202	N	Y	DDI	05/21/2010	12:59pm
Commissionable	CLNBH202BR	Butchers #72 G-Force H202	Y	N	DDI	05/21/2010	12:59pm
Tax Code			MD	VA	DDI	05/21/2010	12:59pm
Terms Code			001	12	DDI	05/21/2010	12:59pm
Ship Via			RT1	OT	DDI	05/21/2010	12:59pm
Price	CLNBH202BR	Butchers #72 G-Force H202	62.1200	51.8111	DDI	05/21/2010	12:55pm
Qty-Ord	VACWSENS12	Windsor 12"Sensor S Vacuum	1	2	DDI	05/21/2010	12:55pm
Price	VACWSENS12	Windsor 12"Sensor S Vacuum	357.3300	375.4006	DDI	05/21/2010	
Qty-Ord	CLNBH202BR	Butchers #72 G-Force H202	1	2	DDI	05/21/2010	
Product	VACWSENS12	Windsor 12"Sensor S Vacuum	Added	VACWSENS12	DDI	05/21/2010	
Credit-Hold	Past Due Invoice 17	Past Due Invoice 172 Days	Added	Past Due Invoice 17	DDI	05/21/2010	
Credit-Hold-Release	Past Due Invoice 21	Past Due Invoice 232 Days		AW	AW	05/04/2010	

A new Audit tab in your Sales Order, Purchase Order, Customer, Product and Vendor screens captures a wide variety of changes. In a Sales Order, track changes to the salesperson, tax code, terms, credit hold, as well as more detailed changes to order quantity, price, cost, warehouse, demand, taxable status; thirty or more audited fields. The system reveals what field was changed, what it was before and after the change, who changed it, and when.

## Pricing

### Re-index Vendor Contract Cost (Special Pricing Allowance) Rebates

For distributors who claim rebates from vendors based on special deviated costs, or rebate contracts, Inform has a new recalculate rebates function.

From the Vendor Rebates menu, use Reindex Vendor Rebates to recalculate rebates and capture retroactive rebate contracts allowed by your vendor after customer invoices have already been completed.

### Price Contract Report Options

The Price Contract Report now includes two new options:

- **Contract Page Break** – Checking this box will insert a page break after each contract.
- **Exclude Expired Contract with Future Entered** – Excludes expired contracts from the report if there is already future price and/or cost information entered.

## Inventory Management

### Purchasing

**Warehouse Purchasing Groups** – A New Warehouse Buy Zone option allows you to combine demand figures for several warehouses and purchase for them collectively from the Projected Purchase Order screen. Create groups of company warehouses that purchase together in the Warehouse Buy Zone screen under the Company menu. Assign individual warehouses to these zones in the Warehouse screen under the Company menu. Then run purchase order projections for these groups of warehouses from the Projected Purchase Order screen.

## Projected Purchase Order

New field displays the Pallet Layer as part of the Min PO Req field.

## Stock Transfer Receiving

Now prints receiving warehouse bin locations for products.

## Physical Inventory

Now displays the freeze date in the Physical Inventory screen.

## Serial Number Tracking

Now allows you to look up purchasing information for serial numbers by selecting the [P/O History](#) option in the upper right corner of the screen.

# Order Management

## Sales Orders

- Pricing detail dialog box now has the ability to clear a rebate cost directly from the Sales Order screen.
- Line item internal comments can now be saved as customer-specific comments permanently. These comments will display on every Sales Order or Price Quote, and will print on the Sales Order Analysis Report (Proforma Report).
- Users can now override cost instead of net cost in the pricing detail window.
- Now enter freight costs for any of your A/R Terms. Previously, freight cost was limited to designated A/R terms codes.

## Invoice Inquiry

Now displays attachments for the Sales Order and the Invoice under the Attachments tab. You can also now open the Sales Order by clicking on it.

## Backorders

Automatic Backorder Release checks the receiving status of items with linked PO's before releasing backordered product, even if the item is available from other receiving or transfers.

Backorders are held for a scheduled stock transfer date if the transfer is a future date.

## Salesman Commissions

New Access Levels for the Salesman Commissions Matrix and Recalculate Salesman Commissions allow you to restrict access to either screen.

# Bookkeeping

## Accounts Payable

- New Entry Log allows you to track user activity.
- Re-arranged screen to eliminate clutter and moved some functionality to new tabs.

- New layout for screen to reduce the number of popup screens and buttons.
- New **Override G/L Suffix** checkbox allows for the manual entry of distribution accounts.

### Accounts Receivable

- Enhanced Sales Journal summarizes A/R Credits, POS credits, A/R invoice voids separately. Previously, the Sales Journal totals combined all credit transaction into a single line, making research and reconciliation difficult.

## Miscellaneous Corrections and Adjustments

### Accounting

#### A/P Invoice Entry

- Corrected error message regarding Legacy Invoices not in the system.
- Corrected issue that prevented Stock Receipts from being attached to the invoice.

#### Branch

- New ability to specify a Cost of Goods Sold G/L and a Drop Ship Cost of Goods Sold G/L for each Branch.

#### Bank Reconciliation

- Fixed problem writing to the correct period for Fiscal Year systems.

#### Cash Receipts Posting

- Corrected issue that allowed check numbers with trailing blanks. The dropped blanks were treated as check number duplicates per batch.
- Corrected issue with attachments not being visible from this screen after saving.
- Now does not allow users to post a batch without first printing the Cash Receipts Audit Trail.

#### Customer Ledger

- Corrected issue where the last ship-to would not display when more than 20 Ship-To's.

#### Vendor Rebate Report

- Corrected issue with Vendor Rebate Export that was exporting headings but not the data.

### Master Files

#### Customer Master

- Ship To grid was not reloading after adding or editing a Ship To.
- Fixed problem with some authentication data not being saved correctly.
- Fixed problem causing new ship to be generated very slowly on some systems.

#### FastWeb

- FastWeb is now **inform** e-commerce.
- Fixed system error saving Contact Us information.

#### User Master

- Re-designed the screen to improve workflow. Now saves the User record immediately - this was causing users to forget to save it from the main User Master screen.

### Purchasing / Inventory

#### Projected Purchase Order

- Fixed intermittent system error when exiting.
- Corrected issue with selection parameters changing when a new vendor was selected.
- Corrected issue with transfers generated for default warehouse.

<b>Physical Inventory</b>	-Corrected issue that cleared the counts when a product was added to the list.
<b>Product Analysis</b>	-Corrected issue with ordered field on Vendors tab presented in a different date format.
<b>Product Import</b>	-Corrected system error "Value is not recognized as a valid Date Time".
<b>Stock Receipts</b>	-Corrected issue where total received was not printing when COMPANY option for this field was set. -Fixed intermittent problem updating landed cost. -Fixed problem that was allowing user to select a new receiving for Purchase Orders that were completed.
<b>Stock Transfer Entry</b>	-Corrected issue with cursor behavior when clicking a cell button in the grid.
<b>Stock Transfer Receiving</b>	-Now prints a receiving version including bin locations for the receiving warehouse.
<b>Truck Manifest</b>	-Now prints even in Inquiry mode. -Corrected issue with not printing Zip Code.
<b>Sales</b>	
<b>Calendar</b>	-Corrected issue with using the spacebar to select a user, and user was not included in the list of selected users.
<b>Customer Due to Buy</b>	-Fixed problem, was running for all customers when no customer selected and Salesman was logged in.
<b>Customer Order Form</b>	-Fixed problem, was running for all customers when no customer selected and Salesman was logged in.
<b>Customer Sales History</b>	-Corrected issue where the column for Product ID was not sizable by the user.
<b>Sales Order</b>	-Corrected issue writing the Cost Matrix method. -Corrected issue with collapsed display of order line items. -Corrected issue where current line was scrolling out of view with Lots processing. -Fixed problem, current line was scrolling out of view with Lots processing. -Fixed problem, credit card info was not getting saved correctly. -Fixed problem, was looking only at the current backorder cycle to check to see if the order was RF scanned.

	<ul style="list-style-type: none"><li>-Fixed problem, Order Number field was losing focus when search failed.</li></ul>
<b>Sales Order Report</b>	<ul style="list-style-type: none"><li>-Changed so that users with View Salesman Cost can see cost and G/P.</li></ul>
<b>Shipping Confirmation</b>	<ul style="list-style-type: none"><li>-Fixed intermittent problem with Save button being enabled.</li><li>-Fixed error preventing from saving the shipping confirmation for RF orders.</li><li>- For RF companies you can now edit lines that have not been scanned.</li></ul>
<b>Who Bought What Report</b>	<ul style="list-style-type: none"><li>-Fixed problem that cause it to run for all customers when no customer selected and Salesman was logged in.</li></ul>
<b>Customer Extensions</b>	<ul style="list-style-type: none"><li>-Corrected issue with incorrect parameters sent in because they were being cached between runs.</li><li>- Now allows user to specify number of digits.</li></ul>
<b>General Ledger Inquiry</b>	<ul style="list-style-type: none"><li>-Corrected issue from release 10, was giving system error if no credits.</li></ul>