OSAS v7.6 Enhancements Guide

2310.EG76

Printed in U.S.A. This manual is recyclable.

October 2010, Release 7.6

Document Number 2310.EG76

This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

Open Systems, Inc.
4301 Dean Lakes Boulevard
Shakopee, Minnesota 55379

General Telephone	(952) 403-5700
General Fax	(952) 496-2495
Support Telephone	(800) 582-5000
Support Fax	(952) 403-5870
Internet Address	www.osas.com

ENHANCEMENTS

7.6 Enhancements

Overview

Version 7.6 of OPEN SYSTEMS® Accounting Software (or OSAS®) contains many new enhancements across the entire application suite. These enhancements are designed to make it easier to accomplish your accounting tasks, retrieve critical data, and maintain information within OSAS.

This document summarizes the functional enhancements added to OSAS v7.6, describes the tasks these enhancements can help you complete, and provides brief descriptions of how to use the new functionality. You can find full function descriptions and detailed instructions in the .PDF documentation files contained on your OSAS v7.6 DVD or accessible using the **Documentation** (**Shift-F1**) command.

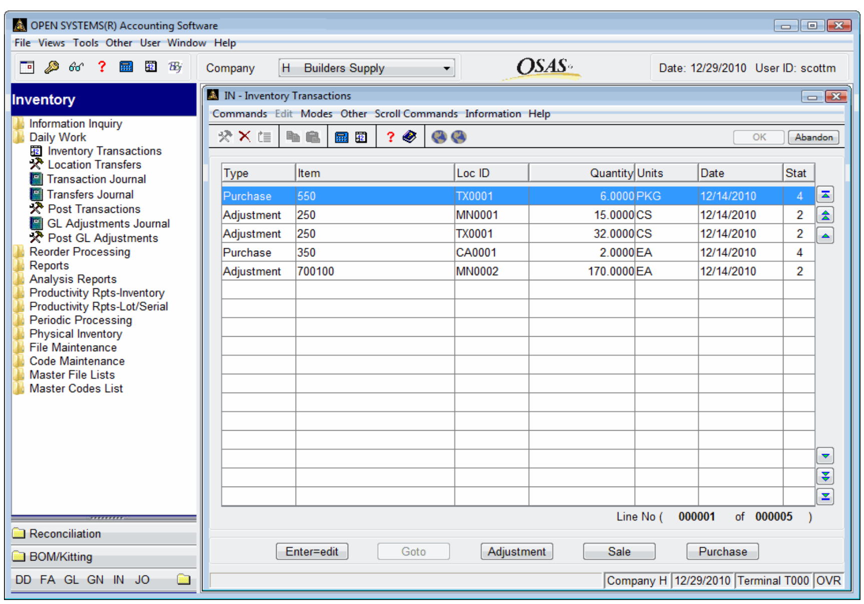
General System Changes

Graphical Screen Redesign and Grid Enhancements

The graphical screens in OSAS now uses larger fonts and graphical controls, to make it easier for you to read and use the graphical screens.

Enhanced MDI Menu

The MDI menu now uses a panel style similar to that found in Microsoft® Outlook®, including a tree-like menu and enhanced favorites access.



See the chapter entitled “Welcome to OSAS” in the *Resource Manager User’s Guide* for more information.

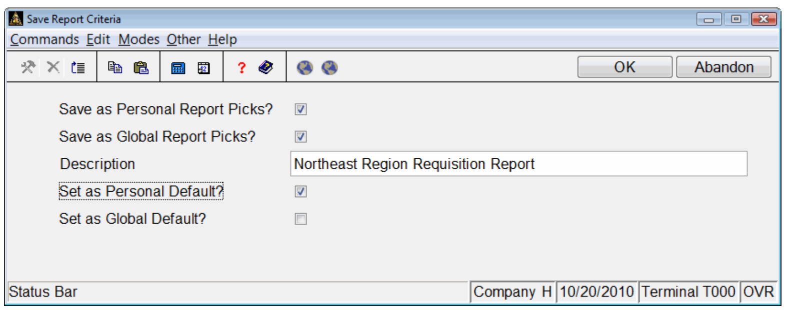
Reporting Enhancements

Report Pick Screen Criteria

You can save the pick criteria from any report screen to make it easier to run reports without redefining the criteria each time.

The RM option to **Use Report Defaults?** must be set to **Yes** to use this functionality.

After you choose to print a report, the Save Report Criteria screen appears.

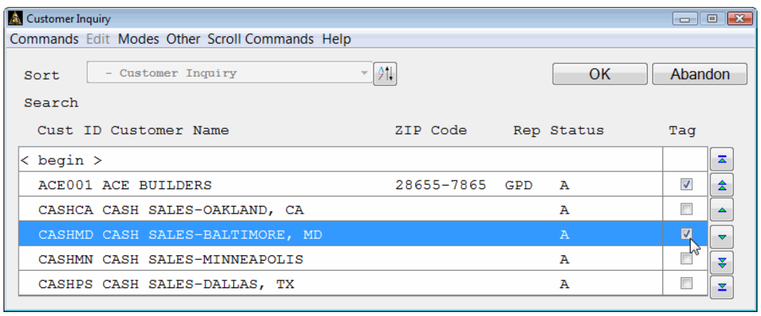


- Check the **Save as Personal Report Picks?** box save the pick criteria for use at a later time on your workstation.
- Check the **Save as Global Report Picks?** box to save the pick criteria for use by anyone in your organization who has access to this report.
- Enter a **Description** for these report defaults for identification.
- If you check the **Set as Personal Default?** box (or enter **Y** in text mode), these pick criteria will be automatically applied on the report screen the next time you run the report from the menu.
- If you check the **Set as Global Default?** box (on enter **Y** in text mode), these pick criteria will be automatically applied on the report screen whenever anyone in your organization runs the report from the menu.

Whether or not you set saved criteria as a default, you can load any report criteria you have saved by clicking **Shift-F3** and choosing the description you want.

Inquiry Window Enhancements

You can now choose a non-contiguous list of values for inclusion in the report using the **Inquiry** (**F2**) command at the **From** field. In the inquiry window, you can select the **Tag** check mark next to any selection you want to include.



In fields where you've tagged individual choices, the selection will appear as an asterisk in the From/Thru fields after the selection.

See the chapter entitled "Welcome to OSAS" in the *Resource Manager User's Guide* for more information.

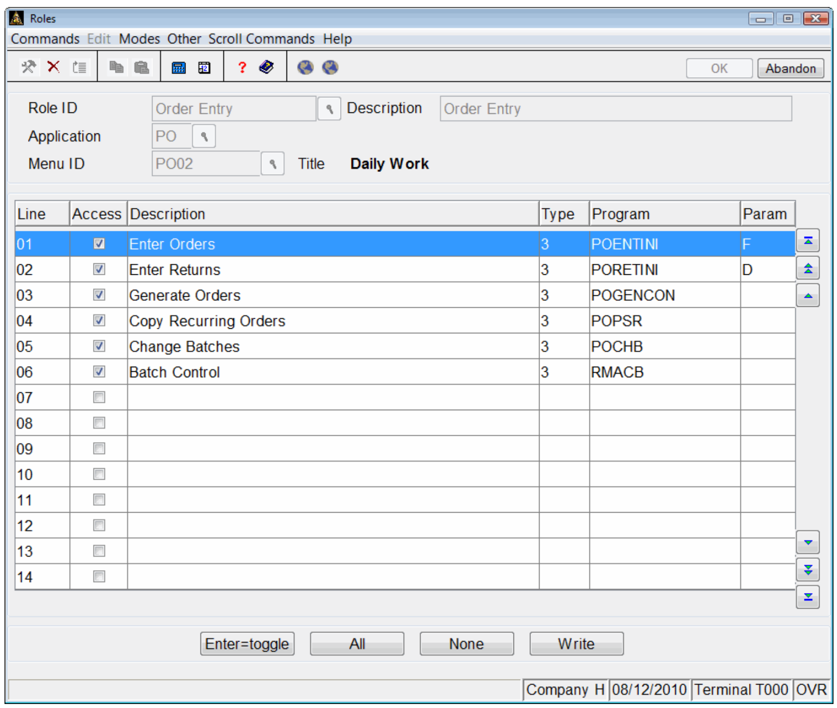
User Roles

Access code functionality in previous versions has been replaced with Roles. Roles control the rights for groups of users based on their similar job functions.

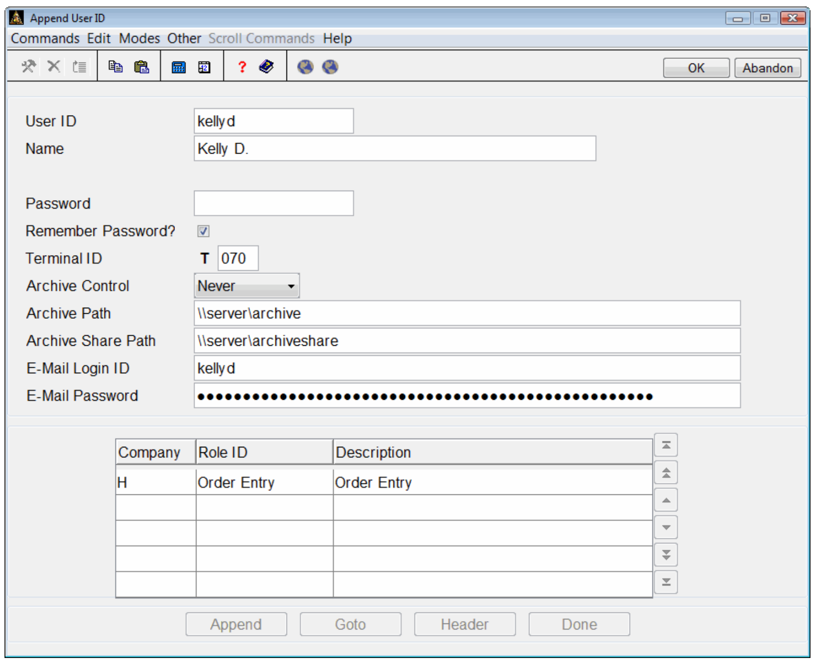
All users must have at least one role, and you must set up an administrative role that has unlimited access. A user can also have multiple roles if they perform several job functions in OSAS.

As an illustration, you might create a role called **ORDER ENTRY** that grants access to functions that the group of users that processes orders might use on a regular basis. You might then define another role called **SALES MGR** that grants access to task that the sales manager performs over and above the tasks included in the **ORDER ENTRY** role. Then when you set up users, you can assign the **ORDER ENTRY** role to the order processors, and both the **ORDER ENTRY** role and the **SALES MGR** role to the sales manager.

Use the Roles function in the Resource Manager Installation and Configuration menu to set up codes that grant and deny access to different menu choices.



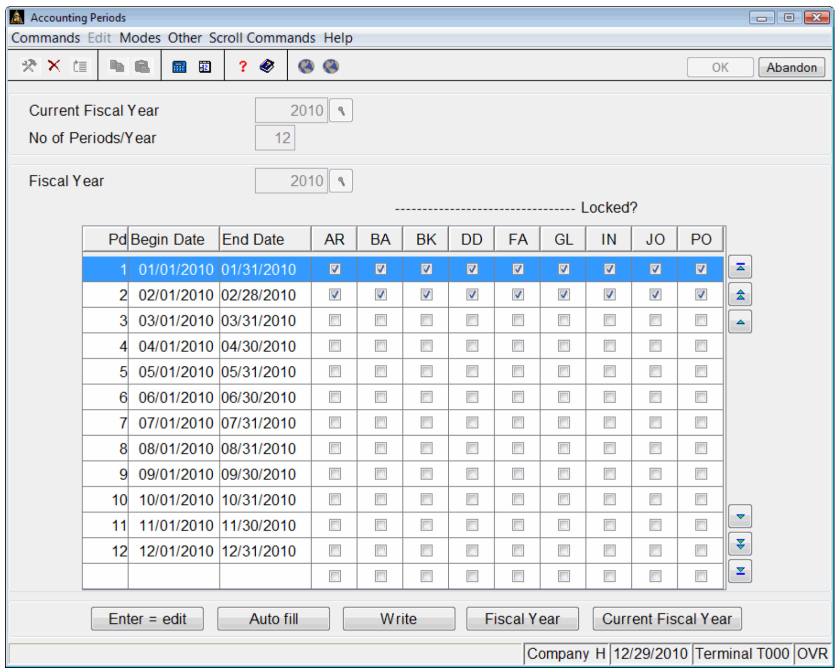
Once you establish roles, you can assign them to users using the Users function on the Resource Manager Installation and Configuration menu, which has been enhanced with a Roles selection.



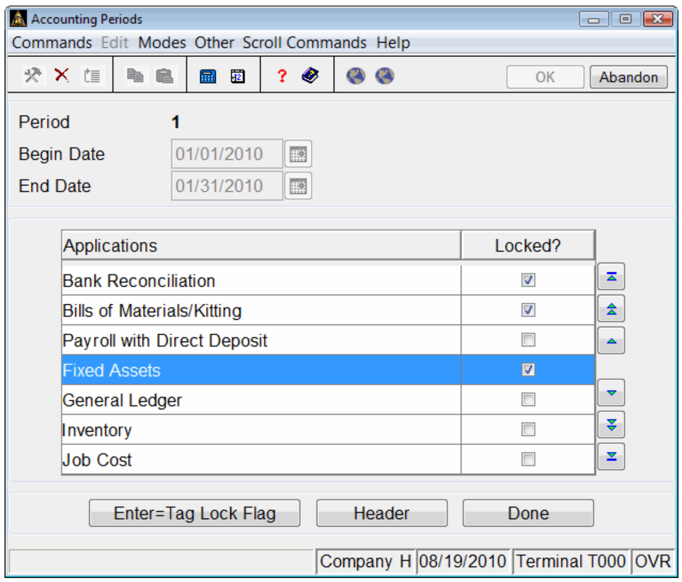
See the chapter entitled “Installation and Configuration” in the *Resource Manager User’s Guide* for more information.

Lock General Ledger Periods for Specific Applications

You can now lock accounting periods in Resource Manager to prohibit specific applications from updating General Ledger with transactions for that period.



The **Accounting Periods** dialog box of the Accounting Periods function appears when you press **Enter** to edit a highlighted period.



In the Applications scroll area, highlight the application you want to lock for the period, and press **Enter.** The **Locked?** tag will appear for that application. No entry or editing of data is allowed for that application for a locked accounting period.

See the chapter entitled “Company Setup” in the *Resource Manager User’s Guide* for more information.

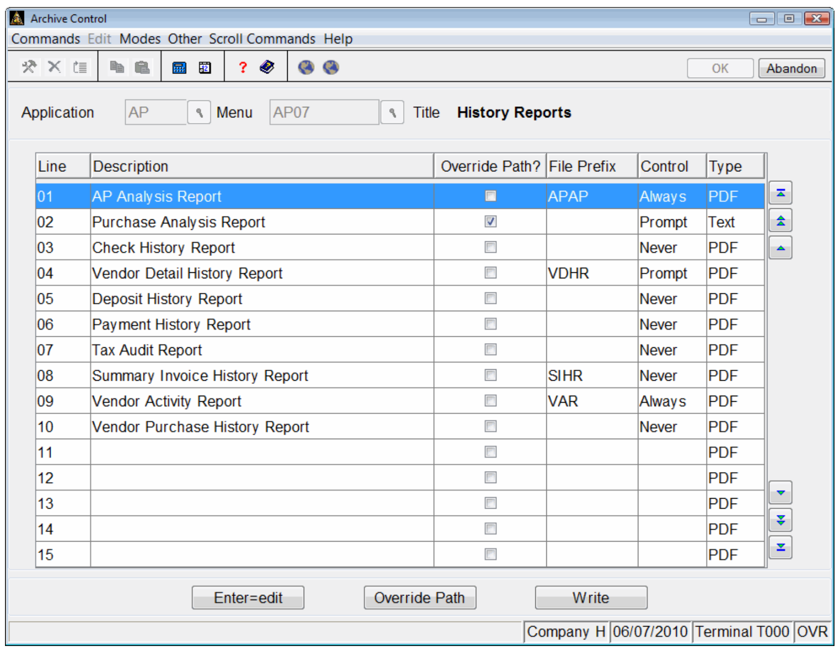
Archive Control to Save Printed Forms

OSAS v7.6 contains a comprehensive archiving capability you can use to store and retrieve reports and forms from throughout the OSAS applications.

The Archive Control function allows you to determine which reports in the system should be archived. Simply set the control tag to archive a report. Archiving options set at the user level will override these settings.

Archive Control also allows you to set the output type to either text or, if you are running OSAS on BBj, PDF. You can attach a file prefix to the file so that the file is consistently named. Finally, you can enter an override path, which will replace the path setting you entered in the Directories function.

To maintain the archive settings for your system's reports, select **Archive Control** from the **Company Setup** menu. The Archive Control screen appears.



Inquiry

1. Enter the **Application** and the **Menu** that contains the reports you would like to archive. See "Edit Archive Control dialog box" on page 13 for more information.

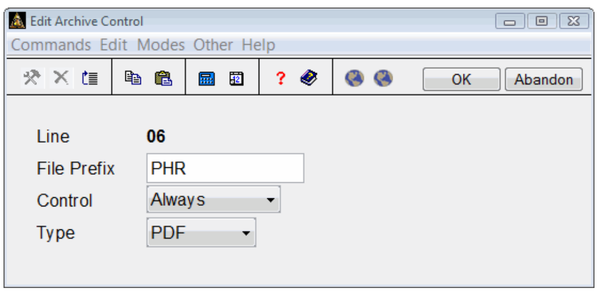
2. To set a path to override the default archive settings in the Directories function, highlight the report you would like to edit and press **O**. See "Override Path dialog box" on page 14 for more information.

3. When you finished adjusting the archive control settings for the reports in the menu, press **W** to save your changes. You are returned to the header of the Archive Control screen, from which you can choose another application and menu to change, or use the **Exit** (**F7**) command to return to the Company Setup menu.

Edit Archive Control dialog box

The **Archive Control** dialog box appears when you press **Enter** to edit a highlighted report from the menu list.

1. The reports that you can archive appear in the list. Scroll up and down to select the report for which you would like to change the archive settings, and press **Enter**. The Edit Archive Control dialog box appears.



   The line of the report on the previous report list appears in the **Line** field.

2. If you want the names of the files containing the archived copies of the report to begin with a standard prefix, enter it in the **File Prefix** field.

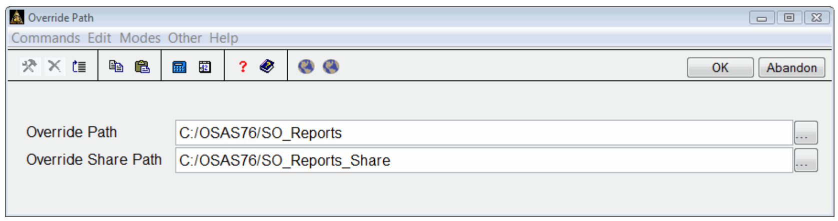
3. Use the **Control** field to specify whether the report should always be archived (**Always**), should never be archived (**Never**), or whether the user should be prompted with the choice to archive it (**Prompt**).

4. Use the **Type** field to select the format for the archived report. If you run OSAS on BBj, you can choose either **Text** or **PDF** format.

5. Use the **Proceed** (**OK**) command when you finish entering information into the Edit Archive Control dialog box. You are returned to the **Archive Control** screen.

Override Path dialog box

The Override Path dialog box appears when you press **O** to enter a path for output of the highlighted report from the menu list.



1. Enter the path to which you want to write this report when you archive it in the **Override Path** field.

2. Enter the shared path to which you want to write this report when you archive it in the **Override Path** field.

3. Use the **Proceed** (**OK**) command to return to the Archive Control screen.

Custom Document Directory Names

You can customize the names of document folders where you want archive forms to make it easy to store, categorize and find archived reports and forms.

For example, you can use the location **C:/OSAS76/Archive/(M)/(T)/(U)/** to store archived reports in a folder named for the current month in numeric format (M), followed by the report title (T), and then by the current user ID (U).

See the chapter entitled “Company Setup” in the *Resource Manager User’s Guide* for more information.

Fax Forms Using MetroFax

You can now fax forms to customers or vendors using the MetroFax service. If you want to use this feature, you must first subscribe to MetroFax, which you can do online at www.metrofax.com. The **E-Mail Setup** function in the **Installation and Configuration** menu now includes a **Fax Login** field where you can enter your MetroFax ID.

Your options for delivery types for sending statement, invoice, and purchase order forms now include a **Fax** option. When you choose this option, OSAS will deliver the form through MetroFax using your MetroFax ID.

See the chapter entitled “Installation and Configuration” in the *Resource Manager User’s Guide* for more information.

Separate Check Numbers for AP and PA Checks

OSAS v7.6 gives you the option to keep separate check and voucher numbers for Payroll and Accounts Payable or Purchase Order.

See the chapter entitled “Company Setup” in the *Resource Manager User’s Guide* for more information.

Accounts Payable

Print On-Demand Checks from Hold/Release Invoices

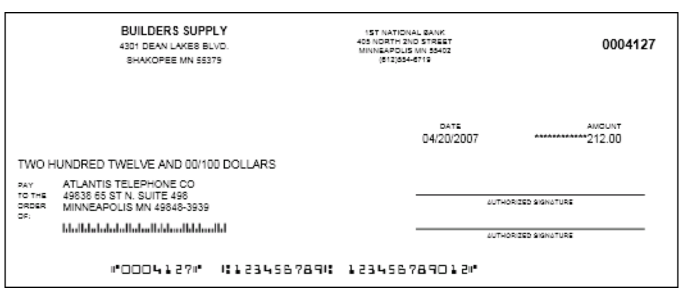
You can now print on-demand checks directly from the Hold/Release Invoices function, saving you steps and time.

See the chapter entitled “Pay Invoices” in the *Accounts Payable User’s Guide* for more information.

Print Checks with MICR Coding (with BBj)

You can print checks on blank check form stock with MICR coding. Follow the instructions in Appendix E, “Installing Barcode and MICR Functionality,” in the *Resource Manager User’s Guide* to prepare your system to print MICR coding.

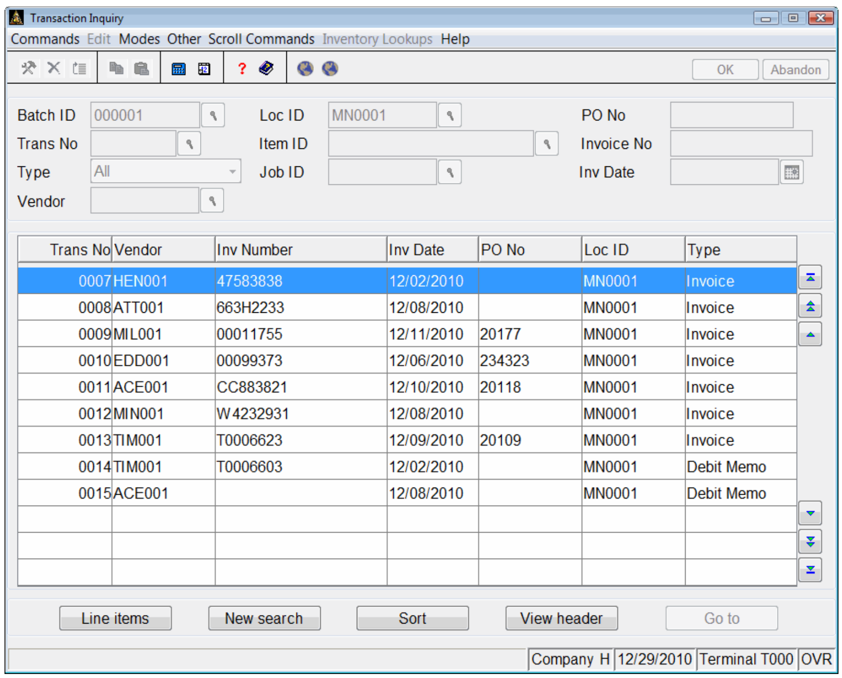
To use this feature, you must order the appropriate check form stock and set the **Check Form Type** in Accounts Payable Options and Interfaces to **Blank Form**.



You can choose the number of signature lines for plain paper checks in the Bank Account function of Resource Manager. See the chapter entitled “Company Setup” in the *Resource Manager User’s Guide* for more information.

Transaction Inquiry to Find Existing Transactions

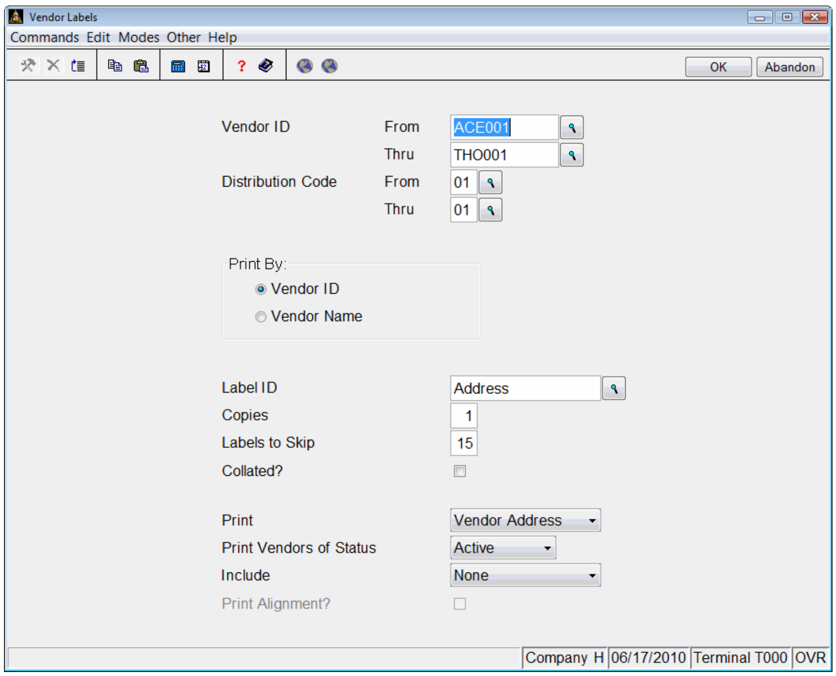
You can sort and view Accounts Payable transactions using the new **Transaction Inquiry** function, which you can also invoke during transaction entry from a blank transaction number field by pressing **Enter**. Doing so enables you to find a specific transaction if you do not know the transaction number by using other criteria.



See the chapter entitled "Information Inquiry" in the *Accounts Payable User's Guide* for more information.

Vendor Label Enhancements

The **Vendor Labels** function of Accounts Payable now contains an option to skip a specific number of labels at print time, enabling you to use up partially printed sheets of labels.



You can now limit the vendor labels to include only vendors that use specific **Distribution Code**s.

You can choose to skip the print alignment process by unchecking the **Print Alignment?** box.

See the chapter entitled “Master File Lists” in the *Accounts Payable User’s Guide* for more information.

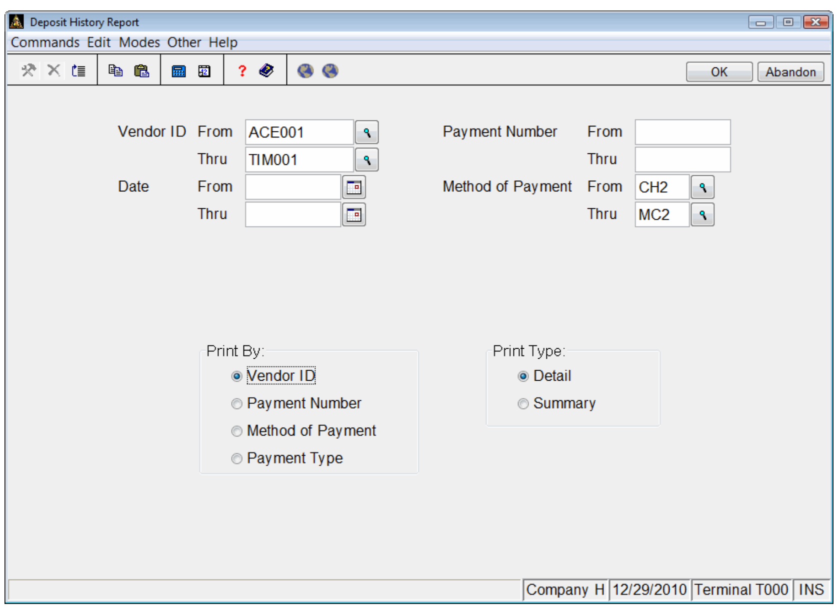
Invoice Number Field Resizing

You can use up to 15 characters to enter invoice numbers in Accounts Payable and Purchase Order.

Use Prepayments in AP Transactions

OSAS v7.6 features a number of enhancements to prepayments in Accounts Payable.

- The **Distribution Codes** maintenance function includes a specific deposit account in GL.
- Prepayments in **Hold/Release Invoices** are treated and processed as deposits.
- You can use the new **Deposit History Report** function in the History Reports menu to view deposit history information.



Accounts Receivable

Zero Finance Charge

The **Calculate Finance Charges** function includes a **Print Zero Amount Customers?** option, which allows you to exclude customers who have a finance charge code set up, but have a current finance charge amount of zero.

See the chapter entitled “Open Invoices” in the *Accounts Receivable User’s Guide* for more information.

Enhancements in Inquiries

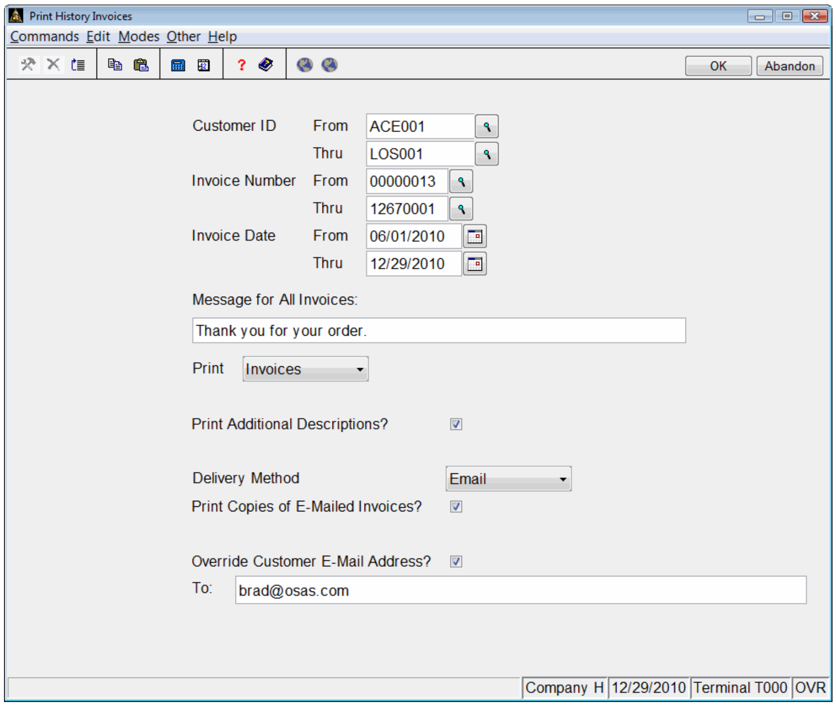
You can use invoice number as a pick criteria in the Detail History and Invoice History inquiry functions.

You can change the order in which the history is presented to you in the Detail History inquiry.

See the chapter entitled “Information Inquiry” in the *Accounts Receivable User’s Guide* for more information.

Change Delivery Method for History Invoices

You have additional options in the Delivery Method field on the **History Invoices** screen, giving you greater flexibility in form delivery at print time.



In the **Delivery Method** field, choose **Print** or **Email** to deliver the invoices by that method, or choose **Customer** to use the default delivery setting for each customer to whom an invoice is being sent.

To print copies of emailed invoices, select the **Print Copies of E-Mailed Invoices** check box.

To use an e-mail address other than the customer's default, select the **Override Customer E-Mail Address?** check box and enter the address in the **To** field.

See the chapter entitled "History Reports" in the *Accounts Receivable User's Guide* for more information.

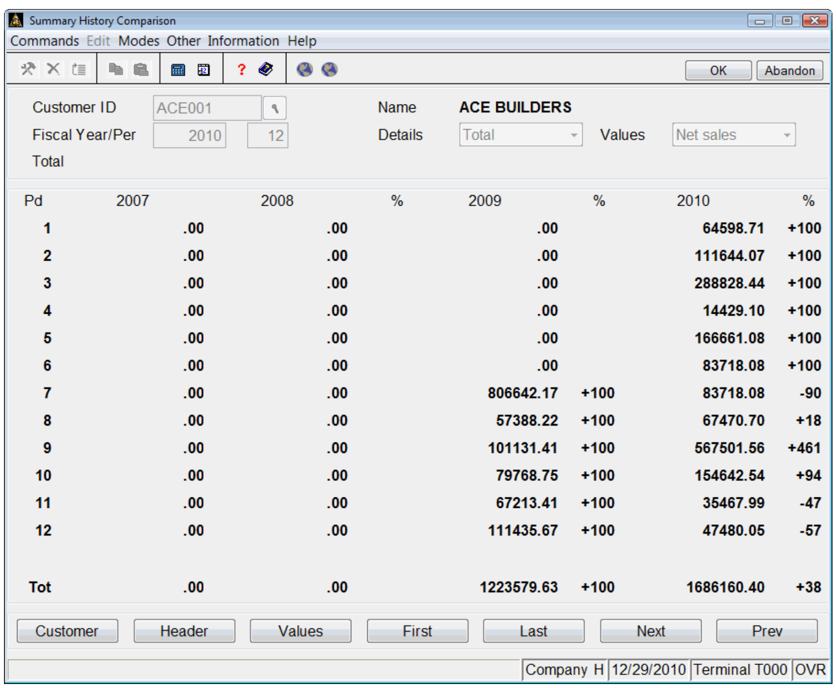
Enter Terms Codes Percentages of Two Decimal Places

You can enter terms percentages with up to two decimal places in the **Terms** function to allow quarter-of-a-percent calculations for discount amounts.

See the chapter entitled “Codes Maintenance” in the *Accounts Receivable User’s Guide* for more information.

Summary History Comparison

The **Summary History Comparison** provides you a unique view of customer summary history, providing sales analysis for prior years of history.



See the chapter entitled “Information Inquiry” in the *Accounts Receivable User’s Guide* for more information.

Print History Invoices from Inquiries

You can print historical invoices directly from either the **Detail History** or **Invoice History** inquiry functions.

See the chapter entitled “Information Inquiry” in the *Accounts Receivable User’s Guide* for more information.

Enhancements to Customer Labels

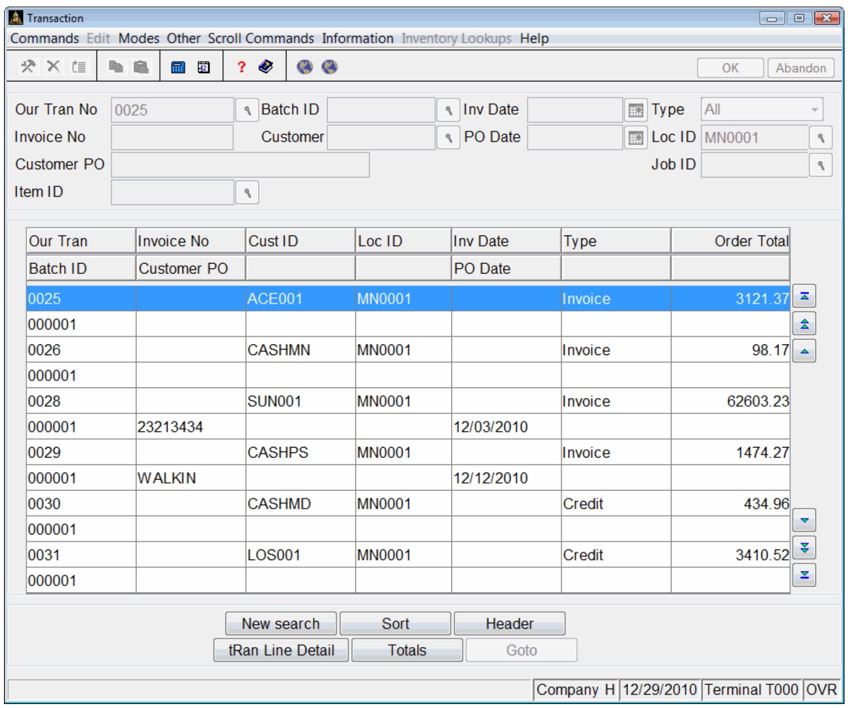
You can now skip a specific number of labels at print time, which allows you to reuse partially printed sheets of labels.

When you print customer labels, you can limit the labels to customers with specific Distribution Codes.

See the chapter entitled “Master File Lists” in the *Accounts Receivable User’s Guide* for more information.

Transaction Inquiry to Find Existing Transactions

You can sort and view Accounts Receivable transactions using the new **Transaction Inquiry** function, which you can also invoke during transaction entry from a blank transaction number field by pressing **Enter**. Doing so enables you to find a specific transaction if you do not know the transaction number by using other criteria.



See the chapter entitled “Information Inquiry” in the *Accounts Receivable User’s Guide* for more information.

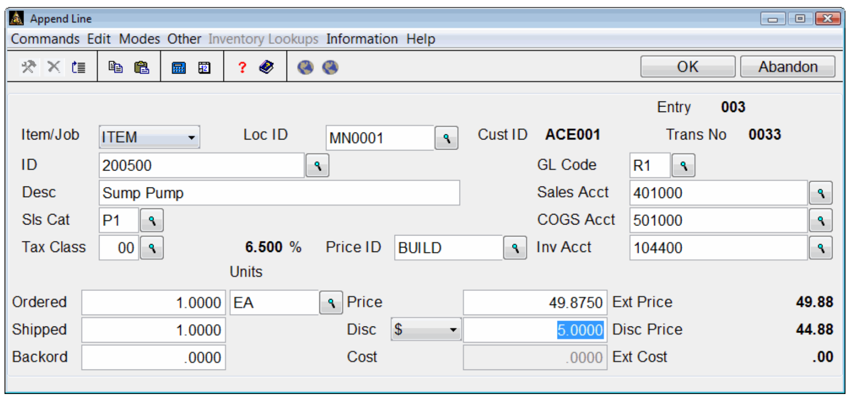
Check Number Field Resizing

You can now use up to ten characters to enter check numbers in Accounts Receivable and Sales Order.

Line Item Discount Functionality

You can apply line item discounts on invoices and print them on invoice forms as such. To do so, you must first set the **Allow Line Item Discounts?** option to **YES** in the Options and Interfaces for Accounts Receivable.

You can then enter a discount for a transaction line item either by percentage or dollar amount.

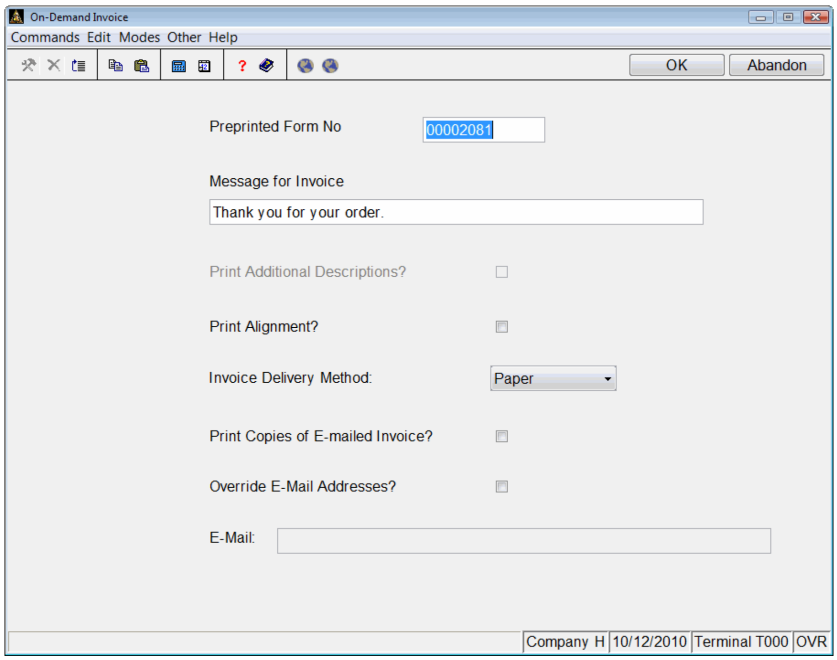


The resulting discount will print on the invoice along with the new extended price.

See the chapter entitled “Daily Work” in the *Accounts Receivable User’s Guide* for more information.

On-Demand Invoicing

You can override the delivery method when you print an invoice on demand from the AR Transactions function.



See the chapter entitled “Daily Work” in the *Accounts Receivable User’s Guide* for more information.

Add Bar Codes to BBj Forms

If you use OSAS on BBj, you can choose to include the U.S. Postal Service Postnet barcode under the address of the recipient on plain paper forms you print. This functionality is not available to companies using OSAS on the PRO/5 platform. Follow the instructions in Appendix E, “Installing Barcode and MICR Functionality” in the *Resource Manager User’s Guide* to prepare your system to print barcodes.

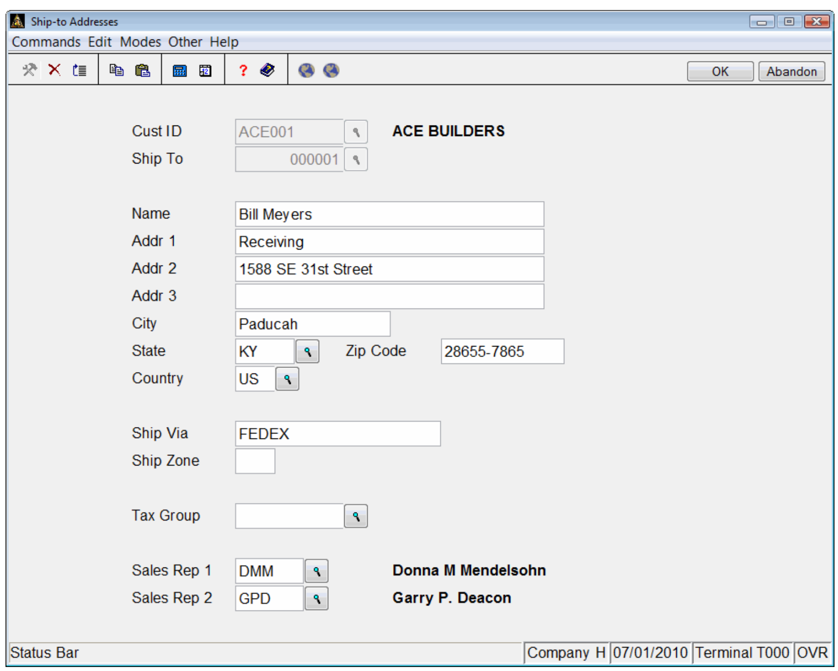
Option to Force Ship-To Addresses

You can optionally require the entry of a ship-to address on any transaction for a specific customer. To do so, set the option on the Ship-To Addresses screen of the Customer maintenance function.

See the chapter entitled “File Maintenance” in the *Accounts Receivable User’s Guide* for more information.

Add Sales Reps to Ship-to Addresses

You can enter sales reps in **Ship-To Addresses** function. The sales reps you enter default into a transaction if you enter the associated ship-to ID.

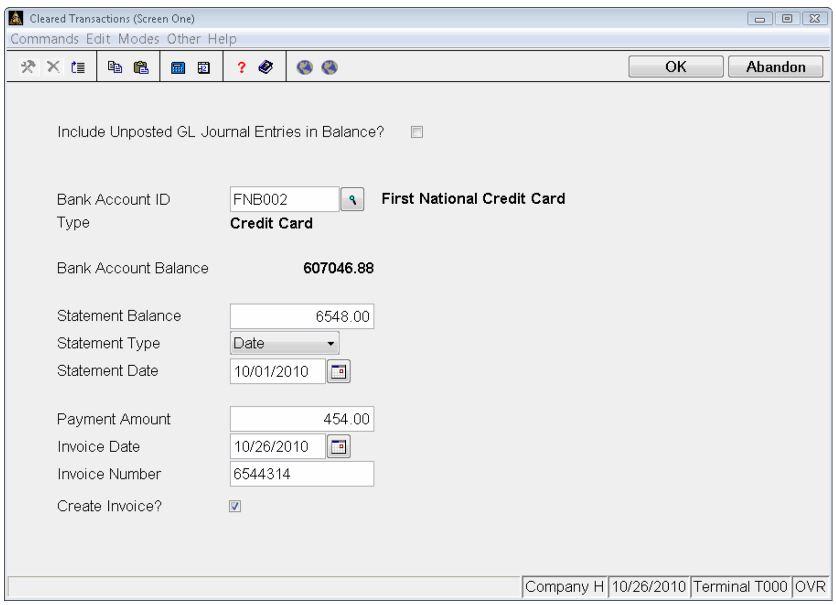


See the chapter entitled “File Maintenance” in the *Accounts Receivable User’s Guide* for more information.

Bank Reconciliation

Create AP/PO Transactions When Reconciling Credit Cards

You can automatically create an AP or PO invoice for the payment amount when you reconcile credit card accounts in Bank Reconciliation. This saves you from entering the AP or PO transaction manually.



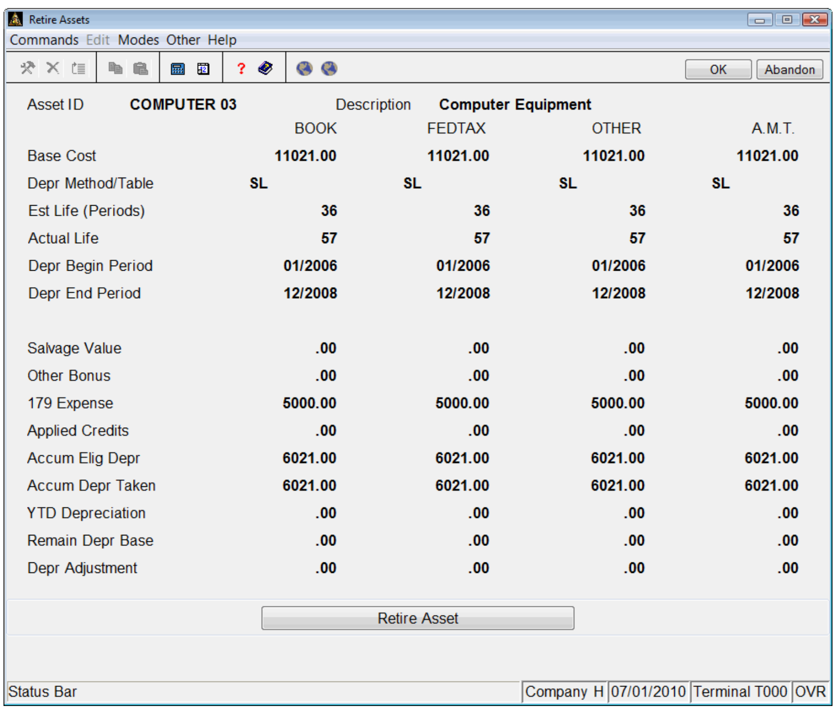
After you enter the credit card reconciliation information, check the **Create Invoice?** box to create an accounts payable or purchase order transaction for the payment amount (if Bank Reconciliation is interfaced with Accounts Payable or Purchase Order). If you choose to create an invoice, you must also specify the AP/PO batch in which to create it.

See the chapter entitled “Reconciliation” in the *Bank Reconciliation User’s Guide* for more information.

Fixed Assets

Adjust Depreciation When Assets are Retired Early

Use the **Depr Adjustment** field on the Retire Assets screen to record depreciation adjustments when assets are retired early. If Fixed Assets is interfaced to General Ledger, the depreciation adjustment is posted to General Ledger at the end of the Retire Assets process.

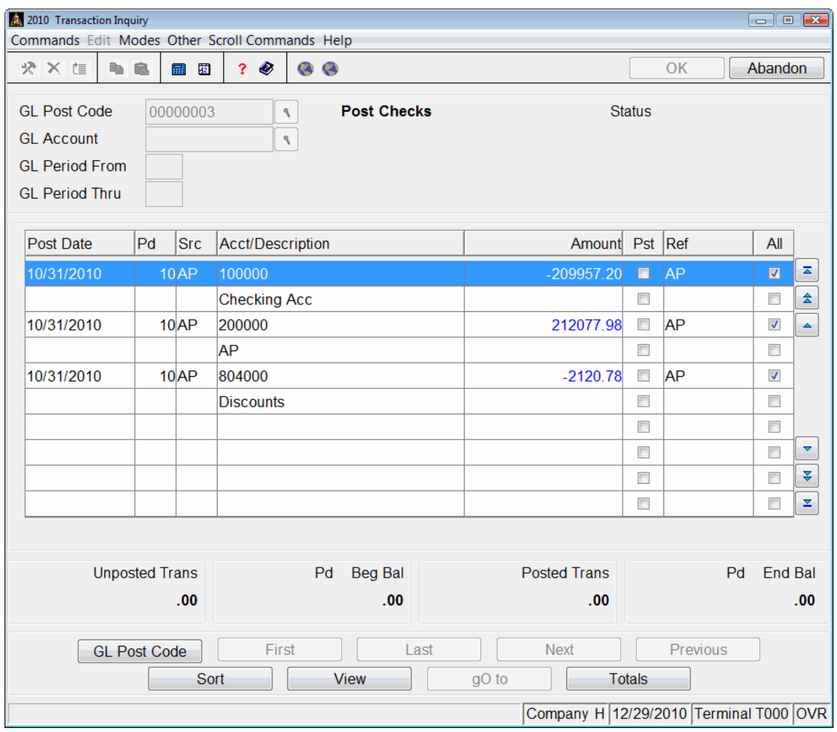


See the chapter entitled “File Maintenance” in the *Fixed Assets User’s Guide* for more information.

General Ledger

GL Post Codes Added to GL Transactions

Whenever journal entries are posted to GL, OSAS generates a unique post code to identify the entries created. You can then use the Transaction Inquiry function to view the GL Transactions created by specific post processes.



Though it is not recommended, you can use the **Purge Post Codes** function in Resource Manager to clear the post code information from your files. See the chapter entitled “Information Inquiry” in the *General Ledger User’s Guide* for more information about post code inquiry.

Print Statements from Within Active Financials

You can print the current set of active financials directly from the **Active Financials Statement Viewer**. See the chapter entitled “Reports” in the *General Ledger User’s Guide* for more information.

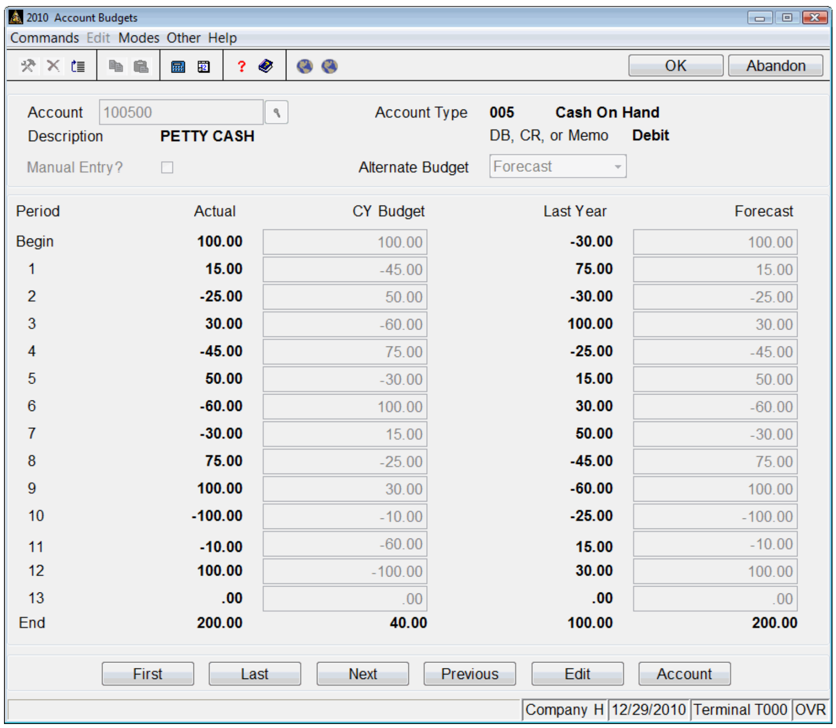
Allocation Entry Allows Allocations Over 100%

General Ledger allows the entry of allocation percentages that cause the total to temporarily exceed 100 percent; however, you can save allocations only when the distribution balances to 100 percent.

See the chapter entitled “File Maintenance” in the *General Ledger User’s Guide* for more information.

Command Bar Prompt for Navigation in Account Budgets

The **Account Budgets** screen now allows navigation and editing through a command bar.



Use the following commands to work with the information on the screen: press **F** to view the first account budget in the list of accounts, **L** to view the last account budget in the list of accounts, **N** to view the next account budget in the list of accounts, **P** to view the previous account budget in the list of accounts, **E** to edit the currently highlighted account, or **A** to return to the header and enter a new account to view.

See the chapter entitled “File Maintenance” in the *General Ledger User’s Guide* for more information.

Option for Editing GL Balances

Set the **Edit current and last year balances in file maintenance?** option in the Resource Manager Options and Interface function for General Ledger to prevent users from editing the current and last-year actual balances in GL Account maintenance.

See the chapter entitled "Setup" in the *General Ledger User's Guide* for more information.

Totals Shown in Account and Transaction Inquiry

Use the **Totals** command in **Accounts Inquiry** and **Transaction Inquiry** to view comprehensive totals infomation for the highlighted period or account.

See the chapter entitled "Information Inquiry" in the *General Ledger User's Guide* for more information.

Next/Previous Commands in Transaction Inquiry

Use the new command bar options to **Transaction Inquiry** to navigate through GL Accounts more easily.

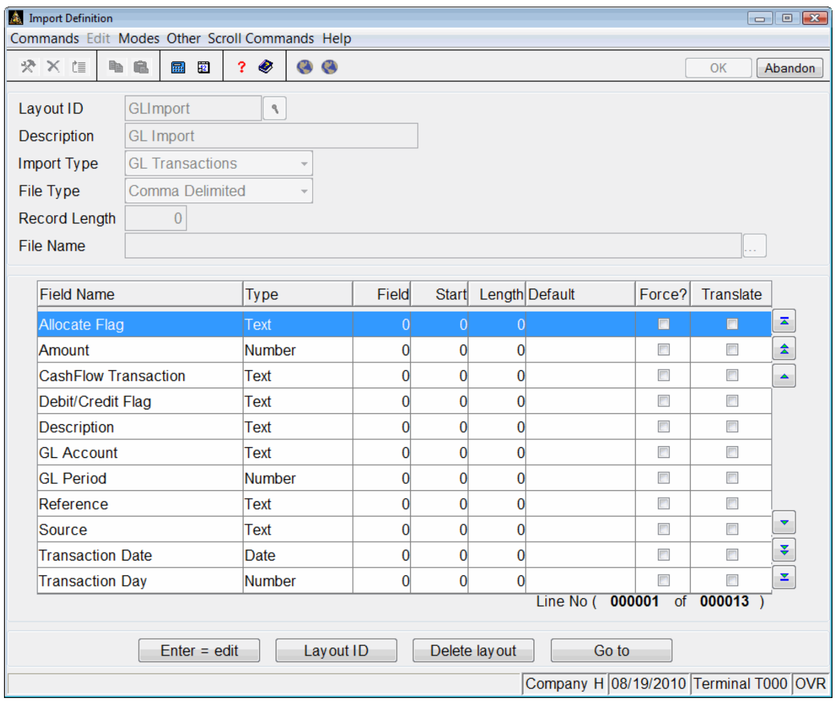
See the chapter entitled "Information Inquiry" in the *General Ledger User's Guide* for more information.

Budget and Transaction Import

Use the Budget Import and Transaction Import functions to import budget and transaction data from other sources directly into the General Ledger Journal file.

Import Definition

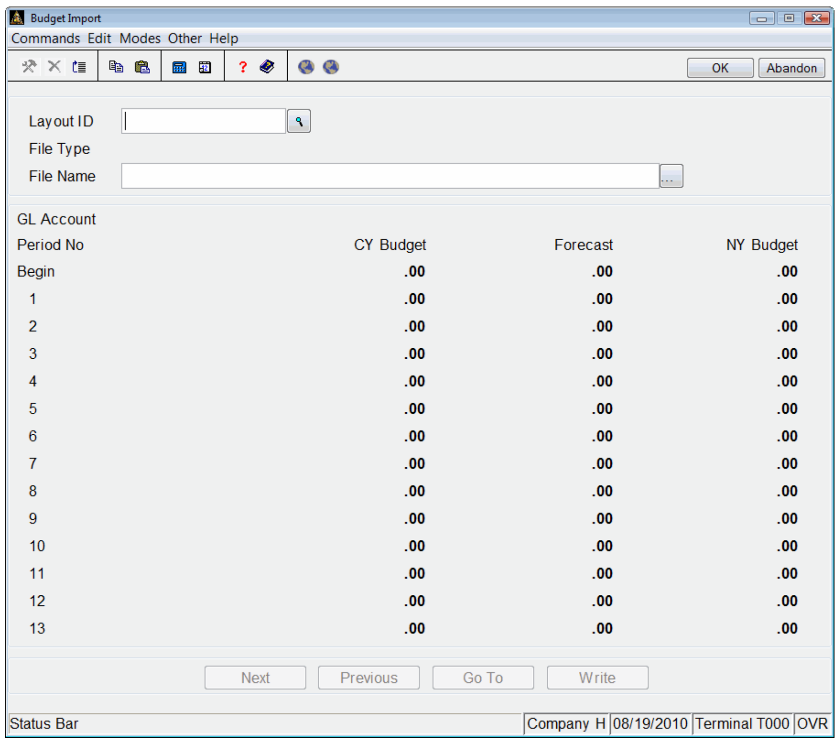
Use the **Import Definitions** function in Resource Manager to create a format for importing budgets or transactions from a file created by another system into General Ledger.



See the chapter entitled “System File Utilities” in the *Resource Manager User’s Guide* for more information.

Budget Import

Use the **Budget Import** function in the **File Maintenance** menu to import data from a file directly into General Ledger budgets using a definition you created.

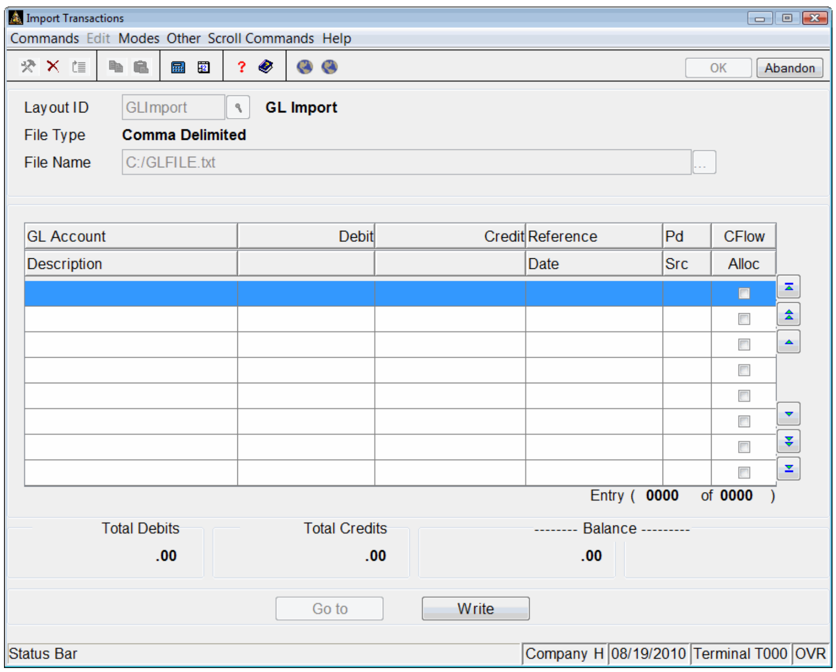


To import data, you must first define the file format using the **Import Definitions** function in Resource Manager. See the chapter entitled "System File Utilities" in the *Resource Manager User's Guide* for more information.

For more information about importing budgets, see the chapter entitled "File Maintenance" in the *General Ledger User's Guide* for more information.

Import Transactions

Use the **Import Transactions** function in the **Daily Work** menu to import a text file directly into General Ledger transactions.



To import data, you must first define the file format using the **Import Definitions** function in System Manager. See the chapter entitled “System File Utilities” in the *Resource Manager User’s Guide* for more information.

For more information about importing transactions, see the chapter entitled “Journal Transactions” in the *General Ledger User’s Guide* for more information.

Inventory

Warning if Reordering Bills of Materials

If you use Bills of Materials/Kitting, you can choose whether to include items with bills of materials on file when you use the **Generate Purchase Requisitions** function in Inventory.

See the chapter entitled “Reorder Processing” in the *Inventory User’s Guide* for more information.

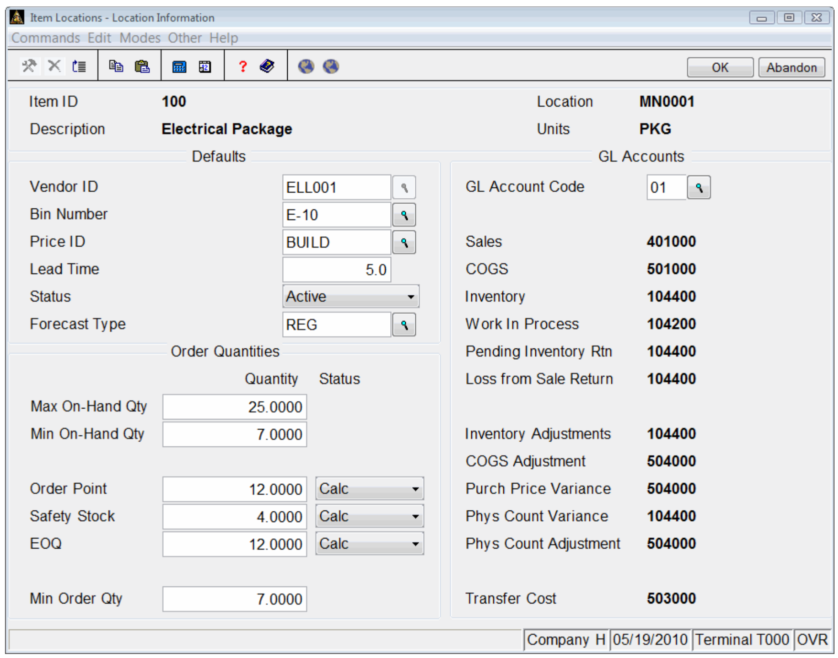
Update Last Cost on Item Transfers

You can control whether the system allows inventory transfers to update the Last Cost field for an item. To do so, set the **Allow Transfers to Update Item Last Cost?** option to **YES** in the Resource Manager Options and Interface function for Inventory.

See the chapter entitled “Setup” in the *Inventory User’s Guide* for more information.

Minimum Stock Quantity

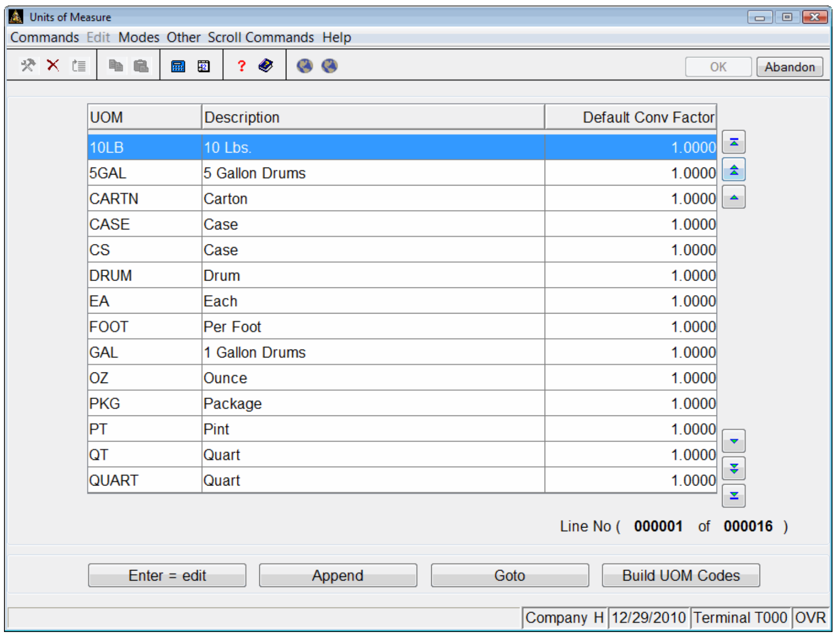
You can maintain a **Minimum On-Hand Quantity** separately from the **Minimum Order Quantity** on the **Location Information** screen of the **Items Location** function.



See the chapter entitled “File Maintenance” in chapter of the *Inventory User’s Guide* for more information.

Units of Measure Codes Function

Use the **Unit of Measure Codes** function to set up units of measure to ensure consistency when maintaining units of measure at the item level.



UOM	Description	Default Conv Factor
10LB	10 Lbs.	1.0000
5GAL	5 Gallon Drums	1.0000
CARTN	Carton	1.0000
CASE	Case	1.0000
CS	Case	1.0000
DRUM	Drum	1.0000
EA	Each	1.0000
FOOT	Per Foot	1.0000
GAL	1 Gallon Drums	1.0000
OZ	Ounce	1.0000
PKG	Package	1.0000
PT	Pint	1.0000
QT	Quart	1.0000
QUART	Quart	1.0000

Setting up units of measure in this function will force you to use only valid entries in the **Units** fields when you create or edit items in Items maintenance functions. If you do not set up units of measure using this function, you can continue to enter any unit values in the items you create.

See the chapter entitled “Code Maintenance” in the *Inventory User’s Guide* for more information.

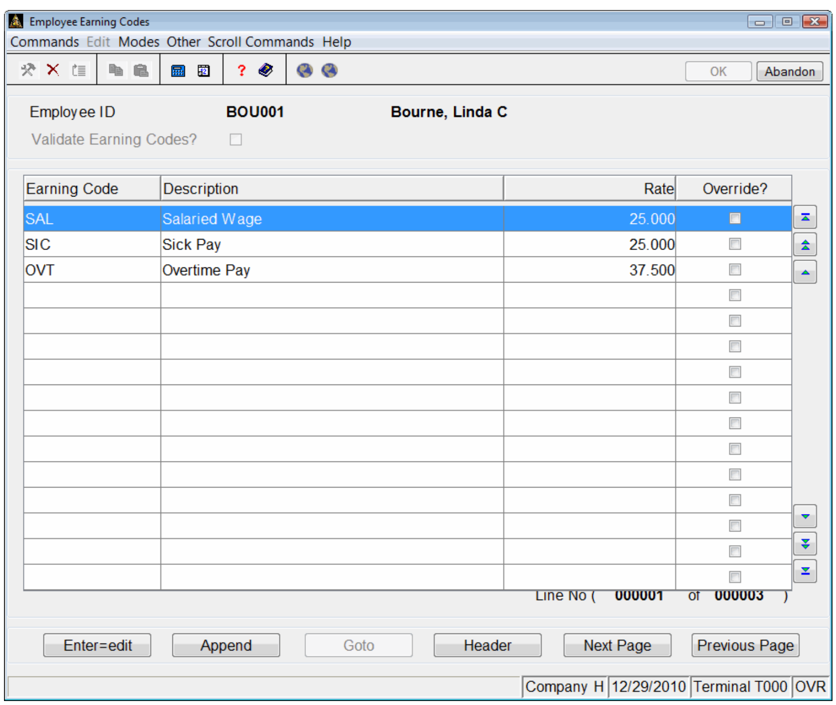
Payroll

Variable Employee Earning Rates

You can vary an employee’s pay rate based on earning code, allowing you to set up different rates for each earning code the employee can use.

Employee Earning Codes

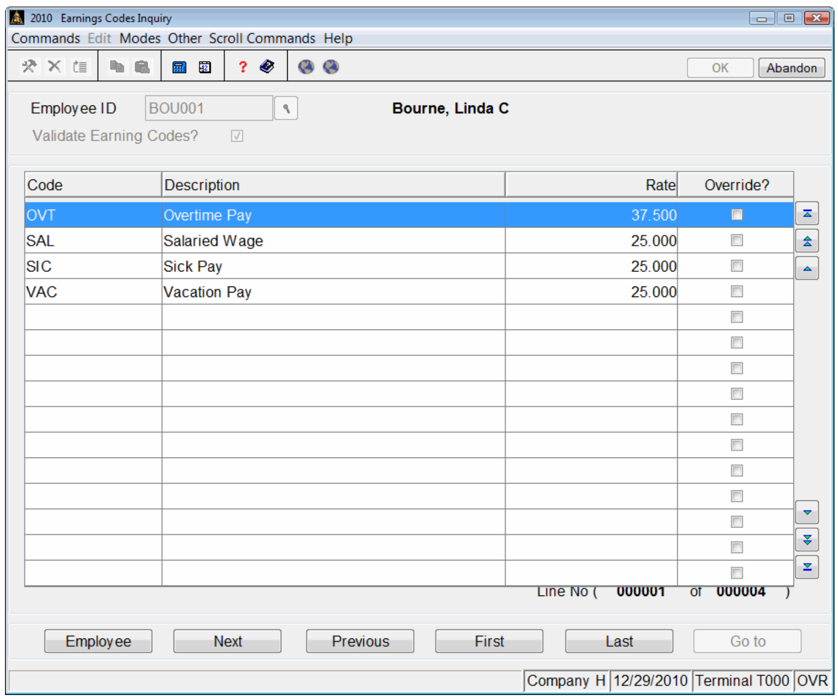
Use the **Employee Earning Codes** screen in the **Payroll Employees** maintenance function to set an employee's pay rate based on earning codes, which will then default when you enter transactions and manual checks.



See the chapter entitled “File Maintenance” in the *Payroll User’s Guide* for more information.

Earnings Codes Inquiry

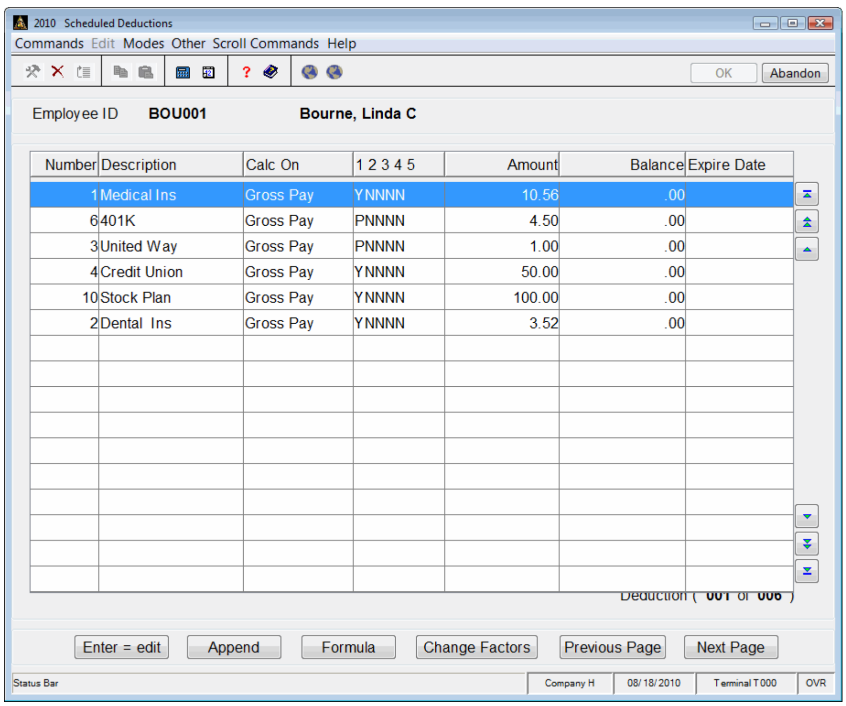
Use the **Earnings Codes Inquiry** function on the **Employee Inquiry** menu to view the earnings code you’ve set up for each employee.



See the chapter entitled “Information Inquiry” in the *Payroll User’s Guide* for more information.

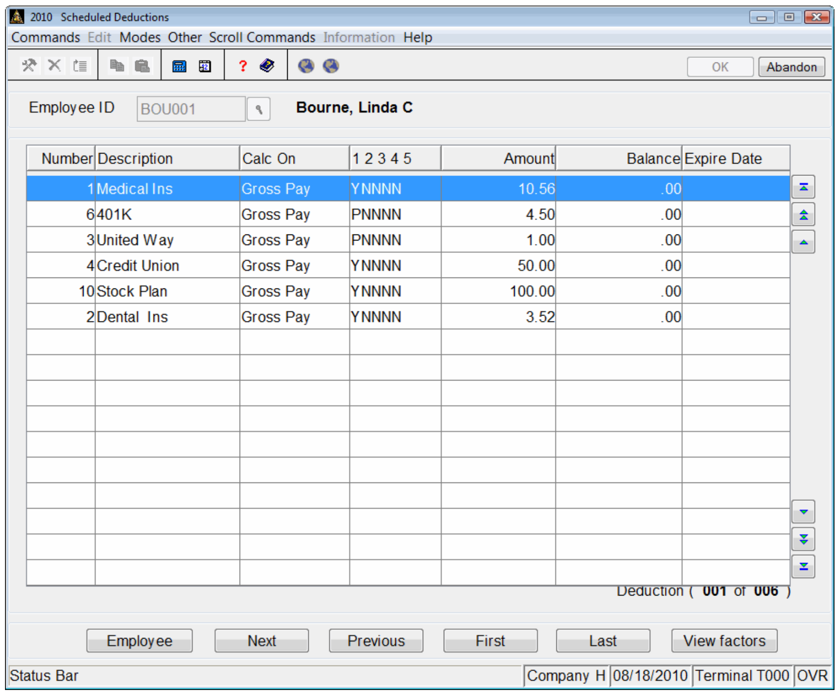
Assign End Dates to Employee Deductions

You can assign end dates to scheduled deductions to make it easier to administer deductions that end at a certain time in the future. To assign end dates, use the **Scheduled Deductions** screen in the Employee Maintenance function.



See the chapter entitled “File Maintenance” in the *Payroll User’s Guide* for more information.

Expiration dates for scheduled deductions also appear in the **Scheduled Deductions** inquiry on the Employee Inquiry menu.



See the chapter entitled “Employee Inquiry” in the *Payroll User’s Guide* for more information.

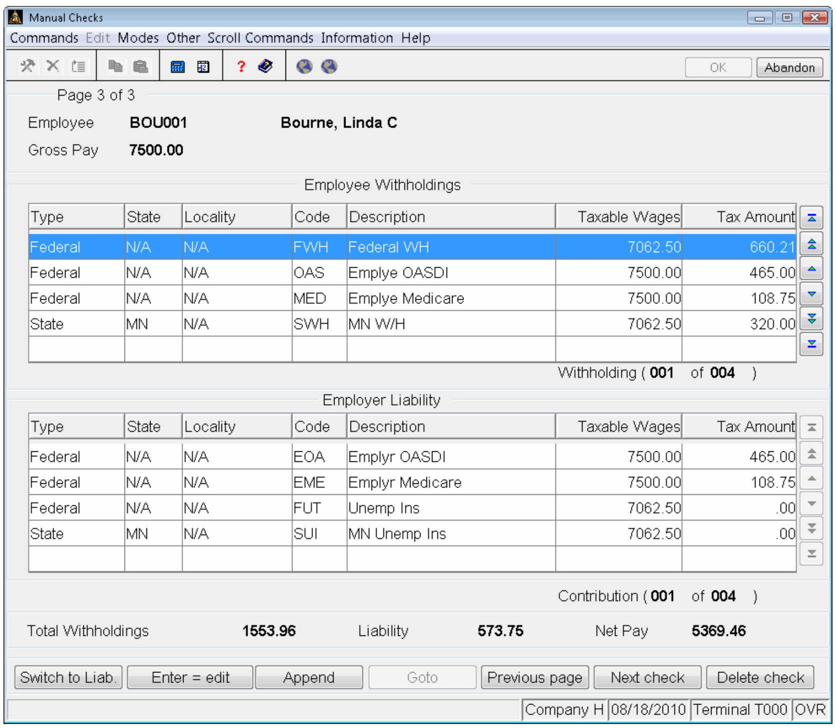
Tax Groups List

You can produce a list of tax groups using the **Tax Groups List** function. The list shows the withholding codes for tax groups used to calculate withholdings from employees.

See the chapter entitled “Master Codes List” in the *Payroll User’s Guide* for more information.

Show and Edit Withholding Earnings in Manual Checks

You can view and, if necessary, adjust the earnings used to calculate each withholding when you enter manual checks using the **Manual Checks** function on the Payday Work menu.



See the chapter entitled “Payday Work” in the *Payroll User’s Guide* for more information.

To be able to change the earnings amount, you must first set the **Allow Editing of Taxable Wages in Manual Checks?** option to **YES** in the Resource Manager Options and Interface function for Payroll. See the chapter entitled “Setup” in the *Payroll User’s Guide* for more information.

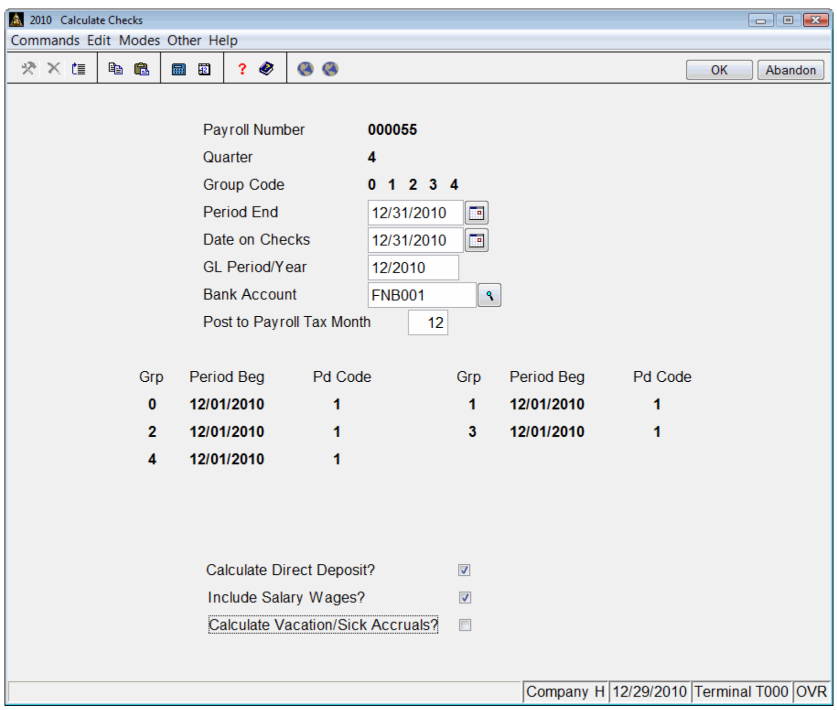
Show Remaining Sick/Vacation Hours

When you enter a sick or vacation earning code for an employee during transaction or manual check entry, OSAS displays the remaining sick or vacation time for the employee.

See the chapter entitled “Daily Work” in the *Payroll User’s Guide* for more.

Current Periods and Quarter Variables added for Formulas

Use the **Post to Payroll Tax Month** field on the **Calculate Checks** screen to enter the payroll tax month to update when you post these checks. Entering the payroll month allows you to use formulas that calculate the tax period totals for use in the formula.



See the chapter entitled “Payday Work” in the *Payroll User’s Guide* for more information.

Print Checks with MICR Coding (with BBj)

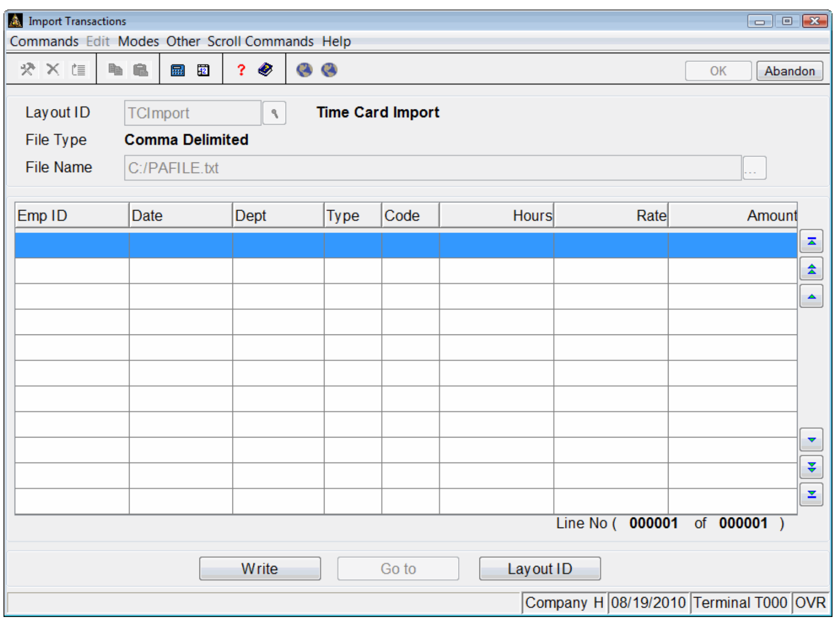
You can print checks on blank check form stock with MICR coding. Follow the instructions in Appendix E, “Installing Barcode and MICR Functionality,” in the *Resource Manager User’s Guide* to prepare your system to print MICR coding.

To use this feature, you must order the appropriate check form stock and set the **Check Form Type** option in Payroll Options and Interfaces to **Blank Form**.

You can choose the number of signature lines for plain paper checks in the Bank Account function of Resource Manager. See the chapter entitled “Company Setup” in the *Resource Manager User’s Guide* for more information.

Time Ticket Import

Use the **Import Transactions** function import time tickets from another source directly into the Payroll Time Ticket files.



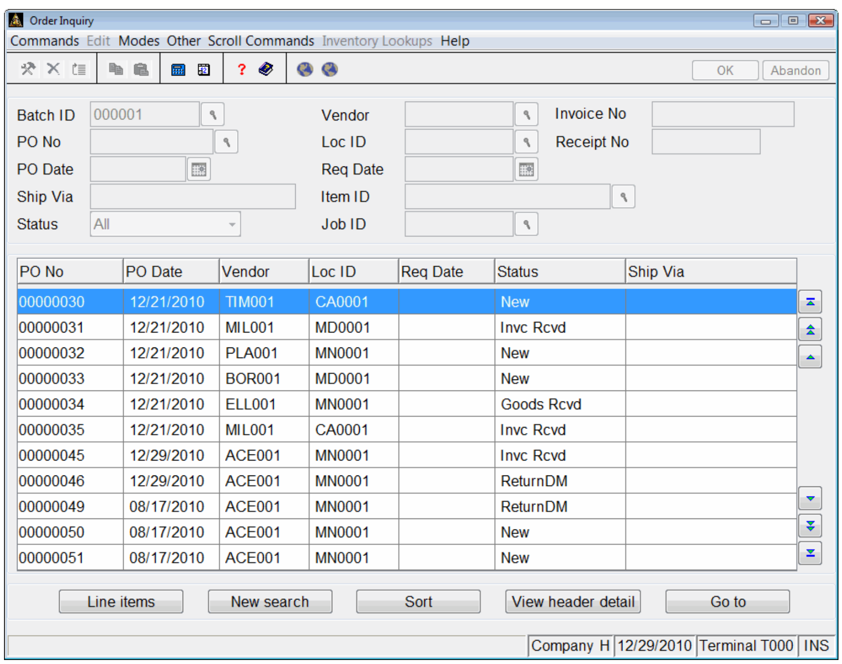
To import data, you must first define the file format using the **Import Definitions** function in Resource Manager.

For more information about importing transactions, see the chapter entitled “Daily Work” in the *Payroll User’s Guide*.

Purchase Order

Transaction Inquiry to Find Existing Transactions

You can view purchase orders transactions using the **Order Inquiry** function during transaction entry from a blank order number field by pressing **Enter**. Doing so enables you to find a specific order if you do not know the transaction number by using other criteria.



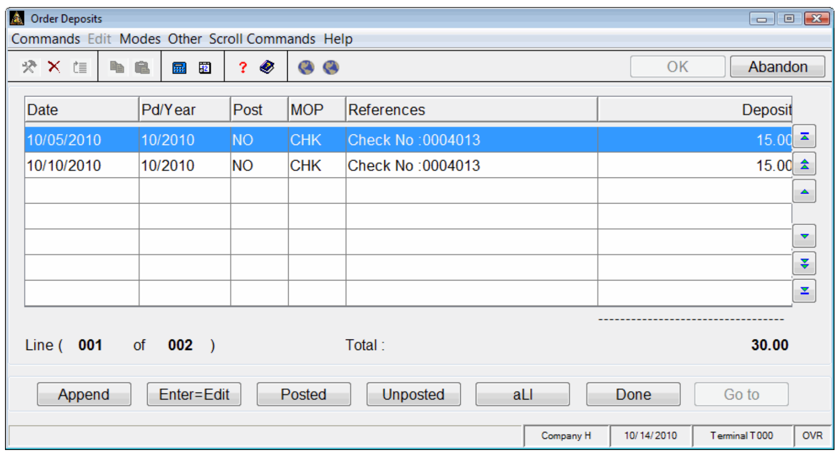
See the chapter entitled “Information Inquiry” in the *Purchase Order User’s Guide* for more information.

Prepayment Deposits in Transactions

Use the deposit functionality in Purchase Order transactions to simplify prepayments to vendors. OSAS v.76 includes enhancements to order entry, a new Order Deposits Report, and enhanced deposit data in Purchase Order Inquiry.

Order Deposits

Use the **Order Deposits** screen (accessible by pressing **D** in the Purchase Order Transactions screen) to add deposits on a purchase order that you enter.



See the chapter entitled “Daily Work” in the *Purchase Order User’s Guide* for more information.

Order Deposits Report

Use the **Order Deposits Report** to create a list of order deposits created in purchase order transactions.

```
10/14/2010                                   Builders Supply                                  Page   1
9:10 PM                                      Deposits Report


Bank FNB001 - 1st National Bank
                                              Account # *8973                       Deposit # 000001

          Cust ID   Customer Name                      Checks          Cash    Check No.   Payment Date
-------------------------------------------------------------------------------------------------------

          ACE001    ACE BUILDERS                      9728.76                  634223      12/12/2010
          ACE001    ACE BUILDERS                     74619.56                  634223      12/12/2010
          ACE001    ACE BUILDERS                     26694.14                  634223      12/12/2010
          GRE001    GREATER NEW YORK DOMES, INC.     12500.00                  345333      12/12/2010

                              -------------     -------------    -------------
          Deposit/Batch Total     123542.46         123542.46              .00

                              -------------     -------------    -------------
            Bank FNB001 Total     123542.46         123542.46              .00

                              -------------     -------------    -------------
                  Grand Total     123542.46         123542.46              .00
 End of Report
```

See the chapter entitled “Transaction Reports” in the *Purchase Order User’s Guide* for more information.

Show Variances on Receipts and Invoices Report

Use the **Show Variances Only?** selection on the Receipts and Invoices Report to print only those orders with variances between the quantities received and invoiced.

See the chapter entitled “Transaction Reports” in the *Purchase Order User’s Guide* for more information.

Copy Recurring Entries to New Order Status

You can choose to copy recurring entries as purchase orders with a status of New. Use this capability to set up order templates to simplify your reordering process.

See the chapter entitled “File Maintenance” in the *Purchase Order User’s Guide* for more information.

Copy Inventory Locations to Ship-To Addresses

If Purchase Order is interfaced with Inventory, you can now create Purchase Order Ship-To Addresses by copying Inventory Location information.

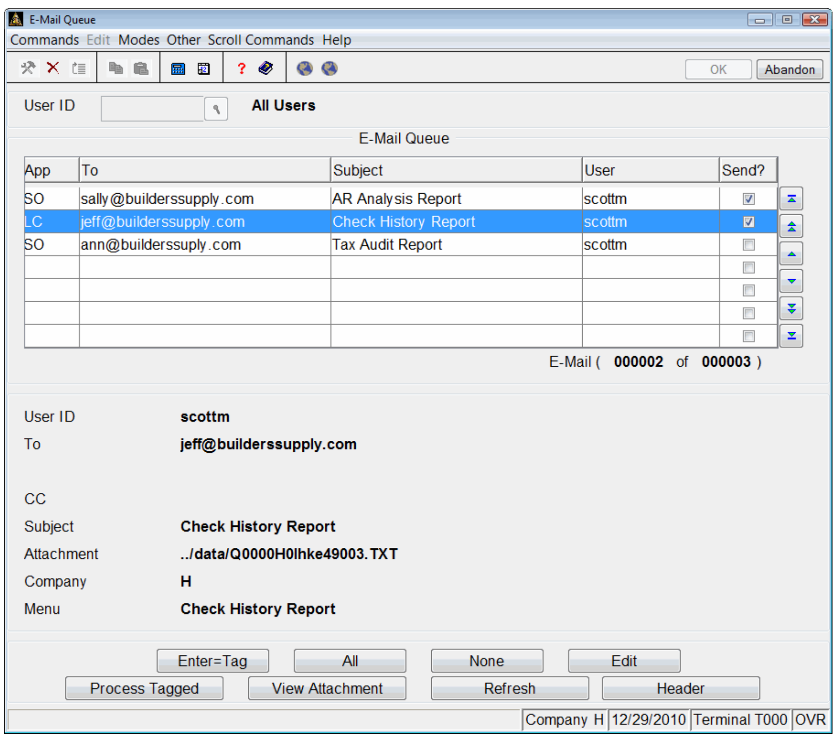
See the chapter entitled “File Maintenance” in the *Purchase Order User’s Guide* for more information.

Resource Manager

E-Mail Queue

Use the **E-Mail Queue** function on the Company Setup menu to view emails awaiting delivery and, optionally, approve them.

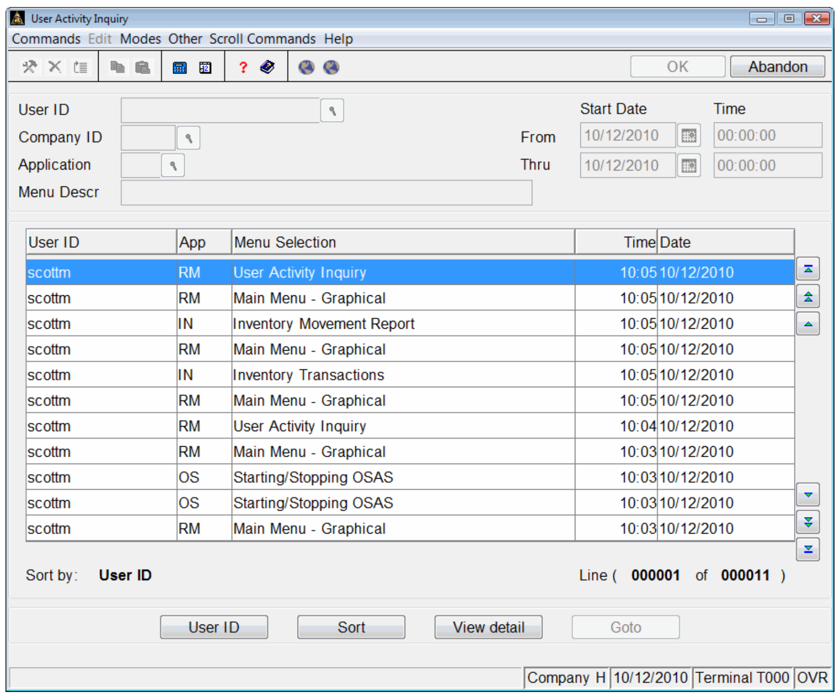
To use this function to approve emails for delivery, you must set the **Send E-Mails Immediately** option to **No** in Resource Manager Options and Interfaces.



See the chapter entitled “Company Setup” in the *Resource Manager User’s Guide* for more information.

View Current System Location of All Users

Use the **User Information Inquiry** function in the User Setup menu to see which OSAS function each user on your system is currently using. Before you can use this feature, you must set the **Track user login activity?** option to **Yes** in the Resource Manager Options and Interfaces.



See the chapter entitled “User Setup” in the *Resource Manager User’s Guide* for more information.

Define Device Type when Adding Users

You can automatically update the OSAS configuration file for the terminals you assign to each user when you add them using the Users function in the Resource Manager Installation and Configuration menu.

To do so, enter **Yes** when you see the prompt for adding a terminal device to CONFIG.BBX after you enter a user. When you do, the **Devices - Terminals** screen appears, enabling you to add the device.

See the chapter entitled “Installation and Configuration” in the *Resource Manager User’s Guide* for more information.

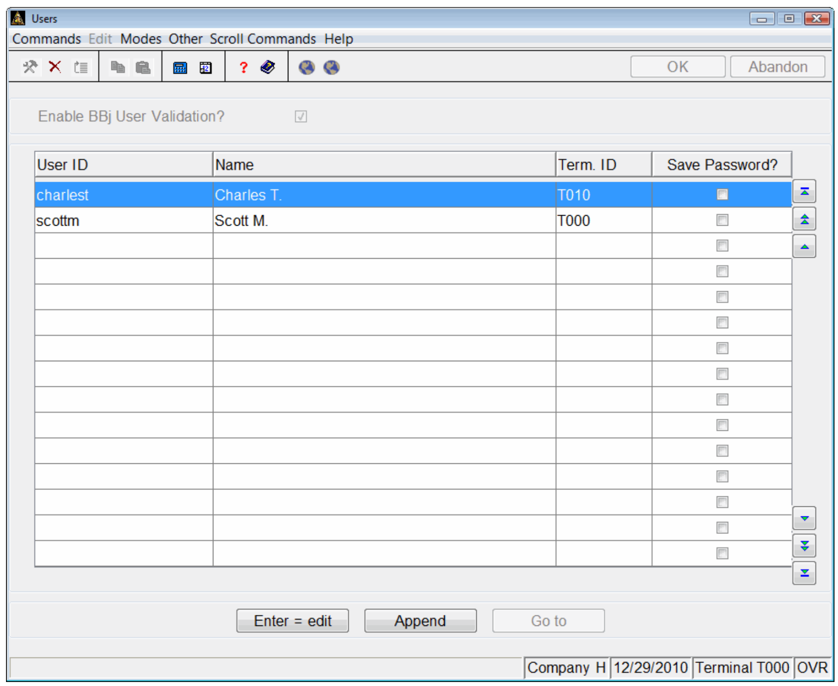
Pop-up Calendar References User ID

OSAS v7.6 now stores reminders and other information in the pop-up calendar by User ID instead of by terminal ID. You must now view, create, and edit dated reminders by user ID. You can create reminders for yourself, for another user, or for everyone using the pop-up calendar.

Create and Validate Users Using BBj Enterprise Manager

When you create users, you can choose to use the settings fro the BBj Enterprise Manager instead of adding the users through OSAS.

To do so, select the **Enable BBj User Validation?** check box on the **Users** screen in Resource Manager. When you select the option, all OSAS users must be set up through the BBj Enterprise Manager, keeping you data access in sync for ODBC and OSAS functions.

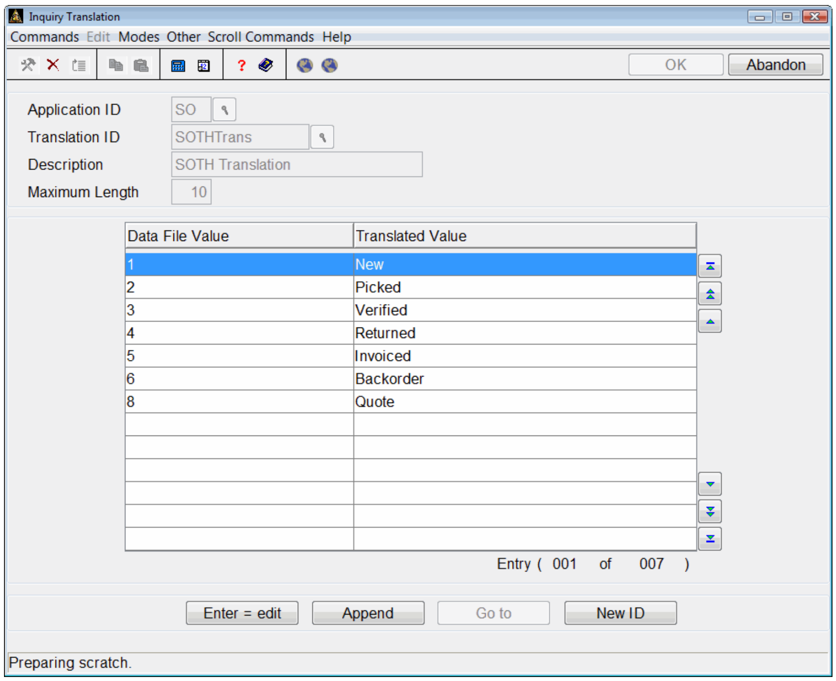


See the chapter entitled “Installation and Configuration” in the *Resource Manager User’s Guide* for more information.

Inquiry Translation

Code translations allow F2 Inquiry windows to translate specific coded values into readable values; for example, you can translate the Sales Order Order Status code of “3” to the more meanful value of “Verified”.

Use the **Inquiry Translation** function to modify code translation values in the application translation files.



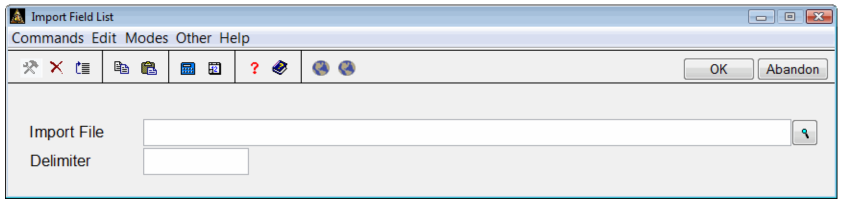
Use the **Inquiry Window Definition** function to apply inquiry translations once you have created them using this function.

See the chapter entitled "System File Utilities" in the *Resource Manager User's Guide* for more information.

Import Field List

You can use the new **Import Field List** functionality to import a list of field changes into the Change Fields function in Resource Manager instead of entering the old and new values individually in the function screen.

The **Import Field List** dialog box opens when you press **I** in the Change Fields function.

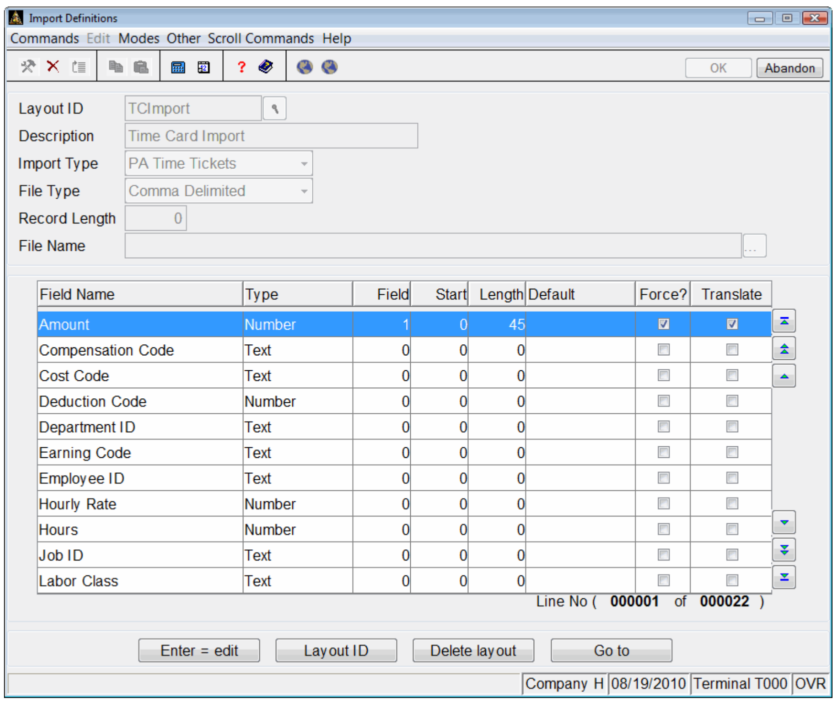


Enter or browse to the location of the file you want to import in the **Import File** field. Enter the **Delimiter** for the file (tab, space, or comma).

See the chapter entitled “Database Utilities” in the *Resource Manager User’s Guide* for more information.

Import Definitions

You can use the **Import Definitions** function in the Resource Manager System File Utilities menu to define the layout of a file that you want to import into OSAS Bank Reconciliation, General Ledger Transactions, General Ledger Budgets, or Payroll Time Tickets.



See the chapter entitled “System File Utilities” in the *Resource Manager User’s Guide* for more information.

Sales Order

Return Merchandise Authorization

Use Return Merchandise Authorizations, or RMAs, to record a return of items from your customers and to track it from authorization, through receipt of the goods at your location, through an optional approval process, and ultimately to the return of the goods to stock or a write-off of the cost.

Use these new functions to maintain and work with RMAs:

- Sales Order Options and Interfaces
- Reason Codes
- Reason Codes List
- RMA Transaction Entry
- Returned Items
- Returned Items Report
- Returned Items Journal
- Post Returned Items
- Returned Items Inquiry

RMA - Sales Order Options and Interfaces

To use RMAs in Sales Order, you must first set three RMA-related options in Sales Order Options and Interfaces.

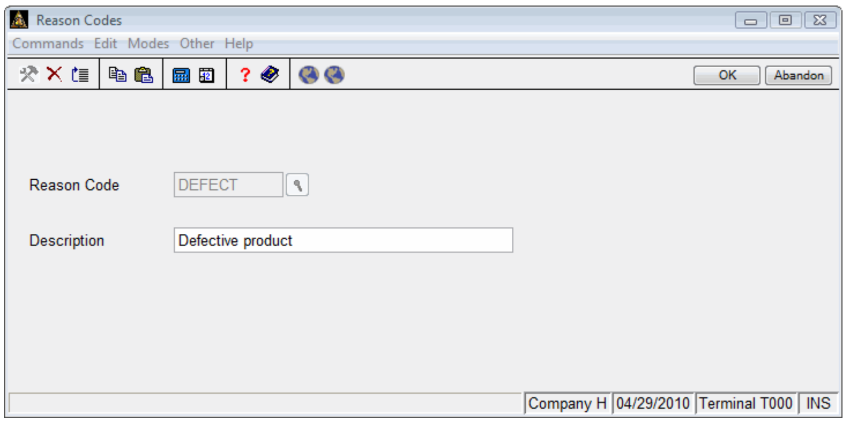
- Set the **Use Return Processing?** option to **YES** to enable RMA functionality, or **No** to use traditional Miscellaneous Credits functionality to handle returns of product from customers.

- Set the **Keep Returned Items History?** option to **YES** to view returned items in a history inquiry function and to print that history.

- Set the **System Generated RMA Numbers?** option to **NO** to assign RMA numbers manually for each return.

Reason Codes

Use the **Reason Codes** function on the Codes Maintenance menu to set up merchandise return reason codes for use with RMAs. You can assign these codes to returned items to provide more information about the reason for te return.



See the chapter entitled “Codes Maintenance” in the *Sales Order User’s Guide* for more information.

Reason Codes List

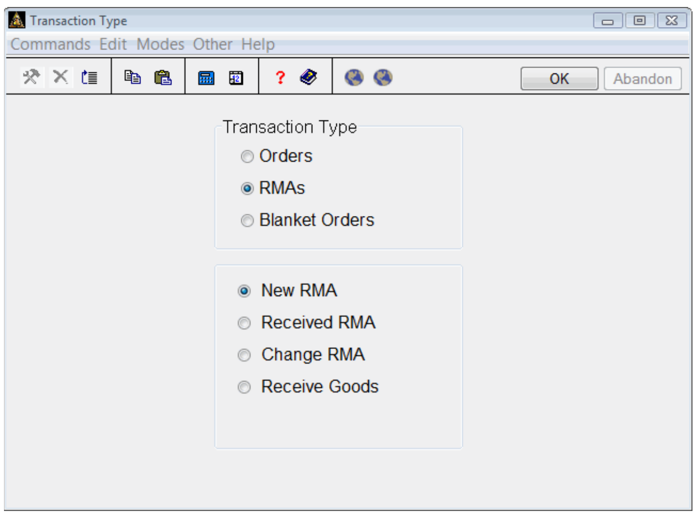
Print the **Reason Codes List** on the Sales Order Master File Lists menu to list the available RMA reason codes you set up in the Reason Codes function.

```
05/03/2010                                   Builders Supply                              Page    1
11:08 AM                                    Reason Codes List

Reason Code   Description
--------------------------------------------------------------------------------------------------

DEFECT        Defective product
EXCESS        Excessive Order
INCORR        Incorrect stock shipped
OTHER         Other reason

End of Report
```

See the chapter entitled “Master File Lists” in the *Sales Order User’s Guide* for more information.

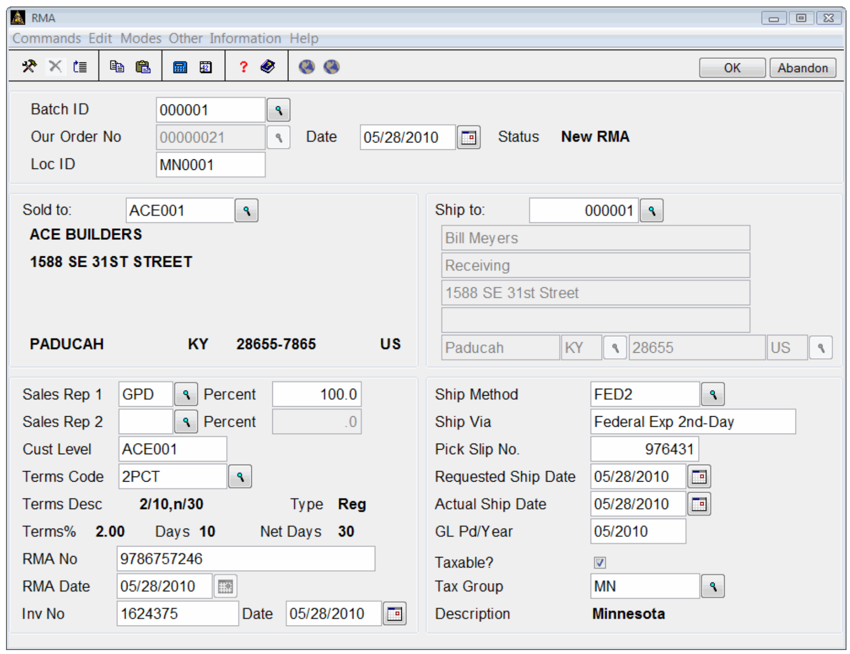
RMA Transaction Entry

Choose the **RMAs** transaction type on the **Transactions** function on the Daily Work menu to create, edit, or receive goods for an RMA.



- Select **New RMA** to enter an RMA for merchandise you have yet to receive.
- Select **Received RMA** to enter an RMA for merchandise that you have already received.
- Select **Change RMA** to update an TRMA that you have already created.
- Select **Receive Goods** to receive merchandise against an RMA that you have already created.

After you make your selection from the Transaction Type selection screen, the header screen appears.



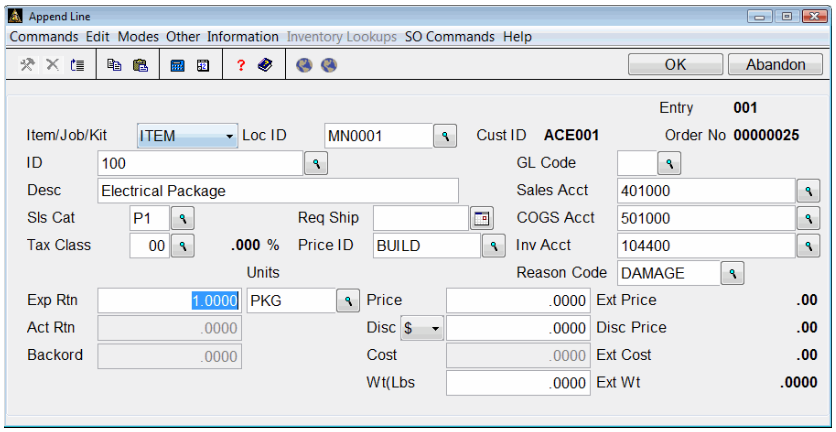
This screen is much like the regular Sales Order Header Information screen, but allows you to enter an RMA number and RMA date. Once complete, you can enter line items into your RMA.

RMA Line Item Entry Screen

The RMA Line Item Entry screen appears if you:

- enter a new RMA.
- use the **Append** command on the RMA Order Detail screen to add an item.

- use the **Edit** command on the RMA Order Detail screen to edit an item in the list. If you use this command, the RMA Line Item Entry screen is titled “Edit Line” instead of “Append Line”.

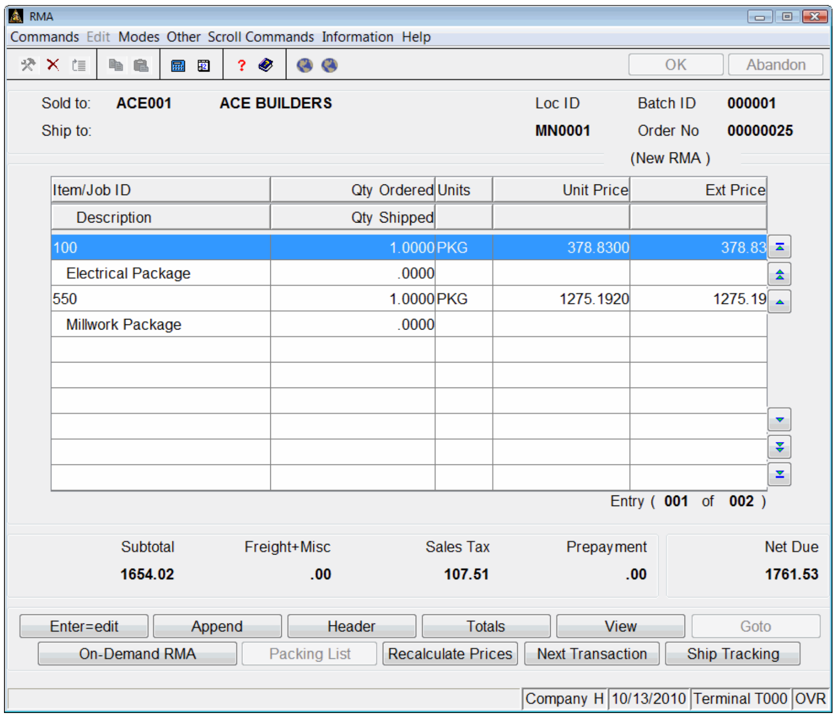


Enter information for one or more returned items, including the Reason Code, the expected amount returned, the actual amount returned, and backordered amount (difference between expected and received amounts). When you finish entering line items, the RMA screen appears.

RMA Screen

The RMA screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area (or scroll region) is in the middle of the screen.
- RMA totals appear at the bottom of the screen.

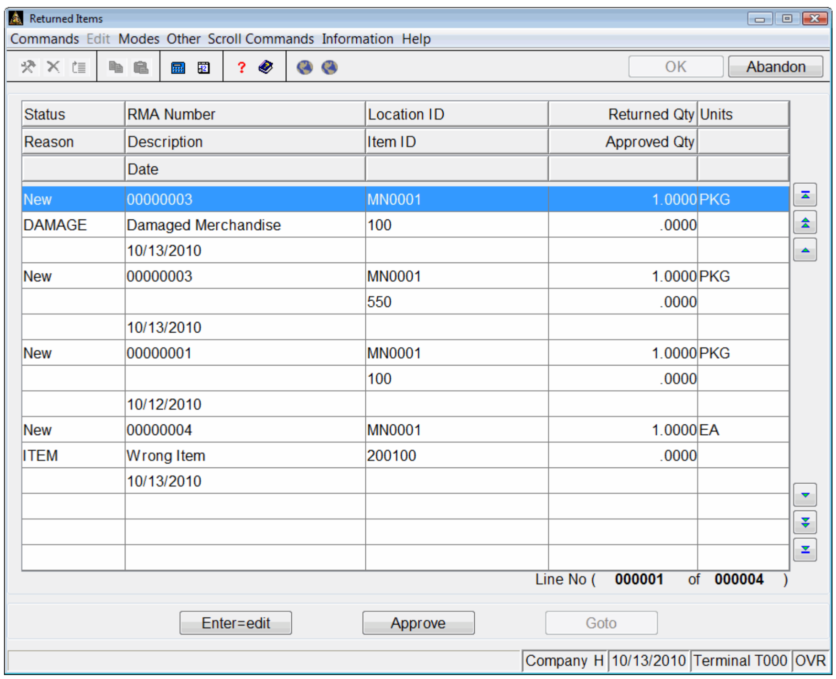


You can use the commands to edit or add line items, enter or edit totals associated with the order, view more details about the line items, print an on-demand RMA form, recalculate prices on any RMA that is not received, or record ship tracking numbers for the RMA.

See the chapter entitled “Daily Work” in the *Sales Order User’s Guide* for more information.

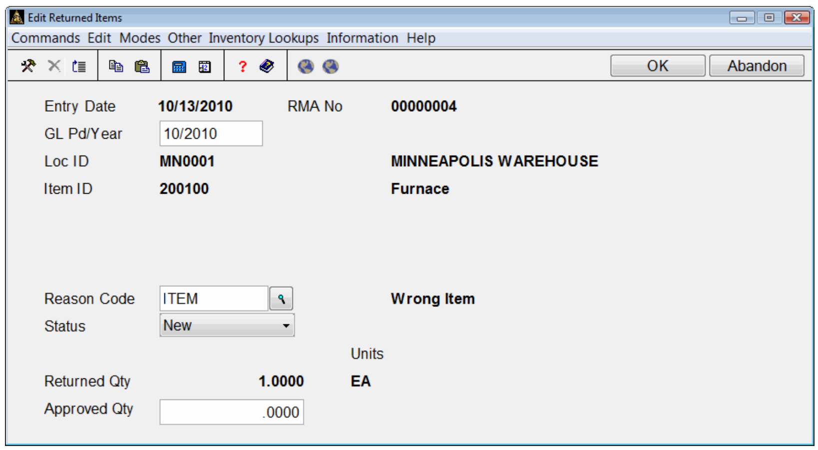
Returned Items

Use the **Returned Items** function in the Daily Work menu to process items returned from RMAs, and determine what items are returned to stock.



Press **A** to approve the selected item for return. The system will prompt you to **Press PgDn to continue to mark this line as approved and return all quantities to stock**. Press **PgDn** or **OK** to proceed, or **Cancel** to return to the Returned Items screen without approving the items.

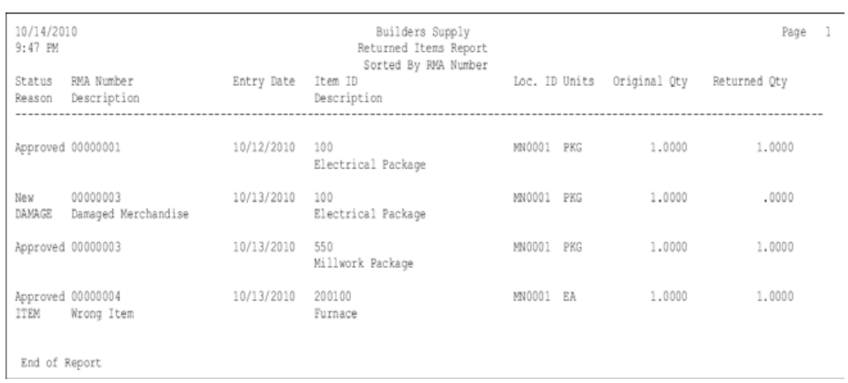
When you press **Enter** for a highlighted item return, the **Edit Returned Items** dialog box appears. The RMA information for the returned item is listed in the box and you can edit it as needed.



See the chapter entitled “Daily Work” in the *Sales Order User’s Guide* for more information.

Returned Items Report

Use the **Returned Items Report** in the Sales Order Transaction Reports menu to print out a range of items that are currently in the Returned Items function.



```
10/14/2010                                    Builders Supply                                        Page   1
9:47 PM                                    Returned Items Report
                                           Sorted By RMA Number
Status   RMA Number                 Entry Date  Item ID                          Loc. ID Units  Original Qty   Returned Qty
Reason   Description                            Description
-------------------------------------------------------------------------------------------------------------------------

Approved 00000001                   10/12/2010  100                              MN0001  PKG         1.0000         1.0000
                                                Electrical Package

New      00000003                   10/13/2010  100                              MN0001  PKG         1.0000          .0000
DAMAGE   Damaged Merchandise                    Electrical Package

Approved 00000003                   10/13/2010  550                              MN0001  PKG         1.0000         1.0000
                                                Millwork Package

Approved 00000004                   10/13/2010  200100                           MN0001  EA          1.0000         1.0000
ITEM     Wrong Item                             Furnace

 End of Report
```

See the chapter entitled “Transaction Reports” in the *Sales Order User’s Guide* for more information.

Returned Items Journal

Use the **Returned Items Journal** in the Sales Order Transaction Reports menu to generate a journal of returned items that are ready for posting (flagged as **Approved**).

```
10/14/2010                                  Builders Supply                                              Page   1
9:50 PM                                 Returned Items Journal
                                         Sorted By RMA Number

RMA Number                 Item ID              Loc. ID    Pending Rtn. Acct.  Units  Original Qty  Returned Qty    Ext. Cost
Entry Date   Reason Code   Item Description                Inventory Acct.
--------------------------------------------------------------------------------------------------------------------------

00000001                   100                  MN0001     104400              PKG          1.0000        1.0000       343.55
10/12/2010                 Electrical Package              104400


00000003                   550                  MN0001     104400              PKG          1.0000        1.0000      1036.10
10/13/2010                 Millwork Package                104400


00000004                   200100               MN0001     104400              EA           1.0000        1.0000       379.44
10/13/2010   ITEM          Furnace                         104400

                                                                                                                =============
                                                                                               Grand Total        1759.09

 End of Report
```

See the chapter entitled “Transaction Reports” in the *Sales Order User’s Guide* for more information.

Post Returned Items

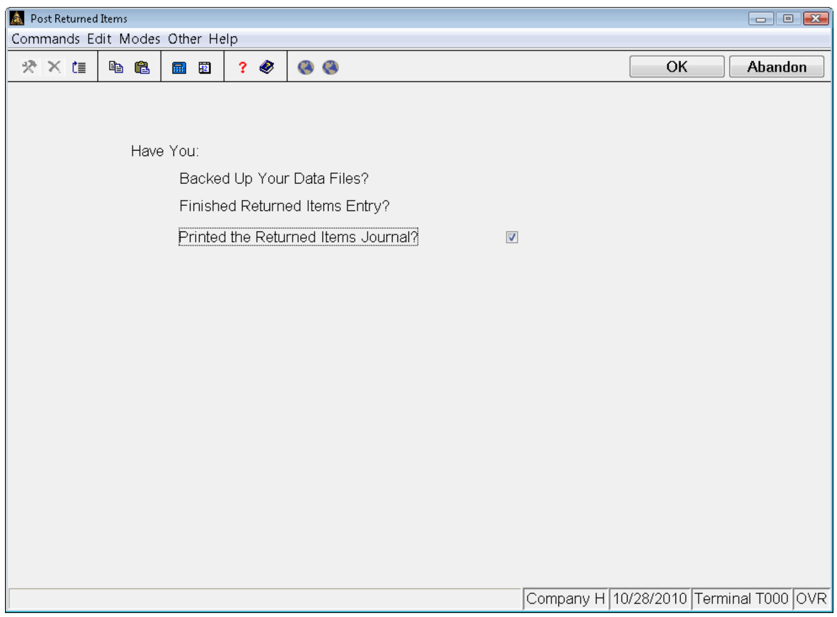
Use the **Post Returned Items** function in the Sales Order Transaction Reports menu to update General Ledger and Inventory information for returned items that have been moved to **Approved** status.

When you post returned items, OSAS performs these tasks:

- For each returned item, the associated inventory for that item is updated using the approved quantity and unit cost.

- A GL entry is created for each returned item. The Pending Inventory Return account is credited for the cost of the returned items. The Inventory account is debited for the cost of the items returned to stock. If the entire quantity is not returned to stock, then the Loss on Return Account is debited for the cost of the items not returned to stock.

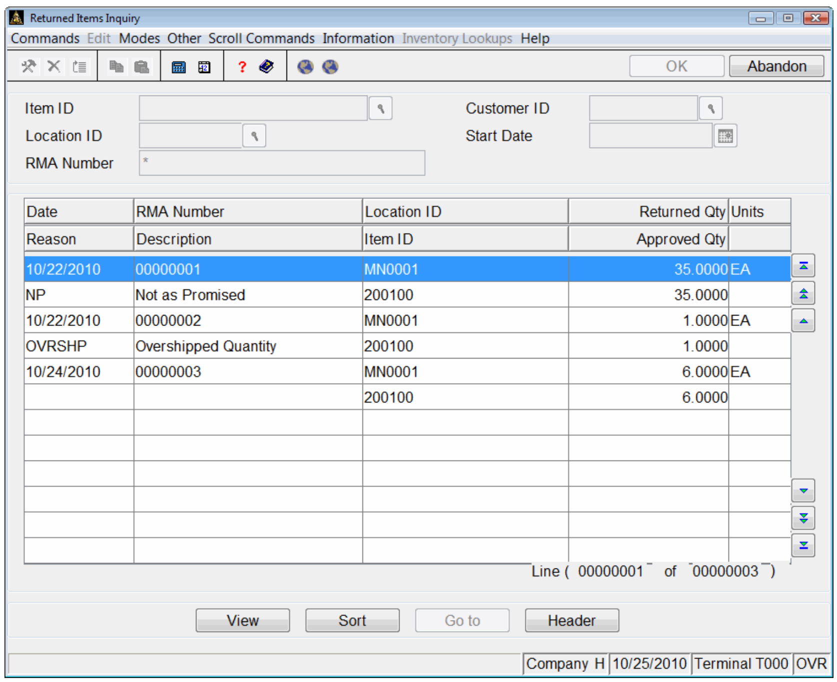
- Entries that have an associated Sales Order transaction still on file are flagged as 'Posted' and kept on file; otherwise, the entry is removed.



See the chapter entitled “Transaction Reports” in the *Sales Order User’s Guide* for more information.

Returned Items Inquiry

The **Returned Items Inquiry** function in the Sales Order Information Inquiry menu allows you to view returned items history. You must post returned items before they will appear in the returned items history.



See the chapter entitled “Information Inquiry” in the *Sales Order User’s Guide* for more information.

Blanket Order on File Warning

If you enter an order for a customer that has a blanket order on file, you will see a message warning you so that you can release against the blanket instead of creating a separate order. This message can appear in the Transactions, Recurring Orders, and Copy Recurring Orders functions.

See the chapter entitled “Transaction Reports” in the *Sales Order User’s Guide* for more information.