



OSAS v7.6 Enhancements Guide

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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.

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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.

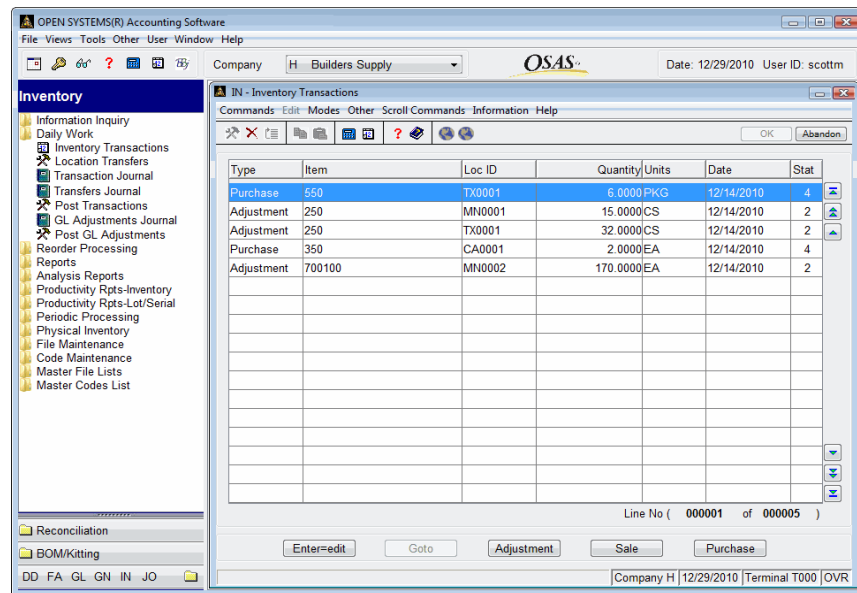
General System Changes

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.

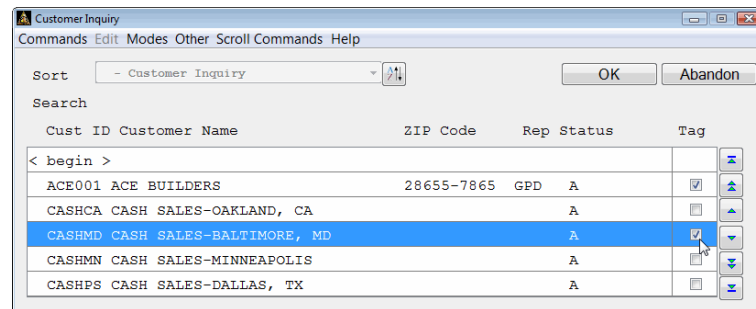
The screenshot shows a 'Save Report Criteria' window. It has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. Below the menu is a toolbar with icons for save, delete, print, and help. The main area contains four options: 'Save as Personal Report Picks?' (checked), 'Save as Global Report Picks?' (checked), 'Description' (text field with 'Northeast Region Requisition Report'), 'Set as Personal Default?' (checked), and 'Set as Global Default?' (unchecked). At the bottom is a status bar showing 'Company H', '10/20/2010', 'Terminal T000', and 'OVR'.

- 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.

The screenshot shows a window titled "Roles" with a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Help) and buttons for OK and Abandon. The form contains the following fields:

- Role ID: Order Entry
- Description: Order Entry
- Application: PO
- Menu ID: PO02
- Title: Daily Work

Below these fields is a table with the following columns: Line, Access, Description, Type, Program, and Param. The table contains 14 rows, with the first six rows having checkboxes in the Access column.

Line	Access	Description	Type	Program	Param
01	<input checked="" type="checkbox"/>	Enter Orders	3	POENTINI	F
02	<input checked="" type="checkbox"/>	Enter Returns	3	PORETINI	D
03	<input checked="" type="checkbox"/>	Generate Orders	3	POGENCON	
04	<input checked="" type="checkbox"/>	Copy Recurring Orders	3	POPSR	
05	<input checked="" type="checkbox"/>	Change Batches	3	POCHB	
06	<input checked="" type="checkbox"/>	Batch Control	3	RMACB	
07	<input type="checkbox"/>				
08	<input type="checkbox"/>				
09	<input type="checkbox"/>				
10	<input type="checkbox"/>				
11	<input type="checkbox"/>				
12	<input type="checkbox"/>				
13	<input type="checkbox"/>				
14	<input type="checkbox"/>				

At the bottom of the table are buttons: Enter=toggle, All, None, and Write. The status bar at the bottom right shows: Company H | 08/12/2010 | Terminal T000 | OVR

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.

Append User ID

Commands Edit Modes Other Scroll Commands Help

User ID: kellyd

Name: Kelly D.

Password:

Remember Password? ☒

Terminal ID: T 070

Archive Control: Never

Archive Path: \\server\\larchive

Archive Share Path: \\server\\larchiveshare

E-Mail Login ID: kellyd

E-Mail Password:

Company	Role ID	Description
H	Order Entry	Order Entry

Append Goto Header Done

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 screenshot shows the 'Accounting Periods' window. It has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', and 'Help'. Below the menu bar is a toolbar with various icons and 'OK' and 'Abandon' buttons. The main area contains the following fields:

- Current Fiscal Year: 2010
- No of Periods/Year: 12
- Fiscal Year: 2010

Below these fields is a table with columns: Pd, Begin Date, End Date, AR, BA, BK, DD, FA, GL, IN, JO, PO. The table contains 12 rows of data for the fiscal year 2010. The first row (Pd 1) is highlighted in blue and has all checkboxes checked. The second row (Pd 2) has checkboxes for AR, BA, BK, DD, FA, GL, IN, and JO checked. The remaining rows (Pd 3 to 12) have all checkboxes unchecked. To the right of the table are three vertical buttons: a blue button with a minus sign, a blue button with a plus sign, and a blue button with a double arrow.

At the bottom of the window, there are buttons for 'Enter = edit', 'Auto fill', 'Write', 'Fiscal Year', and 'Current Fiscal Year'. The status bar at the bottom right shows 'Company H | 12/29/2010 | Terminal T000 | OVR'.

Pd	Begin Date	End Date	AR	BA	BK	DD	FA	GL	IN	JO	PO
1	01/01/2010	01/31/2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	02/01/2010	02/28/2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	03/01/2010	03/31/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	04/01/2010	04/30/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	05/01/2010	05/31/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	06/01/2010	06/30/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	07/01/2010	07/31/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	08/01/2010	08/31/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	09/01/2010	09/30/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	10/01/2010	10/31/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	11/01/2010	11/30/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	12/01/2010	12/31/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Applications	Locked?
Bank Reconciliation	<input checked="" type="checkbox"/>
Bills of Materials/Kitting	<input checked="" type="checkbox"/>
Payroll with Direct Deposit	<input type="checkbox"/>
Fixed Assets	<input checked="" type="checkbox"/>
General Ledger	<input type="checkbox"/>
Inventory	<input type="checkbox"/>
Job Cost	<input type="checkbox"/>

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.

Line	Description	Override Path?	File Prefix	Control	Type
01	AP Analysis Report	<input type="checkbox"/>	APAP	Always	PDF
02	Purchase Analysis Report	<input checked="" type="checkbox"/>		Prompt	Text
03	Check History Report	<input type="checkbox"/>		Never	PDF
04	Vendor Detail History Report	<input type="checkbox"/>	VDHR	Prompt	PDF
05	Deposit History Report	<input type="checkbox"/>		Never	PDF
06	Payment History Report	<input type="checkbox"/>		Never	PDF
07	Tax Audit Report	<input type="checkbox"/>		Never	PDF
08	Summary Invoice History Report	<input type="checkbox"/>	SIHR	Never	PDF
09	Vendor Activity Report	<input type="checkbox"/>	VAR	Always	PDF
10	Vendor Purchase History Report	<input type="checkbox"/>		Never	PDF
11		<input type="checkbox"/>			PDF
12		<input type="checkbox"/>			PDF
13		<input type="checkbox"/>			PDF
14		<input type="checkbox"/>			PDF
15		<input type="checkbox"/>			PDF

Inquiry

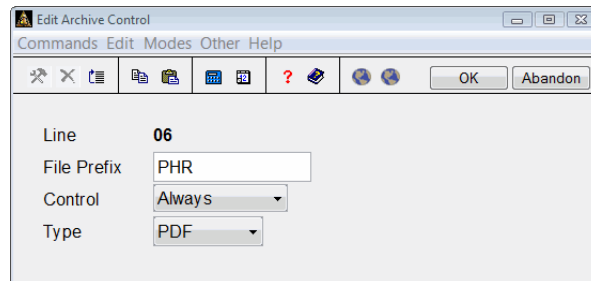
1. Enter the **Application** and the **Menu** that contains the reports you would like to archive. See “Edit Archive Control dialog box” on page 13 for more information.
2. To set a path to override the default archive settings in the Directories function, highlight the report you would like to edit 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.

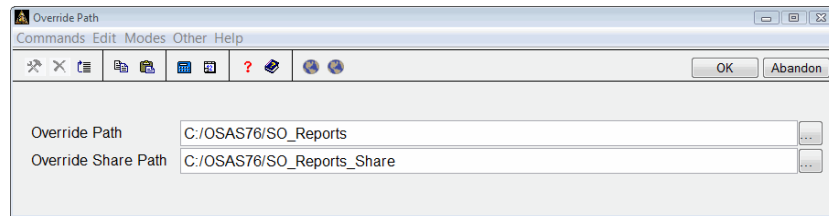


The line of the report on the previous report list appears in the **Line** field.

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.

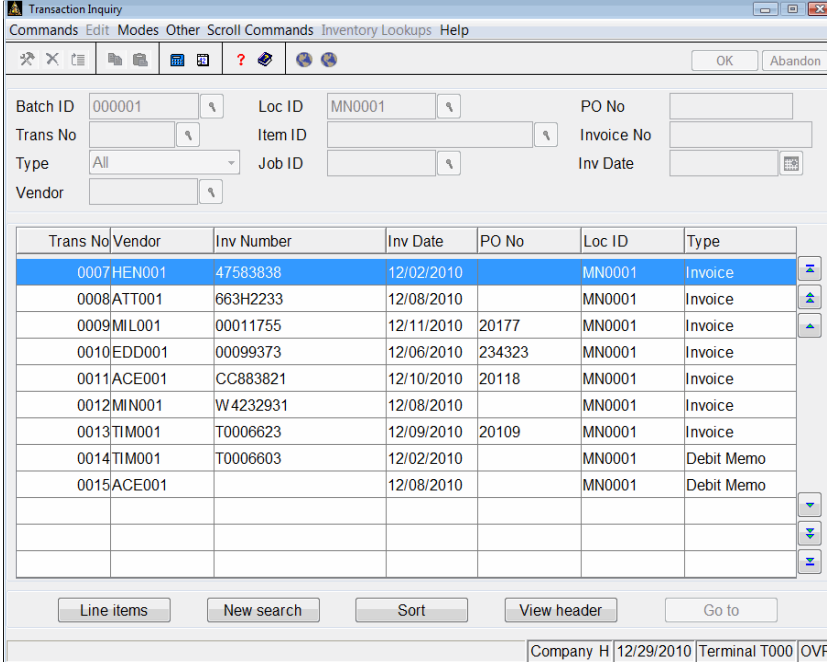
To use this feature, you must order the appropriate check form stock and set the **Check Form Type** in Accounts Payable Options and Interfaces to **Blank Form**.

BUILDERS SUPPLY		1ST NATIONAL BANK		0004127	
4301 DEAN LAKE BLVD.		403 NORTH 2ND STREET			
SHAKOPEE MN 55379		MINNEAPOLIS MN 55402			
		(612)554-4112			
		DATE		AMOUNT	
		04/20/2007		*****212.00	
TWO HUNDRED TWELVE AND 00/100 DOLLARS					
PAY TO THE ORDER OF		ATLANTIS TELEPHONE CO			
		49638 65 ST N, SUITE 496			
		MINNEAPOLIS MN 49648-3939			
					
				AUTHORIZED SIGNATURE	
				AUTHORIZED SIGNATURE	
⑈0004⑈12⑈ ⑈⑈23456789⑈ ⑈234567890⑈12⑈					

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.



The screenshot shows the 'Transaction Inquiry' window with the following fields and data:

Batch ID: 000001, Loc ID: MN0001, PO No: , Trans No: , Item ID: , Invoice No: , Type: All, Job ID: , Inv Date: , Vendor: .

Trans No	Vendor	Inv Number	Inv Date	PO No	Loc ID	Type
0007	HEN001	47583838	12/02/2010		MN0001	Invoice
0008	ATT001	663H2233	12/08/2010		MN0001	Invoice
0009	MIL001	00011755	12/11/2010	20177	MN0001	Invoice
0010	EDD001	00099373	12/06/2010	234323	MN0001	Invoice
0011	ACE001	CC883821	12/10/2010	20118	MN0001	Invoice
0012	MIN001	W4232931	12/08/2010		MN0001	Invoice
0013	TIM001	T0006623	12/09/2010	20109	MN0001	Invoice
0014	TIM001	T0006603	12/02/2010		MN0001	Debit Memo
0015	ACE001		12/08/2010		MN0001	Debit Memo

Buttons: Line items, New search, Sort, View header, Go to. Footer: Company H | 12/29/2010 | Terminal T000 | OVR

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.

The screenshot shows the 'Vendor Labels' window with the following fields and options:

- Vendor ID:** From ACE001, Thru TH0001
- Distribution Code:** From 01, Thru 01
- Print By:** Vendor ID (selected), Vendor Name
- Label ID:** Address
- Copies:** 1
- Labels to Skip:** 15
- Collated?:** ☐
- Print:** Vendor Address
- Print Vendors of Status:** Active
- Include:** None
- Print Alignment?:** ☐

The status bar at the bottom indicates: Company H | 06/17/2010 | Terminal T000 | OVR

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

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.

Deposit History Report

Commands Edit Modes Other Help

Vendor ID From ACE001 Thru TIM001

Date From Thru

Payment Number From Thru

Method of Payment From CH2 Thru MC2

Print By:

- ☒ Vendor ID
- ☐ Payment Number
- ☐ Method of Payment
- ☐ Payment Type

Print Type:

- ☒ Detail
- ☐ Summary

Company H 12/29/2010 Terminal T000 INS



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.

The screenshot shows the 'Print History Invoices' window with the following fields and options:

- Customer ID:** From ACE001, Thru LOS001
- Invoice Number:** From 00000013, Thru 12670001
- Invoice Date:** From 06/01/2010, Thru 12/29/2010
- Message for All Invoices:** Thank you for your order.
- Print:** Invoices (dropdown)
- Print Additional Descriptions?:** ☒
- Delivery Method:** Email (dropdown)
- Print Copies of E-Mailed Invoices?:** ☒
- Override Customer E-Mail Address?:** ☒
- To:** brad@osas.com

At the bottom right, the status bar shows: Company H | 12/29/2010 | Terminal T000 | OVR

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.

The screenshot shows the 'Summary History Comparison' window. At the top, there is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Information', and 'Help'. Below the menu is a toolbar with various icons and buttons for 'OK' and 'Abandon'. The main area contains input fields for 'Customer ID' (ACE001), 'Name' (ACE BUILDERS), 'Fiscal Year/Per' (2010, 12), 'Details' (Total), and 'Values' (Net sales). Below these fields is a table with columns for 'Pd', '2007', '2008', '%', '2009', '%', '2010', and '%'. The table lists 12 rows of data, followed by a 'Tot' row. At the bottom, there are buttons for 'Customer', 'Header', 'Values', 'First', 'Last', 'Next', and 'Prev'. The status bar at the bottom right shows 'Company H | 12/29/2010 | Terminal T000 | OVR'.

Pd	2007	2008	%	2009	%	2010	%
1	.00	.00		.00		64598.71	+100
2	.00	.00		.00		111644.07	+100
3	.00	.00		.00		288828.44	+100
4	.00	.00		.00		14429.10	+100
5	.00	.00		.00		166661.08	+100
6	.00	.00		.00		83718.08	+100
7	.00	.00		806642.17	+100	83718.08	-90
8	.00	.00		57388.22	+100	67470.70	+18
9	.00	.00		101131.41	+100	567501.56	+461
10	.00	.00		79768.75	+100	154642.54	+94
11	.00	.00		67213.41	+100	35467.99	-47
12	.00	.00		111435.67	+100	47480.05	-57
Tot	.00	.00		1223579.63	+100	1686160.40	+38

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.

The screenshot shows the 'Transaction' window with a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Information, Inventory Lookups, Help) and a toolbar with icons for search, print, and other functions. The window contains several input fields for search criteria: 'Our Tran No' (0025), 'Batch ID', 'Inv Date', 'Type' (All), 'Invoice No', 'Customer', 'PO Date', 'Loc ID' (MN0001), 'Customer PO', 'Job ID', and 'Item ID'. Below these fields is a table of transactions.

Our Tran	Invoice No	Cust ID	Loc ID	Inv Date	Type	Order Total
0025		ACE001	MN0001		Invoice	3121.37
000001						
0026		CASHMN	MN0001		Invoice	98.17
000001						
0028		SUN001	MN0001		Invoice	62603.23
000001	23213434			12/03/2010		
0029		CASHPS	MN0001		Invoice	1474.27
000001	WALKIN			12/12/2010		
0030		CASHMD	MN0001		Credit	434.96
000001						
0031		LOS001	MN0001		Credit	3410.52
000001						

At the bottom of the window, there are buttons for 'New search', 'Sort', 'Header', 'tRan Line Detail', 'Totals', and 'Goto'. The status bar at the bottom right shows 'Company H | 12/29/2010 | Terminal T000 | OVR'.

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.

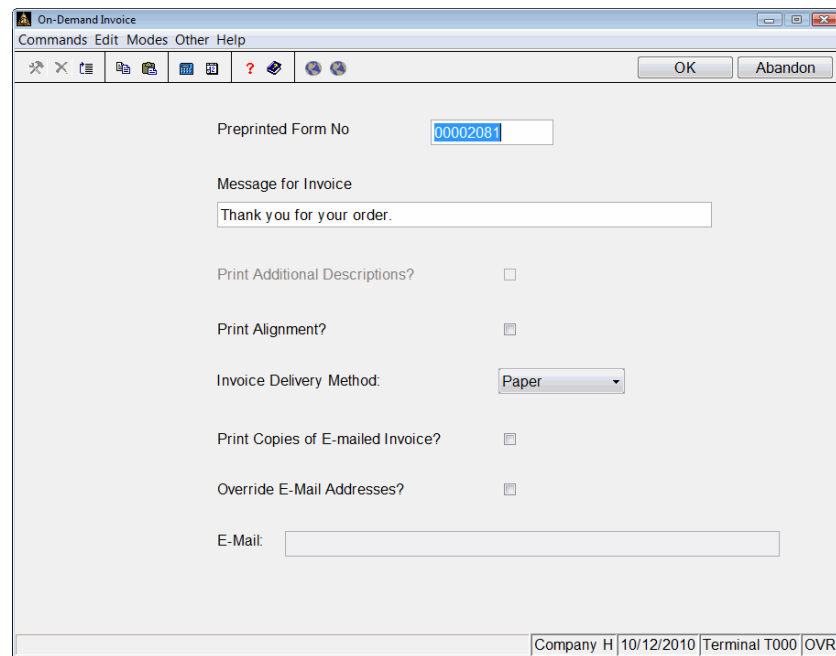
Units		Price	Ext Price
Ordered	1.0000 EA	49.8750	49.88
Shipped	1.0000	Disc \$ 5.0000	Disc Price 44.88
Backord	.0000	Cost .0000	Ext Cost .00

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.



The screenshot shows a window titled "On-Demand Invoice" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The window contains the following fields and options:

- Preprinted Form No: 00002081
- Message for Invoice: Thank you for your order.
- Print Additional Descriptions?: ☐
- Print Alignment?: ☐
- Invoice Delivery Method: Paper (dropdown menu)
- Print Copies of E-mailed Invoice?: ☐
- Override E-Mail Addresses?: ☐
- E-Mail: (empty text field)

At the bottom right, a status bar displays: Company H | 10/12/2010 | Terminal T000 | OVR

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.

The screenshot shows the 'Ship-to Addresses' window with the following data:

Field	Value
Cust ID	ACE001
Ship To	000001
Name	Bill Meyers
Addr 1	Receiving
Addr 2	1588 SE 31st Street
Addr 3	
City	Paducah
State	KY
Zip Code	28655-7865
Country	US
Ship Via	FEDEX
Ship Zone	
Tax Group	
Sales Rep 1	DMM
Sales Rep 2	GPD

At the bottom of the window, the status bar displays: Company H | 07/01/2010 | Terminal T000 | OVR

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.

Cleared Transactions (Screen One)

Commands Edit Modes Other Help

Include Unposted GL Journal Entries in Balance? ☐

Bank Account ID FNB002 First National Credit Card
Type Credit Card

Bank Account Balance 607046.88

Statement Balance 6548.00
Statement Type Date
Statement Date 10/01/2010

Payment Amount 454.00
Invoice Date 10/26/2010
Invoice Number 6544314
Create Invoice? ☒

Company H | 10/26/2010 | Terminal T000 | OVR

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.

The screenshot shows the 'Retire Assets' window with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for undo, redo, print, save, and help. The main area displays a table for asset 'COMPUTER 03' with the description 'Computer Equipment'. The table has columns for Asset ID, Description, BOOK, FEDTAX, OTHER, and A.M.T. The data is as follows:

Asset ID	Description	BOOK	FEDTAX	OTHER	A.M.T.
COMPUTER 03	Computer Equipment				
Base Cost		11021.00	11021.00	11021.00	11021.00
Depr Method/Table		SL	SL	SL	SL
Est Life (Periods)		36	36	36	36
Actual Life		57	57	57	57
Depr Begin Period		01/2006	01/2006	01/2006	01/2006
Depr End Period		12/2008	12/2008	12/2008	12/2008
Salvage Value		.00	.00	.00	.00
Other Bonus		.00	.00	.00	.00
179 Expense		5000.00	5000.00	5000.00	5000.00
Applied Credits		.00	.00	.00	.00
Accum Elig Depr		6021.00	6021.00	6021.00	6021.00
Accum Depr Taken		6021.00	6021.00	6021.00	6021.00
YTD Depreciation		.00	.00	.00	.00
Remain Depr Base		.00	.00	.00	.00
Depr Adjustment		.00	.00	.00	.00

Below the table is a 'Retire Asset' button. At the bottom of the window is a status bar showing 'Company H | 07/01/2010 | Terminal T000 | OVR'.

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.

2010 Transaction Inquiry

Commands Edit Modes Other Scroll Commands Help

GL Post Code: 00000003 Post Checks Status

GL Account: ?

GL Period From: ?

GL Period Thru: ?

Post Date	Pd	Src	Acct/Description	Amount	Pst	Ref	All
10/31/2010	10AP	100000		-209957.20	AP		<input checked="" type="checkbox"/>
			Checking Acc				<input type="checkbox"/>
10/31/2010	10AP	200000		212077.98	AP		<input checked="" type="checkbox"/>
			AP				<input type="checkbox"/>
10/31/2010	10AP	804000		-2120.78	AP		<input checked="" type="checkbox"/>
			Discounts				<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Unposted Trans Pd Beg Bal Posted Trans Pd End Bal

.00 .00 .00 .00

GL Post Code First Last Next Previous

Sort View gO to Totals

Company H | 12/29/2010 | Terminal T000 | OVR

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.

The screenshot shows the '2010 Account Budgets' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. Below the menu is a toolbar with icons for navigation and editing. The main area contains a form for account details and a table of budget data.

Account: 100500, Account Type: 005 Cash On Hand, Description: PETTY CASH, DB, CR, or Memo: Debit, Manual Entry?: ☐, Alternate Budget: Forecast

Period	Actual	CY Budget	Last Year	Forecast
Begin	100.00	100.00	-30.00	100.00
1	15.00	-45.00	75.00	15.00
2	-25.00	50.00	-30.00	-25.00
3	30.00	-60.00	100.00	30.00
4	-45.00	75.00	-25.00	-45.00
5	50.00	-30.00	15.00	50.00
6	-60.00	100.00	30.00	-60.00
7	-30.00	15.00	50.00	-30.00
8	75.00	-25.00	-45.00	75.00
9	100.00	30.00	-60.00	100.00
10	-100.00	-10.00	-25.00	-100.00
11	-10.00	-60.00	15.00	-10.00
12	100.00	-100.00	30.00	100.00
13	.00	.00	.00	.00
End	200.00	40.00	100.00	200.00

Navigation buttons: First, Last, Next, Previous, Edit, Account

Footer: Company H | 12/29/2010 | Terminal T000 | OVR

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 information 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.

Import Definition

Commands Edit Modes Other Scroll Commands Help

Layout ID: GLImport

Description: GL Import

Import Type: GL Transactions

File Type: Comma Delimited

Record Length: 0

File Name:

Field Name	Type	Field	Start	Length	Default	Force?	Translate
Allocate Flag	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Amount	Number	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
CashFlow Transaction	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Debit/Credit Flag	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Description	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
GL Account	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
GL Period	Number	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Reference	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Source	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Transaction Date	Date	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Transaction Day	Number	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>

Line No (000001 of 000013)

Enter = edit Layout ID Delete layout Go to

Company H | 08/19/2010 | Terminal T000 | OVR

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.

The screenshot shows the 'Budget Import' window with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for file operations and a search icon. Below the toolbar are input fields for 'Layout ID', 'File Type', and 'File Name'. The main area contains a table with the following data:

GL Account	CY Budget	Forecast	NY Budget
Period No			
Begin	.00	.00	.00
1	.00	.00	.00
2	.00	.00	.00
3	.00	.00	.00
4	.00	.00	.00
5	.00	.00	.00
6	.00	.00	.00
7	.00	.00	.00
8	.00	.00	.00
9	.00	.00	.00
10	.00	.00	.00
11	.00	.00	.00
12	.00	.00	.00
13	.00	.00	.00

At the bottom of the window are buttons for 'Next', 'Previous', 'Go To', and 'Write'. The status bar at the very bottom displays 'Company H | 08/19/2010 | Terminal T000 | OVR'.

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.

GL Account	Debit	Credit	Reference	Pd	CFlow
Description			Date	Src	Alloc

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.

The screenshot shows the 'Item Locations - Location Information' window. The window has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. Below the menu bar is a toolbar with icons for search, save, print, and other functions. The main area is divided into several sections:

- Item ID:** 100
- Description:** Electrical Package
- Location:** MN0001
- Units:** PKG
- Defaults:**
 - Vendor ID:** ELL001
 - Bin Number:** E-10
 - Price ID:** BUILD
 - Lead Time:** 5.0
 - Status:** Active
 - Forecast Type:** REG
- Order Quantities:**

	Quantity	Status
Max On-Hand Qty	25.0000	
Min On-Hand Qty	7.0000	
Order Point	12.0000	Calc
Safety Stock	4.0000	Calc
EOQ	12.0000	Calc
Min Order Qty	7.0000	
- GL Accounts:**

GL Account Code	
01	
Sales	401000
COGS	501000
Inventory	104400
Work In Process	104200
Pending Inventory Rtn	104400
Loss from Sale Return	104400
Inventory Adjustments	104400
COGS Adjustment	504000
Purch Price Variance	504000
Phys Count Variance	104400
Phys Count Adjustment	504000
Transfer Cost	503000

At the bottom of the window, there is a status bar showing 'Company H', '05/19/2010', 'Terminal T000', and 'OVR'.

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.

The screenshot shows a window titled "Units of Measure" with a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Help) and a toolbar with icons for file operations and help. The main area contains a table with three columns: UOM, Description, and Default Conv Factor. The table lists various units of measure and their conversion factors, all set to 1.0000. The "10LB" unit is highlighted in blue. To the right of the table are vertical scroll arrows. Below the table, it says "Line No (000001 of 000016)". At the bottom are buttons for "Enter = edit", "Append", "Goto", and "Build UOM Codes". The status bar at the very bottom shows "Company H | 12/29/2010 | Terminal T000 | OVR".

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

Line No (000001 of 000016)

Enter = edit Append Goto Build UOM Codes

Company H | 12/29/2010 | Terminal T000 | OVR

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.

A horizontal bar chart with a single bar labeled 'Payroll' extending to the 100% mark on the x-axis. The bar is black, and the label 'Payroll' is positioned to the left of the bar. The x-axis is a horizontal line with a vertical tick mark at the 100% position.

Category	Percentage
Payroll	100%

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.

Employee Earning Codes

Commands Edit Modes Other Scroll Commands Help

Employee ID **BOU001** **Bourne, Linda C**

Validate Earning Codes? ☐

Earning Code	Description	Rate	Override?
SAL	Salaried Wage	25.000	<input type="checkbox"/>
SIC	Sick Pay	25.000	<input type="checkbox"/>
OVT	Overtime Pay	37.500	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Line No (000001 of 000003)

Enter=edit Append Goto Header Next Page Previous Page

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.

2010 Earnings Codes Inquiry

Commands Edit Modes Other Scroll Commands Help

Employee ID: BOU001 Bourne, Linda C

Validate Earning Codes? ☒

Code	Description	Rate	Override?
OVT	Overtime Pay	37.500	<input type="checkbox"/>
SAL	Salaried Wage	25.000	<input type="checkbox"/>
SIC	Sick Pay	25.000	<input type="checkbox"/>
VAC	Vacation Pay	25.000	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Line No (000001 of 000004)

Employee Next Previous First Last Go to

Company H | 12/29/2010 | Terminal T000 | OVR

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.

[illegible]

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.

[illegible]

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.

The screenshot shows the 'Manual Checks' window for employee 'Bourne, Linda C' (Employee ID: BOU001) with a Gross Pay of 7500.00. The window displays two tables: 'Employee Withholdings' and 'Employer Liability'.

Employee Withholdings

Type	State	Locality	Code	Description	Taxable Wages	Tax Amount
Federal	N/A	N/A	FWH	Federal WH	7062.50	660.21
Federal	N/A	N/A	OAS	Empl'r OASDI	7500.00	465.00
Federal	N/A	N/A	MED	Empl'r Medicare	7500.00	108.75
State	MN	N/A	SWH	MN W/H	7062.50	320.00

Withholding (001 of 004)

Employer Liability

Type	State	Locality	Code	Description	Taxable Wages	Tax Amount
Federal	N/A	N/A	EOA	Empl'r OASDI	7500.00	465.00
Federal	N/A	N/A	EME	Empl'r Medicare	7500.00	108.75
Federal	N/A	N/A	FUT	Unemp Ins	7062.50	.00
State	MN	N/A	SUI	MN Unemp Ins	7062.50	.00

Contribution (001 of 004)

Total Withholdings: 1553.96 Liability: 573.75 Net Pay: 5369.46

Buttons: Switch to Liab., Enter = edit, Append, Goto, Previous page, Next check, Delete check

Footer: Company H | 08/18/2010 | Terminal T000 | OVR

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.

2010 Calculate Checks

Commands Edit Modes Other Help

Payroll Number 000055

Quarter 4

Group Code 0 1 2 3 4

Period End 12/31/2010

Date on Checks 12/31/2010

GL Period/Year 12/2010

Bank Account FNB001

Post to Payroll Tax Month 12

Grp	Period Beg	Pd Code	Grp	Period Beg	Pd Code
0	12/01/2010	1	1	12/01/2010	1
2	12/01/2010	1	3	12/01/2010	1
4	12/01/2010	1			

Calculate Direct Deposit? ☒

Include Salary Wages? ☒

Calculate Vacation/Sick Accruals? ☐

Company H | 12/29/2010 | Terminal T000 | OVR

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.

Import Transactions

Commands Edit Modes Other Scroll Commands Help

Layout ID: TCImport Time Card Import

File Type: Comma Delimited

File Name: C:/PAFILE.txt

Emp ID	Date	Dept	Type	Code	Hours	Rate	Amount

Line No (000001 of 000001)

Write Go to Layout ID

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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.

The screenshot shows the 'Order Inquiry' window with a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Inventory Lookups, Help) and a toolbar with icons for search, print, and other functions. The window contains several input fields for search criteria: Batch ID (000001), PO No, PO Date, Ship Via, Status (All), Vendor, Loc ID, Req Date, Item ID, Job ID, Invoice No, and Receipt No. Below these fields is a table with the following columns: PO No, PO Date, Vendor, Loc ID, Req Date, Status, and Ship Via. The table contains 12 rows of data. At the bottom of the window, there are buttons for 'Line items', 'New search', 'Sort', 'View header detail', and 'Go to'. The status bar at the bottom right shows 'Company H | 12/29/2010 | Terminal T000 | INS'.

PO No	PO Date	Vendor	Loc ID	Req Date	Status	Ship Via
00000030	12/21/2010	TIM001	CA0001		New	
00000031	12/21/2010	MIL001	MD0001		Inv. Rcvd	
00000032	12/21/2010	PLA001	MN0001		New	
00000033	12/21/2010	BOR001	MD0001		New	
00000034	12/21/2010	ELL001	MN0001		Goods Rcvd	
00000035	12/21/2010	MIL001	CA0001		Inv. Rcvd	
00000045	12/29/2010	ACE001	MN0001		Inv. Rcvd	
00000046	12/29/2010	ACE001	MN0001		ReturnDM	
00000049	08/17/2010	ACE001	MN0001		ReturnDM	
00000050	08/17/2010	ACE001	MN0001		New	
00000051	08/17/2010	ACE001	MN0001		New	

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.

Date	Pd/Year	Post	MOP	References	Deposit
10/05/2010	10/2010	NO	CHK	Check No :0004013	15.00
10/10/2010	10/2010	NO	CHK	Check No :0004013	15.00

Line (001 of 002) Total : 30.00

Append Enter=Edit Posted Unposted aLI Done Go to

Company H 10/14/2010 Terminal T000 OVR

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 9:10 PM		Builders Supply Deposits Report			Page 1
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		.00	
Bank FNB001 Total		123542.46		.00	
Grand Total		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.

The screenshot shows the 'E-Mail Queue' window. At the top is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', and 'Help'. Below the menu is a toolbar with various icons and 'OK' and 'Abandon' buttons. The main area is divided into two sections. The top section, titled 'E-Mail Queue', contains a table with columns: App, To, Subject, User, and Send?. The table lists three emails: 'sally@builderssupply.com' (AR Analysis Report), 'jeff@builderssupply.com' (Check History Report), and 'ann@builderssupply.com' (Tax Audit Report). The second email is selected. Below the table, it says 'E-Mail (000002 of 000003)'. The bottom section shows details for the selected email: User ID: scottm, To: jeff@builderssupply.com, CC: (empty), Subject: Check History Report, Attachment: ../data/Q0000H0lhke49003.TXT, Company: H, and Menu: Check History Report. At the bottom are buttons: Enter=Tag, All, None, Edit, Process Tagged, View Attachment, Refresh, and Header. The status bar at the very bottom shows 'Company H | 12/29/2010 | Terminal T000 | OVR'.

App	To	Subject	User	Send?
SO	sally@builderssupply.com	AR Analysis Report	scottm	<input checked="" type="checkbox"/>
LC	jeff@builderssupply.com	Check History Report	scottm	<input checked="" type="checkbox"/>
SO	ann@builderssupply.com	Tax Audit Report	scottm	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

E-Mail (000002 of 000003)

User ID: scottm
To: jeff@builderssupply.com
CC:
Subject: Check History Report
Attachment: ../data/Q0000H0lhke49003.TXT
Company: H
Menu: Check History Report

Enter=Tag All None Edit
Process Tagged View Attachment Refresh Header

Company H | 12/29/2010 | Terminal T000 | OVR

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.

The screenshot shows the 'User Activity Inquiry' window. It has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu bar is a toolbar with various icons and buttons for 'OK' and 'Abandon'. The window contains several input fields for 'User ID', 'Company ID', 'Application', and 'Menu Descr'. There are also date and time pickers for 'Start Date' (From 10/12/2010) and 'Time' (00:00:00). Below these fields is a table with the following data:

User ID	App	Menu Selection	Time	Date
scottm	RM	User Activity Inquiry	10:05	10/12/2010
scottm	RM	Main Menu - Graphical	10:05	10/12/2010
scottm	IN	Inventory Movement Report	10:05	10/12/2010
scottm	RM	Main Menu - Graphical	10:05	10/12/2010
scottm	IN	Inventory Transactions	10:05	10/12/2010
scottm	RM	Main Menu - Graphical	10:05	10/12/2010
scottm	RM	User Activity Inquiry	10:04	10/12/2010
scottm	RM	Main Menu - Graphical	10:03	10/12/2010
scottm	OS	Starting/Stopping OSAS	10:03	10/12/2010
scottm	OS	Starting/Stopping OSAS	10:03	10/12/2010
scottm	RM	Main Menu - Graphical	10:03	10/12/2010

Below the table, there is a 'Sort by:' dropdown set to 'User ID' and a 'Line (000001 of 000011)' indicator. At the bottom, there are buttons for 'User ID', 'Sort', 'View detail', and 'Goto'. The status bar at the very bottom shows 'Company H | 10/12/2010 | Terminal T000 | OVR'.

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 from 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.

Users

Commands Edit Modes Other Scroll Commands Help

OK Abandon

Enable BBj User Validation? ☒

User ID	Name	Term. ID	Save Password?
charlest	Charles T.	T010	<input type="checkbox"/>
scottm	Scott M.	T000	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
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			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Enter = edit Append Go to

Company H 12/29/2010 Terminal T000 OVR

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 meaningful value of “Verified”.

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

The screenshot shows the 'Inquiry Translation' window. It has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', and 'Help'. Below the menu is a toolbar with icons for file operations and a search icon. The main area contains input fields for 'Application ID' (SO), 'Translation ID' (SOTHTrans), 'Description' (SOTH Translation), and 'Maximum Length' (10). Below these is a table with two columns: 'Data File Value' and 'Translated Value'. The table contains 8 rows of data, with the first row highlighted in blue. To the right of the table are navigation buttons (up, down, first, last). At the bottom of the table area is a status bar showing 'Entry (001 of 007)'. Below the table are buttons for 'Enter = edit', 'Append', 'Go to', and 'New ID'. At the very bottom is a status bar that says 'Preparing scratch.'

Data File Value	Translated Value
1	New
2	Picked
3	Verified
4	Returned
5	Invoiced
6	Backorder
8	Quote

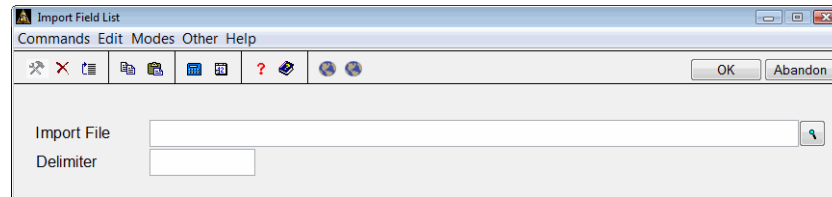
Use the **Inquiry Window Definition** function to apply inquiry translations once you have created them using this function.

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.

Import Definitions

Commands Edit Modes Other Scroll Commands Help

Layout ID: TCIImport

Description: Time Card Import

Import Type: PA Time Tickets

File Type: Comma Delimited

Record Length: 0

File Name:

Field Name	Type	Field	Start	Length	Default	Force?	Translate
Amount	Number	1	0	45		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compensation Code	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Cost Code	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Deduction Code	Number	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Department ID	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Earning Code	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Employee ID	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Hourly Rate	Number	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Hours	Number	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Job ID	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Labor Class	Text	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>

Line No (000001 of 000022)

Enter = edit Layout ID Delete layout Go to

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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

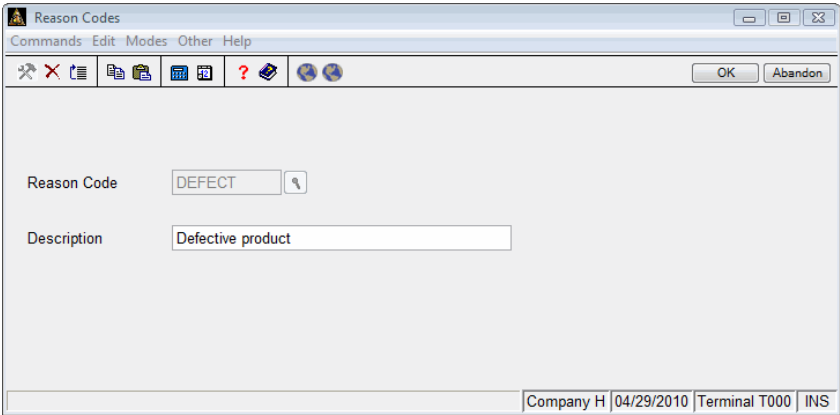
RMA - Sales Order Options and Interfaces

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.



The screenshot shows a window titled "Reason Codes" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for various functions. The main area contains two input fields: "Reason Code" with the value "DETECT" and a search icon, and "Description" with the value "Defective product". At the bottom right, there are buttons for "OK" and "Abandon". A status bar at the bottom displays "Company H", "04/29/2010", "Terminal T000", and "INS".

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.

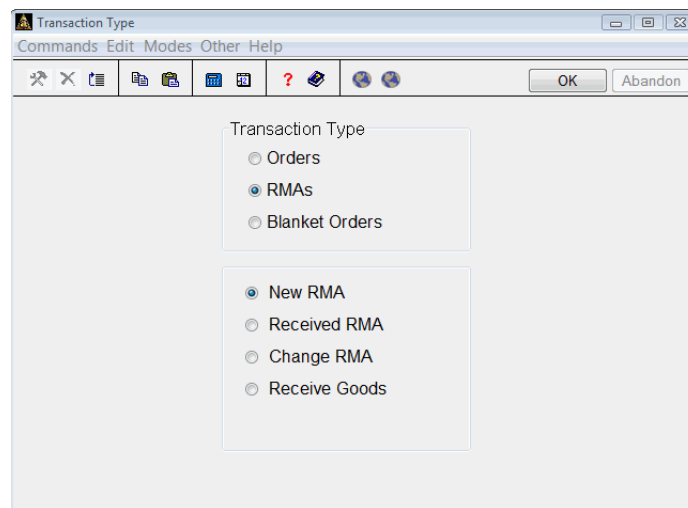
05/03/2010		Builders Supply	Page 1
11:08 AM		Reason Codes List	
Reason Code	Description		

DETECT	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.

The screenshot shows the 'RMA' header information screen. The interface includes a menu bar (Commands, Edit, Modes, Other, Information, Help) and a toolbar with icons for navigation and actions. The main form is divided into several sections:

- Header Information:** Batch ID (000001), Our Order No (00000021), Date (05/28/2010), Status (New RMA), and Loc ID (MN0001).
- Sold to:** ACE001, ACE BUILDERS, 1588 SE 31ST STREET, PADUCAH, KY 28655-7865, US.
- Ship to:** 000001, Bill Meyers, Receiving, 1588 SE 31st Street, Paducah, KY 28655, US.
- Sales Rep 1:** GPD, Percent 100.0.
- Sales Rep 2:** Percent .0.
- Cust Level:** ACE001.
- Terms Code:** 2PCT.
- Terms Desc:** 2/10,n/30, Type Reg.
- Terms%:** 2.00, Days 10, Net Days 30.
- RMA No:** 9786757246.
- RMA Date:** 05/28/2010.
- Inv No:** 1624375, Date 05/28/2010.
- Ship Method:** FED2.
- Ship Via:** Federal Exp 2nd-Day.
- Pick Slip No:** 976431.
- Requested Ship Date:** 05/28/2010.
- Actual Ship Date:** 05/28/2010.
- GL Pd/Year:** 05/2010.
- Taxable?:** [checked].
- Tax Group:** MN.
- Description:** Minnesota.

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.

Sold to: ACE001 ACE BUILDERS **Loc ID:** MN0001 **Batch ID:** 000001
Ship to: **Order No:** 00000025
 (New RMA)

Item/Job ID	Description	Qty Ordered	Units	Unit Price	Ext Price
100	Electrical Package	1.0000	PKG	378.8300	378.83
550	Millwork Package	1.0000	PKG	1275.1920	1275.19

Entry (001 of 002)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
1654.02	.00	107.51	.00	1761.53

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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.

Status	RMA Number	Location ID	Returned Qty	Units
Reason	Description	Item ID	Approved Qty	
	Date			
New	00000003	MN0001	1.0000	PKG
DAMAGE	Damaged Merchandise	100	.0000	
	10/13/2010			
New	00000003	MN0001	1.0000	PKG
		550	.0000	
	10/13/2010			
New	00000001	MN0001	1.0000	PKG
		100	.0000	
	10/12/2010			
New	00000004	MN0001	1.0000	EA
ITEM	Wrong Item	200100	.0000	
	10/13/2010			

Line No (000001 of 000004)

Enter=edit Approve Goto

Company H | 10/13/2010 | Terminal T000 | OVR

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.

Entry Date: 10/13/2010 RMA No: 00000004

GL Pd/Year: 10/2010

Loc ID: MN0001 MINNEAPOLIS WAREHOUSE

Item ID: 200100 Furnace

Reason Code: ITEM Wrong Item

Status: New

Returned Qty: 1.0000 Units EA

Approved Qty: .0000

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 9:47 PM		Builders Supply Returned Items Report Sorted By RMA Number					Page 1
Status	RMA Number	Entry Date	Item ID	Loc. ID	Units	Original Qty	Returned Qty
Reason	Description		Description				
Approved	00000001	10/12/2010	100 Electrical Package	MN0001	PKG	1.0000	1.0000
New DAMAGE	00000003 Damaged Merchandise	10/13/2010	100 Electrical Package	MN0001	PKG	1.0000	.0000
Approved	00000003	10/13/2010	550 Millwork Package	MN0001	PKG	1.0000	1.0000
Approved ITEM	00000004 Wrong Item	10/13/2010	200100 Furnace	MN0001	EA	1.0000	1.0000
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 9:50 PM		Builders Supply Returned Items Journal Sorted By RMA Number							Page 1
RMA Number	Entry Date	Reason Code	Item ID Item Description	Loc. ID	Pending Rtn. Acct. Inventory Acct.	Units	Original Qty	Returned Qty	Ext. Cost
00000001	10/12/2010		100 Electrical Package	MN0001	104400 104400	PKG	1.0000	1.0000	343.55
00000003	10/13/2010		550 Millwork Package	MN0001	104400 104400	PKG	1.0000	1.0000	1036.10
00000004	10/13/2010	ITEM	200100 Furnace	MN0001	104400 104400	EA	1.0000	1.0000	379.44
									=====
Grand Total									1759.09
End of Report									

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

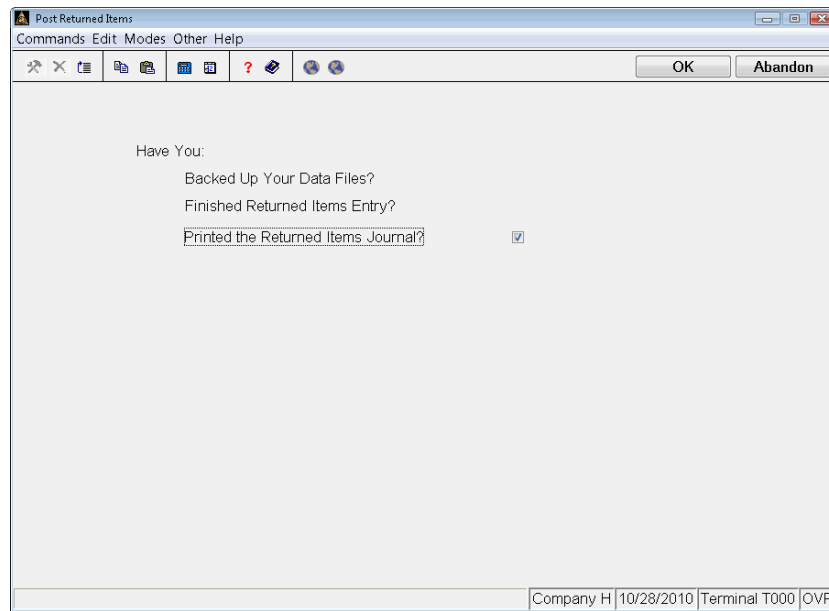
Post Returned Items

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.

The screenshot shows the 'Returned Items Inquiry' window. It has a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Information, Inventory Lookups, Help) and a toolbar with icons for search, print, and other functions. Below the toolbar are input fields for Item ID, Location ID, RMA Number, Customer ID, and Start Date. The main area contains a table with the following data:

Date	RMA Number	Location ID	Returned Qty	Units
10/22/2010	00000001	MN0001	35.0000	EA
NP	Not as Promised	200100	35.0000	
10/22/2010	00000002	MN0001	1.0000	EA
OVRSHIP	Overshipped Quantity	200100	1.0000	
10/24/2010	00000003	MN0001	6.0000	EA
		200100	6.0000	

At the bottom of the window, there are buttons for View, Sort, Go to, and Header. The status bar at the bottom right shows 'Company H | 10/25/2010 | Terminal T000 | OVR'.

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.

