**ASK THE EXPERTS – MONTLY TOPICS**

**System Navigation - – Month 1**

**ICONS**

**Setting Up Users with Default Warehouse and Customers**

**Groups for Notes and Security**

**Security by Group and User ID**

**Limiting Reports by User ID**

**Report Writer Options for All Reports**

**Excel Options by Report and Browsers**

**Expanding Screens via Resolution and By User ID**

**Browser Column Manipulation by User ID**

**Notes by Contact, Customer, Group, Department, Machine, Order, Job and Item**

**Emailing Business Forms and Reports by Contact**

**Utilities – File Clean Up**

**Utilities – More File Clean Up**

**Utilities – Quick Fixes**

**Utilities – Utility / Utils   
Batch Reporting and Unattended Batch Reporting  
Emailing**

**Security by User ID by Customer**

**Corrugated Estimating – Month 2**

**Estimating Icons**

**Estimating Single Items**

**Estimating Sets – Unassembled and Assembled**

**Estimating Sets within Sets**

**Estimating Displays**

**Estimating Partitions**

**Estimating Multiple Items per Sheet**

**Estimating 2D & 3D Foam**

**Estimating for Corrugators**

**Estimating Angle Board**

**Estimating Farm Outs**

**Estimate Sheet Calc for Real Materials vs Estimated Materials**

**Estimate Cost Calculation and Markups**

**Estimate ICONS for Attachments & Notes**

**Subcontract Work and Miscellaneous Materials.**

**Quote Creation, What-If Options and Sell Price Options**

**Quotes from Estimates**

**Quotes for Packaging Supplies**

**Quote Form and Quote Price Sheet**

**Global Price Increases by Quote, Material, Finished Good and Price Matrix.**

**Machine Routings**

**Machine File Limitations and Standards for Setup, Run and Spoilage**

**Style File**

**Style Routings by MSF and Size**

**Flute File, Pallet Patterns and Unitization**

**Sales Commissions**

**Truck and Common Carrier**

**Prep & Die File Options**

**Box Designs as .PDF vs .JPG**

**Folding Carton Estimating – Month 3**

**Estimating Icons**

**Estimating Single Items**

**Estimating Two Piece Boxes**

**Estimating Rigid Boxes as Sets**

**Estimating Tandem and Master Tandems**

**Estimating Combo Items**

**Estimating Farm Outs**

**Estimate Calculation and Markups**

**Estimate ICONS for Attachments & Notes**

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**Flute File, Pallet Patterns and Unitization**

**Sales Commissions**

**Truck and Common Carrier**

**Prep & Die File Options**

**Box Designs as .PDF vs .JPG**

**Order Processing – Month 4**

**Security by User ID by Customer**

**Order Processing Icons**

**Orders for Single Item Estimates**

**Orders for Set Estimates**

**Orders for Tandem Estimates**

**Orders for Packaging Supplies**

**Order Processing for Farm Outs**

**Release Method Options**

**Bill of Lading Options**

**Invoicing Options Including Paperless Batch Emailing**

**Invoicing Farm Outs**

**Invoicing Plates & Dies prior to Shipping or During Shipping**

**Order Credit Limit & Release Credit Options  
Web Orders via Excel CSV, XML, Ariba and ASI Anyware**

**EDI To**

**Sales Commissions and Sales Manager Default**

**Finished Goods Allocations by Release Type and By Warehouse**

**Load Tags and Case Labels**

**Job Ticket Options**

**Business Forms by Customer or Shipto**

**Broker Options**

**Price Matrix Options**

**Price Matrix with Import and Exporting to Excel**

**Price Matrix Global Price Changes**

**Price by Matrix, Quote and/or FG item**

**Levy Returns vs. Negative Release for Returns**

**Correcting Invoice Cost Problems**

**Updating Posted Invoices**

**NK1 Parameter Options**

**Report Writer by User ID**

**Security by User ID by Customer**

**Finished Goods – Month 5**

**Finished Goods File Maintenance**

**Finished Goods for Jobs**

**Finished Goods for Purchased Farm Outs & Packaging Supplies**

**Finished Goods Control & Reorder Points by Item, Warehouse, Bin and Tag**

**Finished Goods Icons**

**Finished Goods Inventory Balances Explained**

**Finished Goods Inventory by Warehouse Explained**

**Finished Goods Standard Costs**

**Finished Goods Full Cost for Packaging Supplies**

**Receipts by Keyboard**

**Receipts by Load Tags**

**Receipts by Scanning**

**Receipts for Farm Outs with Automatic Background Invoicing**

**Correcting Finished Goods Cost Problems**

**Cycle Count Options**

**Global Price Changes**

**Report Writer by User ID**

**Security by User ID by Customer**

**NK1 Parameter Options**

1. **SetFGIA.r - Utility to Speed Reports and N-F10**
2. **N-F-10 for Current Inventory Reporting**
3. **N-Q-3 To Change Finished Goods Item Throughout Entire System**

**Raw Materials – Month 6**

**Raw Material File Maintenance**

**Raw Material Estimated vs Real Stocked Materials**

**Raw Materials Stocked vs Non Stocked**

**Raw Material Icons  
Raw Material Inventory Balances**

**Raw Material Inventory by Warehouse**

**Raw Material Standard Costs**

**Receipts with Load Tags**

**Receipts for Multiple Forms via 1 Receipt Line for ? Forms.**

**Automatic Commitment for Quantity Allocation**

**Automatic Material Issues**

**Cycle Count Options**

**NK1 Parameter Options**

**Report Writer by User ID**

**Security by User ID by Customer**

**Purchasing – Month 7**

**PO Icons**

**PO Notes by Vendor, Group, Spec Notes and PO Line Item Notes**

**Default General Ledger Numbers by Material Type and/or Vendor**

**Estimated Material Orders with Jobs**

**Real Materials without Jobs for Inventory**

**Drop Shipment vs Regular PO’s**

**PO’s for Paperboard Sheeting Paperboard Orders (Normal, Cross Grain and Multiple Up)**

**EDI Exporting Paperboard Purchase Orders**

**PO’s for Finished Goods for Farm Outs and Packaging Supplies**

**PO’s for Plates, Dies, Prep and Subcontract by Material Types**

**PO’s by Form# and Combining Forms via ? for Sets and Tandem Runs**

**PO’s To Combine Jobs with Exact Board Dimensions**

**PO’s for Material Type = M for Office Supplies and Parts with or without Receipts**

**PO Receipts by Tag Number**

**Posting by User ID**

**PO NK1 Parameter Options**

**Report Writer by User ID**

**Reports and Security by User ID by Customer**

**Job Costing – Month 8**

**Job Numbering Options by Order, Estimate or Date**

**Job File Icons: Fountain Pen for Department Notes**

**Job File Icons: Machine for Job Notes**

**Job File Icons: Book Icon for Spec Notes**

**Job File Icons: Check Box for Quality Control / ISO Recording**

**Job File Quantity Options with or without Overrun**

**Job File Standard Costs**

**Job File Materials**

**Job File Machine Routing**

**Job File Prep & Dies**

**Job File Best Fit Sheet Selecting and Auto Issuing**

**Rebuilding Costs and Job Standards**

**Machine Charge Codes**

**Automatic Materials Posting**

**Work in Process Reporting**

**Fixing Job Work in Process Costs via Job Inquiry**

**Posting by User ID**

**PO NK1 Parameter Options**

**Report Writer by User ID**

**Reports and Security by User ID by Customer**

**Job Summary Report Options**

**Touch Screen & Production Control - – Month 9**

**Job Numbering Options by Order, Estimate or Date**

**Job File Icons: Fountain Pen for Department Notes**

**Job File Icons: Machine for Job Notes**

**Job File Icons: Book Icon for Spec Notes**

**Job File Icons: Check Box for Quality Control / ISO Recording**

**Job File Quantity Options with or without Overrun**

**Job File Standard Costs**

**Job File Materials**

**Job File Machine Routing**

**Job File Prep & Dies**

**Job File Best Fit Sheet Selecting and Auto Issuing**

**Rebuilding Costs and Job Standards**

**Machine Charge Codes**

**Automatic Materials Posting**

**Work in Process Reporting**

**Fixing Job Work in Process Costs via Job Inquiry**

**Posting by User ID**

**PO NK1 Parameter Options**

**Report Writer by User ID**

**Reports and Security by User ID by Customer**

**Job Summary Report Options**

**SCHEDULING Ron Stark – Month 10**

1. **Machine Capacity & Downtime Schedule**
2. **Order Entry to Automatic Book Machine Start Times by Job**
3. **Pending Jobs vs. Scheduled Jobs**
4. **Sequencing Machine Times by Job**
5. **Updating the Schedule Board, Moving Jobs, Completing Operations**
6. **Status Codes for Jobs, Material, Dies and Plates**
7. **Printing the Machine Schedule**
8. **Touch Screen Data Collect updating of Completed Machines**
9. **Scheduling by Excel Format**
10. **Scheduling Report Writer**
11. **Scheduling Drag and Drop and Board Manipulation**
12. **Scheduling to Advantzware Integration and Updates**
13. **Machine LAG Time for Scheduling**

**GENERAL LEDGER – Month 11**

1. **Recurring Journal Entries & Reversing entries**
2. **Importing Excel journal entries**
3. **Importing Budgets (must be .csv file)**
4. **General Ledger Query-drill down**
5. **Month End Closing and Reopening Month, Customer & Vendor Totals update**
6. **Year End Closing, moving budgets and Reopening Year**
7. **Util/changper.r – Changing a posting date**
8. **POSTDATE to default posting date to today’s date or force entry of posting date**
9. Setting up General Ledger Accounts for Consolidated Statements
10. Journal Entries
11. Trial Balance
12. New Monthly & 12 Month P&L Report & percentages
13. General Ledger Report Writer with Income Ratios
14. Running Financial Statements
15. Building Chart of Accounts
16. Current Month Detail
17. Journal Entries Report

**GENERAL LEDGER REPORTS**

1. **Transaction Report**
2. **GL History Report**
3. **GL Posting Register**
4. **GL Posting Check**
5. **Reference Date vs. Posting Date**

General Ledger - Control Parameters & UtilitieS

1. N-K POSTDATE to default posting date to today’s date or force entry of posting date
2. Util/changper.r – change posting date of any run number
3. Util/reopenyr.r – reopen a closed year

**ACCOUNTS RECEIVABLE – Month 12**

1. Customer File
2. Credit Memo/Debit Memo Processing – On Account Memos
3. Cash Receipt on-account processing
4. Apply/Reapply Cash/Memos
5. Customer X as the Default for Forms, Warehouse Transfers and Add Defaults
6. Customer Totals – New Recalc Features
7. AR Query Menu Items
8. Reprint posted invoices (Emailing Invoices)- Paperless Invoicing
9. Mailing Labels (export to excel)
10. Utilities – Change Invoice/Check dates, posting dates
11. Excel Icon for Custom Reporting (AF1)
12. **Salesman Budgets**
13. Credit Controls by Order Limit, Credit Limit and Grace Days
14. Stock Box Pricing Logic
15. Invoice Method by PO or by BOL
16. Tax Codes
17. Terms File
18. Customer Types for Commissions and Reporting
19. Carrier Freight Calculation Methods & Delivery Zones &Minimum Charges
20. AR Invoices
21. Credit Memo/Debit Memo Processing
22. Cash Receipts Processing for Invoices
23. Cash Receipts for Misc., Applied, Unapplied
24. Finance Charge Creation
25. AR Invoice Inquiry (New yellow sort bar)
26. AR Inquiry by Customer and Date
27. Commissions Exclusion from Estimate Sales Value
28. **Update Posted Invoice Menu to Fix Pricing**
29. **Foreign Currency**
30. **Mandatory PO Number**
31. Salesman File and Commission Options by Gross Profit or Selling Value & Matrix

**ACCOUNTS RECEIVABLE - REPORTS**

1. Aged Receivable Options for Notes, Etc
2. More Reports for Receivables Menu
3. AR Accounts by Customer
4. Customer SnapShot Totals
5. Commission Reports by Cash Receipts
6. Customer List (new tax exempt field) and Ship to List
7. Carrier List
8. Sales Tax Codes
9. Statements
10. AR Mailing List
11. Bank Deposit
12. **Cash Requirements Report**
13. **Past Due Aging**
14. **Customer Ship to List with Auto Import to Excel**
15. **Salesman Budgets and Excel Imports**
16. **Salesman Commissions by Margin**

Accounts Receivable – Continued

Control Parameters & UtilitieS

1. N-K-1 AuditDir – New Options to save Post Registers to Disk
2. N-K-1 CustXfer - Copy customer between Companies
3. N-K-1 AGEDAYS - Integer Value to Calculate Average Days to Pay(exclude Fin Charge)
4. ARMEMO to determine the credit memo / debit memo form to print and print headers
5. CASHRCPT to allow over payments on cash receipts. Log value to No to force applying to invoice
6. CASHSALE to allow cash sales to update general ledger cash. NO to force cash receipt
7. CUSTOMER Security password and credit fields to secure by defining character value for each field
8. CUSTPASS to define security password for updating customer file
9. CUSTSIZE to force the size of the customer code when adding new customers
10. INVPRINT for invoice print format and date value as default for print selection screen
11. TAXCODE to force adding the tax code when adding new customers or ship to locations
12. Util/unpostinv.r – un-post a posted invoice

**ACCOUNTS PAYABLE – Month 13**

1. Excel Icon for Custom Reporting (VF1)
2. Wildcard Search on Vendor File – Use of “\*” in auto-find field
3. Add Invoices browser- Additional columns & Search Fields
4. Invoices from Purchasing
5. Invoices to Update Finished Goods Cost
6. ACH Processing (New)
7. Vendor Selection by Discount Date (Cash Balance)-New
8. Remit to, 1099 field, check memo field and Other Fields
9. Vendor Notes-New Push Pin Icon and Contacts
10. Recurring Invoices
11. Automated Checks – ACH Checks (New)
12. Bank Reconciliation – New Yellow Sort
13. Cash Disbursements

**ACCOUNTS PAYABLE REPORTS**

1. Vendor 1099 Report
2. AP Accounts by Vendor
3. AP Invoices by Vendor
4. AP Check Register
5. 1099 Misc

**ACCOUNTS PAYABLE Control Parameters, Inquiries & Reports**

1. N-K-1 AuditDir – New Options to save Post Registers to Disk
2. N-K VendXfer - Copy Vendors between Companies
3. AP GL# to default the general ledger number from purchasing or via the vendor file.
4. CHKFMT to determine the check format to print
5. APSECURE to post invoices by user ID

**Related Topics Discussed Time Permitting and/ or Customer Requested**

1. Invoice Balances (new yellow sort bar)
2. Checks / Invoices
3. Vendor Aging
4. Cash Requirements
5. Vendor Analysis
6. Vendor Master List
7. Mailing List
8. Monthly Tax Reports by Tax Jurisdiction

**UTILITIES - & SYSTEM ADMINISTRATION – Month 14**

1. **SetFGIA.r - Utility to Speed Reports and N-F10**
2. **N-F-10 for Current Inventory Reporting**
3. **N-Q-3 To Change Finished Goods Item Throughout Entire System**
4. **N-Q-2 To Change Customer Code Throughout Entire System**
5. **A-U-5 Changing posted Invoices for Wrong Sell Price, Salesman and Commission**
6. **Finished Goods History Folder when Logged in as ASI**

**(Update Job#, Quantity, Cost, User ID, etc.)**

1. **Job Query Machine Routing (Double Click when Logged in as ASI**
2. **N-R UTIL/UTILS.r for Many Updates and Fixes**
   1. **Capitalizing Item Codes**
   2. **Changing Estimate Finished Goods Item Code**
   3. **Copy Style From Company 001 to Company 002**
   4. **Purging Spec Notes Throughout the System**
   5. **Fix RecKey to Update Notes Missing a Date and Customer ID**
   6. **Much, Much More**
3. **BACKUP BEFORE RUNNING ANY UTILITY**
4. **SetFGIA.r - Utility to Speed Reports and N-F10**
5. **Fixing Invoice Costs for Finished Goods  
   a. I-F-1 RECALC Cost button may do the Trick.**

**b. Fix Cost on PO for Purchased Items or Estimate for Jobs  
Run N-Y-12 to Rolls new Costs to Finished Goods History  
Run N-Q-12 to Roll Costs from Finished Goods to Invoice**

1. **Raw Materials History Folder to Update Dates, Quantity, Cost, Etc.**
2. **N-Y-11 Moving Notes from Customer to Existing Estimates**

**System Administration for Security and System Wide Settings –**

1. Setting User IDs and Default Companies Fax, Phone, Internal / External Users
2. Security by User Menu Structure to Eliminate Menu Options by User ID
3. Security System Setting User IDs and Default Companies
4. Security by Group File Maintenance (FG Class, FG Cycle Code, FG Production, Sales Group)
5. Security File Maintenance Build by Menu (Can Create, Can Delete, Can Run & Can Update)
6. Security by Field via Program Master (Can Create, Can Delete, Can Run & Can Update)
7. Security by Program Master for Buttons / Panels (Add, Update, Delete & View Buttons)
8. System Admin Files via N-Z-2 (Job Categories and Changing Descriptions Only)
9. System Admin Files via N-Z-3 (Material Types and Changing Descriptions Only)
10. System Admin Files via N-Z-4 (Department Description & New Departments for Job Notes)
11. System Admin Files via N-Z-5 (Prep and Die Codes Description & Die Report)
12. System Admin Files via N-Z-6 (RM / FG Specification Codes for Notes)
13. System Admin Files via N-Z-7 (Standard Matrix Codes – Do You have 24,25,26,27,28 ?)
14. System Admin Files via N-Z-8 (Units of Measure Codes – Define Set,Pkg,Doz,Rol,Bdl,Drm)
15. User File Customer Folder for Internal / External Users
16. User File for Storage of Text Files

Related Topics Discussed Time Permitting and/ or Customer Requested

* 1. N-F-1 Purge Finished Goods
  2. N-F-2 Archive / Delete Estimates
  3. N-F-4 Set FG On Order to Zero
  4. N-F-5 Purge General Ledger Accounts History
  5. N-F-6 Purge Zero Posted Accounts Receivable
  6. N-F-7 Purge Orders
  7. N-F-8 Purge Quotes
  8. N-F-9 Purge Purchase Orders
  9. N-F-10 FG Rebuild Bins / Reset Balances from History (Run Weekly)
  10. N-F-11 To Purge Bad WIP by Job, Material and Labor
  11. N-F-12 Purge FG History Only
  12. N-F-13 Purge Paid AR Invoices
  13. N-F-14 3urge Paid AP Invoices
  14. N-Q-1 ASI Version to see latest version.
  15. N-Q-2 Update Customer Number Code updates ALL History Files
  16. N-Q-3 Update Finished Goods Item Code to Capitalize or update ALL History Files
  17. N-Q-4 Fix Accounts Receivable Date
  18. N-Q-5 Fix Cash Receipt Date
  19. N-Q-6 Set Salesman Commission to Flat Percentage
  20. N-Q-7 Fix Invalid Data ( not recommended)
  21. N-Q-8 Update Account Payable Invoice Data
  22. N-Q-9 Create FG Receipt for Bill of Ladings
  23. N-Q-10 Update AR / OE Invoice Cost for Commissions
  24. N-Q-11 Set All Finished Goods Items to Taxable
  25. N-Q-16 Setting All Finished Goods Ship Method
  26. N-Y-1 to Update Estimates Sales Rep and/or Pallet Code
  27. N-Y-2 Purge Report File (Clears aborted files)
  28. N-Y-3 Purge Raw Materials
  29. N-Y-4 Update Estimate Labor Rates
  30. N-Y-5 Build Flute / Test Counts (Run after adding new Unique Flute Material)
  31. N-Y-6 FG Sell Price / Bin Cost Override
  32. N-Y-7 Set Raw Material On Hand Quantity to Zero
  33. N-Y-8 Raw Materials Rebuild Bins / Reset Balances (Builds from Transaction History)
  34. N-Y-9 Purge Unshipped Posted and Closed Releases (Clears Bad Data)
  35. N-Y-11 Copy Customer File Department Notes to Estimates