AYA ASSOCIATES, INC.

Comp-U-Floor

The Flooring Industry... Covered

Web ERP Documentation for Version 1.17.0

02/21/2025

UPDATE FEATURES

CRM (CUSTOMER RELATIONSHIP MANAGEMENT)

Deals

A new program within the new CRM module to manage the life cycle of a sales lead. This program can be activated within the User Master (Admin Menu) by selecting the CRM menu and the Deals program for each user to have access. Please refer to the attached CRM Documentation for additional information.

Note: The "Enabled Module" control and the "Deals" control must both be checked to activate both the menu and program.

DAILY

Change Business Date

The Business Date can now be changed to any date within an open Fiscal Period instead of the prior restriction of not allowing selection of a date prior to the Calendar Date or greater than 30 days from the Calendar Date.

If the date selected is prior to the Calendar Date, an "Are you sure? Business Date is prior to the Calendar Date. Continue? No / Yes" prompt is displayed.

If the date selected is greater than the Calendar Date, an "Are you sure? Business Date is greater than the Calendar Date. Continue? No / Yes" prompt is displayed.

Deposits/Payments Report
Invoice Register
Sales Activity Report

An "Invalid Date – Date Cannot be Empty" message is now displayed instead of a "Server Error – Back to Dashboard" error if the Starting Date is removed (blanked out) and the Preview Report button is selected.

Sales Activity Report

A link was added at the bottom right corner of the screen to access Background Reports.

GENERAL LEDGER

Balance Sheet Report
G/L Trial Balance Report
Profit and Loss Statement

The Location pull-down was enhanced to allow selection of any combination of locations the user has location permission to access. This Location pull-down feature is also available for the Profit and Loss Analysis report.

Note: The Partial Preview Report function within the G/L Trial Balance Report will display a Server Error and this issue will be resolved in the next ERP update.

INVENTORY

Stock Maintenance

Adjustments – Allocated
Resolved the issue regarding failure to exclude a sales order return (negative quantity) from the Available quantity.

Note: A sales order return is included in the Allocated quantity but is not included in the Available quantity until invoiced.

Inventory Transfer – Sales Order Transfers

Inventory is automatically received into the Transfer to Store Location for all selected sales order lines. However, if the If the new Company Information "Use Receiving Warehouse for S/O Transfers" control is checked, inventory is automatically received into the Receiving Warehouse of the Transfer to Store Location for all selected sales order lines.

Note: The Warehouse on the Sales Order Transfer screen must be changed to the Receiving Warehouse if the above Company Information control is checked.

Stock Inquiry

1) Resolved the issue regarding failure to display discontinued colors in the Color drop-down if inventory is on file for that color.

2) Resolved the issue regarding display of an incorrect MTD Receipts total (double the actual amount received) when **All** roll/lots (default) is selected.

3) Resolved the issue regarding the inventory In Transit quantity from the sending location incorrectly being added to the Allocated quantity.

Notes:

- Sending Location: Inventory In Transit is displayed as a negative quantity, is not included in the Allocated quantity and is deducted from the Available quantity.

- Receiving Location: Inventory In Transit is displayed as a positive quantity, is not included in the Allocated quantity and is not included in the Available quantity until received.

Item/Inventory Search

The tabbing sequence starting at Style Number was changed:

- **FROM** left to right then right to left and then left to right to the bottom of the screen.

- **TO** down one row to Color Number and continuing down the left side of the screen to Vendor Item Number, then starting at Vendor Name down the right side of the screen to Item Fiber Type.

Note: The above change was implemented to match the Item/Inventory Search tabbing sequence in CUF Classic and is used in several additional programs including Sales Entry / Maintenance, Purchase Entry / Maintenance, Item Master, etc.

MAINTENANCE

Company Information

Sales tab
A new “Use Receiving Warehouse for S/O Transfers” check box control (default is unchecked) was added.

- If unchecked: Sales Order Transfers will be received into the Transfer to Store location.
- If checked: Sales Order Transfers will be received into the Receiving Warehouse of the Transfer to Store location.

Additional Features tab
A “Restrict Dashboard per Sales Associate” check box control was added.

- If unchecked: All Sales Associates with access to the Sales Associate/Marketing Dashboard can display information for any Sales Associate.
- If checked: Sales Associates with access to the Sales Associate/Marketing Dashboard and with their User login code populated in the Sales Associate Master and are assigned an Employee role are restricted to display only their information.

Note: The above restriction does not apply to users who are assigned a Client Manager role.

Customer Master

1) Resolved the issue regarding display of a Server Error (and exiting back to the Dashboard) when attempting to export the Customer Master Listing to Excel.

2) Resolved the issue regarding failure to save a change to the Tax Exemption Number for a non-taxable customer.

3) Validation was added to prevent selection of a discontinued Sales Division when creating or modifying a customer.

G/L Accounts

Chart of Accounts
Resolved the issue regarding the inability to create a new Expense account.

Installer Master

Labor tab
Changing the labor rate on an existing labor line is now automatically saved after tabbing. Thus, multiple Labor Rates can now be changed without saving each labor rate individually.

PAYABLES

A/P Payments

The “Post Payment Now” button was changed to “Post Check Payment Now” and a new “Post Cash Payment Now” button was added.

- The “Post Check Payment Now” option will post the payment utilizing the next check number.
- The “Post Cash Payment Now” option will post the payment without utilizing the next check number, will accommodate payments processed as Cash, ACH or Debit Card, and cannot be voided.

Note: The “A/P Payments Report” (Check Register) within A/P Payments History program will list payments as:

- Manual Cash (Post Cash Payment Now)
- Manual Check (Post Check Payment Now)
- Computer Check (Printed Check)
- Quick Check (Printed Quick Check)
- User Voided (Check Voided)

PURCHASING

Entry / Maintenance

Order History

Changing the Reference, using the “Change Order Header” option, will now post a “*** Header Changed ***” transaction in the View – Order History indicating the before and after values.

Note: A ““*** Header Changed *** transaction is also posted in the View – Order History for any change to the Date Wanted, Date Confirmed, Date Shipped and/or Track Number.

Pending Lines Search

Resolved the issue regarding failure to display the sales order detail lines in line number order within each sales order on the Pending Sales Order Lines screen after clicking on the blue “Pending Lines” search icon when adding a stock material line to a purchase order.

Documents

A new Documents feature is now available and can be accessed using the Documents button next to the other buttons at the bottom of the Purchase Order Header section. This feature is identical to the Sales Entry / Maintenance Documents feature to upload documents to be linked to a purchase order.

- Subject: enter a title for the document.
- File Name: select “Choose File” to browse and select the desired document.
- Upload New: select this button to upload the selected document which will be displayed below with any other documents selected.

Use the View button to display the document, Print button to print the document, Edit button to change the Subject description or the Delete button to remove the document from the list.

Purchase to A/P Reconciliation Entry

Resolved the issue regarding incorrectly adding the Freight Inland amount to the Freight Charge amount after saving the transaction resulting with an out-of-balance reconciliation.

Purchase Order Received Report
An “x” icon was added to the “Purchase Order Number” pull-down to remove a previously entered number which is available if the “Purchase Order #” report option is selected.

Received Line Tags
A new program, requiring activation on the Purchasing menu within the User Master (located on the Admin menu), to display Purchase Order receipts for the purpose of printing or reprinting inventory tags. The default display criteria is work station Location and Received Date Range for the current month, both of which can be changed. Select, search and sort criteria is available for each of the screen columns including: PO#, Line#, Style, Color, Roll Lot Number, Date Received, Quantity, U/M, Bin Number and Vendor Number.

Stock On-Order Report
A “Warehouse Total” for the total quantity on-order is now listed at the end of each Warehouse selected. A “Report Total” for the total quantity on-order is also listed at the end of the report if “All” Warehouses are selected.

RECEIVABLES

A/R Cash Receipts and Adjustments

A/R Adjustment
Resolved the issue regarding failure to process an A/R Adjustment against an Invoice or Credit Memo with a $0.00 balance.

SALES

Entry / Maintenance

Deal
A new field in the Sales Info section of the Sales Header to link a Deal (customer information) in CRM. The Deal field is only displayed if the Deals program and Customer Relationship Management (CRM) module are activated.

Edit Header
If the Company “S/O and Customer Price Changes” Password is populated, a password pad lock is now displayed for the on the Sold To Customer number field requiring entry of a matching password prior to allowing a Sold To Customer change. The password was added to restrict changing to a customer with a different Price Class without password approval.

Gross Profit Pricing (Quotes only)
Access to this Header Action command now requires entry of a matching password if the “S/O Cost Display” Company Password is populated.

Note: The same password is applied to the Edit Price option (if activated) when adding or editing a Stock material detail line on a Quote and when accessing the View – View Costing screen within any Template, Quote or Sales Order.

Import Data (Quotes only)
A record is now posted in the Order History for each item added to the order when utilizing the “Import Data” button. The record Description is “*** # LINE ADDED (M2) ***” or “*** # LINE ADDED (PlanSwift) ***” depending on the import tool selected.

Add Order Line
For Stock items, tabbing and back tabbing will no longer stop at the search icon for the Style, Color and Roll/Lot fields. Tabbing from the Style will position the cursor in the Color box and tabbing from the Color will position the cursor in the Roll/Lot box; reverse for back tabbing.

You can still click the search icon to access a search from the Style, Color and Roll/Lot fields or use a new F hot key feature as follows:

Style
F3 will access the Item/Inventory Search, same as clicking the Style search icon.
F2 will access the abbreviated Item/Inventory Search, same as selecting "On Style" from the Sales Search pull-down (upper right corner).

Color
F3 will access the Item/Inventory Search for the Style selected, same as clicking the Color search icon.F2 will access the abbreviated Item/Inventory Search for the Style selected, same as selecting "On Color" from the Sales Search pull-down (upper right corner).

Roll/Lot #
F3 will display the Item/Inventory Search for the Style and Color selected, same as clicking the Roll/Lot search icon.
F2 will access the abbreviated Item/Inventory Search for the Style and Color selected, same as selecting "On Roll/Lot" from the Sales Search pull-down (upper right corner).

History

Sales History
Details are now displayed in newest to oldest Sales Date order instead of oldest to newest Sale Date order from the History pull-down (upper right corner).

Style History
Details are now displayed in newest to oldest Sales Date order instead of oldest to newest Sale Date order from the History pull-down (upper right corner).

Comment Line
Resolved the issue regarding the incorrect display of a Validation Error when adding a new Comment line; clicking the OK button continued with adding the line.

Quantity Break Price
1) Resolved the issue regarding failure to lock the Unit Price, Discount and Extended Price for an item with a Quantity Break Price and with the Company "S/O and Customer Price Changes" Password populated.

2) Resolved the issue regarding failure to save the Unit Price for an item with a Quantity Break Price; the Extended Price was correct by the Unit Price was 0.00.

Partial Ship Line
Resolved the issue regarding failure to copy the selected material vendor on the original material detail line to the new material detail line when splitting the ship quantity.

E-Signature for Documents
An "E-Signature" icon is now displayed on each PDF Document line. If selected, the "Email Document to Sign" window is displayed with the same features as available on the Preview screen for Sales Tickets and Invoices. All PDF documents e-mailed for signature and received as signed are posted on Document tab.

Template and Quote Tickets
The "B/O" and "Ship" quantity columns are no longer listed on Template and Quote tickets as inventory is never allocated for these order types.

Sales Ticket
1) The Customer PO# (up to 30 characters) and Ship Via (up to 15 characters) sub-heading boxes were expanded to accommodate the maximum size for each and avoid wrap-around printing to the next line for all sales ticket types.

2) The tax rate format on the (sales) Tax sub-total line was changed from (%99.9999) to (99.9999%) for all sales ticket types where Tax is listed.

Ship To
The Ship To phone number is now listed under the City, State, Zip Code line of the Ship To information for all Template, Quote, Sales Order and Invoice tickets.

Note: The Ship To phone number will default to the Sold To phone number if the Ship To information is the same as the Sold To information. The Ship To phone number can be entered if the Ship To information is not the same as the Sold To information (Custom name, address and phone number).

Transfer Ticket
The "**TRANSFER TO WHS:**" line will list the Warehouse Name and Number for the Transfer to Store Location. However, if the If the new Company Information "Use Receiving Warehouse for S/O Transfers" control is checked, the Receiving Warehouse Name and Number for the Transfer to Store Location will be listed.

Order History
A new "Transfer Authorized #999999" record is now displayed when the "Authorize Transfer" action command is selected after a Transfer Order is created.

Batch Invoices Print
Access to this program is now restricted to users with location permission to all locations.

Note: The same restriction applies to the Finance Charge Posting and Customer Statements programs on the Receivables Menu.

Sales Order Inquiry (Sample Orders)
The "Credit Status" column was replaced with "Sample Due Date" on the Open Samples Detail and Summary Reports for all Sample View Options: All Samples, Returnable Samples and Overdue Samples; Permanent Samples do not have a Due Date.

Note: The "Sample Due Date" column can be displayed on the details screen for all Sample View Options using the "Configure columns" option.

Open Orders by Sales Associate

1) The “Preview / Print Report” buttons were replaced with “Partial Preview / Generate Full Report” buttons to increase processing speed and to facilitate large reports.

2) The sub-heading “Order” box was expanded to print the maximum 9 digit order number on one line instead of wrapping around to a second line after listing 8 digits.

SALES ANALYSIS

Customer Profitability Report

1) The “Preview Report” button was replaced with “Partial Preview / Generate Full Report” buttons to increase processing speed and to facilitate large reports.

2) The “Sale Amount” column was expanded to print an amount exceeding 999,999.99 from wrapping around to a second line.

Invoice Profitability Report

Progress Billing Invoices are now included on both the Detail and Summary reports.

The default Location was changed to default to All locations if the user has access permission to all locations instead of defaulting to the 1st location with the option to change to All locations.

Invoice Tracking Report

This report was migrated from Comp-U-Floor Classic to Compu-U-Floor ERP with the same functionality.

Report Notes:

1) There are 7 Sales Analysis reports that include Progress Billing Invoices and the total Sale Amount excludes Freight and Sales Tax:

- Customer Profitability
- Invoice Profitability
- Item and Product Class Profitability
- Sales Analysis by Division
- Sales Analysis by Sales Associate
- Sales Analysis by Sales Associate and Customer
- Sales Associate Commission Report

Each report will have the same report totals when the same report criteria is selected.

2) There are 2 Sales Analysis reports that include Progress Billing Invoices and the total Sale Amount includes Freight and Sales Tax:

- Invoice Tracking
- Tax Report

3) There are 4 Sales Analysis reports that list only Stock items:

- Sales Analysis by Item
- Sales Analysis by Vendor and Sales Associate
- Sales Analysis by Vendor and Product Class
- Sales History Report

END