
User's Guide Addendum for Professional 7.0 Release 2 Features

Welcome to Professional 7.0 Release 2!

You may have noticed many new features in your Design Manager Professional software recently. Our programmers designed a host of new functionality, so much, in fact, that a simple service update would not suffice.

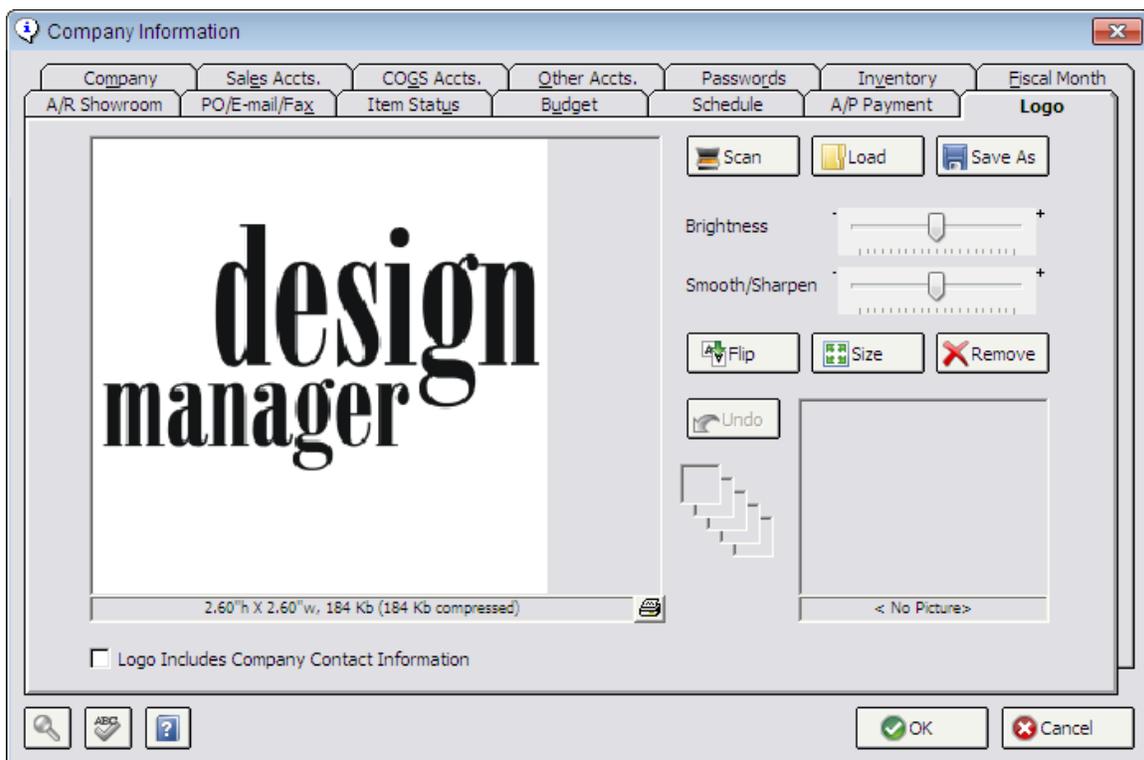
As many Professional 7.0 users are already familiar with the current software, paging through the *User's Guide* to locate information on the new features would be inefficient. This Addendum consolidates the new features for easy reference for existing Design Manager Users of Pro 7.0. Please read the Addendum in its entirety, and then keep the document with the manual for future reference. All of the new features in the Professional 7.0 (Release 2) are described in the Design Manager Help system as well.

Company Information

Adding a Company Logo and the Company Information Window - Logo Tab

Design Manager now allows a user to import a company logo into the software and display the image on Proposals, Client and Point-of-Sales Invoices (does not appear if using the receipt printer), Purchase Orders and Request for Bids, Client Statements, and Delivery Tickets. For users who have purchased the optional **Showroom** module, the logo will also appear on the Quotes and Orders. The logo will appear in the top left corner of all the specified documents.

The logo can be imported into Design Manager on the **Logo** Tab of the Company Information Window.



The Picture control on the right hand side of the screen is the same interface Professional 7.0 users will recognize from the **Item Window – Picture Tab**, **Inventory Stock Item – Picture Tab**, etc.

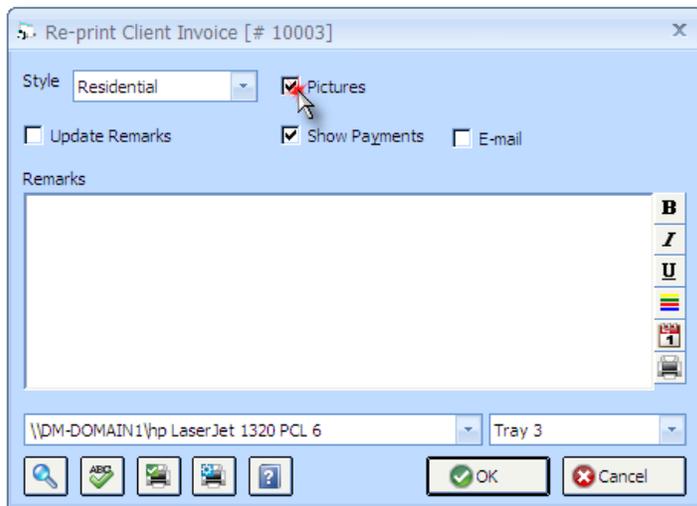
Logo Includes Company Contact Information: This new checkbox is located at the bottom of the screen. Select this option if the company logo has the company address, phone numbers, etc. embedded in the logo file. Since Design Manager displays the contact information immediately to right of the logo normally, this option gives users the ability to turn that off and use a logo that already includes their contact information.

Design Manager cannot selectively display portions of the contact information (i.e., show the company website but not the company address) so be sure the logo file has all the necessary contact information before selecting this option. If not all of the desired information is contained in the logo, it is suggested that the logo be edited to remove any contact information (do not select this option), allowing Design Manager to display the contact information immediately to right of the logo. The Logo Includes Company Contact Information option also determines the size of the logo that will be displayed on the documents. When selected, the logo will appear up to 3" x 3" or as large as the original dimensions of the file if it is smaller than 3" x 3". The logo will be 1.5" x 1.5" when this option is not selected.

Documents

Including Pictures on Client Invoices and Delivery Tickets

A picture can be optionally associated with a specification by loading or scanning a picture into the **Item Window – Picture Tab**. Past versions of Design Manager Professional would allow the user to optionally include the picture on the Proposals, Bid Specifications, and Specification Sheets; however, Professional 7.0 Release 2 offers the ability to now display Item pictures on the Client Invoices and Delivery Tickets as well.



To have pictures display on the Commercial or Residential Invoice, select the **Pictures** option on the **Print Client Invoices Window** when creating new Invoices and the **Re-print Client Invoice Window** for existing Invoices. Pictures cannot be displayed when generating a Point-of-Sale Invoice. For Delivery Tickets, select the **Pictures** option on the **New Delivery Ticket** or **Edit Delivery Ticket Windows** when creating or revising a Delivery Ticket, respectively. Use the **Pictures** option on the **Re-Print Delivery Ticket Window** when printing or viewing an existing Delivery Ticket.

Project Management

Manually Adjusting the Received Deposit Amount of Proposal Items

In addition to being a convenient interface to monitor Items and quickly update their Status, the **Proposal Status Window** now allows the user to alter the amount of Deposit that has been allocated to each Item on the Proposal. Design Manager distributes a Client Deposit Cash Receipt to each Item on the Proposal based upon the Deposit Requested amount from the **Item Window - Item Tab**. If the amount of the Client Deposit matches the total Deposit Requested for the Proposal, each Item will have a Deposit Received amount equal to its Deposit Requested amount. If the actual Client Deposit recorded is either more or less than the Deposit Requested for the Proposal than the difference is applied to each Item in proportion to its Deposit Requested amount. Situations may arise, however, when the Deposit Received for an Item or Items may need to be manually adjusted. For instance, perhaps a particular piece of merchandise for which the Client has already sent a Deposit is back-ordered. Since the majority of the other merchandise has been delivered, the Client wants to use the Deposit allocated to the back-ordered piece against the remainder due on the delivered goods. Such a process can be expedited using the **Manually Allocate Received Deposit** option on the Proposal Status Window.

The screenshot shows a window titled "Proposal Status [JHN02 / 0001 / Coffee and cocktail table]". It features a dropdown menu for "Set all items to the following status" set to "Specifying", a "Set" button, and a checked checkbox for "Manually Allocate Received Deposit". Below this, it states "1 out of 2 items are invoiced in full. Items in red are not invoiced or may need to be reviewed." and an unchecked checkbox for "Deposit View".

Loc. Code	Location Name	Ref. No. »	Description	Status	Qty.	Est. Price	Est. Sales Tax	Est. Total	Requested Deposit	Deposit Received	Check No.	Invoiced
FMYRM	Family Room	0001	Marquetry-top coffee table	Ordered (Invoiced to Client)	1	3,690.00	221.40	3,911.40	1,845.00	1,845.00	1006	3,690.00
FMYRM	Family Room	0002	Storage cocktail table with 4 drawers and	Ordered	1	2,407.50	144.45	2,551.95	1,203.75	1,203.75	1006	0.00

At the bottom of the window, there is an "Edit Deposit" button and three summary fields: "Total Received" (3,048.75), "Total Allocated" (3,048.75), and "Total Unallocated" (0.00).

To redistribute the Deposit Received amounts for Items on the Proposal, select the Manually Allocate Received Deposit option and this will display the **Edit Deposit** button along with the **Total Received**, **Total Allocated**, and **Total Unallocated** fields across the bottom of the window. When redistributing Deposit, selecting the **Deposit View** option may be desirable. Selecting the **Deposit View** option will remove columns from the Proposal Item Status Grid that are not pertinent to Deposit allocation so that the **Requested Deposit**, **Deposit Received**, **Deposit Applied**, and **Deposit Available** can easily be seen.

5. Proposal Status [JHN02 / 0001 / Coffee and cocktail table]

Set all items to the following status: Manually Allocate Received Deposit

1 out of 2 items are invoiced in full. Items in red are not invoiced or may need to be reviewed. Deposit View

Loc. Code	Location Name	Ref. No. »	Description	Status	Qty.	Est. Price	Est. Sales Tax	Est. Total	Requested Deposit	Deposit Received	Deposit Applied	Deposit Available
FMYRM	Family Room	0001	Marquetry-top coffee table	Ordered (Invoiced to Client)	1	3,690.00	221.40	3,911.40	1,845.00	1,845.00	1,845.00	0.00
FMYRM	Family Room	0002	Storage cocktail table with 4 drawers and	Ordered	1	2,407.50	144.45	2,551.95	1,203.75	1,203.75	0.00	1,203.75

Total Received Total Allocated Total Unallocated

The **Total Received** field indicates the sum of all Client Deposits recorded for the Proposal and equals the sum of the **Deposit Received** column for all Items on the Proposal. The **Total Allocated** amount reflects the portion of the **Total Received** that has been distributed to the Proposal Items. Under normal circumstances, the **Total Received** should equal the **Total Allocated**. If the two amounts do not equal, the difference will be displayed in the **Total Unallocated** field indicating that a user has manually altered the Deposit allocation.

To change the **Deposit Received** amount for an Item on the Proposal, select the desired Item on the Proposal Item Status Grid and click the Edit Deposit button. Doing so will display the **Edit Deposit Window**.

Edit Deposit [Item #0002]

Requested Deposit Received Deposit

Applied Deposit

Available Deposit

The Edit Deposit Window displays all of the Item's Deposit information but only the **Received Deposit** and **Available Deposit** can be altered. Changing either amount will force the other to recalculate effectively reducing or increasing the Available Deposit as necessary. After making the appropriate change, click the **OK** button. To close the window without saving any changes, click **Cancel**. Upon returning to the Proposal Status Window, the Total Allocated and Total Unallocated amounts will be updated to reflect the changes to the Item's Deposit Available amount. Another Item or Items should now also be edited to increase or decrease the Available Deposit in order to return the Total Unallocated Amount to zero. **Note: The user will be warned but not prevented from closing the Proposal**

Status Window with a non-zero Total Unallocated amount. In most circumstances, this is an undesirable situation, as the Client's Deposit will not be fully utilized upon invoicing all Items on the Proposal.

To illustrate this process using the example started above, say the backordered merchandise has a Deposit Received of 1000.00 and, since it has not yet been invoiced to the Client, an Available Deposit of the same amount. Changing the Available Deposit amount to 0.00 will indicate that this Item should no longer reflect any Deposit from the Client. After making such a change and clicking OK, the Deposit Available column for the Item will now read zero while the Total Allocated for the Proposal will be reduced by 1000.00 and the Total Unallocated increased to 1000.00. Another Item (that has been delivered to the Client) should then be selected to have the 1000.00 added to its Available Deposit. The additional Available Deposit added to the delivered Item will be reflected upon invoicing the Item to the Client.

Ability to view Specifications for closed Projects

Design Manager Pro 7 Release 2 now has the ability to view specifications for closed projects without re-opening the project. Highlight the closed project on the Projects Window, click the Items button; you will be able to view and copy the specifications to another project but not change anything.

Accounts Receivable

Using Design Manager and MerchantWARE to Post Credit Card Transactions

Design Manager can be used to process secure credit card transactions through a **Merchant Warehouse Merchant Account** over the Internet. No credit card machines are required. Transaction data is encrypted using SSL encryption, which is standard to most web page interfaces. Design Manager supports swiped (using a USB/keyboard card reader) or keyed (by an operator) transactions. Design Manager does not support debit cards (transactions that require a PIN). To open or switch to a Merchant Warehouse account, call **800-836-2999** or e-mail **sales@designmanager.com** so that Design Manager can refer a Merchant Warehouse representative to you.

Merchant Warehouse will furnish a **Site ID, Key, and Name** along with a **Username and Password** to the **MerchantWARE** gateway. The gateway can be used to view transactions and run charges outside of Design Manager. Transactions put through the gateway directly will also need to be entered into Design Manager. Therefore, it is recommended that all charges are processed using Design Manager.

To configure Design Manager to process the credit card transactions for general cash receipts through the MerchantWARE gateway, log onto Design Manager as the Administrator and select **G/L → Company Information and Settings**. Select the **A/R Showroom Tab** on the Company Information Window.

Type	Cash Account No.	Cash Account Name
CHECK	100 10	Cash - Checking
CASH	100 10	Cash - Checking
VISA	100 10	Cash - Checking
MC	100 10	Cash - Checking
AMEX	100 10	Cash - Checking

Use Receipt Printer

Show Ship-To on POS Invoice

POS Timeout

Enter MW Cred...

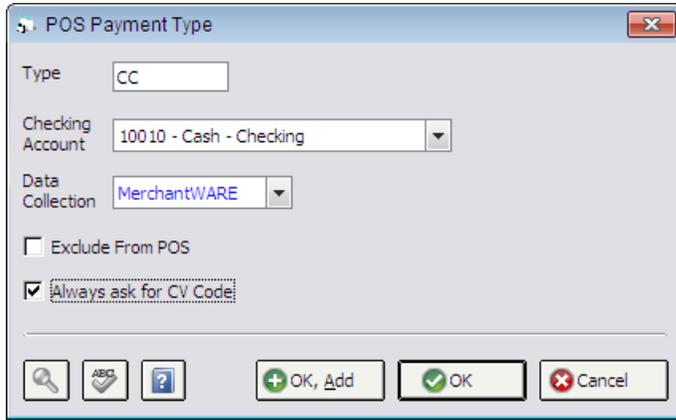
Sales Category to Record Store Credits: CREDI Store Credits

Showroom

Default PO Ship To: MAIN FPA Interiors - Main Showroom

Default Tax Exempt Code: NOTAX No tax - Out of State

If separate **Cash Receipt Payment Types** currently exist for various credit cards (i.e. Visa, MC, AMEX) they can be removed. Only one Credit Card Cash Receipt Payment Type is required if transactions for all credit card companies will be processed through the Merchant Warehouse Merchant Account.

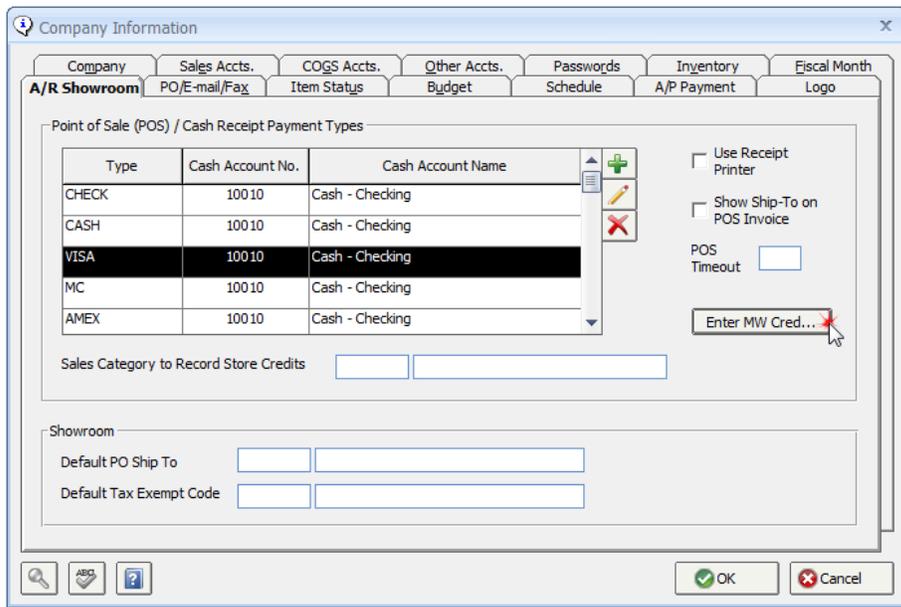


To create a Payment Type for MerchantWARE, click the Add button to the right of the **Cash Receipt Payment Types Grid**. Designate a **Type** name or description. “CC” for Credit Card is used as an example. Choose the **Checking Account** that will be receiving the funds from Merchant Warehouse. On the **Data Collection** menu, choose the **MerchantWARE** entry. The **Always Ask for CV Code** option can be selected if there is a desire to always remind the operator to enter the CV Code of the credit card if available. Design Manager never requires a CV Code. The Always Ask for CV Code simply displays an additional warning.

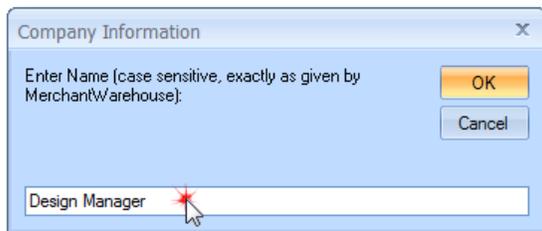
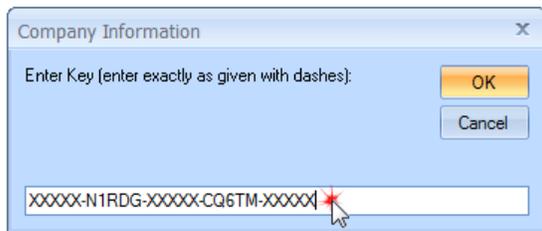
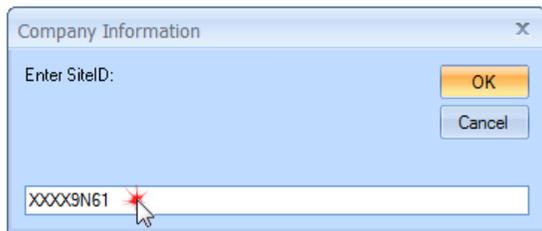


The CV Code is a three-digit number that appears in the signature area on the back of a credit card immediately after the credit card number. On American Express cards, the code is 4 digits long and appears on the front, just to the right and slightly above the card number.

Click OK to save the new Cash Receipt Type. Next, click on the **Enter MW Credentials (Enter MW Cred...)** button.



Enter the **SiteID**, **Key**, and **Name** into the respective windows. Make sure that you enter the codes exactly as given by Merchant Warehouse.



Make sure to click **OK** to save the entire Company Information Window.

When using the Point of Sale System to process credit cards, Design Manager supports a separate set of Merchant Warehouse Credentials for each Showroom or Storefront. To use

separate credentials, edit the Showroom under Glossaries, Ship-to/Showrooms/Warehouses and fill in the credentials for each.

Ship To Code: MAIN Warehouse / Showroom Type: Showroom

Name: FPA Interiors - Main Showroom

Sort: FPA Interiors - Main Showroom Company: [dropdown]

Address: 3681 Cold Spring Creamery Road City: Doylestown

State: PA Zip: 18902

Contact: [empty] Phone: (215) 345-0844

Inactive Fax: [empty]

Enter the MerchantWARE credentials for Internet CC processing

Buttons: [Search], [ABC], [OK], [Cancel]

A credit card transaction is processed in Design Manager just like any other Cash Receipt. Simply enter the receipt through the **Cash Receipt Window - New Tab** and the **New Cash Receipt Window** as normal.

New Cash Receipt

By Project/Order Proj./Ord. JHN02 Johnson Mountain House Amount 2,066.40 Date 07/20/09

By Client Payment Type VISA Chk. No. Run CC Deposit Slip No. VISA

Client Deposit / Retainer (Proposals / Quotes) Show All

Pay Tag	Project/Quote	Proposal/Doc. No.	Date	Name / Description	Requested Amount	Received To Date	This Payment
<input checked="" type="checkbox"/>	JHN02			Use to enter retainer for this contract	0.00	5,000.00	0.00
<input type="checkbox"/>	JHN02	0001	04/20/09	Johnson Mountain House Coffee and cocktail table	3,048.75	3,048.75	0.00

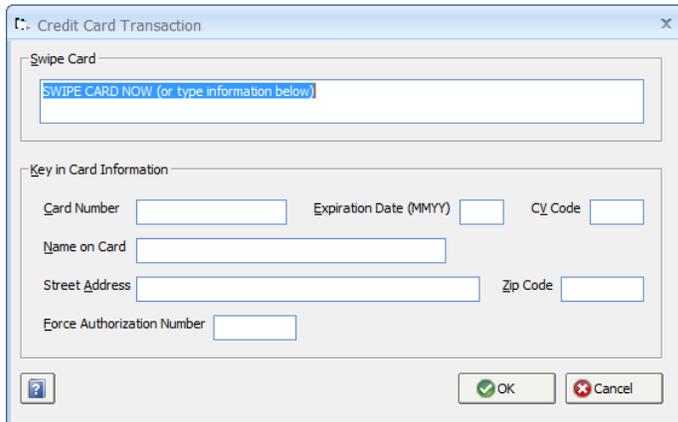
Payment (Invoices) Show All

Pay Tag	Project/Order No.	Invoice No.	Date	Prop. No.	Name / Description	Balance Due	Payments To Date	This Payment
<input checked="" type="checkbox"/>	JHN02	10001	06/24/09	0001	Johnson Mountain House	2,066.40	0.00	2,066.40

Total Dep./Ret. 0.00 + Total Payment 2,066.40 = Total Receipt 2,066.40 Difference 0.00

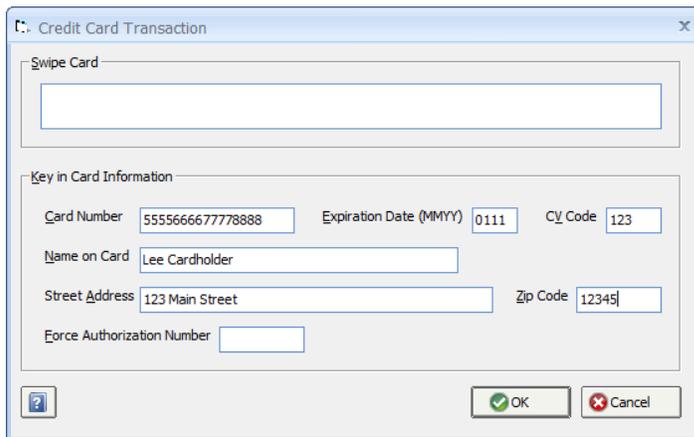
Buttons: [Search], [ABC], [Help], [OK], [Cancel]

When the Payment Type associated with Merchant Warehouse is selected, the text **“Run CC”** will appear in the **Check Number** field. Enter the rest of the necessary Cash Receipt information and click **OK**. Design Manager will display the **Credit Card Transaction Window** to enter the credit card information. If the credit card is physically present and the company has purchased a credit card reader, then the card can simply be swiped through the reader.



The screenshot shows a window titled "Credit Card Transaction". It has two main sections: "Swipe Card" and "Key in Card Information". The "Swipe Card" section contains a text box with the prompt "SWIPE CARD NOW (or type information below)". The "Key in Card Information" section contains several input fields: "Card Number", "Expiration Date (MMYY)", "C\ Code", "Name on Card", "Street Address", "Zip Code", and "Force Authorization Number". At the bottom right, there are "OK" and "Cancel" buttons.

If the credit card is not present or a reader has not been purchased, just type in the information. The only required information is the **Card Number** and **Expiration Date**. However, a better financing rate for the transaction may be available if the other information is entered as well. Use the **Force Authorization Number** only when it is required to call Merchant Warehouse to get approval for a charge and they provide an authorization number.



The screenshot shows the same "Credit Card Transaction" window, but now the "Key in Card Information" section is filled with data. The "Card Number" field contains "5555666677778888", "Expiration Date (MMYY)" contains "0111", "C\ Code" contains "123", "Name on Card" contains "Lee Cardholder", "Street Address" contains "123 Main Street", and "Zip Code" contains "12345". The "Force Authorization Number" field is still empty. The "OK" and "Cancel" buttons are visible at the bottom right.

Click **OK** to close both the Credit Card Transaction Window and the New Cash Receipt Window. The Cash Receipt will now be displayed on the **New Cash Receipts Grid** of the Cash Receipt Window. Upon clicking the **Post** button and allowing the transactions to be posted, Design Manager will record the Cash Receipts and process the credit card charges with Merchant Warehouse.

5- Cash Receipts

New Existing

Fiscal Month: 07/2009 Total Receipts: \$2,066.40

Hold	Client Code	Client Name	Check No. (Payment Status)	Date	Payment Type	Amount	Project/Order - Invoice/Proposal	Deposit Slip	Cash Account	Cash Account Name	Offset Account
<input type="checkbox"/>	JHNRB	Mr. and Mrs. Robert Johnson	Run CC	07/21/09	VISA	2,066.40	JHNO2 - Johnson Mountain House, Invoice# 10001, \$2,066.40	VISA	10010	Cash - Checking	15000 - Accounts Receivable, \$2,066.40

When the Credit Card is declined or not approved, the transaction will be kept on the New Cash Receipts Grid (placed on hold) with the reason being displayed in the **Check Number (Payment Status)** column. By not posting or removing the Cash Receipt, the credit card information can be reviewed or changed and the receipt can be posted again. Design Manager **must** receive authorization for the charge in order to post the Cash Receipt. Otherwise, a different Payment Type needs to be used if the operator wishes to force the receipt into Design Manager without running the credit card.

When using Point of Sale, process the sales invoice as normal. When using a payment type that is set for MerchantWARE, the Credit Card Transaction Window will appear.

Credit Card Transaction

Swipe Card

SWIPE CARD NOW (or type information below)

Key in Card Information

Card Number Expiration Date (MMYY) C/U Code

Name on Card

Street Address Zip Code

Force Authorization Number

When the card is accepted, a receipt will print for the client's signature; this is the copy that the client will sign and you (the Merchant) will keep. The program will pause so that the operator can tear off or gather this receipt. When the user clicks OK to continue, the printer will print the normal Point of Sale Invoice (receipt) for the client to keep.

Accounts Payable

Accounts Payable Payment Types and the Company Information Window - A/P Payment Tab

In accrual accounting, upon recording a bill from a Vendor, the amount of the bill is maintained in the **Accounts Payable** (A/P) Liability Account until a check (or other form of payment) has been generated. Processing payables in this manner allows the expense or cost of the bill to be recorded into a different period than the actual payment. Though all such accounting transactions are accumulated into a single A/P Account, Professional 7 (Release 2) allows the user to categorize unpaid invoices and deposits prior to payment. Common uses for doing so include grouping bills that will be paid through a commercial banking institution's online bill payment system or via a credit card at a later date or to departmentalize invoices for various divisions (i.e., Commercial Design, Residential Design, Showroom, etc.) within a company. Reports such as the **Aged Accounts Payable** and **Cash Requirement Reports** can now be run for all open payables or for a particular **A/P Payment Type**.

Creating Accounts Payable Payment Types is done from the **A/P Payment** Tab of the Company Information Window shown below.

The screenshot shows the 'Company Information' window with the 'A/P Payment' tab selected. The window contains a table with the following data:

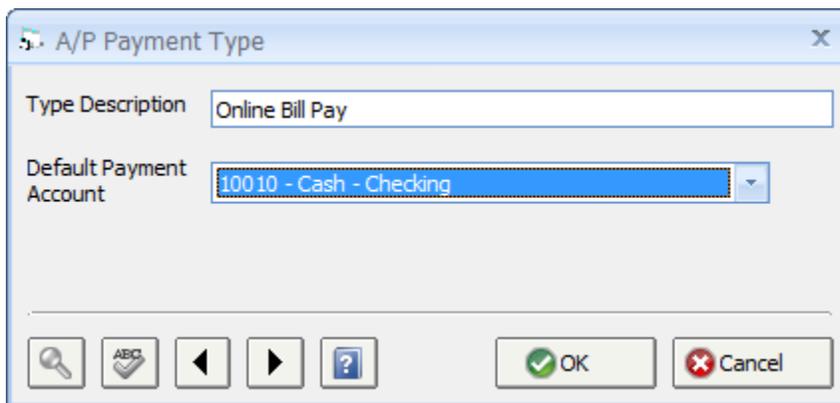
Payment Type Description	Payment Account No.	Payment Account Name
Visa	20100	Visa Credit Card
Online Bill Pay	10010	Cash - Checking

Below the table, there is a checkbox labeled 'Checks are numbered (print) in order tagged (instead of vendor code order)'. The window also features a search icon, a help icon, and 'OK' and 'Cancel' buttons at the bottom.

Users familiar with Design Manager will recognize the single Accounts Payable Payment Type for "A Check" on the **Accounts Payable Payment Types** grid. "A Check" is the selection used on the **Pay With** menu on the **Vendor Deposit, Invoice, or Operating Expense Window** to indicate that the payable will be ultimately paid via check or wire transfer. Now, however, additional Payment Types may be created in order to categorize payables.

To create a new Accounts Payable Payment Type, click the **Add** button, which will display the **A/P Payment Type Window**. Existing Payment Types can be modified or removed by clicking the **Edit** and **Delete** buttons, respectively.

A/P Payment Type Window

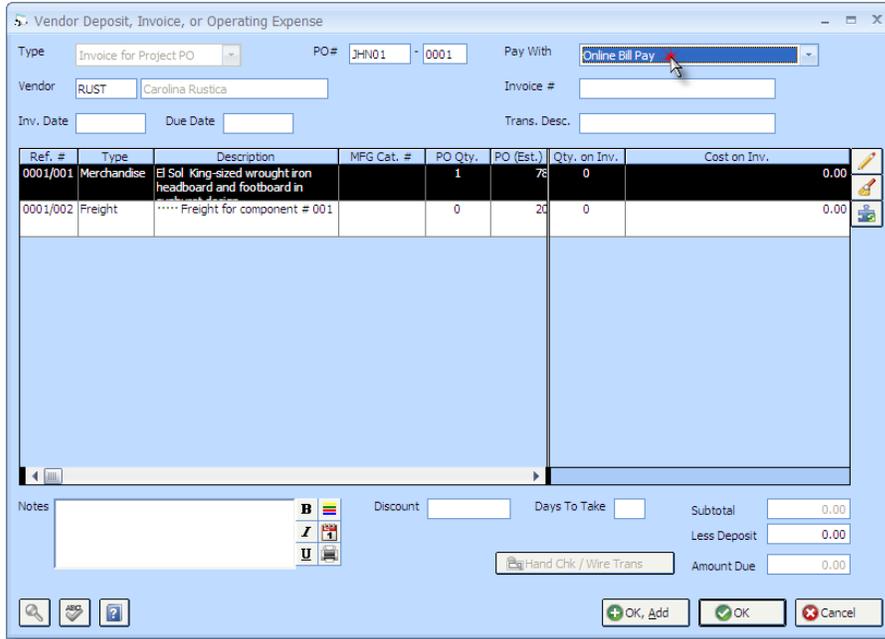


Type Description: The Type Description is the phrase used to identify the Payment Type on the **Pay With** menu on the **Vendor Deposit, Invoice, or Operating Expense Window** and the **Checking Window - Pay/Print Tab Windows**. The Type Description should be expressive enough to make each A/P Payment Type easily distinguished from another. Examples include "Pay Online" for bills that will have payment sent electronically from a banking institution online payment service or "Pay Later with US Bank VISA" for payables that will eventually be paid via a particular company credit card. The Type Description can be up to 40 characters.

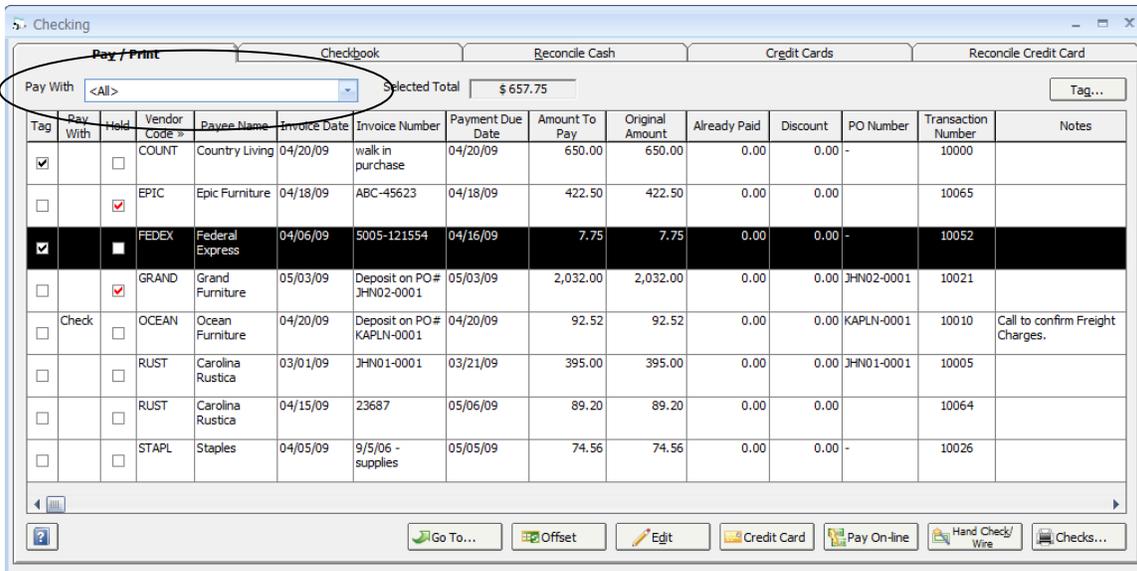
Default Payment Account: Select the General Ledger Checking or Credit Card Account that will be used to record payment for payables associated with the Payment Type. Note that this is only the default Account to be used for payment on either the **Print Checks** or **Select Payment Account Windows**. Upon paying the bill or invoice with a check, wire transfer, or credit card, however, a different Account may be selected.

Payment Types are added to the Accounts Payable Payment Type grid in the order they are created and will be displayed in the Pay With menu on the Vendor Deposit, Invoice, or Operating Expense Window in the same order. The order can, however, be changed to conveniently move the most common methods of payment towards the top of the list. Simply select the desired Payment Type on the Accounts Payable Payment Type grid and click the **Up** or **Down** buttons to move the Payment Type towards the top or bottom of the list, respectively.

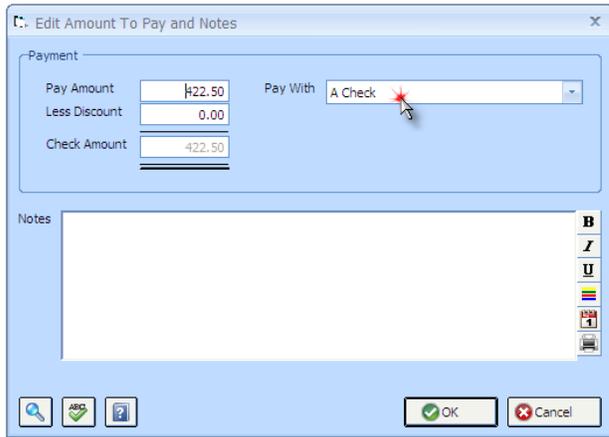
While entering a new bill or deposit for a Vendor on the Vendor Deposit, Invoice, or Operating Expense Window, all A/P Payment Types will be listed, prior to any defined Credit Cards, on the Pay With menu. Simply select the desired Payment Type to categorize the payable appropriately.



When deciding to pay outstanding payables on the Checking Window – Pay / Print Tab, all open payables will be listed by default. Now, however, only payables associated with a particular A/P Payment Type can viewed, if desired, by selecting the appropriate Payment Type on the **Pay With** menu.



The Payment Type can be changed from this window as well. Click the **Edit** button to display the **Edit Amount to Pay and Notes Window** to choose a new Payment Type from the **Pay With** menu.

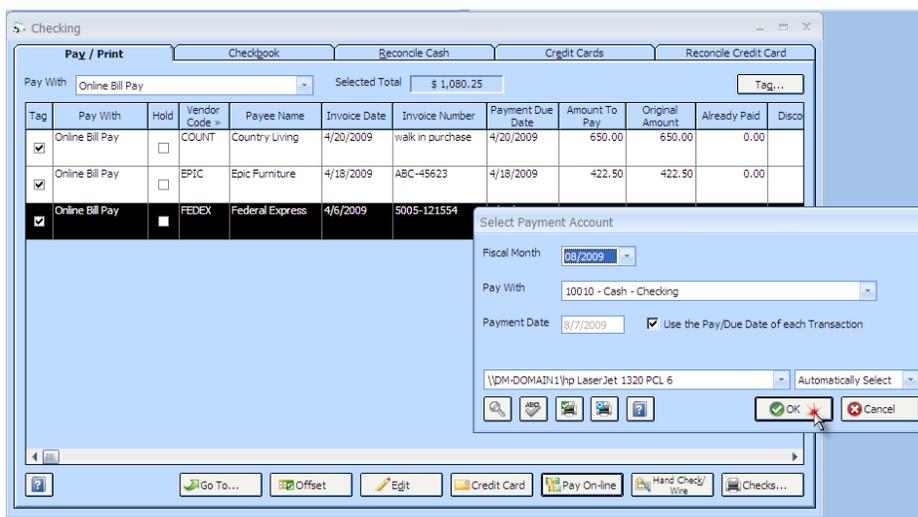


Pay with Credit Card and Pay Online Functions

The Checking Window- Pay/Print Tab now has a function to mark multiple payables paid either by a single credit card or in an on-line banking system.

Note: *Design Manager does not yet have the capability of sending payments directly to your bank because all banks have a different interface for their banking. This function does allow you to mark a group of payables as paid in Design Manager, then print a list so you can easily log onto your bank's website, and enter the payments. Design Manager also supports Positive-Pay; see the manual for more information. Some banks may allow automatic payments to be made through Positive-Pay.*

Tag a group of payable records and then click the Credit Card or Pay On-line button. Remember that you can narrow your selection by using the Pay With drop-down list in the upper left.



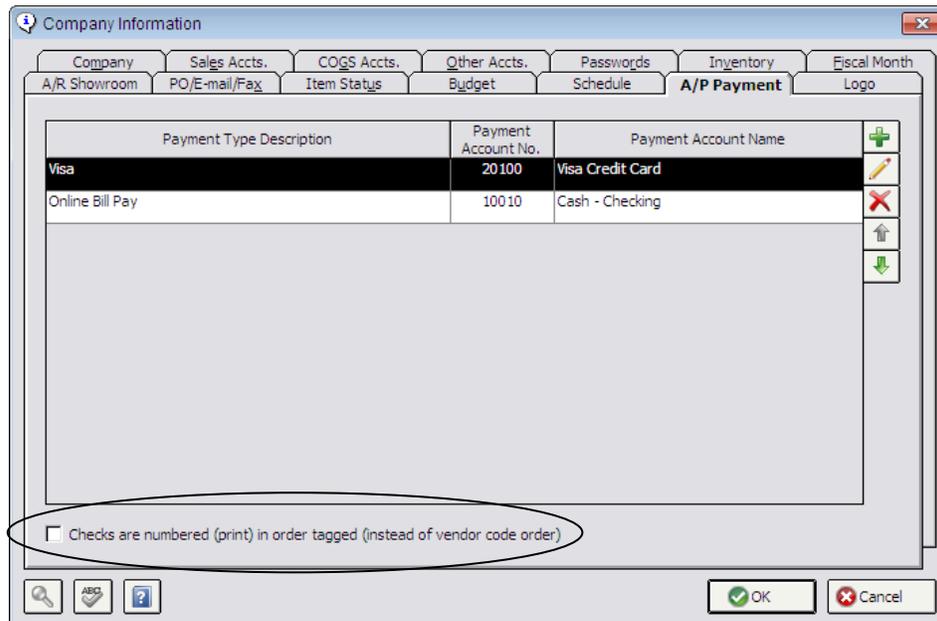
On this window, you can select a fiscal month to post the payments to and the account that you will be using to make the payments. You may date all of the payments on a certain date

or assign the dates based on the due date of each entry by checking the **Use Pay/Due Date of each Transaction** option. This option is handy for matching the dates in Design Manager to the dates in your banking system more closely.

Clicking OK will print the list so that you can review it. Accepting the list will actually record the payments in Design Manager. Next, take your printed list, go on-line, and make your payments using your bank's payment interface.

Check Numbering/Printing Order

The Company Information Window- A/P Payment Tab has a new option to determine the order in which Checks are physically printed. By default, Checks are printed in ascending Vendor Code order. By selecting, the **Checks are numbered (print) in order tagged (instead of vendor code order)**, the Checks will be numbered in the order they are physically "tagged" (check mark placed on each payable) for printing by the user.



Automatically Generating Vendor Deposits and the Quick Add Vendor Deposits Window

Professional 7.0 (Release 2) has the ability to easily select multiple Purchase Orders and automatically generate the necessary Vendor Deposits rather than creating Vendor Deposit payables for each individual Purchase Order manually. To do so, click the new **+Deposits** button on the **Vendor Deposits, Invoices, and Operating Expenses Window - New Tab** that will display the **Quick Add Vendor Deposits Window** shown below.

Quick Add Vendor Deposits

All Projects
 For a Specific Project/Order
Project/Order

Pay With
Date
Due Date

Open Purchase Orders with Unpaid Deposit

Pay Tag	Vendor	PO No.	Verbal/Ref. No.	Order Date	Ship To	Total Cost	Deposit	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	B&S / Bath and Kitchen Studio	10002	(inventory)	07/31/09	MAIN / FPA Interiors - Main	74.25	55.69	<input checked="" type="checkbox"/>
<input type="checkbox"/>	GRAND / Grand Furniture	JHN02-0001		05/03/09	JHN02 / Mr. and Mrs. Robert	2,865.00	2,032.00	<input type="checkbox"/>
<input type="checkbox"/>	OCEAN / Ocean Furniture	KAPLN-0001		04/20/09	KAPLN / Mrs. Leslie Kaplan	370.06	92.52	<input type="checkbox"/>

By default, all open Project and Inventory Purchase Orders with a Deposit Requested amount but have no paid Vendor Deposit (either by Check\Wire Transfer or Credit Card) recorded against them, will be displayed on the **Open Purchase Orders with Unpaid Deposits Grid**. By switching from **All Projects** to **For a Specific Project/Order**, however, a Project Code can be entered into the **Project/Order** field to only display qualifying Purchases Orders for the selected Project. To select a Project from the **Project Search Window**, click the **Search** button in the bottom left corner of the window.

Pay With: The Pay With selection determines the method of payment for the Vendor Deposit, either by a specified A/P Payment Type as discussed previously or a Credit Card.

Date: The Date is used to record the calendar date that the Deposit is being issued and defaults to the system date of the computer.

Due Date: The Due Date is the date by which the Deposit check needs to be sent to the Vendor and defaults to the system date of the computer.

The Open Purchase Orders with Unpaid Deposits Grid has the following columns:

Pay / Tag: Select a Purchase Order to have a Vendor Deposit generated by clicking in this column. Highlighting a Purchase Order and clicking the Space bar on the keyboard will check or uncheck the Pay / Tag column as well.

Vendor: The Vendor Code and Name of the Purchase Order.

Purchase Order Number (PO No.): The unique reference number of the Project or Inventory Purchase Order.

Verbal / Reference Number (Verbal / Ref. No.): Any optional reference number provided by the Vendor for an order placed over the phone, e-mail, or other media.

Order Date: The date of the Purchase Order.

Ship To: The Ship To Code and Name of the shipping address designated for the Purchase Order.

Total Cost: The sum of the Extended Cost of all Components or Inventory Stock Items included on the Purchase Order.

Deposit: The total Requested Deposit amount for all Components or Inventory Stock Items on the Purchase Order.

To select a Purchase Order to have a Vendor Deposit created, simply click the Pay Tag column. Alternately, clicking the **Tag** button will launch the **Tag POs to Pay Deposits Window** where Purchase Orders can be automatically selected either for a specific Vendor or for all Purchase Orders listed. To review a Purchase Order, highlight it on the grid and click the **Print** button to reprint.

After the desired Purchase Orders have been selected, click the **OK** button. After processing, the Quick Add Vendor Deposits Window will close and the Vendor Deposit entries will appear on the **New Vendor Payables Grid** of the **Vendor Deposits, Invoices, and Operating Expenses Window – New Tab**. From here, the entries can be reviewed and posted.

Vendor Payable Notes

The **Vendor Deposit, Invoice, or Operating Expense Window** now allows the user to enter any relevant information regarding the payable into a new **Notes** field. Common uses for the Notes would be to indicate why a payable is “On Hold” for posting or payment or information regarding back-ordered merchandise.

Vendor Deposit, Invoice, or Operating Expense

Type: Invoice for Project PO PO#: JHN02 - 0001 Pay With: Online Bill Pay

Vendor: GRAND Grand Furniture Invoice #: 2486211

Inv. Date: 07/09/09 Due Date: 07/24/09 Trans. Desc.: Balance of Freight & Upcharge

Ref. #	Type	Description	MFG Cat. #	PO Qty.	PO (Est.) Cost	Qty. on Inv.	Cost on Inv.
0001/001	Merchandise	Marquerty-top coffee table		1	2,540.00	1	2,540.00
0001/002	Freight Freight for component # 001		0	325.00	0	325.00

Notes: Please call to confirm table will be shipped by end of the month.

Discount: 0.00 Days To Take: Subtotal: 2,865.00
 Less Deposit: 2,032.00
 Amount Due: 833.00

Buttons: OK, Add, Cancel

The Notes field has been added as a column to the **Existing Vendor Payables Grid** of the **Vendor Deposits, Invoices, and Operating Expenses Window – Existing Tab** and the **Open Payables Grid** of the **Checking Window – Pay/Print Tab**. Clicking the **Detail** button on the Vendor Deposits, Invoices, and Operating Expenses Window displays the **Check/Invoice Detail Window** from which the Notes can be updated for an existing payable.

Check / Vendor Invoice Detail [TX #10092]

Account No.	Account Name	Debit	Credit
16000	Vendor Deposits		2,032.00

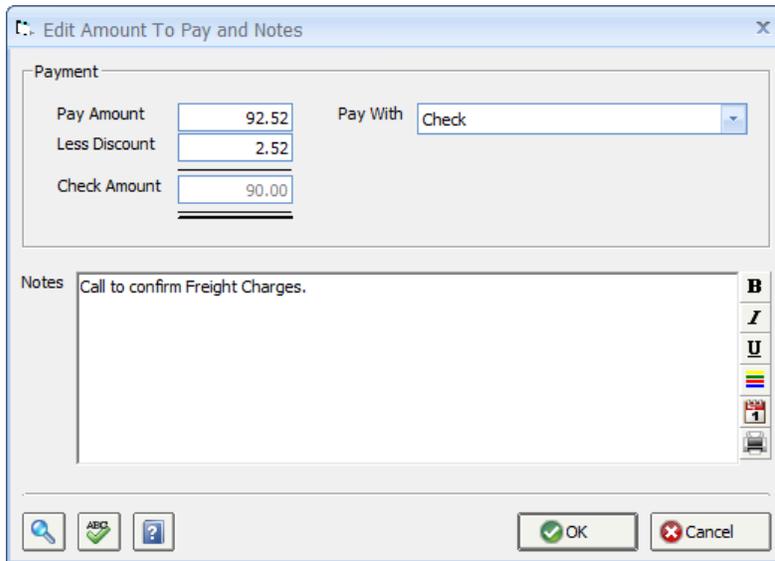
*Amounts shown are for the entire invoice and do not reflect partial payments

Ref. No.	Type	Description	PO Qty.	PO (Est.) Cost	Cost-To-Date	Qty. on Inv.	Cost on Inv.
0001/001	Merchandise	Marquerty-top coffee table	1	2,540.00	2,540.00	1	2,540.00
0001/002	Freight Freight for component # 001	0	325.00	325.00	0	325.00

Notes: Please call to confirm table will be shipped by end of the month.

Buttons: OK, Cancel

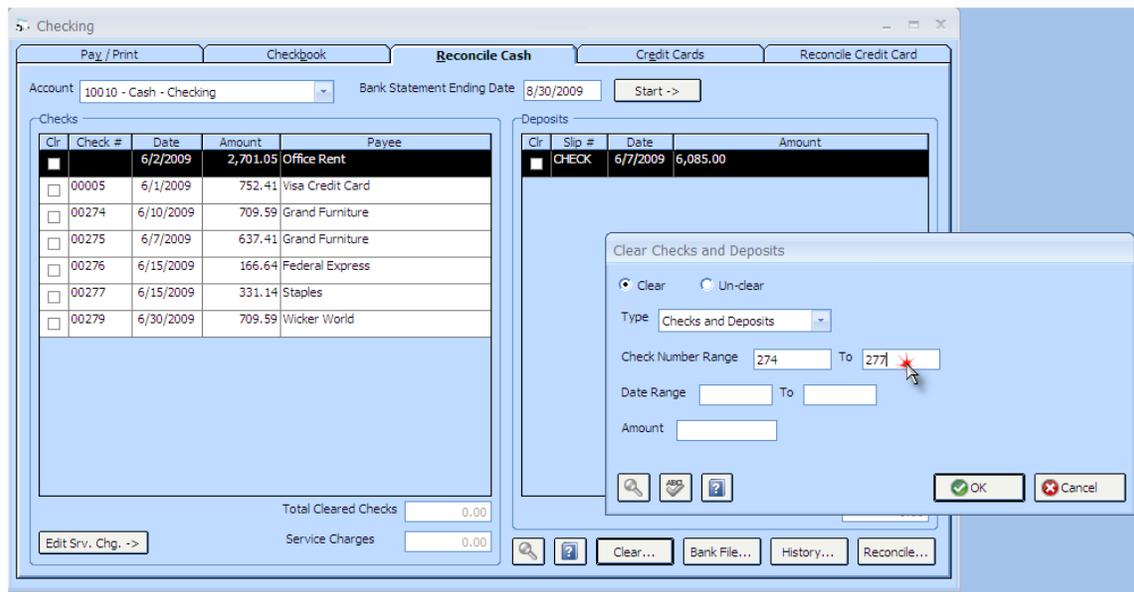
From the Checking Window, click the **Edit** button to launch the **Edit Amount to Pay and Notes Window** (formerly **Edit Amount to Pay Window**) to update the Notes.



The Notes will also be displayed on the **Aged Accounts Payable Report** to assist in determining which open payables are in need of prompt payment or to list the reason they are not being paid.

New Options for Clearing Entries on the Checkbook Reconciliation

The Clear function on the checkbook (cash) reconciliation has the ability to clear or un-clear a range of check numbers, entries by date, or even a certain amount.

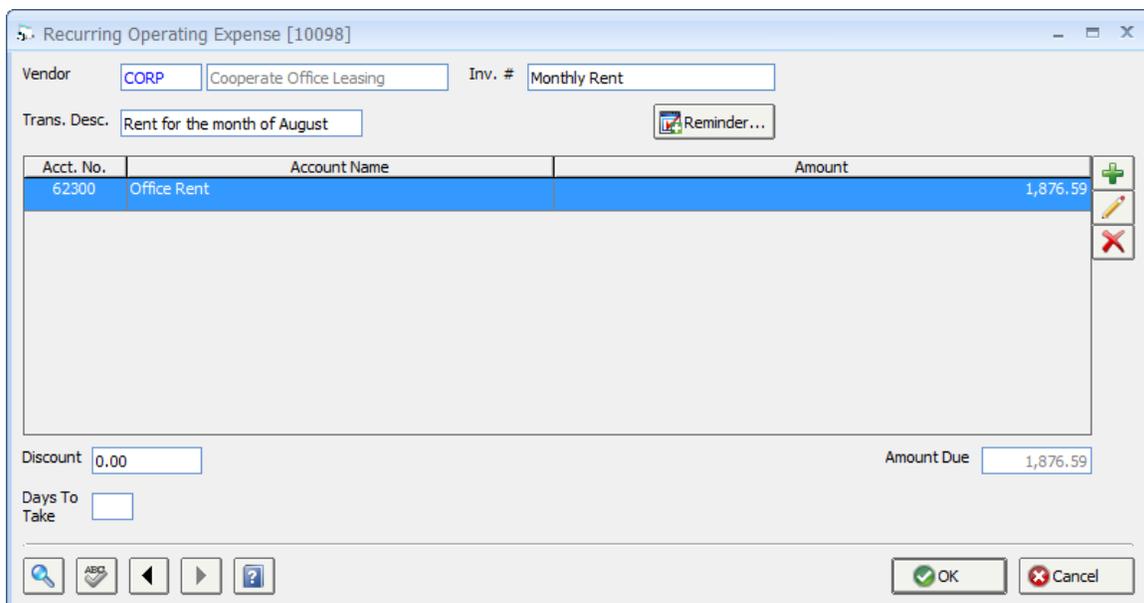


To Do List Tasks and Appointments

Creating Reminders for Recurring Operating Expenses and Recurring Journal Entries

Design Manager now allows users to create a **To Do List Task** from both the **Recurring Operating Expense Window** and **Recurring Journal Entry Window** as a prompt to create the entry on the necessary date.

Click the **Reminder** button on the Recurring Operating Expense Window to create a new Task for the Recurring Expense.



The screenshot shows the 'Recurring Operating Expense [10098]' window. At the top, there are fields for 'Vendor' (CORP), 'Cooperate Office Leasing', 'Inv. #' (Monthly Rent), and 'Trans. Desc.' (Rent for the month of August). A 'Reminder...' button is visible next to the 'Trans. Desc.' field. Below this is a table with three columns: 'Acct. No.', 'Account Name', and 'Amount'. The table contains one entry: '62300' for 'Office Rent' with an amount of '1,876.59'. To the right of the table are icons for adding (+), editing (pencil), and deleting (X) rows. At the bottom, there are fields for 'Discount' (0.00) and 'Amount Due' (1,876.59), along with 'Days To Take' and a 'Reminder' checkbox. The bottom right corner has 'OK' and 'Cancel' buttons.

Acct. No.	Account Name	Amount
62300	Office Rent	1,876.59

Doing so will display the **To Do List Task Window** with several options preconfigured. The **Subject** will be set to "**Make Payment - <Transaction Description>**" where <Transaction Description> is the Transaction Description from the Recurring Operating Expense Window. The **Reminder** option will be selected, the **Contact Type** will be set to Vendor, and the **Code** will be defaulted to the Vendor from the Recurring Expense as you can see from the example below.

To Do List Task

Subject:

Due Date:

Start Date: Importance:

Reminder: @ : AM PM

Recurrence: Number of Times:

Contact Type: Code:

Vendor: Verizon

This is For: Copy Me Private

Link to Project: Show on project schedule

Link to Item No.: Phase:

The **Reminder** button on the Recurring Journal Entry Window works similarly.

Recurring Journal Entry

Entry No.: Desc.:

Acct No.	Account Name	Debit Amount	Credit Amount	
10010	Cash - Checking	1,500.00		<input type="button" value="+"/>
10020	Money Market		1,500.00	<input type="button" value="✎"/>
				<input type="button" value="✖"/>

Net Debits and Credits: Auto Reverse

Clicking the button will display the **To Do List Task Window** with the **Subject** set to "**Create Journal Entry - <Transaction Description>**" where <Transaction Description> is the Transaction Description from the Recurring Journal Entry Window. The **Reminder** option will be selected, however, no **Contact Type** will be selected.

The screenshot shows the 'To Do List Task' dialog box. The 'Subject' field is populated with 'Create Journal Entry - xfer money market to cash'. The 'Due Date' and 'Start Date' are both set to 'None'. The 'Importance' is set to 'Normal'. The 'Reminder' checkbox is checked, and the reminder is set for '09/01/09' at '10:00' AM. The 'Recurrence' is set to '<none>' and the 'Number of Times' is set to '1'. The 'Contact Type' is set to '(none)'. The 'This is For' dropdown is set to 'Me'. The 'Link to Project' and 'Link to Item No.' fields are empty. The 'Phase' dropdown is set to '(none)'. The window has 'OK' and 'Cancel' buttons at the bottom.

Recurring Reminders and the Updated Reminder Window

For both Tasks and Appointments, a Reminder can be set to notify the user of the Task/Appointment at a specified date and time. Reminders can now have a predefined **Recurrence**. The Recurrence has both a **Duration** and a **Number of Times** to repeat. The Duration menu has the following selections:

<none> - The Reminder will be displayed a single time. Once it is closed by the user, no other Reminders will alert the user of the Task or Appointment.

Monthly - The Reminder will be displayed once per month on the same calendar day as the **Reminder Date**. For example, if the Reminder Date is 7/20/2009, the subsequent Reminders will be displayed on the 29th of the respective month. If the month contains less

days than is necessary to schedule the Reminder (i.e., February with 28 days), the Reminder will be displayed on the last day of the month.

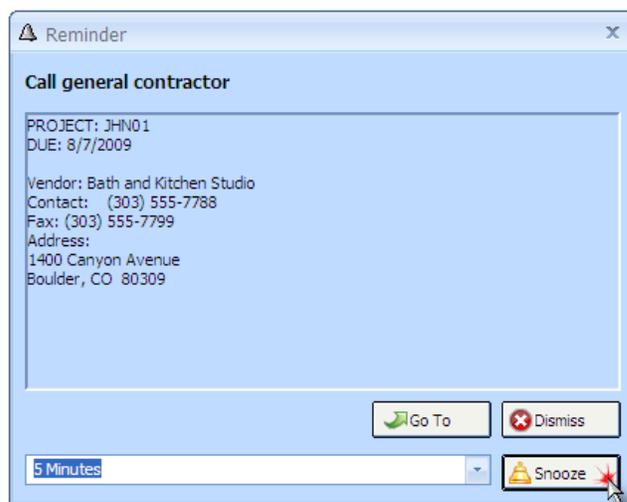
Yearly - The Reminder will be displayed once per year on the Reminder Date.

Weekly on <Day of Week> - This selection will always display the day of the week of the reminder date in the Duration menu ("Weekly on Monday", for example). Selecting this option will display the Reminder once per week on the stated day.

Daily - The Reminder will be displayed every day.

The Number of Times indicates how many times the Reminder should reoccur. If **Until Stopped** is selected, the Reminder will continue to be displayed at the proper interval until the Current Task or Appointment is marked Complete, deleted, or edited and the recurrence changed to none. Selecting any of the numerical options will display the Reminder the selected number of instances. After the last Recurrence, the Reminder will no longer be displayed and a new Task/Appointment will no longer appear.

When a Reminder is displayed, information including the Task or Appointment **Subject**, **Start** and **End Times**, **Start** and **Due Dates**, **Contact Information**, etc. will be shown in the **Reminder Information Pane**. Clicking the **Go To** button will launch the To Do List Task or Appointment for review or will take the user to the recurring entry window when the task is associated with a recurring entry (i.e. a bill that needs to be paid). Selecting **Dismiss** will close the Reminder until the next Recurrence if one has been configured. The **Snooze** button will close the Reminder but will display it again in the interval selected in the **Snooze Interval Menu**. When a Task that is set with a recurring reminder is acknowledged on this window, the next Task will be created.



To-do-list Copy Option

There is a new **Copy Me** option on the To Do List Task and To Do List Appointment Windows. When creating a Task or Appointment for another user, selecting the Copy Me option will create a copy of the the same entry on your To Do List as well. When selecting **Everyone** in the **This is For** menu, the Copy Me option is automatically selected and disabled ensuring that the entry is created for yourself as well.

The screenshot shows a 'To Do List Task' dialog box with the following fields and options:

- Subject: Call general contractor
- Due Date: 8/7/2009
- Start Date: None
- Importance: Normal
- Reminder: 8/7/2009 @ 11:00 AM
- Recurrence: <none>
- Number of Times: Until Stopped
- Contact Type: Vendor
- Code: B&S
- Contact Name: Bath and Kitchen Studio
- Contact Details: Vendor: Bath and Kitchen Studio, Contact: (303) 555-7788, Fax: (303) 555-7799, Address: 1400 Canyon Avenue, Boulder, CO 80309
- This is For: Design Assistant
- Copy Me (highlighted with a red box and mouse cursor)
- Private
- Link to Project: [Empty]
- Show on project schedule:
- Link to Item No.: [Empty]
- Phase: [Empty]
- Buttons: + OK, Add; OK; Cancel

Glossaries

Inactive Glossary Entries

Certain types of Glossary entities such as Clients, Vendors, Salespersons\Managers, etc. can be indicated as **Inactive**. Previously, such Inactive entries would not appear on various reports nor their respective **Search Window**. In Release 2, however, Inactive entities will be strategically prevented from being selected when adding various entries throughout the software. For example, an Inactive Vendor will not be allowed to be used when adding a new Component in Specifications. You will, however, still be able to view or edit an entry that has an Inactive Glossary entity associated with it.

Vendors

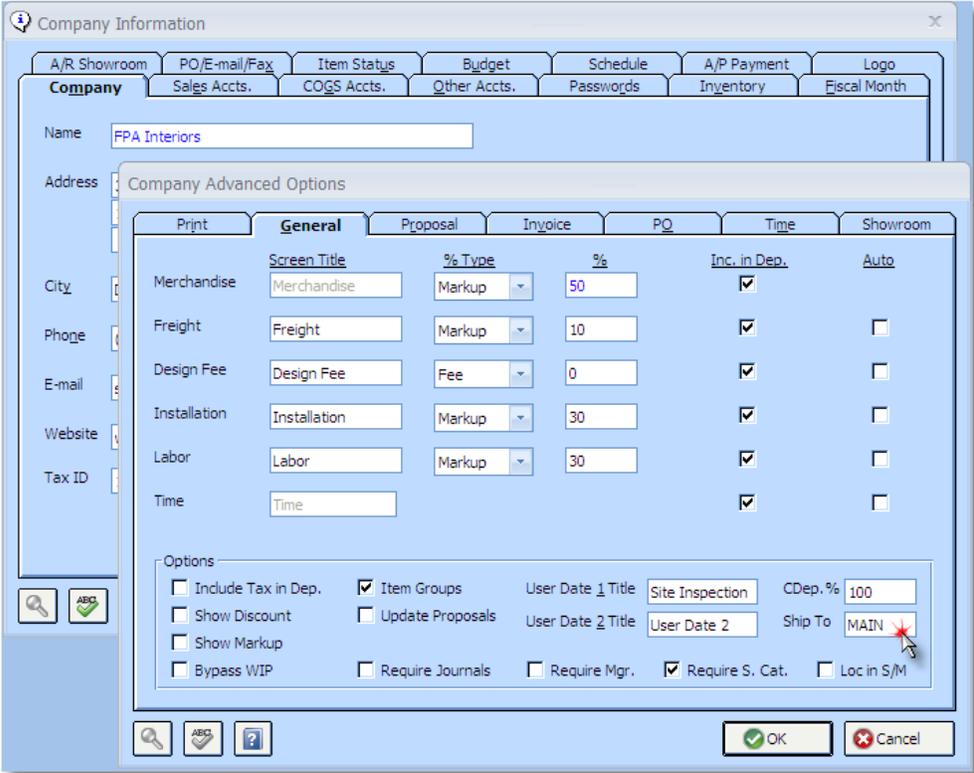
A new option entitled **Do Not Allow on Specifications, Stock Items, or Purchase Orders** has been added to the **Vendor Window – Defaults Tab**. Use this option to prevent the Vendor from being assigned to a Component or Inventory Stock Item or to allow Purchase Orders to be created for any Component or Stock Item that has had the Vendor assigned prior to this option being selected. The Do Not Allow on Specifications, Stock Items, or Purchase Orders is intended to prevent Vendors used solely for recording expenses or other non-purchasing purposes from being inadvertently selected when specifying or adding Inventory.

The screenshot shows the 'Vendor / Payee' window with the 'Defaults' tab selected. The 'Do Not Allow on Specifications, Stock Items, or Purchase Orders' checkbox is checked and highlighted with a red box and a mouse cursor. Other fields include PO Terms, Deposit %, Deposit Applies To (Merchandise, Design Fee, Labor, Freight, Installation), PO Ship Via, Expense Acct. (62400 Telephone), Discount %, Days to Take Discount, Payment Due Days, Buying Terms, Fax POs, Fax Dial String, and Email POs. The bottom of the window has navigation buttons (Search, ABC, Left, Right, Help) and OK/Cancel buttons.

Company Information

Default Ship-To

The **Company Advanced Options Window – General Tab** has a new default **Ship To Code**. Input a Ship To Code so that all new Projects will inherit the Ship To Code on the **Project Window - Site / Ship To Tab**. Therefore, all new Components added to such Projects will be automatically designated to the desired Ship To. Using the Company-wide default Ship To is useful if the company always ships goods to a common warehouse or staging area.



Point-of-Sale Timeout

A new POS Timeout has been added to the **Company Information – A/R Showroom Tab** that determines the amount of time, in minutes, before Design Manager will automatically log out the **Point of Sale Invoice Window**. Automatically logging out the Point of Sale Invoice Window is advantageous to prevent unauthorized individuals from operating the terminal if the employee must step away to help other customers.

Company Information

Company | Sales Accts. | COGS Accts. | Other Accts. | Passwords | Inventory | Fiscal Month
A/R Showroom | PO/E-mail/Fax | Item Status | Budget | Schedule | A/P Payment | Logo

Point of Sale (POS) / Cash Receipt Payment Types

Type	Cash Account No.	Cash Account Name
CHECK	10010	Cash - Checking
CASH	10010	Cash - Checking
VISA	10010	Cash - Checking
MC	10010	Cash - Checking
AMEX	10010	Cash - Checking

Use Receipt Printer

Show Ship-To on POS Invoice

POS Timeout: 3

Enter MW Cred...

Sales Category to Record Store Credits: [] []

Showroom

Default PO Ship To: [] []

Default Tax Exempt Code: [] []

OK Cancel

General Ledger

Income Statement

Several new formats of the Income Statement have been added to Design Manager. These include Monthly, Quarterly, Yearly and one for any custom set of periods. Each report has several formats that show different combinations of the current period, same period of the prior year, budgets, budget variance, and comparisons.

Other Notables

- An SQL Server 2008 version is now available for an additional charge. This allows Design Manager to handle an unlimited number of users (64 users is the limit of the regular version) and any size database. This option requires purchase of the SQL version of Design Manager Pro as well the appropriate SQL Server version from Microsoft and all of the appropriate user and client access licenses.
- There is a field to view the average unit cost of a stock item on the Stock Item Window-Status/Adjustment Tab.
- A Unit of Measure column has been added to the Stock Item Search Window.
- An option has been added that allows the user to optionally display or suppress the Stock Numbers for the Inventory Stock Items included on an Inventory Purchase Order. Sometimes it may be desirable to not show the Stock Numbers if they may be confused by the Vendor with the Manufacturer's Catalog Number.
- The tag by item function, when creating a new Proposal, PO, and Invoice, now accepts a range of item numbers instead of just a single item number.
- A column for the Verbal Reference number has been added to the main grid on the Purchase Order window.
- When creating a client Invoice and overriding the client Invoice price of an Item a function has been added to recalculate the prices based on a change to the quantity being invoiced.
- More “Go To” buttons have been added throughout the system so when a transaction is highlighted on one window (such as the transaction search), you can quickly get to the same entry in another window (such as the checkbook).
- The search button is active in any address field and links to a map of the respective address on the Internet. There is also a Map button on the Rolodex. Note that this function is not available for the on-line version.
- The synchronization with Outlook of the contacts in the Rolodex now handles the two alternate phones number fields.