

Welcome to SAFE 5.0!

This version of SAFE is more evolution than revolution. It contains a great many ease of use features which have been long-requested by our users. The key changes are in order entry so that is where the bulk of this document is focused. In order to make the transition as smooth as possible, we suggest that you *practice* on several dummy transactions immediately after upgrading to 'get the hang' of the new concepts and features.

Due Diligence Begins Before Upgrading!

First things first. After you install SAFE 5.0, you will encounter a number of files which will be automatically upgraded to the new format. This is an extremely reliable process, however it is also *extremely* disk intensive so it pays for you to take the following precautions *before* you upgrade to insure a proper upgrade:

1. Make a complete backup of all your TPS files *before* you install SAFE 5.0
2. Check that your backup is good!
3. Run Scan Disk and *then* Defrag with *all* options activated to make certain that your disk is in good shape.
4. Start SAFE 4.2
5. Click on each icon on the Tool Bar (Customers, Vendors, Sales Orders, A/P Bills, Products, etc.) Write down the record count for each browse. (The number is at the lower left of each browse.)
6. Install SAFE 5.0, making certain that no users are logged into SAFE
7. Open SAFE 5.0. Again, make certain that no other users attempt to log into SAFE.
8. Again, open each icon on the Tool Bar. If you see the pale yellow *Upgrading File* window, wait until it completes. Then proceed to the next icon and repeat.
Note: Be patient! The file upgrade process may take up to an hour, depending upon how much data you have saved.
9. After each file is upgraded, check the record counter in the browse and compare it with the record count you write down for the same browse in Step #5. If they do not match, stop immediately and restore your original backup! You will then need to start over from Step #6.

Again: If any data file does not properly upgrade, you *must* restore your entire backup. Do not attempt to restore only one or two files in order to save time!

Changes To Order Entry

The Order Entry and Inventory processes have been substantially stream-lined.

Assemblies

An Assembly (Kit) is a single Product ID which refers to several separate components. When you enter an Assembly onto a Sales Order, the inventory is affected for all of it's component parts, although only the Assembly prints on the Sales Invoice.

Many of you have been using a combination of Blind Line Items to achieve a similar effect, but an Assembly is better because the profitability of an Assembly is divided equally among each of it's components. In other words, if you enter a single line for, let's say, a 'brochure' and then three Blind Line Items for the costs you do not wish to see, the sales history reports would be skewed. While the overall profitability of the order would be correct, 100% of the profit would be on the 'Brochures' line item and each of the Blind Line Items would be a complete loss.

Using an Assembly allows you to indicate a separate sale price and cost for each component, while printing only the Assembly on the customer's invoice.

Note: Your invoices may need to be re-drawn to support this feature.

Update A Sales Order Line Item

Product ID:

Description:

Line Item Type:
 New Exact Copy Spec Both Release

Owned By:
 Customer Vendor Distributor N/A

\$ Unit Unit U/M: Qty/Pk: Extended
 Cost: 0.0000 0 <<<<#.##
 Price: 0.0000 0 <<<<#.##

Extended Quantities
 Ordered: <<<<<# Shipped: <<<<<<#

Ship To Locations - Quantities To Ship - Freight Costs - Tax

| T | A | Tax ID | Location | Ordered | Shipped |
|---|---|--------|----------|---------|---------|
| | | | | | |

<<<<# <<<<#.### <<<#.###

Blind? Calculate Sales Tax?

Vendor Information Customer Notes & Artwork

Order Via: PO #: <<<<#
 Proofing: Samples: 0
 Vendor: Run With:
 Job ID: Ship With:
 Invoice: Must Ship By:
 Date: Quote #:

NOTES

Summary
 Price (With F/A): <<<<<#.## Profit: <<<<<#.##
 Costs (With F/A): <<<<<#.## %<<#.##
 Sales Tax: <<<<<#.##

No More Radio Buttons!

The biggest immediate change is that there are no longer any radio buttons for 'Unit Lot or Pack' in any data entry screens save the Unit of Measure Master. In a sense, SAFE hasn't changed--these terms 'Unit', 'Lot' or 'Pack' still function, but now they are set strictly in the Unit Of Measure Master File. So, assuming that your U/Ms are properly set up, no mistakes can be made during transaction entry (Sales Orders, Counts, Purchase Orders, etc.)

So your first move is to the Unit Of Measure Browse to make the necessary changes there. Here are some suggestions:

| U/M | QUANTITY | TYPE |
|-----|----------|------|
| M | 1,000 | U |
| CT | 1 | P |
| EA | 1 | U |
| PK | 1 | P |

Now, when you select 'P' as the U/M's TYPE, you are telling SAFE that the Package Quantity will be up to you to enter for each transaction.

When you select 'U', you are telling SAFE that the Package Quantity is *always* going to be the Quantity entered into the U/M Master; in other words, you have no choice. This prevents you from selecting 'M' as the U/M on a transaction, but entering '50' as the Package Quantity!

Note: we still do *not* recommend that you use 'Lot' for *any* inventoried transactions!

Order Vs. Ship Quantities

To make things easier, the Sites/Quantities Window has been improved in the following way: You still enter the Ordered and Shipped Quantities as before, however, the *conversion* to the Vendor's U/M is now clearly visible.

In the past, when you wished to 'buy by the thousand and sell by the carton' a lot of confusion as to what the proper settings for the 'Order Quantity'.

'Should I enter the Order Quantity in 'M', since that is what my vendor will see on the PO? Or should I enter in 'PK's since that is how my customer is ordering?'

OK, here is the definitive answer:

Always enter both the Order and Ship Quantity from the Customer's point of view and let SAFE do the conversion to the Vendor's Quantity for you.

And by that we mean, *let SAFE convert the customer's order and ship quantity into the proper equivalent PACKAGE QUANTITY.*

Example: Your customer wants 15,000 forms (150 PK of 100), then enter:

Order Quantity: 150
U/M PK
Pack Qty 100

And in the Cost section, enter the Vendor's U/M as 'M'.

When you print the PO, the PO will print as 15 M, as you expect and on the order entry screen, you will see that:

1. The total quantity is 15,000
2. Your customer is ordering 150 PK of 100 in a PK
3. Your vendor order is 15 M
4. The EXTENDED COST has been recalculated accordingly

User Controlled Sales Order Line Item Numbering!

You can now change the order of Sales Order lines at will. In other words, if you add a line item to a Sales Order, you can make it appear as the first line of the transaction. This is done by selecting a Line Item and pressing the plus and minus keys (+/-).

Edit In Place Ship Quantity

You can now change the Ship Quantity for each Site/Quantity on the Line Item Detail window without entering the Sites Quantity Window. This is done by double clicking on the Ship Quantity column.

Ship All

Right click on the line item browse while editing a Sales Order. A pop-up menu gives you the option to 'Ship All'. This means:

1. Set the Ship Quantity to the Ordered Quantity for all Sites on all Line Items on the order.
2. Mark the Order Status as 'Shipped'

This can be handy for simple orders where you don't need to examine each Site/Quantity but simply want to 'get it done' with the fewest keystrokes.

Note: Like all tools, use carefully!

New Cloning Presets

There are three Preset buttons at the bottom of the Clone Options Window. Pressing these buttons selects various saved options for Cloning. This saves users having to determine which options to select and also prevents them from accidentally checking the wrong buttons for common tasks.

The default Presets are:

- Re-bill All options selected. Use when voiding/cloning/re-billing due to data entry error discovered before billing.
- Re-order Used when a customer calls to re-order a product. No vendor info is cloned.
- Miscellaneous No options selected.

...of course, the whole point is for you to customize these, then lock them in place.

MODIFYING CLONING PRESETS

To modify these presets follow these steps:

1. First of all, you must, first of all have the Secsecurity to do so. To enable this, go into SASE and add the following Security ID to your Security Template:

~UpdateSOHeaders:ClonePresets

2. Now go into SAFE, choose an order to clone, and press the Clone button within the order to begin the cloning process.
3. Select the Preset to modify. The clone options will change.
4. Check or uncheck the various options you wish to save with the preset.
5. Now Press [OK] to clone the order, as you normally would.
6. A 'Save Clone Preset' window will appear. Type the description of the Preset into the Description field; this description becomes the text of the Preset button next time.
7. Press [Save Preset]. The options you selected are now saved for all users who select this Preset.

DISABLING CLONING OPTIONS

Once you have saved your Presets, you may choose to prevent users from selecting individual Clone Options--in effect forcing them to use only the preset options you have saved. To do this:

1. Go into SASE and add the following Security ID to the templates of all users you wish to prevent from changing individual clone options:

~UpdateSOHeaders:CloneOptions

...and make certain that it is set to DENY access.

Posting A/P Bills In Sales Orders

You can now enter and edit all A/P invoices applied to a Sales Order directly from within a Sales Order. Simply click on the A/P Invoice button to view all A/P Bills applied to the Sales Order. Doing

Inventory

Product Categories

As standard, the four Product Categories in the Products Browse are now completely validated. This means that each Product Category must reside in the Product Categories Browse. Moreover, you can also restrict which Categories are available for use in each of the four Product Category fields by setting the LEVEL field for each Category. For example, if you create a category called *Pens* and assign it's LEVEL to 3, you can only use this Category in Category #3 in each Product Master.

Products Browse: Type Tab

Back by popular demand! You can once again view all Products in the Products Browse by Product Type.

Product History Audit Trail

The Audit Trail has been revised to properly display a declining balance for each Site. It also now displays the LOCATION field for the Ship From Site and the Ship To Site.

You can sort the list of transactions displayed by right clicking on any column in the browse. For example, if you wish to sort the list of transactions by TYPE, simply right click on the 'Type' heading of the browse. This is handy for grouping, for example, all Releases or POs together.

Linked Images & Price Filters

Whether or not a Product has any linked Images or Alternate Price Breaks can now be used as a filter on reports involving the Product Master.

Products Browse Inventory Tab

The speed of the display in this tab has been increased by a factor of 100. Items are still sorted by Customer ID and Form Number.

Products Browse Unlinked Tab

The speed of the display in this tab has been increased by a factor of 100. Items are sorted by Form Number.

Product Master: Owned By 'Other'

There is a new option for the OWNED BY field: 'Other'. This is now available to clarify the difference between 'Vendor' owned products and those you are managing, but which were obtained by another broker and, therefore, are not really part of your inventory. So, the following rules now apply:

Vendor Owned: Items manufactured for you and in storage at a Vendor, but which are Bill as Shipped. They are not part of your G/L inventory as assets, but since they are already manufactured and in storage at the Vendor, they are tracked for inventory levels and reordering.

Note: Remember the adage 'if it ain't broke, don't fix it.' We do not recommend changing existing products, with available quantities to this new option. You should wait until the current quantities are consumed and a new production order is required.

Other: Items which are neither bought nor sold by you, but must be managed for the purposes of calculating reordering. (Previously referred to as 'Vendor'.)

Linked Products/Sites – View Only Vendor Sites

When viewing the Sites linked to a particular Product, you can right click to turn 'on' or 'off' the display of customer Sites. This often makes it easier to review inventory for a given Product.

Units Of Measure

As discussed above, the U/M Master File has taken on a great deal more importance in SAFE 5.0. Therefore you should make certain that you read, understand and double-check every record in this file before processing new orders in SAFE.

The difference is the new TYPE field, which replaces the Unit/Lot/Pack button everywhere in SAFE. This field determines how the Unit of Measure's QUANTITY field will affect inventory on various transactions. To review, the choices are:

Lot The price or cost associated with this Unif of Measure has no specific quantity.

Note: You should *never* select such a Lot TYPE Unit of Measure for any transaction which affects inventory.

Unit The extended quantity of a transaction is the quantity ordered or shipped, multiplied by the Unit of Measure's QUANTITY field.

Package The Unit of Measure's DEFAULT QUANTITY is ignored and the extended quantity ordered, shipped or received on a transaction is multiplied by the PACKAGE QUANTITY field of the individual transaction.

Put another way, use the Package option for Units of Measure with a non-specific quantity, such as 'Box' or 'Carton', where you need to change the quantity of packaging changes on every order. Use The Unit option for Units of Measure with a specific quantity such as 'Each' or 'Per Thousand, (M).

Example: If the unit of measure is 'CT' and the Quantity field is set to '2500', if Simple Accounting indicates that you have 7,400 CT in stock, then on the Inventory Status Report you will see the Total Quantity field print '18,500.'

Accounting Functions

Customer Browse: Sales History Lookup By Product ID

When you browse the sales history for a particular customer, you can now lookup their history by Product ID as well as Line Item Description. For those of you who 'always have your Product IDs at your fingertips' this should come as most welcome news. As before, the history is ordered in reverse chronological order; ie. The most recent orders appear first for any given Product ID.

Vendors: Do Not Post To A/P

You can now specify vendors to not Post To A/P From Sales Orders. This allows you to assign a Vendor to a Sales Order Line Item without having that Line Item Post to A/P.

Terms: User Defined Due Date

You can now create Terms IDs which have a user-defined DUE DATE. When you enter an A/P Bill with a user-defined Terms ID, you have control over the Due Date. Similarly when you enter a Sales Order with a user-defined Terms ID, you can edit the Due Date for your customer.

Important Note: SAFE cannot automatically calculate discounts with a user-defined Terms ID. This does not prevent you from taking (or giving) a discount when you feel it is appropriate, but it does mean that when you Tag All A/P Bills for payment, no discounts will be automatically calculated as they are for non-user defined Terms IDs.

Preventing A/P Deletions

We have introduced the concept of Voiding an A/P Bill. Note that this is *not* the same thing as Voiding an A/P Check! Voiding an A/P Bill is similar to Voiding a Sale Invoice; you are removing the detail and setting the Bill's Status to *Void*. This allows you to keep a better audit trail for A/P entries (especially in the G/L). The idea is that, when you deleted an A/P Bill, in the past, an entry was made to the G/L to reverse the original posting. Some of you objected to having G/L entries which no longer had a source transaction because the original A/P Bill (the source) was gone. So now, having a 'void' maintains the A/P Bill as a placeholder so that you can see where the G/L entries came from.

Note: Voiding an A/P Bill *does* allow you to re-use the Vendor Invoice Number if you need to.

A/P Editing Screen

When entering or editing A/P Bills, your Customer ID appears next to the Vendor's address in the Address Tab

A new Due Date field appears in the header of each transaction. If you have selected a Terms ID with a User-Defined Due Date (see the section on Terms ID), then you can edit this field.

Easier A/R Payments!

You can now automatically receive payments on all open invoices for a customer's check with one click (no need to enter separate line items for each invoice!) If the customer is on Summary Billing, you can automatically apply payment to all component invoices with one click! Of course, you still have complete control over editing individual lines if you need it, but for your smaller clients (who typically only have one or two open invoices at a time) or large customers on Summary Billing, this will save lots of time every day!

Easier A/R Credit Card Payments!

When you enter a credit card payment, you can now store the credit information for the transaction to the Customer Master automatically. The next time the customer pays, the charge will automatically be applied to that credit card (though you are free to override and use another credit card number, of course.)

Reports

Sorry: this section is still under construction.

- Product Linked Images Report
- Product Category Tree List

Miscellaneous

New Query Filter Options

Select Filter and Sort Criteria for Building Query (RMLCON)

Select which records to include (a.k.a. The Filter). Leave all blank for all records.

| | (| Field Name | Operator | Value |) | And/Or |
|--------------|---|-------------------|----------|-------|---|--------|
| Criteria #1: | | Organization Name | = | | | NONE |
| Criteria #2: | | | = | | | NONE |
| Criteria #3: | | | = | | | NONE |
| Criteria #4: | | | = | | | NONE |
| Criteria #5: | | | | | | |
| Criteria #6: | | | | | | |
| Criteria #7: | | | | | | |

Select the order in which records will be displayed in this query (a.k.a. The Sort).

| | Field Name | Ascending (+)/Descending (-) |
|----------------|-------------|------------------------------|
| Criteria One | Customer ID | + |
| Criteria Two | | + |
| Criteria Three | | + |
| Criteria Four | | + |
| Criteria Five | | |

Clear Proceed

Sometimes a Query may not come out the way you'd intended it to. Typically, what you thought was a proper Filter Expression printed a report 500 pages long or with No Records Found. Usually this is because, although you entered the various Filter Options, correctly, the overall expression is not evaluating as you intended. That's what the Left and Right Parentheses fields are for. They establish the Precedence.

An example would be 'Show me Sales Order Lines Items with an Invoice Date of Today AND where the Salesperson was 'JIM' OR 'MARIE'. In our Queries, this translates to:

InvoiceDate = TODAY() AND EmployeeID=JIM OR EmployeeID=MARIE

...of course, you *know* what you mean, but without further information the Query engine could decide that the you mean *either*

InvoiceDate = TODAY() AND (EmployeeID=JIM OR EmployeeID=MARIE)

...which is what you want, or it could decide to evaluate as follows:

(InvoiceDate = TODAY() AND (EmployeeID=JIM) OR EmployeeID=MARIE

...which makes no sense to you.

The point is that, without a bit more help, the Query engine cannot tell what choice to make, so you may not get what you want. The solution is to use parentheses as we showed in the examples above. This creates an unambiguous Filter Expression and is guaranteed to give you the results you expect.

Tracking Last Revisions

As 'standard equipment' SAFE now can show you the following data regarding every Master File record and every transaction (Sales Orders, A/P, Payments, Check Register, G/L, F/M, etc):

Last Revision Date

Last Revision Time

Last Revised By

These fields can be used as filters and sorts in Queries to run logs of 'who did what'. For example, you can run a report showing all Voided sales orders and who voided them, simply by filtering on orders with an Order Status of 'V' and a Last Revision Date of 'Today'.

Note: This information is not retroactive to data entered in prior versions of SAFE.

Exit Prevention Relaxed

In the past, you could not exit SAFE while viewing a transaction, even though it was *read only* (non-editable). Now, you may immediately exit SAFE while viewing a transaction so long as it is non-editable.

Changes To Ollie & WebSAFE!

Sorry: this section is still under construction.

SAFEExtensions!

Security Extensions

Please see the separate document SASENEW450 for details on changes to SASE..

New! SAFE: Payroll Extensions

With the optional Simple Accounting Payroll Extensions, SAFE can automatically post payroll entries from your payroll vendor's disk results directly into the Check Register and G/L. This can save many hours of duplicate entry. Currently, we support formats from **ADP** and **Paychex**, although other formats can be accommodated for an additional fee.

New! SAFE: Acrobat PDF Extensions

With the optional Simple Accounting PDF Extensions, SAFE can automatically print all reports directly to an Acrobat 4.0 compatible document. Additionally, the reports can be automatically e-mailed to any recipient you like as an attachment.

You print reports as always. When the Print Preview Window appears, click on the Save Pages icon (the blue floppy disk) and an additional option appears which lets you save the report to a PDF.

Similarly, when you hit the e-mail button, you get an additional option to send a PDF of the report to the recipient along with the message.