

PBS Version 12.06

New Enhancements

Passport Business Solutions™

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Welcome to PBS v12.06

PBS v 12.06 is the second installment of enhancements that include expansion of data fields. Version 12.07 will be the final installment and will complete our expansion of the data base fields in Inventory Control.

Specifically, in version 12.06 we have expanded customer and ship-to name and address fields to accommodate longer entries, improved formatting and addressed an increasing need for international addresses. We have also added longer email addresses, website link fields and improved overall contact data management. This release addresses Accounts Receivable, Order Entry, Point of Sale, and PBS Manufacturing Customer Orders areas. In our next major release, PBS v 12.07, we will expand Inventory fields.

We've also incorporated many enhancements to make it easier for you to accommodate current and future business management tasks. Watch for upcoming webinars where we will present these changes in v12.06. As usual, the webinars will also be recorded for you to view at your convenience.

As in 12.05, some documents such as the Sales Order, Invoice, etc. were also changed to accommodate the increased field sizes. We hope that these meet your needs. If you do not need to expand the size of name and address fields for your customers, then the system prints these documents at the current ten characters per inch. If you do utilize the increased size of name or address fields, we compress the data to fit into the current form. If you have designed custom forms, you will want to adjust the sizes you set up for the larger name and address fields. Because so many changes to the data files have been made, the conversion requires a new PBS system installation to convert into, even for the SQL version.

Below you will find more details about all the enhancements in PBS v12.06. Please continue to give us your feedback as we work to adapt PBS to meet your needs. You are the driving force we listen to when we enhance PBS.

Allow me to thank you for all your feedback and for continuing to use PBS. You are the reason we are here.

Sincerely,

John Miller
President

New Developments in PBS v12.06

Passport Business Solutions is a critical part of your successful business operation. For that reason we continue to improve and enhance the PBS software to increase your productivity.

This document explains by module the many benefits and features of the new PBS v12.06 enhancements.

Accounts Payable

New SQL Reports now available

Many new SQL reports have been improved and added to v12.06. See the section called [SQL Reports for Accounts Payable and Sales Analysis](#). SQL Reports require PBS SQL.

Check Printing

There is a *cb/config* configuration setting that allows you to not compress the name and address data when printing checks using a user defined check. Set this to Y and the data on your checks will not print compressed, no matter how long the address is.

```
BYPASS_AP_CHECK_NAME_ADDRESS_COMPRESSION Y
```

The non-compression will occur when printing both batch checks and immediate checks. This setting does not apply to check format 1, format 2, format 2 with reference or format 1 on blank stub.

Accounts Receivable

Expanded Customer and Ship-to Fields

Customer Screen

For v12.06 the customer name, address 1, address 2, city, state, and zip fields were all expanded. Address field 3, address field 4, and County were added. The customer contact fields were removed in customers and put in a separate contacts file. A contacts tab was added. This is the updated customer general tab and new contacts tab:

The screenshot displays the 'General' tab of the Accounts Receivable Customer Screen. The interface includes a navigation bar with tabs: **General**, **Sales setup**, **Totals**, **Last transaction**, **Period totals**, and **Contacts**. The main content area is divided into two sections: 'Name and address' and 'Sales'.

Name and address section:

- Customer:** A dropdown menu showing 'TEMP'.
- Address 1:** A large text input field.
- Address 2:** A large text input field.
- Address 3:** A large text input field.
- Address 4:** A large text input field.
- City:** A large text input field.
- State:** A text input field.
- Zip:** A text input field.
- County:** A text input field.
- Country:** A dropdown menu.

Sales section:

- Sales rep #:** A dropdown menu showing 'PBS' with a user icon.
- Company Name:** A text input field containing 'Passport Software, Inc.'
- Sales territory:** A dropdown menu.
- Commission percent:** A text input field followed by 'on' and a dropdown menu.


General | Sales setup | Totals, Last transaction | Period totals | **Contacts**


Select by ascending contact #

Contact # ▲	Last name	First name	Middle initial	Suffix
1	Francis	Merel		
2	Davis	Jeremy		


Office phone 1 Mobile phone 1

Fax 1

E-mail 1 

Web site 1 

Default contact

No. 

Character Mode Customer Screens

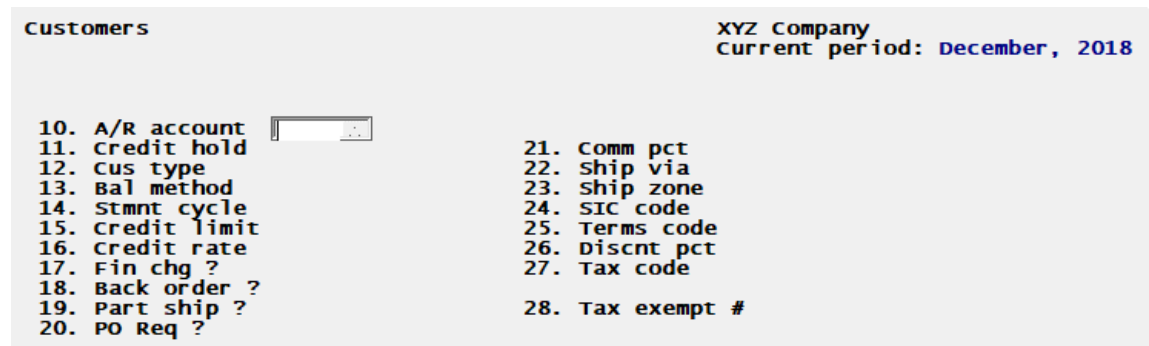
To allow room for the longer fields, the character mode screens were also changed. Fields 8 through 18 on screen one were moved to a new second screen.

The first screen displays contact 1 and contact 2 information. The Contact, Phone, Fax and Email fields are now view-only fields on screen one. In order to edit these fields, you must select <F7> to access customer contacts and edit Contact 1 or Contact 2.

Here are the first two character screens:

```

Customers
* 1. Customer # 
2. Name
3. Address-1
4. Address-2
5. Address-3
6. Address-4
7. City
8. State
9. Zip
10. Country
11. Country
13. Sales rep #
    Contact-1
    Phone
    Email
    Contact-2
    Phone
    Email
XYZ Company
Current period: December, 2018
12. Dflt contact
14. Sales terr
    Fax
    Fax
<F1> = next customer, <SF1> = previous customer, blank = look up by name
    
```



Name and Address Field Notes

The name and address fields are longer in 12.06 compared to 12.05 and earlier. Only certain functions take advantage of this increased length as explained here:

- Screens

For *Customers*, the name and address field entry has been expanded for both graphical and character screens.

For displaying the customer name on screens most graphical screens take advantage of the increased customer name and address lengths. Most character screens do not.

- Reports and Posting Journals

No reports or posting journals use the longer length customer name and address fields.

However, where the print program provides the customer name as an entry field, the name field has been expanded.

- Customer Field Comparison to Previous Versions

The table below shows a comparison of the customer fields between previous PBS versions and the current v12.06 version of PBS. When using the longer fields to develop your forms, the printing may be affected.

Field	New, changed or removed	Previous maximum length	New maximum length
Customer name	Changed	25	50
Address 1	Changed	30	60
Address 2	Changed	30	60
Address 3	New	Not available	60
Address 4	New	Not available	60
City	Changed	16	45
State	Changed	2	22
Zip	Changed	10	15
County	New	Not available	45
Country	Same	3	3

Passport Business Solutions v12.06 Enhancements

Expansion and conversion of ship-to addresses

Most ship-to address fields are expanded and more address fields have been added.

During conversion to 12.06, EZ Convert attempts to put the ship-to address data in the proper fields. For the conversion to work properly, in v12.05 the city, state and zip code must be on either address 2, address 3 or address 4. Otherwise the data will not be put into the new city, state and zip fields.

This is a comparison of the previous A/R ship-to address fields with the updated v12.06 fields:

Field	New, changed or removed	Previous maximum length	New maximum length
Ship-to number	Changed – Now alphanumeric	5 – numeric only	8
Ship-to (location) name	Changed	25	50
Address 1	Changed	30	60
Address 2	Changed	30	60
Address 3	Changed	30	60
Address 4	New	Not available	60
City	New	Not available	45
State	New	Not available	22
Zip	New	Not available	15
County	New	Not available	45
Country	Same	3	3

Here is the ship-to address general tab:

Ship-to addresses (Enter) Company 00 XYZ Company
File View Print Contacts Tools Help

New Edit Save Save / New Delete Cancel Exit

Select by ascending customer number

Customer #	Location #	Customer name	Location name	Location address-1	Location city	Location state	Zip code
1	1	Elliott Enterprises	Elliott Enterprises	205 N Broadway	New York	NY	10567
1	2	Elliott Enterprises	Elliott Enterprises	8912 N. Maynard Blvd	Niles	IL	60029
1	3	Elliott Enterprises	Elliott Enterprises	34			
1	5	Elliott Enterprises	Elliott Enterprises Hawaii	505 Wai Pai Lane	Honolulu	HI	98456
10	1	Harris, Goldberg & Jones	Harris, Goldberg & Jones	4500 East Lansing	Detroit	MI	34078
20	1	Holloway	Edward Holloway	2012 North Pacific	Seattle	WA	98412

General | Ship to address contacts |

Customer # 1 Elliott Enterprises

Location # 1

Location name Elliott Enterprises

Address 1 205 N Broadway

Address 2

Address 3

Address 4

City New York State NY Zip 10567

County Country USA

PostNet FIPS code Carrier route

Tax code CTY Taxable sales L.A. City Tax exempt # Ship-to zone

Ship-to sales rep

Comments

<F1> = next ship-to address, <SF1> = previous ship-to address, <F3> = delete ship-to address, <F7> = Contacts

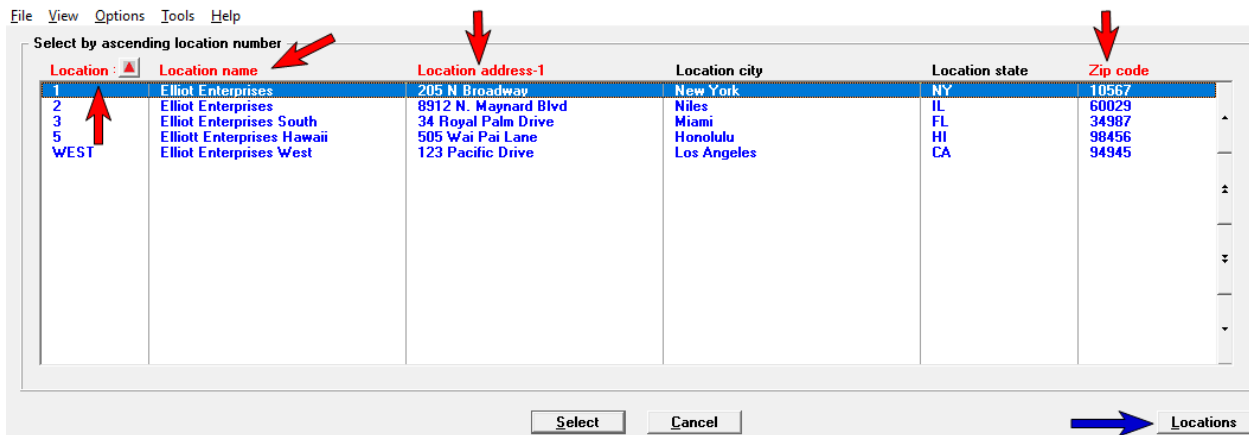
Combining Ship-to Addresses into One Data Source

The ship-to addresses from A/R, P/S and C/O are now all combined into one v12.06 data source called locations (LOCATF). The A/P Purchasing addresses were also converted to the LOCATF data source in v12.05.

Ship-to Address Lookup

Ship-to addresses are now known as locations as they are stored in LOCATF. The ship-to address has been expanded to show the longer location number, location name, location address 1, city, state and zip code. The menu selection names have not been changed.

To help you find the location to ship the goods, the ship-to address lookup can now be sorted by location number, location name, location address 1 and zip code. Here is an example with red arrows:



In previous versions the location number was called the ship-to number and you could only enter 5 numeric digits. The new location number field is now eight character alphanumeric.

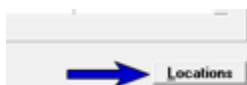
Adding a Ship-to Address on-the-fly

Pre-existing Method Still Available

Some invoice and order entry programs allow adding a ship-to address on the fly. This function is still available. *However when adding a ship-to address this way the program assigns the next available ship-to (location) as a numeric number.* When using the ship-to maintenance screen you may enter a new ship-to address with an alphanumeric location number.

New Method

The new method of adding a ship-to address has advantages. If you are entering a new invoice, order or transaction and a new ship-to address is required, you need to access the ship-to lookup. A *Locations* button is provided on the lookup:



This button provides access to the ship-to maintenance screen. On the maintenance screen you may view, add, edit and delete ship-to addresses for any customer. *When adding a new location using this method you may enter a location number with letters, not just numbers.*

Only users with permission to access the ship-to addresses menu may select the *Locations* button. Users without permission to access the ship-to address menu will see the *Locations* button as greyed out. Keep in mind that there are three access points for ship-to address maintenance; A/R Master information -> Ship-to addresses, C/O Ship-to addresses and P/S Master information -> Ship-to addresses. In order to allow *Locations* button access, you must provide permission to all ship-to address menu selections installed with the company.

Combining Contacts and Expanding Contact Fields

In previous PBS versions the contact name was one field. Now the contact name is divided into first name, middle initial, last name and suffix. The original two address fields are expanded and two more address fields have been added.

Additional contact information has also been expanded and new fields added. For each contact there are now 2 phone numbers, 2 email addresses, 2 website addresses, 2 fax numbers and 2 mobile numbers.

The customer and ship-to address contacts are combined into one new system file/table named *Contacts (CONTAC)*. The previous customer contact file, named *CONFIL*, has been removed. Maintenance for each customer and ship-to address contact types are done on separate screens even through they are stored in the same data source.

To include all the new fields there are now two customer contacts tabs. The first is the general tab:

The screenshot shows the 'Customer contacts (Enter)' application window for 'Company 00 XYZ Company'. The window title bar includes a close button (X). The menu bar contains 'File', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with buttons for 'New', 'Edit', 'Save', 'Save / New', 'Delete', 'Cancel', and 'Exit'. A status bar at the bottom indicates: '<F1> = next customer contact, <SF1> = previous customer contact, <F3> = delete customer contact'.

The main area is titled 'Select by ascending contact number' and contains a table with the following data:

Contact #	Last name	First name	Middle initial	Suffix
1	Francis	Merel		
2	Davis	Jeremy		

Below the table, the 'Customer #' is set to '1' and the name is 'Elliott Enterprises'. The 'Location #' field is empty. The 'General' tab is selected, showing the following fields:

- Contact #: 1
- First name: Merel
- Middle initial: [empty]
- Last name: Francis
- Suffix: [empty]
- Title: VP Operations
- Address 1: 123 Broadway
- Address 2: Suite 500
- Address 3: [empty]
- Address 4: [empty]
- City: Glendale
- State: CA
- Zip code: 94994
- County: [empty]
- Country: [empty]
- PostNet: [empty]
- FIPS code: [empty]
- Carrier route: [empty]
- Print documents:
- Email documents:
- Fax documents:
- Document encryption key: [empty]

The second is the contact Phone/Email tab.

The screenshot shows a 'General' tab with two sets of contact information. Each set includes fields for Office phone, Mobile phone, Fax, E-mail, and Web site. There are also 'Authorization #' fields for each set.

The contacts lookup has been modified to include many more fields in the list box and below the list box:

The screenshot shows a 'Keyword search' section with a dropdown menu set to 'Unfiltered' and a search term 'Elliott Enterprises'. Below this is a table with columns for Contact type, Contact reference, Contact #, First name, Middle initial, and Last name. The table contains two rows of data. Below the table is a detailed view of a contact, including address, phone numbers, fax, and email addresses.

Contact type	Contact reference	Contact #	First name	Middle initial	Last name
Customer	Customer #:1 Elliott Enterprises	1	Merel		Francis
Customer	Customer #:1 Elliott Enterprises	2	Jeremy		Davis

Customer contact **Customer #:1 Elliott Enterprises**
 Street address 1: 123 Broadway
 City: Glendale State: CA
 Zip: 94994 County: Country:
 Office phone 1: 213-779-6011 Office phone 2:
 Mobile phone 1: Mobile phone 2:
 Fax 1: 213-779-6099 Fax 2:
 E-mail address 1: psolberg@pass-port.com
 E-mail address 2:
 Web site 1:
 Web site 2:

Contacts Conversion Notes

1. Name conversion

In previous versions of PBS, the contact first and last name was in one field. In v12.06 there is now a separate first name, middle initial and last name fields as well as a suffix. Due to the freeform nature of the previous contact name field, during the conversion to v12.06, the full name will be written to the contact last name field. Here is an example where Betty Caldwell's full name is in the Last name field:

The screenshot shows a form with fields for First name, Middle initial, Last name, and Suffix. The 'Last name' field contains the text 'Betty Caldwell'.

During the conversion to v12.06, the data cannot be parsed out to the first, middle and last name fields as there is no way to predict all the variations on how the name was originally entered. Following the conversion to v12.06, you may manually enter the parts of the name into the appropriate fields as needed.

2. Customer contacts conversion

The previous version of PBS has contact information on the customer record and in the contacts file. During the conversion to v12.06, contact 1 and contact 2 on the customer record, if entered, become contact numbers 1 and 2 respectively in the new contacts data source (CONTAC). When a duplicate contact number is found in the existing A/R Contacts, the contact number for existing contacts are advanced until an open number is available. For example, if an existing contact number is 345 and is the only vendor contact, it is renumbered to contact 3 in v12.06.

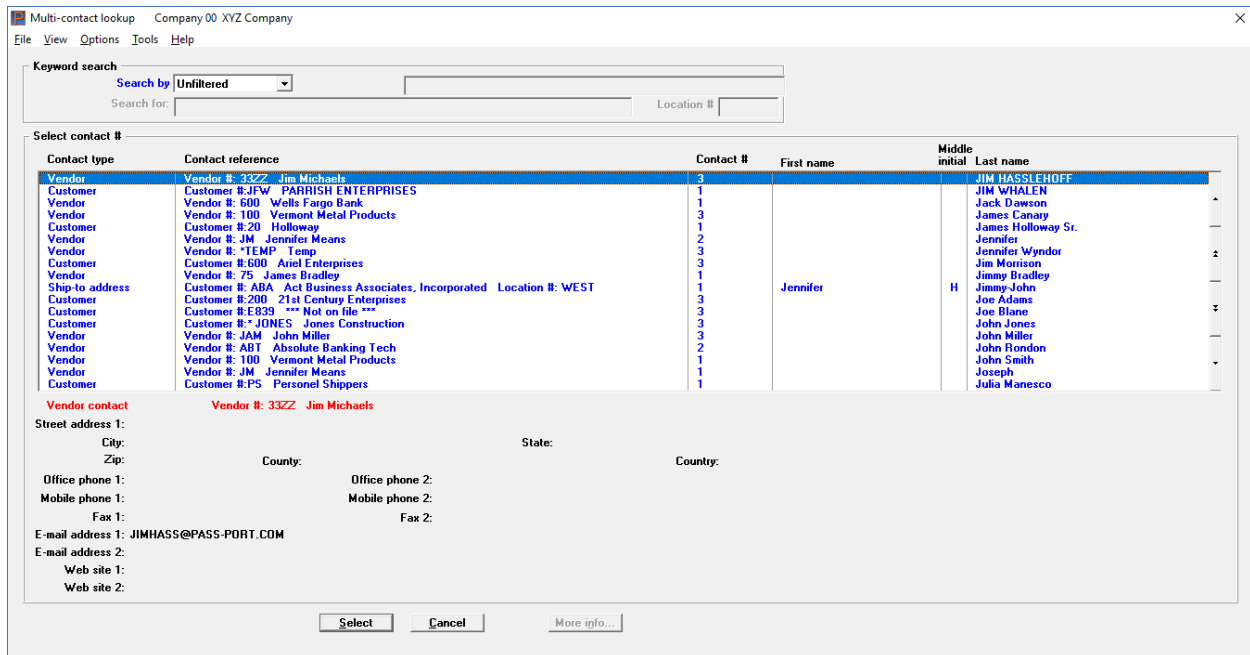
3. PBS v12.06 Usage of contacts 1 and 2

Customer contact number 1 and contact number 2 are used on various A/R View screens and reports. Office phone 1 from contact 1 displays in the customer lookup. Following the conversion, contacts 1 and 2 from the new contacts are displayed and printed on the view screens, reports and forms.

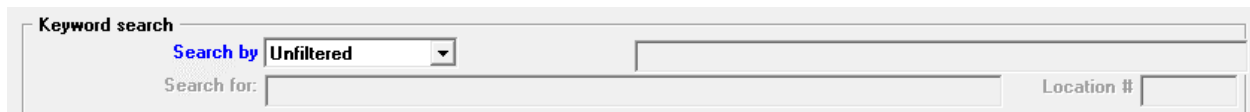
All Contacts Lookup

Available in graphical mode only.

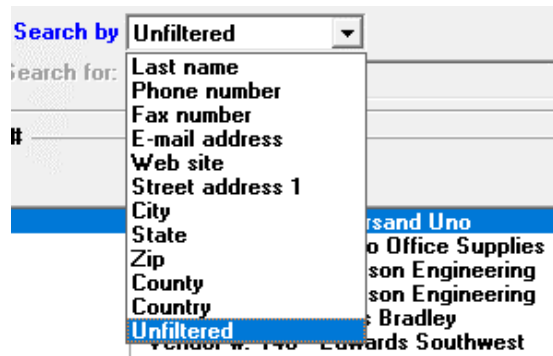
This feature was introduced in PBS v12.05 by allowing the user to search for vendor and purchasing address contacts. In v12.06 both the customer contacts and ship-to contacts are also searchable with this lookup. Now the lookup will help you search for contacts from *Customers, Ship-to addresses, Vendors* and *Purchasing addresses*. Here is the all contacts screen:



The lookup has keyword search features using these fields:



Keyword searches can be done by Last name, Phone number, Fax number, E-mail address, Website, Street address 1, City, State, Zip, County and Country as seen here:



Once you select a search by option then enter the *Search for* data.

A/R Invoices and Recurring Bills Field Changes

Due to the customer and ship-to field expansion, the bill-to and ship-to address fields were changed to accept the longer fields:

- A/R Invoices
- A/R Recurring bills
- View screens and forms

Here is an example of the graphical A/R Invoice header screen:

General	
Bill ref #	924
Bill type	Invoice
Apply-to	Bill group RTL
Invoice date	08/02/2018
Invoice #	
Customer #	20
First	James
Last	Holloway
Address 1	4400 West Brunswick Lane
Address 2	
Address 3	
Address 4	
City	Everett
State	WA
Zip code	98200
County	
Country	
Ship to	1
Name	Edward Holloway
Address 1	2012 North Pacific
Address 2	
Address 3	
Address 4	
City	Seattle
State	WA
Zip code	98412
County	
Country	USA
P.O. #	897-IU
Terms	B
Cash	
Ship via	W
Will call	
Tax code	OST
Out of state sales	
Sales rep	100
Arnold J. Wilson	
Sub-acct	000
Correcting entry	<input type="checkbox"/>
CR limit	200
Balance	1,741.16
Job #	
Sub-job #	
Ship Date	
F.O.B.	
Contract #	12

<F1>= next invoice, <SF1>= previous invoice, <F3>= delete invoice, <F6>= notes

Notice that the city, state and zip code are in separate fields. This is different than previous versions of PBS where they were usually in the same field. For information on the conversion to v12.06 see [Bill-to and Ship-to Address Conversion](#).

Manufacturing Customer Orders

Expansion of Customer Order fields

The customer and ship-to name and address fields, the purchase order number field and the invoice number field have all been expanded for Customer Orders. This is the Customer Orders (Enter) screen showing the new address and P.O. number fields.

Select order by descending order name

Order #	Customer #	Customer name	Ship whse	Name	Order type	Order date
1	1	Elliott Enterprises		Main	Order	04/02/2018
2094	ALLENS	SARAH ALLEN		Main	Order	03/08/2018
10160	EARTH	EARTH SENSE ENERGY SYS.		Main	Order	02/26/2018
12334	1	Elliott Enterprises		Main	Order	04/04/2018
14424	SUPERIORE	SUPERIOR EQUIPMENT		Main	Order	02/21/2017
14431	SUPERIORE	SUPERIOR EQUIPMENT		Main	Order	02/21/2017

General

Order #

Order type Apply-to

Customer # Elliott Enterprises

123 Broadway

Suite 500

Glendale, CA 94994

Ship to # Elliott Enterprises Inc

5000 Broadway

Suite 8000

New York, NY 05134

Sales rep Jonathan Harris

Tax code Tax by ext. line

Terms 2/10 net 30

Order date

Reference order #

Customer type

Credit rating

Customer P.O. #

Ship zone

Shipping warehouse

Supplying warehouse

Originated by

Required ship date

Cancel by date

Ship via

Freight on-board

All items from stock

Ship date

<F1> = next order, <SF1> = previous order, <F3> = delete order

Notice that the city, state and zip code are in separate fields. This is different than previous versions of PBS where they were usually in one field. For information on the conversion to v12.06 see [Bill-to and Ship-to Address Conversion](#).

The invoice number expansion will show when printing an invoice. Also, when applying an invoice to a credit memo the longer invoice number is used.

Customer Order *Control information* determines the form you are using for invoice, packing lists, acknowledgments and bills of lading. Below is information on the preprinting and user designed forms options. Forms can print in a compressed or larger font. The data and forms design determine whether the data prints compressed (small font) or normal (larger font).

Customer Order Preprinted Forms

If you have name and address fields of 35 characters or less the printing program prints the form data with a normal font. With name and address combinations of more than 35 characters the data will print compressed.

Customer Order Forms Field Expansion

Existing fields have been expanded and new fields have been added for designing an invoice format. The expanded customer bill-to fields include bill-to name, address 1, address 2 and address 3. New customer bill-to fields include address 4, a separate city, state and zip fields, county and a combined city,

state and zip. The ship-to address has all the same name and address field expansion. Below is the Customer Order forms designer screen with bill-to fields.

```

Master information (Forms)                                XYZ Company
Form ID: OEC01 Compress print with image file

    1. Field group           Headers
    2. Line number          13
    3. Column                11
    4. Field number         0
    5. Conditional print ?

----- Headers and Totals Fields -----
Fld# Description      Fld# Description      Fld# Description
 1. Blank line        10. Bill-to city      19. Check number
 2. Apply-to number   11. Bill-to state     20. Comment line 1
 3. Apply-to type     12. Bill-to zip code  21. Comment line 2
 4.*Balance due       13. Bill-to county    22. Comment line 3
 5.*Bill-to address 1 14. Bill-to country   23. Comment line 4
 6.*Bill-to address 2 15.*Bill-to name      24. Comment line 5
 7. Bill-to address 3 16.*Cash amount rcvd  25. Commis amount
 8. Bill-to address 4 17. Cash only flag    26. Commis grs pft flag
 9.*Bill-to city,st zip 18. Cash reference    27. Commis override amt

<F1> = next field past line 13 column , PgDn = next page
    
```

Other expanded fields include purchase order number and invoice number.

Customer Order Forms

Expanded Fields

Long address field lengths of 35 characters or more will cause the printer to use a compressed font (smaller font). Setting the name and address fields at 35 characters or less will cause the data to print in a normal (larger) font. When examining your forms only change or add name and address fields on your form as needed. Even though the purchase order number can be as many as 30 characters if you only need 15 characters or less then do not change it in the format. Redefining your format to use expanded fields may require you to re-design the format.

Custom Forms Design

You have a choice of using Customer Order forms that are either preprinted or custom. This is set in *C/O Control information*. Preprinted forms cannot be changed. Custom forms allow you to design your own invoice, bill of lading and acknowledgement forms types.

As the city, state and zip are now separate fields you must add the city, state and zip to your custom form. When designing a custom form city, state and zip can be selected as separate fields. The recommended way is to use the new combined city, state and zip field. This allows you to enter one field for all three. The program properly inserts a comma after the city, one space, then the state and another space and then the zip. This is the combined field 10:

```

Master information (Forms)                                XYZ Company
Form ID: COA CO Acknowledgement Laser Print

    1. Field group           Headers
    2. Line number          16
    3. Column                8
    4. Field number         10 Bill-to city, st zip
    5. Conditional print ?  N

    6. Length                50   Max: 90
    7. Justify                None
    
```

New Formats and Images for Customer Orders and Product Purchasing Forms

New custom formats are now available for v12.06. These new custom formats print in a more modern and pleasing smaller (compressed) font. The formats are in the *COFRMFO0.zip* file and will need to be restored using the custom order file utilities. Use these as a starting point for designing or tweaking your own custom forms.

In the IMAGES folder there are new images for the new preprinted forms and custom formats. For preprinted forms the new images include:

- COINV.jpg – This is for invoice overlay for *Windows printer*.
- COINP.jpg – This is the invoice overlay for creating a PDF.
- CPOLST.jpg – This is the overlay for *Windows printer*.
- PPPOL.jpg – This is the overlay for purchase orders.
- PPPOP.jpg – This is the PDF overlay for purchase orders.

New for custom forms:

- COACK.jpg – This is the acknowledgment overlay for Windows preprinted form. This ties to the new custom forms of COA and COAP.
- COQTE.jpg – This is the acknowledgment overlay for a PDF form. This goes with the new custom forms of COQ for windows printer and COQP for PDFs.

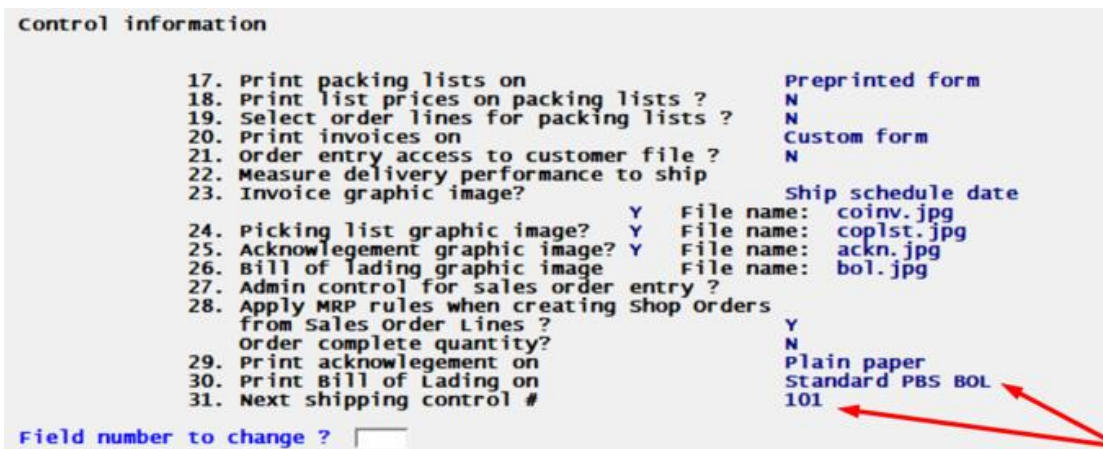
You will need to add your own logo and address to these images.

Bill of Lading and New Shipping Control Number

The Bill of Lading now has two printing choices.

In Control information, the *Print bill of Lading on* field, you may either select the original pre-printed form or use the new custom format option.

The *Next shipping control #* field provides a new sequenced number which can be printed on a custom form.



The Sales Orders, Bills of Lading program is similar to the packing list program as it allows you to select and print bills of ladings for sales orders. Here is the new graphical screen:

Passport Business Solutions v12.06 Enhancements

File View Options Tools Help

New Edit Save Save / New Deselect Cancel Print BOLs Exit

Select criteria

Order #	Line #	RI#	Item no	Quantity to ship	Whse	Send to	Customer/Vendor/PO #
331	1		MLRW-3	25	Blue Wagon	Customer	Elliott Enterprises

Order number 331 Elliott Enterprises Shipping warehouse

Line number 1 MLRW-3 BLUE WAGON

Quantity due 25

Ship Complete

Quantity to ship 25

Ship to Vendor
Vendor Customer
Purchase order Vermont Metal Products
Vendor

Order Detail

Order #	Line #	RI#	Item no	Description	Quantity due	Sched date	Select
331	1		MLRW-3	BLUE WAGON	25	02/08/2013	Yes
331	2		MLRW-2	WAGONS	15	02/08/2013	No

Deselect Line Select All

In v12.06 there is now a graphical version of the program. We have also added a *Ship to* field where you can ship to a Customer, Vendor or Purchase Order.

This is useful when the user needs to send the product to a vendor to have an outside process done. The bill of lading document is used as the shipping document. This option allows you to print the vendor's information instead of the customer's info for shipping purposes but will reference the original sales order while generating a BOL.

Inventory Control

Item keyword Search Improvements

A new option is available that allows you to find an item by searching on multiple words. The search words do not have to be consecutive. The program searches through ALL FOUR description lines.

This is the new option:

File View Tools Help

Search by Full description multi-keywords

Full description multi-keywords

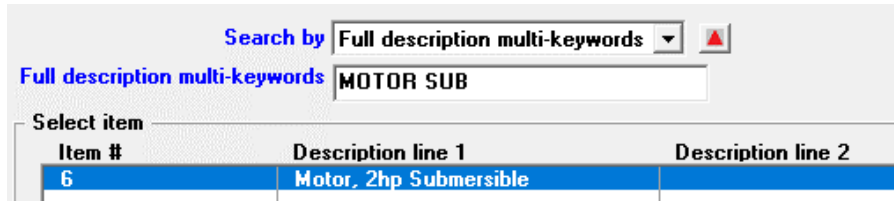
Select item

Item #	Description line 1	Description line 2

In this example we are searching for Motor, 2hp Submersible.



Typing in MOTOR SUB and selecting the <Enter> key finds the item:



The keyword search options are selected on the Items tab in Inventory Control *Control information*.

PBS Manufacturing Modules

New Graphical Screens

The list of new graphical manufacturing screens include:

Customer orders

- Sales orders -> Billing of lading

Product definition

- Reports, cost -> Costed summarized bills

- Reports, other -> Single level bills

- Reports, other -> Indented bills

- Reports, other -> Summarized bills

- Reports, other -> Single level where used

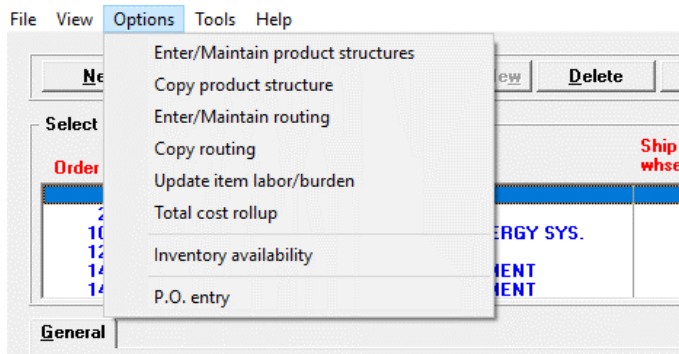
- Reports, other -> Indented where used

New Menu Selections on Graphical Screens

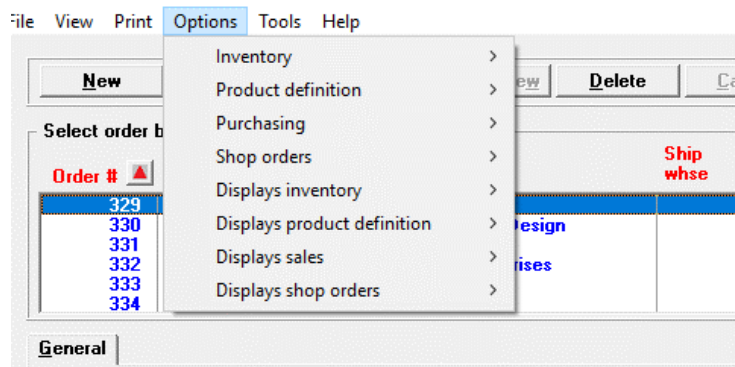
All graphical screens have a menu at the top. These menus help you get to other functions quickly without having to go out to the main PBS menu.

With v12.06 many *Print* and *Options* menu selections have been added to various manufacturing screens. Here is an example in *C/O Sales orders*. These are the menu options in v12.05:

Passport Business Solutions v12.06 Enhancements



Now you have all these main menu options, each with sub menu selections, in v12.06:



Order Entry

Orders (Enter) and Billing (Select for billing) Immediate Printing

The immediate printing question of *Did the invoice print okay?* has been removed. The reason for this is that when the user left that question on the screen, the printing was locked so that a second user could not print immediately. Now multiple users can print immediately at the same time. As a result of this change these other changes were made:

- Invoice type orders cannot be reprinted from Orders (Enter). They can be reprinted with Invoices (Print) batch printing.
- The invoice number is now stored on the header after printing and cannot be removed.

Expansion of Order fields



For both customer and ship-to fields:


- The name, address 1 and address 2 fields have been expanded.
- The city, state and zip fields are now separated.
- Address 3, address 4 and county fields have been added.



The purchase order number, apply-to number and the invoice number fields have all been expanded.



Here is the Orders (Enter) screen showing the new and expanded fields.

General

Order # 101015  Order date 08/06/2018 

Order type Order Apply-to 


Customer #  Customer type 



Address 1  Credit rating 



Address 2

Address 3



Address 4


City 


State  Zip code 


County  Country 


Correcting entry


Warehouse  Central 


Sub-account 000 


Sales rep 

Customer P.O. # 

Terms 

Tax code 


Ship to # 



Address 1 



Address 2


Address 3


Address 4

City 

State  Zip code 

County  Country 

Ship via 

Ship date "ASAP" 

<F2>=next order number Capture screenshot.

Notice that the city, state and zip code are in separate fields. This is different than previous versions of PBS where they were usually in the same field. For information on the conversion to v12.06 see [Bill-to and Ship-to Address Conversion](#).

The invoice number expansion will only show when printing an invoice.

Character mode has been altered to take advantage of the new fields which causes the header fields to be on two screens.

Order Entry Forms Field Expansion

Existing fields have been expanded and new fields have been added for designing an invoice format. The expanded customer bill-to fields include bill-to name, address 1, address 2 and address 3. New customer bill-to fields include address 4, a separate city, state and zip fields, county and a combined city, state and zip. The ship-to address has all the same name and address field expansion. Below is the Order Entry forms designer screen with bill-to fields.

Master information (Forms) XYZ Company
 Form ID: OEC01 Compress print with image file

1. Field group Headers
 2. Line number 13
 3. Column 11
 4. Field number 0

5. Conditional print ?

Headers and Totals Fields		
Fld#	Description	Fld# Description
1.	Blank line	10. Bill-to city
2.	Apply-to number	11. Bill-to state
3.	Apply-to type	12. Bill-to zip code
4.	*Balance due	13. Bill-to county
5.	*Bill-to address 1	14. Bill-to country
6.	*Bill-to address 2	15. *Bill-to name
7.	Bill-to address 3	16. *Cash amount rcvd
8.	Bill-to address 4	17. Cash only flag
9.	*Bill-to city,st zip	18. Cash reference
		19. Check number
		20. Comment line 1
		21. Comment line 2
		22. Comment line 3
		23. Comment line 4
		24. Comment line 5
		25. Commis amount
		26. Commis grs pft flag
		27. Commis override amt

<F1> = next field past line 13 column , PgDn = next page

Other expanded fields include purchase order number and invoice number.

O/E Forms

Long address field lengths of 35 characters or more will cause the printer to use a compressed font (smaller font). Setting the name and address fields at 35 characters or less will cause the data to print in a normal (larger) font. When examining your forms only change or add name and address fields on your form as needed. Even though the purchase order number can be as many as 30 characters if you only need 15 characters or less then do not change it in the format. Redefining your format to use expanded fields may require you to re-design the format.

A new combined city, state and zip field allows you to enter one field for all three. This is recommended as the program properly inserts a comma after the city, one space, then the state and another space and then the zip.

New O/E all Compressed Format Available

A fully compressed (small font) format is provided in OEFRMF00.zip. This format has the advantage of a uniform compressed font throughout. The design provides for the longer name, address and purchase order numbers. It has a more modern and uniform appearance. There is a jpg image for each order type. Try this new format before using O/E invoice printing.

To use this compressed format extract the OEFRMF00.zip file and restore it using OEUTIL. The format ID is *OEC01* and the types include credit memo, invoice, loan, order quote, RMA, and rental. Here is an example of an OEC01 invoice type:

XYZ Company

Invoice

Page # 1
 Invoice # 1000011
 Invoice date 06/20/18

Bill To

21st Century Enterprises
 P.O. Box 4545
 670 Mason Street
 San Francisco, CA 95782

Ship To

21st Century Enterprises
 127 Third St.
 Palo Alto, CA 97622

Order number	Order date	Customer number	Sales rep	Purchase order number	Ship date	Ship via
101008	06/20/18	200	10	21CE-7964312356789-062018	06/20/18	Parcel post
Quantity ordered	Unit	Item number	Description		Price unit	Unit price
Quantity shipped unit	Quantity back ordered				Item discount	Extended price
1	EACH	1	Drill, 1/4", Power		EACH	32.00
1		0	Blue, Red, Green and		0.00	32.00
1	EA	3	Wrench, 3/8" Socket Set		EA	23.60
1		0			0.00	23.60

In addition to printing longer name and address fields, this format will print the v12.06 longer purchase order number and invoice numbers when used.

This format can be printed to both *Windows printer* and PDF printer.

If you are generating PDF files via –PDF- and –PDFP- in order to use this compressed format to generate PDF files, make a copy of the *pbspis.ini* file, open it and change the following settings in the file:

```
<VAR Txttop=.03>
```

```
<VAR Txtleft=.33>
```

```
<COLONEFLAG CODE=~ FACE=2 SIZE=8 COMP=90>
```

```
<COLONEFLAG CODE=` FACE=1 SIZE=12>
```

These *pbspis.ini* file settings changes affect PDF generation for A/R statements, purchase orders and any other forms printed to PDF. Test the printing for your other PDF forms as well. The format or the jpg image may need to be modified. There is more information on these settings in the *PDF Forms Printing* section of the v12.06 EZ Convert documentation.

O/E E.D.I. Import, Export, Picking Ticket Export New and Changed Fields.

There are expanded and new fields for both the E.D.I. import/export and picking ticket export. These changed and new fields are listed in the O/E documentation appendices [E.D.I Import\Export Layout](#) and [Picking Ticket Export Layout](#).

In the O/E documentation see the v12.05 [Appendix C EDI Import Layout](#) and compare it to the v12.06 [Appendix C EDI Import/Export Layout](#). All the field differences are in the bill-to and ship-to address fields. The P.O. number, invoice number and apply-to number have also been expanded. The header record length is longer in v12.06 than v12.05.

O/E Immediate Invoice Printing

Immediate invoice printing can be done when entering a new invoice type via Orders and at the end of selecting an order for billing. In past PBS versions, when multiple users are immediately printing invoices at the same time and a user leaves the “Is invoice just printed OK?” question on the screen, other users cannot print their invoice immediately. In a large multi-user environment this is not workable, especially if users are in more than one location.

To improve this situation it has become necessary to remove that message and assume that the invoice has printed okay.

If a printed invoice is not okay, it can still be re-printed in these two ways:

- Via the menu selection *Invoices (Print)*.
- After posting an invoice you may reprint the invoice from history.

As a result of this immediate invoice printing change, the invoice number is now retained after immediately printing. When using *Invoices (Print)* to reprint the invoice the program uses the same invoice number as when immediately printed.

Payroll

Year-to-date Hours Print on Graphical Check and Mailer

Printing the year-to-date regular hours, overtime hours, special hours and total hours on the graphical check and mailer is now an option. There are two new fields in PR Control information, one for checks and the other for mailers, where you set this. Here is an example of a check stub:

COMPANY INFORMATION				EARNINGS																																																																																			
William B. Wilkenson 7050 N Ardmore Terrace Lincoln IL, 60000 Soc Sec # Emp # 5 Home Department: 0000 Pay Period End Date: 31.03.2018 Check Date: 31.03.2018 Check # 2606 Vacation hours remaining 122.55 Sick hrs remaining 35.332 401K YTD: 165.00 YTD Regular Hours 322.66 YTD Special Hours 12.00 YTD Overtime Hours 6.50 YTD Total Hours 341.16				<table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>HRS/UNITS</th> <th>RATE</th> <th>PERIOD(\$)</th> <th>YTD(\$)</th> </tr> </thead> <tbody> <tr><td>Regular</td><td>173.33</td><td>Salary</td><td>4,000.00</td><td></td></tr> <tr><td>Overtime</td><td>2.50</td><td>34.61</td><td>86.54</td><td></td></tr> <tr><td>Vacation</td><td>0.00</td><td></td><td>0.00</td><td></td></tr> <tr><td>Sick</td><td>0.00</td><td></td><td>0.00</td><td></td></tr> <tr><td>Holiday</td><td>0.00</td><td></td><td>0.00</td><td></td></tr> <tr><td>Special pay 1</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>Special pay 2</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>Special pay 3</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>Special pay 4</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>Special pay 5</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>Special pay 6</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>Special pay 7</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>Special pay 8</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>Special pay 9</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>TOTAL</td><td>175.83</td><td>0.00</td><td>4,086.54</td><td>12,645.00</td></tr> </tbody> </table>				DESCRIPTION	HRS/UNITS	RATE	PERIOD(\$)	YTD(\$)	Regular	173.33	Salary	4,000.00		Overtime	2.50	34.61	86.54		Vacation	0.00		0.00		Sick	0.00		0.00		Holiday	0.00		0.00		Special pay 1	0.00	0.00	0.00		Special pay 2	0.00	0.00	0.00		Special pay 3	0.00	0.00	0.00		Special pay 4	0.00	0.00	0.00		Special pay 5	0.00	0.00	0.00		Special pay 6	0.00	0.00	0.00		Special pay 7	0.00	0.00	0.00		Special pay 8	0.00	0.00	0.00		Special pay 9	0.00	0.00	0.00		TOTAL	175.83	0.00	4,086.54	12,645.00
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This feature is not available on the older check formats due to lack of space on the stub.

Time Worked History Report

This report shows all transactions that have been posted from Time worked. Here is an example of the report data:

Passport Business Solutions v12.06 Enhancements

Dept	Prd end date	Name	Soc-sec-#	Typ	Wage-acct	Salary Freq	Reg Ovt	Spc Hol	Vac Sick	Vac wks	----Temp-ded/earn----- Desc Type	Amount	Vacn-hrs Sick-hrs	Wks wrk	Work units

For employee 5 Wilkenson, William B.															
0000	10/13/2017	Wilkenson, William B.	***-**-1234	S	6000-200	4,000.00 M	173.33 .00	.00 .00	.00 .00				5.000 .000	4.33	
State: IL-A Illinois all															
0000	11/30/2017	Wilkenson, William B.	***-**-1234	S	6000-200	4,000.00 M	173.33 .00	.00 .00	.00 .00				5.000 .000	4.33	
State: IL-A Illinois all															
0000	12/31/2017	Wilkenson, William B.	***-**-1234	S	6000-200	4,000.00 M	173.33 .00	.00 .00	.00 .00				5.000 .000	4.33	
State: IL-A Illinois all															
Employee totals:						519.99		.00	.00				3 entries		
								.00	.00				0 hourly		
								.00	.00				3 salary		
								.00					0 non-employees		

Year-end Update 2018

Passport's 2018 Year-end Updates for PBS v12.06.01 are also available for download from the FMS site. Changes are included for Accounts Payable, Payroll and the Affordable Care Act.

- W-2 mag media state outputs for the states of Arkansas, Iowa, Illinois, Indiana, Kentucky, North Carolina, Oklahoma, Oregon, Pennsylvania and South Carolina are now provided.
- All Payroll and Accounts Payable mag media files are now stored in a new top-level folder named Electronic_Media/YEAR/"MagMediaFiles". The *YEAR* indicates the tax year.
- W-2 Box 12 field Federal changes for year-end W-2 magnetic media and W-2 forms for 2018 are included.

New W-4 for 2020

Federal Tax Code Changes

There are changes to the Payroll tax tables in PBS and the employee record for calculation of Federal Withholding tax. The changes are most significant for any employee submitting a new W-4.

Two Federal Tax Tables

Based on the new W-4 rules, starting in the year 2020, Passport has modified PBS Payroll to provide for entry of a second set of Federal tax tables. The Federal tax amount withheld from each check requires one of two sets of Federal tax tables. There is the Federal (standard) set up tables and the Federal (W-4 Step 2(c)) table set of tables. The Federal (standard) tables are used similarly as in previous versions whereas the Federal (W-4 Step 2(c)) tables are new and used when the Federal form W-4 Step 2 (c) box has been selected.

Tax authority

Federal (standard)
 Federal (W-4 Step 2 (c))

State
 City

Both Federal tax table sets have new Head of household withholding amounts.

Automated Copy of Federal Standard to Federal (W-4 Step 2 (c)) table

Caution: The automated copy does not fill in the withholding tables. These amounts must be entered manually.

The first time a Federal (W-4 Step (2)) record is created the program will auto-copy data from the Federal standard record.

Click on the Federal (W-4 Step 2 (c)) radio button and select the New button. This message displays:

PR - Master information... Tax tables Company PB PI Plus CC ... X



This alternate Federal tax record was created based on its standard counterpart. Please update the tax tables and any other field.

OK

In character mode, select the M Federal record and a similar message displays.

The program has copied the data from the Federal standard record to the Federal (W-4 Step 2 (c)) record for these tabs: General, Federal SS/Medc and Federal accounts. The tables on the *Federal W/H* tab is not copied. It must be entered manually. After the copy, the W-4 Step 2(c) withholding table field will be empty and look like this:

Single withholding table			Married withholding table			Head of household withholding table		
\$ amount	% amt	On amt over	\$ amount	% amt	On amt over	\$ amount	% amt	On amt over
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0
.00	.00	0	.00	.00	0	.00	.00	0

In character mode, the withholding tax table screens look like this after the copy:

-----Single-w/h-table-----			-----Married-w/h-table-----		
\$-amt	%-amt	On-amt-over	\$-amt	%-amt	On-amt-over
38.			46.		
39.			47.		
40.			48.		
41.			49.		
42.			50.		
43.			51.		
44.			52.		
45.			53.		

-----Head-of-household-w/h-table-----		
\$-amt	%-amt	On-amt-over
54.	<input type="text"/>	
55.		
56.		
57.		
58.		
59.		
60.		
61.		

The *Federal withholding allowance amount* field cannot be entered into the Federal (W4 Step (2)) tax table. In graphical mode, the field is grayed out:

Federal withholding allowance amount

In character mode, the *Fed w/h allowance amt* field is set to Not applicable:

37. Fed w/h allowance amt (Not applicable)

Publication 15-T – Federal Income Tax Withholding Methods and the Federal Tax Tables

Both the Federal (standard) and Federal (W-4 Step 2)) records MUST be set up before you can calculate and run a payroll after applying this update. Although you can enter anything you want in the new tax table fields, the differences between the fields of the two Federal tax records should be:

- The amounts entered in the withholding tables.
- The Federal withholding allowance amount. This field is only available for the standard tax table.

The fields on the graphical mode *Federal w/h* tab and the Federal character screens are filled out using information contained in the Department of the Treasury, Internal Revenue Service Publication 15-T *Federal Income Tax Withholding Methods*. A PDF file of this information is available at this address: <https://www.irs.gov/pub/irs-pdf/p15t.pdf>. Page 6 has the *2020 Percentage Tables for Automated Payroll Systems*. You should use these amounts for entering PBS Payroll tax withholding tables. The IRS may change this information at any time. Please revisit the IRS web site often for any updates.

The withholding table schedules are in the *2020 Percentage Method Tables for Automated Systems* section on page 6 used for entering Payroll Federal tax tables. There are *STANDARD Withholding Rate Schedules* [entered in the PBS payroll Federal (standard) tax table] and *Form W-4, Step 2, Checkbox, Withholding Rate Schedules* [entered into the Federal (W-4 Step 2 (c)) tax table]. Under each there is a schedule for married persons, a schedule for single or married filing separately and another schedule for heads of households. An employee's "marital status" determines which table the Payroll system uses when calculating Federal income tax.

Employees

All new employees must fill out a W-4 before starting employment. Existing employees must fill out a W-4 when changing the name, address, marital status or Federal tax withholding requirements. For existing employees NOT submitting a new W-4, there are no changes to their employee settings.

After the new employee has submitted the W-4 you must determine which tax table set is to be used for calculating the tax. This also applies if an existing employee filled out a new W-4 which causes changes to their Federal Tax withholding. See the <https://www.irs.gov/pub/irs-pdf/fw4.pdf> for the new 2020 W-4.

Marital status

Marital status, in all versions of PBS, offers these three options: Single, Married and Head of Household. Single and Head of household used the same Federal tax table schedules whereas Married had separate tax table schedules. Now there are separate tax table schedules for all three statuses.

For an Existing Employee without a New W-4 Form

There are no changes to the Federal Withholding tax of an employee who did not fill out a new W-4. During calculate, the program uses the Federal standard tax tables.

For a New or an Existing Employee Submitting a New W-4 Form

When entering a new employee, in Employees (Enter), the *New W-4 form* field is automatically checked. For an existing employee:

- Go to the *Employee Taxes/Exemptions* tab.
- Select the Edit button and put the focus on the *# FWT exemptions*.
- Select the F2 key to indicate the employee has a new form W-4.

For existing employee before selecting F2: For new or existing employee after selecting F2:

The image shows two side-by-side screenshots of a software interface for entering Federal tax table settings. The left screenshot shows the 'Federal' tab with the following fields: '# FWT exemptions' (value: 0), '\$ FWT exemption' (empty), and 'Added FWT' (empty). A red arrow points to the '0' in the '# FWT exemptions' field. The right screenshot shows the 'Federal' tab with the following fields: 'New W-4 form' (checked), 'W-4 multiple employers' (unchecked), 'Annual wage adjustment' (value: .00), and 'FWT adjustment' (value: amount). Red arrows point to the 'New W-4 form' checkbox, the 'W-4 multiple employers' checkbox, the '.00' in the 'Annual wage adjustment' field, and the 'amount' dropdown in the 'FWT adjustment' field.

Whether a new or existing employee, the *W-4 multiple employers* field, *Annual wage adjustment* field and *FWT adjustment* field become available.

A New form, W-4 and the W-4 multiple employers Field

With the *New W-4 form* field checked, the *W-4 multiple employers* field becomes available. In character mode, it is the *Mlt-emprs* field. In graphical mode, this field appears:



W-4 multiple employers

In character mode, the field name is *Mlt-emprs* and is entered as a Y/N.

For the *W-4 multiple employers* field:

- If the new W-4 Step 2 (c) checkbox is selected, check the *W-4 multiple employers* field (enter Y in character mode). The Payroll calculate program then uses the new Federal (W-4 Step (2)) withholding tables.
- If the new W-4 Step 2 (c) checkbox is not selected, set the *W-4 multiple employers* field to not checked (N in character mode). The PBS Payroll calculate program then uses the Standard Federal tax withholding tables.

Entry of Employees *Annual wage adjustment* field and FWT adjustment fields with a New form W-4

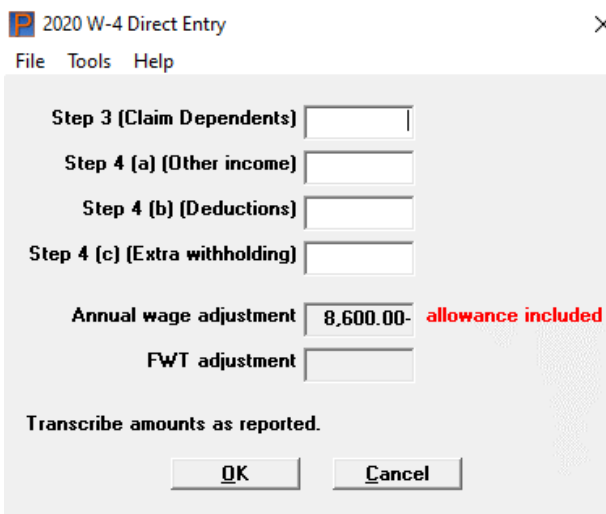
This *Annual wage adjustment* field adjusts the annual wage amount.



New W-4 form **W-4 multiple employers**
Annual wage adjustment 

Enter the adjustment to the annual wage amount. <SF2> for detailed entry.

When on the *Annual wage adjustment* field or *FWT adjustment* field, select Shift +F2 to display the *2020 W-4 Direct Entry* window:



2020 W-4 Direct Entry [X]
File Tools Help

Step 3 (Claim Dependents)
Step 4 (a) (Other income)
Step 4 (b) (Deductions)
Step 4 (c) (Extra withholding)
Annual wage adjustment allowance included
FWT adjustment

Transcribe amounts as reported.

OK Cancel

The four entry fields in the *2020 W-4 Direct Entry* window relate directly to the W-4.


Notice in our example above, the *Annual wage adjustment* has an amount of 8,600.00-. This is because the *W-4 multiple employers* field is not checked and the employee status is single. If the employee status

is married, the amount would automatically be set to \$12,900. If the W-4 multiple employers field was checked, no allowance amount is automatically included in the *Annual wage adjustment* field.

In our examples below, the employee is paid monthly. Here is how the Employee's amounts entered on a W-4, for each field, is used on the *2020 W-4 Direct Entry* window:


Step 3 (Claim Dependents)

The amount entered by the employee on the W-4 Step 3 claim dependents is \$4,000. This is entered into this field as 4000.00. Select the enter key and the *FWT adjustment* field is automatically updated. A minus sign is included with the 4000 and is divided by the number of pay periods. As our employee is paid monthly (12 pay periods), the amount in the *FWT adjustment* is automatically calculated to be 333.33-, as seen here:

Step 3 (Claim Dependents)	4,000.00	
Step 4 (a) (Other income)		
Step 4 (b) (Deductions)		
Step 4 (c) (Extra withholding)		
Annual wage adjustment	8,600.00-	allowance included
FWT adjustment	333.33-	

Step 4 (a) (Other income)


The amount for this field was entered by the employee into the W-4 Step 4 (a) Other income as \$4,000. After entering this amount into this field and selecting the enter key, the amount is added to the *Annual wage adjustment* field. In our example the other income is \$4,000. Notice that the *Annual wage adjustment* is reduced from \$8,600- to \$4,600-.

Step 3 (Claim Dependents)	4,000.00	
Step 4 (a) (Other income)	4,000.00	
Step 4 (b) (Deductions)		
Step 4 (c) (Extra withholding)		
Annual wage adjustment	4,600.00-	allowance included
FWT adjustment	333.33-	

Step 4 (b) (Deductions)

Our employee also has deductions entered on the W-4. In our example, it is \$450. Notice that the *Annual wage adjustment* has changed again. It was \$4,600 and is now \$5,050.

Step 3 (Claim Dependents)	4,000.00	
Step 4 (a) (Other income)	4,000.00	
Step 4 (b) (Deductions)	450.00	
Step 4 (c) (Extra withholding)		
Annual wage adjustment	5,050.00-	allowance included
FWT adjustment	333.33-	



Step 4 (c) (Extra withholding)

Our employee has entered an extra withholding amount on the W-4. In this case it is \$50. This is a per pay period amount. As you can see, the *FWT adjustment* field has changed by \$50- to 283.33-.

Step 3 (Claim Dependents)	4,000.00	
Step 4 (a) (Other income)	4,000.00	
Step 4 (b) (Deductions)	450.00	
Step 4 (c) (Extra withholding)	50.00	
Annual wage adjustment	5,050.00-	allowance included
FWT adjustment	283.33-	

When you are finished with the 2020 W-4 Direct Entry window, select the OK button and the *Annual wage adjustment* and *FWT adjustment* amounts are transferred to the Employees (Enter) screen:

New W-4 form	<input checked="" type="checkbox"/>	W-4 multiple employers	<input type="checkbox"/>
Annual wage adjustment	5,050.00-	allowance included	
FWT adjustment	amount		283.33-

Calculate payroll

The calculation program uses the appropriate tax withholding tables based on the employee fields for *Marital status* (now including Head of household) and the new *W-4 multiple employers* field in Employees.

It also includes the *Annual wage adjustment* and *FWT adjustment* amounts during the calculation.

Purchase Order

Purchase order *Deliver to* address is Now Longer

You can now enter up to 60 characters per address line when manually entering *Deliver to*. Here is the screen with all the available *Deliver to* characters entered.

Purchase orders (Enter)	XYZ Company
For P.O.#	1234567
8. Deliver to	1234567890123456789012345678901234567890123456789012345678901234567890 1234567890123456789012345678901234567890123456789012345678901234567890 1234567890123456789012345678901234567890123456789012345678901234567890 1234567890123456789012345678901234567890123456789012345678901234567890 1234567890123456789012345678901234567890123456789012345678901234567890
9. Special terms	
10. Special msg	

Note that when selecting a warehouse address for the *Deliver to*, the warehouse address fields have not been expanded. This will be done in a future version.

Auto Entry of Customer Address for Deliver to Drop Ships

You may now use an O/E order lookup to access open orders and select the customer's ship-to address to be put in the deliver to field. On the deliver to number field:

- Select the <F6> key and the deliver number field changes in size to six digits to allow you to enter the O/E order number. You may also use the lookup to select the order.
- After selecting the order number the ship-to address for that order displays in the deliver-to address fields.

PBS Point of Sale

Entering a Customer Bill-to Address and a Ship-to Address

The fields for entering a customer bill-to and ship-to address have been expanded in Point of Sale. The field lengths match the customer address field lengths. Here is the updated customer name and address window in transactions:

Store A	Rgstr 2	Drwr N/A	User PSI	
1. Trx #	1190	6. Sales rep		8. PO #
2. Trx type	Invoice			9. ship date
3. Trx date	8/06/18	7. Sub acct		10. ship via
4. Cust #		5. ship to		

Customers

Name ||

Enter full/partial name
F1=next cust, blank=by number

When adding a permanent customer on the fly, the field lengths also match the customer address fields. This is the screen:

```

Store A   Rgstr 2   Drwr N/A   User PSI
1. Trx #   1190     6. Sales rep
2
3 Customer # 12   Add new customer data
4 Name
1 Address-1
  Address-2
  Address-3
  Address-4
  City
  State
  Country
  Contact-1
  Phone
  Cus Type
  Terms code
  Bal Method
  A/R account
  Comment
  Stmt cycle
  Tax code
  Zip code
  Country

Press F2 to enter a person's name

Total:
    
```

The window for adding a ship-to address has also been expanded to allow entry of the longer ship-to name and address fields.

Notice that the city, state and zip code are in separate fields. This is different than previous versions of PBS where they were usually in the same field. For information on the conversion to v12.06 see [Bill-to and Ship-to Address Conversion](#).

Invoice Printing

User Defined Forms

User defined forms of Invoices, credit memos, returns, quotes, layaways, picking tickets, orders and payments have been added. The designing of a form and printing functions are modeled after the Order Entry user defined forms. Here is the Point of Sale Design forms screen:

```

Setup information design forms           XYZ Company

* 1. Form ID
* 2. Type
  3. Description
    Print using graphic image?   File name:
  4. width
  5. Form handles ?
  6. Paginated ?
    
```

Forms can be printed in compressed format (smaller type font - up to 132 columns rather the non-compressed of 80 columns), thus fitting more data on an invoice or receipt.

Forms can be paginated which will work with 8.5 by 11 pages. There is an option to not paginate which works well with a continuous form like a receipt.

Many new fields are available that were previously never printed in Point of Sale. For example, you may print the payment types and amounts for each. If a credit card is used, the credit card number field can be assigned and the program can print the last four digits of the card number.

Invoice batch printing of the new user designed forms is similar the O/E batch printing of invoices. You may send a transaction to multiple form designs all in one print run.

With v12.05 you may still use the older pre-printed forms. That will give you some time to set up, test and use a new form.

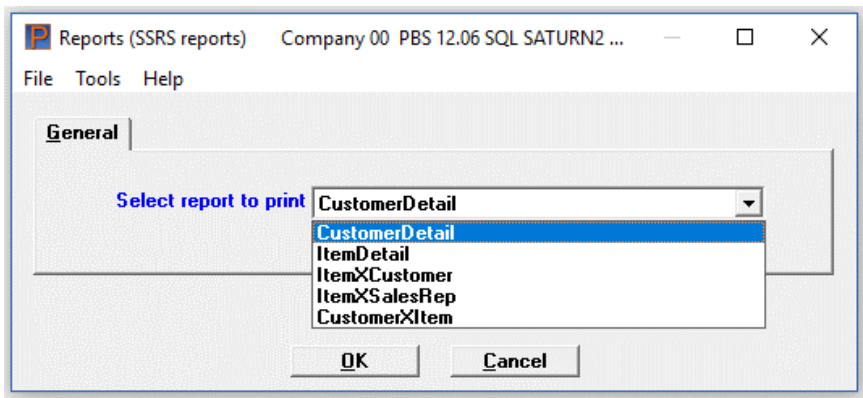
A few invoice and receipt forms have been designed and are available in the PSFRMF00.zip file. They can be used as is or as a starting point for designing your own form. Extract the file and using PSUTIL restore it into company 00.

Sales Analysis

New SQL [Enhanced Sales Analysis Reports](#)

A new Enhanced Sales Analysis menu selection provides access to several new SQL reports. To run these reports you must have PBS SQL in graphical mode. There are no classic versions of these reports.

The first screen allows you to select the various report types:



Each report has many selectable ranges and options.

Customer Details

Similar to the other S/A SQL reports, the customer detail report provides the selection of a range of customers, customer types, customer states, customer zip codes, sales reps and three period date ranges. You may print in order by customer number, customer type, sales rep, state, sales and profit. This is the Customer Details selection screen:

General

Report criteria

By cust number or name

Starting customer number

Ending customer number

By vendor

Starting vendor #

Ending vendor #

Print by item

Starting item #

Ending item #

For which inventory account

Report format

Print order

Starting customer type

Ending customer type

Starting product category

Ending product category

Starting product sub-category

Ending product sub-category

Starting state

Ending state

Starting zip code

Ending zip code

Starting sales rep

Ending sales rep

Starting period A date

Ending period A date

Starting period B date

Ending period B date

Starting period C date

Ending period C date

The report fields in the screen above that are grayed out are used for the other S/A SQL reports.

This is an example of the data sorted by profit for only one customer type:

Sales Analysis Customer Detail - Gross Profit (Total)

Company: XYZ Company SSRS Generated Report Run Date/Time: 8/2/2018 3:45 PM

Customer #	Customer Name	State	ZIP/PC	Rep	Sales Rep Name	Cust Type	Period	Gross Sales	GS% Tot	Gross Profit	GP% Tot	GP% GS	Total GP	
700	English Tea Co	CO	80307	001	Thomas J. Finch	DLR	A	37,029.00	89.89%	32,959.71	94.00%	89.01%		
								Totals:	37,029.00	89.89%	32,959.71	94.00%	89.01%	
				Number of Sales Reps: 1		Customer Totals:		37,029.00	89.89%	32,959.71	94.00%	89.01%	32,959.71	
800	Brazils Coffee	IL	60000	789	Avram Goldberger	DLR	A	4,166.14	10.11%	2,104.34	6.00%	50.51%		
								Totals:	4,166.14	10.11%	2,104.34	6.00%	50.51%	
				Number of Sales Reps: 1		Customer Totals:		4,166.14	10.11%	2,104.34	6.00%	50.51%	2,104.34	
				Number of Customers: 2		Grand Totals:		41,195.14	100%	35,064.06	100%	85%		

Page 2

Item Details

The Item detail report has selections by range of vendors, items, item categories, item sub-categories and dates. You may select all or a specific inventory account. You may print in order by item, vendor, sales and profit. This is a range of items sorted by sales:

Sales Analysis Item Detail - Gross Sales (Total)

Company: XYZ Company SSRS Generated Report Run Date/Time: 8/2/2018 3:56 PM

Item #	Item Description	Cat	S-Cat	Vendor #	Vendor Name	Acct Ctl	Period	Quantity	Gross Sales	GS% Tot	Gross Profit	GP% Tot	GP% GS	Total GS	
8	1" Steel Bolts	PARTS	*NONE	500	Nuts and Bolts Inc.	1200-000	A	3,733	9,192.28	66.36%	-681.34	-38.9%	-7.41%		
								Item Totals:	3,733	9,192.28	66.36%	-681.34	-38.86%	-7.41%	9,192.28
5	Chisel, 5 pc Set	TOOLS	HAND	900	Newbury Parts Supplies	1200-000	A	160	2,367.70	17.09%	797.70	45.5%	33.69%		
								Item Totals:	160	2,367.70	17.09%	797.70	45.50%	33.69%	2,367.70
6	Motor, 2hp Submersible	MECH	MTR	800	Hanson Manufacturing Co.	1200-000	A	5	750.00	5.41%	475.00	27.1%	63.33%		
								Item Totals:	5	750.00	5.41%	475.00	27.09%	63.33%	750.00
4	Saw, 2hp 7 1/4" Circular	TOOLS	ELEC	800	Hanson Manufacturing Co.	1200-000	A	13	728.00	5.26%	519.94	29.7%	71.42%		
								Item Totals:	13	728.00	5.26%	519.94	29.66%	71.42%	728.00
7	Gauge, Hi-pressure	TOOLS	*NONE	800	Hanson Manufacturing Co.	1200-000	A	22	428.81	3.10%	415.63	23.7%	96.93%		
								Item Totals:	22	428.81	3.10%	415.63	23.71%	96.93%	428.81
33	Leaf Rake	GARDN	*NONE	100	Vermont Metal Products	1200-000	A	12	359.88	2.60%	201.24	11.5%	55.92%		
								Item Totals:	12	359.88	2.60%	201.24	11.48%	55.92%	359.88
9	Taxable Good	*NONE	*NONE	*NONE	*NONE	*NONE	A	1	25.00	0.18%	25.00	1.4%	100.00%		
								Item Totals:	1	25.00	0.18%	25.00	1.43%	100.00%	25.00
								Number of Items: 7	Grand Totals:	3,946	13,851.66	100%	1,753.17	100%	13%

Item by Customer

This report has three formats: Item by customer, vendor by customer and category by customer. For each report format you may select a range of customers, vendors, items, item categories, item sub-categories and dates. Here is an example of each of the three formats:

Item by customer

Company:		XYZ Company		Item x Customer											
				SSRS Generated Report											
				Run Date/Time: 8/2/2018 3:33 PM											
Item #	Item Description	Vend #	Vendor Name	Cat	S-Cat	Customer Name	Quantity	Gross Sales	Total Cost	Gross Profit	GP%	Qty%GT	Sl%GT	GP%GT	
*0	Temp	*NONE	*NONE	*NONE	*NONE	Elliott Enterprises	53,537	4,269.50	1,159.70	3,109.80	73%	98.36%	10.86%	0.00%	
Number of Customers: 1							Item Totals:	53,537	4,269.50	1,159.70	73%	98.36%	10.86%	0.00%	
*TEMP	12007	*NONE	*NONE	*NONE	*NONE	Elliott Enterprises	3	378.00	303.00	75.00	20%	0.01%	0.96%	0.00%	
Number of Customers: 1							Item Totals:	3	378.00	303.00	75.00	20%	0.01%	0.96%	0.00%
*TEMP	Temporary Item	*NONE	*NONE	*NONE	*NONE	Elliott Enterprises	3	378.00	303.00	75.00	20%	0.01%	0.96%	0.00%	
Number of Customers: 1							Item Totals:	3	378.00	303.00	75.00	20%	0.01%	0.96%	0.00%
1	Drill, 1/4", Power	50	Acme Manufacturing	TOOLS	ELEC	Elliott Enterprises	170	10,666.33	7,409.98	3,256.35	31%	0.31%	27.14%	0.00%	
Number of Customers: 1							Item Totals:	170	10,666.33	7,409.98	3,256.35	31%	0.31%	27.14%	0.00%
2	Hammer, 16 oz. Claw	256	General City Contractors	GARDN	*NONE	Elliott Enterprises	18	465.00	3,992,727,337.48	-3,992,726,872.48	-858650940%	0.03%	1.18%	0.00%	
Number of Customers: 1							Item Totals:	18	465.00	3,992,727,337.48	-3,992,726,872.48	-858650940%	0.03%	1.18%	0.00%
3	Wrench, 3/8" Socket Set	500	Nuts and Bolts Inc.	TOOLS	HAND	Elliott Enterprises	2	47.10	17.39	29.71	63%	0.00%	0.12%	0.00%	
Number of Customers: 1							Item Totals:	2	47.10	17.39	29.71	63%	0.00%	0.12%	0.00%

Vendor by customer

Company:		XYZ Company		Vendor x Customer										
				SSRS Generated Report										
				Run Date/Time: 8/2/2018 3:33 PM										
Vend #	Vendor Name	Customer #	Customer Name	Cat	S-Cat	Quantity	Gross Sales	Total Cost	Gross Profit	GP%	Qty%GT	Sl%GT	GP%GT	
*NONE	*NONE	1	Elliott Enterprises	*NONE	*NONE	54,108	18,517.01	1,026,295.91	-1,007,778.90	-5442%	99.41%	47.12%	0.00%	
Number of Customers: 1						Cust Totals:	54,108	18,517.01	1,026,295.91	-1,007,778.90	-5442%	99.41%	47.12%	0.00%
Vendor Totals:						54,108	18,517.01	1,026,295.91	-1,007,778.90	-5442%	99.41%	47.12%	0.00%	
50	Acme Manufacturing	1	Elliott Enterprises	TOOLS	ELEC	170	10,666.33	7,409.98	3,256.35	31%	0.31%	27.14%	0.00%	
Number of Customers: 1						Cust Totals:	171	11,016.33	7,707.66	3,308.67	30%	0.31%	28.03%	0.00%
Vendor Totals:						171	11,016.33	7,707.66	3,308.67	30%	0.31%	28.03%	0.00%	
100	Vermont Metal Products	1	Elliott Enterprises	GARDN	*NONE	12	359.88	158.64	201.24	56%	0.02%	0.92%	0.00%	
Number of Customers: 1						Cust Totals:	15	8,185.88	173.20	8,012.68	98%	0.03%	20.83%	0.00%
Vendor Totals:						15	8,185.88	173.20	8,012.68	98%	0.03%	20.83%	0.00%	

Product category by customer

Company:		XYZ Company		Prod Category x Customer										
				SSRS Generated Report										
				Run Date/Time: 8/2/2018 3:35 PM										
Cat	Cat Description	S-Cat	SubCat Description	Customer #	Customer Name	Quantity	Gross Sales	Total Cost	Gross Profit	GP%	Qty%GT	Sl%GT	GP%GT	
TOOLS	TOOLS	*NONE	*** No subcategory ***	1	Elliott Enterprises	4	253.56	203.83	49.73	20%	2.04%	2.22%	1.37%	
Number of Customers: 1						Sub-Category Totals:	4	253.56	203.83	49.73	20%	2.04%	2.22%	1.37%
	ELEC		Electric Power Tools	1	Elliott Enterprises	174	10,890.33	7,452.90	3,437.43	32%	88.78%	95.48%	94.50%	
Number of Customers: 1						Sub-Category Totals:	174	10,890.33	7,452.90	3,437.43	32%	88.78%	95.48%	94.50%
	HAND		Hand Tools	1	Elliott Enterprises	18	262.58	112.39	150.19	57%	9.18%	2.30%	4.13%	
Number of Customers: 1						Sub-Category Totals:	18	262.58	112.39	150.19	57%	9.18%	2.30%	4.13%
Number of Categories: 1						Category Totals:	196	11,406.47	7,769.12	3,637.35	32%	100.00%	100.00%	100.00%
Number of Categories: 1						Grand Totals:	196	11,406.47	7,769.12	3,637.35	32%	100.00%	100.00%	100.00%

Item by Sales Rep

This report has three formats: item by sales rep, vendor by sales rep and category by sales rep. For each report format you may select a range of customers, vendors, items, item categories, item sub-categories, sales reps and dates.

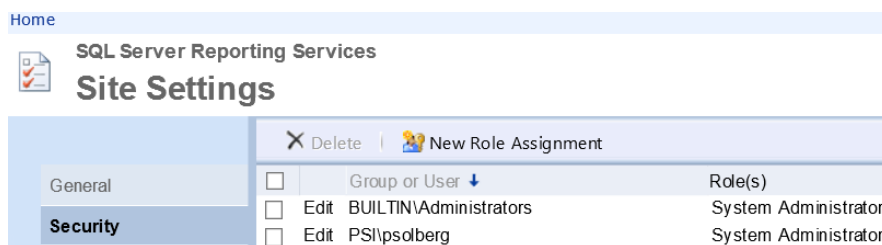
Customer by Item

This report has three formats: customer by item, customer by vendor and customer by category. For each report format you may select a range of customers, customer types, vendors, items, item categories, item sub-categories, sales reps and dates.

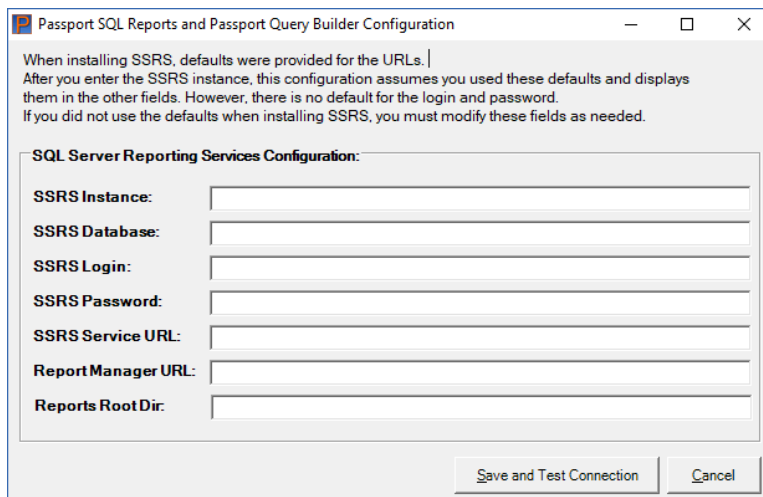
System

PBS SQL Installation with SSRS

SQL Server Reporting Services (SSRS) is required on the same instance where the PBS databases are to be installed. SSRS is used for SQL reports (standard) and Passport Query Builder (licensed separately). Prior to installing PBS SQL you must enter the SSRS role security for *Site Settings* and *Folder Settings*. You may also enter the PBS users as well. The setup for both is similar. Here is an example of the *Site Settings* security:



During the PBS SQL install a screen displays where you enter the SSRS connection information.



To make the configuration easier, after entering the *SSRS Instance* field, four of the fields on the screen are automatically entered as seen here:

Passport SQL Reports and Passport Query Builder Configuration

When installing SSRS, defaults were provided for the URLs.
After you enter the SSRS instance, this configuration assumes you used these defaults and displays them in the other fields. However, there is no default for the login and password.
If you did not use the defaults when installing SSRS, you must modify these fields as needed.

SQL Server Reporting Services Configuration:

SSRS Instance: Pauls-PC

SSRS Database: ReportServer

SSRS Login:

SSRS Password:

SSRS Service URL: http://Pauls-PC/ReportServer/ReportService2010.asmx?wsdl

Report Manager URL: http://Pauls-PC/Reports

Reports Root Dir: PBS Reports

Save and Test Connection Cancel

If needed, any of the data for the auto-entered fields can be altered. The SSRS Login and SSRS Password fields must be manually entered.

The instructions are covered in full in the PBS 12.06 SQL Installation Guide.

Bill-to and Ship-to Address Conversion

The following applies to both Vision files and SQL tables.

For A/R, O/E, C/O, and P/S header files,

- The bill-to city, state and zip are stored in one field.
- The ship-to city, state and zip are stored in one field.

EZ Convert assumes that the city, state or zip are in address 2, 3 or 4.

Now with v12.06, the city, state and zip are all separate fields for all header files. There is an EZ Convert program routine that “looks” at the existing data and converts it based on specific programmed instructions. The program searches from the end of the field(s) to determine if there is a zip, then moves back to get the state or province, validates the state or province, then goes back to get the city.

Based on what the program finds, it puts the correctly formatted city, state and zip in the new v12.06 separated header fields. If your data was not entered that way, there could be some unexpected results. After conversion run your edit lists and check that the city, state and zip look as expected.

PBS SQL Reports available for Accounts Payable and Sales Analysis

SQL reports allow you to view the report data in a more graphical and flexible SQL report format. The reports are run from the standard PBS report screens and can be run using PBS SQL only. SQL Server and SQL Server Reporting Services is required for SQL using Reports. This is an example of the Cash disbursements report screen. Notice that the last field is *Print SQL report*:

Reporting period 1 - due for **Week** ending **08/08/2018**

Reporting period 2 - due for ending

Reporting period 3 - due for ending

Reporting period 4 - due for ending

Reporting period 5 - due for ending

Reporting period 6 - due for ending

Starting vendor # **100**

Ending vendor # **256**

A/P account # **"All"**

Payment group **"All"**

[Show detail](#)

Print SQL report **Standard**

When selected, the program launches your default browser and the data is displayed there. Once the report data displays in your browser, several features are provided. These include:

- All the SQL reports are in a modern easy to read format.
- The data displays in a browser.
- You may print the data directly from the SQL report.
- Export the SQL report data and format to PDF, Excel or Word. The report can be saved in those formats. The data in Excel can be manipulated. You may print the data from any of these formats.
- Some reports have a new columnar option to send to Excel that allows the user to manipulate the data and create totals.
- Some reports have a report map that helps to find your data quickly.
- You can easily move a page in the report including the totals.
- Change the viewing size.
- Search for text in the report.
- Re-enter any report criteria and refresh the report data.
- You must have PBS SQL installed for all SQL reports. You may still optionally print the A/P classic reports using both the SQL and classic formats. The S/A SQL reports are only available with PBS SQL.

New and Improved PBS SQL Reports

Existing v12.05 SQL reports have been improved and the number of SQL reports has been expanded for v12.06. Here is the v12.06 list of improved and new reports:

- CTL Valid GL Account List - Improved
- A/P Distributions to GL – New SQL Standard and SQL Columnar
- A/P Vendor List - New
- A/P Accounts List - New
- A/P Cash Disbursement Projection – New SQL Standard and Columnar

- A/P Cash Requirements – New SQL Standard and Columnar
- A/P Vendor List - New
- A/P Aged Open Items - Improved
- A/P Vendor Pay to Addresses - New
- A/P Pre-Check Writing - New
- A/P Purchases Discounts - New
- A/P Check Register - New
- A/P Vendor History - Improved
- A/P Open Payables by Date - New
- S/A Customer Detail - New
- S/A Item Detail - New
- S/A Item by Customer – Three formats all new
- S/A Item by Sales Rep – Three formats all new
- S/A Customer by Item – Three formats all new

Sample SQL Reports for A/P

A/P Aged Open Items Report

Accounts Payable Aged Open Items Detail											
Company: XYZ Company			SSRS Generated Report				Date/Time:		8/2/2018 9:30 AM		
Vendor # Vendor Name		Account #		Pmt Grp							
&1 Ampersand Uno		2000-000		(None)							
Due Date	Aging Date	08/02/2018		AGED VENDOR NET							
Payment Group	(None)		Current	Over 30 days	Over 60 days	Over 90 days					
Terms	(None)										
Vendor Balance	-12.33										
Total Discounts	0.00		Amount	0.00	0.00	0.00	-12.33				
Vendor Net	-12.33		Percent	0.0%	0.0%	0.0%	100.0%				
Last Purchase Date	05/26/2011										
Open Vchr #	Dist Date	Invoice #	Inv Date	Due Date	Disct Date	Orig Invoice Amt	Amount Paid	Discount Remain	Invoice Net	Age	
2031	05/26/2011	1245-05/26/11	05/26/2011	06/25/2011	06/05/2011	-12.33	0.00	0.00	-12.33	999	
									0.00	-12.33	
Vendor # Vendor Name		Account #		Pmt Grp							
12 Davidson Engineering		2000-000		(None)							
Due Date	Aging Date	08/02/2018		AGED VENDOR NET							
Payment Group	(None)		Current	Over 30 days	Over 60 days	Over 90 days					
Terms	4										
Vendor Balance	61,081.94										
Total Discounts	0.00		Amount	0.00	0.00	0.00	61,081.94				
Vendor Net	61,081.94		Percent	0.0%	0.0%	0.0%	100.0%				
Last Purchase Date	04/26/2017										
Open Vchr #	Dist Date	Invoice #	Inv Date	Due Date	Disct Date	Orig Invoice Amt	Amount Paid	Discount Remain	Invoice Net	Age	
1968	04/01/2011	6578	04/01/2011	05/31/2011	04/06/2011	12,345.67	500.00	0.00	11,845.67	999	
2026	10/06/2012	2154	10/06/2012	12/05/2012	10/11/2012	12,345.67	125.41	0.00	12,220.26	999	
2217	04/30/2014	1	04/30/2014	06/29/2014	(None)	12,345.67	10.00	0.00	12,335.67	999	
2218	04/30/2014	2	04/30/2014	06/29/2014	05/05/2014	12,345.67	11.00	0.00	12,334.67	999	
2219	04/30/2014	A1	04/30/2014	06/29/2014	(None)	12,345.67	0.00	0.00	12,345.67	999	
									0.00	61,081.94	

Cash Disbursements Report Standard SQL Report

In the example below the report was printed without details.

Vndr #	Vendor Name	PmtGrp	Account #	Cash required for			Week ending
				Voucher #	Due Date	Amount	
100	Vermont Metal Products	ACH	2000-000			2,044.35	08/07/2018
256	General City Contractors	(None)	2000-000			720.00	720.00
Grand Totals							Week ending
						Amount	08/07/2018
Grand Totals:						2,764.35	2,764.35

To display the details click on the plus sign to the left of the vendor as seen below:

Vndr #	Vendor Name	PmtGrp	Account #	Cash required for			Week ending
				Voucher #	Due Date	Amount	
100	Vermont Metal Products	ACH	2000-000			2,044.35	2,044.35
				2111	04/10/2014	42.50	42.50
				2112	04/10/2014	1,575.00	1,575.00
				2123	04/10/2014	42.50	42.50
				2125	04/10/2014	170.00	170.00
				2126	04/10/2014	90.00	90.00
				2128	02/10/2014	124.35	124.35
256	General City Contractors	(None)	2000-000			720.00	720.00
Grand Totals							Week ending
						Amount	08/07/2018
Grand Totals:						2,764.35	2,764.35

Cash Disbursements Projection *Columnar* SQL Report

Some reports, like the Cash Disbursements Projection comes with a SQL report columnar option. All SQL reports can be exported to Excel. However, the columnar report is designed to be sent to Excel where you can add your own totals.

Vndr #	Vendor Name	PmtGrp	Account #	Voucher #	Due Date	Amount	08/07/2018
100	Vermont Metal Products	ACH	2000-000	2111	04/10/2014	42.50	42.50
100	Vermont Metal Products	ACH	2000-000	2112	04/10/2014	1,575.00	1,575.00
100	Vermont Metal Products	ACH	2000-000	2123	04/10/2014	42.50	42.50
100	Vermont Metal Products	ACH	2000-000	2125	04/10/2014	170.00	170.00
100	Vermont Metal Products	ACH	2000-000	2126	04/10/2014	90.00	90.00
100	Vermont Metal Products	ACH	2000-000	2128	02/10/2014	124.35	124.35
256	General City Contractors	(None)	2000-000	2038	03/07/2013	520.00	520.00
256	General City Contractors	(None)	2000-000	2101	02/13/2014	200.00	200.00

Here is the data above exported to Excel.

	B	C	D	E	F	G	H	I	J
	Vndr #	Vendor Name	PmtGr	Account #	Voucher #	Due Date	Amount	08/07/2018	
2			P						
3	100	Vermont Metal Products	ACH	2000-000	2111	04/10/2014	42.50	42.50	
4	100	Vermont Metal Products	ACH	2000-000	2112	04/10/2014	1,575.00	1,575.00	
5	100	Vermont Metal Products	ACH	2000-000	2123	04/10/2014	42.50	42.50	
6	100	Vermont Metal Products	ACH	2000-000	2125	04/10/2014	170.00	170.00	
7	100	Vermont Metal Products	ACH	2000-000	2126	04/10/2014	90.00	90.00	
8	100	Vermont Metal Products	ACH	2000-000	2128	02/10/2014	124.35	124.35	
9	256	General City Contractors	(None)	2000-000	2038	*****	520.00	520.00	
10	256	General City Contractors	(None)	2000-000	2101	02/13/2014	200.00	200.00	

SQL Reports for Sales Analysis

The new SQL report formats for Sales Analysis have been requested by former Counterpoint 7 users. Passport’s goal is to fill the gap between PBS reports and CP7 reports. The Sales Analysis SQL reports run in graphical mode only and require PBS SQL.

This is a list of the 11 new Sales Analysis SQL reports:

- Customer Detail
- Item Detail
- Item by Customer – Three formats
 - Item by customer
 - Vendor by customer
 - Product category by customer
- Item by Sales Rep – Three formats
 - Item by sales rep
 - Vendor by sales rep
 - Product category by sales rep
- Customer by Item – Three formats
 - Customer by item
 - Customer by vendor
 - Customer by product category

The entry screens for the new S/A SQL reports are similar. This is an example of the customer detail entry screen:

Passport Business Solutions v12.06 Enhancements

File Tools Help

General

Report criteria

By cust number or name **Number**

Starting customer number "First"

Ending customer number "Last"

By vendor

Starting vendor #

Ending vendor #

Print by item

Starting item #

Ending item #

For which inventory account

Report format

Print order **Customer Number**

Starting customer type "First"

Ending customer type "Last"

Starting product category

Ending product category

Starting product sub-category

Ending product sub-category

Starting state "First"

Ending state "Last"

Starting zip code "First"

Ending zip code "Last"

Starting sales rep "First"

Ending sales rep "Last"

Starting period A date "Earliest"

Ending period A date "Latest"

Starting period B date

Ending period B date

Starting period C date

Ending period C date

Notice that many of the fields are greyed out. Depending on what the specific report requires, they will become available for entry.

Customer Detail by Customer Number

Sales Analysis Customer Detail - Customer Number

Company: XYZ Company SSRS Generated Report Run Date/Time: 8/2/2018 9:33 A

Customer #	Customer Name	State	ZIP/PC	Rep	Sales Rep Name	Cust Type	Period	Gross Sales	GS% Tot	Gross Profit	GP% Tot	GP% GS	
5	Sullivan Graphics Design	CA	92104	789	Avram Goldberger	STMNT	A	4,074.20	100.00%	3,212.01	100.00%	78.84%	
Totals:								4,074.20	100.00%	3,212.01	100.00%	78.84%	
Customer Totals:								4,074.20	100.00%	3,212.01	100.00%	78.84%	
Number of Customers: 1								Grand Totals:	4,074.20	100%	3,212.01	100%	78.84%

Page 2

Item Detail by Item Number

Sales Analysis Item Detail - Item Number

Company: XYZ Company SSRS Generated Report Run Date/Time: 8/2/2018 9:35 AM

Item #	Item Description	Cat	S-Cat	Vendor #	Vendor Name	Acct Cd	Period	Quantity	Gross Sales	GS% Tot	Gross Profit	GP% Tot	GP% GS	
3	Wrench, 3/8" Socket Set	TOOLS	HAND	500	Nuts and Bolts Inc.	1200-000	A	67	1,657.98	100.00%	1,304.69	100.00%	78.69%	
Item Totals:								67	1,657.98	100.00%	1,304.69	100.00%	78.69%	
Number of Items: 1								Grand Totals:	67	1,657.98	100%	1,304.69	100%	79%

Page 2

SQL Reports Map

Some reports provide a report map. The map is a list of the data found by a field in the data. In the case below the map is for the item description. Clicking on the item description on the map takes you to that data in the report:

Passport Business Solutions v12.06 Enhancements

3 of 5 100% Find | Next

Document Map

- K A36M 1" X 36" X 4"
- Lawn Mower Z1000
- Leaf Rake
- Monthly check & services
- Motor, 2hp Submersible
- My Little Red Wagon**
- Nails 3/4"
- Pat
- Primary installation
- Primary installation 1111
- PSAHKI
- Ravioli Cheese Vincenzo's
- Saw, 2hp 7 1/4" Circular

Sales Analysis Item Detail - Item Number

Company: XYZ Company

SSRS Generated Report

Item #	Item Description	Cat	S-Cat	Vendor #	Vendor Name	Acct Cd	Period	Quantity	Gross Sales
MLRW-2	My Little Red Wagon	NONE	NONE	NONE	NONE	NONE	A	22	1,795.71
								Item Totals:	22 1,795.71
333	Nails 3/4"	PARTS	NONE	1100	Vermont Metal Products	1200-000	A	126	749.70
								Item Totals:	126 749.70
PAT	Pat		NONE	100	Vermont Metal Products	1200-000	A	1	300.00
								Item Totals:	1 300.00
1	Primary installation		NONE	NONE	NONE	NONE	A	17	2,277.35
								Item Totals:	17 2,277.35
1	Primary installation 1111		NONE	NONE	NONE	NONE	A	17	2,277.35
								Item Totals:	17 2,277.35
656	PSAHKI	25/25	503 L	200	Acme Office Supplies	1200-000	A	1	5.00
								Item Totals:	1 5.00

This is the vendor list report with the map by vendor name:

7 of 32 100% Find | Next

Document Map

- AP_VendorList
- Absolute Banking Tech
- Acme Manufacturing
- Acme Office Supplies
- Adalaide Larsen
- Ampersand Uno
- Black Hawks Prod
- Chicago Office Supplies**
- Davidson Engineering
- Edwards Southwest
- General City Contractors
- Greener Grass Ofc. Plants
- Hanson Manufacturing Co.
- Harvest Market
- Harvest Market East
- Jennifer Means
- Jim Michaels
- John Miller
- Jones Property Managem
- Misc
- Name 6789012345678901

Accounts Payable Vendor List by Name

Company: XYZ Company

SSRS Generated Report

Run Date/Time: 8/20/2018 10:44 AM

VENDOR NUMBER / NAME	Account #	PmtGrp
2 Chicago Office Supplies	2000-000	ACH
CONTACT # 1		
Number: 2		
Name: Chicago Office Supplies	Name:	Name:
Addr line 1: 700 N Sheridan Rd	Addr line 1: 700 N Sheridan Rd	Addr line 1:
Addr line 2:	Addr line 2:	Addr line 2:
Addr line 3:	Addr line 3:	Addr line 3:
Addr line 4:	Addr line 4:	Addr line 4:
City: Chicago	City: Chicago	City:
St/Zip/Cntry: IL 60045	St/Zip/Cntry: IL 60045	St/Zip/Cntry:
	Ofc/Cel/Fax: 111-222-3333	Ofc/Cel/Fax:
	e-Mail:	e-Mail:
Website: (None)	Website:	Website:
PAY-TO INFORMATION		
Name: Chicago Office Sup Corp	CONTACT	
Addr line 1: 8000 N. Clark	Name:	A/P: 2000-000
Addr line 2:	Title:	Discount: 4050-200
Addr line 3:	Phone/Fax:	Default distribution: 7500-000
Addr line 4:	e-Mail:	
City: Chicago		
St/Zip/Cntry: IL 60045		

PBS SQL report printing requires an initial setup before the SQL report option becomes functional. For more information, see the [PBS SQL Installation with SSRS](#) section.

Printing Forms to PDF

When generating –PDF- and –PDFP- forms there are new settings for the pbspsi.ini file, found in the PSIB00 folder. With the expansion of the customer name and address it became necessary to compress the font to a smaller size when either a name or address field becomes too long for fitting in the available space on the check and purchase order forms. The first line below is for the compressed font and the second is the normal font. There is also a new COMP option that further compresses the data to make it fit on the page. The new options are:

<COLONEFLAG CODE=~ FACE=2 SIZE=8 COMP=90>

<COLONEFLAG CODE=` FACE=1 SIZE=12 COMP=100>

Changing the *pbspsi.ini* file may not be necessary. If you do need to alter the settings, it is recommended that you make a copy of the file so you can revert back to the original settings if needed.

Time and Billing

Client Screen

The client screen has been expanded to include the longer name and address fields. When adding a new client the program pulls in the customer name and address fields as is.

Here is an example:

```
Clients (Enter)
* 1. Client # 
   2. Name
   3. Address-1
   4. Address-2
   5. Address-3
   6. Address-4
   7. City
   8. State
   9. Zip code
  10. County
  11. Country
  Contact-1
  Phone
  Contact-2
  Phone
 12. Comment
 13. Partner #
 14. A/R account
 15. Client type
 16. Bal method
 17. Stmt cycle
 18. Billing freq
 19. Date acquired
 20. Date dropped
 21. Finance chrg ?
 22. Billing method
<F1> = next client, <SF1> = prev client, <Enter> = look up by name
```

XYZ Company
Current period: December, 2018

Invoice Format Design

The fields in the invoice format were altered to include the expanded and new fields. The city, state and zip code are now separate fields. There is a combined city, state and zip to help you change your invoice design.

Data Upgrade

As with v12.05, there is no PBS SQL upgrade-in-place option for v12.06. A complete new install of v12.06 and EZ Convert to move the exported data is required.

AcuXDBC File and Field Name Changes

AcuXDBC for v12.06 requires a new System Catalog. It contains all the updated and new files.

The changed files/tables for PBS v12.06 are listed in the EZ convert documentation. You may need to change your queries to use the new fields that are now available.

This document was last changed on March 02, 2020.

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