EPASS SOFTWARE

User Conference 2025

Wednesday, October 22nd — Friday, October 24th

EPASS Purchasing 1 - Ordering

Contents

EPASS Purchasing 1 - Ordering 1

Price List Template 3

Creating a PO 11

PO Detail 14

OE-04 Written Models 21

PO-14 On Order 34

Outdated Sale Prices and SPIFFs 39

Adding or Viewing Suppliers 40

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

The Purchasing Module in EPASS is designed to streamline and manage the entire procurement process—from creating purchase orders to receiving and costing inventory. It integrates with other EPASS systems like inventory and accounts payable to ensure smooth operations.

🔧 **Key Features**

- **Supplier Management: Add, view, and maintain supplier details for invoicing and payments.**
- **Purchase Orders (POs):**
- **Create POs manually or via quick add options.**
- **Add detailed line items for products and services.**
- **Split and release POs based on availability or delivery schedules.**
- **Receiving Inventory:**
- **Receive items manually by locating the PO and updating received quantities.**
- **Assign received items to specific locations using the “Receive to Location” feature.**
- **Costing & Invoicing:**
- **Match POs to vendor invoices for accurate costing.**
- **Handle serial costing and label printing for received products.**
- **EDI Integration: Supports Electronic Data Interchange (EDI) for automated supplier communication.**
- **RetailDeck Configuration: Allows integration with RetailDeck for importing product and pricing data.**

📦 **Additional Capabilities**

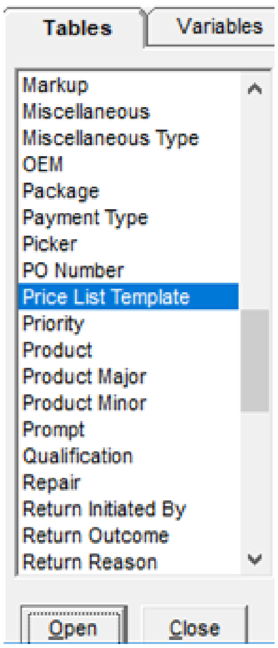
- **Price List Import: Upload supplier price lists via Excel templates.**
- **Shipping Defaults: Automatically assign “Ship To” addresses based on store or technician needs.**
- **Reporting & Analysis: Filter and analyze released/unreleased orders and quantities on order (QOO).**

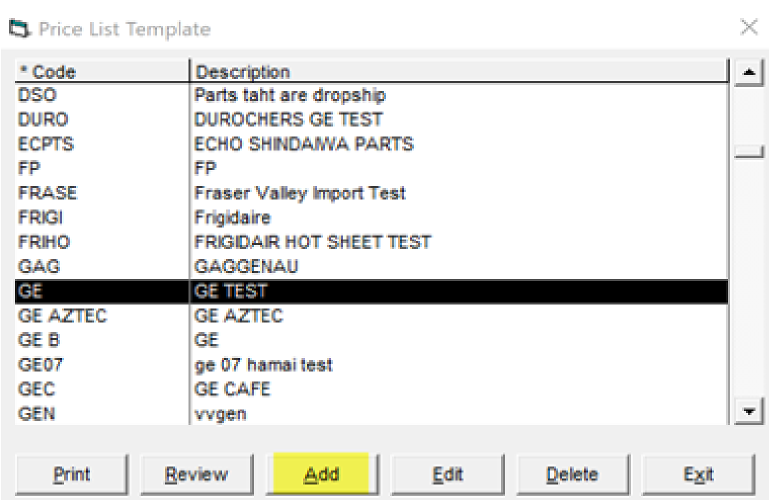
Price List Template

A price list template allows for you to import a supplier price list via an Excel spreadsheet. You can import model information into EPASS via associated columns in your spreadsheet.

System Maintenance

In System Maintenance you can add, edit, review, or delete a price list template.





Ideally you will create a template for each supplier and fill in the column fields with the column letter where the information resides on the supplier Excel spreadsheet.

Give each price list template a name and a brief description like GE and GE TEST as above.

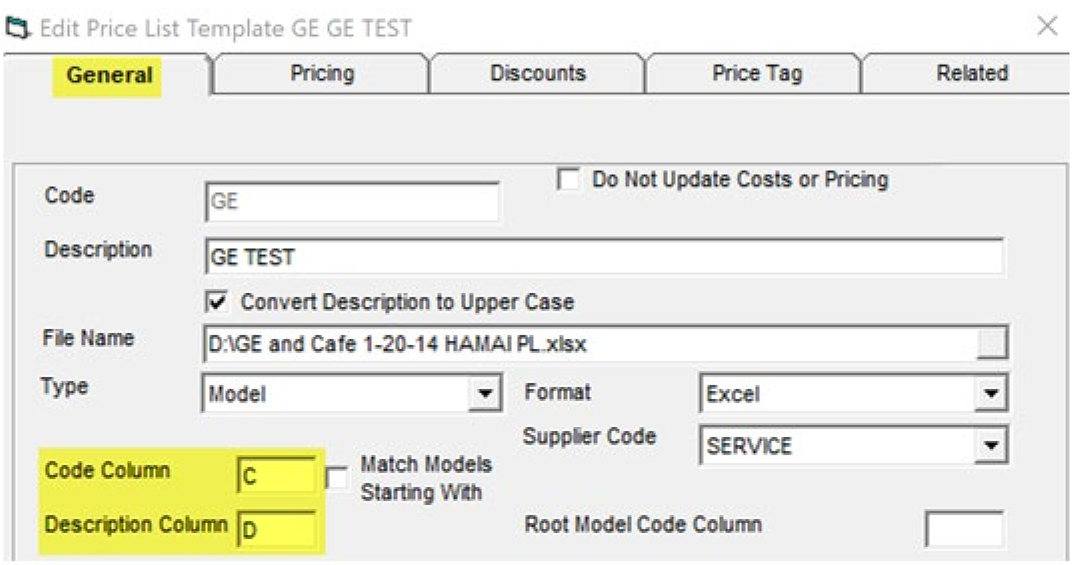
Column example

If on the GE Excel spreadsheet the model code is in column A, then you will fill in ‘A’ in the code column field and, if the description on the GE Excel spreadsheet is in column D, then on the template you fill in ‘D’ in the description column field.

info

The following characters can't be used in the import file's **Description** column:

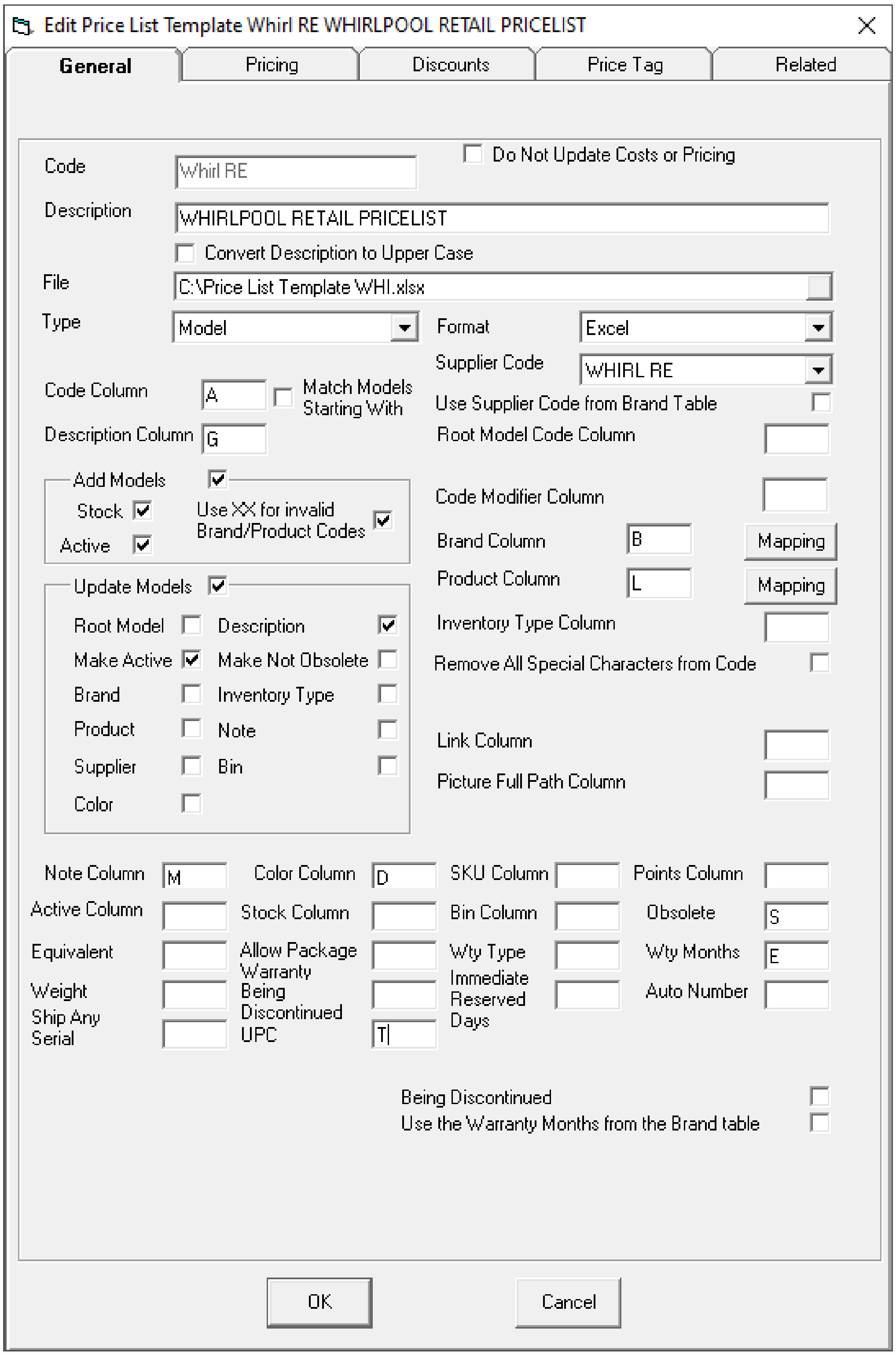
- single quote (')
- double quote (")
- percentage (%)
- asterisk (*)
- colon (:)
- semi-colon (;)



For Retail Deck Templates you MUST use COLUMN names, and not column letters!

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

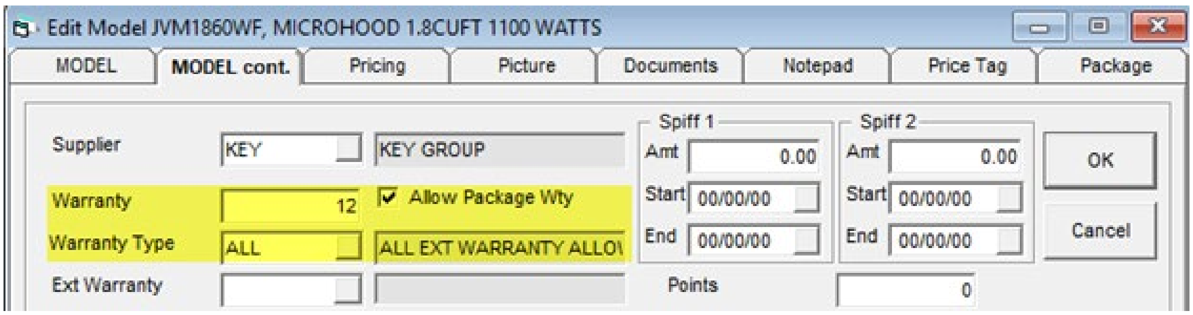
Example



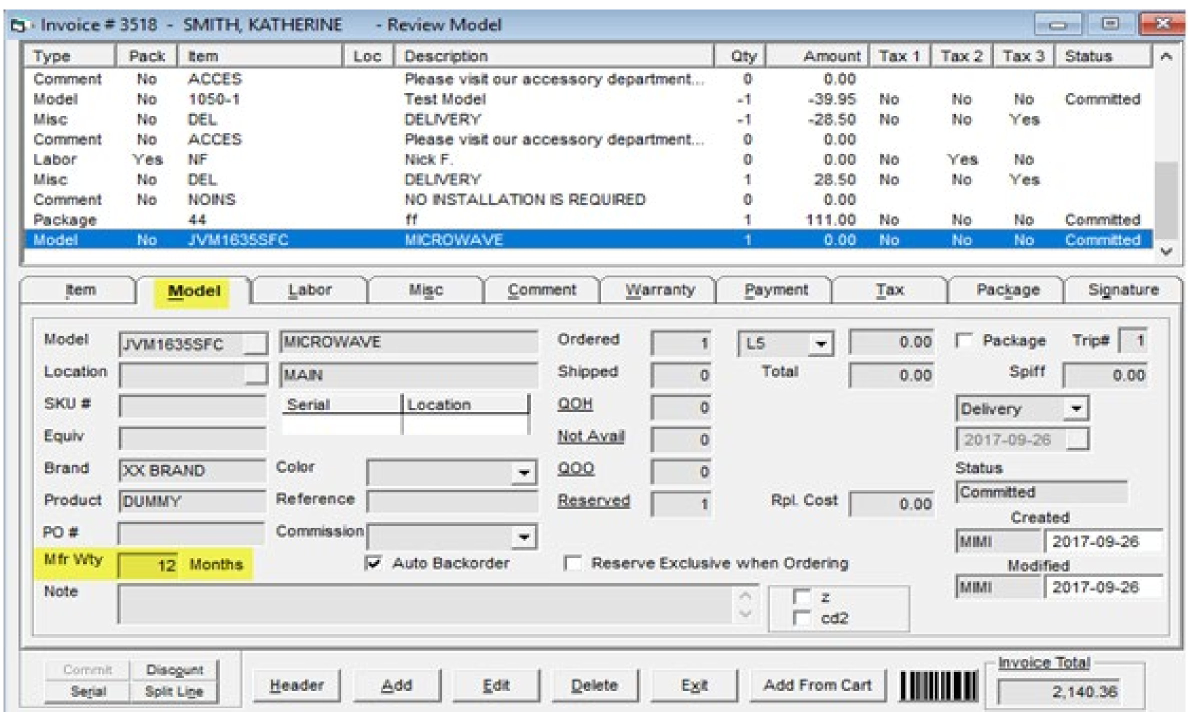
Warranty Months

You can import the number for 'warranty months' via this column field. If this field option is used, it will fill in the warranty months on the model.

The price list template also imports whether the model 'Allow Package Wty' is checked and what 'Warranty Type' it belongs to.



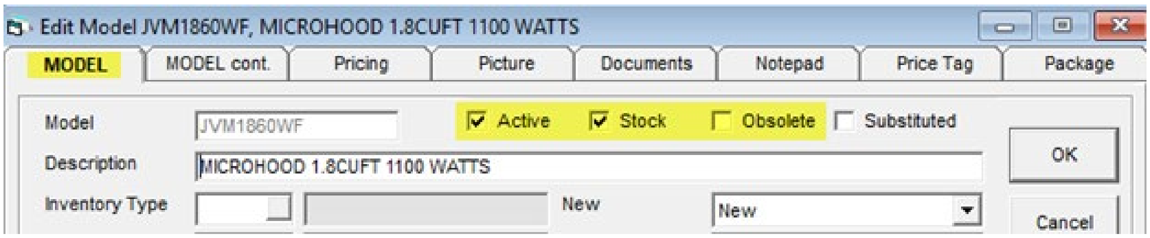
When the warranty months are filled in then when entering the model on an invoice the warranty months will be filled in on the detail line.



Active, Stock & Obsolete

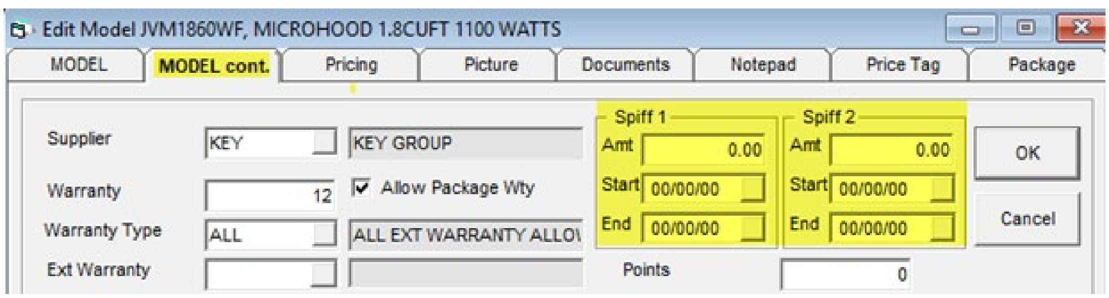
This allows for you to designate a model as any of the above via your supplier Excel spreadsheet during the import.

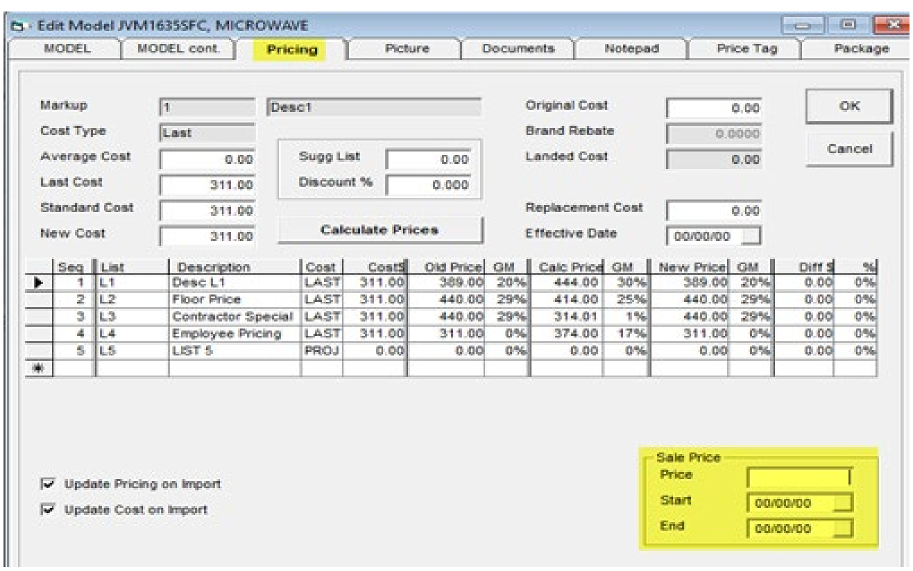
You assign the columns to the price list template that represent the Active, Stock and Obsolete checkboxes so, on import, the model will be set to the option(s) selected in the spreadsheet.

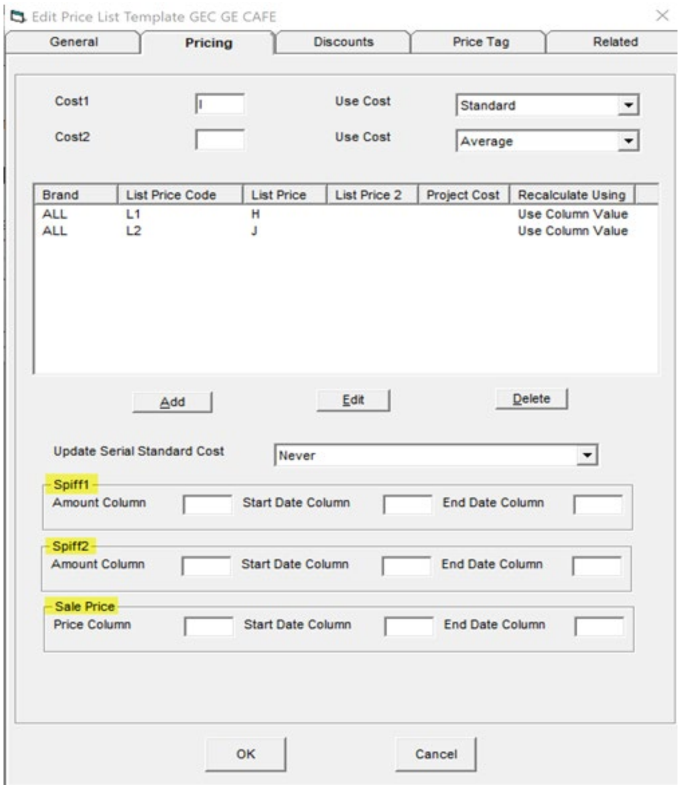


Pricing Tab – Spiff 1, Spiff 2, Sale Price

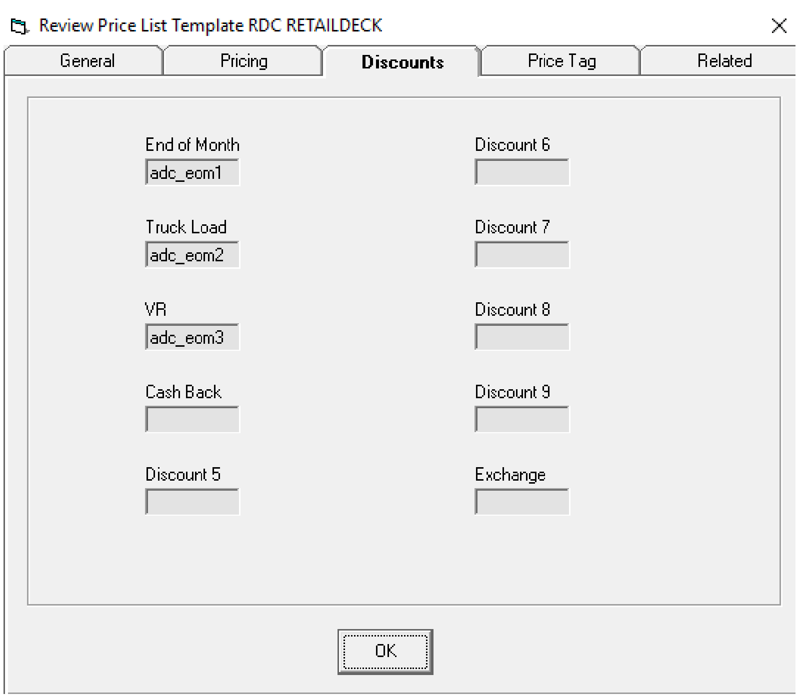
You can import the applicable spiffs and sale price(s) from the supplier Excel spreadsheet. Fill in the column that associates to Spiff 1, Spiff 2 and/or Sale Price, as well as the Start and End date columns, if applicable. This will fill in the spiff and sale price fields on the model during the import.







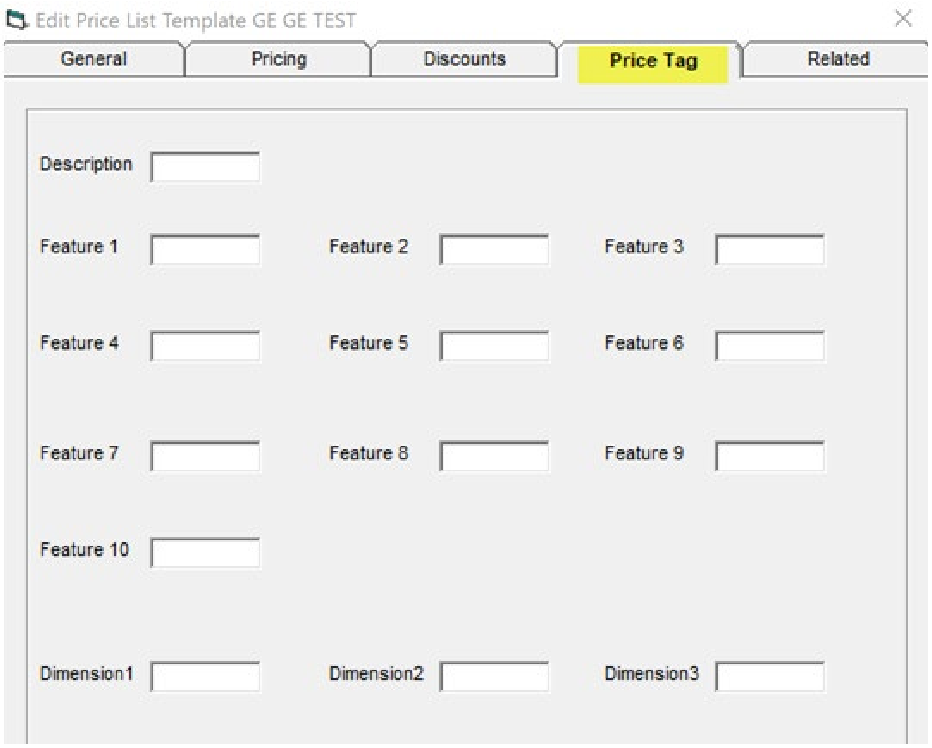
On the discounts tab, you can fill in all the columns relating to the different discounts we receive from this supplier. In this case, the price list template uses three of the possible five discounts this company uses.



R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Price Tag tab

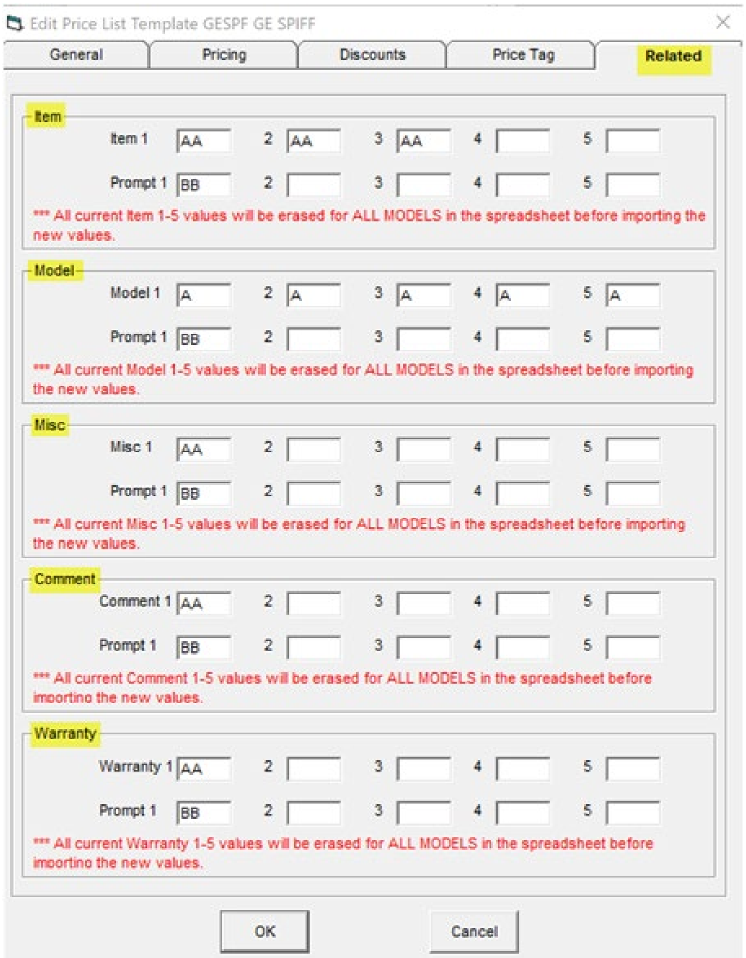
Allows you to import the price tag descriptions



Price tag fields commonly come from your website provider or price tag program. Usually, the manufacturers do not provide enough good data, but if you can get a feed from any other source and wish to import this into EPASS to possibly print your own price tags, then this will work very well for you.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Related tab – for Models only



Related items allow you to attach a variety of items, models, misc., wty, and comments to models so that when a salesperson sells a model, it automatically can sell a wide variety of related products. This makes the salesperson much more efficient, and it always reminds them of the add-ons they should be soliciting. The add-ons can also be as simple as hoses, or what warranty to sell or numerous other products.

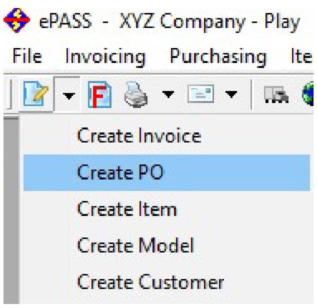
This feature will let you import related item/model/misc./comment/warranty (1-5 fields) as well as prompt "Yes/No" for each field.

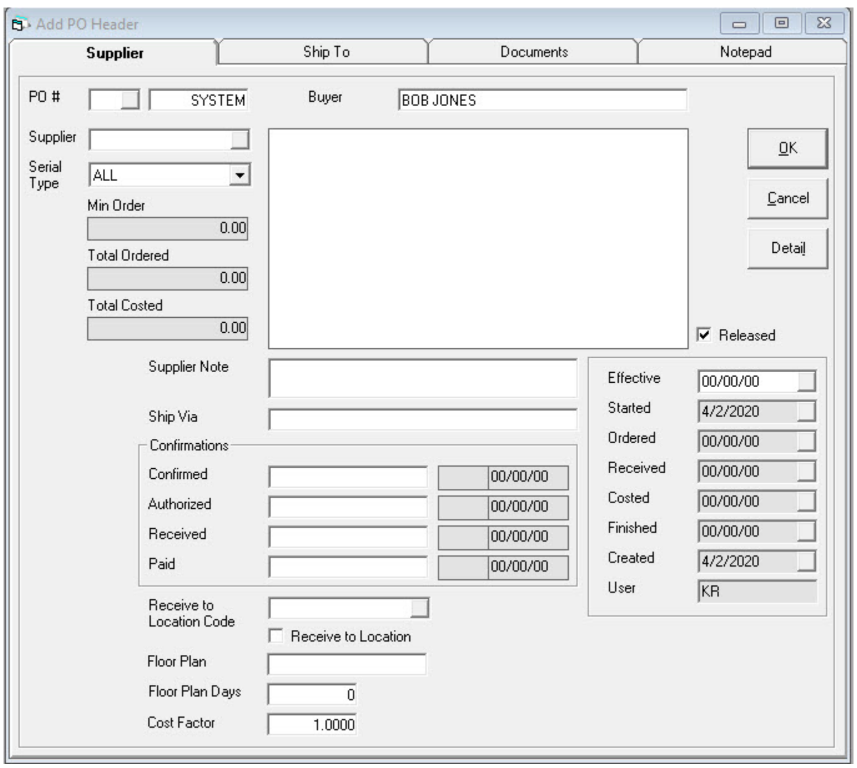
It will wipe out or replace related items/models/misc./warranties/comments even if a model currently has all 5 filled in and you are only importing 1 column; the remaining 4 would become blank.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Creating a PO

Start by clicking on *Purchasing* > *Maintenance* > *Add* or by clicking on the Quick Add toolbar option:





PO

The first field is the PO # series followed by the PO #.

***PO # Series* (optional) can be defaulted by the supplier or at the terminal level. This allows different departments to have different PO numbering series, i.e. sales vs service.**

PO # defaults to "SYSTEM" to take the next available number for this PO. This can be overridden and a number typed into the field "SYSTEM" is in.

Buyer

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

This is the buyer name which can be defaulted by filling in the *Salesperson Code* in *Tools > System Maintenance > Tables > User*

Supplier

The supplier you are ordering from. Start typing to see the suppliers available for selection. The name and address will populate along with any minimum order.

Supplier Note

Populates from the supplier record and prints on the PO.

Confirmations

- **CONFIRMED: Note, user code entered, date**
- **AUTHORIZED: Note, user code entered, date**
- **RECEIVED: Note, user code entered, date**
- **PAID: Note, user code entered, date**

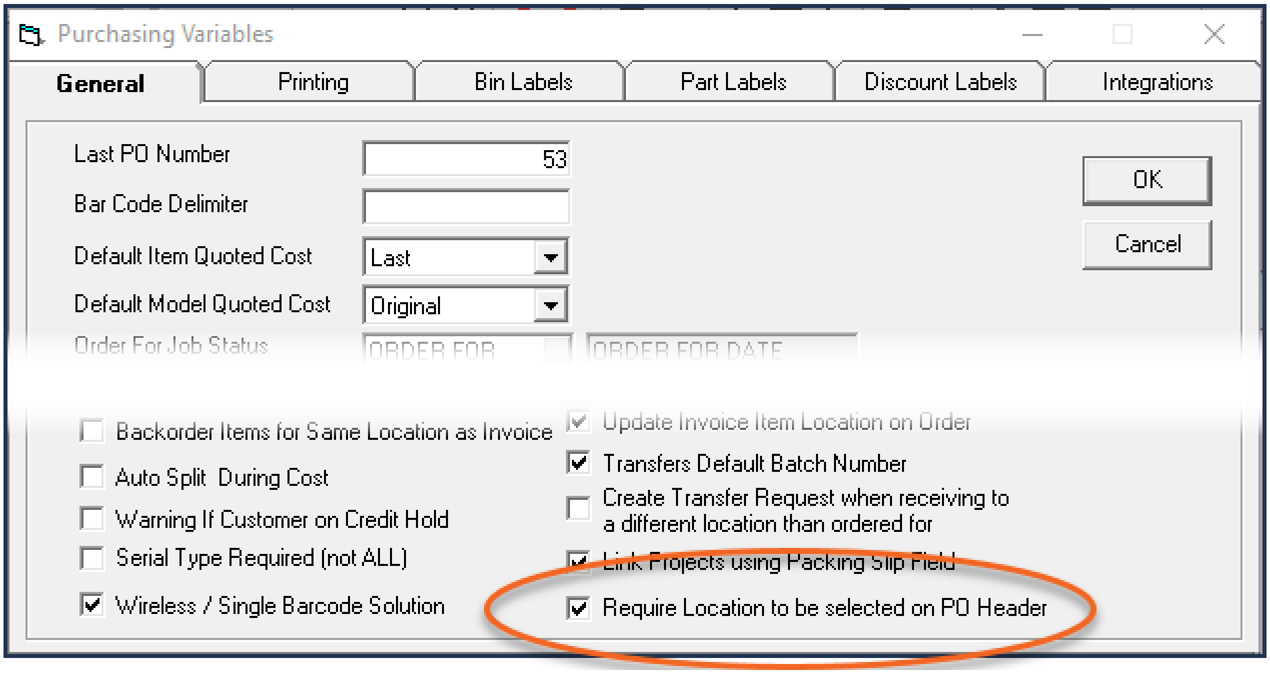
Receive To Location Code And Checkbox

Location code where the pieces will be received. When Receive to Location is checked it will override any location selected on a scan gun. This is only for receiving models.

info

- **Selecting a Location is optional, unless the Require Location to be Selected on PO Header option is active in Purchasing Variables**
  (Tools > System Maintenance > Variables > Purchasing > General tab). If this option is active, a Location must be selected from the dropdown list.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software



- **If the Supplier is set up with EDI, then you must choose a location that is set up with EDI as well.**

Floor Plan

If this PO is floor planned, fill in the flooring company and this will be defaulted to serial numbers as the pieces are received.

Floor Plan Days

The floor plan due date will be defaulted based on the days entered here.

Cost Factor

If this PO has import duties or currency exchange the rate can be filled in here. For example, if the import duties add 25% to the cost of the inventory, then a piece that costs $100.00 will have a factored cost of $125.00. This is for both items and models.

Released (Checkbox)

If checked, this defaults all lines on the PO to be released. Checked is the default. If unchecked, all lines default to not released. To release some of those unreleased pieces, the split/release form in the PO detail screen allows lines to be split and marked if they have been released. Releasing can be used for large orders where you want to receive the inventory in stages or you are placing an advance order for seasonal product.

Effective/Started/Ordered/Received/Costed/Finished/Created/User

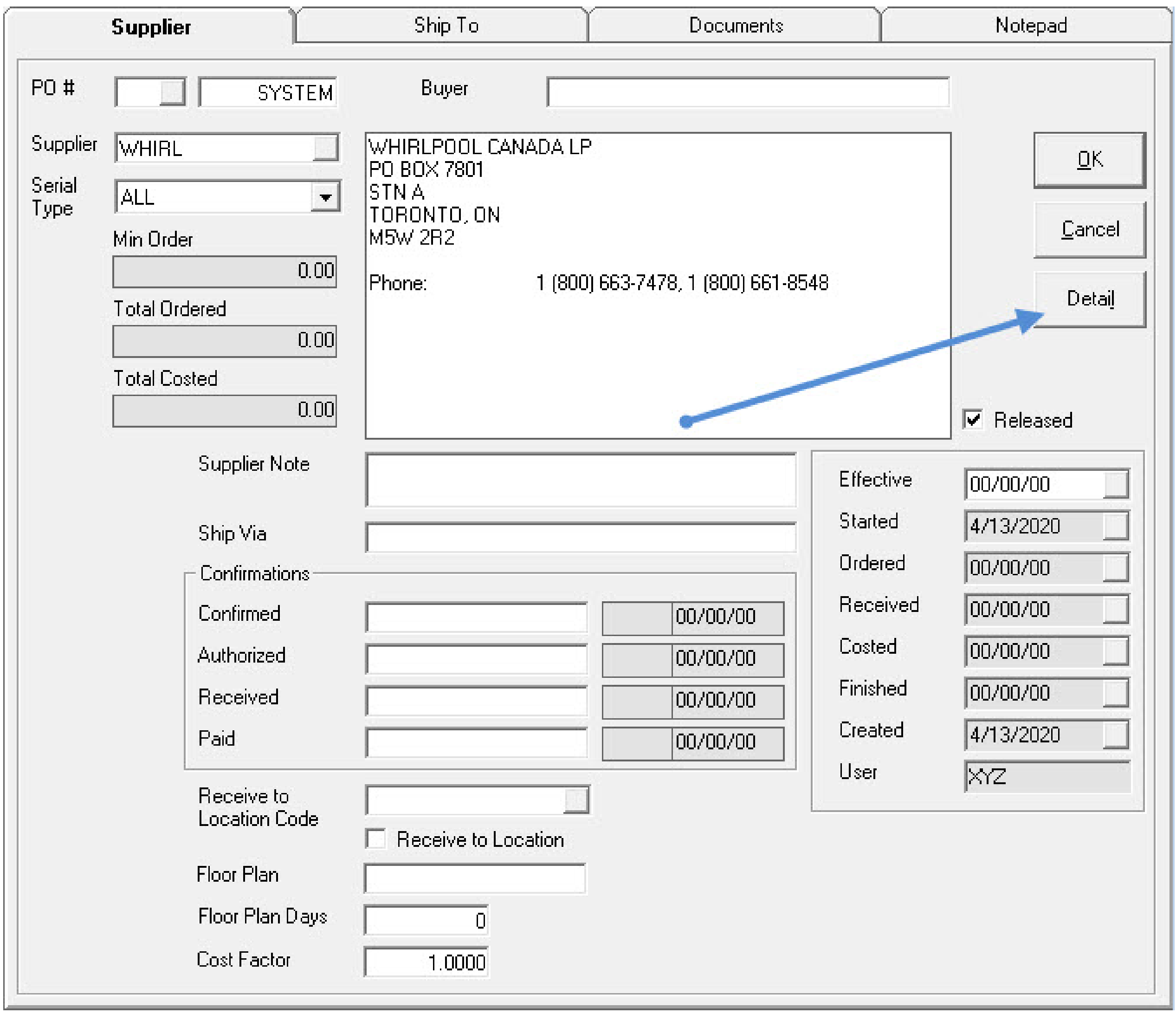
R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Effective date is no longer in use.

Date and time stamps of when the PO was started, ordered, received, costed, finished, created, and which user completed the action. This is the system date (the actual date).

PO Detail

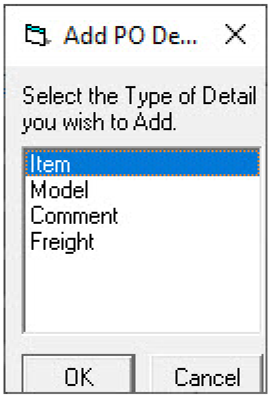
PO Detail is where you purchase what you need to sell and service customers. Click the Detail button on the header to get there.



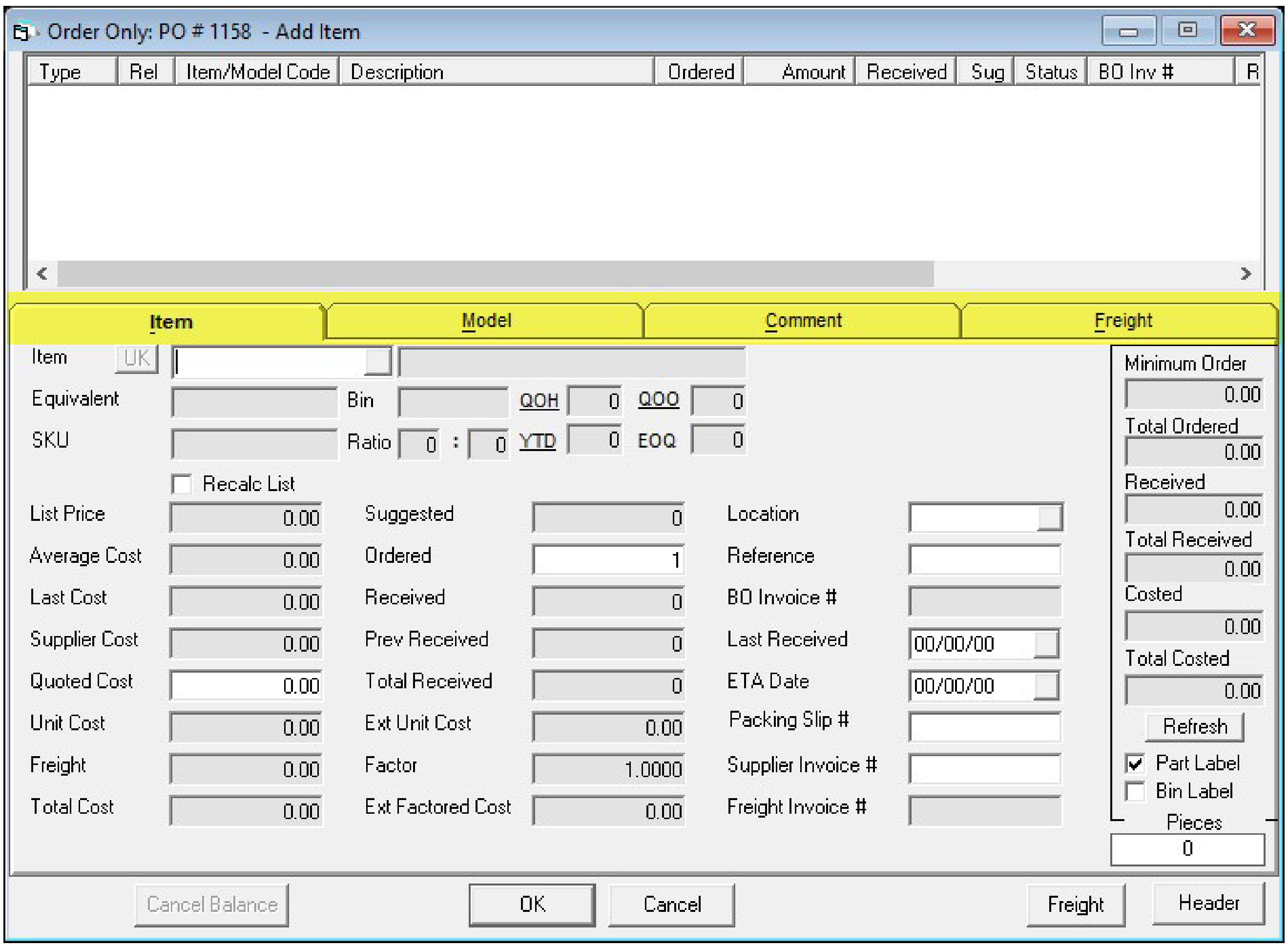
Po Detail

Going into detail for the first time on a purchase order, a small popup window asks which type of detail line to add.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software



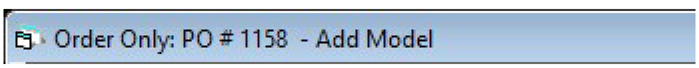
Alternatively, click on the different tabs to add that type of line to the purchase order.



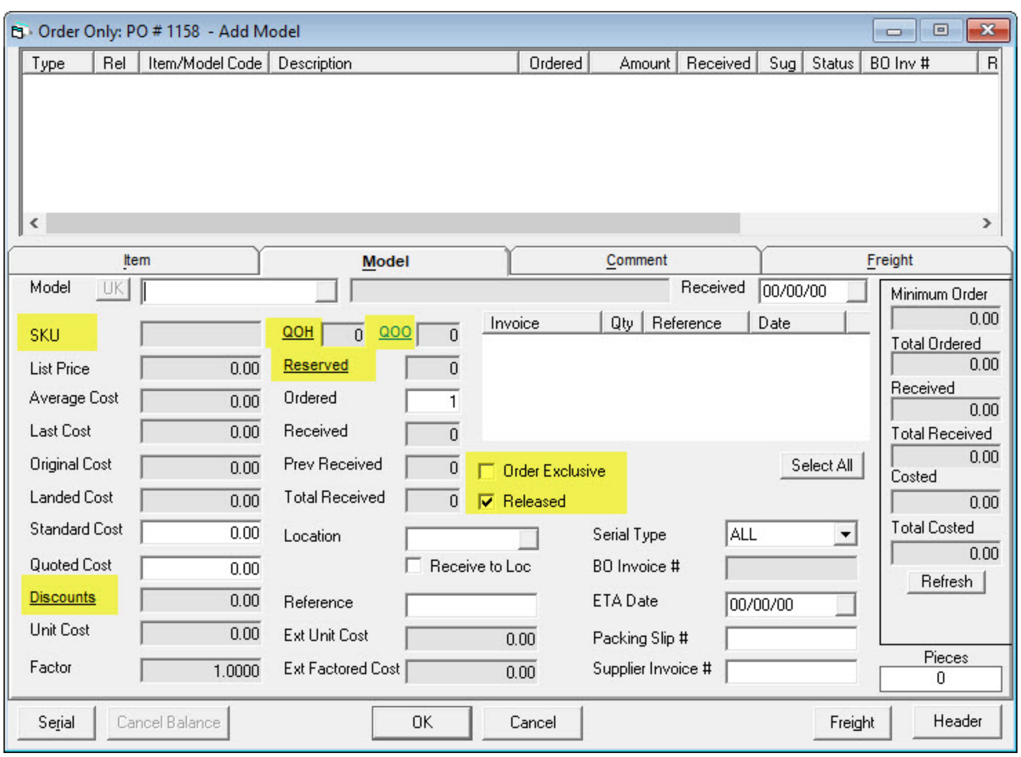
Keep an eye on the title bar (the blue bar at the top of the window) as it will tell you what mode you are in.

- Review: Reviewing or looking without the ability to edit

- Add: Adding a new line item
- Edit: Editing the highlighted line item
- Order Only: Adding line items to the PO
- Order & Receive: Adding and receiving line items on the PO
- Order, Receive & Cost: Adding, receiving, and costing line items on the PO
- Order All: Order all line items on the PO
- Receive Only: Receiving line items on the PO
- Receive & Cost: Receive and cost all line items on the PO
- Receive All: Receive all pieces on the PO
- Cost: For costing the line items on the PO



Model Detail



SKU

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

If you use your own internal SKU numbers, it will show up here. EPASS can generate SKU numbers automatically by enabling them in Tools > System Maintenance > Variables > Serial Inventory > Auto Assign SKU Number checkbox.

QOH

This link will open a window and show you the quantity on hand based on location. It can also show you the quantity on order, how many have been written to invoices, and the serial numbers you have, depending on your security level.

QOO

This link will open a window and show you the quantity on order. You can filter the screen by supplier, location, or serial type. You can show received models or not. This also presents the opportunity to view or edit the invoice or PO, if you have the security.

Reserved

This link will open a window to show you the invoices this is written (reserved) to, based on invoice type.

Order Exclusive (Checkbox)

The pieces on this line are ordered exclusively for the BO invoice # shown which means the exact serial number received must be shipped to that invoice.

Released (Checkbox)

If checked, this defaults this line on the PO to be released. Checked is the default. If unchecked, the line defaults to not released. To release some of those unreleased pieces, the split/release form in the PO detail screen allows lines to be split and marked if they have been released. Releasing can be used for large orders where you want to receive the inventory in stages or you are placing an advance order for seasonal product.

Discounts

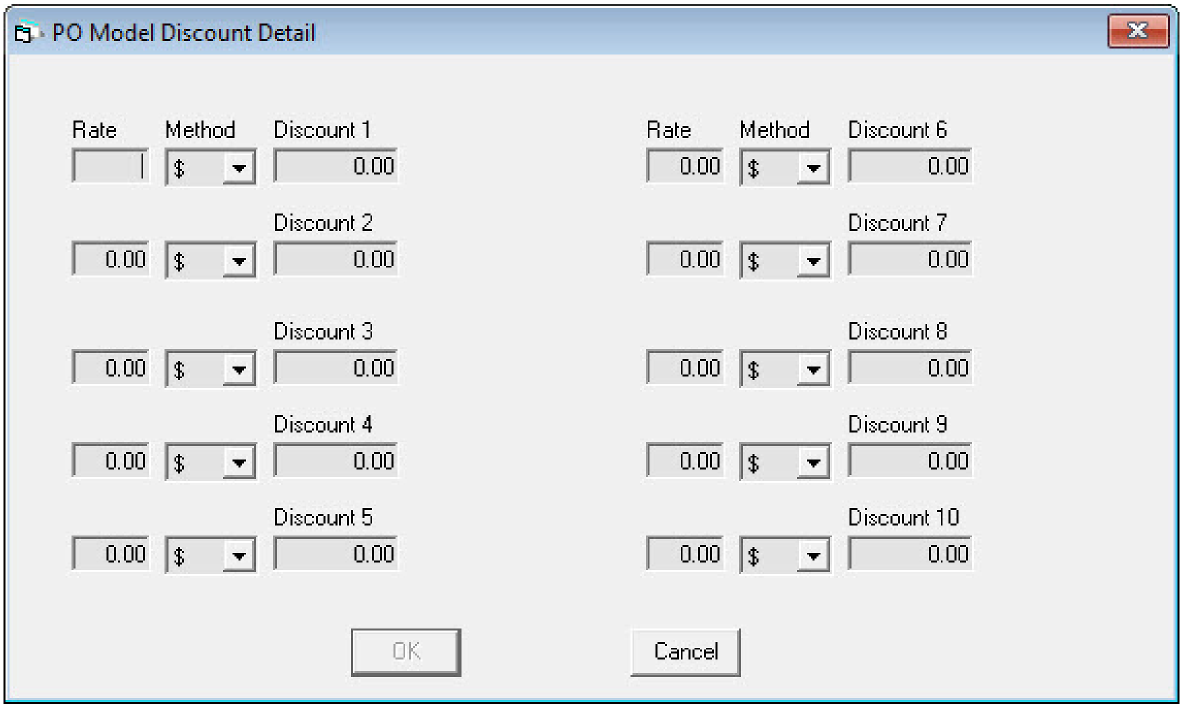
You can have up to 10 different discounts such as a truck load, an early payment, or cash back. These are setup in Tools > System Maintenance > Variables > Purchasing > Discount Labels tab.

Rate: the dollar amount or the percentage for the discount

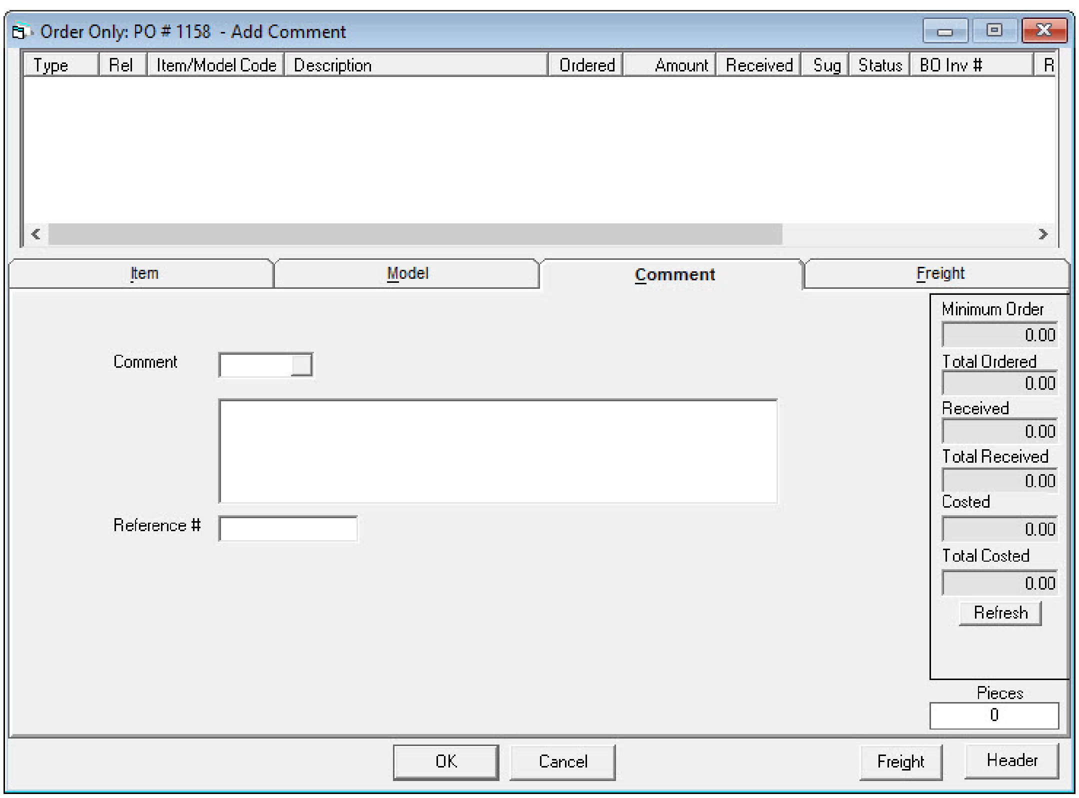
Method: either a dollar amount or a percentage.

Discount 1-10: The titles (Discount 1) can be changed on the Discount Labels tab.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software



Comment Detail



Comment Code

If you have pre-defined comments, type in the comment code or choose from the drop-down to have that comment added to the invoice.

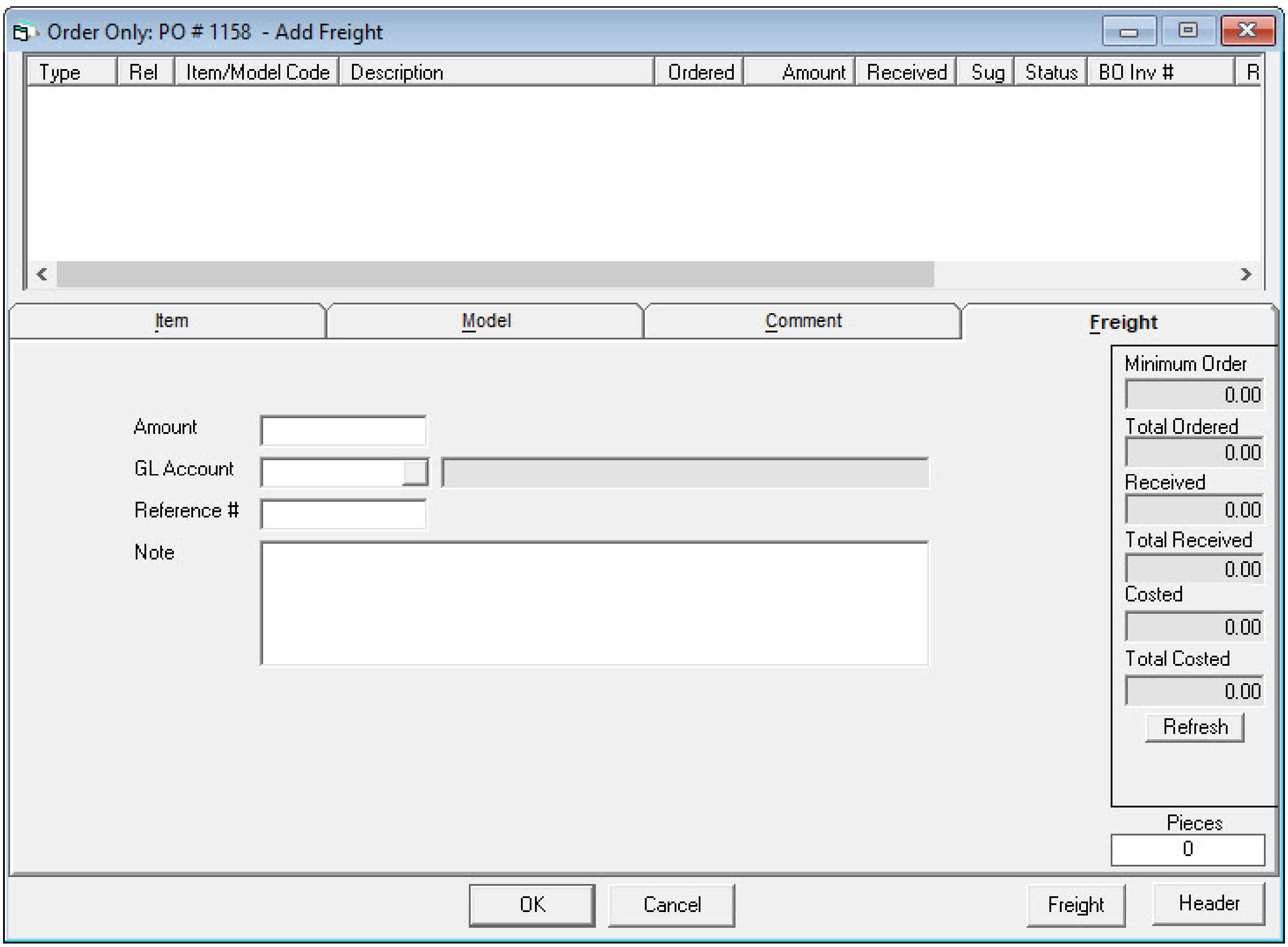
Comment Description

If you selected a comment code then the full comment will be filled in here. If you do not want to use a comment code, you can skip to this field and just type in whatever comment you want. This will print on the PO.

Reference

Reference number for this line.

Freight Detail



Amount

The amount of the freight charges.

GL Account

The GL account the freight charges are going to. Start typing and the menu will open to select the number you need.

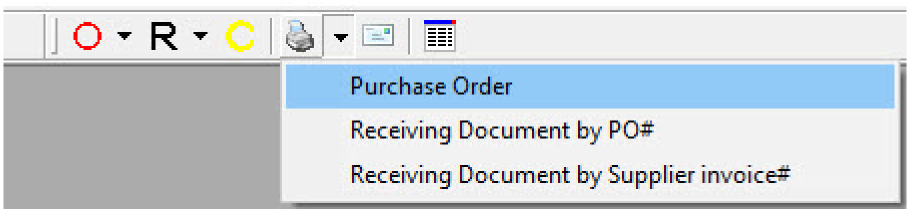
Reference

Reference number for this line.

Note

A place for you to type a note. This will print on the PO.

Toolbar Options



Printer Icon

- Purchase Order: Opens the print selection window for printing the PO.
- Receiving Document by PO#: Prints the receiving document for this PO.
- Receiving Document by Supplier Invoice #: Opens the print window to print the receiving document by supplier invoice number based on the date or date range received.

Envelope Icon
Email the PO.

Column Icon
This toggles auto-scroll in the PO on and off.

OE-04 Written Models

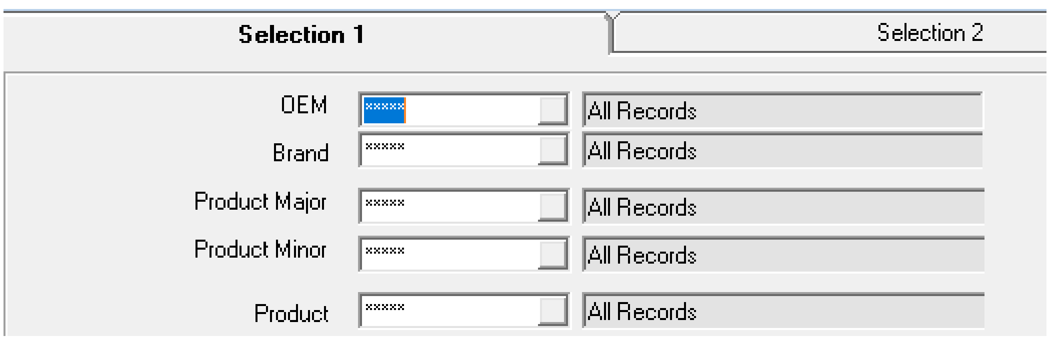
This report is the ordering report for written models only; it is focused on just-in-time ordering. It includes min/max quantities as information but does not use the min/max in its calculations. It is used as a worksheet to see what needs to be ordered and for when.

Once you run the report, you can choose to order everything on the report or specific entries.

To Run the OE-04 Report:

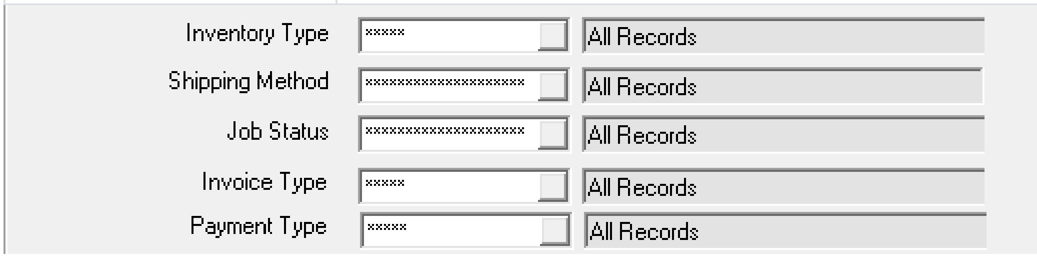
1. Go to **Invoicing** > **Reports ...1** > **OE-04 Written Models Report**.
2. Enter the report parameters on the **Section 1** and **Section 2** tabs.
3. When you've finished entering the report parameters, click **OK** to run report now, or click schedule to run the report at a specified time and date.

Selection 1 - Report Parameters



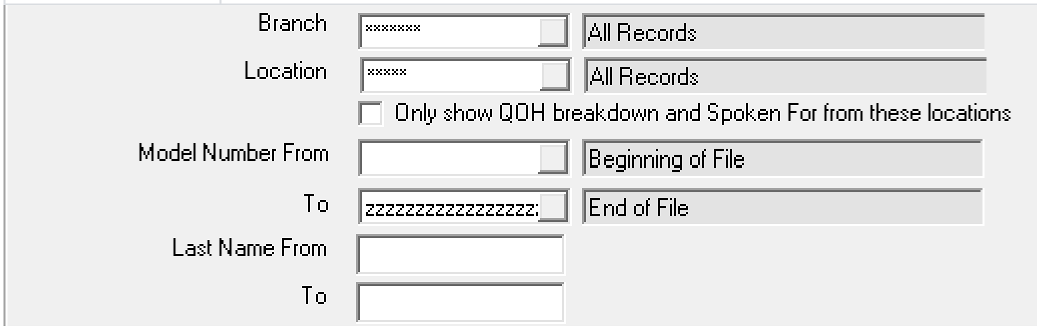
Parameter	**Description**
OEM	This option will let you select one or multiple OEMs (Original Equipment Manufacturer. The OEM is used to define groups of brands. If one buyer is responsible for a handful of brands, you can create an **OEM** in **Tools** > **System Maintenance** > **Tables** > **OEM Table** and assign the OEM to each brand. This way one single OEM of 'WP' can pull Maytag, Jenn air, and Whirlpool etc.
Brand	This option will let you select one or multiple brands.

Parameter	Description
Product Major/Minor/Product	This option will let you select one or multiple major, minor, and product categories.



Parameter	Description
Inventory Type	This option will let you select one or multiple inventory types. The inventory type is used to define inventory. If one buyer is responsible for electronics inventory types, you can create inventory types in Inventory Types Table and then assign the inventory type to each model. This way the user responsible for ordering electronics would run it for Inventory Type Electronics and it w
Shipping Method	This option is commonly used in wholesale distribution businesses, not in retail. This relates to different shipping terms. Examples include express shipping, and factory shipping only, etc.
Job Status	This option will let you select one or multiple job statuses. Some companies will only order product once it is in a 'scheduled' status. The job status allows you to define if you can select this job status only once the minimum deposit has been reached and the job status is dispatched. There are options on the Selection 2 tab to restrict by the deposit being reached or the invoice is dispatched and even for COD invoices not paid for.
Invoice Type	This option will let you select one or multiple invoice types.

Parameter	**Description**
Payment Type	This option will let you select one or multiple invoice payment types. This is the payment type specified on the invoice header.

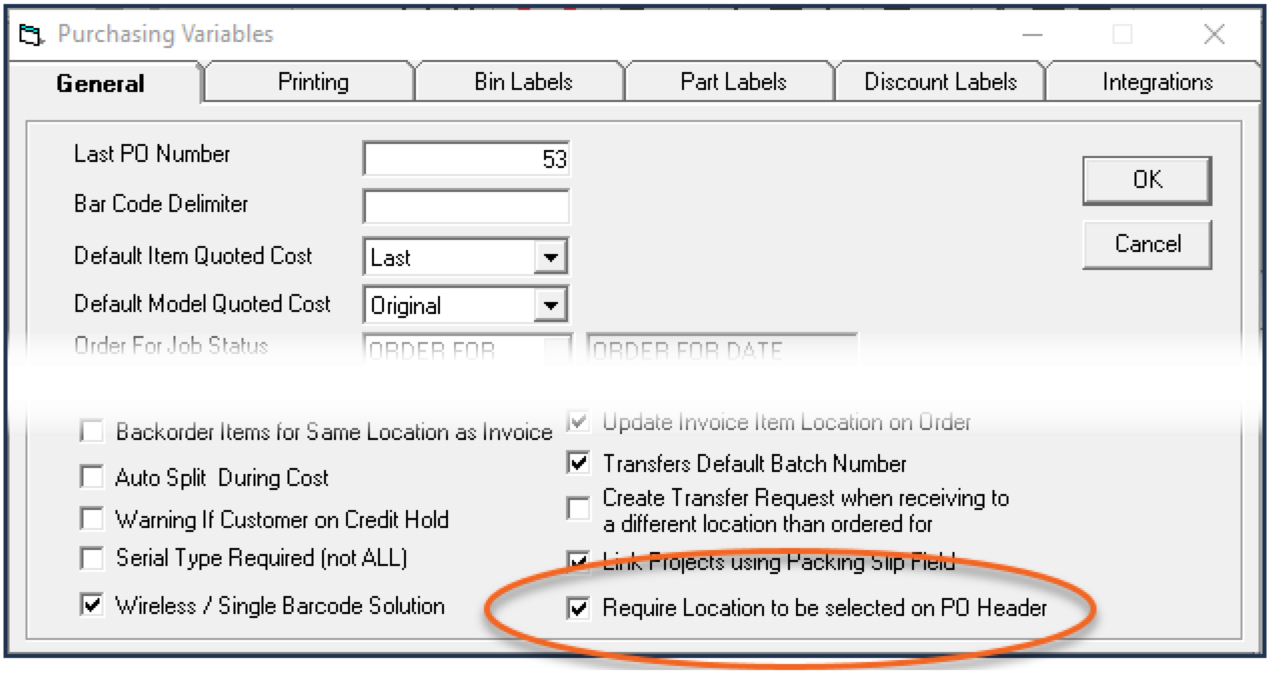


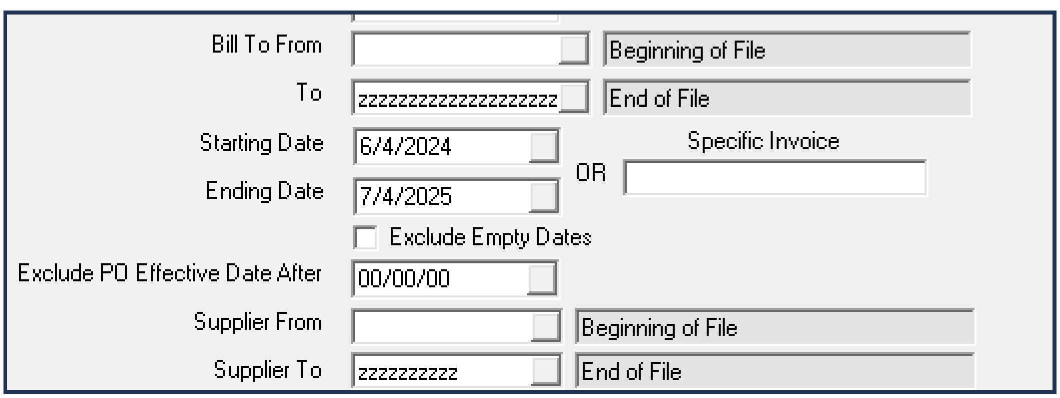
Parameters	**Description**
Branch	This option will let you select one or multiple branches. Access to this is based on security.
Location	This option will let you select one or multiple model locations as per the invoice detail. This feature is used if you are ordering only for certain store locations.
Only Show QOH...	If this option is selected, it will only show QOH for the selected locations on the report. This option is mainly used by companies with multiple locations in different States; this way you can only see the warehouse in the East coast if ordering for 'East' location.
Model Number From and To	This option will let you filter the report by model number (default is all models).
Last Name From and To	This option will let you filter the report by the customer's last name (default is all customers).

info

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

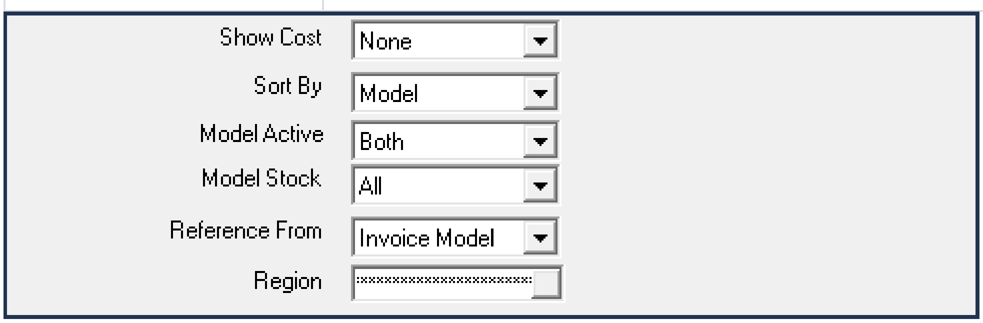
Selecting a Location is optional, unless the **Require Location to be Selected on PO Header** option is active in Purchasing Variables (**Tools** > **System Maintenance** > **Variables** > **Purchasing** > **General** tab). If this option is active, a Location must be selected from the dropdown list.





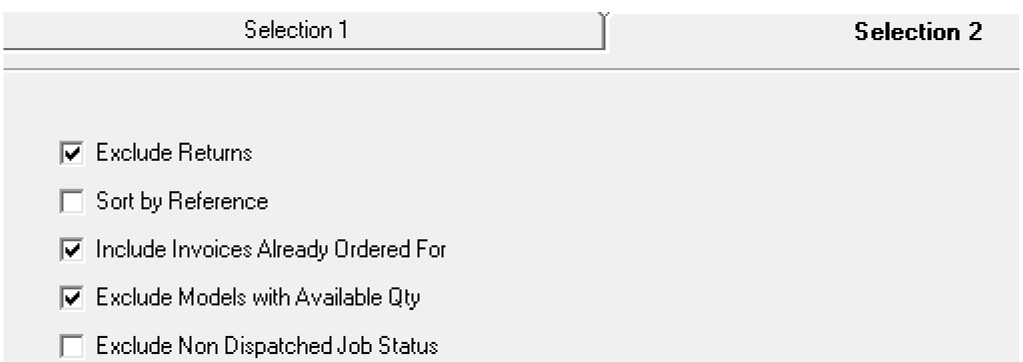
Parameters	Description
Bill To From and To	This option will let you filter the report by the invoice's Bill to code (default is all codes).

Parameters	Description
Starting/Ending Date	This is invoice schedule date and invoice pickup date. It will show you everything that is being delivered or picked between this date range so that you can order the product in. For suppliers like GE, Whirlpool, and Electrolux, you can do that in a shorter time frame (2-3-4 weeks) however, for speciality suppliers, you will need to run 3-4-5 months out in advance.
Specific Invoice	This option will let you run the report for a specific invoice; instead of running the report for a date range. This can be handy for large orders or projects or where you need to place one PO per invoice. The One PO per Invoice option also exists on the OE-04 Report.
Exclude Empty Dates	If this option is checked, it will exclude invoices with empty schedule date and/or pickup dates. If this option is not checked and both the schedule date and pickup date are empty, the invoice start date will be used.
Exclude PO Effective Date After	If this option is checked, it will not show QOO where the PO has an effective date which is after an ending date you specify.
Supplier From and To	This option will let you select one or multiple suppliers.



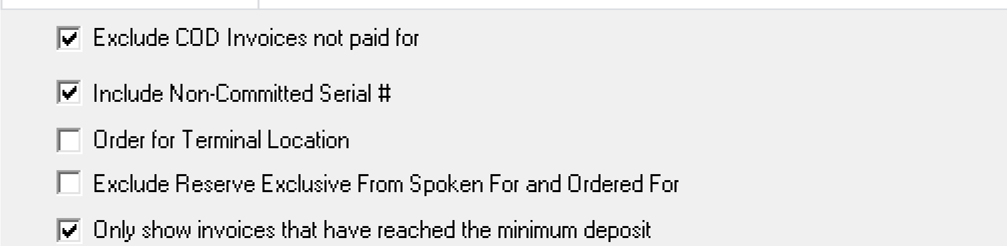
Parameters	Description
Show Cost	Select to view these costs in the report: None, Average, Last, Standard, Landed, Original, or Replacement.
Sort By	Select how the report is sorted.
Model Stock	This option will let you select stock, non-stock, or all. It defaults to all.
Reference From	This is commonly used to indicate if there is a special buy, special dating, or if the product must be ordered under a specific contract number or, in the case of furniture, color code
Region	Select to filter the report by one or more regions (default is all regions).

Selection 2 - Report Parameters



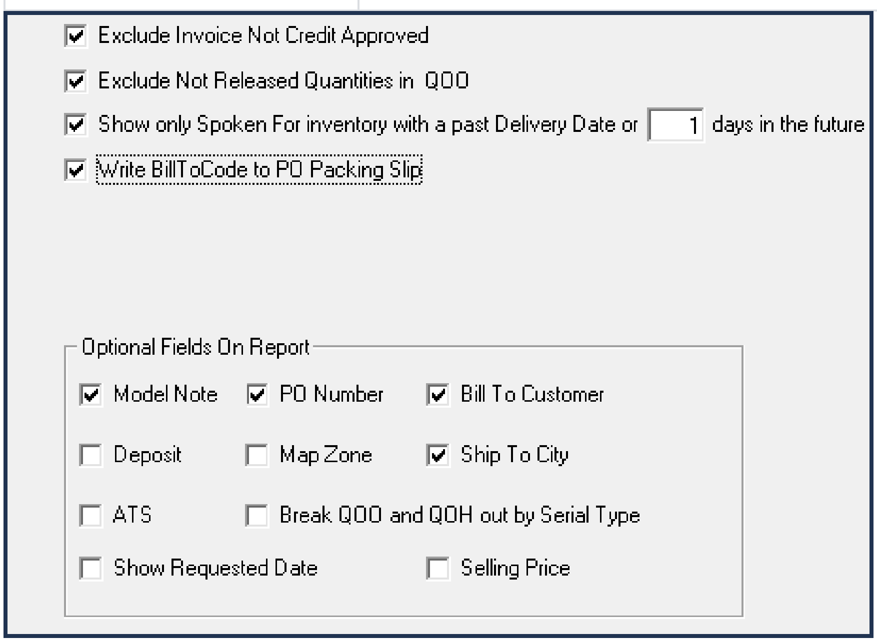
Parameters	Description
Exclude Returns	Selecting this excludes return invoices from the report.

Parameters	Description
Sort By Reference	Selecting this groups invoices by Reference.
Include Invoices Already Ordered For	Selecting this includes in the report invoices that you have already ordered for.
Exclude Models with Available Qty	Selecting this excludes model with available quantity. For example, if your inventory is accurate and you have flagged the showroom location as 'not available', the only available inventory is the warehouse and other valid locations. This is a helpful as you only see models you need to order.
Exclude Non Dispatched Job Status	If selected, the report excludes invoices where the job status is set to **Do Not Dispatch** in **Tools** > **System Maintenance** >**Table** > **Job Status**. Most companies will want to see estimated dates on the report and then check with the sales staff to see if the date is good or not.



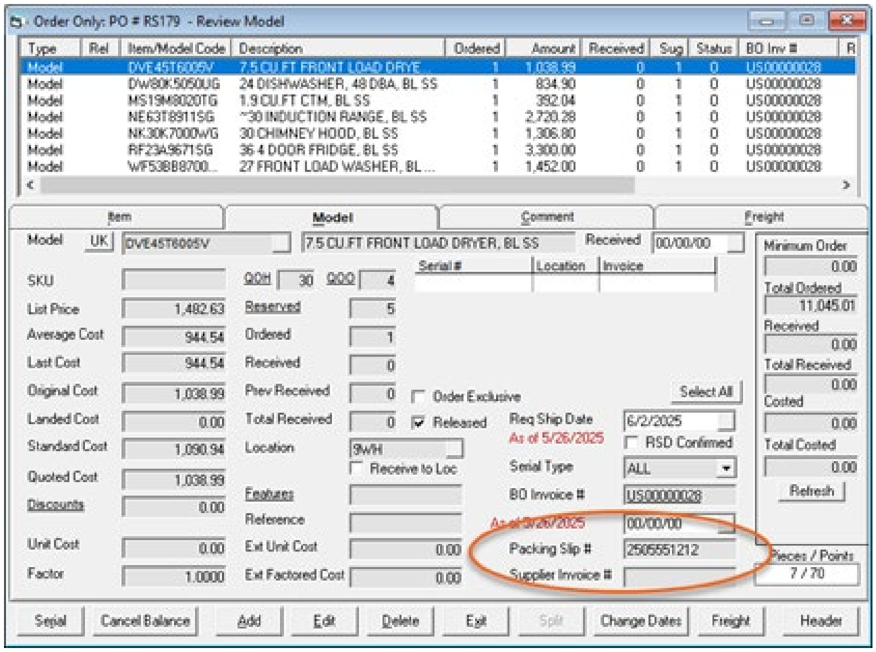
Parameters	Description
Exclude COD Invoices not paid for	If selected, COD invoices not paid in full are excluded from the report.

Parameters	**Description**
Include Non-Committed Serial #	If selected, the report will include open serials from the invoice detail in the QOH. We recommend leaving this option selected. This option is only relevant if you have disabled **Auto Commit Serial # In Invoicing** in **Serial Inventory Variables.**
Order for Terminal Location	If selected, when the purchase order is written, it will populate the location on the model line in the purchase order from the **Model Delivery** location set in **File**> **Terminal Settings**. If unchecked, it will order the product from the model location in invoice detail. This option is commonly selected where inventory is received into multiple locations so the ordering person's terminal settings will be set to where the product is expected to arrive. This is also connected to the Interstore Transfer system so EPASS can coordinate movement of product when it arrives in a different location than it needs to be delivered from.
Exclude Reserve Exclusive From Spoken For and Ordered For	If selected, the report excludes "Reserve Exclusive". We recommend this is always selected as this inventory is not your normal 'in-box' inventory; it is 'open-box' or 'as-is' and, in those cases, you want that inventory excluded from the ordering numbers.



R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

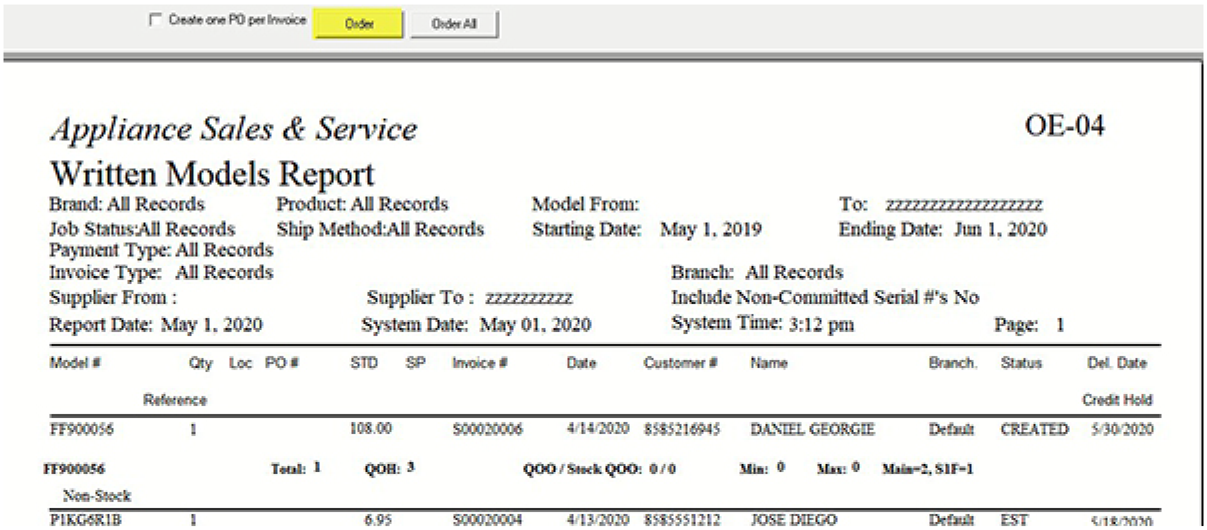
Parameters	**Description**
Exclude Invoice Not Credit Approved	If selected, invoices that are 'not credit approved' are excluded. See Credit Approval.
Exclude Not Released Quantities in QOO	If selected, the report excludes purchase orders that are "not released" from the QOO. For example, if you use releasing on purchase orders, you probably do not want to include purchase orders that have not been released in your QOO since those are not coming in yet.
Show Only Spoken For Inventory...Days in the Future	This option controls which invoices with **Spoken For** serial numbers appear on the report. You have the option to choose number of days in the future. This value is also saved so that the next time you run this report, it will be filled in.
Order Only for Key	This option is only used for members of NEAEG (Key) that are also importing the QOH details from the group. If this option is selected, the report will only show the models where the QOH has been imported from the buying group.
Report Only Where Key QOH is Insufficient or QOH < ___	If this option is selected, the report shows models where the supplier QOH is less than what you need to order or below the amount keyed onto the screen. This helps you identify low stock models at the group which may or may not be available since the buying group QOH information is not always up to date.

Parameters	Description
Write BillToCode to PO Packing Slip	Selecting this option will write the invoice's Bill To code to the PO's Packing Slip # field when the PO is created from the OE-04 Order screen. 
Optional Fields on Report	Select or clear the optional fields you want to appear on the report.

Ordering From the Report

Once the report finished running, a PDF of the results appears. From here you can choose to order some or all of the listed models.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software



Appliance Sales & Service OE-04

Written Models Report

Brand: All Records Product: All Records Model From: To: zzzzzzzzzzzzzzzzzz
Job Status:All Records Ship Method:All Records Starting Date: May 1, 2019 Ending Date: Jun 1, 2020
Payment Type: All Records
Invoice Type: All Records Branch: All Records
Supplier From : Supplier To : zzzzzzzzzz Include Non-Committed Serial #'s No
Report Date: May 1, 2020 System Date: May 01, 2020 System Time: 3:12 pm Page: 1

Model # / Reference	Qty	Loc	PO #	STD	SP	Invoice #	Date	Customer #	Name	Branch	Status	Del. Date / Credit Hold
FF900056	1			108.00		S00020006	4/14/2020	8585216945	DANIEL GEORGIE	Default	CREATED	5/30/2020

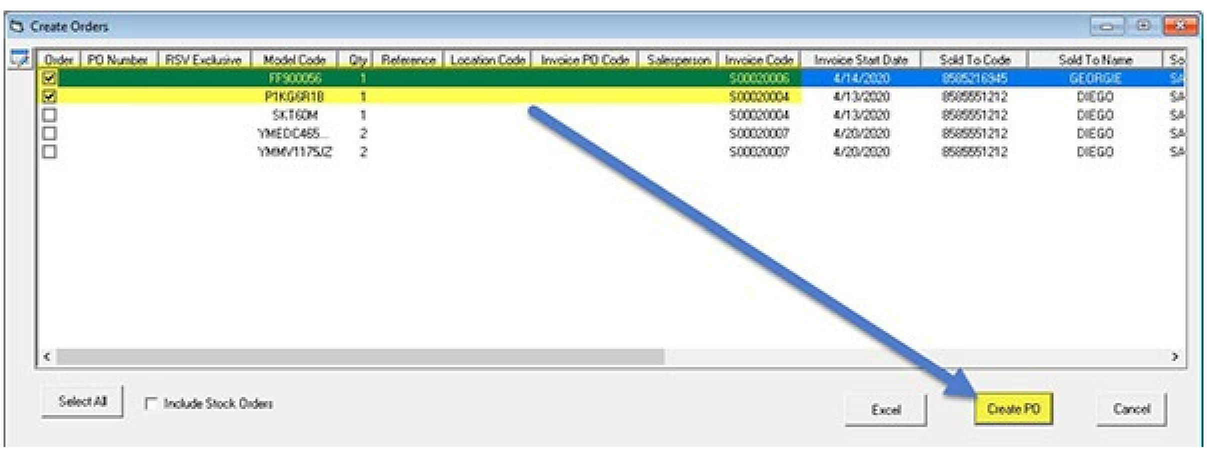
FF900056 Total: 1 QOH: 3 QOO / Stock QOO: 0 / 0 Min: 0 Max: 0 Main=2, SIF=1
Non-Stock

P1KG6R1B	1				6.95	S00020004	4/13/2020	8585551212	JOSE DIEGO	Default	EST	5/18/2020

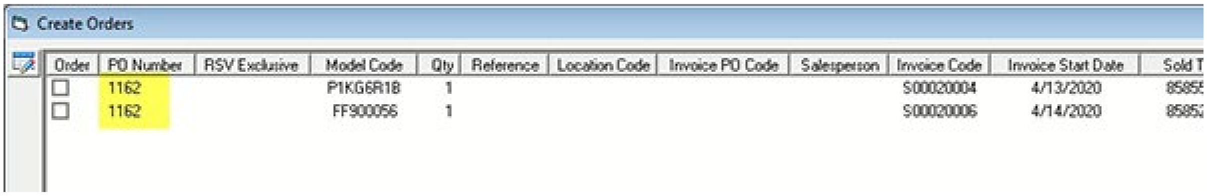
At the top of the report, there is *Create one PO per Invoice*, *Order*, and *Order All* buttons.

- **CREATE ONE PO PER INVOICE:**
  If this option is checked, it will create one PO per invoice. This is commonly used for higher-end distributors where they prefer each invoice to be its own PO.

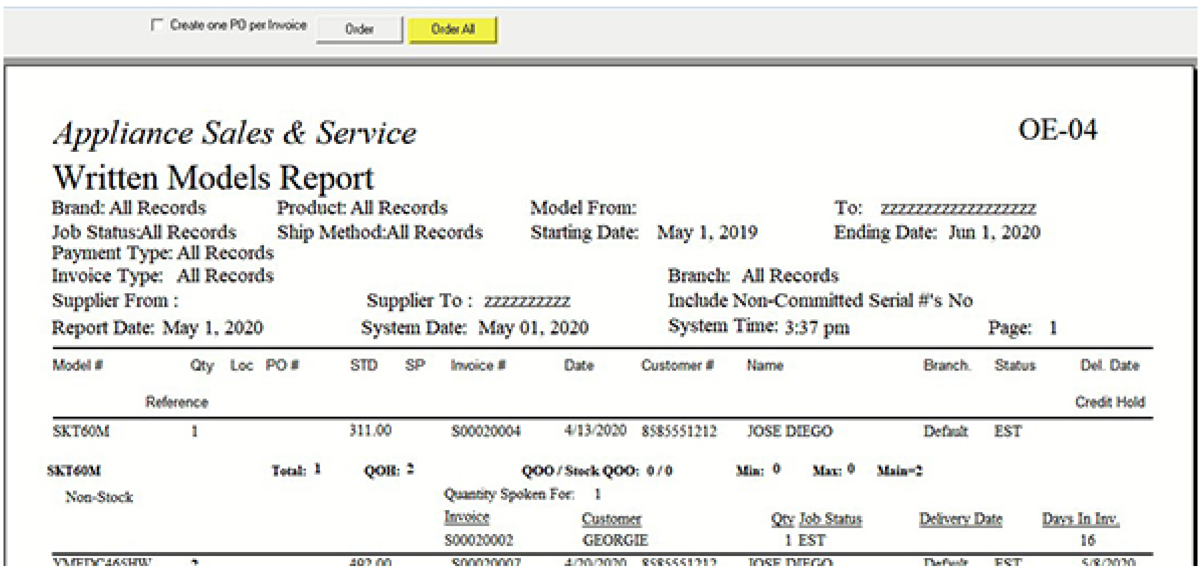
- **ORDER:**
  This option is used if you don't want to order everything on the report. Once you click on *Order*, it will open a "Create Orders" window where you can select the models you want to order and then click on *create PO* to create PO.



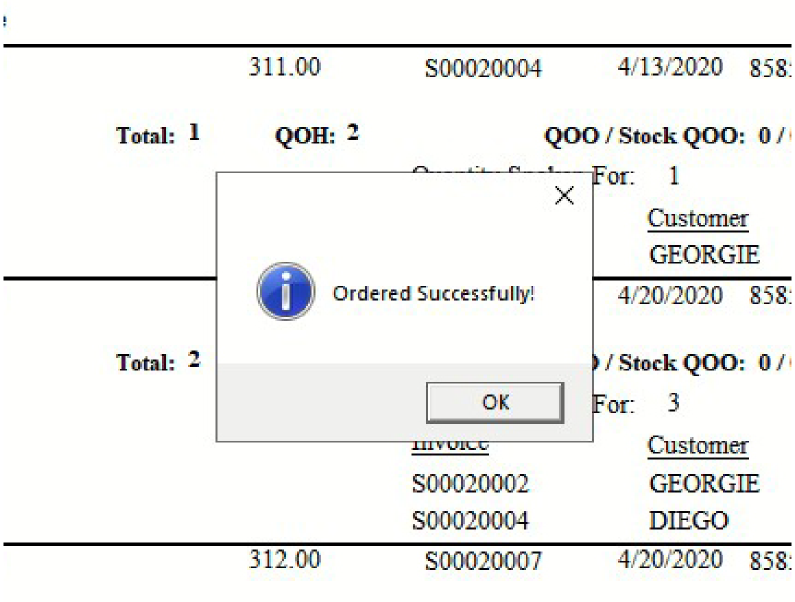
Clicking on *Create PO* button will generate the PO. After EPASS has created the PO, you'll notice the report refreshes and now it displays the list of POs that were automatically created.



- **ORDER ALL:**
  If you want to order everything on the report, you can do that simply by clicking the *Order All* button.

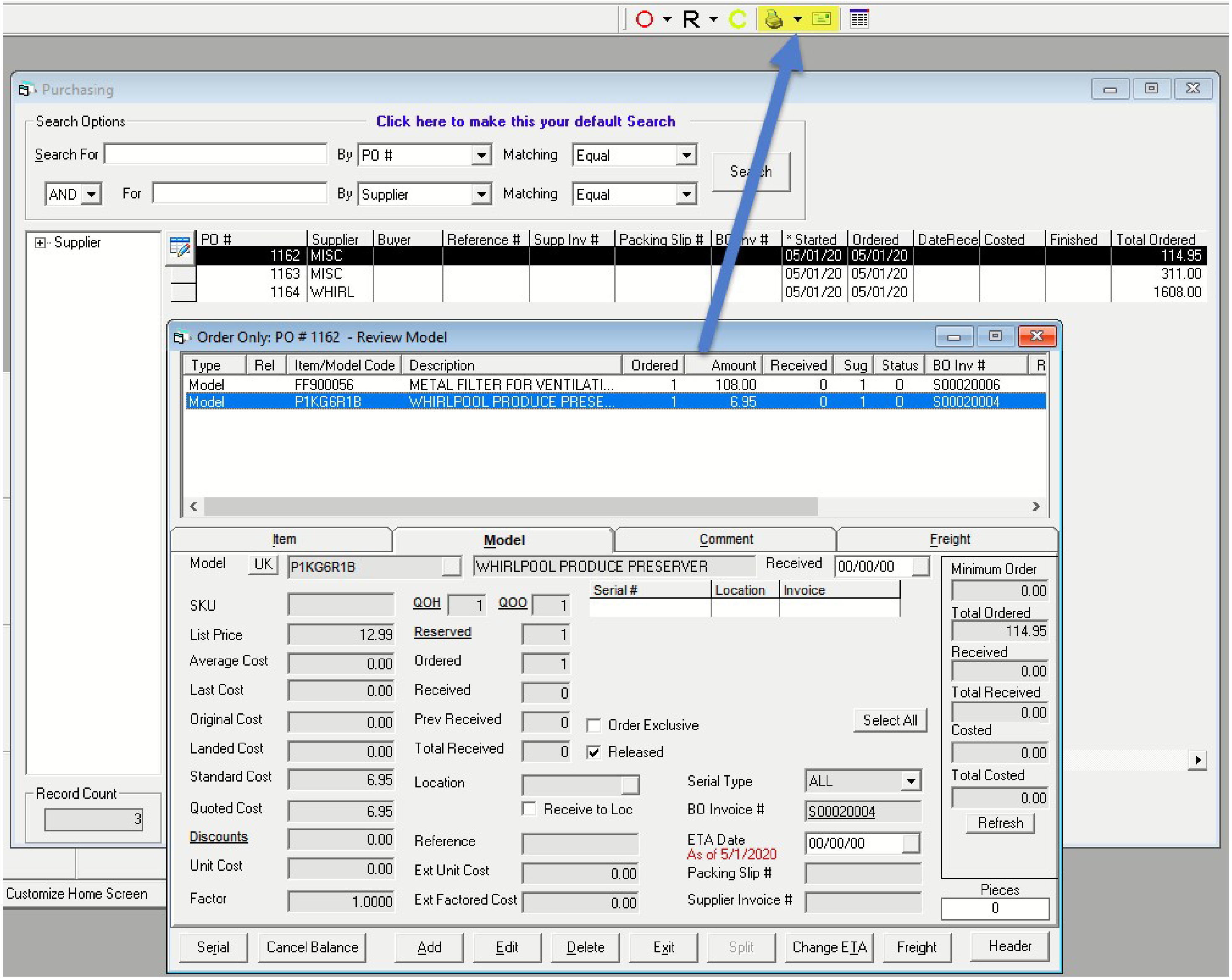


Clicking on *Order All* button will generate the PO.



R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Once the PO # is generated, either copy the PO# from the report and paste it into *Purchasing > Maintenance* or use *Purchasing > Find POs* to find PO number, then you can print, email or use the *Purchasing > PO Export* function to send the PO to the vendor.

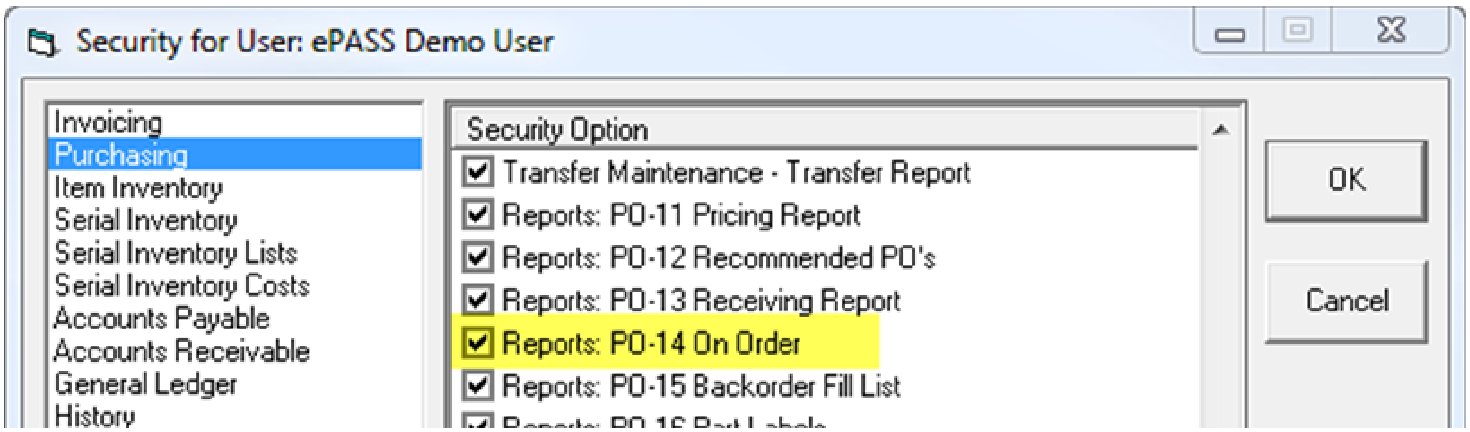


R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

PO-14 On Order

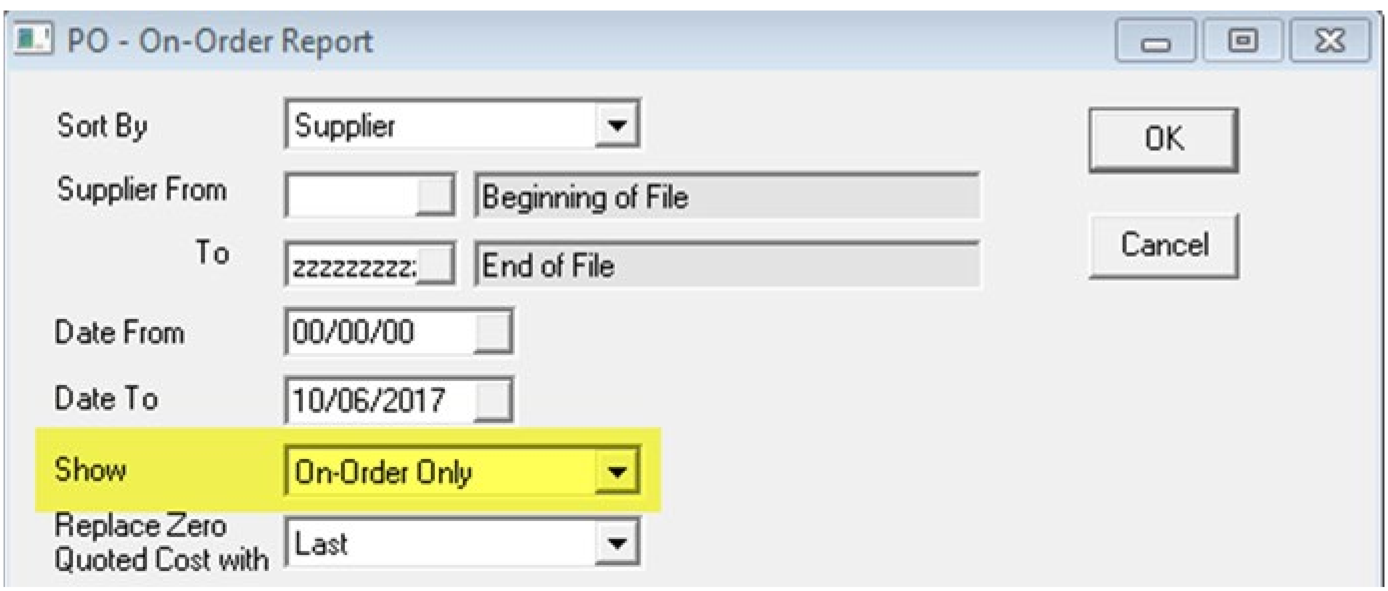
The PO-14 On-Order report sounds like just an open PO report, but you might not be aware of the various ways it can be used. In addition to showing you POs that are on order, it can also show you orders that you haven't been invoiced for yet (or you were invoiced but someone forgot to cost the PO), or it can you show returns you've sent back where you haven't received credit for them yet.

As with every report in EPASS you need the appropriate security in order to run it:



On-Order Report

One of the key fields on this report that really controls what information it will retrieve is the *Show* selection. To run the report as an on-order (open POs) report you'll need to select "On-Order Only".



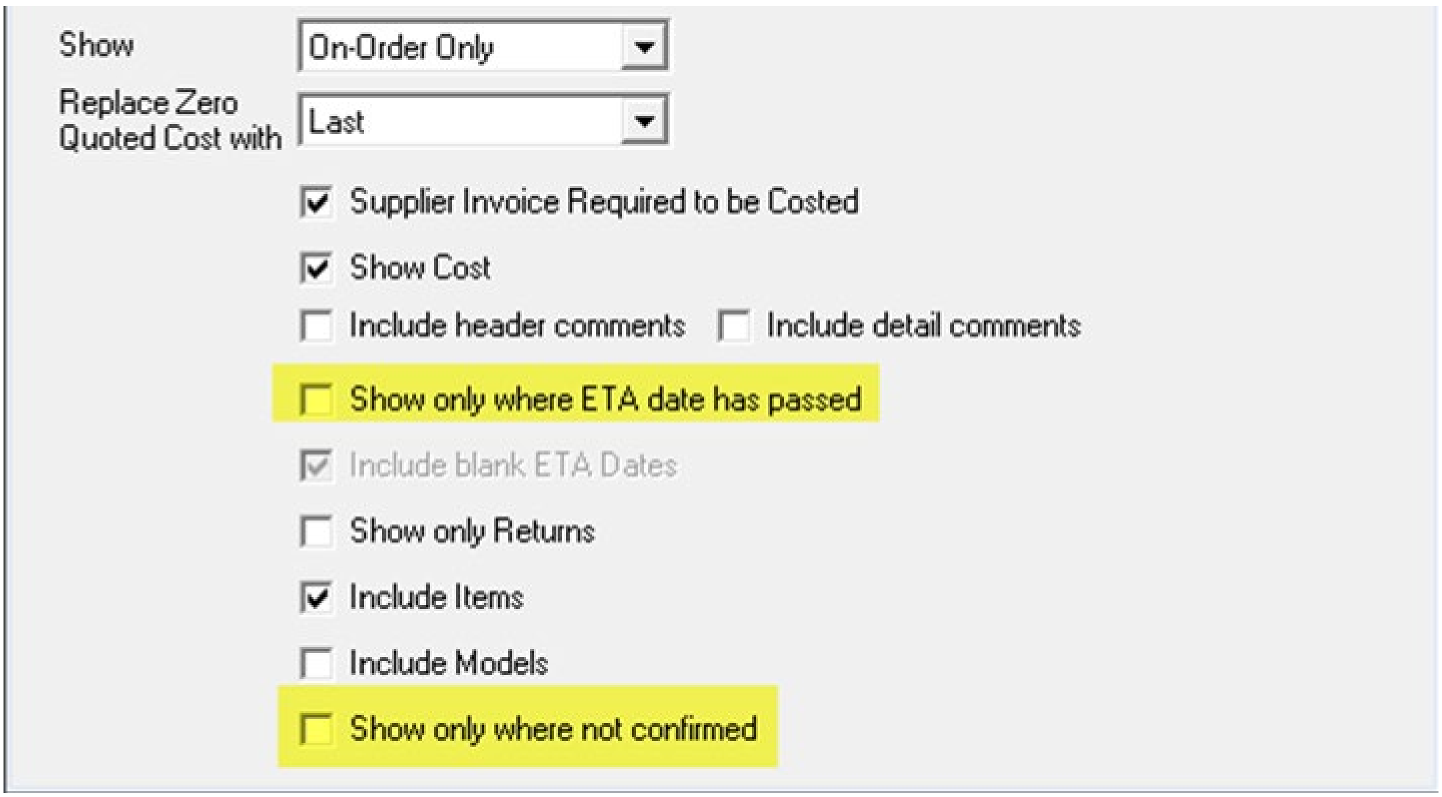
Without using any of the other options, *On-Order Only* would just show you everything currently on order. Since showing everything might be too much you could narrow the report down by using the date range (do you really

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

need to see everything that was ordered today?), or you could use the following options to look at a more specific set of data.

Show only where ETA date has passed: This works together with *On-Order Only* but will only show where the ETA date has passed, so you can focus on the product that is late. When this option is checked you can also choose to *Include blank ETA Dates*.

Show only where not confirmed: On the PO Header window there is a *Confirmed* field. You can use this to enter when you received confirmation from the supplier that they actually received the PO. If you are maintaining the confirmed field, then you could use this check box to find only the POs where you did not receive confirmation. You may want to double check with the supplier if they did receive those orders.

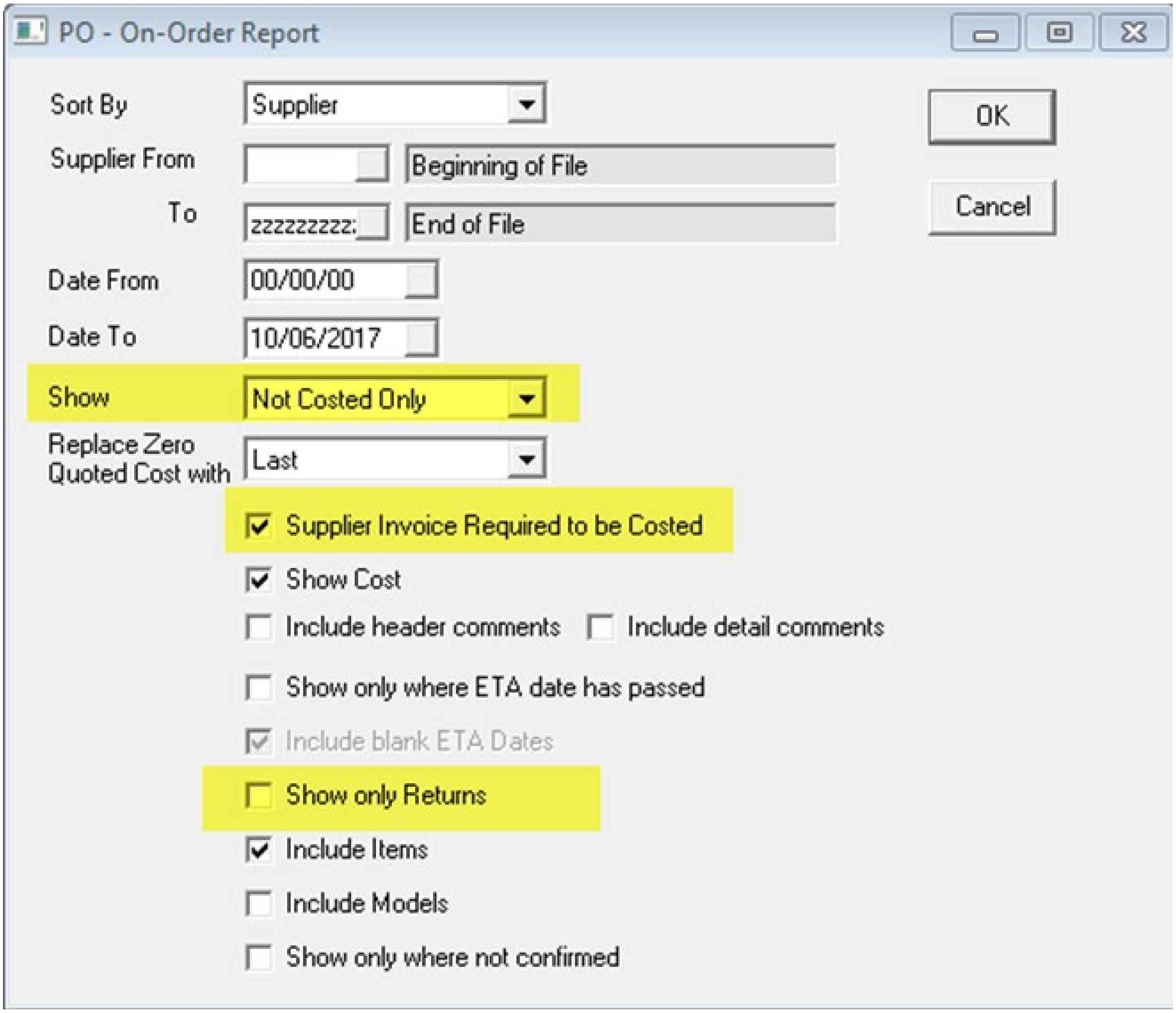


Here is a sample of items on order on the report.

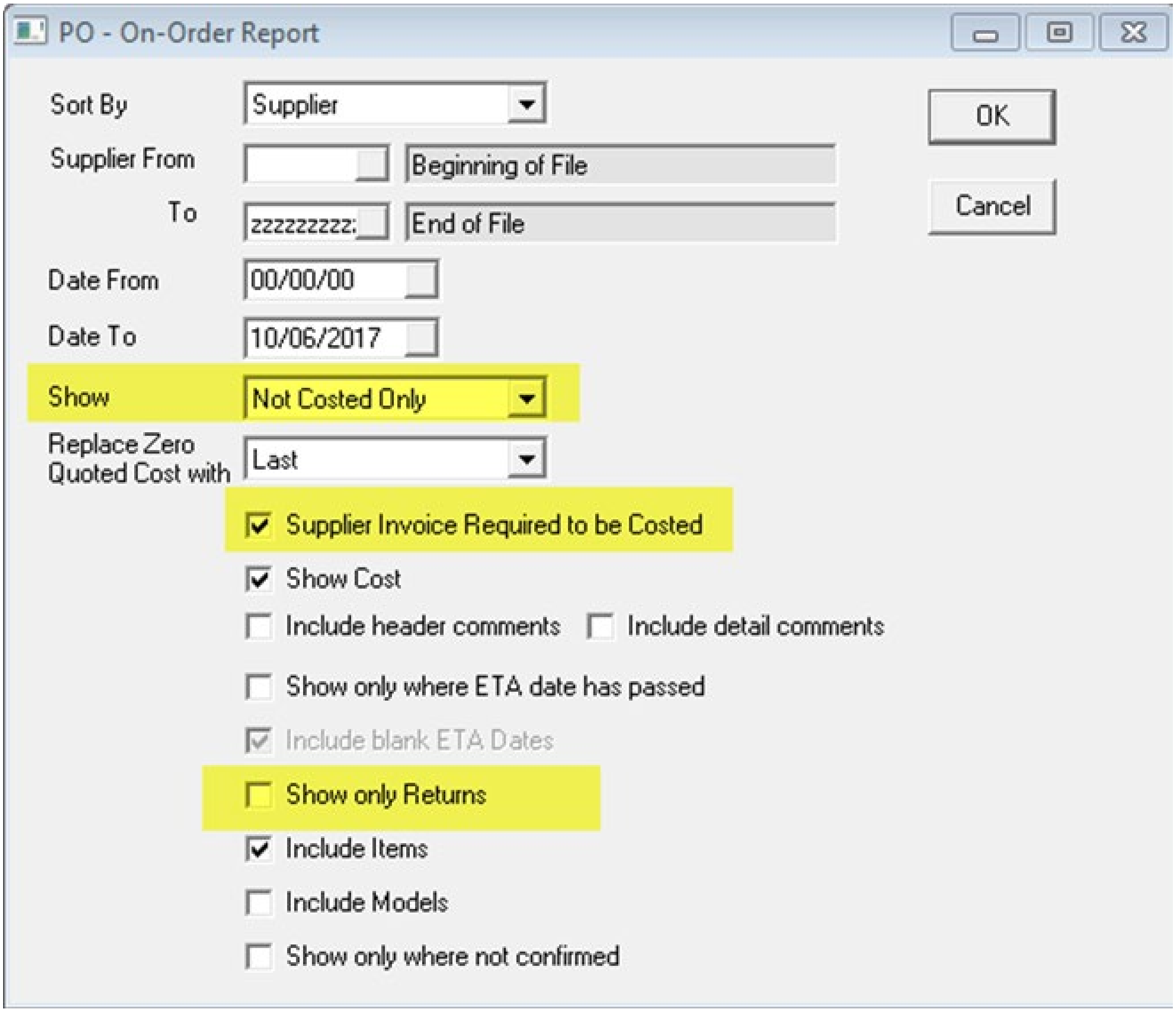
PO #	Supplier	Brand	Item # / Comment	Description	Ref / BO Inv #,SP	Ord	Rec	On Order	Ext Rec'd Cost	Date Ord.	ETA Date
1625	STATE	AMA	WPL 285811	P-1 AGITATOR REPAIR K		5	0	5	0.00	5/3/2007	
1625	STATE	CRS	PAN1	P.R SWITCH		1	0	1	0.00	5/3/2007	

Not Costed Report

Another way you can use this report is show items that have not yet been costed. These items would not be on order at all; they have actually been received but you just haven't received the invoice from the supplier yet, or the costs were not entered into EPASS. To run the report for not costed inventory choose the *Not Costed Only* option.



Supplier Invoice Required to be Costed: This means an item on a PO is not considered "costed" until you have entered the supplier invoice number. This is how a company would normally operate; it's important to track all supplier invoice numbers especially if you provide warranty service.



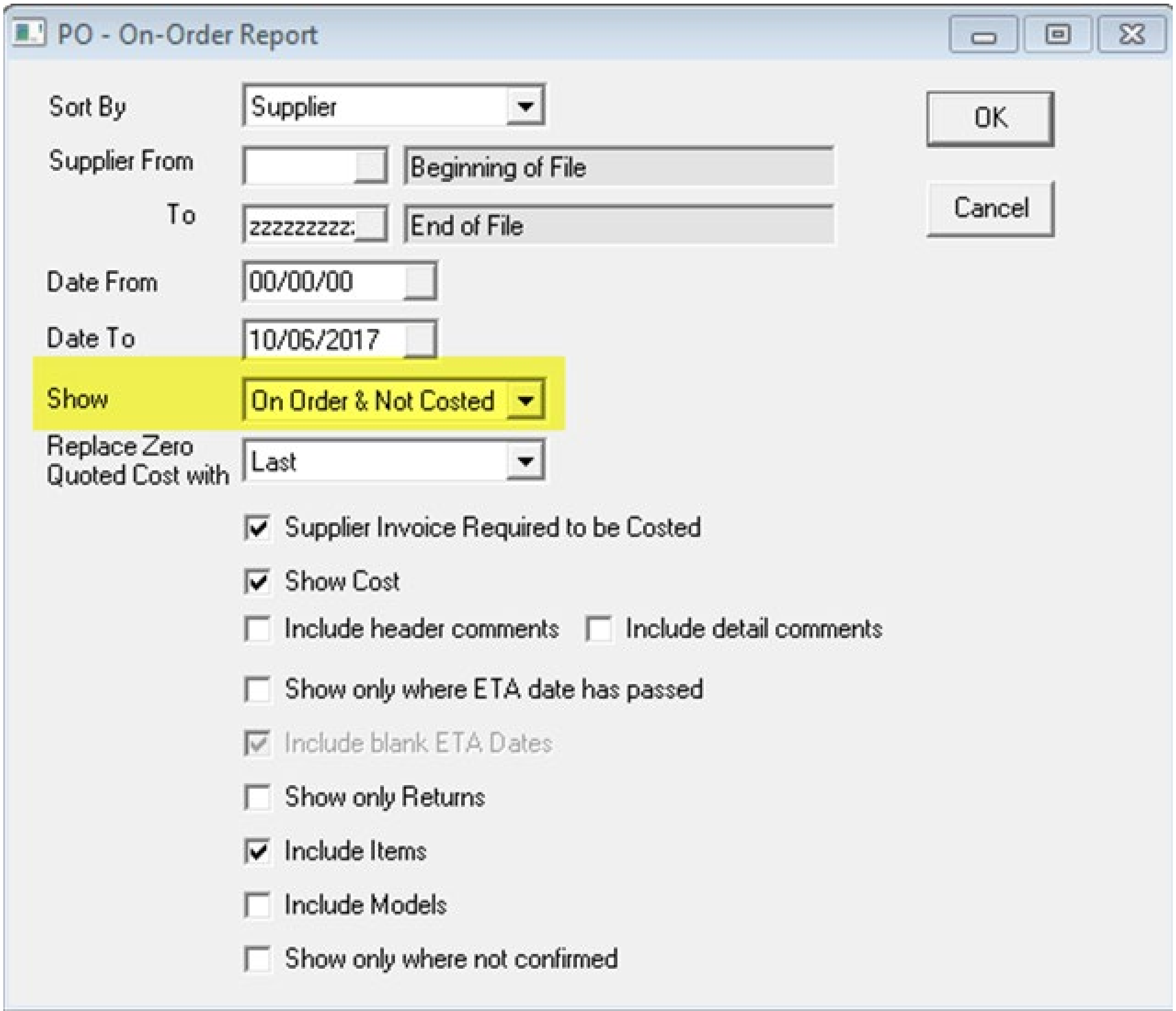
Returns Not Costed

Just as important as making sure your POs are being costed is making sure you have received credit for your parts returns, and that the credit invoice was entered on the return PO. You can track this using the PO-14 by selecting *Not Costed Only* and checking *Show only Returns*. Now the report will show you everything you sent back to the supplier where you did not yet receive credit (or it was not keyed into EPASS).

2199	WHIRL	WH	5303281147	GAS VALVE	-1	-1	0	-82.00	10/6/2017	10/6/2017
2199	WHIRL	WH	5308010887	KNOB-TIMER	-1	-1	0	-12.65	10/6/2017	10/6/2017

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

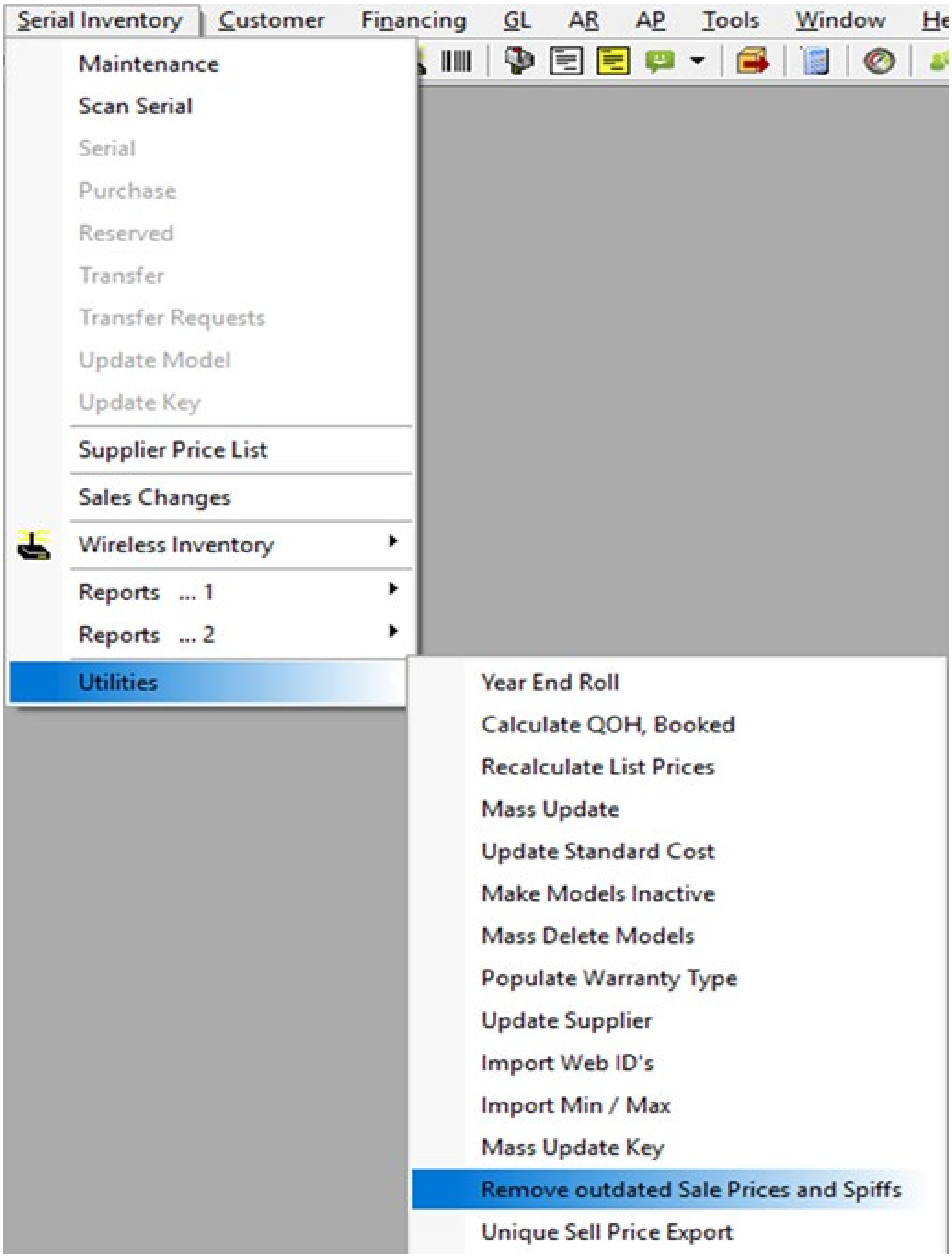
You can also run the report for *On Order & Not Costed* to show items that are still on order AND items that have been received but were not yet costed. Typically they are run separately but there are occasions where you may want to just look for any discrepancies whether it is an on-order issue or something was not costed.



R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Outdated Sale Prices and SPIFFs

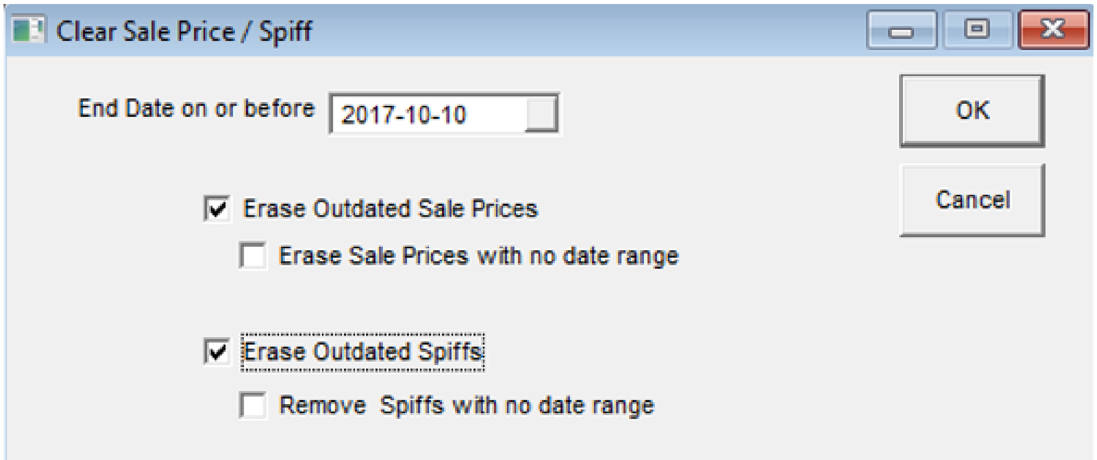
Serial Inventory > Utilities > Remove Outdated Sales Prices and Spiffs



Erase Outdated Sales Prices: based on the 'end date', it will wipe out any sale prices that have expired up to that date.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Erase Sale Prices with no date range: it will wipe out all sale prices.



Erase Outdated Spiffs is selected: based on the 'end date', it will wipe out any spiffs that have expired up to that date.

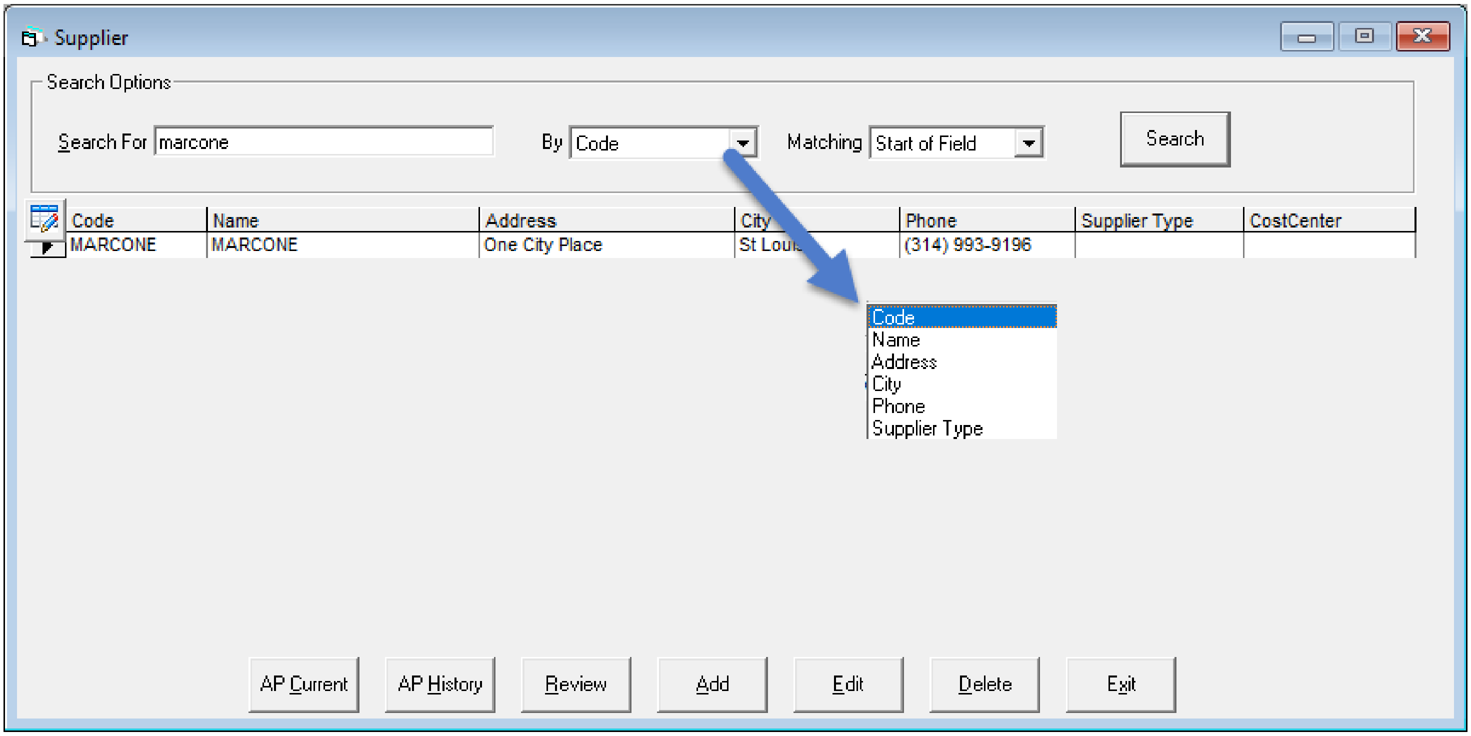
Remove Spiffs with no date range: it will wipe out all spiffs.

Adding or Viewing Suppliers

In EPASS, a supplier is anyone you will be receiving invoices from or anyone you might need to write a check to. To Add or view a Supplier, go to AP > Supplier > Maintenance or Purchasing > Supplier to open the Supplier Maintenance Screen.

Viewing Suppliers

Use the search options on the Supplier Maintenance screen to search for and view supplier records.



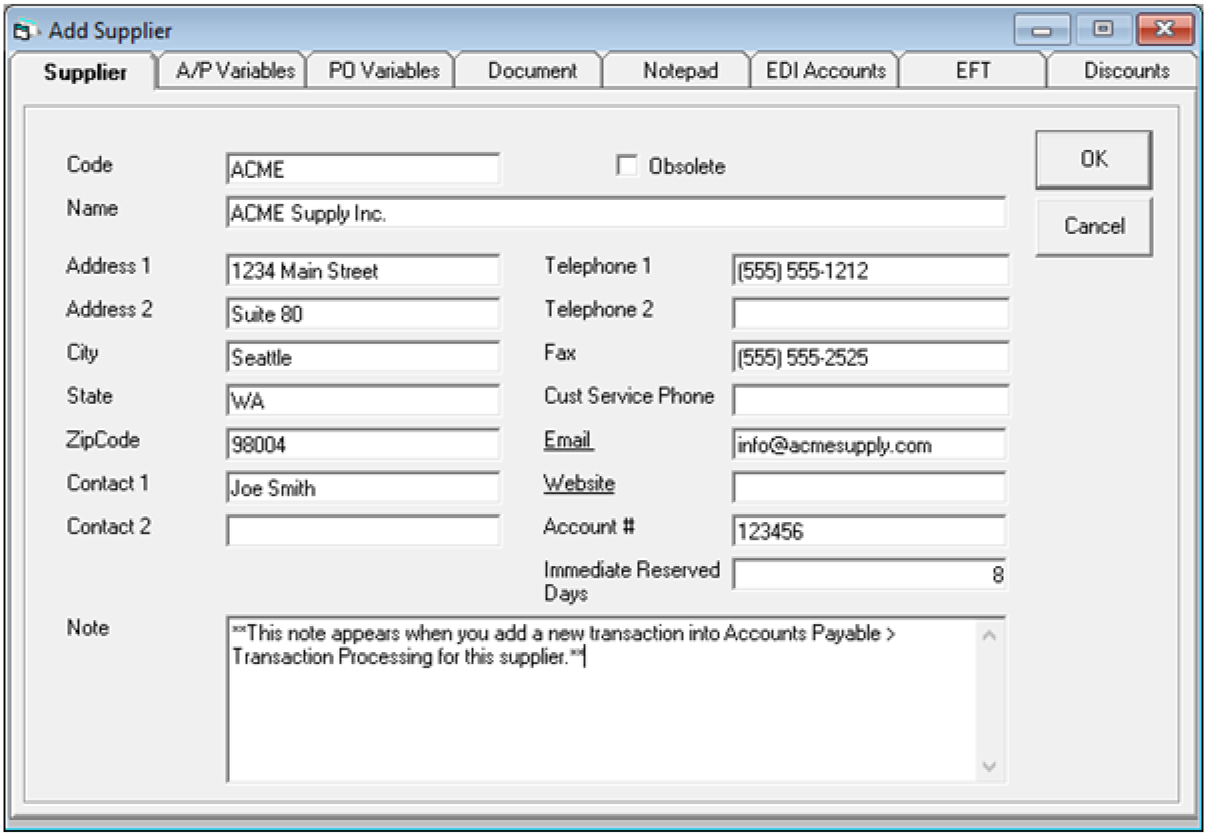
Select a supplier in the search results area and click the buttons at the bottom of the window to do the following:

- AP Current: Opens the AP current screen for the currently selected supplier. (Security dependent)
- AP History: Opens the AP history screen for the currently selected supplier. (Security dependent)
- Review: Views the supplier record in review mode. You can not edit any information while in this mode.
- Edit: Views the supplier record in edit mode. While in this mode, you can edit the supplier information.
- Delete: Deletes the supplier record. (Note: Deleting a supplier record can't be undone.)

Adding a Supplier

Click the Add button to add a new supplier record. Fill out each tab as follows:

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

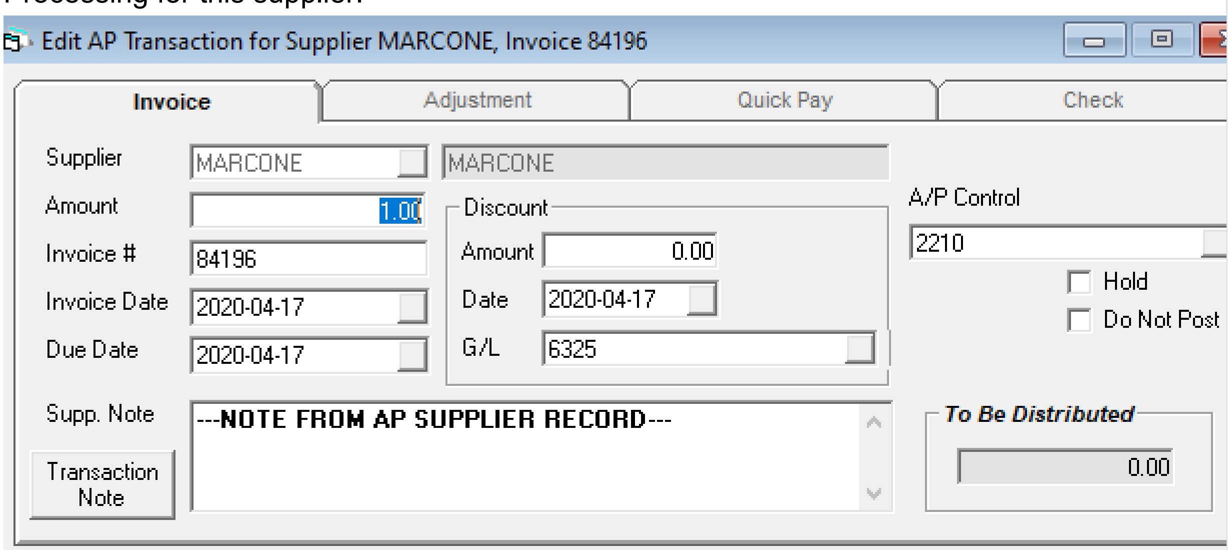


Supplier Tab

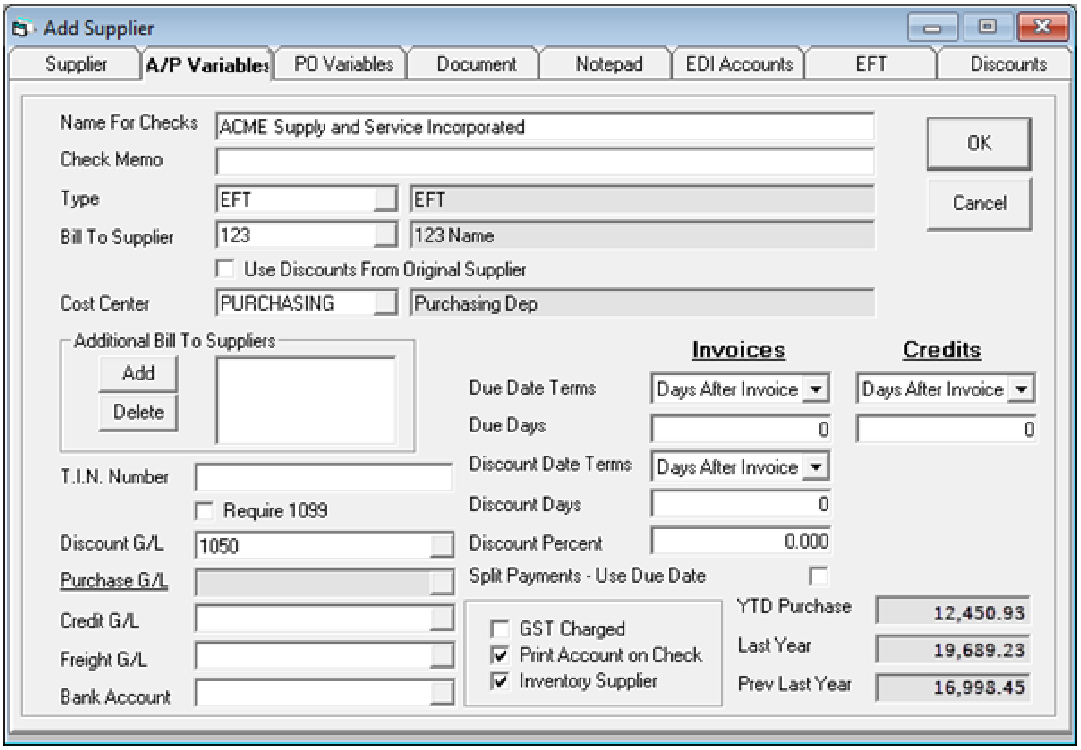
Parameter	Description
Code	The 10-character identifier for this supplier within EPASS. It is best practice to use a short version of the company name.
Obsolete	Used when this is a supplier you no longer deal with. Stops you from creating new transactions for this account but keeps all the history.
Name	The full name of the company or person.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Parameter	Description
Address 1	Street name and number.
Address 2	Unit number, rural route, stn. number, etc.
State	State or Province.
Zip Code	Zip or Postal Code.
Contact 1 and Contact 2	Name of your contact(s) at the company. For example, your account manager or sales rep.
Telephone 1 and Telephone 2	Primary and secondary phone numbers. EPASS automatically formats phone numbers so all you need to do is type in the 7 or 10 digits.
Fax	Fax number. EPASS automatically formats phone numbers so all you need to do is type in the 7 or 10 digits.
Customer Service Phone	Place to store the customer service phone number separate from Telephone 1 and Telephone 2. EPASS automatically formats phone numbers so all you need to do is type in the the 7 or 10 digits.

Parameter	Description
Email	Used to store an email address for the supplier. You can separate multiple email addresses by a comma or a semicolon. Note that the title, Email, is a hyper link and clicking on it will launch Outlook with the “To:” field populated with that email address.
Website	Used to store a website URL for the supplier. Note that Website is a hyperlink which will open up your web browser to the URL stored in the field.
Account #	Your account number with that supplier. This can be printed on checks.
Immediate Reserved Days	Used as part of the ATS (available to sell) calculation for models. The typical number of days it takes from when you place an order to when the product arrives.
Note	This note appears when you add a new transaction into Accounts Payable > Transaction Processing for this supplier. 

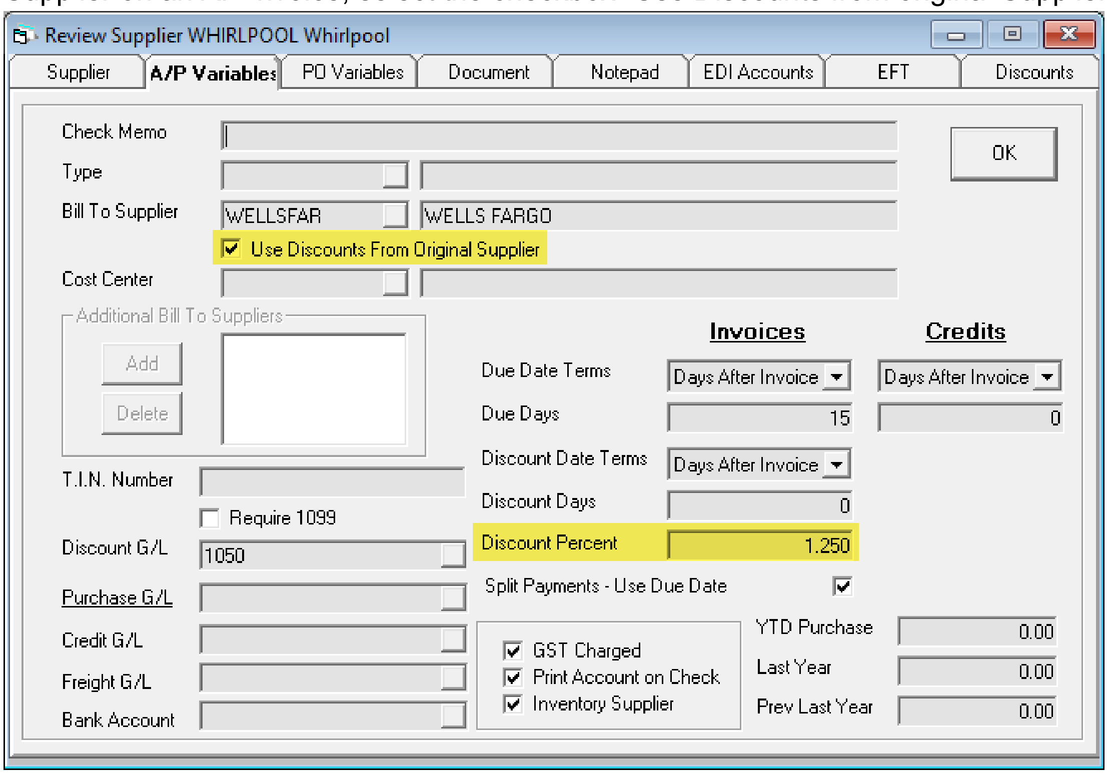
A/P Variables Tab



Parameter	Description
Name for Checks	Enter the Supplier's full name as it should appear on a check. If this field is left blank, the Name field on the Supplier tab is used instead.
Check Memo	Check styles can be customized to print this check memo field if desired.
Type	Populated from Tools > System Maintenance > Supplier Type. A way to group similar suppliers based on how you pay them so you can run reports and checks separately for those suppliers you pay by check vs suppliers paid by credit card.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

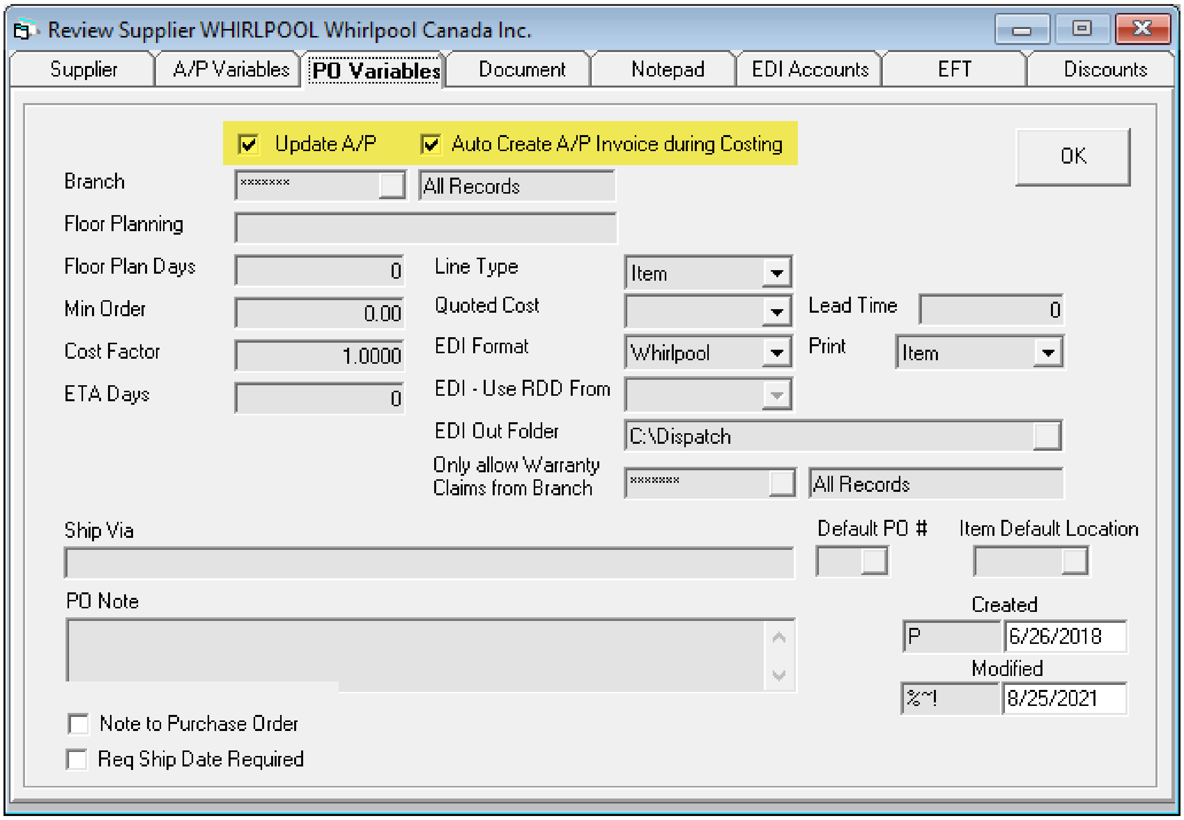
<table>
<tr><td>Parameter</td><td>Description</td></tr>
<tr><td>Bill to Supplier and Additional Bill to</td><td>Used for your inventory suppliers where you are financing the purchases. For example, you are purchasing Whirlpool product, but it is being financed by Wells Fargo you would put the suppler code for Wells Fargo into the Bill to Supplier field for Whirlpool. This will let you write the PO for Whirlpool but, when it comes time to key in the AP invoice, the supplier code will flip to Wells Fargo. Additional Bill to Suppliers lets you add additional choices for who the supplier will be set as when creating the AP invoice. This also includes the supplier themselves. In the Whirlpool example you may normally go through Wells Fargo but occasionally you pay Whirlpool directly; you can add Whirlpool into the list of additional suppliers.</td></tr>
<tr><td>Use Discounts from Original Supplier</td><td>To use the early pay discount percent from the original supplier instead of the Bill To Supplier on an AP Invoice, select the checkbox “Use Discounts from original Supplier”.



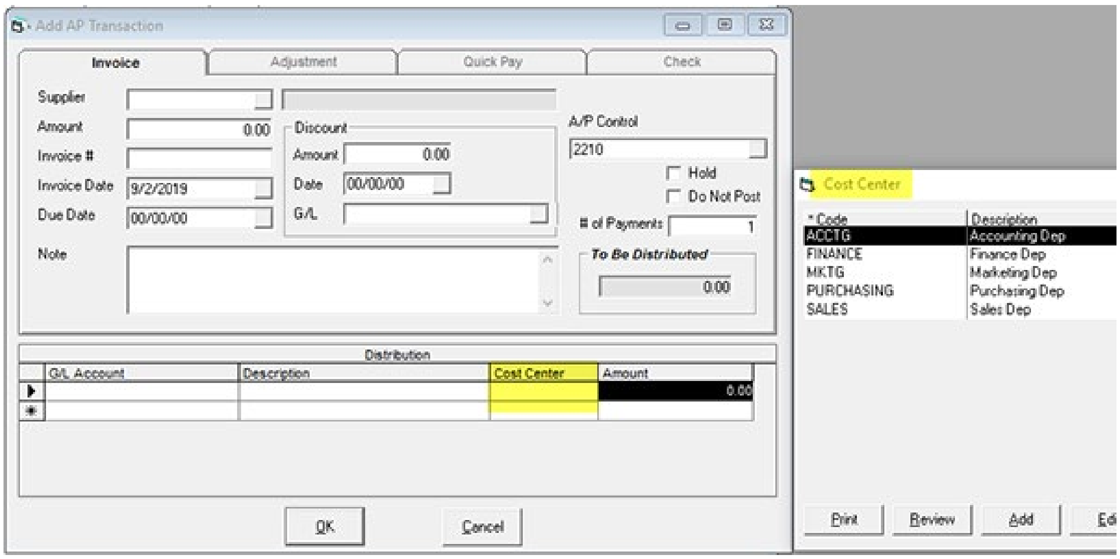
Make sure the “Update A/P” and “Auto Create A/P Invoice during Costing” checkboxes are</td></tr>
</table>

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

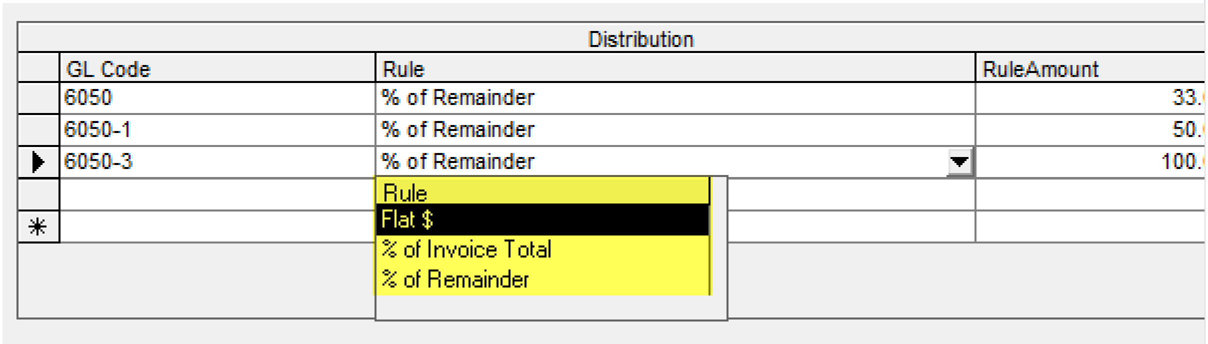
<table>
<tr><th>Parameter</th><th>Description</th></tr>
<tr><td></td><td>selected on the PO Variables tab.



</td></tr>
<tr><td>Cost Center</td><td>Allows your company to monitor spending by department. Tools > System Maintenance > Cost Center. If it’s filled in and you create an invoice for this supplier, it will populate the</td></tr>
</table>

Parameter	Description
	cost center field with this value by default. 
T.I.N. Number and Require 1099	Fill in the supplier's Tax Identification Number here. Require 1099: There is a Crystal report in Help > Online Documents which will list all invoices and adjustments from Supplier History for suppliers with the Require 1099 checkbox checked
Discount G/L	If your supplier provides early payment discounts, this is the GL account you want those accumulated into. This can be left empty if this supplier uses the same discounts GL account as defined in Tools > System Maintenance > Variables > Accounts Payable > General tab. Do not use an inventory asset GL; we do not want to reduce our inventory because we pay our invoices early. We want to accumulate those funds to reduce our COGS or expenses.
Purchase G/L	Invoices are not always straightforward; there are commonly multiple GL accounts involved with multiple distributions. When you click on the Purchase hyperlink, the screen below opens up and you can start defining all the allocations. This distribution does not affect the GST calculations. GST

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

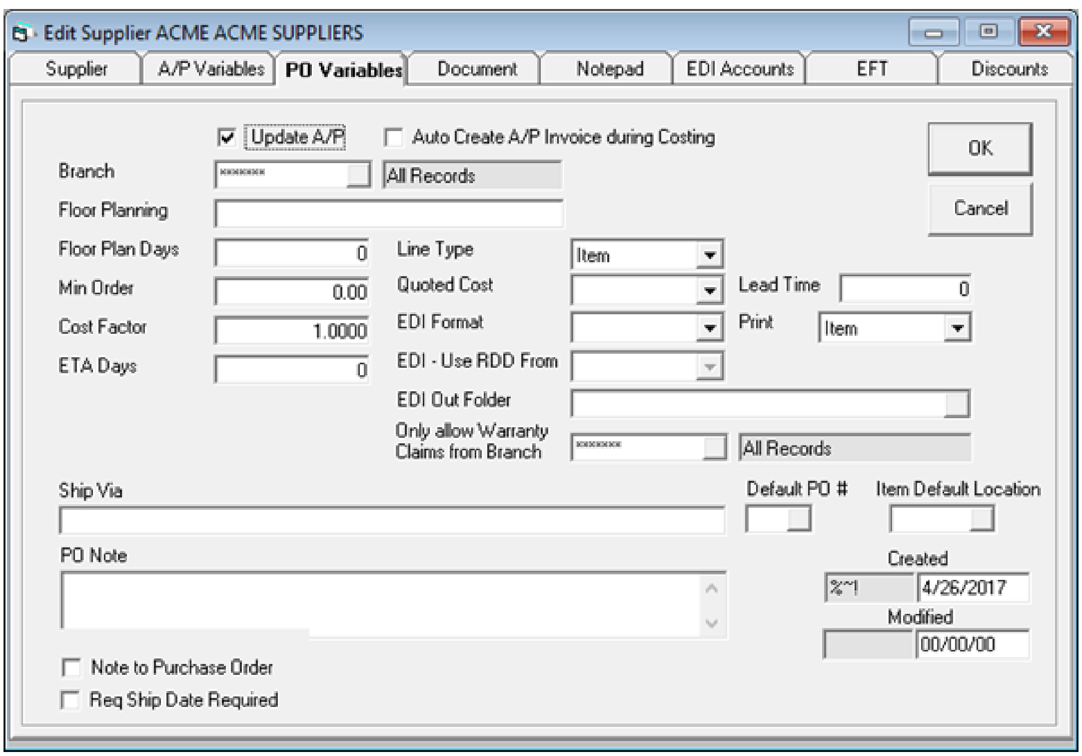
Parameter	Description
	calculations are always done in advance on the invoice total.  Distribution: Your options are Flat $ (a fixed dollar amount will be applied to the GL account), % of Invoice Total (you can allocate 10% to go to a specific GL account), % of Remainder (you might allocate ½ of the remaining balance to a GL account). In the screenshot above, notice one line that has 33.33% of remainder going to 6050 followed by 50% of the remainder going to 6050-1 and 100% of the remainder going to 6050-3. These three lines essentially divide the remaining amount in three. The first line takes 1/3 of the remainder. Now we have 2/3 left to allocate, that is why the second line takes 50% of the remainder. The last line takes 100% of the remainder because we do not want to leave any funds unallocated.
Credit G/L	This is the GL account credit invoices will go to. In the parts business this is important to separate since, with most credits regarding a warranty claim, we want to affect COGS not inventory asset.
Bank Account	The bank account can be left empty for the majority of your suppliers and it will use the default bank account in Tools > System Maintenance > Variables > Accounts Payable > General tab but, in cases where you want a supplier to use a specific bank account, fill it in. I.E. The payroll company may get paid from a payroll account or, for companies like R&D that deal in multiple currencies, you want your Canadian and US suppliers to be paid from the correct account. This is connected to the check run as the check run separates batches by the bank account. I.E. It will not pay a supplier that uses the payroll bank account when running checks from the general bank account.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Parameter	Description
Due Date Terms Invoices and Credit Days	These fields control how the due date is defaulted during invoice entry in Accounts Payable > Transaction Processing. Days After Invoice: Sets the due date of the invoice as X number of days after the invoice date where X is the value in the Due Days field. For example, if the invoice date was Jan. 2nd and due days was 30, the invoice due date would be set as Feb. 1st. Day in Next Month: Sets the due date as the value in Due Days for the next month. If the invoice date was Jan. 2nd and due days is 21, it would set the invoice due date as Feb. 21st. Day in Two Months: Sets the due date as the value in Due Days two months from now. If the invoice date was Jan. 2nd and due days is 21, it would set the invoice due date as Mar. 21st. Split Payments - Use Due Date: This allows you to split the payments equally and will use the same date for each future payment. If the invoice due date is Mar. 21st, and it's split into 3 payments, the future payments will be due on March 21, April 21, and May 21.
Discount Date Terms/Discount Days	If the supplier offers an early pay discount, these fields can be filled out to populate the early pay discount when the invoice is created. You have two selection options for Discount Date terms: Days After Invoice: this will set the discount expiration date X days after the invoice date where X is the Discount days field. For example, if the invoice date was Jan. 2nd and due days was 10 the discount would expire on Jan. 12th. Day in Next Month: Sets the discount expiration date as the value in due days in the next month. If Discount Days was 5 it would set the discount to expire on the 5th of the month after the invoice date.
Discount Percent	This value is used to calculate the early payment discount amount.
GST Charged (Canada only)	This controls if the supplier charges you GST or HST. EPASS will automatically do this calculation for you based on the amount of the invoice. For example, if the invoice was for $100 and in AP variables GST is set at 5% it would automatically write a distribution line for $4.76 to the GST paid GL account.

Parameter	Description
Print Account on Check	If selected, this option will print the value in the Account # field onto the check. Note not all check layouts support this option.
Inventory Supplier	This option controls if you are able to create a PO for this supplier or define this supplier on items or models.
YTD Purchase/Last Year/Prev Last Year	YTD purchase shows the total amount of business you have done with this supplier in this calendar year. Last year is the amount done in the previous calendar year and Prev Last Year is the year before that (2 years ago). You need to run Accounts Payable > Utilities > Year End Roll each calendar year end for these numbers to be accurate.

PO Variables Tab

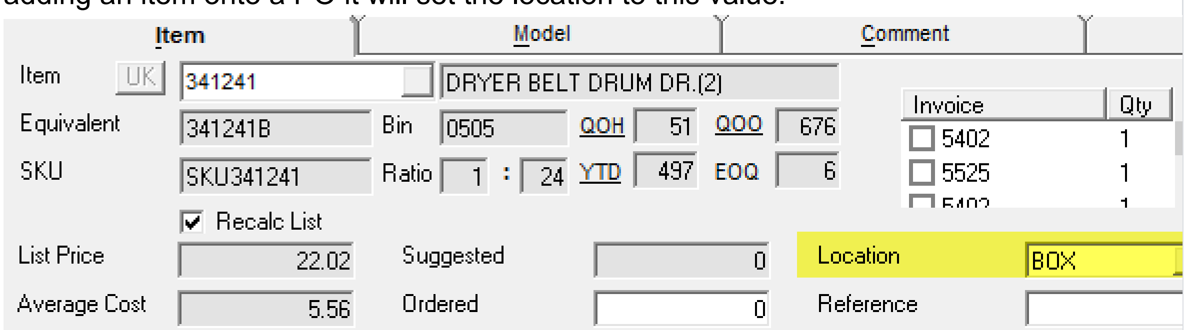


R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Parameter	Description
Update A/P	When checked, at the end of costing a purchase order and the PO screen is closed, EPASS will launch into AP add invoice. If the person who costs purchase orders is not the same person that will be entering the invoice into Accounts Payable or the person is not detail oriented enough to appreciate the importance of entering an invoice into Accounts Payable, you will not want to use this option.
Branch	When set to a specific branch, only invoices from the same branch can make warranty claims against this supplier. It is used if you have service departments in separate regions to ensure they are making the claims against the correct supplier.
Floor Planning	If you floor plan inventory from this supplier, this would be filled out with the name of the financing company. This will be defaulted as serial numbers are received from this supplier.
Floor Plan Days	The number of days for floor planning. This will set the Floor Plan Due Date field on serial numbers as this many days out from the date it is received.
Min Order	Sets the minimum dollar amount a PO can be to be ordered. If the quoted cost on the PO is less than the min order value, you will receive a warning message when closing the PO.
Cost Factor	Used as part of the costing process on purchase orders. It takes the cost of the product and multiplies it by the cost factor to get the total cost for you. It is commonly used for import duties or currency exchange. For example, if you where a Canadian company purchasing from a vendor in the United States who charged you in USD, the cost factor would be the exchange rate between USD and CAD.

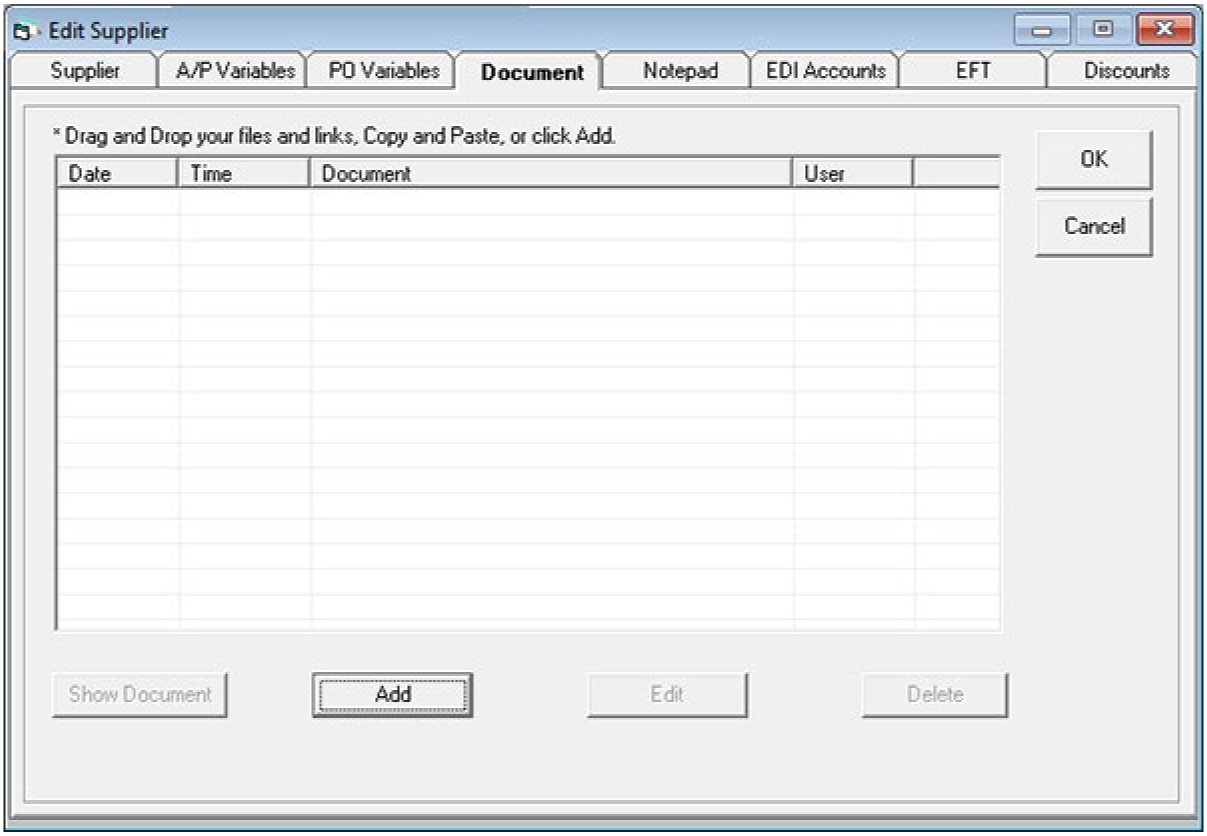
R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Parameter	Description
ETA Days	Sets the default ETA Date on purchase orders created for this supplier as this many days from the date ordered.
Line Type	Sets the default option when adding product to the PO.
Quoted Cost	Sets the cost value the PO Quoted cost will be populated with.
EDI Format	Used if you are working with Marcone or Whirlpool to automatically upload your POs to their systems.
Only Allow Warranty Claims from Branch	In a multi branch operation, each branch probably has their own Service Center Number and may purchase their parts from a supplier in a different region. This will make sure the warranty claims are only made to this supplier by the branch in their territory.
Lead Time	Used as part of the SN-43 Suggested Ordering Report. Typically, only used by furniture companies due to the significant lead time needed to bring product in.
Print	When printing, emailing, or exporting a purchase order, what value should it print. This option is used where you have a generic item or model number in EPASS for something such as washer hoses to make it easier for your sales staff but you have the real item or model number in the equivalent field since you cannot order it as ‘washer hoses’. There are 3 options: Item: this prints the item or model code. Equivalent: If the equivalent field is populated, print that value; otherwise, print the item or model code.

Parameter	Description
	SKU: If SKU is populated, print that value; otherwise, print the item or model code.
Ship Via	How the product is getting to you. Shows on the purchase order header. Will also be displayed on the PO when printed or saved as a PDF.
PO Note/Note to Purchase Order	This field will show, when creating a purchase order, on the PO header in the supplier note field. Will also be displayed on the PO when printed or emailed.
Default PO#	Populated from Tools > System Maintenance > PO Number. Used to separate your different kinds of purchase orders such as appliances versus items.
Item Default Location	The default location items are received into for purchase orders from this supplier. When adding an item onto a PO it will set the location to this value. 
Created/Modified	Created shows the user ID and date that this supplier was created. Modified is shows the user ID and date who last edited this supplier.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Document Tab

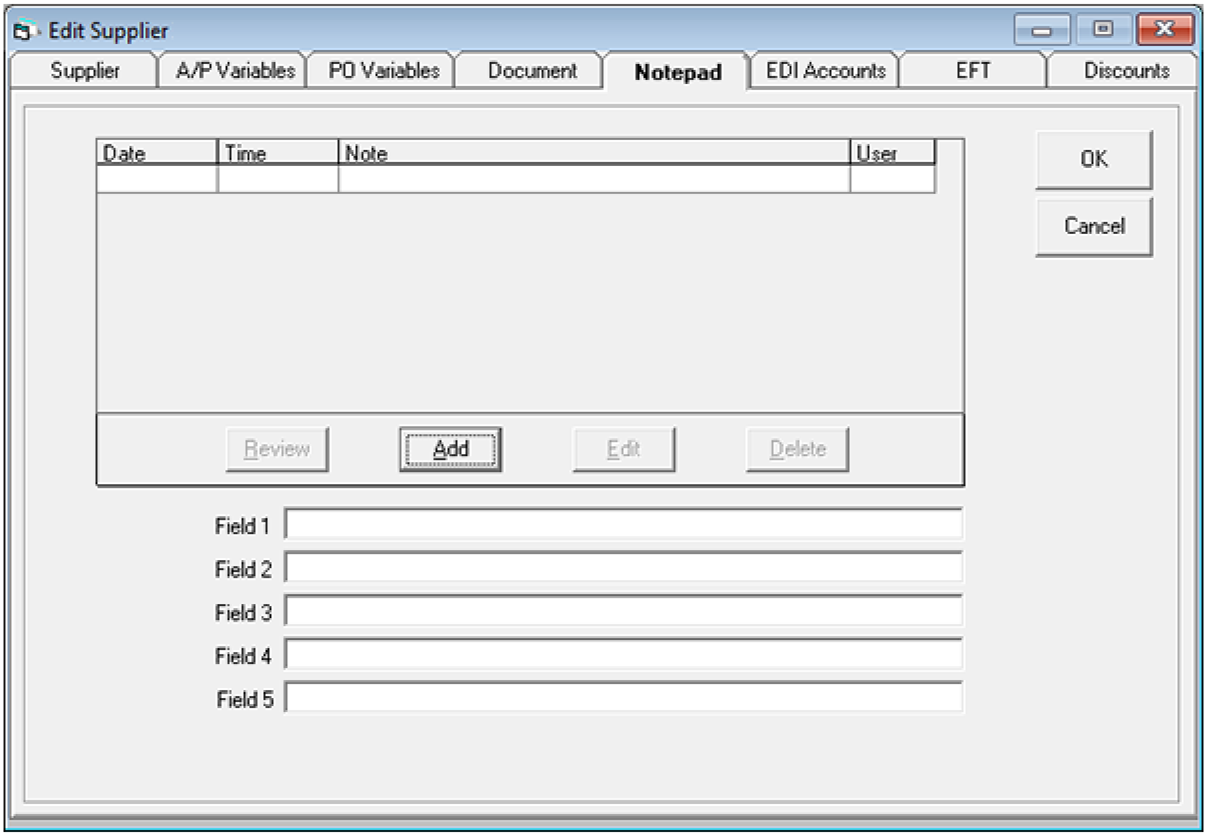


Here you can attach a link to a file stored on your network. Note, this does not make a copy of the file and store it in the database; it only stores the path to the file. This means, if is taken from your local computer and dragged into the documents tab, only when on that particular computer will that file be accessible.

EPASS suggests creating a network share which all users have access to and any files that are going to be attached to the documents tab be stored within that folder so that all users will have access to them.

R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

Notepad Tab



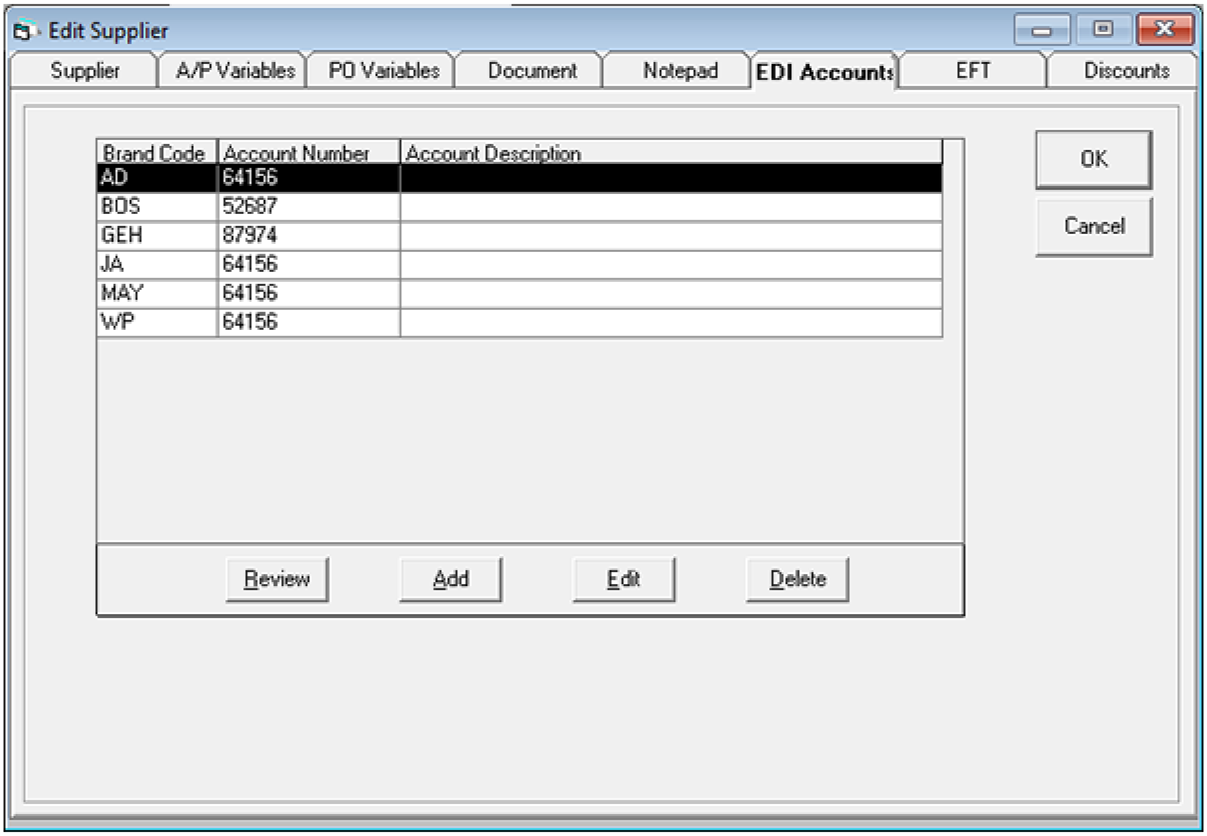
The notepad lets users store notes related to this supplier. These are internal notes and not printed out on anything the supplier would see.

Field 1 to Field 5

These five fields are free to be used as your company wishes. There are no reports within EPASS that directly look at these fields but a custom crystal report can be made to search these fields and then pull the relevant data for you. The field names can be redefined and made required in ***Tools*** > ***System Maintenance*** > ***Variables*** > ***Accounts Payable*** > ***Titles*** *tab*.

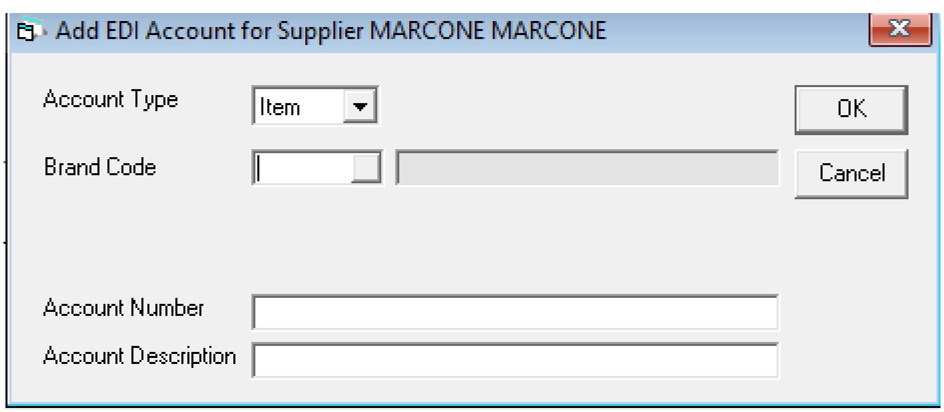
R&D Business Systems Ltd.
TF: 888.629.4218
sales@epass.software

EDI Accounts Tab



Used for Warranty EDI integration with Service Bench, Service Power and others.

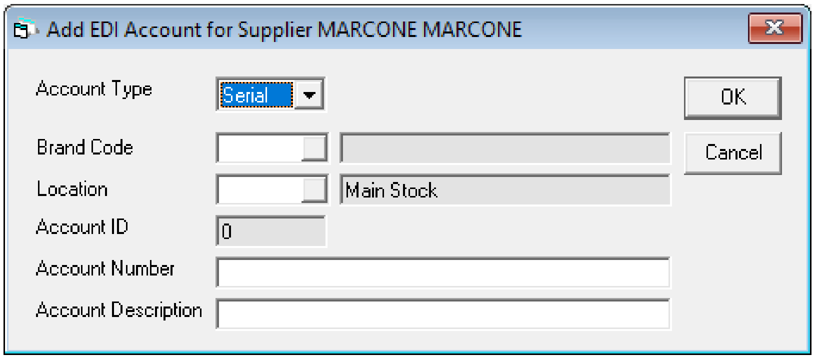
Adding Item EDI Accounts



Select a brand code, then fill out the account number field. If the manufacturer has several brands under the same account, be sure to add a record for every brand. This is the suppliers account number with the manufacturer.

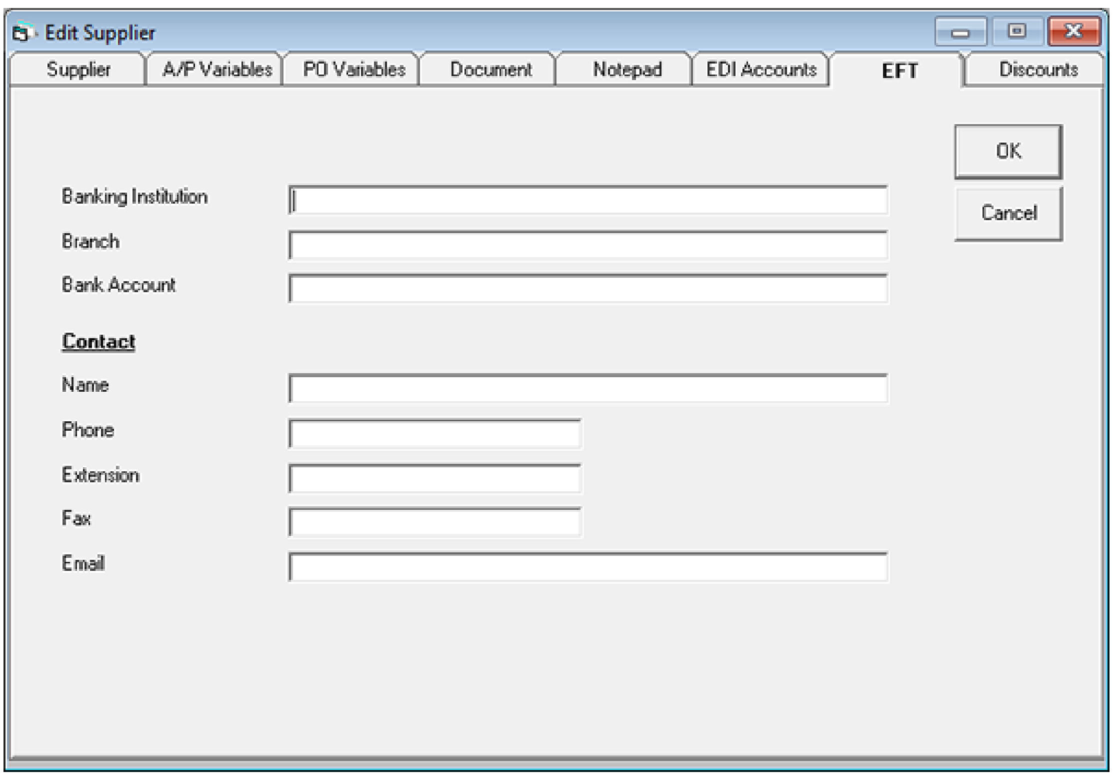
Account Description is an optional field.

Adding Serial EDI Accounts



Custom feature. Not used.

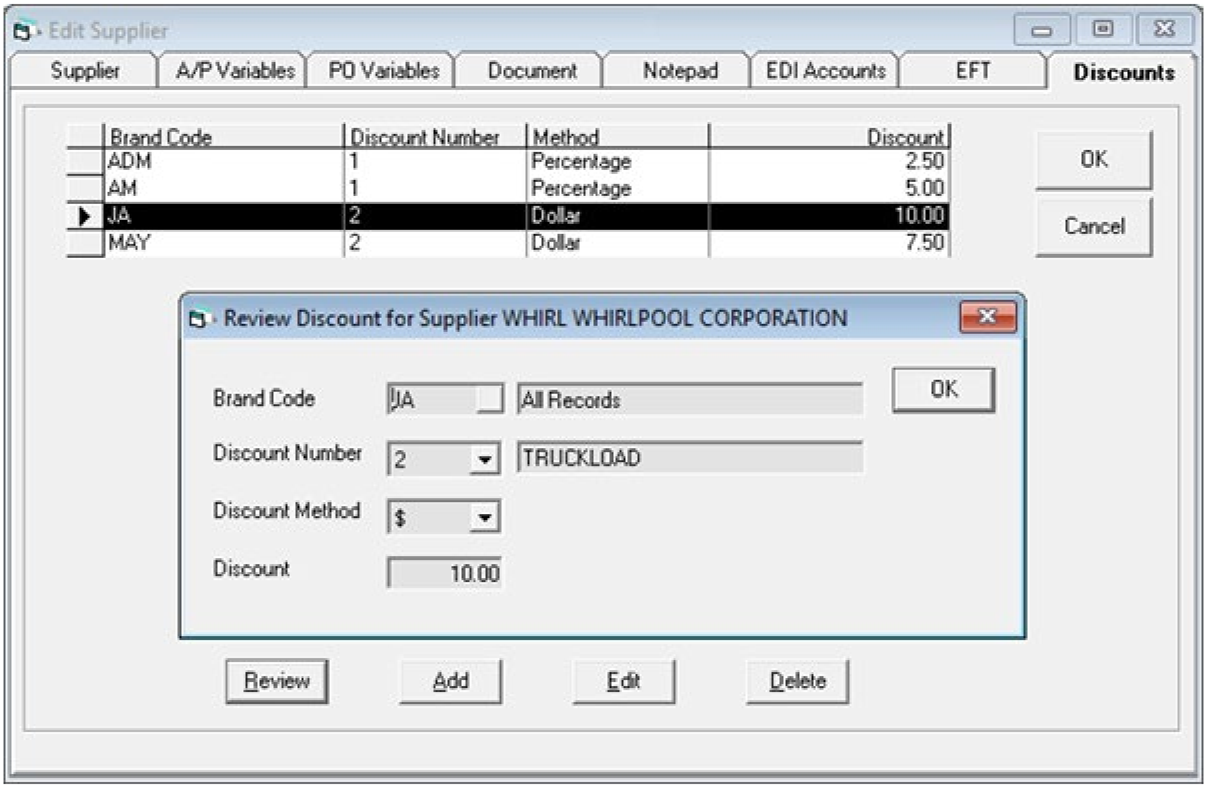
EFT Tab



If you are using the EFT integration with your bank, this is where you fill in the supplier's banking information.

Contact
Here you can fill in the information for the Payables person with that supplier.

Documents Tab



Only for Serial Inventory.

Used if you are using ***Tools*** > ***System Maintenance*** > ***Variables*** > ***Purchasing*** > ***Discount Labels*** *tab* “Discounts by Supplier”. Discounts by Supplier is more geared towards volume rebates and related truckload or negotiated discounts. The key to supplier level discounts is it allows you to define multiple discounts within Whirlpool, I.E. 2.5% for Admiral and 5% for Amana.