# ALERE Business Applications

New Features
ALERE® Accounting
version 6.6

A Review of the New Features and Changes In this Release

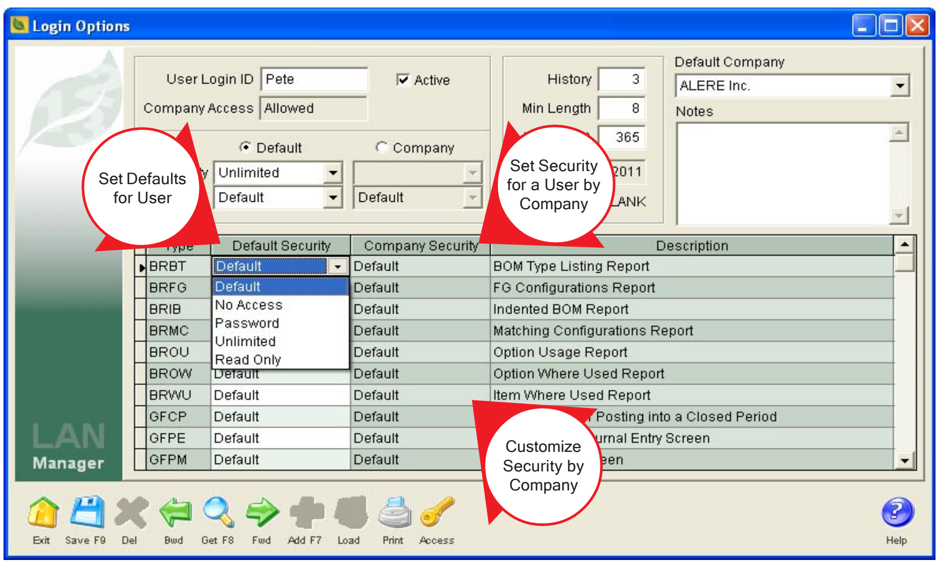
April 2010

**Fetch Toolbar** - This new toolbar complements the Fetch retrieval tool by allowing you to save shortcuts for up to six of your most frequently used searches!


*New Fetch Toolbar saves favorite searches*

**Print Browsers** - Now you can print the information that a browser lists with a simple click on the new **Print** button that has been added to every browser screen!

**Security By Company** - User security has been enhanced by making it company based! This means that a user's access to individual companies can be controlled. Only the companies they are authorized to open are shown on the company menu. Access to individual screens, reports and functions can be set for one, some or all companies.




*Assign login options for each user by company*

**General Ledger Import** - Journal entries can be imported into your general ledger in one step! Both CSV (Comma Separated Values) and Excel formats are accepted. A common use for this function is creating a generic import for importing outside payroll data.

**Requisition Activity** - Purchase requisitions are now included on the Activity tab of any purchase orders or quotes created from them! Drill down is supported.

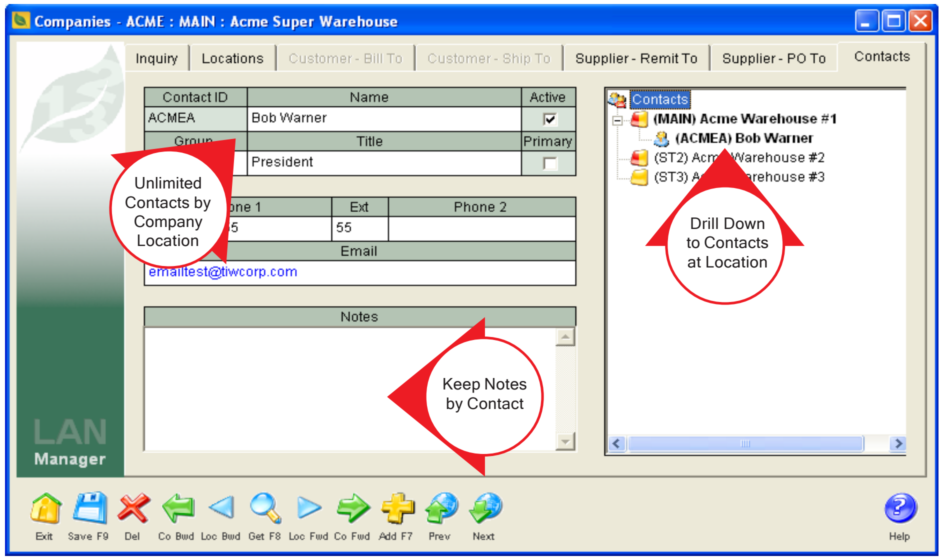
**Status Tab Sorting** - The purchase order and sales order screens Status tab grids can now be sorted by clicking on the column headers!

**Receiving Process Improvements** - Now a running balance is displayed as you select which items to receive! You can also change the item costs during the process of receiving and releasing a purchase order to a payable! A column showing what has been received has been added to the purchase order line information to help understand what has been received.

**Period/Year Closing Screen Shortcuts** - Run the financial reports by double clicking on the fields under the names of the reports in the columns on the *Period/Year Closing* screen. A "?" on a line under a financial report indicates that transactions have taken place since the report was last run. See a list of those transactions by double clicking in the *Status* column on the line where the "?" is shown.

**Export Proximity Locations Info** - The information listed on the *Proximity Locations* screen can now be exported to an Excel file or turned into a PDF!

**Contacts** - Each company can now can have multiple contacts and their associated key information entered by location! This includes your own company! All internal contacts are available for inclusion in the automated email rules. A contact at each company location can be designated as the “Primary” contact and will be used by default when no specific contact is chosen.



*New Company Contacts tab provides contacts by location*

**Sales Analysis Extras** - Now you can choose to group information by an agent. This opens the door to using the agent as a sales region, for example, and running the analysis by region. In addition, secondary sorts can be done by customer, item and order, and the report can be filtered by item type.

**Inventory Adjustments** - A set of new options for making inventory adjustments expands your control of what can be changed for groups of items to include safety stock, lead times, minimum quantities for sales and purchase orders, and order increments for both sales and purchases. You can also filter by supplier or customer and set the last cost for an item from a supplier or for all locations for that item.

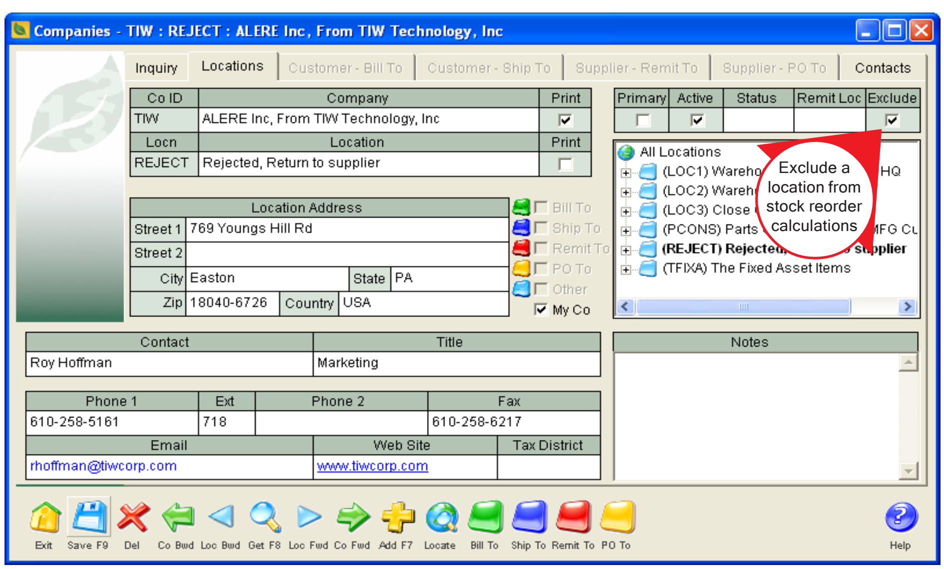
**Creating Payables** - The flow for creating a payable from one or multiple purchase orders has been improved by bringing up the list of items to include first.

**Debit Memos** - When you add a new order on the *Payables* screen you now have the option to create a debit memo from a single purchase return!

**Shipping Pretest** - A pretest for availability is done before beginning the ship and release process on orders for companies that are not allowed to over issue.  A warning is given if any item is found to have insufficient quantity on hand.

**Exclude Locations** - Locations within your company can be marked as “Excluded”. This means that inventory at those locations will be not be included on the stock reorders report. Thus the locations can be used for inventory that is:

- Damaged, defective, overstocked, etc. and being stocked there waiting to be returned to a supplier.
- Being held aside in preparation for a job or project.
- Being staged in anticipation for transfer to another location or company.
- Being returned to your company for evaluation or repair.

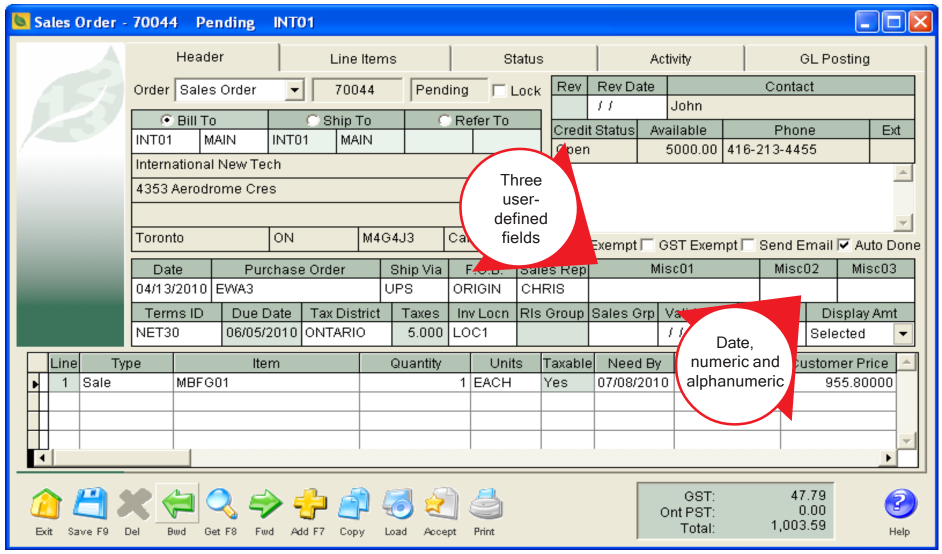


*Choose which of  your company locations to exclude from the Stock Reorders Report*

**Trait Assignment** - Now you can assign and change traits on accepted purchase orders and sales orders.

**Group Deposits** - Deposit ID's can be grouped together on the *AR/Cash Receipts* screen *Deposits* Tab so that you can better see changes that are made.

**SO & PO Miscellaneous Fields** - Three miscellaneous fields have been added to the *Sales Order* and *Purchase Order* screens *Header* tab. They work similar to the miscellaneous fields in inventory and are user-definable.



*Three user-definable miscellaneous fields for Sales and Purchase orders*

**Automated Email** - New options and choices have been added to the email automation rules. For example, an email can be triggered by a version change on a purchase order. Emails can even be sent to staff in your company as well as contacts at other companies. You can also embed the type of document and its ID along with the revision number and the date of document in the email's subject line and in the body of the text.

**Default Email ID** - Now you can specify a default email rule ID to use on the *Company Defaults* screen for your company.

**Decimals** - You can now control the number of decimals to round to when making a mass inventory adjustment that involves a cost or price. For example, increasing a $4.95 price by 12% would normally give you $5.544. By setting the decimals to "2" you would get $5.54.

**Void Drop Ship PO** - Purchase orders that are created from drop shipments on sales orders can now be voided.

**Price ID** - A Price ID can be as large as fifteen characters wide.

**Writing Off Sales Invoice** - An unpaid or partially paid sales invoice can now be closed out using the **Done** button. This permits you a shortcut method of writing off an invoice that is not going to be paid.

**PO Done Button** - Purchase orders that have been under received but paid fully can now be closed out with the **Done** button.

**Location Hyperlinks** - The hyperlink between a sales order and the company or customer screen will now take you to either the "Bill To" or "Ship To" location, depending on which is selected.

**Unsaved Changes** - Now when you choose to edit a screen where there are unsaved changes, a screen listing those changes will be displayed!

**More Print Buttons** - The list of items on the Customer and Supplier Item tabs can now be conveniently printed at the push of a button!

**Tax Districts** - Tax districts can now be marked as either "Active" or "Inactive"! A report has also been added to print the details that make up the rules for a tax district.

**Reverse Shipments** - A new option for transferring orders allows you to reverse shipments.

**Refresh Buttons** - The Status tabs on sales and purchase order screens can now be refreshed. This allows the information to be updated on the open screens after changes are made on other screens that affect those orders.

**Reconcile Balances** - Inventory specific allocations are now recalculated when using the reconcile balances function.

**Overissue Location** - A new Overissue option of “Select Location” has been added to the *Company Defaults* screen. This option allows you to choose the location to overissue an item.

**GL Transactions** - A new check box was added to the *GL Transactions* screen to show only transactions made since the selected period was closed.

**Memo Field Stamps** - The capability to stamp the user and date/time to pop up memo fields has been added. Simply use the **Stamp** button to insert the information.

**Locked Status** - Browsers on order screens now indicate whether the orders are locked or not.

**License Agreement** - The ALERE license agreement can now be printed from the *About ALERE* screen.

**Report Changes** - Numerous options have been expanded or added to reports. Here is a list:

- The *Receiving Ticket* now shows the default stores and bins for items that have them.
- The *Items by Supplier* report has a new option for product class.
- The Customer and Supplier reports now have a separator indicating the state when ordered by state and a new option to filter by company status.
- The *Invoice Register* report in Purchases has a new choice of “Supplier ID” in the “Order By” option.
- The *Issues & Receipts* report in Inventory can now be ordered by “Entry Date” and the “Date Order By” option was changed to “Posting Date”.
- The *Stock Reorders* report in Inventory has a new option to show locations that have been marked as excluded.
- The *Custom GL Accounts* report in General Ledger can now be filtered by account number.
- The *Purchase Order Receipts* report has a new option for displaying cost.
- The *Journal* report in General Ledger has a new option to allow you to filter by what is in the journal entry reference field.
- The *Master Items* report in Inventory can now be filtered by the GL Item Group.
- The *Current Inventory Balance* report in Inventory can now be filtered by the GL Item Group.
- The *Purchase Order Receipts* report in Purchases can now optionally print either the purchase order cost or the received cost.
- The *Queued Purchase Order* report in Purchases can now be ordered by item number.
- The *Queued Sales Order* report in Sales can now be ordered by item number.
- The *Daily Shipments* report in Sales now has a filter for customer PO number which is now printed on the report.
- The *Logins* report in Manager allows the report to be sorted by company.
- The *Aged Receivables* report can now optionally show sales order prepayments.
- The *Pick List* report in Sales now displays the location, store, bin, and on and quantity information for kit components.

**User Rights** - New user rights have been added as follows:

- **SFCR** Edit customer credit status and credit limit
- **WRTX** Tax Districts report

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