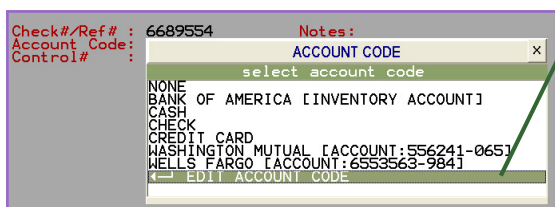


Questions and Answers for June '06

MOD2

Q1: I like to be able to categorize the payments from our customers. I have multiple bank accounts and I like be able to know what I am depositing to each bank account. I like to distinguish between credit card payments and check payments. Can I run reports in MOD2 that will show me the total payments that I need to deposit in our bank?

A1: There are two fields in MOD2 that you can use to help you categorize your cash receipts. When entering payments in MOD2, the system asks you for the "account code" and "control#". The default account code is NONE, but perhaps you did not know that you may easily add or edit your own account codes like, CHECK, CREDIT CARD, CASH, BANK OF AMERICA, WELLS FARGO, ETC, ETC. To edit the account codes, select option to EDIT ACCOUNT CODE option. You can use the customized account codes to fit many scenarios. Example you can have an account code for each bank or an account code for credit cards and so on.



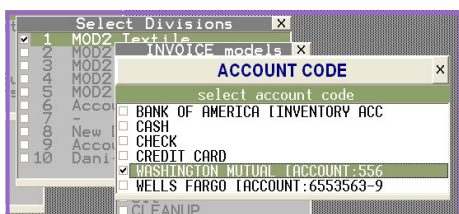
Press Enter on the **EDIT ACCOUNT CODE** and it will display a small notepad that will let you add or edit the exisint account codes that you have.

June 2006 Edition



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www.mod2.com

MOD2 Inc. Readers Write Q&A

If you make a transaction report, you can filter your report based on which account code or based on control#. In this screenshot, the Washington Mutual account code is tagged. It will then show in the report all the payments that you added in the Washington Mutual account.

Q2: My company often purchases goods in meters from our suppliers. Suppliers mark the rolls in meters. We typically sell goods in yards. Is there a way for me to see both meters and yards when I display my receivings? Can I see the same information when I tag a roll or a piece? This would help my warehouse identify the markings that are on the rolls that are in meters.

A2: Yes, there is a way to display your receiving with both units of measurement. It is an installation option of MOD2. Ask your MOD2 system administrator to contact us for further assistance. The instructions are located in the installation area of MOD2 under receiving parameters. Note, if you do set this option in MOD2, it is a global option applying to all receiving. The system will also not show the roll type, since there is no room to show it.

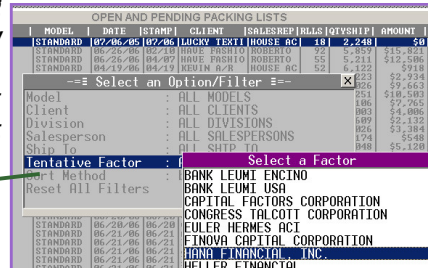
DANNY+GREEN/OLIVE in RCV # ERW1005 against CON # BLANK [5]									
MOD2-ID#	ROLL #	ORIG	USED	AVAIL-QTY	LOT#	BOX#	STAT	METERS	LOCATION
260503	1	84	0	84	1	1	OK	76.810	OUR MAIN WAR
260504	2	95	0	95	1	1	OK	86.868	OUR MAIN WAR
260505	3	96	0	96	1	1	OK	87.791	OUR MAIN WAR
260506	4	98	0	98	1	1	OK	89.611	OUR MAIN WAR
*** Summary of Receiving ***									
PIECES		RCVD	USED	AVAIL					
		5	0	5					
QTY		458	0	458					
PERCENT		100%	0%	100%					

Frequently Asked Questions (continuation...)

Q3: My company uses multiple factors. I like to get a list of pending orders for a particular factor. Is it possible for me to sort my open & pending packing lists or open and pending sales order by a tentative factor?

A3: Yes, you can now sort your open & pending list by tentative factor. Just go to the Open & Pending menu under Packing List or sales orders, press Z to sort the list, and then press enter on the Tentative Factor to display all your factors. Choose the factor that you want and the list will filter to your selection. This feature will help you a lot when you're trying to display those pending packing lists for a specific factor. The reason why there's a sorting option for tentative factor is that, let's say, your company needs to get a credit approval for a specific factor. In this way, if you filter your open and pending list by a specific factor, it will show you the orders that needs credit approval for that factor.

As you can see, when you press Enter on the Tentative Factor option/filter, it will display a dropdown list of all your factors where you can only choose one factor.



Q4: Our salespersons have requested us to fax copies of their invoices and packing list to them upon shipment. Can this be done automatically by MOD2?

A4: Yes, if you have licensed the MOD2 WGO "What's Going on Manager". This recently added feature allows you to fax or email a copy of the invoice and/or packing list to the salesperson shortly after it is added to the system. This is all done automatically with no work on your part. In order to turn this feature on, the salespersons need to be added to the **What's Going On Manager** under the salesperson area. Ask your system administrator or a MOD2 Support Technician on how to turn on this feature or to demo it to your company. If you are unable to turn this feature on, you may need to contact MOD2 to acquire a license for it as the What's Going On Manager is a separate module in the software.

Q5: Why is it when I make an **Import** purchase contract and I put the labdip#, it doesn't show when I print it? How can I display the labdip# for my purchase contract?

A5: By default, labdip numbers are not shown for the Import model of purchase contracts because this is information that in general the supplier does not need to see. Depending on your company preferences this features can be turned on or off.

DESCRIPTION	CONSTR.	WIDTH	LABDIP#	QTY (yds)	PRICE
otton		10"		5,000	\$1.50
"		10"		5,000	\$1.50
"		10"		5,000	\$1.50
"		10"		5,000	\$1.50

To turn on this feature you need to go the installation area and then select purchase contract parameters and modify the option related to purchase contract lapdip#

Q6: I used to be prompted for prices when adding the packing list but now I am no longer asked for prices. What happened? Why did you guys change it.

A6: You no longer need to set the prices when packing against a sales order. Since all the prices have already been specified in the sales order, they will simply be inherited into the packing list. This makes one less step for you to deal with when packing and lets you focus on selecting the inventory you need. In addition, it may not be appropriate for the user who is creating the packing list to see the prices. If you still prefer to confirm the prices upon packing, you may do so by turning on security rule #914 from the Security Manager, which will relax the restriction. You may set the rule for any number of users, allowing you to enable it for one or just a couple of users if desired. Your system administrator or a MOD2 Support Technician can help you with this procedure.

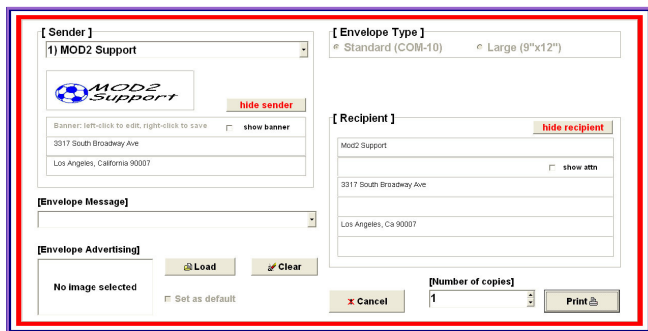
913 [] = reserved - requires resetting before use
 914 [] = force editing of packing list price upon ADDING even if sales order
 920 [] = disable VIEW option packing lists

When you cannot set the prices in your packing list, this rule is turned off in your account. Usually, only high-level account managers have this feature turned on for them.

Frequently Asked Questions (continuation...)

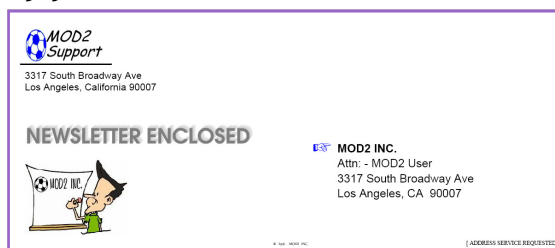
Q7: I like to be able to print an envelope from MOD2. Since the address and customer names are in MOD2, this would be a handy feature.

A7: You can sure print envelopes from MOD2. You can go to client display and select a customer and then go to forms and select envelope. Or you may display a transaction such as an invoice or packing list, or sales order, and then go to the reprint option and there is a choice to create an envelope for you customer involved in the transaction.



The picture above is the MOD2 Envelope Form and the picture on the right is a sample envelope printed in MOD2.

Once you are in the envelope form area, you can customize many parameters. You can change almost all the fields like name and address of the recipient and the sender and you can customize the envelope with a banner and or a advertising logo on the left. Enjoy!



Q8: I like to be able to get a quick glance of all the customers who are past due. I know I can run the aging. However I am looking for a quick and simple screen to get this list. Is such a feature available in MOD2?

A8: You can try this feature. Go to client, then go to accounts receivable. Select past due accounts. You should see a list sorted by the customer who owe you the most amount of money. The past due account feature only considers invoices that are non-factored and it is a simple and quick screen to see who owes you the most so that you can focus your collection efforts on them.

Q9: UPS and FEDEX have just recently started charging my company for customer account # lookup. My customer had asked us to send samples to them using their UPS or Fedex account #. We did ship the goods, but it is time consuming for us to put the customer's UPS or Fedex # each time we make a shipment. Our warehouse is not organized enough to remember and record each customer's own UPS or FEDEX account # and to put in on the shipping documents. Is there a way in MOD2, where we can put in the Customers UPS or Fedex account # once and each time there is a shipment to that customer for MOD2 to automatically fill in the account # field? This would help us a lot in the warehouse area.

A9: Your wish is a feature in MOD2. MOD2 allows you to save per each account, UPS account#, FedEx, DHL, Airborne, and other shipping company account numbers. Once you create a sales order or a packing list or an invoice for a customer with the particular shipping company where the account # is defined and type of shipment is not prepaid the system will automatically insert the shipping company account code into the documents.

NAME	DIVISION	ATTENTION	FACTOR APP #
Han Tse Tsung	Textile 1	Mr. Han	667-7748-9
ACCOUNT NO.	SALESPERSON	SHIP VIA	CUST REQ BY
6974	Daniel Light	UPS UPS ACCT # 655-5363-011	07/08/06
STYLE	COLOR	DESCRIPTION	
DAHNY	GREEN/OLIVE	50% Cotton 50% Poly 9"	

Q10: Each day we get several phone calls from our customers, our own warehouse, and our boss in the office, wanting to know what is the status of a particular shipment or packing list. I know I can look up in MOD2 the customer sales order and I it has been packed I would see a packing list. But I need to know MORE. I need to know if the goods have "officially" left our warehouse and I need to know if they did who packed it and which driver signed or released it. Basically I need to know if the goods are en route to the customer, when and what time and by who. How can you help me with this situation?

Frequently Asked Questions (continuation...)

A₁₀: Each packing list in MOD2 does have room for you to enter and record the details of the situation described above. Simply ask your warehouse personnel to fill in the details of who and when and the time that a shipment gets released. If you go to the change screen of a packing list, there are fields like packed by, packed time, released by.

```

VOLUME : 0.00
INSURED VALUE : 0.00
# OF ROLLS : 2.00
PACK IN TYPE : rolls
SHIPPING ZONE : 0
MEASUREMENT SYSTEM : US
ACTUAL SHIPPED DATE : 07/07/06
ACTUAL SHIPPED TIME : 1:57:58 PM
AUTHORIZED RELEASED : Daniel
RESET ACTUAL SHIPPED FIELDS :
HIDE WIDTH ON PRINTOUT : NO
VERIFY PL INTEGRITY :
APPLY Signature of Approval :
LOCK Transaction from Further Changes :
CHANGE PRICES ONLY :

```

```

ACTUAL SHIPPED INFO
SHIPPED DATE : 07/07/06
SHIPPED TIME : 1:57:58 PM
AUTHORIZED : Daniel

```

The picture above is a screenshot of the change screen in a packing list where if you put on the date, the time will automatically be set and also the username that you are using. While the picture on the right is the display screen of a packing list.

Q₁₁: I have defined some inventory items that are in error. I have not done any transactions on them. How can I get rid of those items?

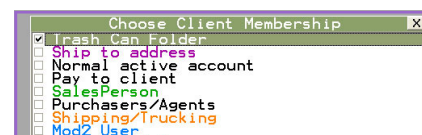
A₁₁: If and only if you have not done a transaction on the defined inventory items, you can get rid of the inventory item. If your inventory item has history and you want to get rid of it, consider “merging” it with another inventory item. The steps to delete an inventory item with no history are: Go to inventory modify, and then select your inventory item. Then select status, and change the status to the trash can. Security rules apply.

Q₁₂: When we login to MOD2, we see some names of some users that are no longer with the company. How can I clean up the list of MOD2 users? I need this for security reasons.

A₁₂: Each “employee” has been flagged with a membership called MOD2 user that allows them to login to MOD2. Go to client and go to modify. Select the employee name that is no longer associated with your company. Then change their membership and UNCHECK mod2user, put them as a member of the trash can. The prior history of that user will NOT be lost. All that was recorded with that employee will remain, however, he or she can no longer log to the system.

Q₁₃: Some users in my company have had a bad habit of using each other’s name and password. How can I make sure this kind of activity is stopped? How can I change the password for my users?

A₁₃: In order for you to change a user’s password you need to be a system administrator. Your security rights need to be higher than the security right of the user who you plan to change the password for. If you are the system administrator, you can change the password for a user by going to client modify and select the user and then change the private password. We recommend that the private password to be set to hard to guess string of characters with at least six characters. Advise your users not share their passwords.



Q₁₄: My users have a habit of changing orders or invoices or shipment details. Sometimes, I need to be the only person to be allowed to make a change to a certain transaction. I know thru the security manager I can restrict individual users from making changes, but that is a global option. I need an alternative ability. I like to lock a certain transaction so that no further changes can occur on it. Is that possible?

A₁₄: Yes there is. Say you are working on a special invoice or a sales order. You can go to the change screen and you would see an option called “lock this transaction” <insert picture> once you click to lock a transaction, the transaction would be locked by others and no changes can occur to the transaction. However the person who put the lock on the transaction is not subject to the rule. Changes are allowed if and only if they are originated from the person who originally put the lock.

```

ASSIGNED WAREHOUSES
REBUILD PACKING INFO
APPLY Signature of Approval
LOCK Transaction from Further Changes
CHANGE PRICES ONLY
CONTENTS : 3 Lines(s) Total Qty = 250

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