The newsletter of MOD2 Inc.

The MOD2 Link

MOD2 INC.

Frequently Asked Questions

MOD2 Questions and Answers

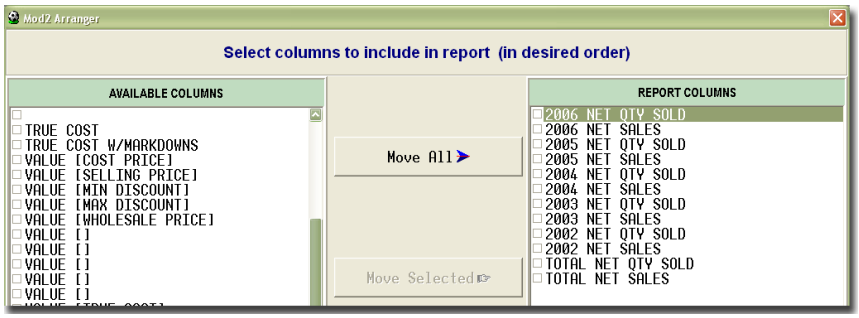
October 2006 Edition

Check out MOD2.com Version 3!
www.mod2.com

Q_1: Is there a way for us to see our 1 year, 2 years, or even 5 years net sales history on an inventory item?

A_1: Yes there is! You can generate this information in your Inventory Customizable Spreadsheet Report. On the part where MOD2 asks you to choose the columns for your report, we have up to 5 distinct years of net sales and net qty sold columns available to choose from (e.g. 2006 Net Sales, 2006 Net Qty, 2005 Net Sales, 2005 Net Qty… 2002 Net Sales, 2002 Net Qty). In addition to these columns, you could also add the columns **total net quantity sold** and the **total net sales** to sum it up.

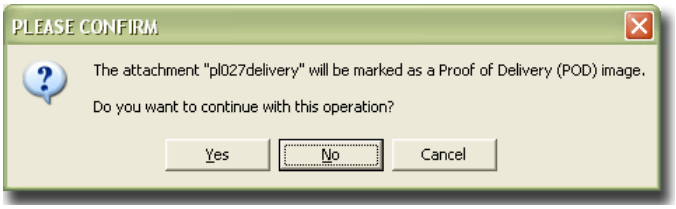
Note: Spreadsheet Customizable Reports can only be used if you have licensed this module in MOD2.

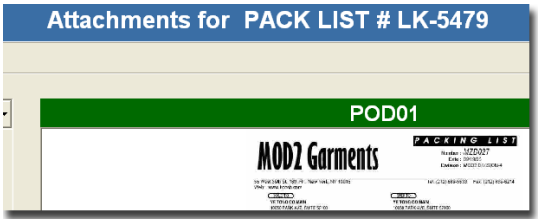


MOD2 Inc. *Readers Write Q&A*

Q_2: Why is it that I cannot rename an attachment in MOD2 after I set it as POD (Proof of Delivery)?

A_2: This is because POD attachments have reserved names in the system so that MOD2 would know if an attachment is set as a POD or not.

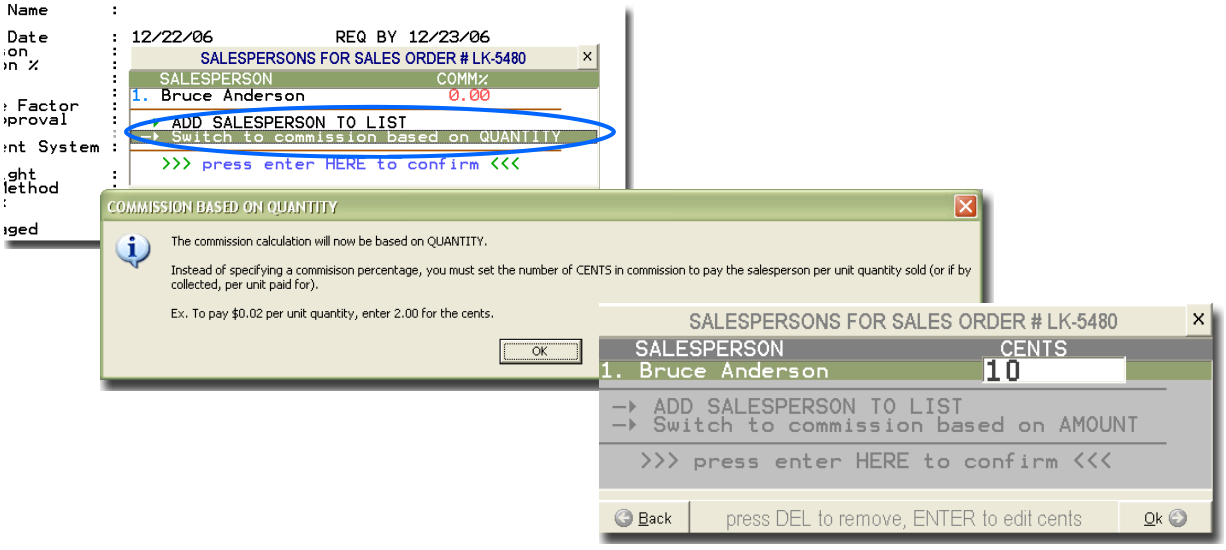


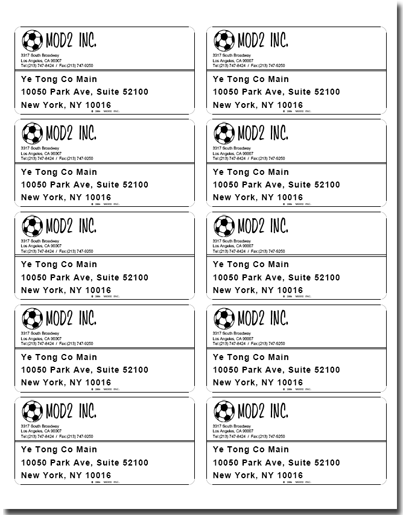


Q_3: For our garment items or in special circumstances, we want to pay our sales people 10 cents per piece on what they sell. Is there a way where MOD2 could calculate our salespeople's commission based on quantity?

A_3: Yes there is. You could set a salesperson's commission by quantity. This option can be set after you choose the salesperson for a sales order. At the point when MOD2 confirms to you the salesperson and commission %, there is an option there to **switch the commission based on quantity**. After you turn this on, MOD2 will give you a confirmation that you have changed the setting for the commission on that order. Now, on the field where it asks you for the commission percentage, MOD2 will now let you specify the cents per piece commission.

Frequently Asked Questions (continued..)



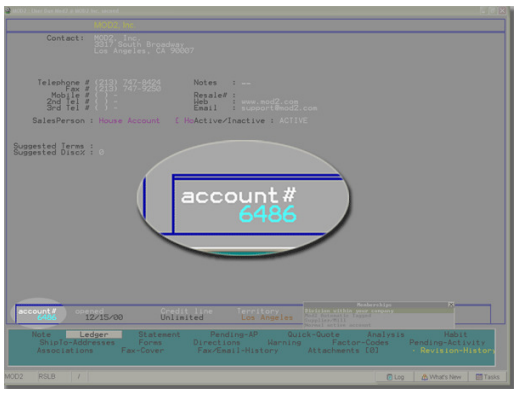


Q_4: Is there a feature in MOD2 where I can print stickers that would show our client's company name and address?

A_4: Yes there is. To print this kind of sticker in MOD2, go to Client menu, display your client's account and then go to Forms. Choose the first option *1) Client Address Labels* to print your client's address.

Q_5: I noticed that we have several clients in MOD2 that are defined twice by mistake but they are really the same account. We want to delete one of them but I think if we do that, the transactions we have for that client account will get affected. What should we do if we have doubled a client by mistake? Is there a way in MOD2 where it would combine these clients into one?

A_5: Yes there is a way. What you should do is you need to **Merge** those accounts that have doubled. In MOD2, you can combine or merge these duplicate accounts by using an **auxiliary utility.** However, merging of clients is not as simple at it sounds and it should be done by your system administrator or you could call any of technical support team for help.

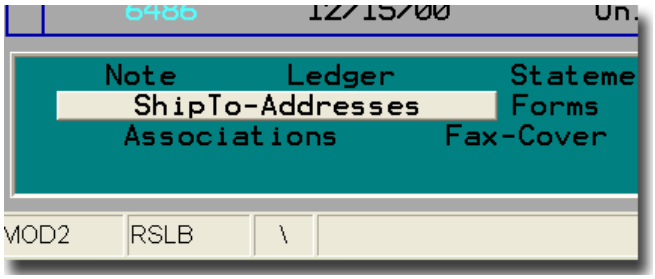


Before merging client accounts, back-up your MOD2 first. Then you need to get the **account #** of the clients that you want to merge (the account # of your client can be found on the bottom left part of your client display screen—see). Then decide which client should be deleted and which one will retain. Because in MOD2, it will ask you for the **source account** (client account that you want to delete) and the **destination account** (client account that will remain in the system). After you figure that out, everyone in your com-

Frequently Asked Questions (continued..)

pany should log out of MOD2 first to prevent data inaccuracy and slowness of the system when merging. You also have the option to lock MOD2 so no one could log in. After the system has been locked, go to Auxiliary Utilities under the Option Menu. Choose aux# 7 (Merge two client accounts using the account #). MOD2 will then ask you for the **source account #** and the **destination account #**. Confirm the account #'s and then proceed with the merging of client accounts. When the process is done, MOD2 will prompt you to do a Master Regen. The Master Regen is basically a process to refresh your data for the changes that you have made. After doing the Master Regen, you have to manually delete the duplicate client account.

Note: It is not advisable to create duplicate client accounts in MOD2 for it will only mess up your data. If you have doubled client accounts, give us a call here in MOD2 and to supervise you on merging those client accounts, or have your system administrator do it for you.

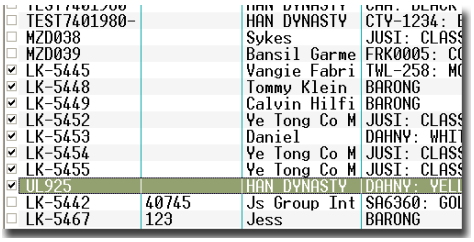


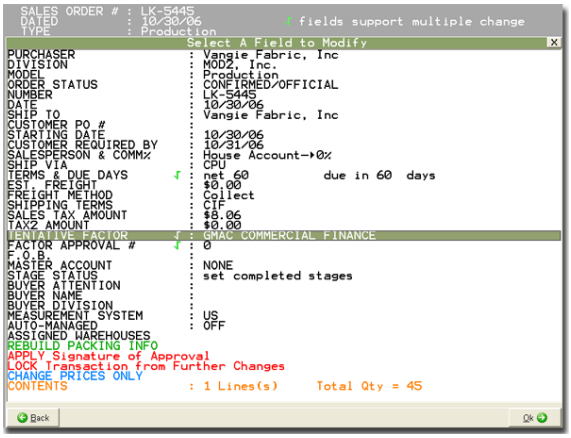
Q_6: So, if it's not advisable to create two client accounts, how can we define in MOD2 if the client have multiple shipping addresses?

A_6: To add a new shipping address for that client, go the Clients menu, and then choose the ShipTo-Address button. Here, you can add multiple ship-to-addresses for your client.

Q_7: We have several open & pending sales orders that needs to be modified in terms of their tentative factor and their credit approval. We are wondering if there is a quick way in MOD2 where we could change the factors and credit approvals in one shot.

A_7: There is an option in MOD2 where you can change the factor and/or credit approval # for multiple open & pending sales orders. Go to the Open & Pending list under the Sales Order menu, tag/check the orders that you want to modify, hit Enter, and then go to Change. On the change screen, there are green check marks beside the Terms & Due Dates, Tentative Factor, and Factor Approval number. This means that those fields support multiple changes for those orders that you have checked/tagged.





Q_8: We currently have 2 divisions defined in MOD2. I want to print a list of all the clients we have and will indicate their preferred division. How can I see this in MOD2?

A_8: Under the Clients menu, choose List and then tag/check the Normal Active Account group only. And then for

Frequently Asked Questions (continued..)

the format, choose Excel Spreadsheet (all fields). After you save and open the spreadsheet, go to the last column named Preferred Division. This column will show you the set preferred division of your clients.

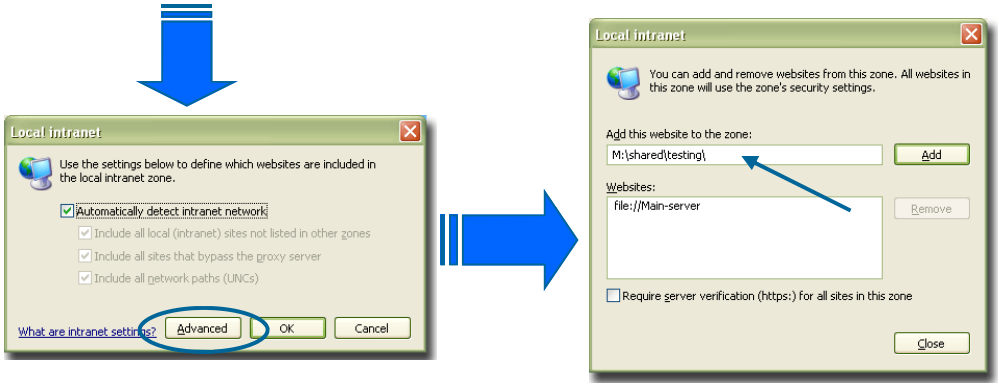
Q_9: What is the difference between *associated division* & *preferred division*?

A_9: Associated division: you may be associated with one or multiple divisions in your company. For example, your company has a textile and garment division. If your associated division is set to both divisions, you will have access to the transactions of those two divisions.

Preferred division: out of the list of your associated divisions, which division is your preferred choice. For example, if you are associated with both textile and garment division but most of your work falls under the textile side, then your preferred division should be Textile.

Note: You can be associated with multiple divisions but you can have only one preferred division.

Q_{10}: Why is that on some of our computers even the new ones, whenever we want to open MOD2, a small window pops up saying "*This publisher could not be verified. Are you sure you want to run this software?*". Why does this message appears? How can take it out?

A_{10}: It is the result of Microsoft trying to protect users from malicious programs. The message will appear for any shortcut or executable that is hosted on a network share. But we actually discovered that it is actually an Internet Explorer setting. Once you double click shortcuts on your desktops, IE settings take effect.

To solve this problem, first, you need to determine the path where MOD2 is located. Right click on your MOD2 icon and then go to its properties. Copy the path/address of your MOD2, and then you can close it. Next, open Internet Explorer. Click on tools, then Internet Options. Click on the security tab. Once you are on this tab, make sure you first click "Local Intranet", and then the "Sites" button should light up. Click it. On the form that is displayed, click advanced. You will be shown a list of sites that are in the "Local Intranet". Type in the path where your MOD2 is located (the one that you copied from the properties of your MOD2 icon). Click on Add. The setting will automatically change the path to the path of your server. Click OK, on the rest of the dialogs to get out of the settings for Internet Explorer. Now, you can run your MOD2 and no "Publisher cannot be verified" message will be shown.