UNIVERSITY

ORGILL

Fall Virtual User Meeting

Charles Owen

Chief Experience Officer

August 24, 2021

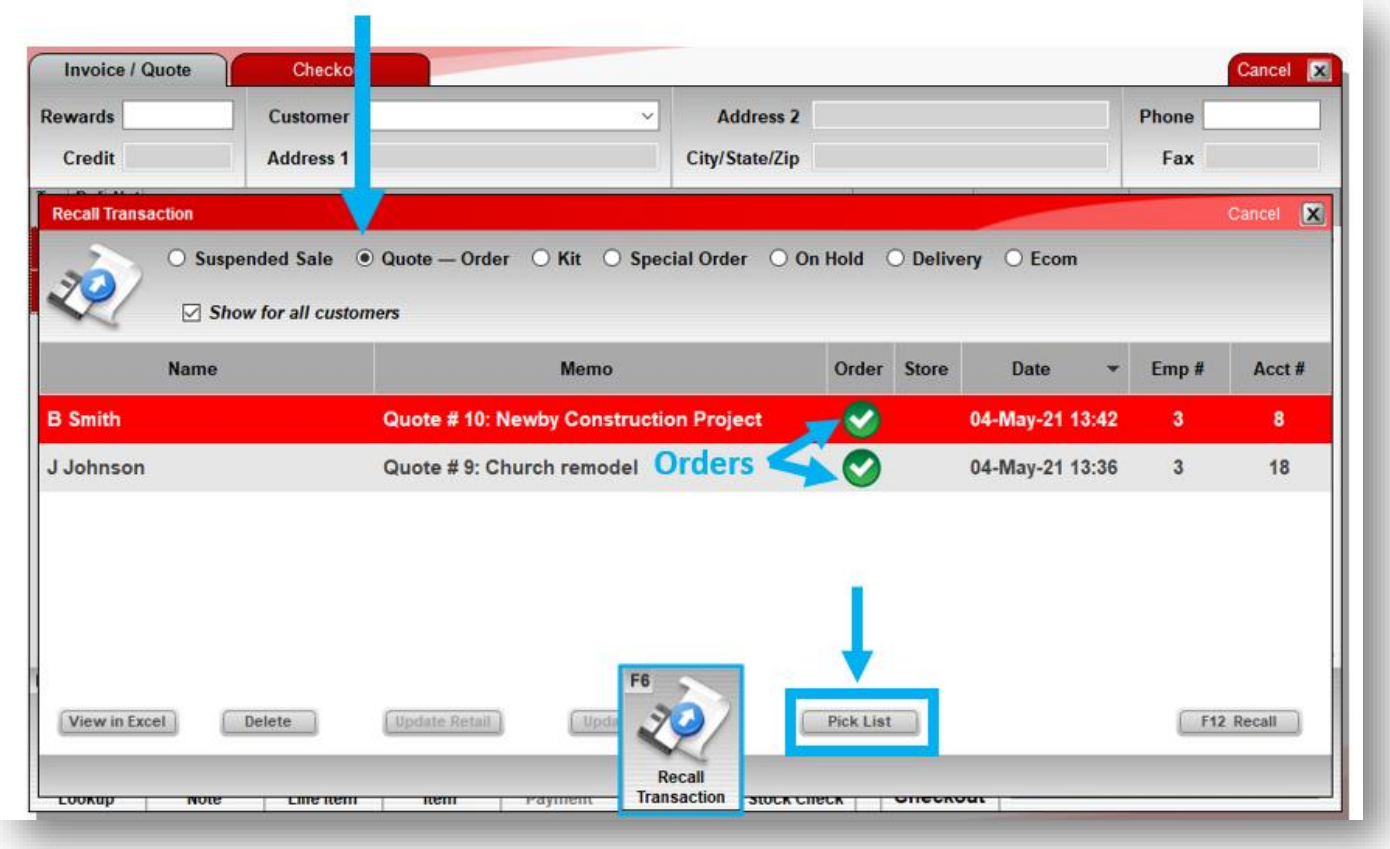
- Our 2021 releases include:
  - Pick List
  - Auto-delete quotes
  - Mobile2 Skip Signature
  - Transaction Report with Rewards IDs
  - Charge Customer Email Utility
  - Returns – Charge Only
  - Collect on Delivery option
  - Send purchase orders to any email address
  - Show location-specific QR codes on receipts
  - Advanced Lookup searches customer ACH data
  - New GL categories for Rich Rewards coupons

WHAT YOU'LL LEARN

- Newly released:
  - Adding incremental part numbers when adding inventory
  - Simplified tax holiday sales and accounting
  - Insufficient stock on hand alert
  - Benjamin Moore programs reports
  - New bin and item tags
  - Advanced Lookup Description 3
  - Export sales into Excel
  - Accounting integration updates
  - Capital One Trade Credit rebranding

2021 New Features

Pick List Report

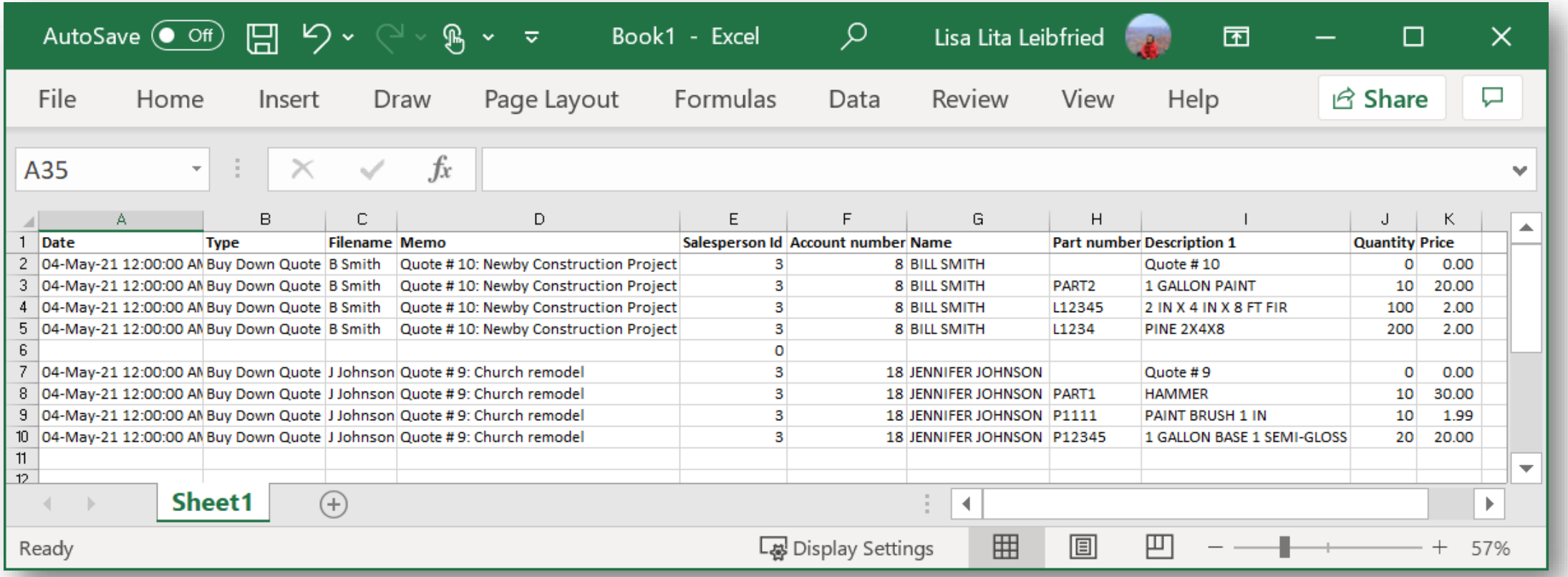


A Pick List Excel spreadsheet makes it easy for your fulfillment department to complete orders.

1. Open the **Invoice/Quote** module.
2. Select a customer (optional).
3. Click **Recall Transaction** and select **Quote – Order.**
4. To show all orders, select **Show for all customers.**
5. Click **Pick List** to create the spreadsheet.

Pick List

Pick List spreadsheet sorts unfulfilled items by order and includes order details such as customer, project, item quantity and price.

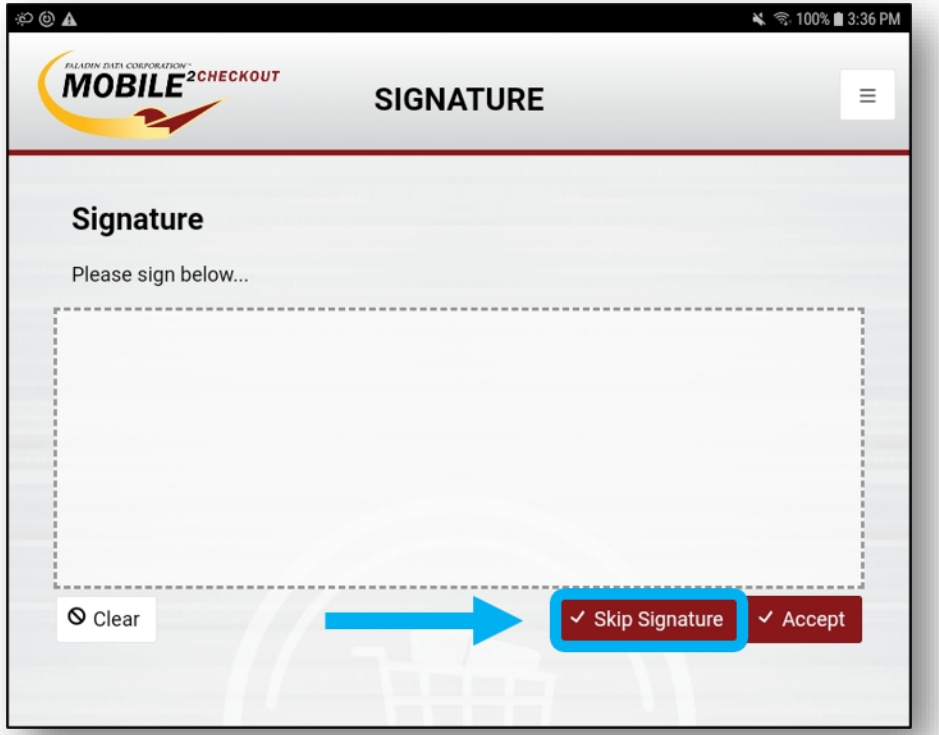


	A	B	C	D	E	F	G	H	I	J	K
1	Date	Type	Filename	Memo	Salesperson Id	Account number	Name	Part number	Description 1	Quantity	Price
2	04-May-21 12:00:00 AM	Buy Down Quote	B Smith	Quote # 10: Newby Construction Project	3	8	BILL SMITH		Quote # 10	0	0.00
3	04-May-21 12:00:00 AM	Buy Down Quote	B Smith	Quote # 10: Newby Construction Project	3	8	BILL SMITH	PART2	1 GALLON PAINT	10	20.00
4	04-May-21 12:00:00 AM	Buy Down Quote	B Smith	Quote # 10: Newby Construction Project	3	8	BILL SMITH	L12345	2 IN X 4 IN X 8 FT FIR	100	2.00
5	04-May-21 12:00:00 AM	Buy Down Quote	B Smith	Quote # 10: Newby Construction Project	3	8	BILL SMITH	L1234	PINE 2X4X8	200	2.00
6					0						
7	04-May-21 12:00:00 AM	Buy Down Quote	J Johnson	Quote # 9: Church remodel	3	18	JENNIFER JOHNSON		Quote # 9	0	0.00
8	04-May-21 12:00:00 AM	Buy Down Quote	J Johnson	Quote # 9: Church remodel	3	18	JENNIFER JOHNSON	PART1	HAMMER	10	30.00
9	04-May-21 12:00:00 AM	Buy Down Quote	J Johnson	Quote # 9: Church remodel	3	18	JENNIFER JOHNSON	P1111	PAINT BRUSH 1 IN	10	1.99
10	04-May-21 12:00:00 AM	Buy Down Quote	J Johnson	Quote # 9: Church remodel	3	18	JENNIFER JOHNSON	P12345	1 GALLON BASE 1 SEMI-GLOSS	20	20.00
11											
12											

Declutter your quotes by removing older ones

- Remove quotes automatically after a time period (days) that you specify.
  - By default, quotes are never deleted.
  - **Important**: Deleted quotes cannot be restored.
- In Paladin, go to **File** > **Setup** > **Invoice (Store) tab** and look for this setting:
  - **Delete stored quotes after** <*specify a number*> **days**
  - If set to zero (0), quotes are never deleted.

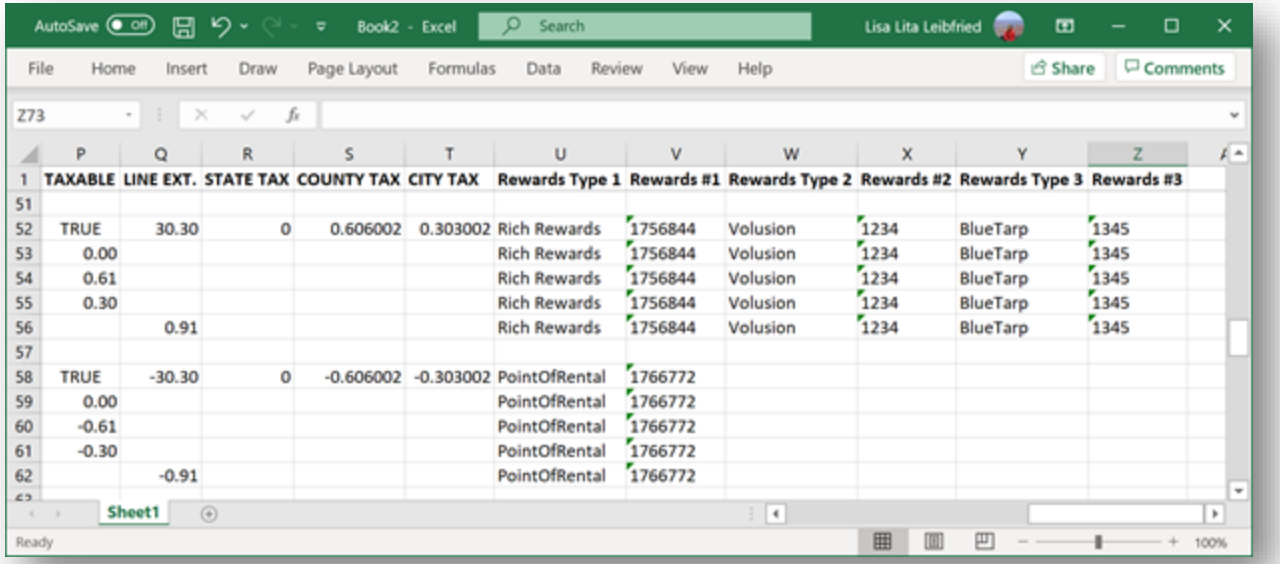
Skip signatures on Mobile2Checkout app



Process a transaction without a signature in the Mobile2Checkout app.

- Tap **Skip Signature** to complete the transaction without a signature.
- **Skip Signature** button will only appear if the transaction meets the criteria set in Paladin.
- Go to **File** > **Setup** > **Credit Card** tab > **Signatures** pane and set up signature requirements.
- Requires Mobile2Checkout version 1.1.5 or later
- Contact Paladin Support to upgrade your app.

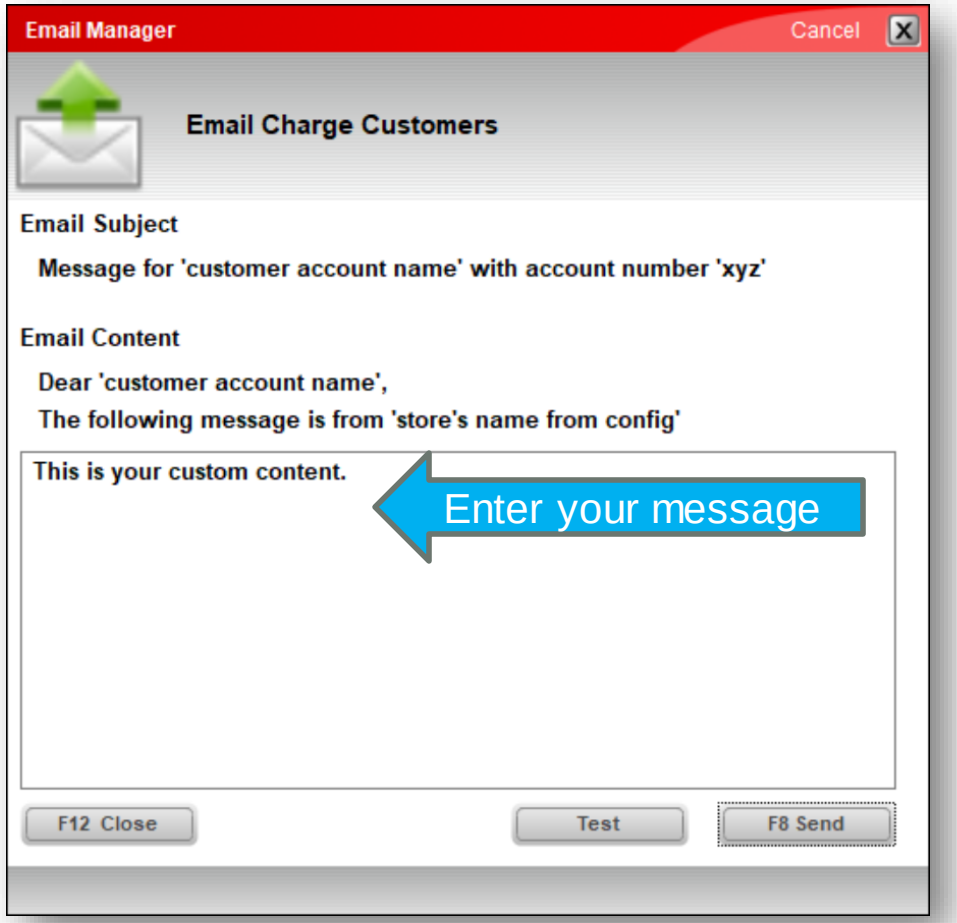
Transaction Report includes Rewards IDs



	P	Q	R	S	T	U	V	W	X	Y	Z
1	TAXABLE	LINE EXT.	STATE TAX	COUNTY TAX	CITY TAX	Rewards Type 1	Rewards #1	Rewards Type 2	Rewards #2	Rewards Type 3	Rewards #3
51											
52	TRUE	30.30	0	0.606002	0.303002	Rich Rewards	1756844	Volusion	1234	BlueTarp	1345
53	0.00					Rich Rewards	1756844	Volusion	1234	BlueTarp	1345
54	0.61					Rich Rewards	1756844	Volusion	1234	BlueTarp	1345
55	0.30					Rich Rewards	1756844	Volusion	1234	BlueTarp	1345
56		0.91				Rich Rewards	1756844	Volusion	1234	BlueTarp	1345
57											
58	TRUE	-30.30	0	-0.606002	-0.303002	PointOfRental	1766772				
59	0.00					PointOfRental	1766772				
60	-0.61					PointOfRental	1766772				
61	-0.30					PointOfRental	1766772				
62		-0.91				PointOfRental	1766772				

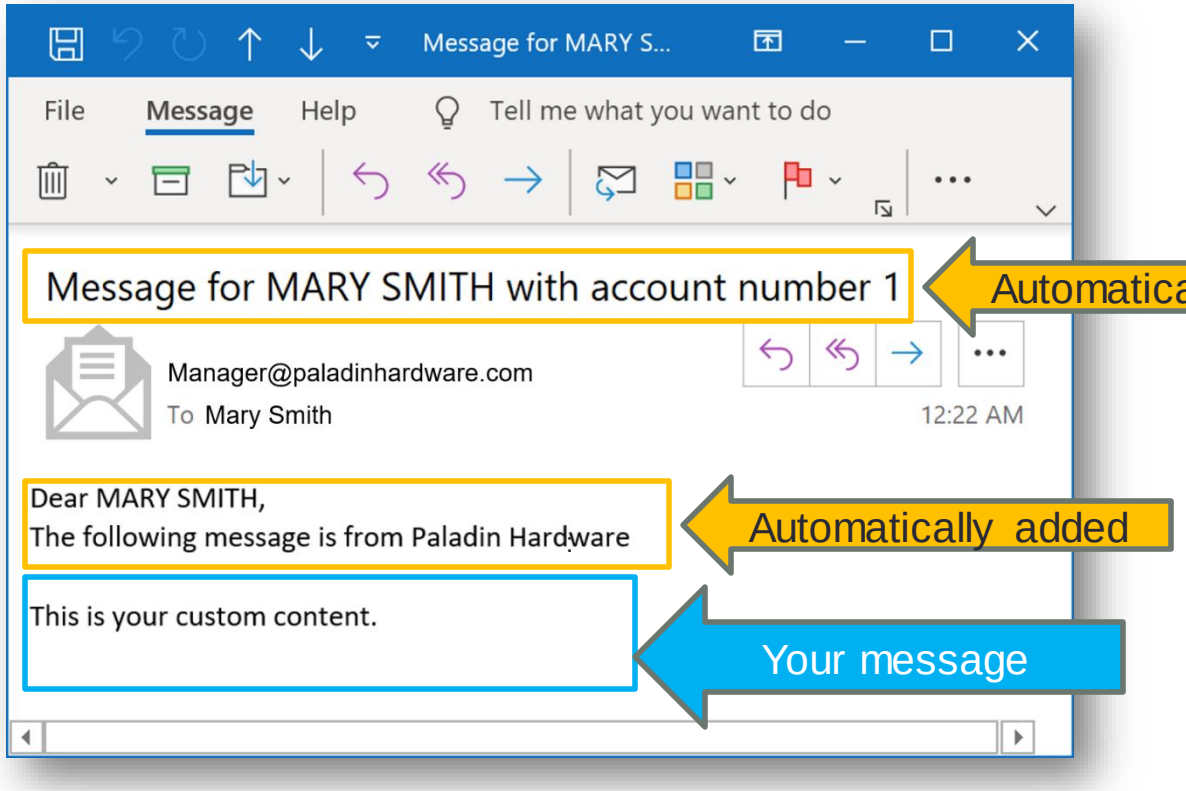
- The Excel version of the **Transaction Report** has added columns for customer alternate IDs, such as rewards numbers.
- Up to three alternate IDs are shown for each transaction.

Charge Customer Email Utility



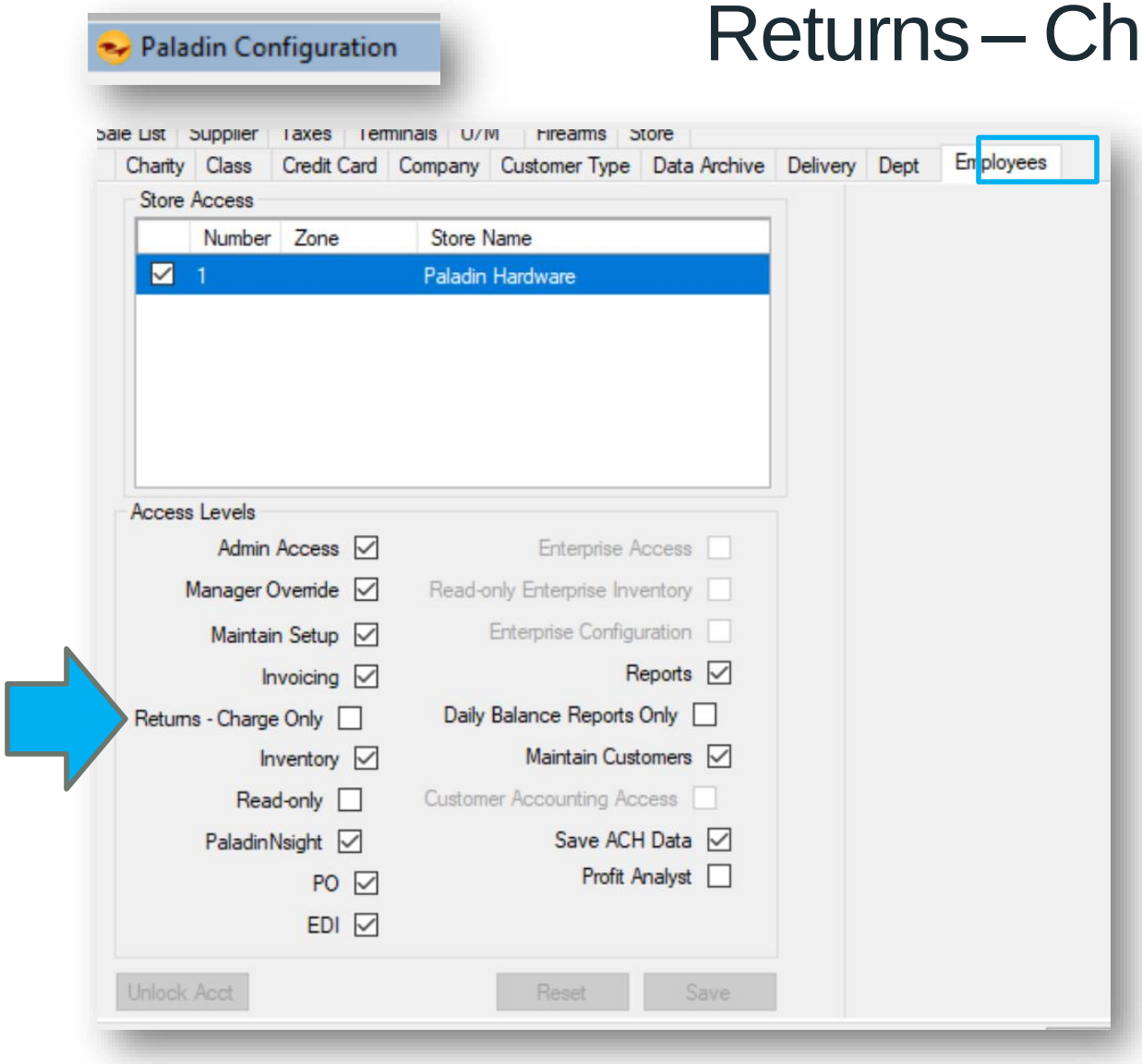
- Send an email to all your customers with store credit (non-zero credit limit).
- Enter email text using this utility:
  - Go to **Maintain** menu > **Utilities** > **Customer Utilities** > **Email Charge Customer**

Charge Customer Email Utility



- Email subject and salutation are automatically added.

Returns – Charge Only



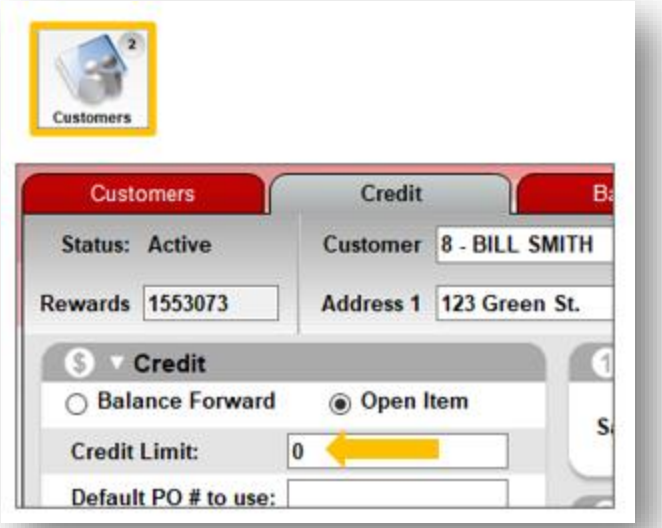
- **Returns – Charge Only** employee access level has been added.
- Allows an employee to refund a return as a store credit using the **Charge** payment type ONLY.
- Return requirements:
  - To receive credit, the customer must have a non-zero credit limit with the store.
  - The original transaction can be any payment type (cash, check, etc.)
- Select on **File** > **Setup** > **Employees** tab.
- Employee must have **Invoicing** access.

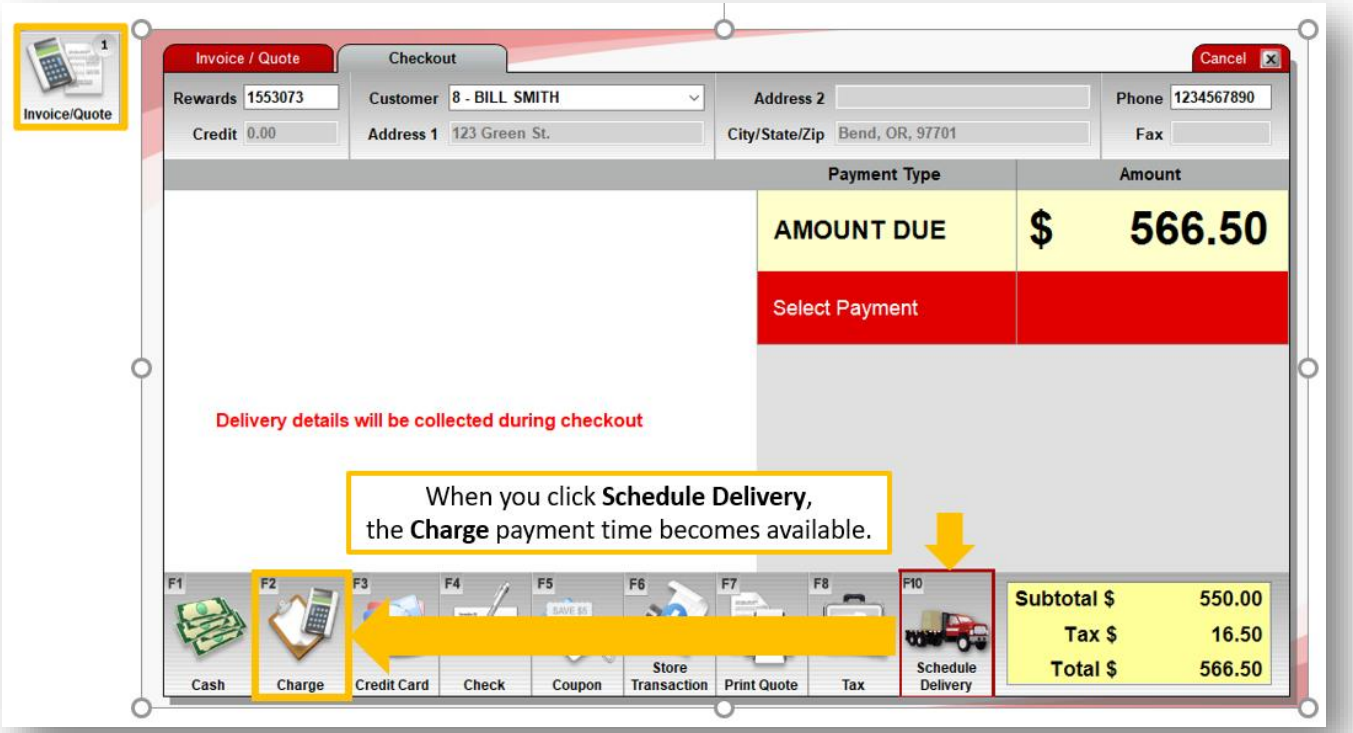
Collect on Delivery

- Collect on delivery (COD) feature allows your customers to pay for purchases when they are delivered.
- The feature is available in these scenarios:
  - When a customer has no store credit.
  - When a customer exceeds their store credit.

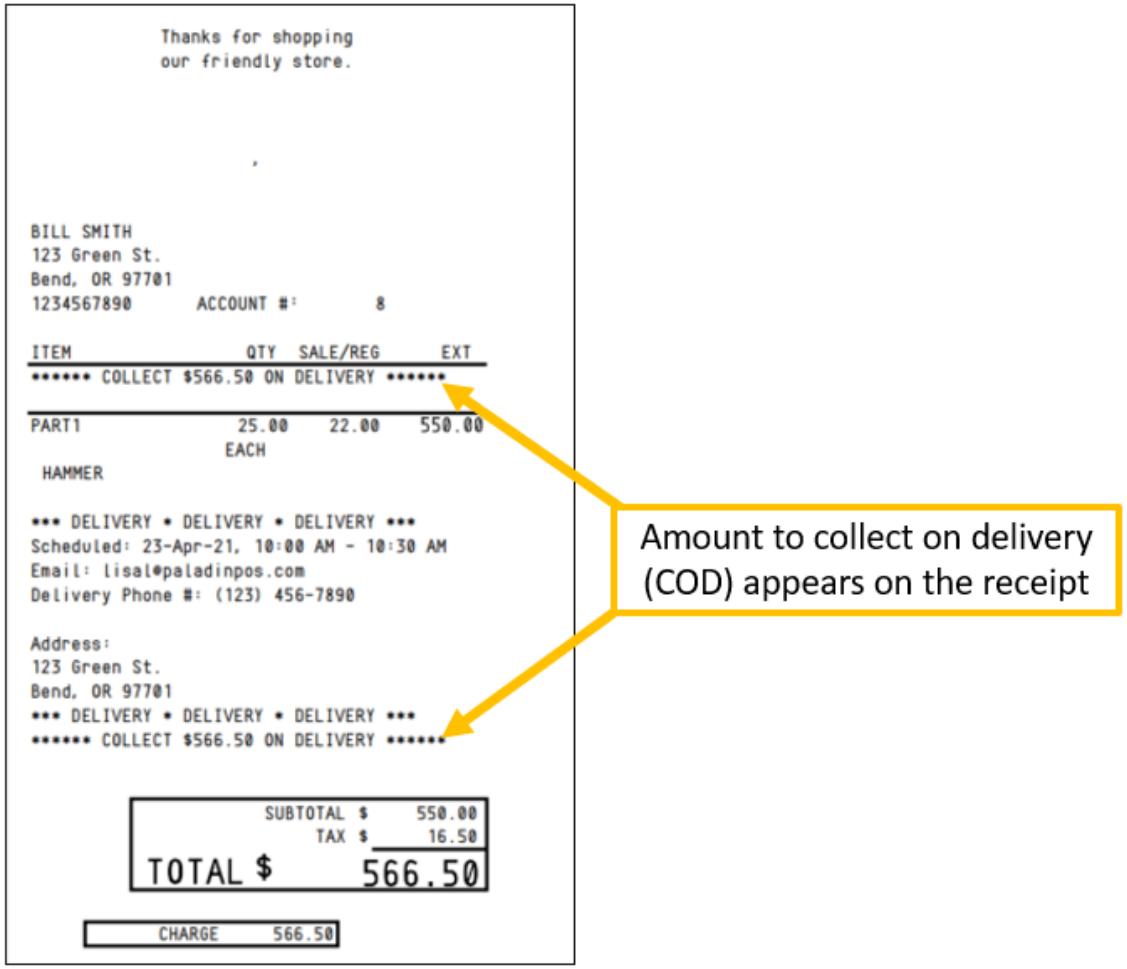
COD: When a customer has no store credit

When the COD feature is turned on and you select **Schedule Delivery** for a customer who does not have a store line of credit (credit limit of zero), the **Charge** payment type becomes available.





COD: When a customer has no store credit



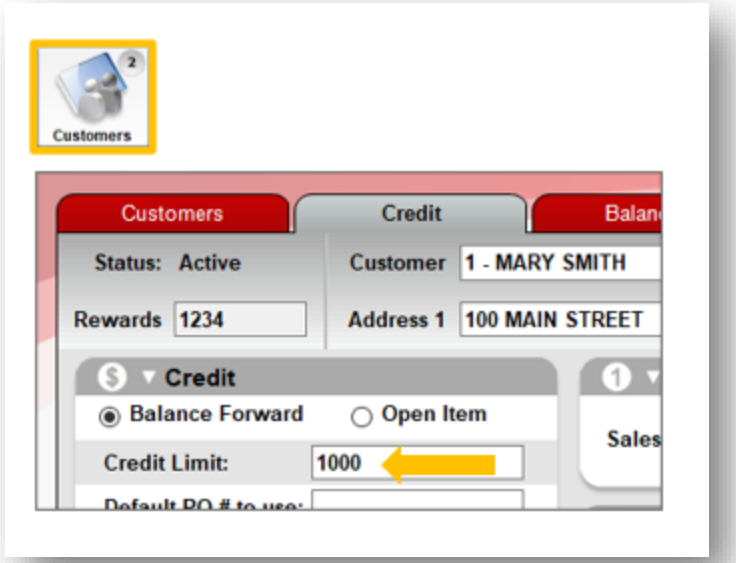
The cashier completes the sale, and the receipt shows the amount to collect on delivery.

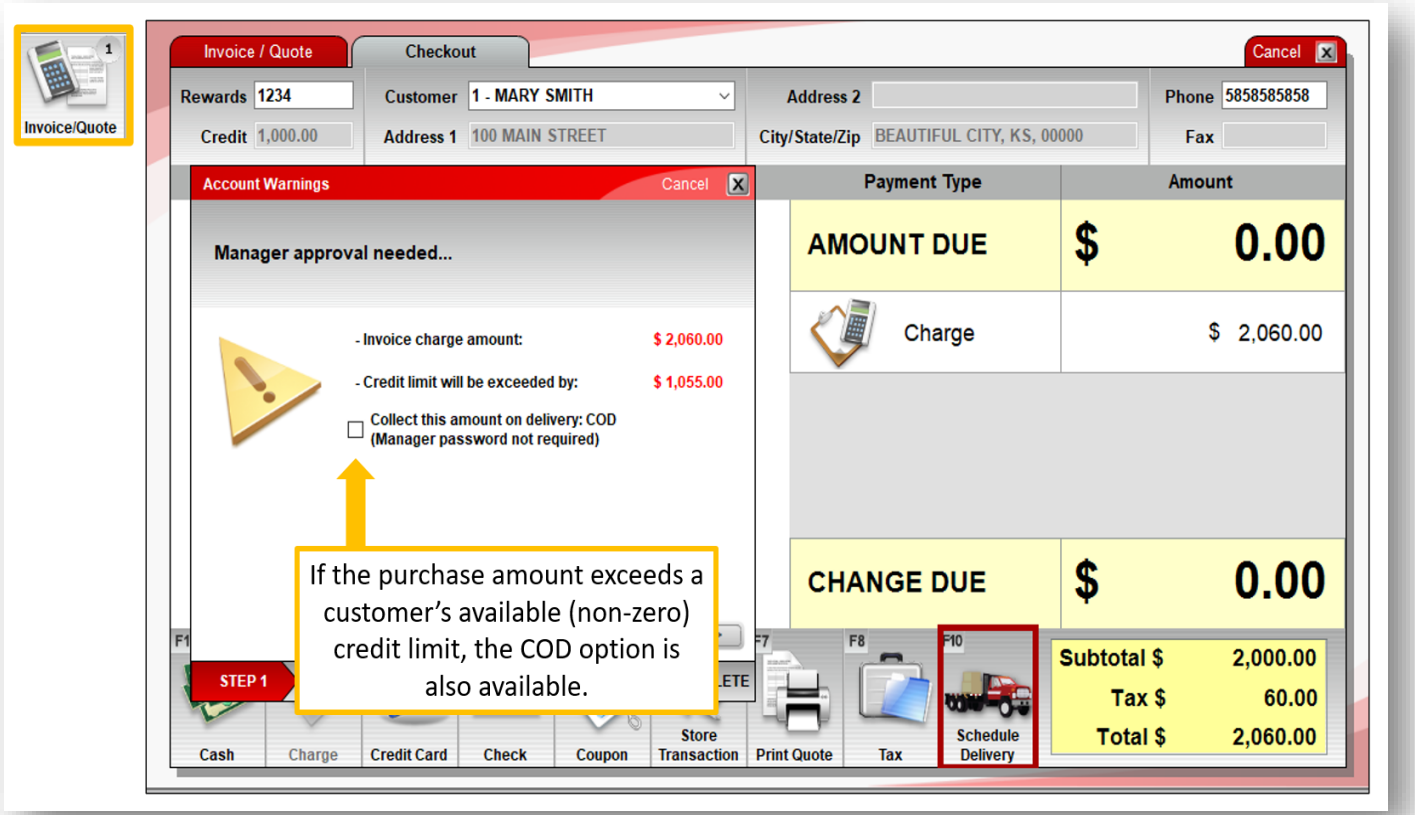
COD: When a customer has no store credit

- Payment is collected when the delivery is made.
- Once back at the store, the payment is applied as an **Account Payment** in the **Invoice/Quote** or **Customers** module.
- These payments are recorded as **Charge** payments in the customer's **Sales History**.

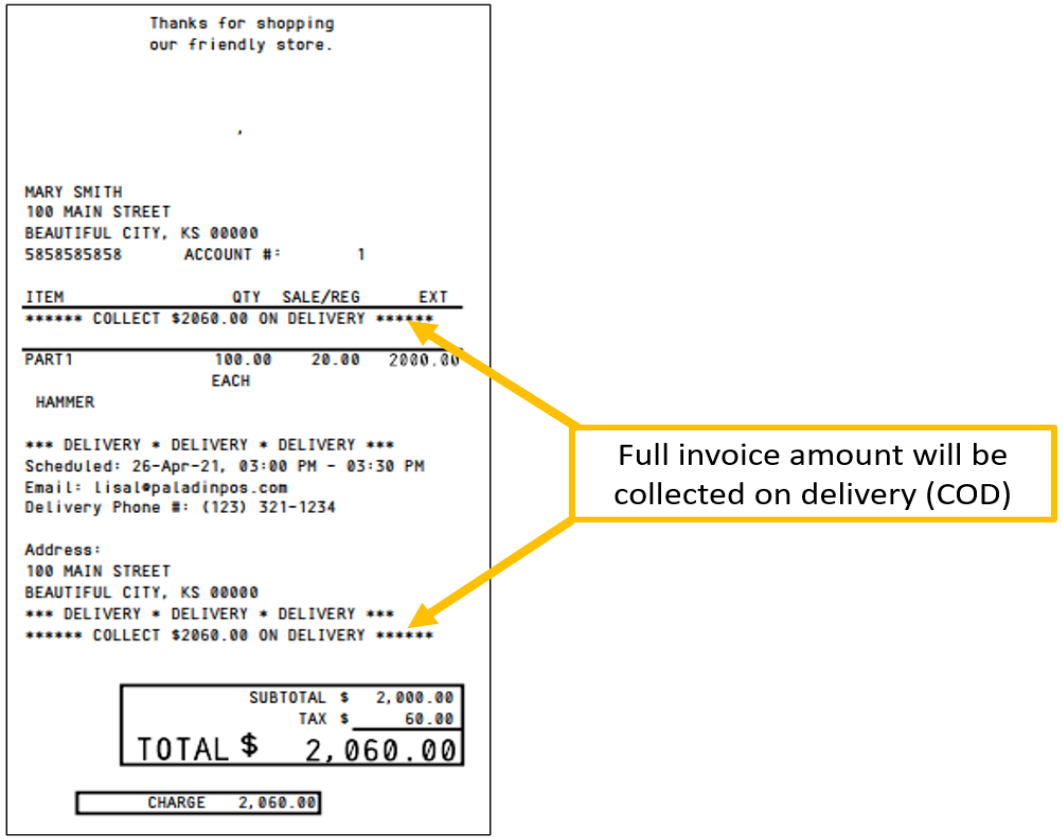
COD: When a customer exceeds their store credit

The COD option will also appear for customers who have a store line of credit when the **Charge** amount exceeds their available credit.



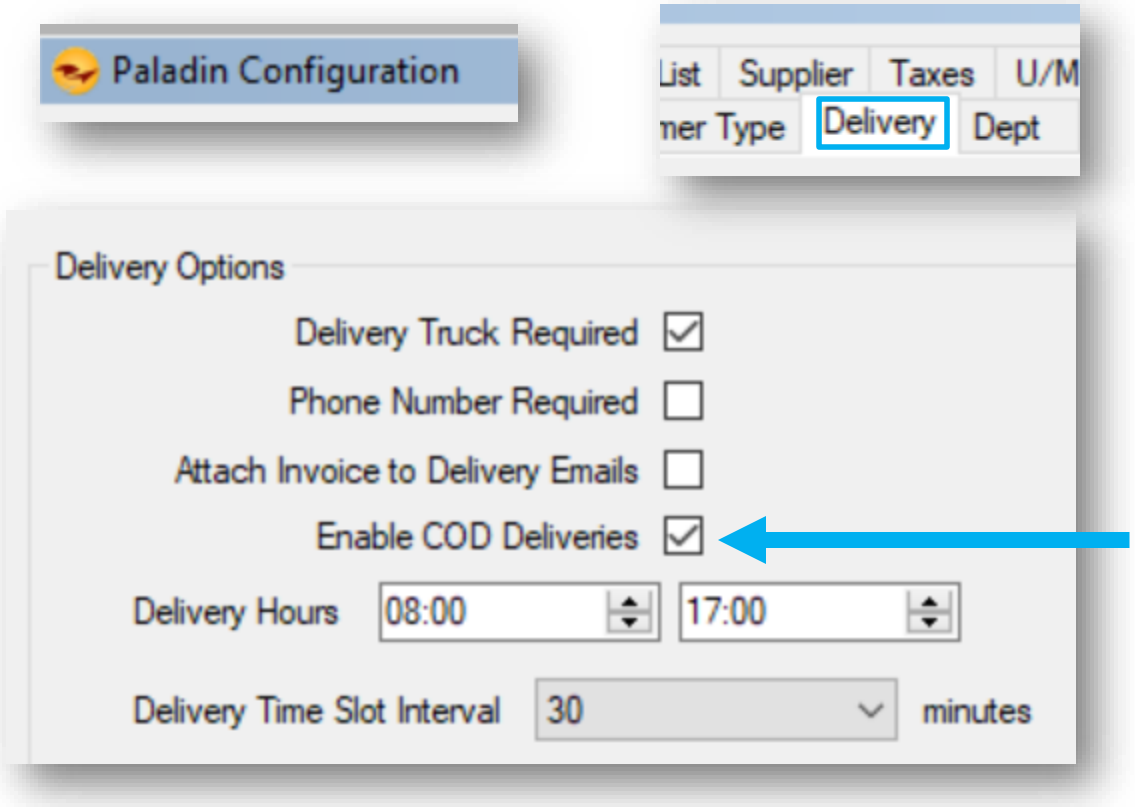


COD: When a customer exceeds their store credit



If you select the COD option, the entire invoice amount will be due at delivery.

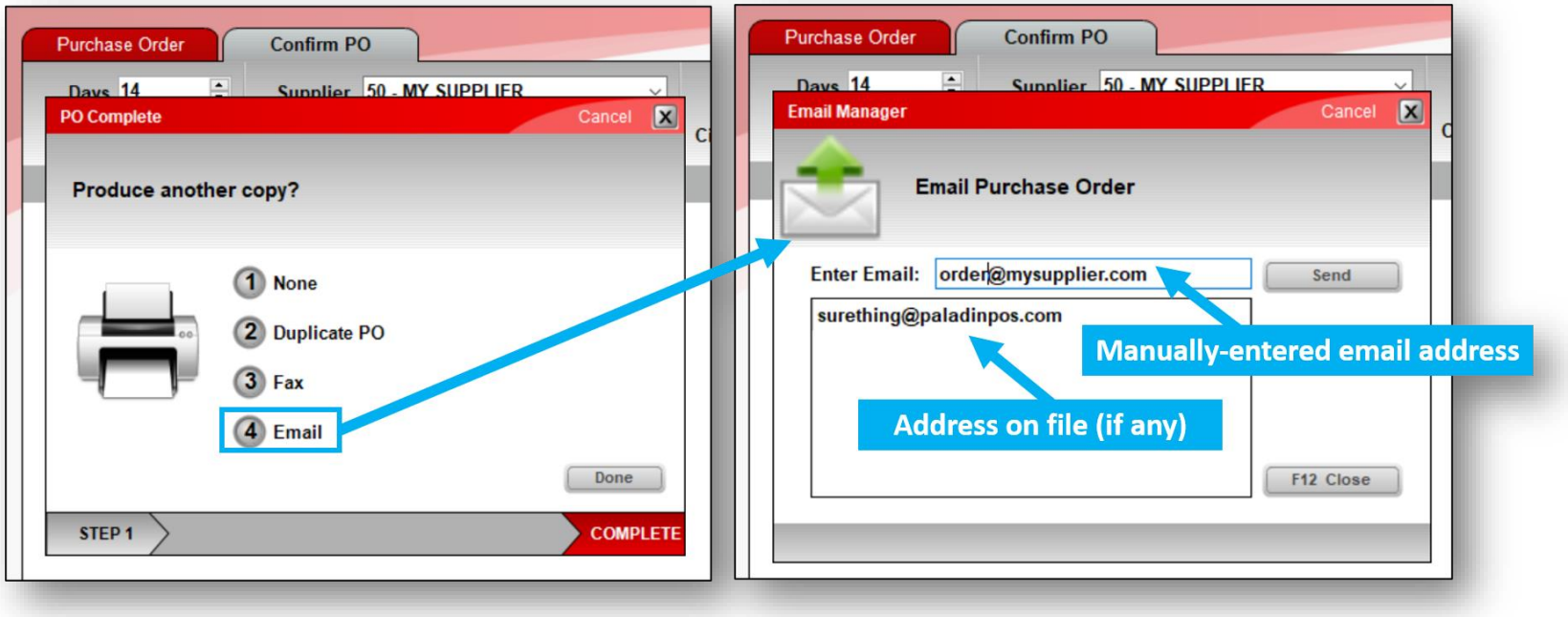
Turn on Collect on Delivery (COD) feature



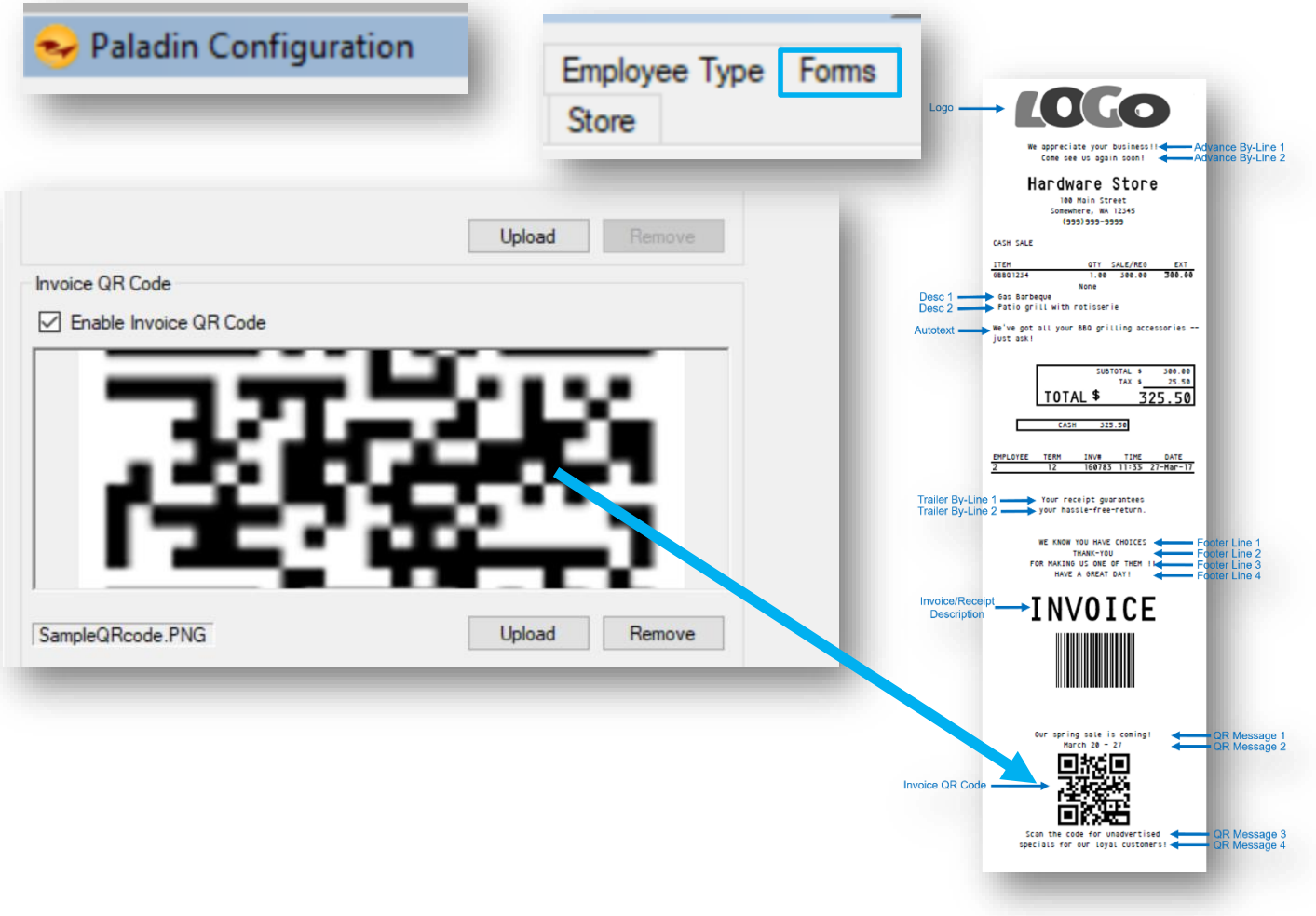
- Must be set up for deliveries (requires Paladin Support)
- To turn on COD feature (does not require Paladin Support):
  1. Go to **File** menu > **Setup** > **Delivery** tab.
  2. Select **Enable COD Deliveries.**
  3. Click **Save**.

Email Purchase Orders to Any Address

- Email a purchase order to the supplier address on file or any other email addresses. Select or enter an email address and click **Send.**
- If there is no address on file, it will save the first manually-entered address. Otherwise, additional email addresses are not saved.
- Optional: Specify a return email address for emailed POs only. (Contact Paladin Support to set up.)

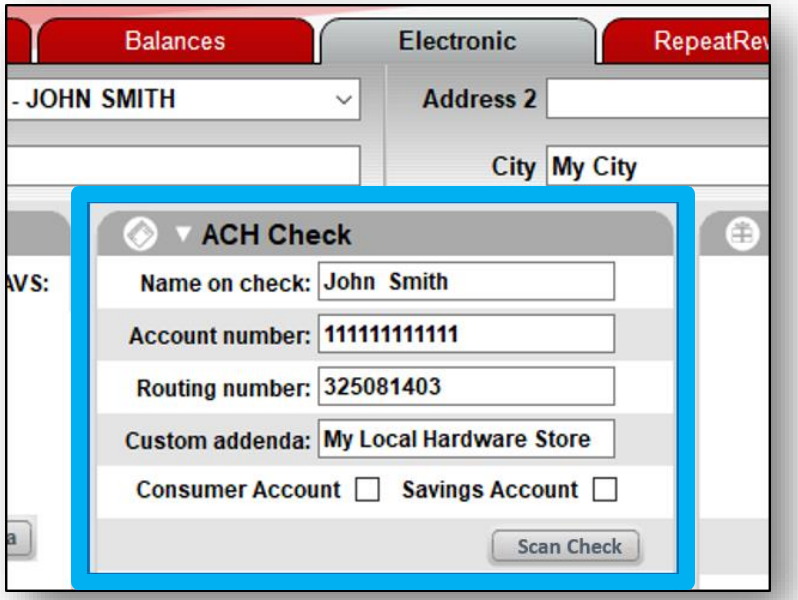


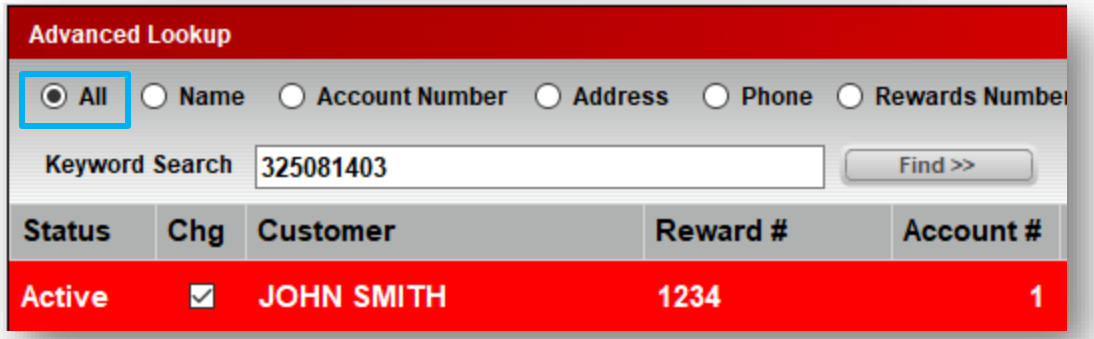
Multi-store: Individual QR Codes for Each Store



- In multi-store version of Paladin, invoice QR codes are now specific to each store.
- To add a QR code:
  1. Go to **File** > **Setup** > **Forms** tab
  2. In the **Invoice QR Code** pane, upload the store's QR code and click **Save**.

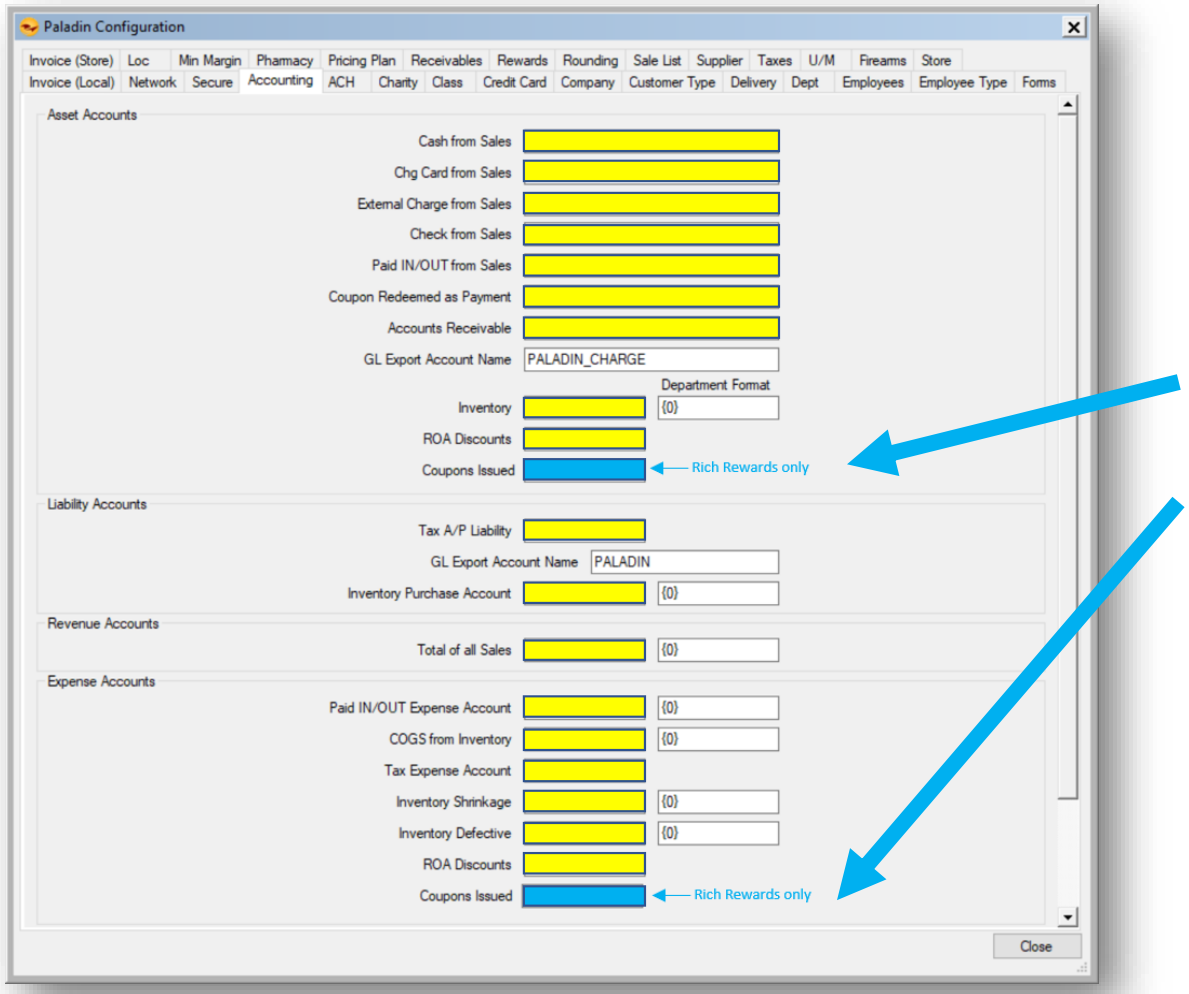
Advanced Lookup Searches Customer ACH Data





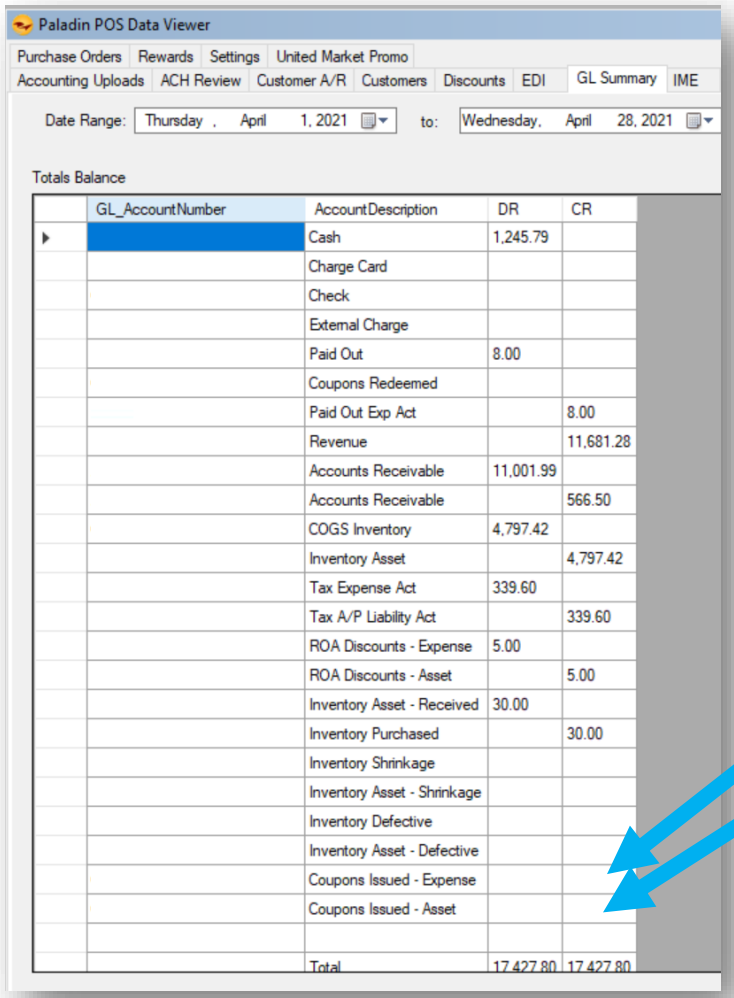
- In the **Customers** module, Advanced Lookup will search customer **ACH Check** fields when you do an **All** category search.

GL Summary: New Categories for Rich Rewards



- New accounting categories for Rich Rewards coupons issued by the store.
  - **File** > **Setup** > **Accounting** tab
  - **Asset Accounts: Coupons Issued**
  - **Expense Accounts: Coupons Issued**
- Rich Rewards store-issued coupons were previously accounted for in
  - **Asset Accounts: Inventory**
  - **Expense Accounts: COGS from Inventory**

GL Summary: New Categories for Rich Rewards

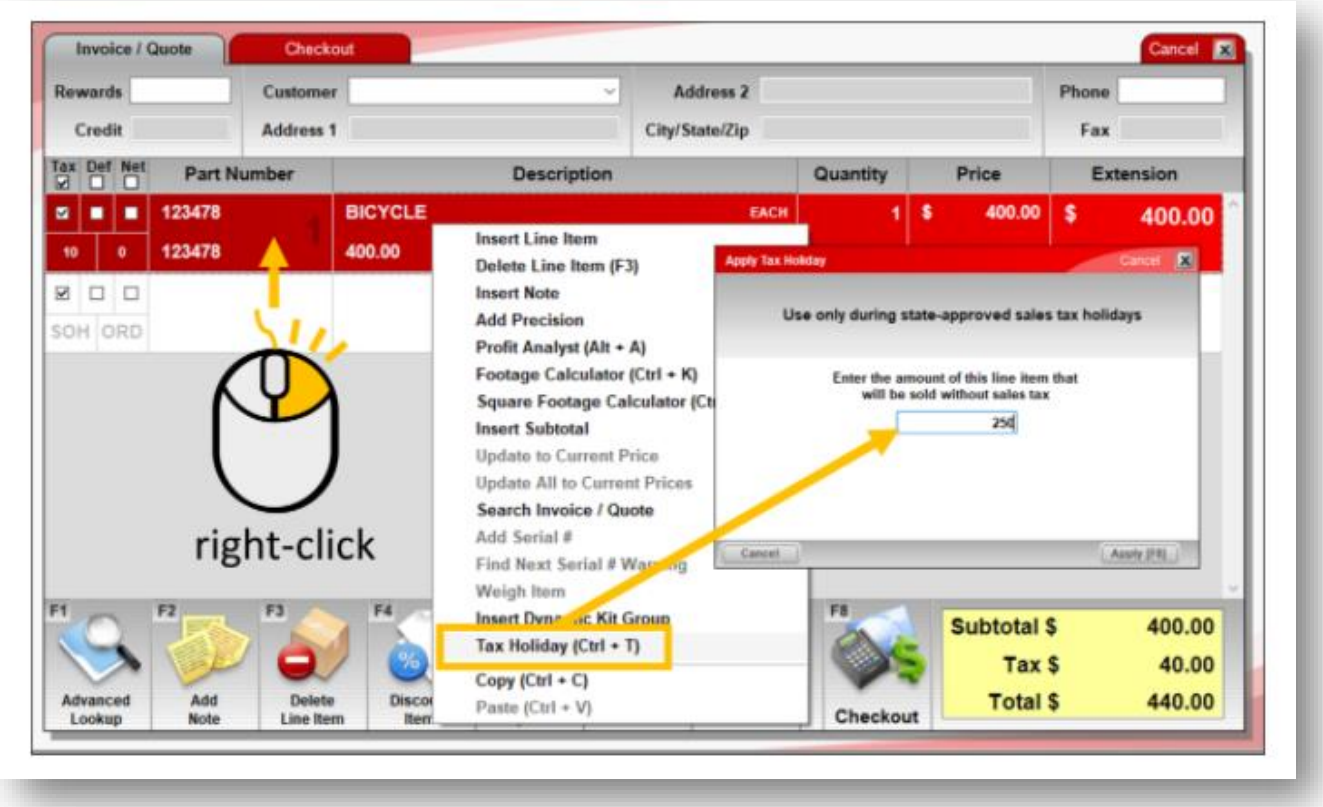


GL_AccountNumber	AccountDescription	DR	CR
	Cash	1,245.79	
	Charge Card		
	Check		
	External Charge		
	Paid Out	8.00	
	Coupons Redeemed		
	Paid Out Exp Act		8.00
	Revenue		11,681.28
	Accounts Receivable	11,001.99	
	Accounts Receivable		566.50
	COGS Inventory	4,797.42	
	Inventory Asset		4,797.42
	Tax Expense Act	339.60	
	Tax A/P Liability Act		339.60
	ROA Discounts - Expense	5.00	
	ROA Discounts - Asset		5.00
	Inventory Asset - Received	30.00	
	Inventory Purchased		30.00
	Inventory Shrinkage		
	Inventory Asset - Shrinkage		
	Inventory Defective		
	Inventory Asset - Defective		
	Coupons Issued - Expense		
	Coupons Issued - Asset		
	Total	17,427.80	17,427.80

- Categories also appear in **GL Summary** tool
- **Maintain > Data Viewer > GL Summary**
  - **Coupons Issued - Expense**
  - **Coupons Issued - Asset**

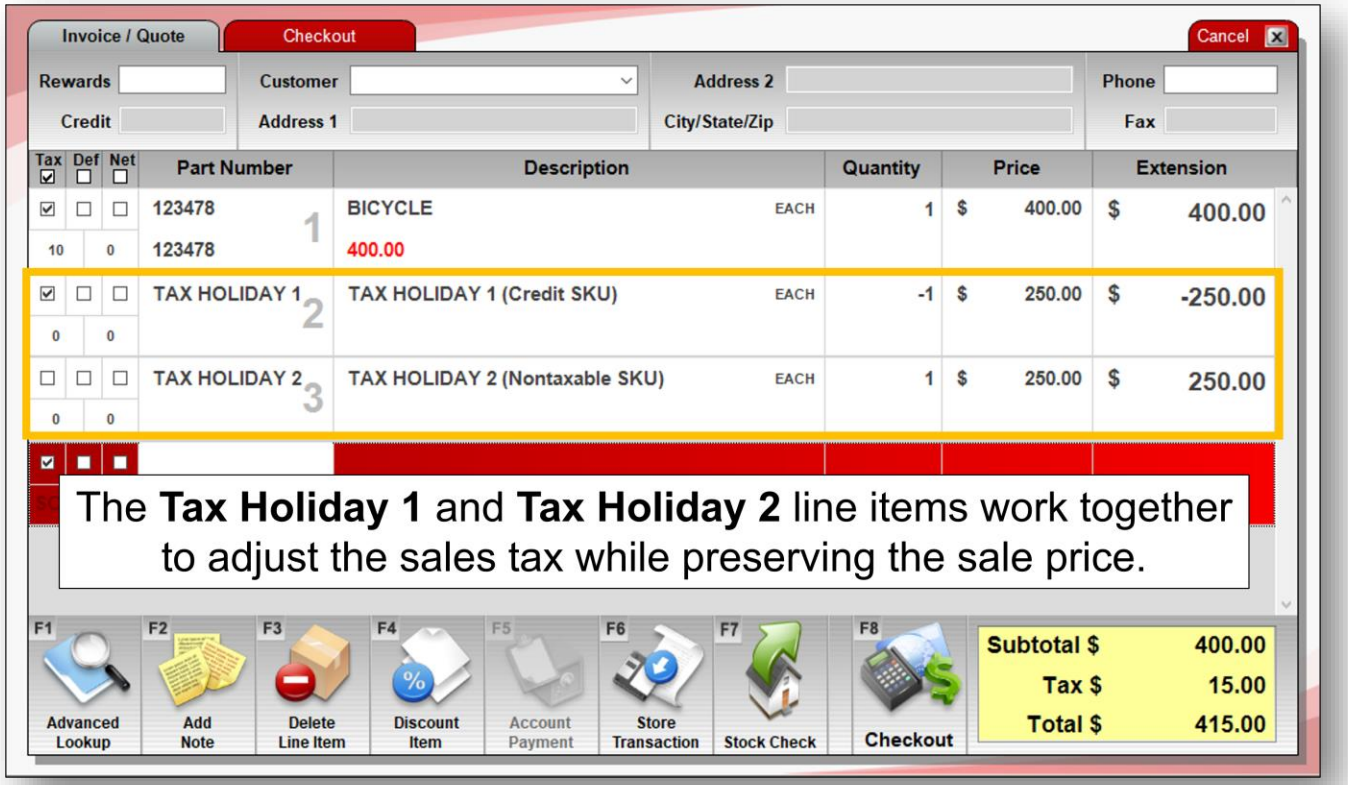
Newly released

Simplified Tax Holiday Sales and Accounting



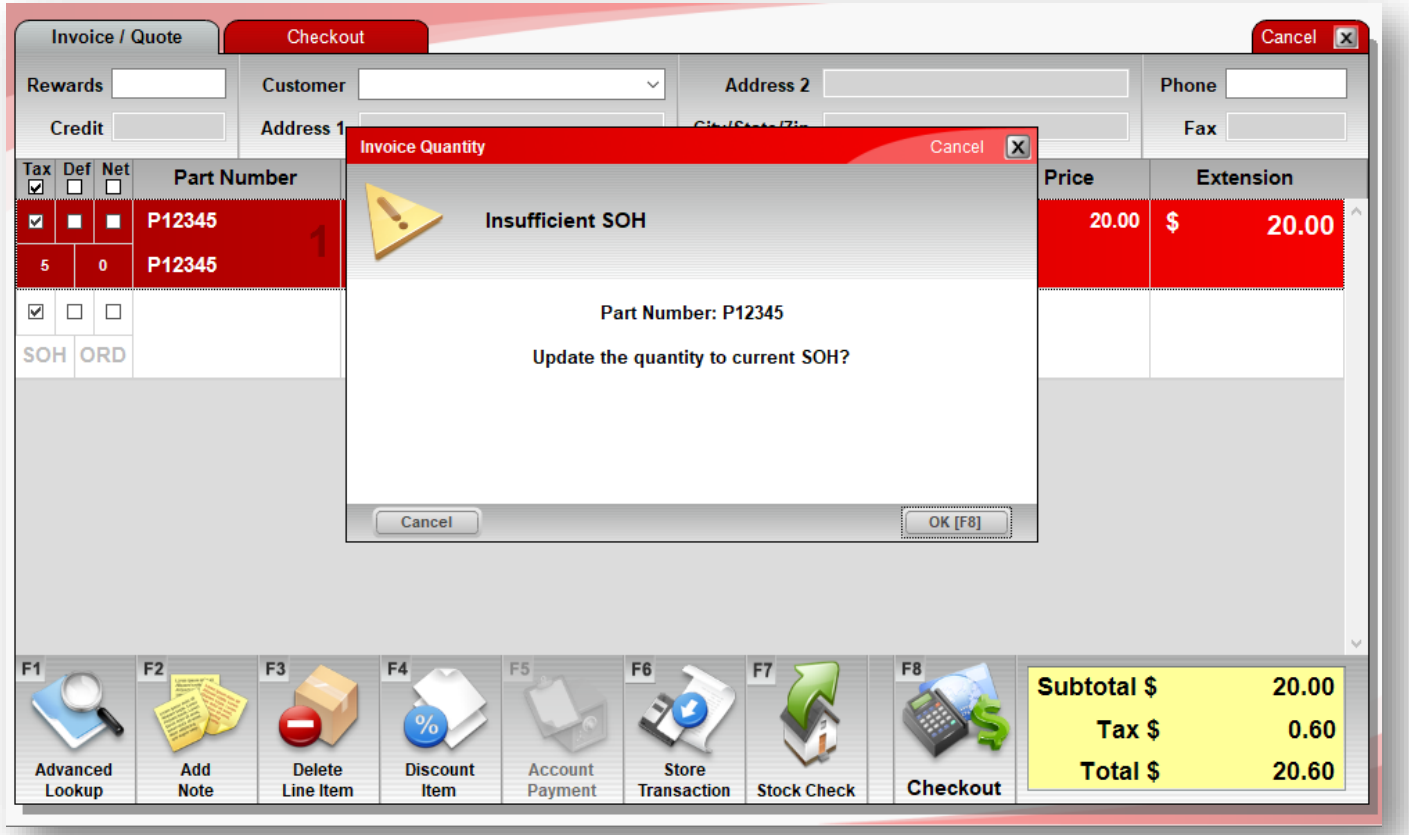
- A tax holiday is a time period during which some items are sold tax-free or partially tax-free.
- Our tax holiday feature allows stores to apply tax holiday discounts quickly and easily at checkout using the quick access (right-click) menu or by pressing Ctrl + T.

Simplified Tax Holiday Sales and Accounting



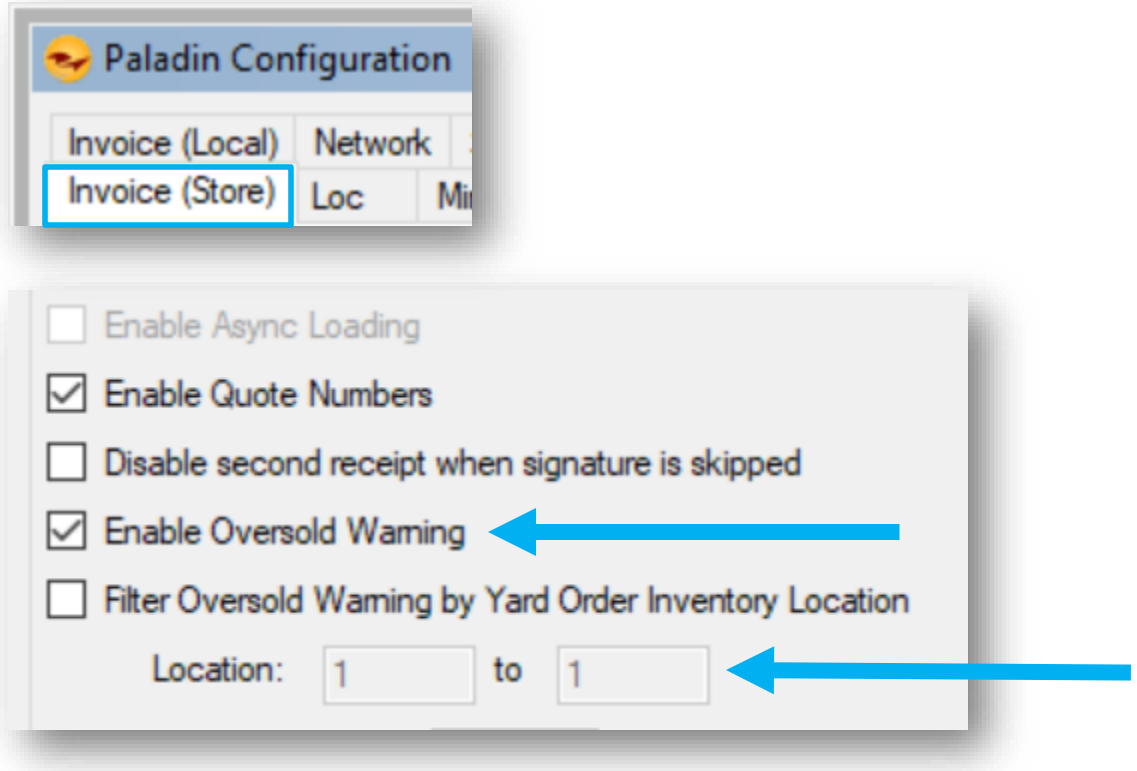
- After you enter the tax holiday amount, two line items appear to adjust the sales tax while preserving the sale price.
- Tax holiday amounts are tracked the Comparative Revenue Report and the Sale Tax Details Report.
- Turned on automatically when you receive 2021-C build

Insufficient SOH (Oversold) Alert



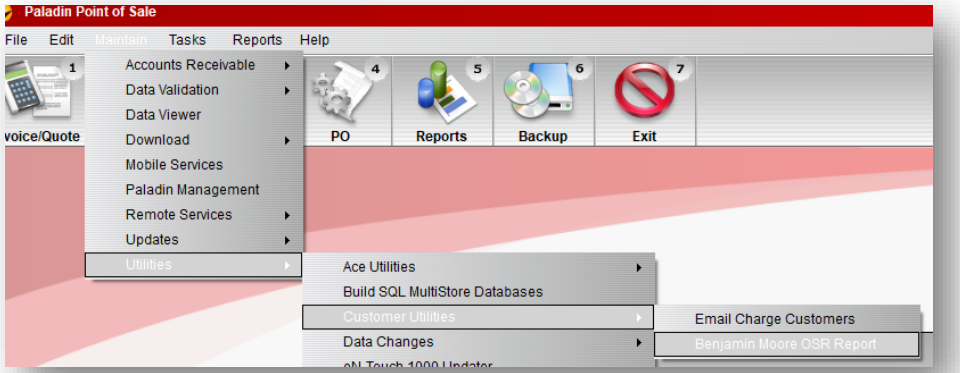
- In the **Invoice/Quote** module, when you enter a quantity greater than your current SOH, a message appears with options:
  - Click **OK** or press F8 to adjust the invoice quantity to current SOH.
  - Click **Cancel** to accept the entered quantity.
- Message does not appear for non-inventory (dump SKU) items.
- Optional: Only check items in a specified location range.

Turn on Insufficient SOH (Oversold) Alert

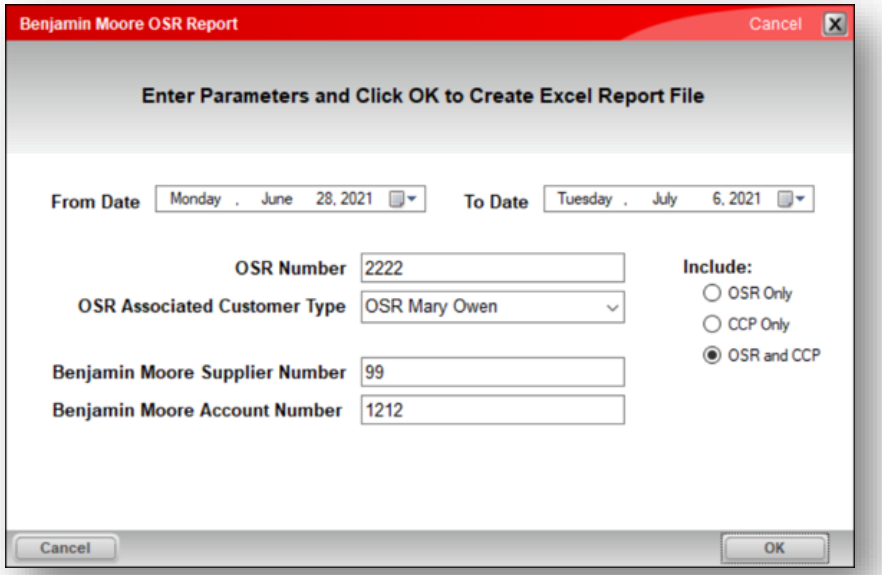


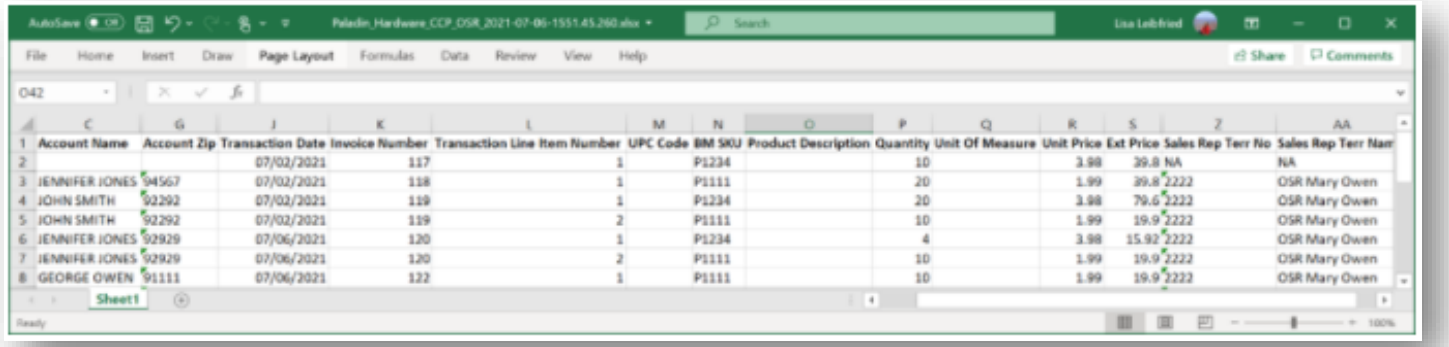
- To turn on oversold warning:
  1. Go to **File** menu > **Setup** > **Invoice (Store)** tab.
  2. Select **Enable Oversold Warning.**
  3. Optional: Select **Filter Oversold Warning by Yard Order Inventory Location** and enter a **Location** range.
  4. Click **Save**.

Benjamin Moore Program Reports

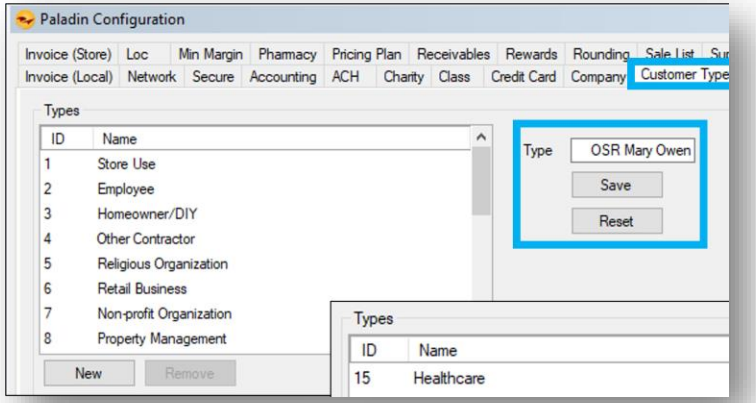


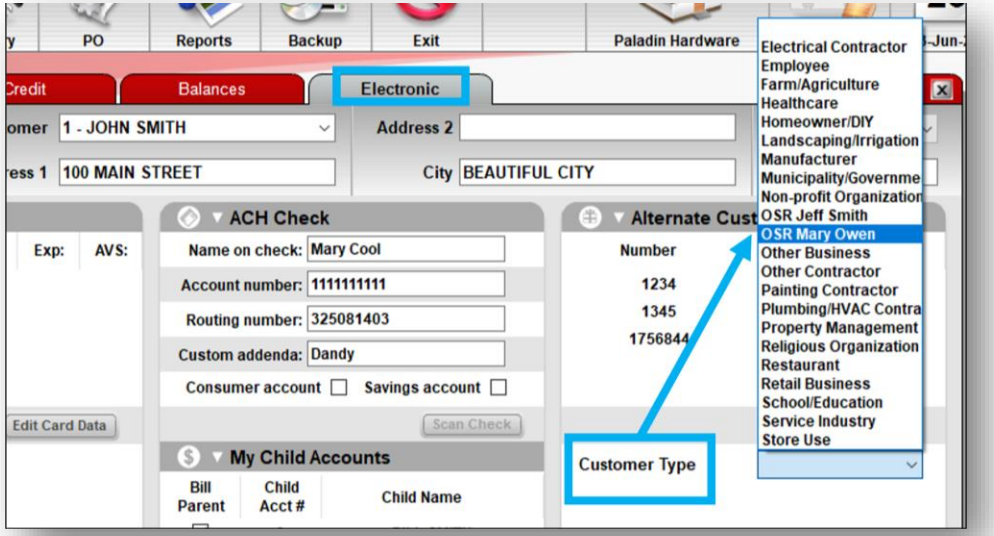
- If you participate in Benjamin Moore OSR (Outside Sale Rep) or CCP (Contractor & Commercial Pricing) programs, Paladin can create the reports required by Benjamin Moore.
- Access from **Maintain** menu.





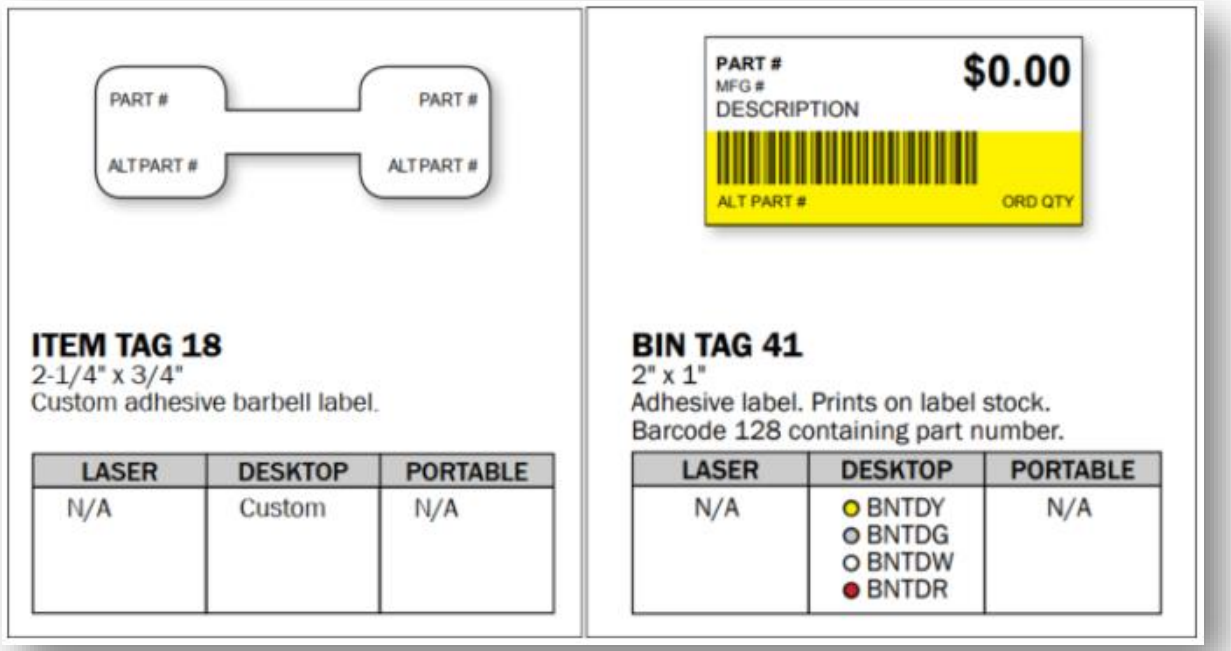
Benjamin Moore Program Reports - Setup





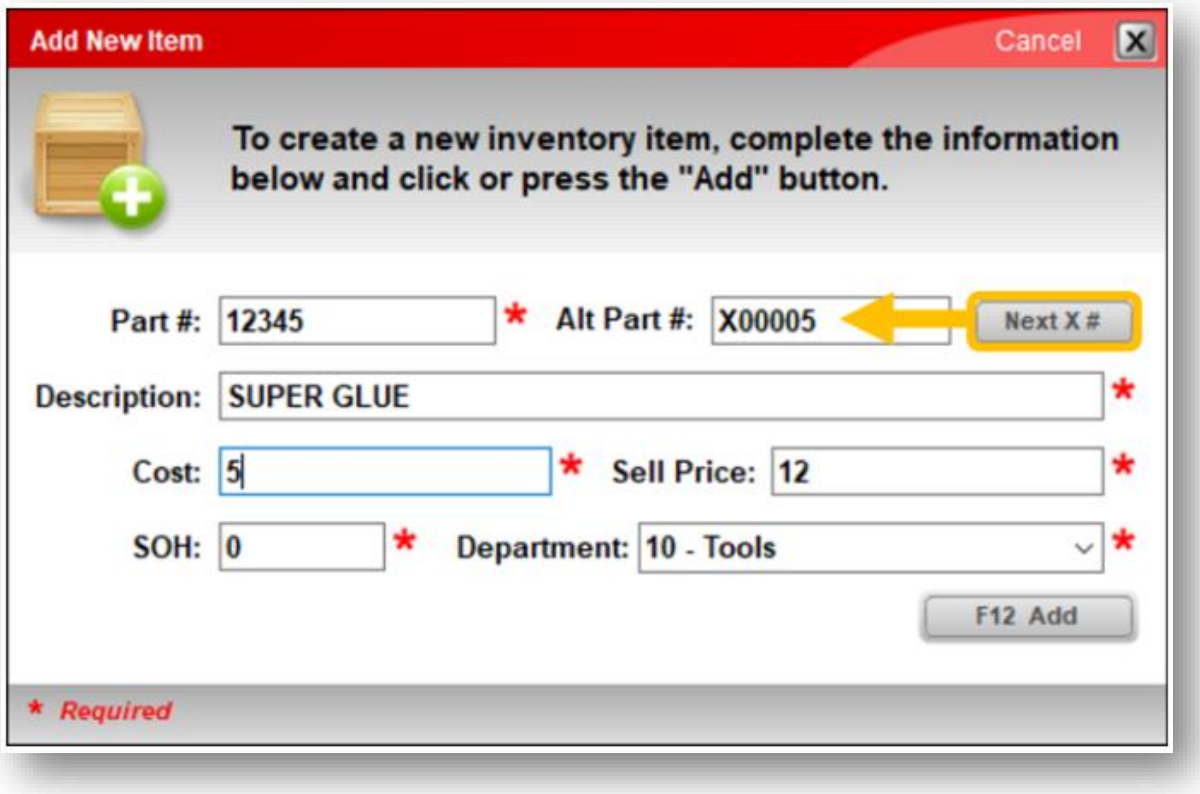
- Setup required for OSR reports:
  - Add Customer Types for OSR reps.
    - **File** > **Setup** > **Customer Types** tab.
  - Select the OSR rep for their customers in Paladin.
  - Not available for stores that use Ace Rewards.
- No set up for CCP reports.

New Item and Bin Tags



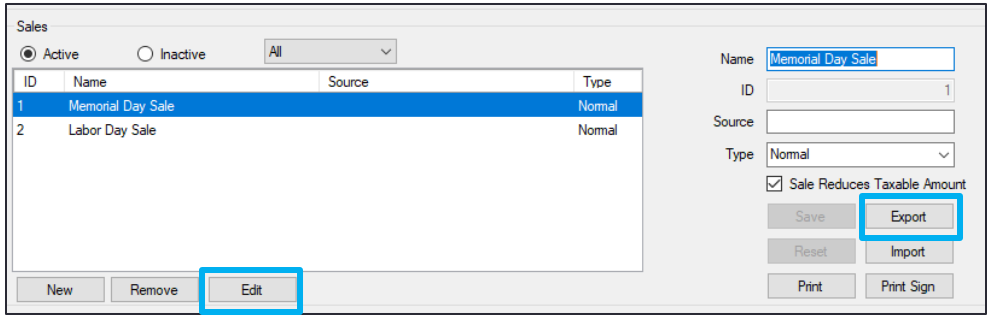
- New Bin Tag #41 and Item Tag #18 (barbell shaped tag to wrap around jewelry and other items). See these and more in the Paladin LTSR Catalog.

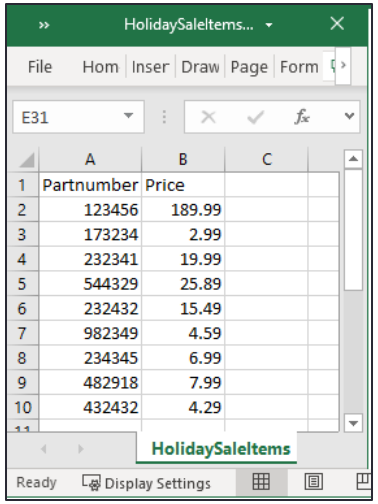
Incremental Part Numbers for Added Inventory



- Maintain a series of unique sequential alternate part numbers (X00001, X00002, and so on) when you add inventory items manually.
- Available with the **Add Item** [F2] feature or when you use the inventory import feature in the **Data Viewer**.

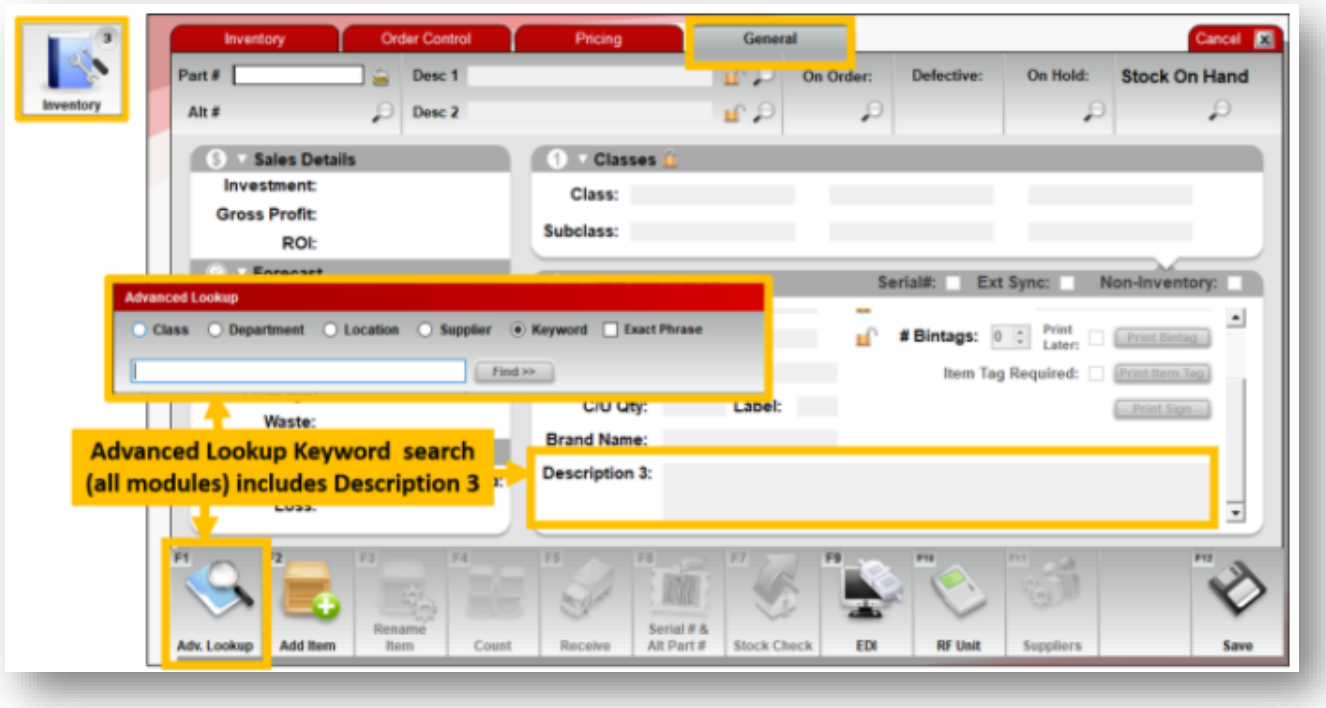
Export Your Sales into Excel





- A new **Export Sale List** feature lets you export sale item part numbers and prices into a tab-delimited text file that can be opened in Excel.
- From there, you can edit items and prices and re-import to update the sale or add to a new sale.
- Access from **File** > **Setup** > **Sale List** tab. Click **Edit** and then click **Export**.

Description 3 Now in Advanced Lookup Keyword Search

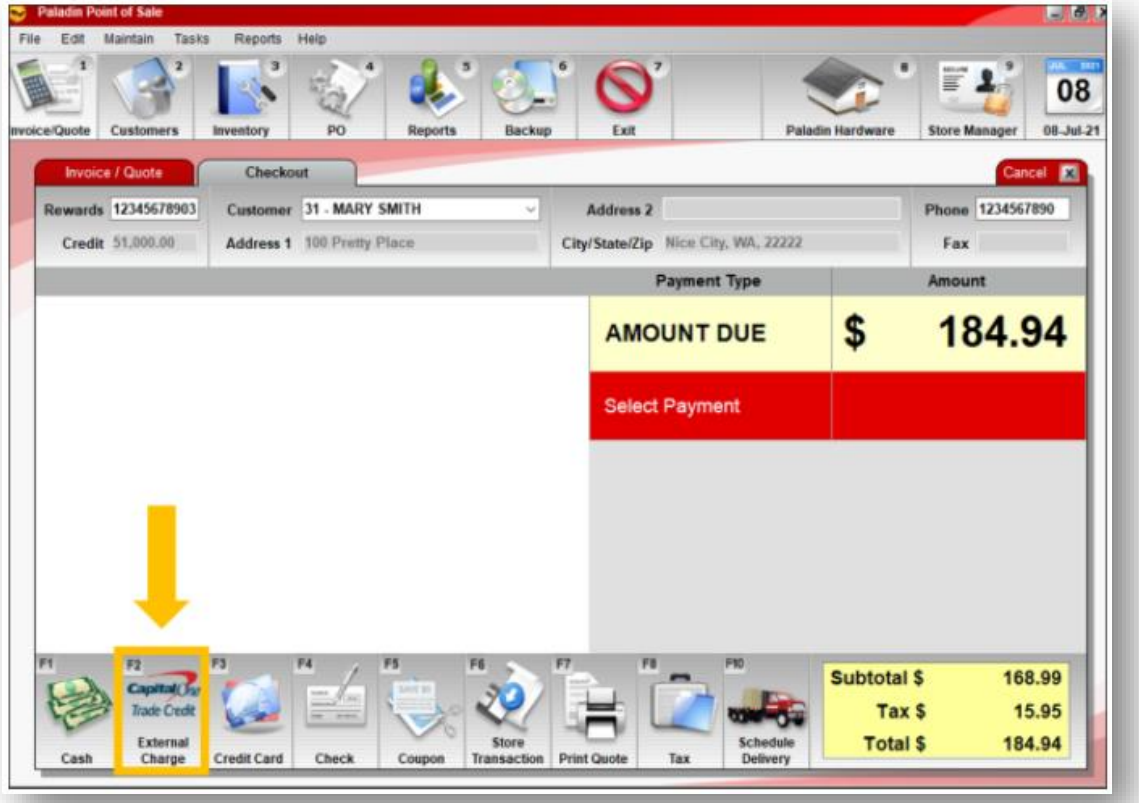


- The **Advanced Lookup** [F1] feature will now search Description 3 when you perform a **Keyword** (default) search.
- The Description 3 field is found in the **Inventory** module on the **General** tab for each inventory item. This product description has a large character limit and is typically used to provide a long description of an item for webstore integrations, such as Volusion.

Accounting Integrations Updates

- You can reverse received purchase orders after vendor bills have been created in your accounting software.
  - Requires manager approval.
  - Must remove the vendor bill from your accounting software separately.
- QuickBooks only: If you enter a Supplier Invoice Number when you receive a PO, it will be used as the reference number for the vendor bill in QuickBooks. Otherwise, the Paladin PO number is used.

Capital One Trade Credit Rebranding



- A few years ago, Paladin partnered with BlueTarp, now Capital One Trade Credit, to integrate with its third-party financial service designed to protect businesses from credit risk.
- We've updated our interface to reflect the new Capital One Trade Credit brand. Otherwise, nothing about the integration has changed.

Learn more

Paladin 2021-A Release Guide

Paladin 2021-B Release Guide

Paladin 2021-C Release Guide

portal.paladinpos.com/release-notes/new-features/paladin-2021-a-release-guide/
portal.paladinpos.com/release-notes/new-features/release-2021-b/
portal.paladinpos.com/knowledge-base/paladin-2021-c-release-guide/

Next webinar:

Tips & Tricks: Bin Tags

September 14 @ 9am PT

Register: **portal.paladinpos.com/webinars**

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