



S O F T W A R E D E S I G N

Wallace Software changes

1/30/14

- 1) New Security Option in Inventory Control: (Workstation and System Options #24 Control Record Maintenance, then #11 Change System Options-1, then #9 Security.) Set it to A to force entry of initials and password in all places where You would normally select salespeople's initials from a drop list.

1/2/14

- 1) Account Payable Report "Vendor Payable Balance": If 1099 report option is selected it will now print the address and dealer number on the report. You can put the 1099 tax information in the dealer number in Vendor Maintenance.
- 2) General Ledger new option: "Unpost G/L Entries Posted in wrong Year".
- 3) Account Payable New field in vendor record: add "CATEGORY". This allows you to categorize A/P vendors for reporting.
- 4) Service History has a new option to list private notes only for all unit history.
- 5) Timeclock: You can now add parts to R/O job when badging out of a service job.
- 6) Service Lookup has a new check box "Check Detail". This if checked will now keyword search on Service Detail records. This makes it easy to find Parts, comments and jobs that are on R/O's closed or open.

12-1-13

- 1) Accounts Receivable customer maintenance now has two new options:
"E-mail only customer/payments" this will only e-mail customer invoices and load to the archive system but will not print.
"E-mail and print customer/payments" This will e-mail, print and archive.
- 2) Physical inventory worksheet. This new function allows you to print a worksheet and creates a mirror image of inventory parts. You can count or barcode inventory from the worksheet and enter the adjustments from the worksheet adjustment screen. This new function makes it easier to take a physical inventory with less typing or scanning. It can also be used with your iPad or laptop.

"The Complete Dealer Management Solution..."

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- 3) You can now use the CC option when sending e-mail A/R statements.
- 4) You can now e-mail multiple invoices for a customer. From the Accounts Receivable customer maintenance screen, select the "@" button. It will ask "send multiple invoices to customer <Y> Or E-mail message N".
- 5) There is a new template in the event processing main menu screen "E-mail Invoices". You can use this template to fill in the description of what you would like to say when e-mailing customer invoices. You can still change it at the time of e-mailing.

6-14-13

System Changes All Modules

- A new option has been added in all modules of the software.

When you enter an address the cursor will now skip by the city and state field and go directly to the zip code field.

After entering the zip code it will automatically fill in city, state and country. This will work for all Canadian and US customers.

For our non-US and Canadian customers please call to check availability for your countries zip codes.

Accounts Receivable Module

New Receivables Reports

- 1) Customer credit and credit card information

This report allows you to pick a date range and list the credit cards with the expiration date within this range.

You can sort this report by various options.

You can also list current balances, credit limits, and discounts for customers.

- 2) Customer register report

You can now sort this report by various fields.

You now have the ability to pick a user defined field and select a range of values to report on from that field.

You can also print all user-defined data on this report.

- 3) Customer Export

You now have the ability to pick a user defined field and select a range of values to export from that field and it will be included in the export.

- 4) In customer detail history screen you can now...

- A) Right click any line to see a report of the allocation for that item.
- B) When you select a line item (Invoice parts, service, unit sales, and payment), you will get the following choices:
 "Print Invoice" , "E-mail Invoice" , "View General Ledger Entry" ,
 "Allocation report" , "List service history" .

Time Clock Module

- 1) You can now keep track of vacation time sick time and other categories of time in the time clock system.
 This will allow you to keep track of sick and vacation time for your employees.
 For mechanics/technicians it will keep track of hours worked versus always logging into service jobs.
- 2) Adjustments made in the time clock adjustment screen will automatically be passed to the service work order for service mechanics/technician employees.
- 3) There is a new Assign labor report,
 also time clock reports can be sorted in different ways after you have selected the items that will be on the report.
- 4) My status and Employee Status you can select the last line on the list.
 (**** SELECT THIS LINE TO CHANGE DATE ??/??/?? ****)
- 5) The time clock main menu now has a pull down menu for mechanic reports.
- 6) Time clock maintenance LOOK UP now allows you to search by R/O number.
 There is also a new check box at the bottom of the look up screen so you can see only employees that are badged in.

Service Module

- 1) There are many New/Updated reports in the service module
 Check out (Mechanic Labor Reports)
 Check out (Work Order or Job Code (Analysis) Reports)
 Check out (Work Order Customer/unit Report)
- 2) You can now change the (date to be received) or (date due by) in the scheduling system by clicking on date
- 3) Changes have been made when entering a new job in service
 the terminology which used to be..

OLD Terminology

Hourly
 Flat
 Hourly pass a bill
 Flat pass a bill
 Qty pass a bill

NEW Terminology

Hourly
 Flat
 Enter charge time
 Enter flat rate

SELECTING

Hourly (Billed By Hour)

Can enter estimated time, but no charge time.

When posting actual time from mechanic posting or time clock system actual time will be added to charge time.

Enter Charge Time (Billed By Hour)

Can enter a estimated time as well as a charge time, when posting mechanic actual time from mechanic posting or time clock system it will not be added to the charge time.

Flat (Billed Flat Rate)

Can enter the estimated time for the job as well as the flat rate charge for the job)

Enter Quantity (Billed By Quantity)

You can enter an estimated time as well as the quantity for the job.

You can also, as always make any change to charges within (Close / Update Work order) as normal.

4) Recommended service.

There is a new option in UPDATE / CLOSE WORK ORDER (recommended service) you can select jobs from your job code file or manually enter jobs as a recommendation. These recommended jobs will print at the end of your service bill as (service recommendations) they also will be loaded into the service history file as (service recommendations) this allows you to select a service recommended jobs from the history file if the customer returns to have the job done.

Unit Module

1) When using (Create or Recall Deal or Quote), You can click on the line for (Estimated Payments, Click the Desired Payment) Button to enter the desired payment, and see what can be adjusted on the deal to create that payment amount.

Event Processing Module

1) Event processing has a new event(Mail Order Special Order Notify) This will send an E-mail to customers when you save a mail order sale that requires parts to be ordered. This is especially useful if you are using our WEB SITE shopping cart interface.

DID YOU KNOW!!!!!!!!!!!!

- 1) You can use the Wallace system with your iPad!
This is very helpful when taking inventory or going to shows.
- 2) Did you know by clicking help from the main Wallace screen, then select

(video online tips) This will also give you some helpful hints on how to best use the system and get the most out of system.

New subjects are always being added

3) The (COMPANY QUICK RECAP) button in the Sales Journal module was also added to (MY PERSONAL MENU) This is great to see how your doing financially by department for the day,week,and month. You can also select line for full detail.

Owners and Managers love this option.

4) If you are not using our (Credit Card,Gift Card,Check Validation) Option!!!!!! "You Are Wasting Money And Time".

5) We have signature pads to capture signatures for all documents as well as credit cards.

6) Online training is free for customers on support.

7) You can send emails and flyers to all your customers with just a push of a button.

8) You can schedule a quick review of all the new features in the software that you may not be aware of.

We highly recommend this especially for our older customers that may not be aware of some of the great new features that have been added to the software.

This review only takes a half hour but may save you many hours per week and helps you get the most out of your system.

call (877) 500-1592 to make your appointment

We would like to thank are customers for all the helpful suggestions for software enhancements. It is your suggestions that help us be the leader in dealer management systems and stay on the cutting edge of technology.

1) New format for service bills with option (SORT BY JOB CODE) turned on.

You can now re-sequence jobs in a work order and when sorted by job code they will print in the same order that you re-sequence them.

Sublet with the same job code will now total within that job.

2) New option 23 in print RO bill.

Do not print list for labor charges(charge amount only will print)

3) The option (BILL BY JOB CODE) in service has been enhanced to make it easier to use.

4) Mechanic posting actual time - You can now post mechanic time by actual time and date it will calculate hours worked.

You can use this new option from service or the time clock system.

- 5) There has been a new option added in accounts receivable
 There is a checkmark at the bottom of the customer maintenance screen (e-mail invoices/payments) if this checkmark is selected all invoices and payments done in the inventory sales program will send the customer a copy of the invoice and/or payment. At the end of each invoice or payment a screen will appear that will allow you to type a message in if you wish. You do not need to type in a message If you want to send the e-mail hit F12 if you elect not to send an e-mail hit Esc
- 6) In the sales Journal system - The interactive sales Journal report now has the option to e-mail selected items on this report This is helpful if you need to e-mail many invoices on a particular date
- 7) A new function has been added to (Mechanic User Sorted Reports)
 It will calculate all flat rate charges by your standard hourly rate. This is a great tool to let you know if you need to increase your flat rate charges.
 Based on your standard hourly rate.
- 8) Service labor maintenance has 2 new function
 A) You can create a kit for a quantity job, It will insert the quantity entered in the job for all items in the kit.
 B) You can now create a non-stocking parts/material charge in the detailed description of the labor code record. This will be listed as parts/material for that job.
- 9) Re-sequencing labor jobs will now clear jobs selected from list for re-sequence
 This improves ease of use.
- 10) Service (Mechanic Posting) sF6 Mechanic Detail List.
 Now lists mechanics names on right, improves ease of use.
- 11) Date And Time "printed" now prints on service work orders.
- 12) When changing address in A/R system it will ask if you would like to update all service records, Also there is a new program that will read all A/R records and update all service record to A/R address.
- 13) Work phone service Description has been changed to Cell Phone.
- 14) When Manually superseding parts you can now enter maintenance for that part.
 For further changes.
- 15) Unit System, You can now print an Invoice format receipt Or a Quote Format.
- 16) Unit System, (Unit Reports) new report (Police Book Report) This is

for states that require unit reporting. (Michigan And others)

- 17) There is a new option in accounts receivable reports
(Open Accounts Receivable Items) "Selected Invoice Detail"
This allows you to select a vendor and/or part number and
Only items containing those vendor/part number show on report
This is helpful for listing storage or gas bills paid or not paid.
- 18) Accounts Receivable report (Customer Sales By Date)
Now Prints Totals By State
- 19) Service Bill By Job Code Now Displays Description of job on selection screen.
- 20) Service Job Code Analysis Report Can Now Sort And Total By
Service Sub departments.
- 21) you can combine multiple vendor orders into one order this is
particularly useful if you are ordering multiple vendors from one
supplier.
- 22) you can now send orders electronically to World of Powersports.
- 23) Sales Journal - The (company quick recap) option in the sales Journal screen
has been added to my personal menu.
This is a great tool to see how you doing financially by department for the day
the week and month. You can also select line for full detail
- 24) Service - You can enter estimated time for all types of jobs and on all Jobs
billed by the hour you can choose to preset the estimated time to charge(enter
charge time) which will not be updated when posting mechanic time or
choose to have the charge time calculated by the actual time worked on the
job.
You can also as always make any change to charges within (Close / Update
Work order) as normal.
- 25) Add lookup Button On stock Adjustments screen.
- 26) Inventory Parts Obsolete Report Has been modified to print more helpful information.
- 27) Auto Customer E-mail function has been added to parts returned
- 28) Re-activating a service work order or a unit sale will now credit the sales journal on the date
it was reactivated. In the same way general ledger entries are made.

Bug fixes 4/1/13

- 1) "-" Parts not printing right on reports for returns has been fixed.
- 2) City,state,zip not printing on Boat,motor,trailer. Has been fixed.
- 3) Customer & R/O number lookup in Archive system has been fixed.

- 4) When converting an estimate to an existing R/O it now list's open R/O's
- 5) Selecting Image in note maintenance displays image if not spaces
- 6) Fixed problem (mechanic posting actual) 12:00 pm problem.
- 7) Fixed Problem (Mechanic Commission report) not calculating Warrantee commissions correctly
- 8) Fixed AR710 not load AR-TRANS-KEY-1 In AR-ITEM Record
- 9) New Program ARX81D Reads AR-ITEM records and loads AR-TRANS-KEY-1 From Trans Records IN AR888
- 10) Mechanic sorted report fixed problem selecting Mec Range
- 11) Unit Forms On some O/S systems PDF would not display after created has been fixed.
- 12) G/L Acct Maint Now checks for correct year and is easier to use.
- 13) Boat,motor, trailer now checks for free format accessories.
- 14) R/O job code / Work order analysis not computing warranties correctly
FIXED
- 15) AR888 "ARX8N" change A/R and R/O city & state to upper case.
- 16) Vendor Recap report has been improved.
- 17) New testing program in IC888 (Match Vendor report to sales journal.
- 18) Fixed Reprint Warranty with sort by job code on not printing parts

Wallace Software Design System 2010 changes – November 29, 2012

1. In Accounts Receivable, new features have been added to the Customer Detailed History.
 - a. You can right click on any line to see a report of the allocations for the item.
 - b. When you click on a parts invoice or a payment, the line items will be shown, and you have the following choices: print invoice, email invoice, view General Ledger entry, and run allocation report.
 - c. When you click on a service invoice, you will have these choices: view General Ledger entry, display invoice, print invoice, view unit history, email invoice, and run allocation report.
2. The Accounts Receivable reports menu now has the reports from the Display Customer Account button on the main A/R menu.
3. In Security Maintenance, there is a new report that lists every employee's settings. It is at the upper left corner of the screen.
4. When changing between menus, the window no longer closes and opens again. The new menu appears in the same window as the previous one, eliminating the flickering effect.
5. The Time Clock system has a new report, Assign labor Report. Also, time clock reports can now be sorted in different ways after you have selected the items that will be on the report.
6. In the Time Clock options My Status and Employee Status, you can click the last line on the list to select a different date to look at.

7. The Time Clock Reports screen has a pull down menu for mechanic posting reports.
8. Clicking HELP in the upper left corner of the Time Clock Maintenance (Time Adjustments) screen explains how the Time Clock and Mechanic Posting files work with each other.
9. Time Clock maintenance lookup now allows you to search by RO number. There is also a new check box at the bottom of the lookup screen so you can see only employees that are badged in.
10. Event Processing has a new email event: Mail Order Special Order Notify. This will send an email to the customer when you save a mail order sale that requires parts to be ordered. This is especially useful if you are using our web site shopping cart interface.
11. Accounts Receivable now has a new report, Customer Credit & Credit Card Information. This report shows the dates that customer credit cards will expire.
12. When using "Create or Recall Deal" or "Create or Update Quote", you can click on the line for Estimated Payments, click the Desired Payment button to enter a desired payment, and see what can be adjusted on the deal to create that payment amount.
13. In all areas of the system, when adding a customer or vendor in a maintenance screen, hitting TAB while in the address field will go to the ZIP Code. You can enter the U.S. ZIP code or the Canadian Postal code, and the city and state / province will be automatically filled in.

Wallace Software Design System 2010 changes - November 2, 2011

1. The Sales Journal menu has a new option, Company Quick Recap, which shows subtotals for the current day, Week to Date (starting Sunday), and Month to Date (starting on the 1st). Clicking any line will show you the Interactive Sales Journal for that category, so you can click a line for more details on that sale.
2. The function keys for some items on the Sale Type menu have changed so that you do not have to use the Shift key. The new function keys are listed on the buttons for those features.
3. When you are in parts sales, and use the WIP lookup screen, saving the WIP brings you back to the lookup screen with the WIP you just saved at the top of the list. You can then easily select any WIP with that number or higher. You can also search for a WIP or exit.
4. In a parts sale, the Change Sale Type icon (two arrows in a loop) now brings up a new screen with options to change the customer and/or convert the sale to a Mail Order sale. Selecting the Mail Order checkbox will go through the enter process to start a Mail Order sale, then the parts on the sale will be on the Mail Order. You can also turn a Mail Order into a regular sale by unchecking the Mail Order box.
5. In a parts estimate, if you enter parts you have never carried before by prebiling them, you will be able to special order them when you convert the estimate to a sale. You no longer have to create the parts in your inhouse inventory. They will be created when the special orders are processed to create a purchase order.

6. The Special Order Inquiry on the Sales Type menu now allows you to type in a customer number to see all items for that customer, or a WIP (phone) number to see just what has arrived and is outstanding for that WIP. This is useful if you have several different WIPs for the same customer. (If the WIP and customer number are the same, you will see all outstanding items for that customer.)

7. You no longer create a new WIP from the sale type menu Work in Process (F9) button. To create a new WIP, start a normal sale for the customer, then click the save (floppy disk) icon to save the sale as a WIP.

8. If you have Event Processing and enter a cell phone number and an e-mail address for a customer, they will get an email and a text message when a special order part arrives or a work order is closed. There is a new icon in the upper left corner of the Accounts Receivable Customer Maintenance screen, "@", to send an email. You can send a text message by clicking the "Send Text Message (sF1) button in the lower left of the screen.

9. You can change the order of items on a Work Order using the new option "Resequence Labor Lines" at the bottom of the Service Options pulldown menu in Update / Close Work Order.

10. The Inventory Valuation Report now has two new options: You can select up to five ways to sort the report, and if you answer Yes when asked to create a drill down menu, you will get a screen where you can click on an item and see the details. Answering No prints the report as usual.

Wallace System changes 7-4-2010

Inventory Section

- Sales type menu has been streamlined for better efficiency.
- Orders have also been streamlined for better efficiency
- Option has been added in parts sales type menu to take deposits and cash out service work orders. This would be used for customers that have a "cash out" register for all departments.
- A Sales Analysis display has been added to the invoice options menu in the invoice screen, which will show profit and margin information for the current transaction
- New Purchase Order form has been added to the parts ordering system with a print and email capabilities.
- New Tax/ Non-Tax report in Sales Journal Menu, for detailed tax reporting.
- Exclude vendors from Sales Commission Report
- Create Computer Suggested Orders by Product Code across multiple vendors
- Order inventory parts from alternate suppliers or order part numbers that are not in your system.

- Create a Purchase Order for parts from a specific invoice number, customer, work order or unit deal.
- Add parts to a unit deal to display as part of the unit detail or “hidden” in the unit cost.
- Option will order all parts for a customer accross multiple suppliers.

Inventory Multi Company

- Ability to transfer orders from one company to another.

Accounts Receivable

- General Ledger account number has been added to customer records so that all transactions for that customer will get posted to that account number rather than the standard general ledger account number for accounts receivable.
- Country code file had been added with country abbreviations as well as phone number prefixes.
- Cell phone numbers have been added to the customer file
- Send text messages to customers.
- A/R detail history for a customer now has the ability to select an invoice and email, reprint or display the general ledger journal entry for that invoice.
- Spell Check when writing emails to customers.

Service

- Color-coding of Service Job Lines: Green = complete, Blue = is in progress, White = has not started, Red = Waiting For Special Ordered Parts, Orange = Special Ordered Parts have been received
- Warranty/ Internally Charge lines on a work order show the vendor that they will be charged to.
- New report to list parts added to service within date range.
- Spell Check for Repair Order write up.
- Mechanic Pick-List for open work orders, allows mechanics to request the parts they need without pulling them from inventory. Parts Department can pull these parts from inventory and apply them to the work order with out retyping them.

General – Report and Invoices can now be generated to a PDF file allowing users to Print, Save or Email.

Please call Wallace Support for instructions in how to use PDF file.

In Sales & Inventory Control / Sales Menu / – New Features Include

Feature -1

Order Inventory Part

Allows you to Order Inventory Part for stock on the fly in Sales Menu by part number, regardless of who is the Supplier, Distributor or Manufacturer. (Shift F11)

Feature -2

You may Delete Special Order / Refund Special Order in Sales Menu. (Shift F12)

By entering Customers phone number or Customers name an Outstanding Special Order screen will appear.

In Outstanding Special Orders screen for Customer you can place mouse curser over part that you want to Cancel from Special Orders and left click which will allow you to delete item or reduce item quantity.

Please note: if you do not enter any Customer Information you will get a list of Customers awaiting special orders that you may choose from.

Feature -3

In Sales Menu/and Billing when customer pays with credit card. In credit Card Type **Paypal** has been added to the list of merchants including Visa, MC, Amex, Disc, or Misc.

Feature -4

In Orders you also have Special Order Recap / Order

Which will allow you to pull up a list of all special orders, stock orders waiting to be ordered. You now have the option to left click to list and view report and right click to order.

Feature -5

In Accounts Receivable / Customer Maintenance screen to the far right, a Get Directions button has been added which uses Internets Mapquest for directions. In Show Picture tab you have the freedom to load images and or video in customer maintenance.

Wallace Software Support can assist in how to load images or video.

In same Customer Maintenance screen you now have the choice to Print Labels (Shift F4) Also a Print Statements Icon has been added to upper right hand side of screen allowing you to print customer statements on the fly.

Feature -6

In Customer Maintenance (F2) you can view all Outstanding Accounts Receivable balance items for that customer including WIP's, RO's Special Orders, etc

You may now Left click for Item Detail or Right Click for G/L Detail. You may now also print just Invoice/Bills from the same screen.

Feature -7

In Accounts Payable / Reconcile Bank System / Enter Deposits allows you to enter bank deposits based upon daily sales and payments.

Feature -8

For Accounts Payable checks that have been backed out, Repair Orders & Unit Deals that have been reactivated.

You may now also go into General Ledger / Journal System Transaction Posting And Reports / Journal Entries to view all reversals in Journal # 21.

Feature -9

Open New Year Period 13 is no longer needed for Year End Adjustments Entries in the Old Year are carried forward automatically.

Feature -10

In Service – Update / Close RO you now can right click on a labor line to add notes or make necessary changes with in RO.

-On top of RO screen where all the icons are located in an RO, icon #2 called **Show RO Totals** can now show you RO totals including labor.

On the far right of the RO underneath total, there are 2 check boxes, one called **List Job Detail** and the other **Show Spec Order**. When checking on **List Job Detail** will display any notes entered from service labor screen. When checking **Show Spec Order** anything that's on special order will appear in RO.

Please note: The main RO screen totals will not include anything on special order. As stated above if you would like to view RO total including anything on special order please use the **Show RO Totals** icon#2.

Feature -11

In Service / Begin RO there is now a new look up method. You currently have the choice to use **R/O Service Lookup (F7)** and also - **A/R Customer Lookup (F6)**

Feature -12

In Unit Sales, F&I Forms / Unit Maintenance you can also add picture and video. In Unit Maintenance the Wallace System can also auto generate an auto- stock numbers and or use the same stock number in service.

Feature -13

In Sales Journal / Cash, Check, Credit Card Journal report will now show **paypal** payment type. In Sales Journal / Transaction Recap now shows number of line items.

Feature -14

In Service / Begin RO you can create work order for customer specified. When clicking **Ok Update (F12)** which will bring you to **Enter Work Order** screen. You can insert prior job code from a past RO by clicking on **Look Up History** which brings up **RO History Detail** screen. You may now right click on labor line from an old RO and it will add same labor line to the new RO.

Feature -15

Each Customer A/R can be set to an hourly labor rate that overrides the default rate for Customers you have negotiated a special rate with.

Feature -16

Service Labor Discounting Labor discount can be issued to selective customers using an alternate shop rate or discount by percentage

Feature -17

Service Part Discounting allows the ability to turn **on or off** part discounting in service.

Feature -18

GL Auto Post System has the ability to bypass the General Ledger Journals and automatically post transactions to the General Ledger.

Note: This feature can be arbitrarily activated or de-activated for selective modules (i.e. Parts, Service, Unit Sales / Accounts Receivables / Accounts Payables)

Feature -19

Mechanic Commission Status Report allows the ability to view report by Labor Type. Billed Labor Only, Billed & Done Labor, All Labor.

Feature -20

Mechanic Posting Labor job done option is now available to check off when jobs are complete by a mechanic. It will place the letter D on job that has been flagged as done. It also highlights the job that has been flagged as done.

Feature -21

Display All Detail Lines has the ability to display labor lines in the look up labor codes look up screen.