

Version 374

Last Updated: 8/19/2022

# **Summary**

This document provides detailed information on the new enhancements and features in Yellow Dog version 374.

Additional information including training videos and articles can be found on our Knowledge Base.

To schedule an upgrade please visit: <a href="https://help.yellowdogsoftware.com/contactupgrades">https://help.yellowdogsoftware.com/contactupgrades</a>

# **Support Information**

**Support Hotline**: **757.663.7514** (9am – 8pm, EST Monday – Friday)

Emergency Support: 757.818.9360, option 2

**E-mail Support**: Support@yellowdogsoftware.com

<u>Click here</u> to schedule a **one-hour training session**. Training is up to one hour and free of charge to any customers currently on support.

To access our **Knowledge Base**, click <u>here</u>.

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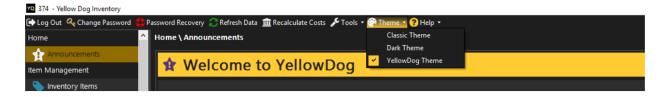
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# **Yellow Dog Theme**

374 introduces a change for the "classic" theme of Yellow Dog to the new "Yellow Dog Theme".

Modifications to the theme can be made under the main toolbar across the top of the Yellow Dog Client.



# **Item Management**

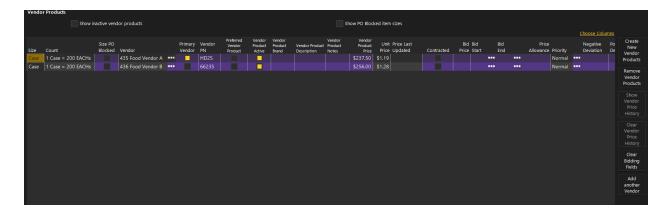
### **Item Editor**

### **Vendor Product Tab**

The new Vendor Products Tab replaces the Vendors Tab in previous versions.

It has multiple enhancements to interact with the Bidding module including the ability to:

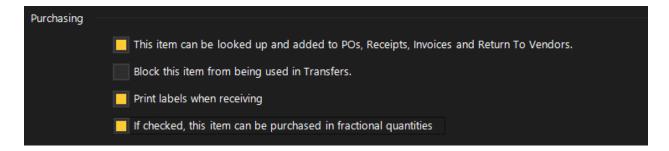
- Assign Primary Vendor
- Assign Vendor Product Number (which replaces Vendor SKU)
- Assign a preferred vendor product size
- Make a vendor product inactive
- Define a vendor product brand
- Define a vendor product description (this is an alternative name specific to a vendor product)
- Define vendor product notes
- Display last updated price
- Define whether this vendor product has a contracted price
- Define Bid Price, Bid Start Date, Bid End Date
- Define Priority ranking



From this screen, Users can Create New Vendor Products, Remove Vendor Products, Clear Vendor Price History, Clear Bidding Fields, add additional vendors to existing vendor product sizes and show Vendor price history on a specific vendor product.

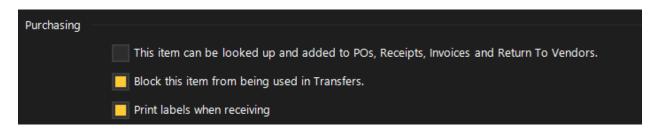
### Purchased in Fractional Quantities

This new option, configured in the Other Details tab, will allow Users to determine if the item can ever be purchased in fractional quantities such as 1.5 cases. When unchecked, this item will always be rounded to a whole number when generating quantity based on par and reorder point.



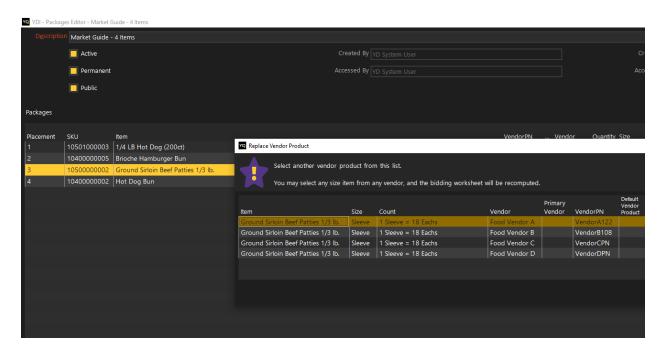
### **Print Labels When Receiving**

This new option, configured in the Other Details tab, will allow Users to determine if during the receiving process, labels should be printed for the item. When left unchecked, the item will not prompt to print a label during receiving.



### **Item Lists**

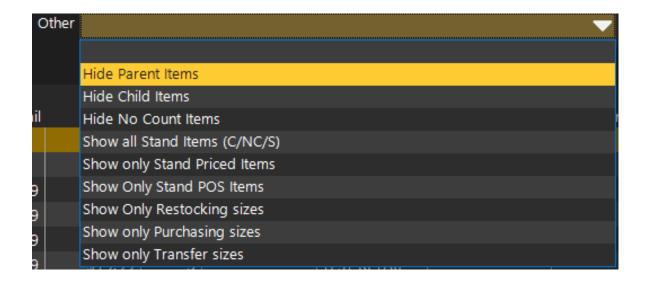
Specific Vendor Products can be selected for items in Item Lists.



## Views - Other Filter

New filters available in 'Other" Drop down Menu: When using the item lookup tool, the 'Other' Drop Down menu presents the users additional filtering options when the Stands Module is enabled:

- Show All Stand Items (C/NC/S)
- O Show only Stand Priced Items
- Show Only Stand POS Items
- Show Only Restocking Sizes
- Show only Purchasing sizes
- Show Only Transfer sizes



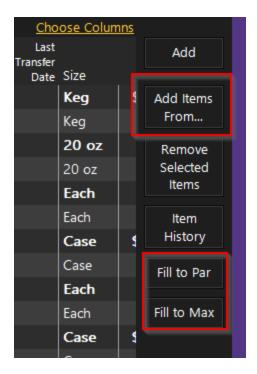
# Worksheets

In all modules, the buttons have been renamed for clarity of function. For example, To Add a new Purchase Order Worksheet, the button has been renamed to 'Create new Purchase Order Worksheet'. To edit an existing Replenishment work, click 'Edit Replenishment Worksheet'. To remove a Transfer worksheet, click 'Remove Transfer Worksheet'.

The help text in each module now includes overview video links to help guide the user on how to use this feature to suit their business needs.

### **Transfer Worksheets**

Option to Add Items From now includes a variety of options like Sales, Count Sheets, Physical Inventories, Sessions, or an Item List.

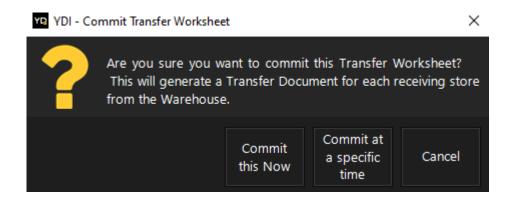


Within the editors users now have the option to automatically:

- **Fill to Par** updates the Transfer Quantities to the Full Par set for the TO stores in the Transfer Worksheet
- **Fill to Max** updates the Transfer Quantities to the Max quantity set for each item at the TO stores in the Transfer Worksheet

### Transfer Worksheet Commit Time

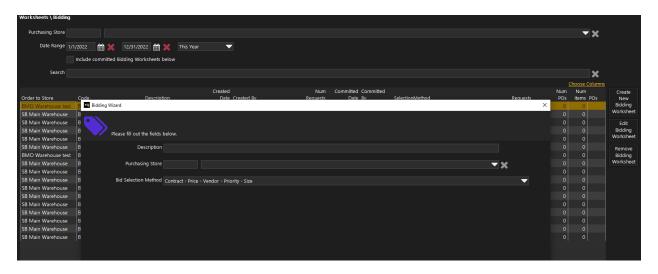
When committing a Transfer Worksheet, users will be prompted to either commit the Transfer Worksheet as of now or to commit at a specific time, which can be up to 24 hours prior to the current time.



This ability allows sites that don't track their production movement during the event the ability to backdate the production to before the sales for the event began, ensuring that cost of goods sold and reconciliation numbers are accurate.

# **Bidding Worksheet**

Our new Bidding module allows users to quickly identify the best way to order products from multiple vendors using the selection method of their choosing. This is done by converting one or more requests to a Bidding Worksheet in order to create Purchase Order(s) based on the bid selection method.



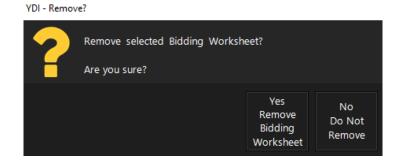
The Bidding Worksheet will use an algorithm as defined by the placement of each bidding priority in the selected Bid Selection Method and will utilize each priority until there is only one Vendor Product returned for each item requested. Bid Selection Methods are created and managed in System Setup.

# Changes from Bidding

If an Item on a Request is changed to a different Item during the Bidding process, the original Request will be updated to display the Items that were ordered.

# Removing Bidding Worksheets

As long as all Purchase Orders created by a Bidding Worksheet have not been committed, the Bidding Worksheet can be removed.



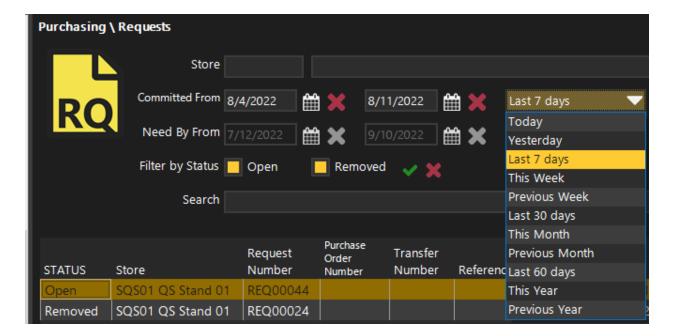
# **Purchasing**

### **New Features**

## Relative Date Range Filters

All main purchasing editors now include a new relative date filter to simplify date range selection.

Instead of selecting two dates, Users can now select from a dropdown with relative date range options, such as "Yesterday", "Last 30 Days", etc.



### Create New Doc Based On - now prompts for Store selection

When using the Create New Based On for any purchasing document type Users are now prompted to select a Store so that the Item and Vendor selection can be the same as the original document, but the copy can be configured for a different Store.

### Remove 0 Line Quantities

When committing a purchasing document that includes items with 0 quantities, Users will be prompted to automatically remove all line items with 0 quantities.

### Fill to Max in Requests, Purchase Orders, and Transfers

When the item has a Max Capacity set (in the Item Editor > Stores tab) Users will be able to use the new Fill to Max button in the Request, Purchase Order, and Transfer editors to automatically set the Quantity to the Item's Max.

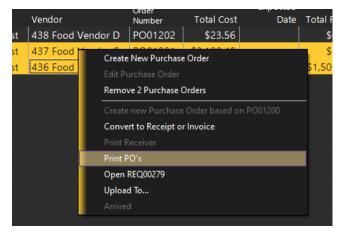
 In support of this new feature, as well as to assist with the previously existing Fill to Par button, there are also new columns for Reorder Point and Max Capacity available in the purchasing document editors.

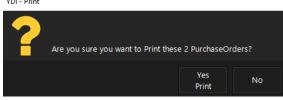
# **Bulk Printing**

### **Bulk Printing for Purchase Orders**

When users have the permission enabled, multiple Purchase Orders can be selected and then printed at the same time.

This can be done by using the right-click print option or the "Print PO's" button after highlighting all purchase orders or using the "Print PO's" button.

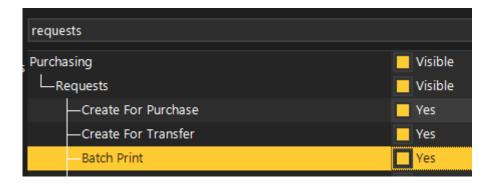




Users will receive a confirmation pop-up before printing.

### **Bulk Printing for Requests**

The same ability for printing multiple Purchase Orders is also available for Requests. Users will need to have the permission to batch print enabled under Requests.



## Requests

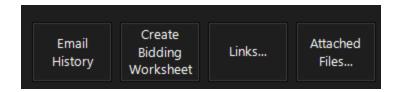
## Right-Click Create Requests

Directly from the Inventory Items screen, users can now right-click on an item to generate a Request.



# Create Bidding Worksheet from Request Editor

For sites using our Bidding module, there is now a Create Bidding Worksheet button within the Request Editor. Use this button instead of the Commit button to both Commit the Request and open a new Bidding Worksheet that will be pre-populated with that Request.



Note that if an Item on a Request is changed to a different Item during the Bidding process, the original Request will be updated to display the Items that were ordered.

### **Purchase Orders**

### **Removing Purchase Orders**

Any uncommitted Purchase Order can now be removed without having to set all quantities to zero.

### Fix Quantity to Order

The new Fix Quantity to Order button in the Purchase Order editor adjusts the Quantity in the Purchase Order to fit the parameters of the Item's Order Qty Minimum and Order Qty Multiple (both set in the Item Editor > Vendor Products tab). For example, if the Item has an Order Qty Minimum of 10 and a current Purchase Order Quantity of 8, Fix Quantity to Order will set the Quantity to 10.

## Purchase Orders List - Filter by Expected From Date

Users can now filter the list of Purchase Orders based on the Expected From date.



# **Transfers**

Transfer List Filter by Issued From or Accepted From

Users can now filter the Transfer list by Issued and Accepted dates.



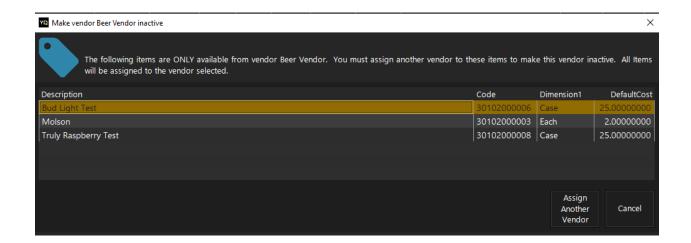
# **Common Setup**



### Vendor

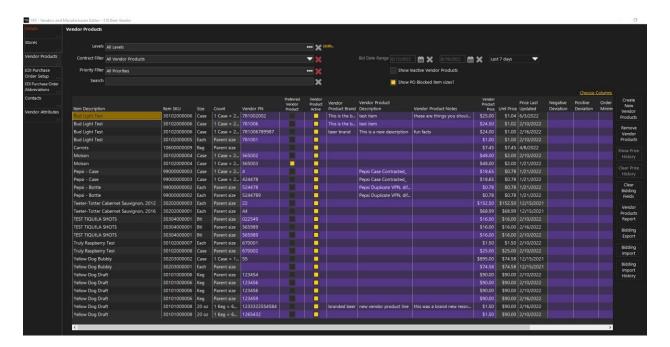
### Main Vendor and Manufacturers Screen - Active/Inactive

New in the Vendor Editor, users can quickly mark a vendor as Inactive or Active. A vendor can be marked as Inactive immediately if all items assigned have another active vendor assigned. If not, users will be provided a popup that lists the items assigned to the vendor and option to cancel or assign a different vendor to all of the items.



### **Vendor Products**

The same fields that were seen in the Item Editor for Vendor Products will be viewable in the Vendor Editor Vendor Product tab, which lists all Vendor Products assigned to the specific Vendor.



There are additional options to search the Vendor Products assigned to the Vendor based on Levels, Contract and Priority.

At sites using the Bidding module, users also can change the date range to see Bid prices exclusive to a specific date time.

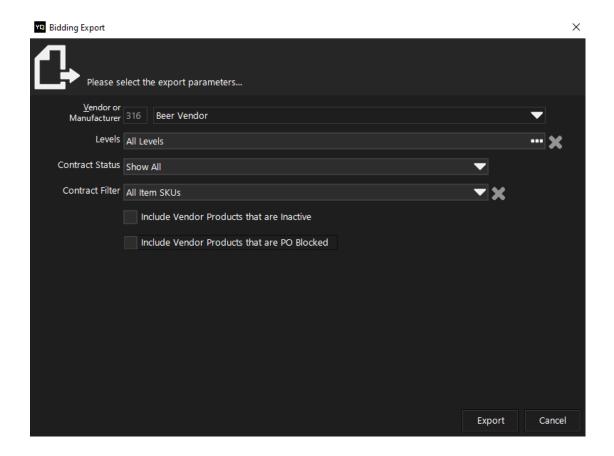


Note: This is grayed out when no bid start and end dates exist.

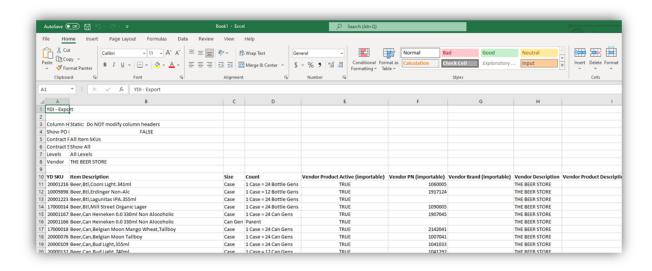
In this Editor, Users can Export and Import Bidding detail and view Bidding Import History.

### **Bidding Export**

The Bidding Export generates a report of all current Vendor Products for that Vendor. The report can be exported so that it can be sent to the Vendor to get updated bidding details.



### **Bidding Import**

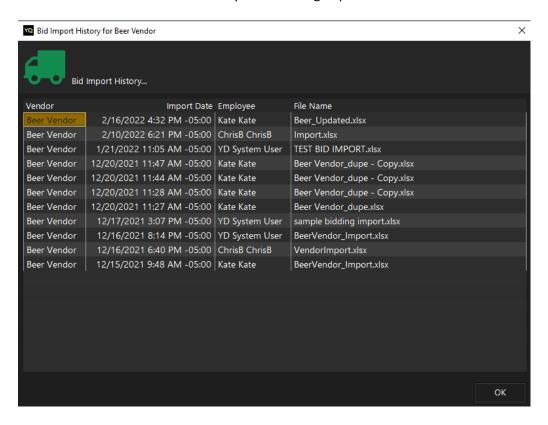


Once the exported file is returned from the Vendor or filled in by the User, it can be imported using the Bidding Import button.

The import can update existing Vendor Products and create new Vendor Products for existing items, but will not create brand new items.

### **Bidding Import History**

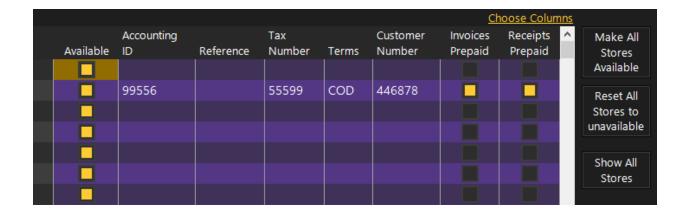
This allows a user to audit the history of all bidding imports.



### Vendor Editor – Store

For sites with many stores, there are now new quick menu options buttons to:

- Make All Stores Available to the Vendor
- Reset All Stores to Unavailable to the Vendor
- Hide Unavailable Stores



# **EDI Purchase Order Setup**

Some vendors are now configured to support emailing Purchase Orders directly to the vendor.

This can be configured by selecting the EDI format, filling in the Client Code and Store Code.



### **EDI Purchase Order Abbreviations**

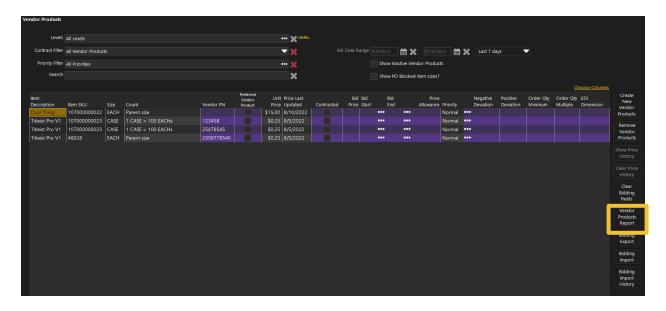
Similar to EDI Dimensions, some Vendors will have different Size Abbreviations needed in order for the generated Yellow Dog Purchase Order to populate correctly in the Third-Party system.

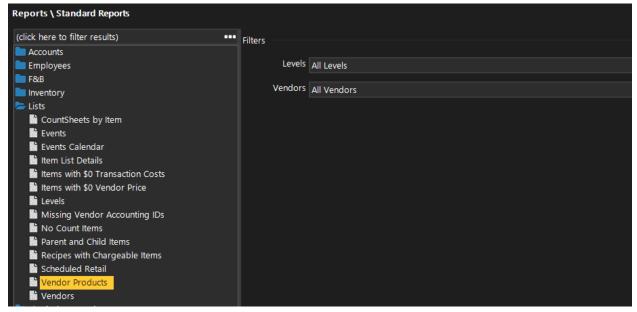


# Reporting

### **Vendor Products**

This new report allows users to quickly review all Vendor Products and can be launched directly from the main Vendor Product Editor or from Standard Reports\Lists.





# **Picklists Reports**

Four new picklist reports have been added to provide detail on picklists during events:

- Inventory Picklist by Item
- Inventory Picklist Details
- Inventory Picklist by Stand
- Inventory Picklist by Warehouse

These reports can be found under Purchasing in Standard Reports.

# Items Missing Inventory Asset Account Configuration

This new report helps users identify items that have not been assigned an asset account and would possibly impact their accounting integration.

Note: it may take a maintenance run for newly made changes to appear.

# **System Setup**

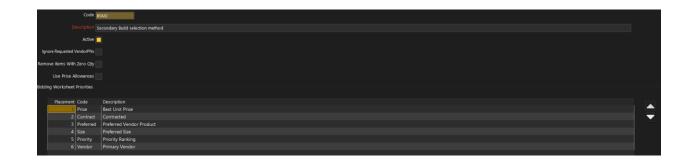
### **Bid Selection Methods**

This section allows users to set up the Bid Selections Methods they wish to use.



Bidding Worksheets will use an algorithm based the Bid Selection Method as defined by the placement of each priority:

- Contract
- Price
- Preferred
- Size
- Priority
- Vendor



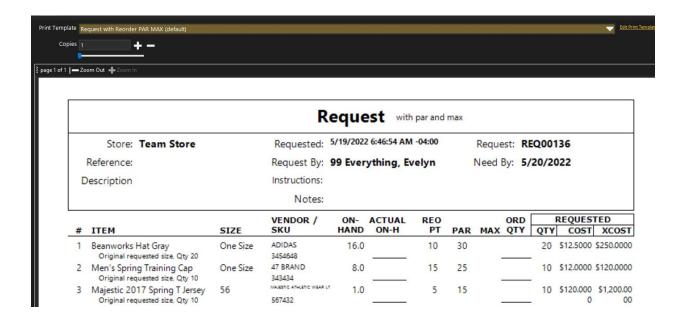
Users will use the up and down arrows to rearrange the placement and give the Bid Selection Method a description that will be used in the Bidding Worksheet.

# **Print Templates**

## Request Templates - new data fields

The following data fields are now available to Request templates, and are built in to the new Request with Reorder PAR MAX (default) print template:

- Reorder Point
- PAR
- MAX
- Current On Hand



### **New Templates**

#### Count Sheet templates

- Count Sheet Bulk Sorted By Placement (default)
- Count Sheet Grouped by Flags (default)
- Daily Waste Log (default)
- Order Guide 100 percent of PAR (default)
- Order Guide 125 percent of PAR (default)
- Order Guide 25 percent of PAR (default)
- Order Guide 50 percent of PAR (default)
- Order Guide 75 percent of PAR (default)
- Weekly Waste Log (default)

### Invoice templates

- Invoice Detailed Expenses (default)
- Invoice with PO Qty Dollar Variances (default)

#### Item List templates

- Daily Waste Log (default)
- ItemList Catalog by Description (default)
- ItemList Sorted by Description (default)
- Weekly Waste Log (default)

#### PickList templates

- Pick List 2 Column (default)
- Pick List By Item (default)
- Pick List (default)

#### Reconciliation templates

- Stand Sheet Post-Event Reconciliation (default)
- Stand Sheet Pre-Event All Items (default)
- O Stand Sheet Pre-Event Chargeable Items (default)
- Stand Sheet Pre-Event Non-Chargeable and Supply Items (default)
- Stand Sheet Pre-Event POS Recipe Items (default)

### • Request templates

- Request With Pictures (default)
- Request with Reorder PAR MAX (default)

### • Stand Sheet templates

Stand Item List (default)

### • Transfer templates

- Transfer Picklist (default)
- Transfer With Pictures (default)
- Transfer with \$ Service Charge (default)
- Transfer with % Service Charge (default)

### • Worksheet Production templates

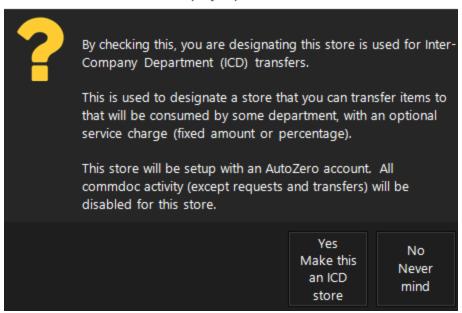
- Ingredient List by Production Group With Page Breaks (default)
- Ingredient List by Flag (default)
- Summary By Production Group (default)

### **Stores Editor**

### Inter-Company Department

Stores can now be set up as Inter-Company Departments. These are stores that represent departments within an organization that consume items but don't manage inventory. This allows for the transfers of goods from a location to a department with an optional Service Charge Fee.

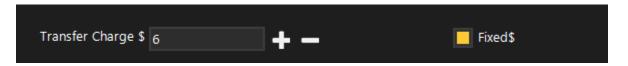
YDI - Make this store an Inter-Company Department?



All Inter-Company Departments will have an AutoZero account that will ensure all the on hands are zeroed out at the end of the night. Only Requests and Transfers will be enabled for this location. No other purchasing activity is permitted.

### Setting up an Inter-Company Department Transfer Service Fee

After configuring a store to be an Inter-Company Department an additional field will populate in the store editor to set up the Transfer Service Charge.



The Transfer Service Charge is an additional fee that is charged to the department for the delivery of items. This can be set as a percentage or fixed rate. Once configured, any transfer to this location will include the additional Transfer Service Charge amount based on the items in the transfer. It will not affect the cost of the items included in the transfer.

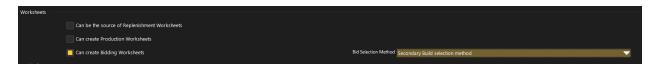
Line Items Total: \$155.50 Estimated Service Charge: \$6.00 Transfer Total: \$161.50

### **Store Specific Worksheet Options**

Users can now set up specific worksheet options per store turning on or off the ability to

• Be the Source of Replenishment Worksheets

- Create Production Worksheets
- Create Bidding Worksheets



In addition, if Users can choose a specific default Bidding Method per store.

# **Store Specific Purchasing Options**

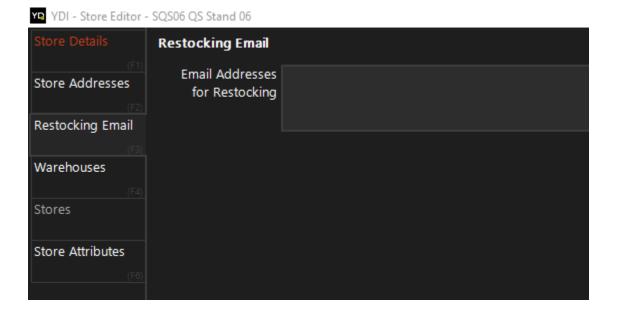
Users can also control the ability to perform various purchasing abilities by store.



Note: Depending on other store options selected, some purchasing options may be required or unable to be used.

## Restocking Email

This feature should only be used for stores set up as stands or warehouses using the stands module. This allows users to set up one or more email addresses per store that will receive an email whenever a picklist is generated.



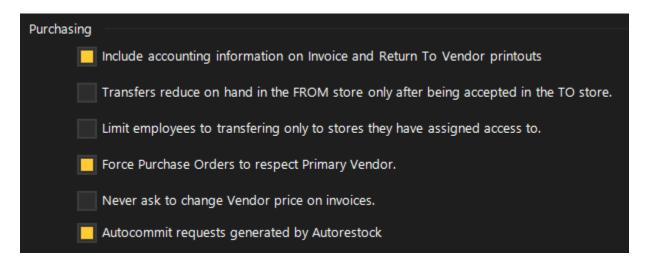
### **Production Transfer Stores**

Production Transfer Stores now have the ability to transfer to themselves in order to both produce and sell Production Transfer Items in the same store.

# System Setup \ Options

### **Global Options**

### **Purchasing**



Never Ask to Change Vendor Price on Invoices

By enabling this setting, Users will no longer receive a popup in the Invoice Editor when a price changes.

Auto -Commit Requests created by Auto-Restock

This option allows users to automatically commit all requests generated during Auto Restock. If left unselected, Users will need to commit any documents generated during auto-restock for those to go into effect.

Return to Vendor - Cost Type

Users can now define the cost type Return to Vendor will use. This can be either Vendor Price or Calculated Cost. When adding an item to a Return to Vendor it will pull in the item's cost based on this selection.



Transfer Cost – Cost Type

Users can now define the cost calculation to use in Transfers. Prior to 374, Default Vendor was also used as the cost of items. Now this can be configured to use the calculated cost.

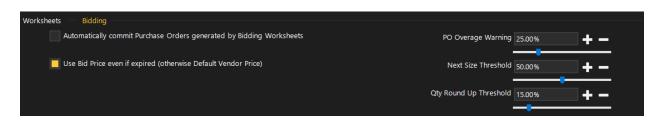


### Auto-Restock Request Type

Select the default Request Type to assign to Requests generated from Auto-Restocks.



### Worksheets - Bidding



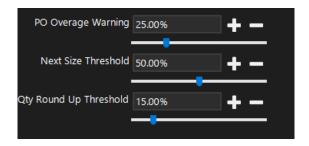
Use Bid Price even if Expired

When using bidding, Users can opt to always use the bid price even if the price has expired. When not selected, bidding will use Default Vendor when a bid price is expired.

### **Bidding Thresholds**

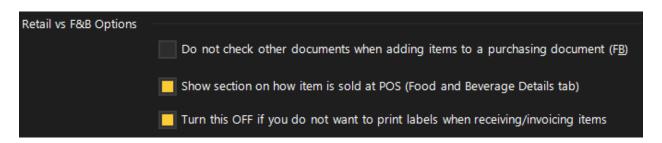
Sites where Bidding is enabled have the option of setting up three different bidding thresholds:

- PO Overage Warning When generating a Purchase Order from a Bidding Worksheet, if the QTY to Order amount is more than the defined percentage of the QTY requested, the user will be notified with a popup
- 2. Next Size Threshold Bidding worksheet will not consider purchasing a larger size of an item if the total request is less than the defined percentage of size.
- 3. Qty Round Up Threshold Bidding Worksheet will round up if the fraction to purchase is greater than the defined percentage



## **Inventory Options**

### Retail vs F&B Options



Users with access to Options > Inventory now have the option to control whether the system looks for available purchasing documents to be converted and used, such as available requests when making a purchase order.

Additionally, users can also turn off the option to print labels system wide.

### **POS Returns Cost**



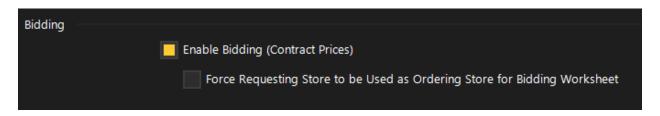
Users can set up the cost calculation used for POS Returns.

# **System Options**

System Options are those that can only be manipulated by Yellow Dog Guides. To change any of the options here, Users should reach out to their Implementation or Support guide.

### **Enable Bidding**

There are new options to enable Bidding and define how bidding will work. These can only be controlled by Superuser.



### Stand Sheets

New in 374 is the option for Auto-Restock Store column headers to be displayed as either Store Codes or Descriptions.

