DAPREX, INC.

Specialists in Data Processing

Presents...

The Distro - Mastered System

For The IBM AS/400 (R)

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INTRODUCTION TO DISTRO-MASTERED

This section outlines the general purpose of each menu option on the Distro-Mastered Main Menu. Each of these is then examined in detail in subsequent sections of the manual.

ORDER PROCESSING - This menu contains all of the entry, update, pick ticket and invoice generation jobs that are part of order processing.

RECURRING BILLING - This menu contains all of the entry, edit, post and deletion jobs that concern recurring billing.

FILE MAINTENANCE - All Master files are entered and maintained on this menu.

FILE LISTINGS - Listings of each master file can be obtained from this menu.

FILE INQUIRIES - An inquiry into each master file on the File Maintenance menu can be found on this menu. These are INQUIRY ONLY options. No additions or changes to the existing files may be made from this menu.

ORDER REPORTING - All open order reporting is found on this menu.

PRICE LIST GENERATION - This menu contains all of the programs necessary to create, edit and update special and future price lists.

PROMOTION PRICING - This menu contains the maintenance, inquiry and listing jobs for promotion pricing.

FUTURE PRICING UPDATES - This menu contains all of the future pricing update programs.

RENTAL PROCESSING - This menu contains all of the miscellaneous functions related to rental billing.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are be described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope this enables our users to adapt quickly and easily to our systems.

F3=	**EXIT**	Exit the screen and return to the menu.
F4=	**SCAN**	Scan on any input field for which there is a master file.
F5=	**RESET**	Reset the screen and re-enter the data.
F6=	**NOTES**	Allows the operator to add notes for a record or view existing notes. In the Cash Receipts Entry program, F6 allows the operator to review the paid invoices for a vendor or to review ALL the checks in a batch.
F8=	**INV#**	In the Cash Receipts Entry program, this function key allows the operator to pay by invoice#.
F9=	**CHANGE BATCH**	In the Cash Receipts Entry program, allows the operator to change or go to a new batch.
F10=	**ADD**	Switch back to ADD mode from UPDATE mode in a transaction file. I.E. Accounts Receivable Entry by Date.
		In the Cash Receipts Entry program, allows the operator to process an On-Account or Chargeback entry.
F11=	**UPDATE**	Change or delete an entry in a transaction file.
F12=	**PREVIOUS**	Go back to the previous screen.
F14=	**SEL. CORP/ACCT**	Select the Corporations and Customer Accounts on which to inquire/report.
F14=	**SHIP TO**	In the Order Entry job, F14 provides access to the SHIP TO information screen.
F15=	**DELIVERY**	Provides access to the delivery information screen in Order Entry.

F15=	**HOT KEY**	In the Order Entry job, F15 allows the operator to enter hot key numbers instead of actual product numbers for faster processing.
F16=	**DISPLAY BY CODE**	Display a maintenance file in code order. I.E. the State/Country file.
F16=	**BILLING**	In the Order Entry job F16 provides access to the Billing information screen.
F17=	**DISPLAY BY NAME**	Display a maintenance file in alphabetical order by description/name.
F17=	**A/R**	In the Order Entry job F17 provides access to the A/R aged balances screen.
F18=	**TAX**	In the Order Entry job F18 provides access to the Tax information screen.
F19=	**SHIFT LEFT**	Move the screen to the left to view additional columns of data.
F19=	**INSTRUCTIONS**	In the Order Entry job F19 provides access to the Special Instructions information screen.
F20=	**SHIFT RIGHT**	Move the screen to the right to view additional columns of data.
F20=	**FACTS**	In the Order Entry job F20 provides access to the Factor information screen.

USING THE DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The first kind is a non-corporate specific file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The Product Category File is an example of this type of file. See below.

```
          PRODUCT CATEGORY MAINTENANCE


ENTER/UPDATE PRODUCT CATEGORY DESC.
POSITION TO:                    (BY CATEGORY)


CAT.            DESCRIPTION
H&B             HEALTH & BEAUTY PRODUCTS
HSE             HOUSEHOLD ITEMS
RX              PHARMACEUTICALS
STN             STATIONERY
```

The second kind is almost identical to the first except that it is corporate specific. This means that a Corp# must be entered PRIOR to entering any records to the file. This file type also contains few enough fields that they all fit on one screen. The Printer ID by Warehouse File is an example of this type of file. See below.

```
          PRINTER ID BY WAREHOUSE


*CORPORATION        1
 POSITION TO:


WHSE#               DESCRIPTION          ID#
 001                STAMFORD WHSE        P1
 002                NYC WHSE             P2
 003                NEWARK WHSE          P3
 004                HARTFORD WHSE        P4
```

When ADDING records to these first two file types, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type 999 (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the **POSITION TO** field.

To CHANGE/UPDATE an existing record, move the cursor to the field in question and key the new data over the old. If the desired record is not displayed, key in the appropriate code at the **POSITION**

TO field, or press **F17** (*BY DESCRIPTION*), and KEY the first few characters of the code description and press **ENTER**. The system displays the screen on which the first matching record appears. Now move the cursor to the desired field and make the changes. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a *'4'* in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete.

The third kind of file is that which may or may not be corporate specific AND each record has more fields than will fit on the first screen that is displayed. An example is the Product File. When this menu option is selected for the first time, a screen like that shown below appears.

```
          PRODUCT MASTER MAINTENANCE

 POSITION TO:                    (BY PRODUCT)

 OPT     PRODUCT        DESCRIPTION
         003            120Z HEAD & SHLDRS SHMPO.
         004            6OZ HEAD & SHLDRS. RINSE
         005            BRECK CONDITIONING SHMPO.
```

Press **F10** to Add a record. The actual entry screen then appears, prompting the operator for the Corp#, Warehouse#, etc. After keying all of the necessary fields, press **ENTER** to accept the record. Continue with the next record to be added. When all records have been entered, press F12-PREVIOUS to return to the previous screen. All of the records that were added will be displayed as shown below.

```
          WAREHOUSE MAINTENANCE

 POSITION TO:                  (BY CORP/WHS)

 1=
 SEL    CRP    WHS    NAME         CITY         ST
        001    001    STAMFORD     STAMFORD     CT
        001    002    RYE          RYE          NY
```

To change/update any of the existing records, key a *'1'* in the **OPT** field and press **ENTER**. The selected record is displayed and you may make any updates/changes or delete the record by pressing **F14=DELETE**. Almost all of the File Inquiries are accessed using the same utility. Some of the files which contain very few records do not use this utility and are accessed in the same manner as in File Maintenance.

USING THE DAPREX SELECTION UTILITIES

Throughout the Distro-Mastered system, extensive use is made of the Corporation, and Corporation/Warehouse selection utilities to designate the entities to be included in reports. This section outlines the use of these utilities.

On almost every report option on the INQUIRIES and REPORTS menu, the above mentioned utilities are used to allow the operator to select what is to be included in a report. Let's first look at the Corporation Selection. (In most cases the operator needs to press **F14** to call it up). A screen like that below appears showing each active corporation# and name.

```
        CORPORATION SELECTION UTILITY

SELECT CORPORATIONS:  1=SELECT CORP,  4=CLEAR

1,4              CORP# AND NAME              STATUS
                 1       XYZ CORP.
                 2       HIGH TECH CO.
                 3       DAPREX, INC.
```

The operator has 2 options: **1=SELECT** a corporation, **4=CLEAR** a previously selected corporation. Place a *'1'* in the **1,4** field to the left of the corporation# and press **ENTER**. If a *'1'* is keyed, *SELECTED* appears in the status field. To clear a previously selected corporation, key a *'4'* in the **1,4** field and press **ENTER**.

The Corporation/Warehouse selection utility is almost identical except that you are selecting warehouses within a corporation. After keying in the desired Corp#, the active warehouses will be displayed. Key a *'1'* next to a warehouse to select it or a *'4'* to clear a previously selected warehouse.

GENERAL FUNCTIONS FILE MAINTENANCE

The General Functions File Maintenance Menu contains generic files that are used by ALL of the DAPREX libraries. If these files have been built and are in use by other libraries, it is not necessary to recreate them here. The menu appears as below.

1.	**CORPORATION MAINTENANCE**
2.	**DIVISION MAINTENANCE**
3.	**DEPARTMENT MAINTENANCE**
4.	**CHART OF ACCOUNT MAINTENANCE**
5.	**REJECTION MASK MAINTENANCE**
6.	**JOB MAINTENANCE**
10.	**4 LEVEL ENTITY VALIDATION**

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

CORPORATION MASTER

The Corporation is the highest level in the General Ledger hierarchy of Corporation/Division/Department, and represents a single corporate entity. Up to 999 corporations may be active on the system and each has its own fiscal year and A/R aging categories, (Current, Overdue, 30 Days etc.). Multiple corporations may share a Customer Master.

DIVISION MASTER

The Division is the second level of the G/L hierarchy Corporation/Division/Department and represents a separate P&L entity, cost center etc. Divisions are corporate specific and a maximum of 999 may exist in any one corporation. Each division may be broken down further into departments.

DEPARTMENT MASTER

The Department represents the third level of the G/L hierarchy and its use it entirely optional. It also is a P&L entity as a subsidiary to a division, and departmental reporting can be on an individual or consolidated basis. For those companies where a divisional breakdown is sufficient, it is not necessary to make any entries to this file. For those companies wishing to use departments, it is important to know that up to 999 departments can be active on the system and that they can cut across corporate and divisional boundaries. For Example: Dept #1 - Data Processing, can be used by any division within any corporation except where prohibited by the Rejection Mask.

CHART OF ACCOUNTS

This file contains a master list of ALL possible G/L account numbers and names that are used by the active corporation(s). Using the Chart of Accounts - Rejection Mask (see that section), use of certain accounts can be limited to specific corporate/divisional /departmental entities.

When setting up the Chart of Accounts, you must use the following ranges for your accounts.

100000	-	199999	ASSETS
123001	-	123999	RESERVED FOR INTERCORPORATE
			DUE TO AND DUE FROM ACCOUNTS
200000	-	299999	LIABILITIES
300000	-	999999	INCOME AND EXPENSES

It is important to remember that the descriptions of the accounts will be constant from corporation to corporation.

NOTE: For the coding of intercorporate Due to and Due From accounts, the last three digits of the account number represent the due to or from corporation number. (i.e. 123001 is for Corp# 001, 123055 is for Corp# 055).

CHART OF ACCOUNTS - REJECTION MASK

The Chart of Accounts Rejection Mask file allows the operator to indicate which account(s) from the master Chart of Accounts are not used or are invalid for certain corporate/divisional/departmental entities. By creating this "Rejection Mask" for an account, no postings can be made to that account within the specified corporation/division/department. For example: In the Chart of Accounts there is a Travel and Entertainment account. This account is only valid in two of the three divisions within the corporation. The operator needs to create a record in this file to indicate that this account is INVALID for the third division. By the same token, the account may be valid for Corporation 1 but invalid for Corporation 2. Or to take it a step further, it may only be valid for certain departments within certain divisions of a corporation.

JOB MASTER

The Job Master file is not used in the Distro-Mastered system.

4 LEVEL ENTITY VALIDATION

Entry to this file is OPTIONAL. but if used, it should contain all of the valid entity (Corp/Div/Dept/Job) combinations that are to be used throughout the system. The divisions are already corporate specific so if those two levels are the only ones used, it is not necessary to make any entries here. If you are using either or both the Department and Job levels in the G/L, you may want to create the matrix of valid combinations to reduce the numbers of errors in posting transactions. As it currently exists, departments and jobs can be used with any Corp. and Div. This file allows the user to define those entities where the department(s) and/or job(s) are valid. In addition to creating this file, the appropriate profile option must be activated in the General Ledger system.

FILE MAINTENANCE

The File Maintenance Menu contains all the programs necessary to create the files that are used in the Distro-Mastered System. The menu appears as below.

1.	**PRODUCT**
2.	**CURRENCY CODE**
3.	**PRODUCT CATEGORY**
4.	**INVENTORY REASON**
5.	**UNIT OF MEASURE**
6.	**ORDER ENTRY: SPECIAL CHARGE CODES**
7.	**ORDER ENTRY: PAYMENT TYPES**
8.	**PRODUCT CLASS**
9.	**PRODUCT TYPE**
10.	**CREDIT CARD TYPE**
11.	**PRINTER ID BY WAREHOUSE**
12.	**PICKER/PACKER BY WAREHOUSE**
13.	**AUTHORIZED PRODUCTS BY CUSTOMER**
14.	**SPECIAL CHARGES BY CORPORATION**
15.	**BILL OF MATERIALS MASTER**
16.	**SPECIAL CUSTOMER G/L CODES**

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

PRODUCT

The Product File contains general information about each product including unit of measure, cost and classification data. Refer to the on-line HELP text for detailed explanations of each field.

When adding products to the file for the first time, the operator may activate the "**Set Field Duplication Values**" by pressing **F15** at the entry screen. A secondary screen is then displayed allowing the operator to select those fields in which the data should be duplicated from the previously entered record. For example, if all of the products to be entered are active, are NOT taxable, and should appear on the Stock Status List, key an *'X'* in the fields **ACTIVE Y/N, TAXABLE Y/N,** and **SALES ANALY Y/N**. (Now when entering products, the values keyed into these three fields will be duplicated for all subsequently entered products until a change is made). When all duplicate values have been selected, press **ENTER** to set them and **F12** to return to the entry screen. At the bottom of the screen, "**F15=Dup**" appears in reverse image to indicate that this feature is activated. To turn it off, press **F15**, then **F5** to Clear the duplicate value selections, and **F12** to return to the entry screen.

The other feature that can be activated while adding products to the file is **F19=WAREHOUSE DISTRIBUTION**. This allows the operator to select the warehouses in which the products to be keyed are valid. (I.E. Inventory will be maintained at these warehouse locations and orders for the products may be processed for these locations). It also copies certain basic information (selling, purchasing and inventory unit of measure, and average cost) to the Product/Warehouse File. After pressing **F19**, the Warehouse Selection screen appears. Key a '1' next to each warehouse for which the products entered are valid and press **ENTER** to return to the entry screen. At the bottom of the screen, "**F19=WhsDist**" appears in reverse image to indicate that this feature is activated. When entering products, they will be allocated to the selected warehouses. If there are going to be many active warehouses, it is recommended that only one be selected for the Warehouse Distribution as there are more efficient ways of creating the data for the Product Warehouse file. See the section on Inventory Setup for further details. See sample Product Master screen below.

```
INFM03       PRODUCT MASTER MAINTENANCE          MODE:  UPDATE
 PRODUCT NO . . . 022                    ACTIVE . Y
 DESCRIPTION  . . PENS - BLUE - MEDIUM POINT - SPECIAL      HOT KEY#
 -----------------------------------------------------------------------
 CATEGORY (*) 002                 PROCESS TYPE
  CLASS . (*)   OFC  OFFICE PRODUCTS FURNITURE
  TYPE . . (*)    ADD  ADDITIONAL PRODUCTS
  STOCK Y/N :  Y  (IS THIS A STOCK ITEM)

 -----------------------------------------------------------------------
                                 UM   U/M DESC   RATIO U/M TO EACH
  ORDER/INVOICE UNIT OF MEASURE (*)  EA   EACH        1
  PRICING UNIT OF MEASURE      (*)      EA   EACH        1
  RETAIL UNIT of MEASURE       (*)      EA   EACH        1
 -----------------------------------------------------------------------
  ENTER COSTS, PRICING, AND QUANTITIES IN EACHES
  STD/AVG COST    6.9900 STD COST TYPE    COST VAR %
  BASE PRICE     6.99  (P,$,OR%) %    BASE=ACT SELL PRICE (A)
  RTL PRICE          ROUND TO     ROUNDING CODE (0,1,2,4) 0
  MINIMUM QTY        REORDER PT  2000  ADD ON AMOUNT    .00
```

CURRENCY CODE

The Currency Code file contains all of the currency codes, descriptions and conversion rates to be used throughout the system. Currency codes refer to the different monetary currencies that are used; i.e. French franc, English pound, Italian lira etc.

PRODUCT CATEGORY

The Product Category file contains all of the product category codes and descriptions to be used in the Product File. Product Categories are general classifications of products, designated by a three character code. Use of this file is optional.

INVENTORY REASON

This file contains all of the reason/status codes to be used in the Inventory Transaction programs. A Reason is an explanation of why an inventory transaction such as a transfer or an adjustment takes place. A Status is an explanation of why a certain product at any or all warehouse locations is considered Released or Unreleased. Primarily it is used for lot inventories where a product is on an unreleased status; i.e. the lot has been recalled or has not yet received final approval. When a Status is Unreleased, the inventory quantity in question is NOT part of the On-Hand quantity, rather it is in the Unreleased bucket. When a Status is released, the inventory quantity becomes part of the On-Hand quantity.

UNIT OF MEASURE

This file contains the various units of measure used in the system. Each unit of measure is assigned a code, description, and its ratio to one. For example, a dozen would have a ratio of 12 to one, a gross, 144 to one, etc. For things like cases where the ratio to one can vary by product, set up codes like C6-Case/6, C12-Case/12, etc. If there is a unique unit of measure that is valid for only one product, key in the product# at the **PRODUCT NUMBER** field. This will prevent that unit of measure from being assigned to any other product than that specified here. The **TYP** field is reserved for future use.

SPECIAL CHARGE CODES

This file contains all of the Special Charge codes and descriptions that can be used by each corporation in the Order Entry program. Special charges are things like freight, handling, sales tax etc. or any sort of miscellaneous charge. Each special charge has an associated G/L account# to which it is posted if General Ledger is being used.

PAYMENT TYPES

This file contains all of the payment types that can be used in Order Entry when payments are created at the time of order/invoice entry. Payment types are things like Cash, Check, Master Charge, Visa etc. Each code has an associated debit and credit account# for the posting to G/L and a variety of flags which are set to define the requirements of the payment type. Codes 'CS', 'CK' and 'WO' **MUST EXIST** in order to process cash, check and write-offs on the order total screen.

PRODUCT CLASS

This file contains all of the Product Class codes and descriptions to be used in the Product file. Product classes are another classification of your products, typically a sub-classification to a product category. Use of this file is optional.

PRODUCT TYPE

This file contains all of the Product Type codes and descriptions to be used in the Product file. Product types are another classification for your products, and the one upon which posting to the General Ledger is based. (If you do not plan to post to the G/L from Order Entry/Invoicing, use of this file is optional.)

Each Product Type has an associated Sales G/L Corp#, Div#, Dept# and Account# which is used when posting revenue to the G/L as a result of the sale of a product. The codes entered here are the defaults and can be overridden during Order Entry/Recurring Billing Entry if necessary. Any or all 4 Sales fields can be entered in this file for each Product Type, depending on the variation that can take place. If you prefer to enter the G/L posting data at the time of Order/Recurring Bill entry, it is not necessary to make any entries here. If no entries are made here OR in Order/Recurring Bill Entry, the system uses the Sales Account# in the G/L Accounts File on the A/R File Maintenance menu. Refer to the section on Order Entry for further information. See sample screen below.

```
INFM06              PRODUCT TYPE FILE MAINTENANCE

PRODUCT TYPE . . . . :  SNL
DESCRIPTION . . . . . .   SEASONAL PRODUCTS


                                    ACCT #
                           CRP  DIV  DPT   MAD #   JOB
  * INVENTORY G/L ACCT . . . .    1    1    1   780000

  * SALES G/L ACCT . . . . . .    1           100100

  * REQ EXPENSE ACCT . . . . .                911300
```

CREDIT CARD TYPE

This file contains all of the Credit Card codes and descriptions that are used in the Order Entry system.

PRINTER ID BY WAREHOUSE

This file contains the default printer ID# for each warehouse. After selecting the desired corporation, all active warehouses are displayed. Key the printer ID# for each warehouse in the **PRINTER ID** field.

PICKER/PACKER BY WAREHOUSE

This file contains all of the Picker/Packer ID numbers and names for each Corp/Warehouse combination. These codes are used in the Order Verification job. Use of this file is optional.

AUTHORIZED PRODUCTS BY CUSTOMER

This file, if used, can contain EITHER authorized or unauthorized products for a specific customer. If a customer is not authorized to purchase a specific item, the Order Entry program will prohibit processing of that item if entered. Authorized/Unauthorized products can be assigned to a Bill To customer only or to a Bill To/Ship To combination. Whether the products assigned to the customers are authorized or unauthorized depends on how the Profile has been set up.

This file can be used, for example, if the same item is sold under two product numbers, one of them representing a private label version. You would then want to restrict the private label product to the customer(s) that are authorized to purchase that product.

After keying the **CORP#, BILL TO#** and **SHIP TO#**, if any, press **ENTER** to proceed. Key in the product numbers that are authorized/unauthorized for the specified customer. When all of the desired

20

products have been keyed, press **ENTER** to process and **F20** to accept or **F12** to cancel. Additions to or deletions from this file may be performed at any time.

SPECIAL CHARGES BY CORPORATION

This file contains the calculations and G/L posting account numbers for the Special Charge codes previously created. After keying the desired corporation, enter the special charge code in the **COD** field. In the **T** field, key a *'$'* if the special charge is to be a flat dollar amount, a *'%'* if it is to be a percentage of the gross order total, or a *'/'* if it is to be a certain amount per XX order dollars, (i.e. 25 cents per $1000). Refer to the HELP text for further details.

B.O.M. PRODUCT MASTER

This file is used when you have bill of material products. These are products which are actually comprised of several component products. The component products and their associated quantities and units of measure are identified here.

SPECIAL CUSTOMER G/L CODES

This file can be used in conjunction with Corp-specific profile #153 - Has G/L Overrides by Customer#, to allow for posting to multiple A/R accounts. If data exists in this file for a specific customer, the debit/credit GL info will be used rather than the default accounts specified in File Maintenance option #21- GL Accounts. Contact your DAPREX representative concerning use of this feature.

SPECIAL CONSIDERATIONS

Several control values must be set up for EACH ACTIVE CORP. at installation time. These can be accessed by keying CHGDTA PR10CNU at a command line. Key in the Corporation#, an area code of DM and record# of 1 and press **ENTER**. The Value field should be set to one less than the starting order# to be used for automatic order# assignment. Press **ENTER** to accept. For record #2, key the starting order# for After the Fact Invoice Entry, and for record #3, the ending order# for After the Fact Invoice Entry. This allows you to reserve a series of order numbers for that purpose, if necessary. For record #6, key in the number of days to retain order history once the corresponding invoice has been paid. It is best to consult your DAPREX representative prior to changing any of these values.

FILE LISTINGS

The FILE LISTINGS menu contains the following options.

1.	PRODUCT
2.	CURRENCY CODE
3.	PRODUCT CATEGORY
4.	INVENTORY REASON
5.	UNIT OF MEASURE
6.	ORDER ENTRY: SPECIAL CHARGE CODES
7.	ORDER ENTRY: PAYMENT TYPES
8.	PRODUCT CLASS
9.	PRODUCT TYPE
10.	CREDIT CARD TYPE
11.	PRICING BY PRODUCT
12.	FUTURE PRICING BY PRODUCT
13.	PRICING BY PRICE LIST
14.	FUTURE PRICING BY PRICE LIST
15.	PRICING BY CORP/WAREHOUSE
16.	FUTURE PRICING BY CORP/WAREHOUSE
17.	PRINTER ID BY WAREHOUSE
18.	PICKER/PACKER BY WAREHOUSE
19.	AUTHORIZED PRODUCTS BY CUSTOMER
20.	SPECIAL CUSTOMER RETAIL PRICE
21.	RETAIL GROUP FILE
22.	RETAIL PRICE BY GROUP FILE
23.	SPECIAL CHARGES BY CORPORATION

Each menu option prints a listing of the master file.

FILE INQUIRIES

The FILE INQUIRIES menu contains the following options.

1.	PRODUCT
2.	CURRENCY CODE
3.	PRODUCT CATEGORY
4.	INVENTORY REASON
5.	UNIT OF MEASURE
6.	ORDER ENTRY: SPECIAL CHARGE CODES
7.	ORDER ENTRY: PAYMENT TYPES
8.	PRODUCT CLASS
9.	PRODUCT TYPE
10.	CREDIT CARD TYPE
11.	PRICING BY PRODUCT
12.	FUTURE PRICING BY PRODUCT
13.	PRICING BY PRICE LIST
14.	FUTURE PRICING BY PRICE LIST
15.	PRICING BY CORP/WAREHOUSE
16.	FUTURE PRICING BY CORP/WAREHOUSE
17.	PRINTER ID BY WAREHOUSE
18.	PICKER/PACKER BY WAREHOUSE
19.	AUTHORIZED PRODUCTS BY CUSTOMER
20.	SPECIAL CUSTOMER RETAIL PRICE
21.	RETAIL GROUP FILE
22.	RETAIL PRICE BY GROUP FILE
23.	SPECIAL CHARGES BY CORPORATION

Each menu option allows the operator to inquire on each of the master files listed here.

USING THE DAPREX FILE INQUIRY UTILITY

Almost all of the File Inquiries are all accessed using the same utility. Some of the files which contain very few records do not use this utility and are accessed in the same manner as in File Maintenance. The utility used to inquire on the Customer Master File has been described in a previous section.

The Inquiry Utility allows the operator to search by code, (i.e. Ship Via code, State code) or by description, (i.e. UPS, New York). The function keys **F16-BY CODE** and **F17-BY DESCRIPTION**, allow the operator to select the search method. *'By Code'* is the default mode. (In certain cases where the file being inquired upon is corporate specific, it is necessary to first key in the corporation number.)

Upon selection of any of the File Inquiry menu options, a screen similar to that shown below appears. With the cursor positioned at the field **POSITION TO**, key in the code with which to start your inquiry. (To search by description, press **F17** and key in the description with which to start the search.) Let's use the Customer Category File as an example.

CUSTOMER CATEGORY FILE INQUIRY			
KEY SELECTION FOR INQUIRY:			
POSITION TO:		**(BY CATEGORY)**	
CAT.	**DESCRIPTION**	**PLIST**	**DESCRIPTION**
001	**RESTAURANTS**	**001**	**PRICE LIST 1**
002	**HOSPITALS**	**003**	**PRICE LIST 3**
003	**SCHOOLS**	**003**	**PRICE LIST 3**
004	**WHOLESALE**	**005**	**PRICE LIST 5**
005	**RETAIL**	**006**	**PRICE LIST 6**

If the screen is not displaying the record in which you are interested, key in either the code or description on which to search and press **ENTER**. The system then displays all records in the file starting with the one you have requested. Use the ROLL FORWARD key to view additional records or key in a new code or description at the **POSITION TO** field and press **ENTER**.

PRICING

The PRICING menu contains the following options.

1.	PRICE LIST FIE MAINTENANCE
2.	PRICING BY PRODUCT
3.	FUTURE PRICING BY PRODUCT
4.	PRICING BY PRICE LIST
5.	FUTURE PRICING BY PRICE LIST
6.	PRICING BY CORP/WAREHOUSE
7.	FUTURE PRICING BY CORP/WAREHOUSE
8.	SPECIAL CUSTOMER RETAIL PRICE
9.	RETAIL GROUP FILE
10.	RETAIL PRICE BY GROUP FILE
11.	FUTURE BASE PRICING FILE
13.	PRICE LIST CLONING
23.	PRICING FILE INQUIRIES
24.	PRICING FILE LISTINGS

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

PRICE LIST MAINTENANCE

This file contains all of the price list numbers and descriptions that are used in the creation of product pricing. Different price list numbers can be used to separate customer groups for which pricing is different. Up to 999 price lists can be created.

PRICING BY PRODUCT

This program allows the operator to generate selling prices for individual products at each active price list/level, one product at a time. The file uses the base price, rounding and retail price data from the Product Master File in the calculation of the actual prices. Upon keying the product# and pressing **ENTER,** the fields **P$%, ROUND, PRICE, RETAIL PRICE AND UOM** are displayed from the Product file. Press **ENTER** again to display the active price lists.

```
DMFM14         PRICING MASTER MAINTENANCE BY

  PRODUCT . . . . . .  18        LETTER TRAY SMALL
  POSITION TO . . . .

DLT LIST  FACTOR  P$%     ROUND   PRICE       RETL PRICE   UM
                   $               3.03        4.99         EA

    1      2.57    $               5.60
    2     86.00    %               5.64
    3      6.50    P               6.50
```

A price is created in the following manner. Next to each **PRICE LIST#**, enter a **FACTOR AMOUNT** and a **FACTOR TYPE**. The factor amount can be the actual selling price for this price list, (using a factor type of *'P'*), a dollar amount to be marked up/down from the base price as displayed above, (using a factor type *'$'*), or a percentage to be marked up/down from the base, (using a factor type *'%'*). Use FIELD+ to mark up or FIELD- to mark down from the base.

The rounding factor and codes from the Product File appear next. The **ROUND** field is used if you wish to have the system round off the calculated selling prices. For example, to round to the nearest quarter, enter .25 in this field. Valid rounding codes are *'0'* - no rounding, *'1'* - round to the nearest XX as specified in the **ROUND** field, *'2'* - always round to the highest XX as specified, and *'4'* - 4 decimal pricing is to be used. These may be left as is or changed for each price list#.

Finally, the **RETAIL PRICE** and **RETAIL UOM** values from the Product File are displayed and can be changed if necessary. When all the fields have been keyed for each displayed price list#, use the ROLL key to display the next screen of price list numbers and continue entry, or press **ENTER** to have the system calculate the actual selling prices at each price list# on screen 1. (The selling price is displayed in the **PRICE** field.) Press **F20** to accept the entries or **F12** to cancel and start over. Up to 4 screens of price lists calculations for the product can be keyed before pressing **ENTER** and **F20** to

accept. The system will process the 4 screens at once. When all of your entry is complete, press **F3** to end.

FUTURE PRICING BY PRODUCT

Future Pricing By Product is identical to Pricing by Product except that an effective date is entered. This feature allows advance entry of future prices. Follow entry instructions in the previous section.

In order for these prices to become effective, you must run #1, **Update/Add Price List Pricing Master**, on the Future Pricing Updates menu. As of the effective date keyed, the new prices will replace the old.

PRICING BY PRICE LIST

This program allows the operator to generate selling prices for all products on each active price list, one price list at a time. It is essentially the same as the Pricing by Product menu option except the entry order is a bit different.

Upon keying the price list# and pressing **ENTER**, a blank screen is displayed, allowing the operator to key the **PRODUCT#, FACTOR AMOUNT** and **TYPE** (*P, $, %*) to be used for the calculation of the actual price. The **ROUNDING FACTOR** and **CODE** (*0, 1, 2, 4*) are pulled directly from the Product File, (if they exist there), but can be overridden here by keying the desired values into those fields. When the fields for the first product have been keyed, proceed with the next and so on. If access to the commission%, retail price and retail uom is needed, press **F11** to toggle those fields onto the screen. They will appear on a second entry line, below the **ADD-ON** and **ROUNDING** fields.

Again, up to 4 screens of products can be keyed by using the ROLL key to display the next available blank screen and continuing with the next product. When you are ready to calculate the selling prices, press **ENTER** and **F20** to accept or **F12** to cancel. (The selling price is displayed in the **CALC. PRICE** field.) Press **F20** to accept the entries or **F12** to cancel and start over. Up to 4 screens of price lists calculations for the product can be keyed before pressing **ENTER** and **F20** to accept. The system will process the 4 screens at once. When all of your entry is complete, press **F3** to end.

FUTURE PRICING BY PRICE LIST

Future Pricing By Price List is identical to Pricing by Price List except that an effective date is entered. This feature allows advance entry of future prices. Follow entry instructions in the previous section.

In order for these prices to become effective, you must run #1, **Update/Add Price List Pricing Master**, on the Future Pricing Updates menu. As of the effective date keyed, the new prices will replace the old.

PRICING BY CORP/WAREHOUSE

This program allows the operator to establish new base prices (to be used in all price calculations when an item is sold) for individual products sold out of a specific Corp/Warehouse. Alternately, the actual selling price for the item when sold from the Corp/Warehouse can be specified in this program. Essentially, this allows products at the same price list to have different base and selling prices out of individual warehouses.

FUTURE PRICING BY CORP/WAREHOUSE

Future Pricing By Corp/Warehouse is identical to Pricing by Corp/Warehouse except that an effective date is entered. This feature allows advance entry of future prices. As of the effective date keyed, the new prices will replace the old. Follow entry instructions in the previous section.

SPECIAL CUSTOMER RETAIL PRICE

This file contains the Suggested Retail Selling Prices for specific customer/product combinations that are to be printed on documents to be sent to the customer. (I.E. packing lists, invoices etc.). These special prices would be for a customer who does not fall into a Retail Price Group or for those products where the customer has a different suggested retail price from the rest of the retail group of which he is part.

RETAIL GROUP FILE

This file contains the retail group codes and descriptions that are used in the Customer Master file. These codes are used to link those customers who will be using the same suggested retail prices for all or almost all of the products they purchase.

RETAIL PRICE BY GROUP

This file contains the Suggested Retail Selling Prices for each product for each Retail Group. These prices are printed on a variety of documents that are sent to the customer. (I.E. packing lists, invoices etc.)

FUTURE BASE PRICES

This file contains the future base price for all or selected products. Each product may have its own effective date.

PRICE LIST CLONING

This option allows you to copy all product pricing from one price list to another by simply entering the From and To price list numbers.

PRICING FILE INQUIRIES AND LISTINGS

These two menu options allow you to inquire on or list any of the master files on this menu.

ORDER PROCESSING

The ORDER PROCESSING menu contains the following options.

1.	ORDER ENTRY
2.	SELECT ORDERS FOR PICKING
3.	PICK TICKET PRINT SELECTION
4.	UPDATE PICK TICKETS
5.	SELECT PICK TICKETS FOR INVOICING
6.	INVOICE PRINT SELECTION
7.	
8.	
9.	
10.	ORDER AND SHIPMENT INQUIRIES
11.	
12.	PRINT DAILY INVOICE REGISTER
13.	AFTER FACT INVOICE ENTRY
15.	BILLING EDIT
18.	REPRINT PICK TICKET
19.	REPRINT INVOICE
21.	REVALUE ORDER
22.	DELETE ORDER

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

ORDER ENTRY

The Order Entry program is one that is PROFILE-DRIVEN such that it can be tailored to individual requirements. Since there are an almost unlimited number of options and combinations of options, this section will detail the generic functions rather that trying to incorporate every available option.

Upon selection of this menu option, the operator is prompted for the **CORP#** for which to enter orders. Press **ENTER** to proceed. A second screen appears prompting the operator for the **ORDER#, ACCOUNT#, SHIP TO#** and **SHIP FOR#** (if applicable). If entering a new order, leave **ORDER#** blank. Key in the **ACCOUNT#** and **SHIP TO#** if any, or use **F4** to scan on any of these fields. The **ORDER STATUS** should be blank for a new order. You may enter a *'P'* to print a pick slip or an *'I'* to print an invoice upon completing the entry. An *'H'* places the order on HOLD. The only field that is required is **ACCOUNT#.** When the correct account# has been keyed, press **ENTER** to continue. See sample screen below.

```
ORDER2            ENTER/UPDATE OPEN ORDERS
  CORP #  1   ACCT # 000124   ORDER #   1489     SHIP TO #
  NAME   HAMILTON MARINE ELECTRONICS
  ADDR   377 MAIN STREET
  CITY   WEST HAVEN
  STATE  CT   ZIP  06854 - 0000          ZIP  00000 - 0000

  ATTN
  PHONE 203-788-2938
  ORDERED BY . .  SAM SMITH
  CUSTOMER PO #   60155       CANCEL DATE   0/00/00
  DISCOUNT % . .
* SALESMAN # . .    1

* PRICE LIST . .    1
  TERMS . . . :       % 30 DAYS
  SHIP VIA . . :  UPS REGULAR

  STOCK CHECK .  N  Y=YES, N=NO  BACKORDER OR CANCEL  B   B=B/O, C=CANCEL
  AFFECT INVEN .  Y  Y=YES, N=NO  ALLOW PARTIALS . .  Y   SALES ANALYSIS  Y
  CONTRACT ORDER   N  Y=YES, N=NO
ENTER F4=SELECT(*) F6=NOTES F12=PREVIOUS              (C) DAPREX - 1995
F14=SHIP TO F15=DELIVERY F16=BILLING F17=A/R F18=TAX
```

The Order Entry Header screen appears with the default information, (**NAME, ADDRESS, SALESMAN#, WAREHOUSE#, TERMS** etc.) as pulled from the Customer file. If no changes need to be made to this screen, press **ENTER** to proceed. If changes do need to be made, move the cursor to the desired field(s) and key the appropriate data. Note that these changes are only applicable to this order; the master files remain intact. The function keys at the bottom of the screen allow the operator to access any of the other informational screens associated with the order. Any of the default information on these screens may be changed as it pertains to this order. **F14=SHIP TO** allows modification to the Ship to Address or permits the operator to enter a one time ship to. **F15=DELIVERY** allows modification to the delivery information (**SHIP VIA, SHIPPING TYPE, FREIGHT TYPE, FREIGHT ZONE**). **F16=BILLING** allows modification to the billing data, (**DISCOUNT%, TERMS CODE, BILLING FREQUENCY,**

BILLING LEVEL, BILL SEPARATELY). **F17=A/R** allows the operator to view summary aged A/R data for the customer. **F18=TAX** allows modification to the tax status data, (**TAXABLE ORDER, TAX EXEMPT#, TAX STATE, JURISDICTION**). **F19=INSTRUCTIONS** allows access to the special instruction file for the customer. **F20=FACT** allows modification to the Factor data, (**FACTOR APPROVED, FACTOR ID#**). After making the necessary changes, press **ENTER** to return to the header screen. When all changes have been made, press **ENTER** to proceed with the order.

The line entry screen now appears. Again, this screen can be tailored to individual requirements so only the generic functions will be explained here. See the sample screen below.

```
ORDERL1              ENTER/UPDATE OPEN ORDERS
  CORP # 1   ACCT # 000124   ORDER #   1489    SHIP TO #
  NAME   HAMILTON MARINE ELECTRONICS        ******** SAME ********
 LNE QUANTITY UM  D E S C R I P T I O N           PRICE    AMOUNT



 -------------------------------------------------------------------------------------------------
   QUANTITY          * UM                    LINE  1
 * PRODUCT                                      N=NO CHRG
   PRICE         * UM
                                             TAX Y/N


 ENTER F3=END ORDER F4=SELECT(*) F6=NOTES F11=UPD/MODE F12=PREV
 ROLL UP/DOWN
```

Key in the first quantity and product# (or press **F4** to scan for the correct product#) for this order. As all of the pricing should be set up in the price files, it is not necessary to key a price unless you wish to override the price files. (If the item entered is a no charge items, key an *'N'* at the **N=NO CHRG.** prompt). Press **ENTER** to display the order unit of measure, product description, unit price and pricing unit of measure.

If you wish to view/change/add the G/L posting data for this line, press **F13** at this time. The Product Type defaults, if any, are displayed and may be changed if necessary. If there are no defaults, enter in the appropriate data here and press **ENTER** to return to the line entry, or leave blank for the system to use the sales account in the G/L Accounts File on the A/R File Maintenance menu. The division used will be that from the Customer Master File. See sample screen below.

```
 DMOE15               ENTER/UPDATE OPEN ORDERS

 ENTER/UPDATE THE G/L POSTING INFO FOR THIS LINE . . . .
   ----------------------------------------------------------------
   PRODUCT: 25        BOWS BAG OF 30              REG
   ----------------------------------------------------------------
  * ACCOUNT: 350000                    AUTODST:  (Y/N)
  * DIV . .:  1
  * DPT . .:
  * JOB#. .:
```

After returning to the line entry screen and visually verifying that this is the correct item, press **ENTER** again. That item is now displayed on the top portion of the screen. Continue until all products have been keyed. If any errors are detected at this time, use **F11=UPDATE.**

To use the **F11=UPDATE** function, press **F11** once the line to be changed is displayed on the top portion of the screen. Key in the associated line# and press **ENTER**. Now key the correct data over the old and press **ENTER** twice to accept. Continue with any other lines to be changed. To return to ADD mode, key a *'0'* at the line# prompt.

The other function keys that are available from this screen are listed below.

F13-G/L	Displays the default G/L posting data from the product's Product Type, if any. If necessary, it can be overridden, or if NO G/L data exists for this line, it can be entered here.
F14-HEADER	Returns the operator to the Order Header screen.
F15-HOT KEY	Allows the operator to enter Hot Key numbers instead of product numbers.
F17-OVERRIDES	Allows overrides to the fields **COMMISSION%, BACKORDER/CANCEL, INVENTORY Y/N, WAREHOUSE#, SHIP DATE, SHIP CHARGE, DISCOUNT %/$** and **VALUE**.
F18-UOM	Allows overrides to the ordering and pricing units of measure.
F19-LEFT	Slides the screen to the left to view additional data.
F20-RIGHT	Slides the screen to the right to view additional data.

So far we have discussed how to create line items using quantity times a product#. There are four other types of lines that can comprise an order. They are spacer lines, comment lines, flat charge lines and lines where there is a quantity times a price with a non-inventory product#. These line types can be added anywhere within the body of an order and there can be an unlimited number of them on any one order. To create these line types, press **F11=UPDATE** at the line entry screen. Key a *'0'* at the line# field and the appropriate code at the mode field. (*Q=Qty x Price, F=Flat $$, C=Comment, S=Spacer*). Once a certain mode is selected, all subsequent lines will follow that mode until **F11** is pressed again to change modes. To return to adding regular lines using actual product#s, key a *'P'* at the **MODE** field.

When entering a *"Q"* line, key a quantity, item#, description and unit price and press **ENTER**. If you wish to maintain sales analysis on this entry, key a *'Y'* at the **S/A Y/N** field and enter the unit cost in the **COST** field. Press **ENTER** to accept. See sample line entry below.

```
QUANTITY    55  * UM  EA                    LINE  2 Q
ITEM .  AS10566     GLOSSY PRESENTATION FOLDRES    N=NO CHRG
PRICE       .89 * UM   EA                    COST     .5600
                                            TAX Y/N   Y
CATEGORY  STN  STATIONERY                    S/A-Y/N Y
```

When entering an *"F"* line, key the amount, a description of the flat charge, and a cost if desired.

```
                                                          LINE  2 F
   AMOUNT  50.00          DESC.  SPECIAL ORDER        N=NO CHRG
   COST     35.00
                                   TAX Y/N
   * CATEGORY
```

When entering a *"C"* line, key the comment text, the comment type, (*O=Order, L=Line*) and the code indicating on which documents to print the comment, (*P=Pick Slip, I=Invoice, B=Both, N=Neither*). (An *Order* comment prints on the selected document(s) regardless of the items listed, whereas a *Line* comment is attached to the previous product line and will only print in combination with that line).

```
                                            LINE  2 C
      COMMENT . . .   DELIVER TO SIDE ENTRANCE
      COMMENT TYPE    O   O=ORDER, L=LINE
      PRINT ON  . .   P    P=PICK SLIP, I=INVOICE, B=BOTH,
                           N=NEITHER
```

Spacer lines are used to insert blank lines or to separate portions of the order/invoice by repeating a character across the page; i.e. a line of asterisks. When entering an *'S'* line, key the character (or leave blank for a blank line) to be repeated and the code indicating on which documents to print the spacer line, (*P=Pick Slip, I=Invoice, B=Both, N=Neither*).

Remember that when entering *'Q'* and *'F'* lines, you must enter the G/L posting data by pressing **F13**, (if posting to the G/L), or the system will use the Sales account# in the G/L Accounts File on the A/R File Maintenance menu.

When the order is complete, press **F3** to end. The total screen appears showing the **MERCHANDISE, DISCOUNT, SHIPPING CHARGE, SPECIAL CHARGES** and **ORDER TOTAL**. (To return to the body of the order to add, change or delete line items, press **F14=RETURN TO LINES**). To enter any special charges, press **F15-SPECIAL CHARGES**. The Special Charge entry screen appears, allowing the operator to enter the **CHARGE$** and corresponding charge **CODE#** for each special charge associated with the order/invoice. Only those special charges codes which ARE NOT a forced calculation (see the section on Special Charge Codes for a further explanation) can be entered on this screen. (The special charges can be entered at order entry time or later at order verification time). After keying the appropriate charges and codes, press **F24-ACCEPT/END** to accept the entries and return to the Order Totals screen. Finally, decide which, if any, documents to create, (*P=Pick Ticket, I=Invoice, Blank=None*) and whether to print that document immediately, (*'Y'*), or in batch mode, (*'N'*). After keying those selections, press **ENTER** to accept and continue with the next order. If no document is to be created at this time, press **F3** to end.

SELECT ORDERS FOR PICKING

This option allows you to select the orders for which to generate pick tickets. Only those orders that were never coded for pick tickets at the end of order entry and backorders appear in this program. Pick tickets can be selected for immediate or batch printing in this job.

After keying the corporation and warehouse from which to perform the selection, you may enter a **FROM** and **TO SHIP DATE** range. Only those orders whose requested ship date falls within the range will be displayed when you press **ENTER**. To display ALL open orders for which pick tickets have not been printed, leave the **FROM** and **TO** fields blank.

A screen similar to that shown below now appears.

```
ORDER HEADERS

FROM 07/15/90 TO 08/15/90
                                                 RQST
OPT      PRINT   ORDER#          ACCT#  PO#       SHIPPED    CANCEL
         B       500087          525000 A-12354   07/15/90   12/31/90
         B       500145          879000           07/22/90   12/31/90
         B       500146          753125 C-88904   08/12/90   12/31/90
```

The orders are displayed in Order# sequence but can be displayed in Ship Date sequence by pressing **F19=Date**. The system is comparing the ship date on the order header to the **FROM** and **TO** dates entered, NOT the line item ship dates. See Note below.

To select individual orders for pick ticket printing, key a *'1'* in the **OPT** field next to those orders. (The **PRINT** code of *'B'* for batch printing, can be changed to *'I'* for immediate printing of the pick ticket.) To select ALL the displayed orders, press **F24=Do All**. Then press **F24** again to accept and complete the processing. If you want to use the **F24=Do All** function but there are one or two orders for which you do NOT want to print pick tickets, key a *'4'* next to those orders prior to pressing **F24** to omit them.

To view additional information about any order, key a *'5'* in the **OPT** field to display the header record, or press **F11=Drop** to display the **BILL TO** and **SHIP TO** names for each order.

NOTE F17=ExcpLn displays any line items whose order header ship date is out of the date range entered, but whose line item ship dates DO fall within the selected range.

PICK TICKET PRINT SELECTION

This job allows the operator to select the pick tickets to be printed from a specific warehouse. Those orders that were selected for pick ticket batch printing in the previous step PLUS those that were coded for batch printing during order entry and have not yet been printed appear in this program. Upon selection of this option, the Warehouse Selection screen appears. Key a *'1'* next to the warehouse for which to print pick tickets and press **ENTER**. A screen similar to that below appears.

```
    PICK TICKET SELECTION

SELECT PICK TICKETS, PRESS ENTER.
1=SELECT


CORPORATION     1       XYZ CORP.
WAREHOUSE       1       STAMFORD
POSITION TO:                    (BY DATE)


REQUESTED
SHIP DATE  ORDER#              PICK#            CUST#/NAME
12/14/89    32                  1               500   ABC INC.
12/14/89    33                  1               345   XYZ CORP
12/19/89    98                  1               786   IBM
```

All of the ready to be picked orders for the Corp/Warehouse (press **F11-NEXT WHSE** to display the orders for the next warehouse) are displayed in Requested Ship Date sequence, starting with the oldest date. To display only those orders as of a specific ship date, key the desired ship date at the **POSITION TO** field. Press **F17-ORDER#** to display the orders in order# sequence. (When looking for a specific order, press **F17** and key in a desired order# at the **POSITION TO** field to display the orders in numerical sequence starting with the order# keyed). Press **F18-CUSTOMER#** to display the orders in customer# sequence. (When looking for all orders for a specific customer, press **F18** and key in that customer# at the **POSITION TO** field to display the orders in customer# sequence starting with the customer# keyed).

Key a *'1'* in the **OPT** column next to each order for which to now print a pick ticket. Press **F21-SELECT ALL** to select ALL the orders in this file. The system assigns a *'1'* to each order. (If any orders were selected in error, simply blank out the *'1'* by pressing **FIELD EXIT**). When all orders have been selected, press **ENTER** to proceed. The Pick Ticket Selection Confirmation screen appears showing all of the selected orders. Press **ENTER** to confirm, or **F12** to return to the previous screen to change your selections.

The pick tickets are now submitted to batch for printing. Press **F3** to exit.

UPDATE PICK TICKETS

This menu option allows the operator to update the pick tickets by indicating the shipped, backordered and cancelled quantities of the items ordered. As the pick tickets are updated, they can be coded for batch or immediate invoice printing, or that function can be performed separately under the **Select Pick Tickets for Printing** menu option. Pick tickets can also be voided using this job. Voiding a pick ticket allows you to regenerate a picking ticket.

Upon selection of this option, the screen below appears. Enter the Corp/Warehouse for which to perform pick ticket update. A default **SHIPPING CODE** can be entered, assigning it to each order that is updated; or it can be left blank leaving the original shipping code of each order intact. The **DATE PICKED** defaults to the current date or can be overridden. The **INVOICING** and **PACKING LIST** fields default to *'B'* (Batch Print) for all orders updated here. Key an *'I'* for immediate print, or an *'N'* for none, NOT to produce any documents at this time. The invoicing function can be performed using **Select Pick Tickets for Invoicing**, at a later time. When all fields have been keyed, press **ENTER** to proceed.

```
            PICK TICKET UPDATES


CORP/WHSE#         ___
SHIPPING CODE      ___
DATE PICKED        07/10/90
INVOICING   B      (B=BATCH PRT, I=IMMED PRT, N=NONE)
PACKING LIST       B        (B=BATCH PRT, I=IMMED PRT, N=NONE)
```

The next screen to appear prompts for an **ORDER#**. Enter the Order#/Pk Tkt# to update or press **F15=POS/ENTRY** to display the orders and select one. For explanation purposes, let's press **F15**. If the desired Order# is not displayed, use the ROLL keys to find it. Once located, the following functions can be performed on this screen. Key a *'1'* to select an order for update. Key a *'4'* to void a pick ticket. The pick ticket detail is displayed for verification and the void is accomplished by pressing **F20=ACCEPT ENTRY**. Voided pick tickets are then displayed in reverse image on the order selection screen. To reinstate a pick ticket, key an *'8'* in the **OPT** field and **F20** to accept. Key a *'7'* to display the default shipping code and date picked data.

Select the order(s) to be updated by keying *'1'* in the **OPT** field. (**F11=LN DROP** displays the customer name.) Once a pick ticket has been selected for update, press **ENTER** to proceed to the Pick Ticket Update and Maintenance screen. Again press **F15=ENT/POS** to display the detail line items of the pick ticket. See below.

```
               PICK TICKET UPDATE AND MAINTENANCE


   PICKED: 07/05/90       BILL TO:  ABC COMPANY
   SHIPCD: 001            STAMFORD, CT
   INVOPT: B              SHIP TO:  SAME AS BILLING
   PCKOPT: N
   LOCATE:     (LINE#)



   LINE#  QTY-ACT  PRODUCT#  DESCRIPTION            VALUE
   001      5        001     TYLENOL CAPLETS 500'S  16.25
   002      10       098     BUFFERIN TABLETS 100'S 42.00
   003      15       123     BAYER TRAVEL PACK      11.00


   OPT: 1=SELECT R=RESET   F23=OMITDFT  F24=INCLDFT
   F8=GEN INFO  F11=LN DRP  F12=PREV  F14=SKIP  F15=POS/ENT  F9=CHARGES
```

Each line has a line# that matches that shown on the pick ticket. This allows the operator to skip to specific lines by keying in the appropriate line# and **ENTER** at the **LOCATE (LINE#)** prompt.

There are two methods by which to update a pick ticket and the operator makes the determination of which to use based on the number of line items that are shipped. If for example, six out of seven line items on a pick ticket are partially shipped or shipped in full with the seventh being backordered, the operator uses the **F24=INCLUDE DEFAULT** function. This method requires that the operator update ONLY THOSE LINES WHICH WERE **NOT** SHIPPED IN FULL, (i.e. partial or no shipment of the product). Conversely, if three out of the seven are shipped in full with the remainder being backordered, the operator uses the **F23=OMIT DEFAULT** function. In this case, the operator updates ONLY THOSE LINES THAT **WERE** SHIPPED.

INCLUDE DEFAULT

When updating a pick ticket using this method, the system assumes that items are shipped in full unless the quantity is changed. The quantity can be changed to the actual quantity shipped for a partial shipment or set to zero using FIELD EXIT for no shipment.

Notice that the **QTY-ACT** field shows the quantity ordered - it is here that the operator keys the shipped quantity, ONLY if it is different from the ordered quantity. Use **F11=LN DRP** to view additional line detail including **BACKORDER CD** (*B=Backorder, C=Cancel*) and **UNIT$.** This function key is used to specify that the remaining quantity on a partial shipment is backordered or cancelled (*B* or *C*) or to change the unit price.

If a line item was processed as a partial shipment in error, key an *'R'* in the **OPT** field to reset the ordered quantity.

After any quantity changes have been keyed, press **F24** to accept. This brings up the Special Charge entry screen appears, allowing the operator to enter the **CHARGE$** and corresponding charge **CODE#** for each special charge associated with the order/invoice. Only those special charges codes which ARE NOT a forced calculation (see the section on Special Charge Codes for a further explanation) can be entered on this screen. (The special charges may have been entered at order entry time). After keying the appropriate charges and codes, press **F24-ACCEPT/END** to accept the entries and proceed to the final screen displaying the items are redisplayed for verification. If everything is correct, press **F24=ACCEPT** and return to the Pick Ticket selection screen to continue with the next ticket to be updated.

OMIT DEFAULT

When updating a pick ticket using this method, the system assumes that only selected line items are shipped. Shipped lines are indicated by keying a *'1'* to the left of the line#. For partially shipped lines key the shipped quantity in the **QTY-ACT** field. Again use the **F11=LNDRP** to indicate whether the remaining quantity is backordered or cancelled.

After any quantity changes have been keyed, press **F23** to accept. All other functions are identical to those described in the previous section.

SELECT PICK TICKETS FOR INVOICING

This option allows you to select the updated pick tickets for which to generate invoices. Only those updated pick tickets that were never coded for invoice printing during Pick Ticket Update appear in this program. Invoices can be selected for immediate or batch printing in this job.

After selecting the corporation and warehouse from which to perform the selection, the pick tickets not already coded for invoicing are displayed. See below.

```
                        PICK TICKET INVOICING
      STAMFORD WAREHOUSE

      LOCATE _____ - _____ (ORDER#-PK TKT#)


                                                      SHIP
      OPT     PRT      ORDER#-PKT     ACCT#  PO#      SHIP   CDE_
      __       B       500004-001     123456 A-1345  071590 001
      __       B       500005-001     450000 457677  071890 001
      __       B       500008-001     14500  254878  071890 002
```

To select orders for invoice printing, key a *'1'* in the **OPT** field next to those orders. (The **PRINT** code of *'B'*, for batch printing, can be changed to *'I'* for immediate printing of the invoice.)

To view additional information about any order, key a *'5'* in the **OPT** field to display the line items, or press **F11=LnDrp** to display the **BILL TO** name for each order.

INVOICE PRINT SELECTION

This job allows the operator to select the invoices to be printed for a corporation as of a specified ship date. Those orders that were selected for invoice batch printing in the previous step PLUS those that were coded for batch printing during Pick Ticket Update and have not yet been printed appear in this program. Upon selection of this option, the prompts for **CORPORATION, SELECTION DATE** (ship date) and **DAILY/WEEKLY BILLING (D/W)** appear. Key the desired corporation#, cutoff ship date and key a *'D'* for the daily bills or a *'W'* for the weekly bills. The screen below appears.

```
DMIA03                  INVOICE SELECTION

SELECT INVOICES, PRESS ENTER

 CORPORATION . . . .      1  DAPREX CORP.
 SELECTION DATE . .      9/08/00         DAILY/WEEKLY BILLING (D/W)  D
 POSITION TO . . . .      BY DATE


      DATE
OPT  SHIPPED  ORDER #  PICK#  CUSTOMER # AND NAME              VALUE
     8/31/00  164976     0    000220 ACE-BELL CORPORATION    1,234.00
     8/31/00  164977     0    000250 FATHER THOMAS RICCARDI     54.16
     8/31/00  164978     0    123456 FAILSAFE CORPORATION    2,777.50
     8/31/00  164979     0    123456 FAILSAFE CORPORATION    4,500.00


ENTER F3=EXIT F17=ORDER# F18=CUSTOMER# F21=SELECT ALL ROLL KEY
```

All of the ready to be invoiced orders for the Corp/Date/Frequency are displayed in Ship Date sequence, starting with the oldest date. To display only those orders as of a specific ship date, key the desired ship date at the **POSITION TO** field.

Key a *'1'* in the **OPT** column next to each order for which to now print an invoice or press **F21-SELECT ALL** to select ALL the orders in this file. The system assigns a *'1'* to each order. (If any orders were selected in error, simply blank out the *'1'* by pressing **FIELD EXIT**). When all orders have been selected, press **ENTER** to proceed. The Invoice Selection Confirmation screen appears showing all of the selected orders. Press **ENTER** to confirm, or **F12** to return to the previous screen to change your selections. If General Profile option #6 - Enter Invoice Comments After Selection, has been set to 'Y', a generic invoice comment can be input by keying *'999'* at the **CORP#** field, *'999999'* at the **ACCT#** field and *'9999'* at the **SHIP TO#** field when the following screen appears. (If you do not want to use this feature at this time press **F3** to continue.)

```
          SPECIAL INSTRUCTIONS FILE MAINTENANCE

 * COMPANY    . . . .    999
 * ACCT# . . . . . . .    999999
 * SHIP# . . . . . . .    9999
```

After keying the nines, press **ENTER** to proceed. Any existing comment appears on the screen and it can be changed or deleted as needed. To add a comment, key the desired comment into the **TEXT** field. Key an *'I'* in the **PRINT (I/P/B/N)** field to print the comment on the selected invoices. Press **ENTER** and **F20** to accept and **F3** to submit the invoices for printing.

ORDER AND SHIPMENT INQUIRIES

The Order and Shipment Inquiry option provides the ability to inquire on open, shipped and invoiced orders using a variety of search criteria. Both general and detail data about individual orders is available. All of the search options under this inquiry are similar in format and function.

Upon selection of this menu option, specify the desired corporation and the search option to use: *By Customer, Order#, Invoice#, Product#* or *Salesman#.*

BY CUSTOMER

This option allows the operator to look up the orders for a specific customer, using either the customer# or the customer name scan. Upon selection of this menu option, a screen like that shown below appears. The customers appear in account# order and the operator can roll forward to find the desired customer or key the customer#, if known, at the **LOCATE** field. If the customer# is not known, use **F4=SCAN** to search by customer name. Once the correct customer has been located, key a *'1'* to select in the **OPT**. field.

```
      CUSTOMER SELECTION FOR INQUIRY


  LOCATE:          (CUSTOMER#)


  OPT.  CUST#  NAME           START DT.  VIEW  STS  STORE#
        000200  ABC INTERNA    00/00/00    O    O     O
        000300  ACME INCORP    00/00/00    O    O     O
        000400  AMERICAN CO    00/00/00    O    O     O
```

After selecting the desired customer, press **ENTER** to proceed. A screen like that below now appears displaying the open orders in requested ship date sequence. A **START DATE** can be entered to limit the inquiry to data after that date. The operator can also specify what types of orders to include in the inquiry, (*O=Open, C=Closed, A=All*), and a store#, if applicable.

```
  LOCATE: 00/00/00  (START DATE)
  0     _      (O-OPEN, C-CLOSED, A-ALL)
        ____    (STORE#, 1=1 STORE)

                                   ORG  BAL
  OPT.  ORDER#  PO#  REQ'D  CANCEL  SLM  QTY  QTY  ST  STR#
         347    A4   121589  031090  005  50   50   O
         610    G3   121989  999999  005  75   75   O
```

The following function keys are available from this screen.

F11=LINE DROP	Displays the customer name and additional customer data.
F12=PREVIOUS	Returns to the previous screen.
F14=SKIP	Skips this customer and continues with the next one that was selected.
F17=PICK TICKETS	Displays pick ticket header data.
F18=INVOICES	Displays invoice header data.
F19=MODE SWITCH	Switches back and forth between displaying the records in date sequence or in store# sequence.

Each of these function keys performs a task that is relative to ALL the records belonging to the displayed customer. Once the correct data is displayed, (i.e. order header data), additional detail for individual orders can be accessed by keying a *'1'* next to the order#. The original order line items are then displayed. Once the lines are displayed, **F11=LINE DROP** provides pricing and unit of measure data for each line and **F16=HDR DETAIL** displays the header record detail (i.e. **DISCOUNT%, SALESMAN#, PRICE LIST** etc.), and **F17=TOTAL DETAIL** displays the order total screen details (payments, made, tax etc.)

These same function keys are available whether viewing order, pick ticket or invoice records. It is simply a questions of using the command keys listed above to display the order, pick ticket or invoice records for a customer. The options (*5=Pk Tkts and 6=Invoices*) allow you to display either types of records for an individual order and then use the **F11** and **F16** keys as previously described.

BY ORDER#

This option allows the operator to look up the orders by requested ship date or order#. Upon selection of this menu option, the prompts for **START DATE** and **STATUS** (*O=Open, C=Closed, A=All*) appear. You may enter an optional starting date with which to begin the inquiry and the status of the orders to display. To display ALL orders, leave the **START DATE** blank. To display the orders in order# sequence, press **F15=BY ORDER#**.

All of the function keys and options described in the previous section are the same here.

BY INVOICE#

This option allows the operator to look up the orders by invoice date or invoice#. Upon selection of this menu option, the prompt for **START DATE** appears. You may enter an optional starting date with which to begin the inquiry. To display ALL invoices, leave the **START DATE** blank. To display the invoices in invoice# sequence, press **F15=BY INVOICE**.

All of the function keys and options described in the previous section are the same here.

BY PRODUCT#

This option allows the operator to look up the orders by product#.   In other words, this option displays all the orders that include a specific product.   Upon selection of this menu option, a screen similar to that below appears listing all of the products in product# sequence. You may enter the desired product# at the **LOCATE** field or use the ROLL keys to find the desired product. Once the correct product is found, key a *'1'* in the **OPT** field to select it. (Multiple selections can be made, with the system displaying them one after the other.)

An optional starting date can be entered to show data only on or after that date. Both the **VIEW** and **STATUS** fields default to *'O'* meaning Orders and Open respectively. (Valid codes for **VIEW** are *O=Orders, P=Pick Tickets, I=Invoices.* Valid codes for **STATUS** are *O=Open, C=Closed, A=All.*) These can be left at the defaults or changed as needed.

The following function keys are available from this screen:

F3=END	Exit and return to the menu.	
F4=PROMPT	Use the product name scan. The cursor must be positioned in the product# field.	
F6=CRPSEL	Go to the Corporation Selection screen to select the corporation for which to display the product list.	
F11=LNDROP	Displays product name.	

```
                    PRODUCT SELECTION FOR INQUIRY
                    STAMFORD WAREHOUSE


   LOCATE        PRODUCT#)

   PROD  START  VIEW  STS     ON HANDON PO  AVAIL
   001   0/00/00  0     0      226            500    115
   002   0/00/00  0     0      569            000    569
   003   0/00/00  0     0      758            425    312


   OPT: 1=SELECT
```

Once a product is selected, press **ENTER** to proceed. A screen like that below appears listing each order containing the selected product, along with other pertinent information.

```
           ORDER LINE DISPLAY

   PROD#  001         TYLENOL CAPLETS 500'S
                                   STAMFORD WAREHOUSE
   LOCATE  0/00/00  (START DATE)      ON HAND   ON PO    AVAIL
           0   (O=OPN,C=CLS,A=ALL)      226      500      115


   ORD#  LN#  QTY  U/M  PRICE  $U/M  LINE$  REQSTD  CUST#    STS
   1042  001   5   CS   15.00   CS    75.00  071590  123456   P
   1059  002   2   CS   14.00   CS    28.00  072290  115600   P
   1098  007   3   CS   15.00   CS    45.00  071890  342000   P
```

The same function keys as described in the By Customer Inquiry are also available here. The options (*1=header Detail, 5=Disp. Order, 6=Invoice and 7=Pick Ticket*) are similar as well, allowing general and detailed inquiry.

BY SALESMAN#

This option allows the operator to look up the orders by salesman#.   In other words, this option displays all the orders associated with a specific salesman.   Upon selection of this menu option, a screen listing all of the salesmen in salesman# sequence appears. You may enter the desired salesman# at the **LOCATE** field or use the ROLL keys to find the desired salesman. Once the correct salesman is found, key a *'1'* in the **OPT** field to select it. (Multiple selections can be made, with the system displaying them one after the other.)

An optional starting date can be entered to show data only on or after that date. Both the **VIEW** and **STATUS** fields default to *'O'* meaning Orders and Open respectively. (Valid codes for **VIEW** are *O=Orders, P=Pick Tickets, I=Invoices.* Valid codes for **STATUS** are *O=Open, C=Closed, A=All.*) These can be left at the defaults or changed as needed.

All of the function keys and options described in the previous sections are the same here.

PRINT DAILY INVOICE REGISTER

This option prints the daily invoice register immediately, updating all Accounts Receivable files.

AFTER FACT INVOICE ENTRY

This option is used for invoice only capability in those situations where order entry is not performed. After keying the **CORPORATION#, ORDER#, ACCOUNT#** and **SHIP TO#**, if applicable, invoices can be entered using the same procedures as explained under the **Order Entry** section of this manual. No documents other than invoices can be generated using this menu option. For those situations where point-of-sale name and address needs to be recorded, use **F14** instead of entering a customer# at the **ACCOUNT#** field.

BILLING EDIT

In those situations where the Profile has been set to allow changes to 'I' records, (invoices) in Order Entry, this menu option can be used to print an edit list of the entered bills prior to proceeding with the printing of invoices. If errors/omissions are found, they can be corrected by calling up the invoice through menu option #1, Order Entry, and making the necessary changes. If General Profile option #116 is set to 'Y', the G/L posting information attached to each line is also printed.

REPRINT PICK TICKET

A pick ticket can be reprinted at any time by keying the **CORPORATION#, ORDER#** and **PICK TICKET#**, and pressing **ENTER** to display the order header information. Key a *'Y'* to accept and reprint the pick ticket, or press **F12** to start over. The pick ticket is clearly marked as a ***REPRINT***.

REPRINT INVOICE

An invoice can be reprinted at any time by keying the **CORPORATION#** and **INVOICE#**, and pressing **ENTER** to display the invoice header information. Key a *'Y'* to accept and reprint the invoice, or press **F12** to start over. The invoice is clearly marked as a ***REPRINT***.

REVALUE AN ORDER

This option is used in the case when the system goes down during order entry. Call up the order that was being entered at the time of the power failure by keying the **CORPORATION#** and **ORDER#** and pressing **ENTER** to display the order header information. Key a *'Y'* to accept and revalue the order, or press **F12** to start over.

DELETE AN ORDER

This option allows you to delete an order. After keying the **CORPORATION#** and **ORDER#**, press **ENTER** to display the order header information. Key a *'Y'* to accept and **F20** to delete the order, or **F12** to cancel the deletion. ALL DATA FOR THE ORDER IS DELETED.

RECURRING BILLING

The RECURRING BILLING menu contains the following options.

1.	**ENTER RECURRING BILLS**
2.	**RECURRING BILLING REPORT**
3.	**POST RECURRING BILLS TO INVOICE FILE**
4.	**DELETE RECURRING BILLS**
5.	**RECURRING BILLING ORDER INQUIRY**
6.	**UPDATE SALES TAX**

Each of these functions are discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

ENTER RECURRING BILLS

The Recurring Bills Entry program is used to enter and maintain all recurring bills/invoices. These bills are entered once for the life of the entry and are then posted based on their frequency, (i.e. monthly, quarterly, semi-annually, tri-annually or annually).   This job is almost identical to regular Order Entry with the exception of the frequency selection and certain input fields. Only the differences are outlined here.

When this menu option is selected, a Recurring Frequency screen appears allowing the operator to select the posting frequency of the recurring bills to be entered. All the recurring bills belonging to the same posting frequency, (i.e. monthly), are entered together in a 'batch'. There can be different 'batches' for the recurring bills that are monthly, quarterly, semiannually etc.. If the 'batch' is other than a monthly recurring batch, the operator must select the months to which the batch's bills are to be posted. (I.E. - a quarterly posted batch might be posted on a Jan./ April/July/Dec. cycle or a Feb./May/Aug./Nov. cycle.) The Frequency Selection screen lists all of the possible options. After selecting the desired frequency, press **ENTER** to continue.

The actual entry program uses the same profile options as regular Order Entry and is in almost all respects identical to it. Only the differences are be outlined here.

As with Order Entry, each entry is assigned an Order#, but the **ORDER STATUS** defaults to *'I'* for invoice. After pressing **ENTER** to continue, the header data is displayed. The only difference here is that the **CANCEL DATE** field now says **EXPIRES DATE** and the user should enter the date upon which this recurring bill expires. If this field is left blank, it defaults to 12/31/99. (If the **EXPIRE DATE** field does not appear, check that general and corporate-specific profile #12-Uses Cancel Date, is set to 'Y'.) If no changes need to be made to this screen, press **ENTER** to proceed to the invoice line entry. You can 'Suspend' (inactivate) a recurring order by pressing **F10=Suspend Order** while the header record is displayed. Suspended orders are NOT updated/posted when you run the Post Recurring Bills option. To reinstate a suspended order, enter the order# and press **F10** when the message appears. All of the line entry functions are identical to order entry.

When the recurring bill is complete, press **F3** to end. To return to the body of the bill to add, change or delete line items, press **F14=RETURN TO LINES**. When the bill is completed, press **F3** to end and continue with the next recurring bill. When all of the recurring bills for this frequency have been entered, press **F3** to return to the Frequency Selection screen and select the next frequency for which to enter recurring bills, if any.

RECURRING BILLING REPORT

This option prints an edit report of the existing recurring bills for one or selected corporations and frequencies. This report should be used to verify that the recurring billing data is correct prior to updating those bills to the invoice file.

POST RECURRING BILLS TO INVOICE FILE

This option posts the recurring bills, (for selected corporations), to the daily invoice file so that when invoices are next printed and updated to the A/R system, these will be included with any invoices entered through the regular order entry program. After selecting the desired corporation(s), enter the invoice date to be used for the recurring bills. Only those bills that are scheduled to be posted during the period indicated by the invoice date are posted at this time. (I.E. - Using an invoice date of 04/12/92, all monthly recurring invoices as well as the Annual-April, Semi-Annual-April/Oct., the Quarterly-Jan/Apr/Jul/Oct, and the Tri-Annual-Apr/Aug/Dec bills will be posted.) If they have ALREADY been posted to the same month/year, they WILL NOT be reposted. A Recurring Billing Update list is printed during the running of this job, showing all of the bills that have been posted to the invoice file.

The invoices are printed from the Order Processing menu.

DELETE RECURRING BILLS

This option allows you to delete a recurring bill(s). (Suspended orders cannot be deleted until they are reactivated.) After selecting the Recurring Frequency from which to delete a bill, key the **CORPORATION#** and **ORDER#** and press **ENTER** to display the header information. Key a ′Y′ to accept and **F20** to delete the order, or **F12** to cancel the deletion. ALL DATA FOR THE RECURRING BILL IS DELETED.

RECURRING BILLS ORDER INQUIRY

This option allows you inquire into the various billing frequencies and see the recurring bills that exist.

UPDATE SALES TAX

This option recalculates the sales tax on the recurring bills based on new sales tax rates that have been entered into the Sales Tax Jurisdiction File.   Simply select this menu option and press F20 to proceed when prompted.

ORDER REPORTING

The ORDER REPORTING MENU contains the following options.

<div style="border:1px solid black; padding:1em;">

1.	**OPEN ORDERS BY CUSTOMER**
2.	**OPEN ORDERS BY ORDER#**
3.	**OPEN ORDERS BY PRODUCT**
4.	**OPEN ORDERS BY SALESMAN**
5.	**SUMMARY STAGING FOR OPEN ORDERS**
6.	**OPEN PICK TICKETS BY WAREHOUSE**
7.	**SUMMARY STAGING FOR OPEN PICK TICKETS**
12.	**ORDER REPORT BY PRODUCT**
13.	**PRODS W/QTYS NOT SOLD FOR DATES**

</div>

Each of these functions is discussed in detail in the following pages. Refer to the on-line HELP text for further explanations of each field.

OPEN ORDERS BY CUSTOMER

Prints an Open Order by Customer report with the ability to select specific customers, shipping date ranges, and/or order status, (i.e. open, unpicked only, unshipped only).

OPEN ORDERS BY ORDER#

Prints an Open Order by Order# report with the ability to select shipping date ranges and order status, (i.e. open, unpicked only, unshipped only).

OPEN ORDERS BY PRODUCT

Prints an Open Order by Product report with the ability to select specific products, shipping date ranges and order status, (i.e. open, unpicked only, unshipped only).

OPEN ORDERS BY SALESMAN

Prints an Open Order by Salesman report with the ability to select specific salesmen, shipping date ranges and order status, (i.e. open, unpicked only, unshipped only).

ORDER REPORT BY PRODUCT

Prints a list of all sales of a selected product# (for a specific Corp/Warehouse) within a user defined date range. The customer#, name, invoice#, corresponding sales amount is listed for each sale of that product during the requested date range along with the total sales dollars. If an override description was used in the order, it will be printed as well.

PRODUCTS W/QTYS NOT SOLD FOR DATES

Prints a list of products with current on-hand quantities but no sales during a user defined date range for specific Corp/Warehouse. The product#, description and on hand quantity for each qualifying product is listed.   The report can be sorted by product# or product description.

PRICE LIST GENERATION

The PRICE LIST GENERATION MENU contains the following options.

PRICE LIST GENERATION

1.	GENERATION FILE MAINTENANCE
2.	GENERATION FILE LISTING
3.	LOAD WORK FILE FOR UPDATE
4.	EDIT LISTING
5.	DELETE SELECTIONS
6.	PRICE LIST GENERATION UPDATE

FUTURE PRICE LIST GENERATION

7.	GENERATION FILE MAINTENANCE
8.	GENERATION FILE LISTING
9.	LOAD WORK FILE FOR UPDATE
10.	EDIT LISTING
11.	DELETE SELECTIONS
12.	FUTURE PRICE LIST GENERATION UPDATE

CLEAR PRICE LISTS

13.	SELECT PRICE LISTS TO CLEAR
14.	LIST SELECTED PRICE LISTS
15.	ALTER PRICE LIST SELECTIONS
16.	DELETE SELECTED PRICE LISTS

CLEAR FUTURE PRICE LISTS

17.	SELECT FUTURE PRICE LISTS TO CLEAR
14.	LIST SELECTED FUTURE PRICE LISTS
15.	ALTER FUTURE PRICE LIST SELECTIONS
16.	DELETE SELECTED FUTURE PRICE LISTS

Each of these functions are discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

PRICE LIST GENERATION

The options on the Price List Generation menu provide the programs necessary to generate a current or future price list from either the Product File or another price list when the mark-up/down dollars or percentage is consistent across the entire product line. The only difference between generating a current and a future price list is that From and To dates are entered with a future price list.

For example, if all selling prices for Price List 1 are 10% over the base price contained in the Product File, the operator can specify a factor of positive 10%, and have the system generate the selling prices for Price List 1. The same holds true for example, if Price List 2 is 3% below Price List 1 across the entire product line. Price List 2 can be cloned from Price List 1 using a factor of a negative 3%. If this last scenario were used, the system would use as its base the Price List 1 calculated selling price PRIOR TO add-on amounts and rounding.

Another feature of the Price List Generation programs permits the add-on amount, rounding factor and type, commission%, retail selling price and unit of measure to be duplicated from either the Product File or the Price List being used as a model. Conversely, NEW or additional add-on dollars and new rounding factors can be entered and used in the generation of each new price list. Remember that in either case, (duplicating them or keying new ones), those values are used for EACH product. If some of these values need to vary by product within the price list, maintenance may be performed in the Pricing By Price List menu option once the new price list has been generated.

The steps involved in generating a new price list are selecting the model price list (or the Product File) from which to clone, the price list# to be created, entering the factor and factor type for calculation of the new selling prices, and indicating whether the add-on, rounding commission%, retail price and unit of measure are to be duplicated from the model, or new values are to be used. After these first steps have been completed, a detailed list of the price list can be printed. If accurate, it can be updated, creating a permanent price list, or if incorrect, it can be deleted. At any time after a permanent price list has been generated, it can be deleted using programs on this menu.

GENERATION FILE MAINTENANCE

This menu option is used to make selections for the new price list to be created. Upon selection of this menu option, key the **FROM** and **TO** price list numbers. (If the Product File is to be used as the model from which to generate a new price list, leave the **FROM** field blank). Key the new **FACTOR** and **FACTOR TYPE,** (*$* = the factor amount represents a dollar amount to be added/subtracted from the base price of the model, *%* = the factor amount represents a percentage to be added/subtracted from the base price of the model) and indicate with a *'Y'* or an *'N'* whether the **ADD-ON$, ROUNDING FACTOR** and **CODE, COMMISSION%** and **RETAIL SELLING PRICE** and **UNIT OF MEASURE** are to be duplicated from the model. If the **ADD-ON$** and **ROUNDING** data is NOT to be duplicated, the operator may enter new values to be used in the creation of the new price list.

The **NEW ADD-ON$** field can be used 3 ways. Entry of an amount and a code *'P'* tells the system that this is a NEW add-on amount, an amount and a code *'$'* indicates that the amount keyed is to be added/subtracted from the model's add-on amount. An amount and a code *'%'* indicates that the amount keyed is a percentage to be added/subtracted from the model's add-on amount.

The new rounding data always replaces that contained in the model.

When all data for the new price list(s) has been keyed, press **ENTER** and **F20** to accept or **F12** to cancel and start over. To exit the program press **F3**.

GENERATION FILE LISTING

This option prints a listing of the entries made in the previous job. It should be checked carefully before proceeding.

LOAD WORK FILE FOR UPDATE

This option allows the operator to select the new price list(s) for which to load and calculate new selling prices. This job does not generate a PERMANENT price list; rather it allows the operator to print an edit listing of the newly created price list using menu option #4, Print Edit Listing. One or several may be selected at a time simply by keying a *'1'* to the left of the desired record(s) and pressing **ENTER**. Press **F3** to process and exit. If the selections made are incorrect, press **F19** to cancel processing, and reselect.

EDIT LISTING

This option prints detailed price lists for those selected in the previous job. For each selected price list, each item along with its base price and newly calculated price will be listed. If add-on, rounding,

commission% and retail data were duplicated from the model, that information is also printed on the edit. Conversely, if NEW add-on and rounding data had been entered, it is printed. This edit should be checked carefully before proceeding with the update in menu option #6.

DELETE SELECTIONS

This menu option allows the operator to delete any or all price lists for which new selling prices have been created and edited through menu options #3 and #4, but that have not yet been updated.

One or several may be selected at a time simply by keying a *'1'* to the left of the desired record(s) and pressing **ENTER**. Press **F3** to process and exit. If the selections made are incorrect, press **F19** to cancel processing, and reselect.

PRICE LIST GENERATION UPDATE

This option creates PERMANENT price list records for those price lists which were generated in steps 1-4. The update to the Pricing by Price List file is performed upon selection of this menu option, creating 'P' records for each product on that price list. If any modification needs to be done to individual products within a price list, use the file maintenance program, **Pricing by Price List** on the File Maintenance menu.

If a price list needs to be deleted AFTER this update has been performed, use options 13-16 under **Clear Price Lists** on this menu.

SELECT PRICE LISTS TO CLEAR

This option permits the operator to select a permanent price list(s) to be deleted from the Price List file. This job simply flags the list for deletion. Upon selection of this menu option, the existing price list numbers and descriptions are displayed. Key a *'1'* to the left of the price list#(s) to be deleted and press **ENTER**. Press **F3** to exit.

LIST SELECTED PRICE LISTS

This option prints a detailed edit listing of the price lists flagged for deletion in the previous step. Each product and its price calculation elements on the price list is printed.

ALTER PRICE LIST SELECTIONS

This option allows the operator to clear any price lists flagged for deletion. Upon selection of this menu option, all the flagged price lists are displayed. Simply key a *'1'* to the left of the price list(s) NOT to be deleted and press **ENTER**. Press **F3** to exit.

DELETE SELECTED PRICE LISTS

This option physically deletes the flagged price lists from the Price List file. The deletion is performed upon selection of this menu option.

PROMOTION PRICING

The PROMOTION PRICING menu contains the following options.

PROMOTION PRICING MASTER FILES

    1.   **MAINTENANCE**
    2.   **INQUIRY**
    3.   **LISTING**

PROMOTION PRICING DETAIL FILES

    4.   **MAINTENANCE**
    5.   **INQUIRY**
    6.   **LISTING**

Each of these functions are discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

PROMOTION PRICING

The options on the Promotion Pricing menu provide the programs necessary to create a special promotion of all or selected items for a specified period of time. There are two steps in setting up a promotion.

The first step entails defining the promotion; assigning it a number, description and starting and ending dates. The operator may also indicate which base price to use; that of an existing price list, or the base price contained in the Product File. Finally, the operator indicates whether to use the rounding, add-on$ commission% and retail data from the Product File or from the specified price list whose base is being used, or not to duplicate these values at all.

The second step is the creation of the Promotion Detail File: the defining of those products which are a part of the promotion, and the promotion prices.

When these two steps have been completed, it is only necessary to approve the promotion and it becomes effective as of the specified starting date.

During the creation/maintenance of a promotion, the system assigns status codes at different points. Code *'0'* indicates that the promotion master record has been created. Code *'1'* indicates that the detail records have been entered but not edited (via menu option #6). Code *'2'* indicates that the edit has been run, and code *'3'* that the promotion has been approved. After the Promotion Detail Listing has been printed and verified, call up the Promotion Master Record through menu option #1, and key a *'Y'* into the **APPROVED** field. This actually assigns the code *3* to the promotion.

PROMOTION PRICING MASTER MAINTENANCE

This menu option is used to create the Promotion Master record for each promotion. Upon selection of this option, the existing promotions are displayed, if any. To create a new promotion, press **F10-ADD**. Now key in the **PROMOTION#, DESCRIPTION, START** and **EXPIRATION** dates. An entry should be made to the **PRICE LIST** field if the operator wishes to use the base price (prior to add-ons and rounding) of a specific price list in the calculation of the promotion prices, **AND/OR** if the rounding, add-on, commission% and/or retail data is going to be duplicated from that price list. If the base price from the Product File is to be used, key a *'P'* into the **USE PRODUCT BASE** field. (If it is not going to be used, leave this field blank). One or the other, or both of these fields MUST have an entry. If there is a price list# indicated AND a *'P'* in the **USE PRODUCT BASE** field, the base price from the Product File is used and the rounding, add-on, commission% and/or the retail data can be duplicated from the price list#.

The second half of the screen deals with which, if any, of the following data is to be duplicated from the specified price list# or the Product File: rounding, add-ons, commission% and retail data. The available options for these four fields are: *'L'* to duplicate from the price list# indicated, *'P'* to duplicate from the Product File, or blank NOT to duplicate these fields. In this last case, new values for the products involved may be keyed at the time of entry or these fields can be ignored altogether.

When all of these fields have been keyed, press **ENTER** and **F20** to accept.

PROMOTION PRICING MASTER INQUIRY

This option provides an inquiry into the Promotion Pricing Master File. After selecting the desired promotion#, the applicable fields are displayed for inquiry.

PROMOTION PRICING MASTER LISTING

This option prints a master listing of all existing promotions.

PROMOTION PRICING DETAIL MAINTENANCE

This menu option is used to create the Promotion Detail records; or the products and corresponding prices that make up each promotion. Upon selection of this option, key the promotion# to work on and press **ENTER**. A screen like that shown below appears.

> **PROMOTION PRICING DETAIL FILE MAINTENANCE**
>
>
> **PROMOTION#**   **0001**
> **POSITION TO:**
>
>
> **PROD# BASE FACTOR P$% ADD-ON RND CD COMM% PRICE**

At the **PROD#** field enter the first product and the **FACTOR** and **FACTOR TYPE** (*P, $, %*) to be used in the calculation of the selling price. If the add-on, rounding, and commission data is being duplicated from either the Product File or a specified price list#, leave these fields blank and continue with the next product. If those fields are NOT being duplicated, the operator may key in the desired values to be used, if any.

The product description and retail data may be viewed/entered by pressing **F11**. This may be useful if the retail data needs to be altered for a promotion. When all of the products for the promotion have been keyed, press **ENTER** and **F20** to accept.

PROMOTION PRICING DETAIL INQUIRY

This option provides an inquiry into the Promotion Pricing Detail File. After selecting the desired promotion#, the product detail is displayed for inquiry.

PROMOTION PRICING DETAIL LISTING

This options prints a detailed listing of selected promotions. Upon selection of this option, indicate whether to select from ALL (codes *1, 2, or 3*) or UNAPPROVED (code *2* only) promotions, and press **ENTER** to proceed. The promotions are then displayed, allowing the operator to select the promotion(s) to print.

After checking the listing, the promotion can be changed using the maintenance programs or approved by keying a *'Y'* into the **APPROVED** field in the Promotion Pricing Master File.

FUTURE PRICING UPDATES

The FUTURE PRICING UPDATES menu contains the following options.

1.	**UPDATE/ADD PRICE LIST PRICING MASTER**
2.	**UPDATE/ADD CORPORATION/WAREHOUSE PRICING MASTER**
3.	**DROP RECORDS FROM CUSTOMER/PRODUCT PRICING MASTER**
4.	**UPDATE/ADD CUSTOMER/PRODUCT PRICING MASTER**
5.	**UPDATE BASE PRICE IN PRODUCT MASTER**

UPDATE/ADD PRICE LIST PRICING MASTER

This option updates the pricing files with the future prices as of a user specified effective date. Upon selection of this option, enter the **EFFECTIVE DATE** to be used and press **ENTER**. The system searches through the Future Prices by Product and by Price List files to find any future prices with effective dates less than or equal to the date entered here and updates the products involved.

UPDATE/ADD CORPORATION/WAREHOUSE PRICING MASTER

This option updates the Corporation/Warehouse pricing files with the future prices as of a user specified effective date. Upon selection of this option, enter the **EFFECTIVE DATE** to be used and press **ENTER**. The system searches through the Future Prices by Corporation/Warehouse file to find any future prices with effective dates less than or equal to the date entered here and updates the products involved.

DROP RECORDS FROM CUSTOMER/PRODUCT PRICING MASTER

UPDATE/ADD CUSTOMER/PRODUCT PRICING MASTER

UPDATE BASE PRICE IN PRODUCT MASTER

OPEN ORDER REPORT BY CUSTOMER

This menu option prints an Open Order Report by Customer. Upon selection, the following screen appears allowing entry of selection criteria for the report.

OPEN ORDER REPORT BY CUSTOMER

TYPE OPTIONS, PRESS ENTER

      SELECT SPECIFIC CUSTOMERS (Y/N)
      SELECT FROM SHIP DATE (MM/DD/YY)
      SELECT TO SHIP DATE (MM/DD/YY)
      SELECT ORDERS PAST CANCEL DATE (MM/DD/YY)

SELECT ONLY ONE OF THE FOLLOWING:
      ORDER STATUS TO SHOW ALL OPEN
      SHOW UNPICKED ONLY
      SHOW UNSHIPPED ONLY

SELECT MULTIPLE QTYS, ONLY ONE TO VALUE WILL PRINT:
      INCLUDE/VALUATE QTY ORDERED
      QUANTITY ALLOCATED
      QUANTITY ON PICK TICKETS
      QUANTITY SHIPPED
      BALANCE TO SHIP
      BALANCE TO PICK
      BALANCE TO ALLOCATE
      QUANTITY CANCELLED

RENTAL PROCCESING MENU

The Rental Processing menu contains the following options.

1.	**GENERATE RENTAL BILLING DAYS**
2.	**MAINTAIN RENTAL BILLING DAYS**
3.	**LIST RENTAL BILLING DAYS**
10.	**PROCESS RENTAL ORDERS RETURNED**
11.	**REBUILD PROJECTED INVENTORY INQUIRY**
12.	**PROJECTED INVENTORY RENTAL INQUIRY**

GENERATE RENTAL BILLING DAYS

MAINTAIN RENTAL BILLING DAYS

This option allows you to edit the rental billing days data created in the previous job.

LIST RENTAL BILLING DAYS

This option prints a list of the rental billing days data.

PROCESS RENTALS ORDERS RETURNED

REBUILD PROJECTED INVENTORY INQUIRY

PROJECTED RENTAL INVENTORY INQUIRY