

FREQUENTLY USED MENU PATHS – ALPHA LISTING

	Function	Menu Path
AP	Entry and maintenance	13.20
	Month-end closing	13.4
Audit Trail	List audit trail of an order/release	2.27
	List audit trail of a purchase order	7.23
AR Batch	Enter an AR batch	4.1.1
	List Open AR batches	4.2.3, 4.2.4
Bank	Maintenance	12.1.2
BO Allocation	Backorder Allocation	2.4
Cash Batch	List of closed cash batches	4.2.9
Company	Maintenance	12.1.1
Contract	Setup a contract for a customer	5.2
Corp Invoices and Packing Slips	Build the corp invoice and packing list file	13.20.13
	Print Corp Invoices	13.20.12
	Print packing slips	13.20.11
Cost	Price/Cost Transmission, receive corp transmission	32.1
	Update Price/Cost Transmission on system	32.2
Credit	Place a return or credit for a customer	1.2
Credit Memo	Numbering (sequence control maintenance)	12.1.6
	Reprint	1.10
Customer	Change external (alpha) customer number	12.2.3
	Maintain existing customer	12.2.2.2, 12.2.2.3
	New customer	12.2.2.1
Day End	See End of Day	
Discount	Setup a discount for a customer (product/vendor/product class)	5.3
Dropships	Get a list of daily dropships	2.14
End of Day	Start EOD	16.1
	Status of EOD	16.1a
End of Month	See Month-End	
Exceptional Sales	Possible Exceptional Sales	27.1.20
Fiscal Periods	View periods for AP/AR/GL	12.1.27
Fix Programs	Fix Open AR Batches	28.31
	Fix Open A/P Balance (Vendor)	28.32
Forecast	Clear and calculate entire Forecast	27.2
	Clear and calculate for specific warehouse and vendor	27.3
	Convert Forecast to Purchase Order	27.6
	Possible Exceptional Sales	27.1.20
	Lost Sales Report	27.7
	Maintain Forecast	27.5
	Forecast Report	27.4
General Ledger	Enter and balance GL information	14
	View Fiscal Periods - AP/AR/GL	12.1.27
	Journal Entries	14.1.3
	General Ledger Control Maintenance – A/R, tax, inventory, chargeback, warranty	12.1.7
Inventory	Adjustments	8.4
	Documentation of physical inventory process	9
	Physical inventory tag numbering (sequence control maintenance)	12.1.6
	Inventory value report (can use average, standard or last cost paid)	6.2
	Bar Code Physical Inventory (call DST to have added to your system)	9.20
Invoice	Fax	1.16
	Numbering (sequence control maintenance)	12.1.6
	Reprint	1.10
Journal Entries	GL journal entries	14.1.3
LIFO	Print LIFO report	6.3
Locks	List Pick item locks	20.3
	Lock Maintenance (unlock a record)	20.2
Mailer	Transmission, Corporate	32.4
Mailing List	Maintain	12.2.2.5, 12.2.37

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Month-End	Close AP/GL Month-End Run EOD/EOM combo (with file-save option) (Must first LOGTO MONTH-END) Status – following day	13.4 MONTH-END 16.1a
Numbering	Numbering for order, invoice, credit memo, pi tags (sequence control maintenance)	12.1.6
Operator	Maintain	12.1.4
Order	Order Entry (place an order for a customer) Inquiry Screen – open, in pick, or backorder for a customer Inquiry Screen – open, in pick, or backorder for an item Inquiry Screen – order detail List audit trail of an order/release Numbering (sequence control maintenance) Print a list of open orders by customer Print a list of open orders by product Print a list of open orders for a specific day Print a list of orders not finalized (Hangout Report)	1.2 19.3 19.4 19.5 2.27 12.1.6 2.3 2.5 2.1 2.6
Password	Password and Processing Code Control	12.1.14
Price	Price/Cost Transmission, receive corp transmission Update Price/Cost Transmission on system	32.1 32.2
Printers	Select Reset Stop List of printers with port assignments	25.1 25.3 25.2 (tcl) LISTPTR
Processing Code	Passwords and Processing Code Control	12.1.14
Product	Change alpha (external) product number List of products - Product Pad Maintain New	12.3.1a 12.3.22 12.3.2.2, 12.3.2.3 12.3.2.1
Purchase Order	Enter a PO Fax a PO Inquiry Screen – Open PO's by Vendor Inquiry Screen – Open PO detail Inquiry Screen – Open PO's by item Print a PO Receiving Form (list of what should be received on a specific PO) Receipt Posting Receipt Report (daily) Reprint a PO Transmission, Corporate	7.1 7.7 19.11 19.12 19.13 7.8 7.10 7.3 7.10a 7.9 32.9
Quotes	Fax List of open quotes by customer	1.17 2.23
Receiving Form	List of what should be received on a specific PO	7.10
Receipt Posting	PO Receipt Posting	7.3
Release	List audit trail of an order/release	2.27
Return	Place a return or credit for a customer	1.2
Sales	Sales analysis reports by customer Dales analysis reports by customer and product Sales analysis reports by product Sum of current day sales sorted by company number	11.2 11.3 11.1 2.10
Salesman	Maintain	12.2.6
Service Charges	Calculate (must be done prior to Month-end)	4.3.7
Statements	Change message and print statements after Month-end Print from Spooler	4.3.29 4.3.5
Stock Status	Check	19.6

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Store Transfer	Roll Down	7.1a
Tax Rate	Maintain	12.2.10
Terminal	Maintain Information	20.11
	Port Control	12.10
Transmissions, Corporate	Mailer Transmissions	32.4
	Purchase Order Transmission	32.9
	Receive Price/Cost Transmission/Update	32.1/32.2
Vendor	New	12.4.1.1
	Maintain	12.4.1.2, 12.4.1.3
Warehouse	Maintain	12.1.3
Warranty	Adjustments	15.6
	Report of unclaimed warranties	15.1
Year End	Automatically runs at the end of the 12 th month with the month-end	