

## Menu Path Quick Reference Guide

		Menu Path
<b>MENU 1</b>	To Place an order for a customer	1.2
	To Place a return or credit for a customer	1.2
	To Reprint and Invoice or Credit Memo	1.10
	To Fax an Invoice	1.16
	To Fax a Quote	1.17
<b>MENU 2</b>	To print a list of Orders for a Specific Day	2.1
	To print a list of Open Orders sorted by Customer	2.3
	To print a list of Open Orders sorted by Product	2.5
	To Print a list of order that have not been finalized (Hangout Report)	2.6
	To get a quick sum of current day sales sorted by co#	2.10
	To get a list of daily dropships	2.14
	To get a list of Open Quotes by Customer	2.23
	To look at the Audit Trail of an Order/Release	2.27
<b>MENU 4</b>	To enter an AR Batch	4.1.1
	To get a list of Open AR Batches	4.2.3 or 4.2.4
	To get a list of Monthly Cash Batches	4.2.9
	To calculate Service Charges (Must be done prior to Month-End)	4.3.7
	To print a summary of A/R Aging	4.3.27
	To Change Message and Print Statements after ME	4.3.29
<b>MENU 5</b>	To Setup a Contract for a Customer	5.2
	To Setup a Discount for a Customer (product/vendor/prod class)	5.3
<b>MENU 6</b>	Where can I get an Inventory Value Report (can use average/standard/or last cost paid)	6.2

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		Menu Path
<b>MENU 7</b>	Where do I enter a Purchase Order	7.1
	Where do I rolldown a Store Transfer	7.1a
	Where do I print a copy of what I should be receiving from a specific po	7.10
	Where do I post my receiving against a po	7.3
	Where do I fax a PO from	7.7
	Where do I print a PO	7.8
	Where do I reprint a PO	7.9
	Where do I print a report that shows what I have received in today	7.10a
<b>MENU 8</b>	Where do I make Inventory Adjustments	8.4
<b>MENU 9</b>	Where do I find the process for Physical Inventory - also make sure they have copy of documentation from Troubleshooting Folder	9
<b>MENU 11</b>	Where can I find a sales analysis report based on products	11.1
	Where can I find a sales analysis report based on customers	11.2
	Where can I find a sales analysis report that is based on both product and customer	11.3

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MENU 12	Where can I find Company Maintenance	12.1.1
	Where can I find Warehouse Maintenance	12.1.3
	Where can I find Bank Maint	12.1.2
	Where can I find Operator Maint	12.1.4
	Where do I set the sequence control for my order/invoice/creditmemo/pi tag numbering	12.1.6
	Where do I set my gl # for AR/Tax/Inventory/Chargeback/Warranty gls	12.1.7
	Where do I find the password or processing code for a specific menu	12.14
	Where do I check my current fiscal periods for AP/GL/AR	12.1.27
	Where do I add a new customer	12.2.2.1
	Where do I do maintenance on a customer	12.2.2.2 & 12.2.2.3
	Where do I maintain my mailing list	12.2.2.5 or 12.2.37
	Where do I do Salesman Maintenance	12.2.6
	Where do I do Tax Rate Maintenance	12.2.10
	Where do I change the external customer # (alpha cust)	12.2.3
	Where do I add a new product	12.3.2.1
	Where do I do product maintenance	12.3.2.2 & 12.3.2.3
	Where can I get a detailed listing of products by warehouse (for specific or all prods; specific or all vendors; fo all or specific warehouse; by specific or all season code; multiple quantity selections)	12.3.22
	Where can I change the external (alpha prod #)	12.3.1a
	Where do I set up Vendors	12.4.1.1
	Where do I do maintenance on a vendor	12.4.1.2 & 12.4.1.3
Where do I see the specific Printers setup for a specific port	12.1	

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<b>MENU 13</b>	Where do I enter my AP also make sure that they have a copy of the documentation out of the troubleshooting folder	13
	Where do I build and print my corp Invoices and Packing Slips	13.20.13 - to build the file; 13.20.11 - to print the packing slips; 13.20.12 to print invoices
	Where do I close my AP/GL Month-End	13.4
<b>MENU 14</b>	Where do I make my Journal Entries	14.1.3, 14.1.4
	Where do I enter and balance my GL information	14
<b>MENU 15</b>	Where do I make warranty adjustments	15.6
	Where do I run report that will give me my unclaimed warranties	15.1
<b>MENU 16</b>	Where do I run my EOD from	16.1a
<b>YEAR-END</b>	Where do I run my Year End from	Year end will automatically run at the end of the 12th month

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<b>MENU 19</b>	Where do I check my stock status at	19.6
	Where can I see open orders by customer or product	19.3 & 19.4
	Where can I see a detail of an order	19.5
	Where can I see open PO's by vendor or by product	19.11 & 19.12 & 19.13
<b>MENU 20</b>	Where do I find Lock Maintenance	20.2
	Where do I name my terminal	20.11
<b>MENU 25</b>	Where do I select a printer	25.1
	Where do I stop a print job	25.2
	Where do I kill and restart a printer	25.3
<b>MENU 27</b>	Where do I create my forecast	27.2 or 27.3
	Where do I maintain and make changes to my forecast	27.5
	Where do I convert my forecast to a PO	27.6
<b>MENU 28</b>	Where can I find the Fix programs	28
<b>MENU 32</b>	Where can I get my Price/Cost Transmission	32.1
	Where do I transmit my Mailer	32.4
	Where do I transmit my PO's	32.9