



# **User Manual**

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## **Menu 12: File Maintenance**

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### MENU 12: FILE MAINTENANCE

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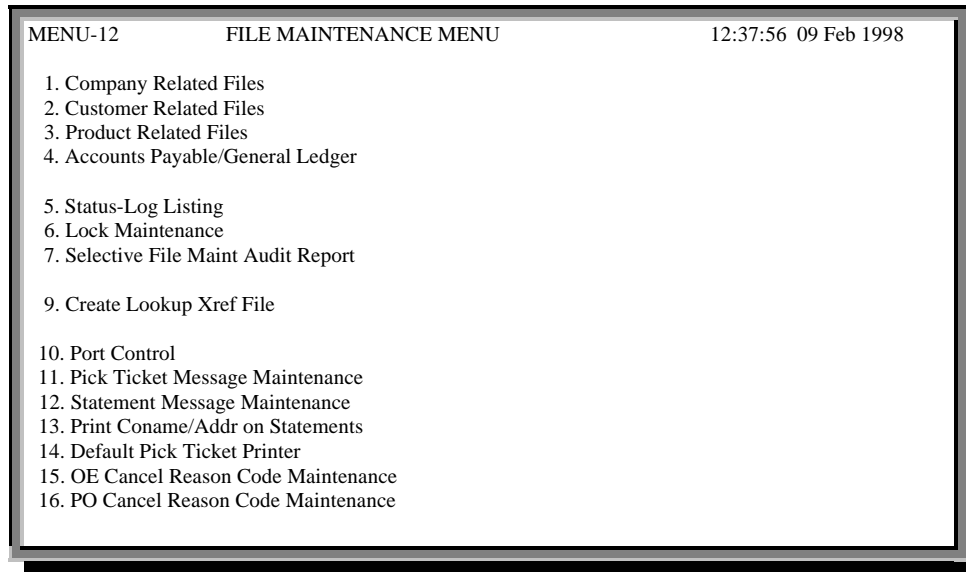
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## Menu 12 File Maintenance



**Figure 12-1. File Maintenance—main menu**

### Purpose

Menu 12 contains all the programs necessary to create and maintain items in all major file categories (e.g., customers, products, company, warehouse) on the system. For security, operator codes and passwords control accesses to these programs. Each of the first four options in this menu is a submenu, with options specific to each category. All the maintenance programs are similar in function, and some of the programs are "linked" under a common menu heading to make mass changes easier.



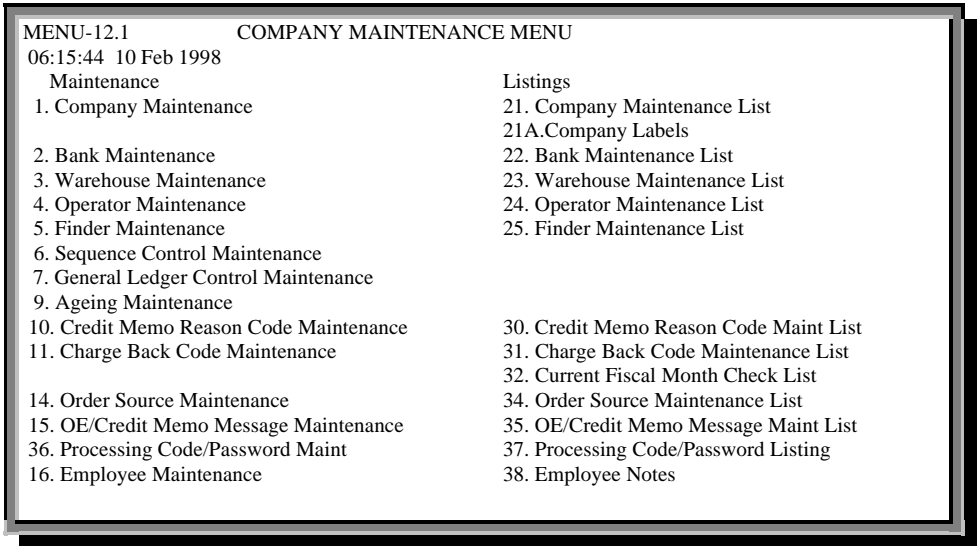
**You can customize all maintenance programs by using three parameters: stops, defaults, and required fields.**

### Basic Procedure

All the programs in File Maintenance share some common functions or options:

- '\*' to clear a field
- '?' for a list or help (most fields)
- Set stops, required, and default options
- Every maintenance screen has a corresponding file listing in the right-hand column

## 12.1 Company Related Files



**Figure 12-2. Company Related Files menu**

### 12.1.1 Company Maintenance

Change or create a company's default profile information such as address, telephone and fax numbers, end-of-day printer assignment, and tax jurisdiction. Warehouse information also resides here.

#### **Step 1**

Enter your operator code. The code does not display on the screen for security purposes.

#### **Step 2**

Enter the company number to edit or create. If the company is new, the next prompt appears:

NOT ON FILE. IS THIS A NEW ITEM (Y/CR) ?

Type 'y' begins your entry at Line 1.

#### **Step 3**

If you are editing a company profile, select one of two prompts:

**LINE#** To edit a few lines.

**Edit** To edit all lines starting with field 1.



**Enter '?' at each line for more information or a list of line options. If your cursor is on a line you do not want to change, press the Esc key to end the edit session.**

COMPANY FILE MAINTENANCE			
COMPANY #:	02		
1.CO NAME	JOHNSTONE - STORE 02	21.INT.CUST #	400001
2.ADDRESS 1	3720 PIKES PEAK AVE	22.ITEM FORMAT	#####
3.ADDRESS 2		23.ITEM MATCH	0X
4.CITY	VANCOUVER	24.INT.ITEM#	100001
5.STATE	WA	25.JOURNAL ENT #	100843
6.ZIP CODE	98685	26.BANK NUMBER	002
7.PHONE NO	360-573-2310	27.VOUCHER #	135960
8.REGIST. #		28.INTER CASH G/L#	02-102-00
9.GL FORMAT	##-###-##	29.CRED.AUTH.PSWD	ABCD
10.GL-MATCH	2N-3N-2N	30.NO. CRED.DAYS	60
11.PL BRK G/L #	02-399-00	31.MIN SERV CHRG \$	1.00
12.CUR YR EARN		32.MIN ORDER \$	5
13.FISCAL MO	1	33.A/P G/L #	02-201-00
14.WRT/OFF %	0.00	34.EARN DISC G/L#	02-461-00
15.WRT/OFF \$	0.00	35.RETAIN EARN G/L#	02-375-00
16.PRT CO ADDR N		36.CORP CUST #	220350
17.W/C SM	00 WILL CALL	37.BRANCH #	30
18.TAX JURIS	10 COLORADO SPRING	38.PRNTR# EOD RPTS	23
19.CUST FORMAT	#####	39.PRINTER# CAN INV	
20.PORT 1 PSWD		40.PRINT CAN @ OE/OM	

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-3. Company File Maintenance--sample**

Company File Maintenance fields:

**1.CO NAME** Company name; depending on Field 16, this may print on invoices

**2. to 6. ADDRESS** Company address

**7. PHONE NO** Phone number

**8. REGIST. #** Registration number; informational field only

**9. GL FORMAT** General ledger format display; numbers not matching this and the next field are invalid entries.

**10. GL-MATCH** General ledger entry match

*Example "2n-4n-2n" means 2 numbers, 4 numbers, and 2 numbers such as "01-1010-00"*

**11. PL BRK G/L#** Displays all General Ledger numbers with '?'(example follows); this is the last number on the balance sheet that helps you determine how your financials split.

P&L BREAK GENERAL LEDGER NUMBER	1. 01-0000-00
	2. 01-1000-00
	3. 01-1010-00
	4. 01-1020-00
	5. 01-1020-10

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

"<CR> TO CONTINUE" means to scroll through the next pages.

**12.CUR YR EARN** Current year earnings; automatically updated by Menu 14.2.9, Detail G/L Report

**13.FISCAL MO** First fiscal month of year

**14.WRT/OFF%** Write-off percentage; field not used

**15.WRT/OFF \$** Write-off amount; field not used

**16.PRT CO ADDR** Prints company address on invoices; use this with generic forms that are not preprinted with the address. Displays the following with '?':

PRINT COMPANY ADDRESS

'Y' = PRINT COMPANY ADDRESS ON  
INVOICES

'N' = DO NOT PRINT COMPANY ADDRESS  
ON INVOICES

**17.W/C SM** Will-call ship method maintenance. This and the next field, 18, work in conjunction with each other to charge the appropriate tax when a product is either on a will call ticket or a ship out ticket. In other words, each Customer Master Record has a corresponding tax jurisdiction, so when a product ships to the customer the correct tax automatically applies. The customer may be taxed a different percentage when a product is picked up. Another way to refer to this is taxing by destination or origin.

WILL CALL SHIP METHOD MAINTENANCE - SCREEN 1

COMPANY NUMBER : 02

1. 00 WILL CALL	17.	33.
2.	18.	34.
3.	19.	35.
4.	20.	36.
5.	21.	37.
6.	22.	38.
7.	23.	39.
8.	24.	40.
9.	25.	41.
10.	26.	42.
11.	27.	43.
12.	28.	44.
13.	29.	45.
14.	30.	46.
15.	31.	47.
16.	32.	48.

Enter Line#, Backout, DELETE, Edit, 0 to Accept, More

**Figure 12-4. Will Call Ship Method Maintenance**

**18.TAX JURIS** Displays list of tax jurisdiction codes with '?':

TAX JURISDICTION CODE	1. 00 NON-TAX
DEFAULT FOR AUTO TAX CALC	2. 001 COMPOSITE CTY & ST.
	3. 005 SYNTAX
	4. 01 PENNSYLVANIA STATE
	5. 02 ALLEGHANNEY COUNTY

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**19.CUST FORMAT** Customer format; field not used

**20.PORT 1 PSWD** Password for Port 1; use it to password-protect the dial-up port (remember to notify Database of any changes).

**21.INT.CUST#** Next internal customer number in sequence (automatic numbering); you may also manually override this to a *specific* internal number.

**22.ITEM FORMAT** Sets the standard format of product numbers. Johnstone always requires one alpha and five numeric characters (ANN-NNN). You must use dashes for "NS" products.

**23.ITEM MATCH** Field no used

**24.INT ITEM#** Next internal item number in sequence (automatic numbering); you may manually override this to a *specific* internal number.

**25.JOURNAL ENT#** Next journal entry number in sequence (automatic numbering); you may manually override this to a *specific* internal number.

**26.BANK NUMBER** Default bank number used for cash entry during order entry cash input

**27.VOUCHER#** Next voucher number in sequence (automatic numbering); you may manually override this to a *specific* internal number.

**28.INTER CASH G/L#** Internal cash General Ledger number that should match the actual cash General Ledger in Chart of Accounts.'?' displays a list of G/L numbers:

INTER COMPANY CASH G/L NUMBER	1. 01-0000-00
	2. 01-1000-00
	3. 01-1010-00
	4. 01-1020-00
	5. 01-1020-10

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT ?

**29.CRED.AUTH.PSWD** Credit authorization password for customers who fail credit checks during order entry. Change it as often as necessary.

**30.NO.CRED.DAYS** Sets the number of days before a credit check occurs on the oldest open invoice—usually 30.

**31.MIN SERV CHRG \$** Minimum open A/R dollar amount required to calculate service charge

**32.MIN ORDER \$** Minimum order amount; field not used

**33.A/P G/L#** Displays the following with '?':

ACCOUNTS PAYABLE GENERAL LEDGER NO.	1. 01-0000-00
	2. 01-1000-00
	3. 01-1010-00
	4. 01-1020-00
	5. 01-1020-10

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**34.EARN DISC G/L#** Displays the following with '?':

EARNED DISCOUNT GENERAL LEDGER NO.	1. 01-0000-00
	2. 01-1000-00
	3. 01-1010-00
	4. 01-1020-00
	5. 01-1020-10

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**35.RETAIN EARN G/L#** Displays the following with '?':

- |                                     |               |
|-------------------------------------|---------------|
| RETAINED EARNINGS GENERAL LEDGER NO | 1. 01-0000-00 |
|                                     | 2. 01-1000-00 |
|                                     | 3. 01-1010-00 |
|                                     | 4. 01-1020-00 |
|                                     | 5. 01-1020-10 |

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**36.CORP CUST#** Customer number at corporate. This and the next field, 37, are used during PO transmissions to Corporate to verify that the PO's are sent by and to valid stores.

**37.BRANCH#** Branch number at corporate

**38.PRNTR# EOD RPTS** Printer for end-of-day report The end-of-day process checks this parameter for almost every report that prints. You can set this to '**HS**' to hold spool the reports.

**39.PRINTER# CAN INV** Printer for cancelled invoices This field matters only if the next parameter is set to "print cancelled invoices."

**40. PRINT CAN @ OE/OM** Print cancelled tickets during order entry

### 12.1.2 Bank Maintenance

Create or edit the company's bank information (each company must setup a bank). This bank information is used in Accounts Receivable posting as well as Accounts Payable.

- Enter your operator code
- Enter a company number
- Enter the bank reference number, or create a new one
- Edit by **LINE#** or **Edit**

BANK MAINTENANCE	
COMPANY #:01	JOHNSTONE SUPPLY
BANK #: 001	
1. BANK NAME	WELLS FARGO
2. G/L NUMBER	01-1010-00
3. ACCOUNT #	136-01235-098
4. NEXT CHECK #	000716
5. NEXT WASHOUT CK #	090000
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept	

**Figure 12-5. Bank Maintenance—sample**

Bank Maintenance fields:

**1.BANK NAME** Name of bank

**2.G/L NUMBER** General ledger number accessed by bank number; '?' displays your options:

GENERAL LEDGER CASH ACCOUNT    1. 0000  
 2. 1000 TEST DESCRIPTION  
 3. 1010 PETTY CASH  
 4. 1020  
 5. 1030 GENERAL CHECKING

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT



**A new bank number automatically display the G/L number.**

3.ACCOUNT# Optional bank account number for information only.

4.NEXT CHECK# Next accounts payable check number

5.NEXT WASHOUT CK# For use in accounts payable; it is a handcheck for clearing vouchers from the system, resulting in a “wash” between the check and the voucher.

### 12.1.3 Warehouse Maintenance

When creating purchase orders, edit or set up warehouse address information in PO fields. Every company profile requires a corresponding warehouse setup.



**The warehouse address prints on Purchase Orders. It is *not* the address from Company Maintenance.**

- Enter your operator code
- Enter a warehouse number
- Edit by **LINE#** or **Edit**

WAREHOUSE MAINTENANCE			
WAREHOUSE #:	001		
1. WHSE NAME:	DBS	6. STATE	OR
2. WHSE A1	700 N HAYDEN ISLAND DR.	7. ZIP	97217
3. WHSE A2	SUITE 250	8. OWN CO#	01
4. WHSE A3		9. PHONE #	503-283-2513
5. CITY	PORTLAND	10. UPS #	12345688
<u>COMPUTERIZED COD TAGS</u>			
11. TERMS CODE	12. SHIP METHOD	13. CASH ONLY	
1. 01	1. 03	1. 11	
2. 02	2. 04		
3. 05	3. 05		
4. 06			
5. 07			
6. 08			
7. 11			
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept			

**Figure 12-6. Warehouse Maintenance—sample**

Warehouse Maintenance fields:

**1. to 7. WHSE** Ship-to\_Address used on purchase orders.

**8.OWN CO#** Company number for this warehouse

**9.PHONE #** Warehouse phone number

**10.UPS #** UPS number warehouse uses

**11.TERMS CODE** Accounts receivable terms, as created in Menu 12.2.11. This and the next two columns (12 and 13) work together to print computerized COD tags. If invoices meet the criteria for Terms Code, Ship Method, and Cash Only COD, then the COD tags print with the correct information at the COD Tag Printer assigned in Menu 12.10 on a port by port basis. Only some stores use these fields. Type '?' at a line number to display options:

```
COD TERMS CODE    1. 01 *****COD ONLY*****
                  2. 02 NET 10 DAYS
                  3. 03 NET 30 DAYS
                  4. 04 NET 60 DAYS
                  5. 05 NET 10TH FOLL PURCH
<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT
```

**12.SHIP METHOD** UPS shipping codes, assigned in Menu 12.2.13; '?' at a line number displays options:

```
U.P.S. SHIP METHODS  1. 00 WILL CALL
                     2. 01 WILL CALL
                     3. 02 U.P.S.
                     4. 03 U.P.S. BLUE
                     5. 04 U.P.S. C.O.D.
<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT
```

**13.CASH ONLY** COD cash only terms code

```
COD CASH ONLY TERMS CODE  1. 01 *****COD ONLY*****
                          2. 02 NET 10 DAYS
                          3. 03 NET 30 DAYS
                          4. 04 NET 60 DAYS
                          5. 05 NET 10TH FOLL PURCH
<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT
```

## 12.1.4 Operator Maintenance

Use this menu to set up or change operator codes, which consist of a set of procedure codes. A procedure code is a two-digit code used for verifying operator clearance. For example, "AP" is Accounts Payable and "CU" is Customer Maintenance.

Operator codes tie in with Menu 12.1.36, Processing Code/Password Maintenance, in which each menu option may search for a special procedure code or password protection.

To maintain security, periodically change your operator code to a new one. The easiest way to do this is to copy an existing one:

- a. Type a new operator code number. This code requires Logon Menu, Field 30, which determines logon to the main menu or to the counter menu. Without this menu the operator code does not work.
- b. Confirm that is a new code.



- c. When prompted, enter the operator code to copy
- d. Type the new operator name.

Never delete an operator code—rather, delete the procedure code for each operator. The operator's name will still display in history items, but that operator will not have access to anything.

- a. Enter your operator code
- b. Enter your password
- c. Enter your operator code again

```

OPERATOR MAINTENANCE

OPERATOR CODE:  SLR
1. OPER NAME    STEVE ROE
2. PROC CODE 1  OI
3. PROC CODE 2  RI
4. PROC CODE 3  PI
5. PROC CODE 4  FR
6. PROC CODE 5  PR
7. PROC CODE 6  CU
8. PROC CODE 7  OE
9. PROC CODE 8  IV
10. PROC CODE 9  AR
11. PROC CODE 10 JE
12. PROC CODE 11 AP
13. PROC CODE 12 GL
14. PROC CODE 13 CM
15. PROC CODE 14 IN
16. PROC CODE 15 FS
17. PROC CODE 16 CB
18. PROC CODE 17 CO
19. PROC CODE 18 CC
20. PROC CODE 19 SA
21. PROC CODE 20
22. PROC CODE 21
23. PROC CODE 22
24. PROC CODE 23
25. PROC CODE 24
26. PROC CODE 25
27. PROC CODE 26
28. PROC CODE 27
29. PROC CODE 28
30. LOGON MENU  GO.TO.TCL

Enter Line#, Backout, DELETE, Edit, 0 to Accept

```

**Figure 12-7. Operator Maintenance—sample**

Operator Maintenance fields:

**1.OPER NAME** Operator name. Use any name, but remember that it may print on invoices.

**2. to 29.PROC CODE** Procedure codes. Input them in any order and on any line. Press '?' to display your options:

PROCEDURE CODE	1. OE - ORDER ENTRY
ALLOWS OPERATOR ACCESS TO	2. OI - ORDER INQS
SPECIFIC PROCEDURES	3. RI - RECEIVABLES INQ
	4. PI - PURCHASE INQ
	5. IV - INVOICING

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**30.LOGON MENU** Required field for operator codes to function. Type '?' displays the menu options:

**MENU OPTIONS**

'C'	= LOGON TO COUNTER MENU
'CP'	= LOGON TO COUNTER PLUS MENU
'M'	= LOGON TO MAIN MENU
'TM'	= LOGON TO TELEMARKETING MENU

### 12.1.5 Finder Maintenance

This is the key to controlling the sequential order of purchase orders, quotes, batches, and other numbers. This file directs the system choose a specific sequence control record. Once set up, do not change this file or the computer will not find your sequence control.

- a. Enter your operator code
- b. Enter the company number
- c. Enter the warehouse number

FINDER MAINTENANCE	
COMPANY #:01	JOHNSTONE - STORE 02
WAREHOUSE #: 001	
1. CONTROL #	001
2. SEQ #	001
3. GL #	001
Enter Line#, Backout, DELETE, Edit, 0 to Accept	

**Figure 12-8. Finder Maintenance—sample**

Finder Maintenance fields:

**1.CONTROL #** Key to control total file

**2.SEQ #** Key to sequence control file

**3.GL #** Key to general ledger control file

### 12.1.6 Sequence Control Maintenance

To insure proper internal numbering and order, this is the sequence control number that the system verifies when new items are created.

- a. Enter the code of the warehouse or store to maintain.

*Example* "CODE 001" is Store 1, "CODE 002" is store 2

- b. Enter the sequence number to edit

SEQ.CONT MAINTENANCE			
CODE:	001		
1. ORDER NO	386	13. ADJ SEQ NO	100000
2. INVOICE NO	101351	14. JOURNAL ENTRY NO	100000
3. C/M NO	100000	15. JOURNAL SEQ NO	100000
4. D/M NO	100000	16. VOUCHER NO	100000
5. C/B NO	100000	17. INVENTORY TRANS NO	1
6. ADJ	100089	18. PHY INV TAG NO	100000
7. ON ACCT NO	800735	19. STANDING ORDER NO	101312
8. UNAPPLIED NO	100000	20. MISC CASH NO	100000
9. SERV CHG NO	900543	21. A/R BATCH NO	553
10. POSTING NO	100000	22. P/O NO	101126
11. POSTING SEQ NO	100000	23. W/O NO	100000
12. CASH SEQ NO	100000		

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-9. Sequence Control Maintenance—sample**

Sequence Control Maintenance fields:

- 1.ORDER NO** Order number used in the order and release sequence.
- 2.INVOICE NO** Invoice number used in the invoice sequence when releases are finalized.
- 3.C/M NO** Credit memo number. Since credit memos use the same file as Orders and Releases it essentially uses the order number for the sequence.
- 4.D/M NO** Debit memo
- 5.C/B NO** Charge back memo
- 6.ADJ** Adjustment number used when a change is made in Menu 4.1.2.
- 7.ON ACCT NO** On-account number used when an amount is placed on account through AR posting. To easily spot this number in A/R Detail and to separate it from the invoice file, use a number in the "800000" series.
- 8.UNAPPLIED NO** Unapplied number
- 9.SERV CHG NO** Service charge number sequence used when service charges are generated.
- 10.POSTING NO** posting (conversion) number
- 11.POSTING SEQ NO** Posting sequence number
- 12.CASH SEQ NO** Cash sequence number
- 13.ADJ SEQ NO** Adjustment sequence number
- 14.JOURNAL ENTRY NO** Journal entry number
- 15.JOURNAL SEQ NO** Journal sequence number
- 16.VOUCHER NO** Voucher number sequence control used in Accounts Payable.
- 17.INVENTORY TRANS NO** Inventory transaction number
- 18.PHY INV TAG NO** Physical inventory tag number used in Physical Inventory when the tags are assigned.

**19.STANDING ORDER NO** Standing order number used to find the next quote number; otherwise known as "pro.forma"

**20.MISC CASH NO** Miscellaneous cash number

**21.A/R BATCH NO** Next Accounts Receivable batch number.

**22.P/O NO** Next Purchase Order number.

**23.W/O NO** Next work order number

### 12.1.7 General Ledger Control Maintenance

Edit the default General Ledger number for specific system transactions.

- a. Enter your operator code
- b. Enter the general ledger code to edit

GL.CONT MAINTENANCE			
CODE:	002		
1. A/R G/L NO	02-1200-00	10. CASH DISC G/L NO	02-4100-00
2. SALES G/L NO	02-4010-00	11. CHARGE BACK G/L NO	02-4200-00
3. FRT G/L NO	02-5060-00	12. MISC CHARGES G/L NO	02-6930-00
4. TAX G/L NO	02-2030-00	13. COST GOODS SOLD G/L NO	02-4800-00
5. DISC G/L NO	02-4100-00	14. INVENTORY G/L NO	02-1400-00
6. RTNS G/L NO	02-4080-00	15. WARRANTY AR	02-1250-00
7. COMMISSION G/L NO		16. WARRANTY UNCLAIMED	02-2650-00
8. SERVICE CHG G/L NO	02-6920-00	17. WARRANTY EXPENSE	02-6351-00
9. CASH IN G/L NO	02-1010-00		

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-10. G/L Control Maintenance—sample**

G/L Control Maintenance fields:

**1.A/R G/L NO** Accounts receivable G/L number

**2.SALES G/L NO** Sales G/L number

**3.FRT G/L NO** Freight G/L number

**4.TAX G/L NO** Tax G/L number

**5.DISC G/L NO** Discount G/L number

**6.RTNS G/L NO** Returns G/L number

**7.COMMISION G/L NO** Commission G/L number

**8.SERVICE CHG G/L NO** Service charge G/L number

**9.CASH IN G/L NO** Cash in G/L number

**10.CASH DISC G/L NO** Cash discount G/L number

**11.CHARGE BACK G/L NO** Charge back G/L number

**12.MISC CHARGES G/L NO** Miscellaneous charges G/L number

**13.COST GOODS SOLD G/L NO** Cost goods sold G/L number

**14.INVENTORY G/L NO** Inventory G/L number

**15.WARRANTY G/L NO** Warranty G/L number

**16.WARRANTY UNCLAIMED** Unclaimed warranty G/L number

**17.WARRANTY EXPENSES** Warranty expenses G/L number

Please see the General Ledger Manual for more explanation of these fields.

### 12.1.9 Aging Maintenance

This is the company aging program. The aging bucket chosen is based on the last month-end date and whether the due date is more than 30, 60, 90, or 120 days. It is for informational purposes only.

- a. Enter your operator code
- b. Enter the company number to view the aging information.

COMPANY AGING MAINTENANCE	
COMPANY #:01	
1. AGEING TYPE	D
2. PER 1	19
3. PER 2	49
4. PER 3	79
5. PER 4	109
6. PER 5	139
7. PER 6	169

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-11. Company Aging Maintenance—sample**

Company Aging Maintenance fields:

**1.AGING TYPE** Type of aging method:

'D' = AGE BASED ON DAYS

'M' = AGE BASED ON MONTHS

**2. to 7.PER** Number of days an item must be past due to be included in the first (second, third...) aging bucket

### 12.1.10 Credit Memo Reason Code Maintenance

Edit or add a reason code for a credit memo or inventory (a blank field prompts for a return reason for inventory purposes).

- a. Enter your operator code
- b. Enter the reason code for the credit memo

REASON CODE MAINTENANCE	
CODE #: 004	
1. DESC	DEFECTIVE ITEM
2. EFFECT QTY	N
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept	

**Figure 12-12. Credit Memo Reason Code Maintenance—sample**

Reason Code Maintenance fields:

1.DESC Description of reason code

2.EFFECT QTY Update inventory indicator. Type 'y' to return a product to inventory after a return; 'n' will not return the product to inventory or update it (for example, warranty returns). Leave this field blank to have order entry prompt how transaction will affect inventory.

### 12.1.11 Charge Back Code Maintenance

Edit or create a charge back code used in A/R posting.

- a. Enter your operator code
- b. Enter the charge back code
- c. Enter a line number to edit or change the description of the reason for charge back.

CHARGE BACK CODE MAINTENANCE	
CODE #: 01	
1. DESC	TOOK A DISCOUNT NOT YET PROCESSED
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept	

**Figure 12-13. Charge Back Code Maintenance—sample**

### 12.1.14 Order Source Maintenance

Edit or add a source code for an order to track special promotions or advertising. Once set up, the codes appear in the Order Entry Header screen, Field 7.

**Example**      *From where did a sale originate? Flyer, special promotion, new salesman, phone sale, fax order....*

- a. Enter your operator code
- b. Enter an order source code
- c. Enter a line number to edit or change the description of the source.

```
ORDER SOURCE MAINTENANCE

ORDER SOURCE: 01
1. DESC TESTING THIS DESCRIPTION

Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

**Figure 12-14. Order Source Maintenance—sample**

### 12.1.15 OE/Credit Memo Message Maintenance

Set up arbitrary input of codes to stand for complete messages. For example, in Order Entry, type in a code for a recurring message to reduce typos and save time. Each code can consist of a single line or multiple message lines.

- a. Enter new code or existing one.

```
ORDER ENTRY CREDIT MEMO MESSAGE MAINTENANCE

CODE: 14
1. TEXT No exchanges on electrical problems.
2. TEXT Must have invoice for all returns.
3. TEXT No exchange on air handlers.
4. TEXT Refund check subject to 10% handling fee.
5. TEXT
6. TEXT
7. TEXT
8. TEXT
9. TEXT
10. TEXT

Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

**Figure 12-15. O/E Credit Memo Message Maintenance**

- b. Press '0' to accept. Enter next number or 'end'.

### 12.1.16 Employee Maintenance

Edit or add to an employee's profile including pay raises, vacation, review notes, and more.

- a. Enter your operator code
- b. Enter an employee number that is arbitrarily assigned for each customer.

EMPLOYEE MAINTENANCE	
EMPLOYEE #:	000001
1. FIRST NAME	DBS TESTER
2. LAST NAME	
3. ADDRESS	11482 W 67TH AVE
4. CITY	ARVADA
5. STATE	CO
6. ZIP	80004
7. TELEPHONE	303-431-1388
8. HIRE DATE	
9. LAST REVIEW DATE	
10. SOCIAL SECURITY #	
11. DATE OF BIRTH	

Enter **Line#**,Backout,**DELETE**,Edit,0 to Accept,Notes,Raise,Vacation,Print

**Figure 12-16. Employee Maintenance**

Employee Maintenance fields:

**1.FIRST NAME** Employee's first name

**2.LAST NAME** Employee's last name

**3.-6. ADDRESS** Address of employee

**7. TELEPHONE** Employee's telephone number

**8.HIRE DATE** Date employee was hired

**9.LAST REVIEW DATE** Date of employee's last review

**10.SOCIAL SECURITY #** Employee's social security number

**11.DATE OF BIRTH** Employee's date of birth

The prompt at the bottom of the screen includes five options: Accept, Notes, Raise, Vacation, and Print. Each has its own screen with straightforward options:

**N**otes Allows management to input employee-related notes to keep on file for reviews, raises, or for building a case for termination.

**A** to add notes

**C** to change existing notes

**D** to delete notes

**R** to redisplay notes starting with a specific line number



```

1 JSS.TEST dbs 000001 DBS TESTER          07:14:51 12 Feb 1998
      EMPLOYEE NOTE MAINTENANCE

1) 03/12/96: TEST

OPTIONS - 'A'dd, 'C'hange, 'D'elete, 'R'edisplay, 'E'nd

```

**Figure 12-17. Employee Notes Maintenance**

**R**aise Tracks pay raises including the amount and the date of the raise. You can access the Notes screen directly to add comments about the raise or lack of.

```

      EMPLOYEE RAISE MAINTENANCE

EMPLOYEE CODE : 000001    DBS TESTER
A. LAST RAISE DATE      B. AMOUNT
1.      12/12/98          16.    50.00
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

```

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept, Notes

**Figure 12-18. Employee Raise Maintenance**

**V**acation Tracks vacation days taken and remaining. The first time you access this screen, enter the following in sequence:

1. Line 1 for Beginning Date (starting date of vacation)
2. Line 2 for Total Days Due (number of eligible vacation days), and
3. Line 3 for Vacation Days Taken (once an employee takes a vacation day, you must select this line to start recording each day used)

Selecting Line 3 prompts for another line number. If there are no line numbers, enter 'I.' Each time you want to add a vacation day, you must select Line 3 and then enter the line number.

EMPLOYEE VACATION DAYS	
EMPLOYEE #:	000001 DBS TESTER
1. BEGINNING DATE	
2. TOTAL DAYS DUE	
VACATION DAYS LEFT	0
3. VACATION DAYS TAKEN	
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept	

**Figure 12-19. Employee Vacation Days**

**P'rint** Select a printer destination and enter an employee number to print the employee notes, or **Enter** for all. Be sure to include the full six-digit employee number; you may need to add zeroes (for example, 000123). Includes employee name, address, telephone, hire date, birth date, and social security number.

### 12.1.21 Company Maintenance List

Print the company file list from Menu 12.1.1 by pressing **Enter**; prints all fields for all companies.

#### 12.1.21A Company Labels

Print company labels with telephone number and address.

- a. Select a printer destination.
- b. Enter the company number to print.
- c. Enter the number of labels to print.
- d. Choose to print 2 or 4 labels across.

JOHNSTONE SUPPLY	JOHNSTONE SUPPLY
2940 SO. 300 WEST	2940 SO. 300 WEST
P.O. BOX 26056	P.O. BOX 26056
SALT LAKE CITY UT 84126	SALT LAKE CITY UT 84126
801-486-4401	801-486-4401
[405] 2 items listed out of 2 items.	

**Figure 12-20. Company Labels**

### 12.1.22 Bank Maintenance

Press **Enter** to immediately print a list of banks from Menu 12.1.2. Includes the name of the bank, associated company, account number, next check number, and next washout check.

### 12.1.23 Warehouse Maintenance List

Access and immediately print a list of information on all warehouses.

### 12.1.24 Operator Maintenance List

Print a list of operator files including operator names and their corresponding procedure codes.

- a. Select a printer or **Enter**.
- b. Enter your password (same one as in Menu 12.1.4). The list prints immediately.

```
PAGE 1 **OPERATOR FILE LIST** DATE 07:46:17 25 Mar 1998

OPERATOR.. OPNAME..... PROC.CODE MENU.....

123      Jeff's Tester          OI GO.TO.TCL
                                     RI
                                     PI
                                     FR
                                     CO
                                     CU
                                     PR
                                     OE
                                     IV
                                     AR
                                     JE
                                     PO
                                     AP
                                     GL
                                     CM
                                     IN
                                     FS
```

Figure 12-21. Operator Maintenance List

### 12.1.25 Finder Maintenance List

Press **Enter** to immediately print a list of information from Finder Maintenance, Menu 12.1.5.

### 12.1.30 Credit Memo Reason Code Maintenance List

List of Credit Memo Reason Codes. See Menu 12.1.10 for editing procedures.

### 12.1.31 Charge Back Code Maintenance List

Press **Enter** to immediately print a list of charge back codes.

### 12.1.32 Current Fiscal Month Check List

Press **Enter** to immediately print a report on statuses of company dates.

### 12.1.34 Order Source Maintenance List

Press **Enter** to immediately print a list of order source codes.

### 12.1.35 OE/Credit Memo Message Maintenance List

Press **Enter** to immediately print a list of credit memo messages—"canned" messages and their codes—for Order Entry.

### 12.1.36 Processing Code/Password Maintenance

Control system security by adding or editing procedure codes and passwords for each menu. Each menu with a loaded procedure code or password prompts for authorization-checking for that specific code before allowing access.

- a. Enter menu number to display corresponding procedure codes and passwords.
- b. Enter line to edit, add or delete a procedure code or password, or '*m*' to see more pages. Enter '?' at a "PC" line displays a list of procedure codes:

PROCEDURE CODE	1. OE - ORDER ENTRY
ALLOWS OPERATOR ACCESS TO	2. OI - ORDER INQS
EACH MENU ITEM	3. RI - RECEIVABLES INQ
	4. PI - PURCHASE INQ
	5. IV - INVOICING
<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT	

- c. Press '*0*' to accept the changes. Enter another menu path or '*end*.'



**Before typing a procedure code, carefully follow the selected line across the screen and place your cursor in the proper, otherwise the procedure code will not work.**

PROCESSING CODE AND PASSWORD MAINTENANCE - SCREEN 1			
MENU : 12.1		MENU HEADING : COMPANY MAINTENANCE MENU	
MENU ITEM	PC	PASSWORD	
Maintenance	1.	21.	
1. Company Maintenance	2. CO	22.	
	3.	23.	
2. Bank Maintenance	4. CO	24.	
3. Warehouse Maintenance	5. CO	25.	
4. Operator Maintenance	6. CO	26. CIC	
5. Finder Maintenance	7.	27.	
6. Sequence Control Maintenance	8. CO	28.	
7. General Ledger Control Maintenance 9.		29.	
9. Ageing Maintenance	10.	30.	
10. Credit Memo Reason Code Maintenance	11.	31.	
11. Charge Back Code Maintenance	12.	32.	
	13.	33.	
14. Order Source Maintenance	14.	34.	
15. OE/Credit Memo Message Maintenance	15.	35.	
36. Processing Code/Password Maint	16.	36.	
16. Employee Maintenance	17. CO	37.	
	18.	38.	
	19.	39.	
	20.	40.	

Enter **Line#**, **Backout**, **DELETE**, **Edit**, **0** to Accept, **More**

**Figure 12-22. Processing Code/Password Maintenance**

### 12.1.37 Processing Code/Password Listing

Print a list of passwords for specific menu paths.

- a. Enter your operator code.
- b. Enter your password.
- c. Enter a printer destination.
- d. Enter a menu path.

### 12.1.38 Employee Notes

Print the notes for a specific employee.

- a. Enter your operator code.
- b. Enter Printer
- c. Enter an employee number or '*all*'.

07:49:32 25 Mar 1998	EMPLOYEE NOTES 151515 Jack Russo	PAGE 1
1. 01/22/98	Good employee. Works hard, hardly works.	
2. 01/22/98	Likes to golf. Wife and kid.	
3. 01/22/98	Late to work every day this year.	

**Figure 12-23. Employee Notes (for Jack Russo)**

## 12.2 Customer Related Files

This menu is similar to the function of Company Related Files.

```

MENU-12.2          CUSTOMER FILES MAINTENANCE MENU
06:16:35 10 Feb 1998
Maintenance
1. Alpha Customer Maintenance
2. Customer Maintenance
3. Change Alpha Customer Code

6. Salesman Maintenance
7. Customer Type Maintenance
8. Customer Class Maintenance
9. Service Charge Maintenance
10. Tax Rate Maintenance
11. Terms Maintenance
12. Territory Maintenance
13. Ship Method Maintenance
15. NSF Maintenance
19. Auth Buy Maintenance
20. Discount Maintenance
21. Change Area Codes

Listings
22. Alpha Customer Maintenance Listing
23. Customer Master Listing
24. Customer Detail Maintenance List
25. Ship To Listing
26. Salesman Maintenance Listing
27. Customer Type Maintenance List
28. Customer Class Maintenance List
29. Service Charge Maintenance List
30. Tax Rate Maintenance List
31. Terms Maintenance List
32. Territory Maintenance List
33. Ship Method Maintenance List
35. NSF Maintenance List
36. Cust List/Labels/New Cust Labels
37. Mailer Menu
39. Authorized Buyer List
  
```

**Figure 12-24. Customer Related Files menu**

### 12.2.1 Alpha Customer Maintenance

Create multiple references for one alpha customer, or create multiple *alpha references* for one customer. For example, a management company that controls several apartment buildings will have multiple customer numbers, so that typing "APTS" gives you an option to scroll through all the customers. On the other hand, one customer, 123, may have several entries such as "ABC" or "BOB."

- a. Enter your operator code.
- b. Enter a customer number.

```

ALPHA CUSTOMER MAINTENANCE

EX CUST #  A1234
1. CUST NO 1    129478  A1234
2. CUST NO 2    129473  T1234
3. CUST NO 3
4. CUST NO 4
5. CUST NO 5
6. CUST NO 6
7. CUST NO 7
8. CUST NO 8
9. CUST NO 9

Enter Line#, Backout, DELETE, Edit, 0 to Accept
  
```

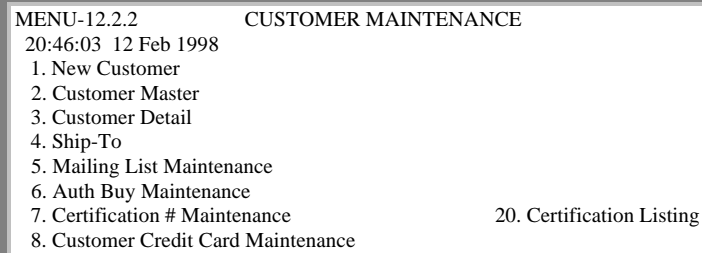
**Figure 12-25. Alpha Customer Maintenance**

Lines 1-9 are the internal customer number to which the account number points.

### 12.2.2 Customer Maintenance

Create, edit or maintain all customer related information.

- Enter your operator code and another menu displays:



```
MENU-12.2.2      CUSTOMER MAINTENANCE
20:46:03 12 Feb 1998
1. New Customer
2. Customer Master
3. Customer Detail
4. Ship-To
5. Mailing List Maintenance
6. Auth Buy Maintenance
7. Certification # Maintenance
8. Customer Credit Card Maintenance
20. Certification Listing
```

**Figure 12-26. Customer Maintenance menu**

#### 12.2.2.1 New Customer

Use this menu to create new customers since it runs all the rest of the programs that follow, Menu 12.2.2.2 through Menu 12.2.2.8, in order.



**Every customer requires setup of, at least, Customer Master and Customer Detail.**

#### 12.2.2.2 Customer Master

General customer information used universally throughout the system regardless of originating company.

- Enter a customer number, and **Enter** to confirm.

CUSTOMER MASTER MAINTENANCE - SCREEN 1		
EX CUST #: 1234		INT CUST #:100232
A/R		PURCHASING
1.SLD TO NA	FRED'S SUDS	19.
2.SLD TO A1	700 N. HAYDEN ISLAND DR	20.
3.SLD TO A2	SUITE 250	21.
4.SLD TO A3		22.
5.CITY	PORTLAND	23.
6.STATE	OR	24.
7.ZIP	97217	25.
8.A/R CONT		26.
9.PHONE #	503-283-2513	27.
10.OTHER CONT		28.
11.FAX NUMBER		29.
12.CREATE DAT	07/22/94	30.AUTH BUYER UPD
13.PP FRT \$		31.AUTH BUY REQ
14.PP FRT LB		32.FAX INV AT EOD

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-27. Customer Master Maintenance—screen 1 of 2**

Customer Master Maintenance fields for Screen 1:

**1.SLD TO NA** Customer name used for sorting most customer related reports

**2.SLD TO A1** Customer street address

**3.SLD TO A2** Customer PO Box if applicable

**4.SLD TO A3** Optional address line; '?' displays

'Y\*\*\*' = FORCE ENTRY OF SHIP-TO ADDRESS IN ORDER ENTRY

**5. to 7. CITY, STATE, ZIP**

**8.A/R CONT** Accounts receivable contact name that prints on A/R aging reports

**9.PHONE #** Customer's main phone number

**10.OTHER CONT** Purchasing contact

**11.FAX NUMBER** Customer fax number for sending invoices

**12.CREATE DAT** Date customer file was created

**13.PP FRT \$** Minimum dollar amount to qualify for prepaid freight in order entry

**14.PP FRT LB** Minimum pounds to qualify for prepaid freight in order entry

**19.** Purchasing information including customer name and location; generally not used since Fields 1-11 provide the same information

**20.** Address of purchasing contact/agent

**21.** PO Box of purchasing contact, if applicable

**22.** Optional address line



- 23.** City of purchasing contact
- 24.** State code (list displays with '?')
- 25.** Zip code of purchasing contact
- 26.** Purchasing contact name
- 27.** Phone number of purchasing contact
- 28.** Second purchasing contact name
- 29.** Customer's fax number
- 30.** AUTH BUYER UPD In Order Entry, to allow update of authorized buyers for this customer
- 31.** AUTH BUY REQ In Order Entry, to require authorized buyers for this customer; **Y** to authorize
- 32.** FAX INV AT EOD Allow faxing of account invoices at end-of-day; choose **F** to print invoices during the day and fax with end-of-day or **FN** not to print invoices during the day and **ONLY** fax during end-of-day.

CUSTOMER MASTER MAINTENANCE - SCREEN 2			
EX CUST #:	1234	FRED'S SUDS	INT CUST #:100232
1.WHS/BR #	001		20.SHIPTO CODE 001
2.MASTER AR #			21.SHIP METHOD 00 WILL CALL
3.CUST TYPE 05	TEST		22.SHIP ZONE
4.CUST CLS 02	BUSINESS ACCT DISTRI		23.TERMS CODE 05 NET 10TH FOLL P
5.TERRITORY			24.TAXABLE E
6.SPEC INST	MEMBER RUSH FAN CLUB		25.TAX JURIS 05 TST
7.CONTRACT#			26.TAX EXEMPT #
8.DUN FLAG			27.CREDIT METH 15
9.D&B CODE			28.CREDIT LIM 10
10.PRC HOLD			29.CREDIT HOLD N
11.PO REQ			30.ACCEPT B/O Y
12.MAILER REF			31.ACCEPT PART Y
13.SERV. CHRG n			32.ACCEPT SUB Y

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-28. Customer Master Maintenance—screen 2 of 2**

Customer Master Maintenance fields for Screen 2:

- 1.WHS/BR #** Master warehouse number from where purchases originate
- 2.MASTER AR #** Master Accounts Receivable account number for billing *all* customer purchases. Management companies often use this with several sites requesting products. Sales history resides in this account, but billing goes through the master account, the master account also will receive the statements. If a master account were setup for this account, then this one would be called a "satellite account."
- 3.CUST TYPE** Customer type for reports; '?' displays

CUSTOMER TYPE	1. 01 GENERAL CUSTOMER
---------------	------------------------

USED IN CUSTOMER RELATED REPORTS 2. 02 BUSINESS ACCT DISTRIBUTN  
 3. 05 TEST  
 4. 0A APPLIANCE SERVICE  
 5. 0B BUSINESS

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**4.CUST CLS** Customer classification by class for sales reports; displays another screen since customer class may have multiple entries:



**The format of customer classes may be alpha, numeric, or both.**

CUSTOMER CLASS MAINTENANCE - SCREEN 1

CUSTOMER NUMBER : 1234      FRED'S SUDS

1. 02 BUSINESS ACCT D	17.	33.
2.	18.	34.
3.	19.	35.
4.	20.	36.
5.	21.	37.
6.	22.	38.
7.	23.	39.
8.	24.	40.
9.	25.	41.
10.	26.	42.
11.	27.	43.
12.	28.	44.
13.	29.	45.
14.	30.	46.
15.	31.	47.
16.	32.	48.

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept, More

**Figure 12-29. Customer Class Maintenance**

Press '?' to display your options for each line:

CUSTOMER CLASSIFICATION 1. 01 GENERAL CUSTOMERS  
 USED FOR SALES AND SALES REPORTS 2. 02 BUSINESS ACCT DISTRIBUTN  
 '0Z' = CUSTOMER PRICED AT RETAIL 3. 03 MASS MARKETING  
 CONDITIONE  
 'BR' = BRANCH CUSTOMER 4. 0A HOSPITALS  
 5. 0B BUSINESS

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**5.TERRITORY** Press '?' to display your options:

TERRITORY 1. 01 COMMERCE  
 USED IN CUSTOMER RELATED REPORTS 2. 02 MONTEBELLO  
 3. 03 PICO RIVERA  
 4. 04 DOWNEY  
 5. 05 BELL GARDENS

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**6.SPEC INST** Special instructions that are highlighted in Order Entry and viewed only by counter staff (not printed on invoices or pick tickets).

**7.CONTRACT #** Contract number; displays another screen:

CUSTOMER CONTRACT NUMBER MAINTENANCE - SCREEN 1		
CUSTOMER NUMBER : 1234		FRED'S SUDS
1.	17.	33.
2.	18.	34.
3.	19.	35.
4.	20.	36.
5.	21.	37.
6.	22.	38.
7.	23.	39.
8.	24.	40.
9.	25.	41.
10.	26.	42.
11.	27.	43.
12.	28.	44.
13.	29.	45.
14.	30.	46.
15.	31.	47.
16.	32.	48.

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept, More

**Figure 12-30.Customer Contract Number Maintenance**

Each line represents a pricing contract number for this customer. Customers may have multiple contract numbers, which are set up in Menu 5.2

**8.DUN FLAG** Dunning letter flag; enter 'y' to generate dunning letters or 'n' for no dunning letters. This only affects customers if you use the Dunning System in Menu 4.

**9.D&B CODE** Credit rating by Dunn and Bradstreet. This business classification listing is informational only and does not print anywhere except here.

**10.PRC HOLD** Price hold exemption flag; enter 'y' to bypass price hold on *branch customers* unless price or cost is zero, or 'n' to prompt for the price hold.

**11.PO REQ** Required purchase order in order entry. Blanket PO may also be used where the same PO must be on every item for the same customer; '?' displays your options:

'Y' = REQUIRE ENTRY OF PURCHASE  
ORDER NUMBER IN ORDER ENTRY  
'N' = DO NOT REQUIRE PO NUMBER  
MAX 25 CHARACTERS = BLANKET PURCHASE ORDER NUMBER

**12.MAILER REF** Mailing list cross-reference number that ties the mailer and customer files together.

**13.SERV.CHRG** Service charge flag; '?' displays your options:

'Y' = calculates service charge for this customer and includes it on the customer statement

'N' = does not calculate service charge

'P' = prints an invoice for the calculated service charge

**20.SHIP TO CODE** Code for ship-to; '?' displays your options: A lot of times 'R' is used to simply repeat the sold to name. Or, if they have a specific ship-to setup (ship-to codes are setup in M 12.2.2.4), put it here to automatically pull it up.

'R' = REPEAT SOLD TO NAME

'S' = PRINT 'SAME' IN SHIP-TO

NNN = USE SHIP TO FILE

"R" is commonly used to repeat the sold-to name and to automatically display it in the Ship-To setup.

**21.SHIP METHOD** Default code for customer's preferred shipping method; '?' displays your options:

SHIPPING METHOD CODE	1. 00 WILL CALL
'S'N = BYPASS FREIGHT INPUT	2. 01 WILL CALL
IN ORDER ENTRY	3. 02 U.P.S.
	4. 03 U.P.S. BLUE
	5. 04 U.P.S. C.O.D.

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**22.SHIP ZONE** Shipping zone; not currently used because Database does not support UPS shipping. For information only.

**23.TERMS CODE** Determines how each ticket will age unless the Terms Code is changed in Order Entry. Different tickets for the same customer may have different Terms Codes. Press '?' to display your options:

TERMS CODE	1. 01 *****COD ONLY*****
	2. 02 NET 10 DAYS
	3. 03 NET 30 DAYS
	4. 04 NET 60 DAYS
	5. 05 NET 10TH FOLL PURCH

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**24.TAXABLE** Determines how a customer is taxed. Press '?' to display your flag options:

'Y' = ALWAYS TAXABLE ON ALL ITEMS

'N' = TAXED ONLY ON TAXABLE PRODUCT (TYPICALLY TOOLS.)

'E' = ALWAYS TAX EXEMPT (NO TAX ON ANY ITEMS.)

**25.TAX JURIS** Default tax jurisdiction code; all customers must have a jurisdiction code, which is generated from Menu 12.2.10. Type '?' to display your options:

TAX JURISDICTION CODE	1. 00 NON-TAX
USED TO DETERMINE TAX RATE	2. 001 COMPOSITE CTY & ST.
FOR THIS CUSTOMER	3. 005 SYNTAX
	4. 01 PENNSYLVANIA STATE
	5. 02 ALLEGHANEY COUNTY

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**26.TAX EXEMPT #** Tax exempt number for use when a customer is flagged exempt.

**27.CREDIT METH** Credit method; '?' displays your options:

- '00' = NO CREDIT CHECK
- '01' = A/R BAL VS. CREDIT LIMIT; checks customer accounts receivable balance and compares it to their credit limit—if it is higher, the customer fails the credit check
- '02' = A/R BAL+ORD\$ VS. CRED LIMIT; checks a customer's A/R balance and the value of all open orders, comparing them to the credit limit
- '03' = CHECK OLDEST OPEN INVOICE; checks for all open invoices
- '04' = (01 & 03) COMBINATION OF METHOD 01 AND 03.
- '05' = (02 & 03) recommended option to cover all bases

**28.CREDIT LIM** Credit limit in whole dollars only

**29.CREDIT HOLD** Credit hold status. Press 'y' to place customer on credit hold, or 'n' to not place on hold. Regardless of credit status, a customer on credit hold will flag and require authorization in Order Entry.

**30.ACCEPT B/O** Determines whether a customer accepts backorders or only complete orders. Press 'y' to accept backorders or 'n' not to

**31.ACCEPT PART** Determines whether a customer accepts partial shipments; 'y' accepts partial shipments and 'n' does not

**32.ACCEPT SUB** Determines whether a customer accepts substitute products or only "name brand" products; 'y' accepts product substitutions, and 'n' does not.

### 12.2.2.3 Customer Detail

Customer information pertaining to a specific company; for example special pricing and salesman information. A customer may have a different Detail record for each company.

- a. Enter the company number.
- b. Enter the customer number, and then **Enter** to confirm.

CUSTOMER DETAIL MAINTENANCE			
COMPANY	01		
CUST #	1234	FRED'S SUDS	
1. SALESMAN	000	NO SALESMAN	16. SALESMAN 2
2. STATEMENT	Y		17. INV.XFER
3. CREDIT LIM	10		18. ABC RANKING
4. PRICE POINT			
5. DISC POINT			
6. COMM POINT			
7. COMM %			
8. TOTAL DISC			
9. INCLUDE S1	Y		
10. INCLUDE S2	Y		
11. INCLUDE S3	Y		
12. INCLUDE S4	Y		
13. INCLUDE S5	Y		
14. INCLUDE S6	Y		
15. INCLUDE S7	Y		

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-31. Customer Detail Maintenance**

Customer Detail Maintenance fields:

**1.SALESMAN** Number of the salesman assigned to this warehouse; '?' displays list

**2.STATEMENT** Customer statements flag; enter 'y' to receive statements or 'n' for no statements

**3.CREDIT LIM** Credit limit for each store.

**4.PRICE POINT** Price pointer for special pricing. Customers may be set up to start pricing at cost, and discount or mark up accordingly. Use price pointer 6 to give them a pointer past the best lot pricing so they will always get the best price. This pointer field is generally used in conjunction with Field 8, Total Discount Percent.

***Example** A customer record with a Price Pointer 6 will check in Bucket 6 (best lot price) to give that pricing or the one in the next bucket. Or, if a customer is set up for 10% over branch cost, Field 4 would be set to -1 and Field 8 would be -10 for the 10% markup.*

Type '?' to display your options:

'0' = EACH PRICE

'-1' = BRANCH COST

'-2' = AVERAGE COST

NN = PRICE BUCKET NN OR NEXT BEST

**5.DISC POINT** Discount pointer that points to discount percent bucket in Product Master

**6.COMM POINT** Commission pointer that points to commission percent bucket in Product Master

- 7. COMM %** Commission percentage used to calculate salesman's commission
- 8. TOTAL DISC** Discount percent on total invoice; often used in conjunction with the Price Pointer in Field 4.
- 9. INCLUDE S1** Sales by invoice; type 'y' to include all sales by invoice in all sales files for all customers.
- 10. INCLUDE S2** Sales by product; type 'y' to include all sales by product in all sales files for all customers.
- 11. INCLUDE S3** Sales by customer; type 'y' to include all sales by customer in all sales files for all customers.
- 12. INCLUDE S4** Sales by customer and product; type 'y' to include all sales by customer and product in all sales files for all customers.
- 13. INCLUDE S5** Sales by salesman and product class; type 'y' to include all sales by salesman and product in all sales files for all customers
- 14. INCLUDE S6** Sales by customer and salesman; type 'y' to include all sales by customer and salesman in all sales files for all customers
- 15. INCLUDE S7** Sales by product class; type 'y' to include all sales by product class in all sales files for all customers
- 16. SALESMAN 2** Second salesman assigned to this warehouse
- 17. INV.XFER** Inventory branch transfer flag; applies to all stores running on your system. This is only used for the other branches on your system or special circumstances. Type '?' to display
- '1' = NOT POSTED TO G/L  
NO A/R ITEM CREATED  
SALES NOT UPDATED

#### **12.2.2.4 Ship-To**

Edit the ship-to information for a specific customer. A customer may have multiple ship-to records. Enter the specific ship-to number into the customer master account, screen 2-field 20.

- a. Enter the customer number, and **Enter** to confirm.
- b. To edit an existing Ship-To number enter (001, 002, 003...) from the Ship-To file; or type **'new'** for a new number.

SHIP TO MAINTENANCE		
CUST #	1234-----	FRED'S SUDS
SHIPTO #	001	700 N. HAYDEN ISLAND DR PORTLAND OR 97217
1. SHIPTO NAME	FRED'S SUDS	
2. SHIPTO ADDR1	1234 SKI AVE	
3. SHIPTO ADDR2	PO Box 111	
4. SHIPTO ADDR3		
5. CITY	AUKLAND	
6. STATE	WI	
7. ZIP CODE	90876	
8. SHIP METHOD		
9. SHIP ZONE		
10. SPEC INSTR		
11. TAX JURS		
12. TAX EXEMPT #		
ENTER 'NEW' AT SHIPTO FOR NEW ITEM		
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept		

**Figure 12-32. Ship-To Maintenance**

Ship-To Maintenance fields:

**1.SHIP TO NAME** Name of addressee

**2.SHIP TO ADDR1** Street address

**3.SHIP TO ADDR2** PO box if applicable

**4.SHIPTO ADDR3** Optional address field

**5. to 7.CITY, STATE, ZIP**

**8.SHIP METHOD** Code for shipping method; '?' displays your options:

SHIPPING METHOD CODE	1. 00 WILL CALL
'5'N = BYPASS FREIGHT INPUT	2. 01 WILL CALL
IN ORDER ENTRY	3. 02 U.P.S.
	4. 03 U.P.S. BLUE
	5. 04 U.P.S. C.O.D.

<cr> to continue, x to quit, b back a screen, or # to select

**9.SHIP ZONE** Zone of delivery

**10.SPEC INSTR** Special instructions

**11.TAX JURS** Tax jurisdiction used for this ship method

**12.TAX EXEMPT #** Tax exempt number

### 12.2.2.5 Mailing List Maintenance

Add, delete, or change a mailing list.



**For mailer-related processes, please refer to Mailer Menu, 12.2.37.**

- Enter a mailer number: an arbitrary one or a system-generated number by typing "new." This mailer number controls the catalog and flyer mailings to customers. When you create a new mailer with a



new customer, the address information automatically generates from the Customer Master Record.

LABEL MAINTENANCE		
MAILER #	111111	
* 1. SLD TO NAME	Test's mailer	CREATE DATE
* 2. SLD TO ADD1	700 n. hayden island drive	
3. SLD TO ADD2		LAST MAINTENANCE DATE
4. SLD TO ADD3		09/10/97
* 5. CITY	PORTLAND	
* 6. STATE	OR	* = TRANSMITTED TO CORP
* 7. ZIP CODE	97217	
* 8. ATTN:		
9. PHONE		
10. TYPE	0A APPLIANCE SERVICE	
11. CLASS	0A HOSPITALS	
*12. CUST	1234 Test's Name	
13. SLSM INSIDE	002 ANOTHER JOE	
14. SLSM OUTSIDE	000 NO SALESMAN	
15. COMP #	01	
*16. CAT FLAG		
17. SIC CODE		
18. TERRITORY		
19. FAX #		
Enter Line#, Backout, DELETE, Edit, 0 to Accept, Copy, A New Customer		

**Figure 12-33. Label Maintenance**



**Fields with "\*" are the only mailer fields transmitted to Corporate.**

Label Maintenance fields:

**1.SLD TO NAME** Name on label

**2.SLD TO ADD** Catalog mailing or street address

**3.SLD TO ADD2** PO Box on label, if applicable

**4.SLD TO ADD3** Optional second address on label

**5.to 7.CITY, STATE, ZIP**

**8.ATTN:** Accounts receivable contact name

**9.PHONE**

**10.TYPE** Customer type; '?' displays options:

CUSTOMER TYPE	1. 01 GENERAL CUSTOMER
	2. 02 BUSINESS ACCT DISTRIBUTN
	3. 05 TEST
	4. 0A APPLIANCE SERVICE
	5. 0B BUSINESS

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**11.CLASS** Displays the Label Class Maintenance screen:

```

LABEL CLASS MAINTENANCE - SCREEN 1

MAILER NUMBER : 111111   Mara's mailer

1. 0A HOSPITALS          17.                33.
2.                        18.                34.
3.                        19.                35.
4.                        20.                36.
5.                        21.                37.
6.                        22.                38.
7.                        23.                39.
8.                        24.                40.
9.                        25.                41.
10.                       26.                42.
11.                       27.                43.
12.                       28.                44.
13.                       29.                45.
14.                       30.                46.
15.                       31.                47.
16.                       32.                48.

Enter Line#, Backout, DELETE, Edit, 0 to Accept, More

```

**Figure 12-34. Label Class Maintenance**

The fields within Label Class Maintenance represent the customer class. Press '?' to display the various classes to choose from:

```

CUSTOMER CLASS      1. 01 GENERAL CUSTOMERS
                    2. 02 BUSINESS ACCT DISTRIBUTN
                    3. 03 MASS MARKETING CONDITONE
                    4. 0A HOSPITALS
                    5. 0B BUSINESS

```

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

**12.CUST** Customer account number that is cross-referenced to customer master

**13.SLSM INSIDE** Inside salesman; '?' displays your options

**14.SLSM OUTSIDE** Outside salesman; '?' displays your options

**15.COMP #** Company number for this mailer item

**16.CAT FLAG** Catalog flag; '?' displays your options:

```

"=REG CATALOG & REG MONTHLY FLYERS
'A'=MAINTENANCE CAT & REG MONTHLY FLYERS
'F'=MONTHLY FLYER ONLY
'R'=REGULAR CATALOG ONLY
'M'=MAINTENANCE CATALOG ONLY

```

**17.SIC CODE** Standard industry code

**18.TERRITORY** Territory number

**19.FAX #** Fax number

The main prompt line of Label Maintenance is

```

ENTER LINE#, BACKOUT, DELETE, EDIT, 0 TO ACCEPT, COPY,
A NEW CUSTOMER

```

The last two commands are unique in the following manner:

- **Copy** Prompts you to enter a mailer number to copy to. Allows quick creation of a new mailer.
- **A** Allows you to access Customer Master Maintenance—beginning at Screen 1—to create a new customer for a new mailing list

### 12.2.2.6 Auth Buy Maintenance

Build a list of authorized buyers, the only persons allowed to purchase on account. All entries in this screen display in the Authorized Buyer screen of the Order Entry Header screen. You can maintain the list in Order Entry.

AUTHORIZED BUYER UPDATE - SCREEN 1		ESC TO END
CUSTOMER CODE : 1234	FRED'S SUDS	
	700 N. HAYDEN ISLAND DR, PORTLAND, OR 97217	
BUYER NAME	OTHER	
1. Jeff Bloomfield	19.	
2.	20.	
3.	21.	
4.	22.	
5.	23.	
6.	24.	
7.	25.	
8.	26.	
9.	27.	
10.	28.	
11.	29.	
12.	30.	
13.	31.	
14.	32.	
15.	33.	
16.	34.	
17.	35.	
18.	36.	
Enter Line#, Backout, DELETE, Edit, 0 to Accept, More, Search		

**Figure 12-35. Authorized Buyer Update**

- In fields 1 through 18 enter the name of authorized buyers.
- In fields 19 through 36 enter any other information such as the date after which the buyer is no longer authorized to purchase or customer notes to display in Order Entry.



**Consider using this menu for purposes of displaying customer information in Order Entry.**

The menu prompt of Authorized Buyer has a special Search function called Authorized Buyer Search Routine. Enter a first or last name of a buyer who may be in the program. A successful search displays the name(s) of the buyer and the matching customer number.

*Example*      *A search for "john" returns the following:*

AUTHORIZED BUYER SEARCH ROUTINE

CUST#. AUTHORIZED BUYER.....

JOHN  
1234 JOHN BLOOMFIELD

[405] 2 ITEMS LISTED OUT OF 2 ITEMS.  
PRESS <ENTER> TO CONTINUE

### 12.2.2.7 Certification # Maintenance

This menu contains the certification number required for hazardous products. The EPA requires customers to have authorized personnel to handle hazardous products. These individuals and their EPA certification numbers must print on the tickets.

- a. Enter customer number, and then **Enter** to confirm.
- b. Enter a certified buyer's name in Fields 1-18.
- c. Enter the corresponding EPA certificate number in Fields 19-36.

BUYER CERTIFICATION MAINTENANCE - SCREEN 1	
CUSTOMER NUMBER : 123	Jeff's JSS.UPG Tester
ACCEPT CASH :	700 N. HAYDEN ISLAND DR, PORTLAND, OR 97217
BUYER NAME	CERTIFICATION #
1. Jeff's Certified Buyer	19. 123-test-123
2.	20.
3.	21.
4.	22.
5.	23.
6.	24.
7.	25.
8.	26.
9.	27.
10.	28.
11.	29.
12.	30.
13.	31.
14.	32.
15.	33.
16.	34.
17.	35.
18.	36.
Enter <b>Line#</b> , <b>Backout</b> , <b>DELETE</b> , <b>Edit</b> , <b>0</b> to Accept, <b>More</b> , <b>AC</b> cept cash	

**Figure 12-36. Buyer Certification Maintenance**

'AC'accept cash Allows customer to pay with cash so a ticket does not appear on a statement when buying hazardous products; type in 'y' or 'n.'

### 12.2.2.8 Customer Credit Card Maintenance

Use this menu for frequent customers who always use a credit card. This allows you to store the credit card information on file so it doesn't have to be entered each time the customer comes in.

- a. Enter your operator initials.
- b. Enter customer number, and then Enter to confirm.

CUSTOMER CREDIT CARD MAINTENANCE - SCREEN 1				
CUSTOMER: 123		Jeff's JSS.UPG Tester 700 N. HAYDEN ISLAND DR PORTLAND OR 97217		
A. CARD NUMBER	B. EXP DATE	C. CARD HOLDER NAME	D. TYPE	E. PRT
1. 123465789	16. 11/99	31. jeff	46. amx	61. p
2. 999877588	17. 11/00	32. joe	47. dscv	62. I
3. 90258147	18. 11/01	33. many	48. jscard	63. Y
4. 999999999	19. 11/05	34. Flip	49. m/c	64. N
5. 252522583223	20. 11/00	35. Harold P.	50. amx	65. p
6. 225265456465	21. 02/01	36. 2	51. m/c	66. n
7.	22.	37.	52.	67.
8.	23.	38.	53.	68.
9.	24.	39.	54.	69.
10.	25.	40.	55.	70.
11.	26.	41.	56.	71.
12.	27.	42.	57.	72.
13.	28.	43.	58.	73.
14.	29.	44.	59.	74.
15.	30.	45.	60.	75.

Enter Line#, Backout, DELETE, Edit, 0 to Accept, More

**Figure 12-37. Customer Credit Card Maintenance**

Screen columns:

- A** credit card number
- B** Expiration date
- C** Name of card holder
- D** Type of credit card
- E** Printing option; '?' displays

P=PRINT ON PICK TICKETS

I=PRINT ON INVOICES

Y=PRINT ON BOTH

N=DON'T PRINT

### 12.2.2.20 Certification Listing

Print a list of customers who have certified buyers or customers and their certified buyers.

- a. Enter a printer destination.
- b. Select option 1 or 2:

CUSTOMER/CERTIFIED BUYER REPORT...

OPTIONS:

- 1) SIMPLE LISTING OF ALL CUSTOMERS THAT HAVE CERTIFIED BUYERS.
- 2) LISTING OF CUSTOMERS AND THEIR CERTIFIED BUYERS.

ENTER YOUR SELECTION. :

```

26 Mar 1998      ***Customers With Certification Numbers***      Page  1
CUSTOMER..      CUST.NAME.....
JLD             DBS ENTERPRISES
123             Jeff's JSS.UPG Tester
MARA            MARA Inc.
RICH            RICH'S SPECIAL SUPPLIES
TAK             TROYS TEST

[405] 5 items listed out of 5 items.

```

**Figure 12-38. Customers with certification numbers**

### 12.2.3 Change Alpha Customer Code

Change a primary customer number when it is no longer valid.

- a. Enter existing customer number.
- b. Enter to display internal customer number.
- c. Enter new customer number.

```

ALPHA CUSTOMER CHANGE ROUTINE

OLD ALPHA CUST #: -----
INTERNAL CUST #:
NEW ALPHA CUST #:

```

**Figure 12-39. Change Alpha Customer code**

### 12.2.6 Salesman Maintenance

Add, edit, or delete a salesperson's information. Before deleting, however, run a list of all customers with that salesperson so that the Customer Master Record (Menu 12.2.36) updates.

- a. Enter your operator initials.
- b. Enter a salesperson number.

SALESMAN MAINTENANCE			
SALESMAN #:	001		
1. WAREHOUSE	001 DESC JOHNSTONE SUPPLY SEA	13. PRD CLS 1	001
2. TERRITORY	DESC	14. PRD CLS 2	
3. NAME	SALESMAN ONE	15. PRD CLS 3	
4. ADDRESS-1		16. PRD CLS 4	
5. ADDRESS-2		17. PRD CLS 5	
6. ADDRESS-3		18. PRD CLS 6	
7. CITY		19. PRD CLS 7	
8. STATE		20. PRD CLS 8	
9. ZIP CODE		21. PRD CLS 9	
10. PHONE NUMBER		22. PRD CLS 10	
11. COMMISSION %		23. PRD CLS 11	
12. SALES QUOTA		24. PRD CLS 12	

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-40. Salesman Maintenance**

Salesman Maintenance fields:

**1. WAREHOUSE** Salesman's assigned warehouse

**2. TERRITORY** Salesman's assigned territory

**3. NAME** of salesman

**4-9** Address information

**10. PHONE NUMBER**

**11. COMMISSION %** Commission percentage

**12. SALES QUOTA**

**13-24. PRD CLS** Product classes which provide commission to salesman;  
'?' displays

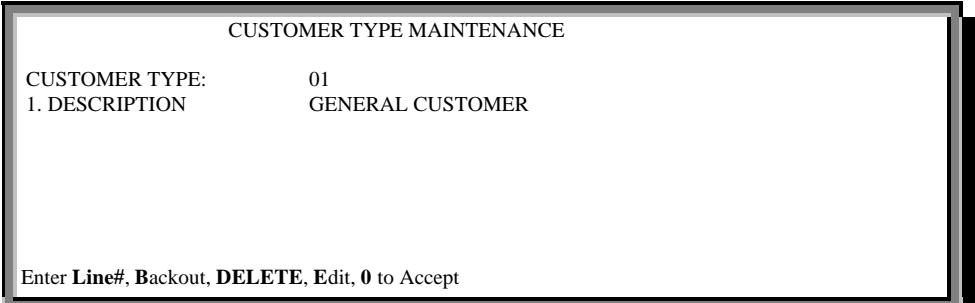
PRODUCT CLASSES TO WHICH THIS	1. 001 'B' - REFRIGERATION & A/C
SALESMAN IS ENTITLED TO A	2. 002 'F' - RANGE
SPECIAL COMMISSION PERCENTAGE	3. 003 'G' - ELECTRICAL PRODUCTS
	4. 004 'H' - TOOLS & INSTR
	5. 005 'J' - WASHER

<CR> TO CONTINUE, X TO QUIT, B BACK A SCREEN, OR # TO SELECT

### 12.2.7 Customer Type Maintenance

Add, edit or delete a customer type or class. Use this menu to set up special pricing or to track customer sales and history.

- Enter your operator initials
- Enter a customer type number.
- Select a line number to edit.



```
CUSTOMER TYPE MAINTENANCE
CUSTOMER TYPE:      01
1. DESCRIPTION      GENERAL CUSTOMER

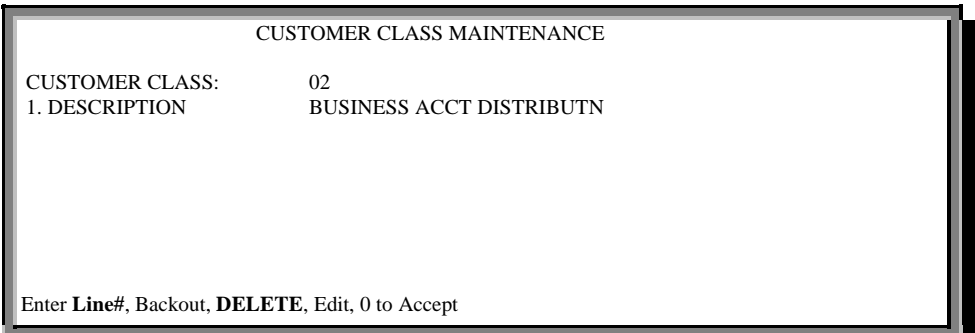
Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

**Figure 12-41. Customer Type Maintenance**

### 12.2.8 Customer Class Maintenance

Add, delete or edit a customer class. This field can also be used for special pricing or track customer sales.

- a. Enter your operator initials
- b. Enter a customer class number.
- c. Select a line number to edit.



```
CUSTOMER CLASS MAINTENANCE
CUSTOMER CLASS:    02
1. DESCRIPTION     BUSINESS ACCT DISTRIBUTN

Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

**Figure 12-42. Customer Class Maintenance**

### 12.2.9 Service Charge Maintenance

Add, delete or edit the default service charge for a specific state.

- a. Enter your operator initials
- b. Enter a state code.
- c. Select a line number to edit or add the description, service charge percentage, or dollar amount.



SC.STATE MAINTENANCE			
STATE :	OR		
1. DESCRIPTION	TEST DESCRIPTION	6. DOLLARS	6.00
2. SERV CHG%	1.00	7. DOLLARS	
3. SERV CHG%		8. DOLLARS	
4. SERV CHG%		9. DOLLARS	
5. SERV CHG%			

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-43. Service Charge Maintenance**

### 12.2.10 Tax Rate Maintenance

Add, delete or edit sales tax jurisdictions.

- a. Enter a tax jurisdiction number.
- b. Select a line number to add, change or delete information.

Tax Rate fields:

**1. TAX%** Percentage of tax

**2. JUR DESC** Description of tax jurisdiction

**3. TAX G/L #** General ledger number for tax jurisdiction

**4. COMPOS JUR** Composite tax jurisdiction indicator. A *composite* tax jurisdiction means the tax consists of other tax jurisdictions to give it its percentage. For example, a new tax jurisdiction of 10 might be a combination of tax jurisdictions 03 and 07. Type '?' to display

'Y' = COMPOSITE JURISDICTION

'N' = SINGULAR JURISDICTION

**5. TAXABLE FREIGHT** Determines whether the freight on invoices is taxable or not.

**6-10. COMPOS JUR CODES** Composite jurisdiction code

TAX RATE MAINTENANCE	
TAX JURISDICTION	01
1. TAX %	8.000
2. JUR DESC	Pennsylvania state
3. TAX G/L #	2030-00 Sales Tax Payable
4. COMPOS. JUR (Y/N)	N
5. TAXABLE FREIGHT	Y
6. COMPOS. JUR CODES	
7. COMPOS. JUR CODES	
8. COMPOS. JUR CODES	
9. COMPOS. JUR CODES	
10. COMPOS. JUR CODES	

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-44. Tax Rate Maintenance****12.2.11 Terms Maintenance**

Add, edit or delete Accounts Receivable terms codes.

- a. Enter your operator initials.
- b. Enter a terms code number.

TERMS MAINTENANCE	
TERMS CODE	05
1. DESC	NET 10 <sup>th</sup> FOLL PURCH
2. DISC %	0.00
3. TYPE	P
4. TERM DAYS	
5. DUE DAYS	
6. CUTOFF DATE	25
7. DUE DATE	10
8. TERM DSC DT	
9. ACTUAL DUE DATE	

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-45. Terms Code Maintenance**

Terms Code fields:

1. DESC Description of terms code
2. DISC% Discount percentage
3. TYPE Type of terms. Type '**P**' for PROX dating—approximate due date. For example, a code of 2% 10<sup>th</sup> net 30 code means paying by the 10<sup>th</sup> (instead of in exactly 30 days) earns you a 2% discount.
4. TERM DAYS Number of days after invoice date that earns a discount.

**5. DUE DAYS** Number of days after invoice date that considers a payment "past due."

**6. CUTOFF DATE** Used with PROX dating, this date defines the end of the "Term." Any invoices entered before this date qualify for the discount dating of the following month.

**7. DUE DATE** This is another PROX dating field which sets a specific date for Past Due rather than a number of days past invoice date (as in Field 5 above).

**8. TERM DC DT** Date by which customer has to pay to receive the PROX discount. As opposed to Field 4, which contains a number of days past invoice date, this field contains a specific date.

**9. ACTUAL DUE DATE** This is for special terms for setting a specific due date for a particular need. Any invoices using this terms code will be due on that specific date regardless of invoice date.

### 12.2.12 Territory Maintenance

Add, edit or delete the territory code. This is another way to divide a salesperson's territory coverage, especially when using an outside salesperson. Certain sales reports use this option.

- a. Enter your operator initials.
- b. Enter a territory code number.

TERRITORY MAINTENANCE	
TERRITORY CODE:	01
1. DESCRIPTION	ALL TERRITORIES
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept	

**Figure 12-46. Territory Maintenance**

### 12.2.13 Ship Method Maintenance

Add, edit, or delete the shipping method code. Use this as often as necessary. You can make as many ship methods as needed.

- a. Enter your operator initials.
- b. Enter a shipping method code number.

SHIPPING METHOD MAINTENANCE	
SHIPPING METHOD	01
1. DESCRIPTION	WILL CALL
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept	

**Figure 12-47. Shipping Method Maintenance****12.2.15 NSF Maintenance**

Add, edit, or delete data in the NSF file. You can also lookup the *current* NSF entries from the first prompt.

- Enter a sequence number, or 'L' for Lookup. This number is arbitrary, usually the insufficient funds check number, that is any combination of letters or numbers.
- Enter a line number to add or edit information.

NSF CHECK ENTRY MAINTENANCE	
SEQ #	1234567
1. FIRST NAME	Jeff
2. LAST NAME	Delinquent
3. COMPANY	Database Business System
4. ADDRESS	700 N. Hayden Island Dr
5. CITY, ST ZIP	Portland, OR 97217
6. PHONE #	503-283-2513
7. CUSTOMER #	123            Jeff's Tester
8. CHECK #	558585
9. CHECK DT	11/16/98
10. CHECK AMT	150.00
11. MEMOS	Bounced this check and moved across town
12. MEMOS	3rd check he has bounced.
13. DATE ENTERED	11/17/98
Enter <b>Line#</b> , Backout, <b>DELETE</b> , Edit, 0 to Accept	

**Figure 12-48. NSF Check Maintenance**

NSF Check Maintenance fields:

- FIRST NAME Name on check
- LAST NAME Name on check
- COMPANY Company name on check
- ADDRESS Address on check
- PHONE # Telephone number of company

- 7. CUSTOMER # Customer account number
- 8. CHECK # Check number
- 9. CHECK DT Date of check
- 10. CHECK AMT Dollar amount of check
- 11-12. MEMOS Notes pertaining to NSF check
- 13. DATE ENTERED Date NSF check entered into system

### 12.2.19 Authorized Buyer Maintenance

Add, edit, or delete an authorized buyer. Please reference Menu 12.2.2.6 for details.

### 12.2.20 Discount Maintenance

Please refer to Menu 5.3 for complete instructions.

### 12.2.21 Change Area Codes

Change telephone and fax area codes on the customer, mailer, and vendor files to keep up with the phone company changes.

- a. Enter the old area code.
- b. Enter new area code.
- c. Type the prefix numbers to change, separated by commas. The program changes all the phone numbers on the Customer Master File to the new prefix.

```

ENTER OLD AREA CODE TO CHANGE:512

ENTER NEW AREA CODE:210

ENTER PREFIX NUMBERS TO CHANGE SEPARATED BY COMMAS.
-->310,250

THE PROGRAM WILL NOW CHANGE AREA CODE '512' TO '210'
FOR ALL THE PREFIX CODES ENTERED ABOVE, IN THE CUSTOMER, MAILER,
AND VENDOR FILES. ENTER 'Y***' TO BEGIN, 'END' TO EXIT:

```

**Figure 12-49. Area Codes Change**

### 12.2.22 Alpha Customer Maintenance Listing

Print report of all alpha customer items. Updating or editing is not allowed.



**Beware of the large size of this report.**

The following screen appears immediately:

```

ALPHA CUST FILE LIST

!!!!!!! WARNING !!!!!!!

THIS PROGRAM <<DOES NOT>> PRODUCE AN ALPHABETICAL
CUSTOMER LIST!!! USE OPTION 23....

ENTER 'END' TO ABORT NOW, NOT <RETURN>

ENTER 'GO' TO CONTINUE OR 'END' TO RETURN TO SELECTOR

```

**Figure 12-50. Alpha Customer Maintenance List**

- Enter 'go' to proceed with the report immediately, or 'end' to abort.

**12.2.23 Customer Master Listing**

Print a list of Customer Master file items. This report offers few selection criteria; use Menu 12.2.36 instead for greater selection criteria and flexibility.

- Enter printer destination.
- Enter the company number or **Enter** for all.
- Enter a zip code (more than one separated by ;) or **Enter** for all.
- Select a sort method:

ENTER SORT OPTION: 1) BY NAME 2) BY ZIP 3) BY CUST# 4) BY  
SLSM BY CUST.NAME ?

- Enter a salesman number or **Enter** for all.

PAGE	1	***** CUSTOMER MASTER FILE LISTING *****	DATE	9:28 26 Mar 1998				
SLSM CUST#	CUST.NAME	ADD 1	CITY	STATE	ZIP.CODE	PHONE#	TX	CRED.LIMIT
000 333	NEW TEST	700 N. HAYDEN ISLAND DR	PORTLAND	OR	97217	503-283-2513	N	
	345	BIG BUBBY	1200 STATE ST.	SALEM	OR	97999	Y	10
001	000850	SEARS REGION #850	9000 NIEMAN ROAD	OVER LAND PARK	KS	66214	913-541-1266	E 10,000
001	1020A	SPS COMMUNICATIONS CORP	P.O. BOX 11315	ISLAND DR	KEIZER	OR	97031	503-399-1915 Y 50,000
000	1020B	JACKSON & JACKSON FINANCE	700 N. HAYDEN ISLAND DR	PORTLAND	OR	97217	503-283-2513	N

**Figure 12-51. Customer Master report****12.2.24 Customer Detail Maintenance List**

Print the entire Customer Detail file. There are no selection criteria.

- Enter** to proceed with process; report prints immediately.

CO#	CUST.NO	CUST#...	CUSTOMER NAME...	WHSE	SLSM	STMNT	PRICE	DISC%	DISC	COMM%	COMM	CREATE.DT	SALES \$.
PAGE 1	*****CUSTOMER DETAIL FILE*****											DATE 21:23:33 26 Mar 1998	
01	100517	TSA	OSCAR'S GARBAGE CAN		005	Y	1			-5.00			41,224
01	234662	11190	PARROT-ICE CONSIGNMENT		000	N							2,158
01	000294	RICH1	PEOPLE WHO ARE RICH		000	Y							
01	100106	100023	PERNELL SERVICES		000	Y	0.00			0.00			
01	121887	010000	PREFERRED CUSTOMER		001	Y	0.00			0.00			16,120
01	100288	123456789	PRICING CUSTOMER.		000	N							
01	121885	002270	RANDA ALEXANDER		001	Y	0.00			0.00			175
01	100011	RICH	RICH'S SPECIAL SUPPLIES		000	Y						03/23/92	1,468

**Figure 12-52. Customer Detail report**

### 12.2.25 Ship-to Listing

Print report of all Ship-To addresses entered through Menu 12.2.2.4, by customer.



**Beware of the large size of this report since selection criteria are not allowed.**

- **Enter** to proceed with process; report prints immediately.

A.CUST.NO...	CUST.NO	SHIP.#	NAME AND ADDRESS.....	SHIP.METH	SHIP.ZONE	SPEC.	INST.....	TAX.JUR	TAX.EXEMPT
PAGE 1	***** CUSTOMER SHIP TO FILE LIST *****							DATE 21:27:39 26 Mar 1998	
100007	001		KRAUSE INDUSTRIES PORTLAND OR 97123	00			01		
100065	001		BORDEN ENTERPRISES 70 N. WALKING MEADOW LANE CHUTNEE SC 50141	05					

**Figure 12-53. Customer Ship-to report**

### 12.2.26 Salesman Maintenance Listing

Print report of all salespersons on file.

- Report prints immediately.

***SALESMAN MAINTENANCE***				DATE 21:29:37 26 Mar 1998
SALESMAN.	WHSE	TERR	NAME AND ADDRESS...PHONE..COM.PER	PRODUCT
CLASSES.....				
000		001 01	NO SALESMAN	

**Figure 12-54. Salesman Maintenance report**

### 12.2.27 Customer Type Maintenance List

Print report of all customer types on file.

- **Enter** to proceed with process. The report prints immediately.

PAGE 1	**CUSTOMER TYPE LISTING**	DATE 21:33:14 26 Mar 1998
CUST.TYPE.	CUST.TP.DESC.....	
0A	APPLIANCE SERVICE	
0B	BUSINESS	
0C	HTG, A/C & REFRIGERATION	
0E	ELECTRICAL	
0F	FARM	
0G	GENERAL CONTRACTOR	
0H	HEATING & A/C	
0I	INDUSTRIAL	
0M	MAINTENANCE	

**Figure 12-55. Customer Type Maintenance report**

### 12.2.28 Customer Class Maintenance List

Print report of all customer classes entered in Menu 12.2.8.

- **Enter** to proceed with process. The report prints immediately.



PAGE	1	**CUSTOMER CLASS LIST**	DATE 21:36:03 26 Mar 1998
CUST.CLASS		DESC.....	
0a		HOSPITALS	
0B		BUSINESS	
0C		HTG, A/C & REFRIGERATION	
0E		ELECTRICAL	
0F		FARM	
0G		GENERAL CONTRACTOR	
0H		HEATING & A/C	
0I		INDUSTRIAL	
0M		MAINTENANCE	

**Figure 12-56. Customer Class Maintenance report**

### 12.2.29 Service Charge Maintenance List

Print report of service charge breakdowns by state entered in Menu 12.2.9.

- Report prints immediately.

PAGE	1	****STATE SERVICE CHARGE LIST****	DATE 21:37:08 26 Mar 1998
SC.STATE..		DESCRIPTION.....	SC%...      \$.BRK.
NY		NEW YORK	0.0150      20000
OR		OREGON	0.0110      60000
			0.0220      70000
			0.0330      80000
			0.0440      90000
XX		INTEREST ON PAST DUE	0.01509      999999

**Figure 12-57. State Service Charge report**

### 12.2.30 Tax Rate Maintenance List

Print list of all tax rates entered in Menu 12.2.10.

- Report prints immediately.

TAX.RATE..	TAX%..	JUR.DESC.....	G/L#.....	GLNAME.....
00	0.000	NON-TAX	2030-00	SALES TAX PAYABLE
001	5.000	COMPOSITE CTY & ST.	2440-00	
01	8.000	PENNSYLVANIA STATE	2030-00	SALES TAX PAYABLE

**Figure 12-58. Tax Rate File report****12.2.31 Terms Maintenance List**

Print list of all terms entered in Menu 12.2.11.

- Report prints immediately.

TERMS....	DESC...	DISC %	TYPE	TERM.DAYS	DUE.DAYS	CUTOFF DATE	DUE DATE
01	**COD ONLY**	0.0500		3	0		
02	NET 10 DAYS	0.0000		10			
03	NET 30 DAYS	0.0200		30			
04	NET 60 DAYS	0.0000		60			
05	NET 10TH	0.0000	P		25		

**Figure 12-59. Terms File report****12.2.32 Territory Maintenance List**

Print report of all territories entered in Menu 12.2.12.

- Report prints immediately.

PAGE	1	**TERRITORY FILE LISTING**	DATE 21:39:31 26 Mar 1998
TERRITORY.		DESC.....	
17		Alhambra	
39		Anaheim	
63		Arcadia	
29		Artesia	
32		Baldwin Park	
06		Bell	
05		Bell Gardens	
44		Bellflower	
76		Brea	

**Figure 12-60. Territory File report**

### 12.2.33 Ship Method Maintenance List

Print list of all ship methods on file.

- Report prints immediately.

PAGE	1	**SHIPPING METHOD FILE LIST**	DATE 21:39:49 26 Mar 1998
SHIP.METHOD		SHIP.DESC.....	
00		WILL CALL	
01		WILL CALL	
02		U.P.S.	
03		U.P.S. BLUE	
04		U.P.S. C.O.D.	
05		TRUCK	
06		AIR P.P.	
07		PARCEL POST	
08		EMPLOYEE DELIVERY	

**Figure 12-61. Shipping Method File report**

**12.2.35 NSF Maintenance List**

Print list of data entered in the NSF file. This is a good reference tool for counter staff.

- a. Select a printer destination.
- b. **Enter** to proceed with process; report prints immediately.

21:40:32 26 Mar 1998		NSF FILE CONTENTS		PAGE 1	
NSF.....	CUSTOMER #	NAME AND ADDRESS.....	CHECK #.	CHECK DT	MEMOS....
101	MARA	DATABASE BUSINESS SYSTEMS	101	08/10/97	PAID
		MARA TEST 700 N. HAYDEN ISLAND DRIVE PORTLAND, OR 97217			
104	MARA	DATABASE BUSINESS SYSTEMS	7777	08/01/97	CALL AGAIN
		MARA TEST 700 N HAYDEN ISLAND DR PORTLAND, OR 97217			
103	SMM	DBS STEVE MOELLER	1000015	08/20/97	REPORTED
[405] 3 items listed out of 3 items.					

**Figure 12-62. NSF File report**

**12.2.36 Cust List/Labels/New Cust Labels**

Print various reports and labels from the Customer Master file. This is a very flexible menu offering diverse selection criteria.

- a. Select printer destination.
- b. Fill in next screen of options:

R= print a customer report; one line per selected customer

L= print new batch of labels

LB= print labels with the same selection criteria used in the previous label run; omits any prompts for selection criteria

N= another option to run a list of new customer labels

```

CUSTOMER MASTER LIST/LABEL SELECTION ROUTINE
ENTER 'R'EPORT, 'L'ABELS, 'LB'LAST BATCH, 'NEW CUST LABELS   r
ENTER COMPANY # (2N) OR <CR> FOR ALL                       01
ENTER BEGINNING ZIP CODE OR <CR> FOR ALL                     ALL
ENTER ENDING ZIP CODE
ENTER TYPES OR <CR> FOR ALL                                 ALL
ENTER CLASSES OR <CR> FOR ALL                               ALL
ENTER SALESMEN OR <CR> FOR ALL                              ALL
ENTER TERRITORYS OR <CR> FOR ALL                            ALL
ENTER TERMS CODES OR <CR> FOR ALL                           ALL
ENTER BEG CREATE DATE OR <CR> FOR ALL                       ALL
ENTER END CREATE DATE
SALES ACTIVITY
  1. ACTIVITY IN LAST 12 MONTHS
  2. NO SALES ACTIVITY
  3. ALL CUSTOMERS
ENTER SALES ACTIVITY OPTION                                  1
SORT SELECTION OPTION
  1. BY CUSTOMER NAME  2. BY CUSTOMER NUMBER
  3. BY ZIP CODE BY CUSTOMER NAME
  4. BY ZIP CODE BY CUSTOMER NUMBER
  5. BY SALESMAN BY CUSTOMER NAME
ENTER SORT SELECTION OPTION                                  2

```

**Figure 12-63. Customer Master List/Label Selection**

c. Type 'y\*\*\*' if all information correct, or **Enter** to return to Step b.

```

PAGE 1                ***** CUSTOMER MASTER FILE LISTING *****                DATE 21:44:32 26 Mar 1998

SLSM CUST#. CUST.NAME..... ADD 1..... CITY.....STATE.ZIP.CODE.. PHONE#..... TX  CRED.LIMIT  TERR
000  555  CUSTOMER MERGED INTO 11 HAVEN  PORTLAND OR  00000  412-222-3333  Y    5    01
000      CASH CASH NON-TAXABLE          PORTLAND OR  99999          N    0    01

```

**Figure 12-64. Customer Master File report****12.2.37 Mailer Menu**

This is a special menu consisting of all mailer-related processes.

```

MENU-12.2.37                MAILER MENU                21:45:17 26 Mar 1998

  1. Mailing List Maintenance
  2. Mailing List Report/Labels
  3. Dump Mailing List to Tape
  4. Purge MAILER.TRANS.SAVE
  5. Load Address Change Service Disk
  6. Print Address Changes
  7. Update Address Changes

```

**Figure 12-65. Mailer menu****12.2.37.1 Mailing List Maintenance**

Add, edit, or delete a mailing list.

- Enter a mailer number to edit or add, or enter *'new'* for the next mailer number.

LABEL MAINTENANCE		
MAILER #	111111	
* 1. SLD TO NAME	Mara's mailer	CREATE DATE
* 2. SLD TO ADD1	700 n. hayden island drive	
3. SLD TO ADD2		LAST MAINTENANCE DATE
4. SLD TO ADD3		09/10/97
* 5. CITY	PORTLAND	
* 6. STATE	OR	* = TRANSMITTED TO CORP
* 7. ZIP CODE	97217	
* 8. ATTN:		
9. PHONE		
10. TYPE	0A APPLIANCE SERVICE	
11. CLASS	0A HOSPITALS	
*12. CUST	MARA MARA'S NAME	
13. SLSM INSIDE	002 ANOTHER JOE	
14. SLSM OUTSIDE	000 NO SALESMAN	
15. COMP #	01	
*16. CAT FLAG		
17. SIC CODE		
18. TERRITORY		
19. FAX #		

Enter Line#, Backout, DELETE, Edit, 0 to Accept, Copy, A New Customer

**Figure 12-66. Label Maintenance**

"A New Customer" is a unique prompt to access Customer Master Maintenance to add, edit, or delete customer information. Enter your operator code, and then the next screen displays:

CUSTOMER MASTER MAINTENANCE - SCREEN 1	
EX CUST #: 123	INT CUST #:121925
A/R	PURCHASING
1.SLD TO NA Jeff's Tester	19.
2.SLD TO A1 123 TEST BLVD	20.
3.SLD TO A2	21.
4.SLD TO A3	22.
5.CITY PORTLAND	23.
6.STATE OR	24.
7.ZIP 98682	25.
8.A/R CONT JEFF D	26.
9.PHONE # 123-456-7890	27.
10.OTHER CONT	28.
11.FAX NUMBER	29.
12.CREATE DAT 02/17/98	30.AUTH BUYER UPD y
13.PP FRT \$	31.FAX INV AT EOD
14.PP FRT LB	

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 12-67. Customer Master Maintenance**

- Enter a customer number, and then **Enter** to confirm.

**12.2.37.2 Mailing List Report/Labels**

Similar in versatility to the Customer Master report, this one selects data from the mailer file.

- a. Choose a printer destination; the next screen appears:

MAILING LIST/LABEL SELECTION ROUTINE			
PRINT OPTION			
1. BLOCK ADDRESS			
2. SINGLE LINE			
3. LABELS			
ENTER PRINT OPTION		1	
ENTER COMPANY # (2N) OR <CR> FOR ALL		01	
ENTER ZIP CODE OR <CR> FOR ALL BEGINNING	ALL		ENDING
ENTER TERRITORY OR <CR> FOR ALL			
ENTER TYPES OR <CR> FOR ALL		ALL	
ENTER CLASSES OR <CR> FOR ALL		ALL	
ENTER INSIDE SALESMEN OR <CR> FOR ALL		ALL	
ENTER OUTSIDE SALESMEN OR <CR> FOR ALL		ALL	
ENTER SIC CODES OR <CR> FOR ALL		ALL	
ENTER CREATE DATE OR <CR> FOR ALL BEGINNING	ALL		ENDING
ENTER CATALOG FLAG OR <CR> FOR ALL		ALL	
SALES ACTIVITY			
1. ACTIVITY IN LAST 12 MONTHS			
2. NO SALES ACTIVITY			
3. ALL CUSTOMERS			
ENTER SALES ACTIVITY OPTION		2	
SORT BY ZIP CODE OR BY NAME (Z/N)		z	

**Figure 12-68. Mailing List/Label Selection**

- b. Fill in the screen, and then type 'y\*\*\*' to confirm you entries. Otherwise **Enter** to start over.

01	521888 CHRISTIAANSEN, JEFF 2425 L AVE WILLIAMSBURG IA 52361	319-668-2550	01	012060	001	11/18/97 Y
01	521885 RANDA ALEXANDER 326 CIRCLE DRIVE RIVERDALE IA 52722	319-355-2270	01	002270	001	11/18/97 Y
01	521886 KERRY O'TOOLE 1702 RIPLEY DAVENPORT IA 52806	319-323-9509	01	009509	001	11/18/97 Y
01	521880 SEARS REGION #850 9000 NIEMAN ROAD OVER LA 66214	ATTN: DEE 913-541-1266	01		001	11/18/97 Y
01	521882 SEARS REGION #850 ATTN: DEE 913-541-1266	01			001	11/18/97 Y

**Figure 12-69. Mailing List report**

**12.2.37.3 Dump Mailing List to Tape**

Dump the entire file to tape when Corporate there are discrepancies in your mailer file with what Corporate has, or there are problems transmitting to Corporate. Dump the mailer file to the tape and then send it directly to Corporate.

- a. The following screen appears immediately:

```

MAILING LIST DUMP TO TAPE

THIS PROGRAM WILL DUMP ALL ACTIVE MAILING LIST RECORDS TO TAPE.

THIS TAPE SHOULD BE SENT TO THE CORPORATE OFFICES.
CORP WILL CLEAR YOUR CURRENT MAILING FILE ON THEIR COMPUTER
AND WILL LOAD THIS TAPE IN ITS PLACE.
PLEASE SEND JOHNSTONE CORP. WRITTEN AUTHORIZATION OF THIS REQUEST,
AND THEY WILL LET YOU KNOW WHEN THE TAPE HAS BEEN LOADED.

*      ***** DO NOT!! *****
* SEND ANY FURTHER MAILER TRANSMISSIONS UNTIL THEY HAVE
* NOTIFIED YOU THAT THEY HAVE LOADED THE TAPE.
*****

PUT TAPE ONLINE AND ENTER (Y***) TO CONTINUE OR <CR> TO QUIT ?

```

**Figure 12-70. Mailing List Dump to Tape**

- b. Insert the tape to dump to and type 'y\*\*\*,' or **Enter** to exit process.

**12.2.37.4 Purge MAILER.TRANS.SAVE**

Purge the mailer file, MAILER.TRANS.SAVE, that was created with the first attempted transmission. This file is a backup to the original one in case you need to retransmit a previously unsuccessful transmission.

- Enter the as-of-date for the purge; the purge occurs immediately.

**12.2.37.5 Load Address Change Service Disk**

A service offered by your local post office, all returned mailings to the post office receive address corrections that are then stored on diskette. This menu transfers the data on the diskette onto your system.

- a. Insert post office disk into drive.
- b. Type 'y\*\*\*' to continue.
- c. Enter the number of records to change.

**12.2.37.6 Print Address Changes**

Print a list of all address changes stored on the diskette above.

- Enter a printer destination. Report prints immediately.

**12.2.37.7 Update Address Changes**

Update changes from diskette to label file. Update changes in mass or one at a time.

- a. Select one of two options:



1. UPDATE ALL CHANGES TO LABEL FILE
2. SELECTIVELY UPDATE CHANGES ONE AT A TIME

b. Type 'y' to update customer records, or **Enter** to exit process.

### 12.2.39 Authorized Buyer List

Print a list of customers and their corresponding authorized buyers.

- a. Enter customer number(s) (separate several with ;), or **Enter** for all.
- b. Enter salesman number(s) or **Enter** for all.

Page 1	AUTH.BUY	21:47:26 26 Mar 1998
CUST#.	CUST.NAME.....	CITY..... STATE PHONE#..... BUYERS.....EXP.DATE SALESMAN#
100026	BOBS APPLICANCE PARTS	PORTLAND OR 888-111-5555 TROY 12-25-94 000

**Figure 12-71. Authorized Buyer report**



## 12.3 Product Related Files

MENU-12.3                      PRODUCT FILES MAINTENANCE MENU	
06:17:35 10 Feb 1998	
Maintenance	Listings
1. Alpha Product Maintenance	11. Alpha Product Maintenance List
1A. Change Alpha Product Number	
2. Product Maint (Master,Detail,Price)	12. Product Pad
	15. Exceptions to Corp's Price Update
6. Product Class Maintenance	16. Product Class Maintenance List
7. Product Type Maintenance	17. Product Type Maintenance List
8. Contract Price File Maintenance	18. Contract Price File Maint List
9. Hazardous Class Maintenance	19. Hazardous Class Maintenance List
10. Inventory Reason Code Maintenance	20. Inventory Reason Code Maint List
30. Freight Code Maintenance	21. Freight Code Maintenance List
31. Substitute Maintenance	
32. Picker/Packer Maintenance	
33. Serial Maintenance	34. Serial Number Report
	35. Serial Numbers Still on Hand List

**Figure 12-72. Product Related Files menu**

### 12.3.1 Alpha Product Maintenance

Add, edit, or delete product numbers. Multiple alphas for the same internal number are allowed.



**The same product may have multiple alphas.**

- a. Enter your operator initials.
- b. Enter product number.
- c. Edit the fields.
- d. '0' to accept or 'end.'

ALPHA PRODUCT MAINTENANCE			
PRODUCT NO	B10-120		
1. INT PRODUCT NO	123836	B10-120	
2. TYPE CODE			
3. NEW PRODUCT NO			
4. TEMP PROD			

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 12-73. Alpha Product Maintenance**

Alpha Product Maintenance fields:

1. INT PRODUCT NUMBER Displays internal product code for existing alpha products. Enter a new number for new internal or *external* alpha products.

2. TYPE CODE Choose from the following ('?' to display):

'P' = PART NO. 'C' = CUST PART NO

'M' = MANUFACTURERS PART NO

'S' = SUPERCEDED PART NO

'JM' = JSS MANUFACTURER PART NO; often used to automatically retrieve the Johnstone number.

3. NEW PRODUCT NO New product number used when the type code is 'S' superceded

4. TEMP PROD Temporary product ("T")

### 12.3.1A Change Alpha Product Number

Change a product number without having to create a new one, delete the old one, or transfer history. Renames a product and delete the old alpha reference.

- a. Enter old product number.
- b. Enter new product number.



**You cannot change a number to one already on file.**

### 12.3.2 Product Maintenance (Master,Detail,Price)

- Enter your operator initials. The Product Maintenance menu displays:

MENU-12.3.2	PRODUCT MAINTENANCE	1 JSS.UPG dbs
20:51:44 28 Mar 1998		
1. New Product		
2. Product Master		
3. Product Detail		
4. Price		
5. Kit Master		
6. Serial Numbers		
7. Direct Vendor Costs		
8. Fast Update Sequence (Runs 2,3,4,7)		
9. Corp. Price Update Maintenance		
10. Add-On Sales Master Maintenance	31. Add-On Master Printout	
11. Add-On Product Maintenance		
12. Product Master Transmission Fields		
13. Convert NS Items to Regular Items		
Enter a Menu Path or <Enter>:		

**Figure 12-74. Product Maintenance menu**

#### 12.3.2.1 New Product

Use this menu to create new products. It runs all programs within Menu 12.3.2 in sequence so no files are skipped when the products are built. The product master is built first, then product detail, prices, kit, serial numbers, and costs.

- a. Enter product number to access Product Master Maintenance (see next menu).
- b. Edit or add information, and then '0' to accept to access the next program in the sequence.

### 12.3.2.2 Product Master

Enter product number to access Product Master Maintenance screen (see figure above), which provides general product information in all stores.

PRODUCT MASTER MAINTENANCE		
EX PROD #:	B10-222	INT PROD #:204425
1.DESC. 1	68Z3204 TEF2 VALVE	20.DISCOUNTABLE Y
2.DESC. 2	MESSAGE LINE TEST	
3.CVEND#	A499	22.DISCONTINUED N
4.VEND DESC	68Z3204	23.ACCEPT B/O Y
5.A/S/W CODE	A	24.PART SHIP Y
6.BOX QTY 1		25.INV BYPASS N
7.STOCK UM EA	QTY 1	26.STK STAT IND Y
8.PRC/CST UM EA	QTY 1	27.TEMP ITEM
9.STD SEL UM EA	QTY 1	28.PROD CLASS 318 THERMOSTATIC EXP
10.PURCH UM EA	QTY 1	29.PROD TYPE 001 'B' - REFRIGERATI
11.COR CHG		30.WEIGHT 0.9
12.COR CST		
13.CNTRCT CST		32.ADD-ONS
14.EACH PRICE	43.52	33.CAT PAGE 464
15.RETAIL	51.81	34.LEAD TIME 0.9
16.BR CRP CST	26.210	35.SUB IND R
17.PRC HLD EX		36.SUB PROD# B10-360
18.DIR CST		37.SUB PROD#
19.DIR QTY		38.SUB PRC IND N

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 12-75. Product Master Maintenance**

Product Master Maintenance fields:

**1.DESC 1** Description of product

**2.DESC 2** Additional product description

**3.CVEND#** Manufacturing vendor number. The first letter is the vendor code, followed by the vendor number.

**Example**      **A391: A=buy direct or through Corporate**  
**Other codes: O=always buy direct, C=always**  
**buy through Corporate**

**4.VEND DESC** Vendor description for product

**5. A/S/W CODE** Product season code. A=All season product, S=summer item, W=winter item. Used in forecasting.

**6.BOX QTY** Typical numbers of units per box.

**7.STOCK UM EA** Stocking quantity unit of measure. Not used. Keep it at value of one.

**8.PRC/CST UM EA** Unit of measure for pricing and costing. No longer used. Keep at value of one.

- 9.STD SEL UM EA** Standard selling unit of measure. No longer used. Keep at value of one.
- 10.PURCH UM EA** Purchasing unit of measure. No longer used. Keep at value of one.
- 11.COR CHG** Core charge. Used for cylinder exchanges.
- 12.COR CST** Core cost
- 13.CNTRCT CST** Contract base cost. For informational purposes only.
- 14.EACH PRICE** Sell price for an individual item.
- 15.RETAIL** Retail price. Order entry will automatically pull this price for customers with customer class 'OZ'.
- 16.BR CRP CST** Product cost when purchased through Corporate.
- 17.PRC HLD EX** If set to 'Y'es, product is excluded from price hold checks.
- 18.DIR CST** Product cost if purchased direct from manufacturing vendor.
- 19.DIR QTY** Product quantities required when purchasing direct.
- 20.DISCOUNTABLE** Flag whether or not product is discountable.
- 22.DISCONTINUED** Flag will be 'Y' when product is discontinued.
- 23.ACCEPT B/O** Determines whether this product can be back-ordered.
- 24.PART SHIP** Flag to determine whether product allows partial shipments.
- 25.INV BYPASS** Inventory bypass indicator. Y=Always bypass inventory update. N=Do not bypass inventory update.
- 26.STK STAT IND** Stock status indicator. Determines whether product displays in stock status.
- 27.TEMP ITEM** Temporary product indicator.
- 28.PROD CLASS** Product class
- 29.PROD TYPE** Product type
- 30.WEIGHT** Product weight. Automatically pulled into order entry.
- 32.ADD-ONS** Automatic products added on, when original product is sold.
- 33.CAT PAGE** Catalog page number
- 34.LEAD TIME** The length of time between placing an order, and the arrival of the ordered merchandise.
- 35.SUB IND** Product substitute indicator. If a product is out of stock, substitutions are based on the following parameters; Y=Automatic substitution, R=Review before substituting, N=No substitutes allowed.
- 36.SUB PROD#** First substitute product number. This field displays a separate screen that allows you to enter up to 15 different substitute product numbers and their corresponding notes.
- 37.SUB PROD#** Second substitute product number. The same screen displays as in the preceding field (36).

**38.SUB PRC IND** Pricing indicator for substitutes. Y=Use price from original item, N=Use price from substitute item.

### 12.3.2.3 Product Detail

Information within this screen pertains to individual warehouses. Whereas the Product Master information is used by *all* warehouses, the Product Detail stores product information for an *individual* warehouse. Product Detail records contain specific ordering information per product per warehouse (for example, ROP, vendor, days supply, average cost).

- a. Enter warehouse number.
- b. Enter product number.
- c. Edit or add information, and then '0' to accept.

PRODUCT DETAIL MAINTENANCE			
WAREHOUSE	001		
EX PROD #	nsb10-120	TEST PART	CAT PAGE:
2. AVG COST	8.000		----FY SALES HISTORY----
3. ROP	00		1998 1997 1996
4. REORDER QTY			JAN
5. DAYS SUPPLY			FEB
6. VELOCITY			MAR
		ONHAND 20	APR
8. WAREHOUSE LOC 1	VOQ 0*		MAY
9. WAREHOUSE LOC 2	CBO 1		JUN
10. WAREHOUSE LOC 3	INPICK 0		JUL
11. WAREHOUSE LOC 4	SEASON A		AUG
12. OH NEGATIVE IND Y			SEP
13. LOT LOGIC IND			OCT
14. SERIALIZED INV			NOV
15. STANDARD PACK			DEC
16. VENDOR NUMBER	002 TEST VENDOR		TOT 0 0 0
17. TAX FLAG	N		
18. CREATE DATE	03/01/98		
19. ABC RANKING			
Enter Line#, Backout, DELETE, Edit, 0 to Accept			

**Figure 12-76. Product Detail Maintenance**

Product Detail Maintenance fields:

- 2.AVG COST** Average cost of product; this cost can also be changed through Product Receiving.
- 3.ROP** Re-Order Point. This is the product availability point at which the system will start re-ordering the product. The ROP is protected by using a leading zero. If an ROP has a leading zero, system will not recalculate this field.
- 4.REORDER QTY** The qty that will be used in forecasting to reorder when on-hand falls below the ROP. Similar to standard pack.
- 5DAYS SUPPLY** Based on sales history, this is a value used to determine how many days supply of product you want to keep on hand.
- 6.VELOCITY** Speed of product movement.
- 8-11.WAREHOUSE LOC 1-4** Warehouse locations. Can be setup to print on pick tickets. Often used to mark showroom items.

**12.OH NEGATIVE IND** Flags product to display negative on-hand quantity in stock status. Y=Display negative on-hands in stock status (default), N=Do not display negative on-hands (good to use in kit master items)

**13.LOT LOGIC IND** Field is not in use.

**14.SERIALIZED INV** Determines whether order entry prompts for a serial number. The serialized flags are not pre-loaded as some stores want to track serialized items and some don't.

**15.STANDARD PACK** Standard pack quantity used for ordering. A standard pack contains a set number of items per pack or box, such as "2P" or "4P." These quantities are followed by one of three flags: "I," "U," or a "P." The letter "I" designates that a product is ordered in standard pack, but may be ordered individually. The Corporate standard pack designation, "P," indicates that the product must be purchased in the standard pack quantity. The letter "U" is the direct vendor standard pack, meaning that if you purchase a product from the manufacturing vendor, then that quantity establishes the standard pack amount.

**16.VENDOR NUMBER** This is the purchasing vendor number. Forecasting uses this vendor, unless instructed to use the product master vendor.

**17.TAX FLAG** Determines whether product is taxable. Typically tools are taxable.

**18.CREATE DATE** Date product was added to system.

**19.ABC RANKING** Arbitrary ranking for products. Used only in custom or recall reports.

#### 12.3.2.4 Price

Update special product pricing (quantity breaks and pricing) including "each" price.

- a. Enter product number.
- b. Edit or add information as necessary, and then '0' to accept. For each quantity in column A, be sure to include the price in column B.



**Do not use a Quantity Break of "1," otherwise the system uses that number as "Each" price for a single item.**

If you are changing and creating many special pricing for products, consider blocking these fields from updates using Menu 12.3.2.9.



PRICE MAINTENANCE		
PRODUCT :	b10-130	165S DRYER
A. QTY BREAK	B. PRICE	
1. 10	6. 13.61	
2. 25	7. 12.44	
3. 50	8. 11.54	
4.	9.	
5.	10.	
Branch Cost	Direct Cost	Each Price
8.130	7.610	14.63

Enter line#, Backout, DELETE, Edit, EAch Price, 0 to Accept

**Figure 12-77. Price Maintenance**

'EA'ch price      Maintains each price

### 12.3.2.5 Kit Master

A kit consists of many components for one product. Although the kit master is *maintained* in this menu (components are added), the master is created like any other new product using Menu 12.3.2.1. This also assures the sequence of programs to automatically display Kit Maintenance.



**In Menu 12.3.2.2, Product Master, load the price and cost information, and enter 'y' in Field 25, INV Bypass, to track all inventory quantities for each product component, while keeping the system from displaying negative on-hands for the kit master**

- a. Enter a new or existing product number, or kit master (internal product number automatically displays).
- b. Add or edit components and their quantities

KIT MAINTENANCE	
EX.PROD # :	BILL-KIT-----
INT.PROD # :	123456
1. COMP 1	B12-292
2. COMP 2	B10-360
3. COMP 3	
4. COMP 4	
5. COMP 5	
6. COMP 6	
7. COMP 7	
8. COMP 8	
9. COMP 9	
10. COMP 10	
11. COMP 11	
12. COMP 12	
13. COMP 13	
14. COMP 14	
15. COMP 15	
16. COMP 16	
17. COMP 1 QTY	18
18. COMP 2 QTY	5
19. COMP 3 QTY	
20. COMP 4 QTY	
21. COMP 5 QTY	
22. COMP 6 QTY	
23. COMP 7 QTY	
24. COMP 8 QTY	
25. COMP 9 QTY	
26. COMP 10 QTY	
27. COMP 11 QTY	
28. COMP 12 QTY	
29. COMP 13 QTY	
30. COMP 14 QTY	
31. COMP 15 QTY	
32. COMP 16 QTY	

**Figure 12-78. Kit Maintenance**

Lines 1-16: Enter Kit component

Lines 17-32: Enter quantity of component in first column



**Pricing is based on data loaded in the Kit Master Product Number (M 12.3.2.2). When invoicing, the price of individual components in the Kit Master is \$0.00.**



**If one component is unavailable or out of stock, the entire Kit is backordered.**

#### **12.3.2.6 Serial Numbers**

Add, delete, or change serial numbers for specific product numbers.

- a. Enter product number.
- b. Enter warehouse number.
- c. Select a line to enter new serial number.

PRODUCT DETAIL SERIAL NUMBER MAINTENANCE - SCREEN 1		
EX.PROD # :	b10-120	INT.PROD # 123836
WAREHOUSE # :	001	
1. 11112343476	17.	33.
2.	18.	34.
3.	19.	35.
4.	20.	36.
5.	21.	37.
6.	22.	38.
7.	23.	39.
8.	24.	40.
9.	25.	41.
10.	26.	42.
11.	27.	43.
12.	28.	44.
13.	29.	45.
14.	30.	46.
15.	31.	47.
16.	32.	48.
Enter Line#, Backout, DELETE, Edit, 0 to Accept, More		

**Figure 12-79. Product Detail Serial Number Maintenance**

### 12.3.2.7 Direct Vendor Costs

Add special direct vendor costs (transmitted from Corporate) and quantity breaks.

- a. Enter product number or **Enter** for the last product updated in a maintenance screen.
- b. Select a line to add or edit the quantity breaks or vendor cost:

Lines **1-4** Quantity breaks for a purchase originating from a vendor

Lines **5-8** Vendor costs corresponding to the quantity breaks

DIRECT VENDOR COST MAINTENANCE		
PRODUCT :	B10-120	TEST PART
A. QTY BREAK		B. DIRECT COST
1. 2		5. 5.60
2. 5		6. 5.25
3.		7.
4.		8.
Enter Line#, Backout, DELETE, Edit, 0 to Accept		

**Figure 12-80. Direct Vendor Cost Maintenance**

**12.3.2.8 Fast Update Sequence**

This menu removes the New Product flag on product transmissions, thus removing new products from the end-of-day report, while running through each product, one at a time. It is useful in making many changes to several products in several screens at once without retying the same product number.

Running Menu 5.5 also removes this flag with bulk updating without having to go through each product.

A 4-in-1 process, this menu runs from Product Master Maintenance to Product Detail Maintenance to Price Update Maintenance to Direct Vendor Cost Maintenance.

- a. Enter a product number in the Product Master screen.
- b. Edit the screen as necessary.
- c. '0' to accept.
- d. Enter a warehouse number or *'all'* to display the Product Detail screen. Edit the lines as necessary.
- e. Enter another warehouse number or *'all'*. Otherwise the next prompt displays:

DO YOU WANT TO ENTER PRICE INFORMATION (Y/CR)

If yes, the Price Maintenance menu appears. If you **Enter** for no, answer the next prompt:

DO YOU WANT TO ENTER DIRECT COST MAINTENANCE (Y/CR)

If yes, the Direct Vendor Cost Maintenance menu displays. **Enter** begins the process over for a new product number.

- f. *'end'* to exit.

**12.3.2.9 Corporate Price Update Maintenance**

Block specific fields from updating during price transmissions. Choose to block fields individually or system-wide, for all products or just one. Use this program for special maintenance on products not to be overwritten by Corporate's latest information.

- a. Enter a part number. For a system-wide update, type *'default'* (see Note below).
- b. Edit fields as necessary.



**System-wide price update: At the Part Number prompt, type *'default'* to prevent product fields with "N" from updating. If any fields lack this "N," be sure to add it; otherwise, blank or "Y" fields will allow updating.**

PRICE UPDATE PARAMETER MAINTENANCE	
PART NUMBER : 111	111 MOTOR
1. DO YOU WANT ANY FIELD UPDATED	17. SEASON CODE
2. CORP VENDOR # (W/AOC CODE)	18. PRODUCT CLASS
3. CATALOG PAGE NUMBER	19. HAZARDOUS CODE
4. EACH PRICE	20. FREIGHT CODE
5. LOT 1 & 2 (QTY'S & PRICES)	21. VENDOR BARCODES
6. LOT A & B (QTY'S & PRICES)	
7. DISTRIBUTORS PRICE (BEST PRICE)	
8. BRANCH COST	
9. DIRECT VENDOR QTY'S & COSTS	
10. STND PK ('P' FOR ONLY CORP PK)	
11. DESCRIPTION	
12. VENDOR PART NUMBER	
13. WEIGHT	
14. 'DISCONTINUED FLAG	
15. FLYER	
16. PROD.DET VENDOR	32. CUSTOM PRICING
Enter Line#, Backout, DELETE, Edit, 0 to Accept	

**Figure 12-81. Price Update Parameter Maintenance**

### 12.3.2.10 Add-on Sales Master Maintenance

The Add-On Sales feature is designed to help your sales staff be more efficient by reminding them of supplemental items that may be required by the customer when purchasing a unit at your store. The module features two maintenance programs to build and maintain catalog lists and assign those lists to specific products.

For the purpose of illustration, these instructions will use a common reference everyone should have some familiarity with; Baseball.

Assume your store sells baseballs, and you want your sales staff to be reminded automatically that there are other items the customer may want to purchase, to get the most efficient use out of the baseball.

To get the order entry module to do this, the accessory lists need to be set up and assigned to part numbers. Before you start building lists, it is good to have a plan to follow, so that the accessory lists are logically constructed, and correctly assigned. The program is flexible to accommodate the varying needs of different product types, and user preferences. The file structure of the add on sales module works like a pyramid, with the primary product sold at the apex and add on items in layers below.

***Example***

**Your store sells baseballs and you want the staff to be automatically reminded about associated items that the customer may want. You must build accessory lists and assign them to the baseball part number.**

- a. Build the accessory lists on paper. Organizing them into categories. To continue the example above, here are two possible file structures,

with the primary product sold at the apex and the add-on items in layers below:

<i>Primary Product</i>	BBL-001		
	<u>Baseball</u>		
<i>Add-on Categories</i>	<u>Gloves</u>	<u>Bats</u>	<u>Gear</u>
	GFL-001	BWS-026	BHS-001
<i>Add-on Products</i>	GCM-010	BAS-026	BHM-001
	GPG-003	BAL-034	BHL-001
	GFB-090	BLS-009	CPD-033

<i>Primary Product</i>	BBL-010
	<u>Softball</u>
<i>Add-on Category</i>	<u>BBL-010 Accessories</u>
	BSB-021
	GSB-101
<i>Add-on Products</i>	SBS-334
	SBH-300

- b. Transfer the categories on paper into this program, Menu 12.3.2.10.
- c. Apply the category lists to the valid product numbers in Menu 12.3.2.11.

ADD-ON SALES MASTER MAINTENANCE

CAT ITEM# : GLOVES  
 DESCRIPTN : Premium Leather Baseball Gloves

1. ITEM 1	GFL-001	16. ITEM 16
2. ITEM 2	GCM-010	17. ITEM 17
3. ITEM 3	GPG-003	18. ITEM 18
4. ITEM 4	GFB-090	19. ITEM 19
13. ITEM 13	GGR-115	28. ITEM 28
14. ITEM 14	GPR-203	29. ITEM 29
15. ITEM 15	GBB-199	30. ITEM 30

31. TECH NOTE   Gloves should fit snug, yet comfortably.  
 32. TECH NOTE   Buy two gloves, get free glove oil.

Enter Line#, DEScription, Backout, DELETE, Edit, 0 to Accept

**Figure 12-82. Add-on Sales Master Maintenance**

**12.3.2.11 Add-on Product Maintenance**

View or add items to individual products, so that when products are entered in Order Entry, the lists of potential add-on products are automatically displayed. The initial list of add-on sales is created in Menu 12.3.2.10.

- a. Enter a product number.
- b. If the product is not on file, the prompt NO CATALOG ON FILE FOR B10-120. CREATE A NEW ITEM (Y/CR) ?

ADD-ON SALES PRODUCT MAINTENANCE	
PRODUCT # :	BBL-001
DESCRIPTN :	Baseball
1. ITEM 1	Gloves
2. ITEM 2	Bats
3. ITEM 3	Catcher's Gear
4. ITEM 4	
5. ITEM 5	
6. ITEM 6	
7. ITEM 7	
8. ITEM 8	
9. ITEM 9	
10. ITEM 10	
11. ITEM 11	
12. ITEM 12	
13. ITEM 13	
14. ITEM 14	
15. ITEM 15	
31. TECH NOTE	
32. TECH NOTE	
16. ITEM 16	
17. ITEM 17	
18. ITEM 18	
19. ITEM 19	
20. ITEM 20	
21. ITEM 21	
22. ITEM 22	
23. ITEM 23	
24. ITEM 24	
25. ITEM 25	
26. ITEM 26	
27. ITEM 27	
28. ITEM 28	
29. ITEM 29	
30. ITEM 30	
Enter Line#, Backout, DELETE, Edit, 0 to Accept	

**Figure 12-83. Add-on Sales Product Maintenance**

### 12.3.2.12 Product Master Transmission Fields

View or maintain special fields transmitted from Corporate.

- Enter a product number or **Enter** for the last product number used.

PRODUCT TRANSMISSION MAINTENANCE		
EX PROD #:	B92-185	DESC: H-24 COIL
1. CATEGORY	315-04	
2. MSDS CODE		
3. HAZARD SHIP CODE	001	
4. FREIGHT CODE		
5. BRANCH COST CHANGE DATE		
6. DIRECT COST CHANGE DATE		
7. EXPANDED DESCRIPTION	2T HORIZONTAL A/C COIL	
8. CATALOG PAGE	402	
9. A/S/W FREEZE		
Enter Line#, Backout, DELETE, Edit, 0 to Accept		

**Figure 12-84. Product Transmission Maintenance**

Product Transmission Maintenance fields:

1. CATEGORY Category code of product; type '?' for list
2. MSDS CODE Material Safety Data Sheets. Enter 'y'es or 'e'xempt
3. HAZARD SHIP CODE For products to be flagged as hazardous that require certification. Type '?' for a list of available hazard ship codes; for more detailed information on each hazardous ship code, please refer to Menu 12.3.9.
4. FREIGHT CODE for messages on invoices. If a freight code is selected, the corresponding message will print.

- 5. BRANCH COST CHANGE DATE Last date the branch cost was changed
- 6. DIRECT COST CHANGE DATE Last date direct cost was changed
- 7. EXPANDED DESCRIPTION Alternate description for product
- 8. CATALOG PAGE Johnstone Catalog page number where this product is found
- 9. A/S/W FREEZE Product season code used in forecasting. The product may be "A"all season, "S"ummer, or "W"inter.

**12.3.2.13 Convert NS Items to Regular Items**

Change an "NS" (non-stock) item to a regular item number.

- a. Enter a non-stock product number.
- b. Enter the new number. The change occurs immediately in ALPHA.PROD and Product Master files.

**12.3.2.31 Add-on Master Printout**

Print product lists entered in the add-on programs.

- a. Select printer destination.
- b. Enter master name or **Enter** for all.

21:29:52 28 Mar 1998		ADD-ON MASTER PRINTOUT		PAGE 1	
MASTER.... (1) DESCRIPTION..... (2) PRODUCT KEYS PROD.DESC..... (3) TECH NOTE 1..... (4) TECH NOTE 2.....					
1234	TEST ECMASTER	B10-360		TEST PART	TEST TECH NOTE ONE
		B11-360		TEST	
		B10-092		PSG-4 SIGHT GLASS	
		B10-093		PSG-4MF SIGHT GLASS	
7777	TEST	L36-472		TEST PART	CHMLINER CHIMNEY
	LINER KITS	TLK03-25		TEST PART	
		TLK03-35			
		TLK04-25			
		TLK04-35			
		TLK05-35			
		TLK06-25			
		TLK06-35			
		TLK07-25			
		TLK07-35			
D-5	8" ROUND GALV DUCT	B10-360		TEST PART	SEAL JOINTS WITH DUCT
	TAP WITH CLAMPS. SUPPORT EVER				
					E. SECURE WITH SCREWS OR Y 4 FEET.
		B11-371	CR318 RELAY		
		B11-370	CR314 RELAY		

**Figure 12-85. Add-on Master report**

**12.3.6 Product Class Maintenance**

Maintain product class information. Because Corporate transmits this information, if you are adding and maintaining your own product class information, be sure to block any Corporate updates using Menu 12.3.2.9.

- a. Enter your operator initials.
- b. Enter a product class.



PRODUCT CLASS MAINTENANCE	
PRODUCT CLASS:	111
1. DESCRIPTION	R.V. COOKING CONTROLS
2. SALES G/L #	
3. COST OF GOODS G/L #	
4. INVENTORY G/L #	

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 12-86. Product Class Maintenance**

### 12.3.7 Product Type Maintenance

Maintain product types.

- a. Enter your operator initials.
- b. Enter a new or existing product type.

PRODUCT TYPE MAINTENANCE	
PRODUCT TYPE:	222
1. DESCRIPTION	
2. SALES G/L #	4000-00 SALES
3. COST OF GOODS G/L #	

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 12-87. Product Type Maintenance**

### 12.3.8 Contract Price File Maintenance

Please refer to Menu 5.2 Contract File Price Maintenance, for complete instructions.

CONTRACT PRICE MAINTENANCE	
CUSTOMER:	1234----- FRED'S SUDS
PRODUCT	s88-120----- S010 MOTOR
	FRED'S SUDS 700 N. HAYDEN ISLAND DR SUITE 250 PORTLAND OR 97217
1. PRICE	100.00
2. OLD PRICE	71.65
3. CURRENT AVG COST	25.127 IN WHSE 001
4. EFFECTIVE DATE	03/28/98
5. CONTRACT EXP DATE	01/01/99
QTY BREAKS / PRICES	
6.	11.
7.	12.
8.	13.
9.	14.
10.	15.
Enter Line#, Backout, DELETE, Edit, 0 to Accept	

**Figure 12-88. Contract Price Maintenance****12.3.9 Hazardous Class Maintenance**

Add, edit, or delete hazardous classes. This screen determines whether or not a hazard code requires certification.

- Enter your operator initials.
- Enter new or existing hazardous ship code.

HAZARDOUS MAINTENANCE	
HAZARDOUS SHIP CODE : 1	
1. DESCRIPTION	REFRIGERANT
2. REQUIRES CERTIFICATION	Y
3. PRINT MESSAGE LINE	Y
4. HAZARD CLASS	
5. UN NUMBER	
6. PACKING GROUP	
7. DOT LABEL	
8. LABEL Z95 #	
9. UP ARROWS REQ	
Enter Line#, Backout, DELETE, Edit, 0 to Accept	

**Figure 12-89. Hazardous Maintenance****12.3.10 Inventory Reason Code Maintenance**

Maintain reason codes used in Menu 8.4, Inventory Adjustments.

- Enter your operator code.
- Enter a new or existing reason code.

INVENTORY REASON CODE MAINTENANCE	
CODE:	02
1. DESCRIPTION	MISCOUNT
Enter Line#, Backout, DELETE, Edit, 0 to Accept	

**Figure 12-90. Inventory Reason Code Maintenance**

### 12.3.11 Alpha Product Maintenance List

Print report of all alpha products for each internal product number.

- **Enter** to proceed. Report prints immediately.

ALPHA.PROD.....	PROD.NO	TYPE.CODE	NEW.PROD.....	TEMP PROD.DESC.....
#12	106021	JM	#12 FOLDING TOOL	
#13	102084	JM	KIT-13 MOUNTING KIT	
#15-1/2"-POLY	106669	JM	1/2LOWPOLY 100' EZ-B	OX
#17-5/8"-POLY	106679	JM	OJW0417/100 5/8 LOW	POLY

**Figure 12-91. Alpha Product File report**

### 12.3.12 Product Pad

Print a detailed and versatile product report by warehouse. Refer to this menu for most of your product reporting.

- Select printer destination.
- Enter beginning product prefix or '*all*'.
- Enter ending prefix or **Enter** for all prefixes greater than the beginning one.
- Enter vendor number(s) (separated by ;) or **Enter** for all.
- Enter warehouse number or '*all*'.
- Enter season codes (separated by ;) or **Enter** for *every* season code. The season codes are '**A**'ll (an all-season product), '**S**'ummer, and '**W**'inter.

- g. Select a quantity:
1. ITEMS BELOW REORDER POINT
  2. ITEMS WITH 0 OR LESS AVAILABLE
  3. ITEMS WITH AVAILABLE GREATER THAN 2 X ROP
  4. COMPLETE STOCK LISTING
  5. ITEMS WITH SALES MTD
  6. ITEMS WITH SALES YTD
  7. ITEMS WITH NO SALES LAST 12 MONTHS AND WITH ON HAND

QTY

8. ITEMS CURRENTLY ON FLYER
9. ITEMS ON FUTURE FLYER
10. ITEMS TO BE DISCONTINUED

ENTER SELECTION OR 'END' TO EXIT :

The report takes a moment to process before it prints.

```

21:04:15 23 Feb 1999 JOHNSTONE SUPPLY PRODUCT DETAIL LIST
(STOCK ITEMS BELOW REORDER POINT)
STOCK#  S      W  STD                                LST.SLS
BUY
DESCRIPTION  C VENDOR# H  PACK  AVL VOQ*>30 B/O ROP NEED  MTD Dec Nov Oct Sep - Mar Feb Jan TOTAL  12 MOS
OUT
B10-289      A 001  1  1    0    2    2  0  0    0    0  0  0  0  0  0  0  0
RF60A THERMOMETER
BR COST = 11.20  DR.COST = 10.39  WEIGHT = 0.4  EXT = 0.000  AOC VENDOR = A380

B12-083      A 001  1  1  -10   10    0  0  20   0    0  0  0  0  0  0  0  0
G1/4VW EXP VALVE
BR COST = 21.70  DR.COST = 20.32  WEIGHT = 0.5  EXT = -217.00  AOC VENDOR = A480

COST EXTENTIONS BY WAREHOUSE
-----
WHSE# 1      -197.186

```

**Figure 12-92. Product Detail (Items below reorder point)**

### 12.3.15 Exceptions to Corp's Price Update

Print report of all items with field blocks in Menu 12.3.2.9, Corporate Price Update Maintenance.

- Select printer destination. Report prints immediately.

```

21:53:50 28 Mar 1998      EXCEPTIONS TO CORP'S PRICE UPDATE
AGE 1

A.PROD.NO          B10-088
PROD.DESC          PSG-2S SIGHT GLASS
EACH PRICE.....   N
LOT A&B QTYS/PRICES. N
DISTRIBUTOR COST... N

A.PROD.NO          B10-089
PROD.DESC          PSG-3 SIGHT GLASS
EACH PRICE.....   N
LOT 1&2 QTYS/PRICES. N

A.PROD.NO          B10-090
PROD.DESC          PSG-3MF SIGHT GLASS
EACH PRICE.....   N
DISTRIB

```

**Figure 12-93. Exceptions to Corp's Price Update**

### 12.3.16 Product Class Maintenance List

Print report of all product classes.

- Report prints immediately.

```

PAGE 1          **PRODUCT CLASS FILE LIST**      DATE 21:56:16 28 Mar 1998

PROD.CLASS DESC.....
001  'B' - REFRIGERATION & A/C
002  'F' - RANGE
003  'G' - ELECTRICAL PRODUCTS
004  'H' - TOOLS & INSTR
005  'J' - WASHER
006  'K' - DISHWASHER & DRYER
007  'L' - HEATING
008  'N' - WATER HEATER
009  'P' - BELTS

```

**Figure 12-94. Product Class File report**

### 12.3.17 Product Type Maintenance List

Print report of all product types.

- Report prints immediately.

```

PAGE 1          **PRODUCT TYPE LIST**          DATE 21:56:31 28 Mar 1998

PROD.TYPE.  DESC.....          G/L#.....  GLNAME.....COG.G/L#...  COG.GLNAME.....
0AA          4330-00

002          'F' - RANGE          4000-00    SALES 4800-00    COST OF SALES

03          'G' - ELECTRICAL PRODS 4330-00

```

**Figure 12-95. Product Type report****12.3.18 Contract Price File Maintenance List**

Please refer to Menu 5.19, Contract Price File Listing, for detailed instructions.

```

PAGE 3          ***** CONTRACT PRICE FILE LISTING *****  DATE 28 Mar 1998

PREPARED FOR: MARA MARA'S NAME

PRODUCT #.     PROD.NAME.....  UM PRICE...  SELL.. PRICES...  EFF.DATE  EXP.DATE
               QTYs

B10-120        083S DRYER      EA  25.00                06/05/97  06/30/97
B10-121        084 DRYER       EA  10.64   10   9.00                07/17/96  10/01/96
B10-128        164S DRYER      EA                3   10.00                10/28/96  11/15/96
S88-004        G303 MOTOR      EA  120.00                09/05/97  09/30/97

***

```

**Figure 12-96. Contract Price File report****12.3.19 Hazardous Class Maintenance List**

Print report of hazardous classes and their descriptions.

- Report prints immediately.

HAZARD....	DESCRIPTION.....
00A	Dichlorodifluoromethane
00B	Petroleum Gases Liquefied, (Propane)
00C	Methylacetylene & Propadiene Mixtures Stabilized
0c9	Non-Flammable Gas (Carbon Dioxide and Oxygen Mixtures)
00D	Phosphoric Acid
00E	Corrosive liquid, N.O.S. (Phosphoric Acid & Hydraf)

**Figure 12-97. Hazardous Class File report**

### 12.3.20 Inventory Reason Code Maintenance List

Print list of reason codes entered in Menu 12.3.10, Inventory Reason Code Maintenance.

- Report prints immediately.

CODE	DESC.....
01	PILFERAGE
02	MISCOUNT
03	UNKNOWN LOSS
04	UNKNOWN ADDITION
05	DAMAGED MERCHANDISE
08	PAST SHELF LIFE
10	CORE RETURNS
16	AUTO-WARR RECEIVING
33	TASTES BAD

[405] 9 items listed out of 9 items.

**Figure 12-98. Inventory Reason Code report**

### 12.3.21 Freight Code Maintenance List

Print list of freight codes.

- Report prints immediately.

```

PAGE 1          ***** FREIGHT CODE LIST *****          22:01:08 28 Mar 1998

FREIGHT.CODE   (1) DESCRIPTION..... (2) PRINT Y/N.....

F              FRAGILE - NO UPS                N
H              Hazardous-$5 UPS-No Air        N
HA             Hazardous-No UPS Air           N
W              Weight/Size-No UPS             N

[405] 4 items listed out of 4 items.

```

**Figure 12-99. Freight Code Report****12.3.30 Freight Code Maintenance**

Add, edit, or delete freight codes.

- Enter freight code.

```

          FREIGHT CODE MAINTENANCE

FREIGHT CODE:  ---
1. DESCRIPTION
2. PRINT (Y/N)

```

**Figure 12-100. Freight Code Maintenance****12.3.31 Substitute Maintenance**

Program not in use. Use Menu 12.3.2.2, Fields 25 and 26.

**12.3.32 Picker/Packer Maintenance**

Create picker and packers numbers. These may be used in order entry in the total screen.

- a. Enter a pick/packer number.
- b. If the pick/packer is new, type the name after choosing a line number.

**12.3.33 Serial Maintenance**

Add, edit, or delete serial information that is not already recorded in Order Entry.

- Enter a serial number, and then **Enter** to confirm.



SERIAL ENTRY MAINTENANCE	
SERIAL #	111111
1. CUSTOMER #	TAX BILLY BOB
2. PRODUCT #	B10-017 ML45 THERMOSTAT
3. INVOICE #	105600
4. INVOICE DATE	06/20/96
5. UNIT PRICE	3.69
6. UNIT COST	1.960
7. WAREHOUSE	001 DBS

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 12-102. Serial Entry Maintenance****12.3.34 Serial Number Report**

Print report of products and serial numbers on-hand that were sold, including all pertinent data.

- a. Select a printer destination.
- b. Select from one of following report options (use ; for two) or *'all'*:
  1. BY SERIAL #
  2. BY CUSTOMER #
  3. BY PRODUCT #

SER.NO.....A.CUST.NO	CUST.NAME.....A.PROD.NO.	INV.NO...	INV.DT..	PRICE.....	COST.....	TNX.
22:10:40 28 Mar 1998	SERIAL NUMBER REPORT - BY CUSTOMER#	PAGE	1			
1231235	123 JEFF*** B10-360	103220	01/24/95	70.98	14.650	INV
98-135115	1020A SPS COMM CORP B10-120	105484	03/28/9	10.51	5.090	INV
3316788	1020A SPS COMM CORP B10-120	105480	03/25/9	10		

**Figure 12-103. Serial Number report by customer number****12.3.35 Serial Numbers Still On Hand List**

Print report of serial numbers entered into the product record but not removed by the invoicing process (system still treats serial number as on-hand).

- a. Select printer destination.
- b. Enter a product number or **Enter** for all.
- c. Enter a warehouse number.

PRODUCT#.....	ITEM DESCRIPTION.....	SERIAL.NUMBERS.....
		0
		0
		10
		10
		10
		11
		11
		111111
		12
		12
		123456788
		123456789
		13
		13
		14
		15

**Figure 12-104. Serial Numbers Still On Hand report**

## 12.4 Accounts Payable / General Ledger

MENU-12.4 ACCOUNTS PAYABLE AND GENERAL LEDGER MAINTENANCE	
06:18:02 10 Feb 1998	
Maintenance	Listings
1. Vendor Maintenance Menu	11. Vendor Maintenance Listing
2. Rolodex Card String Deletion	12. Vendor Rolodex Cards
3. C/A Account Description	13. C/A Account Description Listing
4. C/A Suffix Description	14. C/A Suffix Description Listing
5. Job Description Maintenance	15. Job Description Maintenance List
6. G/L Source Maintenance	16. G/L Source Maintenance Listing

**Figure 12-105. AP and GL Maintenance menu**

### 12.4.1 Vendor Maintenance Menu

Create, change, or delete vendor information.

- Enter your operator initials.

```

MENU-12.4.1      VENDOR MAINTENANCE MENU      20:31:05 29 Mar 1998
 1. Create New Vendors
 2. Vendor Master Maintenance
 3. Vendor Detail Maintenance
 4. Vendor Memo Maintenance
 5. Vendor Buying Maintenance
 6. Confidential Vendor Buying Maint
 7. Vendor Return Maintenance

Enter a Menu Path or <Enter>:

```

**Figure 12-106. Vendor Maintenance menu****12.4.1.1 Create New Vendors**

Edit an existing vendor or add a new one. This menu runs through the next six menus in Vendor Maintenance. You may choose each menu individually to edit information for an *existing* vendor. However, for a new vendor, proceed with this menu.

**12.4.1.2 Vendor Master Maintenance**

Maintain the general vendor information.

```

                                VENDOR MASTER MAINTENANCE
VENDOR NO: 001   CREATE DT      ** PURCHASE ORDER ADDRESS **
1. VENDOR NAME JOHNSTONE SUPPLY, INC. 20.
2. ADDRESS-1   PO BOX 3010      21.
3. ADDRESS-2   123 NE 3RD SUITE 400 22.
4. CITY & ST   PORTLAND, OR     23.
5. ZIP         97208             24. 11111
6. CONTACT
7. TELEPHONE   503-231-4833      ** MEMOS - SPECIAL INST. **
8. FED ID/SS#
9. 1099 REQ   N                 25. SPECIAL INSTRUCTIONS 1
10. MISC DATA 1
11. MISC DATA 2
12. FRT TERMS
13. STD G/L# 1 1400-00 INVENTORY 31. CURRENCY
14. STD G/L# 2 5020-00 FREIGHT IN 32. MIN REQ
15. STD G/L# 3
16. STD G/L# 4
17. TEMP VEND
18. DUNS #
33. FAX #                               885-8958
34. A/R CUST#
35. PAY STATUS                               P
36. BUYER                                   Y

Enter Line#, Backout, DELETE, Edit, 0 to Accept

```

**Figure 12-107. Vendor Master Maintenance**

Vendor Master Maintenance fields:

**1.** VENDOR NAME Name of vendor

**2-5.** ADDRESS Vendor's address

**6.** CONTACT Contact person

**7.** TELEPHONE Vendor's telephone number

8. FED ID/SS# Vendor's federal ID and social security numbers
9. 1099 REQ Used to flag whether the vendor requires Form 1099 at end of year
- 10-11. MISC DATA If selected, these two lines print on Purchase Orders for this vendor
12. FRT TERMS Freight terms
- 13-16. STD G/L# Standard General Ledger number used for this vendor in accounts payable
17. TEMP VEND Used to flag a vendor as 'T'emporary, and after 60 days of no activity and no open vouchers, the vendor will be deleted with Accounts Payable end-of-month
18. DUNS# Dunn & Bradstreet rating used for information only; consult the D&B index for a list of codes
19. BACKORDER Selecting this field notifies you of backordered items; if you do not want to be notified, clear the open lines.
- 20-23. PURCHASE ORDER ADDRESS Special address information to print on purchase orders.
24. Field not used
- 25-29. SPECIAL INSTRUCTIONS Displays (does not print on PO's) vendor memo information.
30. VEND CLASS Vendor Classification 'A' = BUY DIRECT OR BUY FROM Corporate, 'O' = ALWAYS BUY DIRECT, 'C' = ALWAYS BUY FROM CORP
31. CURRENCY Field not used; type of currency
32. MIN REQ Minimum order requirement; Purchase Order value must be equal or greater than this amount before order is placed.
33. FAX# Vendor's fax number for use in Menu 7.7
34. A/R CUST# Enter a customer number if the vendor is also a customer.
35. PAY STATUS Type 'N' to bypass the default to pay vendor; otherwise the vendor will be automatically paid.
36. BUYER Name of buyer at Corporate for a specific vendor; originates from transmissions of vendor buying information

#### **12.4.1.3 Vendor Detail Maintenance**

Vendor information used for specific stores. This screen is similar to Customer Detail or Product Detail.

VENDOR DETAIL MAINTENANCE		
VENDOR NO:	001----	** PURCHASE ORDER ADDRESS **
VENDOR NAME	JOHNSTONE SUPPLY, INC.	
ADDRESS-1	PO BOX 3010	
ADDRESS-2	123 NE 3RD SUITE 400	
CITY & ST	PORTLAND, OR	
ZIP	97208	11111
CO #	ALL	JOHNSTONE SUPPLY
1. BANK #	001	
2. TERMS CODE	04 NET 60 DAYS	
3. LEAD TIME		
4. BUYER		
5. DAYS SUP		
6. MARK-UP		
7. COST PTR	-1	
8. VEND CUST#	T985668	
Enter Line#, Backout, DELETE, Edit, 0 to Accept		

**Figure 12-108. Vendor Detail Maintenance**

Vendor Detail Maintenance fields:

1. BANK# Bank number
2. TERMS CODE Terms code; type '?' for list
3. LEAD TIME Days of advance notice necessary for a vendor to process an order on time.
4. BUYER Buyer's name
5. DAYS SUP Number of days supplied
6. MARK-UP Mark-up percentage over cost selected
7. COST PTR Cost pointer; select from
  - 1 = BRANCH COST
  - 2 = AVERAGE COST
  - 3 = DIRECT COST
8. VEND CUST # Customer number assigned by vendor

#### 12.4.1.4 Vendor Memo Maintenance

To enter a memo, type 'y' to display the Vendor User Memo Maintenance screen, or **Enter** to proceed to the next question. Edit the Memo as necessary, and then '0' to accept.

VENDOR USER MEMO MAINTENANCE	
VENDOR NUMBER:	001
1.SPECIAL INSTRUCTIONS 1	
2.	
3.SPECIAL INSTRUCTIONS 3	
4.	
5.	
Enter Line#, Backout, DELETE, Edit, 0 to Accept	

**Figure 12-109. Vendor User Memo Maintenance**

#### **12.4.1.5 Vendor Buying Maintenance**

List and maintain any information received from the vendor buying transmission. Also list special information used for contacting vendors.

VENDOR BUYING INFORMATION MAINTENANCE		
VENDOR NO:	001	** PURCHASE ORDER ADDRESS **
VENDOR NAME	JOHNSTONE SUPPLY, INC.	
ADDRESS-1	PO BOX 3010	
ADDRESS-2	123 NE 3RD SUITE 400	
CITY & ST	PORTLAND, OR	
ZIP	97208	11111
1. CUST SVC NAME		
2. CUST SVC PHONE		
3. CUST SVC FAX		
4. SLS MGR NAME		
5. SLS MGR PHONE		
6. SLS MGR FAX		
7. BILL TO		
8. LAST UPD DATE		
Enter Line#, Backout, DELETE, Edit, 0 to Accept		

**Figure 12-110. Vendor Buying Information Maintenance**

#### **12.4.1.6 Confidential Vendor Buying Maintenance**

Maintain sensitive buying information.

CONFIDENTIAL VENDOR BUYING INFORMATION MAINTENANCE		
VENDOR NO:	001	** PURCHASE ORDER ADDRESS **
VENDOR NAME	JOHNSTONE SUPPLY, INC.	
ADDRESS-1	PO BOX 3010	
ADDRESS-2	123 NE 3RD SUITE 400	
CITY & ST	PORTLAND, OR	
ZIP	97208	11111
1. CASH TERMS		
2. DROPSHIP MULT		
3. SPECIAL INST1		
4. SPECIAL INST2		
5. PRICE MEMO1		
6. PRICE MEMO2		
Enter Line#, Backout, DELETE, Edit, 0 to Accept		

**Figure 12-111. Confidential Vendor Buying Information Maintenance**

#### 12.4.1.7 Vendor Return Maintenance

Maintain information for vendor returns. Warranty personnel usually use this menu.

- a. At the Vendor Master Maintenance screen, enter a vendor number.
- b. Edit a line as necessary.
- c. '0' to accept and the Vendor Detail Maintenance screen displays.

VENDOR RETURNS INFORMATION MAINTENANCE	
VENDOR NUMBER:	391
1. VENDOR NAME	GEM PRODUCTS
2. PROGRAM AVAIL	NO
3. RETURN PHONE#	800-251-6376
4. CONTACT NAME	DON/ARNOLD
5. RESTOCK CHARGE	YES-15%
6. RGA REQUIRED?	YES
7. FREIGHT POLICY	STORE MUST PAY.
8. RETURNS POLICY	**THERE IS NO FORMAL PROGRAM OFFERED-BUT STORE CAN
9. RETURNS PROC	CALL FOR POSSIBLE CONSIDERATION**. CALL VENDOR FOR DETAILS.
10. LAST CHG DATE	05/28/97
Enter Line#, Backout, DELETE, Edit, 0 to Accept	

**Figure 12-112. Vendor Returns Maintenance**

Vendor Returns Maintenance fields:

1. VENDOR NAME Name of vendor
2. PROGRAM AVAIL Type 'y' or 'n' to notify you of any special returns programs in effect for this vendor

3. RETURN PHONE # Phone number of person returning item(s)
4. CONTACT NAME Name of person in the Returns department
5. RESTOCK CHARGE Charge associated with returning item(s)
6. RGA REQUIRED? Returned Goods Authorization required?
7. FREIGHT POLICY Return information, usually indicating who will pay for freight fees
8. RETURNS POLICY A summary of vendor's return policy
9. RETURNS PROC Returns procedure
10. LAST CHG DATE Date of last update to vendor's returns information

#### 12.4.2 Rolodex Card String Deletion

Program no longer used (deletes Rolodex pointers).

#### 12.4.3 C/A Account Description

Add chart of accounts to the General Ledger. The description is free form but maintain consistency within your financial reports: two types of reports are 1=balance sheet and 2=P&L; five categories are A=Asset, L=Liability, I=Income, C=Capital, and E=Equity. The length of the General Ledger number is dependent on how you have the General Ledger pattern set in Company Maintenance, Field 9.

- a. Enter your operator code.
- b. Enter an existing or new account number.
- c. Edit an existing chart of account, or if new, choose a Type of account:

1=BALANCE SHEET

2=PROFIT & LOSS

*and*

- d. Choose a Category:

ANY LETTER A-Z

A=ASSETS

L=LIABILITIES

I=INCOME

E=EXPENSES



CHART OF ACCOUNTS DESCRIPTION MAINTENANCE			
ACCOUNT #	9999		
1. DESC			
2. TYPE	2	PROFIT & LOSS	
3. CATEGORY	T		

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 12-113. Chart of Accounts Maintenance**

#### 12.4.4 C/A Suffix Description

Add chart of accounts suffix descriptions. You can also add sub-accounts within accounts by changing the "-00" suffix. Suffixes have separate descriptions.

- Enter your operator initials.
- Enter a two-digit suffix or division number.
- If the number is new, enter a description. If you enter an existing number, you are prompted to delete and then to change it.

#### 12.4.5 Job Description Maintenance

Add a job description or edit an existing one.

- Enter a job number. Confirm if the number is new; enter '*n*' if it is not to reprompt for another job number.
- Enter** to type the job description.

#### 12.4.6 G/L Source Maintenance

These are the source codes on the General Ledger detail reports that determine where figures originate (for example, SJ=Sales Journal and PJ=Payables Journal). We do not recommend using this menu because adding too much information makes reconciliation too complicated. If anything, use codes in Journal Entry (default SRC=JE).

- Enter general ledger source number.
- If the number is an *existing* one, choose to delete it or not. Then choose to change the number.
- If the number is *new*, confirm this. Then type in a value mark (1-17), then the description.
- Enter** if you are satisfied with your entry.

### 12.4.11 Vendor Maintenance Listing

Print a special vendor report listing Vendor Master information.

a. Enter the company number or **Enter** for all.

b. Select which vendor to print:

- 1)NON-JOHNSTONE VENDORS
- 2)JOHNSTONE VENDORS
- 3)ALL VENDORS
- 4)PURCHASING VENDORS
- 5)NON-PURCHASING VENDORS

c. Choose print detail style:

- 1)FULL ADDRESS BLOCK
- 2)ONE LINE PER VENDOR

The report prints immediately.

### 12.4.12 Vendor Rolodex Cards

a. Select a printer destination.

b. Choose to print **1**. All vendors or **2**. New and changed vendors.

c. Answer the next prompt:

DO YOU WANT TO USE A COMPANY OTHER THAN '01' FOR THE  
PRINTING OF DISC %, DISC DAYS AND STD DUE DAYS ? (Y/N)

d. If you answer 'y' to the preceding step, then enter the company number.

e. Enter the number of cards per vendor.

### 12.4.13 C/A Account Description Listing

Print report of account and type descriptions.

▪ Enter to proceed with the process. Report prints immediately.

```

29 Mar 1998      *** ACCOUNT DESCRIPTION AND TYPE LISTING ***      PAGE: 1

CADF..... DESCRIPTION.....          TYPE CATEGORY P&L LINE# SCHEDULE SCHEDULE LINE # YTD.FLG
          ALT.REP# SOCIFC.LN#

1010  CASH - 1                        1 A      03
1020  CASH - 2                        1 A      03
1050  DEPOSITS IN TRANSIT             1 A      09

1010  CASH - 1                        1 A      03
1020  CASH - 2                        1 A      03
1050  DEPOSITS IN TRANSIT             1 A      09
1100  PETTY CASH                      1 A      03
1200  ACCOUNTS RECEIVABLE             1 A      11
1240  PATRONAGE DIVIDENDS RECEIVABLE  1 A      24
      - CURRENT
1250  WARRANTY RECEIVABLE             1 A      12
1350  ALLOWANCE FOR BAD DEBTS         1 A      14
1400  INVENTORY                       1 A      16
1500  MACHINERY & EQUIPMENT           1 A      32
1510  LEASEHOLD IMPROVEMENTS         1 A      34
1520  FURNITURE & FIXTURES           1 A      32
1600  ACCM DEPREC MACH & EQPT         1 A      33
1610  ACCM DEPREC LEASEHOLD IMPROV    1 A      35
1620  ACCM DEPREC FURN & FIXT        1 A      33
1700  DEPOSITS FOR SERVICES           1 A      17

```

**Figure 12-114. Account Description and Type report**

#### 12.4.14 C/A Suffix Description Listing

Print a report of suffix descriptions.

- Enter to proceed with the process. Report prints immediately.

```

29 Mar 1998      *** SUFFIX DESCRIPTION LISTING ***      PAGE:
1
SUFF#          DESCRIPTION
-----          -
00
11
[405] 2 items listed out of 2 items.

```

**Figure 12-115. Suffix Description report**

#### 12.4.15 Job Description Maintenance List

Print a report of job descriptions.

- Enter to proceed with the process. Report prints immediately.

#### 12.4.16 G/L Source Maintenance Listing

Print a report of General Ledger source files.

- **Enter** to proceed with the process. Report prints immediately.

SRC	VM	DESCRIPTION.....
CD	3	CASH DISBURSEMENT.
CR	4	CASH RECEIPT.
JE	1	JOURNAL ENTRY.
PJ	5	VOUCHER REGISTER.
PR	7	PAYROLL.
RJ	2	RECURRING JOURNAL.
SJ	6	SALES JOURNAL.
VR	5	VOUCHER REGISTER.

[405] 10 items listed out of 10 items.

**Figure 12-116. G/L Source File report**

## 12.5 Status-Log Listing

Prints report of status logs—paper trails of who did what to which files. This allows you to track incorrect changes to the responsible operator. The file builds until cleared. This is a standard end-of-day report.

- Enter** to proceed with the report.
- Answer 'y' or 'n' to DO YOU WANT TO CLEAR THE STATUS LOG FILE (Y/N):

## 12.6 Lock Maintenance

Unlock locked data records. Please refer to Menu 20.2 for instructions.

## 12.7 Selective File Maintenance Audit Report

Print a report of status logs for selected files. This menu is similar to Menu 12.5, except that you can specify a file to print using this program; Status-Log Listing prints everything in the status log.

- Select a printer destination.
- Program displays following message, then prints:

CURRENTLY THIS REPORT WILL ONLY SHOW AVERAGE COSTS THAT HAVE BEEN CHANGED ON PROD.DET MAINTENANCE.

COMING SOON, THIS REPORT WILL ALSO INCLUDE ANY CUSTOMER OR PRODUCT FILE CHANGES THAT HAVE BEEN MADE.

ENTER <NL> TO CONTINUE, OR 'END' TO RETURN TO MENU:

FILE MAINTENANCE AUDIT LISTING FILE CUST									
.DET	01 Apr 1998	PAGE	1						
SEQ #	DATE	TIME	TNX	EXT. KEY	INT. KEY	ATTRIBUTE NAME	OPER	STAT	
24707	02/06/98	14:51:17	123	207464	TERMS.CODE	OLD VALUE 10	Jef	NEW VALUE	
05									
CRED.LIMIT									
24834	03/20/98	13:57:37	01 MARA	100023	PRICE.POINT	OLD VALUE 0	DAT	NEW VALUE -	
1									

**Figure 12-117. File Maintenance Audit report**

## 12.9 Create Lookup Xref File

Rebuild the entire Lookup file. Do not run this file often because 1) it already runs every night with end-of-day, and 2) new items created are automatically added to the Lookup screens (they appear at the end of the screen, out of order, until Lookup rebuilds) 3) It will take a long time to run.

The following message immediately appears:

```
<<<< WARNING. THIS WILL CLEAR THE LOOKUP FILE >>>>
```

```
DO YOU WANT TO REBUILD THE LOOKUP FILE <Y***/N> ?
```

## 12.10 Port Control

Use this menu to display all ports and users, assign report, invoice, pick printers for different ports, and determine whether ports show costs or quantity breaks.

PORT MAINTENANCE SCREEN							
<-----PRINTERS----->							
PORT#	PORT LOCATION.....	CO#	COSTS	BREAKS	REPORT	INVOICE	PICK COD
TAGS							
0	SYSTEM CONSOLE		Y	Y	0	3	0 R
1	Dial-up Modem (38400)		Y	Y	HS	HS	HS R
2	TVW TRESE		N		3	3	3 3
3	SMM Steve M.		Y	Y	0	0	0 0
4	RJW Rich		Y	Y	0	0	0 R
5	*		Y	Y	0	0	0 R
6	JAF Jeff Fairchild		Y	Y	Y	6	6 6 R
7	JLD Jeff #1		Y	Y	Y	0	0 1 R
8	MARA PC TERMINAL		Y	Y	6	6	6 0
9	SMM Steve M.		Y	Y	Y	0	0 0
10	Andrea #2		Y			0	0 0
11	GLR World's Best Boss					0	1 1
12	LLD Lory #1		Y	Y	HS	HS	HS
13	JLD Jeff #2	01	Y	Y	HS	0	1
14	TVW Trese Walker		Y	3		3	3 3
15	SMM Extra Terminal		Y	Y	HS	HS	HS R
16	LLD Lory #2		N	N		0	1 1 R

ENTER PORT#, 'N' FOR NEXT SCREEN, 'P' FOR PREVIOUS, OR 'END':

**Figure 12-118. Port Maintenance**

To edit a port, enter the line number and choose from the next settings:

PORT SCREEN	
DEFAULT SETTINGS FOR PORT: 1 - Dial-up Modem (38400)	
1. AUTOMATICALLY LOG TO COMPANY	00
2. SHOW COSTS ON THIS PORT	Y
3. SHOW QTY BREAKS ON THIS PORT	Y
4. DEFAULT PRINTER FOR REPORTS	0
5. DEFAULT PRINTER FOR INVOICES	1
6. DEFAULT PRINTER FOR PICK-PACKS	2
7. DEFAULT PRINTER FOR COD TAGS	R

ENTER LINE NUMBER TO CHANGE; OR '0' TO ACCEPT:

**Figure 12-119. Port screen maintenance**

## 12.11 Pick Ticket Message Maintenance

Edit or add up to two message lines on pick tickets.



**This feature must be first turned on by Database for the text to print on tickets.**

- Enter a warehouse number.
- Edit or add a message line:

MSG LINE #1

MSG LINE #2

LINE NUMBER, OR 'END' TO END

## 12.12 Statement Message Maintenance

Edit or create customer statement messages. This program runs during the preliminary steps of setting up the end-of-month run, when time is not so critical. When the message displays during end-of-month setup, simply '0' to accept.

STATEMENT MESSAGE MAINTENANCE

MESSAGE FOR COMPANY #:01                      JOHNSTONE SUPPLY

1. MSG LINE Happy Holiday's from Johnstone Supply!!!!
2. MSG LINE Christmas is just around the corner.
3. MSG LINE Look for our heating element specials
4. MSG LINE in next month's flyer.
5. MSG LINE Christmas Party, all welcome. Fri, Dec 18

Enter **Line#**, Backout, **DELETE**, Edit, 0 to Accept

**Figure 12-120. Statement Message Maintenance**

- a. Edit a line, and then '0' to accept.
- b. Enter the next company, edit only if different (otherwise '0' to accept the same message for all companies), then continue onto the next until you have gone through all company numbers.



**For multiple companies with the same statement message, enter the message only once with company "01," and '0' to accept the rest.**

## 12.13 Print Company Name & Address on Statements

PROGRAM TO INDICATE IF COMPANY NAME/ADDR S/B PRINTED ON STMTS

OPTIONS -

1. THE COMPANY NAME & ADDR ARE ALREADY PREPRINTED ON THE STATEMENT FORMS.
2. THE COMPANY NAME & ADDR ARE NOT PREPRINTED ON THE STATEMENTS, AND I NEED THE COMPUTER TO PRINT THEM ON THE FORMS.

ENTER OPTION#:

**Figure 12-121. Print company name and address on statements**

- Choose option 1 or 2. Choosing 1 prompts

YOU HAVE CHOSEN TO NOT HAVE THE COMPUTER PRINT  
THE COMPANY NAME & ADDRESS ON YOUR STATEMENTS

BECAUSE THE NAME AND ADDRESS ARE ALREADY PRE-PRINTED ON THE FORMS.

IS THIS CORRECT (Y/N)?

Choosing 2 prompts

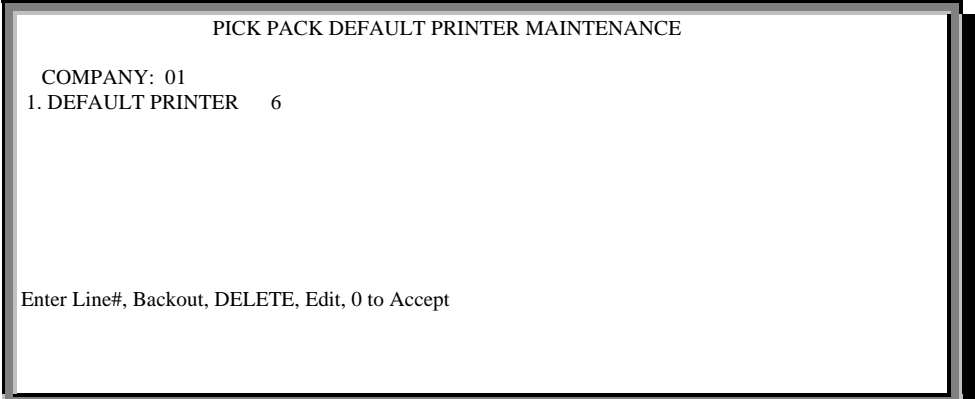
YOU HAVE CHOSEN TO HAVE THE COMPUTER PRINT THE COMPANY NAME & ADDRESS ON YOUR STATEMENTS.

IS THIS CORRECT (Y/N)?

## 12.14 Default Pick Ticket Printer

Use the default pick ticket printer on transfers, rolldowns, or for port controls with no pick printer setup. Each company must have this default.

- a. Enter your operator initials.
- b. Enter the company number—the default printer appears.



```
PICK PACK DEFAULT PRINTER MAINTENANCE

COMPANY: 01
1. DEFAULT PRINTER 6

Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

**Figure 12-122. Pick Pack Default Printer Maintenance**

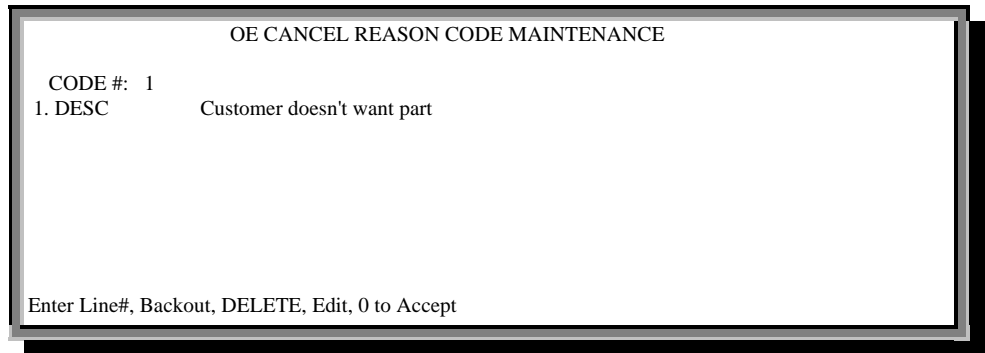
- c. Edit the line or '0' to accept.
- d. Enter next company number or '*end*'.

## 12.15 OE Cancel Reason Code Maintenance

Set up reason codes for cancelled tickets. Order Entry prompts for this code. These codes print on the Daily Cancelled Order report.

- a. Enter an O/E reason code.





OE CANCEL REASON CODE MAINTENANCE

CODE #: 1  
1. DESC            Customer doesn't want part

Enter Line#, Backout, DELETE, Edit, 0 to Accept

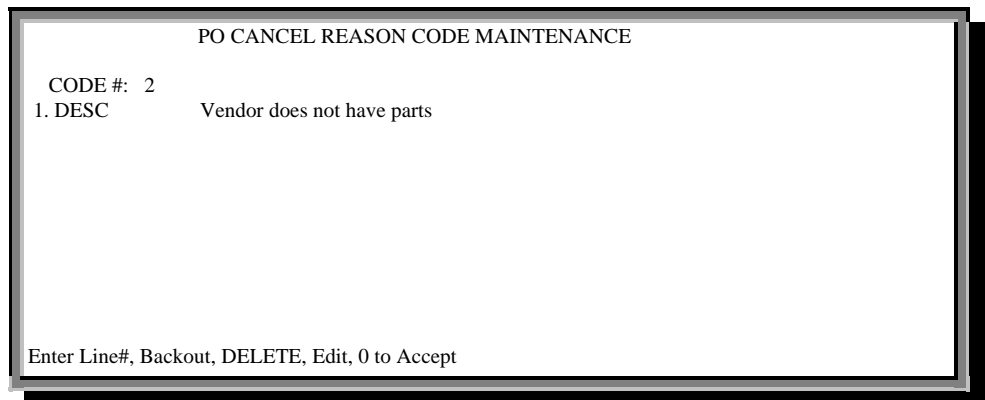
**Figure 12-123. O/E Cancel Reason Code Maintenance**

- b. Edit the description or '*0*' to accept.
- c. Enter the next code or '*end*'.

## 12.16 PO Cancel Reason Code Maintenance

Set up reason codes for purchase orders. This menu is similar to the previous one.

- a. Enter a PO reason code.



PO CANCEL REASON CODE MAINTENANCE

CODE #: 2  
1. DESC            Vendor does not have parts

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 12-124. PO Cancel Reason Code Maintenance**

- b. Edit the description or '*0*' to accept.
- c. Enter the next code or '*end*'.

## Appendix

### Prompt Line Options

All DBS programs share common prompt line options. The letter(s) in bold is your input, except for "**Line#**" in which case you enter the actual line number.

<b>Option</b>	<b>Definition</b>
<b>0</b> to accept	To accept and save any changes in the parameter file
<b>Add</b>	Adds items to the claim for the <i>same</i> vendor. Use Menu 15.9 to change the vendor number on warranty items.
<b>Backout</b>	To exit the current screen or menu without accepting any new changes. No warning is given until you enter products. Depending on the settings, the program clears the screen and returns to the beginning to the CUSTOMER NUMBER prompt
<b>BO</b> backout	Backs out of the current claim session without any changes.
<b>DELETE</b>	<b>DELETE</b> s the claim if it has not been finalized. It does not <b>DELETE</b> the individual warranty items from the file.
<b>Edit</b>	To edit lines sequentially from top to bottom
<b>END</b>	To exit the current session/screen without accepting new changes
<b>F</b> inalize	Finalizes the claim and prints a claim form for the vendor. This process updates each warranty item , and includes the claim number and date claimed for tracking and aging reports.
<b>H</b> old	Files the claim without finalizing it. Use this option to "hold" a claim for further processing.
<b>HP</b> print	Files the claim without finalizing it, and prints a copy for review. Check the claim printout to verify accuracy before finalizing.
<b>LINE#</b>	Enter the number of the field to change
<b>N</b> ext	To view next screen of information
<b>P</b> revious	To view previous screen of information
<b>P</b> rior	Displays the previous (if any) screen of items.
<b>UNF</b> inalize	Unfinalizes the claim if no item on the claim has been updated through either of the two warranty receiving programs, Menu 15.10 and 15.11.

**Screen Columns Names**

<b>Name</b>	<b>Meaning</b>
CLAIM#	Claim number
CLAIM.DT	Date of claim
CLAIMED	Amount claimed
DESCRIPTION	Description of product
DT	Date
GL#	General Ledger account that is affected by the transaction
LN#	Line number
OPEN AMT	Amount of open claim
PART#	Part number
QTY	Quantity
REL.NO	Release number
RELEASE	Release number
SEQ.NO	Sequence number
SHELF COUNT	Difference between on-hand and new count values
TNX REFERENCE	Transaction type
VEND NO	Vendor number

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