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Menu 1   Order Entry

Menu 1.2 Order Entry/Invoicing

Corp recently rolled out a web-based cross-reference system called JXI. This cross-reference system can now be accessed from 1.2 Order Entry/Invoicing. Simply type in 'JX' when on the Item Description field.

*You must have AccuTerm 2k2 installed to use this feature. See Menu 19.6 for more information.

Menu 6   Inventory Evaluation

Menu 6.14 E-Items Branch/Customer Maint

This program has changed so there will be no DISCOUNT OFF BRANCH COST. It will use 0 discount in all cases.

Menu 6.33 Create Quotes from Last Calc

At the end of the quote create, there will be another prompt after the quote number has been created that says "Do you want all items on this quote to be re-sorted by a.prod.no: Y/N" (By Product Number.) It will sort by part number, then by warehouse. So it will still show the same part multiple times, but they will be sorted next to each other.

Menu 11   Sales Analysis

Menu 11.17 Customer Avg Sales per Invoice

This menu will show you a listing of customers with their average sales per invoice. After entering your printer selection, you will be taken to a screen that will ask for the company and then the range of dates, by periods, to calculate an average for. Refer to menu 28.0.1, field #4, to determine how many days invoice records are retained. The user can only calculate averages for as far back as they have history in their invoice file.   The periods must be entered in the YYYYMM format.

```
    NUMBER OF TRANSACTIONS BY CUSTOMER

ENTER COMPANY (2N) OR <ENTER> FOR ALL ?01

ENTER BEGINNING PERIOD (YYYYMM) ?200404

ENTER ENDING PERIOD (YYYYMM) ?200406
```

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The report will show, in customer number order, the customer, the number of invoices in the selected period, the average invoice amount and the average gross profit amount.

```
CUST NBR CUSTOMER NAME.. NO.INV SALE.AMT1. GP.AMT4...

   00770 AAA ELECTRIC        9      1146      308
  01110A AAMCO APPLIANCE     3       265       64
  01212A A&B HEATING AND     9      2670      759
  01213C A&A HEATING AND     1        32       18
   01276 A/C & REFRIGERA     8       378      139
   01300 ACD, INC            7       909      372
   01675 A AND W ELECTRI    19      1401      442
   01795 ACCURATE CIRCUI     4        45       34
   01935 BUNGE-/-DAWN FO     3        90       30
  02020C ABLESTIK            6       638      241
   02178 ADVANCE AUTOMAT     1        25        9
   02215 A/C PLUS            3       310      143
   02250 ADVANCE AIR         1        22       10
  02250A ADVANCE AIR         3       192       86
  02276A ALVARADOS PLUMB     1       199       88
```

Menu 12   Maintenance Menu

Menu 12.2.2.2 Customer Master Maintenance

A new field for e-mail address is now available in Customer Master. It is field #17 of screen 1. This is where the email address will be pulled when emailing invoices during EOD*.

```
            CUSTOMER MASTER MAINTENANCE - SCREEN 1

EX CUST #:      ----------        INT CUST #:
    A/R                               PURCHASING
1.SLD TO NA                       19.
2.SLD TO A1                       20.
3.SLD TO A2                       21.
4.SLD TO A3                       22.
5.CITY                            23.
6.STATE                           24.
7.ZIP                             25.
8.A/R CONT                        26.
9.PHONE #                         27.
10.OTHER CONT                     28.
11.FAX NUMBER                     29.
12.CREATE DAT                     30.AUTH BUYER UPD
13.PP FRT $                       31.PRINT-FAX-EMAIL
14.PP FRT LB                      32.AUTH BUY REQ
15.UPS FLAG                       33.VIP REPORTING
16.NO PRICES
17.EMAIL ADDR
```

The Invoice Email option is only available if you have Signature Capture Installed.

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Menu 13.3.23 A/P Check Register - by Period

```
MENU-13.3                    ACCOUNTS PAYABLE MONTH END REPORTS
08:47:41  03 Jul 2004                                    100 JSSA KG
 1. Expense Distribution Register
 2. Sequential Voucher Listing
 3. A/P Check Register            23. A/P Check Register - by Period
 4. Hand Check Register
 5. Month End C/D Summary
 6. Open Accounts Payable Listing
 7. Vendor File Month/Year End Update
 8. Temporary Vendor Deletion
10. Update Vendor History File
11. Voucher History Report




REG/NEW mail      UNREAD tele   NEW cork   DO
                                    Enter a Menu Path or <Enter>: _
```

This is a new check register that can be run for any period, including the current period. It is driven by the period in which the check was cut. The report is printed in check number order.

After selecting your printer, you are then asked to enter a date, this is the last day of the month you are running the check register for. Next, you are asked to enter the accounting period (YYMM), this should correspond to the previous entry.

```
MONTHLY A/P CHECK REGISTER AND PAID INVOICES REGISTER
ENTER END OF MONTH DATE OR 'END':06/30/04

ENTER FISCAL PERIOD AS  (YYMM) OR 'END'   0406_
```

The fields displayed on the report are check number, check date, vendor number, vendor name, invoice number, invoice date, voucher number, gross amount, discount taken and the net amount of the check.

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```
M O N T H L Y   A C C O U N T S   P A Y A B L E   C H E C K   R E G I S T E R   05/30/04     PAGE    1
                      F I S C A L   P E R I O D :   0 4 0 5

CO: 01   JOHNSTONE SUPPLY                                                        07/14/04  06:24:42

CHECK#  DATE-PD VEND#   V E N D O R   N A M E  INVOICE NO    INV DATE  VOUCH#   GROSS AMNT   DISCOUNT    NET AMOUNT
000515 05/15/04 001    JOHNSTONE SUPPLY, INC. 590308        06/02/04 01024435   52521.68      0.00       52521.68
                                              1706854-99     06/02/04 01024436   -2455.59      0.00       -2455.59
                                              001 fr         06/02/04 01024437    1253.47      0.00        1253.47
                                                  CHECK# 000515 TOTAL:          51319.56      0.00       51319.56

000530 05/30/04 001    JOHNSTONE SUPPLY, INC. 579049        06/02/04 01024438   10937.94      0.00       10937.94
                                              580546-00      03/29/04 01024439     257.16      0.00         257.16
                                              580546-        06/02/04 01024440   36077.44      0.00       36077.44
                                              1706927        06/02/04 01024441      92.97      0.00          92.97
                                              fr 5.30.04     06/02/04 01024442    3627.96      0.00        3627.96
                                                  CHECK# 000530 TOTAL:          50993.47      0.00       50993.47

025180v05/24/05 s989   FUSE DEPOT             15117154       01/07/04 01023534    -147.90      0.00        -147.90
                                                  CHECK# 025180 TOTAL:            -147.90      0.00        -147.90

025592 05/28/04 S285   A & W ELECTRIC MOTORS, 13163         05/11/04 01024363      25.00      0.00          25.00
                                              13148          05/07/04 01024391      25.00      0.00          25.00
                                                  CHECK# 025592 TOTAL:              50.00      0.00          50.00

025593 05/28/04 S070   AAA ELECTRIC MOTOR SAL 9889681       04/26/04 01024265      76.11      0.00          76.11
                                              57339-26       04/28/04 01024270      55.00      0.00          55.00
                                                  CHECK# 025593 TOTAL:             131.11      0.00         131.11
```

Menu 13.33 Corp Business Profile Rpt Menu

The Corp Business Profile Report Menu was established to assist you with generating a report that displays Percent of Purchases by Merchandise Vendor depending on how you are billed (direct, through corp, etc.) This information was requested by Corp for Phase II of the Business Profile but will also be useful for other applications.

In order to make gathering this information easier, Database Support has created a new report, Purchases by Vendor Bill Type. This document will walk you through the process of generating the report and verifying vendors are coded to the correct bill type.

Step 1: From the Main Menu select menu path 13.33 "CORP BUSINESS PROFILE RPT MENU"

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```
MENU-13                    ACCOUNTS PAYABLE MENU
09:23:07  03 Jul 2004                              100 JSSA KG
--Input & Update--
------------------
  1. Voucher Entry                 20. New Accounts Payable
  2. Cash Disbursements            30. Verification of Direct Purchases
  3. Month-End Reports             31. A/P Detail of Direct Purchases
  4A.Accounts Payable/GL Tape Backup  32. Purchases from Goodman Distrib.
  4. Month-End Job Stream
--Inquiries--                      33. CORP BUSINESS PROFILE RPT MENU
-------------
  5. Vendor Payables Inquiry
  5A.Vendor Purchase History Inquiry
  5B.Voucher/PO Inquiry
--Other--
---------
  6. Open Accounts Payable Listing
  7. Accounts Payable Vendor Card
  8. 1099 Procedures
 10. Vendor-Customer Listing
 11. A/P Invoice Verification List
 25. Assign Printer
REG/NEW mail       UNREAD tele   NEW cork   DO
                                 Enter a Menu Path or <Enter>:
```

Step 2: When running this process for the first time, select menu path 13.33 Option #2. This will run the "PERCENT OF PURCHASES BY VENDOR BILL TYPE RPT" The Percent of Purchases by Vendor Bill Type report breaks down by company, the percent or purchases for each vendor type code.

```
MENU-13.33               CORP BUSINESS PROFILE RPT MENU
09:23:53  03 Jul 2004                              100 JSSA KG

  **Update should be run every new month**
  1. RUN UPDATE FOR LAST 12MONTH PURCHASE$ BY BILL.TYPE

  **REPORTS**
  2. PERCENT OF PURCHASES BY VENDOR BILL TYPE RPT
  3. VENDOR LAST 12MO PURCHASE$ BY BILL TYPE RPT

REG/NEW mail       UNREAD tele   NEW cork   DO
                                 Enter a Menu Path or <Enter>:
```

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To verify that the vendors are categorized correctly in the "PERCENT OF PURCHASES BY VENDOR BILL TYPE RPT" continue to Step #3.

Step 3: Run menu path 13.33 Option #3 the "VENDOR LAST 12MO PURCHASES BY BILL TYPE RPT"

Step 4: Run a report for each of the 7 Vendor Bill Types listed. Review these reports for vendors that are coded with the incorrect Vendor Bill Type. (Refer to the glossary at the end of this document for a definition on the Vendor Bill Types.) Continue with the following steps to correct vendors coded with the incorrect Vendor Bill Type.

Step 5: In menu path 12.4.1 select Option #5. "VENDOR BUYING MAINTENANCE"

```
             VENDOR BUYING INFORMATION MAINTENANCE

VENDOR NO:          630              ** PURCHASE ORDER ADDRESS **
VENDOR NAME    HONEYWELL, INC.              TROL-A-TEMP TECH #5
ADDRESS-1      ECC-CONTROL PRODUCTS         800-828-8367
ADDRESS-2      12623 COLLECTIONS CTR DR
CITY & ST      CHICAGO, IL
ZIP            60693

1. CUST SVC NAME        MARK CULLINAN
2. CUST SVC PHONE       866-228-9203
3. CUST SVC FAX         800-356-0149
4. SLS MGR NAME         ROGER HEINRICY
5. SLS MGR PHONE        763-954-4615
6. SLS MGR FAX          763-954-4440
7. BILL TO              STORE
8. LAST UPD DATE        05/14/04
9. VENDOR.BILL.TYPE     2  DIRECT BILL VENDOR




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

Step 6: Enter the Vendor Number and change the Vendor Bill Type on line #9. See HELP displayed in the screen below. Select one of the vendor bill types options.

Step 7: Once you've completed changing the vendor bill type, return to menu path 13.33. Run Option #1 "RUN UPDATE FOR LAST 12MONTH PURCHASES BY BILL TYPE". This will update the Percent of Purchases by Vendor Bill Type report with the changes made in Step 6.

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Step 9: Run menu path 13.33 Option #2, again. The report will reflect the changes that were made.

Click here for a glossary of terms

Negative On-Hand report # 01-135

This report prints products that have a negative on hand value and is available as part of your End of Day reporting. If running paperless End of Day, use menu 16.5 to control this report. It is tagged as report number 135 (01-135, 02-135 etc...)

The report lists the company, the product, the warehouse and the quantity on hand (which is negative). Value at average cost is the calculation of the products average cost times the on-hand. If the on-hand value is negative, your value at average cost will be negative. Last Date is the last inventory transaction date (invoice, receiving, stock adjustment, etc.) See below for a sample of the report.

```
CO# PRODUCT#.... WHSE    ON    VALUE.AT.AVG.CST LAST.DATE
                        HAND

  01 H93-036      001    -1        -294.580      06/09/04
  01 190-000      001    -4         -20.000      06/17/04
  01 B92-171      001    -1         -86.177      06/25/04
  01 190-030      001    -6        -102.000      06/30/04
  01 190-050      001    -9        -153.000      06/30/04
  01 B81-618      001    -1         -35.600      06/30/04
  01 F83-019      001    -1          -7.010      06/30/04
  01 G80-013      001    -1          -5.820      06/30/04
  01 R53-705      001    -1          -2.160      06/30/04
  01 L96-518      001   -12         -13.968      07/01/04
```

New Warranty Items to Claim Report # 01-137

This report is available as part of your End of Day reporting. If running paperless End of day, use menu 16.5 to control this report. It is tagged as report number 137 (01-137, etc…) It can also be run from menu 15.1. It is a listing of parts on credit memos where the reason for return was 006 for "warranty." The report will list the tag # (warr file#), the company number, the vendor number, the product number, the average cost of the item, the release number created in Order entry and the Customer.   See sample below.

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```
30 Jun 2004      NEW WARRANTY AR ITEMS TO CLAIM  CO#01      PAGE    1


WARR.FILE. CO.NO TNX REF#...... VEND.NO QTY. A.PROD.NO...... AMT......... RELEASE..... (19)NAME

808255      01 INV 155589        525    1 NS525-275               47.59 01155324001  CASHT


                                         ***                      47.59
```

Inventory Problems Report # 01-151

This report is now available by company and can be controlled through menu 16.5 (report #01-151, 02-151 etc...) For complete documentation on this report, click here.

```
21:43:32 15 Apr 2004    LIST OF INVENTORY PROBLEMS FOR COMPANY 01     PAGE    1

WHSE A.PROD.NO...... ROP.. BAL.AFT COST...... TNX QTY.. DESC..................... REL.NO..... PO.NO... DATE.... OPNAME.........

001 B93-511         0      1    523.000 C/M    1 CPLE48-3 4T 10SEER HP    01085173001           04/15/04 Tony Hoffman
001 C40-590         00     1  3,435.640 ADJ     1 6DP3-3500-TSK-800 MH22,                        04/15/04 Donnie Meadows
001 C40-590         00     1  3,435.640 0E     -1 6DP3-3500-TSK-800 MH22,  01085198001           04/15/04 Bob Miller
001 G32-702         0      1    106.390 C/M     1 ERC2-212111-370 R CNTRL  01085185001           04/15/04 NICHOLS, JAMEY
001 GMC-P1401AR60H  0      1    199.920 0E     -1 P1401AR60H EVAP COIL     01081465001           04/15/04 JAMES BRADLEY
001 GMC-P1401AR61H  0      1    260.380 0E     -1 P1401AR61H EVAP COIL     01081435001           04/15/04 JAMES BRADLEY
001 H23-971         0      3     50.415 0E     -1 12458 TUBE FITTING       01085143001           04/15/04 Robert Morris
001 H24-267         0      1      4.000 0E     -1 395 FLEXIBLE SPRING CLAW 01085143001           04/15/04 Robert Morris
001 H25-017         0      1     30.070 C/M     1 DW918 14.4V FLX FLDLGHT  01085042001           04/15/04 JAMES BRADLEY
001 H85-389         00     2    231.535 0E     -1 19-8040 INFORMANT 2 REF  01085143001           04/15/04 Robert Morris
001 L38-304         00     6     18.930 C/M     6 C-5226-3 TRANSMITTER     01085054001           04/15/04 NICHOLS, JAMEY
001 L96-825         0      1    529.945 0E     -1 AEPT060-00A-1 VAR SPD AH 01084439001           04/15/04 JOE STILES
001 NS-22004209     00     1     10.390 0E     -1 22004209 WTR VALVE       01084268001           04/15/04 Tony Hoffman
001 NS-7456U        00     1     36.049 0E     -1 7456U IGNITOR            01079527001           04/15/04 Tony Hoffman
001 NS-TGB15        00     30     6.179 C/M    30 TGB15 15 PSI GAUGE       01085102001           04/15/04 Matt Pavish
001 R53-580         7      16     1.225 C/M     4 W01055 1-3/8X1-1/8 COUP  01085041001           04/15/04 Tony Hoffman
001 REF-R22         00     83     0.000 C/M    12 RECLAIMED REFRIGERANT    01085155001           04/15/04 Donnie Meadows
001 REF-R22         00    101     0.000 C/M    18 RECLAIMED REFRIGERANT    01085164001           04/15/04 Matt Pavish
001 RIT-60635       0      2      8.281 0E     -1 60635 5/8X11/16 RATCHET  01086003001           04/15/04 Donnie Meadows
001 RPC-1700        0      12   559.499 0E     -1 1700 DEHUMIDIFIER        01085713001           04/15/04 Jim Mallory
001 SRM-10X8X8-307  0      12     4.120 POR    12 10X8X8-307 WYE           189041    01170369 04/15/04 ROMERO KNOX
001 STC-TAPE MEASUR 4      11     5.950 0E     -5 TAPE MEASURE 25'         01086003001           04/15/04 Donnie Meadows
```

List of Laser Printed Invoice # 01-168

The List of Laser Printed Invoices report is Paperless Day End report number 01-168 and the printing/emailing of this report can be controlled through menu 16.5. This report is for you to use to make sure all of your invoices printed the night before that you need to mail. The report is printed in alpha order by customer name, the same order as your invoices printing on the printer.

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```
08:55:58 13 Jul 2004    LIST OF LASER PRINTED INVOICES - 05        PAGE    1

A.CUST.NO....  CUST.NAME......  INV.DAT. INV#.. TOT.AMT.....

1353           ALLAN & ROGERS   07/12/04 511366     148.17
104310         BROADERICK HTG   07/12/04 511823      20.42
102338         CENTRAL FLORIDA  07/12/04 511790      59.58
11003          FIELDS MECHANIC  07/12/04 511777      32.45
104266         JAMES ENTERPRIS  07/12/04 511717     955.47
104266         JAMES ENTERPRIS  07/12/04 511730     150.30
104266         JAMES ENTERPRIS  07/12/04 511805    -676.24
104266         JAMES ENTERPRIS  07/12/04 511806     676.24
100353         KILBURY & SONS   07/12/04 511766      88.20
107483         KURT'S SALES &   07/12/04 511446      50.36
107483         KURT'S SALES &   07/12/04 511473     826.58
107483         KURT'S SALES &   07/12/04 511703     245.69
104991         LEXTRON ANIMAL   07/12/04 511764      50.41
102325         MUNN'S SALES AN  07/12/04 511601      96.20
102325         MUNN'S SALES AN  07/12/04 511602      29.99
102304         SUPERIOR A/C &   07/12/04 511718     123.48
102304         SUPERIOR A/C &   07/12/04 511779      62.24
26410          WINN-DIXIE STOR  07/12/04 511846    -200.00

[405] 18 items listed out of 18 items.
```

Menu 17   End-of-Month Processing

FT EOM Reports

The ability to FT reports from the End-of-Month selector (Month-End) menu is
now available, by selecting FT as the printer number.

Summary Tax Report - Composite #01-180 & Summary Tax Report - Base Tax #01-181

These two reports are now available as Paperless End-of-Month reports and can
be controlled through menu 17.5. (Report #'s 01-180, 01-181, 02-180 etc...)

Menu 19   Inquiries

Menu 19.6 Stock Status Inquiry

Corp recently rolled out a web-based cross-reference system called JXI. We
thought that it would be nice to be able to access this cross-reference system
from Stock Status. To do so, type 'JX' <enter> from the Stock Status screen* and
it will pull up your Internet browser** window at the JXI login screen.

*You must have AccuTerm 2k2 installed to use this feature.
**There is an Internet Explorer setting that controls the way windows are pulled up that you may
have to set in order for this to work correctly. In Internet Explorer, click Tools>Internet Options.

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Select the ADVANCED tab and scroll down until you see "Reuse windows for launching shortcuts" under the header "Browsing." If this is checked, it will use any IE browser window you already have open to launch the JXI login screen. If this is not checked, it will open in a new IE browser window leaving anything you already have open alone.
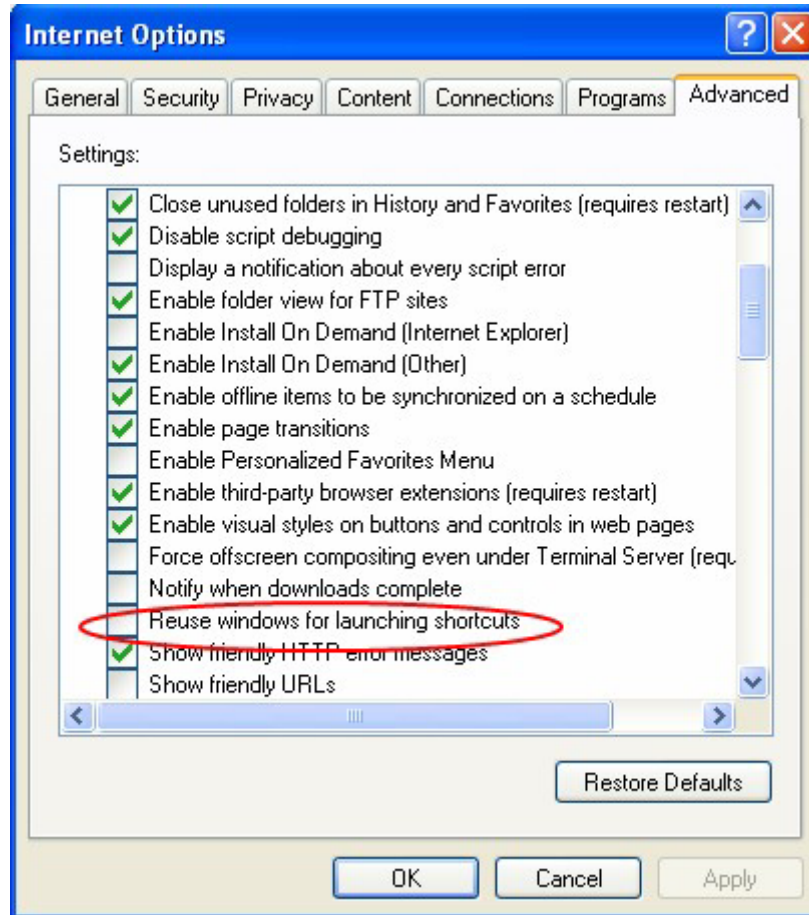
Menu 27	PO Forecasting Menu

Menu 27.1.21 Inven Parameters (WEB/ROP/E-Items)

Non-catalog parts will now be included in the ABC ranking. Non-stock ('NS') parts are not included. Also, these non-catalog parts will be included in the ROP/EOQ calculation each week since they are items that the store wants to stock. Depending on the parameters set your ROP calculation is done once a week. If you have a 'Y' in Field #9, it will ignore Fields 5 & 6 and only calculate all products on the Weekend. (You may also access this parameter through Menu 35.11)

Menu 27.4 Report Forecast

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A column for Pre-paid freight dollars and Minimum order dollars and a column for the Product Master (PM) Vendor name have been added to this report.

```
          FORECAST TOTALS BY A & O VENDORS (PROD.MAST)
 23:47:39 13 Jul 2004                   PAGE    1


 PM.VEND.NAME.................. STD.PK EXT.COST.. EXT.WGT. PPD$...........
                                  QTY

 A165  COOPER WIRING DEVICES      10     12.200     1.0
 A388  GE LIGHTING               240     61.920    48.0 $257.50 PPD
 A397  SURFACE IGNITER            21    185.815     4.2 COLLECT
 A400  STYLE CREST SALES INC.      9    137.060    26.2 50 UNITS FREIGH
 A429  G.E.APPLIANCE               6     36.010     1.7
 A433  A O SMITH CORP             12    464.657   135.7 30 MTRS/1000# P
 A434  ELECTRIC MOTORS & SPEC.     1    121.040    13.6
 A437  EMERSON MOTOR DIV           8    471.630   118.7 30 ASSORTED MOT
 A438  FASCO                      23    631.691   128.7 35 MTRS PPD SEE
 A441  MARATHON ELECTRIC           1     72.409    20.2 +20 MOTORS PPD/
 A465  MOTORS AND ARMATURES, IN    2     36.440     0.8
 A467  HEATCRAFT                   3    193.170    20.9 650# PPD, NO WA
 A472  ROBERT MFG CO               4     21.280     3.4
 A477  PACKARD INC                 6     53.300     7.8
 A480  PARKER HANNIFIN CORP        0      0.000     0.0
 A489  TECUMSEH PRODUCTS CO        4   1759.020   408.5 COLLECT
 A504  GRUNDFOS/BAILEY SALES       0      0.000     0.0
 A508  RESEARCH PRODUCTS, CORP     4    436.720    40.0 $36050, $1545 T
 A515  MUELLER BRASS CO.           5    123.500    45.5 2500LBS PPD
 A520  RITCHIE ENG CO INC          0      0.000     0.0
 A526  MUELLER BRASS CO          220    134.500     5.0
 A532  SEALED UNIT PARTS CO       36     79.680     3.6 $525.00 PPD
 A542  MODINE MFG. CO.             7   2601.920   711.0 1000# PPD
                                2428  59688.436 13799.3

 [405] 336 items listed out of 10877 items.
```

Menu 32.11 EDI 850 PO Transmission

There has been a new ship code added - 48 UPS Saturday Early AM Delivery.
Complete documentation of Menu 32.11 and 32.11a can be found here.

Menu 35.10 Auto Cost/Vendor Update at EOD

Users no longer need to run menus 32.1 and 32.2. Cost transmissions now run automatically as part of the End of Day process. Price Transmissions are also included as automatic parts of the End of Day process, but only from the 1st through the 25th of the month. Price transmissions after the 25th include the

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next month's flyer prices, which will automatically update as part of the End of Month process.

Parameters for the automatic price/cost update are controlled through menu 35.10.

Line #1 controls whether or not you receive a list of new products from the price transmission with your end of day reports.
Line #2 controls whether you'll need to manually maintain new products in menu 5.5 or individually, using the new product report. If you answer Y at this prompt, all new products will be maintained automatically.
Line #3 controls whether or not you receive a list of POs with different costs than costs received in the nightly cost transmission.
Line #4 controls whether or not you receive a list of parts on contracts with changed costs with your end of day reports.

Menu 32.3 will still show a listing of products with various fields blocked from the cost/price transmission.

Menu 35.19 Event Notification Menu

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```
MENU-35.19                    EVENT NOTIFICATION MENU
09:30:37  10 Jul 2004                              60 jwat JWAT
 1. Credit Authorization
 2. Price Hold
 3. Sold Below Cost
 4. Price Override
 5. Order Entry NS Return
```

35.19.1. CREDIT AUTHORIZATION – enter the company number that the event will take place in.

```
           EVENT NOTIFICATION MAINTENANCE - CREDIT AUTHORIZATION

COMPANY NUMBER      --

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. CREDIT HOLDS ONLY
11. TERMS CODE(S)
    TO BY-PASS NOTIFICATION
```

1-9. EMAIL ADDRESS - Select lines 1-9 and enter the email address of the people
      you want notified when a credit authorization takes place in OE.
10. CREDIT HOLDS ONLY – Enter Y to get emailed only when people hit 'H' to hold in
      order entry to hold the order and do not enter an authorization password. Because if
      the counter people don't know that password and it's been authorized already, don't
      care about knowing about it.
11. TERMS CODE(S) - allows you to enter the terms code(s) that you would like
      excluded from the notification process. A complete list of the terms can be found by
      printing Menu 12.2.31. If entering multiple terms codes separate by ; (Semicolon)

Note - In Customer Master Maintenance menu 12.2.2.2 field #16 on second screen (Past Due Days) you can increase the number of days and limit the number of notifications you will get based on being past due. For Example: For those customers that have 05 as their terms code

(Net 10th following purchase), You can put a value of 20 in this field. That means the customer won't come up for a credit check until 20 days after the 10th. So the 30th is when you'll be prompted for a credit check at OE for these customers.

35.19.2. PRICE HOLD – enter the company number that the event will take place in.

```
         EVENT NOTIFICATION MAINTENANCE - PRICE HOLD

COMPANY NUMBER        --

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. GROSS PROFIT %
```

1-9. EMAIL ADDRESS - Select lines 1-9 and enter the email address of the people you
       want to be notified when someone overrides a price hold in OE.
10. GROSS PROFIT % - allows you to enter a minimum GP%. If the GP% is higher than
       amount in line10 then no event notification will take place

35.19.3.   SOLD BELOW COST – enter the company number that the event will take place in.

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```
          EVENT NOTIFICATION MAINTENANCE - BELOW COST

COMPANY NUMBER         --

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. EMAIL ADDRESS
```

1-10. EMAIL ADDRESS - Select lines 1-10 and enter the email address of the people
      you want to be notified when someone sells an item below average cost.

35.19.4. PRICE OVERRIDE – enter the company number that the event will take place in.

```
          EVENT NOTIFICATION MAINTENANCE - PRICE OVERRIDE

COMPANY NUMBER         --

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. GROSS PROFIT %
11. BYPASS QTY PRICING
```

1-9. EMAIL ADDRESS - Select lines 1-9 and enter the email address of the people you
      want notified when a price override takes place in OE.
10. GROSS PROFIT % - allows you to enter a minimum GP%. If the GP% is higher than
      the amount in line 10 than no event notification will take place.
11. BYPASS QTY PRICING – If 'Y' is entered you will not receive a price override
      notification as long as the price of the product that was overwritten was

found in one
    of the quantity buckets. Enter 'N' if you want to receive notification. Blank
defaults to No

35.19.5. NON-STOCK/00-ROP RETURN – enter the company number that the
event will take place in.

```
        EVENT NOTIFICATION MAINTENANCE - NS/ROP

COMPANY NUMBER          :-

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. MIN. DOLLAR AMT
```

1-9. EMAIL ADDRESS – Select lines 1-9 and enter the email address of the
people you
    want notified when a non-stock product is returned in OE. You will also be
notified if
    a returned item (stock or non-stock) has a '00' ROP.
10. MIN DOLLAR AMT – Enter the minimum $ amount of the sale that you
would like a
    notification sent. Ex: If you have $5.00 in field 10 and a customer returns a
product
    they purchased for $4.00 you will not receive a notification. However, if the
    customer paid $6.00 for the item, you would receive notification.

Menu 35.22 Order Entry NS Message

This menu controls the feature that will pull standard memo lines in order entry
whenever a non-stock (NSXX-XXX) part is sold. See Menu 35.22 below:

U2004.2 UPGRADE DOCUMENTATION

```
ORDER ENTRY NON-STOCK MESSAGE MAINTENANCE




MSG LINE #1    NO returns on non-stock items

MSG LINE #2









Enter Line#, Backout, 0 to accept
```

You have the option to enter one or two memo lines. Enter '1' at the prompt and you will be taken to line #1 to enter your first message line. Whatever you type here will be displayed in order entry and on the customer's invoice below any non-stock lines. Do the same for line '2'. Once you have entered your message, '0' to accept and save.

Whenever a non-stock part is sold the message line will display:

```
CUSTOMER CASH              PHONE                  OE CO 01 WHSE 001 ORD DATE 07/14
BUYER   test                          SPECIAL INST: CASH NON-TAXABLE
BILL CASH NON-TAXABLE        SHIP 1. .                      ORDER NO
TO:                          TO:  2.                        NEW
                              0   3.                        REL
      ***                    ON  4.                         001
     SANTA ANA  CA  99999    FILE 5.
=========================================================SUBTOTAL >      23.91
     --ITEM NUMBER--    -------QUANTITIES--------    --------PRICING--------========
LN    DESCRIPTION    ORDER INVCD  PICK    B/O    PRICE DISC%       DPRICE  TX PH RT
001 NS834-414          1           1      0    22.77 -5.00        23.91  N   N
    41-414
002 N
    NO returns on non-stock items
```