

Johnstone Supply Data Services, LLC

U2007 Upgrades

Data Services Support Team

© DST

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Purpose

To provide the Database users with a printed form of the 2007 Upgrade Documentation, this document also includes Frequently Asked Questions and information regarding the DST Websites.

DST Websites

Data Services Support Team Website <http://dst.sitemax.com/>

This site is used to keep our users up-to-date. We have included links to our most recent upgrade documentation and the DST Tip of the Week on our home page. We also include links to all menu paths and upgrade documentation, Database Projects; Signature Capture, Hand-Held Information, Training Conferences, JUG Committee Information, and Hardware Support.

DST-DOCS Website. <http://dstdocs.sitemax.com/>

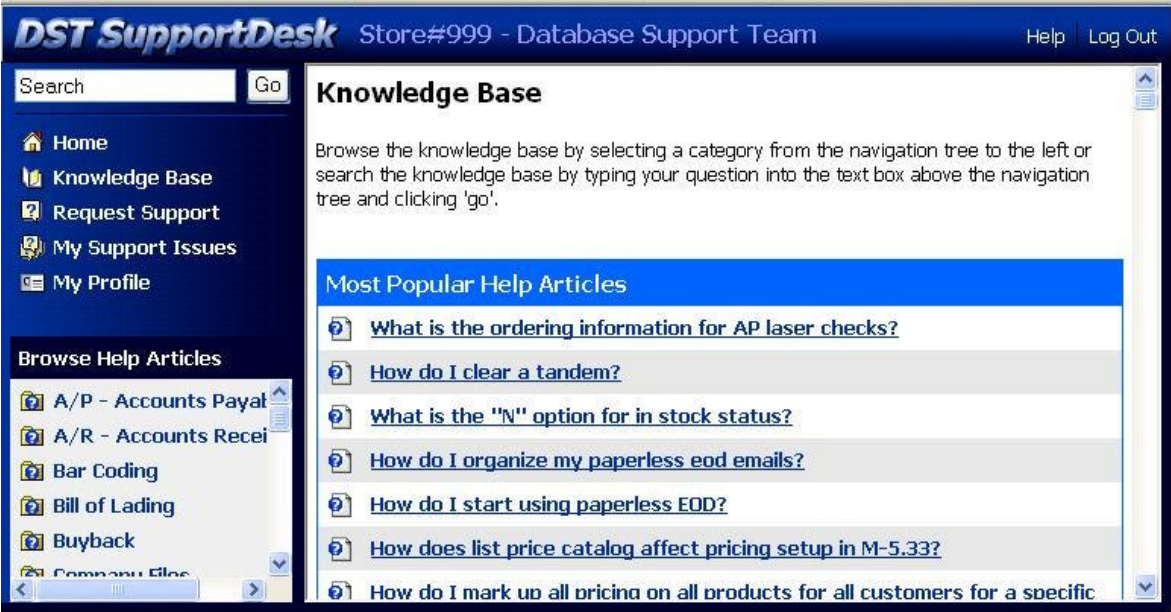
DST is working on updating the documentation into a centralized, searchable site.

Menus that have recently been updated include;

- Menu 9 - Physical Inventory**
- Menu 11- Sales Analysis**
- Menu 15 - Warranty**
- Menu 25 - Printer Options**
- Menu 32 - Corp. Transmissions**
- Menu 32.14 - Buyback**
- Menu 35 - Parameter Menu**
- Centralized Product Display Areas**
- End-of-Year Documentation**
- Online Warranty Tag Procedures**
- Webstore**

DST Support Desk

DST Support Desk - A personal logon is required to access to the DST Support Desk. Once logged onto the Support Desk a user can log a support job, review the status or post information to a current open job. Review past completed jobs for their individual store and browse our Knowledgebase of FAQs. We continually add new FAQ's to the Knowledgebase for users to access and review.



Frequently Asked Question

DST Support Desk- FAQ's

Q: How do I submit my own job on-line?

A: Go to <http://www.myjohnstone.com/dst/>, Enter your User Name and your Password

Q: What if I have forgotten my user name or password?

A: Send an email to databasesupport@johnstonesupply.com for your user name and password.

Q: What if I don't have a user name and password, how do I get one?

A: Send an email to databasesupport@johnstonesupply.com and we will set -up your individual user name and password.

Q: How do I check the status of a job I submitted On-Line?

A: After logging into Support Desk, locate the "My Support Issue" box in the upper-right corner. Type in the job #, or click on the link to your Open or Resolved jobs.

Q: How do I know my job number?

A: An email will be sent to you with your job number after the job is created. You can also click on either the Open or Resolved Link to view your jobs.

Q: How can I view a job that has been placed On-Hold?

A: After logging into Support Desk, locate the "My Support Issue" box and click on either the Open or Resolved Link, and then click on the On Hold tab.

Q: How do I add documents or additional information to my job?

A: You can upload documents to your job, by using the Upload Document Tab. You can also add additional information to your job using the New Post box. Type your additional information or question in the box, click on the POST button. The posting will be posted to the job and emailed to the DST support person assigned to your job.

Q: What is the Knowledgebase?

You can always get 24x7 answers to your Database system questions by searching or browsing our knowledgebase. New information is posted to the Knowledgebase on a weekly basis. To access the DST knowledgebase, logon to the DST Support Desk and click the Knowledgebase button.

U2007 - Upgrades

Menu 1 - Order Entry & Reports

Description: Laser pick tickets using HTML

Menu Path: Multiple changes to Menu 1 (Order Entry & Invoicing)

Why use it: Menu 1 has been renumbered to make way for new features. We have added the display of PDF quote to Menu 1.30 and the email and fax of HTML pick packs thru the Linux server to Menu 1.35 and 1.36.

How to use it: The changes made to Menu 1 are shown in the screen shot below. We have moved the *OLD* Menu 1 to Menu 1.40 for review and comparison to the new menu.

****If you want to make the HTML pick tickets the default form for pick tickets, please run a pick ticket normally and then email yourself that same pick ticket to compare the two documents as most current pick tickets forms have some degree of customization. If there are issues between the two, please fax us or email us a copy of each for consideration on the new HTML pick pack forms. Some changes will not be possible on the new form.*

Menu 1.30 Display PDF Quotes works like M-1.29 but for quotes. Enter quote number.
Must be connected to your local network.

Menu 1.35 Email Pick/Pack thru Linux Server –Put in the 11 digit release number, confirm to show pricing (Y/N), enter operator code and confirm email address for delivery confirmation or enter a new one, and finally confirm or enter an email address for the pick ticket recipient. See sample of a HTML Pick Ticket on the next page.


Menu-1.36 Fax Pick/Pack thru Linux Server – Enter the 11 digit release number, confirm pricing (Y/N), confirm the fax# or enter a new one, enter the Attention line, enter any special messages and when you file that away, the fax is delivered.



NEW Menu 1 VS. OLD Menu 1	
New Menu 1	Old Menu 1
Menu 1.25 Reprint Invoice on Plain Paper	Old Menu 1.30
Menu 1.26 Reprint Sig Capture Inv	Old Menu 1.31
Menu 1.27 Fax Inv with Sig Cap	Old Menu 1.32
Menu 1.28 Email Selected Inv	Old Menu 1.33

Menu 1.29 Display PDF Invoice	Old Menu 1.34
Menu 1.30 Display Quote PDF	NEW TO MENU 1
Menu 1.31 Upload Handheld Signatures	Old Menu 1.35 Upload Handheld Signatures
Menu 1.32 Email Invoice -No Linux Server	Menu 1.36 Email Invoice -No Linux Server
Menu 1.33 Copy Quote to Company/Customer	Menu 1.37 Copy Quote to Company/Customer
Menu 1.34 Email Quote thru Linux Server	Menu 1.38 Email Quote thru Linux Server
Menu 1.35 Email Pick/Pack thru Linux Server	NEW TO MENU 1
Menu 1.36 Fax Pick/Pack thru Linux Server	NEW TO MENU 1
Menu 1.40 OLD Menu-1	NEW TO MENU 1

Sample HTML/PDF Pick Pack

		TEST PO BOX 12221 TEST JS 18043-3849 000-000-00	READING COMPANY 02 READING PA 19605 860-373-3985	Branch Locations HARRISBURG 2024 SYCAMORE STREET HARRISBURG PA 17111-1028 717-233-7550	Annapolis 1825 Virginia Ave Annapolis MD 21401 410-260-0101				
PO BOX 12221 TEST, JS 18043-3849 Phone:000-000-00 Fax:000-0000 Web: www.johnstonesupply.com		For All Account/Billing Inquiries Please Call 603-418-8188							
SOLD TO: Jeff D Testing and Air Above the Quickie Mart The Couv wa 99999		SHIP TO: Jeff D Testing and Air Above the Quickie Mart The Couv wa 99999 360-314-1013		Invoice Date 09/24/07	Invoice # 143405				
				Total Amount Due 109.18	PG# 1				
		*** PICK PACK ***		Remit To: Johnstone Supply PO 3849 2609 Dearborn Street Easton, PA 18043-3849					
Order Date	Customer Number	Customer P.O.	Sales Person						
09/18/07	11d	1	SST						
Order Number	Shipped VIA	Ordered By	TERMS						
01-143405-001			*** CASH ONLY ***						
Item	Johnstone Product Number	Quantity	ORD	SHIP	B/O	Item Description	Each Price	Unit Price	Amount
1	g80-002	10			0	L-36-175-9-L 50PK TIES	10.30	10.30	0.00
CERTIFICATION ######									
Tax Rate	Taxable Amt	Total Tax	Core Total	MISC Charges	Merchandise Total				
6.000%	\$103.00	\$6.18	\$0.00		\$0.00				
Tax Number	Units Shipped	Freight/Fuel Surcharge	MDSE DISCOUNT	TOTAL AMOUNT DUE					
	0		\$0.00	\$109.18					
		Cash: \$ _____ Check #: _____ Change: _____		Remit To: Johnstone Supply PO 3849 2609 Dearborn Street Easton, PA 18043-3849					
Past Due Amounts Subject to a Finance Charge. Returns may require original Invoice and be subject to restocking charge. No returns allowed on special order or installed parts.									

Description: Emailing/Faxing Quotes

Menu Path: 1.17, 1.38

Why use it: these new features allow Linux users to fax and email quotes. (Note: Stores without a Linux server can still fax quotes using Menu 1.17 but they will not appear in the HTML format that Linux provides).

How to use: For Quotes the following parameters must be setup.
Menu 35.12, screen 2, field 11 set to 'Y'

Field 12 has been added, Use Purchasing Fax# for Quotes, if this field is set to 'Y' then the fax number used to fax quotes is what is listed in Menu 12.2.2.2 field 29. If this field is set to 'N' or blank then the number listed in Menu 12.2.2.2 field 11 is used to fax the quotes.

The same concept is true for Field 2, Use Purchasing Fax# For Invoices. If this field is set to 'Y' then the number listed in Menu 12.2.2.2 field 29 will be used to fax invoices. However, if the field is set to 'N' or blank then the AR fax number will be used from Menu 12.2.2.2 field 11.

```
SIGNATURE CAPTURE COMPANY PARAMETERS - SCREEN 2
COMPANY NUMBER      01      JOHNSTONE - FENTON
1. PRINT 'O'RGINAL OPERATOR OR 'S'ALESMAN  S
2. USE PURCHASING FAX# FOR INVOICES        N
3. PRINT TIME/DATE STAMP IN 2ND PO FIELD    Y
4. PRINT USING UPDATED LASER FORMS         y
5. PRINT RETAIL IN EACH PRICE COLUMN
6. BYPASS SIGNATURE ON CASH INVOICES       y
7. WEB ADDRESS TO PRINT ON NEW FORMS       www.johnstone-fenton.com
8. PRINT ONE COPY IN ALL CASES
9. ALWAYS PRINT 'INVOICE' ON LASER FORMS   n
10. PROMPT FOR NUMBER OF COPIES IN OF
11. USE LINUX SERVER TO FAX QUOTES          Y
12. USE PURCHASING FAX# FOR QUOTES         N
```

NOTE: Make sure port parameters are defined for the ports that are trying to fax/email quotes (m-35.13). If these ports do not print laser forms, you can set field 3, Order Entry Printer to "A" for All-Multi.

```
SIGNATURE CAPTURE PORT PARAMETERS
PORT NUMBER      - - - - -      L-LOOKUP
1. SIGNATURE CAPTURE PAD ATTACHED (Y/N)
2. SIGNATURE CAPTURE PAD TYPE ('L'CD, 'N'ONE)
3. ORDER ENTRY PRINTER ('L'ASER, 'P'LAIN, 'A'LL-MULTI)
```

Fax Quotes Menu 1.17 Stores with a Linux server will now fax an HTML cover sheet and quote through the Linux server. System prompts are 1) Quote Number, 2) Days to Honor Quote, 3) Print Prices, 4) Enter Fax Number, and 5) Attention.

```
Fax Quote thru Linux Server
<CR> to continue or 'END' to quit :

Enter Quote Number (8N) :01001801

Enter number or days to honor this quote :20

Print Prices (Y/N) :Y

Enter fax# or <enter> for 413-254-7943
Enter Attention or <CR> for Jennifer
```

Users also have an option to enter a separate message that will print on the cover page of the quote.

Email Quotes through Linux Server Menu 1.38 You will be prompted for the quote number, honor days, price printing, email address and operator code. The “email for confirmation” is the address that will be showing in the “from” section of the email sent to your customer. You will also be prompted for the “email recipient” which, will be pre-populated with the customer’s email address. You can accept that address or enter a different address.

Note: Stores without a Linux server do not have the ability to email Quotes.

```
Email Laser Quote

Enter Quote Number (8N) ?01001801

Enter number or days to honor this quote ?20

Print Prices (Y/N) ?Y
Enter Operator Code

Enter Email for confirmation or <ENTER> for Store.Support@johnstonesupply.com
?jennifer.williams@johnstonesupply.com

[404] 1 items selected out of 1 items.
Enter Email recipient or <ENTER> for debra@paducahsupply.com
?jennifer.williams@johnstonesupply.com
```

Fax Notification – Real-time notification that faxes have been sent.
After sending a fax from Menu 1.17 an email confirmation will be sent to you to confirm that the fax was delivered. The fax confirmation will be sent to the email address setup in Menu 12.1.4 field 31 for the operator logged-in to that port.

Email Notification - Real-time notification of fax/email status
Once the email quote has been sent from Menu 1.38, a confirmation will be sent to the sender or the default confirmation address.

The following is a sample of an email quote confirmation:

BATCH STARTED: Thu May 17 10:45:03 PDT 2007

EMAIL TO: jennifer.williams@mail.johnstonesupply.com
Here is the QUOTE that you requested!
QUOTE: 01001801 PO#:

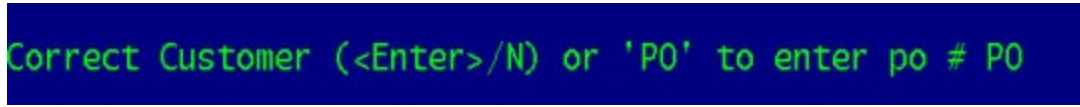
BATCH COMPLETE: Thu May 17 10:45:05 PDT 2007

Description: The ability to select a specific purchase order when pulling up a customer order

Menu Path: 1.2

Why use it: Will be able to bypass other purchase orders created for a customer.

How to use it: After looking up a customer the option will appear to type PO to display only the orders tied to the PO. The system will prompt for the first portion of the PO (only the first few digits are needed to pull the open orders).



Correct Customer (<Enter>/N) or 'PO' to enter po # PO



Enter PO Number or first portion (ie 1204):3366

Description: Display original operator on totals screen on new orders

Menu Path: Menu 1.2 (Order Entry/Invoicing)

Why use it: Provide easy reference to know who has started the order.

How to use it: Often times in Order Entry staff will walk away to track down some information or a product. Previously, there was no way to know who had started the order. The information in Menu 1.2 on the Order entry Total Screen in the 'STATUS OF RELEASE' area will display that it's a new order, but also who has started the order.



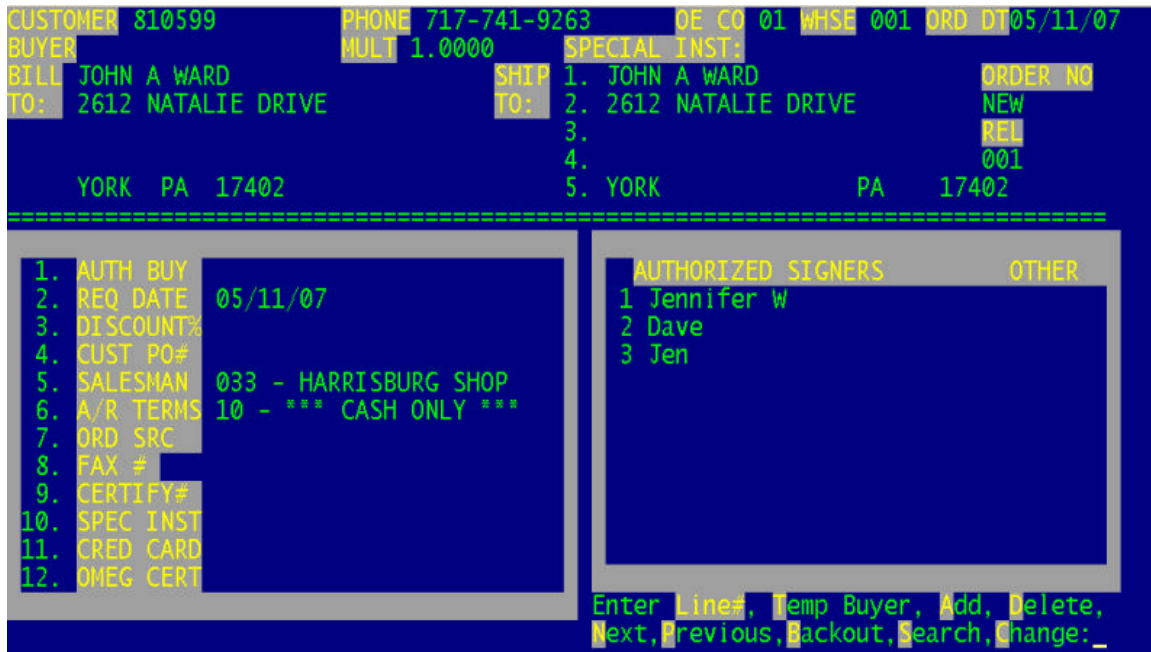
STATUS OF RELEASE 001 New Order
Orig Operator Store Support Team
1. RESTOCK CH%
2. TAX JURIS 07 STATE, CITY, RTD-

Description: All Authorized Buyers setup for a customer, now appear as Authorized Signers

Menu Path: 1.2, 12.2.2.6

Why use it: Only need to enter Authorized Buyers

How to use: All Authorized Buyers setup for a customer in Menu 12.2.2.6 now appear on the Authorized Signers list as seen in Menu 1.2 Order Entry. The Order Entry Authorized Signers and the Authorized Buyers lists are a combined list in Order Entry.

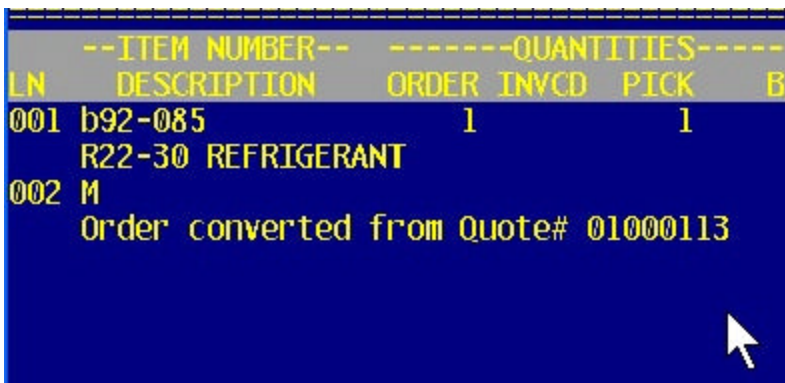


Description: Include original quote number as a message line when converting to an order

Menu Path: Menu 1.2 (Order Entry/Invoicing)

Why Use it: Better reference to tie the original quote to the newly created invoice.

How to use it: In Order Entry just like normal, convert the quote to an order and it will automatically appear. See sample:

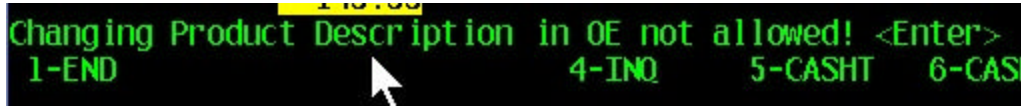


Description: Parameter to lock product description in OE line detail screen from being changed

Menu Path: Menu 1.2 (Order Entry/Invoicing), Menu 35.1 (Order Entry Parameter Maintenance) Screen 3, Field 10 set to 'N'

Why Use it: Prevent operators from changing product description information in Order Entry to keep consistency and integrity of product data on the invoices.

How to use it: Set Menu 35.1, Screen 3, Field 10 to 'N' - ALLOW CHANGE OF PRODUCT DESC IN OE LINE 'D'ETAIL. When operator is in order entry line detail and try to change field 2 they will get the following message:



Description: Fix number of copies parameter prompt in Order Entry

Menu Path: Menu 1.2 (Order Entry/Invoicing) and Menu 35.12 (Signature Capture Company Parameters)

Why Use it: Previously this parameter could be set, but Order Entry didn't prompt for number of copies, now it does.

How to use it: Go to menu 35.12, Screen 2, Field 10. Prompt for number of copies in OE and set this to 'Y'. In Order Entry, after selecting the invoice option, you will be prompted for number of invoices-to print, return for <ENTER> the default is 1 copy.

Description: Add PO#, Job Name and Product Description to quote lookup

Menu Path: Menu 1.2 (Order Entry/Invoicing) 'QL' option

Why Use it: Additional information makes it easier to track down existing quotes.

How to use it: Access Menu 1.2, use the QL to lookup a quote. PO#, Job Name and Product Description have been added to quote lookup.

Description: Display the FDC inventory in the ORDER detail screen

Menu Path: Menu 1.2 (Order Entry/Invoicing) Line Detail Maintenance Screen

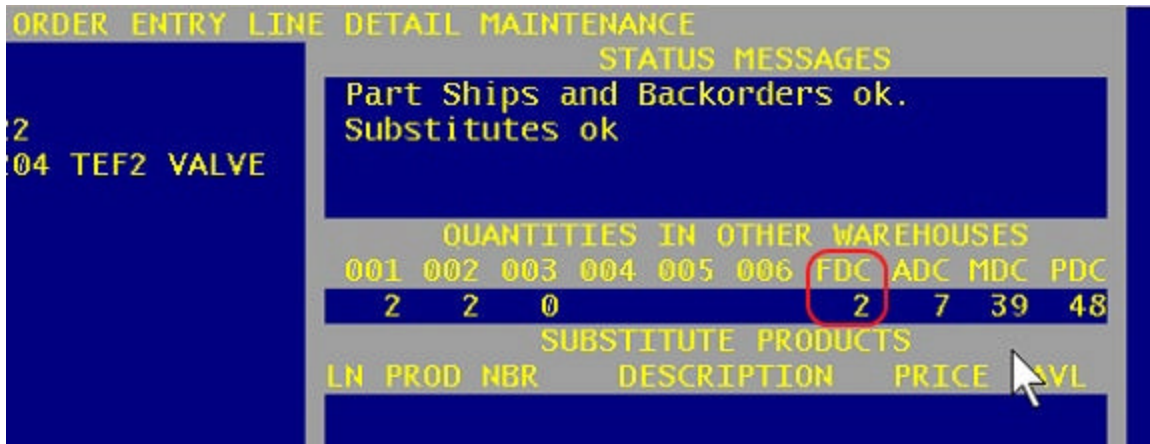
Why Use It: Quick access to DC product availability info. No longer need to go to 'W'eb stock status to view the same information.

How to use it: *This request is available on a request by request basis. Fill out a support job and we will load this code.* <http://dst.myjohnstone.com/Login.asp>

In order entry, Menu 1.2, put in a product, the list of DC's are located in the Order Entry Line Detail Maintenance screen, in the 'QUANTITIES IN OTHER WAREHOUSES' location.

See below:

- FDC = Florida Distribution Center
- PDC = Portland Distribution Center
- MDC = Memphis Distribution Center
- ADC = Allentown Distribution Center



Description: Prompt to verify customer information is correct before faxing/emailing invoices/quotes

Menu Path: Menu 1.17 (Fax Quotes), 1.27 (Fax Invoice with Signature Capture) & Menu 1.34 (Email Quote thru Linux Server)

Why Use it: Confirm the right document is selected and set to go to the right customer. Catch a potential mistake prior to it happening.

How to use it: Enter menu path for what you are trying to send, and then when prompted if the correct customer is selected, press <ENTER> to confirm and move along or enter 'N' to end out and put in the invoice, release, quote number again.

Description: Invoices will be displayed in a PDF format

Menu Path: 1.34 Display PDF Invoices

Why use it: Invoices will only display in the PDF format if a Linux server is being used for invoicing.

How to use it: Menu 1.34 takes users to the Detailed Invoice/Release Inquiry (Menu 19.5). Users can pull up an order and select PDF on the Totals page to view the invoice. If a PDF is not found or if you are not on a Linux server then the invoice information will pull up in the normal 19.5 format (the PDF version will not appear).

```

=====ORDER ENTRY INQUIRY=====SUBTOTAL > 37.27
STATUS OF RELEASE 001 Printed SHIPPED ORDERED TOTAL ORDER BACK SHIP
Orig Operator Dave Chwastyk DOLLARS DOLLARS LINES QUAN QUAN QUAN
Last Access 10:56:11 21 Apr 2007 37.27 37.27 8 9 0 9
1. RESTOCK CHG 0.00
2. TAX JURIS 01 PENNSYLVANIA SALES TAX
3. TAX% 6.000 ON 37.27 2.24 2.24
4. SHIP METHOD 00 PICK UP
5. WEIGHT PRODUCT WGT 0.0 A/R TERMS 10 *** CASH ONLY *
6. NBR CTNS
7. FREIGHT
8. PICKER
9. PACKER
10. MISC CHRG 20. CASH RECD 40.00
11. TAX ONLY 21. CHECK NO CASH
12. WORK ORDER# TOTAL: 39.51 39.51 CHANGE 0.49
GROSS PROFIT % 57.82
Lines, CL-Chg-Lines, CH-Chg-Hdr, PDF, or 0 to accept:
1-FND 2-INO
    
```

Description: Update quote audit trail to include when a quote was emailed

Menu Path: Menu 1.34 (Email Quote thru Linux Server), Menu 2.28 (Quote Audit), Menu 19.5 (Detailed Invoice/Release Inquiry) –AUD option

Why Use it: Provides and improved audit trail for quote activity.

How to use it: When emailing a quote using Menu 1.34 it will record who the quote was emailed to. Menu 2.28, enter the quote number, see sample Quote audit. Also, accesses detailed quote inquiry via Menu 19.5 and select the AUD option from the total screen.

```

Page 1 PRO.FORMA 09:54:
..... AUDIT1.....
01000116 SST 09:51:58 27 Sep 2007 - 3 'QP'
SST 09:53:10 27 Sep 2007 - 3 'EMAIL'
SST Email transmission to JOHN B JACOBY. Email je
nifer.williams@johnstonesupply.com
[405] 1 items listed out of 1 items.
<CR> TO CONTINUE ?
    
```

Menu 2 - Order Entry Reports

Description: Sort Sum Finalized Invoices report by operator finalizing ticket

Menu Path: Menu 2.10 (Sum Today's Sales), Menu 35.10 (EOD Update Parameter Maintenance), Field 14 and 12

Why Use it: To show Menu 2.10 sorted by finalizing operator.

How to use it: In order to use this new sort option, you need to update the parameter in Menu 35.10. The new parameter for this is Field 14, but is only used if Field 12 is set to be using the new Menu 2.10 Sum Today's Sales.

To use this new sort option, go into Menu 35.10, Field 12 and set to 'Y' and then set Field 14 to 'Y' if the parameter in Field 14 is set to 'N' this report will sort by original operator on the ticket.

Menu 4 - Accounts Receivable

Description: Customer lookup feature now displays the AR dollar amount.

Menu Path: 4.1.1 Cash Receipts Entry

Why use it: To view the AR\$ amount

How to use it: Customer lookup feature will now display the AR Dollar amount in 4.1.1. The AR dollar amount is pulling from the AR\$ field in Menu 4.1.9.

Description: Display customer/invoice information with confirmation prior to fax/email

Menu Path: Menu 4.1.9 (Accounts Receivable Inquiry)

Why Use it: To catch a potential mistake prior to sending something to a customer.

How to use it: When using Menu 4.1.9, Invoice 'F'ax or 'E'mail option after entering an invoice or string of invoices a recap of the invoice customer# and AR amount is displayed giving a chance to confirm that this is the right information that is about to be sent. Options are 'Y' to send or END to reenter the invoices.

Confirm CUST# Invoice and Amount before Emailing (Y=Send/END=Reenter)

Description: Add cover page to manually faxed statements

Menu Path: Menu 4.3.6.5 (Fax EOM Statement for Selected Customer or Month)

Why use it: Ability to add a cover page to the manually faxed statements.

How to use it: Menu path 4.3.6.5. Fax EOM Statement for selected customer & month will have the statement cover page. Enter company number, Enter Customer #; enter Month, Fax Number and Attention. At the prompt 'Do you want to Enter Special Messages? (Y/<CR>): enter 'Y' to put your special messages on the cover page of the faxed statement. When complete press the <ESC> to get the next options.



'S'ave option saves your special message and sends the fax.

'A'abort option disregards the special message and sends the fax.

'C'lear option clears out your special message so you can enter it again.

Spe'L'l option runs the special message through the spell check.

Fax Cover Sheet	
To: Jeff D Testing 118512	From: STORE SUPPORT TEAM (CORPORATE)
Company: AADAMS APPL SERVICE INC	Company: JOHNSTONE SUPPLY
Fax Number: 914132547943	Date: 09/06/07
Number of Pages: 1	
Comments:	
Testing the fax cover. Please review statements.	
Jeff	

Description: New option to display PDF invoices

Menu Path: Menu 4.3.6.6 (Reprint/Display EOM Statement for Selected Customer & Month)

Why Use it: No longer need to print out a customer statement to view it.


How to use it: Go into Menu 4.3.6.6 Reprint/Display EOM Statement for selected customer & month and select Option 1. Display EOM Statement, and then input the customer# and the month the statement is from. The statement will then display in the PDF viewer.

Description: Service Charge invoices can be reprinted.

Menu Path: Menu 4.3.6.12 – Reprint Laser Service Charge Invoices

Why use it: to reprint a lost or misplaced invoice.

How to use it: Service Charges Invoices can now be reprinted using Menu 4.3.6.12. Users will be prompted for a Service Charge Date and a Customer Number. The Service Charges Invoices print in an HTML format. See image for a cropped screenshot of the updated service charge invoice format.

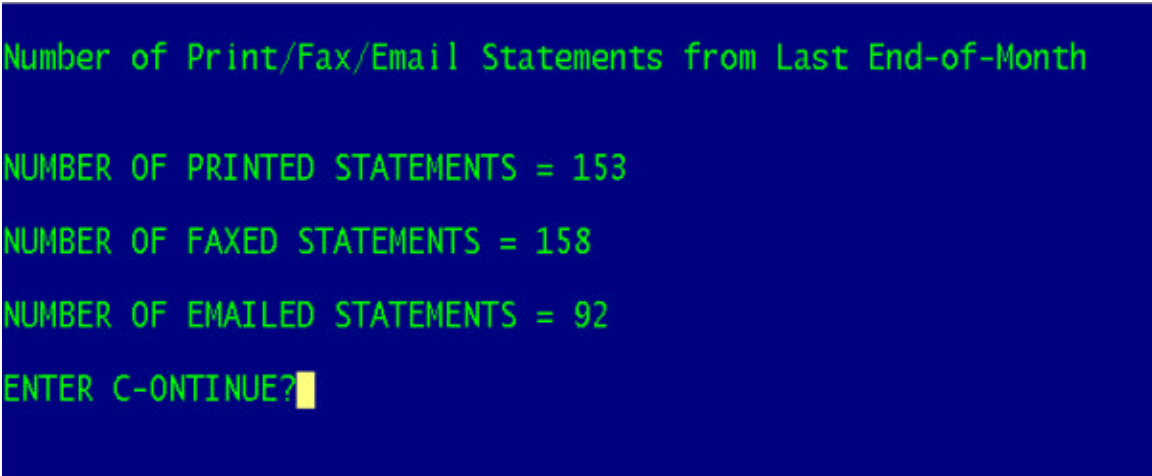
 JOHNSTONE SUPPLY 3078 Broad MEMPHIS, TN 38112 Phone:901-324-1111 Fax:901-324-1190 Web: www.johnstonesupply.com/61/	Branch Locations MEMPHIS 3078 Broad MEMPHIS TN 38112 901-324-1111 MEMPHIS 4085 PILOT DR MEMPHIS TN 38118 901-735-3800 MEMPHIS 5253 PLEASANT VIEW RD MEMPHIS TN 38134-0508 901-507-4505																							
	For All Account/Billing Inquiries Please Call 901-324-1111																							
	SOLD TO: CIRCLE K ACCOUNTING CENT P O BOX 52085 PHOENIX AZ 85072-2085	SHIP TO: 602-728-4858	<table border="1"> <tr> <td>Invoice Date</td> <td>Invoice #</td> </tr> <tr> <td>05/07/07</td> <td>01904639</td> </tr> <tr> <td>Total Amount Due</td> <td>PG#</td> </tr> <tr> <td>2.60</td> <td>1</td> </tr> </table> Remit To: Johnstone Supply 3078 Broad ave Memphis, Tn. 38112	Invoice Date	Invoice #	05/07/07	01904639	Total Amount Due	PG#	2.60	1													
	Invoice Date	Invoice #																						
05/07/07	01904639																							
Total Amount Due	PG#																							
2.60	1																							
*** SERVICE CHARGE ***																								
<table border="1"> <tr> <td>Order Date</td> <td>Customer Number</td> <td>Customer P.O.</td> <td>Sales Person</td> </tr> <tr> <td>05/07/07</td> <td>3468825</td> <td></td> <td></td> </tr> <tr> <td>Order Number</td> <td>Shipped VIA</td> <td>Ordered By</td> <td>TERMS</td> </tr> <tr> <td>01-SRVCHG-001</td> <td></td> <td></td> <td></td> </tr> </table>	Order Date	Customer Number	Customer P.O.	Sales Person	05/07/07	3468825			Order Number	Shipped VIA	Ordered By	TERMS	01-SRVCHG-001											
Order Date	Customer Number	Customer P.O.	Sales Person																					
05/07/07	3468825																							
Order Number	Shipped VIA	Ordered By	TERMS																					
01-SRVCHG-001																								
<table border="1"> <thead> <tr> <th>Item</th> <th>Johnstone Product Number</th> <th>Quantity</th> <th>Item Description</th> <th>Each Price</th> <th>Unit Price</th> <th>Amount</th> </tr> <tr> <td></td> <td></td> <td>ORD SHIP B/O</td> <td></td> <td></td> <td></td> <td></td> </tr> </thead> <tbody> <tr> <td>1</td> <td>XX</td> <td>1 1</td> <td>SERVICE CHARGE INVOICE</td> <td>2.60</td> <td>2.60</td> <td>2.60</td> </tr> </tbody> </table>	Item	Johnstone Product Number	Quantity	Item Description	Each Price	Unit Price	Amount			ORD SHIP B/O					1	XX	1 1	SERVICE CHARGE INVOICE	2.60	2.60	2.60			
Item	Johnstone Product Number	Quantity	Item Description	Each Price	Unit Price	Amount																		
		ORD SHIP B/O																						
1	XX	1 1	SERVICE CHARGE INVOICE	2.60	2.60	2.60																		

Description: This report will provide a count of printed, faxed and emailed statements during the EOM statement run.

Menu Path Menu 4.3.6.16 Number of Print/Fax/Email Statements from Last EOM

Why Use it This feature has been added to provide you with a count of how many statements were printed, faxed and emailed during the EOM statement run.

How to use it: Two options are available when running this report 1) 'S'ummary of the total number of statements printed, faxed and emailed (see image below), or 2) 'D'etail for a list of customers that had their statements printed, faxed or emailed.



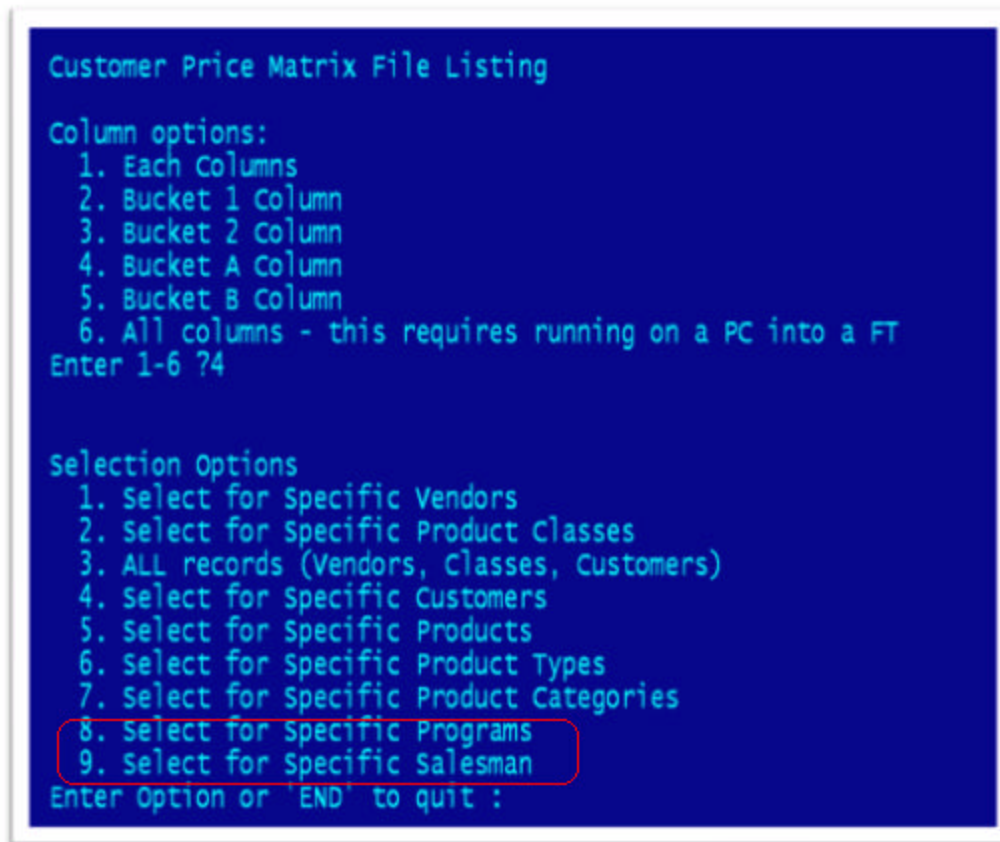
Menu 5 - Pricing

Description: Can now select for a specific program in 5.35

Menu path: 5.35 Matrix Listing

Why Use it: Additional selection criteria available.

How to use it: Options #8 and #9 have been added to give users the ability to select either by a Specific Programs, or by a Salesperson.



```
Customer Price Matrix File Listing

Column options:
 1. Each Columns
 2. Bucket 1 Column
 3. Bucket 2 Column
 4. Bucket A Column
 5. Bucket B Column
 6. All columns - this requires running on a PC into a FT
Enter 1-6 ?4

Selection Options
 1. Select for Specific Vendors
 2. Select for Specific Product Classes
 3. ALL records (Vendors, Classes, Customers)
 4. Select for Specific Customers
 5. Select for Specific Products
 6. Select for Specific Product Types
 7. Select for Specific Product Categories
 8. Select for Specific Programs
 9. Select for Specific Salesman
Enter Option or 'END' to quit :
```

Description: This new report gives users the ability to print a list of contract prices that includes cost information.

Menu path Menu 5.32 – Contract Price Listing (FT Only)

Why use it: print a list contract prices including cost information.

How to use: The prompts for the report are:

Enter Company Number or 'END' to quit

Enter Contract Number or 'END' to quit

Pricing as of 12:32:38 17 May 2007 Price Book for Contract FD07-1 Page 1

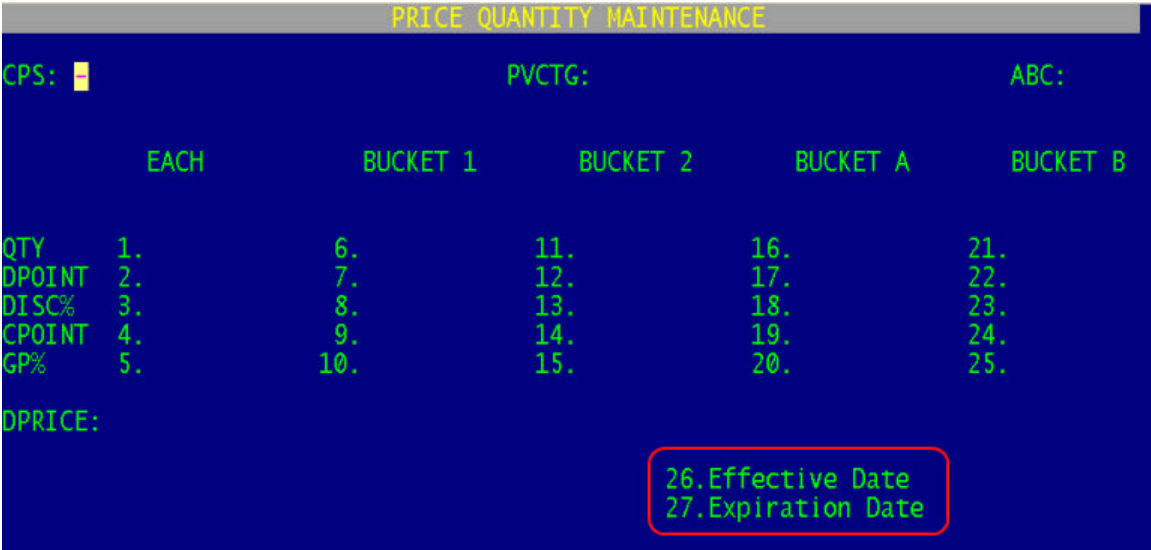
Product	Description	Price	List Price	Avg Cost	Branch Cost	Direct
Cost	Sold.12mo Source	Vend#	Vendor Name			
FD18	18" FLEX DUCT	39.70	107.85	37.170	35.000	
35.000	3 PP*FD07-1	1340	TWO J SUPPLY			

Description Effective Date and Expiration Date are new options on this Menu

Menu Path: Menu 5.15 –Pricing Matrix

Why use it: The effective date, is the date the pricing is to begin. The Expiration date is the day pricing will end.

How to use it: Enter line number and enter either the effective date or the expiration date. The expiration date will print out on Menu 5.21 - Contract Prices Below Minimum GP%.



Description: In the U2006.3 release Database released the following 'S'ell Price feature.

Menu Path: Menu 5.15 –Pricing Matrix

Why use it: This will auto setup the matrix

How to use it: When the "S"ell price option is selected, the system will prompt for the actual sell price that the user determines. This will then auto setup the matrix as follows. If there is a list price on this product, it will auto fill Field 2, DPOINT with a price pointer of "23" and auto fill Field 3, DISC% with the calculated discount percentage off the list price to get the desired sell price. If there is no list price on this product, it will auto fill Field 2, DPOINT with a price pointer of "0" and auto fill Field 3, DISC% with the calculated discount percentage off the each price to get the desired sell price.

In this release (U2007.1) the same 'S'ell Price feature is now available for Bucket 1, Bucket 2, Bucket A, and Bucket B. When U2006.3 was released the 'S'ell Price was only available for Each Price.

PRICE QUANTITY MAINTENANCE

CPS: c CUSTOMER: ALL PVCTG: P PRODUCT: b10-120 ABC: ALL
CUSTOMER NAME: ALL CUSTOMERS DESCRIPTION: 083S DRYER

	EACH	BUCKET 1	BUCKET 2	BUCKET A	BUCKET B
QTY	1.	6.	11.	16.	21.
DPOINT	2.	7.	12.	17.	22.
DISC%	3.	8.	13.	18.	23.
CPOINT	4.	9.	14.	19.	24.
GP%	5.	10.	15.	20.	25.

DPRICE:

BRANCH COST: 8.050 26.Effective Date
DIRECT COST: 7.533 27.Expiration Date

1	10	25				A0141
14.63	13.41	12.37				C1290

Enter Line #, **Sell S1 S2 SA SB** Backout, DELETE, Edit, 0 to Accept

Menu 7 - Purchasing

Description: Customer PO Number now prints on Purchase Orders

Menu Path: 7.1 – Purchase Order Entry

Why use it: To tie the Customer PO # to the customer dropship PO

How to Use: The Customer PO number now prints on dropship purchase orders under the Customer Order number. See example below.

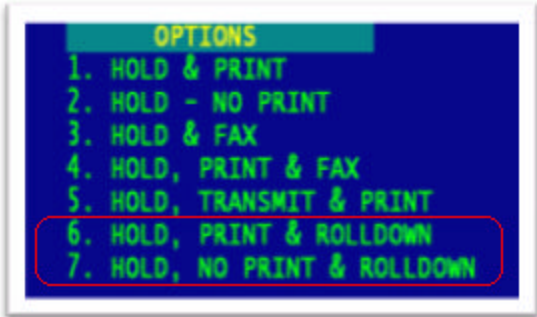
PURCHASE ORDER			
JOHNSTONE SUPPLY – PILOT 4065 PILOT DR. MEMPHIS, TN 38118 Phone: 901-795-3800 Fax: 901-794-1300		PO # : 146-212877 Order Date: 04/10/07	
TO: LOCHINVAR CORPORATION MSC 410308 NASHVILLE TN 37241-5000 Phone #: 615-889-8900 Fax #: 615-547-1000		SHIP TO: GT WAREHOUSE ATTN:CINDY REGAN/DRYSIDE 13615 OLD HWY 61 NORTH TUNICA RESORTS, MS. 38664	
		CUST ORD#:02177358 CUST PO#:T0123410	
Order Date	PO #	Ship VIA	Freight Terms
04/10/07	146-212877		
Due Date	Purchasing Agent	Terms	Minimum Required
04/24/07	RANDY N.	NET 30 DAYS	
Create Date	Vendor Number	Customer Number	Operator
04/12/07	1382		

Description: Print Option added for store transfers

Menu: Menu 7.1 – Purchase Order Entry

Why use it New options have been added to Menu 7.1 for store transfers, Option 6. “Hold, Print and Rolldown” and Option 7. “Hold, No Print, & Rolldown”. This eliminates the need to use Menu 7.1A to rolldown store transfers.

How to Use: Must be a Purchase Order for a store transfer (S01, S02, ...), Select either Option 6. “Hold, Print and Rolldown” and Option 7. “Hold, No Print, & Rolldown”. See screen shot.

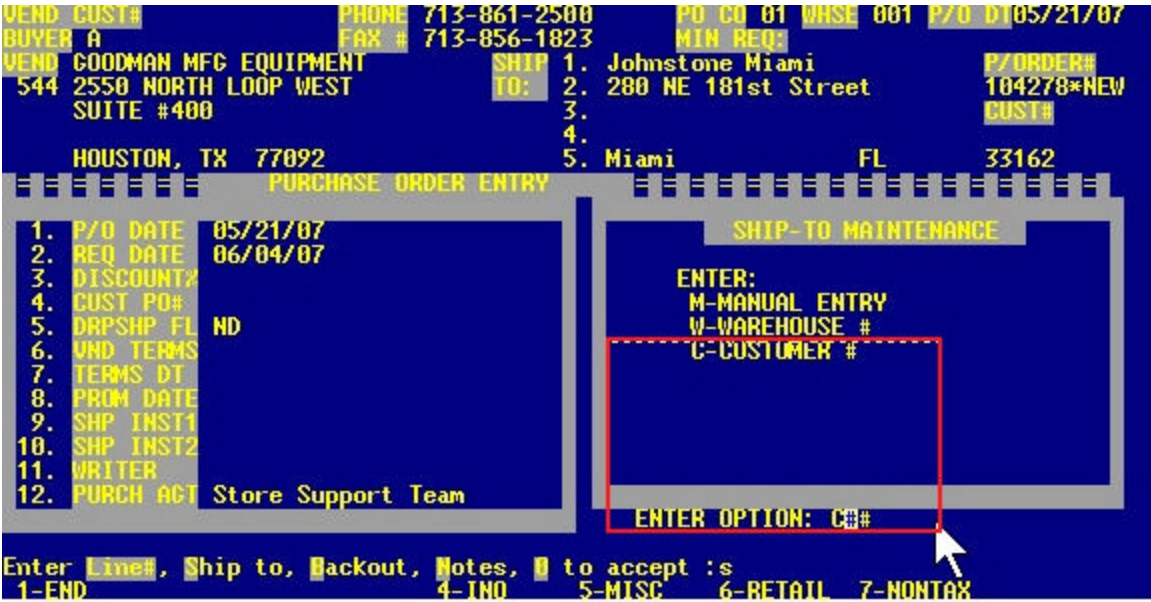


Description: Menu 7.1A – Purchase Order Rolldown to Order Entry

Menu Path: Menu 7.1A

Why use it: Purchase Orders setup in Menu 7.1, as dropship with the customer number in the Ship To will rolldown directly to an order for the customer. This added feature saves users from manually entering the ticket in Menu 1.2 – Order Entry.

How to use: Menu 7.1 Header screen -In the PO header screen, change the 'S'hip-to using the 'C'ustomer# option. Menu 7.1 after inputting specific customer #. Note that the ship-to area now will have the information for the specific customer# and field 5, Dropship flag will change to 'DS'




```

VEND CUST#          PHONE 713-861-2500      PO CO 01 WASE 001 P/O DT05/21/07
BUYER A            FAX # 713-856-1823      MIN REQ:
VEND GOODMAN MFG EQUIPMENT
544 2550 NORTH LOOP WEST
SUITE #400
HOUSTON, TX 77092
PURCHASE ORDER ENTRY
SHIP TO: 1. HOWARD JOHNSON
2. 4000 ALTON RD
3.
4.
5. MIAMI BEACH FL 33140
P/ORDER# 104278*NEW
CUST# 170164
PURCH ACT Store Support Team
1. P/O DATE 05/21/07
2. REQ DATE
3. DISCOUNT%
4. CUST PO#
5. DRPSHP FL DS
6. VND TERMS
7. TERMS DT
8. PROM DATE
9. SHP INST1
10. SHP INST2
11. WRITER
12. PURCH ACT Store Support Team
Enter Lines, Ship to, Backout, Notes, 0 to accept :
1-END 4-INQ 5-MISC 6-RETAIL 7-NON
  
```

File the PO away using option 1 or 2. Hold & Print or Hold -No Print

```

VEND CUST#          PHONE 713-861-2500      PO CO 01 WASE 001 P/O DT05/21/07
BUYER A            FAX # 713-856-1823      MIN REQ:
VEND GOODMAN MFG EQUIPMENT
544 2550 NORTH LOOP WEST
SUITE #400
HOUSTON, TX 77092
PURCHASE ORDER ENTRY
SHIP TO: 1. HOWARD JOHNSON
2. 4000 ALTON RD
3.
4.
5. MIAMI BEACH FL 33140
P/ORDER# 104278*NEW
CUST# 170164
SUBTOTAL > 10.00
STATUS OF P/O New Order
1. TOTAL DISC%
4. SHIP METHOD
5. WEIGHT 0.0
FRT TERMS $30,000 PPD;LTL $25.0
7. FREIGHT
OPTIONS
1. HOLD & PRINT
2. HOLD - NO PRINT
3. HOLD & FAX
4. HOLD, PRINT & FAX
5. HOLD, TRANSMIT & PRINT
ENTER Option# or Press <Enter>:1
TOTAL: 10.00 10.00
Line#, CL-Chg-Lines, CH-Chg-Hdr, CANCEL, Backout, Preseason, Notes, 0 to accept:0
1-END 4-INQ 5-MISC 6-RETAIL 7-NONTAX
  
```

Once the PO is created (EX: 01104278), go to Menu 7.1A Rolldown to OE and put in the PO#

```

PO ROLLDOWN TO ORDER ENTRY PROCESSING
ENTER PO TO ROLLDOWN (8N) ?01104278
  
```

After putting in a valid PO#, confirm that you want to roll the Dropship PO into a Dropship order:

```
Confirm Rolldown of PO# 01104278 to Dropshipment Order
for Customer 170164 - HOWARD JOHNSON
<CR> to Continue Rolldown or 'END' to quit
```

? After confirming the Rolldown, select the printer where the order will print and collect order from printer.

See confirmation of Order# created from the PO:

```
Order Number 01116160 has been successfully rolled down
<CR> to continue... █
```

Description: Faxing Purchase Orders

Menu Path: 7.7 Fax Purchase Orders

Why use it: Menu 7.7 will fax purchase orders using the Linux server. Stores must have a Linux server.

How to Use: Menu 35.5.9 must be set to 'Y' (Use Linux Server to Fax Purchase Orders).

PURCHASE ORDER PARAMETER MAINTENANCE		
1. ALLOW NEW ORDER NUMBERS TO BE CREATED		N
2. HOLD WITH NO PRINT OPTION		Y
3. PRINT PO'S BY 'L'INE # OR 'P'RODUCT #		P
4. ORIGINAL OPERATOR TO PRINT ON PURCHASE ORDERS		Y
5. NOTIFICATION IF PURCHASE ORDERS DID NOT PRINT		N
6. USE 'UNF'INALIZE AUTHORIZATION TO CANCEL ORDERS		N
7. 125 LINE LIMIT ON PO CONVERSION FOR CORP		N
8. PRINT LINE#'S ON 'L'EFT OR 'R'IGHT SIDE OF FORM		L
9. USE LINUX SERVER TO FAX PURCHASE ORDERS		Y
10. EDIT ROLLDOWN PURCHASE ORDER PASSWORD		

Description: HPTO added to Purchase Order Audit

Menu Path: 7.23 – PO Audit

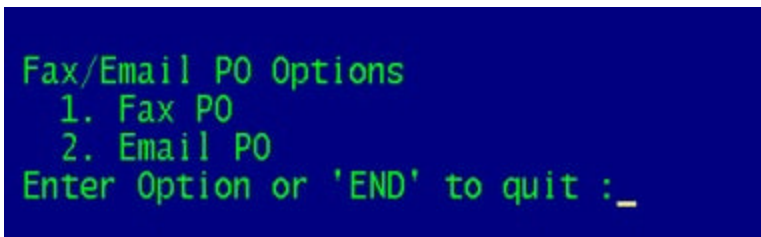
Why use it: When a Purchase Order Rolldown to Order Entry is done through Menu 7.1 or 7.1A an audit will now be tracked in Menu 7.23 as HPTO.



Description: Menu 7.30 – Fax/Email Through Linux Server

Menu Path: Menu 7.30

Why use it: The ability to email Purchase Orders using a Linux server has been added to the system. Menu 7.30 has been modified to allow faxing and emailing of purchase orders. To email a purchase order, select Option #2 - Email PO, enter in the 8-digit PO number, and then enter the recipient's email address.



How to Use: Selecting Option #2 (Email PO) will prompt for the following:

1. Enter the email address where the confirmation should be sent.
2. Option to type a message that will appear on the email or hit <enter> for the default message of "Here is the PO you requested".
3. Enter the email address of the recipient.

Description: Add the PO# reference to the PO fax cover sheet

Menu Path: Menu 7.30 (Fax/Email PO thru Linux Server)

Why use it: Additional reference to tie the PO and the cover sheet together on a fax transmission.

How to use: Fax the PO via Menu 7.30, the PO# will be on the cover sheet.

Description: Option to fax/email PO's with no costs

Menu Path: Menu 7.30 (Fax/Email PO thru Linux Server)

Why use it: Use the system to send PO's without costs instead of printing a PO, blocking the prices and then manually faxing.

How to use: Go to Menu 7.30 Fax/Email PO thru Linux server and look for this prompt: Do you want to include costs? (<CR>/N): ?N Answer 'N' to send PO without costs. See sample:

PURCHASE ORDER		PO # : 79-043846				
JOHNSTONE OF NEW ORLEANS 1400 EDWARDS AVE. HARAHAN, LA 70123-2251 Phone: 504-733-1495		Order Date: 11/30/06				
TO: ATLANTA SUPPLY INC. 1333 LOGAN CIRCLE NW ATLANTA, GA. 30318 Phone #: 800-972-5391 Fax #: 404-876-7582		SHIP TO: JOHNSTONE SUPPLY N.O. 1400 EDWARDS AVE. HARAHAN, LA 70123				
Order Date	PO #	Ship VIA	Freight Terms			
11/30/06	79-043846	** U.P.S. **				
Due Date	Purchasing Agent	Terms	Minimum Required			
	BRAD MIGUEZ	NET 10TH FOLL PURCH				
Create Date	Vendor Number	Customer Number	Operator			
09/06/07	1978		BRAD MIGUEZ			
Misc Instructions 1: NO RETURNS AFTER 10 DAYS						
Misc Instructions 2: 2% BY 10TH OF FOLL.MONTH						
Quantity	Part Number	Description	Cost Each	Line Discount	Line Amount	Line #
1	NS-01553	6X12 BRDT BRASS FLOOR GRL				1
1	NS-35510	10X6 BRDT BRASS FLOOR GRL				2
						3
		PLEASE SHIP ASAP ASAP ASAP ASAP !!!!!!!!!!!!!!!				4

Menu 8 - Inventory

Description: Menu 8.3 – Non-Purchase Order Receipts Posting

Menu Path: Menu 8.3

Why use it: In the past POR entries made in Menu 8.3 did not appear in Menu 19.7B until after day-end was run.

How to use: Entries made in Menu 8.3 now auto update to Menu 19.7B.

Description: Menu 8.4 – Inventory Adjustment Posting

Menu Path: 8.4

Why use it: The Reason Code 'RC' is now a required field in Menu 8.4.

How to use: To view the list of reason codes type '?' and <enter>.

```
OPERATOR sst                INVENTORY ADJUSTMENT POSTING
CO # 01      JOHNSTONE SUPPLY CO 01
WHSE # 001   JOHNSTONE SUPPLY
DATE        05/11/07
AUTHORIZE #

PRODUCT NUMBER      DESCRIPTION          AVG COST QUANTITY RC REASON AV - IP
b10-120             083S DRYER             6.791      1  ##      47
```

Menu 9 - Physical Inventory

Description: Menu 9.20.22 – Products with No Warehouse Location

Menu Path: Menu 9.20.22

Why use it: This report details the list of products that have no warehouse location listed in product detail (Menu 12.3.2.3). Before beginning your inventory, consider it a best practice to run this report.

How to use: To tie a product to a warehouse location use Menu 34.11 Scan Warehouse Locations. If you have the Symbol handheld scanner the S3 option 1 – Scan Location can also be used to tie a product to a location.

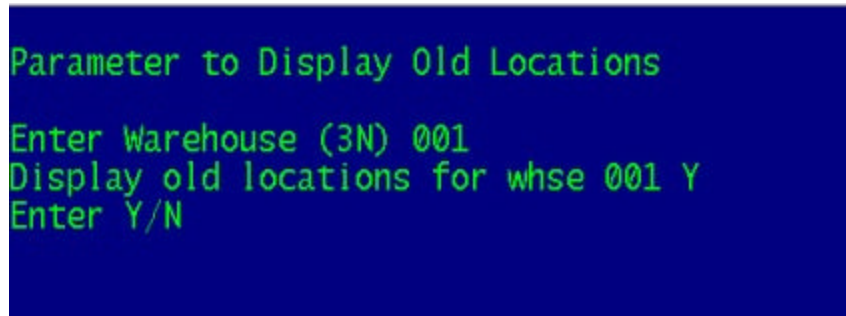
Description: Menu 9.20.28 – Display Old Locations

Menu Path: Menu 9.20.28

Why to use: Menu 9.20.28 is a new menu path that if activated will display old warehouse location in Stock Status (Menu 19.6) during the physical inventory process. The second step in the inventory process is to run Menu 9.20.2 to clear Warehouse locations.

How to use: When this menu is run it clears the warehouse locations in stock status and in Product Detail (Menu 12.3.2.3). Menu 9.20.28 allows for the old (cleared) warehouse locations to appear in Stock Status during the inventory process.

Note: If Menu 9.20.28 is set to Y during inventory you must go back into this menu and set to N when inventory is complete. Otherwise, the old warehouse locations will continue to display in Stock Status.



```
Parameter to Display Old Locations
Enter Warehouse (3N) 001
Display old locations for whse 001 Y
Enter Y/N
```

Menu 11 - Sales Analysis

Description: Display current month inventory values

Menu Path: Menu 11.4.10 (Inquiry by Company - from Sales Files)

Why use it: Quick snapshot of inventory value on total invoiced sales inquiry.

How to use it: Run Menu 11.4.10 like normal, inventory value added to far right-hand column. The inventory value is the summary of all products (catalog and non-catalog) on-hand quantity times average cost.

	QTY THIS YR	QTY LAST YR	SALES-\$ THIS YR	SALES-\$ LAST YR	G/P-\$ THIS YR	G/P-\$ LAST YR	G/P% TYR	G/P% LYR	INVEN TYR
JAN	30110	27892	801930	723536	272797	227993	34.01	31.51	2330019
FEB	30595	25274	811309	594033	276973	197965	34.13	33.32	2233086
MAR	35076	31451	823164	749858	280410	242043	34.06	32.27	2106577

Menu 12 - File Maintenance

Description: Additional email added to Customer Master Maintenance for accounts receivable and purchasing

Menu Path: Menu 12.2.2.2, Field 18 (Customer Master Maintenance)

Why use it: Currently this field is being used for data collection only. Eventually, it will be used for reporting and distribution of emailed documents.

How to use it: Go into Customer Master Maintenance, Menu 12.2.2.2, and select Field 18. EMAIL PUR. And enter the email address.

```
15. UPS FLAG                33. VIP REPORTING
16. NO PRICES              34. STMT SEND FLAG
17. EMAIL ADDR
18. EMAIL PUR.  jeff.dobyns@johnstonesupply.com-----
```

Description: Enhancement to serial# maintenance for message/reference entry

Menu Path: Menu 12.3.10 (Serial Maintenance), Menu 19.8 (Serial Number Inquiry)

Why use it: Allows you to enter a message or reference associated with a specific serial record and have that reference display in the serial# inquiry.

How to use: Go to Menu 12.3.10 (Serial Maintenance) and edit Field 8 - MSG/REF# of the serial # record.

```
SERIAL ENTRY MAINTENANCE
SERIAL #                06K024253
1. CUSTOMER #          500059    MENARD CORRECTIONAL CTR
2. PRODUCT #           NS-ERFA0313HP 230 3/0 MED TEMP COMP
3. INVOICE #           170583
4. INVOICE DATE        12/08/06
5. UNIT PRICE          1695.00
6. UNIT COST
7. WAREHOUSE           001        JOHNSTONE CARBONDALE
8. MSG/REF#            WARRANTY FOR COMP ON 165656, 7/19/06
```

Go to Menu 19.8 (Serial Number Inquiry) and pull up the serial number and the MSG/REF# displays.

SERIAL NUMBER LOOKUP		
SERIAL NUMBER	06K024253	
CUSTOMER NUMBER	500059	MENARD CORRECTIONAL CTR
PRODUCT NUMBER	NS-ERFA031ETAC 3HP 230 3/0 MED TEMP COMP	
INVOICE NUMBER	170583	001
INVOICE DATE	12/08/06	
UNIT DOLLARS	1695.00	
UNIT COST		
MSG/REF#	WARRANTY FOR COMP ON 165656, 7/19/06	

Description: Menu 12.2.2.2 – Customer Master Maintenance

Menu Path: 12.2.2.2

Why use it: Previously, only 3-digits were allowed.

How to use: The List price multipliers that are setup in Customer Master Maintenance, Screen 2, and Field 37 have been expanded to 4-digits after the decimal (i.e. .4500)

Description: Corp DC regional branch costs-auto updates, stock status and PO costing

Menu Path: 12.3.2.2, Field 16, 19.6

Why use it: Database has added the capability to receive the special regional pricing that Corp is rolling out over the next few months. In the past the special pricing has not been available in the transmissions, so your costs when transmitted to Corp come back on the acknowledgement as an adjustment.

How to use: This program will use spreadsheets provided by Corp and update your branch cost field in prod. mast (Menu 12.3.2.2 Field 16) depending on your main Corp DC warehouse. These costs will be made available in stock status and in PO's buying from another DC. To access the information in Stock Status, type 'D'irect.

Sample of product with regional pricing: R94-221

MDC Pricing-

STOCK STATUS INQUIRY							05/16/07 13:23:39	
ITEM NO.	HAZ	U/M	ITEM DESCRIPTION	DISC	P/C	SUBSTITUTE ITEMS		
r94-221		EA	373626 T75 1.5X48X100 WR	N	602-02			
		A						
REGULAR PRC	CORE CHG	AVERAGE COST	BRANCH COST	DIR COST	VEND#	SP		
		78.518	78.518	67.450	A977	4P		

PDC Pricing-

ITEM NO.	HAZ	U/M	ITEM DESCRIPTION	DISC	P/C	SUBSTITUTE ITEMS	
r94-221			EA 373626 T75 1.5X48X100 WR	N	602-02		
		A					
REGULAR PRC	CORE CHG	AVERAGE COST	BRANCH COST	DIR COST	VEND#	SP	
130.02		74.195	74.195	67.450	A977	4P	

Description: Additional characters added to maintainable vendor web address

Menu Path: Menu 12.4.1.2 (Vendor Master Maintenance), Field 10

Why Use it: Room added for web addresses allows this important information to print correctly on PO's.

How to use: Access vendor in Menu 12.4.1.2, maintain address in Field 10 up to 35 characters. It prints on PO's as Miscellaneous Instructions 1 and 2.

TO: SOURCE 1 5005 YORK DRIVE NORMAN, OK 73069 Phone #: 800-536-6112 Fax #: 800-710-1893	SHIP TO: JOHNSTONE - FENTON 1686 LARKIN WILLIAMS ROAD FENTON, MO 63026																		
<table border="1"> <thead> <tr> <th>Order Date</th> <th>PO #</th> <th>Ship VIA</th> </tr> </thead> <tbody> <tr> <td>08/31/07</td> <td>67-129651</td> <td>L.T.L.</td> </tr> <tr> <th>Due Date</th> <th>Purchasing Agent</th> <th>Terms</th> </tr> <tr> <td>09/06/07</td> <td>DAN SCHRECK</td> <td></td> </tr> <tr> <th>Create Date</th> <th>Vendor Number</th> <th>Customer Number</th> </tr> <tr> <td>09/06/07</td> <td>615</td> <td></td> </tr> </tbody> </table>		Order Date	PO #	Ship VIA	08/31/07	67-129651	L.T.L.	Due Date	Purchasing Agent	Terms	09/06/07	DAN SCHRECK		Create Date	Vendor Number	Customer Number	09/06/07	615	
Order Date	PO #	Ship VIA																	
08/31/07	67-129651	L.T.L.																	
Due Date	Purchasing Agent	Terms																	
09/06/07	DAN SCHRECK																		
Create Date	Vendor Number	Customer Number																	
09/06/07	615																		
Misc Instructions 1: www.source1parts.com Misc Instructions 2: www.upgnet.com																			

Description: Vendor change program created

Menu Path: Menu 12.4.1.9 (Change Vendor Number)

Why Use it: Program to replace the merge. vends program and streamline the process for changing a vendor number.

How to use: Go to Menu 12.4.1.9 Change Vendor Number, input the OLD vendor number first and then enter in the NEW vendor number you are changing it to. After that, the program changes the related vendor files from OLD vendor to NEW vendor (checking vendors, products, vouchers, etc). *This program should only be run after-hours to avoid conflicts on the system.*

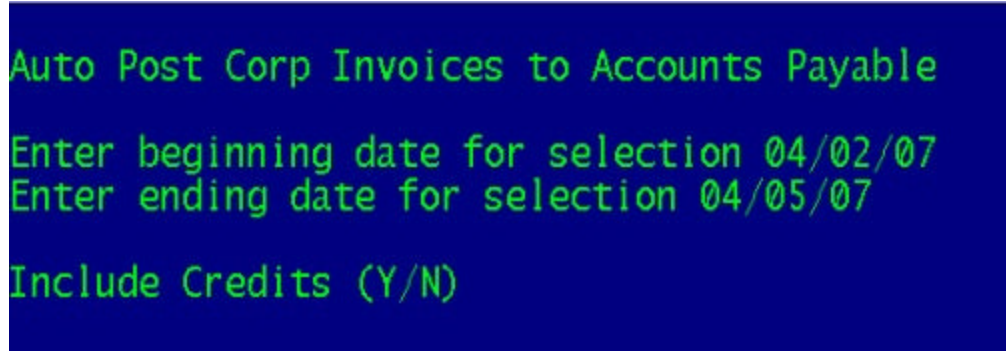
Menu 13 - Accounts Payable

Description: Menu 13.20.3 – Auto Post Corp Invoices

Menu Path: 13.20.3

Why use it: Will now prompt for “Include Credits”

How to use: Answer ‘Y’ if you want to include credit memo’s from Corp. Answer ‘N’ if you do not want Corp credit memos included.



```
Auto Post Corp Invoices to Accounts Payable
Enter beginning date for selection 04/02/07
Enter ending date for selection 04/05/07
Include Credits (Y/N)
```

Menu 19 - Inquiries

Description: Add PO#, Job Name and Product Description to quote lookup inquiries.

Menu Path: Menu 19.1A (Quote Lookup Inquiries), Option 2

Why use it: More information makes it easier to track down existing quotes.

How to use: Access Menu 19.1A, Option 2 customer quote Listing, 'D'etailed listing...and the new fields are added into the detailed reports.

Description: Menu 19.7B – Inventory Transaction by Product

Menu Path: 19.7B

Why use it: When viewing and item users now have further type options to select when building the inquiry.

How to use: The following options are available:

- ? ADJ = Adjustments
- ? POR = PO Receiving
- ? INV = Invoice
- ? CM = Credit Memo (Returns to Stock)
- ? NON = Credit Memo (Not Returned to Stock)
- ? PI = Physical Inventory
- ? DIN = Drop Ship Invoice
- ? DPO = Drop Ship PO

The screenshot displays a terminal window with a dark blue background and yellow text. At the top, it shows 'INQUIRY BY PRODUCT' and the date/time '05/07/07 18:28:46'. Below this, there are two columns: 'ITEM#' and 'ITEM DESCRIPTION'. The first row shows '083S DRYER'. Below the columns, there is a header for a table with columns: 'TNX', 'DATE', 'REF#', 'PO#-REAS CD', 'QTY', 'COST', 'PRICE CUST-VEND', and 'OH AFTER'. At the bottom, there is a prompt: 'ENTER TYPE (ADJ, POR, INV, C/M, NON, P/I, DIN, DPO) OR <ENTER> FOR ALL'. The text '(ADJ, POR, INV, C/M, NON, P/I, DIN, DPO)' is circled in red. In the bottom right corner, there is a small yellow box containing the text 'INV.DET004'.

ITEM#	ITEM DESCRIPTION
083S	DRYER

TNX	DATE	REF#	PO#-REAS CD	QTY	COST	PRICE CUST-VEND	OH AFTER
-----	------	------	-------------	-----	------	-----------------	----------

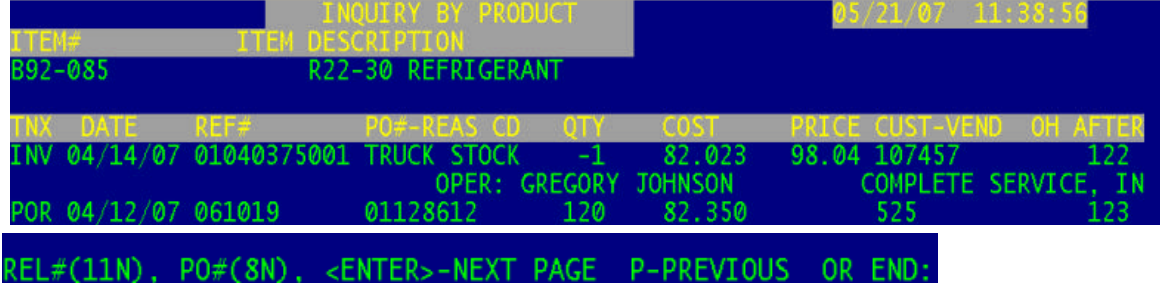
ENTER TYPE (ADJ, POR, INV, C/M, NON, P/I, DIN, DPO) OR <ENTER> FOR ALL

Description: Menu 19.7B – Inventory Transaction by Product

Menu Path: 19.7B

Why use it: Complete PO information can be pulled up from a POR item.

How to use: ? Enter the 8-digit PO number



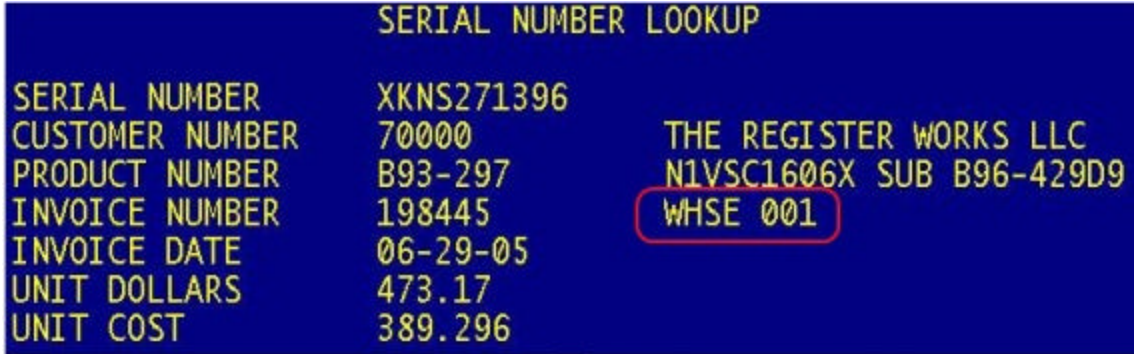
- ? Entering in an 8-digit PO number takes the user to Menu 19.12 to view the PO.
- ? Entering in an 11-digit Release number takes the user to Menu 19.5 to view the release.

Description: Menu 19.8 – Serial Number Inquiry

Menu Path: 19.8

Why use it: The warehouse number will now display to the right of the INVOICE number.

How to use: Input serial number at prompt or select 'L' for lookup, the Whse number will display on the screen.



Description: Option to display Order Entry and Purchase Order audits from Inquiries 19.5 and 19.12

Menu Path: Menu 19.5 (Detail Invoice/Release Inquiry) and Menu 19.12 (Detail Open Purchase Order Inquiry)

Why use it: This option combines the quote, order entry and PO audit screens (Menu 2.28, Menu 2.27, Menu 7.23) into the Detail Invoice/Release Inquiry (Menu 19.5) and Detail Open Purchase Order Inquiry (Menu 19.12) so all the information you will need on a quote, invoice/release, or PO is accessible from a single menu path instead of splintered in multiple menu paths for each.

How to Use: Menu 19.5 "How to use the 'AUD' option?" Pull up your quote/pick pack/invoice/release and when you get to the total screen you will see a new option of 'AUD'it After entering the AUD option, the typical audit detail will display on your screen.

```

=====ORDER ENTRY INQUIRY=====SUBTOTAL > 52.95
STATUS OF RELEASE 001 Printed SHIPPED ORDERED TOTAL ORDER BACK SHIP
Orig Operator CUSTOMER DIALUP DOLLARS DOLLARS LINES QUAN QUAN QUAN
Last Access 15:38:22 02 Aug 2007 52.95 52.95 3 3 0 3
1. RESTOCK CHR% 0.00
2. TAX JURIS 03 PENNSYLVANIA NON-TAXABLE TAX EXEMPT# 75-07511-5
3. TAX% 0.000 ON 0.00 0.00 0.00
4. SHIP METHOD 02 UPS
5. WEIGHT PRODUCT WGT 0.0 A/R TERMS 01 2% 10TH NET 15T
6. NBR CTNS CUST P/O# BL050513
7. FREIGHT 6.26
8. PICKER
9. PACKER 20. CASH RECD 0.00
10. MISC CHR% 21. CHECK NO
11. TAX ONLY TOTAL: 59.21 59.21 CHANGE
12. WORK ORDER# GROSS PROFIT % 42.10
Line#, CL-Chg-Lines, Ct-Chg-Hdr, PDF, (AUDit) or 0 to accept:
  
```

```

Page 1 RELEASE 15:40:55 29 Aug 2007
Release#... AUDIT1.....
01000239001 CUSTOMER DIALUP 13:38:45 01 Aug 2007 - 513 'PP'
Bob Leidy 15:38:22 02 Aug 2007 - 109 'PI'
[405] 1 items listed out of 1 items.
  
```

Menu 19.12 PO Audit works the same as Menu 19.5 Pull up the PO, get to the PO total screen and the AUD option will be available. The PO audit information displays.

Description: Menu 19.14.1 – View Maintenance Menu for Customer Master

Menu Path: Menu 19.14.1, Screen 2 Field 7

Why use it: Allows people to view customer contracts who don't have access to Customer Master through Menu 12.2.2.2.

How to use: Selecting field 7 takes the users to the Contract Maintenance Screen.

```
CUSTOMER MASTER INQUIRY - SCREEN 2
EX CUST #: 111688    CALVAN JOHNSON    INT CUST #:135856
1.WHS/BR #
2.MASTER AR #
3.CUST TYPE NH NURSING HOMES
4.CUST CLS NH NURSING HOMES
5.TERRITORY 00107 62226
6.SPEC INST
7.PROGRAMS
8.DUN FLAG
9.OTHER CONT
10.PRC HOLD
11.PO REQ Y
12.MAILER REF 111688
13.SERV. CHRG Y
14.LICENSE #
15.PAST DUE < %
16.PAST DUE DAYS
20.SHIPTO CODE 001
21.SHIP METHOD 02 UPS
22.SHIP ZONE
23.TERMS CODE 05 NET 10TH FOLL P
24.TAXABLE Y
25.TAX JURIS 17119 STATE & COUN
26.TAX EXEMPT #
27.CREDIT METH 02
28.CREDIT LIM 500
29.CREDIT HOLD N
30.ACCEPT B/O Y
31.ACCEPT PART Y
32.ACCEPT SUB Y
33.NA CUST #
34.NA 2ND CUST REF
35.TRANSMIT NA INV
36.TAX EX DATE
37.LIST PRC MULT 0.5000

Enter Line 7 to display Programs or <ENTER>: |
```

Menu 27 - PO Forecasting Menu

Description: **Update items which were previously transmitted at “O” Codes.**

Menu Path: Menu 27.30 – List of A Code Products – Not 001

Why use it: Johnstone occasionally decides to start stocking certain items in the DC, which, were originally transmitted as “O” codes. The new Price Transmission from Corp changes the Product Master record to vendor code “A” but the Product Detail vendor is not changed to 001. This results in the product not appearing on your DC forecast.

How to use: Menu 27.10 to change the Product Detail vendor to 001, one vendor at a time.

Enter A*** if you want the complete list that printed auto updated to vendor 001.

Description: **EOD Forecasting Reports**

Warehouse number has been added as part of the header of EOD Forecasting reports.

- ? Forecast Totals by A & O Vendors (01-122)
- ? Forecasting Totals by Purchasing Vendor (01-123)

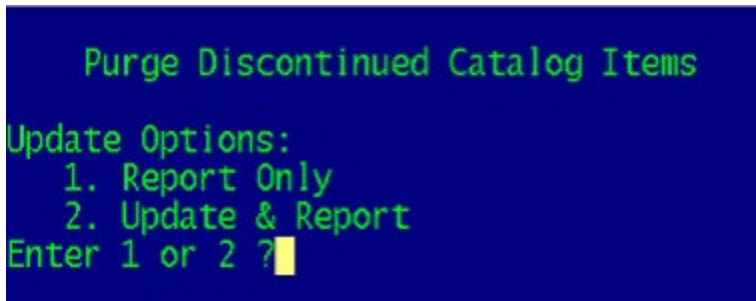
Menu 28 - Purge & Fix Programs

Description: Menu 28.10 – Purge Discontinued Catalog Items

Menu Path: Menu 28.10

Why use it: This menu path purges items that are flagged as discontinued (Menu 12.3.2.2 Field 22), have a back order quantity of zero, have zero on hand, zero on purchase order for all stores and zero in pick. A report will print out of the purged items. This report is similar to non-stock monthly purge.

How to use: A new feature has been added that provides the option to 1) Report Only or 2) Report and Update. Option #1, lists the items flagged to be discontinued. Option #2 will purge the discontinued items and list them out on a report.



Menu 34 - Bar Coding Menu

Description: Menu 34.8 – Print Bar Code Labels

Math Path: Menu 34.8

Why use it: Users have the option to print the product number on the Bar Code label in all CAPS.

How to use: If you are interested in receiving this upgrade, log a job online with Database Support
<http://dst.myjohnstone.com/Login.asp>.

Description: Menu 34.26 Auto Update Receiver with Qtys from Corp Packing List

Menu Path: Menu 34.26

Why to use: This menu path has been changed to NOT include Centralized Shipments.

Menu 35 - Parameter Menu

Description: Menu 35.19.7 – Event Notification of Cancelled Invoices & Pick Tickets

Menu Path: Menu 35.19.7

Why use it: Users will now be notified if a Quote is cancelled

How to use: Field 11 – Include Quotes has been added. Users will now be notified if a Quote is cancelled if a 'Y' is inputted in field 11.



End of Month

Description: End of Month

Menu Path: Logoff to the 'J', type Month-End

Why use it: End of Month XREF report 01-160 has been added to list all the purged non-stock items. .

How to use: See Menu 28.0.1 to see when NS items are set to purge for your system. The report will be generated after your purge is set to run To receive this report, add your email address to the report by going into Month-End, Option 5 – EOM Report XREF Maintenance

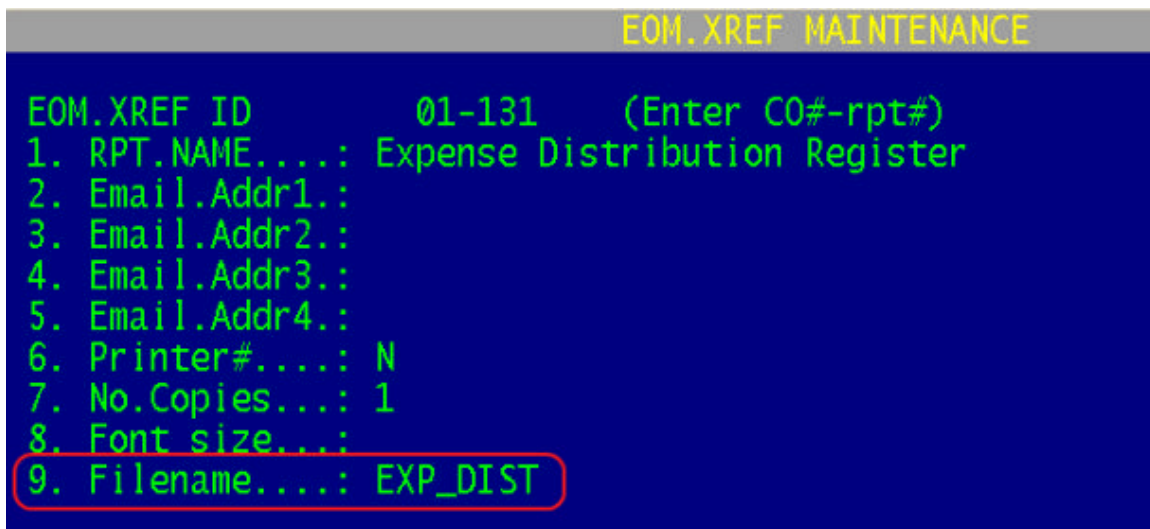
Description: AP EOM Reports

Menu Path: Logoff to the 'J', type Month-End

Why to use: Accounts Payable EOM reports 01-131 through 01-141 now have the same paperless options as other EOM reports.

How to use: To setup the desired output method of the report, Logoff to the 'J', type Month-End, and pull up the report ID in the AP EOM.XREF Maintenance (Option #5).

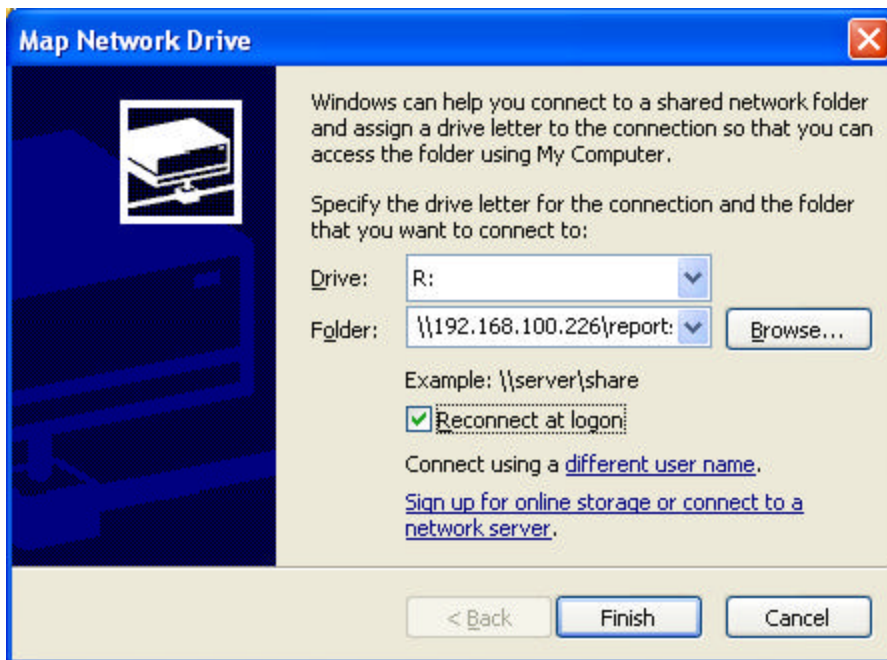
This same group of AP EOM reports can also be setup to be automatically archived to the Linux server. The file name of the report is stored in Field 9. The file name is what will appear on the Linux server in the EOM folder.



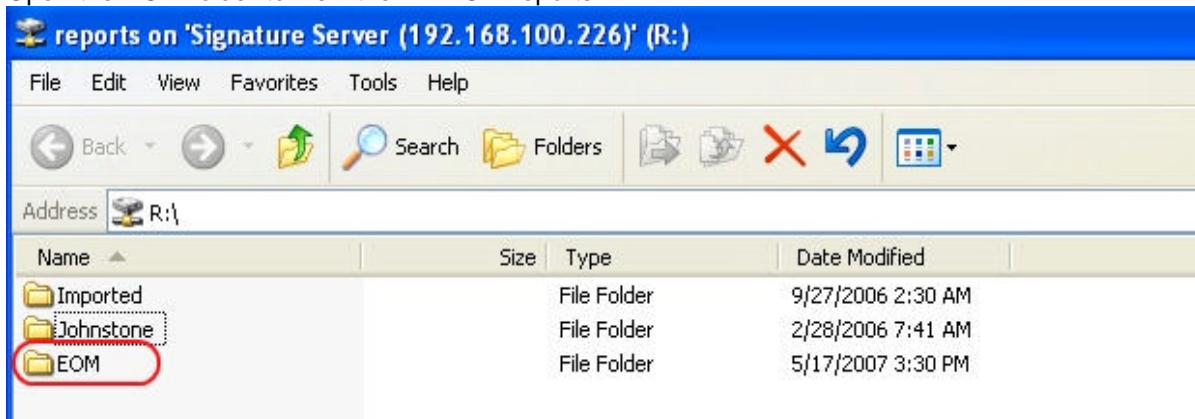
```
EOM.XREF MAINTENANCE
EOM.XREF ID      01-131      (Enter C0#-rpt#)
1. RPT.NAME....: Expense Distribution Register
2. Email.Addr1.:
3. Email.Addr2.:
4. Email.Addr3.:
5. Email.Addr4.:
6. Printer#....: N
7. No.Copies...: 1
8. Font size...:
9. Filename....: EXP_DIST
```

To access the reports off the Linux server, setup the following:
Map a drive – Open up My Computer from your Desktop icon.
Tools > Map Network Drive > Select 'R:' from the dropdown list.
In the Folder field enter \\YOUR LINUX IP ADDRESS\reports
For Example - \\192.168.100.226\reports
Reconnect at logon – Check this Box

Select Finish



Open the EOM folder to view the AP EOM reports



Each report is listed as a PDF and a TXT file. Simply double click on a report name to view the report.

Miscellaneous

Description: Miscellaneous menu paths adding printer select (Ft, Display, and Email) option.

Menu Path: m-13.20.9, M-4.3.20, M-12.2.39, M-14.2.2, M-7.19, M-3.11,

Why Use it: By adding the printer select program to these menu paths you can direct output to specified printers as well as enabling the options for FT, Display and email.

How to use it: Once the printer select screen displays, enter the appropriate option...specific printer#, EM to email, D to display the report, FT to file transfer the report to your pick folder.

ENTER PRINTER#, HS, AS-lave, FAX, EM-ail, D-isplay or <ENTER> for current

Database Warranty Tag Workflow

This great new feature allows Warranty Tags to be created in Order Entry accessing JEN. This is the first phase in a 3-part project to make the entire Warranty process online and paperless!

What are the benefits to entering a Warranty Tag online?

Easily accessed through JEN

Central location to manage all tags

Laser printed Warranty Tag

Legible – no more trying to decipher someone else's handwriting

This training document details the workflow for creating and searching for an Online Warranty Tag.

Warranty Activation

Menu 35.1 Order Entry Parameter Maintenance, Screen 3 - Field 9 Online Warranty Tag must be set to 'Y' in order to activate the Online Warranty Tag through Order Entry.

Creating a Warranty Tag - Menu 1.2 – Order Entry

Step 1

Enter Warranty part number with a quantity of -1 for return or 1r for replacement.

```
CUSTOMER 44730          PHONE 301-669-8387          OE CO 01 WHSE 001 ORD DATE 02/16
BUYER                   00          SPECIAL INST:
BILL A S JOHNSON COMPANY SHIP 1. A S JOHNSON COMPANY          ORDER NO
TO:  ATTN. JOHN PROCTOR TO:  2. ATTN. JOHN PROCTOR          NEW
      8100 CRYDEN WAY      3. 8100 CRYDEN WAY          REL
                                      4.                                001
      FORESTVILLE MD 20747          5. FORESTVILLE MD 20747
=====SUBTOTAL >=====
--ITEM NUMBER--  -----QUANTITIES-----  -----PRICING-----
LN  DESCRIPTION  ORDER INVC D PICK  B/O  PRICE DISC%  DPRICE TX PH RT
001 B10-120      -1      -1      0
      083S DRYER
```

Step 2

On Field 7 of the Order Entry Line Detail Maintenance Screen enter a Reason Code of 006.


Step 3

On Field 11 of the Order Entry Line Detail Maintenance Screen, enter the Warranty Sequence number of your choice or type **NEW** for an auto-generated number from the Database system. The system will then provide the option to type in the original invoice number. The Warranty Sequence number will carry over and appear on the top right-hand corner of the Warranty Tag. The Tag format is store number, W (for Warranty) and warranty sequence number (i.e. 155W123456).

ORDER ENTRY LINE DETAIL MAINTENANCE				STATUS MESSAGES									
ORDER LINE #:	1			Part Ships and Backorders ok.									
1. PRODUCT #..	b10-130			Substitutes ok									
2. DESCRIPTION	165S DRYER												
3. ORDER QTY..	-1												
4. PICK QTY...	-1												
5. BO QTY.....	0			QUANTITIES IN OTHER WAREHOUSES									
6. WHSE.....	001			001	002	003	004	005	006	007	ADC	MDC	PDC
7. REASON CODE	006	WARRANTY RETURN											
8. RETURN IND.	N			UTE PRODUCTS									
9. TAXABLE....	Y			LN	PROD	NBR	DESCRIPTION	PRICE	AVL				
10. PRICE HOLD.	N			1.	B12-270		EK-165S	04761	24.83	0			
11. WARR SEQ...	NEW#####			2.									
12. PRICE CODE.	F			3.									
13. PRICE.....	24.03	DISC PRICE		4.									
14. DISC %.....		24.03		5.									
15. COST.....	8.158			6.									
16. CORE.....	0.00			7.									
17. CORE COST..	0.000			CALCULATED			ORDER		PICK		BACKORD		
18. DROPSHIP...				DEFAULT			-1		-1		0		
				QUANTITIES									

After entering the Warranty Sequence number or typing NEW the online Warranty Tag automatically appears. The fields highlighted in Blue will auto fill. The field highlighted in Yellow will auto fill after a new order is created. (See below)

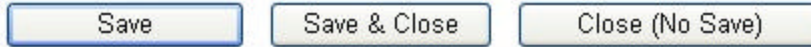
Step 4
 Enter in the remaining required information, "Product Installation Date" and "Explain the Nature of Failure".

RETURN MATERIAL TAG		Tag Generator		Tag#997W 86355385	
					
Model # For Equip/Johnstone #		Serial # For Equip.		Today's Date:	03/07/2007
Product Installation Date:*		Date Part Failed:*	03/07/07		
Failed Vendor Model/Part#:		New Vendor Model/Part #:			
Johnstone Stock #:		Qty:	1	New Date Code/Serial #:	
Failed Date Code/Serial #		Replacement Invoice #:			
Original Invoice #:		Memo/Note:			
Product Owner Name:		Service Contractor:*		Acct#	
Address:		Address:*			
City, State, & Zip:					
Explain Nature of Failure:* (Do Not Use Defective)					
Other: <input type="button" value="Other"/>			City, State, Zip:*		
Vendor #:		Store#	997 Nairobi		
Vendor Name:*		Entered By:*			
Warranty Description:		Distrib. Name:*			
<input type="checkbox"/> Repair <input type="checkbox"/> Credit Only <input type="checkbox"/> Send Replacement Part			Distrib. Address:*		
			City, State, Zip:*		

Note: See Glossary on page 6 & 7 for field definitions

Step 5
Save and Close the Tag

Step 6
After Saving and Closing the Tag the system will return to the Order Entry screen to complete the order. The system will prompt you to print the Warranty Tag after the order is finalized.



Note: The prompt for printing the tag will appear after the order is invoiced

Searching for a Tag

Step 1
Log onto the link below and select Warranty Tag from the Forms Menu. Use the [Search for a Tag](#) window to access a tag that has been created through Order Entry.
<http://sp.johnstonesupply.com/default.aspx>

Step 2
Search for a Warranty Tag that has already been created and saved.

A screenshot of a web application window titled 'Search for a Tag'. The window contains several input fields and a search button. The 'Store(s)' field is a dropdown menu with three options checked: '997 Nairobi', '998 Capetown', and '999 Timbuktu'. Below it are four text input fields labeled 'Invoice#', 'Contractor Name', 'Johnstone Stock#', and 'Salesperson Name'. A 'Search' button is located below the 'Salesperson Name' field. At the bottom of the window, there is an 'Open' button and a 'Tag#' text input field.

Step 3
Enter desired search criteria and click the Search button.

Search Options

- Store** – Search by your specific store or all branch locations by checking the box(s)
- Invoice#** - Search for an Invoice number that was entered in the Original Invoice field in the Tag Generator window.
- Contractor Name** – Searches for a Service Contractor Name that was entered on Tag Generator window.
- Johnstone Stock#** - Searches for a Johnstone Stock number that was entered on the Tag Generator window.
- Salesperson Name** – Searches for a name in the Entered By field on the Tag Generator window.
- Tag#** - If the tag number is known, enter in the number and click Open.
- Delete** – Users with JEN Admin access will have the ability to DELETE tags. *(This feature is under development and will be released by the end of March 2007)*

Search for a Tag				
	Tag	Invoice #	Contractor Name	Entered By
Store(s)	<input checked="" type="checkbox"/> 997 Nairobi	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> 998 Capetown			
	<input checked="" type="checkbox"/> 999 Timbuktu			
Invoice#	<input type="text"/>			
Contractor Name	<input type="text"/>			
Johnstone Stock#	<input type="text"/>			
Salesperson Name	<input type="text"/>			
	<input type="button" value="Search"/>	<input type="button" value="Download Tags to Excel"/>		
<input type="button" value="Open"/>	Tag#	<input type="text"/>		

Step 4
Select the Open button of the desired tag.

Download Tags to Excel – This option will download the entire list of tags (including Invoice#, Contractor Name, Entered By, etc...) that appear after a Search, into an Excel spreadsheet.

Step 5
After selecting Open in Step 4 the Warranty Tag will appear on the screen. Users have the option to print the tag again, Save, Close or create a new Tag.

<input type="button" value="Print"/>	<input type="button" value="Save"/>	<input type="button" value="Save & Close"/>	<input type="button" value="Close (No Save)"/>	<input type="button" value="New Tag"/>
--------------------------------------	-------------------------------------	---	--	--

Print – Prints and Saves the Warranty Tag. The Warranty Tag will print if all required information is entered. Otherwise, an “Identification Only” tag will print if the required information is not entered.

Save – Saves the Warranty Tag

Save & Close – Saves the Warranty Tag and closes the Warranty Tag screen

Close (No Save) – Closes the Warranty Tag screen without saving changes

New Tag – Refreshes the screen and creates a new tag (often used after selecting the Save button)

Submitting the Warranty Tag to Corp

Procedures have not changed when submitting a Warranty Tag to Corp. Go to the Warranty Pages on JEN for vendor specific warranty return instructions.

Note: See Page 5 & 6 for a sample of a printed Warranty Tag

RETURN MATERIAL TAG

Store Copy

Tag#997W 000147



Model # For Equip/Johnstone #		Serial # For Equip.		Today's Date:	03/06/2007
Product Installation Date:*	03/06/07	Date Part Failed:*	03/06/07		
Failed Vendor Model/Part#:	083S		New Vendor Model/Part #:	083S	
Johnstone Stock #:	B10-120	Qty:	1	New Date Code/Serial #:	
Failed Date Code/Serial #			Replacement Invoice #:	143130	
Original Invoice #:	147		Memo/Note:		
Product Owner Name:			Service Contractor:*	FRED JOHNSON PAINT	Acct#
Address:			Address:*	31 WEST RIDGE STREET	
City, State, & Zip:			City, State, Zip:*	LANSFORD, PA 18232	
Explain Nature of Failure:* (Do Not Use Defective)					
Worn Out					
Vendor #:	480		Store#	997 Nairobi	
Vendor Name:*	PARKER HANNIFIN		Entered By:*	Store Support Team	
Warranty Description:			Distrib. Name:*	Johnstone Supply Easton	
<input type="checkbox"/> Repair <input type="checkbox"/> Credit Only <input type="checkbox"/> Send Replacement Part			Distrib. Address:*	PO Box 3849	
			City, State, Zip:*	Easton, PA 18043-3849	

RETURN MATERIAL TAG

Office Copy

Tag#997W 000147



Model # For Equip/Johnstone #		Serial # For Equip.		Today's Date:	03/06/2007
Product Installation Date:*	03/06/07	Date Part Failed:*	03/06/07		
Failed Vendor Model/Part#:	083S		New Vendor Model/Part #:	083S	
Johnstone Stock #:	B10-120	Qty:	1	New Date Code/Serial #:	
Failed Date Code/Serial #			Replacement Invoice #:	143130	
Original Invoice #:	147		Memo/Note:		
Product Owner Name:			Service Contractor:*	FRED JOHNSON PAINT	Acct#
Address:			Address:*	31 WEST RIDGE STREET	
City, State, & Zip:			City, State, Zip:*	LANSFORD, PA 18232	
Explain Nature of Failure:* (Do Not Use Defective)					
Worn Out					
Vendor #:	480		Store#	997 Nairobi	
Vendor Name:*	PARKER HANNIFIN		Entered By:*	Store Support Team	
Warranty Description:			Distrib. Name:*	Johnstone Supply Easton	
<input type="checkbox"/> Repair <input type="checkbox"/> Credit Only <input type="checkbox"/> Send Replacement Part			Distrib. Address:*	PO Box 3849	
			City, State, Zip:*	Easton, PA 18043-3849	

RETURN MATERIAL TAG

Vendor Copy

Tag#997W 000147



Model # For Equip/Johnstone #		Serial # For Equip		Today's Date:	03/06/2007
Product Installation Date:*	03/06/07	Date Part Failed:*	03/06/07		
Failed Vendor Model/Part#:	083S	New Vendor Model/Part #:*	083S		
Johnstone Stock #:	B10-120	Qty:	1	New Date Code/Serial #:	
Failed Date Code/Serial #		Replacement Invoice #:	143130		
Original Invoice #:*	147	Memo/Note:			
Product Owner Name:		Service Contractor:*	FRED JOHNSON PAINT	Acct#	
Address:		Address:*	31 WEST RIDGE STREET		
City, State, & Zip:		City, State, Zip:*	LANSFORD, PA 18232		
Explain Nature of Failure:* (Do Not Use Defective)					
Worn Out					
Vendor #:*	480	Store#	997 Nairobi		
Vendor Name:*	PARKER HANNIFIN	Entered By:*	Store Support Team		
Warranty Description:		Distrib. Name:*	Johnstone Supply Easton		
<input type="checkbox"/> Repair <input type="checkbox"/> Credit Only <input type="checkbox"/> Send Replacement Part		Distrib. Address:*	PO Box 3849		
		City, State, Zip:*	Easton, PA 18043-3849		

Glossary for Warranty Tag

Date Part Failed – The date the returned item failed.

Distributor Address (city/state/zip) – The address of the Johnstone store submitting the Warranty Tag.

Distributor Name – The name of the Johnstone store submitting the Warranty Tag.

Entered By – The name of the person entering the Warranty Tag during the Order Entry process.

Explain Nature of Failure – Select a Failure option from the dropdown list provided or enter in a specific reason in the Other field (Other field will print up to 45 characters)

Failed Date Code/Serial# - Enter the date code/serial number that is on the warranty item.

Failed Vendor Model/Part # - Enter the Vendor Model Number or Part Number of the item being returned

Johnstone Stock Number – Enter in the Johnstone product number of the item being returned on Warranty.

Memo/Note – Open field to enter desired information (will print up to 42 characters)

New Date Code/Serial# - Enter in the date code/serial number if a new item is being issued.

New Vendor Model/Part# - The Model/Part number of the item that the customer is taking in replacement for the failed part.

Original Invoice Number – Original invoice number of the item being returned

Product Installation Date – The date the product was installed

Product Owner Name & Address – The name and address of the person/Company who purchased the returned item from your customer.

QTY - Enter the quantity number of the item being returned.

Replacement Invoice Number – The invoice number that was entered for the replacement part the customer is receiving.

Service Contractor (address/city/state/zip) – Name and address of the customer returning the warranty item.

Store # - The Johnstone store that is submitting the Warranty Tag.

Tag Number – The tag number represents the store number, W for Warranty and an auto generated number from Corp system.

Today's Date – Auto populates with the date the tag is created.

Unit Model # for Equip/Johnstone# – Enter Model number of the warranty item (optional to also add the Johnstone# as part of the model number).
Unit Serial # for Equip - Enter Serial number of the warranty item.
Vendor Name – Enter in the name of the Vendor that manufactures the item being returned.
Vendor Number – Enter in the Vendor number that manufactures the item being returned.
Warranty Description – Select Repair, Credit Only, or Send Replacement Part

New Look for Menu 1

Order Entry

Menu 1 has been renumbered to make way for new features. The changes made to Menu 1 are shown in the screen shot below. We have moved the *OLD* Menu 1 to Menu 1.40 for review and comparison to the new menu.

```

MENU-1                ORDER ENTRY AND INVOICING
14:29:33  12 Oct 2007                2 JENNIFER JENNIFER
Inquiries
-----
  1. Sales Order Inquiries
Input
-----
  2. Order Entry/Invoicing
  3. Maintain PO on Finalized Invoice
  4. Fix Serial Numbers after Day-end Reprints & Others
-----
 10. Invoice/Credit Memo Reprint
 11. Quote Reprint
 15. Credit Release Maintenance
 16. Fax Invoices
 17. Fax Quotes
 20. Signature Capture Menu

 25. Reprint Invoice on Plain Paper
 26. Reprint Signature Capture Invoice
 27. Fax Invoice with Signature Capture
 28. Email Selected Invoices Screen
 29. Display PDF Invoice
 30. Display PDF Quote
 31. Upload Handheld Signatures
 32. Email Invoice - No Linux Server
 33. Copy Quote to Company/Customer
 34. Email Quote thru Linux Server
 35. Email Pick/Pack thru Linux Server
 36. Fax Pick/Pack thru Linux Server
 37. Reprint Laser Pick/Pack

 40. OLD Menu-1

Enter a Menu Path or <Enter>:
    
```

NEW Menu 1 VS. OLD Menu 1	
New Menu 1	Old Menu 1
Menu 1.25 Reprint Invoice on Plain Paper	Old Menu 1.30
Menu 1.26 Reprint Sig Capture Inv	Old Menu 1.31
Menu 1.27 Fax Inv with Sig Cap	Old Menu 1.32
Menu 1.28 Email Selected Inv	Old Menu 1.33
Menu 1.29 Display PDF Invoice	Old Menu 1.34
Menu 1.30 Display Quote PDF	NEW TO MENU 1
Menu 1.31 Upload Handheld Signatures	Old Menu 1.35 Upload Handheld Signatures
Menu 1.32 Email Invoice –No Linux Server	Menu 1.36 Email Invoice –No Linux Server
Menu 1.33 Copy Quote to Company/Customer	Menu 1.37 Copy Quote to Company/Customer
Menu 1.34 Email Quote thru Linux Server	Menu 1.38 Email Quote thru Linux Server

Menu 1.35 Email Pick/Pack thru Linux Server	NEW TO MENU 1
Menu 1.36 Fax Pick/Pack thru Linux Server	NEW TO MENU 1
Menu 1.40 OLD Menu-1	NEW TO MENU 1

New Look for Menu 5

Pricing -Menu 5 has a new face with the U2007.2 Upgrade.

Menu 5 is now logically grouped into 4 sections 1.Customer Maint. 2. Product Maint.
3. Listings/Reports, 4.Price Books, 5. OLD Menu-5

Go to <http://dstdocs.sitemax.com/pricing.asp> to view the complete documentation on Menu 5.

MENU-5	NEW PRICING MENU
09:50:19 19 Sep 2007	3 DEMO jld
● Customer Maintenance -----	● Listings/Reports -----
1. Master - Programs, Class, LPM	21. List of Programs (old 5.19A)
2. Detail - PPoint, Disc%	22. List of Discounts (old 5.23)
3. Contract Prices (old 5.2)	23. Contract Price File (old 5.19)
4. Contract Bulk Menu (old 5.2A)	24. Prices below Min GP% (old 5.21)
5. Special One Day Discounts	25. Contract Sales (old 5.22)
6. Future Contract Prices	26. List Future Contract Changes
● Product Maintenance -----	● Price Books -----
8. Master - Class, Type (12.3.2.2)	29. Price/Cost Book (old 5.15)
9. Class Maint (12.3.3)	30. Customer Price Book (old 5.17)
10. Class Multiplier Maint (old 5.29)	31. Contract Price Book (old 5.18)
11. Type Maint (12.3.4)	32. New Contract Price Book (old 5.25)
12. Price Maint - Lot Pricing (PB)	33. Block Corp Listing (12.3.23)
13. Block Corp Trans (12.3.2.9)	35. Matrix Listing (old 5.24)
15. Pricing Matrix (old 5.33)	
20. AUTO UPDATE PRICING MENU	● 40. OLD Menu-5
	Enter a Menu Path or <Enter>:

New Menu 5 crosswalk from NEW menu to OLD menu 5

New Menu 5	Old Menu 5
Customer Maintenance	
5.1 Master -Programs, Class, LPM	New to Menu 5 (M-12.2.2.2)
5.2 Detail -Ppoint, Disc%	New to Menu 5 (M-12.2.2.3)
5.3 Contract Prices	Old Menu 5.2
5.4 Contract Bulk Menu	Old Menu 5.2a
5.5 Special One Day Discounts	Old Menu 5.3a
5.6 Future Contract Prices	Old Menu 5.10
Product Maintenance	
5.8 Master -Class, Type	New to Menu 5 (M-12.3.2.2)
5.9 Class Maint	New to Menu 5 (M-12.3.3)
5.10 Class Multiplier Maint	Old Menu 5.29
5.11 Type Maint	New to Menu 5 (M-12.3.4)

5.12 Price Maint -Lot Pricing	Old Menu 5.1 (also PB and M-12.3.2.4)
5.13 Block Corp Trans	New to Menu 5 (M-12.3.2.9)
5.15 Pricing Matrix	Old Menu 5.33

5.20 Auto Update Pricing Menu

5.20.1 Update contracts from Excel	Old Menu 5.9
5.20.2 Update Matrix from Excel	New to Menu 5
5.20.3 Update Contract Prices from Quote	Old Menu 5.28
5.20.4 Copy Matrix Contract/Customer	Old Menu 5.30
5.20.5 List Price Multiplier Update	Old Menu 12.2.42
5.20.6 - Setup Matrix by Percentage	

Listings/Reports

5.21 List of Programs	Old Menu 5.19a
5.22 List of Customers with PPoint	Old Menu 5.23
5.23 Contract Price File	Old Menu 5.19
5.24 Prices Below Min GP%	Old Menu 5.21
5.25 Contract Sales	Old Menu 5.22
5.26 List Future Contract Changes	Old Menu 5.11
5.27 Customer Discounts	Opt 1 Old M-5.3, Opt 2 - new M-5.22

Price Books

5.29 Price/Cost Book	Old Menu 5.15
5.30 Customer Price Book	Old Menu 5.17
5.31 Contract Price Book	Old Menu 5.18
5.32 New Contract Price Book	Old Menu 5.25
5.33 Block Corp Listing	New to Menu 5 (M-12.3.23)
5.35 Matrix Listing	Old Menu 5.24

5.40 OLD Menu 5 Old Menu 5

Parameters Related to Menu 5 Pricing

Menu 35.1 - OE Parameter Maintenance
 Menu 35.3 - Pricing Parameter
 Menu 35.19.2 - Price Hold
 Menu 35.19.4 - Price Override
 Menu 35.23 - Customer ABC Parameters

Removed from Menu 5

5.4 Rcv Price/Cost Tran From Corp/DBS
 5.5 Products Not Yet Maintained -Bulk
 5.6 Maintain Price. Change File
 5.7 List Price. Change File
 5.8 Upd Product File from Price.Change
 5.9 Auto Update prices/costs
 5.12 Upd contracts with Advance Changes