Johnstone Supply Data Services, LLC

U2007 Upgrades

Warehouse

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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 has all the up-to-date information. 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. *Recently updated menus 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.

DST SupportDes	K Store#999 - Database Support Team Help Lo	ig Out
Search Go	Knowledge Base	
 Home Knowledge Base Request Support My Support Issues 	Browse the knowledge base by selecting a category from the navigation tree to the left or search the knowledge base by typing your question into the text box above the navigation tree and clicking 'go'.	
🖭 My Profile	Most Popular Help Articles	
Browse Help Articles	 What is the ordering information for AP laser checks? How do I clear a tandem? What is the "N" option for in stock status? How do I organize my paperless eod emails? How do I start using paperless EOD? How does list price catalog affect pricing setup in M-5.33? How do I mark up all pricing on all products for all customers for a specific 	

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.



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.

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.

Menu 15- Warranty

Description: Enhanced audit information for warranty transactions

Menu Path: Menu 15.10 (Update Warranty File with Receiving) & Menu 19.7b (Inventory Transaction by Product)

Why Use it: The warranty receiving in inventory process (WAR transaction type) will now include the operator and sequence number when displayed in Menu 19.7B Inventory Transaction by Product

How to use it: Menu 15.10 will prompt for a valid operator number and Menu 19.7B will display this operator along with the warranty sequence number under the WAR transaction type.

Menu 19 - Inquiries

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

ITEM# B10-120	ITEN D	INQUIRY BY PRODU ESCRIPTION 1835 DRYER	ICT		05/	07/07 18	28:46
TNX DATE	REF#	PO≠-REAS CD	QTY	COST	PRICE	CUST-VEND	OH AFTER
i t	ENTER TYPE	ADJ,POR,INV,C/M	, NON, P/	I, DIN, DPO)	OR <en< td=""><td>TER> FOR</td><td>ALL</td></en<>	TER> 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

TTEM#	IN ITEM DES	QUIRY BY PRO	DUCT		05/21/07 1	11:38:56
B92-085	R22-	-30 REFRIGER	ANT			
TNX DATE INV 04/14/07	REF# 01040375001			COST 82.023	PRICE CUST-VEI 98.04 107457	122
POR 04/12/07	061019	OPER: 01128612	GREGORY 120	JOHNSON 82.350	COMPLETE 525	SERVICE, IN 123
REL#(11N),	PO#(8N), <e< th=""><th>NTER>-NEXT</th><th>PAGE</th><th>P-PREVIOUS</th><th>OR END:</th><th></th></e<>	NTER>-NEXT	PAGE	P-PREVIOUS	OR END:	

? 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.

	SERIAL NUMBER	r Lookup
SERIAL NUMBER CUSTOMER NUMBER PRODUCT NUMBER INVOICE NUMBER INVOICE DATE UNIT DOLLARS UNIT COST	XKNS271396 70000 B93-297 198445 06-29-05 473.17 389.296	THE REGISTER WORKS LLC N1VSC1606X SUB B96-429D9 WHSE 001

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.

STATUS OF RELEASE 001 Printed	RY INQUIR SHIPPED	ORDERED	SUBTOT	al > Er back	52.95
Orig Operator CUSTOMER DIALUP Last Access 15:38:22 02 Aug 2007	DOLLARS 52.95	DOLLARS 52.95	LINES QUA	IN QUAN 3 (
1. RESTOCK CH%	0.00		75 0751	1 6	i (17)
2. TAX JURIS 03 PENNSYLVANIA NON- 3. TAX% 0.000 ON 0.00	0.00	0.00	<mark>T#</mark> 75-0751	1-2	
4. SHIP METHOD 02 UPS 5. WEIGHT PRODUCT WGT	0.0	A/R TERMS	01 2% 10T	H NET 1	iΤ
6. NBR CTNS		CUST P/0#			5.5
7. FREIGHT 8. PICKER	6.26				
9. PACKER 10. MTSC CHRG			20. CASH R 21. CHECK		0.00
11. TAX ONLY TOTAL:		59.21	CHANGE		
12. WORK_ORDER# Line#, CL-Chg-Lines,CH-Chg-Hdr, PDF,	AUDit) or	42.10 0 to acce	pt:		
Page 1 RELEASE			15:40:	55 29 Au	ia 2007
			101101		.9 200
Release# AUDIT1					
01000239001 CUSTOMER DIALUP 13:38:4 Bob Leidy 15:38:22 02					
[405] 1 items listed out of 1 items	S.				

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.

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 <u>http://dst.myjohnstone.com/Login.asp</u>.

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.

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 BUYER	PHONE 301-669-838 00 S	OE CO 01 W SPECIAL INST:	HSE 001 ORD	DATE 02/16
BILL A S JOHNSON COMPANY		. A S JOHNSON COM		ORDER NO
TO: ATTN. JOHN PROCTOR 8100 CRYDEN WAY		 ATTN. JOHN PROC 8. 8100 CRYDEN WAY 		NEW REL
OLOU CKTDEN WAT	4	. 6100 CKIDEN MAT		001
FORESTVILLE MD 20	0747 5	5. FORESTVILLE	MD 207	47
ITEM NUMBER LN DESCRIPTION ORD 001 B10-120 083S DRYER	QUANTITIES DER INVCD PICK -1 -1	B/O PRICE DISC	CING % DPRICE	TX PH RT

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 LIN	E DETAIL MAINTENANCE STATUS MESSAGES
ORDER LINE #: 1	Part Ships and Backorders ok.
1. PRODUCT # b10-130	Substitutes ok
2. DESCRIPTION 165S DRYER	
3. ORDER QTY1 4. PICK OTY1	QUANTITIES IN OTHER WAREHOUSES
5. BO QTY Ø	001 002 003 004 005 006 007 ADC MDC PDC
6. WHSE 001	0 0 0 0
7. REASON CODE 006 WARRANTY RETURN	UTE PRODUCTS
8. RETURN IND. N 9. TAXABLE Y	LN PROD NBR DESCRIPTION PRICE AVL 1.B12-270 EK-165S 04761 24.83 0
10. PRICE HOLD. N	2.
11. WARR SEQ (NEW#######)	3.
12. PRICE CODE. F	4.
13. PRICE 24.03 DISC PRICE	5.
14. DISC % 24.03 15. COST 8.158	6. 7.
16. CORE 0.00	CALCULATED ORDER PICK BACKORD
17. CORE COST 0.000	DEFAULT -1 -1 0
18. DROPSHIP	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 Gen	ierator	Tag#997W	86355385
	_			
Model # For Equip/Johnstone #		Serial # For Equip.		Today's Date:03/07/2007
Product Installation Date:*	0		Date Part Failed:*	03/07/07
Failed Vendor Model/Part#:*		New Vendor Model	(Part #*	
		146W VEHILDI IVIOLEI	natr.	
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	*	Citer State 7		
Other:		City, State, Zip:*		
Vendor#:*		Store#	997 Nairobi	~
Vendor Name:*		Entered By:*		
Warranty Description:		Distrib. Name:*		
		Distrib. Address:*		
Repair Credit Only Send Re	placement Part	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.

Sava	Save & Close	Close (No Save)
Jave	Dave & Cluse	

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 <u>Search for a Tag</u> window to access a tag that has been created through Order Entry. <u>http://sp.johnstonesupply.com/default.aspx</u>

Step 2

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

Search for a Tag		
Store(s)	 ✓ 997 Nairobi ✓ 998 Capetown ✓ 999 Timbuktu 	
Invoice#		
Contractor Name		
Johnstone Stock#		
Salesperson Name		
	Search	
Open	Tag#	

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*)

Impose Open 997W15487479 635537 BLAINE INC TIM SALYER Invoice# Open 997W20495147 9999 Smith Jen	_		Contractor Name	Invoice #	Tag			
Invoice# Open 997/V0548/4/9 635537 BLAINE INC TIM SALYER Open 997/V20495147 9999 Smith Jen Open 997/V21770481 12345 Test Invoice Store Suppot		2003-000 F 34025		11231	9977/012143	<u>Open</u>		Store(s) 998 Capetowr
Invoice# <u>Open</u> 997W20495147 9999 Smith Jen Open 997W21770481 12345 Test Invoice Store Support	-	TIM SALYER	BLAINE INC	635537	997///15487479	Open		
Open 997W21770481 12345 Test Invoice Store Suppot		Jen	Smith	9999	997\/\20495147	Open	999 Illioukiu	т., "
		Store Suppot	Test Invoice	12345	997///21770481	Open		
Contractor Name Open 997W22067659 111 111 111 111		111	111	111	997///22067659	Open		Contractor Name
Johnstone Stock# Open 997W29916127	1				997///29916127	Open		Johnstone Stock#
Salesperson Name						1		Salesperson Name
Search Download Tags to Excel			el	s to Exce	Download Tags	5	Coord	•

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.

Print	Save	Save & Close	Close (No Save)	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 <u>not</u> 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	Сору	Tag#997W 000147
Model # For Equip/Johnstone #	3 2	Serial # For Equip.	Today's Date:03/06/2007
Product Installation Date.* Failed Vendor Model/Part#.* 0838	03/06/07	New Vendor Model/Part	Date Part Failed:* 03/06/07
Johnstone Stock #.* B10-120 Failed Date Code/Serial # Original Invoice #.*	Qty: 1		w Date Code/Serial # eplacement Invoice #.[143130
Product Owner Name:		Service Contractor:*FRE	D JOHNSON PAINT Acct#
Address: City, State, & Zip:		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
 Marcine and the second standard state of the second s	(Do Not Use Defective)	!	
Worn Out	(Do 1 of Use Deretave)	City, State, Zip:*LAN	SFORD. PA 18232
Vendor #.*	480	Store# 997	
Vendor Name:*	PARKER HANNIFIN	Entered By:* Stor	e Support Team
Warranty Description:			nstone Supply Easton
		Distrib. Address:*PO	Box 3849
Repair Credit Only Ser	ud Replacement Part	City, State, Zip:*Eas	ton, PA 18043-3849
RETURN MATERIAL TAG Model # For Equip/Johnstone #	Office	Copy Serial # For Equip.	Tag#997W 000147
Product Installation Date:*	03/06/07		Date Part Failed:* 03/06/07
Failed Vendor Model/Part#:* 083S		New Vendor Model/Part	#:* 0838
Johnstone Stock #:* B10-120	Qty: 1	Ne	w Date Code/Serial #:
Failed Date Code/Serial #		F	eplacement Invoice #:143130
Original Invoice #:*	147	Memo/Note:	
Product Owner Name:		Service Contractor:* FRE	D JOHNSON PAINT Acct#
Address:			in control interim
City, State, & Zip:		Address:*31 \	VEST RIDGE STREET
сну, знате, «с дір.		Address:*31	
Explain Nature of Failure:*	(Do Not Use Defective)		VEST RIDGE STREET
	(Do Not Use Defective)	Address.*31 \ City, State, Zip.*LAN	VEST RIDGE STREET
Explain Nature of Failure:*	(Do Not Use Defective) 480		ISFORD, PA 18232
Explain Nature of Failure:* Worn Out		City, State, Zip.* Store# 997 Entered By.*Stor	VEST RIDGE STREET
Explain Nature of Failure:* Worn Out Vendor #.*	480	City, State, Zip.* Store#997 Entered By.*Stor Distrib. Name.*Joh	VEST RIDGE STREET
Explain Nature of Failure:* Worn Out Vendor #:* Vendor Name:*	480 PARKER HANNIFIN	City, State, Zip.*LAN Store# 997 Entered By.*Stor Distrib. Name:*Joh Distrib. Address.*PO	VEST RIDGE STREET

RETURN MATERIAL TAG	Vendor	Сору	Tag#997W 000147
Model # For Equip/Johnstone #		Serial # For Equip.	Today's Date:03/06/2007
Product Installation Date:* Failed Vendor Model/Part#:* 083S	03/06/07	New Vendor Model/Part	Date Part Failed:* 03/06/07 IIII #:* 0838
Johnstone Stock #.* B10-120 Failed Date Code/Serial # Original Invoice #.*	Qty: 1		w Date Code/Serial # eplacement Invoice #. <mark>143130</mark>
Product Owner Name: Address: City, State, & Zip:		Service Contractor:*FRE Address:*31 V	ED JOHNSON PAINT Acct#
Explain Nature of Failure:* (D) Worn Out	o Not Use Defective)	City, State, Zip:*LAN	ISFORD, PA 18232
Vendor #.*	480	Store#997	Nairobi
Vendor Name:*	PARKER HANNIFIN	Entered By:*Stor	e Support Team
Warranty Description:		Distrib. Name:*John Distrib. Address:*POf	nstone Supply Easton Box 3849
Repair Credit Only Send I	Replacement Part	City, State, Zip:*Eas	

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 autogenerated 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

Enter a Menu Path or <Enter>:

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 14:29:33 12 Oct 2007 Inquiries	AND INVOICING 2 JENNIFER JENNIFER
 Sales Order Inquiries Sales Order Inquiries Order Entry/Invoicing Maintain PO on Finalized Invoice Fix Serial Numbers after Day-end Reprints & Others Invoice/Credit Memo Reprint Quote Reprint Credit Release Maintenance Fax Invoices Fax Quotes 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

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 1.29Display 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	

- ----

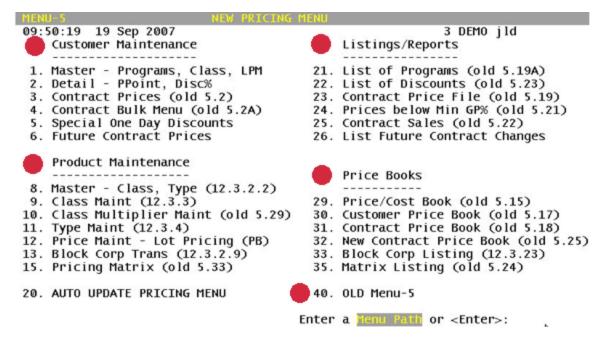
.

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



New Menu 5 crosswalk from NEW menu to OLD menu 5

New Menu 5 Customer Maintenance	Old Menu 5
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