U2009.1 Release Documentation

Menu 1 - Order Entry & Invoicing

Description: Addition of reasons codes when cancelling a quote

*****This job is still in BETA testing, it will be available for installation the end of October****

Menu Path: Menu 1.2 Order Entry to cancel the quote and Menu 12.15 OE Cancel Reason Code Maintenance to maintain the reason codes.
Why Use It: Similar to when cancelling an order, you want to know why quotes are cancelled as well.
How it works:

- In the Order Entry Total screen for a quote, when selecting 'CAN' to cancel the quote the Reasons for CANCEL dialog displays requiring you to select from the list of reason codes (as setup in M-12.15). By recording a reason for cancelling, this now enables reporting and tracking for quotes.

Description: Add product description to the order entry 'SER' option

Menu Path: Menu 1.2 Order Entry, 'SER'
Why Use It: Helpful information to display on the serial number entry screen.
How it works:

- Pull up an existing finalized release number in Menu 1.2 and when prompted "This Order has been Finalized. 'UNF'inalize, 'SER'ial# or <Enter>" put in SER and the screen to input the serial#'s now displays the product and descriptions, whereas previously, it only displayed the product number.

Description: Add option for operator to select a reason when unfinalizing a ticket with the reason being sent with the event notification

Menu Path: Menu 1.2 Order Entry, UNF, and Menu 35.19.10 Unfinalized Invoice to setup the Event Notification, Menu 12.1.19 Unfinalize Reason Code Maintenance to setup the UNFinalize reason code
Why Use It: Helps provide more detail as to the scenarios when it's needed to unfinalize an order.
How it works:

- Start by setting up the unfinalize reason codes in Menu 12.1.19. *****This needs to be done before using this feature!****
- Go back and make sure you have created reason code(s) in Menu 12.1.19.
- Next, make sure the event notification is setup in Menu 35.19.10.
- After those are setup, go and UNFinalize a ticket, you will get prompted to select from a list of UNFinalize reason codes.
- This reason will be placed on the event notification.

Description: Option to print/fax/email quotes excluding the sales tax amount

*****This job is still in BETA testing, it will be available for installation the end of October****

Menu Path: Menu 1.2 Order Entry, Menu 1.34 Email Quote thru Linux Server
Why Use It: Often times, the competition produces quotes without sales tax, making our quotes seem higher if only glancing at the totals. This levels the playing field of the viewable document.
How it works:

- Start by creating or accessing a quote.
- In Menu 1.2, when the quote is filed away, there is a new prompt; Exclude Tax Amount (Y/<CR>)? Answer Y to exclude the tax amount from the document.

Description: Add display of special descriptions in stock status and order entry

Menu Path: Menu 19.6 Stock Status and Menu 1.2 Order Entry
Why Use It: Additional display of more useful/helpful product information.
How it works:

- *****This could potentially conflict with custom coding. This will be a "by request only" upgrade job.*****
- Will display product description 2 or Corp special invoice description in stock status.

STOCK STATUS INQUIRY

```
ITEM NO.       HAZ U/M ITEM DESCRIPTION       DISC  P/C
 s88-558           EA 1645 48FR 1/6HP COND FAN  N 406-08
                 S  **Super SPECIAL DESC**
 REGULAR PRC    CORE CHG      AVERAGE COST   BRANCH COST
```

Menu 4 - Accounts Receivable

Description: Option to reprint customer statements using a range of customers

Menu Path: Menu 4.3.6.4 -Print/Fax/Email Statements from Last End-of-Month
Why Use It: Sometimes the need arises to reprint your statements for a range of accounts (EX: Printer runs out of toner in middle of statement run) and instead of knowing exactly which customers were missed, you can input a range of accounts.
How it works:
When running Menu 4.3.6.4 and selecting options 2, 3 or 4, you will be prompted to select customers from a range. Answering no will process as usual. Answering yes will drop you into a screen from which you can select your range, then process the selected range of statements as normal (i.e. will print, fax or email based on the selected range).

- Access Menu 4.3.6.4 and proceed through the normal prompts (EX: <CR> to continue, <CR> to run it for all customers, Enter the correct statement as of date, Select Options 1 thru 4)
- When prompted to put in a customer range, enter the beginning customer and the ending.

Menu 5 - Pricing

Description: Option to narrow down pricing for product class and category by vendor

Menu Path: Menu 5.15 Pricing Matrix
Why Use It: Use Menu 5.15 to narrow down special pricing for product class and product category by vendor. This option is very useful when trying to minimize the pricing and have several vendors assigned to the same product class or category.
How it works:

- To setup the pricing by class and vendor enter the following at the PVCTG Menu 5.15 prompt;
  - Setup the pricing normally, but at the PVCTG prompt enter 'C' for class and at the PROD CL: prompt enter the class and the vendor separated by a **'V'**: ***EX: 411V592***
- To setup the pricing by Product Category and Vendor enter the following Menu 5.15 prompts;
  - Setup pricing normally, but at the PVCTG prompt enter 'G' for category and at the PROD CT: prompt enter category and vendor separated by a **'V': *EX: 411-01V592***

Description: Setup pricing programs for validation in customer master entry and pricing entry

Menu Path: Menu 5.19 Program Maintenance, Menu 35.3 Pricing Parameter Maintenance, field 11 Program Validation
Why Use It: To have the system validate programs as they are being set up for Pricing scenarios. This will ensure that incorrect/invalid programs are not assigned in customer master/5.3 or 5.15.
How it works:

- Enter the Program name in Menu 5.19. Then type in the description.
- NOTE: If you are doing this for the first time and have a bunch of programs that you are trying to update the descriptions for – you may enter a job and we can do the upload for you from an Excel Spreadsheet.
- Set the Parameter for Program Validation -To have the system validate programs in 12.2.2.2 Customer Master, screen 2, filed 7 : Programs/5.3 and 5.15 you must have the following parameter set to Y. Parameter Menu 35.3.11 : Program Validation
- Once you have the Parameter set to Y you will be able to do a (L) to lookup in Menu 5.15 (Matrix), Menu 5.3 (Fixed Prices), or Customer Master 12.2.2.2, screen 2, field 7 Programs for a listing of valid programs.
- Also view at: **http://dstdocs.sitemax.com/M5_19.asp**

Menu 6 - Inventory Evaluation

Description: Display historical data for ROP/EOQ/ABC calculations from the EOM reports (run for specific parts/vendor)

Menu Path: Menu 6.6 EOM History - ROP/EOQ/ABC
Why Use It: This report is useful for finding old ROP's/EOQ and ABC ranking. It's also useful for seeing ROP changes where an entire product line was discontinued and moved to a new vendor.
How it works:

- Start with Menu 6.6 EOM History -ROP/EOQ/ABC
- Input warehouse
- Input product number(s) or enter for ALL.
- Select column options (ROP, EOQ, ABC, Season Flag, Lead Time, ALL COLUMNS).
- FT the report and review in EXCEL.
    - ***IMPORTANT NOTES: Report will display the warehouse, vendor number, product and current ROP in addition to the columns selected in Column Options.***
        - ***EX: ROP1 indicates first month of the calendar year, ROP2 indicates the second month.***
        - ***This reports on the months that history has accumulated for. We began collecting the data on most stores in March or April of 2009.***

Menu 7 - Purchasing

Description: Any product descriptions changed during PO entry to print on HTML formatted printed/faxed/emailed PO

Menu Path: Menu 7.1 Purchase Order Entry & Edit, description changed in PO Line Detail Entry
Why Use It: Sometimes product description changes are needed to be communicated to the vendor. This allows for easy entry and communication.
How it works:

- Start with changing your product description on the PO. Pull up the line in Menu 7.1 and then edit the description as needed in line 2 on the PO Entry Line Detail Maintenance screen.
- View the HTML formatted printed/faxed/emailed PO.

Description: Add printer number to PO's audit fields from PO to OE rolldowns

Menu Path: Menu 7.1 Purchase Order Entry & Edit (rolldown only), Menu 7.1A Rolldown to OE, and Menu 7.23 PO Audit
Why Use It: In the continual battle to track paperwork and monitor results, this is another piece of information that helps monitor things. It shows what printer was selected during a PO rolldown and displays it in the audit. Helpful in tracking down where the PO should have printed during the rolldown process.
How it works:

```
PO........ AUDIT.PO........................................

01118292   store support team 13:53:25  25 Aug 2009 - 6 'HP-P
        TO' - Printer#: 0
```

Description: In BOLD, easy to identify and recognize, mark dropship PO's as such

Menu Path: Menu 7.1 Purchase Order Entry & Edit, header field 5. DRPSHP FLG -flag as 'DS'
Why Use It: Easier recognition for the vendors the PO's are sent to that it is a DROPSHIP PO.

How it works:
- Start with Menu 7.1 to create a PO.
- In the PO header screen, flag the PO as a 'DS' -DROPSHIP in field 5. DRPSHP FLG. By default, this field will be 'ND'.
- Print, Fax or Email the PO to view the new notification on the PO.

Menu 11 - Sales Analysis

Description: Add customer list price multiplier to selected sales reports

Menu Path: Menu 11.2.8 Comparative Sales by Customer and 11.2.9 Comparative Sales by Salesman
Why Use It: The addition of the customer's list price multiplier gives you a quick glance of which LPM pricing structure your customer falls under.
How it works:
- **Run M-11.2.8** -Comparative Sales by Customer, the LPM is listed in the upper-left-hand corner of the report.

Run M-11.2.9 -Comparative Sales by Salesman, the LPM is listed in report header in the upper-right-hand corner

Description: Add vendor lookup to vendor selection prompt

Menu Path: Menu 11.4.40 Vendor Sales - Detail by Product
Why Use It: Gives the opportunity to lookup a vendor that when you aren't quite sure of the vendor number when running the report.
How it works:
- Run report Menu 11.4.40 Vendor Sales - Detail by Product and when prompted for "Enter Vendor#, <CR> for ALL or 'L'ookup, enter 'L' to go to the vendor lookup. Locate your vendor, select and continue on with the report.

Menu 12 - File Maintenance

Description: The Sequence control label in Menu 12.1.6, field 19. has been changed from 'Standing Order' to 'QUOTES'

Menu Path: Menu 12.1.6 Sequence Control Maintenance
Why Use It: This changes the sequence control screen field label to something more familiar.
How it works:

- Menu 12.1.6 field 19 has been changed from "STANDING ORDER NO" to "QUOTES (PRO.FORMA)"

Description: Check for quotes before deleting customer

Menu Path: Menu 12.2.2.2 Customer Master, 'DELETE' option
Why Use It: In the past, a customer master record could be deleted, even if they had quotes hanging out there, pending. Now, the system checks against the quote file as well as for open orders, AR, etc.
How it works:

- Start by going in Menu 12.2.2.2 to delete a customer. Enter the account and type 'DELETE'. The system then runs its checks on the various customer related data to see if there are any pending quotes as well as open invoices, recent sales activity, open AR, etc.

Description: When a customer exceeds their credit cap, there will now be a new option in the credit check to create a Quote (Q-uote) for the customer

Menu Path: Menu 1.2, Order Entry Credit Check, Menu 12.2.2.2 Customer Master, screen 2 field 17. Credit Cap
Why Use It: Sometimes the customer's AR situation calls for another option. This allows you to build an order for a customer and file it away as a quote when they max their credit CAP limit instead of having to back out.
How it works:

- Based on the customer credit cap setup in Menu 12.2.2.2, screen 2, field 17. When a customer fails the credit check in order entry, in addition to the normal prompt, a prompt comes up; ***CUSTOMER IS OVER THEIR CAP CREDIT LIMIT OF 5000 ENTER C-ANCEL OR QUOTE
- Enter 'Q' to create a quote for this customer.

Description: Add function and features to make it easier to block products from price/cost transmissions updates. Option to go easily from product to product and back, as well as, by vendor or product range.

Menu Path: Menu 12.3.2.9. Corp. Price Update Maintenance and 9A. Corp. Price Update (Range)
Why Use It: Often times, more than just a few products need to be blocked from the price updates. The new features added with this upgrade helps get through more products. This addition to Menu 12.3.2.9 allows you do dot "." to move forward, product to product while dot dot ".." moves you back item by item. The addition to Menu 12.3.2.9A provides for a wider-range of blocking by vendor or product range.

How it works:

- *Menu 12.3.2.9* -When in Corp. Price Update Maintenance, after putting in the first product, like in stock status, hit a dot "." to move to the next item. Also, use dot dot ".." to move back a product at a time.
- *Menu 12.3.2.9A* -This menu allows you to update a range of products at a time. The eligible ranges are by vendor or product range.
  - **To Update By Vendor** -Access Menu 12.3.2.9A, enter 'V'endor and next prompt -Vendor number, fill in any fields 1 through 23 to block with an 'N', then '0' to accept to update.
  - **To Update By Range** -Access Menu 12.3.2.9A, enter 'R' for range and next prompt -input the beginning product number, and then ending product number, '0' to accept to update the range of products.

Description: Setup vendor number sequence and add 'NEW' function to create new vendor

Menu Path: Menu 12.4.1.1 Create New Vendors, to create the vendors and Menu 12.1.6 Sequence Control Maintenance, to set the vendor numbering sequence.
Why Use It: Previously, vendor numbers were arbitrarily assigned by the operator employing a hit and miss approach if you didn't know what vendor numbers were already being used. This allows you to simply type 'NEW' and let the system assign the next available vendor number.
How it works:
Since corporate uses 3 digit vendor numbers, DST recommends using 4 digit vendor numbers when assigning new vendor numbers.

- Start by setting your sequence control Menu 12.1.6, code 001, field 24 to the desired starting vendor number sequence.
- When creating new vendors in Menu 12.4.1.1, enter 'NEW' to grab the next vendor number in sequence. If a vendor number is already taken, this just jumps to the next available one.

Description: Add field to vendor detail for a warranty URL.****Installation available upon Job request**********

Menu Path: Menu 12.4.1.3 Vendor Detail, field 9. WRNTY URL, Menu 1.2 Order Entry, to run the credit, Menu 35.1 Order Entry Parameter Maintenance, screen 3, field 9 set to 'Y'.
Why Use It: When processing warranties at the counter, it's much better if all the paperwork can be addressed immediately, before anyone gets out the door. This allows collection of the pertinent warranty info right away.
How it works:
If there is a URL setup in the vendor detail, then when a part is returned using the warranty reason code (006) a browser window will pop up to the URL entered.

- Start by setting up the vendor warranty URL. Menu 12.4.1.3, field 9. WRNTY URL. Enter the URL: www.servicebench.com ****The vendor in product master, Menu 12.3.2.2, field 3.****
  - ***URL must _NOT_ have any HTTP:// in front of it...just enter as www.servicebench.com***
- Confirm Menu 35.1, screen 3 field 9. ONLINE Warranty Tag is set to 'Y'.
- Go to order entry Menu 1.2 process the return normally. After inputting reason code 006, the warranty sequence number and the original invoice number, the browse opens to the URL, as input in Menu 12.4.1.3, field 9. WRNTY URL

<u>Description: Addition to audit files (status-log) recording -addition of S3 menu product changes</u>

Menu Path: Handheld S3 menu and Menu 12.7 File Maintenance Report and EOD.XREF 01-118
Why Use It: There is inherent benefit to having data changes whether from the main menu or from the S3 handheld menu hit the audit files for reporting and verification. In this upgrade any warehouse location changes made in S3 Option 9 – W/C Locations will be audited in Menu 12.7.
How it works:

- There is nothing to setup with this one, just monitor the reports via EOD with 01-118 or Menu 12.7 File Maintenance Report to view the changes.

Menu 16 - End-of-Day

<u>Description: Quote productivity analysis report</u>

Menu Path: Menu 2.30 Quote Status Report and Menu 16.5 EOD.XREF Maintenance (01-198 Customer Quotes Status Report)
Why Use It: Similar to the counter productivity report that covers orders, this report tracks the productivity of the quotes. Have they expired, still pending, converted to order, etc...
How it works:

- Run the report from Menu 2.30 on demand.
- Setup the EOD.XREF item for the report to be part of the EOD. Menu 16.5, EOD.XREF 01-198.

Menu 19 - Inquiries

<u>Description: Display product HITS in stock status</u>

Menu Path: Menu 19.6 Stock Status
Why Use It: Easier access to product HITS, previously these could only be seen within Menu 19.7b Inventory Transaction by Product and adding up total invoices in a month or reviewing Menu 6.9 Hits Report or Menu 6.32 ABC Ranking Report.

What hits will do for you is;

- HITS and sales are used to determine sales classification, ranking (A/B) and ROP levels.
- Helpful in developing your NOOSE lists.

How it works:

- Start by accessing stock status (Menu 19.6) and inputting a product.
- With the product information displayed, use the 'HT' option to display the product HITS. ***Hits are defined as how many times a product is placed on different orders, not the actual quantity of all those orders.***

Description: Create a Quote or an Order from CPR -Customer Price Review

DISCLAIMER: DSPro staff continues to recommend providing customers with pricing and building quotes/orders from M-1.2 Order Entry. As of 10/09/09 this upgrade request will not be available until further evaluation can be done.

Menu Path: Menu 19.6 Stock Status, CPR
Why Use It: The CPR menu option has always been a good option to get a customer's pricing, but you would still have to take the info over to Menu 1.2 Order Entry and re-enter it. Now, a quote or an order can be built directly from CPR.
How it works:

- Start in Menu 19.6 by entering a product.
- Type in 'CPR' for the Customer Price Review screen, and input the customer#.
- When done checking their prices, simply hit <ENTER> or <END> and a new prompt will come up: "Convert Customer Pricing? 'Q'uote, 'O'rder or <ENTER>):"
    - Selecting 'Q' will start the process of building a quote and selecting "O" starts the process of creating an order.
        - ***The ORDER created is a live pick ticket. Quantities will remain in backorder or in pick until this pick ticket is addressed (finalized or cancelled).***
    - It will assigned a number from the quote/order sequence, prompt for operator code and take you right into Menu 1.2 Order Entry to maintain your quote/order and print or file away as needed.

Description: Enhancement to a current feature from Stock Status SUBSTITUTE Item listing to select from the list and view its info in Stock Status

Menu Path: Menu 19.6 Stock Status and use the 'SUB option
Why Use It: This is a step/keystroke saver where it's easier to directly view a product's substitute items and consequently view the specific stock status info of those subs.
How it works:

- Start by accessing stock status Menu 19.6 and inputting a product that contains SUBS.
- Enter 'SUB' to view a listing of substitute items.
- Select item from the list to view it within stock status.

Description: Add the product season code to stock status

Menu Path: Menu 19.6 Stock Status to view, M-12.3.2.2 Product Master, field 5. A/S/W Code
Why Use It: When checking the validity of the ROP for a product, the first place to go is stock status. The season code is an important field to consider.
How it works:
Access stock status, put in the product and view the season code from product master (Menu 12.3.2.2, field 5). The code subtly displays in the lower-right-hand corner of the stock status screen.

- ***The season code below the EA is from Menu-12.3.2.2, field 5.A/S/W CODE with one of the following possible entries:***
    - ***'A' = ALL SEASON ITEM 'S' = SUMMER ITEM 'W' = WINTER ITEM (corp transmission data)***
    - ***'F' = FORWARD NEXT 2 MONTHS (SOLD LAST YEAR)***

- ***'B' = BACKWARDS LAST 6 MONTHS***

- ***The SEAS code that is in the lower right is the calculated seasonal code, based on the parameters in Menu-27.24 Forecast Totals by Vendor, fields 7 thru 9.***
- ***If the item does not have enough history to calculate an ROP or seasonal code, it will default to the code above from 12.3.2.2, field 5.***

```
   0    0    0    0    0    1
 DIRECT 10/02/08         SEAS = S
      10        20  O159    AVAIL
   137.74    130.85  C161        0
 '{qty}L'st, 'SUB': AAAAAAAAAAAAAAA
```

Description: Add option to input and display detailed release inquiry from inventory Transaction By Customer

Menu Path: Menu 19.7A. Inventory Transaction By Customer, Menu 19.5 Detailed Invoice/Release Inquiry
Why Use It: Makes it easier to review history and then drill down to a specific release on the history.
How it works:

- Start by accessing Menu 19.7A.
- Enter the customer number.
- Enter the Part# (or ALL)
- At the following prompt, put in the 11 digit release# and view it in Menu 19.5

REL#(11N), <ENTER>-NEXT PAGE P-PREVIOUS OR END: ###########

Menu 27 - PO Forecasting

Description: Add option to PO Forecast conversion to quickly jump into and edit the converted PO

Menu Path: Menu 27.6 Convert Forecast to Purchase Order, for the new prompt, Menu 7.1 Purchase Order Entry & Edit when editing.
Why Use It: This helps streamline the process from forecast to PO. Instead of having to record the PO#, leave the current menu you are in, remember the PO#, go into another menu to edit, -->this is all done through a single process.
How it works:

- After you have maintained your forecast and are converting it in Menu 27.6, there is a prompt:
  - YOUR CONVERSION IS DONE! 'F'AX OR 'E'DIT LAST PO CONVERTED, OR <ENTER> TO CONTINUE
- When selecting 'E'dit to edit the last PO converted, you head directly into Menu 7.1 to edit as needed.
- You can even rolldown from here (Menu 7.1) in the PO total screen, options 7. HOLD, PRINT & ROLLDOWN
  8. HOLD, NO PRINT & ROLLDOWN when the forecast vendor being rolled down in Menu 27.6 is an 'SO' vendor.

Menu 35 - Parameters

Description: Display current quantity on-hand when entering pre-counts

Menu Path: Menu 35.11 Inventory Parameters, field 18 to set parameter and Menu 9.1 to enter pre-counts and view on-hand.
Why Use It: On items that you know this is the only place it's stocked, you have the knowledge to correct the situation at this point before it goes to the variance report.
How it works:

- To display quantity on-hand in Menu 9.1, start by setting the parameter in Menu 35.11, field 18. Display QOH on Pre-Counts Screen Menu 9.1 to 'Y'
- View QOH column in Menu 9.1 See sample below;

```
                   PHYSICAL INVENTORY PRE-COUNT ENTRY
WHSE: 001     Johnstone Supply #226
 PART NBR   DESCRIPTION              PRECOUNT   QOH      PRECOUNT TOTAL
===================================================================
======================
 S88-573    1495 MOTOR MOUNT          10____      1            0
```

Description: Eliminate redundant/unnecessary price override notifications from the price override event

Menu Path: Menu 35.19.4 Price Override
Why Use It: *Price overrides that come as a result of Menu 5.15 Matrix pricing and Corp flyer are ALL excluded from the price override event notification. Also, customers beginning with SO (store transfers) are excluded from this event notification.*
How it works:

- **Menu 35.19.4. Price Override -** Enter the company number that the event will take place. Each company (company 01, 02, etc.) will need to be set up separately.
    - ***Note: Price overrides that come as a result of Menu 5.15 Matrix pricing and Corp flyer are ALL excluded from the price override event notification.*** **Also, customers beginning with SO (store transfers) are excluded from this event notification.**
- **Fields 1 - 9 Email Address** - Enter each email address to receive an immediate notification when a price override takes place in Order Entry.
- **Gross Profit %** - allows you to enter a minimum GP%. If the GP% is higher than the amount in line 10 than no event notification will take place.
- **Bypass QTY Pricing** - if 'Y' is entered you will not receive a price override notification as long as the price of the product that was overwritten was found in one of the quantity buckets. Enter 'N' if you want to receive notification. Blank defaults to No.

- **Only New Orders** - If 'Y' is entered you will only receive a price override notification on new invoices/pick packs. You will not receive multiple notifications for every time the price is changed - if it is more than once.

Description: Event notification for newly created quotes

Menu Path: Event Setup in Menu 35.19.11 Quote Notification, Menu 1.2 to create the quote.
Why Use It: Instant notification when a quote is created allows you to immediately fix or append quotes before it is too late.
How it works:

- Start by setting up the salesman email addresses in Menu 35.19.11 Quote Notification. (The salesman on the account in Menu 12.2.2.3 Customer Detail, field 1)
    - There is also an **ALL** option. This option is available by putting in the company#, then in field 1. SALESMAN put in 'ALL' and then in field 11. Type in the email of who should get them ALL.
- Create a quote in Menu 1.2 to email the event notification.
- Review the Event Notification Email.