REV May, 2002

JOHNSTONE SUPPLY
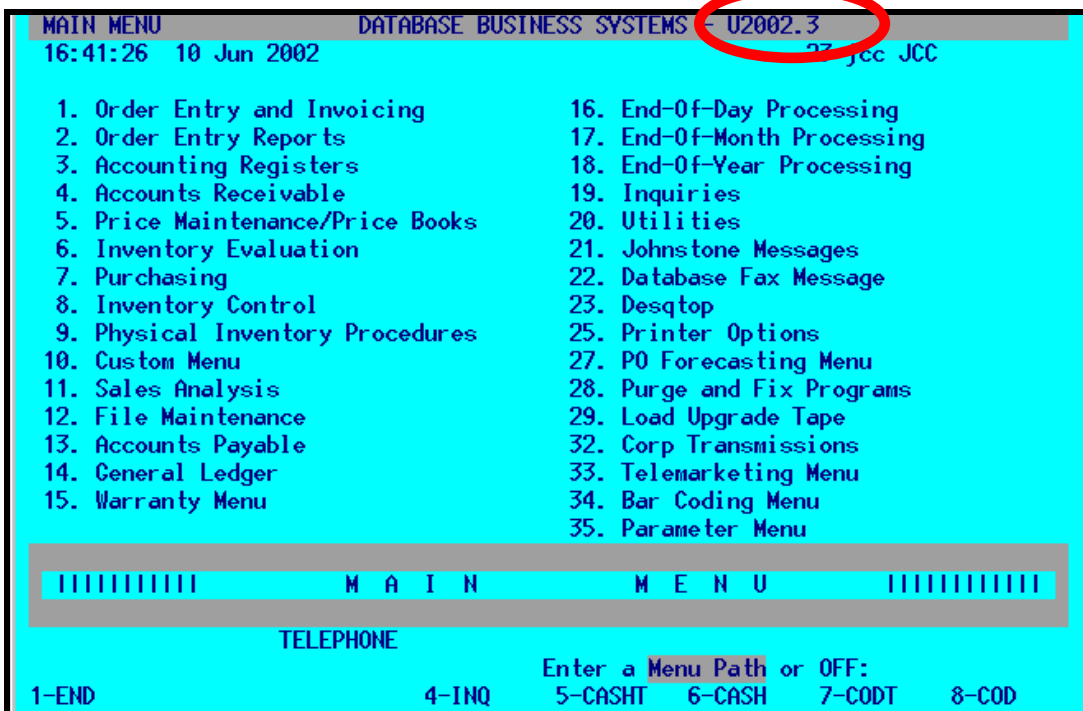
UPGRADE DOCUMENTATION

This replaces any previous documentation you have received – please discard.

You will find a release version in the upper-right hand corner of your Main Menu screen. The release number (2002) is the year and the .1, .2, .3 etc… is the release version, ie: U2002.3, third version of the 2002 release.

```
MAIN MENU              DATABASE BUSINESS SYSTEMS - U2002.3
16:41:26  10 Jun 2002                              27 jcc JCC

  1. Order Entry and Invoicing     16. End-Of-Day Processing
  2. Order Entry Reports           17. End-Of-Month Processing
  3. Accounting Registers          18. End-Of-Year Processing
  4. Accounts Receivable           19. Inquiries
  5. Price Maintenance/Price Books 20. Utilities
  6. Inventory Evaluation          21. Johnstone Messages
  7. Purchasing                    22. Database Fax Message
  8. Inventory Control             23. Desqtop
  9. Physical Inventory Procedures 25. Printer Options
 10. Custom Menu                   27. PO Forecasting Menu
 11. Sales Analysis               28. Purge and Fix Programs
 12. File Maintenance             29. Load Upgrade Tape
 13. Accounts Payable             32. Corp Transmissions
 14. General Ledger               33. Telemarketing Menu
 15. Warranty Menu                34. Bar Coding Menu
                                  35. Parameter Menu

 ||||||||||        M  A  I  N        M  E  N  U       ||||||||||||

            TELEPHONE
                          Enter a Menu Path or OFF:
1-END                 4-INQ    5-CASHT   6-CASH    7-CODT    8-COD
```

If the release version on the latest documentation is equal to or less than the version on your Main Menu then you have the programs with that release version in the documentation. If the release version on the documentation is greater than the version on your Main Menu, then you will receive those programs on an upgrade in the near future.

Upgrade Version U2002.3

Please read the following steps and / or instructions to properly implement the new ROP/EOQ program.

Menu 27 – PO FORECASTING MENU

Menu 27.1.4 New ROP Override Parameters

Follow these set up instructions and set the defaults as listed below (these are the same parameters used on the current system).

Lines 1 - 4 apply to new ROP/EOQ program

1) If I've sold **2** units of a product
2) in the last **12** months,
3) and the average cost is less than **1600** dollars
4) I want to override the **0** (zero) ROP with **1** (one)

Lines 5-8 are not applicable to the new program.

Menu 27.1.26. ROP / EOQ Calculation & Impact Report

This report is the same one used in the current ROP program. When run for the first time with the new ROP/EOQ calculation, it will be a large report that will allow you to review the "impact" or change in ROP either *prior to* or *after* updating your products. Please read these options carefully before proceeding.

Option 1 - Menu 27.1.26.1 ROP CALC, IMPACT REPORT & UPDATE

This option will run the new calculation and update your products with the new ROP's. It is recommended that if you choose this option you run it immediately after placing your weekly Corp order allowing time to review the impact, make changes and flag exceptional sales prior to your next Corp order.

Option 2 - Menu 27.1.26.2 ROP CALC & IMPACT REPORT ONLY – NO UPDATE

This option will run the new ROP/EOQ calculation but will not actually update products with new ROP's. This will allow you to review the impact, make changes and flag exceptional sales without having the changes affect your current ordering system, allowing more time for your review before implementation.

<u>Important</u> **- If the current ROP calculation program is running automatically in your Day-End, it will need to be deactivated before implementing the new ROP/EOQ. Please contact Store Support to accomplish this.**

<u>Menu 27.1.2 Flag Exceptional Sales</u>

Flagging exceptional sales is an important discipline in any ROP/EOQ program. If you have not been flagging exceptional sales, you will need to invest time initially to **review and flag exceptional** sales to eliminate them from the ROP/EOQ calculation. If you have been consistent in flagging exceptional sales, you are ahead of the game and should maintain this discipline.

With the new programming you will have a Day End report that lists possible exceptional sales. Please take a few minutes each day to review this report. As a result, the time spent on the corp. order will be greatly reduced and you will greatly reduce the chance of ordering unwanted inventory.

There are two methods to **identify** and **flag** exceptional sales:

1) Use this option after running 27.1.26.1 or 27.1.26.2 as explained above: View the products from the impact report from 27.1.26 and use menu path 27.1.2 to flag the exceptional sales.

   Or
2) Use this option only if you run 27.1.26.1 as explained above :
   Run a forecast 27.5 – and use the "SE" option in this menu path.
   Carefully work through the forecast identifying exceptional sales. This potentially will take from 10-30 hours, so it is suggested you start the day after your Corp order is placed and the new ROP is run, allowing time to make adjustments prior to your next Corp order.

Implementing the New ROP/ EOQ

<u>Important</u> **- If the current ROP calculation program is running automatically in your Day-End, it will need to be deactivated before using the new ROP/EOQ. Please contact Store Support to accomplish this.**

The new ROP/EOQ calculation can be run manually, or automatically as an addition to your Day-End processing. If you choose to run the program manually, it is recommended that you do so on at least a weekly basis. To run the program as part of your current Day-End process, please contact store support for activation.

- **Viewing ROP/EOQ Calculations**

After the new ROP/EOQ calculation is run, you may review the changes and results of the calculation individually by product using menu path 27.1.25. If you are uncertain about a products' ROP, suggested order quantity, etc, please review the information from this menu path before calling for support.

Example:

ABC	C	ABC RANKING
PL	3	COST POOL GROUP
A.PROD.NO	B10-120	
BRANCH COST	6.140	
QTY.12MO	3	QUANTITY SOLD - LAST 12 MONTHS
SAL.12MO	38	SALES DOLLARS - LAST 12 MONTHS
OROP	1	OLD ROP
SEAS	Y	SEASONAL ITEM (Y-YES N-NO)
UP.4MO	3	SALES FOR THE UPCOMING 4 MONTHS
LST.6MO	0	SALES FOR THE PAST 6 MONTHS
NROP	1	NEW ROP
EOQ	3	ECONOMIC ORDER QUANTITY
SPCK	25	STANDARD PACK
AVG LEAD TIME	7	AVERAGE LEAD TIME IN DAYS

- **Seasonality**

By default, seasonality is determined by the following calculation: if 50% of sales occurred in 4 consecutive months, 2 years running, it is flagged as seasonal. By default, this calculation is made on every cataloged product, regardless of whether Corporate transmits a seasonal flag on that item.

You can override the above seasonality calculation and set a seasonal or non-seasonal flag by using Menu path 12.3.2.2, field # 5. By inserting an "F", the system will go back 12 months, and look ahead 4 months. Essentially, this is a seasonal flag, but only looking at last year's sales for the upcoming 4 months. Or by inserting a "B", the system will look back 6 months from the current date. This is a non-seasonal flag telling the system to base calculation on the previous 6 months sales.

- **Setting Minimum ROP**

In certain situations you may choose to keep a higher stock level even though sales may not justify it. This Minimum ROP – Menu path 12.3.2.3 (field # 6 in Product Detail) provides for this control. This will allow the ROP to move up as needed by an increase in sales, but will not allow the ROP to go below the minimum specified.

You are currently able to set a Minimum ROP by inserting a "0" in front of the ROP. Additionally, the computer will now ask how long you want to keep the "0" in front of the ROP. Hitting the return key will make it stay "forever", otherwise enter the number of months you want the override in effect.

- **Lead-time**

A default minimum lead-time of 12 days is applied to all catalog products. Once a product has at least two purchases and receipts (most products will fall into this category) an average lead-time will be calculated replacing the 12-day default.

The new ROP/EOQ system considers lead-time by calculating the "date of order to the date of receipt for the last 5 receipts for a specific product, then averaging the lead-times of the 5 receipts to determine its average lead-time. Product ordered on non-preseason PO's only is considered for calculation.

If you find that products have inconsistent lead times, adjustments can be made. In Menu path - 12.4.1.3, field # 3 of VENDOR DETAIL – you may place the lead-time (in days) that you wish to assign a product, overriding the calculation.

- **Advantages - Improvements**

Review & Order time cut in half
    Due to ordering fewer line items per order, purchasing more reasonable
    quantities of A, and B items. Orlando and New Orleans used to have 600-
    700 line item corp. orders. Now they are averaging 300-350.

Reduce Check-in time
    Less lines per order equals less time checking in and receiving Corp
    orders, allowing customer back-orders to be shipped the same day of
    receiving, improving delivery and customer service.

A True ROP is used
    The system now orders when the ROP is reached, and it orders an
    "economical order quantity", as opposed to the old sell one buy one system.

Increase stock level of A & B items and buy them less often
    This enables you to more easily meet minimums to buy direct earning better
    discounts or freight allowances. The system suggests buying higher
    quantities of A & B items since they have the greatest impact on sales and
    these should never be out of stock.

Decrease stock level on the less popular items, i.e. C & D
    Less inventory of those SKU's that contribute to a small percentage of
    overall sales.

Increased transferring of excess product within same company stores.
> The forecast will show excess availability in your branches saving you purchasing them directly. However these calculations are based solely on transaction history and your judgment may be needed to override these suggested transfers.

- **<u>CAUTIONS</u>**

1. In some cases, the system may initially order more inventory than cash flow will allow. In particular, this may occur with stores that have not been using the old ROP/EOQ system. Initially you may choose to manually reduce purchase quantities to prevent an unacceptable jump in total inventory dollars. The system will suggest buying 3 to 6 months or even 12 months supply of the very low dollar value SKU's. It just makes good sense not to order a .80 cent item every week (given the cost of ordering and handling).

   However, to reap the full benefits of the new system, after a few months you should begin to allow the purchased quantities to be controlled by the build in calculations.

2. Exceptional sales should be flagged preventing the system from ordering products you do not intend to stock. The system will calculate ROP and EOQ based on total sales, including those exceptional sales unless they are flagged as such in the system. Either at time of sale or review of forecast, flag the item as exceptional eliminating it from future calculations.

3. Some stores may see suggested transfers that you do not agree with. An item will show as overstock-available for transfer, if the amount on hand is more than twice the ROP(I.e. ROP = 2, on-hand = 5, overstock =1). For example, the parent store has 1 on its forecast and the branch has 2 in overstock, it show up on the forecast of the parent store suggesting a transfer from the branch. Of course if it were a D item with a cost of several hundred dollars, you may wish to transfer it, but it's a $5 item that they will sell in a few months, you may choose not to transfer it.

Upgrade Version U2002.1

Menu 1 – ORDER ENTRY AND INVOICING
Menu 1.2 – Order Entry

♦ Fixed the Order Entry system to never use invoice numbers in the 800000 series. That series is reserved for Cash with Orders transactions.

♦ Fixed the Invoice Print program so that the regular price on Credit Memos never appears higher than the credited price.

Menu 6 – INVENTORY EVALUATION
Menu 6.12 - ABC Summary Report

Menu 12 – FILE MAINTENANCE

Menu 12.3.2.3 – Product Detail Maintenance

♦ Corrected Forecast Calculation bug where the ROQ (field 4) was being used when there was no forecast quantity needed.

END OF DAY
End of Day

♦ This report has been fixed to sort by company then by operator.

♦ List of Open Dropship Purchase Orders now prints with Day End.

♦ Several more fixes to the transmitted Corp. Invoices – Please contact SST if you find any further inconsistencies with the Corp. Invoices.

Upgrade Version U2002.1

The first 2002 upgrade includes mostly bug fixes for previously installed upgrades. We are working on some exciting new projects that will be installed on future upgrades, including **New ROP/EOQ Calculation programs** and **Statement faxing programs**.

Menu 1 – Order Entry and Invoicing
Menu 1.2 – Order Entry

♦ Fixed the Order Entry system to never use invoice numbers in the 800000 series. That series is reserved for Cash with Orders transactions.

♦ Fixed the Invoice Print program so that the regular price on Credit Memos never appears higher than the credited price.

Menu 6 – Inventory Evaluation
Menu 6.12 - ABC Summary Report

Menu 12 – File Maintenance

Menu 12.3.2.3 – Product Detail Maintenance

♦ Corrected Forecast Calculation bug where the ROQ (field 4) was being used when there was no forecast quantity needed.

End of Day
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♦ This report has been fixed to sort by company then by operator.

♦ List of Open Dropship Purchase Orders now prints with Day End.

♦ Several more fixes to the transmitted Corp. Invoices – Please contact SST if you find any further inconsistencies with the Corp. Invoices.

Menu 19 - Inquiries
Menu 19.6 Stock Status

♦   Corrected PB (Price Bucket) shortcut

♦   New Web Stock Status program that is faster and ensures that your ABC
Rankings are being updated. If you have any further issues with the Web Stock
Status updates, please contact SST.

Menu 35 - New JSWebStore Parameter Maintenance

Menu 35.20 JSWebStore Menu
♦   35.20.1 - Store Maintenance
♦   35.20.2 – Company Maintenance
♦   35.20.3 – Ship Method Cross-Reference
♦   35.20.4 – Account Maintenance
♦   35.20.5 – User Maintenance
♦   35.20.10 – Login Report
♦   35.20.11 – Price Check Report
♦   35.20.12 – Internet Order Report
♦   35.20.25 – User Listing
*'?' Help is available in the maintenance programs.
*'L'ookup is enabled and updated during End of Day.

WEB STOCK STATUS

What it is:
It is a means of checking stock status for Johnstone Supply stores throughout the country.

What gets updated:
All parts in your system with the Johnstone-pattern part number (i.e. B10-120) and a catalog page, excluding numbers that begin with C or D (i.e. C50-550 or D85-558).

How it works:
From the stock status screen put in a part number, then type WEB and press <enter>. You will then see the first of several possible screens.

The first screen will have the inventory of the Memphis Distribution Center and the Portland Distribution Center as well as the stores using the Web Stock Status in your region.
There are currently 7 regions (Southeast-1, Southeast-2, East, Mideast, Midwest, Southwest and West).

Exploring the screen:
The upper-left corner shows the region you are currently viewing.

```
SOUTHEAST-1              STOCK STATUS INQUIRY        08/23/01  08:10:12
ITEM NO.        HAZ U/M ITEM DESCRIPTION      DISC  P/C    SUBSTITUTE ITEMS
B10-120             EA 083S DRYER                 N 317-01
BR# STORE LOCATION        ABC AVL OVS    BR# STORE LOCATION      ABC AVL OVS
MDC **MDC Memphis             162        144 FL Sarasota              3
PDC **PDC Portland            503         37 FL St. Petersburg       14
 88 AL Birmingham               0        130 FL Tallahassee      A    9
152 AL Huntsville               5         46 FL Tampa               20
104 AL Mobile                  31        154 GA Atlanta             26
139 AL Pelham                  20        229 GA College Park        24
 73 FL Gainesville       A     22        238 GA Lawrenceville       14
 44 FL Jacks.  Park St   A     42        111 GA Marietta            34
160 FL Jacks.  Southside A      7         49 GA Norcross            62
132 FL Melbourne         A     11        174 GA Savannah             6
204 FL Ocala             A      4        153 LA Baton Rouge     A  115
 58 FL Orlando           A     24         79 LA New Orleans     A   64
165 FL Pensacola              181        182 LA Shreveport           0




Last Update from Corp 08/22/2001 23:20:23 PT - 'N'ext, 'U'pdate or <Enter> ?_
```

The *AVL* column shows the available quantity for each location as of the night before. With the exception of MDC and PDC which are as of the time/date stamp at the bottom of the screen.

```
SOUTHEAST-1                ST    STATUS INQUIRY           08/23/01  08:10:12
ITEM NO.          HAZ U/M ITEM    CRIPTION        DISC  P/C    SUBSTITUTE ITEMS
010-120               EA 083S D   R                N 317-01
BR# STORE LOCATION         ABC AVL OVS    BR# STORE LOCATION      ABC AVL OVS
MDC **MDC Memphis              162         144 FL Sarasota              3
PDC **PDC Portland             503          37 FL St. Petersburg       14
 88 AL Birmingham                0         130 FL Tallahassee      A    9
152 AL Huntsville                5          46 FL Tampa                20
104 AL Mobile                   31         154 GA Atlanta             26
139 AL Pelham                   20         229 GA College Park        24
 73 FL Gainesville       A      22         238 GA Lawrenceville       14
 44 FL Jacks.  Park St   A      42         111 GA Marietta            34
160 FL Jacks.  Southside A       7          49 GA Norcross            62
132 FL Melbourne         A      11         174 GA Savannah             6
204 FL Ocala             A       4         153 LA Baton Rouge     A  115
 58 FL Orlando           A      24          79 LA New Orleans     A   64
165 FL Pensacola               181         182 LA Shreveport           0




Last Update from Corp 08/22/2001 23:20:23 PT     'N'ext, 'U'pdate or <Enter> ?_
```

The *ABC* column shows the ABC Ranking (A = fast moving item etc…) if that store is currently using that feature.

```
SOUTHEAST-1                TOCK STATUS INQUIRY          08/23/01  08:10:12
ITEM NO.          HAZ U/M I    DESCRIPTION       DISC  P/C    SUBSTITUTE ITEMS
010-120               EA 08    DRYER              N 317-01
BR# STORE LOCATION         ABC AVL OVS    BR# STORE LOCATION      ABC AVL OVS
MDC **MDC Memphis              162         144 FL Sarasota              3
PDC **PDC Portland             503          37 FL St. Petersburg       14
 88 AL Birmingham                0         130 FL Tallahassee      A    9
152 AL Huntsville                5          46 FL Tampa                20
104 AL Mobile                   31         154 GA Atlanta             26
139 AL Pelham                   20         229 GA College Park        24
 73 FL Gainesville       A      22         238 GA Lawrenceville       14
 44 FL Jacks.  Park St   A      42         111 GA Marietta            34
160 FL Jacks.  Southside A       7          49 GA Norcross            62
132 FL Melbourne         A      11         174 GA Savannah             6
204 FL Ocala             A       4         153 LA Baton Rouge     A  115
 58 FL Orlando           A      24          79 LA New Orleans     A   64
165 FL Pensacola               181         182 LA Shreveport           0




Last Update from Corp 08/22/2001 23:20:23 PT - 'N'ext, 'U'pdate or <Enter> ?_
```

The **OVS** Column is Overstock. Eventually stores will be able to mark a certain number of the on hand stock of a certain item as overstock, the **OVS** column will indicate that amount.

```
SOUTHEAST-1              STOCK S  US INQUIRY        08/23/01  08:10:12
ITEM NO.       HAZ U/M ITEM DESCR  ION       DISC  P/C    SUBSTITUTE ITEMS
b10-120           EA 083S DRYER              N 317-01
BR# STORE LOCATION      ABC AVL OVS    BR# STORE LOCATION      ABC AVL OVS
MDC **MDC Memphis           162         144 FL Sarasota             3
PDC **PDC Portland          503          37 FL St. Petersburg      14
 88 AL Birmingham             0         130 FL Tallahassee      A   9
152 AL Huntsville             5          46 FL Tampa               20
104 AL Mobile                31         154 GA Atlanta             26
139 AL Pelham                20         229 GA College Park        24
 73 FL Gainesville      A    22         238 GA Lawrenceville       14
 44 FL Jacks.  Park St  A    42         111 GA Marietta            34
160 FL Jacks.  Southside A    7          49 GA Norcross            62
132 FL Melbourne        A    11         174 GA Savannah             6
204 FL Ocala            A     4         153 LA Baton Rouge     A 115
 58 FL Orlando          A    24          79 LA New Orleans     A  64
165 FL Pensacola            181         182 LA Shreveport          0




Last Update from Corp 08/22/2001 23:20:23 PT - 'N'ext, 'U'pdate or <Enter> ?_
```

'N'ext simply will take you to the next screen which is the stores in the next region closest to you.

```
SOUTHEAST-1              STOCK STATUS INQUIRY       08/23/01  08:10:12
ITEM NO.       HAZ U/M ITEM DESCRIPTION       DISC  P/C    SUBSTITUTE ITEMS
b10-120           EA 083S DRYER              N 317-01
BR# STORE LOCATION      ABC AVL OVS    BR# STORE LOCATION      ABC AVL OVS
MDC **MDC Memphis           162         144 FL Sarasota             3
PDC **PDC Portland          503          37 FL St. Petersburg      14
 88 AL Birmingham             0         130 FL Tallahassee      A   9
152 AL Huntsville             5          46 FL Tampa               20
104 AL Mobile                31         154 GA Atlanta             26
139 AL Pelham                20         229 GA College Park        24
 73 FL Gainesville      A    22         238 GA Lawrenceville       14
 44 FL Jacks.  Park St  A    42         111 GA Marietta            34
160 FL Jacks.  Southside A    7          49 GA Norcross            62
132 FL Melbourne        A    11         174 GA Savannah             6
204 FL Ocala            A     4         153 LA Baton Rouge     A 115
 58 FL Orlando          A    24          79 LA New Orleans     A  64
165 FL Pensacola            181         182 LA Shreveport          0




Last Update from Corp 08/22/2001 23:20:23 PT - 'N'ext, 'U'pdate or <Enter> ?_
```

'U'pdate will go out and grab the MDC and PDC stock levels that have changed since the time/date stamp and will take up to 5 minutes depending on what time of day you do it. The later in the day, the longer it will take. It will ask you to Y*** to verify.
*Note: If it has been more than 24-hrs since the time/date stamp, it will up date everything and will take about 15 minutes.
**Note: If the time/date stamp doesn't change when you update, then that is the most current update. Corp updates every hour beginning at 7:00 am Pacific time.

```
SOUTHEAST-1              STOCK STATUS INQUIRY        08/23/01  08:10:12
ITEM NO.        HAZ U/M ITEM DESCRIPTION      DISC  P/C   SUBSTITUTE ITEMS
010-120             EA 083S DRYER                 N 317-01
BR# STORE LOCATION       ABC AVL OVS   BR# STORE LOCATION     ABC AVL OVS
MDC **MDC Memphis            162       144 FL Sarasota              3
PDC **PDC Portland           503        37 FL St. Petersburg       14
 88 AL Birmingham              0       130 FL Tallahassee      A    9
152 AL Huntsville              5        46 FL Tampa                20
104 AL Mobile                 31       154 GA Atlanta              26
139 AL Pelham                 20       229 GA College Park         24
 73 FL Gainesville     A      22       238 GA Lawrenceville        14
 44 FL Jacks.  Park St A      42       111 GA Marietta             34
160 FL Jacks.  Southside A     7        49 GA Norcross             62
132 FL Melbourne       A      11       174 GA Savannah              6
204 FL Ocala           A       4       153 LA Baton Rouge     A  115
 58 FL Orlando         A      24        79 LA New Orleans     A   64
165 FL Pensacola             181       182 LA Shreveport            0




Last Update from Corp 08/22/2001 23:20:23 PT - 'N'ext, 'U'pdate or <Enter> ?_
```

Menu-12 FILE MAINTENANCE

Menu-12.3.6 New Hazardous Ship Codes

New Hazard codes from Corp – Corp Updates Hazardous ship codes once a year, the new codes are placed on your system. You may view the new codes by running the Hazardous Class Maintenance List (Menu 12.3.27)

FILE TRANSFER (FT)

What it is:
It is a program that allows you to "File Transfer" anything you can print to a file on your PC.

**What gets upgraded:**
The print program

How it works:
**First, you MUST create a folder in your root directory (C:/) called Pick.
Then, from the printer select screen of anything you want to print, type in FT instead of a printer number. After a few seconds, your screen will say "ROUTINE TO FT ANY SPOOLER HOLD ENTRY ITEM" and
"AccuTerm File Transfer Utility" (may be partially blocked by the file transfer window.) And you will see a gray window that says "File Transfer Status: Kermit download in progress" with some numbers scrolling up (similar to the picture below.) This tells you that your file is being transferred. (If this doesn't happen automatically, you may need to press <enter> or <F1>.)

Where the file goes:
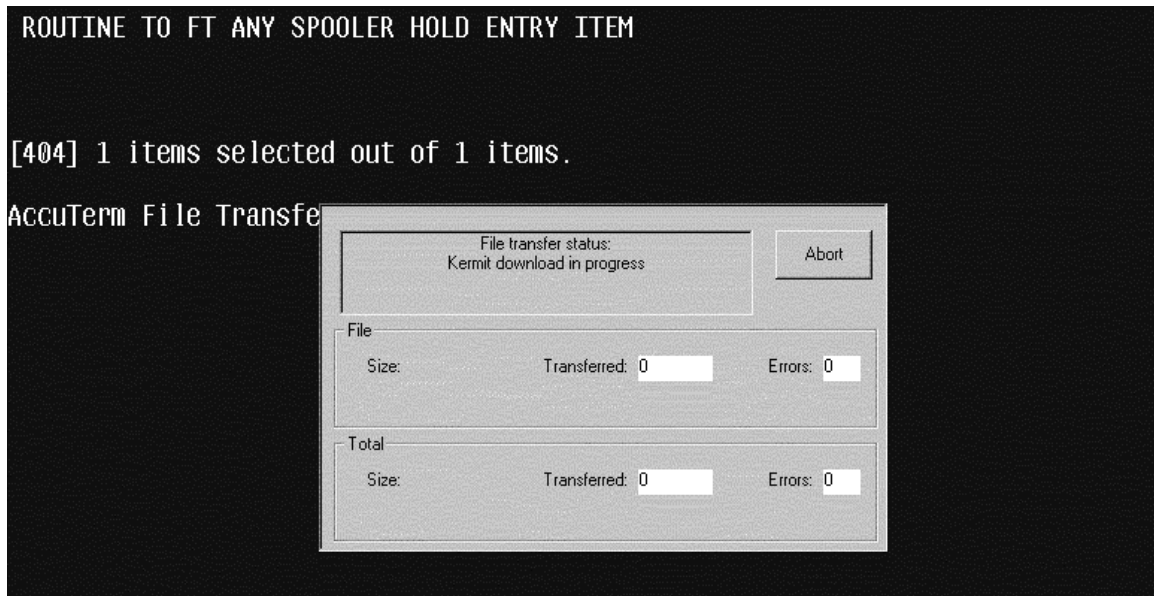
The file is always named 'ft.txt' and goes to the 'C:\Pick' folder. You may open that file with Microsoft Word ®, Microsoft Excel ®, or Notepad ®, to name a few, modify it, and save it with a different name. The file transfer will not work if you have the 'ft.txt' file open already and will overwrite the existing 'ft.txt' file each time you run it. It is important to save the file with a different name if it is something you will want to keep.

6

END OF DAY

<u>Day End–</u>

- o **Auto Cost Update –** (Menu 32.1.2) Receive Cost Transmission from Corp will run automatically during the Day End process, eliminating the need to run in manually. Menu 35.10 is a parameter screen to set the answers to the 4 questions usually asked when you run the program manually;
  DO YOU WANT A LIST OF THE NEW PRODUCTS TO MAINTAIN (Y/N)?
  DO YOU WANT TO BULK MAINTAIN NEW PRODUCTS (Y/N)?
  DO YOU WISH TO SEE A LIST OF ALL PO'S THAT HAVE A DIFFERENT COST THAN WHAT WAS JUST RECEIVED (Y/N)?
  DO YOU WANT TO SEE A LIST OF CONTRACT PRICES WITH COST CHANGES (Y/N)?
  Then it will display all the questions and your answers and ask you to Y*** to confirm they are correct.

- o **Corp Inventory Update –** The Day End will not sleep before running the Corp Inventory Update; it will run immediately after the file-save.

END OF MONTH

<u>Month End–</u>

- o **Auto Price Update –** (Menu 32.1.1) Receive Price Transmission from Corp will run automatically during the Month End Process, eliminating the need to run it manually on the first day of the month.

Menu – 1 ORDER ENTRY & INVOICING

<u>Menu-1.2 Order Entry</u>

- o **619 Product Lookup increased to 5 or 6 digits –** Currently a lookup is limited to 4 characters of the part number or description. With the upgrade you can put in up to 6 characters, thus making it easier to narrow your search.

- o **634 Update serial numbers on credits and cancels –** When you cancel or credit an invoice with serial numbers, the serial numbers will be added back into stock along with the item. The list of available serial numbers can be seen in 12.3.2.6.

Menu – 1 ORDER ENTRY & INVOICING
Menu-1.16 Fax Invoices

- o **652 Display fax number when faxing an invoice –** Currently it asks for the number or <Enter> for default. With the upgrade all prompts will show the defaults from the customer file. For example: "Enter fax number or <Enter> for default of 904-298-3301"

Menu-3 ACCOUNTING REGISTERS
Menu-3.16 Monthly refrigerant tracking report

- o **624 Change refrigerant tracking report** – Any product with a 'Y' in field 2 of menu 12.3.6 (excluding Omegaflex) will print on this report instead of just vendors 525 and 461.

Menu-4 ACCOUNTS RECEIVABLE
Menu-4.1.15 Universal Authorized Buyer Lookup

- o **612 Have universal authorized buyer lookup –** New inquiry to lookup authorized buyer by any combination of first/last name. The buyer will appear on the screen along with any account numbers that name is associated with.

Menu-4.1.9 Credit Manager Inquiry

- o **627 Credit manager inquiry – Change options** – Currently, to get Payment History, you choose 'P'. With the upgrade, you will choose 'H' and 'P' will take you to the Previous invoice screen.

Menu-4 ACCOUNTS RECEIVABLE
Menu-4.2.8a Today's cash with orders

- o **635 Add customer name to cash with orders –** The customer's name will print on the cash with orders report.

Menu-6 INVENTORY EVALUATION
Menu-6.10 ABC Report
- o **ABC Report –** This new report gives you a report based on the following prompts; Warehouse number, Ranking A-B-C or D, Vendor Number or <enter> for all, only items with on hand greater than ROP: Y or N, Include Discontinued items: Y or N.

  This report will have the following columns of information: Vendor Number, PM Vendor Number, Product Number, Item description, Qty sold in last 12 months, ROP, On Hand quantity, Average Cost and Discontinued Flag.

Menu-14 GENERAL LEDGER
Menu-14.5 Company File Dates / 14.2.1a Preliminary Detail GL Report

- o **618 Screen displays of General Ledger –** Added screen display options to 4.5 & 14.2.1a.

Menu-16 END-OF-DAY PROCESSING
Menu-16 End-of-day processing

- o **688 After tape verify print what displays –** At end of tape backup, after tape verify the results will print.

Menu-19 INQUIRIES
Menu-19.14 View Maintenance Menu

- o **622 Add Ship-to Maintenance to view screen –** The Ship-to Maintenance is now viewable through the View Maintenance Menu. You can access this menu by going to menu path 19.14 or from any menu screen, type "V" and press <enter>.

Menu-14 GENERAL LEDGER
Menu-14.1.13 Journal Entries Listing

- o **613 Change fiscal periods to 4-digits per year prompt**

Menu-4 ACCOUNTS RECEIVABLE

Menu-4.1.2 A/R adjustment entry

- **648 A/R adjustment entry default to last customer number –** By pressing [enter] it will automatically default to the last customer # entered.

Menu-7 PURCHASING

Menu-7.1 Purchase order entry & edit

- **625 Store PO messages by code like order entry -** Menu-12.1.13 – You may enter common messages with codes that can be brought up in a purchase order or order entry by entering the code in the message line.

Menu-7.23 PO audit

- **656 Update PO audit when PO is transmitted –** The PO audit record will be updated when a PO is transmitted.

Menu-12 File Maintenance

Menu-12.2.37.1 Mailing List Maintenance

- **601 New fields for label file –** Added fields for contact's title, e-mail address and phone extension for the mailing list.

- **620 Add attn field to mailer lookup screen –** When you choose lookup to find a mailer file, it will show the contact name as well as the company name for accounts with multiple mailer files. This way you can pull up the right mailer the first time, without having to pull them all up to find the right one.

Menu-12.2.2.2 Customer Master Maintenance

- **637 Don't update mailer attention with A/R contact –** When creating a new customer, the A/R contact will not be brought over to the mailer record attention line automatically. So, if the A/R contact and the mailer attention line should be different, it will not automatically put in the A/R contact.

Menu-7 PURCHASING

Menu-7.10b – Reprint Receipts Report

- **615 Reprint receipts report –** Allows you to reprint a receipt report if it didn't print with day end, eliminating the need to call Steve or Store Support.

Menu 12 **– FILE MAINTENANCE**

Menu-12.4.1.2 – Vender Master Maintenance

- o **Buyer Names –** The buyer names in field #36 have been updated. They are now current and correct.

Menu-34 BAR CODING MENU

Menu 34.10 – Program to Reprint Bar Code Receipts Report

After 34.2 (Purchase Order Receipts Report & Adjustments) is updated (Y***) this program allows you to reprint a Bar Code Receipts report. It will not print after the amount of days specified in Field #12 of 28.0.1 (Maintain Purge Parameters.) This report will also print the scanned serial numbers whereas the normal bar code receipts report does not.

Menu 34.11 – Program to Scan Warehouse Locations

This program is used to assign warehouse locations. Scan (or type) in the product, it will prompt for the WLOC you would like it to be in (1-5). WLOC1 is the default, if it is blank you may press enter and it will automatically go into that location.

Menu 34.20 – Create Bar Code Receiver from Corp Ship Date

Program to create a bar code receiver from the Corp ship date.

Menu 34.21 – Create a 2nd Copy of a Receiver

Enter the receiver number to create a 2nd copy of the receiver. It will assign another receiver number. ***IMPORTANT*** this MUST be done before scanning any items on the first receiver.
Open 34.1 on two separate terminals, with one terminal using the original receiver number and one terminal using the copy.

Menu 34.22 – Combine 2 Corp Receivers together

After all scanning has been completed on both terminals, run this program to combine the two receivers.

Menu 34.25 – Compare Bar Code Receiver with Corp Packing List

Run this program after you are done with 34.1 receiving and before you update (Y***) in 34.2 to compare the Bar Code receiver to the Corp packing list to check for discrepancies. The discrepancies only are printed.

END OF DAY

Report to list any open dropship PO's – This report will print after the open droship customer order report that should already be printing.

Menu-32 CORP TRANSMISSIONS

Menu-32.20 Update ALL Corp Prices/Costs

- o **Update all pricing & costs from the Corporate FTP server –** This helps get pricing & costs back in sync.

Menu-35 PARAMETER MENU

Menu-35.11 Web Inventory Parameters

- o **Web Inventory Parameters added –** Each store needs to set these parameters. The new parameters are:
  - Update ABC Ranking each week (Y/N)
  - Update ALL Regions every EOD (Y/N)
  - Hourly Update of Corp Inventory (Y/N)

Menu-11 SALES ANALYSIS

Menu-11.10 List of Items Sold for a Customer

- o **List of Items Sold for a Customer –** Printable report selectable by company, by date, by vendor, by product, by product class and an option to display costs.

Menu-6 INVENTORY EVALUATION

Menu-6.11 'D' Items that are 'A' in other branches
On the Stock Status screen under WEB you will notice a column for A, B, C ranking.
This column gives you an idea of how well an item sells at each branch. This is
wonderful information for moving dead or slow inventory out of a warehouse rather than
ordering it from the vendor, Corp or another branch that has more in stock.

This menu gives you a report that first prompts you to
"ENTER "A" BRANCH NUMBERS (SEPARATED BY ;)" For Example 44;73;92
Then to
"ENTER "D" BRANCH NUMBERS (SEPARATED BY ;)" For Example 268;519
The report will print a list of items that are "D" items in branches 268 and 519, that are
"A" items in 44, 73 and 92 listing the on-hand quantity, the product number and the
branch cost.

The ranking is based on the following simplified formula:
A = Fastest moving items, (5 % of stock.)
B = Fast (Next 10 %.)
C = Medium (Next 25 %.)
D = Slow (Everything else including discontinued.)
N = New item - less than 1 year.

Menu-13 ACCOUNTS PAYABLE
Menu-13.20.15 Receiving to Invoice Reconciliation Report

- o **696 Add total invoice dollars to discrepancy report –** Add total dollars to each
  line with total at bottom.

Menu-13.20.1 Voucher Entry

- o **692 Added Vendor Detail screen to vendor correction –** When you put in the
  vendor number it will ask you "Is this vendor correct?" as usual, if you press 'N'
  it will take you to the Vendor Master Maintenance screen AND NOW the Vendor
  Detail screen as well so you may change the terms before going back to the
  voucher entry screen.

Menu-17 END-OF-MONTH PROCESSING
Menu-17 End-Of-Month Processing

- o **602 Fax monthly sales information to corp. –** If parameter in menu 35.6 Screen
  2, Field #11 is set to Y, then the Branch –VS- Non-Branch Totals Report will be
  faxed to Shelia Thomas.

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- o **639 Program to clean up discontinued substitutes –** If substitute is discontinued, and quantity on hand is 0, then it will be removed from product master maintenance during end-of month process.
- o **697 Zero out cost and sell on non-stock items –** New parameter in menu 35.6, Screen 2, Field 14 allows you to set the number of days before Non-stock items with 0 on hand and no sales history have the cost and sell zeroed out. If this field is left blank, no items cost and sell will be zeroed out.

Menu-18 END-OF-YEAR PROCESSING
Menu-18 End-of-Year Processing

- o **689 Year-end LIFO report parameter –** New parameter in menu 35.6, Screen 2, Field 12 – If set to N the LIFO report will not print at Year-End, therefore getting rid of that big stack of papers and saving a couple of trees.

Menu-19 INQUIRIES
Menu-19.7b Inventory Transaction By Product

645 Add customer PO# to inquiry – The customer's PO will display under the heading PO# - REAS CD.

Menu-1 ORDER ENTRY AND INVOICING

Menu-1.2 Order Entry/Invoicing

o **Auto pull last price paid on credit memos –** When writing a Credit Memo for a customer the computer will pull the last cost that a customer paid for that product. This will hopefully eliminate our salespeople writing credits for the wrong amount, thereby making the owners and customers happy. When the program does not find a purchase of a specific product by the customer within the last 180 days (6 months) it will stop looking and display the message:
    CUSTOMER HAS NOT PURCHASED THIS ITEM IN LAST 180 DAYS, PRESS <ENTER>
    The computer will then price the credit at the current selling price. If the credit is for an item that long ago, obviously the salesperson needs to address that issue.

Menu-11 SALES ANALYSIS

Menu-11.4.11 New Inq by Co - from EOD/EOM Reports

o **704 This Year/Last Year Option on Sales Analysis –** There is now an additional column in menu 11.4.11 which displays the ending inventory balance for each month. This information will be used in further upgrades to help calculate turns. Also the user now has the option to select which period's information is to be displayed. After choosing the print option, the user is prompted to select 1.) This Year, 2.) Last Year or 3.) Two years ago.

Menu-12 FILE MAINTENANCE

Menu-12.2.15 NSF Maintenance

o **626 Order Entry customer look-up flag to show past returned checks –** The NSF pop up screen pulls data from menu 12.2.15. After getting into 12.2.15, you must hit return for the computer to assign a sequential number. You then fill in the appropriate information about the check, customer, date, etc...
    If you have NSF information on a customer, the computer will stop the operator when they go into order entry (menu 1.2) and put in the customer number. When you see this NSF window pop up, you will know that you have current or past NSF. If the check has been collected it will show you a date beside "Collected". If the check has not been collected, it will not list the date beside "DATE COLLECTED". To continue on with the ticket, you must enter the letter "C". If you would like a customer's NSF information to no longer show at Order Entry (if they paid quickly or no need for sales to see any longer) Place an "N" in Menu12.2.15 Field # 15 "DISPLAY IN OE".

Menu-12.2.2.2 Customer Master Maintenance

- o **New National Accounts pricing coding** - Go to Customer Master Maintenance (Menu 12.2.2.2) for any and all customers you have under either of these national accounts and put the national account number in field 33 on the second screen.

> **Sunstone Hotel Properties/Buy Efficient.com   =   NA0018**
> **GCS   =   NA0019**

Then go to Customer Detail Maintenance (Menu 12.2.2.3) for the same customers and put a price pointer of 2 in field #4. **DO NOT** put a discount percent in field #8, it will automatically be calculated.

- o **Key Account Pricing -** This price is automatically updated from bucket 5 in Price Maintenance (menu 12.3.2.4.) to a contract called "COMM". To assign the Key Account Pricing to a specific account, put "COMM" in Field #7 on the second screen of Customer Master Maintenance (menu 12.2.2.2.) The "Key Account Pricing" will continue to be updated during Month End provided you answer the prompt "*Auto Update Product from Price Change File*" with Y***.

Menu-16 END OF DAY

- o **647 Sub-Total Price Override Report by Operator –** The Price Override Report will now be subtotaled by operator. This should help identify operators who are constantly overriding price.

- o **662 Add Invoice Number to Daily Cancelled Order Listing –** The Daily Cancelled Order Listing that runs in the end of day has changed. It now shows release number, customer number, and all the history for that release number. It will also show the reason for cancellation.

Menu-19 INQUIRIES

Menu-19.6 Stock Status

- o **706 Secondary bin location on stock status -** On the left hand side of the screen you can now see the first two warehouse locations. You will be able to see up to two locations if you use four (4) characters or less. The warehouse location will need to be four characters or less so that you can see the complete location.

- o **706 Add product category to Stock Status -** Top, middle right under the P/C you will now see a complete product category, as an example a B11-519, the complete product category is 328-01.

- o **706 Add ABCD ranking to Stock Status -** On the far left hand side of the line for each warehouse you will see a letter ABC or D and that tells you the ranking of the product in that specific warehouse

Menu-20 **UTILITIES**

Menu-20.23 Reset Telnet

- o **Program to reset a PC –** Before you begin, you will need to gather some information; the IP address and Host Port number of the non-working computer. You can find the IP address by right-clicking "Network Neighborhood" on the desktop, then clicking Properties. Find the listing for the Ethernet card in the list, it will look something like this "TCP/IP>brandname model fast Ethernet" highlight it and click properties. The IP address will be displayed on that window. Write it down and click cancel till you are completely out of Network Properties. (It is a good idea to label your PC's with their IP address for easy reference.) To find out the host port number, click Settings from the Tools menu and click the "Device" tab. Under telnet settings on the right side, it will be the third entry down. Write the number down and click cancel.

  From a working PC or terminal, go to menu 20.23. This program will first prompt you to run some checks to rule-out other possibilities before continuing with the reset as well as to make sure the conditions for a reset are there. *If all of the conditions are not right, the reset will not work*. It first has you "Ping" the IP address of the PC you are having trouble with.

  "Enter the 2 sets of numbers labeled on your PC (ie 58.126)?"
  Enter just the last two sets of numbers in the IP address (i.e. your IP address is 192.168.50.166, you will type 50.166) You may see some data on the screen but what you want to look at are the "Ping statistics" Anything other than the example statistics below (0% packet loss) is *NOT* a successful packet transmission.

  ---- PING Statistics----
  6 packets transmitted, 6 packets received, 0% packet loss

  If you get a successful packet transmission (0% packet loss), you may continue with the reset. It will next ask you to:

  "Enter telnet host port number (i.e. 20200)?"

Enter the host port number and press Enter. It will take a moment or two, then it will tell you to click Reset>Connection from the AccuTerm screen. (This would be done on the machine that is not working.) Once you have done that, click on the screen anywhere and press Enter.

Menu-32 CORP TRANSMISSIONS

Menu-32.9 Purchase Order Transmission

o **New Reminder for Ship Method Selection –** Due to Corp.'s computer software conversion it is required that you use Ship Code 11 when transmitting your weekly UPS Corp Orders. After you select the order type 'P' for Regular the following message will appear on the screen as a reminder:

MUST USE SHIP CODE 11 ON REGULAR WEEKLY CORP ORDERS
  PRESS <ENTER>

Menu-35 PARAMETER MENU

Menu-35.6 Parameter File Maintenance

o **697 - Zero out cost & sell on non-stock items –** New parameter in menu 35.6, Screen 2, Field 14 allows you to set up the number of days before non-stock items ("NS" items or items that have a "T" in field 27 of product master) with 0 on hand, 0 on order, 0 in pick have the cost(s) and sell price(s) zeroed out. If this field is left blank, no items cost and sell will be zeroed out. A report will run at EOM listing the items that have been zeroed out.

Example: If you set the number of days to be 90, 90 days after the sale, with 0 on hand, 0 on order, and 0 in pick - cost and sell will be zeroed out along with lot prices.

Menu-1 ORDER ENTRY & INVOICING

Menu-1.2 Order Entry & Invoicing

- o **Auto pull last price paid on credit memos –** When writing a Credit Memo for a customer the computer will pull the last cost that a customer paid for that product. This will hopefully eliminate our salespeople writing credits for the wrong amount, thereby making the owners and customers happy. When the program does not find a purchase of a specific product by the customer within the last 180 days (6 months) it will stop looking and display the message:
  CUSTOMER HAS NOT PURCHASED THIS ITEM IN LAST 180 DAYS, PRESS <ENTER>
  The computer will then price the credit at the current selling price. If the credit is for an item that long ago, obviously the salesperson needs to address that issue.
  New! This code has been changed to make the search for the last price paid faster and will also make sure that they are not returning more quantity than they have purchased. (I.E. If the credit is for 10 it will return an error message if they have only every purchased 5.)

Menu-12 File Maintenance

Menu-12.2.37.9 Auto Update Catalog Flags

- o **New Menu: Auto Update Catalog Flags –** Two flyer versions have been eliminated, codes C & H, hence these flyer codes should no longer be used. (Please see table on pg. 21) Currently when these codes are received in a mailer transmission; flyer code "C" will default to "Null" and "H" will default to "E". The deadline for removing all C and H codes from your mailer transmission was Dec 25th, but the cutoff has been extended by 30 days until January 25th. After Jan 25th any customers with C or H codes in the mailer transmission record will not receive any mailing.

  A new Menu Path 12.2.37.9 has been installed - Auto Update Catalog Flags - in all DBS systems. This menu path will allow you to automatically change all customers with a specific flyer code to another code of your choosing. We suggest you wait for the new programming if you want to avoid the time consuming job of changing them one by one.

  For sake of the April catalog mailing only: If you make no change to these old codes by Dec 25th, the customers with the old code "C", will receive a catalog as ?Null? indicates, and those with old code "H" will not receive a catalog as flyer code "E" indicates.

Catalog Code	Flyer Version	Catalog Included?
Null	HVAC-With Oil	Yes
A	HVAC-Without Oil	Yes
B	HVAC-Seasonal	Yes
?C? No Longer a valid code	Refrigeration	Yes
D	Appliance Parts/Residential Facility Maintenance	Yes
E	HVAC-With Oil	No
F	HVAC-Without Oil	No
G	HVAC-Seasonal	No
?H? No Longer a valid code	Refrigeration	No
I	Appliance Parts/Residential Facility Maintenance	No
R	No Flyer	Yes

In Summary: flyer codes "C" and "H" need to be replaced by Dec25th only if:
a) You want the flyer versions C or H to be replaced with a code other than the defaults.
b) You want a customer who has not received a catalog in the past, to receive one in April
c) You want a customer who has received a catalog in the past, not receive one in April.

Menu-13 *ACCOUNTS PAYABLE*

Menu-13.20 New Accounts Payable

- o **13.20.3 Fixed problem where the gross total was not including the line charges.**
- o **13.20.12 Fixed problem where no totals were showing on Corp invoices, when the total quantity was zero (0).**
- o **13.20.13 Changed Invoice suffix to match Corp mailed Invoices and the invoice # on the Corp Statement. (I.E. 1234-2 will now be 1234-02)**
  NOTE: this change will only be for invoices transmitted AFTER receiving this upgrade.
- o **13.20.16 Allow rebuilding the INV.CORP.RCPT file from the previous month.**

Menu-16 END OF DAY

Menu-16 End of Day

- o **663 Correct Average Cost on Invoices at EOD –** When a part gets sold before it is received in the system, the average cost on the invoice is not accurate. This

program will run during Day End and look at all of the average costs in the system and correct any invoices that do not match.

Menu-19 INQUIRIES

Menu-19.6 Stock Status

- o **629 Add BO & PO Option to Stock Status –** From the Stock Status screen (menu 19.6) you can easily see what PO's the part was ordered on, as well as what customers have the part on back order. Once a part is pulled up, enter "BO" at the prompt. You are transferred to a screen (also accessible through 19.4) which lists all the pick tickets that have that particular part on it. Furthermore, you can select and edit a pick ticket from the list. Similarly, by entering PO after selecting a part through stock status, you can access a list (also accessible through menu 19.13) of open purchase orders with that particular part. BO is basically a short cut that kicks you to menu 19.4 and PO kicks you to menu 19.13 without making you exit stock status and reenter the part.

==New -== Added the '?' option at the item number prompt to see the choices, including the new options. Press the option code to go to that screen.

> Options:
> PD   - product detail maintenance
> PM   - product master maintenance
> PB   - pricing maintenance
> IP   - inquiry 19.4
> BO   - inquiry 19.4
> H   - inquiry 19.7B
> PO   - inquiry 19.13
> V   - inquiry 19.14.10
> WEB - inventory in other Johnstones
> SUB - display substitute items

- o **19.6 & 19.13 Fixed problem where items were showing bogus on order quantities.**

Menu-32 CORP TRANSMISSIONS

Menu-32.4 Mailer Transmission

- o **32.4 Fixed problem with transmission of mailer records with no assigned company** – Corp will not accept mailer records with no Company assigned.

Menu-34 BAR CODING MENU

Menu 34.1 Purchase Order Receiving

- o **82200 Allow one terminal at a time to access the same bar code receiver –** If a second terminal tries to access a bar code receiver that is already open on the same or another terminal, the second terminal will receive an error that the receiver is locked. This prevents receiving errors due to one receiver being maintained by two different people at the same time.
  To get rid of the lock, follow the instructions below:
  First, find out the port number that is locking the receiver.
  Next, go to TCL (:) and type
  : Select REC.BC.LOCK with *a1 "105" *insert your port # here*
  [404] 1 items selected out of 1 items.(Should get this)
  Then type:
  >DELETE REC.BC.LOCK
  [435] Item '113438' deleted (Should get this)

- o **34.21 Do not skip receiver numbers; this was causing problems when a bar code receiver could get overwritten.**