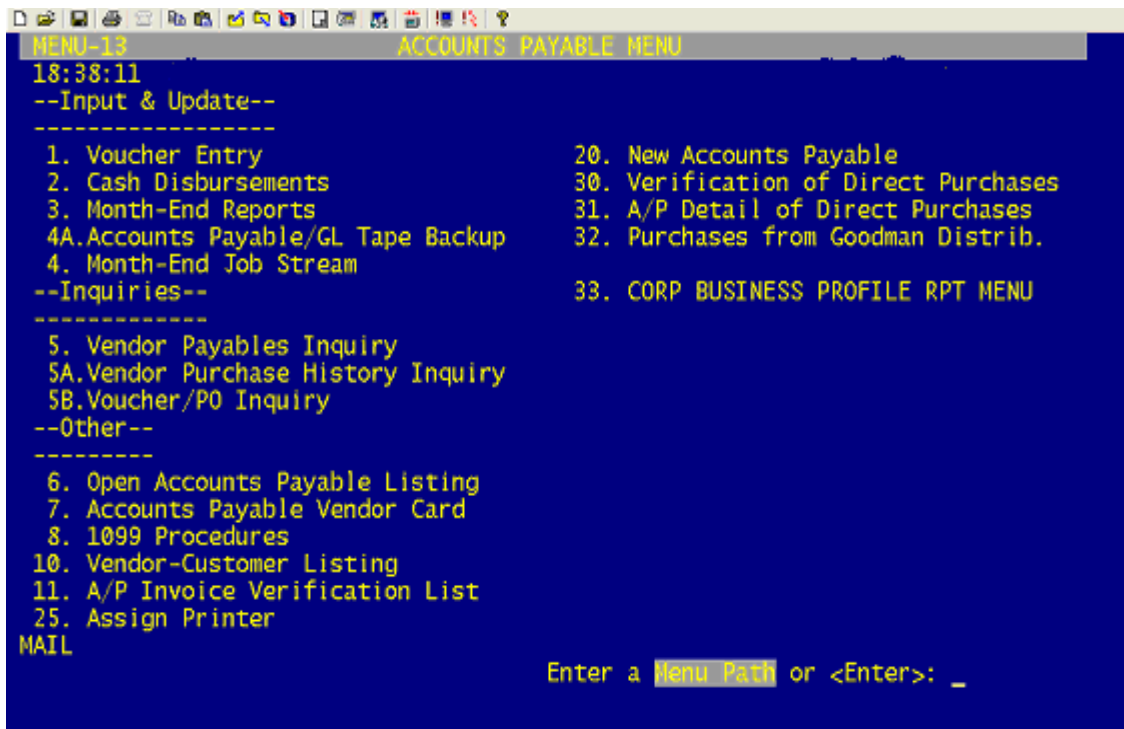


The Corp Business Profile Report Menu was established to assist you with generating a report that displays Percent of Purchases by Vendor Bill Type. This information was requested from the stores, by Corp for Phase II of the Business Profile. In order to make gathering this information easier, Database Support has created a new report, Purchases by Vendor Bill Type.

This document will walk you through the process of generating the report and verifying that vendors are coded to the correct bill type.

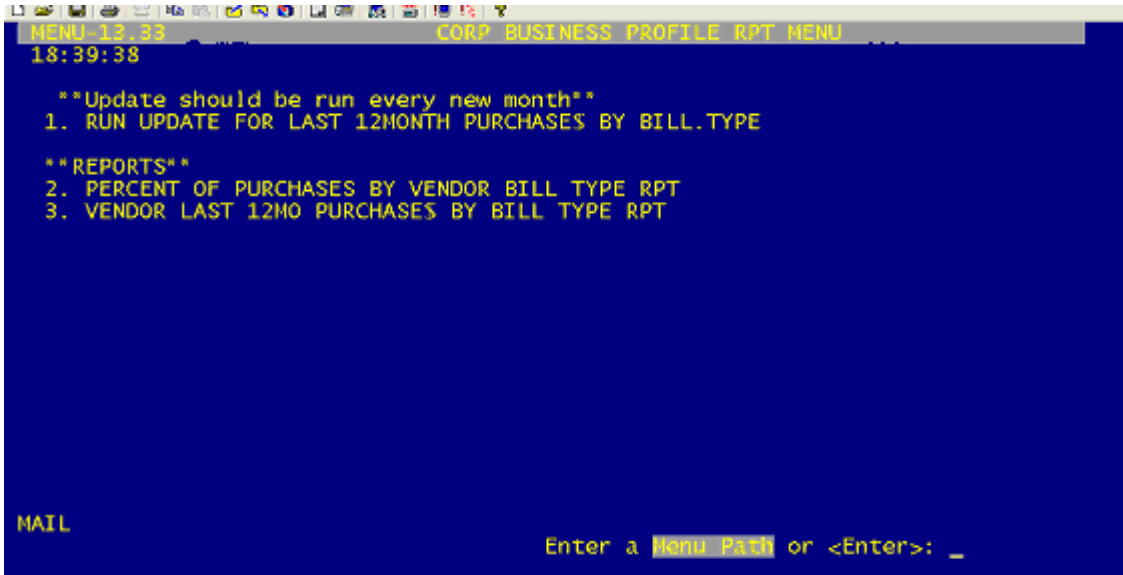
Menu 13.33 Corp Business Profile Report Menu

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



```
MENU-13          ACCOUNTS PAYABLE MENU
18:38:11
--Input & Update--
-----
1. Voucher Entry                20. New Accounts Payable
2. Cash Disbursements          30. Verification of Direct Purchases
3. Month-End Reports           31. A/P Detail of Direct Purchases
4A. Accounts Payable/GL Tape Backup 32. Purchases from Goodman Distrib.
4. Month-End Job Stream
--Inquiries--
-----
5. Vendor Payables Inquiry      33. CORP BUSINESS PROFILE RPT MENU
5A. Vendor Purchase History Inquiry
5B. Voucher/PO Inquiry
--Other--
-----
6. Open Accounts Payable Listing
7. Accounts Payable Vendor Card
8. 1099 Procedures
10. Vendor-Customer Listing
11. A/P Invoice Verification List
25. Assign Printer
MAIL
Enter a Menu Path or <Enter>: _
```

Step 2: When running this process for the first time, select menu path 13.33 Option #2. This will run the “PERCENT OF PURCHASES BY VENDOR BILL TYPE RPT”

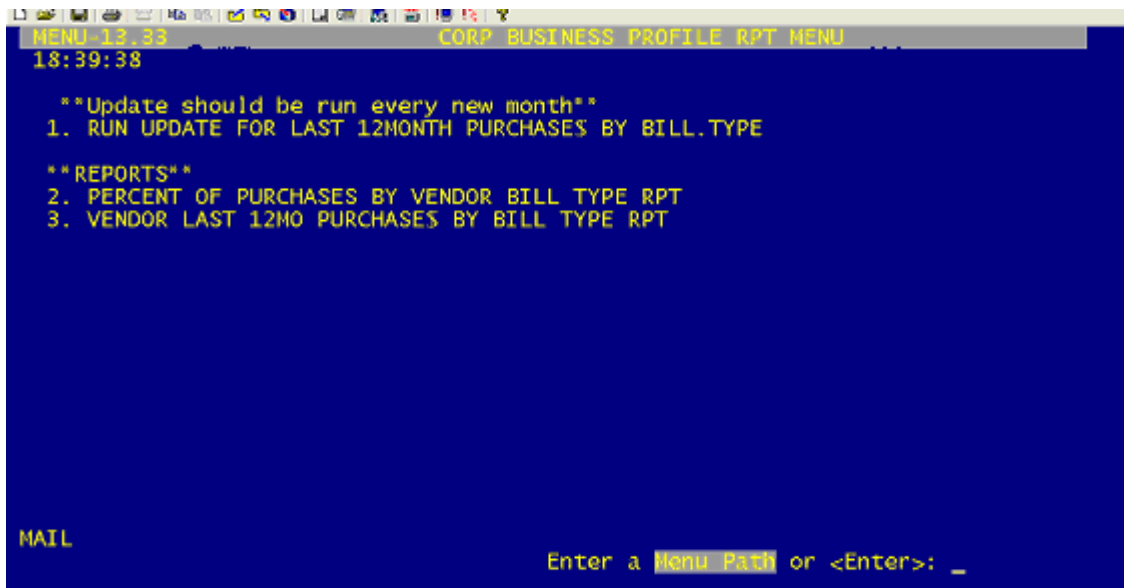


►► The Percent of Purchases by Vendor Bill Type report breaks down per company, the percent of purchases for each vendor type code.

CO#	START DATE	END DATE	TOTAL 12MONTH BILLING	INVENTORY PURCH	INVENTORY EXPENSE	PURCH	UNKNOWN VEND PURCHASES	
01	06/01/03	06/01/04	5,077,420.09	CORP DC	920,673.50	15.66	1,216.23	707,048.06
				DIRECT	606,900.39	11.60		
				DROPSHP	1,007,590.06	30.75		
				NONJSTONE	2,453,320.31	41.74		
				JSTONE STORES	8,055.83	0.15		
				TOTAL TYPES:	5,077,420.09	99.90		
02	06/01/03	06/01/04	3,193,477.59	CORP DC	761,307.80	23.83	743.20	593,927.73
				DIRECT	384,002.92	12.04		
				DROPSHP	689,093.91	21.60		
				NONJSTONE	1,352,981.83	42.36		
				JSTONE STORES	4,491.13	0.14		
				TOTAL TYPES:	3,193,477.59	99.97		
03	06/01/03	06/01/04	3,450,843.21	CORP DC	485,050.74	14.07	112.06	498,313.97
				DIRECT	494,212.92	14.32		
				DROPSHP	701,122.12	22.63		

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

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



```
MENU-13.33          CORP BUSINESS PROFILE RPT MENU
18:39:38

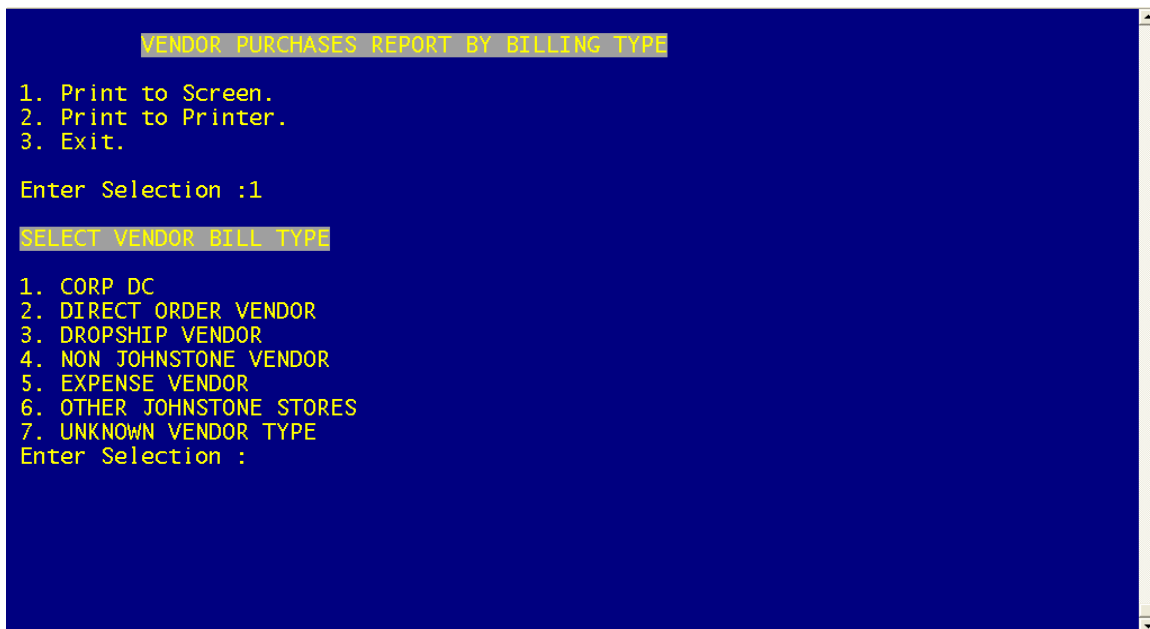
**Update should be run every new month**
1. RUN UPDATE FOR LAST 12MONTH PURCHASES BY BILL.TYPE

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

MAIL

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

Step 4: Run a report for each of the 7 Vendor Bill Types listed. Review these reports for vendors that are coded with the incorrect Vendor Bill Type.



```
VENDOR PURCHASES REPORT BY BILLING TYPE

1. Print to Screen.
2. Print to Printer.
3. Exit.

Enter Selection :1

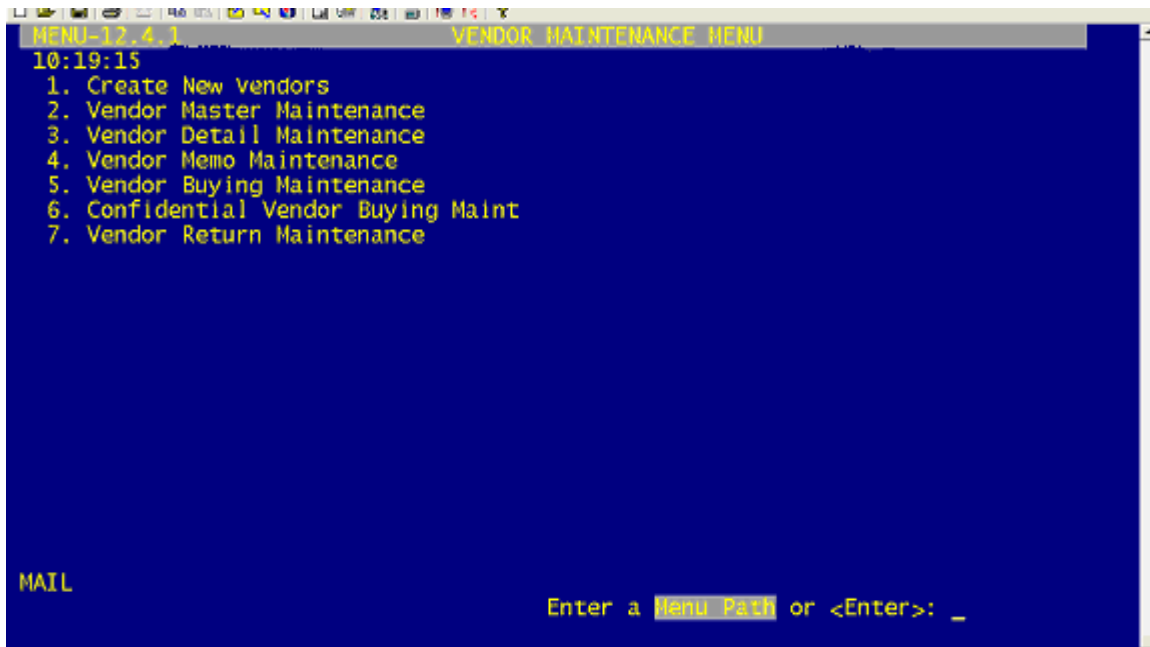
SELECT VENDOR BILL TYPE

1. CORP DC
2. DIRECT ORDER VENDOR
3. DROPSHIP VENDOR
4. NON JOHNSTONE VENDOR
5. EXPENSE VENDOR
6. OTHER JOHNSTONE STORES
7. UNKNOWN VENDOR TYPE
Enter Selection :
```

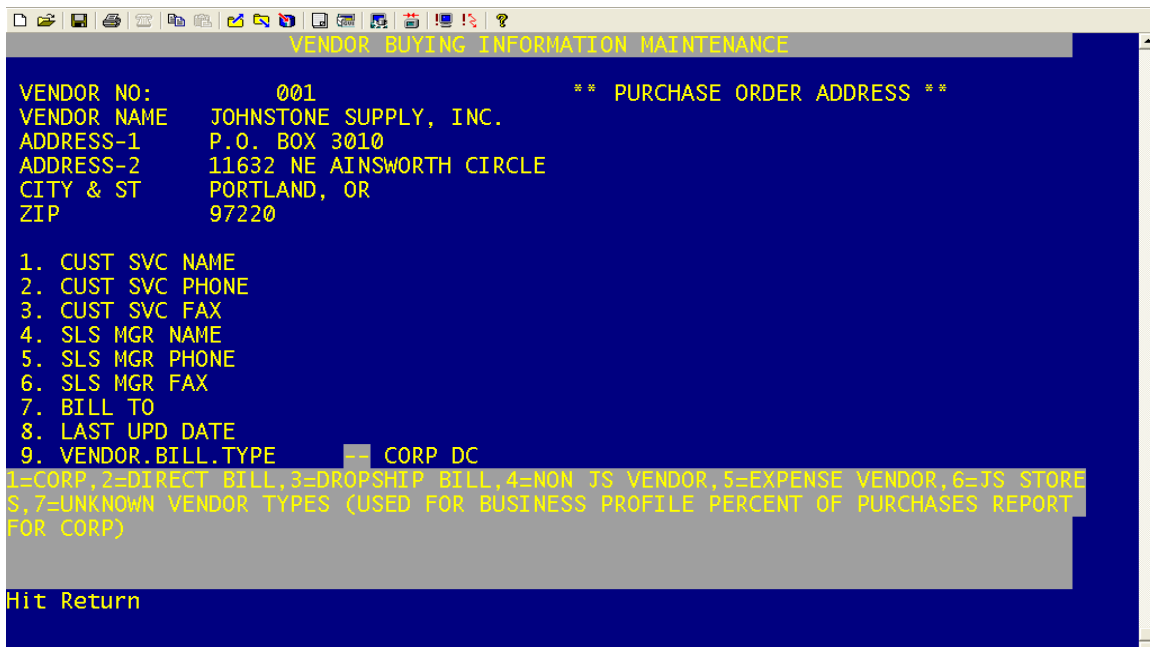
▶▶ Refer to the glossary at the end of this document for a definition on the Vendor Bill Types.

▶▶ Continue with the following steps to correct vendors coded with the incorrect Vendor Bill Type.

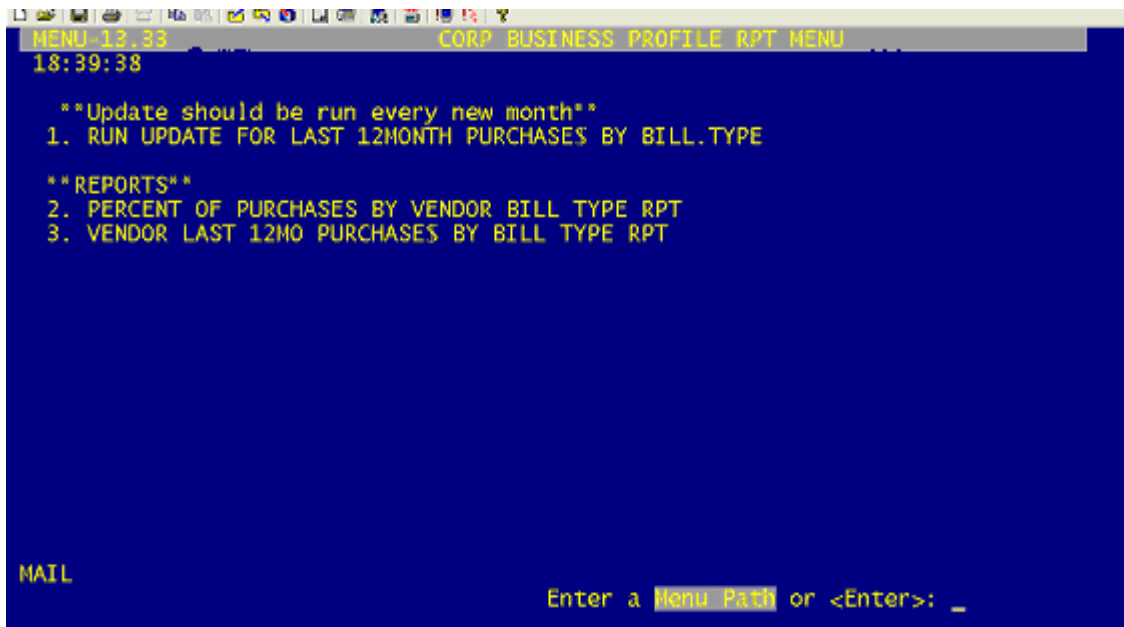
Step 5: In menu path 12.4.1 select Option #5. "VENDOR BUYING MAINTENANCE"



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



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



```
MENU-13.33 CORP BUSINESS PROFILE RPT MENU
18:39:38
**Update should be run every new month**
1. RUN UPDATE FOR LAST 12MONTH PURCHASES BY BILL.TYPE
**REPORTS**
2. PERCENT OF PURCHASES BY VENDOR BILL TYPE RPT
3. VENDOR LAST 12MO PURCHASES BY BILL TYPE RPT
MAIL
Enter a Menu Path or <Enter>: _
```

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

Sending Instructions

- Send the report for Phase II of the Business Profile to Linda Ettestad at the Corporate Office via email Linda.ettestad@johnstonesupply.com or via fax to 503-261-8863.
- The report must be submitted no later than July 1, 2004.

Glossary

Vendor Bill Types

- **CORP DC VENDOR**
 - Most stores use Vendor # 001 for ordering from a Corp DC. If you use any other Vendor# to order product from a Corp DC then make change the Bill Type code for that vendor to a 1.
- **DIRECT ORDER VENDOR**
 - This is a Johnstone vendor that bills you directly instead of going through the Johnstone Corporate office (such as: Atofina or Honeywell).
- **DROPSHIP VENDOR**
 - This is a Johnstone vendor that bills the Corporate office, which in turn bills you for product ordered direct from the vendor (such as: Goodman).
- **NON JOHNSTONE VENDOR**
 - This is a vendor that is not in the Johnstone catalog and does not deal directly with the Johnstone Corporate office but a vendor you order product from.
- **EXPENSE VENDOR**
 - This is a vendor that you order expensed items from to run your business (such as: paperclips, pencils, floor wax, etc.) and is not sold by you to your customers.
- **OTHER JOHNSTONE STORES**
 - This is another Johnstone store, not affiliated with your business, you may buy product from (such as: using our Web Inventory to buy a product from a neighboring Johnstone store).
- **UNKNOWN VENDOR TYPE**
 - These are vendors that we could not figure out which other category they may belong to. This category will include vendors such as **S01, S02** etcetera, that you use to transfer product between your branches. Leave the branch transfer numbers coded as an Unknown type of vendor.