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```
+------------------------------------------------------------------+
|              PREFACE TO THE PROCOM SOLUTIONS                      |
|          ACCOUNTS RECEIVABLE APPLICATION MANUAL                   |
+------------------------------------------------------------------+
```

Through out this manual, you will be instructed to enter information via the keyboard. Listed below are a few examples of the types of instructions that you will need to follow in order to utilize the Accounts Receivable/Order Enter/Invoicing programs.

Example 1:
Enter <**Y**>(YES), and press <**ENTER**>.

DEFINITIONS

Arrow Keys:

Cursor: A moveable symbol on a display screen that is the contact point between the user and the data. In text systems, the cursor is a blinking rectangle or underline.

General Purpose
Function Keys: A set of keyboard keys that are used to command the computer and are generally labeled F1, F2, etc. They are usually located across the top of the keyboard.

Esc		F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12

Menu:

Prompt: A message from the software that requests some action be taken by the user.

Special Purpose
Function Keys:

Print Screen	Scroll Lock	Pause

	Home	Page Up
	End	Page Down

Sub Menu:

Keyboard Keys

<**ALT**>

<**CTRL**>

<**ESC**>   A keyboard key that is used to exit a mode, routine, or cancel some function.

<**ENTER**>   Also called the Return key. The large key on the right side of the keyboard. In data entry operations, pressing enter ends the line of input and signals the computer to process it. In word processing, pressing enter ends the line or paragraph and actually inserts a return code into the document.

CHAPTER 1:   PREVIEWING THE APPLICATION PACKAGE

1.0   INTRODUCTION

Making sales and purchases on account has become standard practice in the modern American system. Individuals and businesses alike buy and sell merchandise, invest in stocks and bonds, and even acquire plants and equipment on credit. Consequently, the increasing trend towards extension of credit terms for transactions involving all types of goods and services has led to a greater need for control and analysis of receivables by management. The A/R and O/E system encompasses four sub-systems:

Accounts Receivable
Order Entry/Invoicing
Inventory Control
Purchasing

Together, this package offers comprehensive receivables, inventory, and order processing and purchasing capabilities. The automatic internal interface provides an effective method of maintaining accurate and up-to-date information at all times. Accounts Receivable includes claims against customers for goods sold, or for services rendered. Other receivables that may arise from sources other than normal trade transactions include: loans to officers or employees, deposits made on contract bids with public utilities or government agencies, claims against common carriers for loss or damage to goods in shipment, loss claims against insurance companies, claims against the U.S. Treasury for tax refund, amounts due from affiliated companies, amounts due or accrued from rentals, and royalties.

Order Entry/Invoicing:
These procedures provide an efficient method of entering, updating, and recording sales, direct billings, adjustments, back orders, and commissions. Once an order is entered, the system assists you in all processing from order adjustment, allocating inventory, and preparing shipping documents through the billing procedure.

Inventory Control:
Includes all the factors involved in arriving at the value of the inventory: classification of items, determination of physical quantities on hand, re-ordering from the vendor, and assigning cost. The system provides all the functions necessary in valuing the merchandise inventory for the preparation of financial statements, and for maintaining adequate stock levels.

Purchasing:
Includes efficient methods of monitoring stock levels, printing Purchasing Advice Reports and creating Purchase Orders. The system will print a Purchasing Advice Report, indicating which items are below minimum stock levels. From there you may create purchase orders manually or allow the system to create purchase orders for all vendors appearing on the Purchase Advice Report. When the merchandise is received you can match the vendor's packing list against your Purchase Order and automatically post the quantities received to your inventory.

1.1   USING MENUS

All business application packages are menu-driven. A menu is a list of all options that are contained within the Application Package. The computer displays a list of the options it is prepared to perform when you first enter the system. From the list, you may select the function you wish to perform. The menu puts you in complete control of the work that you and the computer will perform. You can work as fast or as slowly as you like; you can change the sequence of tasks or leave some of the tasks until a later time - it's up to you.

Each item in the menu is one of the functions that the Application Package is capable of performing. Each of these functions has a number beside it. To select a function from the menu, enter the proper number. The system does the rest.

Sometimes the system displays another menu following your selection; this is a sub-menu. It is a list of tasks that, separately or together, make up the function you first selected from the Main Menu. At other times the system prompts you by displaying a form-like list for you to enter information from the keyboard.

1.2   THE MAIN MENU

Figure 1.2

The Accounts Receivable/Order Entry Main
Menu (usually referred to as the Main Menu)
is displayed upon initial entry of the
Accounts Receivable/Order Entry application.
It will always be the first menu you see
when entering the A/R O/E application.
While you are working within this application,
you will be presented with two options:

The first is to return to the Main Menu
(Figure 1.2) by entering **<M>** and pressing
<ENTER>. This option also appears on all of the
Sub-Menus.

The second option is to Exit to the Monitor
by entering **<E>** and pressing **<ENTER>**.
Your screen will then display a colon ":".
At this point you may enter **<exit>** to return
to the login.

```
00/00/00
Order Entry/Accounts Receivable
                                      Job:061
             Your Company Name

    1. File Maintenance
    2. Daily Processing
    3. Pricing Control
    4. Reports & Listings
    5. Inquiry & General Ledger Interface
    6. End-of-Month Processing
    7. End-of-Year Processing
    8. Purge Programs
    9. Reorganize Programs
   10. Miscellaneous Programs #1
   11. Miscellaneous Programs #2
   12. MSDS Sheets Processing
   13. Hand Held Scanners Processing
   14. Print Spooled Reports
   15. Recall Sales Journal File

      E.  Exit to Monitor

     Enter Selection:
```

* Optional Programs: Contact ProCom Solutions' Sales Department for more information.

2.0   INTRODUCTION

File Maintenance is the process by which you add, change, or delete database records. The information contained in your data base includes such things as: customer names, addresses, shipping instructions, and related information; inventory description, price levels, re-order level, vendor, etc.; Salesman; Invoice Messages; Shipping Codes; Tax Specifications; Finance Charges; and General Ledger References.

File Maintenance Menu Screen:

Most of these files are created during initial installation, and can be altered at any time to reflect changes in customer status, inventory, tax structure, or other business obligations. The contents of any file may be consulted at your discretion.

Your system has been designed specifically for your business setting, and some of the files mentioned above may not be included on your File Maintenance Menu screen.

```
00/00/00 ***---File Maintenance Programs---*** 00:00:00
                  Your Company Name

  1.  Customer Master File
  2.  Inventory File Maintenance Programs
  3.  Salesman File
  4.  Standard Invoice Message File
  5.  Tax File
  6.  Ship To Customer Address File
  7.  Terms & FOB Files
  8.  Ship-Via & Shipping Charge File
  9.  Cash Drawer Master File
 10.  Charge Card Master File
 11.  Paid In/Out Description File
 12.  Computer Systems Information File
 13.  Work Order File Maintenance Programs
 14.  Job Tracking Master File
 15.  Customer Class Master File
 16.  Price Change Reason Description File
 17.  Advertising Media File

 Enter Selection:
```

2.1   CUSTOMER MASTER FILE

This file contains comprehensive data for each customer that conducts regular business with your company. Access this file to add, change, or delete customer file records.

The program displays the Customer Master File Maintenance Menu

```
Customer Master File Maintenance

(1) Add a New Customer Record
(2) Change an Existing Customer Record
(3) Delete an Existing Customer Record

(M) Return to Maintenance Menu
(E) Exit to Monitor

Select:
```

When adding customer records you will need a great deal of information on hand to complete the entry successfully. Be sure you have assembled all relevant customer data before attempting entry.

Your ProCom Solutions representative can supply you with "Input Sheets" which can greatly facilitate data entry. These sheets contain entry space (in order of entry) for all information you will need to enter a complete and correct customer record.

There are multiple "pages", (or screens) of information to be entered for each customer. You must complete entry for each "page" before proceeding to the next "page". Changes can be made when all data on each page has been entered, or after the complete record has been entered.

Some entries are optional and are explained as you go through the detailed instructions. You may exit the procedure before starting a record entry, and after a record entry is complete. If a false record has been added, it is easily deleted by selecting this option from the selection menu. Some of the selections depend on other files. For example, building the Salesman, Tax, Standard Invoice, and Shipping codes first can be beneficial.

Follow these steps to ADD a New Customer Record directly into the Customer Master File:

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **CUSTOMER MASTER FILE**, and press <**ENTER**>.

STEP 3: Select **ADD A NEW CUSTOMER RECORD,** and press <**ENTER**>.

STEP 4: Enter the word '**NEW**' in the account field to enter a new customer and press <**ENTER**>. The screen will then display the first "page" for this customer:

Please follow the guidelines below when entering this information:
Remember some options may not appear on your system based on its setup.

```
ADD    ACCT#  99999

1.     Person or Company Name (P/C)...........:
2.     Customer Name..........................:
3.     Address Line 1.........................:
4.     Address Line 2.........................:
5.     City...................................:
6.     State..................................:
7.     Zip Code...............................:
8.     Country................................:
9.     Route..................................:
10.    Stop...................................:
11.    Location ID...........................::
12.    Profit Center..........................:
13.    Invoice Comment 1......................:
14     Invoice Comment 2......................:
15.    Salesman Number........................:
16.    On Hold? ..............................:
17.    Credit History Aging Days?.............:
18.    Backorders Allowed?....................:
19.    Electronic Invoices Allowed?...........:
20.    Using Tag No in A/R for Service Invoice:
21.    Drivers License........................:
22.    Use Last Selling Price.................:
```

THE SCREEN DISPLAYS:	YOU RESPOND/ENTER:
1. PERSON OR COMPANY NAME	This field is used when alphabetizing the record for reports and inquiries. Enter: <**P**> = for "Person" ; or <**C**> = for "Company". Press <**ENTER**> after entering this information.
2. CUSTOMER NAME	Enter the full name of the company (using up to 30 characters/spaces) that is identified by the account number entered. If you wish to enter a person's name, enter the last name first, then enter a comma (,), and the first initial. The placement of the comma between the last and first names of a person is a must. The comma is used by the system when alphabetizing the record for reports and inquiries. Press <**ENTER**> after entering.
3. ADDRESS LINE 1	Enter the address of the customer in line 1 (using up to 25 characters/spaces). Press <**ENTER**> after entering this information.
4. ADDRESS LINE 2	Enter any additional street information not contained on Address Line 1 (using up to 25 characters/spaces). Press <**ENTER**> after entering this information. However, if you do not need this line, press <**ENTER**> the cursor advances to the next line.
5. CITY	Enter up to 20 characters/spaces. Enter the city name for this customer, and press <**ENTER**>.
6. STATE	Enter the 2 character state abbreviation and press <**ENTER**>.
7. ZIP CODE	Enter 9 characters and press <**ENTER**>.
8. COUNTRY	Enter up to 25 character/spaces. Enter in the country for this customer, and press <**ENTER**>.
9. ROUTE	Enter route number (shown only on systems using Route/Delivery Package). Press <**ENTER**> after entering.
10. STOP	Enter stop number (shown only on systems using Route/Delivery Package). Press <**ENTER**> after entering.
11. LOCATION ID	If your system is set up to have different locations for each customer, enter the id and press <**ENTER**>.
12. PROFIT CENTER	Enter profit center this customer's account will update to when doing DR/CR memos. (This option displays only if you are using multiple profit centers). Press <**ENTER**> after entering.
13. INVOICE COMMENT 1	If you wish the system to automatically print a message on the customer invoice, enter the message, using up to 21 characters/spaces, and press <**ENTER**>. If you wish to specify a message that is already defined in the "Standard Invoice Message File", enter the code number for the message, and press <**ENTER**>. Please refer to Section 2.4 for further instructions. If you do not wish to specify a message to be printed on the customer invoice, press the <**ENTER**> key. The cursor will advance to the next line position. If you wish to use this feature, please contact ProCom support to have this feature switched on in your invoice form.
14. INVOICE COMMENT 2	Same as above.
15. SALESMAN NUMBER	Enter the number of the salesman who handles this customer, using up to 30 numeric characters, or press <**HOME**> to display the list of salesmen built in the Salesmen's Master File. Press <**ENTER**> after entering this information.
16. ON HOLD?	Enter <**Y**> = for "YES", orders and invoices CANNOT be added; or <**N**> = for "NO", orders and invoices may be added for this customer. Press <**ENTER**> after entering this information.

17. CREDIT HISTORY AGING DAYS?	Enter number of days after which a message displays that this customer has an amount ? days old. Press **\<ENTER\>** after entering.
18. BACK ORDERS ALLOWED?	Enter either **\<Y\>**, or **\<N\>** as to whether back orders are allowed for this customer. Press **\<ENTER\>** after entering.
19. ELECTRONIC INVOICES ALLOWED ?	Enter either **\<Y\>**, or **\<N\>** as to whether the customer will have invoices created that have to be transferred electronically. This option will not appear if your system is not using electronic invoicing. Press **\<ENTER\>** after entering.
20. USE TAG NO. IN A/R FOR SERVICE INVOICE	Enter either **\<Y\>**, or **\<N\>** as to whether the customer will have the invoice number be replaced by the tag number. This option will not appear if your system is not set up to do tag no. replacements. Press **\<ENTER\>** after entering.
21. DRIVERS LICENSE	Enter up to 20 characters and press **\<ENTER\>**. This option appears only if using the Rental Package.
22. USE LAST SELLING PRICE?	Enter either **\<Y\>**, or **\<N\>** as to whether the customer will always use the last price they paid for an item be its new price. Press **\<ENTER\>** after entering.

STEP 4: When all information has been entered, the system prompts: "Is Everything OK? (Y/N) Enter **\<Y\>**(YES), and press **\<ENTER\>** if all data is correct, and the system will display the next "page". If **\<N\>**(NO) is entered, the system prompts: "Select:". You will need to enter the line number of the field that needs to be corrected. The screen will display the field description and prompt for data entry.

For example, if you need to correct the Zip Code field, at the "Select:"enter **\<7\>** which is the line number for the Zip Code field, and press **\<ENTER\>**. The system will display "Zip Code:"; at this point you need to enter the correct Zip Code and press **\<ENTER\>**. If everything is correct, enter **\<P\>**(NEXT PAGE) and press **\<ENTER\>**. The message "Is Everything OK? (Y/N):" appears on the screen. Enter **\<Y\>**(YES) and press **\<ENTER\>** to continue on the next "page".

```
ADD       ACCT#:  99999     THE ABC COMPANY

 1  Contact Name 1...............................:
 2  Contact Name 2...............................:
 3  Contact Name 3...............................:
 4  Phone Number #1..............................:
 5  Phone Number #2..............................:
 6  Alt Phone Number #1..........................:
 7  Alt Phone Number #2..........................:
 8  Fax Number #1................................:
 9  Fax Number #2................................:
10  Cell Phone Number............................:
11  Pager Number.................................:
12  E-Mail Address 1.............................:
13  E-Mail Address 2.............................:
14  E-Mail Address 3.............................:
15  Web Address..................................:
16  Web ID.......................................:
17  Web Password.................................:
```

THE SCREEN DISPLAYS:	YOU RESPOND/ENTER:
1. CONTACT NAME 1	Enter the name of the contact person for this company, using up to 30 characters/spaces, press <**ENTER**> after entering this information.
2. CONTACT NAME 2	Enter the name of the contact person for this company, using up to 30 characters/spaces, press <**ENTER**> after entering this information.
3. CONTACT NAME 3	Enter the name of the contact person for this company, using up to 30 characters/spaces, press <**ENTER**> after entering this information.
4. PHONE NUMBER #1	Enter up to ten digits without punctuation and press <**ENTER**>.
5. PHONE NUMBER #2	Enter up to ten digits without punctuation and press <**ENTER**>.
6. ALT PHONE NUMBER #1	Enter up to ten digits without punctuation and press <**ENTER**>.
7. ALT PHONE NUMBER #2	Enter up to ten digits without punctuation and press <**ENTER**>.
8. FAX NUMBER #1	Enter up to ten digits without punctuation and press <**ENTER**>.
9. FAX NUMBER #2	Enter up to ten digits without punctuation and press <**ENTER**>.
10. CELL PHONE NUMBER	Enter up to ten digits without punctuation and press <**ENTER**>.
11. PAGER NUMBER	Enter up to ten digits without punctuation and press <**ENTER**>.
12. E-MAIL ADDRESS 1	Enter up to forty(40) characters and press <**ENTER.**>
13. E-MAIL ADDRESS 2	Enter up to forty(40) characters and press <**ENTER.**>
14. E-MAIL ADDRESS 3	Enter up to forty(40) characters and press <**ENTER.**>
15. WEB ADDRESS	Enter up to forty(40) characters and press <**ENTER.**>
16. WEB ID	Enter up to ten (10) characters and press <**ENTER**>.
17. WEB PASSWORD	Enter up to ten (10) characters and press <**ENTER**>.

```
ADD       ACCT#:  99999     THE ABC COMPANY

 1  Discount Percentage...........................:
 2  Rental Discount Percentage....................:
 3  Charge Sales Allowed?.........................:
 4  Ship-Via Code.................................:
 5  Terms Code....................................:
 6  F.O.B. Code...................................:
 7  Credit Limit..................................:
 8  A/R Type (B/O)................................:
 9  Add Finance Charges? (N or 1-6)...............:
10  Send Statement? (Y/N).........................:
11  Standard Delinquency Period...................:
12  Number of Invoice Copies......................:
13  Taxable? (Y/N)................................:
14  Tax Exempt#...................................:
15  Retail Sales Tax#.............................:
16  Customer Class................................:
17  Volume Discount Table (0-99)..................:
18  Bill-To Customer #............................:
19  Early Payment Discount %......................:
20  Early Payment Day.............................:
21  PO Required in O?E ?(Y/N).....................:
22  PO Number.....................................:
```

QUICK TIP: "3 Ship-Via Code"; See Section 2.8 BEFORE beginning this section for specific
             instructions on how to set up this field.

QUICK TIP: "4 Terms Code" and "5 FOB Code"; See Section 2.7 BEFORE beginning this section
             for specific instructions on how to set up these fields.

Please follow the guidelines below when entering this information:

THE SCREEN DISPLAYS:	YOU RESPOND/ENTER:
1. DISCOUNT PERCENTAGE	Enter the discount percentage amount extended to this customer using up to 3 numeric characters, press <**ENTER**> after entering this information. **Note:** Allow for one 1 decimal place when entering this amount. Entering "200" displays as 20.0%. The system defaults to the value set up for your system if the <**ENTER**> key is pressed. If the amount of discount varies constantly, or if the discount amount cannot be decided, enter <**0**>(zero) and press <**ENTER**>.
2. RENTAL DISCOUNT PERCENTAGE	Enter the discount percentage amount extended to this customer when renting an item, you may use up to 3 numeric characters, press <**ENTER**> after entering this information. **Note:** Allow for one 1 decimal place when entering this amount. Entering "200" displays as 20.0%. The system defaults to the value set up for your system if the <**ENTER**> key is pressed. If the amount of discount varies constantly, or if the discount amount cannot be decided, enter <**0**>(zero) and press <**ENTER**>.
3. CHARGE SALES ALLOWED?	Enter <**Y**> for "YES" they will allow sales on account. Enter <**N**> "NO" they are not allowed to charge on account, and press <**ENTER**>.
4. SHIP VIA CODE	The code entered here specifies the default value for this customer during Order Entry. Enter the code number (specified in the Ship Via & Shipping Charge Files) that characterizes the most frequently used mode of shipping for this customer, using up to 2 numeric characters. Press <**ENTER**> after entering this information. **Note:** If you wish to skip this entry, press <**ENTER**>.
5. TERMS CODE	Enter up to 2 numeric characters. Enter the code number (as specified in the Terms & FOB Files) that characterizes the most frequently used terms of payment for this customer, and press <**ENTER**>. The code entered here specifies the default value for this customer during order entry.

6. FOB CODE	Enter up to 2 numeric characters. Enter the code number (as specified in the Terms & FOB Files) that characterizes the most frequently used "freight on board" for this customer, and press <**ENTER**>. The code number specifies the origin of the shipment to the customer as far as shipping cost. The code entered here specifies the default value for this customer during order entry. Press <**ENTER**> to skip this entry.
7. CREDIT LIMIT	Enter up to 7 numeric characters which represent the credit limit normally extended to this customer, and press <**ENTER**>. DO NOT allow for decimal places. Entering "500" will display as "$500".
8. A/R TYPE	This field is used when printing customer statements. Enter: <**B**> = for Balance Forward-it will create a figure for previous months; or <**O**> = for Open Item-will print all open transactions of the customer statements. Press <**ENTER**> after entering this information. This option appears only if you are using Balance Forward.
9. ADD FINANCE CHARGES?	Enter: <**N**> = for "NO" if finance charges are not to be assessed to this customer's account, and press <**ENTER**>; or <**Y**> and <**1-6**> = (any number from 1 to 6) for the appropriate code number specifying the finance information set up in the System Information File (see section 2.12), and press <**ENTER**>. Up to 6 different finance options can be set up.
10. SEND STATEMENTS?	Enter: <**Y**> = for "YES" if you wish to print a statement for this customer during period closing; or <**N**> = for "NO" and no statement will be printed for this customer. Press <**ENTER**> after entering this information.
11. STANDARD DELINQUENCY PERIOD	Enter up to 3 numeric characters. Enter the number of days beyond which finance charges will be applied to overdue balances for this customer, and press <**ENTER**>.
12. NUMBER OF INVOICE COPIES	Enter 1 numeric character. Enter the number of invoice copies you wish to print during invoice printing, and press <**ENTER**>. The system will default to "1" if the <**ENTER**> key is pressed.
13. TAXABLE?	Enter either <**Y**>, or <**N**> as to whether this account is charged sales tax. Along with state code for the tax rate. You can press <**HOME**> to list available tax rates built in Sales Tax Master File. Press <**ENTER**> after entering.
14. TAX EXEMPT NUMBER	Enter up to 15 numeric characters. N/A is automatically entered if taxable is set to <**Y**>. Press <**ENTER**> after entering.
15. RETAIL SALES TAX NUMBER	Enter up to 20 numeric characters. Press <**ENTER**> after entering.
16. TRADE CUSTOMER? (Y/N)	Enter either <**Y**>**,** or <**N**> and press <**ENTER**>**.**
17. CUSTOMER CLASS	Enter up to 3 numeric characters. This entry is used to define a type of customer such as: retail, wholesale, government, hospital, commercial, etc. The code is externally defined (it is not generated by the system). The customer class appears on several reports and listings. Enter the code number and press <**ENTER**>.
18. BILL-TO CUSTOMER #	Enter customer number where amount of invoices will be charged to if Bill-To is selected. Press <**ENTER**> after entering.
19. EARLY PAYMENT DISCOUNT %	Enter percentage of the discount you will allow if invoice is paid early. These options are only displayed when using discount programs. Press <**ENTER**> after entering.
20. EARLY PAYMENT DAYS	Enter day by which invoice must be paid to receive a discount. This option is also only displayed when using discount programs. Press <**ENTER**> after entering.
21. PO REQUIRED IN O/E (Y/N)	Enter <**Y**> and press <**ENTER**> if this customer requires a po number for an order to be processed. Enter <**N**> and press <**ENTER**> if this is not required.
22. PO NUMBER	Enter the PO number and press <**ENTER**>**.**

After all fields have been entered the message 'Is Everything OK? (Y/N), appears.

Enter **<Y>** to proceed to the next page, and press **<ENTER>,** or enter **<N>**, and press **<ENTER>** to correct any data. Enter the line number of the incorrect data at Select: and press **<ENTER>**, or select **<P>** and press **<ENTER>** for the next page.

STEP 6: Pricing information page (screen) now appears:

```
ADD       ACCT#:  99999     THE ABC COMPANY
                                         Adjustment Factor
1    Price Level – INVENTORY......................:
```

For each product type displayed enter what level this customer is to be charged when purchasing inventory under these product types. Also enter any adjustment being added to the charged price.
Adjustment factor is %number then +(-), i.e. %10.0-
When complete the screen will then display "IS EVERYTHING O.K.? (Y/N):". Enter **<Y>**(YES), and press **<ENTER>** if this information is correct. The system will then display the next "page".
Enter **<N>**(NO), and press **<ENTER>** if the information is incorrect. Enter the line number of the information, and press **<ENTER>**. Enter the correct data, and press **<ENTER>** again. You may also choose to set all the product types to one specific price level. To do this enter **<D>**, and press **<ENTER>** for Default Price Levels. Enter the price level to set them all to and press **<ENTER>**. If everything is correct enter **<P>** for Next Page, press **<ENTER>,** enter **<Y>** to 'Is Everything Ok?' press **<ENTER>** and proceed to the next page.

STEP 7: Credit Check Page now appears:

```
ADD    ACCT#:  99999              THE ABC COMPANY

  1  Date Account Opened:.......................:
  2  Highest A/R Balance to Date:...............:
  3  Date of Highest Balance....................:
  4  Highest A/R Balance May....................:
  5  Highest A/R Balance June...................:
  6  Highest A/R Balance July...................:
  7  Highest A/R Balance August.................:
  8  Highest A/R Balance September..............:
  9  Highest A/R Balance October................:
 10  Highest A/R Balance November...............:
 11  Highest A/R Balance December...............:
 12  Highest A/R Balance January................:
 13  Highest A/R Balance February...............:
 14  Highest A/R Balance March..................:
 15  Highest A/R Balance April..................:
 16  Average Payment Days.......................:
 17  # of Invoices Paid.........................:

IS EVERYTHING O.K.:
```

You may enter data in the following fields and press **<ENTER>,** or just press **<ENTER>** each time to leave blank.

THE SYSTEM DISPLAYS:	YOU RESPOND / ENTER:
1. DATE ACCOUNT OPENED:	Enter specific date, or press **<ENTER>** for system date.
2. HIGHEST A/R/ BALANCE TO DATE	
3. DATE OF HIGHEST BALANCE	
4. HIGHEST A/R BALANCE MAY 5. " " JUNE 6. " " JULY 7. " " AUGUST 8. " " SEPTEMBER 9. " " OCTOBER 10." " NOVEMBER 11." " DECEMBER 12." " JANUARY 13." " FEBRUARY 14." " MARCH 15." " APRIL	
16. AVERAGE PAYMENT DAYS	
17. # OF INVOICES PAID	

The screen then displays "Is Everything OK (Y/N)?:". Enter **<Y>**(YES) and press **<ENTER>** if this is correct. The system will then display the next "page". Enter **<N>**(NO) and press **<ENTER>** , if the information is incorrect. At Select: enter the line number of the incorrect data, press **<ENTER>** enter the correct information, and press **<ENTER>**. The system displays the message "Is Everything OK?(Y/N). Enter **<Y>**(YES) and press **<ENTER>** to continue on to the next "page".

STEP 8: Sales and Payment Page now appears:

```
ADD            ACCT#:  99999            THE ABC COMPANY

 1  Sales M-T-D.......................:
 2  Sales Y-T-D.......................:
 3  Cost M-T-D........................:
 4  Cost Y-T-D........................:
 5  Market Value M-T-D................:
 6  Market Value Y-T-D................:
 7  Parts Sales MTD...................:
 8  Parts Sales YTD...................:
 9  Parts Cost MTD....................:
10  Parts Cost YTD....................:
11  Equip Sales MTD...................:
12  Equip Sales YTD...................:
13  Equip Cost MTD....................:
14  Equip Cost YTD....................:
15  Finance Charge Y-T-D..............:
16  Date of Last Payment..............:
17  Amount of Last Payment............:
18  Statement Discount Date...........:
19  Statement Discount Amount.........:
20  Balance as of Last Statement......:


Is Everything OK? (Y/N):
```

This screen automatically displays with the message 'Is Everything Ok? (Y/N).' Enter <**Y**>, and press <**ENTER**,> if you want to leave the screen blank and have the system fill in the fields as the customer is used. After <**Y**> is entered, and <**ENTER**> pressed the message "New Customer Added, Do You Want To Change (Y/N)?", is shown giving you another chance to make any adjustments. Enter <**Y**>, and press <**ENTER**> to return to Add New Customer Menu, or <**N**>, press <**ENTER**> to correct any fields. If you want to manually enter data into these fields, enter <**N**>, and press <**ENTER**> to the first "Is Everything Ok? (Y/N)" question. Select the line number of the incorrect data, press <**ENTER**,> enter the correct amounts and press <**ENTER**> to continue.

Please follow the guidelines below when entering this information:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. SALES M-T-D	Enter up to 9 numeric characters. Enter the amount of the customer's MTD sales total. Do not include any punctuation when entering this number. Press <**ENTER**> when complete.
2. SALES Y-T-D	Enter up to 9 numeric characters. Enter the amount of the customer's YTD sales total. Do not include any punctuation when entering this number. Press <**ENTER**> when complete.
3. COST M-T-D	Enter up to 9 numeric characters. Enter the amount of the customer's cost of sales MTD. Do not include any punctuation when entering this number. Press <**ENTER**> when complete
4. COST Y-T-D	Enter up to 9 numeric characters. Enter the amount of the customer's cost of sales YTD. Do not include any punctuation when entering this number. Press <**ENTER**> when complete.
5. MARKET VALUE M-T-D	Enter up to 9 numeric characters. Enter the amount of the market value of the customer's monthly sales. Do not include any punctuation when entering this number. Press <**ENTER**> when complete. This entry only appears if you are using market value.

6. MARKET VALUE Y-T-D	Enter up to 9 numeric characters. Enter the amount of the market value of the customer's year to date sales. Do not include any punctuation when entering this number. Press **<ENTER>** when complete. This entry only appears if you are using market value.
7. PARTS SALES M-T-D	Enter up to 9 numeric characters. Enter the amount of the sales for parts MTD. Do not include any punctuation when entering this number. Press **<ENTER>** when complete. This entry and the next seven will only display is your system is set to separate parts and equipment.
8. PARTS SALES Y-T-D	Enter up to 9 numeric characters. Enter the amount of the sales for parts YTD. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
9. PARTS COST M-T-D	Enter up to 9 numeric characters. Enter the amount of the cost for parts MTD. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
10. PARTS COST Y-T-D	Enter up to 9 numeric characters. Enter the amount of the cost for parts YTD. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
11. EQUIP SALES M-T-D	Enter up to 9 numeric characters. Enter the amount of the sales for equipment MTD. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
12. EQUIP SALES Y-T-D	Enter up to 9 numeric characters. Enter the amount of the sales for equipment YTD. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
13. EQUIP COST M-T-D	Enter up to 9 numeric characters. Enter the amount of the cost for equipment MTD. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
14. EQUIP COST Y-T-D	Enter up to 9 numeric characters. Enter the amount of the cost for equipment YTD. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
15. FINANCE CHARGE Y-T-D	Enter up to 9 numeric characters. Enter the amount of the customer's YTD finance charges. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
16. DATE OF LAST PAYMENT	Enter up to 6 numeric characters. Enter the customer's last date of payment. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
17. AMOUNT OF LAST PAYMENT	Enter up to 9 numeric characters. Enter the amount of the customer's last payment. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.
18. STATEMENT DISCOUNT DATE	Entered only if using discount programs. Press **<ENTER>** to skip over.
19. STATEMENT DISCOUNT AMOUNT	Entered only if using discount programs. Press **<ENTER>** to skip over.
20. BALANCE AS OF LAST STATEMENT	Enter up to 9 numeric characters. Enter the customer's balance amount as of the last statement. Do not include any punctuation when entering this number. Press **<ENTER>** when complete.

After entering the correct data you can choose one of the three options:

<P> Page - gives you a listing of the pages allowing you to rechoose a page.

<R> Next Record - which returns you to the add customer screen.

<E> Exit to Monitor - exits to colon.

Select one then press **<ENTER>**.

Customer records can be changed at any time. The customer number CANNOT be changed. If you must change the customer number, you will have to delete the entire record and reenter the record correctly. If an invalid number is entered (a number for which a customer record does not exist), the program will display a blank screen and prompts you for a valid number. When a valid customer number is entered, the program displays the customer record.

```
CHANGE                     ACCT#:  99999
                           THE ABC COMPANY
                           ADDRESS LINE 1
                           ADDRESS LINE 2
                           CITY, STATE, ZIP CODE
                           Country

(1)   Name & Address, Phone, Salesman, Shipping Instructions, etc.
(2)   Contact, Phone Numbers, Communication Information
(3)   Discount, Billing, & Credit Information
(4)   Pricing Information
(5)   Credit Check Information
(6)   Sales & Payment Information
(7)   Sales History
(8)   Customer Comments - Order Entry
(9)   Customer Comments - Cash Receipts
(10) Customer Directions
(11) Customer Authorization Charge List

(R) Next Record
(M) Return to Maintenance Menu
(E) Exit to Monitor

Select:            <UP-ARROW> Previous Record   <DOWN-ARROW> Next Record
```

Selection numbers 1 through 6 above, represent the "pages" of the Add a New Customer Record. Refer to Section 2.1.1 for instructions on entering (corrected) information into these fields. The above mentioned selections, numbers 7,8,9,10 and 11, are discussed below.

2.1.2.6   **CHANGE SALES HISTORY RECORDS**_____

This section is used to keep sales history based on time frames set up internally in the system file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE,** and press
       <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **CUSTOMER MASTER FILE**, and press <**ENTER**>.

STEP 3: Select **CHANGE AN EXISTING CUSTOMER RECORD,** and press <**ENTER**>.

STEP 4: At the account prompt enter the customer number, or enter ?partial name to bring
       up a list to select from, and press <**ENTER**>.

```
CHANGE                    ACCT#:  99999
                          THE ABC COMPANY
                          ADDRESS LINE 1
                          ADDRESS LINE 2
                          CITY, STATE, ZIP CODE
                          COUNTRY


(1)   Name & Address, Phone, Salesman, Shipping Instructions, etc.
(2)   Contact, Phone Numbers, Communication Information
(3)   Discount, Billing, & Credit Information
(4)   Pricing Information
(5)   Credit Check Information
(6)   Sales & Payment Information
(7)   Sales History
(8)   Customer Comments - Order Entry
(9)   Customer Comments – Cash Receipts
(10)  Customer Directions
(11)  Customer Authorization Charge List


(R)  Next Record
(M)  Return to Maintenance Menu
(E)  Exit to Monitor


Select:               <UP-ARROW> Previous Record      <DOWN-ARROW> Next Record
```

STEP 5: From the above listed menu, select **SALES HISTORY**, and press <**ENTER**>.

```
CHANGE       ACCT#:  99999      THE ABC COMPANY

From - To        Sales      Cost-of-Sales       Profit       %
-----------      -----------------------     ----------   --------
End-of-History

Enter Date (mmyy), Page (Pn), Next Record (R), or Exit (E):
```

STEP 6: To add, or change sales history records, enter the month and year in MMYY (ex: 0598
         for May 1998) format. If this is a new record the program will display the message
         "Unknown Date – New? (y/n):". If you enter <**Y**>(YES), and press <**ENTER**> then a new
         record will be added. If you enter <**N**>(NO), and press <**ENTER**> this record will not
         be added.
          After <**Y**>(YES) is entered, and <**ENTER**> pressed, the next input field "Sales" amounts
         will be displayed. You may enter up to 8 numeric characters. Next is the "Cost-of-
         Sales" field, which also allows for up to 8 numeric characters. The "Profit" and
         "Percent" fields will be calculated automatically. Please remember not to enter any
         punctuation when entering numbers. The system inserts all necessary punctuation.
          Press <**ENTER**> after entering data in each field.

This section records any comments associated with a specific customer record. It also can be used to display warning messages in Order Entry and stop a customer's account from being used.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **CUSTOMER MASTER FILE**, and press <**ENTER**>.

STEP 3:   Select **CHANGE AN EXISTING CUSTOMER RECORD,** and press <**ENTER**>.

STEP 4:   At the account prompt enter the customer number, or enter ?partial name to bring up a list to select from, and press <**ENTER**>.

STEP 5:   From the displayed menu, select **CUSTOMER COMMENTS – ORDER ENTRY**, and press <**ENTER**>.

```
CHANGE       ACCT#:  99999     THE ABC COMPANY

Line#    Code   Comment(s)
--------------------------------------------------------------------------------
End-of-Comments

Enter command, <Enter> to Add a Comment, or <HOME>:
```

By pressing the <**HOME**> key, the following screen will be displayed. This screen will explain how to add, change, delete, insert, and display comments for this customer account.

```
CHANGE      ACCT#:  99999              THE ABC COMPANY

Customer Comments Update/Inquiry Commands:

<HOME>          = Display this Screen;
Cnnn            = Change Line #nnn;
Dnnn            = Delete Line #nnn;
E               = Exit to Monitor;
I               = Add new Comment(s) to end of List;
Innn            = Insert new Comment(s) before Line #nnn;
Pn              = Switch to Customer Master Screen #n;
R               = Next Record;
PR              = Display previous page of Comments, if any;
N               = Display next page of Comments, if any;

<Up Arrow>      = Previous Customer Record;
<Down Arrow>    = Next Customer Record;

Codes           = 1 thru 9 will display on the Order Entry Screen as a warning message.

Codes           = 10 thru 19 will display on the Order Entry Screen and prevent an order from being
                  entered.

Codes           = 20 thru 99 will not display on Order Entry Screen.

Press <ENTER> to continue:
```

This section records any comments associated with a specific customer record, but
unlike the regular comment codes, these display as a warning message when entering
cash receipts.

```
     Customer # 00175 (TCBI)

                    W A R N I N G ! ! !

                     TEST CODE




     Enter Command, or <Esc> to Exit:
```

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press
          <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **CUSTOMER MASTER FILE**, and press <**ENTER**>.

STEP 3: Select **CHANGE AN EXISTING CUSTOMER RECORD**, and press <**ENTER**>.

STEP 4: At the account prompt, enter the customer number, or enter ?partial name to bring up
          a listing to select from, and press <**ENTER**>.

STEP 5: From the displayed menu, select **CUSTOMER COMMENTS - CASH RECEIPTS** and press <**ENTER**>.

```
 CHANGE          ACCT# 00175         TCBI
                      Cash Receipts Comments Maintenance Page
 Line#          Code  Comment(s)








 Enter Command, <Enter> to Add a Comment, or <HOME> :
```

STEP 6 : At this point enter either **<I>** to enter a code and press **<ENTER>**, or press **<HOME>** to display your options.

```
CHANGE      ACCT#:  99999            THE ABC COMPANY

Customer Comments Update/Inquiry Commands:

<HOME>          = Display this Screen;
Cnnn            = Change Line #nnn;
Dnnn            = Delete Line #nnn;
E               = Exit to Monitor;
I               = Add new Comment(s) to end of List;
Innn            = Insert new Comment(s) before Line #nnn;
Pn              = Switch to Customer Master Screen #n;
R               = Next Record;
PR              = Display previous page of Comments, if any;
N               = Display next page of Comments, if any;

<Up Arrow>      = Previous Customer Record;
<Down Arrow>    = Next Customer Record;

Code            = 1 will display on the Cash Receipts Entry Screen as a warning message.



Press <ENTER> to continue:
```

2.1.2.9   ADD OR CHANGE CUSTOMER DIRECTIONS

This section records any directions with a specific customer record.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU**, select **CUSTOMER MASTER FILE**, and press **<ENTER>**.

STEP 3: Select **CHANGE AN EXISTING CUSTOMER RECORD**, and press **<ENTER>**.

STEP 4: At the account prompt, enter the customer number, or enter ?partial name to bring up a listing to select from, and press **<ENTER>**.

STEP 5: From the displayed menu, select **CUSTOMER DIRECTIONS** and press **<ENTER>**.

```
CHANGE        ACCT# 00175        TCBI

Line#        Directions
_____

  1
  2
  3
  4
  5
  6
  7
  8
  9
 10


        (P) Next Page;      (R) Next Record;   (E) Exit to Monitor
Select:  <UP-ARROW> Previous Record     <DOWN-ARROW> Next Record
```

STEP 6 : At this point enter the line number and press **<ENTER>**, enter the directions and press **<ENTER>** to Continue.

2.1.2.10   ADD OR CHANGE CUSTOMER AUTHORIZATION LIST

This section records any personnel that may charge on this customer's account.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU**, select **CUSTOMER MASTER FILE**, and press **<ENTER>**.

STEP 3: Select **CHANGE AN EXISTING CUSTOMER RECORD**, and press <**ENTER**>.

STEP 4: At the account prompt, enter the customer number, or enter ?partial name to bring up a listing to select from, and press **<ENTER>.**

STEP 5: From the displayed menu, select **CUSTOMER AUTHORIZATION CHARGE LIST** and press <**ENTER**>.

```
ADD        ACCT# 00175         TESCBI

                         Authorization Charge List
Line#         Name                               Acct #     Opened     Canceled
_____










_____
Enter Command, <ENTER> to Add a Name, or <HOME>:
```

STEP 6 : At this point press **<HOME>**, to display instructions on how to enter the names.

```
ADD        ACCT# 00175         TESCBI

                         Authorization Charge List
Line#         Name                               Acct #     Opened     Canceled


      ┌─────────────────────────────────────────────────────────┐
      │ <HOME>         = Display this Screen                     │
      │ Cnnn           = Change Line #nnn                        │
      │ Dnnn           = Delete Line #nnn                        │
      │ E              = Exit to Monitor                         │
      │ I              = Add new Names(s) to end of List         │
      │ Innn           = Insert new Names(s) before Line #nnn    │
      │ Pn             = Switch to Customer Master Screen #n     │
      │ R              = Next Record                             │
      │ PR             = Display previous page of Name(s), if any│
      │ N              = Display Next page of Name(s), if any    │
      │ <UP-ARROW>     = Previous Customer Record               │
      │ <DOWN-ARROW>   = Next Customer Record                   │
      │                                                         │
      │ Press <ENTER> to Continue                               │
Enter C└─────────────────────────────────────────────────────────┘
```

2.1.3   DELETE AN EXISTING CUSTOMER RECORD_____

This procedure deletes the customer from the customer master file. Customers with Accounts
Receivable balances cannot be deleted.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press
<ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **CUSTOMER MASTER FILE**, and press **<ENTER>**.

```
 CUSTOMER MASTER FILE MAINTENANCE

(1) Add a New Customer Record
(2) Change an Existing Customer Record
(3) Delete an Existing Customer Record

(M) Return to Maintenance Menu
(E) Exit to Monitor
```

STEP 3: Select **#3 DELETE AN EXISTING CUSTOMER RECORD** and press **<ENTER>**.

STEP 4: Enter the number of the customer you want to delete, and press **<ENTER>**.

STEP 5: Enter **<Y>** to 'Is this the correct customer? (Y/N)' and press **<ENTER>.** The customer
is deleted, or **<N>** and press **<ENTER>** to select a different customer.

2.2   INVENTORY FILE MAINTENANCE PROGRAMS_____

```
QUICK TIP:  It is suggested that The Product Category File and the Major/Minor File be set up
prior to setting up the Inventory Master File.
```

This file contains comprehensive data for each inventory item that is used regularly (stocked
items) in your company's business. You will need to access this file to add, change, or delete
inventory item records. The file contains up to 10 pages, (or screens) of information. Some of
the information is optional, depending on how your system is set up.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press
<**ENTER**>.

STEP 2: From the **FILE MAINTENANCE PROGRAMS**, select **INVENTORY FILE MAINTENANCE PROGRAMS** and
press <**ENTER**>.

STEP 3: From the **INVENTORY FILE MAINTENANCE MENU**, select **INVENTORY MASTER FILE** and press
<**ENTER**>.

```
RMINV – Inventory Master Update/Inquiry

Item#:...................     Press <ESC> to Return to File Maintenance Menu
                              Press <HOME> for Item Inquiry
                              Press <F1> for Non-Stock Default
                              Press <F2> for Purchase Order Non-Stock Default
                              Press <F3> for Scrolling Default
                              Press "DELETE" to Delete a Range of Items
```

<HOME> Item Inquiry Screen, accessed various ways throughout the system. Follow directions on
screens to proceed.

```
                                Item Inquiry
 _____
 Item #    :????????                       Type     :???????
 MAJOR     :????????                        Customer #:???????
 MINOR     :????????

 Ln# Item Number    Item Description            Qty Avail U/M     Price
 _____

                                  Item #

                 Press <ESC> to Exit;
                        <ENTER> to Leave Item# Selection "as is";
                        Partial Item# Followed by "?",
                        "?" Followed by Partial Item#,
                        "?" to Skip Item# Selection, or
                        Item# to Display:........................
 _____
```

<F1> Non-Stock Default: screen where the defaults are kept for Non-Stock items. Fields can
                          be filled in with information most commonly found on your non-stock
                          items.

```
 _____
  RMINV1A – Non-Stock Default


                          Non-Stock Item Default Screen


     1) Description #1.:
     2) Description #2.:
     3) Prod. Category.:  100 (Plumbing)
     4) Qty Ordered....:
     5) Qty Shipped....:
     6) Qty Backorder..:              16) Bin Location
     7) Unit Price.....:              17) Weight.......:
     8) Unit Of Meas...:              18) Vendor #.....: 0
     9) Disc. %........:              19) Vendor Items#:
    10) Extended Price.:              20) Qty Decimals.: 0
    11) Price Level#...:              21) To Convert...: None
    12) Taxable(Y/N)...:              22) by...........: n/a
    13) Unit Cost......:              23) giving.......: n/a
    14) Commission %...:              24) Result Dec...: n/a
    15) Location ID....:              25) Special Ord..: Yes


  Enter Field#, Data, Field#, <HOME>, or <ESC>:...................
 _____
```

<HOME>

```
 _____
  RMINV1A – Non-Stock Default
                        _____
                       |        Non-Stock Defaults Commands      |
     1) Descriptiom#.  |                                         |
     2) Description..  | Field#,Data: To change the information for any field,|
     3) Prod. Categ..  |     enter it's line number, a comma and the new     |
     4) Qty Order....  |     information to be used as a default.             |
     5) Qty Shipped..  | Field<HOME>: To display a help screen for any field,|
     6) Qty Backord..  |     enter it's line number and press the <HOME>     |
     7) Unit Price...  |     key.                                            |
     8) Unit of Meas.  | Dxx: To indicate that a field is to be requested    |
     9) Disc%.......o  |     when entering new items, enter 'D' followed      |
    10) Extended Pric  |     by it's line number.                            |
    11) Price Level.:  |     All lines displayed in the highlight mode        |
    12) Taxable (....  |     will be required as input when non-stock items   |
    13) Unit Cost... c |     are added in Order Entry.                        |
    14) Location ID.:  | <ESC>: To exit the Non-Stock Defaults screen        |
    15) Bin Location.  |     press the <ESC> key.                            |
                       |                                         |
  Enter Field#,Data, F |        Press <ENTER> to continue:       |
                       |_____|
 _____
```

<F2> Purchase Order Non-Stock Default: screen where the defaults are kept for non-stock items
                          used in purchase orders. Fields here can be filled in with information most
                          commonly found on non-stock items being purchased.

```
RMINV1P – Purchase Order Non-Stock Default

             Purchase Order Non-Stock Item Default Screen
  ─────────────────────────────────────────────────────────────────────
     1) Vendor Item # ...:              16) Print Labels?...:
     2) Qty Ordered......:              17) Weight..........:
     3) Qty Received.....:              18) Qty Decimals....:
     4) Unit Cost.......:               19) Pri Decimals....:
     5) Unit of Meas.....:              20) To Convert......:
     6) Extd Cost.......:               21) by..............:
     7) WH Location......:              22) giving..........:
     8) List Price.......:              23) Result Dec......:
     9) Description # 1..:              24) Est Arrival Dt..:
    10) Description # 2..:
    11) Bin Location.....:
    12) Vendor # ........:
    13) Major Category...:
    14) Minor Category...:
    15) Category........:
  ─────────────────────────────────────────────────────────────────────
  Enter Field#,Data, Field#, <HOME>, or <ESC>:..............................
```

<HOME>

```
RMINV1P              DEFAULTS SETUP COMMANDS

          Field#,Data: To change the information for any field,
               enter it's line number, a comma and the new
               information to be used as a default.
     1) V  Field<HOME>: To display a help screen for any field,
     2)        enter it's line number and press the <HOME>
     3) Q        key.
     4) U  Dxx: To indicate that a field is to be requested
     5) U       when entering new items, enter 'D' followed
     6) E        by it's line number.
     7) W        All lines displayed in the highlight mode        n/a
     8) L        will be required as input when new items      00/00/00
     9) D        are added in Purchase Order Entry.
    10) D  <ENTER>: To exit the Non-Stock Item Defaults screen
    11) B        press the <ENTER> key.
    12) V
    13) M            Press <ENTER> to continue:
    14) M
    15) Category...... 00
```

<F3> Scrolling Defaults: in what order items will appear when up/down arrowing through
the Inventory Master File.

```
RMINV   Inventory Master Update/Inquiry

         Selection: ........
Item#
 Press
 Press  <CR> Item# Sequence
 Press  <F1> Product Category / Sequence Code / Item# Sequence
 Press  <F2> Major Category / Minor Category / Type / Item# Sequence
 Enter  <F3> Minor Category / Major Category / Type / Item# Sequence
         <ESC> Exit Scrolling Default Screen
         <HOME> Options
```

<HOME>

```
RMINV – Inventory Master Update/Inquiry

                         Command List
    Selection:
                 To select a Default Scrolling Option:
                     Press the corresponding function key,
         <CR> Item#  Press <DOWN ARROW> to move the selection down
         <F1> Produc     a line, then press <ENTER> to select.
         <F2> Major  Press <UP ARROW> to move the selection line up
         <F3> Minor      a line, then press <ENTER> to select.
         <ESC> Exit
         <HOME> Opt:         Press <ENTER> to continue:
```

STEP 2: To add a new inventory Item, go to Section 2.2.1.
To change an existing inventory Item, go to Section 2.2.2.
To delete an existing Inventory Item, go to Section 2.2.3.

When adding inventory records you will need a great deal of information on hand to complete the
entry successfully. Be sure you have assembled all relevant data concerning inventory items
before attempting data entry.

Your system can provide you with "Input Sheets" (see Miscellaneous Programs #1) that provide
space for each entry called for in the proper order. These sheets can greatly facilitate data
entry and can help to avoid errors. There are multiple "Pages", (or screens) of information to
be entered for each inventory item. You must complete all entries for one page before
proceeding to the next. Changes can be made when all data on each page has been entered, or
after the complete record has been entered.

Some entries are optional, and are explained as you progress through the instructions. You may
exit the procedure before making an entry and after an entry is complete. If a false record has
been added, it can be deleted by selecting the "DELETE AN EXISTING INVENTORY RECORD" option from
the selection menu and following the appropriate instructions (See Section 2.2.3).

The remainder of the entries in this file are either mandatory, or maintained by the system.
Each entry is explained in the guidelines below. Follow the STEPS below to add a New Inventory
Record(s):

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press
          <ENTER>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **INVENTORY MASTER FILE** and press **<ENTER>**.

STEP 3:   From the **INVENTORY FILE MAINTENANCE MENU**, select **INVENTORY MASTER FILE** and press
          <ENTER>.

```
RMINV – Inventory Master Update/Inquiry

 Item#:...................    Press <ESC> to return to File Maintenance Menu
                             Press <HOME> for Item Inquiry
                             Press <F1> for Non-Stock Default
                             Press <F2> for Purchase Order Non-Stock Default
                             Press <F3> for Scrolling Default
                             Press "DELETE" to Delete a Range of Items
```

STEP 4:   Enter item number you want to enter, press **<ENTER>**, enter **<Y>** to the question 'Do
          you want to add it (Y/N)? to process to add item, enter **<N>** and press **<ENTER>**
          to return to menu.

```
RMINV – Inventory Master Update/Inquiry

 Item#:...100057


               Enter Item# of Inventory Item to be Copied or <ENTER>:



Press <HOME> for Item Inquiry
```

STEP 5:   If item information is to be copied from another item, enter that item number in
          the item to be copied field and press **<ENTER>**. If the item is not being copied
          from another press **<ENTER>** at the item to be copied field.

```
RMINV – Inventory Master Update/Inquiry

Item#:...100057                          ┌─────────────────────────────┐
 Copied or <ENTER>:                      │    Manufacture Master List  │
                                         │  #   Name                   │
                                         ├─────────────────────────────┤
                                         │  10  AEROQUIP C             │
     Enter Manufacturer Number:....      │  20  AGRI-FAB INVC.        │
                                         │  30  AIMCO PROD            │
                                         │  35  ALADDIN BLADES        │
                                         │  40  ARIENS CO             │
                                         │  45  ARTIC CAT             │
                                         │  50  BALDWIN               │
                                         │  55  BEFCO                 │
                                         │  60  BALDWIN               │
                                         │  65  BENJAMIN MOORE        │
                                         │  70  BILLYGOAT             │
                                         │  75  BLACK & DECKER        │
                                         │  80  BOBCAT                │
Press <ESC> to Reenter Item.             │  85  BRADLEY CALDWELL      │
                                         │  90  BRIGGS & STRATTON     │
Press <ENTER> to Skip Manufacturer.      │                             │
                                         └─────────────────────────────┘
(N)ext Page or (P)revious Page
```

STEP 6: If this item is coming from a specific manufacturer select their number from the
         manufacturer list and press **<ENTER>**, or press **<ENTER>** to skip.

```
RMINV – Inventory Master Update/Inquiry

Item#:...100057



     Enter Manufacturer Number:....
     Enter Manufacturer's Item Number: .....
```

STEP 7: Enter manufacturer's item number if known and press **<ENTER>**, or press **<ENTER>** to
       skip. Answers to these 2 questions are filled in on page 3 (Vendor Information Page)
       of the Inventory Master File. The following screen will appear.

```
Item#:

  1  Item Description #1.............................:
  2  Item Description #2.............................:
  3  Case Unit of Measure...........................:
  4  Product Type...................................:
  5  MAJOR Category.................................:
  6  MINOR Category.................................:
  7  Type...........................................:
  8  Product Category...............................:
  9  Number of Weight Decimals......................:
 10  Backorder Allowed? (Y/N)?......................:
 11  Number of Quantity Decimals....................:
 12  Sequence Code..................................:
 13  Subj. to Sales Tax? (Y/N)?.....................:
 14  Subj. to Trade Tax? (Y/N)?.....................:
 15  Components Allowed (Y/N)?.......................:
 16  Print Pricing Labels (Y/N)?....................:
 17  Prod Mvt Maintained? (Y/N)?....................:
 18  Item Type......................................:
 19  Substitute Item Number.........................:
 20  Package Order Quantity.........................:
 21  % Required to Round Up..........................:
 22  Commission Allowed (Y/N)?......................:
```

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. ITEM DESCRIPTION #1	Enter the name, or description of the item being added, using up to 32 characters/spaces. Press **<ENTER>** after entering this information.
2. ITEM DESCRIPTION #2	
3. CASE UNIT OF MEASURE	Enter the case unit by which this item is measured (i.e. EA-each, DZ-dozen, etc.) using up to 3 characters. Press **<ENTER>** after entering this information.
4. PRODUCT TYPE	Enter product type this item belongs under, press **<HOME>** to display a listing of types already built in your system (See Section 2.2.8 Product Category Types), or press **<ENTER>** to enter the default.
5. MAJOR CATEGORY	Enter major category this item belongs under, press **<HOME>** for listing of majors built in your system. (See section 2.2.6 Major/Minor Category File for setup), or press **<ENTER>** to leave blank.
6. MINOR CATEGORY	Enter Minor Category this item belongs under, press **<HOME>** for listing of minors built in your system. (See section 2.2.6 Major/Minor category file for setup), or press **<ENTER>** to leave blank.
7. TYPE	Enter the definition of the type of item (i.e. Component, Package, Assembly, etc.) using up to 8 characters. Press **<ENTER>** after entering this information.
8. PRODUCT CATEGORY	Up to a 4 digit category number. See section 2.2.4 for building product category file. Enter up to a 5 digit category number, press **<HOME>** to display a list of Product Categories built in your system (See section 2.2.4 for building product category file), or press **<ENTER>** to enter the default value.
9. NUMBER OF WEIGHT DECIMALS	Enter the number of decimal places being used in the amount of weight, then enter the weight of the unit itself and press **<ENTER>**.
10. BACKORDER ALLOWED(Y/N)?	Enter: **<Y>**(YES) if the system is to accept backorders for this item; or **<N>**(NO) if the system is NOT to accept backorders for this item. Press **<ENTER>** after entering this information.
11. NUMBER OF QUANTITY DECIMALS	This field contains the fraction of the unit of measure that can be ordered for this item. Enter: **<0>** = if only whole units are allowed to be entered. **<1>** = if tenths of a unit are allowed **<2>** = if hundredths of a unit are allowed **<3>** = if thousandths of a unit are allowed **<4>** = if ten thousandths of a unit are allowed **<5>** = if hundred thousandths of a unit are allowed Press **<ENTER>** after entering this information.
12. SEQUENCE CODE	This code will be used to sequence items with product categories. Enter up to 8 alphanumeric characters, and press **<ENTER>** after entering this information.
13. SUBJ. TO SALES TAX (Y/N)?	Enter: **<Y>** = if this item is subject to sales tax; or **<N>** = if this item is NOT subject to sales tax. Press **<ENTER>** after entering this information.
14. SUBJ. TO TRADE TAX (Y/N)?	
15. COMPONENTS ALLOWED (Y/N)?	Used for serialized items. Allows entry of component parts when receiving. Enter either **<Y>,** or **<N>** and press **<ENTER>**.
16. PRINT PRICING LABELS (Y/N)?	Enter either **<Y>,** or **<N>** and press **<ENTER>** if price labels are to be printed.
17. PROD MVT MAINTAINED(Y/N)?	**<Y>** = if you want the sales history of this item kept. **<N>** = if no history is needed. Press **<ENTER>** after entering this information.

18. ITEM TYPE	Enter: **1**=Stocked **2**=Non-Stocked **3**=Misc. **4**=Discontinued Press **\<ENTER\>** after entering this information. Note: if the item is set to be discontinued it **cannot** be used anywhere in the system.
19. SUBSTITUTE ITEM NUMBER	Enter the item number that will be used instead of the original item when quantity is 0.
20. PACKAGE ORDER QUANTITY	
21. % REQUIRED TO ROUND UP	Transfers this percentage to page 3 under your Reorder Required % to RND. Press **\<ENTER\>** after entering this information.
22. COMMISSION ALLOWED (Y/N)?	Are you paying commission on this item, if so what percentage is to be paid. No amount will default to salesman's commission chart.

STEP 3:   Upon completion of the above items the question 'Is Everything OK (Y/N)?' is displayed. Enter **\<N\>** and press **\<ENTER\>** to correct any information. Select the line number to correct, press **\<ENTER\>,** reenter new data, press **\<ENTER\>** again, then enter either **\<C\>** to continue to next page, **\<R\>** to enter another item, or **\<E\>** to exit to the monitor, and press **\<ENTER\>**. Enter **\<Y\>** and press **\<ENTER\>** to continue to next page of the item.

```
Item#:

 1  Unit of Measure...................................:
 2  Purchased UOM.....................................:
 3  # of Units.......................................:
 4  Price Decimals...................................:
 5  Current Cost.....................................:
 6  Average Cost.....................................:
 7  Market Value.....................................:
 8  Minimum Price....................................:
 9  Price Category...................................:
10-17  Sell Price 1.................................:
18  Qty Conversion#..................................:
19  Qty Discount#....................................:
20  Discountable?....................................:

21  Mix/Match Tbl#...................................:
```

Please follow the guidelines below when entering this information:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. UNIT OF MEASURE	Enter different ways this item may be sold. (i.e. qt/gal/cs). Press **\<ENTER\>** when complete. The unit of measure itself must be in the unit of measure description file first in order to be used.
2. PURCHASE UOM	Enter how this unit is purchased. **NOTE**: this must be the largest unit of measure that you have defined above. Press **\<ENTER\>** when complete.
3. # OF UNITS	How many pieces of your lowest unit of measure in each way this item is being sold. (i.e. qt = 1, gal = 4, cs = 48). Press **\<ENTER\>** when complete.
4. PRICE DECIMALS	Number of decimal places to be shown in prices (i.e. 2 = 10.26, 3 = 10.261). Press **\<ENTER\>** when complete.
5. CURRENT COST	What the current cost of this item is. This field will recalculate automatically each time item is received into inventory. Press **\<ENTER\>** when complete.
6. AVERAGE COST	Average cost calculated of all quantities in LIFO/FIFO file. Press **\<ENTER\>** when complete.
7. MARKET VALUE	This entry must be entered manually to reflect the current cost from the vendor, and is updated through Inventory Receipts and Adjustments. Enter a dollar amount, using up to (8) numeric characters. Do not enter a decimal point. The system enters the decimal. Press **\<ENTER\>** after entering this information.

8. MINIMUM PRICE	Minimum price this item can be sold for. If this field is filled in and the customer's price minus a discount is below this entry, the system will give the minimum price as the price not anything lower. Press **<ENTER>** when complete.
9. PRICE CATEGORY	Category set up previously that determines how the number of price levels displayed is calculated (See section 4.4 for setting up price categories). Press **<ENTER>** when complete.
10.-17. SELL PRICE #1	Different selling levels, entered either manually, or automatically based upon selected price category. Press **<ENTER>** when complete.
18. QUANTITY CONVERSION #	Enter up to 3 numeric characters. This code indicates whether, or not this item is to use a quantity conversion. Consult the Quantity Conversion File for additional information. If a zero (0) is entered, no quantity conversion will be used for this item during order entry. Press **<ENTER>** when complete.
19. QUANTITY DISCOUNT #	Enter whether this item bought in quantity will receive a discount. Press **<HOME>** to display listing of quantity discount tables built in your system that you can select from. (See section 4.5 on setting up quantity discount tables). Press **<ENTER>** when complete.
20. DISCOUNTABLE	If you give a discount on the statement, will you allow a discount on this item. Press **<ENTER>** when complete.
21. MIX/MATCH TBL#	Enter table # Press **<ENTER>** when complete.

STEP 4:   Upon completion of the above items, the system will ask 'Is Everything OK?
(Y/N):Enter **<Y>** and press **<ENTER>** to continue to next page.
Enter **<N>** and press **<ENTER>** to reenter any incorrect data. Enter the line number of
the incorrect data, correct it, press **<ENTER>,** then select **<C>** and press **<ENTER>** to
continue to the next page.

```
 Item #:                                              Reorder
                                                      Reqd  Min
      Vendor                       Current Last Chg  Pkg  % to  or
   Ln    #     Vendor Item#  Location(s)  Cost    Date   Qty  Rnd   Max

   1)
   2)
   3)
   4)
   5)
   6)
   7)
   8)
   9)
  10)

  11)     Manufacturer:
  12)            Item#:
  13) Use Price Updates:

   (C) Continue                            (PVxx) Change Primary Vendor to Line# xx
                                           (Vxx) Display Vendor Line#xx


   Select:
```

The Purchase Order Journal & Update process will maintain items 1–10. You may change these fields if necessary by selecting the appropriate line number. If you want to change the location fields either enter a specific location id and add it, or press **<F1>** to add all your locations to this item at once. If you change a quantity field, enter up to 3 numeric characters and press <ENTER>. If you change a dollar amount field, enter up to 7 numeric characters and press <ENTER>. If you change package quantity, you can enter up to 3 numeric characters. This would be the quantity in purchase unit of measure. Remember to allow for the number of decimal places that the item is set up for when entering quantities and dollar amounts. Do not enter the decimal. Upon completion of the above items, the system will ask 'Is Everything OK? (Y/N)' Enter **<Y>** and press **<ENTER>** to continue to next page. Enter **<N>** and press **<ENTER>** to reenter any incorrect data. Enter the line number of the incorrect data, press **<ENTER>,** correct it, press **<ENTER>** again, then enter **<C>** and press **<ENTER>** to continue to the next page.

STEP 5: The next screen... The UPC PAGE

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ Item#                              Description :                              │
│                          O/E                    O/E                      O/E  │
│ Ln#  UPC Code            UOM     Ln# UPC Code    UOM     Ln# UPC CODE     UOM  │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
├───────────────────────────────────────────────────────────────────────────  │
│  Enter Line#, Command, <HOME> or <ESC>:                                       │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

```
                        Command List

<HOME>      To Change/Delete a UPC Code enter the corresponding
                Line Number followed by the <ENTER> key,

            A    = Add a new UPC Code;
            E    = Exit to the Monitor;
            M    = Return to File Maintenance Menu;
            P    = Display Main Maintenance Selection Page;
            Pnn  = Display Inventory Maintenance Page #nn;
            Punn = Change line #nn to Primary UPC Code;
            R    = Next Inventory Item Number;

            Press <PAGE-UP> for Previous Page of Records
            Press <PAGE-DOWN> for Next Page of Records

            Note: if a UPC Code is highlighted, then this is the
                  primary UPC Code for the Current Item Number.

                    Press <ENTER> to Continue:
```

Enter the UPC codes to be kept track of, or press **<ESC>** to move on to the next screen. Enter **<Y>** and press **<ENTER>** in answer to the question "Is Everything OK ? (Y?N)", or enter **<N>** and press **<ENTER>** to make any changes.

```
Item#
            Location                              Buy
 1 Bin Location.................:    |14 Quantity Sold MTD.......:    N
 2 Minimum Stock Level..........:   |15 July.....................:    Y
 3 Maximum Stock Level..........:   |16 June.....................:    Y
 4 Reorder Lead Time............:   |17 May......................:    Y
 5 Quantity Used in BOMP MTD....:   |18 April...................:    N
 6 $$$ Sold MTD.................:    |19 March...................:    N
 7 Cost-of-Sales MTD............:   |20 February................:    N
 8 # of Times Sold MTD..........:   |21 January.................:    N
 9 Quantity Sold YTD............:   |22 December................:    N
10 Quantity Used in BOMP YTD....:   |23 November................:    N
11 $$$ Sold YTD.................:    |24 October.................:    N
12 Cost-of-Sales YTD............:   |25 September...............:    N
13 # of Times Sold YTD..........:   |26 August..................:    N
                                    ----------------------------
                                    (P) Next Page
          Quantities                (R) Next Record
                                    (E) Exit to Monitor
On Hand   Comm    Avail   On Ord  B/0 (D) Delete This Location
   0       0        0        0     0  (Lxx) Next Location to Display


   Select:            <UP-ARROW> previous Record   <DOWN-ARROW> Next Record
```

Select line number of any field that you wish to enter data into, or leave alone and allow
system to enter sales figure quantities for you.

After finishing with this page you may choose to continue entering inventory data by selecting
<P>Next Page, or select another record <R>. Press <ENTER> after either choice.
On selecting <P> the following screen will appear:

```
RMINV – Inventory Master Update/Inquiry

 ITEM#:21058

 36"Replacement Deck

( 1) Item Description, Category, etc.;
( 2) Prices, Valuation, etc.;
( 3) Vendor Information;
( 4) Location To-Date Sales, Cost, etc.;
( 5) UPC Code Information;
( 6) MSDS Information;
( 7) Sales History;
( 8) Bill-of-Materials (Inactive);
( 9) Job Description;
(10) Common Parts List;

 (R)    Next Record;
 (M)    Return to Maintenance Menu;
 (D)    Delete This Inventory Master;
 (L)    Create a Label;
 (E)    Exit to Monitor
```

At this screen you can select any previous pages to correct, or select pages 5-10.

MSDS Information Page (This page may, or may not appear due to your system setup.)

```
Item#:

1. Subject to MSDS.........:
2. MSDS Number ............:
3. MSDS Date...............:
4. MSDS UN/NA #............:
5. MSDS ORM Class..........:
6. DOT Text File...........:
7. Print Document..........:

(P) Next Page
(R) Next Record
(E) Exit to Monitor

Select:                <UP ARROW> Previous Record        <DOWN ARROW> Next Record
```

Sales History Page:

     The following screen example will explain how to use the sales history for a particular inventory record. Depending on how your system is set up will determine the number of months to keep, and the number of periods in each month.

```
Item #:
 From – To          Sales  Cost-of-Sales      Profit      %     Sold    BOMPs
00/00-00/00       9,999.99   99,999.99      99,999.99   999.9% 999999   999999

Enter Date (mmyy), Page (Pn), Next Record (R), Change Location (Lxx), or Exit (E):
```

To add, or change sales history records, enter the month and year. Example: "0199" would be January of 1999. If the record does not exit, the following message will appear: "Unknown Date – New? (y/n):" If you wish to add this date enter **<Y>**(YES), and press **<ENTER>** if not enter **<N>**(NO), and press **<ENTER>**. The next entries are sales and cost of sales. Enter the amounts of these fields by entering up to (10) numeric characters, press **<ENTER>** after each field. Do not enter the decimal. The profit and the percent (%) will be calculated automatically by the system. The next entries are quantity sold and quantity sold in BOMPs. Enter the quantities of these fields by entering up to 7 numeric characters. Press **<ENTER>** after each field is complete.

Bill of Materials Page:

The Bill of Materials (BOMP) is a list of stocked inventory items that are sold as a package, or received into inventory as a finished assembly. Both are assigned master line item numbers under which are listed all component line item numbers that make up specific Packages and Assemblies. Each time a package is sold, or an assembly is received into inventory, the program costs each according to the total of the individual line item costs, and updates all master item records accordingly. Because you do not have to enter each component, Bill of Materials can afford more efficient order entries and inventory updates.
The following examples...

PACKAGE - is a set of stocked line items that are sold as a unit under a single master line item number. Create Bill of Materials for Packages of stocked line items that are sold as a set.
For example:

```
BOMP Item Number: 2500R              UNIFORM PACKAGE
1. Component Item No. 150R           - Jersey (Red)
2. Component Item No. 175W           - Shorts (White)
3. Component Item No. 075R           - Striped Socks (Red/White)
```

ASSEMBLIES - are a product that is internally manufactured and then received into inventory as a finished line item. Assemblies are entered as master line items in the Inventory Master File and are always made up of stocked component line items. For example:

A. BOMP Item Number: 2927   - PIN PADDLE ASSEMBLY
1. Component Item No. 4667   - Front Plate
2. Component Item No. 4668   - Back Plate
3. Component Item No. 3950   - CONNECTOR PIN INSERT
4. BOMP Item Number   4002   - CONNECTOR RECEPTACLE ASSEMBLY
5. Component Item No. 3094   - Screw Lock
6. Component Item No. 5094   - Mounting Bracket

When selecting the Bill of Materials page and the item selected is not now a BOMP, the following screen will appear first:

```
 BOMP Item #21058                   Description:36"REPLACEMENT DECK
  #    Item ID       Quantity       Description            Bomp


             This Item is NOT Currently a Bill-of-Materials!!!
             Are you sure you want to Change It Into One? (Y/N):Y


```

Confirm whether this item will be changed to a BOMP. Enter <**N**>, and press <**ENTER**> to return to the inquiry page. If you enter <**Y**>, and press <**ENTER**> the following screen appears.


```
 BOMP Item #21058                     Description:36"REPLACEMENT DECK
  #    Item ID       Quantity       Description            Bomp

 End-of-Components



```

<**HOME**>


```
                  C O M M A N D   L I S T

 Cnnn = Change line item #nnn;
 Dnnn = Delete line item #nnn;
 Dmmm,nnn = Delete line items #mmm thru #nnn;
 Innn = Insert a line before line item #nnn'
 I999 = Add a new line at the end of the current line;
 Snnn = Start the line display with line item #nnn;
 T    = Allow change to BOMP type;
 M    = Return to the file Maintenance Menu;
 Pn   = Switch to Inventory Maintenance Page #n;
 R    = Allow selection of another item Record;
 E    = Exit to Monitor

 Press <ENTER> to Continue.

```

Entering <**T**>, and pressing <**ENTER**> gives the following display screen:

```
BOMP Item #21058                Description:36"REPLACEMENT DECK
 #   Item ID     Quantity          Description              Bomp

This BOMP is currently type: Do not explode on Sales Orders or Invoices

The new type is: __
1 = Do not explode on Sales Orders or Invoices;
2 = Explode on Sales Orders, but not on Invoice;
3 = Explode on Invoices, but not on Sales Orders;
4 = Explode on Sales Orders and Invoices;
5 = Explode on Order Entry screen.
```

Select where you want this item to expand. Remember if the item has any quantity, the BOMP will not explode regardless of what this selection is set to.

NOTE: An item can be either a BOMP, have job descriptions, or have common parts. You must chose one, or none at all, you cannot mix and match.

Job Description: select Job Description from the page listings screen. This feature is used most often to sell a large variety of items without entering them in individually. By selling this item you are selling only the items listed here. The item listed will show up on the order not the original item number, unless the original item number is listed in the job description itself.

When Job Description is selected the following screen displays.

```
Job Item#
 #  Item I.D.                 Quantity                    Description
--------------------------------------------------------------------------------
End-of-Components

Enter Command, or <HOME>:...
```

Select <**HOME**> to display the following:

```
Job Item#210589(36" REPLACEMENT DECK)
 #  Item ID               Quantity                Description
End-of-Components
                    C O M M A N D   L I S T

      Enter A to add a line at end of the current list.
      Enter Ann to insert a line before line number "nn".
      Enter Cnn to change lie number "nn".
      Enter Dnn to delete line number "nn".
      Enter Daa,bb to delete line numbers "aa" thru "bb".
      Enter Inn to insert a line before line number "nn".
      Enter I to insert a line at end of the current
         list.
      Enter Snn to redisplay the screen starting
         with line number "nn".
      Enter an asterisk "*" in place of an item number
         to add a comment line.
      Enter CP to copy from another job description.
      Enter Pn to change to page number "n".
      Enter M to return to the File Maintenance Programs
         Menu.
      Enter E to exit to Monitor.
      Enter R to enter another inventory record.
                    Press <ENTER>  to continue.
```

Common Parts: Select this page to list your "go with" items that will display when the original item is sold.

```
 ┌─────────────────────────────────────────────────────────────────────────┐
 │ COMMON Item #21058               Description:36"REPLACEMENT DECK          │
 │  #Item Number        Description                                         │
 │─────────────────────────────────────────────────────────────────────────│
 │ 001  *               Hose at no Charge                                   │
 │ (End-of-List)                                                            │
 │                                                                          │
 │                                                                          │
 │                                                                          │
 │ Enter Command, or <HOME>:..........                                      │
 │                                                                          │
 └─────────────────────────────────────────────────────────────────────────┘
```

Select **<HOME>** to display the following.

```
 ┌─────────────────────────────────────────────────────────────────────────┐
 │ COMMON Item #210589                   Description: Deere Tractor          │
 │  # Item Number         Description                                       │
 │─────────────────────────────────────────────────────────────────────────│
 │  (End-of-List)                                                           │
 │                                                                          │
 │        ┌──────────────────────────────────────────────────────┐         │
 │        │              C O M M A N D   L I S T                  │         │
 │        │  Enter A to add a line at end of the current list.    │         │
 │        │  Enter Ann to insert a line before line number "nn".  │         │
 │        │  Enter Cnn to change line number "nn".                │         │
 │        │  Enter Dnn to delete line number "nn".                │         │
 │        │  Enter I to add a line at the end of the current list.│         │
 │        │  Enter Inn to insert a line before line item #nnn;    │         │
 │        │  Enter CP to copy from another Common Parts Item list.│         │
 │        │  Enter Pn to change to page number "n".               │         │
 │        │  Enter M to return to the File Maintenance Programs Menu.│       │
 │        │  Enter E to exit to monitor.                          │         │
 │        │  Enter R to enter another inventory record,           │         │
 │        │                                                       │         │
 │        │  Press <PAGE-UP> to display the previous page, if any │         │
 │        │  Press <PAGE-DOWN> to display the next page, if any   │         │
 │        │          Press <ENTER> to continue.                   │         │
 │        └──────────────────────────────────────────────────────┘         │
 └─────────────────────────────────────────────────────────────────────────┘
```

2.2.1b   CHANGE AN EXISTING INVENTORY RECORD_____

```
┌───────────────────────────────────────────────────────────────────────────────────────┐
│ QUICK TIP:  If you need to change an existing Inventory Item Number, Please call ProCom Software Support for instructions. │
└───────────────────────────────────────────────────────────────────────────────────────┘
```

After inventory records have been added to the file they may be changed at any time. To-date totals may also be changed using this procedure. Be sure that you have made appropriate backups and/or printed any desired reports before changing to-date totals in the inventory file. Follow these STEPS to Change an Existing Inventory Record:

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press **<ENTER>.**

STEP 2: From the **FILE MAINTENANCE MENU,** select **INVENTORY MASTER FILE,** and press **<ENTER>.**

```
┌──────────────────────────────────────────────────────────────────────────────────────┐
│ RMINV – Inventory Master Update/Inquiry                                                │
│                                                                                        │
│ Item#:...................  Press the <ESC> to return to File Maintenance Menu.          │
│                            Press the <HOME> for Item Inquiry                            │
│                            Press <F1> for Non-Stock Default                            │
│                            Press <F2> for Purchase Order Non-Stock                      │
│                            Press <F3> for Scrolling Default                            │
│                            Press "DELETE" to Delete a Range of Items                    │
│                                                                                        │
└──────────────────────────────────────────────────────────────────────────────────────┘
```

STEP 3: The program prompts for entry of an item number. Enter the number of the inventory item record you wish to change and press **<ENTER>**. If an invalid item number is entered, the program displays the message: "Unknown Inventory Item! - Do you wish to add it (Y/N)?". If you do not wish to add this item, enter **<N>**(NO) and press **<ENTER>**, and the prompt for an item number re-appears. Enter a valid number to continue, and press **<ENTER>**. When a valid item number is entered, and **<ENTER>** is pressed, the program displays the description of that item, and the following selection menu appears:

```
RMINV - Inventory Master Update/Inquiry

      ITEM#:

(1)   Item Description, Category, Vendor, etc;
(2)   Prices, Valuation, etc.;
(3)   Vendor Information, etc.;
(4)   Location To-Date Sales, Costs, etc.;
(5)   UPC Code Information;
(6)   MSDS Information;
(7)   Sales History;
(8)   Bill-Of-Materials (Inactive);
(9)   Job Description;
(10)  Common Parts List;

(R)   Next Record;
(M)   Return to Maintenance Menu;
(D)   Delete this Inventory Master;
(L)   Create a Label;
(E)   Exit to Monitor;

Select:__          <UP ARROW> Previous Record        <DOWN ARROW> Next Record
```

STEP 4: Enter the number corresponding to the page on in which changes are to be made. For example, if changes are to be made to an item description, you would enter **<1>** and press **<ENTER>**. The program would then display that page's contents for that record.

STEP 5: Next, select the appropriate fields, press **<ENTER>,** enter the new information, and press **<ENTER>** again. This procedure is applicable for changes being made in all of the above listed areas (1-10). When all desired changes have been made to this record, enter one of the following commands:

   <P>, and press **<ENTER>** for next "page" of the record. The program will present the page selection menu.
   <R>, and press **<ENTER>** if you wish to make changes to another record. The program prompts for entry of another item.
   <M>, and press **<ENTER>** if you wish to return to the File Maintenance Menu program.
   <D>, and press **<ENTER>** if you wish to delete this inventory record.
   <E>, and press **<ENTER>** if you wish to exit to the Monitor.

2.2.1c   DELETE AN EXISTING INVENTORY RECORD

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE MENU** and press <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **INVENTORY FILE MAINTENANCE PROGRAM**, and press <**ENTER**>.

STEP 3: From the **INVENTORY FILE MAINTENANCE MENU,** select **INVENTORY MASTER FILE** and enter the item number that you wish to delete from the Master File Record and press <**ENTER**>.

STEP 4: From the **INVENTORY MASTER UPDATE/INQUIRY screen**, select <**D**> **DELETE THIS INVENTORY MASTER** and press <**ENTER**>.

Please Note: Inventory records CANNOT be deleted if the item in question contains:

        - a Quantity-on-Hand; Sales History; or are on an Open Order

STEP 5: If none of the above have occurred, the following message will appear on the screen: A R E   Y O U   S U R E??? (y/n):__

STEP 6: Enter <**N**>(NO) and press <**ENTER**> if you wish to save this record. The program returns to the prompt for an inventory item number.

STEP 7: Enter <**Y**>(YES) and press <**ENTER**> if you wish to delete this inventory record.

2.2.2   PRODUCT CATEGORY FILE

This section presents instructions for setting up Product Categories. Product categories are entered into each inventory record and will determine the G/L accounts that are affected during the update process.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU,** select **INVENTORY FILE MAINTENANCE PROGRAMS** and press <**ENTER**>.

STEP 3: From the **INVENTORY FILE MAINTENANCE MENU,** select **PRODUCT CATEGORY FILE MAINTENANCE** and press <**ENTER**> to see the following screen:

```
 Category Number: _____
 Location Id: _____
 Salesman Id: _____
 (option)
                                Enter Category Number
                                Press <HOME> for a Category List
                                Press <ESC> to Exit
```

STEP 4: Upon selecting your category number and entering your location ID the following screen is displayed: For each product category number there **must** be a blank location ID built as a default record first, this also allows it to display on the category list.

To build the default record enter the new category number, press <**ENTER**>, press <**ENTER**> again to leave Location ID blank. Enter <**Y**> and press <**ENTER**> to the statement "Record Not on File – Do You Want to Add It? (Y/N):"

```
RMPCAT – Product Category File Maintenance


Category #:
Location ID:


(01) Category Description.........:
(02) G/L Cash Account.............:          (08) G?L Sales Allowance Acct.........:
(03) G/L Charge Sales Account.....:          (09) G/L Warranty Allowance Acct......:
(04) G/L Cost Account.............:          (10) G/L Warranty Expense Acct........:       :
(05) G/L Inventory Account........:          (11) G/L Rebate Account...............:
(06) G/L Services Sales Acct......:          (12) G/L Damage Goods.................:
(07) G/L Service Cost Acct........:


             QTY SOLD     SALES $$    COST $$     PROFIT $$     PROFIT %


(13) WTD:       0000.00    00000.00   00000.00    00000.00       00.00
(14) MTD:       0000.00    00000.00   00000.00    00000.00       00.00
(15) YTD:       0000.00    00000.00   00000.00    00000.00       00.00
(16) Last Yr:   0000.00    00000.00   00000.00    00000.00       00.00
(17) Cost % For Non-Stock Items: 0%
                                'N'ext Record      'M'aintenance Menu
Enter Selection                 Line Number        'D'elete Record
```

Follow the guidelines below when entering this information:

The Screen Displays:	You Respond/Enter:
1. Category Description	Enter up to 20 characters for the product category description, and press **<ENTER>**.
2. G/L Cash Account	Enter G/L account to have cash sales effect and press **<ENTER>**.
3. G/L Charge Sales Account	Enter G/L account to have charge sales effect and press **<ENTER>**.
4. G/L Cost Account	Enter G/L account to have cost of sales effect and press **<ENTER>**.
5. G/L Inventory Account	Enter G/L account to have inventory sales effect and press **<ENTER>**.
6. G/L Services Sales Acct	Enter G/L account to have work order sales effect and press **<ENTER>**.
7. G/L Service Cost Acct	Enter G/L account to have work order cost effect and press **<ENTER>**.
8. G/L Sales Allowance Acct	Enter G/L account to have sales allowance effect and press **<ENTER>**.
9. G/L Warranty Allowance Acct	Enter G/L account to have warranty allowance effect and press **<ENTER>**.
10. G/L Warranty Expense Acct	Enter G/L account to have warranty expenses effect and press **<ENTER>**.
11. G/L Rebate Account	Enter G/L account to have rebates effect and press **<ENTER>**.
12. Damaged Goods	Enter G/L account to have to be effected when receiving damaged goods and press **<ENTER>**.
13. W-T-D	Figures for week to date qty. sold, sales costs, profits, and profit margins.
14. M-T-D	Figures for month to date qty. sold, sales costs, profits, and profit margins.
15. Y-T-D	Figures for year to date qty. sold, sales costs, profits, and profit margins.
16. Last Yr.	Figures for last years qty. sold, sales costs, profits, and profit margins.
17. Cost % for Non-Stock Items	Enter in percentage of selling price that would be the cost for a nonstock item in this product category.

Note: You may have only 4 G/L account numbers to enter, this is determined by whether your company uses the work order programs, or not.

2.2.3   QUANTITY CONVERSION FILE

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **INVENTORY FILE MAINTENANCE PROGRAMS** and press <**ENTER**>.

STEP 3: From the **INVENTORY MAINTENANCE MENU,** select **QUANTITY CONVERSION** and press <**ENTER**>.

```
Enter Conversion Table #: _____

                                   Press <ESC> to Exit
                                   Press <HOME> to Display a File List
```

Enter a record number to see the following display, or to create a new table enter an unused record number and answer <**Y**> to the question Unknown Record! Is It New? (Y/N): Enter the data in the following fields.

```
RMQTYCVT - Quantity Conversion Table Maintenance
Record#
(1) Convert From:
(2) Convert To  :
(3) Mult/Divide?:
(4) Factor      :
(5) # Result Dec:
(6) Price Conver:

Enter Field # To Modify or <ESC>:
```

2.2.4   MAJOR/MINOR CATEGORY FILE

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU,** select **INVENTORY FILE MAINTENANCE PROGRAMS** and press <**ENTER**>.

STEP 3: From the **INVENTORY FILE MAINTENANCE MENU,** select **MAJOR/MINOR CATEGORY FILE** and press <**ENTER**>.

```
RMMCAT - Major/Minor Category File Update/Inquiry
Enter Desired MAJOR Category:

                              Press <ESC> to Exit
                              Press <HOME> to List all MAJOR Categories
```

STEP 4: Enter desired Major Category; this can be numeric, or alphabetic and up to (8) characters, and press <**ENTER**>.

STEP 5: Enter the new Category Description for the major category, and press <**ENTER**>.

STEP 6: When building a new category it will give you the option to copy from an existing record. Enter <**Y**> for YES to copy, and press <**ENTER**>, then enter the category number to copy from, and press <**ENTER**>. Enter <**N**> for NO, not to copy and press <**ENTER**>.

STEP 7: You may enter a minor category to connect with the major category, or it may be left blank, and press <**ENTER**>.

Note: Major/Minor categories are entered into the Inventory Master File for each inventory item. These categories are used for report purposes throughout the system.

ADDING NEW MAJOR CATEGORY:

STEP 1: At the prompt, enter desired major category. This can be numeric, or alphabetic, up to (8) characters, and press <**ENTER**>.

STEP 2: Enter <**Y**> and press <**ENTER**> to the question 'Unknown Major Category Do You Want To Add.' Enter <**N**> to escape and press <**ENTER**>.

STEP 3: Enter New Category Description up to 30 characters, either alpha, or numeric, press <**ENTER**>.

STEP 4: When building a new category it will give you the option to copy from an existing record. Enter <**Y**> for YES to copy and press <**ENTER**>, then enter the category number to copy from, and press <**ENTER**>. Enter <**N**> for NO, not to copy, and press <**ENTER**>.

At this point the following screen will appear. You may choose to change either the major category name itself, or the description, or delete the entire record.

```
RMMCAT – Major/Minor Category File Update/Inquiry

(1) Major Category     :SKAG

(2) Minor Category     :-None-

(3) Description        :SKAG PARTS


Enter Field# to Modify, (D)elete, or <ESC>:.
```

Add new minor category, or changing major/minor, or delete minor description.

STEP 1: At the prompt – Enter Desired Major Category – enter the major category, and press <**ENTER**>, or press <**HOME**> to list the major that you want to add a minor to, and press <**ENTER**>.

```
RMMCAT – Major/Minor Category File Update/Inquiry

Enter Desired Major Category:

                    Major Category
          1) BH           BUSHHOGS
          2) BLCKDECK     BLACK & DECKER
          3) COMPUTER     COMPUTERS CATEGORY
          4) DEERE        JOHN DEERE
          5) EQUIP        JD EQUIPMENT
          6) EXMARK       EXMARK PRODUCTS
          7) GAMES ARCADE GAMES
          8) KUBOTA       KUBOTA
          9) LABOR        LABOR CATEGORY
         10) LUMBER       LUMBER CATEGORY
         11) MISC         MISCELLANEOUS
         12) PACIFIC      PACIFIC LUMBER CO.
         13) PARTS        PARTS CATEGORY
         14) PLUMBING     PLUMBING CATEGORY
         15) SKAG         SKAG PARTS



          Enter Line# or <ESC> to Exit:..
```

STEP 2: At the Minor Category field enter the new minor you want associated with this major, and press <**ENTER**>, or press <**HOME**> to display the list to select the minor that needs to be changed from, press <**ENTER**>.

```
RMMCAT  Major/Minor Category File Update/Inquiry

Enter Desired Major Category   :BLCKDECK   (BLACK & DECKER)

            ┌──────────────────────────────────────────────┐
            │                Minor Category                │
            ├──────────────────────────────────────────────┤
            │  1)  TOOLS   BLACK & DECKER TOOLS            │
            │                                              │
            │                                              │
            ├──────────────────────────────────────────────┤
            │  Enter Line# or <ESC> to Exit:..            │
            └──────────────────────────────────────────────┘
```

STEP 3: At this screen you may select any of the fields to change and press <**ENTER**>, or enter <**D**>, and press <**ENTER**> to delete this Major/Minor combination.

```
RMMCAT – Major/Minor Category File Update/Inquiry

 (1) Major Category:BLCKDECK    (BLACK & DECKER)

 (2) Minor Category:TOOLS

 (3) Description:BLACK & DECKER TOOLS



 Enter Field# to Modify, (D)elete, or <ESC>:.
```

2.2.5   INVENTORY LOCATION FILE MAINTENANCE

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU,** select **INVENTORY FILE MAINTENANCE PROGRAMS** and press <**ENTER**>.

STEP 3: From the **INVENTORY FILE MAINTENANCE MENU,** select **INVENTORY LOCATION MASTER FILE MAINTENANCE** and press <**ENTER**>.

```
Enter Location ID:
                Press <ESC> to Return to Maintenance Menu
```

When you enter the location ID the following screen appears.

```
RMLOCATN – Inventory Location Master File Maintenance

1)   Location ID.....:
2)   Name............:
3)   Address #1......:
4)   Address #2......:
5)   City............:
6)   State...........:
7)   Zip.............:
8)   Phone #.........:
9)   Fax # ..........:
10) Store #.........:
11) Cust #..........:
12) Profit Center...:
13) $$$ Sales MTD...:
14) $$$ Cost MTD....:
15) $$$ Sales YTD...:
16) $$$ Cost YTD....:
17) UPS Account#:...:
18) UPS Control#....:
19) DL Device.......:

Enter Selection:
 Next (L)ocation, Return to (M)aintence Menu (C)heck Endorsement
```

The Screen Displays:	You Respond/Enter:
1) Location ID	This is the 2 character ID for each location, and press <**ENTER**>.
2) Name 3) Address #1 4) Address #2 5) City 6) State 7) Zip 8) Phone # 9) Fax #	This is the company name, address, phone and fax numbers for each location, and press <**ENTER**>.
10) Store #	Store # if applicable assigned to this location, and press <**ENTER**>.
11) Customer #	This is the customer number to be used with inventory location transfers. Without a default customer number for each location, the inventory transfer will not work, and press <**ENTER**>.
12) Profit Center	If using multiple profit centers which one is assigned to this location, and press <**ENTER**>.
13) $$$ Sales MTD	Sales month to date for this location, and press <**ENTER**>.
14) $$$ Cost MTD	Cost month to date for this location, and press <**ENTER**>.
15) $$$ Sales YTD	Sales year to date for this location, and press <**ENTER**>.
16) $$$ Cost YTD	Cost year to date for this location, and press <**ENTER**>.
17) UPS Account #	UPS account # for this location, and press <**ENTER**>.
18) UPS Control #	UPS control # for this location, and press <**ENTER**>.

CHECK ENDORSEMENT

```
                    Check Endorsement Message

        1           FOR DEPOSIT ONLY
        2           PROCOM SOLUTIONS
        3           FIRST BANK
        4           ACCT 1-4646-26626
```

Product types are categories of your inventory that are set up to determine what price level will be used for each inventory item and customer.

STEP 1: From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU,** select **INVENTORY FILE MAINTENANCE PROGRAMS** and press **<ENTER>.**

STEP 3: From the **INVENTORY FILE MAINTENANCE MENU,** select **INVENTORY PRODUCT TYPE MASTER FILE** and press **<ENTER>**.

```
 Enter Product Type Number:

                          Press <ESC> to End.
                          Press <HOME> to Display a List.
                          Enter 'P' to Print a List.
```

Enter the product type number, which can be from 1-30, and press **<ENTER>**, or press **<HOME>** to display a list of previously entered types.

     <HOME>

```
                              Product Type List

                          #    Description

                          1    EQUIPMENT
  Enter Product Type Number:   2    ACCESSORIE
                          3    USED EQUIPMENT
                          4    HARDWARE
                          5    LUMBER
                          6    MISCELLANEOUS


                          Enter Line # or <ESC> to Exit.
```

Enter the line number of your selection and press **<ENTER>**, or move the highlight bar onto your selection and press **<ENTER>.**

The following screen will display after your selection:

```
Product Type Number:

(1) Description       :
(2) Used Items?       :
(3) Serial #'s Allowed?:

(4) Cost M-T-D        :
(5) Sales M-T-D       :

(6) Cost Y-T-D        :
(7) Sales Y-T-D       :

    <UP-ARROW> Previous Record              <DOWN-ARROW> Next Record
    Enter Line # to Change, (P)rint, or <ESC>:
```

The Screen Displays:	You Respond/Enter:
(1) Description	Enter up to 19 characters/ spaces for the product type description and press **<ENTER>**.
(2) Used Items?	Enter **<Y>**es, or **<N>**o to allow for used items, or not and press **<ENTER>**.
(2) Serial #'s Allowed?	Enter **<Y>**es, or **<N>**o to allow for serial numbered items under this product type and press **<ENTER>**.
(4) – (7)	These fields are updated Cost and Sales figures when the sales journals are run and cleared during month end & year end procedures.

Note: The product type is entered into each inventory file record and each customer's master file record.

2.2.7 BIN LOCATION MASTER FILE

This section gives you the ability to set up your bin location master file.

STEP 1: From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU,** select **INVENTORY FILE MAINTENANCE PROGRAMS** and press **<ENTER>.**

STEP 3: From the **INVENTORY FILE MAINTENANCE MENU,** select **BIN LOCATION MASTER FILE** and press **<ENTER>**.

```
RMBINMAS – Bin Location Master File Maintenance

Enter Bin Location ID:



                        Press <ESC> to Return to Menu
                        Press <F1> to Print a Bin Location List
                        Press <HOME> to Display a Bin Location List
```

To ADD:

Enter a bin location id and press **<ENTER>**, if the code is not found
the message 'Bin Location ? is not on File – Do you wish to Add it (Y/N)?

RMBINMAS – Bin Location Master File Maintenance

Enter Bin Location ID:

  Bin Location 3 is not on File – Do you wish to Add it (Y/N) ?

Enter either **<Y>,** press **<ENTER>** to add, or enter **<N>** and press **<ENTER>**
to escape.

RMBINMAS – Bin Location Master File Maintenance

   Bin Location ID: 3

 1) Bin Location Title:
 2) Pick Ticket List Printer ID:

   Bin Location ID:
      Enter up to 25 characters as to the name of this bin location, and then
      press **<ENTER>.**

   Pick Ticket List Printer ID:
      Enter either the name of the printer to print to, or select the line
      number of that printer displayed in the box, and then press
      <ENTER>.

TO CHANGE:
      Enter in the bin location that you want to change, and press **<ENTER>**, or select from
      the box displayed after pressing **<HOME>** and press **<ENTER>.**

RMBINMAS – Bin Location Master File Maintenance

Enter Bin Location ID:
```
                    +----------------------------------+
                    |       Bin Location List          |
                    |  _____  |
                    |  Ln Id   Description              |
                    |  1) WA   WAREHOUSE                |
                    |  2) ME   MEZZANINE                |
                    |  3) FR   FRONT                    |
                    |                                  |
                    |                                  |
                    |                                  |
                    |  Enter Line#, or <ESC> to Exit.  |  on List
                    +----------------------------------+  cation List
```

RMBINMAS – Bin Location Master File Maintenance

   Bin Location ID: 3

 1) Bin Location Title: WAREHOUSE
 2) Pick Ticket List Printer ID: WAREHOUSE PRINTER

Enter Selection:
Field# to Change,'D'elete,or <ESC>

Enter Field # that you want to change and press **<ENTER>.** Enter the correct
data and press **<ENTER>.**

TO DELETE:

   Enter in the bin location that you want to delete, or select from
   the box displayed after pressing **<HOME>** and press **<ENTER>.**

RMBINMAS – Bin Location Master File Maintenance

     Bin Location ID: 3

   1) Bin Location Title: WAREHOUSE
   2) Pick Ticket List Printer ID: WAREHOUSE PRINTER

Enter Selection:
Field# to Change,'D'elete,or <ESC>

   Enter **<D>** and press **<ENTER>.** Enter **<Y>** and press **<ENTER>** to the question
   'Are you sure you want to delete?' to delete the record. Enter **<N>** and press
   <ENTER> to escape.

<F1> PRINT LOCATION MASTER LIST

   In the "Enter Bin Location ID:" field press **<F1>** to print Bin Location List.

Run Date: 09/12/00   Bin Location Master File list

Bin   Picking Ticket
Location   Name   Printer ID
-------- ---------------- --------------------
M   MEZZANINE   LP0

Total Bins: 1

2.2.8   UNIT OF MEASURE DESCRIPTION FILE

This section gives you the ability to set up a table with only valid uom descriptions.

STEP 1: From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU,** select **INVENTORY FILE MAINTENANCE PROGRAMS** and
       press **<ENTER>.**

STEP 3: From the **INVENTORY FILE MAINTENANCE MENU,** select **UNIT OF MEASURE DESCRIPTION FILE**
       and press **<ENTER>**.

```
RMUOM – Unit of Measure File Maintenance Table

EA
DOZ
CS
BOX
GAL
BAG


Enter UOM Description. <F1> Generate UOM Table or <ESC>:
```

To Add UOM:

Enter new UOM and press **<ENTER>**. You will then be asked "Add Unit of Measure XXX to File? (Y/N): " Enter **<Y>** and press **<ENTER>** to add your the new UOM to the file, or enter **<N>** and press **<ENTER>** to exit.

<F1> Generate UOM Table:

Pressing **<F1>** will start a program to scan through your inventory file and build into the UOM Table any uom not already there. You will first be asked the following question.

```
┌────────────────────────────────────────────────────────────────┐
│                  Generate Unit of Measure                      │
├────────────────────────────────────────────────────────────────┤
│ This process will scan thru the Inventory Master File and add any │
│ Unit of Measures that do not already exits in the current Table. │
│                                                                  │
│ Are you sure you wish to Continue? (Y/N):                        │
│                                                                  │
└────────────────────────────────────────────────────────────────┘
```

Enter **<Y>** and press **<ENTER>** to generate the Table, or enter **<N>** and press **<ENTER>** to exit. If you entered yes the system will scan through the inventory adding to the existing table.

2.3   SALESMAN FILE_____

This section gives the instructions for setting up Salesman Records in the Salesman File. The file contains the salesmen's' reference number, full name, initials, and commission percentage.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU,** select **SALESMAN FILE** and press **<ENTER>**.

```
┌────────────────────────────────────────────────────────────────┐
│ Enter Salesman's Initials:              Press <ESC> to End       │
│                                         Press <HOME> for Salesman List │
└────────────────────────────────────────────────────────────────┘
```

```
┌────────────────────────────────────────────────────────────────┐
│ To see a list of the current salesmen on file, press the <HOME> key and the following │
│ screen will appear                                               │
│                    ┌──────────────────────────┐                 │
│                    │       SALESMAN LIST       │                 │
│                    │                            │                 │
│                    │  1)  XX   John Smith       │                 │
│                    │  2)  XX   Jane Smith       │                 │
│                    │                            │                 │
│                    │                            │                 │
│                    │                            │                 │
│                    ├──────────────────────────┤                 │
│                    │  Enter Line#, or <ESC>:    │                 │
│                    └──────────────────────────┘                 │
└────────────────────────────────────────────────────────────────┘
```

From this screen, you may enter the line number and press **<ENTER>,** or highlight and press **<ENTER>** any salesman listed to display his, or her salesman file. If the salesman is new, enter his initials and press **<ENTER>**. If you want to continue and enter a new salesman, enter **<Y>** and press **<ENTER>** to the statement 'No Salesman with these initials is on file. Do you want to add it?'

```
Enter Salesman Initials
( 1) Salesman Initials.: XX                    Gross Profit Levels
( 2) Salesman Name.....: John Smith        ----------G.P.%----------
( 3) Salesman Location.:                   From          To        Comm.%
( 4) Commission M-T-D..:
( 5) Commission Y-T-D..:
( 6) Sales M-T-D.......:
( 7) Sales Y-T-D.......:
( 8) Cash M-T-D........:
( 9) Cash Y-T-D........:
(10) Cost M-T-D........:
(11) Cost Y-T-D........
(12) Market Value M-T-D:
(13) Market Value Y-T-D:



 (EB) Entered By Information




Enter Command or <HOME>:..
```

(EB): Entered by Information:

```
(1) Ent By Password.....:
(2) Ent By Comm %.................:
(3) Ent BY Sales M-T-D….:
(4) Ent BY Sales Y-T-D….:
(5) Ent BY Cost M-T-D………:
(6) Ent BY Cost Y-T-D…….:
(7) # of Ord M-T-D…………….:
(8) # of Ord Y-T-D…………..:

Enter Line# or <ESC>:
```

Please follow the guidelines below when entering this information:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1) SALESMAN INITIALS	
2) SALESMAN NAME	Enter up to 14 characters, and press **<ENTER>**
3) SALESMAN LOCATION	Enter location I.D. code, and press **<ENTER>**.
4) COMMISSION M-T-D	
5) COMMISSION Y-T-D	
6) SALES M-T-D	
7) SALES Y-T-D	
8) CASH M-T-D	
9) CASH Y-T-D	
10) COST M-T-D	
11) COST Y-T-D	
12) MARKET VALUE M-T-D	

13) MARKET VALUE Y-T-D	
1) Ent By Password	If using entered by passwords, enter this salesman's password and press **<ENTER>**.
2) Ent By Comm %	Enter the percentage amount of commission and press **<ENTER>.**
3) Ent By Sales M-T-D	
4) Ent By Sales Y-T-D	
5) Ent By Cost M-T-D	
6) Ent By Cost Y-T-D	
7) # of Orders M-T-D	
8) # of Orders Y-T-D	

The Daily Sales Journal & Updates process will maintain Fields 4-20. You may change these fields if necessary by selecting the appropriate line number, and pressing **<ENTER>,** or pressing **<HOME>** to display the following command list.

```
 RMSLSMN – Salesman Master File              Gross Profit Levels

 ( 1) Salesman Initials.:  00              -------- G.P. % -----------
 ( 2) Salesman Name.....:  MIKE CAPLAN      From          To          Comm%
 ( 3) Salesman Location.:  SC G.P.  %       0.0 %       9.9 %       1.0 %
 ( 4) Commission M-T-D..:       23.23      10.0 %      19.9 %       2.0 %
 ( 5) Commission Y-T-D..:      177.68      20.0 %      29.9 %       3.0 %
 ( 6) Sales M-T-D.......:    1,244.53      30.0 %     100.0 %       4.0 %
 ( 7) Sales Y-T-D.......:   23,466.11
 ( 8) Cash M-T-D........:
 ( 9) Cash Y-T
 (10) Cost                        Command List
 (11) Cost
 (12) Market      M     = Enter M to return to the File Maintenance Menu.
 (13) Market      R     = Enter R to display another Salesperson.
                 D     = Enter D to delete this Salesperson.
                 E     = Enter E to exit to monitor.
                 G     = Enter G to update the Commission Percentages.
                 Line# = Enter the line number corresponding to
                         the information field you want to update.


                         Press <ENTER> to continue.
```

2.4   STANDARD INVOICE MESSAGE FILE_____

This section gives the instructions for setting up messages to be printed at the bottom of the invoice during order entry. Once this file is set up, keep a current printout of the file contents near your terminal for reference purposes. See Section 5.2.2 "STANDARD INVOICE MESSAGE FILE LISTING" for instructions to print this document.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU**, select **STANDARD INVOICE MESSAGE FILE** and press **<ENTER>**.

```
Enter Instruction Number:


  Press <ESC> to Exit
```

STEP 3: Enter the number of message you want to create. If this number has not previously
   been selected, the following screen appears:

```
 RMINST – Standard Instruction File

 Enter Instruction Number:  6

 (1)   Text Line: >> UNDEFINED <<


 (R)   Next Record
 (M)   Return to Maintenance Menu
 (E)   Exit to Monitor



 Select:
```

STEP 4: Enter **<1>**(Text Line), and press **<ENTER>**. Enter in the message text. You can use
   up to 21 characters. Enter the next message number to be changed, or enter one of
   the following, and press **<ENTER>**.

2.4.1   CHANGE A STANDARD INVOICE MESSAGE

Follow these STEPS to Change a Standard Invoice Message:

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press
   <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **STANDARD INVOICE MESSAGE FILE** and press
   <ENTER>.

```
 Enter Instruction Number:__


 Press <ESC> to Exit
```

STEP 3: Enter in the number of the message that you wish to change (01-99), and press
   <ENTER>.

```
 RMINST- Standard Instruction File

 Enter Instruction Number: XX

 (1) Text Line:  XXXXXXXXXXXXXXXXXXXXX

 (R) Next Record
 (M) Return to Maintenance Menu
 (E) Exit to Monitor
 SELECT:__
```

STEP 4: Enter **<1>**(Text Line), and press **<ENTER>**. Enter in the message text. You can use
   up to 21 characters, then press **<ENTER>**. Enter the next message number to be
   changed, and press **<ENTER>**, or enter one of the following.

<R>, and press **<ENTER>** for the next message.
<M>, and press **<ENTER>** to return to the Maintenance Menu.
<E>, and press **<ENTER>** to exit to the Monitor.

Up to 99 separate tax categories may be specified. Each tax category may be specified as a separate state, or when necessary, a separate county within a state. If your business purposes are such that both a county, (or city) and state tax may apply for certain customers, a separate table must be entered that combines BOTH tax requirements.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU**, select **TAX FILE** and press **<ENTER>**.

```
Enter Tax Rate Number:                    Press <ESC> to Exit.
                                          Press <HOME> for Tax List
```

Please follow the guidelines below when entering this information:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. STATE, ETC.	Enter up to 12 characters/spaces. Enter in the State, County, City, etc., which will define this tax code and press **<ENTER>**.
2. TAX RATE	Enter up to 4 numeric characters and press **<ENTER>**. Remember that 2 of the numeric characters entered will be to the right of the decimal. Do not enter the decimal. It is inserted upon entry. For example, "10.00%" is entered as "1000".
3. ROUND TAXES IN O/E? (Y/N)	In Order Entry do you want the tax amount rounded? Enter either **<Y>** (NO), or **<N>** (YES) and press **<ENTER>**. This question is answered the opposite of normal.
4. FACTORY FREIGHT TAXABLE?	Is factory freight taxable? Enter either **<Y>** (yes), or **<N>** (no) and press **<ENTER>**.
5. TAX ACCRUED MTD	
6. TAX ACCRUED YTD	
7. TAXABLE DOLLARS MTD	
8. TAXABLE DOLLARS YTD	
9. NON TAXABLE DOLLARS MTD	
10.NON TAXABLE DOLLARS YTD	
11.G/L ACCOUNT #	Enter G/L account number sales tax is credited to, and press **<ENTER>**.
12.MARYLAND SALES TAX? (Y/N)	Charging MD sales tax? Enter either **<Y>** (yes), or **<N>** (no) and press **<ENTER>**.
13.MINIMUM TAXABLE AMOUNT	Smallest sales amount tax charged on. Enter up to 6 digits, no punctuation and press **<ENTER>**.
14.TRADE-INS TAXABLE? (Y/N)	Charging tax on trade-ins. Enter either **<Y>** (yes), or **<N>** (no) and press **<ENTER>**.
15.SHIPPING TAXABLE ? (Y/N)	Is shipping taxable? Enter either **<Y>** (yes), or **<N>** (no) and press **<ENTER>**.
16.LABOR TAXABLE ? (Y/N)	Is labor taxable? Enter either **<Y>** (yes), or **<N>** (no) and press **<ENTER>**.
17.W-CLAIMS TAXABLE ?(Y/N)	Are warranty claims taxable? Enter either **<Y>**, or **<N>** and press **<ENTER>.**
18.D/WAIVER TAXABLE ?(Y/N)	Are damage waiver claims taxable? Enter either **<Y>**, or **<N>** and press **<ENTER>**.

Fields 5-10 will be maintained by the Daily Sales Journal & Updates process. You may change
these fields if necessary by selecting the appropriate line number, and press <**ENTER**>, or by
entering the following:

<**M**> and press <**ENTER**>, to return to the Maintenance Menu.
<**E**> and press <**ENTER**>, to exit to the Monitor.

2.6   SHIP TO CUSTOMER ADDRESS FILE_____

The information entered here is used during order entry to specify the destination of the
merchandise ordered. An unlimited number of addresses can be added for each customer. It is
advisable to print a Customer Shipping Address Listing after additions, or deletions have been
made to this file. This listing should be kept near the terminal for reference purposes.
If only one ship to address is built this with be the default ship to that displays in order
entry rather than the address from the master record.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press
          <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **SHIP TO CUSTOMER ADDRESS FILE** and <**ENTER**>.

```
RMSHIP – Customer Shipping Address Maintenance


        Customer Account.......:
( 1)    Sequence Number........:
( 2)    Ship-To Name...........:
( 3)    Ship-To Address Line 1.:
( 4)    Ship-To Address Line 2.:
( 5)    City...................:
( 6)    State..................:
( 7)    Zip....................:
( 8)    Country................:
( 9)    Area Code & Phone#.....:
(10)    Ship-Via...............:
(11)    Sales Tax Code.........:
(12)    Tax Exempt#............:
(13)    Directions.............:


              Press <ESC> to Exit.
              Press <HOME> to List Customer Options.
```

You may specify an unlimited number of address records for each customer. Follow these steps to add a new Customer Shipping Address Record. From the above screen, enter the customer number that you want to enter a new shipping address for.

Enter a sequence for this record and press <**ENTER**>. The following screen appears, enter <**Y**>, or <**N**>, and press <**ENTER**> on whether you wish to add record.

```
RMSHIP  -  Customer Shipping Address Maintenance


        Customer Account.......: 00175 (TCBI)
  (1)   Sequence Number........:
  (2)   Ship-To Name...........:
  (3)   Ship-To Address Line 1.:
  (4)   Ship-To Address Line 2.:
  (5)   City...................:
  (6)   State..................:
  (7)   Zip....................:
  (8)   Country................:
  (9)   Area Code & Phone#.....:
  (10)  Ship-Via...............:
  (11)  Sales Tax Code.........:
  (12)  Tax Exempt#............:
  (12)  Directions.............:
          This Record is NOT on File! – Add it? (Y/N):.
```

Enter the information called for, line for line. Press <**ENTER**> after each entry to advance the cursor to the next line.   Follow the guidelines below when entering this information:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1 SEQUENCE NUMBER	
2 SHIP-TO NAME	Enter up to 25 characters/spaces. Enter the name of the person, or company to whom ordered items are to be sent, and press <**ENTER**>.
3 SHIP-TO ADDRESS LINE 1	Enter up to 25 characters/spaces. Enter the street address of the person, or company to whom ordered items are to be sent, and press <**ENTER**>.
4 SHIP-TO ADDRESS LINE 2	Enter up to 25 characters/spaces. If the complete address could not be incorporated on the first address line a second is provided. Enter the necessary information to complete the street address, and press <**ENTER**>.
5 CITY	Enter up to 15 characters/spaces. Enter the city, or town name, and press <**ENTER**>.
6 STATE	Enter the 2 character standard abbreviation, and press <**ENTER**>.
7 ZIP	Enter the standard 5 numeric characters, and press <**ENTER**>.
8 COUNTRY	Enter up to 25 characters/spaces and press <**ENTER.**>
9 AREA CODE & PHONE#	Enter up to 10 digits and press <**ENTER.**>
10 SHIP-VIA	Enter Ship Via Code, or press <**HOME**> to display list built in Ship Via Master File and press <**ENTER**>.
11 SALES TAX CODE	Enter Ship-To Sales Tax Code, or press <**HOME**> to display listing of Tax Codes built in the Tax Code Master File select one and press <**ENTER**>.
12 TAX EXEMPT #	Enter Tax Exempt # and press <**ENTER**>.
13 DIRECTIONS	Enter directions that will print on the work order forms. To enter select 11 and press <**ENTER**>.

```
RMSHIP -  Customer Shipping Address Maintenance


        Customer Account...........: 00175 (TCBI)
   (1)   Sequence Number............: 001
   (2)   Ship-To Name...............: TCBI TRADING CO
   (3)   Ship-To Address Line 1.....: 6754 EAST RUTHERFORD RD
   (4)   Ship-To Address Line 2.....:


 Ship-To Directions
   (1)
   (2)
   (3)
   (4)
   (5)
   (6)
   (7)
   (8)
   (9)
  (10)


 Enter Line # to Change or <ESC>:
```

When these entries have been made, the program prompts: "IS EVERYTHING OKAY?" (Y/N):".
Enter **<Y>** , and press **<ENTER>** to exit. Enter **<N>**(NO) and press **<ENTER>** to make any changes.

```
RMSHIP -  Customer Shipping Address Maintenance

        Customer Account...........: 00175 (TCBI)
   (1)   Sequence Number............: 001
   (2)   Ship-To Name...............: TCBI TRADING CO
   (3)   Ship-To Address Line 1.....: 6754 EAST RUTHERFORD RD
   (4)   Ship-To Address Line 2.....:
   (5)   City.......................: EAST LANSING
   (6)   State......................: MI
   (7)   Zip........................: 00098-0766
   (8)   Country....................:
   (9)   Area Code & Phone#.........:
  (10)   Ship-Via...................: 01 (UPS GROUND)
  (11)   Sales Tax Code.............: 001 (AL SHELBY)
  (12)   Tax Exempt #...............:
  (13)   Directions.................: NONE

   (D)    Delete Record
   (E)    Exit to Monitor
   (M)    Return to Maintenance Menu


      <UP-ARROW> Previous Record              <DOWN-ARROW> Next Record
 Enter Line# to Change, Command or <ESC>:............
```

To **change** the record entered, select the appropriate line number, press **<ENTER>**, enter the
correct data, and press **<ENTER>** again.
To **delete** the record at this point, enter **<D>** and press **<ENTER>,** then enter **<Y>** and press
<ENTER> to the question 'Are you sure you want to delete this record?'

Select **<M>**, and press **<ENTER>** to return to Maintenance Menu.

NOTE: Directions entered here will override directions entered in the Customer Master File.

Records in this file can be changed at any time. Any necessary changes should be made before entering new orders. Remember that several shipping addresses can be set up for any one customer. If the address you wish to change is still valid for this customer for certain orders, you might wish to add a new shipping address record instead of changing an existing record.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press
                  <ENTER>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **SHIP TO CUSTOMER ADDRESS FILE**, and press
                  <ENTER>.

```
 RMSHIP  -  Customer Shipping Address Maintenance


      Customer Account.......: 00175 (TCBI)
  (1)  Sequence Number........:
  (2)  Ship-To Name...........:
  (3)  Ship-To Address Line 1.:
  (4)  Ship-To Address Line 2.:
  (5)  City...................:
  (6)  State..................:
  (7)  Zip....................:
  (8)  Country................:
  (9)  Area Code & Phone#.....:
  (10) Ship-Via...............:
  (11) Sales Tax Code.........:
  (12) Tax Exempt#............:
  (13) Directions.............:


Press <ESC> to Reenter Customer

Press <HOME> to List Ship-To Records
```

STEP 3:   Enter the customer number and press **<ENTER>**. Enter the sequence number of the
           requested record, and press **<ENTER>,** or press **<HOME>** to display listings of
           all addresses built for this customer.

```
 RMSHIP  -  Customer Shipping Address Maintenance

                      : 00175 (TCBI)
 ┌─────────────────────────────────────────────────────────────┐
 │                 Ship-To Address File Listing                 │
 │ Ln# Ship-To Name       Address Line #1        City        State │
 │                                                              │
 │ 1  TCBI TRADING CO    6754 EAST RUTHERFORD RD  EAST LANSING    MI │
 │                                                              │
 │                                                              │
 │                                                              │
 │ Enter Line# or <ESC> to Exit:...                             │
 └─────────────────────────────────────────────────────────────┘
```

STEP 4:   Select line number of address to be changed, and press **<ENTER>**.

STEP 5:   Select line number of entry to be changed, and press **<ENTER>**. Correct the data and
           press **<ENTER>**.

<UP-ARROW> **<DOWN-ARROW>** to change to another address for this customer.
<M> and **<ENTER>** to return to the File Maintenance Menu.
<E> and **<ENTER>** to exit to the Monitor.

The same instructions apply for deleting a record as for changing a record.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE**, select **FILE MAINTENANCE**, and press
          <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **SHIP TO CUSTOMER ADDRESS FILE**, and press
          <**ENTER**>.

```
RMSHIP  -  Customer Shipping Address Maintenance


       Customer Account.......: 00175 (TCBI)
   (1)  Sequence Number........:
   (2)  Ship-To Name...........:
   (3)  Ship-To Address Line 1.:
   (4)  Ship-To Address Line 2.:
   (5)  City...................:
   (6)  State..................:
   (7)  Zip....................:
   (8)  Country................:
   (9)  Area Code & Phone#.....:
   (10) Ship-Via...............:
   (11) Sales Tax Code.........:
   (12) Tax Exempt #...........:
   (13) Directions.............:




Press <ESC> to Reenter Customer.
Press <HOME> to List Ship-To Records.
```

STEP 3:   Enter customer number and press <**ENTER**>.

STEP 4:   Enter sequence number, and press <**ENTER**>, or press <**HOME**> to display addresses built
          for this customer.

```
 RMSHIP  -  Customer Shipping Address Maintenance


       Customer Account.......: 00175 (TCBI)
   (1)  Sequence Number........: ___
   (2)  Ship-To Name...........:

 ┌─────────────────────────────────────────────────────────────────┐
 │ Ship-To Address File Listing                                      │
 │ Ln# Ship-To Name     Address Line #1          City        State   │
 │                                                                   │
 │ 1  TCBI TRADING CO 6754 EAST RUTHERFORD RD     EAST LANSING   MI   │
 │                                                                   │
 │                                                                   │
 │                                                                   │
 ├─────────────────────────────────────────────────────────────────┤
 │ Enter Line# or <ESC> to Exit:...                                  │
 └─────────────────────────────────────────────────────────────────┘
```

STEP 5:   After getting correct record displayed, enter <**D**> to delete and press <**ENTER**>, then
          enter <**Y**> to question: do you want to delete this record?, and press <**ENTER**> or
          enter <**N**> and press <**ENTER**> to exit.

```
RMSHIP -  Customer Shipping Address Maintenance


        Customer Account..........: 00175 (TCBI)
  (1)   Sequence Number...........: 001
  (2)   Ship-To Name..............: TCBI TRADING CO
  (3)   Ship-To Address Line 1....: 6754 EAST RUTHERFORD RD
  (4)   Ship-To Address Line 2....:
  (5)   City......................: EAST LANSING
  (6)   State.....................: MI
  (7)   Zip.......................: 00098-0766
  (8)   Country...................:
  (9)   Area Code & Phone#........:
  (10)  Ship-Via..................: 01 (UPS GROUND)
  (11)  Sales Tax Code............: 001 (AL SHELBY)
  (12)  Tax Exempt #..............:
  (13)  Directions................:


   (D)  Delete Record
   (E)  Exit to Monitor
   (M)  Return to Maintenance Menu


     <UP-ARROW> Previous Record             <DOWN-ARROW> Next Record
Enter Line# to Change, Command or <ESC>:............
```

STEP 6: Press <**ESC**> to exit, or select another record to either change, or delete.

2.7   TERMS & FOB FILES_____

This section presents instructions for setting up payment terms and FOB points. Both of these
files are used in the Customer Master File record and for order entry processing.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECIEVABLE MAIN**, select **FILE MAINTENANCE**, and press
         <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE**, select **TERMS & FOB FILE**, and press <**ENTER**>.


```
RMCODE – Terms & FOB Codes


(1) Modify Terms Codes
(2) Modify FOB Codes

(E) Exit to Monitor
(M) Return to Maintenance Menu

          SELECT:
```

Select <**1**>, and press <**ENTER**> to display the Terms menu:


```
RMCODE   -  Terms & FOB Codes

TERMS    Enter Code:  ..


        Press <ESC> for File Selection.
        Press <HOME> for a Terms Code Listing.
```

STEP 3: Enter in the Terms code, and press <**ENTER>,** or press <**HOME>** to display listing of codes already built to select from.

```
RMCODE  -  Terms & FOB Codes

TERMS     Enter Code:  ..       ┌─────────────────────────────────┐
                                │ Payment Terms File List         │
                                ├─────────────────────────────────┤
                                │      1)   CASH                   │
                                │      2)   COD                    │
                                │      3)   30 DAYS                │
                                │      4)   60 DAYS                │
                                │      5)   90 DAYS                │
                                │      6)   ONE YEAR              │
                                │      7)   NET 10 DAYS           │
                                │      8)   FARM SUPPLY           │
                                │      9)   NET 30/60/90          │
                                │     10)   10TH PROX             │
                                │     11)   26TH/1 YEAR           │
                                │     12)   CASH                  │
                                │                                 │
                                ├─────────────────────────────────┤
                                │ Enter Line# or <ESC>:           │
                                │                                 │
                                └─────────────────────────────────┘
```

ADDING NEW TERMS

To add new terms code, select next available number and press <**ENTER>**.

```
RMCODE – Terms & FOB Codes

TERMS       Code      : 999
(1) Long Description.....: XXXXXXXXXXXXXXXXXXXX
(2) Short Description....: XXXXXXXXXXXX
(3) COD? (Y/N)...........: XX
(4) Prox?(Y/N)...........: NO
(5) # of Payments........: 999
(6) First Net Due........: 999
(7) Subsequent Due.......: 999
(8) Month to Start.......: N/A
(9) Retail COD?(Y/N).....: No

(E) Exit to Monitor
(M) Return to Maintenance Menu
(C) Enter New Code
(F) Modify Different File

     Select:
```

Enter in the following:

1) **Long Description**: alpha/numeric field that will be 20 characters in length. This field will be an extended description of the terms code and press <**ENTER>** when complete.

2) **Short Description**: alpha/numeric field that will be 12 characters in length. This field will be an abbreviated description of the terms code. This will show in the quick screen and on your invoice in the terms code field, and press <**ENTER>** when complete.

3) **C.O.D.?** A "**Y**" in this field indicates that this terms code is a cash sale. A "**N**" in this field indicated that this terms code is not a cash sale. Valid entries will be <**Y>,** or <**N>,** and press <**ENTER>**.

4) **Prox ?** : A "**Y**" in this field indicates that the number entered in # 6 (below) will set the due date to that day of the month. A "**N**" in this field indicates that the number entered in #6 will be the number of days from the invoice date. Valid entries will be <**Y>,** or <**N>,** and press <**ENTER**>. If #8 is left blank Prox will start on the following month, otherwise enter specific month for the Prox to start on.

5) **# of Payments**: numeric field that will be 3 characters in length. This field will determine how many payments are allowed by the terms code. Valid entries will be 0 – 999, and press <**ENTER>.**

6) **First net due:** numeric field that will be 3 characters in length. This field will be the number of days to calculate the first invoice due date on. The calculation will be based off of the invoice date, unless you enter "Y" for #3. Valid entries will be 1 – 999, and press <**ENTER**>. **Entering a 0 in this field will result in any invoices processed being done as cash sales.**

7) **Subsequent Due**: numeric field that will be 3 characters in length. This field will be the number of days to calculate the next invoice due date on. The calculation will be based off the previous calculated invoice due date. Valid entries will be 1- 999, and press <**ENTER>.**

8) **Month to start:** Enter the number of the month this term is to start on. i.e. November- <**11**>, May - <**5**> etc, and press <**ENTER**>.

9) **Retail COD? (Y/N):** Enter either <**Y**>, or <**N>,** and press <**ENTER**> to let the system know whether you will be charging tax on Tax Exempt customers purchasing under a certain value.

The terms codes once built may be entered in a customers master file record if all invoices for this customer should default to this terms codes. Otherwise, the terms code may be selected during the order entry process in the Quick Screen. The terms code will calculate the payment terms according to how the terms code is built in the terms code file maintenance. When in Quick Screen in an invoice that has payment terms to see the customer payment terms you may select <F9> complete sale then <F4> Customer Payment terms. The following screen will appear:

```
                     Payment Terms Maintenance
 Invoice Amt: 3,518.99   Amount Due: 3,518.99  Disc Amt:    3.32

 #   Due Dt      Disc    Payment - #    Due Dt    Disc     Payment
 1.  10/15/97    1.10    1,172.99
 2.  11/14/97    1.10    1,172.99
 3.  12/14/97    1.12    1,173.01

 Enter Line#, Command or <HOME>:......................
```

The invoice will print the terms in the body of the order, which will include the payment number, due date and payment amount. This example invoice will go to the accounts receivable as three separate invoices with the same invoice number. It will print on the aged trial balance as three separate invoices also. In the archive invoice history it will be in there as only one invoice which will look like the original invoice.

8980-A ROUTE 108
COLUMBIA, MD 21045
PHONE# (410)997-6777   FAX# (410)997-6774

```
     Customer                              Ship-To
 ----------------                      ----------------
 HOUSE ACCOUNT                         HOUSE ACCOUNT
 ADDRESS LINE #1                       ADDRESS LINE #1
 ADDRESS LINE #2                       ADDRESS LINE #2
 CITY, NY 21042                        CITY, NY 21042

            *****This Is A Certified Original Invoice*****
-------------------------------------------------------------------------------
Acct.     Sls    Order                   Order   Order  Invoice Invoice
Number    Init.  Terms    Ship Via       Date    Number Date    Number   Page
-------------------------------------------------------------------------------
100       HA              CUSTOMER PKU   09/17/97 13346 09/17/97    8      1
*******************************************************************************
 Qty      Qty    Unit  Item                             Unit     Extended
 Ordered  Shp    Per   Number  Description              Price    Price
-------------------------------------------------------------------------------
   1       1     EA    AGS2130  AGS 2130 12.5 HP TRACTOR 3,052.50 3,052.50


            Terms:#  Due Date Payment
            --------------------------
               1     10/17/97 1,078.55
               2     11/16/97 1,078.55
               3     12/16/97 1,078.55


------------------------------------------------------------------------------
                                  Total            3952.15
                   Tax (PENNSYLVANIA 6.00%)         183.15
                          Shipping Charge             0.00
                             Misc. Charge             0.00
                      Received by Trade In            0.00
                      _____
                              Sub-Total            3235.15
                         Total Payments               0.00
                             Amount Due            3235.15
```

To Change

> A terms code enter either the terms code number, and press **<ENTER>,** or press **<HOME>** to display listing of built terms codes.

```
  RMCODE - Terms & FOB Codes

  TERMS    Code: 4
  (1) Long Description : 60 DAYS
  (2) Short Description: 60 DAYS
  (3) C.O.D.? (Y/N)    : NO
  (4) Prox? (Y/N)      : NO
  (5) # of Payments    :  0
  (6) First Net Due    : 60
  (7) Subsequent Due   : N/A
  (8) Month to Start   :
  (9) Retail COD (Y/N) :

  (E) Exit to Monitor
  (M) Return to Maintenance Menu
  (c) Enter New Code
  (F) Modify Different File

        Select:..
```

Enter line number to select data to be corrected, and press **<ENTER>**. When finished select one of the following;

<E> To Exit to Monitor, and press **<ENTER>.**
<M> To Return to Maintenance Menu, and press **<ENTER>.**
<C> To Change/Add New Terms Code, and press **<ENTER>.**
<F> To go to FOB File, and press **<ENTER>.**

FOB FILES:

Select <**2**> to Add/Change FOB File, and press <**ENTER**>.

```
RMCODE – Terms & FOB Codes

FOB     Enter Code:   ..



 Press <ESC> for File Selection
 Press <HOME> for a FOB Code Listing.


```

STEP 1:   Enter code number of entry you wish to reference, and press <**ENTER**>, or press <**HOME**>
             for a listing of FOB files already built to select from.

```
RMCODE – Terms & FOB Codes

 FOBEnter Code:

                       F.O.B. File List


                  1)   NEW JERSEY
                  2)   LONG ISLAND
                  3)   FACTORY
                  4)   PHILADELPHIA
                  5)   NORWOOD, MA




                _____
                Enter Line# or <ESC>:


```

TO ADD: Enter code number of next available code and press <**ENTER**> to see the following screen.

```
RMCODE – Terms & FOB Codes

 FOB   CODE 7
 (1) >UNDEFINED<

 (E) Exit to Monitor
 (M) Return to Maintenance Menu
 (C) Enter New Code
 (F) Modify Different File

      Select:  ..
```

Select <**1**>, and press <**ENTER**>. Enter new code description, press <**ENTER**> then select one of the
following.

<**E**> To Exit to Monitor, and press <**ENTER**>.
<**M**> To Return to Maintenance Menu, and press <**ENTER**>.
<**C**> To Enter New Code, and press <**ENTER**>.
<**F**> To Modify Different File, and press <**ENTER**>.

TO CHANGE: Enter code from FOB Master File and press <**ENTER**> to see the following.

```
 RMCODE – Terms & FOB Codes

 FOB   CODE 6
 (1)   NEW JERSEY

 (E)    Exit to Monitor
 (M)    Return to Maintenance Menu
 (C)    Enter New Code
 (F)    Modify Different File


        Select:  ..

```

Select <**1**> and press <**ENTER**>**,** change the entry and press <**ENTER**>**,** then select one of the
following entries.

<**E**> To Exit to Monitor, and press <**ENTER**>**.**
<**M**> To Return to Maintenance Menu, and press <**ENTER**>**.**
<**C**> To Enter New Code, and press <**ENTER**>**.**
<**F**> To Go to Terms File, and press <**ENTER**>**.**

2.8   SHIP–VIA & SHIPPING CHARGE FILE_____

This section presents instructions for setting up Ship-Via codes. Ship Via is used to describe
the method by which an order is to be shipped. Shipping charges will determine the amount of
freight that will be charged to an order, based on a "from - to" weight.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
            <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **SHIP-VIA & SHIPPING CHARGE FILES** and
            press <**ENTER**>.

```
 RMSCHNG – Ship Via Maintenance

 Enter Ship-Via Record#: ..

```

STEP 3:   Enter number of Ship-Via Record, and press <**ENTER**>**,** or press <**HOME**> to select from
            list already built.

```
 RMSCHG – Ship Via Maintenance

 Enter Ship-Via record#: ..

              ┌─────────────────────────────┐
              │        Ship-Via File List    │
              ├─────────────────────────────┤
              │    1)   UPS GROUND           │
              │    2)   CUST PICKUP          │
              │    3)   UPS-REGULAR          │
              │    4)   UPS – BLUE           │
              │    5)   UPS- RED             │
              │    6)   FEDERAL EXPRESS      │
              │    7)   ST JOHNSBURY         │
              │    8)   AIR MAIL             │
              │    9)   UPS- DIRECT          │
              │    10) DROP SHIP             │
              │    11) OUR TRUCK             │
              │                             │
              ├─────────────────────────────┤
              │    Enter Line# or <ESC>:..   │
              └─────────────────────────────┘
```

TO ADD: Enter next number available and press **<ENTER>**.

```
RMSCHG – Ship Via Maintenance

Record number 85 Is NOT on File.

Do you want to Add it? (Y/N): .
```

Enter **<Y>** to confirm that this record needs to be added and press **<ENTER>**.

```
RMSCHG – Ship Via Maintenance

Ship-Via Record#:  85
  (1)  Description...................:
  (2) C.O.D. Charge.................: None.
  (3) A.O.D. Charge.................: None.
  (4) Call Tag Charge...............: None.
  (5) Next Day Letter Charge........: None.
  (6) Over Size Package Charge......: None.
  (7) Saturday Delivery Charge......: None.
  (8) For Every $0 over a minimum value of $0, Charge $0.00  For Insurance.
  (9) Handling Charge Per Box.......: None.
 (10) Surcharge Percentage..........: None.
 (11) Hazardous Mat. Charge Per Box.: None.
 (12) Shipping Charge Calculated Per: 1 lbs.
 (13) Carrier Discount..............: None.
 (14) Add Shipping Comments? (Y/N)..: No
 (15) Zip Code or Zone Based Charges: Zone
 (16) Delivery Type.................: Non-UPS
 (17) Commercial / Residential......: Residential
 (18) Direct Shipment? (Y/N) .......: No
 (19) Maximum Weight in Pounds......:
 (20) Require Customer Directions?..:

 Enter Field# to Change, (D)elete, (P)rinters, (R)ates, (Z)ones or <ESC>:...
```

Follow the guidelines below when entering this information:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. DESCRIPTION	Enter up to 12 characters/spaces for the Ship-Via description, and press **<ENTER>**.
2. C.O.D. CHARGE	Enter 5 numeric characters, and press **<ENTER>**. Enter the amount that will be charged for cash on delivery shipments. Allow for 2 decimal places when entering this amount. For example, entering "1000" will display as "10.00".
3. A.O.D. CHARGE	Enter 5 numeric characters, and press **<ENTER>**. Enter the amount that will be charges for acknowledgement on delivery shipments. Allow for 2 decimal places when entering this amount. See the example listed above.
4. CALL TAG CHARGE	Enter 5 numeric characters and press **<ENTER>**. Enter amount for call tag charge.
5. NEXT DAY LETTER CHARGE	Enter 5 numeric characters and press **<ENTER>**. Enter amount for Next Day Charge.
6. OVER SIZE PACKAGE CHARGE	Enter 5 numeric characters and press **<ENTER>**. Enter oversize package charge.
7. SATURDAY DELIVERY CHARGE	Enter 5 numeric characters and press **<ENTER>**. Enter amount for Saturday delivery charge.
8. FOR EVERY $ OVER A MINIMUM VALUE OF $, CHARGE $. FOR INSURANCE	Enter 3 digit numeric characters for whole dollar amount. No decimals allowed and press **<ENTER>**. For minimum value, enter 3 digit numeric characters for whole dollar amount. For Insurance, enter 3 digits for charges for insurance allows for decimal places.
9. HANDLING CHARGE PER BOX	Enter 5 numeric characters and press **<ENTER>**. Enter handling charges.
10. SURCHARGE PERCENTAGE	Enter 4 digit numeric characters, and press **<ENTER>**. Allow for 1 decimal place.

11. HAZARDOUS MAT. CHARGE PER BOX	Enter 4 numeric characters. Allow for 2 decimal places and press **<ENTER>**.
12. SHIPPING CHARGE CALCULATED PER	Enter 4 numeric characters. Allow 1 decimal place and press **<ENTER>**.
13. CARRIER DISCOUNT	Enter 3 numeric characters. Allow 1 decimal place and press **<ENTER>**.
14. ADD SHIPPING COMMENTS? (Y/N)	Enter either **<Y>**, or **<N>** 'Do you want to add shipping comments?' and press **<ENTER>**.
15. ZIP CODE OR ZONE BASED CHARGES	Enter either **<1>** for charges based on zip codes or **<2>** for charges based on zones. Both must have their charge tables built and press **<ENTER>**.
16. DELIVERY TYPE	Enter correct code for selected delivery type from listing displayed and press **<ENTER>**.
17. COMMERCIAL / RESIDENTIAL	Enter whether charges will be for residential or commercial delivery and press **<ENTER>**.
18. DIRECT SHIPMENT? (Y/N)	Enter either **<Y>,** or **<N>** as to whether shipment is being made directly to customer and press **<ENTER>**.
19. MAXIMUM WEIGHT IN POUNDS	Enter in the maximum weight allowed for this ship via and press **<ENTER>**.
20. REQUIRE CUSTOMER DIRECTIONS?	Enter **<Y>** and press **<ENTER>** to require directions be added in order entry. Enter **<N>** and press **<ENTER>** to ignore the question. If you entered **<Y>** then you will be asked to answer the questions "Print Customer Directions on Sales Orders ?(Y/N)" and "Print Directions on invoices (Y/N)", "Print Directions on Pick Tickets? (Y/N)". Enter **<Y>** and press **<ENTER>** to have the directions print, or **<N>** not to print.

NOTE: If your system is set to allow printing by Ship-Via codes, a **<P>** to access the printer setup is displayed at the bottom of the screen. Enter **<P>** and press **<ENTER>**, and the following screen is displayed.

```
RMSCHG – Ship Via Maintenance

Ship-Via Record#:  999  (xxxxxxxxxxxx)

( 1)  Sales Order Printer..........: xxxxxxxxxx
( 2)  Pick Ticket Printer..........: xxxxxxxxxx
( 3)  Quote Printer................: xxxxxxxxxx
( 4)  Invoice Printer..............: xxxxxxxxxx




Enter Selection:__
Field# to change or <ESC>
```

From this screen the operator may setup printers for the current ship-via code. Printers can be setup for Sales Orders, Invoices, Pick Tickets and Quotes. If the printer id is left blank, the system will default back to the regular printer defaults for printing orders.

TO CHANGE:

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU,** select **SHIP-VIA & SHIPPING CHARGES FILE** and press <**ENTER**>.

STEP 3: Enter the **SHIP VIA RECORD** you want to change and press <**ENTER**>, or select it by pressing <**HOME**> and choosing from the displayed list.

```
RMSCHG – Sip Via Maintenance
Ship-Via Record#:  1
   (1)  Description..................: UPS GROUND
   (2)  C.O.D. Charge...............: 4.25
   (3)  A.O.D. Charge...............: 0.75
   (4)  Call Tag Charge.............: 2.50
   (5)  Next Day Letter Charge......: 4.00
   (6)  Over Size Package Charge....: 1.00
   (7)  Saturday Delivery Charge....: 1.00
   (8)  For Every $0over a minimum value of $0, Charge $0.00  For Insurance.
   (9)  Handling Charge Per Box.....: 0.50
   (10) Surcharge Percentage........: 40.0%
   (11) Hazardous Mat. Charge Per Box.: 8.50
   (12) Shipping Charge Calculated Per: 1 lbs.
   (13) Carrier Discount............: None.
   (14) Add Shipping Comments? (Y/N)..: Yes
   (15) Zip Code or Zone Based Charges: Zone
   (16) Delivery Type...............: Next Day Letter
   (17) Commercial / Residential....: Commercial
   (18) Direct Shipment? (Y/N) .....: No
   (19) Maximum Weight in Pounds....:
   (20) Require Customer Directions?..:

 Enter Field# to Change, (D)elete, (P)rinter, (R)ates, (Z)ones or <ESC>:...
```

STEP 4: Enter line number of field to be corrected, press <**ENTER**>, and reenter data then press <**ENTER**> again.

TO DELETE:

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU,** select **SHIP-VIA & SHIPPING CHARGES FILE** and press <**ENTER**>.

STEP 3: Enter the **SHIP VIA RECORD** you want to delete and press <**ENTER**>, or select it by pressing <**HOME**> and choosing from the displayed list.

STEP 4: Enter <**D**> for delete, press <**ENTER**>, and enter <**Y**> to 'Are you sure you want to delete this record (Y/N)?' and press <**ENTER**>.

STEP 5: Press <**ESC**> to return to the menu.

Follow these steps to access the Cash Drawer Master File:

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE**, and press
        <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU,** select **CASH DRAWER MASTER FILE**, and press
        <**ENTER**>.

TO ADD:

STEP 1: Enter <**A**> to Add a New Drawer and press <**ENTER**> to display the following.

```
RMCASHDR – Cash Drawer Maintenance


Line #      Drawer      Device Name       Cash-In Amt

1.          DRAWER12                          0.00
2.          DRAWER2                           0.00
3.          DRAWER3                           0.00
4.          PARTS2                            0.00
5.          PARTS          Add A New Drawer

                 Enter Drawer Name:     ............

                 Enter Device Name:     ............

                 Enter Cash-In Amount: ............

                  Press <ESC> to End
```

STEP 2: Enter drawer name, up to 20 characters and press <**ENTER**>.
        Enter device name (if applicable) up to 20 characters and press <**ENTER**>.
        Enter Cash-in amount. Up to 6 digits (do not include decimals – the system will
        enter them for you).
        Enter <**Y**>,<**N**>, and press <**ENTER**> to 'Ok to Continue? (Y/N)', and press <**ENTER**>.

TO CHANGE/DELETE:

STEP 1: Select line number of cash drawer to be changed, or deleted and press <**ENTER**> to
        display the following.

```
RMCASHDR – Cash Drawer Maintenance


Line #  Drawer      Device Name     Cash-In Amt

 1.      DRAWER12                      0.00
 2.      DRAWER2                       0.00
 3.      DRAWER3                       0.00
 4.      PARTS2                        0.00
 5.      PARTS5                        0.00
                 ┌─────────────────────────────────────────┐
                 │  Drawer name selected is DRAWER12        │
                 │                                          │
                 │  Change or Delete?   .                   │
                 │                                          │
                 │   Press <ESC> to End                     │
                 │                                          │
                 └─────────────────────────────────────────┘
```

TO CHANGE: Enter **<C>** and press **<ENTER>**.

```
RMCASHDR – Cash Drawer Maintenance


Line #  Drawer      Device Name     Cash-In Amt

 1.      DRAWER12                      0.00
 2.      DRAWER2                       0.00
 3.      DRAWER3                       0.00
 4.      PARTS2                        0.00
 5.      PARTS5                        0.00
 6.      PART1-SS1                     0.00
 7.      PARTS                         0.00
            ┌────────────────────────────────────────────┐
            │          Change An Existing Drawer         │
            │                                            │
            │  Enter Drawer Name:  DRAWER12              │
            │                                            │
            │  Enter Device Name:                        │
            │                                            │
            │  Enter Cash-In Amount:  0.00               │
            │                                            │
            │                                            │
            │  OK to Continue? (Y/N): ...                │
            │                                            │
            └────────────────────────────────────────────┘
```

Enter corrected drawer name, and press **<ENTER>,** or just press **<ENTER>**.
Enter corrected device name, and press **<ENTER>,** or just press **<ENTER>**.
Enter corrected cash-in amount, and press **<ENTER>,** or press **<ENTER>**.

If everything is now correct enter **<Y>**, and press **<ENTER>** to 'OK to continue,' otherwise enter
<N>, press **<ENTER>,** recorrect then press **<ENTER>** again.

To Delete: After selecting the drawer to be deleted, enter **<D>** from the change, or delete screen and press **<ENTER>**. At this point you see the following:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ RMCASHDR – Cash Drawer Maintenance                                            │
│                                                                               │
│ Line #  Drawer      Device Name      Cash-In Amt                              │
│                                                                               │
│  1       DRAWER12                        0.00                                 │
│  2       DRAWER2                         0.00                                 │
│  3       DRAWER3                         0.00                                 │
│  4       PARTS2                          0.00                                 │
│  5       PARTS5                          0.00                                 │
│  6       PART1-SS1-            ┌──────────────────────────────────────────┐   │
│  7       PARTS                 │ Drawer name selected is PARTS             │   │
│                                │                                           │   │
│                                │ Are you sure you want to Delete this Drawer? │
│                                └──────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────────────────┘
```

Enter **<Y>** and press **<ENTER>** to delete the drawer and remove from the list, or enter **<N>** and press **<ENTER>** to escape.

2.10   CHARGE CARD MASTER FILE_____

This section describes the Master File where all credit cards, coupons, gift certificates are defined and their accompanying G/L numbers.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **CHARGE CARD MASTER FILE** and press **<ENTER>**.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ RMCHARGE – Charge Card Description Maintenance                                │
│                                                                   Require     │
│ Description                 GL#        Description    Credit Card  Full Amount │
│                                                       Verificationnn Tendered  │
│ (01) VISA                   1002-00                       No          No       │
│ (02) MASTERCARD             1002-00                       No          No       │
│ (03) DISCOVER CARD          1002-00                       No          No       │
│ (04) AMERICAN EXPRESS       1002-00                       No          No       │
│ (05) BANK FINANCE           1002-00                       No          No       │
│ (06)  – Unused –                                                               │
│ (07)  – Unused –                                                               │
│                                                                               │
│ Enter Card# to change, 'C'ash Drawer Functions,'P'rint, or <ESC>:....         │
└─────────────────────────────────────────────────────────────────────────────┘
```

STEP 3:   Select the line number of entry you wish to Add/Change and press **<ENTER>**.

STEP 4:   Enter up to 16 characters for the description and press **<ENTER>**. Enter GL number that this item will update to, press **<ENTER>**. Enter **<Y>** or **<N>** whether item requires credit card verification and press **<ENTER>**. Enter **<N>** and press **<ENTER>** to just allow the operator to press **<ENTER>** when tendering this credit card. This will cause the open amount to automatically be entered into the field, otherwise enter **<Y>** and press **<ENTER>**.

STEP 5:   Enter line number to correct additional information, and press **<ENTER>,** or press **<ESC>** to exit.

'C'ash Drawer Functions: Enter **<C>** and press **<ENTER>** to display the listing of cash drawer functions.

```
┌────────────────────────────────────────────────────────────────────────────┐
│ RMCHARGE – Charge Card Description Maintenance                              │
│                                                              Require         │
│                         ┌──────────────────────────────┐Card   Full Amount  │
│ Description             │     Cash Drawer Functions     │ationnn Tendered    │
│                         │                              │                No  │
│ (01) VISA               │ Descriptions      Pop Drawer ?│               No  │
│ (02) MASTERCARD         │                              │                No  │
│ (03) DISCOVER CARD      │ 1) Checks            Yes      │                No  │
│ (04) AMERICAN EXPRESS   │ 2) American Express  Yes      │                No  │
│ (05) BANK FINANCE       │ 3) Visa              Yes      │                No  │
│ (06)  - Unused -        │ 4) Master Card       Yes      │                    │
│ (07)  - Unused -        │ 5) Discover          Yes      │                    │
│                         │                              │                    │
│                         │ Enter Line# to Change or <ESC>:│                   │
│ Enter Card# to change, 'C'ash Drawer Functions,'P'rint, or <ESC>:....       │
└────────────────────────────────────────────────────────────────────────────┘
```

'P'rint: Enter **<P>** and press **<ENTER>** to print out the listing.

2.11   PAID IN/OUT DESCRIPTION FILE_____

This section describes how to set up descriptions and G/L account numbers for the paid in/out section under the cash drawer.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU**, select **PAID-IN/OUT DESCRIPTION FILE** and press **<ENTER>**.

```
┌──────────────────────────────────────────────────────────┐
│ RMPAID – Paid In/Out Description File                     │
│                                                          │
│ 1)  Modify Paid-In File                                  │
│ 2)  Modify Paid-Out File                                 │
│                                                          │
│ Enter File Selection or <ESC>                            │
└──────────────────────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────┐
│ Enter Paid-In(Out) Code: _____                        │
│                                                          │
│              Press <ESC> to Return to Menu               │
│              Press <HOME> for Paid-In (Out) List         │
│              Enter 'P' to Print a Listing                │
└──────────────────────────────────────────────────────────┘
```

STEP 3: Enter either a paid-in(out) code, and press **<ENTER>,** or press **<HOME>** to display a list to select from.

```
┌────────────────────────────────────────────────────┐
│ Enter Paid-I┌──────────────────────────────────────┐│
│             │      Paid-In(Out) Description List    ││
│             │                                      ││
│             │ 1)  GAS   AUTOMOTIVE EXPENSE   0220-00││
│             │ 2)  LUN   FOOD EXPENSE        0440-00 ││
│             │ 3)  SUP   OFFICE SUPPLIES     0320-00 ││
│             │ 40  XX    OTHER                900-00 ││
│             │                                      ││
│             │                                      ││
│             │ Enter Line# or <ESC>..               ││
│             └──────────────────────────────────────┘│
│                                                    │
│                                                    │
└────────────────────────────────────────────────────┘
```

RMPAIDIN – Paid In Description File Maintenance
RMPAIDOUT – Paid Out Description File Maintenance

STEP 4: If the code entered is new, enter **<Y>** to the question, '# is not on file – Do you want to add it? (Y/N)', press **<ENTER>** and enter the data as follows.

The Screen Displays:	You Respond/Enter
Paid-In(Out) Description	Enter up to 20 characters of a description of what the paid-in (out) is and press **<ENTER>**.
Paid-In(Out) G/L Account:	Enter the G/L account number that the paid-in(out), when selected will be affected and press **<ENTER>.**

STEP 5: If the code already exists, select the line number of the field to be changed and press **<ENTER>**. Reenter data, then press **<ENTER>**.

```
RMPAIDIN  - Paid In Description File Maintenance
RMPAIDOUT – Paid Out Description File Maintenance

1)   Paid-In(Out) Code..........:  GAS

2)   Paid-In(Out) Description...:  AUTOMOTIVE EXPENSE

3)   Paid-In(Out) G/L Account No: 0220-00  (TRUCKS & AUTOS)
```

<HOME>: Press the **<HOME>** key to display any other functions that can be done.

```
 RMPAIDIN  - Paid In Description File Maintenance
 RMPAIDOUT – Paid Out Description File Maintenance


  1) Paid-In(Out) Code..........:  GAS

  2) Paid-I┌──────────C o m m a n d   L i s t──────────┐
           │                                          │
  3) Paid-(│ Enter Line Number (1,2,3) to change to the│
           │     corresponding field.                 │
           │ Enter Line Number, Data to replace the   │
           │     value in the selected field.         │
           │ When changing the Paid-In(Out) Code, keep in│
           │     mind that this code may be linked to │
           │     record(s) in the current cash drawers.│
           │ Enter 'D' to delete the record.          │
           │ Press <ESC> or <ENTER> to exit this Code.│
           │                                          │
           │ Press <ENTER> to continue.               │
           └──────────────────────────────────────────┘
```

This section describes the process of setting up and making adjustments to your system information file. This file defines your system in several ways. This is your company information file and is referenced by the system, in the performance of various reports and listings. Also, the responses here specify the General Ledger reference numbers utilized in the General Ledger system. Additional information contained in this file is the finance charge data used in calculating additional charges to the customers that purchased merchandise on credit. Other information includes: Order Entry "Add-On" charges, and Sales Posting Controls.

Your Software Support Representative will assist you in setting up this file. Follow the instructions below for setting up and making adjustments to your system information file. The following steps explain how to access the Computer System Information File.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU**, select **COMPUTER SYSTEM INFORMATION FILE** and press **<ENTER>**.

```
RMSYSTEM – System File Maintenance


    (1) Company Name........................:
    (2) Address Line 1......................:
    (3) Address Line 2......................:
    (4) Address Line 3......................:
    (5) Telephone #.........................:
    (6) 0=PrePrinted Logo / 1=Print Logo....:
    (7) G/L Cash Acct #.....................:
    (8) G/L A/R Acct #......................:
    (9) G/L DR Memo Acct #..................:
    (10) G/L CR Memo Acct #.................:
    (11) G/L Cash Disc Acct #........ ......:
    (12) G/L Freight Acct #....... .........:
    (13) G/L Misc Charges #.................:
    (14) G/L Fin. Chg. Acct #...............:
    (15) G/L Sales Disc. Acct #.............:
    (16) G/L Deposit Payables Acct.#.......:
    (17) G/L Trade-in Acct #................:
    (18) G/L Factory Freight Acct #.........:
    (19) Cost % For Non-Stock Items.........:


        (F) Finance Charge Information        (S) Sales Posting Controls

        (G) Other G/L Account Numbers        (M) Return to Maintenance Menu

        (A) Order Entry "Add-On" Charges     (J) Sales Edit List/ Journal Options

        (O) Miscellaneous Options            (E) Exit to the Monitor
```

Follow the guidelines below when entering this information:

The Screen Displays:	You Respond / Enter:
1. COMPANY NAME	Enter up to 25 characters/spaces for your company name, and press **<ENTER>**.
2. ADDRESS LINE 1	Enter up to 25 characters/spaces for your company address, and press **<ENTER>**. 3 lines are provided for the entry of street, city, state, and zip code. If you do not wish to use a line, just press **<ENTER>** to advance the cursor to the next line.
3. ADDRESS LINE 2	SEE #2 ABOVE

4. ADDRESS LINE 3	SEE #2 ABOVE
5. TELEPHONE #	Enter up to 10 characters/spaces. Enter the main telephone number for your company, and press <**ENTER**>.
6. 0=PREPRNTD LOGO / 1=PRINT LOGO	Enter: <**0**> = if you will be using preprinted forms when generating orders and invoices; or <**1**> = if you wish the system to print your company name and address as a heading when you are generating orders and invoices on blank paper. Press <**ENTER**> after entering this information.

7. G/L CASH ACCOUNT
      NUMBER
      THROUGH
 18. G/L FACTORY FREIGHT
      ACCOUNT NUMBER
	Enter 6 numeric figures. Enter the General Ledger Account Number that corresponds to the specified General Ledger account, and press <**ENTER**>. Enter the standard six-figure account number, without any formatting punctuation. The program inserts necessary punctuation upon entry. If you do not wish to have a General Ledger reference for a particular account, just press the <**ENTER**> key to advance the cursor to the next line.

19. COST % FOR NON-STOCK ITEMS.	% of Non-Stock items selling price, that can be calculated as cost.

When the above entries have been made, please enter one of the following:

FINANCE CHARGES

<**F**> and press <**ENTER**> to enter/change finance charge information.

```
RMSYSTEM - System File Maintenance

 Enter Code (1-6):_
```

Enter code of Finance Charge that you want to Add/Change.

```
RMSYSTEM - System File Maintenance

 Finance Charge Code

(1)    Minimum Finance Charge....:     0.50
(2)    Low Percentage Rate.......:1.50 %
(3)    Limit.....................:9999999.99
(4)    High Percentage Rate......: .00 %

    (C)      Next Code
    (S)      Return to System File Maint
    (M)      Return to Maintenance Menu
    (A)      Order Entry "Add-On" Charges

               Select:  .
```

TO ADD: Enter number not currently being used and press <**ENTER**>, then enter the data into the fields as follows.

Minimum Finance Charge – enter smallest amount that will be charged, and press <**ENTER**>.
Low Percentage Rate   – enter up to 3 digits, the lowest rate used to calculate the finance charge, and press <**ENTER**>.
Limit – enter the maximum amount you allow to be charged as a finance charge and press <**ENTER**>.
Highest Percentage Rate – enter the highest rate you allow to be charged, and press <**ENTER**>.

TO CHANGE: Enter line number of the field to be changed, reenter data and press <**ENTER**>.

GENERAL LEDGER NUMBERS

<G> and press <ENTER> to enter/change additional General Ledger Account numbers.

```
RMSYSTEM – System File Maintenance

( 1)G/L Account Number..:0000-00
( 2)G/L Account Number..:0000-00
( 3)G/L Account Number..:0000-00
( 4)G/L Account Number..:0000-00
( 5)G/L Account Number..:0000-00
( 6)G/L Account Number..:0000-00
( 7)G/L Account Number..:0000-00
( 8)G/L Account Number..:0000-00
( 9)G/L Account Number..:0000-00
(10)G/L Account Number..:0000-00
(11)G/L Account Number..:0000-00
(12)G/L Account Number..:0000-00

(S)Return to System File Maint          (M)Return to Maintenance Menu
(A)Order Entry "Add-On" Charges

Enter Field Number:..
```

ADD ON CHARGES

<A> and press <ENTER> to enter/change Order Entry Add-On Charges.

```
RMSYSTEM – System file Maintenance

Charge Description        Taxable?    Pr. Cat.          Charge Amount

 (1)   RESTOCKING          No          00100             Manual Entry

 (2)   -Unused-                        (PLUMBING)

 (3)   -Unused-

 (4)   -Unused-

 (5)   -Unused-

 (S)   Return to System File Maint
 (R)   Return to Maintenance Menu

Enter Line# to change:.
```

Select the line number of line you want to change, or add a new add on charge.
Enter in the description and press <ENTER>.
Enter whether these charges are Taxable and press <ENTER>.
Enter the Product Category Number to enter these charges to and press <ENTER>.
Enter Charge Type Number – **1** is for a manual entry,
                        - **2** is a percentage of the line items totals,
                        - **3** is to set a fixed amount,
                             and press <ENTER>.

MISCELLANEOUS OPTIONS

<**O**> and press <**ENTER**> to enter/change Miscellaneous Options.

Select line number of line you want to change to a new add on charge.

```
RMSYSTEM – System File Maintenance


 (1)   Order Batch Print Format? (0-99)..:  99
 (2)   Invoice Batch Print Format?(0-99).:  99
 (3)   Email Quote Format? (0-99)........: n/a
 (4)   Email Sales Order Format? (0-99)..: n/a
 (5)   Email Invoice Format? (0-99)......: n/a

 (6)   P/O Order Batch Print Sequence?...: ORDER NUMBER
 (7)   P/O Email Format? (0-99)..........:

(S)    Return to Systems File Maint
(M)    Return to Maintenance Menu
```

Enter selection <**ENTER**>.
Enter the print format and press <**ENTER**>.

SALES POSTING

<**S**> and press <**ENTER**> to enter/change Sales Posting Controls.

```
 Sales Posting Controls

        1)  Invoice#      :  Always Entered
        2)  Invoice Date  :  Always Entered
        3)  Posting Type  :  Always Entered
        4)  Sale Type     :  Default to Charge Sale
        5)  Salesman#      :  Default to Customer's Salesman#
        6)  Slsmn Comm %  :  Default to Salesman Commission %
        7)  Sales Tax Code:  Default to Customer's Tax Code
        8)  Sale Amount   :  Always Entered
        9)  Nontaxable Amt:  Default to Customers Selection
        10) Sales Tax     :  Calculate Tax Automatically
        11) Shipping Chg. :  Default to Zero
        12) Misc. Amount  :  Default to Zero
        13) Invoice Amount:  Calculate Sale Amount
        14) Invoice Cost  :  Always Entered
        15) Apply to #    :  Default to None


        Enter: ..

 Enter Line# to Change Default Controls  (M) Return to Maintenance Menu
  (S) Return to System File Maint         (E) Exit to Monitor
```

Enter information on this page, concerning setting up defaults when doing a Sales Posting. Your
choices are as follows:

1) **Invoice #:** No choice must always be entered.
2) **Invoice Date**: 1-Always entered 2-Default to systems date.
3) **Posting Type**: 1-Sales Posting 2-Credit Posting 3-Always entered.
4) **Sale Type:**   1-Charge Sale 2-Cash Sale 3-Finance Charge 4-Always Entered.
5) **Salesman #:**   1-Always entered 2-Default to customer Salesman #.
6) **Slsmn Comm %:** 1-Always entered 2-Default to Salesman's Commission.
7) **Sales Tax Code**: 1-Always entered 2-Default to Customer's Tax Code.
8) **Sales Tax:**   No choice, must always be entered.
9) **Non Taxable Amount**: 1-Always entered 2-Default to customer's selection.
10) **Sales Tax**:   1-Always entered 2-Calculate Tax Automatically 3-Always Zero.
11) **Shipping Chg:**   1-Always entered 2-Default to zero.
12) **Misc. Amount:**   1-Always entered 2-Default to zero.
13) **Invoice Amount:** 1-Always entered 2-Calculate sale amount.
14) **Invoice Cost:**   1-Always entered 2-Default to zero.
15) **Apply to #:**   1-Always entered 2-Default to none.

<**M**> and press <**ENTER**> to return to the File Maintenance Menu.

SALES EDIT LIST/JOURNAL OPTIONS

<J> and press <ENTER> to go to Sales Edit List/Journal Options.

```
RMSYSTEM  - System File Maintenance

(1)   Print Costs & Commission on Edit List ?(Y/N) ....................:Yes
(2)   List Unprinted invoices on Sales Edit List ? (Y/N)...............:Yes
(3)   Print Methods of Payments on Sales Edit List/Journal?...........:Yes
(4)   Print Invoice Amt on Sls Jnl Net of Deposits?(Y/N)...............:No
(5)   Using Sales Exception Report ? (Y/N)............................:No
(6)   Print Exception Report With Sales Journal.......................:No
(7)   Exception Report Minimum % Allowed..............................:n/a
(8)   Exception Report Maximum % Allowed..............................:n/a
(9)   Allow Sales Edit List Sorted by Salesman ID? (Y/N)..............:No
(10) Calculate Cost on Order Edit List ?(Y/N)........................:Yes
(11) Print Sales Journal to a File? (Y/N)............................:No
(12) Print Deleted Items on Edit List/Journal?(Y/N)...................:Yes
(13) Print G/L Distribution after Sales Journal?(Y/N).................:Yes
(14) Print Prod Categ Summary after Sales Journal ? (Y/N)............:No
(15) Print Hourly Sales Analysis after Sales Journal ? (Y/N)..........:No
(16) Using Automatic Sales Journal & Update? (Y/N)...................:No
(17) Allow Sales Journal Update by Date/Time (Y/N)...................:Yes

(S) Return to System File Maint
(M) Return to Maintenance Menu
```

<E> and press <ENTER> to exit to the Monitor.

2.13   WORK ORDER FILE MAINTENANCE

```
        Work Order File Maintenance Programs

        1. Technicians Master File
        2. Technician Tasks File
        3. Components Master File
        4. Work Order Types File
        5. Work Order Status File
        6. Customer Complaint/Problem File
        7. Charge-To Description File
        8. Manufacturer Master File
        9. Disclaimer Description File
       10. Equipment Type Description File
       11. Sold By Master File
       12. Cause of Failure Description File
       13. Work Performed Description File
       14. Time Clock Service Code Description File

        M. Return to Main Menu     E. Exit to Monitor

            Enter Selection:
```

This section gives instructions for setting up technician's records in the Technicians Master
File. The file contains all the technicians' information.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
<**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE PROGRAMS** and
press <**ENTER**>.

STEP 3: From **WORK ORDER FILE MAINTENANCE**, select **TECHNICIAN MASTER FILE** and press
<**ENTER**>.

```
RMTECH – Technician Master File Maintenance

( 1)  Technician Initials.....:
( 2)  Technician Name.........:
( 3)  Technician Location.....:
( 4)  Technician Division.....:
( 5)  Billing Rate (Premium)..:
( 6)  Billing Rate (Normal)...:
( 7)  Billing Rate (Std.Cost).:
( 8)  G/L Acct Service Income.:
( 9)  G/L Acct Service Adjust.:
(10)  G/L Acct Warranty Work..:
(11)  Hours worked M-T-D......:
(12)  Hours Worked Y-T-D......:
(13)  # of Work Orders M-T-D..:
(14)  # of Work Orders Y-T-D..:
(15)  Technician Status........

                    Press <ESC> to Exit.
                    Press <HOME> for Technician List.
```

TO ADD NEW TECHNICIAN: Enter two (2) character code to identify new technician and press
<**ENTER**>. Enter <**Y**> to question displayed 'No technician with these
Initials is on file! Do you want to add it? (Y/N)?' press <**ENTER**>,
and enter in the following data:

The Screen Displays:	You Respond / Enter:
Technician Name	Enter technician's name. Up to twenty (20) characters and press <**ENTER**>.
Technician Location	Enter 2 character Sales Location and press <**ENTER**>.
Technician Division	
Billing Rate (Premium)	Enter up to six (6) digit premium rate and press <**ENTER**>.
Billing Rate (Normal)	Enter up to six (6) digit normal rate and press <**ENTER**>.
Billing Rate (Std. Cost)	Enter up to six (6) digit standard cost and press <**ENTER**>.
G/L Acct Service Income	Enter G/L acct # for Service Income and press <**ENTER**>.
G/L Acct Service Adjustment	Enter G/L acct # for Service Adjustment and press <**ENTER**>.
G/L Acct Warranty Work	Enter G/L acct # for Warranty Work and press <**ENTER**>.
Hours Worked M-T-D	Enter hours worked M-T-D, or leave blank and press <**ENTER**>.
Hours Worked Y-T-D	Enter hours worked Y-T-D, or leave blank and press <**ENTER**>.

Number of Work Orders M-T-D	Enter # of Work Orders M-T-D, or leave blank and press **\<ENTER>**.
Number of Work Orders Y-T-D	Enter # of Work Orders Y-T-D, or leave blank and press **\<ENTER>**.
Technician Status	Enter **\<1>** and press **\<ENTER>** for an active status. This tech will then list out in selection boxes, or enter **\<2>** and press **\<ENTER>** for an inactive status which will not list out.

Fields 11 through 14 will be maintained by the Daily Work Order Journal and Update process. You may change any of these fields if necessary, by selecting the appropriate line number, or enter one of the following:

Press **\<R>** and **\<ENTER>** for the next technician record.
Press **\<M>** and **\<ENTER>** to return to the Work Order File Maintenance.
Press **\<E>** and **\<ENTER>** to exit to the Monitor.
Press **\<D>** and **\<ENTER>** to delete the technician's file that is currently displayed on the screen.

To Change a Technician File:

STEP 1: Enter the 2 character technician initials and press **\<ENTER>**, or press **\<HOME>** to display a listing to select from then press **\<ENTER>**.

```
RMTECH - Technician Master F      Technicians Currently On File

                                     L#   Inits.   Name
( 1)   Technician Initials......
( 2)   Technician Name.........     1)   DW       DAVE WALKER
( 3)   Technician Location......     2)   GG       GARY GALLIHER
( 4)   Technician Division......     3)   WM       WAYNE MARTIN
( 5)   Billing Rate (Premium)...
( 6)   Billing Rate (Normal)....
( 7)   Billing Rate (Std.Cost)..
( 8)   G/L Acct Service Income..
( 9)   G/L Acct Service Adjust..
(10)   G/L Acct Warranty Work..
(11)   Hours Worked M-T-D......
(12)   Hours Worked Y-T-D......
(13)   # of Work Orders M-T-D..
(14)   # of Work Orders Y-T-D..
(15)   Technician Status........
                       Press
                       Press     Enter Line#, Command or <HOME>:........
```

STEP 2: Select the line number you wish to change and press **\<ENTER>**.

```
RMTECH – Technician Master File Maintenance

( 1)  Technician Initials.....: ..
( 2)  Technician Name.........:
( 3)  Technician Location.....:
( 4)  Technician Division.....:
( 5)  Billing Rate (Premium)..:
( 6)  Billing Rate (Normal)...:
( 7)  Billing Rate (Std.Cost).:
( 8)  G/L Acct Service Income.:
( 9)  G/L Acct Service Adjust.:
(10)  G/L Acct Warranty Work..:
(11)  Hours Worked M-T-D......:
(12)  Hours Worked Y-T-D......:
(13)  # of Work Orders M-T-D..:
(14)  # of Work Orders Y-T-D..:
(15)  Technician Status.......
                       Press <ESC> to Exit.
                       Press <HOME> for Technician List.
```

STEP 3:   Enter in the new information and press **<ENTER>**. When complete select one of the
         following:

Enter **<R>** and press **<ENTER>** for next record.
Enter **<M>** and press **<ENTER>** to return to the Work Order File Maintenance.
Enter **<E>** and press **<ENTER>** to exit to the Monitor.
Enter **<D>** and **<ENTER>** to delete the record.

2.13.2   TECHNICIAN TASKS FILE

This section gives instructions for setting up the Technicians Tasks File. This file contains
the descriptions that will be used to label the technician's tasks inside of work orders.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
         <ENTER>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE PROGRAMS** and
         press **<ENTER>**.

STEP 3:   From **WORK ORDER FILE MAINTENANCE**, select **TECHNICIAN TASK FILE** to display the
         screen below:

```
RMTASK – Technician Task Description File Maintenance

Enter Task Code: ........                         Enter 'D' to Duplicate Task Records.
                              Enter 'P' to Print All Task Records
                              Press <HOME> to List All Task Records
                              Press <ESC> to Exit.
```

  Enter **<P>** and press **<ENTER>** to print out all task records.

To Duplicate Task Codes from one location to another enter **<D>** and press **<ENTER>.**

```
                        Duplicate Task Records

    Enter From Location ID:
    Enter To Location ID  :


    Is Everything O.K.? (Y/N):


                          Press <ESC> to Exit.
                          Press <HOME> for Location List.
```

   Enter the Location ID where the tasks are currently built and press **<ENTER>,** or press
   <HOME> to display location list to select from**.**
   Enter the Location ID where the tasks need to be copied to and press **<ENTER>,** press
   <HOME> to display the location list to select from, or press **<ESC>** to reenter From ID.
   Enter **<Y>** and press **<ENTER>** to copy the tasks from one location to another, enter
   <N> and press **<ENTER>** to reenter any data, or just press **<ESC>** to exit.

To Add New Task Code: Enter up to eight (8) characters. if using locations Enter Location Id
for this task and press <**ENTER>,** or press **<HOME>** to display the locations to select from. Enter
<Y> to the question 'XX for LOC ID is Not on File Do You Want to Add It? and press **<ENTER>.**

```
1)   Task Code...........
2)   Task Location ID....
3)   Task Description....

  FLAT RATE LABOR INFORMATION

4)   Flat Rate Labor.....  0.00
5)   Estimated Time......  0:00
6)   Component List......  None

  STANDARD RATE INFORMATION

7)   Standard Labor Rate.  0.00
8)   Standard Time.......  0:00
9)   Standard Component..  None
10)  Product Category....  None

Line# to Change, <HOME> or Command:
```

Screen Display:	You Respond / Enter:
Task Code	Enter an 8 character code, press **<ENTER>**.
Task Location ID	Enter location id and press **<ENTER>**, or press **<HOME>** to list location to select from.
Task Description	Enter 25 character description of the task code, press **<ENTER>**.
Flat Rate Labor	This is a dollar amount that will always be charged for this task, when using flat rate calculations, press **<ENTER>**. All other fields in the FLAT RATE section cannot be entered unless the Labor is entered.
Estimated Time	This field is for the estimated time to complete the task. Enter the time and press **<ENTER>**.
Component List:	This field will display a screen where the tasks and the associated components can be entered so that when selected in work orders they will all display when this task and flat labor is selected.
Standard Labor Rate	This is a dollar amount that will always be charged for this task, when using standard calculations, press **<ENTER>**. All other fields in the STANDARD RATE section cannot be entered unless the Labor is entered.
Standard Time	This field is for the estimated time to complete the task. Enter the time and press **<ENTER>**.

Standard Components	This field will automatically display when **<ENTER>** is pressed after the associated task is selected.
Product Category	Enter which product category to use when using standard calculations, and press **<ENTER>**.

To **ADD** components: Enter **<I1>** and press **<ENTER>**.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ Task ID: EXAMINE (EXAMINE)                                                 │
├──────────────────────────────────────────────────────────────────────────┤
│ Task ID: EXAMINE (EXAMINE)                                                 │
│ Ln#   Task ID  Task Description                Comp ID   Component Description│
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│ 001 .....                                                                  │
│ (End-of-List)                                                              │
│                                                                            │
│                                                                            │
│                                                                            │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│ Enter Task ID, <HOME> for a Task Description List or <ESC>:                │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter the task code and press **<ENTER>**, or press **<HOME>** to display a list to select from.

<HOME>

```
┌──────────────────────────────────────────────────────────────────────────┐
│ Task ID: EXAMINE (EXAMINE) ┌────────────────────────────────┐             │
│ Ln#   Task ID  Task Descrip│ Task Records Currently on File  │ent Description│
│                            ├────────────────────────────────┤             │
│                            │ L#  Code      Description       │             │
│ 001 .....                  │                                 │             │
│ (End-of-List)              │ 1)  ADJUST   ADJUST             │             │
│                            │ 2)  CHANGE   CHANGE             │             │
│                            │ 3)  CHECK    CHECK              │             │
│                            │ 4)  EXAMINE  EXAMINE            │             │
│                            │ 5)  FIX      FIX                │             │
│                            │ 6)  REPLACE  REPLACE            │             │
│                            │ 7)  CHANGE1  CHANGE OIL         │             │
│                            │                                 │             │
│ Enter Task ID, <HOME> for a│ Enter Line#, Command or <HOME>: │             │
│                            └────────────────────────────────┘             │
└──────────────────────────────────────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────────────────┐
│ Task ID: EXAMINE (EXAMINE)                                                 │
│ Ln#   Task ID  Task Description                Comp ID   Component Description│
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│ 001  ADJUST    ADJUST                             .......                  │
│ (End-of-List)                                                              │
│                                                                            │
│                                                                            │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│ Enter Component ID, <HOME> for a Component Description List or <ESC>:      │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter the component ID and press **<ENTER>**, or press **<HOME>** to display a list to select from.

```
┌────────────────────────────────┬─────────────────────────────────┬──────────────┐
│ Task ID: EXAMINE (EXAMINE      │ Component Records Currently on File                │
│ Ln#   Task ID  Task Descr:     │                                 │      :ription │
│                                │ L#  Code      Description       │               │
│                                │ 1)  BELTS     BELTS             │               │
│ 001 ADJUST    ADJUST           │ 2)  BLADE     SNOW BLADE        │               │
│ (End-of-List)                  │ 3)  BLADES    MOWER BLADES      │               │
│                                │ 4)  FRONT     FRONT TIRES       │               │
│                                │ 5)  CHECK     CHECK             │               │
│                                │ 6)  EXAMINE   EXAMINE           │               │
│                                │ 7)  FIX       FIX               │               │
│                                │ 8)  REPLACE   REPLACE           │               │
│                                │ 9)  CHANGE1   CHANGE OIL        │               │
│                                │                                 │               │
├────────────────────────────────┤                                 │               │
│ Enter Component ID, <HOME:     │                                 │               │
│                                │ Enter Line#, Command or <HOME>: │               │
└────────────────────────────────┴─────────────────────────────────┴──────────────┘
```

Enter line# and press <**ENTER**>, or enter code and press <**ENTER**>.

To Change a Task Record:

Enter the task code you wish to change and press <**ENTER**>. Enter the location id and press
<**ENTER**>, or press <**HOME**> to display the locations to select from.

```
┌────────────────────────────────────────────────────────┐
│  1)   Task Code...........                              │
│  2)   Task Location.......                              │
│  3)   Task Description....                              │
│                                                        │
│    FLAT RATE LABOR INFORMATION                         │
│                                                        │
│  4)   Flat Rate Labor.....  0.00                       │
│  5)   Estimated Time......  0:00                       │
│  6)   Component List......  None                       │
│                                                        │
│    STANDARD RATE INFORMATION                           │
│                                                        │
│  7)   Standard Labor Rate.  0.00                       │
│  8)   Standard Time.......  0:00                       │
│  9)   Standard Component..  None                       │
│  10)  Product Category....  None                       │
│                                                        │
│  Line# to Change, <HOME> or Command:                   │
│                                                        │
└────────────────────────────────────────────────────────┘
```

At the command line enter the line number of the data you wish to change, press <**ENTER**>.
Reenter the information and press <**ENTER**> again.

To Delete a Task Record

Enter the task code you wish to delete and press <**ENTER**>. Enter the location id and press
<**ENTER**,** or press <**HOME**> to list the location to select from. At the command line enter <**D**>
for delete and press <**ENTER**>. Enter <**Y**> and press <**ENTER**> in answer to the question "Are You
Sure You Want to Delete this Record?.

**NOTE: ONCE A TASK CODE HAS BEEN ENTERED ON AN ORDER AND UPDATED IT CANNOT BE DELETED, ALSO AN
ORDER CANNOT BE UPDATED WITH A TASK CODE THAT HAS BEEN DELETED.**

This section gives instructions for setting up the Components Master File. This file contains
the descriptions that will be used to label the components used on Work Orders.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
          <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE PROGRAMS** and
          press <**ENTER**>.

STEP 3:   From **WORK ORDER FILE MAINTENANCE**, select **COMPONENTS MASTER FILE** press <**ENTER**>.

```
RMCOMP – Component Breakdown Description File Maintenance


Enter Component Code: ........




                    Enter "P" to Print All Component Records.
                    Press <HOME> to List All Component Records.
                    Press <ESC> to Exit.
```

Enter <**P**> to print a listing of all components. Press <**HOME**> to display on screen all built
components,

To ADD a Component Code

You may enter up to an 8 character code to start a new record. Enter <**Y**> to the question 'XX is
Not on File. Do you want to add it? and press <**ENTER**>. The following screen will display:

```
1)  Component Code ........: XX
2)  Component Description..:
```

Screen Displays:	You Respond / Enter:
Component Code	Enter up to an 8 character code and press <**ENTER**>.
Component Description	Enter the 25 character description of the component. This will be used in the Work Order Entry process and press <**ENTER**>.

After entering the information, the following will appear:
          Line# to change, <**HOME**> or Command:
You may enter a line number to change and press <**ENTER**>, or just press <**ENTER**> for the next
record.

To Change a Component Record:

Enter the task code you wish to change and press <**ENTER**>, or press <**HOME**> to list the codes,
select the line number and press <**ENTER**>.

```
RMCOMP – Compone
Enter Component    ┌──────────────────────────────────────────────┐
                   │  Component Records Currently On File:        │
                   │   L# Code       Description                  │
                   │    1) BELTS      BELTS                        │
                   │    2) BLADE      SNOW BLADE                   │
                   │    3) BLADES     MOWER BLADES                 │
                   │    4) CABINET    CABINET                      │
                   │    5) CARB       CARBURETOR                   │
                   │    6) ENGINE     ENGINE                       │
                   │    7) FR         FLAT RATE LABOR              │
                   │    8) FRONT      FRONT TIRES                  │
                   │    9) GLASS      GLASS                        │
                   │   10) OIL        MOTOR OIL                    │
                   │   11) PISTON     PISTON                       │
                   │   12) PTO        POWER TAKE OFF               │
                   │   13) REAR       REAR TIRES                   │
                   │   14) SPARK      SPARK TIRES                  │
                   │   15) SPINDLE    SPINDLE                      │
                   │   16) STACKER    STACKER                      │
                   │   17) TIMING     TIMING                       │
                   │   18) TIRES      TIRES                        │
                   │                                              │
                   │                                              │
                   │  Enter Line#, Command or <HOME>:.....        │
                   └──────────────────────────────────────────────┘
```

After retrieving the code to be changed the following displays:

```
┌──────────────────────────────────────────────────────┐
│  1)  Component Code ........: BELTS                   │
│  2)  Component Description..: BELTS                   │
│                                                       │
│  Line# to Change, <HOME> or Command:                  │
│                                                       │
└──────────────────────────────────────────────────────┘
```

Enter the line number of the field that needs to be changed and press **<ENTER>**. Reenter the data
and press **<ENTER>**.

To Delete a Component Record:

Enter the task code you wish to delete and press **<ENTER>**, or press **<HOME>** to list the codes,
select the line number of the code and press **<ENTER>**. At the command line enter **<D>** for delete
and press **<ENTER>**.

**NOTE: ONCE A COMPONENT CODE HAS BEEN ENTERED ON AN ORDER AND UPDATED IT CANNOT BE DELETED,
ALSO AN ORDER CANNOT BE UPDATED WITH A COMPONENT CODE THAT HAS BEEN DELETED.**

2.13.4   WORK ORDER TYPES FILE_____

This section gives the instructions for adding to the Work Order Types Master File. This file
contains up to 20 work order type descriptions.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
   <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU,** select **WORK ORDER FILE MAINTENANCE** and press
   <ENTER>.

STEP 3: From **WORK ORDER FILE MAINTENANCE,** select **WORK ORDER TYPES FILE** and press **<ENTER>**.

```
RMTYPES – Work Order Types Description File Maintenance
Ln# Description                              Charge-to          Labor Rate   Kit    Tax
 1  LEAKS                                    CUSTOMER           NORMAL       N      Y
 2  W/C REPAIRS                              CUSTOMER           NORMAL       N      Y
 3  FILL NEUTRALIZER                         CUSTOMER           NORMAL       N      Y
 4  FAUCET REPAIRS                           CUSTOMER           NORMAL       N      Y
 5  HWH REPLACEMENT                          CUSTOMER           NORMAL       N      Y
 6  Kit INSTALLATION                         CUSTOMER           NORMAL       Y      Y
 7  REPAIR                                   SALES              COST         N      N
 8  FACTORY SUPPORT                          SALES              COST         N      N
 9  CONSIGNMENT SALES                        SALES              STD COST     N      N
10  DAMAGED MERCHANDISE                      INVENTORY          STD COST     N      Y
11  CURRENCY SERVICE CENTER                  CURRENCY CENTER    STD COST     N      N
12  NINTENDO SERVICE CENTER                  NINTENDO DEPARTMENT STD COST    N      Y
13  FACTORY REPAIR                           WARRANTY SALES     STD COST     N      N
14  ESTIMATE FOR REPAIR                      CUSTOMER           STD COST     N      Y
15
16
17
18
19
20


Line# to Change, 'P'rint, or <ESC>:..
```

Enter **<P>** and press **<ENTER>** to print out listing.

To ADD a Work Order Type: Enter line number and enter up to thirty (30) characters in the description field and press **<ENTER>**. Enter the charge to code, or press **<HOME>** to display a list to select from.

```
RMTYPES – Work Order Types De           Charge-To File List
Ln# Description                  1)  CUSTOMER                    Labor Rate   Kit      Tax
 1  LEAKS CUSTOMER NORMAL N Y    2)  INVENTORY
 2  W/C REPAIRS      CUSTOMER    3)  SALES
 3  FILL NEUTRALIZER             4)  ELECTRONIC DEPT.
 4  FAUCET REPAIRS               5)  SALES DEPARTMENT
 5  HWH REPLACEMENT              6)  SERVICE DEPARTMENT
 6  KIT INSTALLATION             7)  CURRENCY CENTER
 7  RE-REPAIR                    8)  NINTENDO DEPARTMENT
 8  FACTORY SUPPORT
 9  CONSIGNMENT
10  DAMAGED MERCHAND
11  CURRENCY SERVICE
12  NINTENDO SERVICE
13  FACTORY REPAIR/W
14  ESTIMATE FOR REP
15
16
17       Enter Line# or <ESC> Exit:    ..
18
19
20
```

Enter Labor Type: (**P**)remium, (**N**)ormal, or (**S**)td Cost and press **<ENTER>**.

Enter either **<Y>**, or **<N>** to the question 'Is this Work Order Type a Kit Installation?' and press **<ENTER>**. Enter either **<Y>**, or **<N>** to the question 'Is this Work Order Type Taxable?' and press **<ENTER>.** You can also print this list by entering **<P>** and pressing **<ENTER>**.

This section gives instructions for adding, changing entries in the Work Order Status File.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE,** and press
     <**ENTER**>.

STEP 2: From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE** and press
     <**ENTER**>.

STEP 3: From **WORK ORDER FILE MAINTENANCE**, select **WORK ORDER STATUS DESCRIPTION FILE** and
     press <**ENTER**>.

```
RMSTATUS – Work Order Status Description File Maintenance

Ln# Description                              Comp Ord?    Invoice?
 1  COMPLETED AWAITING PICKUP – NO DELIVERY      Y            N
 2  COMPLETED AWAITING PICKUP – CUST CALLED      Y            Y
 3  COMPLETED AWAITING PICKUP – DELIVERY         Y            Y
 4  COMPLETED AWAITING PICKUP – SHIP UPS         Y            Y
 5  AWAITING PARTS – NO LONGER AVAILABLE         N            N
 6  AWAITING PARTS – FACTORY BACKORDERED         N            N
 7  RELEASED TO INVENTORY                        Y            N
 8  NOT STARTED YET                              N            N
 9  AT FACTORY                                   N            Y
10  NOT SERVICEABLE – BEYOND REPAIR              N            N
11  NOT SERVICEABLE – EXCESSIVE COST/REPAIR      N            N
12  PERCENT COMPLETED                            N            N
13  SERVICE SCHEDULE                             N            N
14  ADVANCE RETURN TO FACTORY                    N            N
15  WAITING TO BE PICKED UP                      N            N
16  MACHINE HAS BEEN PICKED UP                   N            N
17
18
19
20

Line # to Change, (P)rint, or <ENTER>:..
```

TO ADD: Select line number not currently being used and press <**ENTER**>.
     Enter up to a forty (40) character description and press <**ENTER**>.
     Enter either <**Y**>, or <**N**>, and press <**ENTER**> in answer to the question 'Is this Work
     Order status a completed order?' Entering <**N**> will not allow the work order to be
     invoiced with this status. Entering <**Y**> and press <**ENTER**> means that order is
     complete and does not allow any changes. Enter either <**Y**>, or <**N**> to the question
     'Does this Work Order status require a printed invoice?' and press <**ENTER**>. Entering
     <**N**> and pressing <**ENTER**> will not require the invoice to be printed before updating.

TO PRINT: Enter <**P**> and press <**ENTER**> to print out this list.

This section gives the instructions for setting up the Customer Complaints Master File. This
file contains the descriptions that will be used to label the customer complaints inside the
work orders.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and
          press <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE PROGRAMS** and
          press <**ENTER**>.

STEP 3:   From **WORK ORDER FILE MAINTENANCE,** select **CUSTOMER COMPLAINT/PROBLEM FILE.**

```
 RMPROBLEM – Customer Problem/Complaint Description File Maintenance

 Enter Problem Code: ........




  Enter 'P' to Print All Problem Records.
  Enter <HOME> to List All Problem Records.
  Press <ESC> to Exit.
```

Enter <**P**> and press <**ENTER**> to print out a listing.

To Add: Enter up to an eight (8) character code not currently being used and press <**ENTER**>.
         Enter <**Y**> to question 'xxxxxxxx is not on file. Do you want to add it?' and press
         <**ENTER**>.   Enter up to a twenty-five (25) character description and press **<ENTER**>.

To Change: Enter either the problem code and press <**ENTER**>, or press <**HOME**> and select from
            the list displayed.

```
 RMPROBLEM – Customer Problem
                        ┌──────────────────────────────────────────┐
                        │   Problem Records Currently On File:      │
                        │     L# Code      Description              │
                        │                                          │
                        │     1) DEAD      DEAD ENGINE              │
                        │     2) DHTC      DOOR HARD TO CLOSE       │
                        │     3) FREEZE    FREEZING UP              │
                        │     4) MISSES    ENGINE MISFIRES          │
                        │     5) ROUGH     IDLES ROUGH              │
                        │     6) XX        OTHER PROBLEMS           │
                        │                                          │
                        │                                          │
                        │   ─────────────────────────────────     │
                        │   Enter Line#, Command or <HOME>.....    │
                        │                                          │
                        └──────────────────────────────────────────┘
```

```
    RMPROBLEM – Customer Problem/Complaint Description file Maintenance

     1)  Problem Code.......: xxxxxxxx
     2)  Problem Description: ......................
```

Select the line number of the field that needs to be changed and press <**ENTER**>. Enter the
correct data and press <**ENTER**>, or at the cursor enter the line number, a comma and the correct
data. Remember if you change the code, it may have previous work orders that have that problem
code on them.

To Delete: Enter the code you want to delete, or select from the list displayed by pressing
            the <**HOME**> key. At the line number to change, enter <**D**>, press <**ENTER**>, enter
            <**Y**> to the question 'Are you sure you want to Delete this Record?' and press
            <**ENTER**>.

This section gives the instructions for adding to the charge-to description file. This file contains up to 20 charge-to types and the parts expense G/L# it is to default to. This will be needed to build the work order types file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and
         press <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU,** select **WORK ORDER FILE MAINTENANCE** and press
         <**ENTER**>.

STEP 3:   From **WORK ORDER FILE MAINTENANCE,** select **CHARGE-TO DESCRIPTION FILE**.

```
RMCHARTO - Work Order Charge-To Description File Maintenance

Ln#     Description      Parts Expense G/L#
1
↓
20
-------------------------------------------------------------------------------
Line# to change, (P)rint or <ENTER>:
```

  Enter <**P>** and press <**ENTER>** to print out a listing.

To Add a Charge-To Description:

Select a line number, press <**ENTER**> and then it will prompt you to enter a description (ex. warranty) then press <**ENTER**>. You will then be asked to enter a parts expense G/L account number enter it and press <**ENTER**>.

To Change:
Select a line number and press <**ENTER>,** reenter the data and press <**ENTER**> when complete.

To Delete:
Select a line number and press <**ENTER>,** spacebar thru the description and press <**ENTER>**

```
QUICK TIP:  Customer/Inventory/Sales will all be built for you at the time of delivery.
```

This section gives you instructions for adding, changing, or deleting a Manufacturer Master
Record. Follow these steps to get to Manufacturer Master File.

STEP 1:   From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
           <ENTER>.

STEP 2:   From **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE** and press **<ENTER>**.

STEP 3:   From **WORK ORDER FILE MAINTENANCE**, select **MANUFACTURER MASTER FILE** and press
           <ENTER>.

```
                    Manufacturer No:


  1.  Manufacturer Name.......:
  2.  Manufacturer ID Code.....:      ┌──────────────────────────────────────────┐
  3.  Parts/Pricing File Name..:      │ Press <ESC> to Exit Program.             │
  4.  Standard Order Disc. %...:      │ Press <HOME> for Manufacturer List.      │
  5.  Price/Cost Mult. %.......:      │ Enter Partial Manufacturer Name.         │
  6.  Accounts Payable Vendor..:      │                                          │
  7.  Customer Account Number.....:   └──────────────────────────────────────────┘
```

To Add A Manufacturer: Enter a record number up to 5 digits to start a new record, press
                 <ENTER> and enter **<Y>** to the question 'Unknown Record. Add It? (Y/N)
                 and press **<ENTER>**. Enter the following information.

Screen Display:	You Respond/Enter:
Manufacturer Name:	Enter the name of the manufacturer record you are building. Up to 25 characters can be entered and press **<ENTER>**.
Manufacturer ID Code:	Enter a 2 character ID code that will also be entered as part of the default record code in the Inventory master file and press **<ENTER>.**
Parts/Pricing File Name:	Enter the file name to update from, and press **<ENTER>.** Call ProCom for assistance for the name. This is the name of the file you are trying to reference, i.e. you have Bobcat manufacturer built, yet Ransom has bought them out, you can either no longer use your Bobcat numbers, or in the Bobcat file put in the Ransoms file name, as they will now be supplying your new prices.
Standard Order Disc. %:	Enter percentage received for ordering discount, and press **<ENTER>**. This is optional.
Price/Cost Mult %:	Enter percentage of amount to calculate cost off of the price level that manufacturer supplies and press **<ENTER>**. Please Note: some manufacturers' supply cost, some do not.
Accounts Payable Vendor:	Enter vendor number of the Accounts Payable vendor and press **<ENTER>.**
Customer Acct Number:	Enter the 6 character the account number you have built in the Customer Master File and press **<ENTER>.** The account must be prebuilt in the Customer Master file, or you will not be allowed to enter it. Enter **<Y>** and press **<ENTER>** in answer to the question **"**Add Customer xxx (name) to File? (Y/N): if the account is to be added to the file, otherwise enter **<N>** and press **<ENTER>.** You may add up to 34 entries. To Delete any of the entries, enter the account number, press **<ENTER>,** then enter **<Y>** in answer to the question "Delete this Record ? (Y/N)".

When the above information is entered, the following screen example will display:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ RMMANUF - Manufacturer Master File Maintenance                                     │
│                                                         Product    Type    Multipliers │
│    Manufacturer No:01111                            14)                             │
│                                                     15)                             │
│  1. Manufacturer Name......:  TORO                  16)                             │
│  2. Manufacturer ID Code...:  TR                    17)                             │
│  3. Parts/Pricing File Name:  1000                  18)                             │
│  4. Standard Order Disc %..:  1.00 %                19)                             │
│  5. Price/Cost Mult %......:  10.00 %               20)                             │
│  6. Accounts Payable Vendor:  100 (AMERICAN FIRST AID)   21)                        │
│  7. Customer Account Number:                        22)                             │
│                                                     23)                             │
│         Price Levels                                24)                             │
│         1 2 3 4 5 6 7 8 C M                          25)                             │
│  8)   #1:                                           26)                             │
│  9)   #2:                                           27)                             │
│ 10)   #3:                                           28)                             │
│ 11) Cost:                                           29)                             │
│                                                     30)                             │
│                                                     31)                             │
│ 12) Date of Last Price Update:  00/00/00            32)                             │
│ 13) Update Description: No                          33)                             │
│                                                     34)                             │
│                                                                                    │
│ Enter Selection or <ESC>:                                                          │
│ 'G'enerate Product Types, 'E'-Commerce, 'C'atalog, 'W'arranty Claim, 'D'elete.     │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Fields 8-11 determine which if any price levels on a price disk will be entered onto items, built in the Inventory Master File. A "Y" entered under a specific price level will have that entry off the price tape transfer to that place in the Inventory Master File. Example:

```
             Price Levels
         1 2 3 4 5 6 7 8 C M
   8)   #1:  Y
   9)   #2:
  10)   #3:
  11)  Cost:                Y
```

The above example will transfer Price Level 1 off of the price disk to be price level 1 in your Inventory Master Record. Cost from the price disk will also transfer to the cost field in the Inventory Master. Also the "Y" will allow the list and cost to display when displaying items from a price file.

Field 12 Date of Last Price Update: should be manually entered every time you receive a new price update if you are receiving your updates via tape. Updates from a CD are automatically done for you.

Field 13: set to "YES" will change the description of the record, built in the Inventory Master File and replace it with the description off the price file.

Fields 14-34: will have entries in them, if you select **<G>** to Generate Product Types and the manufacturer currently listed uses discount codes. If so, each must be filled in with the appropriate discount amount.

<E> Commerce: Enter **<E>** and press **<ENTER>** to enter your e-Commerce Information.

```
┌─────────────────────────────────────────────────┐
│              e-Commerce Information              │
│                                                 │
│ 1) Using Warranty Claims ? (Y/N)    :           │
│ 2) Using Product Registration? (Y/N):           │
│                                                 │
│ Enter Field to Change or <ESC>:                 │
└─────────────────────────────────────────────────┘
```

<C> atalog: Enter **<C>** and press **<ENTER>** to enter your web site information..

```
                      Catalog Information

        1) Using Web Site Catalog? .........:
        2) If using Web Site URL String.....:

        Enter Field to Change or <ESC>:
```

<W> arranty Claim : Enter **<W>** and press **<ENTER>** to set up your Warranty Claim information.

```
RMMANUF - Manufacturer Master File Maintenance
                                              Product Type Multipliers
   Manufacturer No:01111                            14)

   1. Ma            Warranty Claim Information
   2. Ma
   3. Pa   1)  Using Claim Form or Invoice ? (C/I): Claim Form
   4. St   2)  Require Sold By (Y/N)..............:
   5. Pr   3)  Require Type of Equipment? (Y/N)...:
   6. Ac   4)  Require Equipment Model#? (Y/N)....:
   7. Cu   5)  Require Engine/Trans Model# ?(Y/N).:
           6)  Require How Used? (Y/N)............:
           7)  Require Cause of Failure? (Y/N)....:
           8)  Require Work Performed? (Y/N)......:
    8)     9)  Require Date Purchased? (Y/N)......:
    9)    10)  Require Date Billed? (Y/N).........:
   10)    11)  Require Date Failed? (Y/N).........:
   11) Co 12)  Require Hours Used? (Y/N)..........:
          13)  Require Total Labor Amount?(Y/N)...:
          14)  Require Total Parts Amount? (Y/N)..:
          15)  Require Hours Worked? (Y/N)........:

   12) Da Enter Field to Change or <ESC>:
   13) Up

Enter Selection or <ESC>:
 'G'enerate Product Types, 'E'-Commerce, 'C'atalog, 'W'arranty Claim, 'D'elete.
```

Enter the line number of the field to be changed and press **<ENTER>**. Enter either **<Y>** and press **<ENTER>**, or **<N>** and press **<ENTER>** in response to the questions. An answer of yes will mean that field will need to be filled in before the warranty claim form can be printed.

To Change: Enter the manufacturer number to be changed and press **<ENTER>**, or press **<HOME>** and select the correct manufacturer and press **<ENTER>**.

```
RMMANUF – Manu        Manufacturers File List
                 Ln   Number        Name
   Manufacture
                  1    10            AEROQUIP COMPANY
 1.  Manufacture   2    20            AGRI-FAB INC.
 2.  Manufacture   3    21            AIMCO PRODUCTS (DRUM)
 3.  Parts/Prici   4    23            AIMCO PRODUCTS (JOBBER)
 4.  Standard Or   5    22            AIMCO PRODUCTS (NET)
 5.  Price/Cost    6    30            ALADDIN BLADES
 6.  Accounts Pay  7    35            ALADDIN BLADES – DIST
 7.  Customer Acc  8    45            ARIENS COMPANY
                   9    50            BALDWIN FILTERS
                  10    60            BENJAMIN MOORE & CO.
      Price Lev   11    70            BILLYGOAT, INC.
        1 2 3 4   12    80            BLACK AND DECKER
 8.   #1: Y       13    85            BLACKSMITH DISTRIBUTING
 9.   #2:         14    90            BOBCAT
 10.  #3:         15    100           BRADLEY CALDWELL – LG
 11.Cost:         16    110           BRADLEY CALDWELL – PC
                  17    120           BRIGGS & STRATTON
 12. Date of Last Enter Line#, Command or <HOME>:.....
 13. Update Desc
```

Enter the line number of the data to be changed and press **<ENTER>**. Enter the correct data and press **<ENTER>**. When complete, press **<ENTER>** to exit.

```
RMMANUF - Manufacturer Master File Maintenance
                                                      Product    Type   Multipliers
    Manufacturer No:01111                         14)
                                                  15)
  1. Manufacturer Name......:  TORO               16)
  2. Manufacturer ID Code...:  TR                 17)
  3. Parts/Pricing File Name:  1000               18)
  4. Standard Order Disc %..:  1.00 %             19)
  5. Price/Cost Mult %......:  10.00 %            20)
  6. Accounts Payable Vendor:  100 (AMERICAN FIRST AID)  21)
  7. Customer Account Number.:                    22)
                                                  23)
         Price Levels                             24)
         1 2 3 4 5 6 7 8 C M                      25)
  8)   #1:                                        26)
  9)   #2:                                        27)
 10)   #3:                                        28)
 11) Cost:                                        29)
                                                  30)
                                                  31)
 12) Date of Last Price Update:  00/00/00         32)
 13) Update Description: No                       33)
Enter Selection or <ESC>:                         34)

  'G'enerate Product Types, 'E'-Commerce, 'C'atalog, W'arranty Claim, 'D'elete.
```

To Delete: Select the correct manufacturer, the same way as you would to change the
manufacturer. When the Manufacturer Master File appears, enter <**D**> to delete and press <**ENTER**>.
Enter <**Y**> to the question 'Are you sure you want to delete this Manufacturer Record? (Y/N)' and
press <**ENTER**>. Press <**ESC**> to exit.

2.13.9   DISCLAIMER DESCRIPTION FILE

This section gives instructions for adding, or changing the Disclaimer Description File. This
file contains up to 16 lines with up to 66 characters per line.

STEP 1:   From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
         <**ENTER**>.

STEP 2:   From **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE** and press <**ENTER**>.

STEP 3:   From **WORK ORDER FILE MAINTENANCE**, select **DISCLAIMER DESCRIPTION FILE** and press
         <**ENTER**>.

```
  RMCLAIMER - Disclaimer Description Maintenance

 (1) Express mechanics lien is
 (2) hereby acknowledged on the
 (3) above unit to secure the
 (4) amount of repairs thereto.
 (5)
 (6)
 (7)
 (8)
 (9)
(10)
(11)
(12)
(13)
(14)
(15)
(16)

   Enter Line # to Change, (P)rint, or <ESC>:
```

To Add to or Change a line: Select a line number and press **<ENTER>** then you may enter the
description in. When you are finished press **<ENTER>** to allow you to select another
line, or **<ESC>** to exit.

To Print: Enter **<P>** and press **<ENTER>** to print a copy of the disclaimer.

2.13.10   EQUIPMENT TYPE DESCRIPTION FILE_____

This section gives the instructions for adding, changing, or deleting equipment type
descriptions. This file contains up to 20 equipment type descriptions and can be referenced on
the Warranty Claim Sheet field **<F2>** Type of Equipment

STEP 1:   From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
<ENTER>.

STEP 2:   From **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE** and press **<ENTER>**.

STEP 3:   From **WORK ORDER FILE MAINTENANCE**, select **EQUIPMENT TYPE DESCRIPTION FILE** and
press **<ENTER>**.

```
RMEQUIP – Equipment Type Description File Maintenance

Ln#    Description

1)   PUSH LAWNMOWER
2)   RIDING LAWNMOWER
3)   CHAINSAW
4)   SNOW BLOWER
5)   HEDGE TRIMMER
6)   GENERATOR
7)
8)
9)
10)
11)
12)
13)
14)
15)
16)
17)
18)
19)
20)

Line # to Change, (P)rint, or <ESC>:
```

To Add or Change a Description: Select a line number and press **<ENTER>**, the system will
prompt you to enter a description, then press **<ENTER>**. The
description may be up to 20 characters long.

To Delete a Description: Select the line number corresponding to the description you wish to
delete, and press **<ENTER>**. Press the space bar once and press
<ENTER>. The line should then become blank.

This section gives access to the Sold By Master File. This section is only used if you are doing warranty work. It gives the opportunity to pre-build the listing that is accessed on the warranty claim form <**F5**> Sold By.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MAIN MENU,** select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE** and press <**ENTER**>.

STEP 3:   From **WORK ORDER FILE MAINTENANCE**, select **SOLD BY MASTER FILE** and press <**ENTER**>.

```
RMSOLDBY – Sold By Address Maintenance

    Sold By Account........: ........
(1) Sequence Number........:
(2) Name...................:
(3) Address Line 1.........:
(4) Address Line 2.........:
(5) City...................:
(6) State..................:
(7) Zip....................:
(8) Area Code & Phone#.....:
(9) Area Code & Fax#.......:


Press <ESC> to Exit.
Press <HOME> to List Sold By Options.
```

Sold By Account: Enter account number you have built for yourself in the Customer Master File. If you are doing warranty work for equipment purchased elsewhere, enter their account number.

1) Sequence Number: Allows you to enter more than one address listing for this account. You can press <**HOME**> to display any previous sequence numbers built for this account. You must start with sequence number 00 if you are building this account for the first time.

2) Name: Enter up to thirty (30) characters for the name of this account and press <**ENTER**>.

3) Address 1: Enter up to twenty-five (25) characters for the address and press <**ENTER**>.

4) Address 2: Enter up to twenty-five (25) characters for the second address and press <**ENTER**>.

5) City: Enter up to twenty (20) characters for the city and press <**ENTER**>.

6) State: Enter the two-character code for the state and press <**ENTER**>.

7) Zip Code: Enter the nine (9) character zip code and press <**ENTER**>.

8) Area Code & Phone #: Enter ten (10) characters with no punctuation and press <**ENTER**>.

9) Area Code & Fax#: Enter ten (10) characters with no punctuation and press <**ENTER**>.

To Change: Enter account number you want to change, press <**ENTER**>. Enter sequence number of the specific records that you want changed, or press <**HOME**> to display listings of addresses built. Select line number, press <**ENTER**>.

```
RMSOLDBY Sold by Address Maintenance


Sold By Account........: 00100
 ( 1)Sequence Number........: _____
 ( 2)Name...................: SHOPPERS CORPORATION
 ( 3)Address Line 1.........: 8940-J ROUTE 108


                          Sold By Address File Listing
     Ln# Ship-To Name              Address Line #1      City          State

       1  SHOPPERS CORPORATION      8940-J ROUTE 108     COLUMBIA        MD
       2  TEST SHOPPERS             8940-A OAKLAND CENTER COLUMBIA       MD




     Enter Line# or <ESC> to Exit:...
```

Select line number of the data you want to change and press **<ENTER>**. Enter the correct data and press **<ENTER>**.

To Delete: At the command line enter **<D>**, press **<ENTER>** and enter **<Y>** to the question 'Are you sure you want to Delete this Record? (Y/N).' and press **<ENTER>.**

```
 RMSOLDBY – Sold By Address Maintenance

      Sold By Account........: ........
 (1) Sequence Number........:
 (2) Name...................:
 (3) Address Line 1.........:
 (4) Address Line 2.........:
 (5) City...................:
 (6) State..................:
 (7) Zip....................:
 (8) Area Code & Phone#.....:
 (9) Area Code & Fax#.......:



 (D) Delete Record
 (E) Exit to Monitor
 (M) Return to Maintenance Menu

 <UP ARROW> Previous Record           <DOWN ARROW> Next Record

 Enter Line# to Change, Command or <ESC>
```

2.13.12   CAUSE OF FAILURE DESCRIPTION FILE

This section gives you the option of pre-building a listing of the most common reasons of failure. This file will be accessed if using the Warranty Claim Worksheet **<F3>** Cause of Failure.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press **<ENTER>**.

STEP 2: From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE PROGRAMS** and press **<ENTER>**.

STEP 3: From **WORK ORDER FILE MAINTENANCE,** select **CAUSE OF FAILURE DESCRIPTION FILE** and press **<ENTER>**.

```
RMCAUSE – Cause of Failure Description File Maintenance

Ln  Description              Ln   Description
 1   ENGINE FAILED           21
 2   BAD WIRES               22
 3   HOLE IN GAS LINE        23
 4                           24
 5                           25
 6                           26
 7                           27
 8                           28
 9                           29
10                           30
11                           31
12                           32
13                           33
14                           34
15                           35
16                           36
17                           37
18                           38
19                           39
20                            40

Line# to Change, 'P'rint, or <ESC>:..
```

To Add: Select line number currently not being used, press **<ENTER>**. Enter up to thirty (30) characters for the description of the failure and press **<ENTER>**.

To Change: Select line number of the description to be changed, press **<ENTER>**. Enter the correct data and press **<ENTER>**.

To Delete: Select line number of the description to be deleted. Hit the space bar to erase the characters there and press **<ENTER>**.

To Print: Enter **<P>** and press **<ENTER>.**

2.13.13   WORK PERFORMED DESCRIPTION FILE

This section gives you the opportunity to pre-build a listing of your most common work performed. This listing can be accessed on the Warranty Claim Worksheet **<F4> Work Performed.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press **<ENTER>.**

STEP 2: From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE** and press **<ENTER>.**

STEP 3: From **WORK ORDER FILE MAINTENANCE,** select **WORK PERFORMED DESCRIPTION FILE.**

```
  RMWORKED – Work Performed Description File Maintenance

  Ln  Description                        Ln   Description

  1    REPLACED ENGINE                   21
  2    CHANGED DRIVE SHAFT               22
  3    REPLACED NUTS AND BOLTS           23
  4    REPLACED GAS TANK                 24
  5                                      25
  6                                      26
  7                                      27
  8                                      28
  9                                      29
  10                                     30
  11                                     31
  12                                     32
  13                                     33
  14                                     34
  15                                     35
  16                                     36
  17                                     37
  18                                     38
  19                                     39
  20                                     40

  Line# to Change,'P'rint, or <ESC>:
```

Enter **<P>** and press **<ENTER>** to print a listing of the file.

To Add: Select line number not currently in use. Enter up to a thirty (30) character description and press **<ENTER>.**

To Change: Select line number currently in use, press **<ENTER>** and enter the correct description, press **<ENTER>.**

To Delete: Select line number to be deleted, press **<ENTER>** and then press space bar repeatedly to erase entry, pressing **<ENTER>** to continue.

2.13.14   TIME CLOCK SERVICE CODE DESCRIPTION FILE_____

This section gives you the opportunity to pre-build a listing of service codes that you will use if you are using the time clock programs.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **WORK ORDER FILE MAINTENANCE** and press <**ENTER**>.

STEP 3:   From **WORK ORDER FILE MAINTENANCE,** select **TIME CLOCK SERVICE CODE DESCRIPTION FILE.**

```
RMTCDESC – Time Clock Service Code Description File

Ln  Description

1     REPLACED ENGINE
2     CHANGED DRIVE SHAFT
3     REPLACED NUTS AND BOLTS
4     REPLACED GAS TANK
    _____


Line# to Change, (P)rint, or <ESC>:..
```

2.14   JOB TRACKING MASTER FILE_____

This is where if you are using jobs for your customers the jobs are initially built.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **JOB TRACKING MASTER FILE** and press <**ENTER**>.

```
RMJOB – Job Tracking File Maintenance


    Customer Number........:
    Job Number.............:
 1. Job Name...............:
 2. Address Line #1........:
 3. Address Line #2........:
 4. City...................:
 5. State..................:
 6. Zip Code...............:
 7. Taxable? (Y/N).........:              Tax Exempt #:
 8. Tax Code...............:
 9. Start Date.............:
10. Est. Completed Date....:
11. Billed to Date Amount..:               Current Balance:
12. Cost to Date Amount....:
13. Percentage Completed...:
14. Directions.............:
15. Comment Lines..........:

                        Press <ESC> to Exit Program.
                        Enter Partial Customer name.
```

Please follow the guidelines below when entering this information:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER
CUSTOMER NUMBER	Enter a partial (the first few letters of the customer's name) Customer Name to get a selection screen, and press <**ENTER**>, or just enter customer's number and press <**ENTER**>.
JOB NUMBER	Enter the Job Number, or press <**HOME**> for a complete Job List. If you enter a number that is not an established job number, the screen will display the following message: "Unknown Record! - Add it? (y/n):". Enter <**Y**>(YES) to add a record, and press <**ENTER**>. Follow the instructions, line by line, which appear on the screen. If you are not sure what to enter into a field, press <**ENTER**> to leave it blank. If you have entered a job number that is incorrect, or that you do not wish to establish at this time, enter <**N**>(NO),and press <**ENTER**> and the cursor will return to the "Job Number" prompt.
JOB NAME	Enter up to twenty (20) characters. The name you want to call this job by, and press <**ENTER**>.
ADDRESS LINE 1	Enter up to twenty-five (25) characters. The address associated with the job, and press <**ENTER**>.
ADDRESS LINE 2	Enter up to twenty-five (25) characters. The address associated with the job, and press <**ENTER**>.
CITY	Enter up to fifteen (15) characters for the city name, and press <**ENTER**>.
STATE	Enter two (2) characters for state abbreviation, and press <**ENTER**>.
ZIP CODE	Enter five (5) character zip code, and press <**ENTER**>.
TAXABLE? (Y/N) TAX EXEMPT #	Enter either <**Y**>, or <**N**> as to whether this job will be charged tax, and press <**ENTER**>. If <**Y**> is entered, enter the Tax Exempt #.
TAX CODE	Enter sales tax code for this job, or press <**HOME**> to get a list to select from and press <**ENTER**>.
START DATE	Enter five (5) character start date in mmddyy format, and press <**ENTER**>.
EST. COMPLETED DATE	Enter five (5) character est. completed date in mmddyy format, and press <**ENTER**>.
BILLED TO DATE AMOUNT	Enter up to ten (10) digits for amount already billed, and press <**ENTER**>.
COST TO DATE	Enter up to ten (10) digits for cost amount to date, and press <**ENTER**>.
PERCENTAGE COMPLETED	Enter up to four (4) characters for amount of job completed in xxx.x format, and press <**ENTER**>.
DIRECTIONS	Enter up to ten (10) lines of forty (40) characters each, and press <**ENTER**>.
COMMENT LINES	Enter up to four (4) lines of sixty (60)characters, and press <**ENTER**>.

The Customer Class is used for limiting certain reports to display/print information, only for certain categories of people.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press
              <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **CUSTOMER CLASS MASTER FILE** and press <**ENTER**>.

```
RMCLASSS – Customer Class Description Maintenance


 Enter Class#:




                          Press <ESC> to Return to Menu.
                          Enter 'P' to Print a Class List
                          Press <HOME> to Display a Class List

```

Press <**HOME**> to display a list of already built classes.
Enter <**P**> and press <**ENTER**>, to Print a listing of all classes built.

STEP 3:   To **ADD** New Customer Class: enter line number not currently being used and press
              <**ENTER**>.   Then enter up to twenty-five (25) characters for the class description and
              press <**ENTER**>.

              To **CHANGE** Customer Class: enter class number to be changed.   Enter the new description
              for this class and press <**ENTER**>, or press <**ENTER**> to skip description and go to
              price level.   Enter the price level this class will use and press <**ENTER**>.

2.16   PRICE CHANGE REASON DESCRIPTION FILE_____

This section gives instructions on setting up the different categories for overriding the existing sales price.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **PRICE CHANGE REASON DESCRIPTION FILE** and press <**ENTER**>.

```
RMREASONS – Price Change Reason Description File Maintenance


Line   Description
( 1)   WRONG PRICE
( 2)   FLOOR MODEL
( 3)   DAMAGED GOODS
( 4)   HOLIDAY SALE
( 5)
( 6)
( 7)
( 8)
( 9)
(10)
 Line# to Change, 'P'rint, or <ESC>:
```

Enter line number to change, or add and press <**ENTER**>. Enter the reason for the change and press <**ENTER**>, or enter <**P**> and press <**ENTER**> to print the listing.

2.17   ADVERTISING MEDIA FILE_____

This section gives instructions on setting up the sources of sales, via advertising. This is an option that may not be displayed on your system. These programs will only work when selling serialized equipment.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **FILE MAINTENANCE** and press <**ENTER**>.

STEP 2:   From the **FILE MAINTENANCE MENU**, select **ADVERTISING MEDIA FILE** and press <**ENTER**>.

```
RMMEDIA – Media/Source File Update/Inquiry
Enter Desired Media Category  :...



                         Press <ESC> to Exit.
                         Press <HOME> to List All Media Categories
```

STEP 3:   Enter a Media Category and press <**ENTER**>, or press <**HOME**> to display categories to select from.

```
┌──────────────────────────────────────────────────────────────────────┐
│ RMMEDIA – Media/Source File Update/Inquiry                             │
│ Enter Desired Media Category  :...                                     │
│                 ┌──────────────────────────────────────┐              │
│                 │            Media Category             │              │
│                 ├──────────────────────────────────────┤              │
│                 │                                       │              │
│                 │   1)   NP NEWSPAPER                   │              │
│                 │   2)   RD RADIO                       │              │
│                 │   3)   TV TELEVISION                  │              │
│                 │                                       │              │
│                 │                                       │              │
│                 │                                       │              │
│                 ├──────────────────────────────────────┤              │
│                 │   Enter Line# or <ESC> to Exit:  ..   │              │
│                 └──────────────────────────────────────┘              │
└──────────────────────────────────────────────────────────────────────┘
```

STEP 4:

  TO ADD: Enter a media code not currently being used and press **<ENTER>**. Enter
          <Y> to the question 'Do you want to add it? (Y/N)' and press **<ENTER>**. Enter in
          up to 20 characters in the New Category Description and press **<ENTER>**.

  TO CHANGE: Enter in the media code, and press **<ENTER>,** or select it from the list
          displayed when pressing **<HOME>**. Press **<ENTER>** when the source field is
          displays. Select the description field and make any corrections needed.

```
┌──────────────────────────────────────────────────────────────────────┐
│ RMMEDIA – Media/Source File Update/Inquiry                             │
│ (1)   Media Category   :MG                                             │
│                                                                        │
│ (2)   Source Category  : –None-                                        │
│                                                                        │
│ (3)   Description       :MAGAZINE ADS                                   │
│                                                                        │
│ Enter Field# to Modify, (D)elete, or <ESC>:.                           │
└──────────────────────────────────────────────────────────────────────┘
```

TO DELETE: Enter **<D>** and press **<ENTER>**.

```
┌──────────────────────────────────────────────────────────────────────┐
│ RMMEDIA – Media/Source File Update/Inquiry                             │
│                                                                        │
│ Enter Desired Media Category    :     (NEWSPAPER)                      │
│ Enter Desired Source Category   : ...                                  │
│                                 Press <ENTER> for Media only.          │
│                                 Press <HOME> to List All Source's for this │
│                                 Press <ESC> to Reenter Media.          │
└──────────────────────────────────────────────────────────────────────┘
```

STEP 5:   **To Add New Source Category:** Enter code not currently being used, and press
                                  <ENTER>, or press **<HOME>** to list what has currently
                                  been built. Enter **<Y>** to the question 'Do You Want to
                                  Add? (Y/N)' and press **<ENTER>**. Enter new category
                                  description and press **<ENTER>**.

        To Change: Enter source code, and press **<ENTER>,** or select from list displayed
                  when **<HOME>** key is pressed. Enter line number of data to be changed
                  and press **<ENTER>**. Change any field needed and press **<ENTER>**.

```
RMMEDIA – Media/Source File Update/Inquiry


(1) Media Category   :NP      (NEWSPAPER)


(2) Source Category  :WP


(3) Description      :WASHINGTON POST





Enter Field# to Modify, (D)elete, or <ESC>:.
```

To Delete: Enter <**D**> and press **<ENTER>**.

Follow the guidelines below when entering the information.

The Screen Displays:	You Respond/Enter:
1) Enter Source Category Description	This is up to a 3 character code, and press <**ENTER**>. This does not have to be entered; it is used as a second divider when printing reports.
2) Enter New Category Description	This is up to a 20 character description of what the media category is, and press <**ENTER**>.

3.0   INTRODUCTION

All transactions which affect the Accounts Receivable system, or are performed daily under
normal business conditions, fall within one of the following procedures:

Entry of Orders / Invoices
Cash Receipts Posting
Debit / Credit Memo Posting
Sales Journal Posting
Inventory Receipts Posting
Purchasing Advice
Cancellation of Back Orders
Purchase Order Entry

Any one of these methods is sufficient for posting receivables information into the system. The
method you use depends largely on the nature of your business. It is essential that double
entries be avoided. The procedures included on the daily work menu involve posting receivables
into the system. Depending upon the nature of your business and how your system has been
arranged, these procedures may vary. Your ProCom Solutions Customer Support Representative can
assist you with understanding the particulars of your system, and how to maximize its
potentials. The following is an example of the Daily Processing Menu Screen:

```
09/04/99           ***--- Daily Processing Programs ---***        Job:061
                        Your Company Name

                1.  Order Entry/Modification
                2.  Work Order Entry/Modification
                3.  Cash Receipts
                4.  Dr/Cr Memo Postings
                5.  Inventory Receipts/Postings
                6.  Inventory Location Transfer Programs
                7.  Inventory Floor Plan Modifications
                8.  Physical Inventory Postings
                9.  Physical Inventory "Freeze" Programs
               10.  Purchase Order Setup
               11.  Purchase Order System
               12.  Shopping Cart Order Processing
               13.  Inventory Overstock Processing

                M. Return to Main Menu;   E. Exit to Monitor

                Enter Selection:..
```

Your system has been designed specifically for your business setting, and some of the options
mentioned above may not be included on your Daily Processing Programs menu screen.

This section explains how to add, change and delete orders, and also includes programs related
to order entry processing: print edit list & journal updates. The program displays the
following Order Entry menu screen:

```
Order Entry Programs                                                        ROE

                    ( 1) Order Entry/Modification
                    ( 2) Quick Screen Order Entry/Modification
                    ( 3) Sales Posting Entry/Modification
                    ( 4) Order Batch Print
                    ( 5) Invoice/Quote Batch Print
                    ( 6) Generate Standing Orders
                    ( 7) Order Edit List
                    ( 8) Sales Edit List
                    ( 9) Work Order Edit List
                    (10) Display Invoiced Order Totals
                    (11) Sales Journal & Master Updates
                    (12) Cash Drawer Reconciliation Report
                    (13) General Ledger Distribution Report
                    (14) Sales Exception/Recap Reports




                     (M) Return to Main Menu:
                     (E) Exit to Monitor.



                        Enter Selection:__
```

3.1.1   **THE ORDER ENTRY PROCESS**_____

Please follow the guidelines below when entering a New Customer Order:

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and
        press <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER**>.

STEP 3:   From the **ORDER ENTRY MENU**, select **ORDER ENTRY/MODIFICATION** and press
        <**ENTER**>.

```
Order Entry/Modification                                                   ROE1
Enter Customer #: _____




                         Enter 'NO SALE' to Open Drawer.
                         Enter 'VOID' to Void a Receipt.
                         Press <ENTER> for New Cash Sale.
                         Press <ESC> to Exit.
                         Press <HOME> for Customer# Options.
                         Enter '?' For Order Search Options.
                         Enter 'NEW' To Add New Customer
```

NO SALE: If this terminal/job number is set up with a cash drawer defined, this option will appear. Enter in NO SALE and press **<ENTER>**, and the following screen appears:

```
┌─────────────────────────────────────────────┐
│                                             │
│                                             │
│      Why? . . . . . . . . . . . . . . . . . │
│                                             │
│                                             │
│                                             │
└─────────────────────────────────────────────┘
```

Enter the reason to open drawer and press **<ENTER>.**

VOID: This option also only appears if this terminal/job number is set up with a cash drawer defined. Enter in **<VOID>** and press **<ENTER>.** The screen that follows should list all cash tickets associated with this cash drawer.

```
┌──────────────────────────────────────────────────────────┐
│             V o i d a b l e   T r a n s a c t i o n s     │
│                                                          │
│  Ln#        Order#     Date      Time     Type     Amount       Notes: │
│                                                          │
│   1                   11/03/99  13:14:09  Sales      0.18        │
│   2        013060     02/08/00  10:03:40  Sales     52.50  Paid in Cash │
│  (End-of-Transactions)                                   │
│                                                          │
│                                                          │
│                                                          │
│  Enter Line# or <ENTER>:_____                       │
└──────────────────────────────────────────────────────────┘
```

Select line Number of the ticket to be voided and press **<ENTER>**.

```
┌──────────────────────────────────────────────────────────┐
│  Transaction Void – Order # 12920                        │
│                                                          │
│  This Transaction was for $  0.18 and was paid Correct? (Y/N):. │
│                                                          │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

If this is the correct item, Enter **<Y>** and press **<ENTER>**. Enter **<N>,** and press **<ENTER>** to select another record to be voided.

```
┌──────────────────────────────────────────────────────────┐
│  Transaction Void – Order # 12920                        │
│                                                          │
│  This Transaction was for $  0.18 and was paid           │
│                                                          │
│  Enter Customer Name:                                    │
│                                                          │
│  Enter Customer's Phone#:                                │
│                                                          │
│  Are All Entries Correct ? (Y/N):.                       │
└──────────────────────────────────────────────────────────┘
```

 Enter the Customer Name, Phone Number and enter **<Y>** to the question Are All Entries Correct? (Y/N), and press **<ENTER>**. The ticket has now been voided.

NEW - If you wish to create a New Customer, enter **<NEW>** and press **<ENTER>**.

```
                          C U S T O M E R   M A S T E R              Customer #:01392
( 1) Person/Comp.? :Company              (23) Profit Center  :  0
( 2) Name         :                      (24) On Hold?        :No
( 3) Address #1   :                      (25) Discount %      :0.0%
( 4) Address #2   :                      (26) Credit Limit    :0.00
( 5) City         :                      (27) Fin Charge?     :0
( 6) State        :                      (28) Statement?      :Yes
( 7) Zip Code     :00000                 (29) Deling. Per.    : 30
( 8) Country      :                      (30) # Inv Copies    :  1
( 9) Sales Loc    :                      (31) Contracts?      :No
(10) Licenses #   :                      (32) OE Aging Days   : 0
(11) Inv.Comment.1 :                     (33) Price Level     :
(12) Inv.Comment.2 :                     (34) A/R Type        :0/1
(13) Contact Info  :                     (35) Prod Mvt?       :No
(14) Salesperson ID:DEFAULT SALESM       (36) Chrg Sales?     :No
(15) Bill-To #     :                     (37) Stmnt Disc%     :0.0%
(16) Ship-Via     :1 (UPS GROUND)        (38) Payment Day     : 0
(17) Terms        :1 (CASH)              (39) Elect. Inv.?    :No
(18) F.O.B        :1 (NEW JERSEY)        (40) PO in O/E?      :No
(19) Taxable?     :Yes                   (41) PO number       :No
(20) Taxing State :1 (Maryland)          (42) Rental Disc%    :No
(21) Tax Exempt#  :-None-                (43) Last Price?     :
(22) Cust. Class  : 0
```

Selecting field CONTACT INFO will display the Customer Communication Fields.

```
                        Customer Communication Fields

( 1)   Contact Name #1..........:
( 2)   Contact Name #2..........:
( 3)   Contact Name #3..........:
( 4)   Phone Number #1..........:
( 5)   Phone Number #2..........:
( 6)   Alt Phone Number #1.....::
( 7)   ALT Phone Number #2......:
( 8)   Fax Number #1............:
( 9)   Fax Number #2............:
(10)   Cell Phone Number........:
(11)   Pager Number.............:
(12)   E-Mail Address 1.........:
(13)   E-Mail Address 2.........:
(14)   E-Mail Address 3.........:
(15)   Web Address..............:
(16)   Web ID...................:
(17)   Web Password.............:


Enter Field#,Data, or <ENTER>:
```

Enter the Customers' name, address, etc, then press **<ENTER>** to continue.

* Once you have requested a new Customer Record, the program will automatically locate an
unused Customer #, and create the new customer using it.

Your New Customer screen may have less displayed on it depending on your system setup, and which
fields you stop at are unique to your system.

<HOME>:
ALPHA SEARCH: Enter up to (10) alphanumeric characters, and press **<ENTER>**. The system will then
search for and list all customers whose name (from the Customer Master) begins with those same
characters. For example, if you were to enter "ACE", the system would list any customers whose
names begin with ACE, such as "ACE HARDWARE", "ACETONE, INC.", "Acene, David A."

WILD CARD SEARCH: Enter a question mark (?), followed by up to (9) characters, and press **<ENTER>**. The system will then search for and list all customers where it finds those characters (in the same sequence) in either the Customer Name or the Contact Name. This is particularly useful when, for example, you know the name of the customer contact, but can't remember the company name. For example, if you were to enter "?JONES", the system would list "JONES, INC.", "DAVID JONES", etc.

It is very important to remember, however, that while "Alpha Search" uses "upper case" letters for the search, "Wild Card Search" does not. As a result, if you are going to use the Wild Card Search to find "Jones", be aware that "Jones" and "JONES" are <u>not the same.</u>
If you have a choice between Alpha Search and Wild Card Search, use the Alpha Search because it is much faster.

Order Entry/Modification   **ROE1**

Enter Customer #VIOLET

```
  #       Customer Name                                    Telephone #
 (End-of-Customers)




```

```
Enter Customer#, ?Customer#, "NEW" to add New Customers
  Or <ESC> to Exit:      . . . . . . . . .
```

If, after examining the customer file, you find that the customer has never been added to the file, you may add it at this time, by entering "NEW" as the Customer ID.

<u>SEARCH</u> – Allows you to search for an order by different methods.

```
Order Entry/Modification                                              ROE1

Select Search Method: _

                                Search Options: 1 = Order Number
                                                2 = Tag Number
                                                3 = P.O. Number
                                                4 = Telephone Name
                                                5 = Customer Name

                                Press <ESC> to End Search
                                Press <DOWN-ARROW> to Reset Default
                                Press <ENTER> to Select Highlighted Line
```

TAG NUMBER: Enter the tag number to Search for, and press **<ENTER>,** or press **<HOME>** to the search options display.

```
Order Entry/Modification                                          ROE1

Enter Tag Number to Search For: . . . . . . . . . . . . . . . . . .

                        ┌──────────────────────────────────────────────────┐
                        │              Tag Number Search Options            │
                        │                                                   │
                        │   To locate a Work Order containing the Tag Number that you are │
                        │   looking for you may:                            │
                        │                                                   │
                        │      1) Enter the entire Tag Number               │
                        │      2) Enter any part of the Tag Number.         │
                        │                                                   │
                        │   In either case, a list will be displayed with all Work │
                        │   Orders that contain the requested character string │
                        │   anywhere in the Tag Number.                     │
                        │                                                   │
                        │              Press <ENTER> to continue.           │
                        │                                                   │
                        └──────────────────────────────────────────────────┘
```

P.O. Number – Enter the P.O. Number to Search for, and press **<ENTER>,** or press **<HOME>** to display the Search options.

```
Order Entry/Modification                                          ROE1

Enter P.O. Number to Search For: . . . . . . . . . . . . . . . . . .
                    ┌──────────────────────────────────────────────────┐
                    │              P.O. Number Search Options           │
                    │                                                   │
                    │   To locate a Order containing the Purchase Order │
                    │   Number that you are looking for you may:        │
                    │                                                   │
                    │      1) Enter the entire P.O. Number or           │
                    │      2) Enter any part of the P.O. Number.        │
                    │                                                   │
                    │   In either case, a list will be displayed with all │
                    │   Orders that contain the requested character string │
                    │   anywhere in the P.O. Number.                    │
                    │                                                   │
                    │              Press <ENTER> to continue            │
                    │                                                   │
                    └──────────────────────────────────────────────────┘
```

TELEPHONE NUMBER – Enter either the entire telephone number, and press **<ENTER>**, partial number, and press **<ENTER>,** or press **<HOME>** to display the Search options.

```
Order Entry/Modification                                          ROE1
                        ┌──────────────────────────────────────────────────┐
                        │              Telephone # Search Options           │
Enter Telephone Number to Sear                                             │
                        │   To Locate a Order containing the Telephone      │
                        │   Number that you are looking for you may:        │
                        │                                                   │
                        │      1) Enter the entire Telephone Number         │
                        │      2) Enter any part of the Telephone Number.   │
                        │                                                   │
                        │   In either case, a list will be displayed with all │
                        │   Orders that contain the requested character string │
                        │   anywhere in either of the 2 Telephone Numbers.  │
                        │                                                   │
                        │              Press <ENTER> to continue.           │
                        │                                                   │
                        └──────────────────────────────────────────────────┘
```

CUSTOMER NAME – Enter entire partial name, or full name and press **<ENTER>,** or press **<HOME>**
to display search options.

```
Order entry/Modification                                                     ROE1

Enter Customer Name to┌─────────────────────────────────────────────┐
                      │           Customer Name Search Options       │
                      │                                              │
                      │  To locate a Order containing the Customer Name │
                      │  that you are looking for you may:           │
                      │                                              │
                      │      1) Enter the entire Customer Name       │
                      │      2) Enter any part of the Customer Name. │
                      │                                              │
                      │  In either case, a list will be displayed with all │
                      │  orders that contain the requested character string │
                      │  anywhere in the Customer Name.              │
                      │           Press <ENTER> to continue.         │
                      └─────────────────────────────────────────────┘
```

<ENTER>: After entering the customer name, you now need to select the process you want.
The following screen will appear once you have entered the Customer# and pressed
<ENTER>:

```
Order Enter/Modification                                                     ROE1

Enter Customer#:   xxxxxxxx   (xxxxxxxxxxxxxxxxxxxxxxxxxxx)

Enter Order# or Command: _____
                            Command:C = Display Customer Information;
                                    I = Item Inquiry;
                                    L = List Orders, Invoices, etc.
                                    P = New Cash (Point of Sale) Sale.
                                    M = Return to Order Entry Menu.
                                    E = Exit to Monitor.
                                    A = A/R Inquiry.
                                    ? = Order Search Options.
                                    Press <ENTER> to Add New Order.
                                    Press <ESC> to Reenter Customer #
```

C = DISPLAY CUSTOMER INFORMATION – This selection will clear the screen and display some of the information stored in this customer's master record. Once this information has been displayed, pressing **<ESC>** will return you to the Customer Selection screen with this same customer already selected. You may then select another process.

```
┌─────────────────────────────┬─────────────────────────────────┬──────────────────────────────┐
│                             │ Order Entry Customer Inquiry Screen│                              │
│ Customer#   175             │ Phone#. :  (304) 789-6756       │ Balance..: 0.00              │
│ TCBI                        │ Fax#... :        000-0000       │ On Order.: 0.00              │
│ 3456 LINDSEY AVE            │ Salesmn : JOHN BROWN            │ Last Pymt: 00/00/00          │
│ WEST CHESTER, PA            │ Terms.. : CASH                  │    Amount: 0.00              │
│           00098             │ Taxable : Yes                   │ Avg Pymt.: 0 Days            │
│ Contact :                   │   Code. : (0)                   │ Act Opend: 01/07/00          │
│ Class. . :                  │ CrLimit : -None-                │ High Bal.: 0.00              │
│                             │ CrAvail : -None-                │ Sales YTD: 0.00              │
├─────────────────────────────┴─────────────────────────────────┼──────────────────────────────┤
│                                                               │ (2) Ship-To:                 │
│ (1) Salesmen's Comments:                                      │                              │
│                                                               │                              │
│                                                               │              00000           │
│                                                               │                              │
│                                                               │                              │
│                                                               │                              │
│                                                               │                              │
│                                                               ├──────────────────────────────┤
│                                                               │ (3) Sales History            │
│                                                               │ (4) Customer Comments        │
│                                                               │ (5) Authorization List       │
│                                                               │ (6)Communication Fields      │
├───────────────────────────────────────────────────────────────┴──────────────────────────────┤
│ Enter Command, <HOME> or <ESC> to Escape:  . . . . . .                                         │
└────────────────────────────────────────────────────────────────────────────────────────────────┘
```

I = ITEM INQUIRY – This selection will clear the screen and take you to Item Inquiry. Unlike the "stand-alone" Item Inquiry, the customer number will already have been selected. When you finish with Item Inquiry, the system will return you to the Customer Selection screen with this same customer already selected. You may then select another process.

```
┌────────────────────────────────────────────────────────────────────────────────────────────────┐
│                          * --Item Inquiry--*                                      Page:          │
│ Item #  :????????                           Type       :????????                                 │
│ MAJOR   :????????                           Customer #  :  175                                   │
│ MINOR   :????????                                                                                │
├────────────────────────────────────────────────────────────────────────────────────────────────┤
│ Ln# Item Number      Item Description            Qty Avail U/M     Price                          │
├────────────────────────────────────────────────────────────────────────────────────────────────┤
│                          Item #                                                                  │
│                                                                                                  │
│      Press <ESC> to Exit ;                                                                       │
│            <ENTER> to Leave Item# Selection "as is" ;                                            │
│            Partial Item# Follow by "?",                                                          │
│            "?" Followed by Partial Item#,                                                        │
│            "?" to Skip Item# Selection, or                                                       │
│            Item# to Display:. . . . . . . . . . . . . . . . . . . . . . .                        │
└────────────────────────────────────────────────────────────────────────────────────────────────┘
```

L = LIST ORDERS – This selection will ask you for a list of the types of orders to be listed, (or ALL types).

```
┌──────────────────────────────────────────────────────────────────────────────┐
│                                                                                │
│                                                                                │
│  Order Entry/Modification                                            ROE1      │
│                                                                                │
│  Enter Customer #00175 (TCBI)                                                  │
│                                                                                │
│  Enter Order# or Command:List                                                  │
│                                                                                │
│  Enter the Order Types to List:. . . . . . . . .                               │
│                             C=Credit Memos;                                    │
│                             S=Sales Order;                                     │
│                             P=Sales & Credit Posting;                          │
│                             Q=Quotation;                                       │
│                             I=Invoice;                                         │
│                             A=ADV;                                             │
│                             T=Trade-In;                                        │
│                             W=Work Orders;                                     │
│                             Z=Standing Orders;                                 │
│                             E=Estimates.                                       │
│                                                                                │
│                                       Press <ENTER> for ALL Order Types.       │
│                                       Press <ESC> to Reenter Command.          │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Once you have entered the order type, the program will clear the screen and list any orders, which are already on file for this customer. At this point, you have three options:
1). You may select one of the listed orders, if any, for display and/or modification;
2). You may select to list the Line Items within one of the listed orders;
3). You may return to the Customer Selection screen with this same customer number already selected

P = NEW CASH (POINT-OF-SALE) SALE – This selection will create a new POS invoice. Enter data as you would normally.

```
┌──────────────────────────────────────┬─────────────────────────────────────────┐
│ Order#  13075              Order      │ Header                 Fax Date:None     │
│     Customer  #  175                  │                                          │
│ (1)   :TCBI                           │                                          │
│ (2)   :3456 LINDSEY AVE               │                                          │
│ (3)   :                               │                                          │
│ (4)   :WEST CHESTER    ,PA            │                                          │
│ (5)   (304) 789-6756    00098         │                                          │
├──────────────────────────────────────┼─────────────────────────────────────────┤
│ (12) Order Type   :POS Invoice        │ (23) Salesperson    :                    │
│ (13) Sale Type    :Cash               │ (24) Taxable?       :No                  │
│ (14) Sales Locat  :SC                 │ (25) Tax Exempt#    :                    │
│ (15) Whse Locat   :SC                 │                                          │
│ (16) Entered By   :                   │                                          │
│                                       │                                          │
│                                       │                                          │
│                                       │                                          │
│                                       │                                          │
├──────────────────────────────────────┼─────────────────────────────────────────┤
│ Cr Limit  :None.        |AR Bal:  0.00│ | On Order  :0.00   Over Cr Limt: 000.00 │
└──────────────────────────────────────┴─────────────────────────────────────────┘
```

M = RETURN TO ORDER ENTRY MENU – Returns you to the Order Entry Programs Menu.

E = EXIT TO MONITOR – Exits your terminal to the : prompt.

A = A/R INQUIRY – Allows you to do a Customer Transaction Inquiry from Order Entry.

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│ Customer:  175   (TCBI)                          Balance. . : 0.00     │
│                                                  On Order.  : 0.00     │
│                                                  Cr. Limit  : 0.00     │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│   Enter Starting Transaction Date: _____                             │
│                                                                        │
│                                                                        │
│                          Press <ENTER> to Display ALL Transactions     │
│                          Press <ESC> to Exit.                          │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

? = ORDER SEARCH OPTIONS – Allows searching for orders for the Selected Customer ONLY. These
                               are the same searches as described previously.

```
┌──────────────────────────────────────────────────────────────────────┐
│ Order Entry/Modification                                    ROE1       │
│                                                                        │
│ Select Search Method: _                                                │
│                                                                        │
│                              Search Options:  1 = Tag Number           │
│                                               2 = P.O. Number          │
│                                               3 = Telephone Number     │
│                                               4 = Customer Name        │
│                                                                        │
│                              Press <ESC> to End Search                 │
│                              Press <DOWN-ARROW> to Reset Default        │
│                              Press <ENTER> to Select Default           │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

<ENTER> = ADD A NEW ORDER – A new Order Header will be created for this customer and the
                                system will proceed to the Order Header screen.

<ESC> = RETURN TO THE ORDER ENTRY MENU – Reenter the customer number.

SALES ORDER – An order generated for a Customer prior to being changed to an invoice. This type of order <u>will</u> commit inventory.

```
Order # 10346                    Order  Header                Fax Date:None
--------------------------------------------------------------------------------
     Customer # 10                    :        Ship -To:
(01) :PROCOM SOLUTIONS, INC.          :   (06)  :PROCOM SOLUTIONS, INC.
(02) :8980 A ROUTE 108                :   (07)  :8980 A ROUTE 108
(03) :OAKLAND CENTER                  :   (08)  :OAKLAND CENTER
(04) :COLUMBIA       ,MD 21045        :   (09)  :COLUMBIA       ,MD 21045
(05) (301)997-6777                    :   (10)
--------------------------------------------------------------------------------
(12) Order Type    :Sales Order       :  (34) Salesperson   :1 (MATT NUTTER)
(13) Ord. Date     :05/12/92          :  (35) Commissions   :1%
(14) Sale Type     :Charge            :  (37) Ship Via      :
(15) Ship Date     :05/12/92          :  (38) Terms         :
(16) Sales Locat   :MS                :  (39) F.O.B.        :
(17) Whse Locat    :MS                :  (40) Price Level   :1
(18) Entered By    :ZSA               :  (41) L.I. Disc.    :0.0%
(19) Bill-To #     :None.             :  (42) Sales Order?  :Yes
(21) Route         :                  :  (43) Taxable?      :Yes
(22) Stop          :000               :  (44) Tax Exempt#   :
                                      :  (45) Retail Tax #  :
-------------------------------------------+------------------------------------
Cr Limit:None.        :AR Bal: 1,050.00    :On Order:     0.00   | Over Cr Limt: 0.00
Enter Field#, Data, Command, or <HELP>     :.................................
```

INVOICE – A completed order waiting to be updated.

```
Order#   13095                  Order   | Header              Fax Date:None
     Customer #  100                     |    Ship-To:
( 1) :SHOPPERS CORPORATION               | ( 6) :SHOPPERS CORPORATION
( 2) :7840-J ROUTE 108                   | ( 7) :8940-J ROUTE 108
( 3) :                                   | ( 8) :
( 4) :COLUMBIA        ,MD                 | ( 9) :COLUMBIA         ,MD
( 5) (410)997-6777    21045              | (10) :(410)997-6777     21045
-----------------------------------------|----------------------------------------
(12) Order Type    :Invoice             | (34) Salesperson   :00 (MIKE CAPLAN)
(13) Ord. Date     :02/17/00            | (35) Commissions   : 1.0%
(14) Sale Type     :Charge              | (36) Cust. P.O.#   :
(15) Ship. Date    :02/17/00            | (37) Ship Via      :OUR TRUCK
(16) Sales Locat   :SC                  | (38) Terms         :30 DAYS
(17) Whse Locat    :SC                  | (39) F.O.B.        :
(18) Invoice #     :54700               | (40) Price Level   :2
(19) Inv. Date     :02/18/00            | (41) L.I. Disc.    : 0.0%
(20) Entered By    :                    | (42) Invoice?      :Yes
(21) Bill-To #     :None.               | (43) Taxable?      :Yes
(22) Job Number    :                    | (44) Tax Exempt#   :
                                        | (45) Retail Tax#   :
-----------------------------------------------------------------------------------
Cr. Limit   :None.      |AR Bal:90,349.71  | On Order: 23,575.17    |Over Cr Limt: 0.00
```

(Q) :QUOTATIONS: A Quotation is essentially a order which does not get shipped and for which no stock is committed. Quotations can get printed on the same forms as orders and are sent to the prospective customer as a price guarantee. When you enter a Quotation, you will be expected to also enter a Quotation Expiration Date. If a customer decides to accept a quoted order, you need only call up the Quotation and change the Order Type to a Sales Order to begin the actual shipping process. When a Quotation is changed to an Invoice, or a Sales Order, all items will be checked for availability. For items where quantity on hand is not enough to fill the order, you will prompted as to what you want to do: Backorder, Cancel, Leave in Remaining to ship. . . . etc.

```
 Order # 10348                   Order Header                   Fax Date:None
--------------------------------------------------------------------------------
Customer # 10                         :  Ship -To:
(01) :PROCOM SOLUTIONS, INC.          :  (06) :PROCOM SOLUTIONS, INC.
(02) :8980 A ROUTE 108                :  (07) :8980 A ROUTE 108
(03) :OAKLAND CENTER                  :  (08) :OAKLAND CENTER
(04) :COLUMBIA        ,MD 21045       :  (09) :COLUMBIA        ,MD
(05) (301)997-6777                    :  (10)  (301) 997-6777    21045
--------------------------------------------------------------------------------
(12) Order Type    :Quotation         : (23) Salesperson   :1 (MATT WEST)
(13) Ord. Date     :05/12/99          : (24) Commissions   :
(14) Sale Type     :Charge            : (25) Cust.P.O.#    :
(15) Ship Date     :05/12/99          : (26) Ship Via      :
(16) Sales Locat   :SC                : (27) Terms         :
(17) Whse Locat    :SC                : (28) F.O.B.        :
(18) Expire Date   :                  : (29) Price Level   :
(19) Entered By    :ZSA               : (30) L.I. Disc.    :0.0%
(20) Bill-To #     :None.             : (31) Quotation?    :Yes
(21) Job Number    :                  : (32) Taxable?      :Yes
                                      : (33) Tax Exempt#   :
                                      : (34) Retail Tax    :
--------------------------------------------------------------------------------
Cr Limit:None.     :AR Bal: 1,050.00  :On Order        0.00   |over Cr Limt:  0.00
Enter Field#, Data, Command, or <HELP>:........................................
```

(CM) : CREDIT MERCHANDISE: A Credit Merchandise is used to credit a customer's account for returned goods. You may tell the computer which invoice this credit is to be applied against. When you enter the CM, you will tell the computer how many of which items to credit the customer for as well as how many of those items to return to stock (if any). Enter the line items as normal; the system will take care of the credit.

```
 Order # 10347                      Order Header               Fax Date:None
-------------------------------------------------------------------------------
Customer # 10                     : Ship -To:
(01) : PROCOM SOLUTIONS, INC.     : (06) :PROCOM SOLUTIONS, INC.
(02) :8980 A ROUTE 108            : (07) :8980 A ROUTE 108
(03) :OAKLAND CENTER              : (08) :OAKLAND CENTER
(04) :COLUMBIA       ,MD 21045    : (09) :COLUMBIA        ,MD 21045
(05)  (301)997-6777               : (10) :
---------------------------------------+--------------------------------------
(12) Order Type      :Credit Memo  : (34) Salesperson  :1 (MATT NUTTER)
(13) Ord. Date       :05/12/99     : (35) Commissions  :
(14) Sale Type       :Charge       : (36) Cust. P.O.#  :
(15) Sales Locat.    :MS           : (37) Ship Via     :
(16) Whse Locat      :MS           : (38) Terms        :
(17) Apply-To #      :None         : (39) F.O.B.       :
(18) Invoice #       :000026       : (40) Price Level  :1
(19) Inv. Date       :05/12/99     : (41) L.I. Disc.   :0.0%
(20) Entered By      :ZSA          : (42) Invoice?     :Yes
(21) Bill-To #       :None.        : (43) Taxable?     :Yes
(22) Job Number      :             : (44) Tax Exempt#  :
                                   : (45) Retail Tax#  :
-------------------------------------------------------------------------------
Cr Limit:None.    :AR Bal: 1,050.00    :On Order       0.00  |OverCrLimt: 0.00
Enter Field#, Data, Command, or <HELP>:.......................................
```

GS – Generates a Sales Order from an existing Standing Order. Enter the order number of the Standing Order to generate from, or press **<HOME>** to select from a list.

```
Order#   13111             O r d e r  H e a d e r        Fax Date:None
-------------------------------------------------------------------------------
  Customer # 1390                     Ship-To:
( 1) :OAKRIDGE VALLEY LINEAR CO    : ( 6) :OAKRIDGE VALLEY LINEAR CO
( 2) :1234 SPRING VALLEY ROAD      : ( 7) :1234 SPRING VALLEY ROAD
( 3) :SUITE 1234 BLGD #4 #404 W    : ( 8) :SUITE 1234 BLDG #4 #404 W
( 4) :WEST LANSING      ,MI        : ( 9) :WEST LANSING       ,MI
( 5) :(303)456-7899     45678      : (10) :(303)456-7899     45678
-------------------------------------------------------------------------------
(12) Order Type    :Sales Order    : (34) : Salesperson    :
(13) Ord. Date     :02/17/00       : (35) : Commission     : 1.0%
(14) Sale Type     :Cash           : (36) : Cust. P.O. #   :
(15) Ship. Date    :02/17/00       : (37) : Ship Via       :
(16) Sales Locat   :SC             : (38) : Terms          :C.O.D.
(17) Whse Locat    :SC             : (39) : F.O.B.         :
(18) Entered By:   :               : (40) : Price Level    :1
(19) Bill-To #     :None.          : (41) : L.I. Disc.     : 0.0%
(20) Job Number    :               : (42) : Sales Order?   :Yes
-------------------------------------------------------------------------------
Enter Order# of Standing Order to Generate, <HOME> or <ENTER>: _____
```

```
Standing Order Listing for Customer #01390   (OAKRIDGE VALLEY LINEAR CO)
Ln#     Order#      Order Date       Amount       P.O.#       Selection Cd.
 1      13092       02/16/00         183.39                     00
 2      13108       02/17/00          0.00                      00
(End-of-List)


-------------------------------------------------------------------------------
Enter Line#, Command, <HOME> or <ESC> to Exit:. . . ..
```

TRADE IN – Allows putting traded in serial numbers back in stock.

```
Order# 13110            O r d e r   H e a d e r        Fax Date:None
-------------------------------------------------------------------------------
    Customer # 1390                 :     Ship-To:None
( 1) :OAKRIDGE VALLEY LINEAR CO     : ( 6) :OAKRIDGE VALLEY LINEAR CO
( 2) :1234 SPRING VALLEY ROAD       : ( 7) :1234 SPRING VALLEY ROAD
( 3) :SUITE 1234 BLDG #4 #404 W     : ( 8) :SUITE 1234 BLDG #4 #404 W
( 4) :WEST LANSING     ,MI          : ( 9) :WEST LANSING      ,MI
( 5) :(303)456-7899    45678        : (10) :(303)456-7899      45678
-------------------------------------------------------------------------------
(12) Order Type   :Trade-In        : (34) Salesperson    :
(13) Ord. Date   :02/17/00         : (35)  Commission    : 1.0%
(14) Sale Type   :Cash             : (36) Cust. P.O. #   :
(15) Sales Locat :SC               : (37) Ship Via       :
(16) Whse Locat  :SC               : (38) Terms          :C.O.D.
(17) Apply-To #  :None             : (39) F.O.B.         :
(18) Invoice #   :                 : (40) Price Level    :1
(19) Inv. Date   :                 : (41) L.I. Disc.     : 0.0%
(20) Entered By  :                 : (42) Invoice?       :Yes
(21) Bill-To #   :None.            : (43) Taxable?       :Yes
(22) Job Number  :                 : (44) Taxable Exempt#:
                                   : (45) Retail Tax#    :
-------------------------------------------------------------------------------
Cr Limit:None.      |AR Bal:    0.00   |On Order:534.01   |Over Cr Limt: 0.00
```

(P):Sales Posting: A Sales Posting is simply a record of sales made outside of the Order Entry system. Basically, a Sales Posting is an Invoice with no Line Items for which an Invoice is not printed. The total of the Invoice is simply posted to the customer's account. For example, if you have a section of your business, which sells to the same customers, but which writes up its invoices manually, you may want to use Sales Posting, to enter those invoices directly into the customer's accounts receivable. Another use of Sales Posting is the initial setup of your accounts receivable, i.e., entering your pre-existing invoices.

```
 Order # 10351              Order Header             Fax Date:None
-------------------------------------------------------------------------------
Customer # 10                      :  Ship -To:
(01)  : PROCOM SOLUTIONS, INC.     : (06)  : PROCOM SOLUTIONS, INC.
(02)  : 8980 A ROUTE 108           : (07)  : 8980 A ROUTE 108
(03)  :OAKLAND CENTER              : (08)  :OAKLAND CENTER
(04)  :COLUMBIA       ,MD          : (09)  :COLUMBIA       ,MD
(05)  :(301)997-6777   21045       :                    21045
-------------------------------------------------------------------------------
(12) Order Type  :Sales Posting    : (23) Salesperson :1 (MATT WEST)
(13) Ord. Date   :05/12/99         : (24) Commissions  :
(14) Sale Type   :Charge           : (25) Cust. P.O.  :
(15) Sales Locat :SC               : (26) Taxable?     :
(16) Whse Locat  :SC               : (27) Tax Exempt# :
(17) Invoice #   :000027           : (28) Retail Tax# :
(18) Inv. Date   :05/12/99
(19) Entered By  :ZSA
(20) Bill-To #   :None.
(21) Job Number  :
-------------------------------------------------------------------------------
Cr Limit:None.     :AR Bal: 1,050.00   :On Order       0.00   |Over Cr Limt: 0.00
Enter Field#, Data, Command, or <HELP>:.......................................
```

(CP):Credit Posting: A Credit Posting is simply a record of credit issued outside of the Order Entry system. Basically, a Credit Posting is a CM with no line Items for which no Invoice is printed. The total of the invoice is simply posted to the customer's account. Like Sales Posting, the primary use of Credit Posting is to credit a figure to a customer's account for sales tax, finance charge, or just against your Sales G/L account not through inventory. All figures are entered on the foot of the order. You may just fill in the sales tax field to credit against the account and it will also reduce your tax tables also. To credit a finance charge, you must change the Sale Type field on the header of a CP to FIN and post the money on the footer under the line total.

```
  Order # 10350                    Order Header                    Fax Date:None
-------------------------------------------------------------------------------
Customer # 10                           :  Ship -To:
(01) : PROCOM SOLUTIONS, INC.           :(06) PROCOM SOLUTIONS
(02) : 8980 A ROUTE 108                 :(07) 8980 A ROUTE 108
(03) :OAKLAND CENTER                    :(08) OAKLAND CENTER
(04) :COLUMBIA        ,MD               :(09) COLUMBIA,    MD
(05) :(301)997-6777   21045             :(10)              21045
-------------------------------------------------------------------------------
(12) Order Type  :Credit Posting        :(34) Salesperson :1 (MATT NUTTER)
(13) Ord. Date   :05/12/99              :(36) Cust. P.O.# :
(14) Sale Type   :Charge                :(37) Price Level :1
(15) Sales Locat :SC                    :(38) L.I. Disc.  :0.0%
(16) Whse Locat  :SC                    :(39) Taxable?    :Yes
(17) Apply-To #  :                      :(40) Tax Exempt# :
(18) Invoice     :000028                :(41) Retail Tax# :
(19) Inv. Date   :05/12/99              :
(20) Entered By  :ZSA                   :
(21) Bill-To #   :                      :
(22) Job Number  :                      :
-------------------------------------------+-----------------------------------
Cr Limit:None.      :AR Bal: 1,050.00   :On Order          0.00 | Over Cr Limt: 0.00

Enter Field#, Data, Command, or <HELP>:.........................................
```

(z) :Standing Order: A Standing Order is not actually an order, but rather a model for Sales Order, or Invoice to be created later. For example, in the bakery business, it is common for a particular customer to order the same things every Monday, another set of items on Tuesday, etc. To provide for this, a separate Standing Order could be created for each day of the week. When you are ready to actually create the order each day, you would simply generate the new order from the Standing Order. No stock will be committed for Standing Orders. If you enter either GS, or GI, you will be asked to enter the Order# of the Standing Order to be copied. If, at that time, you press the **<HOME>** key, you will be shown a list of all current Standing Orders for the ordering customer, then asked again for the Order. If you enter GS, or GI by mistake, press the **<ENTER>** key by itself to respond to the Order# request to exit.

```
 Order # 10351                      Order Header                  Fax Date:None
--------------------------------------------------------------------------------
Customer # 10                       :  Ship -To:
(01) : PROCOM SOLUTIONS, INC.       :  (06)  : PROCOM SOLUTIONS, INC.
(02) : 8980 A ROUTE 108             :  (07)  : 8980 A ROUTE 108
(03) :OAKLAND CENTER                :  (08)  :OAKLAND CENTER
(04) :COLUMBIA       ,MD 21045      :  (09)  :COLUMBIA       ,MD 21045
(05) :(301)997-6777                 :
--------------------------------------------------------------------------------
(12) Order Type  :Standing Order    :  (23) Salesperson :1 (MATT NUTTER)
(13) Ord. Date   :05/12/92          :  (24) Commissions :
(14) Sale Type   :Charge            :  (25) Cust. P.O.# :
(15) Sales Locat :MS                :  (26) Ship Via    :
(16) Whse Locat  :MS                :  (27) Terms       :
(17) Entered By  :ZSA               :  (28) F.O.B.      :
(18) Bill-To #   :None.             :  (29) Price Level :1
(19) Job Number  :                  :  (30) L.I. Disc.  :0.0%
                                    :  (31) Stand Ord.? :
                                    :  (32) Select Cd.  :0
                                    :  (33) Taxable?    :Yes
                                    :  (34) Tax Exempt# :
                                    :  (35) Retail Tax  :
-------------------------------------------+------------------------------------
Cr Limit:None.     :AR Bal: 1,050.00    :On Order        0.00
Enter Field#, Data, Command, or <HELP>:.......................................
```

GI – Generate an Invoice from a Standing Order. Enter the Standing order that this invoice is to be created from, and press **<ENTER>,** or press **<HOME>** to select from a list.

```
Order# 13109          O r d e r   H e a d e r                   Fax Date:None
--------------------------------------------------------------------------------
     Customer # 1390            :      Ship-To:
( 1) :OAKRIDGE VALLEY LINEAR CO  : ( 6) :OAKRIDGE VALLEY LINEAR CO
( 2) :1234 SPRING VALLEY ROAD    : ( 7) :1234 SPRING VALLEY ROAD
( 3) :SUITE 1234 BLDG #4 #404 W  : ( 8) :SUITE 1234 BLDG #4 #404 W
( 4) :WEST LANSING      ,MI      : ( 9) :WEST LANSING        ,MI
( 5) :(303)456-7899     45678    : (10) :(303)456-7899     45678
--------------------------------------------------------------------------------
(12) :Order Type  :Invoice        : (34) :Salesperson    :
(13) :Ord. Date   :02/17/00       : (35) :Commissions    : 1.0%
(14) :Sale Type   :Cash           : (36) :Cust. P.O. #   :
(15) :Ship. Date  :02/17/00       : (37) :Ship Via       :
(16) :Sales Locat :SC             : (38) :Terms          :C.O.D.
(17) :Whse Locat  :SC             : (39) :F.O.B.         :
(18) :Entered By  :               : (40) :Price Level    :1
(19) :Bill-To #   :None.          : (41) :L.I. Disc.     : 0.0%
(20) :Job Number  :               : (42) :Sales Ordr?    :Yes
--------------------------------------------------------------------------------
Enter Order# of Standing Order to Generate, <HOME> or <ENTER>: _____
```

```
 Standing Order Listing for Customer #01390        (OAKRIDGE VALLEY LINEAR CO)
  Ln#    Order#     Order Date        Amount      P.O.#      Selection Cd.
   1     13092      02/16/00          183.39                     00
   2     13108      02/17/00            0.00                     00




 --------------------------------------------------------------------------------
 Enter Line#, Command, <HOME> or <ESC> to Exit:. . . . .
```

(POS):Point-of-Sale: A Point-of-Sale is used when a customer is buying goods right out of
                 the store. The method of payment is one of the following: Cash Sale,
                 Charge Sale, Check, or multiple ways of payment. Point-of-Sale
                 transactions may print a receipt ticket instead of the standard order
                 form.

```
 Order # 10351                    Order Header                  Fax Date:None
 --------------------------------------------------------------------------------
 Customer # 10                           : Ship -To:
 (01): PROCOM SOLUTIONS, INC.            : (06) : PROCOM SOLUTIONS, INC.
 (02): 8980 A ROUTE 108                  : (07) : 8980 A ROUTE 108
 (03):OAKLAND CENTER                     : (08) :OAKLAND CENTER
 (04):COLUMBIA        ,MD 21045          : (09) :COLUMBIA        ,MD 21045
 (05) Phn#:(301)997-6777                 :
 --------------------------------------------------------------------------------
 (12) Order Type   :POS Invoice          : (23) Salesperson    : (MATT NUTTER)
 (13) Sale Type    :Charge               : (24) Taxable?        :Yes
 (14) Sales Locat  :SC                   : (25) Tax Exempt#     :
 (15) Whse Locat   :SC
 (16) Entered By   :
 ---------------------------------------------+----------------------------------
 Cr Limit:None.      :AR Bal: 1,050.00        :On Order        0.00
 Enter Field#, Data, Command, or <HOME>:..........................................
```

Beginning next is a detailed description of each of the fields, which might appear on an Order
Header Screen.

HEADER DEFINITIONS

If it is necessary to change any of the following fields, remember that they are only changed
for this order and not in the customers permanent file.

Customer Name & Address: The Customer Name & Address is made up of 4 lines of 25 characters
                 each. The lines are initially created from the name & address
                 stored in the ordering customer's master record, but each of these
                 lines may be changed to anything desired.

Ship-To Name & Address: The "Ship-To" Name & Address is made up of 4 lines of 25 characters
                 each. If the ordering customer does not have any "Ship-To"
                 addresses stored on file, then these lines are initially created
                 from the name & address stored in the customer's master record. If
                 you are uncertain what Ship-To Addresses are available to be used,
                 enter a question mark (?) as the Ship-To#, and press **<ENTER>**. You
                 will then be shown all of the available Ship-To Addresses and you
                 will then be asked to select one. You may either press **<ENTER>** to
                 leave the Ship-To Name & Address **"as is"**, or enter the number for
                 one of the displayed addresses. If there are one or more "Ship-To"
                 addresses, then the first one will be used as an initial address.
                 The four lines of address may be changed, but the fourth line is

made up of three individual fields: City, State, and Zip Code. When
entering a new City/State/Zip Code, be sure to use the last line.
Any changes made to these fields during order entry are for this
order only and do not affect the customer's master file. If you
wish to blank out all of the Ship-To fields, enter: 6, and press
space bar a few times.

```
Ship-To Names & Addresses for Customer #          100   (SHOPPERS CORPORATION)
----------------------------------------   --------------------------------------------------
Ship-to #0
SHOPPERS CORPORATION
8940-J ROUTE 108

COLUMBIA            MD 21045
 (410)997-6777
----------------------------------------
Ship-To # 01
SHOPPERS CORPORATION
8940-B ROUTE 108

COLUMBIA            MD 21045
(410)997-6777
----------------------------------------
Ship-To # 02
SHOPPERS VIRGINIA, INC.
11009 NOKESVILLE ROAD

MANASSAS            VA 22111
(703)369-0417
----------------------------------------
Enter Ship-To#, or <ENTER>:. . . . . .
```

Order Date: This date can be set either to default to last entered date or current system
date.

Sale Type: There are 4 Sales Types, as follows:

CASH: This indicates that the customer has already paid, or is about to pay for the entire
invoice now. This Sale Type must not be used if there is to be any remaining balances
as the system will not generate an Accounts Receivable Open Item for that balance.

CH: This indicates that this is a Charge Sale and that there will be an A/R invoice. This
is the most commonly used Sale Type.

CC#: This code indicates a Credit Card Sale, it's equivalent to a Cash sale, but is paid by
a Credit Card, coupons or gift certificates.

FIN: This code is used only with Credit & Sales Posting. It is used solely to add or
credit Finance Charges.

Shipment Date: This is the date by which you expect to ship this order to the customer.
Example, entering "092699" will display "09/26/99".

Location: This is the code of the warehouse (up to 99) from which the ordered products are
normally pulled.

Bill-To #: If not set to none, this is the ID# of the customer who is actually to be charged, or credited with this invoice. Normally, this number would simply be copied from the ordering customer's master file, but it can be manually entered here. If the Bill-To Customer# is unknown, you may locate the customer's ID# using either the Alpha Search or Wild-Card search, which were explained earlier in the "Customer Selection" section. If the Bill-To Customer# is for a customer who has not yet been added to the file, you may add it at this time by entering a customer # of "NEW", if that option is turned on.

Salesperson #: This is the ID# of the salesperson who is to receive credit for this sale. If the salesperson ID# is unknown, you may enter a question mark (?) in this field, and press **<ENTER>**. Once this is done, the program will display a list of all your salespeople and ask you to select the one you want.

```
                          S a l e s p e r s o n   L I s t
----------------------------------------------------------------------------------
     DEFAULT SALESM
00   MIKE CAPLAN
11   MARTY BROWN
22   LARRY BUSH
33   ALLEN HOLLMAN
44   AL HOLLMAN JR.
55   VINCENT MILES
66   HOWARD ROBERTO
77   BARRY S. STEIN
88   SIDNEY WILLIAMS
HA   HOUSE ACCOUNT
(End-of-List)



Enter Salesperson Initials, or <ENTER>:. . .
```

Salesperson Commission Rate: This is the commission rate to be applied against the total of items to compute the salesperson's commission.

Customer Purchase Order #: This is the Customer's Purchase Order#. If the actual number is in excess of 10 characters, we recommend that the last ten be used.

Ship-Via Description: This field briefly describes the method by which the order is to be shipped. While this field is normally copied from the Customer's master record, it may be overridden.

(1)Ship-Via#: This is a numeric entry (1-99) corresponding to one of the Ship-Via
Description records (see File Maintenance). Once the numeric value has been
entered, it will be replaced with the description stored in the Ship-Via
record.

```
 STANDARD SHIP-VIA CODES
 -----------------------------------------------------------------------------------
  1.  UPS GROUND
  2.  CUST PICKUP
  3.  UPS-REGULAR
  4.  UPS-BLUE
  5.  UPS-RED
  6.  FED EXPRESS
  7.  YELLOW FRT.
  8.  ST. JOHNSBURY
  9.  AIR MAIL
 10.  UPS - DIRECT
 11.  DROP SHIP
 12.  OUR TRUCK
 (End-of-List)



 Enter Desired Code# or <ENTER>:_____
```

Terms Description: This field briefly describes the method for payment terms for this order.
While this field is normally copied from the customer's master record, it
may be overridden.

(1) Term#: This is a numeric entry (1-99) corresponding to one of the Terms Description
records (see File Maintenance). Once the numeric value has been entered, it will
be replaced with the description stored in the Terms Record. If you enter just a
question mark for this field, you will be shown a list of all terms records and
you will be asked to select one.

```
 Standard Terms Codes
 -----------------------------------------------------------------------------------
  1.  CASH
  2.  C.O.D.
  3. 30 DAYS        30
  4. 60 DAYS        60
  5. 90 DAYS        90
  6. ONE YEAR      365
  7. NET 10 DAYS    10
  8. NET 30/60/90   30
  9. 10TH OF MON    10



 Enter Desired Code# or <ENTER>:_____
```

F.O.B. Description: This field briefly describes the method by which the order is to be
shipped. While this field is normally copied from the customer's
master record, it may be overridden.

F.O.B.#: This is a numeric entry (1-99) corresponding to one of the F.O.B. Description records (see File Maintenance). Once the numeric value has been entered, it will be wiped out and replaced with the description stored in the F.O.B. record. If you enter just a question mark for this field, you will be shown a list of all FOB records and you will be asked to select one.

```
S t a n d a r d   F r e i g h t  - O n - B o a r d   C o d e s
--------------------------------------------------------------------------------
  1.  NEW JERSEY
  2.  LONG ISLAND
  3.  FACTORY
  4.  PHILADELPHIA
  5.  NORWOOD, MA
 (End-of-List)


Enter Desired Code# or <ENTER>:_____
```

Price Level #: This value, which is normally copied from the customer master record, represents the Price Levels in the Inventory Master file, which is to be used when pricing items for this customer. Any value from 1 to 8 may be entered for this field, based on the number of price levels being used.

Line Item Discount: This is the discount percentage by which each line Item will be discounted. Entering "100" will display as "10.0%".

Taxable?: This Yes/No flag is used to determine whether or not this invoice will be charged sales tax. While this field is normally copied from the customer's master record, it may be overridden. If line items are entered and this flag is changed, those line items will not be changed. They each must be changed through the change line item screen in the body.

Tax Exempt #: This is the customer's tax exempt# from the customer master file record (if any). While this field is normally copied from the customer's master record, it may be overridden (up to 15 characters in length).

Selection Code #: This field which only appears on Standing Orders, is used as an "Order Category" code. If you are in a business where Standing Orders are to be generated on the basis of a schedule, then this code may be used to schedule those orders. For example, in the bakery business, it is common for a particular customer to order one group of items on Monday, another group on Tuesday, etc. By setting these Standing Orders up with a Selection code of 1 for Monday, 2 for Tuesday, etc., you could then generate all Selection Code 1 orders on Monday morning, all Selection Code 3 orders on Tuesday, etc. This would protect you from having to find all such orders on file and generating them on a one-by-one basis.

"Field#, Data": Is used to change one of the values currently on the screen. For example, to change the Order Type (field #11) to Sales Order, you would enter "11,S" followed by pressing **<ENTER>**.

"Field# <HOME>" Is used to display a 4-line description of the specified field and possibly change its value. For example, if you were to enter 11 followed by pressing the **<HOME>** key, you would get a list of the permitted Order Type Codes and you would be asked to enter a new code. The code may be left "as is" by pressing the **<ENTER>** key.

```
Order# 13118                O r d e r   H e a d e r              Fax Date :None
----------------------------------------------------------------------------------
      Customer # 1390         :      Ship-To:
( 1)  :OAKRIDGE VALLEY LINEAR CO      : ( 6) :OAKRIDGE VALLEY LINEAR CO
( 2)  :1234 SPRING VALLEY ROAD        : ( 7) :1234 SPRING VALLEY ROAD
( 3)  :SUITE 1234 BLDG #4 #404 W      : ( 8) :SUITE 1234 BLDG #4 #404 W
( 4)  :WEST LANSING      ,MI          : ( 9) :WEST LANSING       ,MI
( 5)  :(303)456-7899      45678       : (10) :(303)456-7899       45678
----------------------------------------------------------------------------------
(12)  :Order Type    :Sales Order     : (34) :Salesperson    :
(13)  :Ord. Date     :02/18/00        : (35) :Commissions    : 1.0%
(14)  :Sale Type     :Cash            : (36) :Cust.P.O. #    :
(15)  :Ship. Date    :02/18/00        : (37) :Ship Via       :
(16)  :Sales Locat   :SC              : (38) :Terms          :C.O.D.
(17)     :Whse    ┌──────────────────────────────────────────────────┐
(18)     Enter    │ ORDER TYPES:                                      │
(19)     Bill     │                                                  │
(20)     Job      │ This field defines the Order Type for this Order. │
(21)     Route    │ The following Types are allowed:                 │
(22)     Stop     │                                                  │
                  │   S   - Sales Order      TI - Trade In           │
----------------- │   I   - Invoice          P  - Sales Posting      │ -------------
                  │   Q   - Quote            CP - Credit Posting      │
Cr. Limit:N3      │  CM   - Credit Merch     Z  - Standing Order      │
Enter Field---    │  GS   - Gen Sales Order  GI - Generate Invoice    │ . . .
                  │                                                  │
                  │                                                  │
                  └──────────────────────────────────────────────────┘




PROCOM SOLUTIONS, INC.                      131                    ACCOUNTS RECEIVABLE
```

<HOME>: Is used to get a description of all of the permitted entries. For example,
entering "F" followed by pressing **<ENTER>** will take you to the Order Footing
Screen. The following is an example of the HELP screen:

```
Order Header Commands
---------------------


<HOME>         =Display this Screen.
Field#,Data    =Change the value of field#;
Field#<HOME>   =Display a short description of field #;
C              =Change Customer Number for this Order;
CA             =Change Customer Authorization Name,
CB             =Change Order into a Contract
CP             =Copy a Quote (will prompt for Customer #);
CI             =Display Customer Inquiry Screen;
DELETE         =Delete this Order;
F              =Go and display the Order Foot Screen;
P              =Re-price this Order;
X              =Done with this Order, exit out of it;
<ENTER>        =Go on the Order Line Item (Body) Screen.

               Press <ENTER> to return to Header Screen:
```

"C": Followed by pressing **<ENTER>** will allow you to change the customer's account being
billed. Enter the new customer number and press **<ENTER>**. * Note : You cannot change a
order where order where there is either a deposit, or money tendered.

"CA": Followed by pressing **<ENTER>** allows the authorization name to be changed.

"CB": Followed by pressing <**ENTER**> allows the order to be changed to a contract. This option
may not appear on screen, if it does appear and you need help refer to your write up on
contracts.

"CP": Followed by pressing **<ENTER>** will allow you to copy a quote for use with another
customer's account.

"CI": Followed by pressing <**ENTER**> will display the customer inquiry screen.

"DELETE": Followed by pressing **<ENTER>** will delete this order and remove it from the system.

"F":   Followed by pressing **<ENTER>** will take you immediately to the Order Footer Screen for
this order.

"P":   Followed by pressing **<ENTER>** will cause a "reprice" of this order. An order reprice
consists of recalculating all of the prices and discounts for each individual line
item in the order and recomputing any "Add-On" charges.

"X":   Followed by pressing **<ENTER>** tells the computer to total up this order and return to
the Customer Selection screen.

"<ENTER>": If entered by itself, it will take you to the line item screen, at which point
you may begin entering the ordered items. (If you are entering a Credit of
Sales Posting, there will be no line items, so you will be taken to the Order
Footing Screen.)

BODY DEFINITIONS:

Line Item Entry/Modification: Once you have finished with the Order Header, you will be taken to the line item, (or body) screen. There are 3 types of line items:

(1) **Stocked Item:** This is the most common type of line item. It is simply an inventory item, which you normally carry in stock.

(2) **Non-Stocked Item:** This is an inventory item, which is NOT carried in stock. In this case, you will be required to specify the price, cost, description, etc.

(3) **Comment:** This is simply a comment line (up to 32 characters) which will be printed on any invoice, work order, etc. for this order.

```
Customer #   xxxxx (xxxxxxxxxxxxxxxxxxxxxxx)                    Order #xxxxxx
Order Type:xxxxxxxxxxx                            Line Item Total:xx,xxx.xx
Ln# Item#         Order  Ship  R/M     B/O  Price/Per  Disc%   Ext.Price  DTSPB
--------------------------------------------------------------------------------
xxx xxxxxxxxxxxx  xxxx   xxxx   xxxx    xxxx  xx.xx/xxx  xx.x%  xx,xxx.xx   xxxxx


Enter Command or Item#:
```

The Line Item Columns: The Line Item display for a Stocked, or Non-Stocked item consists of a number of "columns". Each of them is described as follows:

Line#: Each Line Item, regardless of type, is assigned a "Line#", beginning with Line #001. The Line# is used in a number of the Line Item Commands (described later) to specify where the command is to be executed.

Item#: This is the Inventory Item# for Stocked and Non-Stocked Line Items, or "*" for Comments.

Quantity Ordered: This is the quantity actually ordered by the customer. **Note:** if the order is a RM, then this is the quantity for which the customer is to receive credit (not necessarily the quantity returned to stock).

Quantity Shipped Today: This column's meaning depends upon the type of order being processed as follows:

Invoice: This is the quantity for which the customer is to be invoiced (i.e., the quantity, which has been shipped to the customer).

Sales Order: This is the quantity that the "shop", "shipping department", etc. is to ship.

RM: This is the quantity that was returned by the customer and returned to stock for resale.

 Note: This may be different from the Quantity Ordered due to damaged goods.

Standing Order or Quotation: Then the Quantity Shipped would be meaningless and is not displayed.

Quantity Remaining to Ship: This column is used to state that a certain quantity is not to be shipped yet, but will be in the future. The quantity is stored here, rather than in "Quantity Backordered", so that it will not appear on any backorder reports. One use for this field is in the case where a customer places a large order to take advantage of quantity pricing, but wishes to receive only a portion of the order at this time. **Note:** a quantity placed into this column DOES NOT commit any on-hand quantities!

Quantity Backordered: This is the quantity, if any, which could not be shipped due to an insufficient quantity on hand and which should be ordered from your vendor. **Note:** it is permitted to transfer quantities to the Quantity Backordered. This can be useful when you do not want to "partial ship" an order, but would rather wait until you have received a sufficient quantity from your vendor.

Unit Price: This is the price for each item ordered, or shipped. If this line item does not use Quantity Conversion, then this is the Price Ordered Unit (Unit of Measure), otherwise it is the Price per Billing Unit (Quantity Conversion Unit**).**

Unit of Measure: This is the description of the units in which the item is measured. For example, "EA","BOX", etc.

Line Item Discount: This is a discount percentage to be applied only to this Line Item, if applicable.

Extended Price: This is the total price for this Line Item. **Note:** the quantity for which this is calculated will depend on the type of order being processed. For Invoices, the Extended Price is computed based on the Quantity Shipped.

"L" – This displays the item level of the item being sold.

"T"/Taxable: This code is "Y" if this Line Item is subject to Sales Tax and "N" if it is not.

"S"/Stock Flag: This code is set at "S" if this Line Item is for an item which is present in the Inventory Master (stocked), or "N" if it is not (Non-Stocked).

"P"/Price Type: This code tells you how the Unit Price was determined, as follows:

"b" - The price comes from the Bill-of-Materials Master File (only for Standing Bill-of-Materials with preset prices);
"p" - This price comes from the Promotion Sales Master File;
"x" - This price per unit or Line Item Discount is entered by the operator (manual override);
"c" - This price is the Price that comes from Customer Special Pricing File.

"B"/Bill-of-Materials Flag: This code will be set at "B" if the Line Item is for a Bill-of-Materials item, or left blank if the item is not a Bill-of-Materials. In addition, on the next line of the screen, the description of the Line Item will be displayed.

If the Line Item is for an inventory item that used quantity conversion, then after the description, the program will display the "No. of Billing Units" for the Quantity Shipped (if Single-Step), or Quantity Ordered (on any other order type).

Adding a Stocked Line Item: To add a Stocked Line Item, simply enter the quantity to be ordered, followed by a comma (,), or a blank ( ), followed by the Item#. For example, to enter an order for 12 hinges (Item # ABC), you would enter "12,ABC", or "12 ABC" and press **<ENTER>**. Assuming that there is a sufficient quantity of the items in stock, the item will be priced and committed, and the Line Item will be displayed on the screen with the quantity ordered displayed in the Ordered & Shipped columns. If, however, there is NOT enough of the item in stock, you will be notified of this and asked what you want to do about it.
Options are as follows:

Cancel: If you select to Cancel, the entire Line Item is dropped as though you had never entered the request;

On hand qty: If you select to Override, the quantity that you entered will be committed anyway. **Note:** this will probably result in a negative quantity-on-hand for this inventory item! Be sure that the quantity is actually on-hand before overriding.

WXX: Try another warehouse-see if another warehouse has quantity.

Back-Order: If you select to Back-Order, then the excess quantity is placed into the Back-Order column and the Shipped column is reduced to match the quantity actually on hand. The extended price is <u>not</u> calculated.

S/Special Order: If you select to special order then the excess quantity is placed into the back order column is calculated.

Adding a Non-Stocked Line Item: To add a Non-Stocked Line Item, simply enter the quantity to be ordered, followed by a comma (,) or followed by a ( ), followed by the Item#, and press **<ENTER>**. At this point the following screen will display. This screen will let you know the item is NON-STOCK and asks how to proceed.

```
 Customer #  xxxxx (xxxxxxxxxxxxxxxxxx)                                   Order #xxxxx
 Order Type:xxxxxxxxxx                                    Line Item Total:xx,xxx.xx
 Ln# Item#          Order  Ship   R/M    B/O    Price/Per Disc%   Ext.Price  LTSPW
 -------------------------------------------------------------------------------------
 xxx xxxxxxxxxx       x     x      x      x    x.xx/xxx  xx.x%      x.xx      xxxxx
                     (1)   (2)    (3)    (4)    (5)  (6)  (7)        (8)     (9) (10)




        ┌─────────────────────────────────────────────────────────────────────┐
        │                                                                       │
        │   Enter Selection:                                                    │
        │                                                                       │
        │                                                                       │
        │   Item:XXXXX                                                          │
        │                                                                       │
        │        Manuf: (Not on File)                                           │
        │                                                                       │
        │   <ESC> Cancel        <F3> Add to Item File      <F5> Enter Manufacturer│
        │   <F2> Non-Stock      <F4> Enter Manufacturer Item#                   │
        │                                                                       │
        └─────────────────────────────────────────────────────────────────────┘
```

<F2> NONSTOCK – Add the item to the order, but do not add to the Inventory Master File.

```
     ┌──────────────────────────────────────────────────────────────────────┐
     │                                                                        │
     │    Enter Item# to Copy From: ……………………                                  │
     │                                                                        │
     │    <ESC> Return to Item Selections                                     │
     │    Enter Item# of an existing Inventory Item                           │
     │    Use "?" to search for an Item                                       │
     │    <Enter> No Item – Use Defaults Record                               │
     │                                                                        │
     └──────────────────────────────────────────────────────────────────────┘
```

The above screen asks if there is an item already created having similar entries on the record so it can be copied from. If there is no item with similar answers to description, majors, product categories, press <**ENTER**> to use Default Record.

```
     ┌──────────────────────────────────────────────────────────────────────┐
     │                                                                        │
     │    Copy From Default Record                                            │
     │                                                                        │
     │    Is this correct (Y/N) ?                                             │
     │                                                                        │
     └──────────────────────────────────────────────────────────────────────┘
```

Enter <**Y**> and press <**ENTER**>
The following screen will appear with certain fields being filled in from the default record.

```
Customer #   xxxxx (xxxxxxxxxxxxxxxxxxx)                         Order #xxxxx
Order Type:xxxxxxxxxx                               Line Item Total:xx,xxx.xx
Ln# Item#            Order  Ship   R/M      B/O  Price/Per  Disc% Ext.Price LTSPBW
--------------------------------------------------------------------------------
xxx xxxxxxxxxx         x     x      x        x   x.xx/xxx  xx.x%  x.xx     xxxxx
                      (1)   (2)    (3)      (4)   (5)(6)   (7)             (8)(9)


(10) Description    :Defaults record
(11) Description    :
(12) Unit Cost      :xxxxxx.xx
(13) Commission%    :
(14) Warehouse Id   :SC
(15) Bin Location   :
(16) Weight         :  xxxxxxx
(17) Vendor #       :xxxxx
(18) Vendor Item #  :xxxxxxxxxxx
(19) Category       :100  (PLUMBING)
(20) Qty Decimals   :x
(21) To Convert     :None
(22)  by            :n/a
(23)  Giving        :n/a
(24)   Result Dec.  :n/a
(25) Special Ord.   :No
```

Press **<ENTER>** to move the cursor from field to field as set up in the default and enter any data
as needed, then press **<ENTER>** when complete.

<F3> ADD TO ITEM FILE– the item entered in is nonstock, yet you want to add it into inventory
                   master file for future use. You'll be asked whether you wish to copy from
                   an existing item number.

```
Enter Item# to Copy From: …………………

<ESC> Return to Item Selections
Enter Item# of an existing Inventory Item
Use "?" to search for an Item
<Enter> No Item – Use Defaults Record
```


Or copy from the default.

```
Copy from Defaults Record

Is this Correct  (Y/N)?
```

```
     Item #..: 999999
1)   Descr #1:Defaults Record                    21) Pr.Label:No
2)   Descr #2:                                    22) Prod.Mvt:Yes
3)   Sel.Unit:EA                                  23) Stocked.: Yes
4)   Pur.Unit:EA                                  24) Use Comp:No
5)   Major…….:            (* Unknown *)           25) Qty Conv:N/A
6)   Minor…….:            (* Unknown *)           26) Weight….:0
7)   Type……….:                                    27) Fact.Frt:N/A
8)   Prod.Cat:100   (PLUMBING)                    28) Market V:  0.00
9)   Seq.Code:00                                  29) Last Cst:  0.00
10)  Prd.Type:MISCELLANEOUS                       30) MinPrice:  0.00
11)  Vendor#.:  000                               31) PriceCat:2 EXMARK
12)  V. Item#:                                    32) Price #1:  0.00
13)  U.P.C…..:                                    33) Price #2:  0.00
14)  Manf ID.:  000                               34) Price #3:  0.00
15)  Manf Itm:                                    35) Price #4:  0.00
16)  PriceUpd:Yes                                 36) Price #5:  0.00
17)  Wgt.Dec.:0                                   37) Price #6:  0.00
18)  Qty.Dec.:0                                   38) Price #7:  0.00
19)  Pri.Dec.:2                                   39) Price #8:  0.00
20)  Taxable.:Yes                                 40) Disc Itm:Yes
```

Once entering <**Y**>, and pressing <**ENTER**> to copy from default, you will be shown the default
record form the inventory master to be filled in. Enter data as needed and press <**ENTER**> to
continue. The item has now been built in the inventory master files

<F4> ENTER MANUFACTURE ITEM - Allows entry of a manufacturers item number to search from in
addition to the search for the original item number.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ Customer # 175  (TCBI)                             Order # 17655               │
│ Order Type:Sales Order                             Line Item Total:xx,xxx.xx   │
│ Ln# Item#        Order  Ship  R/M    B/O  Price/Per  Disc%  Ext.Price LTSPBLOC │
│ ------------------------------------------------------------------------------ │
│ 01  A-10           1     0     0      1   4.00/Ea            4.00   1YSp Sc     │
│                                                                                │
│                                                                                │
│                                                                                │
│ Enter Manufacturer Item#:..                                                    │
│                                                                                │
│ <ESC> Return to Item Selections                                                │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter Manufacturers item number to search price files for.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ Customer # 175  (TCBI)                             Order # 17655               │
│ Order Type:Sales Order                             Line Item Total:xx,xxx.xx   │
│ Ln# Item#        Order  Ship  R/M    B/O  Price/Per  Disc%  Ext.Price LTSPBLOC │
│ ------------------------------------------------------------------------------ │
│ 01  A-10           1     0     0      1   4.00/Ea            4.00   1YSp Sc     │
│                                                                                │
│                                                                                │
│                                                                                │
│ Original Item Number: 454545                                                   │
│                                                                                │
│ Manufacturer's Item Number: 10200                                              │
│                                                                                │
│ Is this Correct (Y/N)?                                                         │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter **<Y>** and press **<ENTER>** to go on with the search, **<N>** and press **<ENTER>** to cancel search and
reenter item numbers.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ Customer # 175  (TCBI)                             Order # 17655               │
│ Order Type:Sales Order                             Line Item Total:xx,xxx.xx   │
│ Ln# Item#        Order  Ship  R/M    B/O  Price/Per  Disc%  Ext.Price LTSPBLOC │
│ ------------------------------------------------------------------------------ │
│ 01  A-10           1     0     0      1   4.00/Ea            4.00   1YSp Sc     │
│                                                                                │
│                                                                                │
│ Enter Selection:…                                                              │
│                                                                                │
├──────────────────────────────────────────────────────────────────────────────┤
│ Item: 10200              LEVER                          Price 5.95             │
│     Manuf: (AC) ARIENS COMPANY                          Cost  3.95             │
│ <F1> Cancel                     <F3> Add to Item File                          │
│ <F2> Non-Stock                  <F4> Add to Item File / Allow Change           │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

If an Item is found on a price file, you must still tell the system if you want to

<F1> Cancel - Cancel this request
<F2> Non-Stock - Enter this item on the order, but consider it a nonstock.
<F3> Add to Item - Enter item on order and also enter into inventory master file.
<F4> Add to Item File/Allow Change - Enter item on order, add item to inventory master, but
     allow me to change some of the entries before you do. This brings up the following
     screen where you can change your entries.

```
                    I N V E N T O R Y    M A S T E R

      Item #..: 454545
1) Descr #1:LEVER                          21) Pr.Label:No
2) Descr #2:                               22) Prod.Mvt:Yes
3) Sel.Unit:EA                             23) Stocked.: Yes
4) Pur.Unit:EA                             24) Use Comp:No
5) Major…….:DEERE        (JOHN DEERE)      25) Qty Conv:N/A
6) Minor…….:PARTS  (JD PARTS TEST CATE)    26) Weight….:0
7) Type……….:                              27) Fact.Frt:N/A
8) Prod.Cat:10   (HARDWARE SALES)          28) Market V:  0.00
9) Seq.Code:00                             29) Last Cst:500.00
10)Prd.Type:ACCESSORIES                    30) MinPrice:  0.00
11)Vendor#.:  045                          31) PriceCat:400 (LIST)
12)V. Item#:102000                         32) Price #1:  835.00
13)U.P.C…..:102000                         33) Price #2:  918.50
14)Manf ID.:  045 (ARIENS COMPANY)         34) Price #3:1,200.00
15)Manf Itm:10200                          35) Price #4:1,085.50
16)PriceUpd:Yes                            36) Price #5:  550.00
17)Wgt.Dec.:0                              37) Price #6:  600.00
18)Qty.Dec.:0                              38) Price #7:  650.00
19)Pri.Dec.:2                              39) Price #8:  500.00
20)Taxable.:Yes                            40) Disc Itm:Yes
```

Some fields are already filled in based on entries in your default record. Enter, or change data
as needed.

<F5> Enter Manufacturer – Selecting a manufacturer to use if you are going to add the item to
                    the inventory file.

```
 Customer #                                    Order # xx
 Order type: Sales Order                       Line Item Total xx,xxx.xx
 Ln# Item#        ┌───────── Manufacturer's File List ─────────┐  TSPBW
  01   A-10       │ Ln  ID   Number  Name                      │  1YSP SC
         DYN      │ 01  AB      030 ALADDIN BLADES             │
  02   SRTS4      │ 02  AC      045 ARIENS COMPANY             │  1YSP SC
         Def      │ 03  BS      012 BRIGGS & STRATTON          │
                  │ 04  CC      140 COTTER & COMPANY           │
                  │ 05  EX      185 EXMARK POWER EQUIPMENT      │
                  │ 06  NH      205 FORD NEW HOLLAND           │
                  │ 07  GY      280 GOODYEAR TIRE – HOSE        │
                  │ 08  JD      390 JOHN DEERE                 │
                  │ 09  KO      410 KOHLER ENGINES             │
                  │ 10  KE      411 KOHLER ENGINES – DIST       │
                  │ 11  DB      420 KUBOTA TRACTORS            │
                  │ 12  LB      430 LAWNBOY                    │
 Enter Selection  │ 13  OD      515 OREGON DISTRIBUTOR         │
                  │ 14  SC      580 SCAG POWER EQUIPMENT        │
 Item: SRST5      │ 15  SP      630 SNAPPER POWER EQUIPMENT     │
      Manuf :     └────────────────────────────────────────────┘
 <F1> Cancel
 <F2> Non-Stock    Enter: 1..
 Select Line#,  ID  Code, Command or <HOME>
```

Deleting One, or More Line Items: To delete a single Line Item, enter the letter **<D>**
                    followed by the line# of the Line Item to be deleted,
                    followed by **<ENTER>**. For example, to delete line #5, enter
                    "D5". To delete line #5 through #11, enter "D5,11", and
                    press **<ENTER>.**

Changing a Line Item: There are two separate and very different methods of changing line
                          items:
(1) The "**M**" (Modify) command, allows you to change one, or more line items directly on the
    line item entry screen.
(2) The "**C**" (Change) command, clears the line item entry screen, and displays only the
    selected line item along with additional detailed information for possible modification.
    While both of these commands allow you to change line items, there are advantages to
     each, such as:
(1) The "**M**" command operates faster than the "C" command;
(2) The "**M**" command only allows modification to those fields, which appear on the line item
    Entry screen, while the "C" command allows changes to a number of other bits of detailed
    information about the line item.

Changing Line Items Via the "M" Command: When you want to change line items via the "M"
(Modify) command, you must tell the system which line item you want to begin the modifications
with. For example, if the first line item that you want to change is line #3, then you must
enter "M3". Once you have entered the Modify Command, the screen cursor will move to the left
of the first changeable item in that line item (typically the Quantity Ordered) and allow you to
enter one of the following:

(1) A new quantity, or description followed by **<ENTER>**;
   "Left Arrow" -   if entered as the first character, this will take the cursor to the
                     previous field in the current line item (if there is one), or the last
                     field in the previous Line. If entered after one, or more characters
                     have been entered in this field, it will operate as a multiple backspace
                     key;
   "Right Arrow" -   this key will take you to the next field in this line item (if there is
                     one), or to the first field in the next line item.
   "Up Arrow" -   this key will take you to the corresponding field in the previous line
                     item. If there is no such field (due to different line item types), this
                     key will take you to the first modifiable field before the corresponding
                     field in the previous line item.
   "Down Arrow" -   this key will take you to the corresponding field in the next line item.
                     If there is no such field (due to different line item types), this key
                     will take you to the first modifiable field before the corresponding
                     field in the next line item.
   "RETURN" -   if the **<ENTER>** key is entered as the first character in a field, that
                     field will be left "as is", and the Modify operation will be ended. You
                     will then be asked to enter another command.

Changing Line Items Via the "C" Command: To change a line item using the "C" command, enter
                     the letter "C" followed by the line# of the item, followed by **<ENTER>**.
                     At this point, the screen will be cleared and you will be shown the line
                     item on the screen by itself (similar to adding a Non-Stocked Item). You
                     will then be asked to enter "Field, Data, Field#**<HOME>**, or **ENTER**:". You
                     may change any of the fields on the screen by entering the Field# of the
                     item followed by a comma, followed by the new value for the field,
                     followed by the **<ENTER>** key. You may get a short description of the field
                     by entering the Field# of the item followed by the **<HOME>** key. If you
                     press the **<ENTER>** key by itself, the screen will clear and you will be
                     returned to the line item entry screen.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ Customer #  100 (SHOPPERS CORPORATION)                        Order # 1311     │
│ Order Type:Sales Order                            Line Item Total:    11.00     │
│ Ln# Item#          Order  Ship   R/M  B/O    Price/Per Disc% Ext.Price LTSPBW   │
│                                                                                │
│  01 A-10               1     1     0    0    11.00/EA   0.0%    11.00  2YSP SC   │
│                       (1)   (2)   (3)  (4)    (5)    (6)     (7)       (8)(9)    │
│                                                                                │
│ (10) Description  :DYNAMO                                                       │
│ (11) Description  :                                                             │
│ (12) Unit Cost    :   30.00                                                     │
│ (13) Warehouse Id :SC                                                           │
│ (14) Bin Location :A1000                                                        │
│ (15) Weight       :       0                                                     │
│ (16) Vendor #     :  100                                                        │
│ (17) Vendor Item# :                                                            │
│ (18) Category     :   10      (HARDWARE SALES)                                  │
│ (19) Qty Decimals :0                                                            │
│ (20) Special Ord. :No                                                          │
│                                       <UP-ARROW>   Previous Record              │
│                                       <DOWN-ARROW> Next Record                  │
│ Enter Field#,Data, Field#<HOME>, or <ENTER>..                                   │
└──────────────────────────────────────────────────────────────────────────────┘
```

Changes to the Fields in Line Items: Some notes on changing Stocked and Non-Stocked Line Items, using the "C", or "M" command:

(1) Changing the Quantity Ordered: First the system will not permit you to change the Quantity ordered to zero! This can only be done by deleting the Line Item. Second, If you increase the Quantity Ordered, and there is not enough on hand, you will again have to answer the question on what to do about it. For example, if you originally specified that you want to Override the on hand quantity, then increased that quantity, you will have to override the on hand quantity. Finally, if you reduce the Quantity Ordered, then the system must also reduce one of the other quantities in order to make the totals come out evenly. The other columns are reduced in the following order:

    (1) Quantity Backordered;
    (2) Quantity Remaining-to-Ship
    (3) Quantity Shipped

(2) Changing the Quantity Shipped: This quantity can be changed at will, but cannot be set higher than the quantity ordered if positive, or lower than the quantity ordered if negative. In addition, it will be necessary to adjust the Quantity Backordered and/or Quantity Remaining to ensure that the totals of the three columns match the quantity ordered.

(3) Changing the Quantity Remaining to Ship: This quantity can be changed at will, but cannot be set higher than the quantity ordered if positive, or lower than the quantity ordered if negative. In addition, it will be necessary to adjust the Quantity Shipped and/or Quantity Backordered to ensure that the totals of the three columns match the Quantity Ordered.

(4) Changing the Quantity Backordered: This quantity can be changed at will, but cannot be set higher than the quantity ordered if positive, or lower than the quantity ordered if negative. In addition, it will be necessary to adjust the Quantity Shipped and/or Quantity Remaining to Ship to ensure that the total of the three columns matches the quantity ordered.

(5) Changing the Price per Unit: This value may be changed to any value greater than, or equal to zero. **Note:** when you change this field, the Pricing Method Flag will change to "x", indicating that the operator manually overrode the price. This "x" can only be removed by completely deleting the Line Item and then re-entering it.

(5) Changing the Unit of Measure Description: This value may be changed to any 1 to 3 character description you want.

(7) Changing the Discount%:   This value may be changed to any percentage desired, from 0.0% to 100.0%. **Note:** like changing the Price per Unit, changing this field will trigger an "x" in the Pricing Method Flag.

(8) Changing the Extended Price: This field may be not be changed.

(9) Changing the Price Level: This field specifies which price level to be sold to this customer.

(10) Changing the Tax Flag: This field may be set to either <**Y**>, or <**N**> depending upon whether this item is taxable.

(11) Changing the Description: This field may be changed to any entry 32 characters, or less long.

(12) Changing the 2nd Description: This field can also be changed to any entry 32 characters, or less.

(13) Changing the Unit Cost: If this is a nonstocked item can be changed. Stocked items will pull from the LIFO/FIFO layer.

(14) Changing the Warehouse Id: Two letter code designating which warehouse to pull inventory from.

(15) Changing the Bin Location: This field specifies where in the warehouse each item is located. It may be changed to 6 characters.

(16) Changing the Weight: This field specifies the weight of each item ordered. This is usually specified in pounds.

(17) Changing the Vendor #:   This is the ID# (within your Accounts Payable system) of the Vendor from whom you purchased this Inventory Item. This should be filled out on any Non-Stocked, Direct-Shipped, or Indirect-Shipped Items.

(18) Changing the Vendor Item#: This is the Product# which you must use when ordering this product from your vendor. It may be any 12 characters.

(19) Changing the Product Category: This is the Product# of the Line Item. This should be filled out for any Non-Stocked Items so that it will be correctly reported on your Product Category Sales totals.

<HOME> To display other line item commands.

```
                    Line Item Entry Command List

Cnnn = Change Line Item #nnn;
Dnnn = Delete Line Item #nnn;
F    = End Order Body – Go to Footing (ENTER may also be used);
H    = Go to Order Header Screen;
I    = Go to the Item Inquiry Screen;
Innn = Go to the Item Inquiry Screen for line Item #nnn;
Lnnn = Insert on Line Item before Line #nnn;
Pnnn = Reprice Line Item #nnn;
Qnnn = Change Serial Numbers for Line Item #nnn;
S    = Show Line Items from the beginning (Line Item #1);
Snnn = Show Line Items beginning with Line Item #nnn;
X    = Exit this Order;
*    = Add a Comment Line (followed with actual Comment);
*nnn = Insert a Comment Line before Line Item #nnn (you will for the comment);
.aaa = Display Inventory Item #aaa.
Item?= Enter Partial Item# Followed by "?" to List Matching Items;
?Item= Enter "?" Followed by Partial Item# or Description to find All Matching
       Items;
Bnnn = Change BOMP Component List For Line Item #nnn;
              Press <ENTER> key to return to the Line Item Screen
```

FOOT DEFINITIONS

The Order Footing Screen: This screen is made up of items which would normally appear at the bottom of an invoice, such as the total of the Line Items, Sales Tax, Shipping Charges, etc. Once the screen has been displayed, the message "Enter Field, Data, "H"eader, "B"ody, "F"ax, "D"eposit or **ENTER**:" will appear on the bottom line. Due to the limited number of possible responses, there is no "HELP" screen. If you respond with "H" and <**ENTER**>, you will be taken back to the Order Header screen. If you respond with "B" and <**ENTER**> (and this is not a Sales, or Credit Posting), you will be taken to the Line Item Entry screen. To change one of the values on the screen, respond with that field's#, followed by a comma, followed by the new value for that field, followed by <**ENTER**>. The following is an example of an Order Footing screen and a field-by-field description of the fields that will appear on your Order Footing screen:

```
Customer #  xxxxx (xxxxxxxxxxxxxxxxxxxxxxxxxxxxx)              Order #xxxxxx
                            ORDER FOOTING
-------------------------------------------------------------------------------
( 1) Line Item Total              xxx,xxx.xx    Taxable=     xxx,xxx.xx
( 2)  (Non-Taxable)               xxx,xxx.xx    Non-Taxable= xxx,xxx.xx
( 3)  (Cost-of-Sale)              xxx,xxx.xx
( 4) ADD-ON CHARGE #1             xxx,xxx.xx
( 5) ADD-ON CHARGE #2             xxx,xxx.xx
( 6) ADD-ON CHARGE #3             xxx,xxx.xxl
( 7) ADD-ON CHARGE #4             xxx,xxx.xx
( 8) ADD-ON CHARGE #5             xxx,xxx.xx
                                  ----------
     Sub-Total                    xxx,xxx.xx
( 9) Volume Discount              xxx,xxx.xx- (xx.x)
                                  ----------
                                  xxx,xxx.xx
(10) Sales Tax (State #xx) (xx.xx)    xxx,xxx.xx  (xxxxxxxxxxxx)
(11) Miscellaneous Charge         xxx,xxx.xx
(12) Shipping Charge              xxx,xxx.xx +Weight:xxx
     Total                        xxx,xxx.xx
Enter Field#,Data, "H"eader, "B"ody, "F"ax,"P"rint, "D"eposit or <ENTER>:
```

Line Item Total: For Sales and Credit Posting, this is the amount for which the customer is being billed, or credited. For other order types, this is the total of the line items in the line item section of this order. **Note:** this field can only be changed if the order type is Sales, or Credit Posting.

Non-Taxable: This field, which only exists on Sales & Credit Posting, shows that portion of the line item total which is NOT taxable. This is not added to the Line Item Total!

Add-On Charges: This is an "add-on charge" and is defined by you in your System Information File.

Sale Tax: This is the Sales Tax for this order. The tax is computed on the discounted taxable portion of the order. **Note:** unlike most of the fields on this screen, you are not permitted to change the amount directly. Rather, you can change the Taxing State #. If the order is a Sales, or Credit Posting, then after you have entered the Taxing State #, you will be asked to enter the actual Sales Tax amount. If the Taxing State, or Tax Amount have been manually overridden, the Sales Tax Amount will be displayed, followed by an asterisk (*) to reflect an override.

Deposit Amount: Amount taken in as a deposit on an order.

Miscellaneous Charge: This is any non-taxable amount to be added to this order.

Shipping Charge: This is the amount of any Shipping and/or Freight Charges to be paid by the customer. This figure is normally computed by the system, based on the total weight of the order. If the Shipping Charge amount is manually overridden, then the amount will be followed by an asterisk (*) to reflect an override.

Trade In Amount: This is any amount you want deducted from your final total.

LINE ITEM PRICING

There are a number of ways for you to price your Inventory Line Items. The approach you use will determine exactly how complicated it will be. The different types of methods are as follows:

Manual Pricing: While it is not normally recommended, you may select to manually enter the price of every item ordered. This is accomplished through having your system set to "Always Enter Prices on Invoices?" at Yes. Regardless of which pricing method(s) are chosen, the price of an individual item being ordered can be manually overridden. This should not be confused with Manual Pricing, in which the operator MUST enter the price for EVERY item ordered.

Price Level Pricing: The simplest of the automatic pricing methods is Price Level Pricing. You can have set the number of prices available for your inventory items at any number from 1 to 8. The way that a specific price is selected is through the Price Code in the Customer Master File. When an Order is created, the Price code in the Customer Master File is copied into the Order Header Information. This number (1-8) tells the system which of the prices in the Inventory Master File to use when pricing the ordered items. For example, suppose that Item# 12345 has the following prices and that there are 3 Price Levels:

Price Level	Price
1	11.50
2	10.50
3	9.50

If a customer has a Price Code of 3 for an item, he will be given a price of $9.50 each. If a Customer has a Price Code of 1 for an item, he will be given a price of $11.50 each.

Typically, this is used where the prices can be divided up by type of customer. For example, in the above example, Price #1 might be for any Walk In, (or Retail) customers; Price #2 might be for low volume contractors, and Price #3 might be for high volume contractors. The determination as to which Price Code should be entered for each customer is done manually, as only you will know which customers are of which type.

Price Level pricing has additional advantage: You can set it up to automatically recalculate prices based upon your latest cost, a Market Value, or a manually-entered List Price. (List Price is ALWAYS Price Level #1.) For further information about this automatic price recalculation, please see section (4.4) on the Pricing Category Tables.

Qty Discount Pricing: Within each Inventory Master record, there is a code called the Quantity Discount Table#. If this code is set to a value other than zero, it refers to a Quantity Discount Table, containing a list of percentage discounts to be applied to the item price, based upon the quantity ordered.

A typical table might be set up as follows:

From	To	Discount
10	50	1.0%
51	100	1.5%
101	9999	2.0%

When any customer orders a product that is coded for this table, then the specified discounts will be used to reduce the price of the item. For example, if the price of the item is $10.00 each, but the customer orders 75 of them, then the price actually charged would be $9.85 each (1.5% less). **Note:** do not confuse this with Volume Discounts, which are based upon the total sales in an order, and they have nothing to do with inventory items.

Promotion Pricing: For those businesses that have "sales", a Promotion Pricing method is available. From the Pricing Control Program menu, you can select "Promotion Sales File". This program allows you to say that beginning on a certain date, and continuing through a second date, the price of a particular inventory item will be set at a certain figure. For example, you can say that from 06/01/99 through 06/07/99, the price of an 8oz. bottle of Windex will be $1.20 each, rather than it's List Price of $1.35. The system will automatically keep track of how many of the items

Default Line Item Discount: In each Customer Master record, there is a field for a "Discount %". If this field is coded, then every item ordered by this customer will have its price discounted by this amount. This discount however, may be overridden at order entry time by one of the following two ways (1) when the order is created, the Discount % is copied into the Order Header Information. Once this discount rate is modified in the Order Header, then all newly added items will be discounted by the new percentage. (2) Each ordered item's discount rate may be individually changed, or eliminated by the operator.

Standing Bill-of-Materials Pricing: There are two ways of creating a Standing Bill-of-Materials: with, or without prices. If the Bill-of-Materials is created with prices, then those prices will be used. The main use of this type of Bill-of-Materials is to allow a method of setting up a Bill -of-Materials where the prices of the components must not change, even if the prices of the components has in fact changed since the Bill-of -Materials was created.

Contract (Special) Pricing: Contract pricing (also called "Special Pricing") allows you to set up a file which states that a specific customer is to be given a specific price on a specific inventory item. For example, you can state that customer #12345 is to be given a price of $11.50 each whenever they order a Model #8945 Kwikset Lock. All such contract prices must be set up manually, and for each unit of measure being sold.

Using Multiple Pricing Methods: That's all fine, but what happens if more than one of the above pricing methods could apply at the same time? First, if the price for an item was manually entered, that price will take priority. Even with this priority, any Default Line Item Discount, (or a manually entered Line Item Discount %) will still be used. As a result, if the Default Line Item discount% is 3.0%, and you entered a price of $5.00 each, the charged price will be $4.85 each. If there isn't a manually entered price, then the price is normally the lowest price that applies. For example, if the Customer has a Contract price on the item of $9.50 each, but the current Promotion price is $9.39 each, then the item will be priced at $9.39 each. In some businesses, however, it is required that if there is a Contract price, then that price MUST be used (unless, of course, there is a manual override price).

When entering into Quick Screen Order entry the very first screen to appear is the following:
(**Please Note:** some options may not show if you do not use those features).

```
┌──────────────────────────────────────────┬──────────────────────────────────────┐
│        S:                                 │       S:                             │
│        O:                                 │       H:                             │
│        L:    ┌─────────────────────────┐  │                                      │
│        D:    │ Customer:.......        │  │                                      │
│     Phone:   │                         │  │                                      │
│              │  <CR>   Sales Order     │  ├──────────┬──────────┬───────────────┤
├──────────────┤  <F1>   Find an Order   │  │ Ship Via │ S_Loc    │ W_Loc         │
│  PO NUMBER   │  <F2>   Return/Credit   │  │          │          │               │
│              │  <F3>   Quote           │  │          │          │               │
├───────┬──────┤  <F4>   Customer Inquiry├──┼─────┬────┼──────────┼───────────────┤
│  Ln#  │ Item#│  <F5>   ROA             │  │Sold │B/O │ Price    │ Extended      │
│       │      │  <F6>   Cash Drawer     │  │     │    │          │               │
│       │      │  <F7>   List Orders     │  │     │    │          │               │
│       │      │  <F8>   Item Inquiry    │  │     │    │          │               │
│       │      │  <F9>   Price File Inquiry  │     │    │          │               │
│       │      │ <F10>   Reprint an Order │  │     │    │          │               │
│       │      │ <F11> Recall Suspended Order│     │    │          │               │
├───────┴──────┤ <ESC> Exit O/E          │  ├─────┴────┴──────────┴───────────────┤
│              │ <HOME> Options          │  │         Sub-Total....:               │
│              └─────────────────────────┘  │         Tax..........:               │
│                                           │         Other........:               │
│                                           │         Total Due....:               │
└──────────────────────────────────────────┴──────────────────────────────────────┘
```

<CR> Sales Order: To begin a new sales order enter the customer number, or their phone # , address, ? name, and while **<CR>** Sales Order is highlighted press the **<ENTER>** key; at this point if the customer has any comments, or is over their credit limit, or is even past due, (depending upon what options you have turned on)you will see a screen similar to the following:

```
┌──────────────────────────────────────────┬──────────────────────────────────────┐
│        S:                                 │       S:                             │
│        O:                                 │                                      │
│        L:   ┌──────────────────────────────────────────────────────────┐        │
│        D:   │                                                           │        │
│     Phone:  │  Customer # 100 (SHOPPERS CORPORATION)                    │        │
│             │                                                           │        │
│             │            W A R N I N G ! ! !                            │        │
├─────────────┤                                                           │oc      │
│  PO NUMBER  │       This Customer Has $31,833.64 Over 45 Days Old!      │        │
│             │                                                           │        │
├───────┬─────┤                                                           │        │
│  Ln#  │ Item│                                                           │ed      │
│       │     │                                                           │        │
│       │     │                                                           │        │
│       │     │                                                           │        │
├───────┴─────┤  Are You Certain That You Want To Add This Order?         │        │
│             │  Enter (Y)es, or <ESC> to EXIT.                           │        │
│             └──────────────────────────────────────────────────────────┘        │
│                                           │   Other........:                     │
│                                           │   Total Due....:                     │
└──────────────────────────────────────────┴──────────────────────────────────────┘
```

At this point you want to enter <Y>es and <ENTER> to continue, or <ESC> to exit.
Once into an order you will see (depending upon which selections turned on) something similar
to the following:

```
┌──────────────────────────────────────┬──────────────────────────────────────┐
│        S:                            │        S:                            │
│        O:                            │        H:                            │
│        L:                            │        I:                            │
│        D:                            │        P:                            │
│     Phone:                           │     Phone:                           │
│                                      │                                      │
├──────────────┬──────────┬─────┬──────┴─────┬──────────┬──────────┬──────────┤
│ PO NUMBER    │ Terms    │ Sls │ Ship Date  │ Ship Via │ S_Loc    │ W_Loc    │
│              │          │     │            │          │          │          │
├──────┬───────┴──────────┴─────┴──────┬─────┬──────┬───┴──────┬───┴──────────┤
│ Ln#  │ Item#    Item Description     │ Sold│ B/O  │ Price    │ Extended     │
│      │                              │     │      │          │              │
│      │                              │     │      │          │              │
│      │                              │     │      │          │              │
│      │                              │     │      │          │              │
├──────┴──────────────────────────────┴─────┴──────┴──┬───────┴──────────────┤
│                                                     │ Sub-Total....:       │
│                                                     │ Tax..........:       │
│                                                     │ Other........:       │
│                                                     │ Total Due....:       │
└─────────────────────────────────────────────────────┴──────────────────────┘
```

* The setup of the order entry screen and the cursor stops can be controlled in the
  Miscellaneous II Programs menu/Define Screen and Peripherals/(Q) Quick Screen/page # 1.

NOTE:
  If when entering the customer number this is a new customer the display screen
  will be blank having not found any customers matching your search criteria.
  At this point you can if your system allows enter **<NEW>** to add the customer, then
  begin the order.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ # Customer Name              City & State           Home Phone #           │
│ (End-of-Customers)                                                          │
│                                                                             │
│                                                                             │
├──────────────────────────────────────────────────────────────────────────┤
│ Enter Customer#,?Customer#, "NEW" to add New Customers                      │
│ or <ESC> to Exit:                                                           │
└──────────────────────────────────────────────────────────────────────────┘
```

When **<NEW>** is entered the screen will display a shortened version of the customer
master file for you to add the required information. Remember what displays is determined
by what options turned on in your system. Enter the data then press **<ENTER>** to
to move from field to field.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                  C U S T O M E R   M A S T E R                            │
│  (1) Person/Comp? :            ▪        (23) Profit Center  :             │
│  (2) Name         :                     (24) On Hold?       :             │
│  (3) Address #1   :                     (25) Discount %     :             │
│  (4) Address #2   :                     (26) Credit Limit   :             │
│  (5) City         :                     (27) Fin. Charge?   :             │
│  (6) State        :                     (28) Statement?     :             │
│  (7) Zip Code     :                     (29) Deling. Per.   :             │
│  (8) Country      :                     (30) # Inv. Copies  :             │
│  (9) Sales Loc    :                     (31) Contracts      :             │
│ (10) Licenses  #  :                     (32) OE Aging Days  :             │
│ (11) Inv. Comment.1:                    (33) Price Level    :             │
│ (12) Inv. Comment.2:                    (34) Prod.Mvt?      :             │
│ (13) Contact Info :                     (35) Chrg Sales?    :             │
│ (14) Salesperson ID:                    (36) Stmnt Disc %   :             │
│ (15) Bill-To #    :                     (37) Payment Day    :             │
│ (16) Ship-Via     :                     (38) Elect. Inv.?   :             │
│ (17) Terms        :                     (39) PO in O/E?     :             │
│ (18) F.O.B        :                     (40) PO Number      :             │
│ (19) Taxable?     :                                                       │
│ (20) Taxing State :                                                       │
│ (21) Tax Exempt#  :                                                       │
│ (22) Cust. Class  :                                                       │
│ Enter Field#,Data,Field#<HOME>, or <ENTER>:                              │
└─────────────────────────────────────────────────────────────────────────┘
```

When you stop at, or go back to the **CONTACT INFO** field, you will see the screen display the box below. This is where the telephone number fields are now kept.

```
                    Customer Communication Fields

( 1) Contact Name #1        :
( 2) Contact Name #2        :
( 3) Contact Name #3        :
( 4) Phone Number #1        :
( 5) Phone Number #2        :
( 6) Alt Phone Number #1  :
( 7) Alt Phone Number #2  :
( 8) Fax Number #1          :
( 9) Fax Number #2          :
(10) Cell Phone Number    :
(11) Pager Number           :
(12) Email Address Line 1 :
(13) Email Address Line 2 :
(14) Email Address Line 3 :
(15) Web Address            :
(16) Web ID                 :
(17) Web Password           :


Enter Field#, Data, or <ENTER>:
```

When you stop at, or go back to **PRICE LEVEL** field, the screen below will appear. Remember what appears will be whatever is set up in your system, so the number and specific product types will vary.

```
                  Customer Price Levels
 Ln#              Product Type              Adj. Factor

 1) Pr.Level 1 EQUIPMENT........:
 2) Pr.Level 2 PARTS............:
 3) Pr.Level 3 ACCESSORIES......:
 4) Pr.Level 4 LUMBER...........:
 5) Pr.Level 5 HARDWARE.........:
 6) Pr.Level 6 PAINT............:
 7) Pr.Level 7 PLUMBING.........:
 8) Pr.Level 8 ELECTRICAL.......:
 9) Pr.Level 9 TOOLS............:
```

After you have entered all the data, you may correct any errors, by entering field #,data (translated means the field number followed by a comma then the correct data)then press **<ENTER>**. After all the data is correct press **<ENTER>** and you be taken into an order.

S: O: L: D: Phone:				S: H: I: P: Phone:			

PO NUMBER	Terms	Sls	Ship Date	Ship Via	S_Loc	W_Loc

Ln#	Item#	Item Description	Sold	B/O	Price	Extended

Sub-Total....:
Tax..........:
Other........:
Total Due....:

To enter an item you may enter in the item number, the UPC code of the item, or scan the item with a barcode scanner. If you are unsure of the item number you may search for the item. You may enter ?, followed by a partial description, this will show a listing of all the items that have the partial description in them. You may highlight the item you wish to sell, or enter the line number that corresponds with the item. Then enter the quantity you wish to sell. This will place the item onto your order. The second search method is ? partial description \ (backslash) then partial description (ex. ?screw\tapping). Another search method is to enter a partial item number then "?" (ex. all items starting with 437, type 437). Then follow the same procedures as above until you find the item you want to sell. If you know the item you may enter the item #, or barcode and press <**ENTER**>. It will then prompt you to enter the quantity you wish to sell. Enter the quantity and press <**ENTER**>. If the item has serial numbers it will then prompt you to select the serial numbers, or you may assign the serial numbers at another time by pressing <**F1**> if allowed.

There are many options to choose from while inside an order. The <**F1**> Command Line functions allow the following options. **NOTE:** While on this screen only you may press the designated F key. You may also enter what appears in [ ]. However, options [SO], and [POI] will not work unless they are entered when back in the body of the order, where as rest of the options in [] will work on this screen.

\<F1\> Command Line Functions:

```
┌──────────────────────────────────────────────────────────────┐
│ │  Enter Selection:....................                     │ │
│ │  _____                  │ │
│ │  <CR>  Item Inquiry        [I]                            │ │
│ │  <F1>  Item Search         [?]                            │ │
│ │  <F2>  Modify a Line       [Mnn]                          │ │
│ │  <F3>  Change a Line       [Cnn]                          │ │
│ │  <F4>  Delete a Line       [Dnn]                          │ │
│ │  <F5>  Insert a Line       [Lnn]                          │ │
│ │  <F6>  Change BOMP Item    [Bnn]                          │ │
│ │  <F7>  Change a Serial #   [Snn]                          │ │
│ │  <F8>  Reprice the Order   [R]                            │ │
│ │  <F9>  Change Customer #   [CC]                           │ │
│ │  <F12> Suspend an Order    [SO]                           │ │
│ │        P/O Inquiry         [POI]                          │ │
│ │        Change Auth Name    [CA]                           │ │
│ │        Directions          [DIR]                         │ │
│ │  <ESC> Return to Item Entry                               │ │
│ │  <HOME> Options                                           │ │
└──────────────────────────────────────────────────────────────┘
```

\<CR\> Item Inquiry [I]– To search the inventory file by item #, major/minor and product type specifications.

```
┌──────────────────────────────────────────────────────────────┐
│                        Item Inquiry                          │
├──────────────────────────────────────────────────────────────┤
│ Item #    :????????              Type     :???????          │
│ MAJOR     :????????              Customer #:???????          │
│ MINOR     :????????                                          │
├──────────────────────────────────────────────────────────────┤
│ Ln# Item Number   Item Description      Qty Avail U/M   Price│
├──────────────────────────────────────────────────────────────┤
│                         Item #                               │
│                                                              │
│          Press <ESC> to Exit;                                │
│                  <ENTER> to Leave Item# Selection "as is";   │
│                   Partial Item# Followed by "?",             │
│                   "?" Followed by Partial Item#,             │
│                   "?" to Skip Item# Selection, or            │
│                   Item# to Display:........................  │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

Enter the data as required and press **\<ENTER\>**.

```
┌──────────────────────────────────────────────────────────────┐
│                        Item Inquiry                          │
├──────────────────────────────────────────────────────────────┤
│ Item #    :????????              Type     :???????          │
│ MAJOR     :????????              Customer #:???????          │
│ MINOR     :????????                                          │
├──────────────────────────────────────────────────────────────┤
│ Ln# Item Number   Item Description      Qty Avail U/M   Price│
├──────────────────────────────────────────────────────────────┤
│                                                              │
│                      MAJOR Category                          │
│                                                              │
│          Press <ESC> to Reenter Item#:                       │
│                  <ENTER> to Leave MAJOR Category Selection "as is"; │
│                  "?" to skip MAJOR Selection;                │
│                  <HOME> to Display Available MAJOR Categories, or │
│                   MAJOR Category to Display:.................. │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

```
                           Item Inquiry
┌──────────────────────────────────────────────────────────────────┐
│ Item #    :????????                        Type    :???????       │
│ MAJOR     :????????                        Customer #:???????      │
│ MINOR     :????????                                                │
├──────────────────────────────────────────────────────────────────┤
│ Ln# Item Number    Item Description        Qty Avail U/M    Price  │
├──────────────────────────────────────────────────────────────────┤
│                                                                    │
│                         MINOR Category                             │
│                                                                    │
│          Press <ESC> to Reenter Item#:                             │
│               <ENTER> to Leave MINOR Category Selection "as is";   │
│               "?" to skip MINOR Selection;                         │
│               <HOME> to Display Available MINOR Categories, or     │
│               MINOR Category to Display:.....................       │
│                                                                    │
│                                                                    │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘


                           Item Inquiry
┌──────────────────────────────────────────────────────────────────┐
│ Item #    :????????                        Type    :???????       │
│ MAJOR     :????????                        Customer #:???????      │
│ MINOR     :????????                                                │
├──────────────────────────────────────────────────────────────────┤
│ Ln# Item Number    Item Description        Qty Avail U/M    Price  │
├──────────────────────────────────────────────────────────────────┤
│                          Type Code                                 │
│                                                                    │
│          Press <ESC> to Reenter MINOR:                             │
│               <ENTER> to Leave Type Selection "as is";             │
│               "?" to skip Type Selection; or                       │
│               Type Code to Display:.....................           │
│                                                                    │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

After all data has been entered the following screen will display items meeting your search criteria.

```
                           Item Inquiry
┌──────────────────────────────────────────────────────────────────┐
│                                                                    │
│ Item #    :????????                        Type    :???????       │
│ MAJOR     :????????                        Customer #:???????      │
│ MINOR     :????????                                                │
├──────────────────────────────────────────────────────────────────┤
│ Ln# Item Number    Item Description        Qty Avail U/M    Price  │
├──────────────────────────────────────────────────────────────────┤
│                                                                    │
│ 01 03H1063       BOLT                       800      PCS    .05    │
│ 02 03H1414       PAINT BRUSH                  59      EA    3.59   │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
├──────────────────────────────────────────────────────────────────┤
│ Enter Line #, <HOME>, Command or <ESC> to Exit:                    │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

Select line number of the item you want displayed and press **<ENTER>.**
The screen that displays will resemble somewhat the one below depending upon your
system setup and how the previous questions were answered. Note: the prices displayed
will be for the customer that the order is for.

```
                          Inventory Master Record
Item #..: 01                   Descrip..: TEST
Purchase Unit....: EA                   :
Taxable?.........: Yes          MAJOR....: COMPUTER (COMPUTERS CATEGORY)
Stocking Status..: Stocked      MINOR....: PARTS    (--Unknown Category--)
Last Sale........:              Type.....:
Last Received....: 02/15/96     Category.:   10  (TEST VENDOR 10)
Average Cost.....: 15.50        Sub item#:    3
Last Cost........: 15.50        Created..: 03/18/02
-------------Quantities---------------------|-------------(EA)-----------------------
Lc  On Hand  Comm   Avail  On Order B/O  Bin

BA       0      0      0        0    0     |Price 2:      17.22 A
MD       5      0      5        0    0
SC       5      0      5        0    0
SM       1      0      1        0    0
WV       0      0      0        0    0



Committed for Transfers: 5                 |


Enter Command, <HOME> or <ESC> to Exit:..........
```

<HOME>: At the command line the following options are available:

```
                   C O M M A N D   L I S T
Enter Quantity to order.
Enter 'A' to display all selling prices.
Enter 'G' to display Common Parts List.
Enter 'H' to display sales history.
Enter 'C' to display all Order Entry commitments
Enter 'Cxx' to display Order Entry commitments for warehouse
      location'xx'.
Enter 'I' to display all Inventory Overstock records.
Enter 'Ixx' to display Inventory Overstock records for
     warehouse 'xx'.
Enter 'O' to display all Open Purchase Orders.
Enter 'Oxx' to display Open Purchase Orders for warehouse
     location 'xx'.
Enter 'D' to display all LIFO/FIFO detail.
Enter 'Dxx' to display LIFO/FIFO detail for warehouse 'xx'.
Enter 'S' to display all serial numbers available for sale.
Enter 'Sxx" to display all serial numbers available for sale for
     warehouse location 'xx'.
Enter 'V' to display Vendor Information Screen.
Press <ENTER> to return to display selections.

Press <ENTER> to continue.
```

<A>: Enter **<A>** and press **<ENTER>** to display all the selling prices (not just the level for this customer).

```
                          Inventory Master Record
 Item #..: 01                 Descrip..: TEST
 Purchase Unit....: EA                    :
 Taxable?.........: Yes        MAJOR....: COMPUTER (COMPUTERS CATEGORY)
 Stocking Status..: Stocked    MINOR....: PARTS    (--Unknown Category--)
 Last Sale........:            Type.....:
 Last Received....: 02/15/96   Category.:   10  (TEST VENDOR 10)
 Average Cost.....: 15.50      Sub item#:    3
 Last Cost........: 15.50      Created..: 03/18/02
 -------------Quantities----------------------|-------------(EA)------------------------------
 Lc  On Hand  Comm   Avail  On Order B/O  Bin  |
                                               |Price 1:      27.90 A
 BA       0      0      0       0    0          |Price 2:      17.22 A
 MD       5      0      5       0    0          |Price 3:      20.66 A
 SC       5      0      5       0    0          |Price 4:      30.66 A
 SM       1      0      1       0    0          |Price 5:      17.22 A
 WV       0      0      0       0    0          |Price 6:      19.53 A
                                               |Price 7:      18.14 A
                                               |Price 8:      15.50 A

 Committed for Transfers: 5                    |


 Enter Quantity, Command, <HOME> or <ESC> to Exit:..........
```

From the above screen you may enter a command (i.e. C, H, etc), or press **<HOME>** for more instructions, **<ESC>** to exit, or you may enter the quantity you want to sell and press **<ENTER>**.

<G> Common Parts List

Enter **<G>** and press **<ENTER>** to display if any common parts are associated with an item.

```
                  --Inventory Master Record—
   Item #...:01-126-0080        Descrip..:


                  Common Parts List
   Item Number        Description
    *                 Hose at No Charge

   (End of Common Parts List)
```

<H> Enter **<H>** and press **<ENTER>** to display Sales History.

```
                         Inventory Master Record
Item #..: 01                    Descrip..: TEST
Purchase Unit....: EA                   :
 ┌──────────────────────────────────────────────────────────────────┐
 │                    Inventory Sales History                        │
 │  Ln# Lc Date         Sales        Cost         Profit    %   Qty  │
 │                                                                    │
 │  1   SC 11/00       2,451.00     1,520.43      931.47   38.0 2,577│
 │                                                                    │
 │                                                                    │
 │ Wh                                                                 │
 │                                                                    │
 │                                                                    │
 │                                                                    │
 │                                                                    │
 │                                                                    │
 │                                                                    │
 │   Enter Command, <HOME> or <ESC> to Exit:                         │
 └──────────────────────────────────────────────────────────────────┘
Enter Command, <HOME> or <ESC> to Exit:..........
```

<C>: Enter **<C>** and press **<ENTER>** to display Order Entry Commitments.
Enter **<Cxx>** (where your warehouse ID replaces the xx) and press **<ENTER>** to display
Order Entry Commitments for a specific warehouse.

```
                         Inventory Master Record
Item #..: 01                    Descrip..: TEST
Purchase Unit....: EA                   :
Taxable?        : Yes         Major    : COMPUTER (COMPUTERS CATEGORY)
 ┌──────────────────────────────────────────────────────────────────┐
 │  Lc Order#    Ship   Customer         T  Order UOM   Ship  B/O    │
 │                                                                    │
 │  SC 12972   10/01/00  175 TCBI        S   1    EA     1     0     │
 │  SC 13012   11/28/00  175 TCBI        W   1    EA     3     0     │
 │     (End of Committed Orders)                                      │
 │ Wh                                                                 │
 │                                                                    │
 │                                                                    │
 │                                                                    │
 │                                                                    │
 │                                                                    │
 │                                                                    │
 │   Press <ESC> to Exit.                                            │
 └──────────────────────────────────────────────────────────────────┘
```

<I>: Enter **<I>** and press **<ENTER>** to display Inventory Overstocks
     Enter **<Ixx>** (where your warehouse ID replaces the xx) and press **<ENTER>** to overstock
     quantity for a specific warehouse.

```
                         Inventory Master Record
Item #..: 01                    Descrip..: TEST
Purchase Unit....: EA                    :
Taxable?.........: Yes          Major    : COMPUTER (COMPUTERS CATEGORY)
Stocking Status..: St┌──────────────────────────────────────┐ ory--)
Last Sale........:   │  The Following Overstocks Are on File │
Last Received....: 02│                                      │
Average Cost.....: 15│  Whse  Bin     Quantity      Date    │
Last Cost........: 15│                                      │──────────────────────────
-------------Quantit │  SC    72        10       06/10/05   │
                     │  SC    812       28       06/11/05   │
Whse On Hand  Comm   │                                      │
 BA        0     0   │  (End of List)                       │
 PH        0     0   │                                      │
 SC       58     0   │                                      │
 SM        0     0   │                                      │
 VA        0     0   │                                      │
                     │                                      │
                     │                                      │
 Total     6     0   │                                      │
─────────────────────│  Press <ESC> to Exit.                │───────
                     └──────────────────────────────────────┘
Enter Command, <HOME>
```

<O>: Enter **<O>** and press **<ENTER>** to display all open purchase orders.
     Enter **<Oxx>** (where your warehouse ID replaces the xx) and press **<ENTER>** to display
     open purchase orders for a specific warehouse.

```
                         Inventory Master Record
Item #..: 01                    Descrip..: TEST
Purchase Unit....: EA                    :
Taxable?.........: Yes          MAJOR....: COMPUTER (COMPUTERS CATEGORY)
Stocking Status..: Stocked      MINOR....: PARTS    (--Unknown Category--)
La┌──────────────────────────────────────────────────────────────┐
La│  Whs P/O Number    Est Ariv.    Vendor            UOM Ordered  Recvd │
Av│                                                              │
La│  SC    497         00/00/00    21 A & H Industries  EA    1      0   │─────
──│  SC    524         12/30/00    23 First Supplier    EA    3      0   │
Wh│                                                              │
 E│                                                              │
 P│                                                              │
 S│                                                              │
 S│                                                              │
 V│                                                              │
  │                                                              │
 T│  Press <ESC> to Exit:                                        │
──│                                                              │───
En└──────────────────────────────────────────────────────────────┘
```

<D>: Enter **<D>** and press **<ENTER>** to display LIFO/FIFO detail.
     Enter **<Dxx>** (where your warehouse ID replaces the xx) and press **<ENTER>** to display
     LIFO/FIFO detail for a specific warehouse. If this item is serialized then this option
     is replaced by **<S>**.

```
                          Inventory Master Record
 Item #..: 01                    Descrip..: TEST
 Purch                                                   .
 Taxab   The Following Layers Are on File:            CATEGORY)
 Stock     Whse    Quantity          Date    Cost     Category--)
 Last
 Last      SC     18            09/13/00   .59        10)
 Avera     SC     25            10/01/00   .65
 Last     (End of Detail)
 -----                                               A)----------------------------

 Whse                                                7.90 A
  BA                                                 7.22 A
  PH                                                 0.66 A
  SC                                                 0.66 A
  SM     Press <ESC> to Exit:                        7.22 A
  VA                                                 9.53 A
                                            Price 7:    18.14 A
  Total    6    0    6    0    0            Price 8:    15.50 A

 Enter Command, <HOME> or <ESC> to Exit:..........
```

<S>: Enter **<S>** and press **<ENTER>** to display all serial numbers available for sale.
     Enter **<Sxx>** (where your location id replaces the xx) and press **<ENTER>** to display
     serial numbers a specific location.

```
                          Inventory Master Record
 Item #..: TRACTOR               Descrip..: TRACTOR
 Purchase Unit....: EA                   :
 Taxable?.........: Yes           MAJOR....: EQUIPMENT (OUTDOOR EQUIPMENT)
 Stocking Status..: Stocked       MINOR....: DEERE    (DEERE)
 La
 La    Whse                     Date      Due    Unit    List
 Av    Ln Lc   Serial Number  Tag Number  Recv'd  Date   Cost    Price    Cust
 La
 --    1 SC   678345566                   04/01/04 05/25/05 1550.00 4000.00    -----
       (End of Serial Numbers)
 Wh
  E
  P
  S
  S
  V

  T
       Press <ESC> to Exit:

 Er
```

<V>: Enter **<V>** and press **<ENTER>** to display vendor information for that item.

```
                          Inventory Master Record
 Item #..: 01                      Descrip..: TEST
 Purchase Unit....: EA                    :
 Taxable?        : Yes         MAJOR    : COMPUTER (COMPUTERS CATEGORY)
 Stock┌──────────────────────── Vendor Item Information ─────────────────────┐
 Last │                                                                      │
 Last │   #     Vendor Name          Vendor Item#          Cost    Date      │
 Avera│                                                                      │
 Last │  00030  First Supplier        100057                 .59   09/18/00  │──────────
 ─────│                                                                      │
      │                                                                      │
 Whse │                                                                      │
  BA  │                                                                      │
  PH  │                                                                      │
  SC  │                                                                      │
  SM  │                                                                      │
  VA  │                                                                      │
      │                                                                      │
 Tota │  Press <ESC> to Exit:                                                │
      └──────────────────────────────────────────────────────────────────────┘
 Enter
```

To start a new selection process press **<ESC>** to exit.

<F1> Item Search [?] – Is the ? search described when entering an item. This search does
NOT give you options to enter MAJOR/MINOR, or TYPE. Directly

```
┌────────────────────────────────────────────────────┐
│                                                    │
│  Enter Search Data:                                │
│                                                    │
│  Press <ESC> to End Search Entry.                  │
│                                                    │
└────────────────────────────────────────────────────┘
```

```
┌────────────────────────────────────────────────────────────────────────────┐
│                          Item Inquiry                                        │
│                                                                              │
│  Item #    :?03H                          Type      :???????                 │
│  MAJOR     :????????                      Customer #:???????                 │
│  MINOR     :????????                                                         │
│  Ln Item Number    Item Description         Qty Avail U/M     Price          │
│                                                                              │
│                                                                              │
│  01 03H1063       BOLT                        800      PCS      .05          │
│  02 03H1414       PAINT BRUSH                   59      EA      3.59         │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│  Enter Line #, <HOME>, Command or <ESC> to Exit:                             │
│                                                                              │
└────────────────────────────────────────────────────────────────────────────┘
```


<F2> Modify a Line [Mnn]– This is the **<M>** command. If you need to modify a line you may
enter the letter "M" followed by the line # you wish to modify
(ex.M1). This will allow you to modify the description, quantity,
or price. (Once in modify mode you can modify any line by using
the arrow keys).

<F3> Change a Line [Cnn]- This is the **<C>** command. This will allow you to enter "C"
followed by the line # <C1> to change information regarding the
item on the specific line.

```
                        Line Item Change Screen

        Item Number..:
     1) Description #1:
     2) Description #2:
     3) Prod. Category:
     4) Qty Ordered...:
     5) Qty Shipped...:
     6) Qty Remaining.:
     7) Unit Price....:
     8) Unit Meas.....:
     9) Disc %........:
    10) Extended Price:
    11) Price Level#..:
    12) Taxable (Y/N).:              16) Weight........:
    13) Unit Cost.....:              17) Vendor#.......:
    14) Location ID...:              18) Vendor Item#..:
    15) Bin Location..:              19) Special Ord...:
   ─────────────────────────────────────────────────────────
   <UP-ARROW> Previous Record          <DOWN-ARROW> Next Record
   Enter Field#,Data, Field#<HOME>, or <ENTER>:
```

To change data either enter the line # and press **<ENTER>** to go to that line change the
data then press **<ENTER>** to exit. Press **<ENTER>** just to exit. Enter the line # a comma
then the new data then press **<ENTER>** to change the data. Enter the line# press **<ENTER>**
then press **<HOME>** to display other options for that line, make your selection then press
<ENTER> to make your selection.

<F4> Delete a Line [Dnn]- This will allow you to enter **<D>** followed by the line number
<D1> to delete a line. Once you enter **<D#>** you are not given a
question to okay, or a warning press **<ENTER>** and the line is
gone.

<F5> Insert a Line [Lnn]- This will allow you to enter the line number you wish to
insert an item, or comment. You must be in the following
screen for the **<F5>** insert to work, doing it when adding items
takes you to an entirely different place. So have the below
screen up, then press **<F5>**.

```
   Enter Selection:....................
   ─────────────────────────────────────────────
    <CR>  Item Inquiry         [I]
    <F1>  Item Search          [?]
    <F2>  Modify a Line        [Mnn]
    <F3>  Change a Line        [Cnn]
    <F4>  Delete a Line        [Dnn]
    <F5>  Insert a Line        [Lnn]
    <F6>  Change BOMP Item      [Bnn]
    <F7>  Change a Serial #    [Snn]
    <F8>  Reprice the Order    [R]
    <F9>  Change Customer #    [CC]
    <F12> Suspend an Order     [SO]
          P/O Inquiry          [POI]
          Change Auth Name     [CA]
          Directions           [DIR]
    <ESC>  Return to Item Entry
    <HOME> Options
```

When the line # box appears enter in the line # before which you want to insert a line. For example you want to add a line between lines 1 and 2, enter **<2>** and a new line 2 will appear, giving you now 3 lines.

```
        Enter Line#:

        Press <ESC> to End Line Selection
```

<F6> Change BOMP Item [Bnn]– If using the bill of materials option and you need to change an item that is part of a BOMP item.

```
        Enter Line#:

        Press <ESC> to End Line Selection
```

Enter the line number of the item to be changed and press **<ENTER>**. What then displays is a listing of the items in the BOMP that can be changed.

```
BOMP Update For Item:

Line #   Qty   Total    Item#      Description
─────────────────────────────────────────────────
 1)       1      1      A10001     Paint Tray
 2)       1      1      A10002     8" Roller Covers
─────────────────────────────────────────────────
Enter Command, <ENTER>, or <HOME>:
```

Make the necessary changes to the items, then press **<ESC>** to exit. Press **<HOME>** to display the commands available to be used.

```
                BOMP Component Command List

Cnnn = Change Line Item #nnn;
Dnnn = Delete Line Item #nnn;
I    = Go to the Item Inquiry Screen:
Lnnn = Insert one Line Item before Line #nnn;
S    = Show Line Items from the beginning with (Line Item #1)
Snnn = Show Line Items beginning with Line Item #nnn.
*    = Add a Comment Line (followed with actual Comment);
*nnn = Insert a Comment Line
.aaa = Display inventory Item #aaa.
Item?= Enter Partial Item# Followed by "?" to List Matching
Items;
?Item= Enter "?" Followed by Partial Item# or Description to List
R    = Reallocate The Component Committments.
        Press <ENTER> key to return to the Line Screen:
```

<u>\<F7\> Change Serial # [Snn]</u>– Used to change the serial number of an item on the order. Enter the line number of the serialized item into the line selection box and press **\<ENTER\>.** What will appear will be the serial numbers associated with the selected item. The screen may look like the one below depending upon the item's setup.

```
 ┌────────────────────────────────────────────────────────────────────────┐
 │  Item : TRACTOR                                                          │
 │                                                                          │
 │  Quantity Sold: 1                                                        │
 │                                                                          │
 │  Ln#  Serial Number   Due Date   Cust#  │ Ln#  Serial Number   Due Date   Cust# │
 │   1   7682233887288   05/01/06          │                                        │
 │   2   8283749927882                     │                                        │
 │                                         │                                        │
 │                                         │                                        │
 │                                                                          │
 │  Enter Line#, Command, <HOME>, or <ESC> to End.                          │
 └────────────────────────────────────────────────────────────────────────┘
```

Enter the line number of your selection and press **\<ENTER\>** to make the selection. You can also move the highlight bar up/down then press **\<ENTER\>** to make a selection. Press **\<HOME\>** for more information.

```
 ┌────────────────────────────────────────────────────────────────┐
 │              Serial # Selection Options                        │
 │                                                                │
 │  To select a serial number you may:                            │
 │    Enter the corresponding line number or                      │
 │  Use the <ARROW> keys to position the highlight line on the    │
 │  desired line and press the <ENTER> key.                       │
 │    Lines that are selected for the current order will          │
 │      show "*****" under the column headed "Cust#".             │
 │  To display the "Next' page of serial numbers, enter "N".      │
 │  To display the "Previous" page of serial numbers, enter "P".  │
 │  To end the selection process, Press the <ESC> key.            │
 │                 Press <ENTER> To Continue                      │
 │                                                                │
 └────────────────────────────────────────────────────────────────┘
```

<u>\<F8\> Reprice the Order</u> [R]– Used to reprice an order. Corrects the order to reflect any changes made to the prices since the items were added to the order.

<u>\<F9\> Change Customer #</u> [CC] – Used to change the customer, if the order has been created under the wrong customer account. Select this option then enter the correct customer account number and press **\<ENTER\>**. Note: you can also add a new customer here, by pressing **\<F1\>**, which will give you the new customer screen.

```
 ┌──────────────────────────────────────────────────────┐
 │         Change Customer Account Command              │
 │                                                      │
 │  Enter Customer # or <ESC>:                          │
 │    Press <F1> to Add a New Customer                  │
 │                                                      │
 └──────────────────────────────────────────────────────┘
```

Enter **\<Y\>** and press **\<ENTER\>** to confirm that the new customer account number is correct. Enter **\<N\>** and press **\<ENTER\>** to reenter the account number.

```
             Change Customer Account Command

      Is this the Correct Customer (Y/N)
```

After confirming the new account number, you screen will depending upon your setup display the usual message screen that would display if entering a new order for the new customer. Asking "Are you sure you want to Add this Order?" Enter <**Y**> and press <**ENTER**> and the customer will be changed.

<F12> Suspend an Order [SO]– If in an order, but do not want to complete the order you are in, you may suspend the order. Select the suspend option and it will ask for an identifier, this should be something that will help you recognize the order when you recall it. (Your name, the customer's name, etc.). If you hit <**ENTER**> at the identifier question it will default to name in "Sold Section" of order.

```
                    Suspend an Order
  Identifier:

  Enter Order Identifier.
  Press <ENTER> to Default to Customer Name.
  Press <ESC>to Cancel.
```

```
                    Suspend an Order
  Identifier:

  Press <F9> for Invoice          Press <F10> for Receipt
  Press <ESC> to Cancel           Press <ENTER> to Suspend

  Enter Selection:
```

Press <**F9**> for a receipt printed on invoice paper.
Press <**F10**> for a receipt printed on receipt paper.
Press <**ESC**> to cancel the request to suspend.
Press <**ENTER**> to actually suspend the order.

```
            COMPANY NAME
            ADDRESS
            CITY, STATE ZIP
            TELEPHONE #

            SUSPENDED ORDER

   07/14/05  10:11:17 056 SR 006353 000000
                                   (Cust. 00175)


   Identifier: XXXX
```

NOTE: You **CANNOT** suspend any order with a deposit, or tendered amount on it.

POI (Purchase Order Inquiry) - When inside an order, and POI is entered will display
a screen showing which po an item has been ordered on.

```
Customer#00175 (TCBI)                                           Order#2584
Order Type: Sales Order                       Line Item Total:    41.97
Ln# Item Number            Order        Ship      B/O  PO Number  Est Date  On Ord

1  100006                    7           1         6    1048      03/17/03    6
          GAS ADDITIVE 32 OZ.
2  1030WOIL                  3           0         3    1049      03/31/03    3
          10W30 OIL




Enter Command or <HOME>:
```

CA (CHANGE AUTHORIZATION LIST) – Allows the authorization name to be changed from one
name to another. This does not allow the names
themselves to be changed, that must be done in the
customer master record. Enter the line number of the
name to be chosen, and press **<ENTER>**, or move the
highlight bar down to the name and press **<ENTER>**.

DIR - This allows the directions input box to be displayed, so that directions
can be added to a specific order.

ONSCREEN FORM SECTIONS:

<F2> Change Customer N&A – This allows the user to type over the name and address of the
order if it needs to be changed. (This is only for this
order - It does not change permanently).

<F3> Change Ship-To N&A – This allows the user to type over the Ship-To name and address
of the order if it needs to be changed. (This is only for
this order - It does not change permanently).

<F4> Change Header Line – This allows you to make changes of any item on the heading
line; (ex. order type, terms, ship via, etc.).

<u>\<F5\> Customer Inq.</u> - This screen will display customer information:

```
                             Order   Entry   Customer   Inquiry Screen
 Customer#   175                     Phone#. :  (304) 789-6756      Balance..: 0.00
 TCBI                                Fax#... :       000-0000       On Order.: 0.00
 3456 LINDSEY AVE                    Salesmn : JOHN BROWN           Last Pymt: 00/00/00
 WEST CHESTER, PA                    Terms.. : CASH                   Amount: 0.00
             00098                   Taxable : Yes                  Avg Pymt.: 0 Days
 Contact :                             Code. : (0)                  Act Opend: 01/07/00
 Class. . :                          CrLimit : -None-               High Bal.: 0.00
                                     CrAvail : -None-               Sales YTD: 0.00

                                                                   (2) Ship-To:
 (1) Salesmen's Comments:

                                                                           00000




                                                                   (3) Sales History
                                                                   (4) Customer Comments
                                                                   (5) Authorization List
                                                                   (6) Communication Fields

 Enter Command, <HOME> or <ESC> to Escape:  . . . . . .
```

1) Salesmen's Comments: Enter **<1>** and press **<ENTER>** to display the salesmen's comment screen.

```
                    Order Entry Customer Inquiry Screen
Customer#  100        | Phone#..: (410)997-6777 | Balance...: 97,655.01
A & C LANDSCAPING     | Fax#....: (410)997-6774 | On Order..: 20,236.89
8980-A ROUTE 108      | Salesman: MIKE CAPLAN   | Last Pymt.: 02/15/99
                      | Terms...: 30 DAYS       |    Amount.: 0.00
COL  1)                                          21)
     2)                                          22)
Con  3)                                          23)
Cla  4)                                          24)
---  5)                                          25)
 (1  6)                                          26)
     7)                                          27)
     8)                                          28)
     9)                                          29)
     10)                                         30)
     11)                                         31)
     12)                                         32)
     13)                                         33)
     14)                                         34)
     15)                                         35)
---  16)                                         36)
Ent  17)                                         37)
     18)                                         38)
     19)                                         39)
     20)                                         40)

     Enter Line# or <ESC> to Exit:
```

Enter a line number and press **<ENTER>** to enter comments. Only the first 19 lines will display on the customer inquiry screen.

```
                    Order Entry Customer Inquiry Screen
Customer#  100        | Phone#..: (410)997-6777 | Balance...: 97,655.01
A & C LANDSCAPING     | Fax#....: (410)997-6774 | On Order..: 20,236.89
8980-A ROUTE 108      | Salesman: MIKE CAPLAN   | Last Pymt.: 02/15/99
                      | Terms...: 30 DAYS       | Amount.: 0.00
COLUMBIA, MD          | Taxable:  Yes           | Avg Pymt..: 456 Days
          21045       |    Code.: (1) AL SHELBY | Act Opened: 04/02/94
Contact: JOE LONG     | CrLimit.: 100.00        | High Bal..: 97,655.01
Class..: GOVERNMENT   | CrAvail.: -NONE-        | Sales YTD.: 16,557,18
------------------------------------------------------------------------
 (1) Salesmen's Comments:                    | (2) Ship-To:
                                             | SHOPPERS CORPORATION
  talk to only Jim                           | 8980-A ROUTE 108
                                             |
                                             | COLUMBIA MD
                                             |             21045
                                             |--------------------------
                                             |  (3) Sales History
                                             |  (4) Customer Comments
                                             |  (5) Authorization List
                                             |  (6) Communication Fields
-------------------------------------------------
Enter Command, <HOME> or <ESC> to Escape:.....
```

2) Ship-To:

```
                        Order Entry Customer Inquiry Screen
Customer#  100         │ Phone#..: (410)997-6777 │ Balance...: 97,655.01
A & C LANDSCAPING      │ Fax#....: (410)997-6774 │ On Order..: 20,236.89
8980-A ROUTE 1┌─────────────────────────────────────────────┐/15/99
              │ Ship-to # 1                                  │
COLUMBIA, MD  │                                              │
            2 │ 1)   SHOPPERS CORPORATION                    │
Contact: JOE L│ 2)   9255 ROUTE 99                           │
Class..: GOVER│ 3)                                           │
--------------│ 4)   ELLICOTT CITY  MD                       │
 (1) Salesmen'│                 21045                        │
              │                                              │
  talk to only│                                              │
              │ Ship-to # 2                                  │
              │                                              │
              │ 5)   SHOPPERS VIRGINIA                       │
              │ 6)   11009 NOKESVILLE RD                     │
              │ 7)                                           │
              │ 8)   MANASSAS      VA                        │
              │                 22111                        │
--------------│                                              │
Enter Comman  │                                              │
              │ Enter Selection#, Command, <HOME>:           │
              └─────────────────────────────────────────────┘
```

Enter the line number to be changed and press **<ENTER>,** or press **<HOME>** for more info.

<HOME>

```
                        Order Entry Customer Inquiry Screen
Customer#  100         │ Phone#..: (410)997-6777 │ Balance...: 97,655.01
A & C LANDSCAPING      │ Fax#....: (410)997-6774 │ On Order..: 20,236.89
8980-A ROUTE 108       │ Salesman: MIKE CAPLAN   │ Last Pymt.: 02/15/99
                       │ Terms...: 30 DAYS       │ Amount.: 0.00
COLUMBIA, MD           │ Taxable:  Yes           │ Avg Pymt..: 456 Days
              21045     │   Code.: (1) AL SHELBY  │ Act Opened: 04/02/94
Contact: JOE L┌──────────────────────────────────────────────┐
Class..: GOVER│ Ship-to # 1                                   │
--------------│    ┌────────────────────────────────────────┐ │
 (1) Salesmen'│ 1  │     C O M M A N D   L I S T            │ │
              │ 2  │                                        │ │
  talk to only│ 3  │ Enter Line# to change one of the numbered│
              │ 4  │  name and address lines.               │ │
              │    │ Press UP-ARROW to scroll backwards thru existing│
              │    │  Ship-To name and addresses.           │ │
              │ S  │ Press DOWN-ARROW to scroll forwards thru existing│
              │    │  Ship-To name and addresses.           │ │
              │ 5  │ Enter A999 to add address numbers "999". The "999"│
              │ 6  │  represents the sequence number to be assigned│
              │ 7  │  to the new name and address.  All ship-to│
              │ 8  │  addresses within each customer must have│
--------------│    │  unique sequence numbers.              │ │
Enter Command,│    │ Enter D999 to delete address number "999".│
              │ E  │ Press <ENTER> to return to display selections.│
              │    │        Press <ENTER> To Continue       │ │
              │    └────────────────────────────────────────┘ │
              └──────────────────────────────────────────────┘
```

(3) Sales History: Enter **<3>** and press **<ENTER>** to display sales history information.

```
                                  S   l   E t     C t        I   i     S
Customer#                 ┌──────────────────────────────────────────────────┐
A & C LAND                │   Enter Item Number:                             │
8980-A ROU                │                                                  │
                          │                                                  │
COLUMBIA,                 │                                                  │
                          │                                                  │
Contact: J                │                                                  │
Class..: (                │                                                  │
----------                │                                                  │
 (1) Sales                │                                                  │
                          │                                                  │
  talk to                 │          Press <ESC> to Exit.                    │
                          │          Press <ENTER> for ALL Items.            │
                          │          Partial Item# followed by "?"           │
                          │          "?" followed by Partial Description.    │
                          │                                                  │
                          │                                                  │
                          │                                                  │
                          │                                                  │
                          └──────────────────────────────────────────────────┘
--------------------------------------------------------------------------------
Enter Command, <HOME> or <ESC> to Escape:.....
```

Enter the specific item number to look for and press **<ENTER>,** or enter a partial number
followed by a ?, or a ? followed by a partial description and press **<ENTER>**.
Just press **<ENTER>** for all items.

```
                                  S   l   E t     C t        I   i     S
Customer#                 ┌──────────────────────────────────────────────────┐
A & C LANI                │   Enter Item Number:                             │
8980-A ROU                │                                                  │
                          │   Enter Start Date:                              │
COLUMBIA,                 │                                                  │
                          │                                                  │
Contact: J                │                                                  │
Class..: (                │                                                  │
----------                │                                                  │
 (1) Sales                │                                                  │
                          │                                                  │
  talk to                 │                                                  │
                          │          Press <ESC> to Reenter Item.            │
                          │          Press <ENTER> for ALL Dates.            │
                          │                                      21019        │
                          │                              ──────────────────────
                          │                               (3) Sales History   
                          │                              ──────────────────────
                          └──────────────────────────────(4) Customer Comments
--------------------------------------------------------------------------------
Enter Command, <HOME> or <ESC> to Escape:.....
```

Enter date to begin listing for mmddyy format and press **<ENTER>,** or just press **<ENTER>** for

all dates. Press **<ESC>** to reenter Item.

```
                                  S   l   E t     C t        I   i     S
Customer#  10             ┌──────────────────────────────────────────────────┐
A & C LANDSCA            │   Enter Item Number:                             │
8980-A ROUTE             │   Enter Start Date:                              │
                          │   Enter PO Number:                               │
COLUMBIA, MD             │                                                  │
                          │                                                  │
Contact: JOE             │                                                  │
Class..: GOVE            │                                                  │
-------------             │                                                  │
 (1) Salesmer            │                                                  │
                          │                                                  │
  talk to onl            │                                                  │
                          │                                                  │
                          │          Press <ESC> to Reenter Date.            │
                          │          Press <ENTER> for ALL PO#s.             │
                          │                                                  │
                          │                                                  │
                          └──────────────────────────────────────────────────┘
--------------------------------------------------------------------------------
Enter Command, <HOME> or <ESC> to Escape:.....
```

Enter po number to list for and press **<ENTER>,** or just press **<ENTER>** for all po numbers.
Press **<ESC>** to reenter date.

```
                       Order Entry Customer Inquiry Screen
Customer#  100         │ Phone#..: (410)997-6777  │ Balance...: 97,655.01
A & C LANDSCAPING      │ Fax#....: (410)997-6774  │ On Order..: 20,236.89
8980 A ROUTE 108       │ Salesman: MIKE CAPLAN    │ Last Pymt : 02/15/99

COLUM┌─────────────────────────────────────────────────────────────────┐
     │                                                                   │
Conta│   Enter Start Date:                                               │
Class│   Enter PO Number:                                                │
-----│   Enter Job Number:                                               │
  (1)│                                                                   │
     │                                                                   │
  tal│                                                                   │
     │                                                                   │
     │                                                                   │
     │                                                                   │
     │               Press <ESC> to Reenter PO Number.                   │
     │               Press <ENTER> for ALL Job Numbers.                  │
-----│               Press <HOME> for Job Master Listing.                │
Enter└─────────────────────────────────────────────────────────────────┘
```

Enter job number to list for and press **<ENTER>,** just press **<ENTER>** for all job numbers, or press
<**HOME**> to display job master listing to select from. This selection will not display if your
system is not set to use jobs. Press <**ESC>** to reenter Po.

```
                       Order Entry Customer Inquiry Screen
Custo┌────────────────────────────────────────────────────────────────────┐
A & C│                                                                      │
8980-│                    ┌──────────────────────────────┐                  │
     │   Enter Start Date:│      JOB MASTER LISTING       │                  │
COLUM│   Enter PO Number: │                              │                  │
     │   Enter Job Number:│ #  Job Number  Job Name      │                  │
Conta│                    │                              │                  │
Class│                    │ 1   2          VIRGINIA      │                  │
-----│                    │ 02  WOODS      WD CONST      │                  │
  (1)│                    │                              │                  │
     │                    │                              │                  │
  tal│                    │                              │                  │
     │                    │                              │                  │
     │                    │                              │                  │
     │                    ├──────────────────────────────┤                  │
     │              Press │                              │                  │
     │              Press │ Enter Line#, Command or      │                  │
     │              Press │ <ESC>:                       │                  │
-----│                    └──────────────────────────────┘                  │
Enter└────────────────────────────────────────────────────────────────────┘
```

```
                       Order Entry Customer Inquiry Screen
Customer#  100         │ Phone#..: (410)997-6777  │ Balance...: 97,655.01
A & C┌────────────────────────────────────────────────────────────────┐
8980-│                                                                  │
     │                                                                  │
COLUM│                                                                  │
     │   Enter Start Date:                                              │
Conta│   Enter PO Number:                                               │
Class│   Enter Job Number:                                              │
-----│                                                                  │
  (1)│    Is Everything OK?                                             │
     │                                                                  │
  tal│                                                                  │
     │                                                                  │
     │                                                                  │
     │                                                                  │
     │          Press <ESC> to Reenter Job Number.                      │
     │          Press <ENTER> for YES.                                  │
-----│                                                                  │
Enter└────────────────────────────────────────────────────────────────┘
```

Enter <**Y**> and press **<ENTER>,** or just press **<ENTER>** to continue, or enter <**N**> and press <**ENTER**>
to escape.

```
                       Order Entry Customer Inquiry Screen

PROGOM SOLUTIONS, INC.                    169              ACCOUNTS RECEIVABLE
  Customer # 100
  Line  Invoice                                     Unit        Unit
  ###    Date     Item Description      Quantity     Price       Cost

  1)   11/19/00  193 6 PIECE TOOL KIT       3         9.99        4.49
```

```
Customer#  100            Phone#..: (410)997-6777   Balance...: 97,655.01
A & C LANDSCAPING         Fax#....: (410)997-6774   On Order..: 20,236.89
8980-A ROUTE 108          Salesman: MIKE CAPLAN     Last Pymt.: 02/15/99
                          Terms...: 30 DAYS         Amount.: 0.00
COLUMBIA, MD              Taxable: Yes              Avg Pymt..: 456 Days
          21045              Code.: (1) AL SHELBY   Act Opened: 04/02/94
Contact: JOE LONG         CrLimit.: 100.00          High Bal..: 97,655.01
Class..: GOVERNMENT       CrAvail.: -NONE-          Sales YTD.: 16,557,18
-----------------------------------------------------------------------
 (1) Salesmen's Comments:                 (2) Ship-To:
                                          SHOPPERS CORPORATION
  talk to only Jim                        8980-A ROUTE 108

                                          COLUMBIA MD
                                                     21045
                                          --------------------------
                                           (3) Sales History

Enter Command, <HOME> or <ESC> to Escape:.....
```

(4) Customer Comments: Enter **<4>** and press **<ENTER>** to display the customer comment page.
                            This only displays the comments, to change them you must go into
                            the customer master file.

```
                    Order Entry Customer Inquiry Screen
Customer#  100           Phone#..: (410)997-6777        Customer's Comments
A & C LANDSCAPING        Fax#....: (410)997-6774
8980-A ROUTE 108         Salesman: MIKE CAPLAN     Code   Comment
                         Terms...: 30 DAYS
COLUMBIA, MD             Taxable: Yes              01      ALWAYS GET PO NUMBER
          21045            Code.: (1) AL SHELBY    02      TWO COPIES TO HOME OFFICE
Contact: JOE LONG        CrLimit.: 100.00
Class..: GOVERNMENT      CrAvail.: -NONE-
----------------------------------------------
 (1) Salesmen's Comments:

  talk to only Jim




----------------------------------------------
Enter Command, <HOME> or <ESC> to Escape:.....   Enter Command, <HOME> or <ESC>:
```

```
                    Order Entry Customer Inquiry Screen
Customer#  100     │ Phone#..: (410)997-6777  │ Balance...: 97,655.01
A & C LANDSCAPING  │ Fax#....: (410)997-6774  │ On Ord┌──────────────────────────┐
8980-A ROUTE 108   │ Salesman: MIKE CAPLAN    │ Last P │    Customer's Comments   │
                   │ Terms...: 30 DAYS        │ Amount │                          │
COLUMBIA, MD       │ Taxable:  Yes            │ Avg Py │ Code   Comment           │
         21045     │    Code.: (1) AL SHELBY  │ Act Op │ 03     ALWAYS GET PO NUMBER│
Contact: JOE LONG  │ CrLimit.: 100.00         │ High B │ 04     TWO COPIES TO HOME OFFICE│
Class..: GOVERNMENT│ CrAvail.: -NONE-         │ Sales  │                          │
-----------------------------------------------------│                          │
 (1) Salesmen's Comments:                   │ (2) Sh │                          │
        ┌──────────────────────────────────────────┐ │                          │
   talk │         Comments Command List            │ │                          │
        │                                          │ │                          │
        │ Enter "N" to display the next page of Customers│                     │
        │       Comments, if any.                  │ │                          │
        │ Enter "P" to display the previous page of│ │                          │
        │       Customers Comments, if any.        │ │                          │
        │ Press <ESC> or <ENTER> to exit out of the│ │                          │
        │       Customers Comments Screen.         │ │                          │
--------│                                          │ └──────────────────────────┘
Enter Co│       Press <ENTER> to continue:         │  <HOME> or <ESC>:
        │                                          │
        └──────────────────────────────────────────┘
```

(5) Authorization List: Enter **<5>** and press **<ENTER>** to display the customer's authorization
                 list. Again, this only displays the list, to change you must go
                 into the customer master file.

```
                    Order Entry Customer Inquiry Screen
Customer#  100     │ Pho┌────────────────────────────────┐ 01
A & C LANDSCAPING  │ Fa │        Authorization List      │ 89
8980-A ROUTE 108   │ Sa │                                │ 99
                   │ Te │ 1) Tom Hill                    │
COLUMBIA, MD       │ Ta │                                │ s
         21045     │    │                                │ 94
Contact: JOE LONG  │ Cr │                                │ 01
Class..: GOVERNMENT│ Cr │                                │ 18
-------------------------│                                │---------
 (1) Salesmen's Comments:│                                │
                         │                                │ N
   talk to only Jim      │                                │
                         │                                │
                         │                                │
                         │                                │ 045
                         │                                │---------
                         │ <PAGE KEYS> to Scroll or <ESC>:│ nts
                         └────────────────────────────────┘ List
                                   │ (6) Communication Fields
--------------------------------------------------------------------------------
Enter Command, <HOME> or <ESC> to Escape:.....
```

(6) Communication Fields: Enter **<6>** and press **<ENTER>** to display the communication fields
associated with this customer.
Again, this only displays the list, to change you must go
into the customer master file.

```
                      Order Entry Customer Inquiry Screen
Customer#  100                                                            1
A & C LANDSCAPI         Communication  Fields                             9
8980-A ROUTE 10

COLUMBIA, MD         Contact Name 1     :
               21    Contact Name 2     :
Contact: JOE LO      Contact Name 3     :                                 1
Class..: GOVERN      Phone Number 1     :                                 8
---------------      Phone Number 2     :                           ------
 (1) Salesmen's      Alt Phone Number 1:
                     Alt Phone Number 2:
  talk to only       Fax Number 1       :
                     Fax Number 2       :
                     Cell Phone Number  :
                     Pager Number       :                          5
                     E-Mail Address 1   :                          ------
                     E-Mail Address 2   :
                     E-Mail Address 3   :                          ts
                     Web Address        :                          ist
---------------                                                    ields
                        Press <ENTER> to Continue                  ------
Enter Command, <HOME> or <ESC> to Escape:.....
```

<F6> Sales History – This will allow you to see the previous sales history, for the
customer who's order you are in. The following screen will prompt
you to select the item you wish to see history on. Remember if
using hidden items they will not show up here.

```
 Enter Item Number:.........

           Press <ESC> to Exit.
           Press <ENTER> for All Items.
           Enter an Item number.
           Partial Item# followed by "?".
           "?" followed by Partial Description.
```

```
 Customer 100:00100 (SHOPPERS CORPORATION)            Order# 012976
                                              Lst        Last    Current
 Ln#  Item Number       Description      UOM  Qty  Ord   Price   Price

 001  03H3414           PAINT BRUSH      EA    1    0     6.20     6.20
 002  1000              MASKING TAPE     EA    1    0     1.36     1.36
 003  A10001            BLACK HOUSE PAINT GAL  1    0    39.99    39.99
 004  100057            LATEX CAULK      EA    2    0     2.99     5.98

 Enter Command, <HOME> or <ESC>:................
```

You may place the items on the order by selecting the line number that corresponds with the item
then enter the quantity you wish to order and press **<ENTER>**. Then it will allow you to enter
the selling price, or default to the current price. Once all the items are ordered press **<ESC>**
to place the items on the body of the order.

<F8> Delete Order – Press **<F8>** to delete the entire order. Answer the question "Are you
sure you want to Delete This Order? (Y/N):". Enter **<N>** and press
<ENTER> to return to the order, or enter **<Y>** and press **<ENTER>** to
delete.

<F9> Complete Sale – The following options will come up, depending upon your terminal
setup.

```
              Charge Sale Options
  Enter Selection:...
 _____

   <CR> Print Sales Order
   <F2> Add-on-Charges
   <F3> Change to Non-Taxable Sale
   <F4> Change to Cash Sale
   <F5> Print Invoice
   <F6> Print Receipt
   <F7> Print Pick Ticket
   <F8> Delete Order
   <F9> Exit Order
  <F10> Enter Customer Deposit
  <F11> Fax Order
  <F12> Suspend an Order
  <ESC> Return to Item Entry
 <HOME> Options
```

<CR> Print Sales Order – When highlighted press **<ENTER>** to print the sales order. If your
job does not allow sales orders, this will be replaced by PRINT
INVOICE.

<F2> Addon-Charges – Press **<F2>** for add-on charges. This allows you to enter a dollar amount
for any add-on charges; (freight, handling etc.), you can also change
the sales tax percentage, or amount. Press **<ESC>** to exit.

<F3> Change to Non-Taxable(Taxable) Sale – Press **<F3>** to change this order to non-
taxable/taxable.

<F4> Change to Cash Sale – Press **<F4>** if the order type is a charge sale and you wish to
change it to a cash sale and then enter payment info.

<F5> Print Invoice – Press **<F5>** to print a receipt on invoice paper and to change the order
type to invoice.

<F6> Print Receipt – Press **<F6>** to print a receipt on small roll paper.

<F7> Print Pick Ticket – Press **<F7>** to print a pick ticket for this order.

```
                              ProCom Solutions
                              8980 – A Route 108
                              Columbia, Md 21045

Customer                                    Ship-To
--------------------------                  ---------------------------------------
TCBI                                        TCBI- ESSEX
6458 EAST WEST HIGHWAY
SUITE 765
WEST COATESVILLE, PA

                  ***************** P I C K   T I C K E T *****************

 Acct.   Sls                    Order    Order                 Invoice   Invoice
 Number  Init.  Terms Ship Via  Date     Number   PO Number    Date      Number    Page

  175    88    CASH  CUST PICKUP 05/21/01  14090                                     1
▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪

       Line Item Number    Description            Bin  UOM Ordr'd  Ship'd  B/O'd  Avail.

 1.       100057           RV376C BATTERY SWITCH       EA   1    _____| _____    20
```

<F8> Delete Order – Press **<F8>** to delete the entire order. Answer the question "Are you sure you want to Delete This Order? (Y/N):". Enter **<N>** and press **<ENTER>** to return to the order, or enter **<Y>** and press **<ENTER>** to delete.

<F9> Exit Order – Press **<F9>** to exit the order without printing. This will not be an option in a cash ticket.

<F10> Enter Customer Deposit – Press the **<F10>** key to enter a customer deposit amount. This will not be available if you are not using deposits.

<F11> Fax Order – Press **<F11>** to fax the order. It will show the fax number that is in the customer master file. You may change the number, or default to the customer number when faxing.

<F12> Suspend an Order – Press **<F12>** if you wish to suspend the order you are in without completing it. When this is selected it will ask for an identifier; this should be something that will help you recognize the order when it is time to recall it. (Your name, the customer's name, etc.). If you hit **<ENTER>** at the identifier question, it will default to the name in the "Sold" section of the order. **NOTE:** You cannot suspend any order that has either a tendered amount, or deposit amount.

```
                          Suspend an Order

            Identifier:

            Enter Order Identifier.
            Press <ENTER> to Default to Customer Name.
            Press <ESC> to Cancel.
```

After entering an identifier the next box to appear, will ask you to decide what to do with this order.

```
                         Suspend an Order

        Identifier: XXXX

        Press <F9> for Invoice      Press <F10> for Receipt
        Press <ESC> to Cancel       Press <ENTER> to Suspend

        Enter Selection:
```

Press <**F9**> if you want a suspended order message printed
on invoice paper.
Press <**F10**> to have the suspended order message print on receipt
paper.

```
                    COMPANY NAME
                    ADDRESS
                    CITY, STATE ZIP
                    TELEPHONE #

                    SUSPENDED ORDER

        07/14/05  10:11:17 056 SR 006353 000000
                                    (Cust. 00175)


         Identifier: XXXX
```

Press <**ENTER**> to actually suspend the order.
Press <**ESC**> to cancel trying to suspend this order.

<ESC> Return to Item Entry – Press <**ESC**> to return back to the body of the order.

Please Note: for an order to update on the daily sales journal it must be an invoice and it
must be printed. Also, your options may be different depending on the system setup. The other
options under the first screen of order entry modifications are as follows: (Note: Some options
may not show if they are not being used.)

```
        S:                          S:
        O:                          H:
        L:                          I:
        D:                          P:
     Phone:                      Phone:
           Customer:.......
            <CR>  Sales Order
     PO NUMBER <F1>  Find an Order       ate   Ship Via      S_Loc      W_Loc
            <F2>  Return/Credit
            <F3>  Quote
            <F4>  Customer Inquiry
     Ln#   I <F5>  ROA                    Sold   B/O    Price    Extended
            <F6>  Cash Drawer
            <F7>  List Orders
            <F8>  Item Inquiry
            <F9>  Price File Inquiry
           <F10>  Reprint An Order
           <F11>  Recall Suspended Order
           <ESC>  Exit O/E
          <HOME>  Options                Sub-Total....:
                                         Tax.........:
                                         Other........:
                                         Total Due....:
```

<F1> Find an Order – After selecting **<F1>** it will prompt you to enter the selection #, and press **<ENTER>**. This will take you directly into a screen to enter further information to find your order.
Note: If you make any changes to the order you should reprint it for your records.

```
        Enter Order Number to Search:
        _____

        <F1> Order Number
        <F2> Tag Number
        <F3> P.O. Number
        <F4> Telephone Number
        <F5> Customer Name
        <F6> Serial Number
        <F7> Sales Person
        <F8> Item Number

          Press <ESC> to Exit
          Press <HOME> for Options
```

<F2> Return/Credit – This option allows you to enter a return/credit for a customer. After starting the order follow the same procedures as a sales order. You do not need to put a negative before the quantity, the system know that with the return/credit order type is assumed to be negative quantity.
Note: The return/credit must be printed for the order to update on the sales journal.

<F3> Quote – This is another order type that allows you to enter a quote for a customer. It will allow you to enter items into it for quotation purposes, but will not commit as far as inventory counts are concerned. This order can be turned into an invoice, sales order, or remain as a quote indefinitely.

<F4> Customer Inquiry – This option allows you to inquire information concerning a customer's account. Enter the customer number and press **<ENTER>**.

```
                          Order   Entry   Customer   Inquiry Screen
Customer#   175                   Phone#. : (304) 789-6756          Balance..: 0.00
TCBI                              Fax#... :         000-0000         On Order.: 0.00
3456 LINDSEY AVE                  Salesmn : JOHN BROWN               Last Pymt: 00/00/00
WEST CHESTER, PA                  Terms.. : CASH                        Amount: 0.00
            00098                 Taxable : Yes                      Avg Pymt.: 0 Days
Contact :                           Code. : (0)                      Act Opend: 01/07/00
Class. . :                        CrLimit : -None-                   High Bal.: 0.00
                                  CrAvail : -None-                   Sales YTD: 0.00

                                                                    (2) Ship-To:
(1) Salesmen's Comments:

                                                                            00000



                                                                    (3) Sales History
                                                                    (4) Customer Comments
                                                                    (5) Authorization List
                                                                    (6) Communication Fields

Enter Command, <HOME> or <ESC> to Escape:  . . . . . .
```
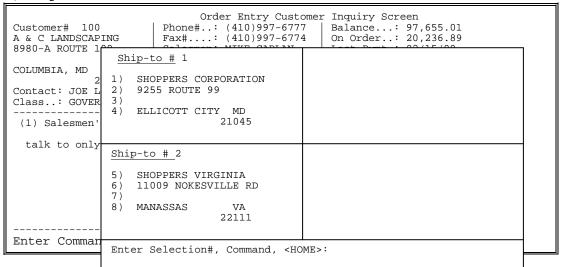
<F5> ROA – An ROA entry allows you to take money at the counter and put it towards a customer's house charge account.

Select <**F5**> then enter the customer and press <**ENTER**>.

```
          S:                              S:
          O:                              H:
          L:                              T
          D:            Customer ROA Entry
      Phone:     Customer: 0100(SHOPPERS CORP)

                        Cash Amount:
   PO NUMBER            Check Amount:                              S_Loc      W_Loc
                        American Express:
                        VISA  :
                        MASTER CARD:
   Ln#    Item          DINERS CLUB:                               Price    Extended
                        GIFT CERTIFICATE:
                        COUPONS :


                        Total Payments:      0.00      A/R BAL: 0.00

                        Press <F9> For Invoice  Press <F1O> For Receipt
                                                                 tal....:
                        Press <ESC> To End or Enter Cash Amount  .......:
                                                                 .......:
                                                          Total Due....:
```

Enter the dollar amount next to the payment method, and press <**ENTER**>. If it is a check it will prompt you for the check number, or if it is a credit card it will prompt for the authorization number. When finished press <**F9**> for invoice, this will print a receipt.

<u>**<F6> Cash Drawer**</u> –   Using cash drawers on a point of sale register, this would allow you

```
         Cash Drawer Processing

   <CR> Void a Sale
   <F1> Cash-In
   <F2> Cash-Out
   <F3> Paid-In
   <F4> Paid-Out
   <F5> Open Drawer
   <F6> Print Drawer Totals
   <ESC> Exit Drawer Functions
```

<CR> Void a Sale -   This selection will enable you to void a cash sale. The listing that displays will be the sales available to be voided. Once a drawer is cashed it will no longer be available to be voided.

```
                   V o i d a b l e   T r a n s a c t i o n s

   LN#     TRANS#      Date     Time      Type      Amount    Notes:

   1       001992    06/27/01  12:48:17   Sale      15.95    Paid in Cash

   Enter Line # or <ENTER>
```

Select the line number of the transaction and press **<ENTER>.**

The screen will display :

This Transaction was for $ 15.95 and was paid in cash.
Correct ? (Y/N)

Enter **\<Y\>** and press **\<ENTER\>** to continue, or **\<N\>** and **\<ENTER\>** to exit. If **\<Y\>** is entered, you will need to enter the Customer's Name and Phone Number, then answer the question "Are All Entries Correct? ". After entering **\<Y\>** and pressing **\<ENTER\>** the system will then print you a receipt.

\<F1\> Cash In -   This is required before using a terminal with a cash drawer assigned to it.

```
Enter your "Entered By" Code:

Press <ESC> to Drawer Selections
```

Enter the code of the person cashing in when the screen displays "Enter your "Entered By" Code" and press **\<ENTER\>.**

```
Enter the Starting Amount:

Press <ESC> to stop Cash-In
```

Then enter the amount the cash drawer will start with in the "Enter the Starting Amount" field and press **\<ENTER\>**.

\<F2\> Cash Out – This is required only if you are using cash drawer reconciliation reports which would show cash in/out, or you use the cash out to reconcile.

```
Are you sure you want to Cash Out? (Y/N)
```

The question will be displayed "Are you sure you want to Cash Out?". Enter either **\<Y\>**, or **\<N\>** and press **\<ENTER\>.**

```
Enter your "Entered By" Code:

Press <ESC> to Drawer Selections
```

Enter the code of the person cashing out when the screen displays "Enter your " "Entered By" Code" and press **\<ENTER\>.** Enter **\<Y\>**, then press **\<ENTER\>** if the cash out printed okay, or enter **\<N\>** and press **\<ENTER\>** to reprint the cash out receipt.

```
          Drawer Cash-Out for
         Drawer (name)
          Cashier: XX
                07/21/05 12:29:19


 Starting Amount                 0.00
 Ending Amount                   0.00

 Distribution of Ending Amount
   Cash                          0.00

 Total of Distribution           0.00
 Less Starting Cash              0.00
 Net Amount                      0.00

 Less Checks                     0.00
 Less Charge Cards               0.00
 Less Starting Amount            0.00
 Net Cash                        0.00

 Deposit Cash                    0.00
 Deposit Checks                  0.00
 Total Deposit                   0.00


 Cash                _____.__

 Total Counted       _____.__

 System Total                    .00

 Over/Short          _____.__

 Deposit Cash        _____.__

 Deposit Checks      _____.__
```

<F3> Paid-In –   To put money, or a check into the drawer you would use the Paid-In
                        option.

> ```
> Enter your "Entered By" Code:
>
> Press <ESC> to Drawer Selections
> ```

 Enter the code of the person entering this paid-in when the screen
 displays ""Enter your "Entered By" Code" and press **<ENTER>.**

> ```
> Paid-In Code
>
>        Press <HOME> for Paid-In List
> ```

 Enter the paid in code, or press **<HOME>** to display a listing of
previously built codes to chose from. If required enter in the reason
for the paid-in and press **<ENTER>.** Enter the dollar amount you are
entering into the drawer and press **<ENTER>**. Enter either the amount into
either the Cash Amount, or Check Amount field and press **<ENTER>**. If
working with a check, enter the check number and press **<ENTER>**. If the
information entered is correct then enter **<Y>** and press **<ENTER>** in answer
to "Correct ? (Y/N)" if any changes are to be made enter **<N>** and press
<ENTER> to make them. The system will then print a receipt.

\<F4\> Paid-Out –   To take money out of the cash drawer press **\<F5\>** Paid-Out. Enter the code
you want assigned to this paid-out when the screen displays "Enter your "
"Entered By" Code" and press **\<ENTER\>.** Enter the Paid-Out code (set up in
file maintenance section 2.11 PAIDOUT DESCRIPTION FILE) if you are
unsure press **\<HOME\>** to see a listing. After entering your code enter
the amount of your Paid-Out and press **\<ENTER\>**. If the information
entered is correct then enter **\<Y\>** and press **\<ENTER\>** in answer to
Correct ? (Y/N)" , if any changes are to be made enter **\<N\>** and press
\<ENTER\> to make them. The system will then print a receipt.

\<F5\> Open Drawer –   This option will allow you to open the drawer without making a sale.
It will prompt you to enter why you are opening the drawer. It will
also print a slip showing a no sale.

\<F6\> Print Drawer Totals – This option will allow you to print the totals in your drawer
at any time during the day without having to cash out the drawer.

\<ESC\> Exit Drawer Functions – Exit back to Quick Screen.

<u>\<F7\> List Orders</u> – This option allows the operator to list orders that are in the system.

```
+-----------------------------------+-------------------------------------+
|                                   |                                     |
|       S:                          |        S:                           |
|       O:                          |        H:                           |
|       L:          +---------------------------------------+             |
|       D:          |        Open Order Listing             |             |
|     Phone:        |                                       |             |
|                   |    Enter Customer:                    |             |
+-------------------|                                       |-------------+
|  PO NUMBER      T |                                       | S_Loc | W_Loc |
+-------------------|                                       |-------+-------+
|  Ln#   Item#      |    Press <ESC> to Exit.            /O | Price | Extended |
|                   |    Press <ENTER> for ALL Customers    |       |       |
|                   |    Press <HOME> for Customer # Options |       |       |
|                   |                                       |       |       |
+-------------------+---------------------------------------+-----b-Total....: |
|                                             x..........:              |
|                                             her........:              |
|                                             Total Due....:            |
+---------------------------------------------------------------------+
```

Enter Customer: Enter the customer # to list for and press **\<ENTER\>**, press
just **\<ENTER\>** for all customers, or press **\<HOME\>** for your
options.

```
            S:                              S:
            O:                              H:
            L:              ┌─────────────────────────────┐  T:
            D:              │     Open Order Listing      │
        Phone:             │                             │
                            │  Enter Customer:            │
   ┌───────────────┬───────│                             │──────┬──────────┬──────────┐
   │ PO NUMBER     │   T   │  Enter Order Type:          │      │ S_Loc    │ W_Loc    │
   ├───────────────┼───────│                             │──────┼──────────┴──────────┤
   │ Ln#   │ Item# │       │      <CR> All Orders        │ /O   │ Price    │ Extended │
   │       │       │       │      <F1> POS Invoices      │      │          │          │
   │       │       │       │      <F2> Sales Orders      │      │          │          │
   │       │       │       │      <F3> Invoices          │      │          │          │
   │       │       │       │      <F4> Credits           │      │          │          │
   │       │       │       │      <F5> Quotes            │      │          │          │
   │       │       │       │      <F6> Trade-Ins         │      │          │          │
   │       │       │       │      <F7> Work Orders       │      │          │          │
   │       │       │       │      <F8> Back Orders       │      │          │          │
   │       │       │       │      <F9> Estimates         │  b-Total....:               │
   │       │       │       │      <F10 Adv. Replacements │  x..........:               │
   │       │       │       │      <ESC> Reenter Customer │  her........:               │
   │       │       │       └─────────────────────────────┘  tal Due....:               │
   └───────────────┴──────────────────────────────────────────────────────────────────┘
```

Enter Order Type: Either press the appropriate F key and press **<ENTER>**, or use the arrow keys to move the highlighted bar to your selection then press **<ENTER>**. Only the type of orders selected will then be displayed.

```
            S:                              S:
            O:                              H:
            L:                              I:
            D:                              P:
        Phone:                          Phone:
   ┌───────────────┬───────────┬────────────────────────┬──────┬──────────┬──────────┐
   │ PO NUMBER     │   Term    │   Sl ┌──────────────────────────────┐oc    │ W_Loc    │
   ├───────────────┼───────────┤      │      Open Order Listing      │──────┼──────────┤
   │ Ln#   │ Item# │           │      │                              │ B/O  │ Price    │ Extended │
   │       │       │           │      │  Enter Customer:             │      │          │          │
   │       │       │           │      │                              │      │          │          │
   │       │       │           │      │  Enter Order Type:           │      │          │          │
   │       │       │           │      │                              │      │          │          │
   │       │       │           │      │  Location ID:                │      │          │          │
   │       │       │           │      │      <CR> All Locations      │      │          │          │
   │       │       │           │      │      <F1> First Location     │ Sub-Total....:          │
   │       │       │           │      │      <F2> Second Location    │ Tax..........:          │
   │       │       │           │      │      <F3> Third Location     │ Other........:          │
   │       │       │           │      │      <ESC> Reenter Order Type│ Total Due....:          │
   │       │       │           │      └──────────────────────────────┘                         │
   └───────────────┴───────────┴────────────────────────┴──────┴──────────┴──────────┘
```

Location ID : Either press the appropriate F key and press **<ENTER>**, or use the arrow keys to move the highlighted bar to your selection then press **<ENTER>**. Only the orders from the selected location will then be displayed.

All Entries Correct ? (Y/N): Enter **<Y>** and press **<ENTER>** to continue and have a list displayed. Enter **<N>** and press **<ENTER>** to escape, or correct any mistakes.

When yes is entered something like the following will display to make your selection from.

```
Open Order Listing for
Ln#  Order#  Date         Amount  Job#        Type  Status

  1   5077   10/11/04      94.95              SlsO  Deposit: 20.00
  2   5082   10/20/04      41.50              SlsO  B/O# (1) Order 5076
  3   5102   10/25/04      45.00              WrkO  Not Started Yet
         Item:L9600                                  Serial # 8023111233
         Customer: T Mower Inc.                      Phone:(999)999-9999
         W/O Type: General Repair


  Enter Line#, Command, <HOME> or <ESC> to Exit
```

Press **<HOME>** for further information.

```
                    Order Listing Options

To select an Order:
  Enter the corresponding lien number or,
  Press <ENTER> to select the highlighted Order.
Press <DOWN-ARROW> to move the selection line down
  a line.
Press <UP-ARROW> to move the selection line up a line.
Enter 'N' to display the next screen of Orders.
Enter 'P' to display the previous screen of Orders.
Enter 'E' or press <ESC> to exit the Order List Screen.
Enter 'I99' where 99 is the corresponding line number,
  to list order line items for the requested order.
                Press <ENTER> To Continue
```

<F8> Item Inquiry - This selection allows you to inquire about an inventory item. This is also the same item inquiry on page 4. Follow the screen prompts to search for an item. Once the items are listed on the screen, select the line number that corresponds to the inventory item you wish to look at and press **<ENTER>**. Once you get the inventory master record you may press **<HOME>** to see more options:

```
            C O M M A N D   L I S T


Enter 'A' to display all selling prices.
Enter 'C' to display all Order Entry commitments.
Enter 'Cxx' to display Order Entry commitments
  for location 'xx'.
Enter 'D' to display all LIFO/FIFO detail.
Enter 'Dxx' to display LIFO/FIFO detail for
location 'xx'.
Enter 'E' to display equipment items where
  the current item is used as a part or component.
Enter 'Exx' to display equipment items where
  the current item is used as a part or component
  for location 'xx'.
Enter 'G' to display Common Parts List.
Enter 'H' to display sales history.
Enter 'Hxx' to display History for location 'xx'.
Enter 'I' to display all Inventory Overstock
records.
Enter 'Ixx' to display Inventory Overstock
records for warehouse 'xx'.
Enter 'O' to display all Open Purchase Orders.
Enter 'Oxx' to display Open Purchase Orders for
warehouse location 'xx'.
Enter 'S' to display all serial numbers available
  for sale.
Enter 'Sxx' to display serial numbers available
  for sale for location 'xx'.
Enter 'V' to display Vendor Information Screen.
```

```
┌─────────────────────────────────────────────────────┐
│  Press <ENTER> to return to display selections.      │
│            Press <ENTER> To Continue                 │
└─────────────────────────────────────────────────────┘
```

To look at another item press **<ESC>**.

<F9> Price File Inquiry – If using price files on your system select **<F9>**. Parts
                           Inquiry will allow you to look at your price files.

```
┌──────────────────────────────────────────────────────────┐
│  RIPTSINQ - Manufacturer Price File Inquiry              │
│                                                          │
│  Enter Manufacturer Number:                              │
│                                                          │
│                                                          │
│                                                          │
│                Press <ESC> to Exit.                      │
│                Press <HOME> to List Manufacturer.        │
│                                                          │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

   Enter Manufacturer: Enter the manufacturer to search for and press **<ENTER>**,
                      or press **<HOME>** to display a list to select from.

```
RIPTSINQ - Manufacturer Price File Inquiry

Enter Manufacturer Number:

Enter Item Number:

        Press '?ITEM' to Search Item & Description
        Enter 'ITEM?' to List Items Starting with
       "ITEM"
        Press <ENTER> to List All Items
```

Enter Item Number: Enter item number to be looked up and press <**ENTER**>,
Just press <**ENTER**> to see all the items on the
price file, or enter the data to do a search and press
<**ENTER**>.

```
RIPTSINQ - Manufacturer Price File Inquiry

Manufacturer: BRIGGS          Item #:
Item#         Disc% Code  Stock  Price 1 Price 2 Price 3 Cost  Bin

1000002A                   Non-St  1.00                    .50
    Test Item

Enter Selection:
'N'ext Page, or <ESC> to Escape
```

<F10> Reprint an Order – This option will allow you to reprint specific orders without

pulling them back up onto the screen. This option will not make an
entry into the cash drawer. Select <**F10**> Reprint an Order
then enter the order number, or invoice number you wish to reprint.

```
Enter Order#:
                    Enter Order or Invoice Number to Reprint
                    Press <ESC> to End Order Selection
                    Press <HOME> Order Listing Options
```

Press <**ESC**> to exit out of this option, or press <**HOME**> to list
orders by customers. You may then chose to list all orders for
all customers, or only certain orders (i.e. sales orders, invoices
etc. for specific customers). Once the order is selected you then
must chose what you want to reprint.

```
            Reprint a Order Options

   Enter Selection:

     <CR> Print Sales Order/Invoice
     <F2> Print Receipt
     <F3> Print Pick Ticket
     <F4> Print Shipping Labels
    <ESC> Exit RePrint Screen

            Order Information

     Cust No   :
     Cust Name :
     Order No  :
     Invoice No:
```

Press <**ENTER**> when <**CR**> is highlighted to reprint
either the sales order or invoice.
Press <**F2**>, or to print a receipt
Press <**F3**> to print a pick ticket
Press <**F4**> to print Shipping Labels
for the order. After the order number is entered press <**ENTER**> and
the selection will print.

<u>\<F11\> Recall Suspended Order</u> – This option will allow you to recall orders that have been suspended. You can recall them by location (press **\<F2\>**), just recall your suspended orders only (press **\<F1\>**), (orders that were suspended by that terminal/register), or orders suspended by a PDT (press **\<F3\>**).

NOTE: Once you go into a suspended order it becomes unsuspended and you must resuspend it if you want it to stay suspended. Also suspended orders will not update on the sales journal. You must go into a suspended order and exit, or print it to have it become unsuspended.

```
                  Suspended Orders Listing

Enter Selection:

      Enter Order Identifier.
      Press <F1> for Your Suspended Orders.
      Press <F2> for Suspended Orders by Location
      Press <F3> for PDT Suspended Orders.
      Press <ESC> to Exit.

```

```
Suspend Orders List for Your Orders
Ln#  Order #     Date      Time     Job  Cust#    Identifier

 1   006171    06/14/05  15:28:07  056  00175     TCBI


Enter Line#, Command, <HOME> or <ESC> to Exit.
```

Press **\<HOME\>** for further instructions.

```
                  Order listing Options

To select an Order:
  Enter the corresponding line number or,
  Press <ENTER> to select the highlighted Order.
Press <DOWN-ARROW> to move the selection down a line.
Press <UP-ARROW> to move the selection line up a line.
Enter 'N' to display the next screen of Orders.
Enter 'P' to display previous screen of Orders.
Enter 'E' or press <ESC> to exit the Order List Screen.
Enter 'I99' where 99 is the corresponding line number, to list
  order line items for the requested order.
                Press <ENTER> To Continue
```

NEW FEATURES:

Inter-Company Transfers: This is a new type of order. It joins Sales Orders, Invoices,
Quotes, Credit Memos/Returns, Advance Replacements and Trade-Ins.

An intercompany transfer is when an item will be removed from inventory and
used internally by the store, employees etc.

To Do an Inter-Company Transfer, prebuild in the customer master file the
store, or employee as a customer. Go into quick screen and use that customer
for the order, select the order type as IC, and proceed as normal.

S:					S:		
O:					H:		
L:					I:		
D:					P:		
Phone:					Phone:		

<F4> Type	Terms		Sls	Ship Date	Ship Via	S_Loc	W_Loc
ICOSLO							

Ln#	Item#	Item Description		Sold	B/O	Price	Extended
	10002	GASKET				19.84	19.84

Enter G/L Account Number.

Press <HOME> for a G/L Account
Description List

Sub-Total....: 19.84
Tax..........:
Other........:
Total Due....: 19.84

After entering each item you will be asked for a GL Acct Number, enter in the
number for which account this item will be written off to. Everything else
will remain the same as a normal order. This order must also be journalized
to get updated.
You may keep track of these orders via the Inter-Company Transfer Report
in the Reports and Listings Section.

Gross Profit Margins: This feature must be turned on by both Procom internally in your system
and also on each terminal wishing to use this feature in the Define Screens
and Peripherals, page 2 of the quick screen definitions.

This feature will show either the price, cost profit in both dollars and by
percentage of each item and for the total order.

To see this calculation for an item, enter the item on the order, then do a change, line # (C1 etc.), the calculation will display in a box in the top right corner of the screen.

```
┌─────────────────────────────────────────────────────────────────┐
│                     Line Item Change Screen                       │
│                                                                   │
│    Item Number........: 1002                                      │
│ 1) Description #1...: Gasket      ┌──────────────────────────┐    │
│ 2) Description #2...:             │ Ext Price:      19.94    │    │
│ 3) Prod. Category...: 02   (Parts)│ Ext Cost :      10.55    │    │
│ 4) Qty Ordered......: 1           │                 -------  │    │
│ 5) Qty Shipped......: 1           │ Profit $ :       9.39    │    │
│ 6) Qty Remaining....: 0           │ Profit % :      47.1 %   │    │
│ 7) Qty Backorder....: 0           └──────────────────────────┘    │
│ 8) Unit Price.......: 19.94                                       │
│ 9) Unit of Measure..: EA     16) Location ID.....: SC             │
│ 10) Disc %..........: 0.0%   17) Bin Location....:                │
│ 11) Extended Price...: 19.94 18) Weight..........:                │
│ 12) Price Level#.....: 1     19) Vendor #........: 810            │
│ 13) Taxable (Y/N)....: Y     20) Vendor Item#....: 1002c          │
│ 14) Unit Cost........: 10.55 21) Qty Decimals....: 0              │
│ 15) Commission %.....: 0.0%  22) Special Ord.....: No             │
│                                                                   │
│                                                                   │
│     <UP-ARROW> Previous Record       <DOWN-ARROW> Next Record     │
│ Enter Field#,Data, Field#<HOME>, or <ENTER>:                      │
└─────────────────────────────────────────────────────────────────┘
```

To see the calculation for the entire order, press <**F9**> Complete Sale.

S:
O:
L:
D:
Phone:
			S:
			H:
			I:
			P:
			Phone:
					Order Total: 19.94
					  Total Cost: 10.55
					       -------- 	
					  Profit $ 9.39
					  Profit % 47.10 %	

<F4> Type TCOSLO	Terms	Sls	Ship Date	Ship Via	S_Loc	W_Loc
Ln#	Item#	Item Description	Sold	B/O	Price	Extended
	10002	Gasket			19.84	19.84
					Sub-Total....: 19.84 Tax..........: Other........: Total Due....: 19.84	

Damaged Goods: When adding new items on a return/credit **ONLY** and damaged goods are allowed on your system, the system will prompt the user to answer "Is this Item a Damage Goods Item?". If the user answers yes, then the system will mark that item as a damaged goods item, and the amount of the item will be entered in the G/L Damage Goods account number for the product category of this item. If using the sales exception report with your edit list, or sales journal a new section has been added that will list all items on that report that are damaged. If this is not a damaged goods item the system lets you know this item will be put back into inventory and required you to verify this.

```
                        Quick  | screen
  S:                           |  S:
  O:                           |  H:
  L:                           |  I:
  D:                           |  P:
  Phone:                       |  Phone:
 _____
  <F4> Type | Terms | Sls |  Ship Date  | Ship Via | S-Loc
  ICOSLO    |       |     |             |          |
 _____
  Ln#       | Item# |  Sold | B/O | Disc |  Price   | Extended
 _____
  10002     | Gasket|       |     |      |  19.84   | 19.84



 _____
                                          | Sub-Total....:  19.84
   Is this a "Damage Goods" Item ? (Y/N): | Tax (6.5%)...:
                                          | Other........:
                                          | Total Due....:  19.84
```

Reasons for Overriding Sales Price: With this feature turned on allows you to select the reason why the unit price was overridden. If you change the unit price either by C(line number), or M(line number) a box will appear for you to select the reason. This reason and all the items selected for it will appear in the manual overrides section of the sales journal.

<C>hange Line

```
 _____
|                    Line Item Change Screen                           |
|_____|
|  Item Number..........: 1002                                         |
|                                                                      |
|  1) Description #1...: Gasket        _____     |
|  2) Description #2...:              |   Price Change Reason List  |   |
|  3) Prod. Category...: 02   (Parts) |                            |   |
|  4)  Qty Ordered......: 1           | 1)  WRONG PRICE            |   |
|  5)  Qty Shipped......: 1           | 2)  FLOOR MODEL           |   |
|  6)  Qty Remaining....: 0           | 3)  DAMAGED              |   |
|  7)  Qty Backorder....: 0           | 4)  MARKED WRONG         |   |
|  8)  Unit Price.......: 19.94       | 5)  SPECIAL DISCOUNT     |   |
|  9)  Unit of Measure..: EA          | 6)  CASH & CARRY SPECIAL |   |
| 10) Disc %...........: 0.0%         |                            |   |
| 11) Extended Price...: 19.94        |                            |   |
| 12) Price Level#.....: 1            |                            |   |
| 13) Taxable (Y/N)....: N            |                            |   |
| 14) Unit Cost........: 10.55        |  Select:   <ARROWS> to Scroll |  |
| 15) Commission %.....: 0.0%         |_____|   |
|_____|
PROCOM SO| <UP-ARROW> Previous Record       <DOWN-ARROW> Next Record |ACCOUNTS RECEIVABLE
```

<M>odify Line

```
┌──────────────────────────────────────────────────┬─────────────────────┐
│                    Quick Screen          │ S:                              │
│  S:                                      │ H:                              │
│  O:                                      │ I:                              │
│  L:        ┌──────────────────────────────────┐ D:                        │
│  D:        │      Price Change Reason List    │                           │
│  Phone:    │                                  │                           │
│            │  1)  WRONG PRICE                 │                           │
│            │  2)  FLOOR MODEL                 │                           │
│  ──────────│  3)  DAMAGED            ─────────│──ia    │  S-Loc          │
│  <F4> Type │  4)  MARKED WRONG                │                           │
│  ICOSLO    │  5)  SPECIAL DISCOUNT            │                           │
│  ──────────│  6)  CASH & CARRY SPECIAL   ─────│──── Price  │  Extended   │
│  Ln#       │                                  │                           │
│  10002     │                                  │      19.84 │   19.84     │
│            │  Select:   <ARROWS> to Scroll    │                           │
│            └──────────────────────────────────┘                           │
│  ──────────────────────────────────────────────────                       │
│                                          │ Sub-Total....:  19.84           │
│                                          │ Tax (6.5%)...:                  │
│                                          │ Other........:                  │
│                                          │ Total Due....:  19.84           │
└──────────────────────────────────────────┴─────────────────────┘
```

3.1.3 SALES POSTING ENTRY/MODIFICATION_____

This function is designed to allow a quick way of entering Sales posting/credit posting data. (Remember defaults and settings for this program are set in the Computer Systems Information File/Enter "S" Sales Posting Controls.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER**>.

STEP 3: From the **ORDER ENTRY MENU**, select **SALES POSTING/ENTRY/MODIFICATION** and press <**ENTER**>.

```
    Customer #          :..
1.)  Invoice #          :
2.)  Invoice Date       :
3.)  Posting Type       :
4.)  Sale Type          :
5.)  Salesman           :
6.)  Commission %       :
7.)  Sales Tax Code     :
8.)  Sale Amount        :
9.)  Nontaxable Amt     :
10.) Sales Tax          :
11.) Shipping Chg       :
12.) Misc Amount        :
13.) Invoice Amount     :
14.) Invoice Cost       :

Press <ESC> to Exit Sales Posting
```

Enter data as requested, when complete press <**ESC**> to enter another invoice, or <**D>,** and press <**ENTER**> to delete this entry.

3.1.4 ORDER BATCH PRINT_____

This function is used to print sales orders that were not printed "on-line" during the Order Entry process.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER>.**

STEP 3: From the **ORDER ENTRY MENU**, select **ORDER BATCH PRINT** and press <**ENTER**>.

```
ROEPXO – Invoice/Quotation/Sales Order Extract
Printing Sales Orders.
Starting Order Date (mmddyy)

                        Press <ENTER> for First Date.
                        Press <ESC> to Return to Menu.
```

Enter your selection and press <**ENTER**>.

Starting Order Date (mmddyy) :
Enter the starting date to print for, and press <**ENTER**>, or just press <**ENTER**> for the first date
in your system.

Ending Order Date (mmddyy) :
Enter the ending date to print for, and press <**ENTER**>, or just press <**ENTER**> for the last date in
your system.

Starting Ship Date(mmddyy):
Enter the starting ship date to print for, and press **<ENTER>,** or just press **<ENTER>** to use
beginning Ship Date in the system.

Ending Ship Date(mmddyy):
Enter the ending ship date to print for, and press **<ENTER>,** or just press **<ENTER>** to use last
Ship Date in the system.

Enter Location to Print:
Enter location that needs to be printed, and press <**ENTER**>, or press <**ENTER**> for all locations.
This questions will appear only if your system is using more than one location. Press <**HOME>** to
display locations.

Print (P)arts or (E)quipment Sales? (P/E) :
If your system is set up to separate parts and equipment the print (P)arts, or (E)quipment
will appear. Enter your answer and press <**ENTER**>. Just press <**ENTER**> for all sales.

Only Print Shopping Cart Orders?(Y/N):
If your system is set to use the shopping cart programs this question will appear. It will not
appear when doing quotes regardless of your system setup. Enter <**Y**> and press <**ENTER>** to print
only the shopping cart orders. Enter <**N**> and press <**ENTER**>, or just press <**ENTER**> to print
the regular orders.

Are ALL Entries Correct ? (Y/N) :.
Enter <**Y**>, and press <**ENTER**> to Are all entries correct ? if everything is okay and you wish
to print, or enter <**N**> and press <**ENTER**> to correct any data, or cancel the request.

3.1.5   INVOICE/QUOTE BATCH PRINT

This function is used to print invoices and quotes that were not printed "on-line" during the
Order Entry process.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and
         press <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER>.**

STEP 3: From the **ORDER ENTRY MENU**, select **INVOICE/QUOTE BATCH PRINT** and press <**ENTER**>.

```
ROEPXO – Invoice/Quotation/Sales Order Extract
Enter Type of Orders to Print :..
       I=Invoices
       Q=Quotations

                        Press <ESC> to Return to Menu.
```

Enter your selection and press <**ENTER**>.

Starting Order Date (mmddyy) :
Enter the starting date to print for, and press <**ENTER**>, or just press <**ENTER**> for the first date in your system.

Ending Order Date (mmddyy) :
Enter the ending date to print for, and press <**ENTER**>, or just press <**ENTER**> for the last date in your system.

Starting Ship Date(mmddyy):
Enter the starting ship date to print for, and press **<ENTER>,** or just press **<ENTER>** to use beginning Ship Date in the system.

Ending Ship Date(mmddyy):
Enter the ending ship date to print for, and press **<ENTER>,** or just press **<ENTER>** to use last Ship Date in the system.

Enter Location to Print:
Enter location that needs to be printed, and press <**ENTER**>, or press <**ENTER**> for all locations. This questions will appear only if your system is using more than one location. Press <**HOME**> to display locations.

Print (P)arts or (E)quipment Sales? (P/E):
If your system is set up to separate parts and equipment the print (P)arts, or (E)quipment will appear. Enter your answer and press <**ENTER**>. Just press <**ENTER**> for all sales.

Only Print Shopping Cart Orders?(Y/N):
If your system is set to use the shopping cart programs this question will appear. It will not appear when doing quotes regardless of your system setup. Enter <**Y**> and press <**ENTER**> to print only the shopping cart orders. Enter <**N**> and press <**ENTER**>, or just press <**ENTER**> to print the regular orders.

Are ALL Entries Correct ? (Y/N):
Enter <**Y**>, and press <**ENTER**> to Are all entries correct ? if everything is okay and you wish to print, or enter <**N**> and press <**ENTER**> to correct any data, or cancel the request.

3.1.6   GENERATE STANDING ORDERS

This function allows you to create either Sales Orders, or Invoices from previously created standing orders.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER**>.

```
ROE5A – Generate Standing Orders

  Entered Desired Customer:
      Enter customer # to generate orders for, and press <ENTER>, or press <ENTER> for all customers.

  Enter Desired Selection Code:
      Enter selection code to use to limit the number of orders created, and press <ENTER>, or press
      <ENTER> to use all the codes.

  Enter Invoice Date to be Used:
      Enter Invoice Date to be used, or press <ENTER> for the systems date.

  Enter Ship Date to be Used:
      Enter ship date to use, or press <ENTER> for the systems date.

  Order Type to Generate:
 S=Sales Order
 I=Invoice
      Enter <S> to create sales orders, <I> for invoices and press <ENTER>, or just press <ENTER> for sales
      orders.

  Enter Terms Code:
      Enter a new terms code for the orders and press <ENTER>, or press <ENTER> for the terms codes
      already used.

  Are ALL Entries Correct? (Y/N):
      Enter <Y> and press <ENTER> to create orders, or enter <N> and press <ENTER> to change, or escape
      selection
```

3.1.7   ORDER EDIT LIST

The Order Edit List is used to print a listing of all outstanding orders. No updates take place.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER**>.

STEP 3: From the **ORDER ENTRY MENU**, select **ORDER EDIT LIST** and press <**ENTER**>.

Enter Order Type to Print on Edit List:

         O = Sales Orders;
         Q = Quotations;
         S = Standing Orders;
         T = Service Tickets;
         E = Estimates;
         A = All Orders.

      Enter a single letter code for the type of order edit list desired and press <**ENTER**>.

Enter Starting Date (mmddyy):
      Enter the 6-digit date you wish the listing to begin with and press <**ENTER,**> or press
      <**ENTER**> to use the first date on file.

Enter Ending Date (mmddyy):
      Enter the 6-digit date you wish the listing to print through and press <**ENTER**>,
      or press <**ENTER**> for the last date on file.

Enter Line Printing Format to Use:
D = Detailed Format;
S = Summary Format;
B = Both Formats;
               and press <**ENTER.**>

Print Cash Sales in Summary Only? (Y/N):
      Enter <**Y**> and press <**ENTER**> for your cash sales to print only in summary format,
      or just press <**ENTER**>. Enter <**N**> and press <**ENTER**> for detail format. Press <**ESC**> to
      reenter format.

Enter Salesman to Print:
      Enter specific salesman to print list for and press <**ENTER**>, or press <**ENTER**> for all
      salesman. Press <**ESC**> to reenter Cash Sales format.

Enter Location ID to Print:
      Enter location id to print for and press **<ENTER,**> or just press **<ENTER>** for all.
      Press **<ESC>** to reenter salesman.

Print Only Orders Not Cleared for Delivery ? (Y/N):
      Enter <**Y**> and press <**ENTER**> to get orders not cleared. Enter <**N**> and press <**ENTER**> or
      just press <**ENTER**> for all. Press <**ESC**> to reenter location id. This question only
      appears if your are using the routing/delivery system.

Are ALL Entries Correct? (Y/N):
      Enter <**Y**> and press <**ENTER**> to begin printing, or <**N**> to escape, or change the answer
      to any question.

3.1.8   SALES EDIT LIST_____

This function prints a listing of all invoices entered into the system since the last Sales
Journal was printed and Update run. No updates will take place.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
        <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER.**>

STEP 3: From the **ORDER ENTRY MENU**, select **SALES EDIT LIST** and press <**ENTER**>.

ENTER PRINT FORMAT TYPE:

      1`= Detail Format
      2 = Summary Format
      3 = Single line format

Enter **<1>** and press **<ENTER>** if you wish a detailed listing of all invoices, including deleted ones, which are in the system. A complete listing of invoices, by number, with detailed line item information, Cost, Profit, and Commission will be printed.
Enter **<2>** and press **<ENTER>** if you want a summarized listing of invoices printed, without line item detail.
Enter **<3>** and press **<ENTER>** if you want a one line listing of invoices, if you are using the warranty claim package this option is not available.

PRINT CASH SALES IN SUMMARY ONLY? (Y/N):
Enter **<Y>** and press **<ENTER>** for your cash sales to print only in summary format, or just press **<ENTER>**.
Enter **<N>** and press **<ENTER>** to print your cash sales in detail.

ENTER SALESMAN TO PRINT:
Enter specific salesman to print list for, and press **<ENTER>,** or press **<ENTER>** for all salesmen.

ENTER ITEM DESCRIPTION FORMAT(L/S):
Enter **<S>** and press **<ENTER>** to print the short description, or just press **<ENTER>**.
Enter **<N>** and press **<ENTER>** to print the long description.

ENTER LOCATION ID:
Enter the 2 character code and press **<ENTER>** for a specific location, or press **<ENTER>** to default to the location your terminal is set to.

ENTER LAST INVOICE DATE TO PROCESS:
Enter specific date to print invoices up to, and press **<ENTER>,** or press **<ENTER>** to use the systems' date.

ENTER LAST TIME TO PROCESS:
Enter a specific time to list up to, and press **<ENTER>,** or press **<ENTER>** for current systems time.

ENTER G/L POSTING DATE:
Enter a specific date to post to, and press **<ENTER>,** or press **<ENTER>** for the systems' date.

If you are using the Sales Exception Reports you will see the following questions, otherwise you will next see the "Is Everything OK? (Y/N) question.

Enter Minimum Profit % Allowed:
Enter the amount that if a profit % is below will print out, and press **<ENTER>.**

Enter Maximum Profit % Allowed:
Enter the amount that if a profit % is above will print out, and press **<ENTER>.**

Print Quantity Overrides? (Y/N):
Enter **<Y>** and press **<ENTER>** to have print out every time someone overrides a not enough quantity message. Enter **<N>** and press **<ENTER>** to ignore them.

Print Quantity Available Less than or Equal to Zero? (Y/N):
Enter **<Y>** and press **<ENTER>** to have inventory items that have quantity less than or equal to zero print out, enter **<N>** and press **<ENTER>** to ignore them.

IS EVERYTHING OK? (Y/N):
Enter **<Y>** and press **<ENTER>** to start the Sales Edit List print function. Enter **<N>** and press **<ENTER>** to start over with the print format type selection.

This function prints a listing of all work order invoices entered into the system since the last
Sales Journal was printed and Update run. No updates will take place.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
        <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER>.**

STEP 3:   From the **ORDER ENTRY MENU**, select **WORK ORDER EDIT LIST** and press <**ENTER**>.

ENTER PRINT FORMAT TYPE:

        1`= Detail Format
        2 = Summary Format
        3 = Single line format

        Enter <**1**> and press <**ENTER**> if you wish a detailed listing of all invoices, including
        deleted ones, which are in the system. A complete listing of invoices, by number, with
        detailed line item information, Cost, Profit, and Commission will be printed.

        Enter <**2**> and press <**ENTER**> if you want a summarized listing of invoices printed,
        without line item detail.

        Enter <**3**> and press <**ENTER**> if you want a one line listing of invoices, if you are
        using the warranty claim package this option is not available to you.

PRINT CASH SALES IN SUMMARY ONLY? (Y/N):
        Enter <**Y**> and press <**ENTER**> for your cash sales to print only in summary format, or
        just press <**ENTER**>. Enter <**N**> and press <**ENTER**> to print your cash sales in detail.

ENTER SALESMAN TO PRINT:
        Enter specific salesman to print list for, and press <**ENTER>,** or press <**ENTER**> for all
        salesmen.

ENTER ITEM DESCRIPTION FORMAT(L/S):
        Enter <**S**> and press <**ENTER**> to print the short description, or just press <**ENTER**>.
        Enter <**N**> and press <**ENTER**> to print the long description.

ENTER LOCATION ID,:
        Enter the 2 character code and press <**ENTER**> for a specific location, or press <**ENTER**>
        to default to the location that your terminal is set to.

ENTER LAST INVOICE DATE TO PROCESS:
        Enter specific date to print invoices up to and press <**ENTER>,** or press <**ENTER**> to
        use the systems' date.

ENTER LAST TIME TO PROCESS:
        Enter a specific time to list up to, and press <**ENTER>,** or press <**ENTER**> for
        current systems time.

ENTER G/L POSTING DATE:
        Enter a specific date to post to, and press <**ENTER>,** or press <**ENTER**> for the
        systems' date.

IS EVERYTHING OK? (Y/N):
        Enter <**Y**> and press <**ENTER**> to start the Sales Edit List print function. Enter <**N**>
        and press <**ENTER**> to start over with the print format type selection.

DISPLAY INVOICED ORDER TOTALS_____

This selection displays to the screen a listing of all invoice totals broken out in separate columns.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
        <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER**>.

STEP 3:   From the **ORDER ENTRY MENU**, select **DISPLAY INVOICED ORDER TOTALS** and press <**ENTER**>.

```
ROEDISTOT – Display Invoiced Order Totals


   ENTER STARTING DATE:
         Enter date that the screen will display from (mmddyy) format and press <ENTER>, or press
         <ENTER> for the first date stored in your system.

   ENTER ENDING DATE:
         Enter date that the screen will display to (mmddyy) format and press <ENTER>, or press
         <ENTER> for the last date stored in your system.

   ENTER LOCATION ID, OR (A)LL:
         Enter the 2 character code and press <ENTER> for a specific location, or press <ENTER> for all
         locations.

   ARE ALL ENTRIES CORRECT? (Y/N):
         Enter <Y> to continue and press <ENTER>, or enter <N>, or press <ENTER> to change any answers,
         or to escape.
```

ROEDISTOT – Display Invoiced Order Totals
        All Locations

	Invoices	Credit Memos	Sales Postings	Credit Postings	Total
Line Items	59.80	0.00	0.00	0.00	59.60
Add-On Charges	0.00	0.00	0.00	0.00	0.00
Discount	0.00	0.00	0.00	0.00	0.00
Total Sale	59.80	0.00	0.00	0.00	59.80
Taxable Portion	60.80	0.00	0.00	0.00	60.80
Non-Taxable Portion	0.00	0.00	0.00	0.00	0.00
Sales Tax	3.04	0.00	0.00	0.00	3.04
Shipping Charges	0.00	0.00	0.00	0.00	0.00
Misc.Charges	0.00	0.00	0.00	0.00	0.00
Invoice Total	62.84	0.00	0.00	0.00	62.84
Cost-of-Sales	5.00	0.00	0.00	0.00	5.00
Profit	54.80	0.00	0.00	0.00	54.80
Commission	0.60	0.00	0.00	0.00	0.60

Press <ESC> to Return to Menu.

This function updates invoices that have been entered since the last sales journal update. After printing, the journal is updated by the user answering **<Y>** to the question did the journal print ok ?. Once answered **<Y>**and **<ENTER>** pressed the update must complete to the end, it should **not** be exited out of.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press **<ENTER>.**

STEP 3:   From the **ORDER ENTRY MENU**, select **SALES JOURNAL & MASTER UPDATE** and press <**ENTER**>.

ENTER PRINT TYPE FORMAT:

>   **1`= Detail Format**
>   **2 = Summary Format**
>   **3 = Single Line Format**

>   Enter <**1**> and press <**ENTER**> if you wish a detailed listing of all invoices, including deleted ones, which are in the system. A complete listing of invoices, by number, with detailed line item information, Cost, Profit, and Commission will be printed.

>   Enter <**2**> and press <**ENTER**> if you want a summarized listing of invoices printed, without line item detail.

>   Enter <**3**> and press <**ENTER**> if you want a one line listing of invoices, if you are using the warranty claim package this option is not available to you.

PRINT CASH SALES IN SUMMARY ONLY? (Y/N):
>   Enter <**Y**> and press <**ENTER**> for your cash sales to print only in summary format, or just press <**ENTER**>.
>   Enter <**N**> and press <**ENTER**> to print your cash sales in detail.

ENTER ITEM DESCRIPTION FORMAT(L/S):
>   Enter <**S**> and press <**ENTER**> to print the short description, or just press <**ENTER**>.
>   Enter <**N**> and press <**ENTER**> to print the long description.

ENTER LOCATION ID,:
>   Enter the 2 character code and press <**ENTER**> for a specific location, or press <**ENTER**> to default to the location that your terminal is set to.

ENTER LAST INVOICE DATE TO PROCESS:
>   Enter specific date to print invoices up to and press <**ENTER**>**,** or press <**ENTER**> to use the systems' date.

ENTER LAST TIME TO PROCESS:
>   Enter a specific time to list up to and press <**ENTER**>**,** or press <**ENTER**> for current systems time.

ENTER G/L POSTING DATE:
>   Enter a specific date to post to and press <**ENTER**>**,** or press <**ENTER**> for the systems' date.

If you are using the Sales Exception Reports you will see the following questions, otherwise you will next see the "Is Everything OK? (Y/N) question.

ENTER MINIMUM PROFIT % ALLOWED:
Enter minimum profit % below which you will want displayed on the Sales Exception Report, and press **<ENTER>,** or just press **<ENTER>** to default to amount entered in your Systems Information File.

ENTER MAXIMUM PROFIT % ALLOWED:
Enter maximum profit % above which you will want displayed on the Sales Exception Report, and press **<ENTER>,** or just press **<ENTER>** to default to the amount entered in your Systems Information File.

PRINT QUANTITY OVERRIDES? (Y/N):
Enter either **<Y>**, or **<N>**, and press **<ENTER>** as to whether you want any items with quantity overrides to print on the Sales Exception Reports.

PRINT QUANTITY AVAILABLE LESS THAN OR EQUAL TO ZERO ? (Y/N):
Enter either **<Y>**, or **<N>**, and press **<ENTER>** as to whether any item listed on the sales journal that has a quantity of zero or less.

IS EVERYTHING OK? (Y/N):
Enter **<Y>** and press **<ENTER>** to start the Sales Journal print function. Enter **<N>** and press **<ENTER>** to start over with the print format type selection.

NOTE: After entering **<Y>**, and pressing **<ENTER>,** the sales journal will begin printing. When the screen displays the Question **DID THE JOURNAL PRINT OK? (Y/N)** Enter **<Y>** and press **<ENTER> ONLY** if you are completely satisfied with everything that printed out, i.e. costs, commissions, sale prices, terms, etc. Once updated these things cannot be changed. If there is anything incorrect with the printout enter **<N>** and press **<ENTER>**. If at any time during the update an error message displays on the screen call **PROCOM** immediately with the Exact message. **DO NOT TRY AND REUPDATE.**

3.1.12   CASH DRAWER RECONCILIATION REPORT

This selection gives a listing of all transactions entered into a specific cash drawer.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2: From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press **<ENTER>.**

STEP 3: From the **ORDER ENTRY MENU**, select **CASH DRAWER RECONCILIATION REPORT** and press **<ENTER>**.

```
RLAUDIT – Cash Drawer Audit-Trai    Available Cash Drawers
                                 Ln  Name           Ln   Name
Select Cash Drawer to Report On: 1   Drawer1        16
                                 2                  17
                                 3                  18
                                 4                  19
                                 5                  20
                                 6                  21
                                 7                  22
                                 8                  23
                                 9                  24
                                 10                 25
                                 11                 26
                                 12                 27

                                  Enter Selection:
                                  Press <ENTER> to End or <HOME> For Options
```

NOTE: If the cash drawer you need to do the report on does not appear, that means it is currently cashed in and there are no past history records to print.

STEP 4: Select Cash Drawer to be reported on and press **<ENTER>**.

```
 RLAUDIT – Cash Drawer Audit – Trail Report.

  Select Cash Drawer to Report On: DRAWER1

  Do you want to print through a specific Date/Time
       Or All Records ?(D/A):




                      Press <ESC> to Reenter the Drawer
```

STEP 5: Enter either **<D>** and press **<ENTER>** for a specific Date/Time, or enter **<A>** and press **<ENTER>** for All Records in the file.

```
 RLAUDIT – Cash Drawer Audit-Trail Report

  Select Cash Drawer to Report On: DRAWER1

  Print the Report through a specified Date/Time.
       Print though Date:_____ (02/29/00-04/12/00)



                     Press <ESC> to Reenter "Print Through"
```

STEP 6: If asking for a specific Date, enter the date to print until. The screen will display a date range that a print out is available for. Format is MMDDYY.

```
 RLAUDIT – Cash Drawer Audit-Trail Report

 Select Cash Drawer to Report On: DRAWER1

 Print the Report through a specified Date/Time.
      Print though Date:04/11/00
      Print through Time:_____ (00:00:00-23:59:59)


                     Press <ESC> to Reenter Date.
```

STEP 7:   Enter specific time range to print for. The screen will display the time range available for you to use. Format is hhmmss.

```
 RLAUDIT – Cash Drawer Audit-Trail Report

  Select Cash Drawer to Report On: DRAWER1

  Print the Report through a specified Date/Time.
     Print though Date:04/11/00
     Print through Time:23:58:58

                      Is Everything OK ? (Y/N):

```

STEP 8: Enter **<Y>** and press **<ENTER>** to proceed with the report, or enter **<N>** and press **<ENTER>** to change any entries, or escape back to the Main Menu.

```
                       ----------Transaction-------
   Date      Time    Job Ent Inv No Type     Payment Method  Due    Tendered  Change  Notes:
```

```
04/06/00  11:16:36  74  BC            Cash-in        0.00
04/06/00  13:38:37  74  BC 013341     Deposit  VISA         10.50    0.00      0.00   Auth Code:123
04/06/00  13:40:47  74  ME 013342     Sale     Cash         39.69   39.69      0.00
04/06/00  13:43:14  89  GW            No Sale        0.00                             Petty Cash
04/06/00  14:49:02  41  SS            Cash-Out      50.19 -
                                               Starting Amount         0.00
                                               Sale              1    39.69
                                               Deposit           1    10.50
                                               Paid-In           0     0.00
                                               Paid-Out          0     0.00
                                               Void              0     0.00
                                               Ending Amount          50.19

                                                Distribution of Ending Amount:
                                               Cash              1    39.69
                                               VISA              1    10.50

                                               Total of Distribuion   50.19
                                               Less Starting Cash      0.00
                                               Net Amount             50.19
```

After Printing the report the question "Do You want to Purge the records which were just Printed?(Y/N):

   Enter **<Y>** and press **<ENTER>** to delete all records that were just printed out, or

   Enter **<N>** and press **<ENTER>** to save all the records until the next printout.

3.1.13   GENERAL LEDGER DISTRIBUTION REPORT

This section will print out for a specific time frame all GL Account Numbers and the amounts entered to them for that time span.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>.**

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press **<ENTER>.**

STEP 3:   From the **ORDER ENTRY MENU**, select **GENERAL LEDGER DISTRIBUTION REPORT** and press **<ENTER>.**

RRGL – Accounts Receivable General Ledger Distribution Report

Enter the Start Date for Transactions Desired :
Enter date to begin printing from, and press **<ENTER>.** Use MMDDYY format.

Enter the End Date for the Transactions Desired:
Enter date to end the print out on, and press **<ENTER>.** Use MMDDYY format.

Enter the Starting Account Number to Print:
Enter Account Number you want to start the print out with, and press **<ENTER>,** or press **<ENTER>** for all accounts.

Enter Ending Account Number to Print:
Enter Account Number that you want the printout to stop on, and press **<ENTER>**, or enter the same number as the starting account number.

Enter Starting Profit Center to Print:
Enter Specific Profit Center to list for, and press **<ENTER>,** or press **<ENTER>** for all.

Print Records Already Transferred to G/L ? (Y/N):
Enter **<Y>** and press **<ENTER>** to print records that you have already transferred down to your G/L. Enter **<N>** and press **<ENTER>** to print only records that have not yet been transferred.

All Entries Correct ? (Y/N):
Enter **<Y>** and press **<ENTER>** to proceed, or enter **<N>** and press **<ENTER>.** to change any entries or escape.

3.1.14   SALES EXCEPTION/RECAP REPORTS

Reports concerning sales exceptions, ROA's, suspended orders and TBA Serial Numbers.
This report does the exception portion of the sales journal without the update.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>.**

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press **<ENTER>.**

STEP 3:   From the **ORDER ENTRY MENU**, select **SALES EXCEPTION/RECAP REPORTS** and press **<ENTER>**.

STEP 4:   From the **SALES RECAP REPORT MENU,** select **SALES EXCEPTION REPORT** and press **<ENTER>.**

```
RSJCOST - Invoice Cost Calculation

Enter Location ID:

Enter Last Invoice Date to Process:
Enter Last Invoice Time to Process:

Enter G/L Posting Date:

   Sales Exception Report:

Enter Minimum Profit % Allowed:
Enter Maximum Profit % Allowed:
Print Quantity Overrides? (Y/N):
Print Quantity Available Less than or Equal to Minimum (Y/N):

Is Everything OK? (Y/N):
```

Enter Location ID:
>   Enter Location ID of location to print report for and press <**ENTER**>.

Enter Last Invoice Date to Process:
>   Enter date of invoices that you want to print out, and press <**ENTER**>.

Enter Last Invoice Time to Process:
>   Enter latest processing time of the invoices that you want to print, and press <**ENTER**>.

Sales Exception Report:

ENTER Minimum PROFIT % ALLOWED:
>   Enter minimum profit % below which you will want displayed on the Sales Exception
>   Report, and press <**ENTER**>, or just press <**ENTER**> to default to amount entered in
>   your Systems Information File.

ENTER MAXIMUM PROFIT % ALLOWED:
>   Enter maximum profit % above which you will want displayed on the Sales Exception
>   Report, and press <**ENTER**>, or just press <**ENTER**> to default to the amount entered in
>   your Systems Information File.

PRINT QUANTITY OVERRIDES? (Y/N):
>   Enter either <**Y**>, or <**N**> and press <**ENTER**> as to whether you want any items with
>   quantity overrides to print on the Sales Exception Reports.

PRINT QUANTITY AVAILABLE LESS THAN OR EQUAL TO MINIMUM? (Y/N):
>   Enter either <**Y**>, or <**N**>, and press <**ENTER**> as to whether any item listed on the
>   sales journal that has a quantity of zero or less.

IS EVERYTHING OK? (Y/N):
>   Enter <**Y**> and press <**ENTER**> to start the Sales Journal print function. Enter <**N**>
>   and press <**ENTER**> to start over with the print format type selection.

3.1.14.2   SUSPENDED ORDERS RECAP REPORT_____

This report lists all orders put into suspended mode in the Quick Screen.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press **<ENTER>.**

STEP 3:   From the **ORDER ENTRY MENU**, select **SALES RECAP REPORTS** and press **<ENTER>**.

STEP 4:   From the **SALES RECAP REPORT MENU,** select **SUSPENDED ORDERS RECAP REPORT** and press **<ENTER>.**

```
Run Date:04/01/00          SUSPENDED ORDERS RECAP REPORT
                              PROCOM SOLUTIONS INC.
```

```
                        Daily Suspended Orders Recap Report

Order#  Date      Time      Inv#    Job  Customer# and Name        Identifier        Amount

013044  02/02/00 12:50:20  000855  041  00100 SHOPPERS CORPORATION S1                25.98
013041  02/02/00 10:41:04  000853  041  00100 SHOPPERS CORPORATION S2                11.00

TOTAL SUSPENDED ORDERS:   2
```

3.1.13.3   ROA RECAP REPORT_____

Listing of all ROA's entered into the system and not yet updated by having a sales journal run.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press **<ENTER>.**

STEP 3:   From the **ORDER ENTRY MENU**, select **SALES RECAP REPORTS** and press **<ENTER>**.

STEP 4:   From the **SALES EXCEPTION/RECAP REPORT MENU,** select **ROA RECAP REPORT,** and press **<ENTER>** and the report will begin to print.

```
Run Date: 04/01/00            Daily Received On Accounts Recap

          (Posting Date 04/17/00 Invoices Processed on or before 04/17/00 at 12:53 PM)
                                                                    Total
Order#  Date     Invoice  Customer# and Name   Method of Payment  Amount  Amount

013389 01/17/00 000115    00175   TCBI          CASH              250.00 250.00

                                   Total Amount:    250.00
```

This selection will allow a change of customer on a previously entered, but not updated ROA.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
          <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press <**ENTER**>.

STEP 3:   From the **ORDER ENTRY MENU**, select **SALES RECAP REPORTS** and press <**ENTER**>.

STEP 4:   From the **SALES EXCEPTION/RECAP REPORT MENU,** select **ROA MODIFICATION,** and press
          <**ENTER**>.

ROA Modification

Enter Customer #
     Enter Customer Number of the ROA to be modified and press <**ENTER**>.

Enter Order# or Command:
     Enter the Order Number of the ROA, and press <**ENTER**>, or press <**HOME**> for a listing to select from.

```
ROA Listing for Customer #00175 (TCBI)
Ln# Order#   Inv No  Payment Method              Amount
  1 013389   000115 CASH                         250.00
(End-of-List)



 Enter Line#, Command, <HOME>, or 'E' to Exit:…
```

Select the Line# of the ROA you wish to change, then press <**ENTER**>.

ROA Modification

Enter Customer # 00175 (TCBI)

Enter Order# or Command:013389

     Order Number   :013389
     Invoice Number :000115
     Date   :04/17/00
     Payment Method : CASH
     Total Amount   :   250.00

New Customer Number or <ENTER>:….

The ROA selected will display on screen along with a request for a new customer number.
Enter the customer # the ROA is to be changed to, and press <**ENTER**>.

ROA Modification

Enter Customer # 00175 (TCBI)

Enter Order# or Command:013389
     Order Number   :013389
     Invoice Number :000115
     Date   :04/17/00
     Payment Method : CASH
     Total Amount   :   250.00

New Customer Number : 100 (SHOPPERS CORPORATION)   Are You sure ? (Y/N)
Enter either <**Y**> and press <**ENTER**> to confirm that the new customer is correct, or
enter <**N**> and press <**ENTER**> to change the customer, or escape.

This selection will print a report listing all orders within a specific time frame that have equipment with serial numbers set to be assigned status.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2:   From the **DAILY PROCESSING MENU**, select **ORDER ENTRY MODIFICATION** and press **<ENTER>.**

STEP 3:   From the **ORDER ENTRY MENU**, select **SALES RECAP REPORTS** and press **<ENTER>**.

STEP 4:   From the **SALES EXCEPTION/RECAP REPORT MENU,** select **TBA SERIAL NUMBER REPORT,** and press **<ENTER>.**

RSJTBA   Serial Number "To be Assigned Report"

Starting Ship Date:
        Enter beginning ship date to print from and press **<ENTER>**, or press **<ENTER>** to start at the beginning of all dates. Press **<ESC>** exit without printing.

Ending Ship Date:
        Enter ending date to ship from and press **<ENTER>**, or press **<ENTER>** to end at the last date. To reenter starting ship date press **<ESC>.**

Enter Customer Number:
        Enter Customer number to print the list for and press **<ENTER>,** or press **<ENTER>** to list all customers. To reenter ending ship date press **<ESC>.**

Enter Location ID:
        Enter location to print the list for and press **<ENTER>,** or press **<ENTER>** for all locations. To reenter customer number press **<ESC>.**

Is Everything ok ? (Y/N):
        Enter **<Y>** and press **<ENTER>** to begin printing, or enter **<N>** and press **<ENTER>** to escape, or change any answer. To reenter location press **<ESC>.**

Run Date: 08/16/00   "To be Assigned" Serial Number Report

Start Ship Date: FIRST DATE: End Ship Date: LAST DATE; Customer: ALL; Location: ALL:

Order Number	Order Date	Ship Date	Cust No	Name	Loc ID	Ord Qty	TBA Qty
013793	08/16/00	08/16/00	00175	TCBI	SC	1	1

Total Items: 1

3.2   WORK ORDER ENTRY/MODIFICATION_____

See Separate Manual on Work Orders.

The Cash Receipts Posting program is utilized for posting daily Received on Accounts in a 'Batch Mode'. Cash Receipts offers the operator the ability to Reapply Credits against open debits, post NSF Checks, utilize multiple payment methods, and apply discounts to Accounts Receivable Accounts.

Cash Receipts allows the editing and journalizing of Postings by Transaction, or 'Batch', therefore allowing the independent operation of Multiple Location Postings. In other words, each location of a company may post their Cash Receipts in a 'Batch', simultaneously <u>not affecting</u> the other locations. Each location may edit and journalize their 'Batch' <u>without affecting</u> the other locations.

Cash Receipts Postings is a 'Back office' function allowing the operator the ability to operate independently the front counter 'ROA' function (an Order Entry Option). The operator may edit and journalize its receipts independent of the Sales Journal, therefore reducing the Accounts Receivable Balance, i.e. Customers balance, during the course of the day. Cash Receipts Postings <u>does not</u> print a 'receipt' for customers.

Cash Receipts offers 'Multiple Payment Methods'; Checks and Cash will be standard. Credit Cards are optional based upon your Credit Card Master File in File Maintenance. If Cash is utilized, an internal control number is assigned to the posting, therefore allowing the update to the A/R file with a reference number.

Cash Receipts offers the ability to post Non Sufficient Funds (NSF Checks) to an account, this will <u>not</u> post a 'Returned Check Fee' to the account. You may post this separate through Order Entry, if this is a company policy.

Cash Receipts offers the ability of Reapplying Credits as a stand-alone entry, or when associated with a receipt. The separate program in Month End of 'Reapplied Credits' is still available, but we have determined that this will replace that program in the future. What the operator wants to remember when using the credit is post the signs as you see them! If it is a Credit (-200) type a (-200) when using the credit against a debit.

Cash Receipts offers the ability to apply applicable discounts from invoicing. The operator will be in control whether the discount is allowed, or not. The Invoice Date, Discount Due Date, and Discount amount are displayed for the purpose of analyzing this information and overriding the discount taken.

Finally, the Cash Receipts program has incorporated the F-Keys <F1>, and the ability for Windows to help throughout the program. When in doubt select **<HOME>**. You will notice the expanded screen for selection of invoices/credits.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2:   From the **DAILY PROCESSING MENU**, select **CASH RECEIPTS** and press **<ENTER>.**

```
RPCSH - Cash Receipts Entry


          1) Add, Change, Delete Cash Receipts

          2) Cash Posting Totals Summary

          3) Print Edit List

          4) Print Journal and Update Files

          5) Locate Transactions By Invoice/Check Number

          (M) Return To Main Menu
          (E) Exit To Monitor

          Enter Selection: ____
```

3.3.1   Add, Change, Delete Cash Receipts_____

When the user selects this from the menu, the following screen will displayed if:

a) there are multiple batches on file
b) there are no batches on file
c) the last batch the user was working on has been deleted
d) the last batch the user was working on has been updated

Once a batch is selected, it will remain the default for the current job number, until the batch is either deleted, updated, or the user selects another batch. While the job number has a valid batch number on file, this screen will not be displayed when "Add, Change, Delete" is selected from the menu, in this case go to the directions under CASH RECEIPTS HEADER SCREEN, NEW CUSTOMER ENTRY.

```
RPCSH - Cash Receipts Entry

                Date    Entered-By                           Cash
 Line#  Batch#  Entered Initials    Description              Account#
   1)   00034   01/01/97  CLB       LOCATION 1 POSTING............  1010-01
   2)   00034   01/01/97  SZA       LOCATION 2 POSTING............  1010-02
   3)   00035   01/01/97  SLE       LOCATION 3 POSTING............  1010-03




 Enter Line#, Command, <HOME> or <ESC> to Exit: ____
```

This screen will use a highlighted selection line, allowing the <Arrow> keys to move up and down the screen.

The <**HOME**> option will display the following Help Screen.

```
                        HELP SCREEN MENU
   <ESC> = Press the <ESC> key to return to the selection menu.
 <ENTER>= Press the <ENTER> key to select the highlighted line.
 Line#  = Enter the Line Number corresponding to the batch you wish
          to select.
 <ARROWS> Use the <ARROW> keys to position the highlighted line.
 <PAGE> = Use the <PAGE> keys to scroll to the next and previous
          screens.
 <F1>   = Press the <F1> key to create a new batch.
 <F2>   = Press the <F2> key to change the batch information for the
          highlighted line.
 <F3>   = Press the <F3> key to delete the entire batch for the
          highlighted line
                  Press the <ENTER> key to continue.
```

The <**F1**> key will allow the user to create a new batch. The system will maintain and assign the batch numbers, the same as is now done with order numbers.

After pressing <**F1**> to create a new batch header, the following screen will appear:

```
RPCSH – Cash Receipts Entry

   Batch Number   : 99999
   1)  Date Entered : 99/99/99
   2)  Entered By   : AAA
   3)  Description  : AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
   4)  Store        :
   5)  Cash G/L#    : 9999-99 $
                      9999-99 $_____   Optional

 Enter Line#, Command, <HOME> or <ESC> to Exit: ____
```

When the screen is initially displayed, the program will prompt for each of the numbered fields and allow <**UP-ARROW**> to move up. If this was selected by mistake the user can <**UP-ARROW**> at date entered and the batch will be deleted. The batch number will not be used again. The Store field will only display if your system is set to use location ids. The G/L number field will allow a help screen displaying the G/L Extract Numbers pulled from General Ledger. The user may select from this list *****.

> ***Do not** automatically assume you may use any G/L number from this scroll
>   down list, if the G/L number is not listed in File Maintenance,
>   Computer System Information File, (G) Other G/L Numbers, the
>   transaction will be posted to a 999-00 in the G/L distribution report
>   for that day.

> For instance, if the user wants to post this cash receiving to a
>   Miscellaneous Cash Account (not the default Cash Account). This G/L
>   number must be listed in the above referenced file. The same applies
>   to posting against a specific G/L number in the distribution of
>   receipts.

When selecting, or defaulting to the cash account for a 'Batch' the user may identify the amount being posted against 'each' cash account listed. 'Each' meaning there may be multiple cash accounts included in one 'Batch', the user identifies the amount being disbursed to each. This is useful for two reasons: 1) the user is given a check at the time of posting, if this amount does not match the amount being updated, the system will prompt the user of the discrepancy so they may make corrections, and 2) when multiple cash accounts are used it will properly disburse the amounts to each account while also performing the verification of the total posting.

After exiting this screen, having created a new batch header, the next screen will be the "CASH Cash Receipts Header" screen.

Cash Receipts Header Screen, New Receipt Entry:_____

```
Date: 01/01/99                  CASH RECEIPTS HEADER                    Job# 100
  Enter Customer: _____

                                 <CR> New Receipt
                                 <F1> Change Receipt
                                 <F2> List Receipts
                                 <F3> New NSF Check
                                 <F4> Change Batch Number
                                 <F5> Invoice Number Search
                                 <ESC> Exit Cash Receipts
                                 <HOME> Options
```

When the selection line is moved, the "Enter" prompt will do the following:

<CR> New Receipt:

STEP 1 : Enter either Customer#, and press **<ENTER>**, customer partial name, and **<ENTER>,** or ? search, and press **<ENTER>**.

```
Date: 04/19/00            Cash Receipts Header

        Customer      :    175
        Job Number    :                    TCBI
                                           3456 Lindsey Ave.
                                           WEST CHESTER, PA. 00098

                                           Customer Balance: 1,224



   Enter Job#
   Press <ENTER> for Job#
   Press <HOME> or Partial Name followed "?" to List Jobs.
```

STEP 2: Enter particular job #, or press **<ENTER>** if no job number is being used. If your system is not set to use jobs this will not appear.

```
 Date: 04/19/00            Cash Receipts Header

        Customer      :    175
        Job Number    :                    TCBI
                                           3456 Lindsey Ave.
        1) Payment Type: _____           WEST CHESTER, PA. 00098

           Methods Of Payment      Customer Balance: 1,224.00

           Enter Check Number or
           Press

           <F1>  CASH
           <F2>  AMERICAN EXPRESS
           <F3>  VISA
           <F4>  MASTERCARD
           <F5>  GIFT CERTIFICATE
```

STEP 3:   Enter method of payment and press <**ENTER.**

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                      │
│  Date: 04/19/00              Cash Receipts Header                    │
│                                                                      │
│         Customer      :    175                                       │
│         Job Number    :                      TCBI                    │
│                                              3456 Lindsey Ave.        │
│         1) Payment Type: Cash                WEST CHESTER, PA. 00098  │
│         2) Date       : _____                                      │
│                                              Customer Balance: 1,224.00│
│                                                                      │
└──────────────────────────────────────────────────────────────────────┘
```

STEP 4:   Enter Date cash receipt is being applied to customer's accoun**t,**
             and press **<ENTER>,** or just press **<ENTER>** for today's date.

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                      │
│  Date: 04/19/00              Cash Receipts Header                    │
│                                                                      │
│         Customer      :    175                                       │
│         Job Number    :                      TCBI                    │
│                                              3456 Lindsey Ave.        │
│         1) Payment Type: Cash                WEST CHESTER, PA. 00098  │
│         2) Date       : 04/19/00                                     │
│         3) Amount     : 125.00               Customer Balance: 1,224.00│
│                                                                      │
│            Applied    :   0.00                                       │
│            Balance    : 125.00                                       │
│                                                                      │
│            Discount   :   0.00                                       │
│         Total Credits :   0.00                                       │
│                                                                      │
├──────────────────────────────────────────────────────────────────────┤
│  Enter Line #,<F1> to delete, or <ENTER>:                            │
│                                                                      │
└──────────────────────────────────────────────────────────────────────┘
```

STEP 5:   Enter the amount of the payment, and press <**ENTER**>.

             If no changes are needed to made to fields 1,2, or 3 press <**ENTER**> to begin
             Invoice selection.

<F1> Change Receipt "Enter Check#":

             The user must enter a check number that is currently on file in the current batch,

             and press <**ENTER>.**

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                 │
│  Date: 04/19/00            Cash Receipts Header                 │
│                                                                 │
│  Enter Customer:                                                │
│          ┌──────────────────────────────────────────────┐      │
│          │                                              │      │
│          │   Enter Check#:_____                       │      │
│          │                                              │      │
│          │        Press <ESC> to End Check# Selection   │      │
│          │                                              │      │
│          │                                              │      │
│          └──────────────────────────────────────────────┘      │
│                                                                 │
└─────────────────────────────────────────────────────────────────┘
```

<F2> List Receipts: "Enter Customer":

This will display a list of all receipts currently on file for the current batch. The layout of this screen is shown below. If a customer number is entered, the list will only be for that customer. If no customer is entered, the list will show all receipts on file in the current batch.

```
Date: 04/19/00            Cash Receipts Header


  Enter Customer:
           ┌──────────────────────────────────────────────┐
           │   Enter Customer#:_____                   │
           │                                              │
           │            Press <ESC> to End Customer# Selection │
           │            Press <HOME> to List Customer# Options │
           │            Press <ENTER> to List All Checks  │
           │                                              │
           └──────────────────────────────────────────────┘
```

```
Date: 04/19/00              Cash Receipts Header

List of Receipts for All Customers.
Ln#  Payment Method      Date    Received      Discount      Applied      Balance
─────────────────────────────────────────────────────────────────────────────────

 1)   Check# 214       04/05/00   500.00        0.00         500.00        0.00
 2)   Check# 543       04/05/00   125.00        0.00         125.00        0.00
 3)   Cash             04/06/00  5000.00      1130.85        5000.00        0.00
 4)   Cash             04/06/00  2500.00        0.00         2500.00        0.00
 5)   Check# 987       04/07/00    25.00        0.00          25.00        0.00
(End of List)


Enter Line#, Command, <HOME> or <ESC> to Exit:….
```

<F3> New NSF Check: "Enter Customer":

The user will be allowed the standard customer alpha search, or they may enter a customer number. If they press <**ENTER**> without entering a customer, the screen will display a listing of all customers to select from. A new posting record will be generated for a NSF Check transaction.

```
┌────────────────────────────────────────────────────────────────────┐
│  Date: 04/19/00              Cash Receipts Header                   │
│                                                                    │
│        Customer      :    175                                      │
│        Job Number    :                      TCBI                   │
│                                             3456 Lindsey Ave.       │
│        1) Payment Type: Cash                WEST CHESTER, PA. 00098 │
│        2) Date        : 04/19/00                                   │
│        3) Amount       : 125.00             Customer Balance: 1,224.00 │
│                                                                    │
│           Applied     :   0.00                                     │
│           Balance     : 125.00                                     │
│                                                                    │
│           Discount    :   0.00                                     │
│         Total Credits :   0.00                                     │
│      NSF CHECK                                                      │
├────────────────────────────────────────────────────────────────────┤
│  Enter Line #,<F1> to delete, <ENTER> or <ESC> to Exit.            │
│  Press <ESC> to Reenter Customer.                                  │
└────────────────────────────────────────────────────────────────────┘
```

2) Date:

Enter date you want NSF check to be shown in Customer's Transaction Inquiry, and press <**ENTER**>.

3) Amount:

Enter amount that needs to be placed back onto customer's account and press <**ENTER**>.
If everything looks correct press <**ENTER**>.

<F4> Change Batch Number:

Will display the batch selection screen shown, so that a specific batch can be selected.

```
Cash Receipts Entry

                  Date    Entered-By                    Cash
  Line#   Batch#  Entered Initials    Description    Account#
  ─────────────────────────────────────────────────────────

    1)       64    04/05/00                          0110-01
    2)       70    04/06/00                          0110-02
    3)       72    04/06/00                          0110-03



  Enter Line#, Command, <HOME> or <ESC> to Exit:..
```

<F5> Invoice Number Search: "Enter Invoice Number/Check Number":

The program will search the A/R file and list all invoices/check numbers matching the entered number. When the user exits from this list screen, the program will return to the "Enter Customer" prompt.

```
RIINVNO – Locate A/R Transactions by Invoice/Check Number

            Enter Invoice/Check Number:_____


                    Press <ESC> to Exit.
```

<ESC>: Will return to the Cash Receipts Program menu.

<HOME>: Will display the customer number Help Screen.

```
                  Customer Selection Options

You may use the <UP-ARROW> and <DOWN-ARROW> keys to select the desired
     function or,
At this point, you are selecting the Customer# to whom an order is being
     made, and you must tell the system how to find the Customer.
The fastest way to do this is to enter the Customer's Number, though
     this, of course, assumes that you KNOW the Customer's number.

If you do not know the number, there are two ways of determining it:
   1: Alpha Search: In this method, you enter up to the first 10
          characters of the Customer's Name.  The system will display
          for you a list of all customers whose name BEGINS with those
          characters, and allows you to select one.
   2: Wild-Card Search: In this method, you enter a question (?) mark
          followed by up to 9 characters. The system will then display
          for you a list of all customers whose name contains the
          entered characters, and allows you to select one.
                Press <ESC> to exit Help Screen.
```

Cash Receipts Invoice Selection Screen:

```
Customer: 00100 (Customer Name Displays Here   ) Loc: SC  Received:        0.00
Job #   : 999999                                         Applied:        0.00
Paid By : Check# 12991    Discount: 0.00                 Balance:        0.00
-------------------------------------------------------------------------------
Ln# Inv #  Type Inv       Due Dt    Open Amt  Disc Amt    Taken   Payment Inv Bal
  1 001324  Inv 11/02/00 02/02/00  1,021.22      2.99     0.00      0.00 1,021.22
  2 002172  Inv 11/13/00 12/13/00  2,312.10      0.00     0.00      0.00 3,333.32
  3 002314  Rtn 11/15/00 00/00/00     20.00-     0.00     0.00      0.00 3,313.32
  4 002445  NSF 11/25/00 00/00/00    100.00      0.00     0.00      0.00 3,413.32
  5
  6
  7        (Displays up to 15 lines, 9999's represent field lengths)
  8
  9
 10

End-Of-Invoices)
  ----------------------------------------------------------------------
 Enter Line#, Command, <HOME> or <ESC>: _____        <F7> Chain By Invoice#
 <F1> Specific       <F4> G/L Account#                <F8> Chain By Date
 <F2> Oldest         <F5> Suspend                     <F9> Clear All Selections
 <F3> Unapplied      <F6> Select All Open Credits     <F10> Header Screen
                                                      <F11> Zero Discounts
```

This screen will list all "open amounts" for the selected customer. When a payment is applied against an invoice, the amount applied will be stored in the A/R record. Any other check that has been applied against that invoice will be deducted from the open amount of the invoice before determining whether to list it on this screen.

The "Open Amt" column will be calculated as follows:

```
    +  Original Invoice Amount
    -  Cash Receipts that have been posted in separate 'Batch'
    -  All Open Cash Receipts applied against this invoice
       except the current
    ============================
Open Amount
```

Example: Invoice amount = 1000.00
    Payment to Date = 250.00
    Check #11111   = 100.00   (not yet updated)
    Check #22222   = 75.00   (not yet updated)
    Check #33333   = 300.00   (current check being entered)

Open Amt= 1000.00 - 250.00 - 100.00 - 75.00 = 575.00

Current Invoice Line with $300 Check applied would show:

```
                Open Amt   Disc Amt    Payment    Inv Bal
                 575.00        0.00     300.00     275.00
```

Any G/L postings done for the current check will be listed at the end of the open invoice list. The G/L account number will be displayed in the "Inv No" column, showing "Type" as "G/L#".

Invoice Payment Options: when an invoice/credit is selected for payment it's entire display line will be displayed in reverse video.

Line#:this will select a single invoice for payment. Press <ENTER> to apply the full amount of the invoice then the cursor will return to the selection prompt at the bottom of the screen.

<F1>Specific: will prompt for payment on the first invoice displayed on the current
　　screen. The <Arrow> keys may be used to move up and down the screen. The user may
　　enter a payment amount, or press <ENTER> to default to the open amount. The user
　　may press the <**Left-Arrow**> key to move to the Discount Column***** and press the <**ESC**>
　　key to end input. Any number of invoices may be selected, even if the amount is
　　greater than the check amount. But, they cannot exit the check until other credits
　　are selected to bring the balance to zero.

```
Customer:  175  (TCBI)                          Amount Received:50.00
Job#                                            Amount Applied:50.00
Paid By :   Cash        Discount: 0.00                   Balance: 0.00

Ln#   Inv#  Type  Inv     Due Dt    Open Amt  Disc Amt   Taken    Payment   Inv Bal
  1  250005  EQ   03/13  03/13/00  1,500.00     0.00      0.00      50.00   1450.00
  2    113   EQ   04/14  05/14/00     25.60-    0.00      0.00       0.00      0.00
  3    115   PAY  04/17              250.00-    0.00      0.00       0.00      0.00

(End of Invoices)

Enter Line# to Start at : _____
Press <F1> to Enter Invoice#.
Press <ENTER> for 1st Line#.
Press <ESC> to Exit.
```

<F2>Oldest: all invoices starting with the oldest will be selected for payment, until
　　the check amount is used. **Payment records, or any other credits, will not be
　　selected.**

<F3>Unapplied: this will create a payment record in the A/R file with the amount of the
　　unapplied balance.

```
Customer:  175  (TCBI)                          Amount Received:50.00
Job#                                            Amount Applied:50.00
Paid By :   Cash        Discount: 0.00                   Balance: 0.00

Ln#   Inv#  Type  Inv     Due Dt    Open Amt  Disc Amt   Taken    Payment   Inv Bal
  1  250005  EQ   03/13  03/13/00  1,500.00     0.00      0.00      50.00   1450.00
  2                                                                    0       0.00
  3                                                                    0       0.00

    Enter Unapplied Amount: _____

    Press <ENTER> for 50.00
    Press <ESC> to Exit
```

<F4>G/L Account#: this will allow the user to enter a G/L account number and the amount
to be posted. The requested account number must be listed in the Computer System
Information File under (G) Other G/L Numbers, in order to keep the system from
updating to 999-00.

```
Customer:   175  (TCBI)                                     Amount Received:50.00
 Job#                          ┌──────────────────────────────┐Applied:50.00
 Paid By :   Cash              │   General Ledger Account List │Balance: 0.00
Ln#     Inv#  Type  Inv    Due │                               │ Inv Bal
 1    250005   EQ   03/13   03/ │  1) 0103-00   Cash In Bank    │ 1450.00
 2       113   EQ   04/14   05/ │  2) 0103-01   Cash In Bank    │    0.00
 3       115  PAY   04/17       │  3) 0103-02   Cash In Bank    │    0.00
                               │  4) 0104-00   Cash From AR    │
Enter G/L Account Number: ____ │  5) 0104-01   Cash From AR    │
                               │  6) 0104-02   Cash From AR    │
                               │  7) 0105-00   Cash Disbursed for PR │
Press <ESC> to Exit            │  8) 0105-01   Cash Disbursed for PR │
                               │  9) 0105-02   Cash Disbursed for PR │
                               │ 10) 0107-00   Employee Loans  │
                               │                               │
                               ├──────────────────────────────┤
                               │  Enter Line# or <ESC>:        │
                               └──────────────────────────────┘
```

<F5>Suspend: this will set a flag indicating that the user has not finished with this
check. After pressing **<F5>** the screen will exit the current check and prompt for
another customer.

```
Date: 04/19/00                   Cash Receipts Header

 List of Receipts for All Customers
 Ln#    Payment Method      Date      Received      Discount      Applied      Balance


  1)  Check#   2154       04/05/00     500.00        0.00         500.00        0.00
  2)  Check# 123543       04/05/00     500.00        0.00         500.00        0.00
  3)  Check#   1545       04/00/00    5,000.00     1,130.85      5,000.00        0.00
  4)  Cash                04/19/00        .50        0.00            .50         0.00
  5)  Cash                04/19/00     125.00        0.00         125.00       125.00
  6)  Cash                04/19/00      50.00        0.00          50.00        50.00
  (End of List)


 Enter Line#, Command, <HOME>, or <ESC> to Exit:....
```

Any money left in a suspended state will display in the balance column of the cash
receipts header. NOTE: This money must be applied before the journal can be run.

<F6>Select All Open Credits: this will highlight all the credits open on this account
and add the amount to the balance. This will allow you to apply the credits to
open invoices, by selecting those invoices you wish to apply the credit to.

<F7>Chain By Invoice#: the screen will prompt for a beginning and ending invoice number.
All invoices between these numbers, and including these numbers, will be selected
for payment. **Payments and other credits will not be selected. If this customer is
set to use tag numbers instead of invoice numbers, this selection will not appear.**

```
Customer:   175  (TCBI)                                      Amount Received:50.00
 Job#                                                        Amount Applied:50.00
 Paid By :   Cash                  Discount: 0.00            Balance: 0.00

Ln#     Inv#  Type  Inv    Due Dt    Open Amt  Disc Amt   Taken   Payment   Inv Bal
 1    250005   EQ   03/13  03/13/00  1,500.00    0.00      0.00     50.00    1450.00
 2       113   EQ   04/14  05/14/00     25.60-   0.00      0.00      0.00       0.00
 3       115  PAY   04/17             250.00-    0.00      0.00      0.00       0.00
 (End of Invoices)


 Enter Beginning Invoice #: First Invoice   Enter Ending Invoice#: Last
  Are Invoice Numbers Correct? (Y/N):
```

<F8>By Date: the screen will prompt for a beginning and ending invoice date. All invoices between these dates, and including these dates, will be selected for payment. **Payments and other credits will not be selected.**

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Customer:   175  (TCBI)                       Amount Received:50.00       │
│ Job#                                          Amount Applied: 50.00       │
│ Paid By :   Cash            Discount: 0.00         Balance: 0.00          │
├─────────────────────────────────────────────────────────────────────────┤
│ Ln#  Inv#  Type  Inv   Due Dt   Open Amt  Disc Amt   Taken   Payment InvBalance │
│  1 250005  EQ  03/13 03/13/00  1,500.00    0.00     0.00     50.00   1450.00 │
│  2   113   EQ  04/14 05/14/00     25.60-   0.00     0.00      0.00      0.00 │
│  3   115   PAY 04/17             250.00-   0.00     0.00      0.00      0.00 │
│ (End of Invoices)                                                         │
├─────────────────────────────────────────────────────────────────────────┤
│ Enter Beginning Date: First Date  Enter Ending Date: Last Date           │
│  Are Dates Correct? (Y/N):                                               │
└─────────────────────────────────────────────────────────────────────────┘
```

Pressing **<ENTER>** in either field will result in the First Date and the Last Date being entered into the fields.

<F9>   **Clear All Selections:** will clear all selections and allow you to reselect your choices.

<F10>   **Header Screen:** escapes from the invoice selection screen and returns to the header screen.

<F11>   **Zero Discounts/Discounts Allowed:** If zero discounts displays – Discounts allowed is turned on and will a discount to be taken. If Discounts Allowed displays – zero discounts is turned off and will not allow any discounts to be taken.

<ESC>   **Exit the current check:** before exiting the current check the balance must be zero. If the total open amounts of the selected invoices is more than the check amount the user will not be allowed to exit. A message will be displayed and the user must either select open credits to offset the balance, or unselect some of the invoices.

* **Discounts** are no longer a single entry option. You may enter the Discount Amount per Invoice, or based upon your Invoice/Statement Discounting structure, this field may be filled in for you. It will be up to the user to determine if the discount is allowed, or not. If the Cash Receipts are past the due date the system will <u>not</u> dis-allow the option of accepting the discount taken.

This selection will give a summary onscreen as to how the money from a batch is distributed.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2:   From the **DAILY PROCESSING MENU**, select **CASH RECEIPTS** and press **<ENTER>**.

STEP 3:   From the **CASH RECEIPTS MENU,** select **CASH POSTING TOTALS SUMMARY** and press **<ENTER>**.

```
┌────────────────────────────────────────────────────────────────────────┐
│                                                                        │
│ Date: 04/19/00                   Cash Posting Totals Summary           │
│                 Date      Entered-By                        Cash       │
│  Line#   Batch# Entered   Initials         Description      Account#   │
│ ───────────────────────────────────────────────────────────────────── │
│    1)      64   04/05/00                                    0103-02     │
│    2)      70   04/19/00                                    0103-02     │
│    3)      71   04/19/00                                    0103-02     │
│                                                                        │
│                                                                        │
│                                                                        │
│ ───────────────────────────────────────────────────────────────────── │
│  Enter Line #, or <ESC> to Exit: ....                                  │
│                                                                        │
└────────────────────────────────────────────────────────────────────────┘
```

STEP 4:   Select which batch you want to list out and press **<ENTER>**.

```
┌──────────────────────────────────────────────────────┐
│                                                      │
│  Cash Postings Totals Summary                        │
│                                                      │
│  Batch #:  64                                        │
│                                                      │
│                                                      │
│            Check:     6,115.00                       │
│             Cash:       274.00                       │
│         Discount:     1,130.85                       │
│              G/L:         0.00                       │
│              A/R:     7,320.35 -                     │
│                                                      │
│                                                      │
│                                                      │
│   Select:                                            │
│                                                      │
│  Press <ESC> to return to Cash Receipts Menu         │
│  Press <F1> to print totals                          │
└──────────────────────────────────────────────────────┘
```

This selection will print out a listing of everything entered into a particular batch. This will Not update.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **CASH RECEIPTS** and press <**ENTER>.**

STEP 3:   From the **CASH RECEIPTS MENU,** select **PRINT EDIT LIST** and press <**ENTER>.**

```
┌─────────────────────────────────────────────────────────────────────┐
│  Cash Receipts Edit List                                            │
│                                                                      │
│             Date      Entered-By                          Cash       │
│   Line#  Batch#  Entered  Initials      Description      Account#    │
│  ──────────────────────────────────────────────────────────────     │
│    1)     64    04/05/00                                 0103-02      │
│    2)     70    04/19/00                                 0103-02      │
│    3)     71    04/19/00                                 0103-02      │
│                                                                      │
│  ──────────────────────────────────────────────────────────────     │
│   Enter Line #,  <ENTER> to Print ,or <ESC> to Exit: ....           │
└─────────────────────────────────────────────────────────────────────┘
```

STEP 4 :   Select all the batches that you want an edit list for, and press <**ENTER>** to print.

Run Date: 04/19/00   Cash Receipts Edit List

```
---------------Customer----------------Receipt   Payment                                    Amount
    ##  Name                           Date      Method        Store ID                     Received
═══════════════════════════════════════════════════════════════════════════════════════════════════

Batch#: 64        Entered-By:   Description:                    G/L/:  0103-02

    100   SHOPPERS CORPORATION         04/05/00   Check# 1545                                5,000.00
          Invoice #   Date      Payment   Discount   G/L Account          Amount
            794     06/21/99    35.44-       0.00
            796     06/24/99    75.00-       0.00
            798     06/24/99    50.00-       0.00
           1094     06/25/99   100.00-       0.00
           1255     06/26/99   105.00-       0.00
            778     07/15/99    16.34        1.39
            782     07/31/99    16.34        1.39
            829     08/15/99    19.95        0.00
            833     12/07/99  5561.07    1,100.00
            123     02/10/00    50-          0.00
            910     03/13/99     9.24         .97
            836     03/15/00   242.50       25.00
          Receipts Totals   5,000.00    1,130.85                           0.00         5,000.00
═══════════════════════════════════════════════════════════════════════════════════════════════════

Batch #: 64  Totals        5,000.00    1,130.85                            0.00         5,000.00
Totals by Payment Method:   Check 5,000.00   Cash:     0.00
═══════════════════════════════════════════════════════════════════════════════════════════════════

        Report Totals :    5,000.00    1,130.85                            0.00         5,000.00

Totals by Payment Method:   Check: 5,000.00
                            Cash:      0.00
                            -----------------------
                                5,000.00
                                                  Beginning Accounts Receivable Balance: 1,197,294.68
                                                     Net Change to Accounts Receivable:      6130.85
                                                  Ending Accounts Receivable Balance:   1,191,116.38
```

This selection will take the batches selected and update the entries to the accounts
receivable.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and
press **<ENTER>**.

STEP 2: From the **DAILY PROCESSING MENU**, select **CASH RECEIPTS** and press **<ENTER>.**

STEP 3: From the **CASH RECEIPTS MENU,** select **PRINT JOURNAL AND UPDATE FILES** and press **<ENTER>.**
The screen will display a listings of all batches available to be selected.

```
 Cash Receipts Journal

                  Date     Entered-By                      Cash
 Line#  Batch#  Entered    Initials     Description      Account#
 ────────────────────────────────────────────────────────────────

 1)      64     04/05/00                                 0103-02
 2)      70     04/19/00                                 0103-02
 3)      71     04/19/00                                 0103-02


   Enter Line #, <ENTER> to Print, or <ESC> to Exit: ....

```

STEP 4 : Select the batches you want to update by entering the line number of the batch and
pressing **<ENTER>,** this will highlight the batch. To unselect a batch enter the
line number of the batch again and press **<ENTER>.**

Once all batches that you want to print have been selected press **<ENTER>** to print.

```
        Cash Receipts Journal

        Enter G/L Posting Date:


                          Press <ESC> to Return to the Posting Menu.
                          Press <ENTER> for (SYSTEMS DATE)


```

STEP 5 : Enter the date you want the batches to update to the G/L Distribution Report, or
press **<ENTER>** to default to the systems date. Enter **<Y>** and press **<ENTER>** to the
question "Is this the correct Posting Date ? (Y/N)' if this is the correct date and
you want to update. Enter **<N>** and press **<ENTER>** if you want to make any changes to
the posting date. **Depending upon your system setup this option may not appear.**

```
Run Date: 04/19/00             Cash Receipts Journal           (G/L Posting Date : 04/20/00)

---------------Customer----------------Receipt  Payment                                     Amount
     ##  Name                          Date     Method        Store ID                      Received
═══════════════════════════════════════════════════════════════════════════════════════════════════

Batch#: 64       Entered-By:   Description:                         G/L/:  0103-02

     100  SHOPPERS CORPORATION         04/05/00   Check# 1545                                5,000.00
          Invoice #   Date      Payment    Discount   G/L Account            Amount
           794      06/21/99    35.44-       0.00
           796      06/24/99    75.00-       0.00
           798      06/24/99    50.00-       0.00
          1094      06/25/99   100.00-       0.00
          1255      06/26/99   105.00-       0.00
           778      07/15/99    16.34        1.39
           782      07/31/99    16.34        1.39
           829      08/15/99    19.95        0.00
           833      12/07/99  5561.07    1,100.00
           123      02/10/00   500.00-       0.00
           910      03/13/00     9.24         .97
           836      03/15/00   242.50       25.00
          Receipts Totals  5,000.00   1,130.85                            0.00      5,000.00
═══════════════════════════════════════════════════════════════════════════════════════════════════

Batch #: 64   Totals        5,000.00   1,130.85                            0.00      5,000.00
Totals by Payment Method:    Check 5,000.00    Cash:       0.00
═══════════════════════════════════════════════════════════════════════════════════════════════════

     Report Totals :      5,000.00   1,130.85                              0.00      5,000.00
Totals by Payment Method:   Check: 5,000.00
                            Cash:      0.00
                         -----------------------
                            5,000.00
                                               Beginning Accounts Receivable Balance: 1,197,294.68
                                                Net Change to Accounts Receivable:        6,130.85
                                                                                      ---------
                                               Ending Accounts Receivable Balance:    1,191,116.38
```

STEP 6 :   If you want to update this batch enter **<Y>** and press **<ENTER>** to the question –
"Did the Cash Receipts Journal Print OK ? (Y/N)", the batch will update and return
you to the menu. Enter **<N>** and press **<ENTER>** to make any changes, or escape out of
the program.

3.3.5   CASH RECEIPTS/LOCATE TRANSACTIONS BY INVOICES

This selection will take the batches selected and update the entries to the accounts
receivable.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
<ENTER>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **CASH RECEIPTS** and press **<ENTER>.**

STEP 3: From the **CASH RECEIPTS MENU,** select **LOCATE TRANSACTIONS BY INVOICE** and press **<ENTER>.**

```
  RIINVO – Locate Transactions by Invoice Number


                    Enter Invoice Number: _____



                        Press <ESC> to Exit.
```

STEP 4 : Enter the invoice number to be searched for and press **<ENTER>.**

```
04/20/00                     Invoice Number Searching
Invoice Number: 000806


   Date        Orig Amt       App Credit      Open Amt      #    Customer Name

07/03/99      17,162.00         500.00       16,662.00     100   SHOPPERS CORPORATION

(End-of-List)


Press <ENTER> to Continue:.....
```

If any invoices are found they are displayed on screen. Press **<ENTER>** to continue.

3.4 DR/CR MEMO POSTINGS

Debit and Credit memos are used when it is necessary to make adjustments in Accounts Receivable. A debit memorandum is a convenient method of recording any additional charges to the customer's account. A credit memorandum records the return of merchandise, or other credits that are necessary. Enter only memos pertaining to Account Receivable through this program.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>.**

STEP 2: From the **DAILY PROCESSING MENU**, select **DR/CR MEMO POSTINGS** and press **<ENTER>.**

```
RPDCM – Debit and Credit Memo Entry

       (1) Enter (Add) New Transactions
       (2) Change Existing Transactions
       (3) Delete Existing Transactions
       (4) Print Edit List
       (5) Print Journal And Update Files

       (M) Return to Posting Menu
       (E) Exit to Monitor

Select:
```

To enter a debit, or credit memo you will need the following information before you begin your entry.
Customer Number;
The debit/credit memo number (default option);
The amount of the debit/credit memo;
The invoice number to which the debit, or credit is to be applied.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
         <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **DR/CR MEMO POSTINGS** and press <**ENTER**>.

STEP 3:   From the **DR/CR MEMO MENU**, select **ENTER (Add) NEW TRANSACTIONS** and press <**ENTER**>.

```
RPDCM - Debit and Credit Memo Entry
Add
      1. Document Number..:
      2. Document Type....:                    3=Cr Memo
      3. Document Date....:                    5=Dr Memo
      4. Customer Number..:
      5. Dr/Cr Amount.....:
      6. Apply-To.........:            Press <ESC> to Return to Selection Menu.
```

Use the following steps to enter a debit/credit memo:

1. DOCUMENT NUMBER: Enter the document number and press <**ENTER**>, or press <**ENTER**> to default
                  to the next number.

2. DOCUMENT TYPE: Enter <**3**> and press <**ENTER**> for a credit memo, or just press <**ENTER**>. Enter
                  <**5**> and press <**ENTER**> for a debit memo.

3. DOCUMENT DATE: Enter the date of the document and press <**ENTER**>, or just press <**ENTER**> to
                  default to the system date.

4. CUSTOMER NUMBER: Enter the customer's account number and press <**ENTER**>. When the customer
                  number is entered the system displays the customer name on the screen.

5. DR/CR AMOUNT: Enter in the dollar amount for this debit, or credit transaction and press
                  <**ENTER**>. Entering "10000" will display as "100.00".

6. APPLY-TO: Enter the invoice number and press <**ENTER**>. Be sure it is a valid invoice
          number for this customer. If it is not a valid invoice number, the system will
          not accept it. If you are not sure of the number, press <**HOME**> to display all
          open invoices to select from.

```
RPDCM – Debit and Credit Memo Entry
ADD
       1. Document Number..: 000001
       2. Document Type....: 3 Cr Memo
       3. Document Date....: 04/20/00
       4. Customer Number..: 00175          TCBI
       5. Dr/Cr ┌──────────────────────────────────────┐
               │            A/R Open List             │
               │  Ln#    Doc#     Date      Open Amt  │
               │  1)   000113  04/14/00        25.60  │
               │  2)   000115  04/17/00       350.00  │
               │  3)   250005  05/13/00      1500.00  │
               │                                      │
               │                                      │
               ├──────────────────────────────────────┤
               │  Enter Line# or <ESC>                │
               └──────────────────────────────────────┘
```

After you complete all fields, the system prompts "Is Everything OK? (Y/N)". Enter **<Y>** and
press **<ENTER>** to continue, or enter **<N>** and press **<ENTER>** if corrections are needed. To make
the necessary corrections select the line number to be corrected and press **<ENTER>**. Then
enter the correct information and press **<ENTER>**.

3.4.2   CHANGE EXISTING TRANSACTIONS_____

If you make an error, you can correct it through the Change Existing Transaction program. All
changes must be made before you update the journal and files. You will need to know the
number of the memo.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
        <ENTER>.

STEP 2: From the **DAILY PROCESSING MENU**, select **DR/CR MEMO POSTINGS** and press **<ENTER>.**

STEP 3: From the **DR/CR MEMO MENU,** select **CHANGE EXISTING TRANSACTIONS** and press **<ENTER>**.

```
RPDCM – Debit and Credit Memo Entry
Change
       1. Document Number..:
       2. Document Type....:
       3. Document Date....:
       4. Customer Number..:
       5. Dr/Cr Amount.....:
       6. Apply-To........:                  Press <ESC> to Return to Selection Menu.
```

Enter the number of the document to be changed and press **<ENTER>**.

```
RPDCM - Debit and Credit Memo Entry
Change
      1. Document Number..: 000058
      2. Document Type....: 3 Cr Memo
      3. Document Date....:  05/12/00
      4. Customer Number..:  10000        SHOPPERS CORPORATION
      5. Dr/Cr Amount.....:  5,550.00
      6. Apply-To........:  020000


      Is this the Right Record? (Y/N):
```

The contents of that record displays, and prompts "Is this the Right Record? (Y/N)". Enter
<N> and press **<ENTER>,** if this is not the record that needs to be changed. Enter **<Y>** and
press **<ENTER>** if this is the record that needs to be changed.

When you complete the corrections, the system prompts "Is Everything OK? (Y/N)". Enter **<N>** and
press **<ENTER>** if you wish to make additional changes. Enter **<Y>** and press **<ENTER>** to record
the corrections and return to the Debit/Credit Memo menu screen.

3.4.3   DELETE EXISTING TRANSACTIONS_____

You can mark a memo for deletion any time before printing the journal and updating the files.
If you mark a memo for deletion, it does not print nor process as part of the update files
program.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
          <ENTER>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **DR/CR MEMO POSTINGS** and press **<ENTER>.**

STEP 3:   From the **DR/CR MEMO MENU,** select **DELETE EXISTING TRANSACTIONS** and press **<ENTER>**.

```
RPDCRM - Debit and Credit Memo Entry
Delete
      1. Document Number..:
      2. Document Type....:
      3. Document Date....:
      4. Customer Number..:
      5. Dr/Cr Amount.....:
      6. Apply-To........:             Press <ESC> to Return to Selection Menu
```

 Enter the number of the document to be deleted and press **<ENTER>**.

```
RPDCM - Debit and Credit Memo Entry
Delete
      1. Document Number..: 000058
      2. Document Type....: 3 Cr Memo
      3. Document Date....:  05/12/00
      4. Customer Number..:  10000        SHOPPERS CORPORATION
      5. Dr/Cr Amount.....:  5,550.00
      6. Apply-To........:  020000


      Is this the Right Record? (Y/N):
```

The program displays the complete document and prompts "Is this the Right Record? (Y/N)".
enter **<N>** and press **<ENTER>** if it isn't the correct record. Enter **<Y>** and press **<ENTER>** if it
is. The system prompts again "Are you Sure you Want to Delete this Record? (Y/N)". Enter **<Y>**
and press **<ENTER>** to delete, or **<N>** and press **<ENTER>** to leave the document as is and return
to the previous menu.

The Debit/Credit Memo Edit List allows you to review all the entries you have made since the
last update. The Edit List prints a detailed list of all customers and amounts. It provides
both debit and credit totals.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
          <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU**, select **DR/CR MEMO POSTINGS** and press <**ENTER**>.

STEP 3: From the **DR/CR MEMO MENU,** select **PRINT EDIT LIST** and press <**ENTER**>.

STEP 4: Select which transactions you wish to print by entering the line number, to unselect
          reenter the line number to unhighlight. To start printing press <**ENTER**>.

```
Select Debit/Credit Memo Transactions for Edit List
Ln#     Trans#     Type     Date        Cust                             Amount      Apply-To
───────────────────────────────────────────────────────────────────────────────────────────

 1      001      CREDIT    05/12/00     10038 SHOPPERS CORPORATION       10,000.12    020000
 2      002      CREDIT    05/25/00     00175 TCBI                          175.00    000113
 (End-of-List)




───────────────────────────────────────────────────────────────────────────────────────────
Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:
```

Print the Edit List, and check to verify that all entries are correct. Mark any errors that
are found and correct them through the Change, or Delete Existing Transactions programs. Once
you print the journal and update files, you cannot print the Edit List. Printing begins
immediately. When printing is complete, you will be returned to the Debit/Credit Memo Posting
menu.

```
Run Date: 04/20/00                 DEBIT AND CREDIT MEMO EDIT

   DOCUMENT TYPES:  3 = CREDIT MEMO     5 = DEBIT MEMO

-----DOCUMENT------  ----------CUSTOMER ---------------------    CREDIT       DEBIT      APPLY TO
NO     TYPE   DATE   NUMBER    NAME                              AMOUNT       AMOUNT     DOC-NO

000001  3    04/20/00   175    TCBI                              165.00                  113


                                                              ----------------------------
                     CREDIT MEMO TOTALS:                         165.00

                      DEBIT MEMO TOTALS:                                      0.00

                                      Beginning Accounts Receivable Balance:      1,197,294.68
                                           Net Change to Accounts Receivable:           165.00-
                                                                                  =============
                                         Ending Accounts Receivable Balance:      1,197,129.68
```

The Debit/Credit Memorandum Journal is a list of all debit and credit memos entered since the last posting. File the journal as part of your permanent records. The update procedure that follows the printing of the journal, updates only accounts receivable. Other files in the system are not affected.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **DR/CR MEMO POSTINGS** and press <**ENTER**>.

STEP 3:   From the **DR/CR MEMO MENU,** select **PRINT JOURNAL AND UPDATE FILES** and press <**ENTER**>.

STEP 4:   Select which transactions you wish to print by entering the line number, to unselect reenter the line number to unhighlight. To start printing press <**ENTER**>.

```
 Select  Debit/Credit Memo Transactions for Journal & Update
 Ln#     Trans#     Type     Date      Cust                          Amount        Apply-To
 _____

   1       001     CREDIT   05/12/00   10038 SHOPPERS CORPORATION    10,000.12     020000
   2       002     CREDIT   05/25/00   00175 TCBI                       175.00     000113
 (End-of-List)




 _____

 Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:


```

```
  RPDCL – Debit and Credit Memo Journal

    Enter G/L Posting Date:


                              Press <ESC> to Return to the Posting Menu
                              Press <ENTER> for Systems's Date

```

STEP 5:   Enter the G/L Posting Date and press **<ENTER>**, or just press **<ENTER>** for the systems' date to be used. If everything is correct, enter <**Y**> and press **<ENTER>** in answer to the question "Are All Entries Correct ? (Y/N):". If anything needs to be changed enter <**N**> and press **<ENTER>** to make corrections.

Printing then begins.

```
RUN DATE: 04/20/00                    DEBIT AND CREDIT JOURNAL

  DOCUMENT TYPES:  3 = CREDIT MEMO      5 = DEBIT MEMO

-----DOCUMENT------  ----------CUSTOMER ---------------------      CREDIT         DEBIT       APPLY TO
NO     TYPE    DATE   NUMBER   NAME                                AMOUNT         AMOUNT      DOC-NO

000001  3    04/20/00  175    TCBI                                 165.00                     113


                                                               -----------------------------
                     CREDIT MEMO TOTALS:                        165.00

                     DEBIT MEMO TOTALS:                                           0.00


                                      Beginning Accounts Receivable Balance:        1,197,294.68
                                          Net Change to Accounts Receivable:              165.00-
                                                                                   =============
                                         Ending Accounts Receivable Balance:        1,197,129.68
```

STEP 5: After printing is complete enter **<Y>** and press **<ENTER>** in response to the question:
Did Debit and Credit Journal Print OK? (Y/N)" if you want to update the journal. If
anything appears incorrect, enter **<N>** and press **<ENTER>.**

3.5   INVENTORY RECEIPTS/POSTINGS_____

This section of the manual tells you how to add, change, or delete inventory posting records,
print the Inventory Journal, and update inventory files. Use this program to post inventory
receipts and adjust inventory quantities, costs and prices. You can also change, or delete
the records as necessary. To check your entries before updating the inventory files, you may
print an edit list of posted records.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
<ENTER>.

STEP 2: From the **DAILY PROCESSING MENU**, select **INVENTORY RECEIPTS/POSTINGS** and press
<ENTER>.

```
RPINV - Inventory Receipts and Adjustments

1) Add, Change, Delete Receiving Transactions

2) Print Receivings Edit List

3) Print Price Labels

4) Print Receivings Journal & Update Files

(M) Return to Menu
(E) Exit to Monitor

        Select:
```

This method of adding new Inventory transactions that can increase/decrease, or adjust your inventory quantity, cost, or change serial numbers.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
            <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **INVENTORY RECEIPTS/POSTINGS** and press
            <**ENTER**>.

STEP 3:   From the **INVENTORY RECEIPTS AND ADJUSTMENTS MENU**, select **ADD, CHANGE, DELETE**
            RECEIVING TRANSACTIONS and press <**ENTER**>.

```
RPINV – Inventory Receipts and Adjustments

Enter Transaction # ......
                              Press <ENTER> for New Transaction.
                              Press <ESC> to exit.
                              Press <HOME> for Transaction List.
```

Press **<ESC>** to return to the menu. If this is a new transaction, press **<ENTER>** and the system will assign a transaction number for you. Press **<HOME>** to see a list of open receipts transactions.

```
RPINV  - Inventory Receipts and Adjustments

Enter Transac   Ln#    Trans#   Loc     Type            P.O Number    Comment
                001    132      SC      Receipt of Stock
                002    141      SC      Receipt of Stock
                003    144      SM      Adjustment
                004    147      SM      Adjustment
                005    151      SC      Return to Vendor
                006    155      SC      Return to Vendor
                007    158      SC      Receipt of Stock
                008    160      SC      Receipt of Stock
                009    162      SC      Adjustment
                010    165      SC      Return to Vendor
                011    167      SC      Adjustment

                Enter Line#,<N>ext or <ENTER>:
```

   Enter the line number of the receipts that you wish to work on and press **<ENTER>**.

The cursor prompts for Trans. Code:
Enter a **<1>** for Receipt of Stock and press **<ENTER>.**
Enter a **<2>** for Return to Vendor and press **<ENTER>.**
Enter a **<3>** for Inventory Adjustments and press **<ENTER>.**
Press **<ESC>** to return to Transaction Number entry.

```
RPINV - Inventory Receipts and Adjustments
      Trans. Number..:      215
      Trans. Code....: 1 Receipt of Stock_
   1) P.O. Number....:
   2) Date Received..:
   3) Vendor Name....:
   4) Warehouse......:
   5) Comment........:

                        Press <ESC> to Reenter Trans.#


Enter Field#, Data, Command, <HOME>:
```

#1 - Receipt of Stock:

This option is used to add quantities of stocked items to your inventory.

ENTER P.O. NUMBER:
   Enter the P.O. Number (12 characters) for this transaction, this information will be
   stored for use on the Inventory Receipts History Report, or Inquiry and then press
   <ENTER>.

ENTER DATE RECEIVED:
   Enter the actual date the merchandise was received (MMDDYY format) and press **<ENTER>**, or
   press **<ENTER>** to use today's date.

ENTER VENDOR NAME:
   This can be either a Vendor Name, or a Vendor Number. It <u>does</u> have to be a valid vendor
   from your Accounts Payable and press **<ENTER>**.

ENTER WAREHOUSE LOCATION:
   Enter the Inventory Warehouse Location that these quantities are being received into and
   press **<ENTER>**. This <u>must be</u> a valid Warehouse Location and the location <u>must be</u> valid
   for the items being received. If you are not sure, press **<HOME>** for a location list.

```
RPINV - Inventory Receipts and Adjustments

      Trans. Number..:      215
      Trans. Code....: 1 Receipt of Stock
   1) P.O. Number....:
   2) Date Received..: 04/03/04
   3) Vendor Name....: 40 ┌─────────────────────────────────────┐
   4) Warehouse......:    │        Warehouse Location List      │
   5) Comment........:    │                                     │
                          │                                     │
                          │   1)  SC PROCOM SOLUTIONS., INC     │
                          │   2)  SM SMITHFIELD                 │
                          │   3)  BA BALTIMORE                  │
                          │   4)  PH WEST VIRGINIA              │
                          │   5)  VA VIRGINIA                   │
                          │                                     │
                          │ Enter Line# or <ESC>                │
                          └─────────────────────────────────────┘
```

ENTER COMMENT:
   This is a 30-character field for you to use for whatever comments, or remarks you would
   like to make about this receipt and press **<ENTER>**. This information is stored for use
   on the Inventory Receipts History Report, or Inquiry.

The cursor then drops down to the bottom line of this screen. To make changes to any of the
lines you have entered, enter the line number, a comma, then what you want to change to (ex.
2,123194) and press **<ENTER>**. Press the **<HOME>** key on this bottom line to display all your
options.

```
RPINV – Inventory Receipts and Adjustments


        Trans.  Number..:     89
        Trans. Code.....:1 Receipt of Stock
    1) P.O. Number.....:
    2) Date Received...:04/03/04
    3) Vendor Name.....:40
    4) Warehouse.......:SC (PROCOM SOLUTIONS)
    5) Comment.........:

                   ┌─────────────────────────────────────────────┐
                   │            C O M M A N D   L I S T           │
                   │                                             │
                   │   Enter Line#, Data to change the information on │
                   │         the specified line.                 │
                   │                                             │
                   │   Press <ENTER> to display the line item    │
   Enter Field#,Date │         processing screen.                 │
                   │   Enter X to exit this transaction.         │
                   │   Enter D to delete this transaction.       │
                   │                                             │
                   └─────────────────────────────────────────────┘
```

Press <**ENTER**> to go to the item screen. A window is displayed for the items received to be
entered on, and the cursor is on the bottom line.

```
 RPINV – Inventory Receipts and Adjustments

     Trans. Number..:  177

Ln# Item                                 Qty    Cost     Freight    Market    List Pr.
001 100057                               ___
        4 PK C9 BULB                             .59                 0.00       0.99




 Enter Qty,Item#,Command,<HOME>:
```

Enter the quantity received, a comma, then the item being received. This must be a valid item
for the location entered in the header screen. If it is not, an error tone is sounded. You
can also enter just the item number, which will then prompt you for a quantity.

Cost:
  If the cost has not changed since last receipt, press **<ENTER>** to use last cost.

Freight:
  If the item is serialized you will also be prompted to enter Freight, press **<ENTER>** to use
  the last freight entered.

Market Value:
  If you are using Market Value you will be prompted to enter a new market value, or press
  <ENTER> to use the last Market Value entered.

List Price:
  Enter either a new List Price and press **<ENTER>,** or just press **<ENTER>** to use the last List
  Price entered.

```
RPINV - Inventory Receipts and Adjustments

     Trans. Number..:        89

Ln#   Item                        Qty        Cost        Freight      List Pr.
001   104020                       10        75.00                    133.60
      BRAKE SHAFT SEAL                        75.00                    133.60
002   1003                         25        12.95                     22.66
      DESCRIPTION LINE #1 - 1003               0.00                     17.50
003   KBTRACTOR




Enter Qty, Item#, Command, <HELP>:.......................
```

If this is a serial numbered item, another window will be displayed where the serial numbers and their respective cost may be entered. If this item is also a Floor Plan item, remember to enter the Due Date and Vendor fields.

```
RPINV - Inventory Receipts and Adjustments

     Trans. Number..:        89

Ln#   Item    Ln#    Serial  #1         Serial  #2    Due Date     Vendr
001   104020  01)
      BRAKE
002   1003
      DESCRI
003   KBTRAC





               Enter Line#, Command, <HOME>:
Enter Qty,
```

Additionally if this item has components to also be received in a component screen will display for you to enter the item number, cost, list price and any serial numbers if applicable.

```
 Ln#   Item#                   Cost      List Price   Serial #1              Serial# 2
  1)   A-10                     5.50        10.00
  2)
  3)
  4)
  5)
  6)
  7)
  8)
  9)
 10)
 11)
 12)
 13)
 14)
 15)
 16)
 17)
 18)
 19)
 Enter Line#, Command, <HOME>:
```

You may also enter a partial item number, followed by a ? , and press **<ENTER>** to do a search
on all items whose number matches your entry. You may also enter a ? followed by a partial
description to do a search on all items whose description matches your entry.

 Press the **<HOME>** key for a list of valid commands.

```
                           C O M M A N D   L I S T

                 Enter Qty,Item#, to add a new line item enter
                   the quantity to be received, a comma and an item
 RPINV - Inventory          number.
    Trans. Number. Enter Item#?, enter up to 11 characters followed      ist Pr.
                   by a question mark to display an item search
 Ln#  Item          screen.
 001  104020     Press <ENTER> to exit the item processing screen.        133.60
      BRAKE SHAFT S Enter D99, to delete a line enter a "D" followed
                   by the line number to delete.
 002  1003       Enter C99, to change a line enter a "C" followed         133.60
      SHAFT         by the line number to change.
                 Enter M99, to change a line enter a "M" followed
 03   GAME         by the line number to modify.                          187.50
                 Enter N, to display the next screen page.
                 Enter P, to display the next screen page.
                 Enter S99, to redisplay the screen enter a "S"
                   followed by the line number to start as line
                   number 1.
     Enter Qty, Item        Press <ENTER> To Continue
```

#2 - Return to Vendor:

This option is used to reduce quantities of stocked items from your inventory.

```
 RPINV - Inventory Receipts and Adjustments

         Trans. Number..:      215
         Trans. Code....: 2 Return to Vendor_
     1) P.O. Number....:
     2) Date Received..:
     3) Vendor Name....:
     4) Warehouse......:
     5) Comment........:

                         Press <ESC> to Reenter Trans.Code

 Enter Field#, Data, Command, <HOME>:
```

 ENTER P.O. NUMBER:
   Enter the P.O. Number (12 characters) for this transaction and press **<ENTER>**. This
   information will be stored for use on the Inventory Receipts History Report.

 ENTER DATE RECEIVED:
   Enter the actual date the merchandise was returned (MMDDYY format) and press **<ENTER>,** or
   press **<ENTER>** to use today's date.

 ENTER VENDOR NAME:
   This can be either a Vendor Name, or a Vendor Number, and press **<ENTER>**. It <u>does</u> have
   to be a valid vendor from your Accounts Payable.

ENTER WAREHOUSE LOCATION:

    Enter the Inventory Warehouse Location that these quantities are being received into and press **<ENTER>**. You can just press <ENTER> and the terminal warehouse ID will be entered. This <u>must be</u> a valid Warehouse Location and the location <u>must be</u> valid for the items being returned. If you are not sure, press **<HOME>** for a location list.

```
RPINV – Inventory Receipts and Adjustments


      Trans. Number..:     215
      Trans. Code....: 2 Return to Vendor
 1) P.O. Number....:
 2) Date Received..:  04/        ┌──────────────────────────────────────────┐
 3) Vendor Name....:  40         │         Warehouse Location List          │
 4) Warehouse......:             │                                          │
 5) Comment........:             │    1)  SC PROCOM SOLUTIONS., INC          │
                                 │    2)  SM SMITHFIELD                      │
                                 │    3)  BA BALTIMORE                       │
                                 │    4)  PH WEST VIRGINIA                    │
                                 │    5)  VA VIRGINIA                         │
                                 │                                          │
                                 ├──────────────────────────────────────────┤
                                 │    Enter Line# or <ESC>                   │
                                 └──────────────────────────────────────────┘

Enter Field#, Data, Command, <HOME>
```

ENTER COMMENT:

    This is a 30-character field for you to use for whatever comments, or remarks you would like to make about this return and press **<ENTER>**. This information is stored for use on the Inventory Receipts History Report.

```
  RPINV – Inventory Receipts and Adjustments


       Trans. Number..:     215
       Trans. Code....: 2 Return to Vendor
    1) P.O. Number....:
    2) Date Received..: 04/17/00
    3) Vendor Name....: 23  (Allied Company)
    4) Warehouse......: SC ( Procom Solutions)
    5) Comment........:


   Enter Field#, Data, Command , <HOME>: ....
  Press <ENTER> for Line Item Screen.
```

The cursor then drops down to the bottom line of this screen. To make changes to any of the lines you have entered, enter the line number, a comma, then what you want to change to (ex. 2,123194) and press **<ENTER>**.

Press the **<HOME>** key on this bottom line to display all your options.

```
┌───────────────────────────────────────────────────────────────────┐
│ RPINV - Inventory Receipts and Adjustments                        │
│                                                                    │
│         Trans. Number..:      215                                 │
│         Trans. Code....: 2 Return to Vendor                       │
│     1) P.O. Number....:  ┌──────────────────────────────────────┐ │
│     2) Date Received..: 0│       C O M M A N D   L I S T        │ │
│     3) Vendor Name....: 2│                                       │ │
│     4) Warehouse......: S│  Enter Line#, Data to change the information on │
│     5) Comment........:  │      the specified line.             │ │
│                          │  Press <ENTER> to display the line item │
│                          │      processing screen.              │ │
│                          │  Enter X to exit this transaction.   │ │
│ Enter Field#, Data, Comman│ Enter D to delete this transaction. │ │
│                          │        Press <ENTER> To Continue     │ │
│                          └──────────────────────────────────────┘ │
└───────────────────────────────────────────────────────────────────┘
```

Press **<ENTER>** to go to the item screen. A window is displayed for the items returned to be
entered on, and the cursor is on the bottom line.

```
┌───────────────────────────────────────────────────────────────────┐
│ RPINV - Inventory Receipts and Adjustments                        │
│                                                                    │
│         Trans. Number..:┌──────────────────────────────────────┐ │
│         Trans. Code....:│ Line #    Item            Quantity    │ │
│     1) P.O. Number....: │                                       │ │
│     2) Date Received..: │ 1)    100153                  5       │ │
│     3) Vendor Name....: │          (C001 Wash & Wax)            │ │
│     4) Warehouse......: │                                       │ │
│     5) Comment........: │                                       │ │
│                         │                                       │ │
│                         │                                       │ │
│                         │                                       │ │
│                         │                                       │ │
│                         │                                       │ │
│                         │                                       │ │
│                         │                                       │ │
│                         │                                       │ │
│ Enter Field#, Data, Comm│                                       │ │
│                         │ Enter Item#, Command, <HOME>          │ │
│                         └──────────────────────────────────────┘ │
└───────────────────────────────────────────────────────────────────┘
```

Enter the item number being returned. Another window is displayed showing the available
quantity layers to be returned. Select the line number desired to return the entire line.
Enter the line number, a comma, and the quantity to be returned, to do a partial return.

```
┌───────────────────────────────────────────────────────────────────┐
│        RPINV - Inventory Receipts and Adjustments                 │
│                                                                    │
│  100153                       (C001 WASH & WAX)                   │
│                                                                    │
│              Unit             ************Quantity************** │
│  Ln    Date    Cost           Available            Returned       │
│   1)  02/07/00 4.58              25                    10          │
│   2)  03/15/00 5.25              50                    50          │
│                                                                    │
│ Enter Line#, Command, <HOME>:                                     │
└───────────────────────────────────────────────────────────────────┘
```

Enter the line number again to unselect the line from being returned. Press the **<ENTER>** key
to return to the item selection screen to return other items, or to change, or delete the
items already selected.

Press the **<HOME>** key for a list of valid commands.

```
RPINV - Inventory Receip┌──────────────────────────────────┐
                        │ Line #    Item        Quantity    │
        Trans. Number..:│   1)   100153            5        │
        Trans. Code....:│        (C001 Wash & Wax)          │
    1) P.O. Number....: │                                   │
    2) Date Received..: │    ┌──────────────────────────────────────────────────┐
    3) Vendor Name....: │    │            C O M M A N D   L I S T               │
    4) Warehouse......: │    │                                                  │
    5) Comment........: │    │  Enter Line# - to return an entire layer to vendor,│
                        │    │  enter the corresponding line number.            │
                        │    │  Enter Line#,Qty - to return part of a line, enter│
                        │    │  the line number, a comma and the quantity to be │
                        │    │  returned.                                       │
                        │    │  Selected layers will be highlighted in the column│
                        │    │  "Returned".                                     │
                        │    │  To unselect a layer, enter the corresponding line│
                        │    │  number.  The unselected line will no longer be  │
                        │    │  highlighted and a zero will show in the "Returned"│
                        │    │  column.                                         │
                        │    │  Press <ENTER> to exit the selection screen.     │
                        │    │  Enter 'N' to display the next screen of layers for│
Enter Field#, Data, Comm│Enter I│the same item.                               │
                        │    │  Enter "P' to display the previous screen of layers.│
                        │    │                                                  │
                        │    │         Press <ENTER> to Continue                │
                        └────└──────────────────────────────────────────────────┘
```

#3 - Inventory Adjustments:

This option is used to adjust information regarding quantities already in your inventory.

```
RPINV - Inventory Receipts and Adjustments

     Trans. Number..:     91
     Trans. Code....: 3 Adjustment
  1) Date...........:
  2) Warehouse......:
  3) Comment........:

Enter Field#, Data, Command, <HOME>:..........................
```

DATE:
   Enter the actual date the merchandise was adjusted (MMDDYY format) and press **<ENTER>**,
   or just press **<ENTER>** to use today's date.

WAREHOUSE:
   Enter the inventory warehouse location that these quantities are being adjusted in
   and press **<ENTER>**. This <u>must be</u> a valid warehouse location, and the location <u>must be</u>
   valid for the items being adjusted.

COMMENT:
   This is a 30-character field for you to use for whatever comments, or remarks you would
   like to make about this adjustment and press **<ENTER>**. This information is stored for
   use on the Inventory Receipts History Report.

```
RPINV - Inventory Receipts and Adjustments

     Trans. Number..:     91
     Trans. Code....: 3 Adjustment
  1) Date...........: 10/26/99
  2) Warehouse......: SC (PROCOM SOLUTIONS)
  3) Comment........:

Enter Field#, Data, Command, <HOME>:..........................
Press <ENTER> for Line Item Screen.
```

The cursor then drops down to the bottom line of this screen. To make changes to any of the lines you have entered, enter the line number, a comma, then what you want to change to (ex. 1,123194) and press **<ENTER>**.

 Press the **<HOME>** key on this bottom line to display all your options.

```
RPINV - Inventory Receipts and Adjustments

     Trans. Number..:     91
     Trans. Code....: 3 Adjustment
  1) Date...........: 10/26/94
  2) Warehouse......: SC (PROCOM SOLUTIONS)
  3) Comment........:
                          C O M M A N D   L I S T

                   Enter Line#,Data to change the information on the specified
                   line.
                   Press <ENTER> to display the line item processing screen.
                   Enter X to exit this transaction.
                   Enter D to delete this transaction.
Enter Field#, D            Press <ENTER> to Continue
```

Press **<ENTER>** to go to the item screen.

```
RPINV - Inventory Receipts and Adjustments
                        Line #   Item            Description
     Trans. Number..:
     Trans. Code....:
  1) Date ...........
  2) Warehouse......:
  3) Comment........:













Enter Field#, Data, Comm



                         Enter Qty, Item#, Command, <HOME>:
```

A window is displayed for the items adjusted to be entered on, and the cursor is on the bottom line. Enter the item number to be adjusted.

```
        RPINV – Inventory Receipts and Adjustments
===============================================================================

 21058                      TRACTOR

                  Unit                                                     PO
   Ln     Date    Cost       Quantity      Serial Number   Tag Number    Vendor
-------------------------------------------------------------------------------
   1)   02/07/00  899.00        2          8763455646679                 000000
   2)   05/04/00  950.00        1          5655998245667                 000000



 Enter Line#, Command, <HOME>:....
```

A window is displayed showing the quantity layers available for adjusting. Enter the line
number of the layer to be adjusted and press **<ENTER>.**

```
 RPINV – Inventory Receipts and Adjustments

         Trans. Number..:  21058                    TRACTOR
         Trans. Code....: 2
   1) Date ...........:0   Ln#    Date    Cost   Quantity  Serial Number  Tag Number   Vendor
   2) Warehouse......: s
   3) Comment........:      1) 02/07/00   899.00  1        8763455646679               000000
                           2) 05/04/00   950.00  1        5655998245667               000000
                          ┌────────────────────────── Current      Adjusted ──────┐
                          │
                          │ 1)Date...........:02/07/00
                          │ 2)Unit Cost......:899.00
                          │ 3)Quantity.......:1
                          │ 4)Vendor from PO.:
                          │ 5)Serial Number..:8763455646679
                          │ 6)Tag Number.....:
                          │ 7)Components.....:
 Enter Field#, Data, Comman 8)Due Date.......:
                          │ 9)Vendor No......:
                          │
                          │ Enter Line#,Command, <HOME>:.....
```

A window is displayed showing the information available for adjusting. Enter the line number
to be adjusted and press **<ENTER>**. The cursor moves to a position next to the current data and
you may now enter the new data.

Press **<ENTER>** to return to the bottom of the window. You may select the same line again to
change the same data, or enter a different line to change another field. You can also press
<HOME> to display all your options.

```
 RPINV – Inventory Receipts and Adjustments

         Trans. Number..:  21058                    TRACTOR
         Trans. Code....:
   1) Date ...........                                                    PO
   2) Warehouse......:    Ln#        C O M M A N D   L I S T         r   Vendor
   3) Comment........:
                          1) 02   Enter Line# – to adjust/change any of the    000000
                          2) 05      numbered fields, enter the corresponding  000000
                                     line number and the program will prompt
                                     for input.
                                  Enter Line#,Data – to save key strokes you
                              1      may enter the line number, a comma and the
                              2      new value to be inserted in the selected
                              3      fields.
                              4   All adjustments/changes will be shown in the
                              5      adjusted column. Also, changes will be
                              6      highlighted on the summary layer on the
                              7      previous screen.
 Enter Field#, Data, Comm    7   Press <ENTER> to exit the adjusted screen.
                              8
                                         Press <ENTER> to continue:
```

Press <**ENTER**> to return to the window displaying the layers. Enter a line number and press <**ENTER**> to change another layer.

Press <**ENTER**> to return to the item selection screen to return other items, or to change or delete the items already selected.

3.5.2   PRINT RECEIVINGS EDIT LIST_____

This section of the manual tells you how to print an edit list for Inventory Receipts and Adjustments.
The edit list gives you an opportunity to check for transaction errors before updating the information to permanent files. If errors are discovered, change, or delete records as necessary.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU**, select **INVENTORY RECEIPTS/POSTINGS** and press <**ENTER**>.

STEP 3: From the **INVENTORY RECEIPTS AND ADJUSTMENTS MENU**, select **PRINT RECEIVINGS EDIT LIST** and press <**ENTER**>.

```
   Select Inventory Receipts & Adjustments for Edit List
   Ln#   Trans.# ID    Type                               P.O. Number      Comment

    1    132    SC    Return to Vendor
    2    138    SC    Adjustment
    3    140    SC    Receipt of Stock
    4    141    SC    Receipt of Stock
    5    153    SC    Return to Vendor
    6    155    SC    Adjustment
    7    163    SC    Adjustment
    8    165    SC    Receipt of Stock
    9    170    SC    Receipt of Stock
   (End-of-List)

   Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:...
```

STEP 4: Select the line number, and press <**ENTER**>, or highlight the transaction(s), and press <**ENTER**> that you wish to print and to unselect the transactions reenter the line number and press <**ENTER**>.

If you need further help press <**HOME**>.

```
   Select Inventory Receipts & Adjustments for Edit List
   Ln#   Trans.#  ID  Type                                P.O. Number      Comment

    1    132           Return to V        C O M M A N D   L I S T
    2    138           Adjustment
    3    140           Receipt of    To select a Transaction:
    4    141           Receipt of      Enter the corresponding line number, the line will be
    5    153           Return to V      highlighted.
    6    155           Adjustment    To unselect a Transaction:
    7    163           Adjustment      Enter the corresponding line number, the line will not
    8    165           Receipt of      be highlighted.
    9    170           Receipt of    Enter 'S' to select all transactions for Updating.
   (End-of-List)                     Enter 'U' to unselect all transactions for Updating.
                                     Enter 'N' to display next screen of Transactions.
                                     Enter 'P' to display the previous screen of Transactions.
                                     Enter 'E' or press <ESC> to exit Transaction List Screen.
   Enter Line#, Command, <HOM       Enter 'I99' where 99 is the corresponding line number,
                                        To list line items for the requested Transaction.

                                            Press <ENTER> to continue;
```

STEP 5: Once all the transactions have been selected press **<ENTER>** to start printing the edit list. After printing the Inventory Receipts and Adjustments Menu is displayed.

```
RUN DATE: 04/25/00                      INVENTORY RECEIVINGS EDIT LIST
```

```
TRANS#   TRANS. TYPE      P.O.NUMBER    DATE        WHSE.    VENDOR NAME            COMMENT
  184    RECEIPT OF STOCK               O4/24/00    SC

LN#  ITEM NUMBER    DESCRIPTION                QTY        COST        TOTALS...... DUE DATE      VENDOR
001  R2410          2X4X10 REDWOOD             500        210.00           700.04
                                                         TRANSACTION TOTAL:      700.04
```

```
   1 TRANSACTION                                       TOTAL RECEIVED:         700.04
```

3.5.3   PRINT PRICE LABELS_____

This selection allows you to print price labels for any receipt of stock transactions.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2: From the **DAILY PROCESSING MENU**, select **INVENTORY RECEIPTS/POSTINGS** and press **<ENTER>.**

STEP 3: From the **INVENTORY RECEIPTS AND ADJUSTMENTS MENU**, select **PRINT PRICE LABELS** and press **<ENTER>.**

STEP 4: Enter either an **<X>** and press **<ENTER>** to do a lineup, or an **<E>** and press **<ENTER>** to just start printing price labels. The screen returns to the **INVENTORY RECEIPTS AND ADJUSTMENTS MENU** when complete.

This section presents instructions for printing the Inventory Receipts Journal and updating the Files. After printing the journal, the system posts all inventory transactions to the permanent files. When the printer stops, the system updates the files and returns to the Inventory Receipts and Adjustments menu screen.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **INVENTORY RECEIPTS/POSTINGS** and press <**ENTER>.**

STEP 3:   From the **INVENTORY RECEIPTS AND ADJUSTMENTS MENU**, select **PRINT RECEIVINGS JOURNAL AND UPDATE FILES** and press <**ENTER>.**

```
 Select Inventory Receipts & Adjustments for Journal & Update
 Ln#   Trans.#  ID Type                             P.O. Number      Comment

   1   132      SC  Return to Vendor
   2   138      SC  Adjustment
   3   140      SC  Receipt of Stock
   4   141      SC  Receipt of Stock
   5   153      SC  Return to Vendor
   6   155      SC  Adjustment
   7   163      SC  Adjustment
   8   165      SC  Receipt of Stock
   9   170      SC  Receipt of Stock
 (End-of-List)


 Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:...
```

STEP 4:   Select the line number, and press <**ENTER>,** highlight the transaction(s), and press <**ENTER**> that you wish to print and update. To unselect the transactions reenter the line number and press <**ENTER>.**

If you need further help press <**HOME**>.

```
 Select Inventory Receipts & Adjustments for Journal & Update
 Ln#   Trans.#  ID  Type                            P.O. Number      Comment

   1   132              COMMAND LIST
   2   138        To select a Transaction:
   3   140          Enter the corresponding line number, the line will be
   4   141          highlighted.
   5   153        To unselect a Transaction:
   6   155          Enter the corresponding line number, the line will not
   7   163          be highlighted.
   8   165        Enter 'S' to select all transactions for Updating.
   9   170        Enter 'U' to unselect all transactions for Updating.
 (End-of-List        Enter 'N' to display next screen of Transactions.
                     Enter 'P' to display the previous screen of Transactions.
                     Enter 'E' or press <ESC> to exit Transaction List Screen.
 Enter Line#,        Enter 'I99' where 99 is the corresponding line number,
                        To list line items for the requested Transaction.

                            Press <ENTER> to continue;
```

STEP 5: Once all the transactions have been selected press **<ENTER>** to begin printing the journal.

TRANS#	TRANS. TYPE	P.O.NUMBER	DATE	WHSE.	VENDOR NAME	COMMENT
184	RECEIPT OF STOCK		04/24/00	SC		

LN#	ITEM NUMBER	DESCRIPTION	QTY	COST	TOTALS......	DUE DATE	VENDOR
001	R2410	2X4X10 REDWOOD	500	210.00	700.04		
				TRANSACTION TOTAL:	700.04		

    1 TRANSACTION   TOTAL RECEIVED: 700.04

STEP 6: Enter either **<N>** and press **<ENTER>** to the question "Did Inventory Receipts Journal Print O.K.?" if there is something incorrect with the print out, or just to escape. Enter **<Y>** and press **<ENTER>** to proceed with the update. After updating the screen returns to the Inventory Receipts and Adjustments Menu.

Inventory Location Transfers

The Inventory Location Transfer program is utilized when there is more than one store, or warehouse. Inventory that is stored in these locations may need the ability to be transferred from one location to another. The objective of this program is to record the tracking inventory, accuracy, and provide a history.

Edit lists and Journals allow each transaction to stand on its own merit, therefore allowing independent editing and journalizing by transaction, so as not to affect other transfer transactions. Inventory Transfers updates to the Inventory Receipts History Report/Inquiry found in Reports & Listings, Inventory Reports, and in Inquiry and GL Interface menu.

Inventory Transfers move inventory from one location to another as an actual 'Cost' layer. Depending upon which LIFO/FIFO method your System Information File is set (i.e. your company has requested) will determine the 'Cost'. Your General Ledger will be affected accordingly when transferring from one location to another.

The users will be able to identify the 'Status' of a transfer of inventory from one location to another as a: Picking Status, Shipped Status, or Received Status. Each of these statuses have a 'Blank Paper' document that allows documentation as to the status of the inventory (see attached examples).

When an item is in the status of Picking, or Shipped, it registers a Committed Quantity in the location being transferred "From". Your Inventory Inquiry screen will depict this commitment in the lower left-hand screen displayed as a comment. This may be enhanced if a customer response is compiled. Committed reports will reflect this commitment, but will not reflect on the status as being part of the transfer program. When specifically printing the Committed to Orders Report the customer to whom the commitment is registered will be one of the location customer accounts if an item is in a transfer status.
This program has been designed so that each location may control their own inventory. Only the "Receiving Location" may change the status from 'Shipped' to 'Received' and only the "Receiving Location" may journalize the transfer.

<u>Setup</u>

Inventory Location Master File: Each sales/warehouse must have a Customer Master File record. This customer number must be put into those locations corresponding with the Inventory Location Master File (both files are found in File Maintenance).

Printers: Miscellaneous Programs #2, Define Screens & Peripherals. Enter the corresponding Job# of the terminal you want to change, select the "P"rinter option and select "Transfer Printer". Use the printer window option for selection of your Picking and Shipping ticket printer. Note the "Report" printer for printing your Journals from this job.
In the following pages please find screen samples, layouts, definition of fields, and instruction of what may, or may not be done in each screen so that each operator/company may operate the Inventory Transfer program with ease.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **INVENTORY LOCATION TRANSFER PROGRAMS** and press <**ENTER>.**

```
 RPTRAN – Inventory Transfer Entry

 1) Add, Change, Delete Transaction
 2) Print Transfer Tickets
 3) Print Edit List
 4) Print Journal and Update Files

 M. Return to Menu
 E. Exit to Monitor
 Select:___
```


3.6.1   ADD, CHANGE, DELETE TRANSACTION_____

This selection allows for the adding, changing and deleting of transfer transactions.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS** select **INVENTORY LOCATION TRANSFER PROGRAMS** and press <**ENTER>.**

STEP 3:   From the **INVENTORY TRANSFER ENTRY MENU,** select **ADD, CHANGE, DELETE TRANSACTION** and press <**ENTER>.**

```
 RPTRAN – Inventory Transfer Entry

 Enter Transaction#....




                        Press <ENTER> for New Transaction
                        Press <ESC> to Return to Menu
                        Press <HOME> for a Transaction List
```

TO ADD:

Press <**ENTER**> to generate a new transaction number, or enter a number not previously used and press <**ENTER**>. The <**ENTER**> option will add a new Inventory Transfer Transaction #. This number used to track the transfer of merchandise listed in it. During the picking, shipping, and receiving modes this transaction number will be used to recall specific transfers.

```
RPTRAN - Inventory Transfer Entry


    Transaction.. ......:
 1. Date (mmddyy)...:
 2. Entered By......:
 3. From Location ID:
 4. To Location   ID:
 5. Status..........:
 6. Driver Name.....:
 7. Note............:


            Press <ESC> to REENTER Transaction
```

ENTERED BY:

The initials of the operator who is entering the Inventory Transfer Posting record and press <**ENTER**>.

FROM LOCATION ID :

The location where the inventory will be taken from, this MUST be a valid location ID. It will default to the operators location (it will not allow another location). This is a security measure so each location may control their own inventory transfers. Enter the location and press <**ENTER**>.

TO LOCATION ID:

The location where the inventory will be taken to, this MUST be a valid location ID. A Location Master Listing Screen will appear to the right side of the screen for a list of correct location codes. Enter the location and press <**ENTER**>.

```
RPTRAN - Inventory Transfer Entry

                                      Location Master Listing
    Transaction.. ......:          ID  Location  Name
 1. Date (mmddyy)...:              SC  PROCOM SOLUTIONS
 2. Entered By......:              SM  SMITHFIELD
 3. From Location ID:              PH  WEST VIRGINIA
 4. To Location ID..:
 5. Status..........:
 6. Driver Name.....:
 7. Note............:

            Press <ESC> to REENTE
```

STATUS:

There are three types of transactions:

  1)   **Picking** - is the inventory which is currently being picked for
                shipping, this transaction CANNOT be updated. The
                operator may print a Picking Ticket for this type of
                transaction.

  2)   **Shipped** - is the inventory being picked for shipping and the
                inventory is being taken to the "To Location". This
                transaction CANNOT be updated; the operator may print a
                Shipping Ticket for this type of transaction.

3) **Received** - is the inventory that has been received, and this
   transaction may be edited for correction, or selected for
   updating by the receiving operator location ONLY. (The
   "To Location" can only change to this status).

DRIVER NAME:
    Will be the actual driver's name that will be taking the items to the receiving
    location. This field is 20 characters and may contain alpha, or numeric characters.
    Enter the name and press <**ENTER>.**

NOTE:
    This a 25 character space to enter in any notes.

```
RPTRAN – Inventory Transfer Entry


   Transaction.. ......:
   1.  Date (mmddyy)...:
   2.  Entered By......:
   3.  From Location ID:
   4.  To Location ID..:
   5.  Status..........:
   6.  Driver Name.....:
   7.  Note............:


Enter Field#,Data, Command or <HOME>:.....
```

After entering the required data the cursor will stop at Enter Field#,Data
Command, or <**HOME>.** If you want to change any information enter the field #,
new data, and press <**ENTER>.** For further information press <**HOME>.**

```
RPTRAN – Inventory Transfer Entry


   Transac┌─────────────────────────────────────┐
   1.  Date│           COMMAND LIST              │
   2.  Ente│                                     │
   3.  From│ Enter Line#,Data to change the information
   4.  To I│    on the specified line.           │
   5.  Stat│ Press <ENTER> to display the line item
   6.  Driv│    processing screen.               │
   7.  Note│ Enter P to print a ticket.          │
           │ Enter R to receive in all items.    │
           │ Enter X to exit this transaction.   │
           │ Enter D to delete this transaction. │
           │      Press <ENTER> to continue:     │
Enter Fiel└─────────────────────────────────────┘
```

Enter <**P>** and press <**ENTER>** to print a transfer ticket, or select **PRINT TRANSFER TICKET** from
the **INVENTORY TRANSFER MENU,** and press <**ENTER>.**

Enter <**R>** and press <**ENTER>** to receive in all items, the location of your terminal must be set
in the Define Screens and Peripherals to be the location set in this transaction. Status must
Shipped to do this.

Enter <**X>** and press <**ENTER>** to escape out.

Enter <**D>** to delete this transaction, and press <**ENTER>,** then enter <**Y>** to the question "Are
you sure you want to Delete this Record? (Y/N):" and press <**ENTER>.**

When all items on the header page are complete press <**ENTER**> to go to the body of the
transaction. The screen will then display as follows.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ RPTRAN – Inventory Transfer Entry                                         │
├─────────────────────────────────────────────────────────────────────────┤
│ Ln#  Item#                  Description            Ship          Recd     │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│ Enter item#, Command or <HOME>:                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Enter the item number to be transferred and press <**ENTER**>.
If the item entered is not built in the receiving location a message will display
saying that the location (xx) is not on file.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ RPTRAN – Inventory Transfer Entry                                         │
├─────────────────────────────────────────────────────────────────────────┤
│ Ln#  Item#                  Description            Ship          Recd     │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│ Location (SM) is not on File – Do you want to Add It ? (Y/N):             │
└─────────────────────────────────────────────────────────────────────────┘
```

Enter <**Y**> press <**ENTER**> to add the that location for the item. Enter <**N**> and press
<**ENTER**> to escape back to the screen.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ RPTRAN – Inventory Transfer Entry                                         │
├─────────────────────────────────────────────────────────────────────────┤
│ Ln#  Item#                  Description            Ship          Recd     │
│ 001  A-10                    DYNAMO HANDLE          0             0        │
│                                                                           │
│                                                                           │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│ Enter item#, Command or <HOME>:                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Enter the amount that will be transferred to the new location and press <**ENTER**>.
Enter all items that need to be transferred and enter quantity for each item.
When complete press <**ENTER**> to continue.

NOTE: If the item to be transferred is a serialized piece of equipment, an
additional screen is displayed requiring you to select the specific
serial number to be transferred.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Item: 21058 (Tractor)                                                     │
│ Quantity:   1                                                             │
├───────────────────────────────────────────┬───────────────────────────────┤
│ Ln#  Serial Number   Due Date Cust#        │ Ln#   Serial Number  Due Date  Cust# │
│  1   100500-10                              │                               │
│  2    87988-45                              │                               │
│                                             │                               │
│                                             │                               │
│                                             │                               │
├───────────────────────────────────────────┴───────────────────────────────┤
│ Enter Line#, Command, <HOME>, or <ESC> to End:                            │
└─────────────────────────────────────────────────────────────────────────┘
```

Press <**HOME**> if you need further assistance.

```
+--------------------------------------------------------------------+
| Item: 21058 (Tractor)                                              |
| Quantity:   +------------------------------------------+          |
|             |        Serial # Selection Options        |          |
| Ln#  Serial |                                          |  st#     |
|  2   10050  | To select a serial number you may:       |          |
|  2    8798  |  Enter the corresponding line number or  |          |
|             |  use the <ARROW> keys to position the highlight line |
|             |  on the desired line and press the <ENTER> key.      |
|             |  Lines that are selected for the current order will  |
|             |  show "*****" under the column headed "Cust#".       |
|             | To display the "Next" page of serial numbers, enter "N". |
|             | To display the "Previous" page of serial numbers, enter  |
| Enter Line  |  "P".                                    |          |
|             | To end the selection process, Press the <ESC> key.       |
|             |         Press <ENTER> to Continue.       |          |
+-------------+------------------------------------------+----------+
```

Once items have been selected to be transferred, the quantity to be shipped
becomes committed, this can be seen on the Item Inquiry Screen where a quantity
of 1 is committed for the Transfer and will stay that way until it is updated
in the receiving location.

```
+-----------------------------------------------------------------------+
| Item#..:21058              Descrip..: Tractor                        |
| Purchase Unit...: EA                  :                              |
| Taxable?........: Yes       Major....: DEERE  (JOHN DEERE)           |
| Stocking Status.: Stocked   Minor....: TRACTORS (JD TRACTORS)        |
| Last Sale.......: 11/18/98  Type.....:                              |
| Last Received...: 08/22/98  Category.: 10 (EQUIPMENT SALES)          |
| Average Cost....: 3,999.99  Substitute#: N/A                        |
| Last Cost.......: 3,999.00                                          |
| -------------Quanties------+-------------------(EA)----------------- |
| Lc +-------------------------------------------------------------+   |
| SC | RPTRAN - Inventory Transfer Entry                           |   |
| SM |                                                             |   |
|    | Enter Transaction#....                                      |   |
|    |                                                             |   |
| Com|                                                             |   |
|    |                                                             |   |
|    |                 Press <ENTER> for New Transaction           |   |
|    |                 Press <ESC> to Return to Menu               |   |
|    |                 Press <HOME> for a Transaction List         |   |
|    |                                                             |   |
| Ent+-------------------------------------------------------------+   |
+-----------------------------------------------------------------------+
```

TO CHANGE/DELETE
    At the Enter Transaction# screen:

Enter the transaction # that you want to work on and press <**ENTER**>, or press
<**HOME**> for a listings of all transactions currently available.

```
+--------------------------------------------------------------------+
| Inventory Location Transfer Listing - Add/Change/Delete           |
| Ln#   Trans#  Date   From Location        To Location     Status   |
|                                                                    |
| 1   000023  04/25/00  PROCOM SOLUTIONS INC SMITHFIELD    PICKING   |
| (End-of-List)                                                      |
|                                                                    |
|                                                                    |
|                                                                    |
| Enter Line#, Command, <HOME> or <ESC> to Exit:...                 |
+--------------------------------------------------------------------+
```

Enter the line number of the transaction required and press **<ENTER>.**

```
RPTRAN – Inventory Transfer Entry


   Transaction.. ......:
1. Date (mmddyy)...:
2. Entered By......:
3. From Location ID:
4. To Location ID..:
5. Status..........:
6. Driver Name.....:
7. Note............:



Enter Field#,Data, Command or <HOME>:.....
```

To CHANGE any data, enter the field#, new data and press **<ENTER>**, or press
        <ENTER> at this screen to change item numbers.

TO DELETE Enter **<D>** and press **<ENTER>** then enter **<Y>** and press **<ENTER>** at the
        question 'Are you sure you want to Delete this Record (Y/N) ?. The record is
        deleted and you are returned to the INVENTORY TRANSFER MENU**.**

TO SHIP:

        To change the status to be shipped can be done either by the shipping, or
        receiving locations.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING**
        PROGRAMS and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **INVENTORY LOCATION TRANSFER**
        PROGRAMS and press **<ENTER>.**

STEP 3:   From the **INVENTORY TRANSFER ENTRY MENU,** select **ADD, CHANGE, DELETE TRANSACTION** and
        press **<ENTER>.**

```
RPTRAN – Inventory Transfer Entry


   Transaction.. ......:
1. Date (mmddyy)...:
2. Entered By......:
3. From Location ID:
4. To Location ID..:
5. Status..........:
6. Driver Name.....:
7. Note............:



Enter Field#,Data, Command or <HOME>:.....
```

STEP 4:   Enter the Transaction number, and press **<ENTER>,** or press **<HOME>** to list all
        transactions available. Enter the line number, and press **<ENTER>,** or highlight
        the selected line and press **<ENTER>.**

```
Inventory Location Transfer Listing – Add/Change/Delete
Ln#    Trans#   Date    From Location          To Location        Status

 1    000023  04/25/00  PROCOM SOLUTIONS INC SMITHFIELD          PICKING
                        Note: Must be shipped by 6/00
(End-of-List)



Enter Line#, Command, <HOME> or <ESC> to Exit:...
```

STEP 5:   When the transaction is displayed enter **<5>** and press **<ENTER>** for the status line
        enter **<2>** and press (**ENTER)** for shipped.

```
RPTRAN – Inventory Transfer Entry


    Transaction.. ......:              ┌─────────────────┐
    1.  Date (mmddyy)...:              │ 1= PICKING      │
    2.  Entered By......:              │ 2= SHIPPED      │
    3.  From Location ID:              │ 3= RECEIVED     │
    4.  To   Location ID:              │                 │
    5.  Status..........:              │                 │
    6.  Driver Name.....:              └─────────────────┘
    7.  Note............:



                  Press <ESC> to REENTER Transaction
```

TO RECEIVE:

>   To terminal from which you will do the receiving must be set up in the RMDEFINE
>   to have the warehouse id be the same as the receiving location. Also, the
>   status must be shipped, picking status cannot receive in items.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **INVENTORY LOCATION TRANSFER PROGRAMS** and press **<ENTER>.**

STEP 3:   From the **INVENTORY TRANSFER ENTRY MENU,** select **ADD, CHANGE, DELETE TRANSACTION** and press **<ENTER>** to see the following screen.

```
RPTRAN – Inventory Transfer Entry


    Transaction.. ......:
    1.  Date (mmddyy)...:
    2.  Entered By......:
    3.  From Location ID:
    4.  To   Location ID:
    5.  Status..........:
    6.  Driver Name.....:
    7.  Note............:



Enter Field#,Data, Command or <HOME>:.....
```

STEP 4:   Enter the Transaction number, and press **<ENTER>,** or press **<HOME>** to list all transactions available. Enter the line number, and press **<ENTER>,** or highlight the selected line and press **<ENTER>.**

STEP 5:   When the transaction is displayed press **<ENTER>** to go to the item screen. Enter **<R#>** for the line number to be received, and press **<ENTER>.**

```
RPTRAN – Inventory Transfer Entry

Ln#   Item#      Description              Ship        Recd

001   A-8        WALL SOCKET               4           4
002   10054      WEED WACKER               1           1




Enter Item#, Command or <HOME>:
```

STEP 6 : After you have received in all the items needed, enter **<H>** and press **<ENTER>,** to return to the header screen. Once there enter **<5>** and press **<ENTER>** to select the status line and then enter **<3>** and press **<ENTER>** change the status to be RECEIVED.

```
┌──────────────────────────────────────────────────────────────────────┐
│  RPTRAN – Inventory Transfer Entry                                     │
│                                                                        │
│                                                                        │
│      Transaction.. ......:                                             │
│      1.  Date (mmddyy)...:          ┌──────────────────┐               │
│      2.  Entered By......:          │ 1= PICKING       │               │
│      3.  From Location ID:          │ 2= SHIPPED       │               │
│      4.  To   Location ID:          │ 3= RECEIVED      │               │
│      5.  Status..........:          │                  │               │
│      6.  Driver Name.....:          └──────────────────┘               │
│      7.  Note............:                                             │
│                                                                        │
│                                                                        │
│                    Press <ESC> to REENTER Transaction                  │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

NOTE: Only if your terminal is set to be the receiving location will you be allowed to receive in any goods.

```
┌──────────────────────────────────────────────────────────────────────┐
│  RPTRAN – Inventory Transfer Entry                                     │
│                                                                        │
│                                                                        │
│      Transaction.. ......:                                             │
│      1.  Date (mmddyy)...:          ┌──────────────────┐               │
│      2.  Entered By......:          │ 1= PICKING       │               │
│      3.  From Location ID:          │ 2= SHIPPED       │               │
│      4.  To Location ID..:          │ 3= RECEIVED      │               │
│      5.  Status..........:          │                  │               │
│      6.  Driver Name.....:          └──────────────────┘               │
│      7.  Note............:                                             │
│                                                                        │
│                                                                        │
│   Cannot Change Status Code to Received!                               │
│  This can ONLY be changed by the To Location Operator.                 │
│                                                                        │
│  Press <ENTER> to Try Again:                                           │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

STEP 7 : After changing the status to be received press **<ENTER>** to return to the INVENTORY TRANSFER MENU.

3.6.1   PRINT TRANSFER TICKETS

This selection gives you the option to print either a picking, shipping, or received ticket. The status of the ticket will determine which ticket prints out.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

STEP 2: From **DAILY PROCESSING PROGRAMS,** select **INVENTORY LOCATION TRANSFER PROGRAMS** and press **<ENTER>.**

STEP 3: From the **INVENTORY TRANSFER MENU,** select **PRINT TRANSFER TICKETS** and press **<ENTER>.**

STEP 4: Select the transaction that a ticket is to be printed for, either enter the line number and press **<ENTER>,** or highlight your selection using the **<UP-ARROW><DOWN-<ARROW>** keys, and press **<ENTER>.**

```
┌──────────────────────────────────────────────────────────────────────┐
│  Inventory Location Transfer Listing – Printing Ticket                 │
│  Ln#   Trans#   Date    From Location         To Location      Status  │
│ ─────────────────────────────────────────────────────────────────────│
│  1   000023  04/25/00  PROCOM SOLUTIONS INC   SMITHFIELD       PICKING │
│                          Note: Must be shipped by 6/00                 │
│  (End-of-List)                                                         │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```
PROCOM SOLUT   OUNTS RECEIVABLE
```
┌──────────────────────────────────────────────────────────────────────┐
│  Enter Line#, Command, <HOME> or <ESC> to Exit:...                     │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

The ticket that prints out will reflect the status of the transaction.

```
                          ProCom Solutions
                          8980-A ROUTE 108
                         Columbia, MD 21045
                        Phone # (410) 997-6777

From Location                             To Location
--------------                            ----------------------
ProCom Solutions Inc.                     SMITHFIELD
8940-A Route 108
OAKLAND CENTER
Columbia, MD 21045


                 ***** Inventory Transfer Picking *********
```

Transaction Number	Date	Entered BY	Driver Name	Note	Page
000024	04/26/00	SR	John	SHIP BY 5/01/00	1

■■

Item Number	Description	Quantity
A-8	40w Bulbs	4
Tractor	Tractor	1

Picked By: ---

```
                          ProCom Solutions
                          8980-A ROUTE 108
                          Columbia, MD 21045
                        Phone # (410) 997-6777

From Location                            To Location
-------------                            ----------------------
ProCom Solutions Inc.                    SMITHFIELD
8940-A Route 108
OAKLAND CENTER
Columbia, MD 21045


            ***** Inventory Transfer Shipping Ticket *********
```

Transaction Number	Date	Entered BY	Driver Name	Note	Page
000024	04/26/00	SR	John	SHIP BY 5/01/00	1

Item Number	Description	Shipped	Received
A-8	40w Bulbs	4	_____
Tractor	Tractor	1	_____

```
Received By: -------------------------------------------
```

```
                              ProCom Solutions
                             8980-A ROUTE 108
                             Columbia, MD 21045
                            Phone # (410) 997-6777

From Location                              To Location
-------------                              ----------------------
ProCom Solutions Inc.                      SMITHFIELD
8940-A Route 108
OAKLAND CENTER
Columbia, MD 21045

              ***** Inventory Transfer Received Ticket *********
```

Transaction Number	Date	Entered BY	Driver Name	Note	Page
000024	04/26/00	SR	John	SHIP BY 5/01/00	1

Item Number	Description	Quantity	Received
A-8	40w Bulbs	4	4
Tractor	Tractor	1	1

```
Received By: --------------------------------------------
```

This selection gives you the option to print out a selected listing of transfer transactions.

  STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

  STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **INVENTORY LOCATION TRANSFER PROGRAMS** and press **<ENTER>.**

  STEP 3:   From the **INVENTORY TRANSFER MENU,** select **PRINT EDIT LIST** and press **<ENTER>** to get a listing on screen of all transactions available to be printed.

```
Select Inventory Transfer Records for Edit List
Ln#   Trans#   Date    From Location          To Location       Status
1    000023  04/25/00  PROCOM SOLUTIONS INC SMITHFIELD          PICKING
                       Note: Must be shipped by 6/00
2    000024  04/26/00  PROCOM SOLUTIONS INC SMITHFIELD          PICKING

(End-of-List)




Enter Line#, Command, <HOME>,<ENTER> to Print or <ESC> to Exit:...
```

  STEP 4:   From the displayed listing enter either a line number, and press **<ENTER>,** or highlight the transaction(s)to be printed and press **<ENTER>** to print.

    NOTE: THIS LISTING WILL NOT UPDATE. Once completed the screen will return to the Inventory Transfer Menu.

_____

Run Date: 05/01/00   INVENTORY TRANSFER EDIT LIST

_____

TRANS#	TRANS. TYPE	DATE	ENT BY	FROM LOCATION	TO LOCATION	NOTE
000028	RECEIVED	04/26/00	SR	SC(PROCOM SOLUTIONS)	SM(SMITHFIELD)	

LN#	ITEM NUMBER	DESCRIPTION	QUANTITY
001	1000	JD PART	1

_____

    1   TRANSACTIONS

This selection will allow selections of specific transfers to be journalized and inventory files updated.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **INVENTORY LOCATION TRANSFER PROGRAMS** and press <**ENTER>.**

STEP 3:   From the **INVENTORY TRANSFER MENU,** select **PRINT JOURNAL AND UPDATE FILES** and press <**ENTER>.**

```
 Select Inventory Transfer Records for Journal & Update
 Ln#   Trans#   Date     From Location          To Location        Status

   1   000023  04/25/00  PROCOM SOLUTIONS INC SMITHFIELD          RECEIVED
                         Note: Must be shipped by 6/00
   2   000024  04/26/00  PROCOM SOLUTIONS INC SMITHFIELD          RECEIVED

 (End-of-List)




 Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:...
```

STEP 4:   From the displayed listing enter either a line number, and press <**ENTER>,** or highlight the transaction(s) to be printed and press <**ENTER>** to print. If you need additional help press <**HOME>** for more information.

```
 Select                           Command List
 Ln#   T  To select a Transaction:
            Enter the corresponding line number, the line will
   1   00   be highlighted.
          To unselect a Transaction:
   2   00   Enter the corresponding line number, the line will
            not be highlighted.
 (End-of  Enter 'S' to select all transactions for Updating.
          Enter 'U' to unselect all transactions for Updating.
          Enter 'N' to display the next screen of Transactions.
          Enter 'P' to display the previous screen of Transactions.
          Enter 'E' or press <ESC> to exit the Transaction List Screen.
          Enter 'I99' where 99 is the corresponding line number, to
            list line items for the requested Transaction.
                       Press <ENTER> to continue:
 Enter L
```

STEP 5:   After the journal prints the question "Did the Journal Print OK (Y/N) ? will appear. Enter either <**Y>** and press <**ENTER>,** to proceed with the update, or <**N>** and press <**ENTER>** to make any changes. After updating the screen will return to the Inventory Transfer Entry Menu.

```
TRANS#  TRANS. TYPE  DATE    ENT BY    FROM LOCATION          TO LOCATION                    NOTE
000028  RECEIVED     04/26/00  SR      SC(PROCOM SOLUTIONS)   SM(SMITHFIELD)


LN#   ITEM NUMBER      DESCRIPTION                QUANTITY
 1000          JD PART                       1
```

1 TRANSACTIONS

 Serialized items can be entered into Floor Planning in one of two ways. Either via Inventory
Receipts & Postings/Receipt of Stock, or through the Purchase Order System. In both cases
after entering the serial number(s) of the items(s) received, you **must** enter both a due date,
and vendor number. Failure to do this step will result in the serialized item not being
placed in the Floor Planning System. (See examples of P.O., and Inventory Receipts &
Adjustments/Receipt of Stock.)

```
+----------------------------------------------------------------------------------+
| PURCHASE ORDER                                                                   |
| P.O. Number: 487                        Vendor: 00023 (A & H INDUSTRIES)         |
| Ln# Item#       Vendor Item#            Ord    Recd    Cost/UOM     Ext  Cost  Wh |
| 001 KB  +--------------------------------------------------------------+  .00  SC |
|         | Item:  21058  (36"REPLACEMENT DECK)                          |          |
|         | Ln# Serial #1       Serial #2          Cost  Loc  Due Date  Vendr |     |
|         | 001 SS3455                            560.00  SC  05/02/00  00023 |     |
|         | 002 SS3456                            560.00  SC  05/02/00  00023 |     |
|         | 003 SS3457                            560.00  SC  05/02/00  00023 |     |
|         | 004 SS3458                            560.00  SC  05/02/00  00023 |     |
|         | 005 SS3459                            560.00  SC  05/02/00  00023 |     |
|         |                                                              |          |
|         |                                                              |          |
|         |                                                              |          |
|         |                                                              |          |
|         |                                                              |          |
|         |                                                              |          |
|  Enter  |                                                              |  0.00    |
| <F1> N  |                                                              |  0.00    |
| <F2> F  |                                                              |  0.00    |
| <F5> V  |                                                              |  0.00    |
| <F6> P  | Enter Line#, Command, or <HOME>:.....                        |  0.00    |
+----------------------------------------------------------------------------------+
```

```
+----------------------------------------------------------------------------------+
| RPINV – Inventory Receipts and Adjustments                                       |
|                                                                                  |
|  Ln# Serial #1       Serial #2        Cost       List Price      Due Date   Vendr |
|  001 SS456789                        855.00      1,995.00        05/02/00   00100 |
|  002 SS456780                        855.00      1,995.00        05/01/00   00100 |
|  003 SS456781                        855.00      1,995.00        05/01/00   00100 |
|  004 SS456782                        855.00      1,995.00        05/01/00   00100 |
|  005 SS456783                        855.00      1,995.00        05/01/00   00100 |
|                                                                                  |
+----------------------------------------------------------------------------------+
|  Enter Line#, Command, <HOME>:.....                                              |
+----------------------------------------------------------------------------------+
```

Once an item has been received in either via Inventory Receipts & Adjustments, or Purchase
Order, a receiving journal needs to be run to add the item to your inventory. This procedure
is identical to the ones you now run for regular items, and non-floor planned serialized
items. Once the journal is printed, OK'd and the update processed, these floor plan items can
be accessed via Floor Plan Modification.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING
                 PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **INVENTORY FLOOR PLAN
                 MODIFICATIONS** and press **<ENTER>.**

```
RPFLOOR – Inventory Floor Plan Modifications

    Item Number........:  .................

                  Enter Item Number to Modify.
                  Enter Item# "?" for Partial Item Search.
                  Enter "?" Description for Item/Description Search.
                  Press <ESC> to Exit Program.
```

The first thing you will be required to enter is the item number you want to look up. Enter
the item number exactly, and press **<ENTER>,** enter ?xxx (partial number), and press **<ENTER>,** or
? (partial description), and press **<ENTER>,** to get a list of items to select from. The
following is an example of entering ?TRACTOR.

```
RPFLOOR – Inventory Floor Plan Modifications

    Item  ┌─────────────────────────────────────────────────┐
          │ Line#  Item Number       Item Description        │
          │                                                  │
          │ 01  HGS DECK         HGS TRACTOR DECK            │
          │ 02  HGS TRACTOR      HGS TRACTOR                 │
          │ 03  JD TRACTOR       JOHN DEERE TRACTOR          │
          │ 04  JD TUNE UPR      SPRING TUNEUP FOR JD TRACTOR│
          │ 05  KBTRACTOR        KUBOTA TRACTOR              │
          │ 06  MC TRACTOR       MCCULLOCH TRACTOR           │
          │ 07  RB TRACTOR       ROBIN USED TRACTOR          │
          │ 08  SH TRACTOR       SHINDAIWA DELUX TRACTOR     │
          │ 09  U11683           USED TRACTOR                │
          │ 10  US11683          USED TRACTOR                │
          │ (End-of-Items)                                   │
          │                                                  │
          │   Enter Line#, <HOME>, Command or <ESC> to  Exit:... │
          └─────────────────────────────────────────────────┘
```

If this search brings up the item you are looking for, enter the line number, and press
<ENTER>.

```
RPFLOOR – Inventory Floor Plan Modifications

    Item Number........:  .................
    Serial Number #1...:

                  Press <ENTER> for All.
                  Press <ESC> to Reenter Item Number.
```

Enter a specific serial number to display, and press **<ENTER>**, or press **<ENTER>** for all.

```
RPFLOOR – Inventory Floor Plan Modifications

    Item Number........:  .................
    Serial Number #1...:
    Display Options....:
        1 Include Sold Items
        2 Include Paid Items
        3 Include Unpaid Items
        4 Include Returned Items

                  Enter up to 5 Options, or Press <ENTER> for ALL.
                  Press <ESC> to Reenter Serial Number.
```

Enter your display options and press **<ENTER>,** or just press **<ENTER>** for all. Press
<ESC> to reenter serial number.

Is Everything OK? (Y/N)
 Enter **<Y>** and press **<ENTER>** to continue, enter **<N>** and press **<ENTER>** to escape**.**

```
RPFLOOR - Inventory Floor Plan Modifications

    Item Number........: JDTRACTOR (JOHN DEERE TRACTOR)

Ln# Serial #1          Serial #2       ID    Cost   Due     Status
001 10251027                           SC  3,999.00 10/31/97 SOLD NOT PAID
002 10251025                           SC  3,999.00 10/31/97 NOT SOLD OR PAID
003 150-65-101                         SC  3,999.00 10/31/97 SOLD AND PAID
004 123456                             SC  3,999.00 10/31/99 SOLD NOT PAID
005 212155                             SC  3,999.00 10/31/99 NOT SOLD OR PAID
006 58932                              SC  3,999.00 10/31/99 NOT SOLD OR PAID
007 1321454                            SC  3,999.00 10/31/99 NOT SOLD OR PAID
008 154564                             SC  3,999.00 10/31/99 NOT SOLD OR PAID
009 198200789                          SC  3,999.00 10/31/99 NOT SOLD OR PAID


Enter Line# or <ESC>:...
```

The listing that results will show you the entire floor planned serial numbers of that item,
its location, cost, due date, and status. For more detailed information concerning a specific
serial numbered piece of equipment, enter the line number, and press **<ENTER>**, or press **<ESC>**
to exit to the item selection screen.

```
RPFLOOR - Inventory Floor Plan Modifications

    Item Number........: 21058 (36"REPLACEMENT DECK)

        Standard Info
 1. Manufacturer Number: 00030  (ALADDIN BLADES)
 2. Location ID........: SC (PROCOM SOLUTIONS, INC)
 3. Vendor Number......: 00023 (A & H INDUSTRIES)
 4. Date Received......: 06/23/99
 5. Serial Number #1...: SS3455
 6. Serial Number #2...:
 7. Due Date..........: 05/02/00
 8. Cost...............:    560.00
        Selling Info
 9. Customer Number....:
10. Invoice Number.....:
11. Date Sold..........:
12. Sell Price.........:
        Payment Info
13. Check Number.......:
14. Check Date.........:

Enter Line # to Change, (D)elete, <UP-ARROW>, <DOWN-ARROW or <ESC>:..
```

For items where the status is listed as NOT SOLD OR PAID, the above screen results. The list
shows your manufacturer, location ID, vendor number, received date, serial number, due date,
cost, etc. Enter line number of the field you want to change, enter the new data, and press
<ENTER>.

REMINDER: It is important to remember that the Floor Plan File is a stand-alone file, except
to two cases. What that means is that if you change any of the information listed here, it DOES
NOT change your Inventory Master File. For example, changing the cost here will not change the
cost in your layer that you will charge for this serial number. Along with that, if you go
into Inventory Receipts & Adjustments, and change the cost on the LIFO/FIFO layers, it will not
change here. This is a manually kept record. For an accurate report to be printed from this
file, as accurate as possible information of what happens to these items must be maintained.
There are only 2 exceptions, when the item is sold, or returned, and the sales journal run, and
updated. The information kept in the selling fields is entered, status changed to SOLD NOT
PAID, or if the item is returned this information removed, and the status changed back to NOT
SOLD OR PAID. The other exception is if you choose to delete this record, in this case the due
date is removed from the LIFO FIFO layer in the Inventory Master File.

```
RPFLOOR – Inventory Floor Plan Modifications

    Item Number........: 21058 (36"REPLACEMENT DECK)

        Standard Info
 1. Manufacturer Number: 00030  (ALADDIN BLADES)
 2. Location ID........: SC (PROCOM SOLUTIONS, INC)
 3. Vendor Number......: 00023 (A & H INDUSTRIES)
 4. Date Received......: 06/23/99
 5. Serial Number #1...: SS3455
 6. Serial Number #2...:
 7. Due Date..........: 05/02/00
 8. Cost...............:    560.00
        Selling Info
 9. Customer Number....: 175 (TCBI, INC)
10. Invoice Number.....: 56897
11. Date Sold.........: 07/06/99
12. Sell Price........: 1,285.00
        Payment Info
13. Check Number.......:
14. Check Date........:

Enter Line # to Change, (D)elete, <UP-ARROW>, <DOWN-ARROW or <ESC>:..
```

If the status of the item selected is SOLD NOT PAID, your screen will look like the above.
Selling Information is usually entered via running and updating a sales journal, although you
can manually enter this, however when entered manually, information is not entered, or kept
anywhere else in the system. Once a date is entered in the Date Sold field, it is this entry
that changes the status from NOT SOLD to SOLD.

```
RPFLOOR – Inventory Floor Plan Modifications

    Item Number........: 21058 (36"REPLACEMENT DECK)

        Standard Info
 1. Manufacturer Number: 00030  (ALADDIN BLADES)
 2. Location ID........: SC (PROCOM SOLUTIONS, INC)
 3. Vendor Number......: 00023 (A & H INDUSTRIES)
 4. Date Received......: 06/23/99
 5. Serial Number #1...: SS3455
 6. Serial Number #2...:
 7. Due Date..........: 05/02/00
 8. Cost...............:    560.00
        Selling Info
 9. Customer Number....: 00175 (TCBI)
10. Invoice Number.....: 056897
11. Date Sold.........: 07/01/99
12. Sell Price........: 1,285.00
        Payment Info
13. Check Number.......: 000234
14. Check Date........: 07/12/99

Enter Line # to Change, (D)elete, <UP-ARROW>, <DOWN-ARROW or <ESC>:..
```

To change status to SOLD AND PAID, select the serial number, and enter the payment information
as shown above. This entry must be manually entered as this information is not automatically
entered once a check is issued to the vendor.

3.8   PHYSICAL INVENTORY POSTINGS

This selection gives you instructions on how to enter in inventory numbers from an actual physical count of inventory.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING PROGRAMS** and press <**ENTER**>.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY POSTINGS** and press <**ENTER**>.

```
RPPHY – Physical Inventory Posting


              1)  Add, Change, Delete Transactions

              2)  Physical Posting Edit List

              3)  Physical Posting Journal & Update


          (M) Return to Menu
          (E) Exit to Monitor
```

3.8.1   ADD, CHANGE, DELETE TRANSACTIONS

This selection gives you the ability to add, change, or delete existing transactions.
NOTE: BEFORE ENTERING ANY TRANSACTIONS RUN RECONCILE ON HAND QTY/ IN MISC PRGMS II.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER**>.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY POSTINGS** and press <**ENTER**>.

STEP 3:   From the **PHYSICAL INVENTORY POSTING MENU,** select **ADD, CHANGE, DELETE TRANSACTIONS** and press <**ENTER**>.

```
RPPHY – Physical Inventory Posting

Enter Transaction: ____


                        Press <ENTER> for New Transaction.
                        Press <ESC> to Exit.
                        Press <HOME> to List Transactions.
```

TO ADD:

Enter a specific number and press **<ENTER>,** or just press **<ENTER>** to default
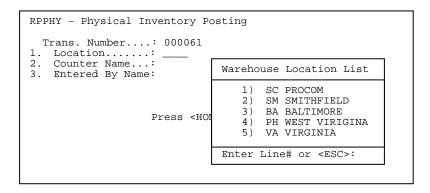to the next available transaction number.

```
┌──────────────────────────────────────────────────────┐
│ RPPHY – Physical Inventory Posting                   │
│                                                      │
│   Trans. Number....: 000061                          │
│ 1.  Location.......: __                               │
│ 2.  Counter Name...:                                 │
│ 3.  Entered By Name:                                 │
│                                                      │
│                                                      │
│                                                      │
│  Enter Field#,Data, Command or <HOME>:               │
│                                                      │
└──────────────────────────────────────────────────────┘
```

ENTER LOCATION:

Enter location where the inventory is to be entered and press **<ENTER>**, or press
<HOME> to display locations to select from.

```
┌──────────────────────────────────────────────────────┐
│ RPPHY – Physical Inventory Posting                   │
│                                                      │
│   Trans. Number....: 000061                          │
│ 1.  Location.......: ____                             │
│ 2.  Counter Name...:      ┌──────────────────────────┐│
│ 3.  Entered By Name:      │  Warehouse Location List ││
│                           │                          ││
│                           │   1)  SC PROCOM          ││
│                           │   2)  SM SMITHFIELD      ││
│                           │   3)  BA BALTIMORE       ││
│                Press <HOM  │   4)  PH WEST VIRIGINA   ││
│                           │   5)  VA VIRGINIA        ││
│                           │                          ││
│                           │  Enter Line# or <ESC>:   ││
│                           └──────────────────────────┘│
└──────────────────────────────────────────────────────┘
```

ENTER COUNTER NAME:

Enter up to twenty-nine (29) characters that will help in identifying
this transaction later and press **<ENTER>.**

ENTERED BY NAME:

Enter up to twenty-nine (29) characters that will display in the transaction
listing and help you to identify this transaction and then press **<ENTER>**.

```
┌──────────────────────────────────────────────────────┐
│ RPPHY – Physical Inventory Posting                   │
│                                                      │
│   Trans. Number....: 000061                          │
│ 1.  Location.......: __                               │
│ 2.  Counter Name...:                                 │
│ 3.  Entered By Name:                                 │
│                                                      │
│                                                      │
│  Enter Field#,Data, Command or <HOME>:               │
│  Press <ENTER> for Line Item Screen                  │
└──────────────────────────────────────────────────────┘
```

At this point you may change fields 1,2,3 by entering the line number, and press
<ENTER>, new data, and press **<ENTER>.** You can delete this transaction by entering **<D>**
and pressing **<ENTER>.** Press **<HOME>** to display additional information.

```
┌──────────────────────────────────────────────────────┐
│ RPPHY – Physical Inventory Posting                   │
│        ┌───────────────────────────────────────┐     │
│    T   │          Command List                 │     │
│ 1.     │                                       │     │
│ 2.     │  Enter Line#,Data to Change the information  │
│ 3.     │    on the specified line.             │     │
│        │  Press <ENTER> to display the line item│    │
│        │    processing screen.                 │     │
│        │  Enter "X" to exit this transaction.  │     │
│        │  Enter "D" to delete this transaction.│     │
│ PROCOM SOLUTIONS,   En                         ACCOUNTS RECEIVABLE
│        │  Press <ENTER> to Continue.           │     │
│        └───────────────────────────────────────┘     │
└──────────────────────────────────────────────────────┘
```

Enter **<X>,** and press **<ENTER>,** to escape out of the transaction. Press **<ENTER>** to enter items for the Physical Inventory Posting.

```
RPPHY – Physical Inventory Posting

Line  Item#      Description                              Qty



  Enter Qty,Item#, Command, <HOME>:
```

Enter either Qty,Item# and press **<ENTER>,**

```
RPPHY – Physical Inventory Posting

Line  Item#      Description                              Qty
0001  A-10       DYNAMO HANDLE                              1

  Enter Qty,Item#, Command, <HOME>;
```

Or just enter the item number and press **<ENTER>,** then enter the Qty on screen, and press **<ENTER>.**

```
RPPHY – Physical Inventory Posting
Line  Item#      Description                              Qty
0001  A-10       DYNAMO HANDLE                              ?



  Enter Qty,Item#, Command, <HOME>;
```

<HOME> Press **<HOME>** if you have any trouble, or just for additional information.

```
RPPHY – Physical Inventory Posting
                    Command List
Line   Item
0001   A-10  Enter Qty,Item#, to add a new line, enter the new
                 quantity, a comma and an item number.
             Enter Item#?, enter up to 11 characters followed by a
                 question mark to display a list of items with item
                 numbers beginning with the requested character
                 string.
             Enter ?aaa, enter a question mark followed by up to
                 11 characters to display a list of items
                 containing the requested character string in the
                 description.
             Press <ENTER> to exit the item processing screen.
             Enter H, to return to the header screen.
             Enter Dnn, to delete a line, enter "D" followed by the line
                 number to be deleted.
             Enter Cnn, to change a line, enter a "C" followed by the
                 line number to be changed.
             Enter Snn, to redisplay the screen, enter a "S followed by
                 the line number to be listed on top of the screen.
                       Press <ENTER> to Continue:

  Enter Qty,
```

NOTE: WE DO NOT RECOMMEND THAT YOU ENTER MORE THAN ABOUT 75 ITEMS PER BATCH.
    If something where to happen during journalizing ALL data must be reentered.
    When all items have been entered into the transaction press **<ESC>.**

This selection gives you the opportunity to print out the transaction batches and check the entries.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY POSTINGS** and press <**ENTER>**.

STEP 3:   From the **PHYSICAL INVENTORY POSTING MENU,** select **PHYSICAL POSTING EDIT LIST** and press <**ENTER>**.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Select Physical Inventory Transactions for Edit List                    │
│ Ln#   Trans#  Date      Loc   Counter Name                 Entered By Name│
│                                                                          │
│ 1     052    01/04/03   SC    DF                                    DF    │
│ 2     053    01/03/03   SC    DF                                    DF    │
│ 3     061    01/12/03   SC    SR                                    SR    │
│ 4     067    01/09/03   SC    SR                                    SR    │
│                                                                          │
│                                                                          │
│                                                                          │
│ Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:        │
└─────────────────────────────────────────────────────────────────────────┘
```

STEP 4:   From the displayed list, select the line number(s) of the transaction(s) you want to print and press <**ENTER>**, then press <**ENTER>** again to begin printing. You will also be asked the question "Extend Negative Quantities? (Y/N)" answer yes if you want   items that have a negative quantity to put a negative amount in the total. If there are numerous transactions to be printed, and your system allows duplicate items to post you will be asked the question "Print Transactions Separately or Consolidate into One? (S/C):"   Enter <**S>** and press <**ENTER>**, or just press <**ENTER>** to have each transaction print by itself, or enter **<C>** and press <**ENTER>** to have all selected transactions print together. Then enter your answer to the question " OK to Continue? (Y/N)":

Press <**HOME>** for additional help.

```
┌────────┬────────────────────────────────────────────────────────┬──────┐
│ Select │                  Command List                          │      │
├────────┤                                                        ├──────┤
│ Ln#    │ To select a Transaction:                               │      │
│        │   Enter the corresponding line number, the line will be│      │
├────────┤   highlighted.                                         ├──────┤
│ 1      │ To unselect a Transaction:                             │      │
│ 2      │   Enter the corresponding line number, the line number │      │
│ 3      │   will not be highlighted.                             │      │
│ 4      │ Enter 'N' to display the next screen of Transactions.  │      │
│        │ Enter 'P' to display the previous screen of Transactions.│    │
│        │ Enter 'E' or press <ESC> to exit the Transaction List Screen.│ │
│        │ Enter 'I99" where 99 is the corresponding line number, │      │
│        │   to list line items for the requested Transaction.    │      │
├────────┤              Press <ENTER to continue:                 ├──────┤
│ Enter  │                                                        │      │
└────────┴────────────────────────────────────────────────────────┴──────┘
```

TRANS#	LOCATION ID/ NAME		COUNTER NAME		ENTERED BY NAME		
000071	SC PROCOM		SR		SR		

ITEM #	DESCRIPTION	LAST COST	OLD QTY	NEW QTY	QTY VARIANCE	OLD COST EXTENDED	NEW COST EXTENDED	DOLLAR VARIANCE
100057	4 PACK BULBS	0.59	113	55	58-	66.08	32.45	33.63-
	TRANSACTION TOTAL:		113	55	57-	66.08	32.45	33.63-

		OLD	NEW	QTY	OLD COST	NEW COST	DOLLAR
1 TRANSACTIONS FINAL TRANSACTION TOTAL:		113	55	57-	66.08	32.45	33.63-

3.8.3   PHYSICAL POSTING JOURNAL & UPDATE

This selection gives you the opportunity to update the transactions and have the amounts entered into inventory.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY POSTINGS** and press **<ENTER>.**

STEP 3:   From the **PHYSICAL INVENTORY POSTING MENU,** select **PHYSICAL INVENTORY JOURNAL & UPDATE** and press **<ENTER>.**

```
Select Physical Inventory Transactions for Journal & Update List

Ln#    Trans#  Date      Loc   Counter Name                       Entered By Name

 1      052    01/03/03   SC    DF                                        DF
 2      053    01/03/03   SC    DF                                        DF
 3      061    01/11/03   SC    SR                                        SR
 4      067    01/09/03   SC    SR                                        SR




Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:
```

STEP 4:   From the displayed list, select the line number(s) of the transaction(s) you want to journalize and press **<ENTER>,** then press **<ENTER>** again to begin printing. You will also be asked the question "Extend Negative Quantities? (Y/N)" answer yes if you

want items that have a negative quantity to put a negative amount in the total. If there are numerous transactions to be posted, and your system allows duplicate postings you will be asked the question "Print Transactions Separately or Consolidate into One? (S/C):" Enter **<S>** and press **<ENTER>,** or just press **<ENTER>** to have each transaction print by itself, or enter **<C>** and press **<ENTER>** to have all selected transactions print together. Then enter your answer to the question "OK to Continue? (Y/N):

Press **<HOME>** for additional help.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Select Physical Inventory Transactions for Edit List                     │
│ Ln#   Trans#   Loc   Counter Name                        Entered By Name  │
├──────────────────────────────────────────────────────────────────────────┤
│    1    052     SC      DF                                      DF         │
│    2    ┌──────────────────────────────────────────────────────┐          │
│    3    │              Command List                            │          │
│    4    │                                                      │          │
│         │  To select a Transaction:                            │          │
│         │    Enter the corresponding line number, the line will be       │
│         │    highlighted.                                      │          │
│         │  To unselect a Transaction:                          │          │
│         ├──│    Enter the corresponding line number, the line number will │
│         │    not be highlighted.                               │          │
│ Enter L │  Enter 'N' to display the next screen of Transactions.          │
│         │  Enter 'P' to display the previous screen of Transactions.      │
│         │  Enter 'E' or press <ESC> to exit the Transaction List Screen.  │
│         │  Enter 'I99" where 99 is the corresponding line number,         │
│         │    to list line items for the requested Transaction.            │
│         │            Press <ENTER to continue:                 │          │
│         └──────────────────────────────────────────────────────┘          │
└──────────────────────────────────────────────────────────────────────────┘
```

RUN DATE:08/30/00   PHYSICAL INVENTORY JOURNAL

TRANS#   LOCATION ID/ NAME   COUNTER NAME   ENTERED BY NAME
000071   SC PROCOM   SR   SR

ITEM #	DESCRIPTION	LAST COST	OLD QTY	NEW QTY	QTY VARIANCE	OLD COST EXTENDED	NEW COST EXTENDED	DOLLAR VARIANCE
100057	4 PACK BULBS	0.59	113	55	58-	66.08	32.45	33.63-
	TRANSACTION TOTAL:		113	55	57-	66.08	32.45	33.63-

  1 TRANSACTIONS   FINAL TRANSACTION TOTAL: 113   55   57-   66.08   32.45   33.63-

If the journal prints ok and looks correct with its numbers enter **<Y>** and press
 <ENTER> in answer to the question "Did the Physical Inventory Journal Print OK?
(Y/N)". If there is anything incorrect enter **<N>** and press **<ENTER>.** After
updating you are returned to the Physical Inventory Posting Menu.

NOTE: Before any programs in this section are run all negative
       quantities <u>MUST</u> be removed from your live inventory.
       You must run your reconciles before starting.
       RECONCILE QTYS ON HAND – <u>MUST CLEAR NEGATIVES.</u>
       RECONCILE QTYS COMMITTED.
       BOTH OF THESE PROGRAMS ARE LOCATED IN MISCELLANEOUS
       PROGRAMS II.

This section presents instructions for freezing your inventory amounts, so that you may go on receiving and selling merchandise while still doing a Physical Inventory count.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2:   From the **DAILY PROCESSING MENU**, select **PHYSICAL INVENTORY FREEZE PROGRAMS** and press **<ENTER>.**

STEP 3:   Enter password and press **<ENTER>.**

```
Physical Inventory "Freeze" Programs

1.  Freeze Current Inventory

2.  Physical Inventory Postings Menu

3.  Inventory Frozen Valuation Report

4.  Apply Variance Against Running Inventory

5.  Clear Inventory Quantities on Hand


Enter Selection or <ESC>:
```

3.9.1   **FREEZE CURRENT INVENTORY**_____

This section presents instructions for actually freezing the quantity amounts associated with your inventory. This program should only be run while NO other journals are being done. This will take the amounts and keep them separate from quantities in your running inventory. After freezing the inventory it is highly recommended that you run and keep a copy of the INVENTORY FROZEN REPORT. How the questions are answered will determine just how much of your inventory gets frozen – all, or just portions.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press **<ENTER>**.

STEP 2:   From the **DAILY PROCESSING MENU**, select **PHYSICAL INVENTORY FREEZE PROGRAMS** and press **<ENTER>.**

STEP 3:   From the **PHYSICAL INVENTORY FREEZE PROGRAMS,** select **FREEZE CURRENT INVENTORY** and press **<ENTER>.**

Enter First Inventory Item:
    Enter the item number identifying the first item you want to freeze and press **<ENTER>**, or press **<ENTER>** to start at the first item in your inventory. To exit press **<ESC>**.

Enter Last Inventory Item:
　　Enter the item number identifying the last item you want to freeze and press
　　<**ENTER**>, or just press <**ENTER**> to end at the last number in your inventory. To
　　reenter the first item press <**ESC**>.

Enter First Product Category:
　　Enter the product category code to freeze and press <**ENTER**>, or just press <**ENTER**>
　　for the first one built on your system. Press <**HOME**> to display a listing of
　　product categories built on your system. To reenter the last inventory item press
　　<**ESC**>.

Enter Last Product Category:
　　Enter the last product category code to freeze and press <**ENTER**>, or just press
　　<**ENTER**> for the last one built on your system. Press <**HOME**> to display a listing
　　of product categories built on your system. To reenter the first product category
　　press <**ESC**>.

Enter First Major Category:
　　Enter the major category code to start the freezing at and press <**ENTER**>, or just
　　press <**ENTER**> to start at the first major category built on your system. Press
　　<**HOME**> to display a listing of major categories built on your system. To reenter
　　the last product category press <**ESC**>.

Enter Last Major Category:
　　Enter the major category code to end the freezing at and press <**ENTER**>, or just
　　press <**ENTER**> to end at the last major category built on your system. Press <**HOME**>
　　to display a listing of major categories built on your system. To reenter the
　　first major category press <**ESC**>.

Enter First Minor Category:
　　Enter the minor category code to start the freezing at and press <**ENTER**>, or just
　　press <**ENTER**> to start at the first minor built on your system. Press <**HOME**> to
　　display a listing of minor categories built on your system. To reenter the last
　　major category press <**ESC**>.

Enter Last Minor Category:
　　Enter the minor category code to end the freezing at and press <**ENTER**>, or just
　　press <**ENTER**> to end at the last minor category built on your system. Press <**HOME**>
　　to display a listing of minor categories built on your system. To reenter the
　　first minor category press <**ESC**>.

Enter Vendor Code :
　　Enter the vendor code to freeze and press <**ENTER**>, or press <**ENTER**> for all
　　vendors. To reenter the last minor category press <**ESC**>.

Enter First Bin Location:
　　Enter the bin location to start the freezing at and press <**ENTER**>, or just press
　　<**ENTER**> to start at the first bin built on your system. To reenter the vendor
　　code press <**ESC**>.

Enter Last Bin Location:
　　Enter the bin location to end the freezing at and press <**ENTER**>, or just press
　　<**ENTER**> to end at the last bin built on your system. To reenter the first bin
　　location press <**ESC**>.

Enter One Location ID:

  Enter one location to freeze for and press **<ENTER>.** Press **<ENTER>** for all locations,
  or press **<HOME>** to display a listing of locations to select from. To reenter the last
  bin location press **<ESC>.**

Is Everything OK? (Y/N):

  Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
  the location id, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
  Freezing begins immediately. The question will display "Print Items that were
  Frozen ? (Y/N)". Enter **<Y>** and press **<ENTER>** to print a report, or **<N>** and
  <ENTER> just to print the frozen data input sheet. After printing you will return
  to the Physical Inventory Freeze Menu.


```
                  ** —— Inventory Frozen Quantity Report --**
```

First Item; 10002 ; Last Item: 10002; First Product Category: FIRST; Last Product Category: LAST; First Major
Category: FIRST ; Last Major Category: LAST; First Minor Category: FIRST ; Last Minor Category: LAST; Vendor:
ALL; Lowest Bin: FIRST; Highest Bin: LAST; Location: ALL; Items Frozen As of xx/xx/xx;


```
                                        Frozen
Item    Description      Loc     Bin    Quantity

10002   Conversion Kit   SC              15

        Total   Items:    1
```

INVENTORY FROZEN DATA SHEET

Inventory Frozen As of xx/xx/xx

First Item: 10002
Last Item: 10002

First Product Category: FIRST
Last Product Category: LAST

First Major Category: FIRST
Last Major Category: LAST

First Minor Category: FIRST
Last Minor Category: LAST

Vendor: ALL

Lowest Bin: FIRST
Highest Bin: LAST

Location: ALL
Total Inventory Records Frozen :1

3.9.2   PHYSICAL INVENTORY POSTINGS MENU_____

This selection gives you instructions on how to enter in inventory numbers from an actual
physical count of inventory against the items that were frozen.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
    <ENTER>.

STEP 2: From the **DAILY PROCESSING MENU**, select **PHYSICAL INVENTORY FREEZE PROGRAMS** and press
    <ENTER>.

STEP 3: From the **PHYSICAL INVENTORY FREEZE PROGRAMS,** select **PHYSICAL INVENTORY POSTING MENU**
    and press **<ENTER>.**

```
RPPHYF – Physical "Freeze" Inventory Posting


                1)  Add, Change, Delete Transactions

                2)  Physical Posting Edit List

                3)  Physical Posting Journal & Update



            (M) Return to Menu
            (E) Exit to Monitor
```

3.9.2.1   ADD, CHANGE, DELETE TRANSACTIONS_____

This selection gives you the ability to add, change, or delete existing transactions.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **DAILY PROCESSING** and press
           <**ENTER**>.

STEP 2:   From the **DAILY PROCESSING MENU**, select **PHYSICAL INVENTORY FREEZE PROGRAMS** and press
           <**ENTER**>.

STEP 3:   From the **PHYSICAL INVENTORY FREEZE PROGRAMS,** select **PHYSICAL INVENTORY FREEZE
           PROGRAMS MENU** and press <**ENTER**>.

STEP 4:   From the **PHYSICAL INVENTORY FREEZE PROGRAMS MENU,** select **ADD, CHANGE
           DELETE TRANSACTIONS** and press <**ENTER**>.

```
RPPHYF – Physical "Freeze" Inventory Posting

Enter Transaction: ____


                        Press <ENTER> for New Transaction.
                        Press <ESC> to Exit.
                        Press <HOME> to List Transactions.
```

TO ADD:
   Enter a specific number and press <**ENTER**>, or just press <**ENTER**> to default
   to the next available transaction number.

```
RPPHYF – Physical "Freeze" Inventory Posting

  Trans. Number....: 000061
1.  Location.......: __
2.  Counter Name...:
3.  Entered By Name:
4.  Date Counted...:


 Enter Field#,Data, Command or <HOME>:
```

ENTER LOCATION:

Enter location where the inventory is to be entered and press **<ENTER>**, or press **<HOME>** to display locations to select from.

```
RPPHYF – Physical "Freeze" Inventory Posting

  Trans. Number....: 000061
1.  Location.......: ____        ┌─────────────────────────────┐
2.  Counter Name...:             │   Warehouse Location List   │
3.  Entered By Name:             ├─────────────────────────────┤
4.  Date Counted...:             │    1)  SC PROCOM            │
                                 │    2)  SM SMITHFIELD        │
                                 │    3)  BA BALTIMORE         │
                                 │    4)  PH WEST VIRIGINA     │
                    Press <HOME  │    5)  VA VIRGINIA          │
                                 ├─────────────────────────────┤
                                 │   Enter Line# or <ESC>:     │
                                 └─────────────────────────────┘
```

ENTER COUNTER NAME:

Enter up to twenty – nine (29) characters that will help in identifying this transaction later and press **<ENTER>.**

ENTERED BY NAME:

Enter up to twenty-nine (29) characters that will display in the transaction listing and help you to identify this transaction and then press **<ENTER>**.

DATE COUNTED:

Enter in this field the actual date the items were physically counted and press **<ENTER>. NOTE: any item that was placed originally in a transaction and its quantity needs to be changed and the date its being changed is NOT the date in the date counted field of the transaction needs to be deleted from that transaction and a new transaction with the new date counted created. This means if I enter an item today and before the postings journal is run the items' quantity is rechecked and needs adjusting, but it is 1 day, or later than the date in the date counted field of the original transaction, the item needs to be deleted from the original transaction, and a new transaction made with this item and the new date counted.**

```
RPPHYF – Physical "Freeze" Inventory Posting

  Trans. Number....: 000061
1.  Location.......: __
2.  Counter Name...:
3.  Entered By Name:
4.  Date Counted...:


 Enter Field#,Data, Command or <HOME>:
```

At this point you may change fields 1,2,3 by entering the line number, new data, and press **<ENTER>**. You can delete this transaction by entering **<D>** and pressing **<ENTER>.** Press **<HOME>** to display additional information.

```
RPPHYF┌─────────────────────────────────────────┐
      │            Command List                 │
  Tran│                                         │
1. Lo │ Enter Line#,Data to Change the information│
2. Co │   on the specified line.                │
3. En │ Press <ENTER> to display the line item  │
      │   processing screen.                    │
      │ Enter 'X' to exit this transaction.     │
 Enter│ Enter 'D' to delete this transaction.   │
      │                                         │
      │ Press <ENTER> to Continue.              │
      └─────────────────────────────────────────┘
```

Enter **<X>,** and press **<ENTER>,** to escape out of the transaction. Press **<ENTER>** to enter items for the Physical Inventory Posting.

```
RPPHYF – Physical "Freeze" Inventory Posting
Line   Item#          Description                        Qty

0001   100057         PAINT GALLON – WHITE                5




Enter Qty,Item#, Command, <HOME>:
```

Enter either Qty,Item# and press **<ENTER>,** or just enter the item number and press **<ENTER>,** then enter the Qty on screen, and press **<ENTER>**.

<HOME>   Press **<HOME>** if you have any trouble or just for additional information.

```
RPPHYF – Physical "Freeze" Inventory Posting
Line  It                                              Qt
                      Command List
0001  A
          Enter Qty,Item#, to add a new line, enter the
            new quantity, a comma and an item number.
          Enter Item#?, enter up to 11 characters followed
            by a question mark to display a list of items
            with item numbers beginning with the requested
            character string.
          Enter ?aaa, enter a question mark followed by up to
            11 characters to display a list of items containing
            the requested character string in the description.
          Press <ENTER> to exit the item processing screen.
          Enter H, to return to the header screen.
          Enter Dnn, to delete a line, enter "D" followed by
            the line number to be deleted.
          Enter Cnn, to change a line, enter a "C" followed by
            the line number to be changed.
          Enter Snn, to redisplay the screen, enter a "S"
            followed by the line number to be listed on the first
            line at the top of the screen.
                      Press <ENTER> to Continue:
Enter Q
```

**WARNING: YOU CAN NOT ENTER MORE THAN 2000 ITEMS PER BATCH/TRANSACTION. THE PROGRAM WILL NOT
        WORK WITH MORE THAN 2000 ITEMS.**

When all items have been entered into the transaction press **<ESC>.**

3.9.2.2   PHYSICAL POSTING EDIT LIST

This selection gives you the opportunity to print out the transaction batches and check the
entries on the items counted.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING
                PROGRAMS** and press **<ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY FREEZE
                PROGRAMS** and press **<ENTER>.**

STEP 3:   From the **PHYSICAL INVENTORY FREEZE MENU,** select **PHYSICAL POSTING
                EDIT LIST** and press **<ENTER>.**

```
Select Physical Inventory Transactions for Edit List
Ln#   Trans#  Date      Loc   Counter  Name                        Entered By Name

  1   052     01/03/03  SC    DF                                              DF
  2   053     01/04/03  SC    DF                                              DF
  3   061     01/09/04  SC    SR                                              SR
  4   067     01/11/04  SC    SR                                              SR




Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:
```

STEP 4: From the displayed list, select the line number of the transaction you want to print and press **<ENTER>**, then press **<ENTER>** again to begin printing. If yours system allows duplicate transactions, after you make your selection you will see the question "Print Transactions Separately or Consolidate into One ? (S/C):". Enter **<S>** and press **<ENTER>,** or just print **<ENTER>,** this will keep each transaction selected print as its own transaction. Entering **<C>** and pressing **<ENTER>** will merge all selected transactions into one large print out. Then answer "OK to Continue? (Y/N), enter **<Y>** and press **<ENTER>** to continue, or **<N>** and **<ENTER>** to exit. After the printing is complete you are returned to the Physical Inventory Posting Menu. Press **<HOME>** for additional help.

```
Select Physical Inventory Transactions for Edit List
Ln#    Trans#   Loc   Counter  Name                      Entered By
  1                          Command List
  2
  3     To select a Transaction:
  4       Enter the corresponding line number, the line will be
         highlighted.
        To unselect a Transaction:
          Enter the corresponding line number, the line number will
          not be highlighted.
        Enter 'N' to display the next screen of Transactions.
 Enter  Enter 'P' to display the previous screen of Transactions.
        Enter 'E' or press <ESC> to exit the Transaction List Screen.
        Enter 'I99" where 99 is the corresponding line number,
          to list line items for the requested Transaction.
                      Press <ENTER to continue:
```

RUN DATE:08/30/00   PHYSICAL FROZEN INVENTORY EDIT LIST

TRANS#	LOCATION ID/ NAME		COUNTER NAME		ENTERED BY NAME			
000071	SC PROCOM		SR		SR			
		CURRENT	FROZE	NEW	QTY	FROZEN	NEW COST	DOLLAR
ITEM #	DESCRIPTION	COST	QTY	QTY	VARIANCE	EXTENDED	EXTENDED	VARIANCE
100057	4 PACK BULBS	0.59	112	55	57-	66.08	32.45	33.63-
	TRANSACTION TOTAL:		112	55	57-	66.08	32.45	33.63-

1 TRANSACTIONS   FINAL TRANSACTION TOTAL: 112   55   57-   66.08   32.45   33.63-

This selection gives you the opportunity to update the transactions and have the amounts
entered replace your frozen inventory quantities.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING**
         PROGRAMS and press <**ENTER>.**

STEP 2: From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY FREEZE**
         PROGRAMS and press <**ENTER>.**

STEP 3: From the **PHYSICAL INVENTORY FREEZE MENU,** select **PHYSICAL INVENTORY**
         JOURNAL & UPDATE and press <**ENTER>.**

```
Select Physical Inventory Transactions for Journal & Update
Ln#    Trans#   Date       Loc   Counter  Name                    Entered By Name

  1    052      01/03/03   SC    DF                                         DF
  2    053      01/04/03   SC    DF                                         DF
  3    061      01/09/03   SC    SR                                         SR
  4    067      01/11/03   SC    SR                                         SR




Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:
```

STEP 4: From the displayed list, select the line number of the transaction you
         want to print and press <**ENTER>**, then press <**ENTER>** again to begin printing.
         If your system allows duplicate transactions, after you make your selection you
         will see the question "Print Transactions Separately or Consolidate into One ?
         (S/C):". Enter <**S**> and press <**ENTER>,** or just print <**ENTER>,** this will
         keep each transaction selected print as its own transaction. Entering <**C**> and
         pressing <**ENTER>** will merge all selected transactions into one large print out.
         Then answer "OK to Continue? (Y/N), enter <**Y**> and press <**ENTER>** to continue, or
         <**N**> and <**ENTER>** to exit. After the printing is complete you are returned to the
         Physical Inventory Posting Menu. Press <**HOME>** for additional help.

```
Select Physical Inventory Transactions for Journal & Update
Ln#    Trans#   Loc   Counter  Name                    Entered By Name
  1                        Command List
  2
  3      To select a Transaction:
  4        Enter the corresponding line number, the line will be
           highlighted.
         To unselect a Transaction:
           Enter the corresponding line number, the line number will
           not be highlighted.
         Enter 'N' to display the next screen of Transactions.
         Enter 'P' to display the previous screen of Transactions.
 Enter   Enter 'E' or press <ESC> to exit the Transaction List Screen.
         Enter 'I99" where 99 is the corresponding line number,
           to list line items for the requested Transaction.
                      Press <ENTER to continue:
```

ITEM #	LOCATION ID/ NAME	CURRENT COST	COUNTER NAME FROZE QTY	NEW QTY	QTY VARIANCE	ENTERED BY NAME FROZEN EXTENDED	NEW COST EXTENDED	DOLLAR VARIANCE

TRANS#   LOCATION ID/ NAME   COUNTER NAME   ENTERED BY NAME
000071   SC PROCOM   SR   SR
                                 CURRENT   FROZE   NEW   QTY   FROZEN   NEW COST   DOLLAR
 ITEM #   DESCRIPTION   COST   QTY   QTY   VARIANCE   EXTENDED   EXTENDED   VARIANCE
100057   4 PACK BULBS   0.59   112   55   57-   66.08   32.45   33.63-
                                          -------   -------   --------   -----   --------- --------
                     TRANSACTION TOTAL: 112   55   57-   66.08   32.45   33.63-

  1 TRANSACTIONS FINAL TRANSACTION TOTAL: 112   55   57-   66.08   32.45   33.63-

> If the journal prints ok and looks correct enter **<Y>** and press **<ENTER>** in answer
> to the question Did the Physical Inventory Journal Print OK? (Y/N).
> If there is anything incorrect enter **<N>** and press **<ENTER>.** After updating
> you are returned to the Physical Inventory Posting Menu.

3.9.3   INVENTORY VALUATION REPORT__   _____

This section presents instructions for printing the Inventory Valuation Report for the frozen
inventory items. You can run this right after freezing the inventory to get the value
of the frozen items, and this report can be rerun up until the time you post any batches
of counted numbers. After posting the counted batches the frozen numbers then become the
counted numbers, and a report run at this time will print out amounts and values for your
counted items.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING**
          PROGRAMS and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY FREEZE**
          PROGRAMS and press **<ENTER>.**

STEP 3:   From the **PHYSICAL INVENTORY FREEZE MENU,** select **INVENTORY FROZEN**
          VALUATION REPORT and press **<ENTER>.**

```
RLFVALUE – Print Inventory Frozen Valuation Report

Enter Desired Print Sequence:
   1.  Item# Sequence;
   2.  Product Category/Sequence Code/Item# Sequence;
   3.  Major Category/Minor Category/Type/Item# Sequence;
   4.  Minor Category/Major Category/Type/Item# Sequence;

              Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter **<1>** and press **<ENTER>** for Item# Sequence:
Enter **<2>** and press **<ENTER>** for Product Category/Sequence Code/Item# Sequence;
Enter **<3>** and press **<ENTER>** for Major Category/Minor Category/Type/Item# Sequence;
Enter **<4>** and press **<ENTER>** for Minor Category/Major Category/Type/Item# Sequence;
Press **<ESC>** to return to the Reports & Listings Menu.

ITEM SEQUENCE:

Enter Lowest Item# to Print:
> To print the inventory listing for a range of items, enter the item number identifying
> the first item you want appearing on the listing and press **<ENTER>**. To start with the
> lowest item#, press **<ENTER>**. To reenter the print sequence, press the **<ESC>**.

Enter Highest Item# to Print:
    Enter the item number identifying the last item you want appearing on the listing and
    <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press
    <**ESC**>.

Enter Lowest Major Category to Print:
    Enter the major category to begin the printing from and press <**ENTER**>, or press
    <**ENTER**> to start printing at the first major category. To reenter the highest
    item# press <**ESC**>.

Enter Highest Major Category to Print:
    Enter the major category to end the printing at and press <**ENTER**>, or press
    <**ENTER**> to stop printing at the last major category. To reenter the lowest major
    category press <**ESC**>.

Enter Lowest Minor Category to Print:
    Enter the minor category to begin the printing from and press <**ENTER**>, or press
    <**ENTER**> to start printing at the first minor category. To reenter the highest
    major category press <**ESC**>.

Enter Highest Minor Category to Print:
    Enter the minor category to end the printing at and press <**ENTER**>, or press
    <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor
    category press <**ESC**>.

Enter Product Category to Print:
    Enter product category code to print for and press <**ENTER**>, or press <**ENTER**> to
    print for all product categories. To reenter the highest minor category press
    <**ESC**>.

Enter Vendor Code to Print:
    Enter the vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print
    for all vendors. To reenter the product category press <**ESC**>.

Double-Space the Report? (Y/N):
    Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and
    press <**ENTER**> if you wish the report to be single spaced, or just press <**ENTER**>. To
    reenter the vendor code press <**ESC**>.

Print "Actual Cost" OR "Market Value" (A/M):
    Enter <**A**> and press <**ENTER**> if you want the report to print with the actual cost
    of the item listed, or just press <**ENTER**>. Enter <**M**> and press <**ENTER**> if you
    wish the report to print the market value. To reenter the double space press
    <**ESC**>.

Print Converted or Unconverted Costs? (C/U):
    Enter <**C**> and press <**ENTER**> if you want to print prices by converted costs, or just
    press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print prices by unconverted
    costs. This question will only appear if your system is using converted qtys. To
    reenter the actual cost, press <**ESC**>.

Print Converted or Unconverted Units? (C/U):
    Enter <**C**> and press <**ENTER**> if you want to print converted units, or just press
    <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print unconverted units. This
    question will only appear if your system is using converted qtys. To reenter
    converted/unconverted costs?, press <**ESC**>.

Enter Location(s) to Print:
    Enter up to ten location ids, and press **<ENTER>,** or enter **<ALL>** for all. Do not
    enter any commas, the system will enter them for you. To reenter
    converted/unconverted units press **<ESC>.**

Print Second Description Line ? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
    print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
    <ENTER>. To reenter the locations, press **<ESC>.**

Is Everything OK? (Y/N):
    Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
    the second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
    Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

Enter Lowest Product Category# to Print:
    Enter the lowest product category # to begin printing at and press **<ENTER>,** or
    just press **<ENTER>** to start at lowest product category built. To reenter the print
    sequence press **<ESC>**.

Enter Highest Product Category# to Print:
    Enter the highest product category # to begin printing at and press **<ENTER>,** or
    just press **<ENTER>** to stop at highest product category built. To reenter the
    lowest product category press **<ESC>**.

Enter Lowest Major Category to Print:
    Enter the major category to begin printing from and press **<ENTER>,** or press
    <ENTER> to start printing at the first major category. To reenter the highest
    major category press **<ESC>**.

Enter Highest Major Category to Print:
    Enter the major category to end printing at and press **<ENTER>,** or press **<ENTER>** to
    stop printing at the last major category. To reenter the lowest major category
    press **<ESC>**.

Enter Lowest Minor Category to Print:
    Enter the minor category to begin printing from and press **<ENTER>,** or press
    <ENTER> to start printing at the first minor category. To reenter the highest
    major category press **<ESC>**.

Enter Highest Minor Category to Print:
    Enter the minor category to end printing at and press **<ENTER>,** or press **<ENTER>** to
    stop printing at the last minor category. To reenter the lowest minor category
    press **<ESC>**.

Enter Vendor Code to Print:
    Enter the vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print
    for all vendors. To reenter the highest minor category press **<ESC>**.

Double-Space the Report? (Y/N):
    Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
    press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
    reenter the vendor code press **<ESC>**.

Print "Actual Cost" or "Market Value" (A/M):
> Enter <**A**> and press <**ENTER**> if you want the report to print with the actual cost of the item listed, or just press <**ENTER**>. Enter <**M**> and press <**ENTER**> if you wish the report to print the market value. To reenter the double space? press <**ESC**>.

Print Converted or Unconverted Costs? (C/U):
> Enter <**C**> and press <**ENTER**> if you want to print prices by converted costs, or just press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print prices by unconverted costs. This question will only appear if your system is using converted qtys. To reenter the actual cost, press <**ESC**>.

Print Converted or Unconverted Units? (C/U):
> Enter <**C**> and press <**ENTER**> if you want to print converted units, or just press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print unconverted units. This question will only appear if your system is using converted qty. To reenter converted/unconverted costs?, press <**ESC**>.

Enter Location(s) to Print:
> Enter up to ten location ids, and press <**ENTER**>, or enter <**ALL**>. Do not enter any commas, the system will enter them for you. To reenter converted/unconverted press <**ESC**>.

Print Second Description Line ? (Y/N):
> Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press <**ENTER**>. To reenter the zero frozen qty, press <**ESC**>.

Is Everything OK? (Y/N):
> Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the second description, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately.

MAJOR/MINOR SEQUENCE:

Enter Lowest Major Category to Print:
> Enter the major category to begin printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the print sequence press <**ESC**>.

Enter Highest Major Category to Print:
> Enter the major category to end printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

Enter Lowest Minor Category to Print:
> Enter the minor category to begin printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

Enter Highest Minor Category to Print:
> Enter the minor category to end printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

Enter Product Category to Print:
> Enter product category code to print for and press <**ENTER**>, or press <**ENTER**> to print for all product categories. To reenter the highest minor category press <**ESC**>.

Enter Vendor Code to Print:

     Enter the vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the product category press **<ESC>.**

Double-Space the Report? (Y/N):

     Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>.**

Print "Actual Cost" or "Market Value" (A/M):

     Enter **<A>** and press **<ENTER>**, or just press **<ENTER>,** if you want the report to print with the actual cost of the item listed. Enter **<M>** and press **<ENTER>** if you wish the report to print the market value. To reenter the double space? press **<ESC>.**

Print Converted or Unconverted Costs? (C/U):

     Enter **<C>** and press **<ENTER>** if you want to print prices by converted costs, or just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices by unconverted costs. This question will only appear if your system is using converted qtys. To reenter the actual cost, press **<ESC>**. Most systems will use unconverted costs.

Print Converted or Unconverted Units? (C/U):

     Enter **<C>** and press **<ENTER>** if you want to print converted units, or just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print unconverted units. This question will only appear if your system is using converted qtys. To reenter converted/unconverted costs?, press **<ESC>**. Most systems will use unconverted units.

Enter Location(s) to Print:

     Enter up to ten location ids, and press **<ENTER>,** or enter **<ALL>** for all. Do not enter any commas, the system will enter them for you. To reenter converted/unconverted press **<ESC>.**

Print Second Description Line ? (Y/N):

     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the locations, press **<ESC>.**

Is Everything OK? (Y/N):

     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately.

<div align="center">INVENTORY FROZEN VALUATION REPORT</div>

Item Sequence; Lowest Item: 10002; Highest Item: 10002; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Actual Cost; Converted Cost; Converted Units; Location(s): SC; No Zero Qty-on-Hand; Print 2nd Description;

ITEM #	DESCRIPTION	CATEG	WHSE LOC	FROZEN QUANTITY	LAST COST	VALUE
10002	CONVERSION KIT	00010	SC	25	148.00	3700.00
**TOTALS	ITEMS:		1		148.00	3700.00

This section presents instructions for taking the corrected numbers from the frozen inventory counts and applying them to the active inventory counts.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER**>.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY FREEZE PROGRAMS** and press <**ENTER**>.

STEP 3:   From the **PHYSICAL INVENTORY FREEZE MENU,** select **APPLY VARIANCE AGAINST RUNNING INVENTORY** and press **<ENTER>.**

```
RPFAPPLY- Apply Variance Quantity

This program will apply the variance quantity against the running
inventory quantity on-hand.  You MUST enter the first posting date
and last posting date.

Do you wish to continue? (Y/N):
```

Posting dates being the dates you posted the physical freeze transaction batches. If you posted you batches on different days, and wanted to post to the running inventory in pieces, then remember to use specific posting dates.

```
RPFAPPLY- Apply Variance Quantity

Enter First Posting Date:
Enter Last  Posting Date:

Enter One Location ID:

Is Everything OK ? (Y/N):

        Press <ESC> to Reenter First Date
```

Enter One Location ID:
   Enter the Location ID where you need this variance applied to, and press <**ENTER**>. Press <**HOME**> for a location list to select from, or press **<ESC>** to reenter last date.

Is Everything OK ? (Y/N):
   Enter **<Y>** and press **<ENTER>** to run the program, or enter **<N>** and press **<ENTER>** to exit. Press <ESC> to reenter location id. If yes is answered the system will post the new numbers entered in the freeze programs against the live inventory**.**

This section presents instructions for that will clear any item that was frozen and a count **NOT** taken will then have its count set to zero. The zero will then be reconciled with any purchasing, sales movement since the time items were counted. This must be run after you apply the variance.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER**>.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PHYSICAL INVENTORY FREEZE PROGRAMS** and press <**ENTER.**>

STEP 3:   From the **PHYSICAL INVENTORY FREEZE MENU,** select **CLEAR INVENTORY QUANTITES ON HAND** and press <**ENTER.**>

```
RPFCLR- Clear "Frozen"On-Hand Quantites


This program will set quantities On Hand to zero for
Inventory Items that were frozen and did not get
Updated through the Inventory Frozen Postings Journal.

All Physical Inventory Programs should be posted and
Updated before running this Program!

Once this program is ran there is no going back to restore
your Quantites.

Are you sure you wish to Continue? (Y/N)
```

```
RPFCLR- Clear "Frozen"On-Hand Quantites


Enter First Frozen Date:
Enter Last Frozen Date :

Enter One Location ID:

Is Everything OK ? (Y/N):

              Press <ESC> to Reenter Location ID.
```

  Enter First Frozen Date:
     Enter the date that the portion of inventory you want to clear was frozen and press <**ENTER**>. Press <**ESC**> to escapee.

  Enter Last Frozen Date:
     Enter the last date that the portion **of inventory you want to clear was frozen** and press <**ENTER**>. Press <**ESC**> to reenter first date.

  Enter Location ID:
     Enter which location to clear for and press <**ENTER**>. Press <**ESC**> to reenter last date

 Print Variance Report (Y/N)?
     Enter <**Y**> and press <**ENTER**> to have a report print out on items that were set to zero.
        Enter Desired Report Sequence:
        1. Bin / Item#;
        2. Product Category / Bin / Item#;
        3. Major Category / Minor Category / Bin / Item#;
        4. Minor Category / Major Category / Bin / Item#;
           and press <**ENTER**>, otherwise enter <**N**> and press <**ENTER**>.

Double Space the Report (Y/N)?

  Enter either **<Y>** and press **<ENTER>** to double space the report. Enter **<N>** and press
  <ENTER>, or just press **<ENTER>** depending upon your preference.
  This question only appears if you have answered yes to print variance report.

Is Everything OK (Y/N) ?

  Enter either **<Y>,** or **<N>** and press **<ENTER>.** Press **<ESC>** to reenter double space, or
  variance report depending upon how the print variance report question was answered.
  If you enter **<Y>** and press **<ENTER>** all items that were frozen in the date range
  selected and did not have a new counted number applied that items' quantity
  in the running inventory is set to **ZERO.**

<p align="center">*** ZERO ITEMS VARIANCE REPORT***</p>

First Frozen Date: 02/02/02 ; Last Frozen Date: 02/02/02; Location: SC ;Single-Space ;

ITEM NUMBER	DESCRIPTION	CURRENT COST	OLD QTY	QTY VARIANCE	OLD EXTENDED	DOLLAR VARIANCE	BIN LOC
S9080	OIL FILTER	1.25	5	5-	6.25	6.25-	2
TOTAL RECORDS: 1			5	5-	6.25	6.25-	

This section of the manual tells you how to print reports that help you control levels of inventory and monitor purchasing. Depending on how your system is setup will determine which of the following may be used: if you have a Purchase Order System you may use Purchase Order Setup, if not then you must use Purchasing Advice Print.

The report can list only those inventory items that are presently below reorder levels, or items below the reorder level after committed items are subtracted from stock on-hand. You may exclude items that previously appeared on the report and thereby eliminate duplicate orders.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ADVICE PRINT/PURCHASE ORDER SETUP** and press **<ENTER>.**

IF PURCHASE ORDER SETUP: Then the following menu screen will be displayed. IF PURCHASING ADVICE PRINT: Then see the screen that follows this one.

```
Purchase Order Setup               Part 1


        (1)   Print/Setup Purchasing Records
        (2)   Change Purchasing Records
        (3)   Generate Purchase Orders

        (M)   Return to Menu
        (E)   Exit to the Monitor


        Select:
```

To print the report and setup inventory items for the creation of Purchase Orders select **<1>** and press **<ENTER>**. If your system is not setup for Purchase Orders, then the following screen will be the ONLY screen you will be able to see. For the ease of description, the screen will be broken down into seven steps.

STEP 1

```
xxxxxxxxxxxxxxxxxxxxxxxxxxxxx               Part 1

Print   (1) All Inventory Items Below Minimum
        (2) Inventory Items Below Minimum not Printed on this Report Before
        (3) Backorders Only
Select:
```

Enter **<1>**, **<2>**, or **<3>**, and press **<ENTER>** to proceed. A complete explanation of each selection follows.

1. ALL INVENTORY ITEMS BELOW MINIMUM: Enter **<1>** and press **<ENTER>** to print a list of all inventory items that are presently below re-order levels.

2. INVENTORY ITEMS BELOW MINIMUM NOT PRINTED ON THIS REPORT BEFORE: Enter **<2>** and press **<ENTER>** to print a list of inventory items that were not printed on this report before and that are presently below re-order levels.

3. BACKORDERS ONLY: Enter **<3>** and press **<ENTER>** to print only those items that are presently backordered.

STEP 2

```
Where    (1) On Hand is Below Minimum
         (2) On Hand Less Qty Committed is Below Minimum
         (3) On Hand plus Quantity-On-Order Less Qty Committed is Below Minimum
Select:
```

Enter <**1**> and press <**ENTER**> to print a list of all items that are presently below re-order levels.

Enter <**2**> and press <**ENTER**> to print a list of items projected to be below re-order levels when committed stock is subtracted from current inventory.

Enter <**3**> and press <**ENTER**> to print a list of items projected to be below re-order levels when on-order is added to on-hand and committed is subtracted from current inventory.

STEP 3

```
Print  (1) All Backorder Items
       (2) Inventory Items Only
Select:
```

Enter <**1**> and press <**ENTER**> to print all backorder items.

Enter <**2**> press <**ENTER**> to print all current inventory items. This report excludes all backorder items.

STEP 4

```
Print Each Vendor on a Separate Page?
```

Enter <**Y**> and press <**ENTER**> to print each vendor report on a separate page. If you do not want each vendor's totals on a separate page, enter <**N**> and press <**ENTER**>.

STEP 5

```
Print "A"ll or "S"elected Vendors ?                Vendor Number:
```

Enter <**A**> press <**ENTER**> to include all vendors in the report. Enter <**S**> press <**ENTER**> to select the vendors for which you want a report.
If you have Purchase Order System, then you will be prompted for a vendor# if you have entered <**S**>. Enter a valid vendor number and press <**ENTER**>.

STEP 6

```
Print Master BOMP Items? (y/n):
```

Enter <**Y**> press <**ENTER**> if you wish to include Bill-of-Material master items on the report.
Enter <**N**> press <**ENTER**> if you do not wish to include Bill-of-Materials master items on the report.

STEP 7

```
Is Everything Ok?
```

Enter <**N**> and press <**ENTER**> to change the information that was entered on the screen. Re-start at Step #1. Enter <**Y**> and press <**ENTER**> if everything is correct.

The system starts extracting the inventory records based on the questions answered above. After the extract, the program will sort the records by vendor number for the ease of reading the report. After the sort, the report will begin printing.

When the printing stops, the system will return to the Daily Processing Menu if Purchasing Advice Print, or if Purchase Order Setup, you will be returned to Purchase Order Setup menu screen. Then you may change or generate Purchase Orders.
The following screen will display, if you are changing purchasing records:

```
Change Purchasing Records
                                      Press "UP-ARROW" to end.
              Line #.....:
              Item #.....:
              Description:
        (1)  Vendor.....:
        (2)  Quantity...:
        (3)  Cost.......:

              Enter the Line# to Change form the Purchasing Report
                                                    RPPURAD1
```

Enter the Line# from the Purchasing Report that you wish to change and press **<ENTER>**. The record will be displayed on the screen. You may only change the Vendor#, Quantity to be Ordered, or Item Cost. At the prompt for Line# you may press the **<UP-ARROW>** key to return to the Purchase Order Setup menu screen. After all fields have been changed, press **<ENTER>** to enter the next Line#.

After all changes have been made, you are ready to create (Generate) new Purchase Orders. When you select this option, the following screen will be displayed:

```
Generate Purchase Orders

This process will create NEW purchase orders.

You should take a current data backup; this process CANNOT be re-started!

Do you wish to continue?  (y/n):_
```

Enter **<N>** and press **<ENTER>** if you do not wish to Generate New Purchase Orders. You will return to the Purchase Order Setup Menu screen. Enter **<Y>** and press **<ENTER>** if you wish to Generate New Purchase Orders. The program will create purchase orders by vendor. For example, if you have two vendors #100 and #200, then all items with vendor #100 will be placed in one order and all items with vendor #200 will be placed in another order. Thus, this process will create two purchase orders.

SUGGESTED PURCHASE ORDERS

Creating Purchase Orders by using information kept on the Vendor Information and Location To Date Sales pages of your inventory master file, along with items special ordered, back ordered and direct shipped.

```
Item #: P-10 (COIL CABLE)

                                                         Reorder
                                                       Reqd  Min
    Vendor                              Current Last Chg Pkg  % to   or
 Ln  #   Vendor Item#       Location(s)  Cost    Date   Qty Rnd   Max
 ------------------------------------------------------------------------
  1 00010                   SC,SM        27.00  06/03/98  0  0%   MAX
  2 00100                   SC,SM        30.00  02/25/99  0  0%   MAX
  3
  4
  5
  6
  7
  8
  9
 10
 11    Manufacturer:    120 (BRIGGS & STRATTON)
 12         Item#: 11193500822          (P) Next Page
 13    Use Price Updates : Yes          (R) Next Record
                                        (E) Exit to Monitor
                                        (PVxx) Change Primary Vendor
                                                  To Line# xx
                                        (Vxx) Display Vendor Line# xx

 Select:.......
```

Vendor Information: Usually found on page 3 of Inventory Master File. Contains information relating to your vendors. Primary vendors, being vendors that you want to purchase from first are highlighted. Also, the page contains whether to reorder Min, or Max quantity. (see above example).

```
Item #:P-10            (COIL CABLE)
       Location: SM  SMITHFIELD                              Buy
   1   Bin Location.............: B-5   | 14  Quantity Sold MTD:     0  N
   2   Minimum Stock Level......:   1 Auto | 15  May..............:     0  N
   3   Maximum Stock Level......:   3 Auto | 16  April............:   161  N
   4   Reorder Lead Time........:   7  | 17  March............:     0  N
   5   Quantity Used in BOMP MTD:    0 | 18  February.........:     0  N
   6   $$$ Sold MTD.............:  .00 | 19  January..........:     0  N
   7   Cost-of-Sales MTD........:  .00 | 20  December.........:     0  N
   8   # of Times Sold MTD......:   0  | 21  November.........:     0  N
   9   Quantity Sold YTD........:    0 | 22  October..........:     0  Y
  10   Quantity Used in BOMP YTD:    0 | 23  September........:     0  Y
  11   $$$ Sold YTD.............:  .00 | 24  August...........:     0  Y
  12   Cost-of-Sales YTD........:  .00 | 25  July.............:    50  Y
  13   # of Times Sold YTD......:   0  | 26  June.............:     4
                                       |--------------------------------
 --------------- Quantities ------------| (P) Next Page
                                        | (R) Next Record
  On Hand  Comm      Avail  On Ord  B/O | (E) Exit to Monitor
      69     0        69       0    0   | (D) Delete This Location
 _____   | (Lxx) Next Location to Display

 Select: ...          <UP-ARROW> Previous Record    <DOWN-ARROW> Next Record
```

Location To-Date Sales, Cost, etc: Usually found on page 4 Inventory Master File. This page contains your bin locations, stocking levels, whether the stocking levels are automatically generated and your quantities. These quantity numbers, which can be referenced in other areas of the system, show quantity on hand, how many committed by subtracting committed from on-hand giving availability, the number of this item on order in other Purchase Orders and amount on back order. (see above example).

SUGGESTED PURCHASE ORDERS

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SETUP** and press **<ENTER>.**

```
RPPURAD1 – Purchase Order Setup

        ( 1)  Create Suggested Purchase Order List
        ( 2)  Change Suggested Purchase Order Records
        ( 3)  Delete Suggested Purchase Order Lists
        ( 4)  Print Suggested Purchase Order List
        ( 5)  Generate Purchase Orders

        ( 6)  Create Seasonal Purchase Order List
        ( 7)  Change Seasonal Purchase Order Records
        ( 8)  Delete Seasonal Purchase Order Lists
        ( 9)  Print Suggested Purchase Order List
        (10)  Generate Purchase Orders

        (11)  Create Minimum/Maximum Stock Levels

         (M)  Return to Menu
         (E)  Exit to The Menu

        Select: ..
```

If you are using the new buying season programs, the following screen will appear, if not you will go directly to the screen following the one below.

```
 RPPURAD1 - Purchase Order Setup

 Enter Buying Month:

        1= January           7= July
        2= February          8= August
        3= March             9= September
        4= April            10= October
        5= May              11= November
        6= June             12= December

     Press <ESC> to Return to Selection Month.
     Press <ENTER> for present month.
     Enter "0" for No Buying Month.
```

Enter the month number that you want included in the suggested po.
Only items that have a "Y" in the month selected in the inventory master file
will be included in the suggested po, unless you selected "0" for no buying month.

Create Suggested Purchase Order List: Creates a list based on answers to specific questions which can later be turned into purchase orders. The first set of questions are as follows.

```
RPPURAD1 - Purchase Order Setup
                                          Buying Month:
Select: _
        (1) Items Below Reorder Level Only
        (2) Special Order Items Only
        (3) Back Order Items Only
        (4) Special Order And Back Order Items
        (5) Items Below Reorder Level, Special Order and Back Order
        (6) Direct Shipments
        (7) Create PO by Sales Order Number

          Press <ESC> to Return to Selection Menu.
          Press <ENTER> for Items Below Reorder Level Only
```

Items Below Reorder Level Only: Looks at your on-hand quantity and based on what you have number your have in your minimum quantity, will select/not select this item. Answering the following can further narrow this list down:

```
RPPURAD1 - Purchase Order Setup
                                          Buying Month:
Select: Items Below Reorder Level Only

Select: _
        (1) On Hand is Below Reorder Level
        (2) On Hand Plus On Order is Below Reorder Level
        (3) On Hand Less Committed is Below Reorder Level
        (4) On Hand Plus On Order Less Committed is Below Reorder Level

          Press <ESC> to Reenter Type Selection.
          Press <ENTER> for On Hand is Below Reorder Level
```

On Hand Below Reorder Level: No further calculations done. If you're on hand quantity is below your minimum stock levels based on your reorder selection, the item is listed. Now, which items do you want to list?

```
RPPURAD1 - Purchase Order Setup
                                          Buying Month:

Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ........


          Press <ESC> to Reenter Level Selection.
          Press <ENTER> for ALL MAJOR Categories on File.
          Press <HOME> to Display a List of Categories
```

Enter MAJOR Categories: Enter up to ten different major categories to be included, or just press <**ENTER**> to use all majors in the Major/Minor Master File. Press <**HOME**> to display list of major categories built in your system to select from.

```
RPPURAD1 - Purchase Order Setup
                                            Buying Month:

Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: All MAJOR Categories

Enter Product Category: .....




          Press <ESC> to Reenter Major Categories.
          Press <ENTER> for All Product Category on File.
          Press <HOME> to Display a List of Product Categories.
```
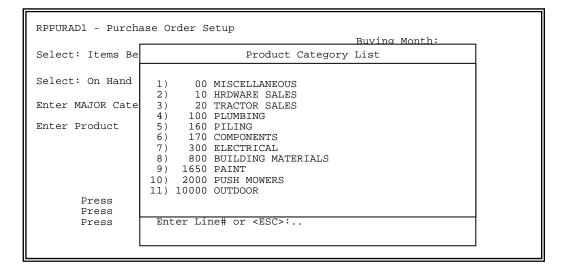
Enter Product Category: Enter a specific product category to list and press **<ENTER>,** or just press **<ENTER>** for All, or by pressing **<HOME>**, a selection list displaying a list for you to choose from appears:

```
RPPURAD1 - Purchase Order Setup
                                          Buying Month:
Select: Items Be |        Product Category List        |

Select: On Hand  |  1)     00 MISCELLANEOUS             |
                 |  2)     10 HRDWARE SALES             |
Enter MAJOR Cate |  3)     20 TRACTOR SALES             |
                 |  4)    100 PLUMBING                  |
Enter Product    |  5)    160 PILING                   |
                 |  6)    170 COMPONENTS                |
                 |  7)    300 ELECTRICAL                |
                 |  8)    800 BUILDING MATERIALS        |
                 |  9)   1650 PAINT                     |
                 | 10)   2000 PUSH MOWERS               |
                 | 11)  10000 OUTDOOR                   |
      Press       |                                    |
      Press       |                                    |
      Press       |   Enter Line# or <ESC>:..           |
```

```
RPPURAD1 - Purchase Order Setup

                                        Buying Month:

Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: All MAJOR Categories

Enter Product Category: All Categories on File




Enter Location Code to Select: ..



           Press <ESC> to Reenter Product Category.
           Press <ENTER> for ALL Locations.
           Press <HOME> to Display a List of Locations.
```

Enter Location Code to Select:
   Enter location you want the list done for and press **<ENTER>**. Press **<HOME>** to display the
   various locations that can be selected, or just press **<ENTER>** to use terminal location.

```
RPPURAD1 - Purchase Order Setup

                                        Buying Month:
Select: Item below Reorder

Select: On Hand is Below      ┌─────────────────────────────────┐
                              │      Warehouse Location List    │
Enter MAJOR Categories:       │                                 │
                              │                                 │
                              │  1) SC PROCOM SOLUTIONS, INC.   │
Enter Product Category:       │  2) SM SMITHFIELD               │
                              │  3) BA BALTIMORE                │
                              │  4) PH WEST VIRGINIA            │
Enter Location Code:          │  5) VA VIRGINIA                 │
                              │                                 │
           Press <ESC>        │                                 │
           Press <ENTE        │                                 │
           Press <HOME        │                                 │
                              │                                 │
                              ├─────────────────────────────────┤
                              │  Enter Line# or <ESC>: ..       │
                              │                                 │
                              └─────────────────────────────────┘
```

```
RPPURAD1 - Purchase Order Setup


Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File


Enter Location Code to Select: SC  (PROCOM SOLUTIONS, INC.)

Enter First Bin Location To Select: ......

          Press <ENTER> for First Bin Location.
          Press <ESC> to Reenter Location Selection.
```

Enter First Bin Location:
   Enter whichever bin location you wish to start listing the items from and press
   <**ENTER>,** or just press <**ENTER**> to start from your first bin location.

```
RPPURAD1 - Purchase Order Setup


Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter Location Code to Select: SC  (PROCOM SOLUTIONS, INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: ......

          Press <ENTER> for Last Bin Location.
          Press <ESC> to Reenter First Bin Location.
```

Enter Last Bin Location:
   Enter which bin location the listing of items will stop at and press **<ENTER>**.
   Example: to list only items in row 'A' the starting bin would be A-1, ending A-29,
   or the last bin number in that row. Enter same bin as first bin to select only that
   bin. Press **<ENTER>** to end at last bin.

   NOTE: bins will list not in numeric order, but in alphanumeric order.

```
RPPURAD1 – Purchase Order Setup


Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter Location Code to Select: SC  (PROCOM SOLUTIONS, INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: ..........
         Press <ENTER> for ALL Vendors.
         Press <ESC> to Reenter Last Bin Location.
         Enter Vendor# Or Partial Name.
```

Enter Vendor to Select:
   Enter the vendor whose items you want to list and press **<ENTER>**. Remember, if
   the item is below reorder level, but you ask for a vendor that is not listed on
   that items' Vendor Information page, it will <u>NOT</u> show up. You can do a '?' partial
   name to bring up a selection box of possible vendors to choose from.

```
RPPURAD1 – Purchase Order Setup


Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter Location Code to Select: SC  (PROCOM SOLUTIONS, INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N):
         Press <ENTER> for Yes.
         Press <ESC> to Reenter Last Vendor.
```

Primary Vendor Only:
   If this question is answered **<Y>** and **<ENTER>** pressed, only when the vendor
   selected is marked as Primary on the Vendor Information Page/Inventory Master File
   List, will the item list. **Example:** Item is below reorder, vendor selected is 25,
   yet on Vendor Information page, vendor 100 is highlighted as Primary, and this
   item will <u>NOT</u> list.

NOTE: Only items below reorder level, and match the other searches will list, if the
       selected vendor is highlighted as primary.

```
RPPURAD1 - Purchase Order Setup


Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter Location Code to Select: SC (PROCOM Solutions)

Enter First Bin Location To Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

Are All Entries Correct? (Y/N):

Enter **<N>** and press **<ENTER>** to make any changes, or escape back to the menu, or enter
<Y> and press **<ENTER>** to proceed.

```
RPPURAD1 - Purchase Order Setup

Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File



               Purchase Order List Print Options
Ente
       Double Space The Report (Y/N/X)?
Ente

Ente
Prin            Press <ENTER> for Single Space.
                Press <ESC> to Reenter Selections.
                Enter 'X' for No Report at this Time.
```

After entering **<Y>** and pressing **<ENTER>** to the question 'Is Everything OK? (Y/N)' the above
print options are available to you.

Double-Space The Report (Y/N/X):

Enter **<Y>** and press **<ENTER>** for a printed double-spaced report, enter either **<N>**
and press **<ENTER>,** or just press **<ENTER>** for single spaced report, enter **<X>**, and
press **<ENTER>,** for no report at all.

```
RPPURAD1 - Purchase Order Setup


Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

          ┌─────────────────────────────────────────────────────┐
      Ent │            Purchase Order List Print Options         │
          │  Double Space The Report (Y/N/X)? Single Space The Report │
          │                                                     │
      Ent │  Print In Detail Or Summary Format (D/S)?            │
          │                                                     │
      Ent │         Press <ENTER> for Detail Format.            │
          │         Press <ESC> to Reenter Spacing.             │
      Pri │                                                     │
          │            Are All Entries Correct? (Y/N)           │
          └─────────────────────────────────────────────────────┘
```

Print In Detail or Summary (D/S)?:
   See following examples. This question does not appear if no report was selected.
   Enter <**D**> and press <**ENTER**> for detail, (or expanded) format, <**S**> and press <**ENTER**>
   for summary, (or single line) format.

```
RPPURAD1 - Purchase Order Setup


Select: Items Below Reorder Level Only

Select: On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File
          ┌─────────────────────────────────────────────────────┐
      Ent │      Purchase Order List Print Options               │
          │                                                     │
          │   Double Space The Report (Y/N/X)? Single Space The Report │
      Ent │                                                     │
      Ent │   Print In Detail Or Summary Format (D/S)?          │
          │   Sort Report by Bin Location ?(Y/N)                │
          │                                                     │
          │                                                     │
      Ent │              Press <ENTER> for No                  │
      Pri │              Press <ESC> to Reenter Format.        │
          │                                                     │
          │       Are All Entries Correct? (Y/N)               │
          └─────────────────────────────────────────────────────┘
```

Sort Report by Bin location ?(Y/N):
   Enter <**Y**> and press <**ENTER**> to have the report sorted in bin order. Enter <**N**> and press
   <**ENTER**>, or just press <**ENTER**> to have no sort at all. Press <**ESC**> to reenter format.
Are All Entries Correct? (Y/N):
   Enter <**N**> and press <**ENTER**> to reenter, change any data, or escape to menu. <**Y**>
   and pressing <**ENTER**> will start the Purchase Order Extraction Program, which spins
   through your Inventory Master File, collecting all items that match every one of your
   selections. When finished, a report may print if selected, or you will return to
   the Purchase Order Setup Menu when complete.

INVENTORY BELOW REORDER LEVEL

DETAIL:

```
RUN DATE:06/02/99                 *-- SUGGESTED PURCHASE ORDER LIST --**                        PAGE:001
                                          O/E VERSION 2000


INVENTORY ONLY  WHERE: O/H BELOW MIN  Major CAT: ALL  TO ~~~~~~~~   PRODUCT CAT: ALL    VENDOR: ALL    ALL VENDORS
LOCATION:SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST


                                      QTY     QTY   QTY ON   MIN   MAX ***** SOLD ***** **REORDER**  UNIT   EXTENDED
Ln# ITEM NUMBER   DESCRIPTION   LOC   ON HAND  AVAIL  ORDER    QTY   QTY ** YTD 12MONTHS MULT   QTY   COST     COST

     VENDOR: 100  (AMERICAN FIRST AID)    Major CAT: DEERE (JOHN DEERE)
02 BKE104       BRAKE HANDLE   SC      0      0      0       1     1     0    0     1     1   30.00    30.00
03 FLEX         FLEX PIPE      SC      80     80     70      100   150   0    101   1     70  15.180  1062.60

          TOTALS FOR VENDOR:  100 (AMERICAN FIRST AID)     ITEMS: 2     COST:  1,092.60  STOCK OUTS: 1

     VENDOR: 400 (MISTRY, INC)         Major CAT:  KUBOTA (KUBOTA)
04 8MZSN        NAILS 10c      SC      74     74     76      100   150   0    0     1     76   1.00    76.00

       TOTALS FOR VENDOR:  400                        ITEMS: 1      COST:      76.00  STOCK OUTS: 0

       REPORT TOTALS      ITEMS: 3       COST: 1168.60       STOCK OUTS: 1
```

SUMMARY:

```
RUN DATE:06/02/99                 *-- SUGGESTED PURCHASE ORDER LIST --**                        PAGE:001
                                          O/E VERSION 2000

INVENTORY ONLY  WHERE: O/H BELOW MIN  Major CAT: ALL   TO ~~~~~~~~   PRODUCT CAT: ALL    VENDOR: ALL    ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS)  FIRST BIN: FIRST   LAST BIN: LAST

          TOTALS FOR VENDOR:  100 (AMERICAN FIRST AID)      ITEMS: 2      COST:    1,182.60  STOCK OUTS:  2

          TOTALS FOR VENDOR:  400 (MISTRY, INC)             ITEMS: 1      COST:       76.60  STOCK OUTS:  2

          REPORT TOTALS      ITEMS: 3       COST: 1259.20      STOCK OUTS: 4
```

The following 3 choices all ask the same questions as the On Hand Below Reorder Level:
If you need any assistance, or help answering these questions, please refer back to that
section.

On Hand Plus Order is Below Reorder Level:
   Your on-hand quantity plus your on-order quantity is below min stock
   level. **Example:** (On-Hand = 10) + (On-Order = 10) = 20. Min Stock Level is 30, this item
   will be listed. If your Min Stock Level is 20, it will not list.

On Hand Less Committed is Below Reorder Level:
   Your on-hand quantity minus the quantity committed is below the amount in the
   Min Stock Level. **Example:** (On-Hand = 15) - (Committed = 5) = 10, using Min
   Reorder and Minimum Stock Level is 12, this item will be listed. If your minimum
   stock level is 5, it will not list.

On Hand plus On Order Less Committed is Below Reorder Level:
   Your quantity on-hand plus the quantity on order, minus the quantity committed
   is below reorder level. **Example:** (On-hand quantity = 25) + (On-Order quantity = 15)
   (Committed quantity = 7) = 33. If your minimum stock level is 35, this item will
   list.

Special Order Items:

    Listing of items that have been designated as a special order during the order
entry process. These items were not in stock as of time of being sold.

Following are examples of how special orders can be done in Quick Screen.

```
06/02/99                          Quick   Screen     Cust## 163   Order # 13195

<F2> S:OAKRIDGE MEADOW RIDGE VALLEY       <F3> S:OAKRIDGE MEADOW RIDGE VALLEY
     O:1234 SPRING VALLEY ROAD                 H:1234 SPRING VALLEY ROAD
     L:SUITE 1234 BLDG #404 W                  I:SUITE 1234 BLDG #404 W
     D:WEST LANSING      ,MI  45678            P:WEST LANSING      ,MI  45678
     Phone:(303)456-7899                       Phone:(303)456-7899
```

<F4> PO#	Ord.Type	Terms	Ent	ShipDate	Ship Via	
L#	Item#	Item Description	Sold	B/O	Dis	Price	Extended

```
Item  :  JDTRACTOR (JOHN DEERE TRACTOR)

  Insufficient Quantity Available!  (8-)  What Do You Want To Do? ...

  <ESC>=Cancel; O=Override On-Hand Qty;
  Wxx=Try Another Warehouse; B=Backorder; S=Special Order
```

```
06/02/99                   Quick Screen          Cust## 163   Order # 13195


                          Line Item Change Screen


     Item Number...: JDTRACTOR
 1) Description #1:  JOHN DEERE TRACTOR
 2) Description #2:
 3) Prod. Category: 10        (HRDWARE SALES)
 4) Qty Ordered...: 2
 5) Qty Shipped...: 2
 6) Qty Remaining.: 0
 7) Qty Backorder.: 0
 8) Unit Price....: 5,460.00       16) Location ID...: SC
 9) Unit Of Meas..: EA             17) Bin Location..:
10) Disc.%........: 0.0%           18) Weight........: 0
11) Extended Price: 10,920.00      19) Vendor #......: 100
12) Price Level#..: 3              20) Vendor Item#..: JD-TRACTOR
13) Taxable (Y/N).: Y              21) Result Dec....: 0
14) Unit Cost.....: 3,999.00       22) Special Ord...: Yes
15) Commission %..: 0.0%           23) Statement Disc; No


       <UP-ARROW> Previous Record        <DOWN-ARROW> Next Record

 Enter Field#,Data, Field#<HOME>, or <ENTER>: ...................................
```

```
RPPURAD1 – Purchase Order Setup

Select: Special Order Items Only

Enter MAJOR Categories: ALL MAJOR Categories

        Press <ESC> to Reenter Type Selection.
        Press <ENTER> for ALL MAJOR Categories.
        Press <HOME> to Display a List of Categories
```

Enter MAJOR Categories: Enter up to ten different major categories to be included, or just press **<ENTER>** to use all majors in the Major/Minor Master File. Press **<HOME>** to display list of major categories built in your system to select from.

```
RPPURAD1 – Purchase Order Setup

Select: Special Order Items Only

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category:


        Press <ESC> to Reenter MAJOR Categories.
        Press <ENTER> for All Product Categories on File.
        Press <HOME> to Display a List of Product Categories
```

Enter Product Category: Enter a specific product category to list and press **<ENTER>,** or just press **<ENTER>** for All, or by pressing **<HOME>**, a selection list displaying a list for you to choose from appears.

```
RPPURAD1 – Purchase Order Setup

Select: Special Order Items Only

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category:



Enter First Ship Date to Select:


        Press <ENTER> for First Ship Date.
        Press <ESC> to Reenter Product Category Selection.
```

Enter First Ship Date To Select:

    Enter shipping date that list will begin at and press **<ENTER>**. This date can be accessed in the Order Header Screen of 3 screen, or from Quick Screen (if turned on). Following is an example from Quick Screen. Just press **<ENTER>** to start at first date in system.

```
┌──────────────────────────────────────────────┬──────────────────────────────────────────┐
│ 06/02/99                                       │  Screen      Cust## 163    Order # 13195 │
│ Quick                                          │                                          │
│                                                │  <F3> S:OAKRIDGE MEADOW RIDGE VALLEY      │
│ <F2> S:OAKRIDGE MEADOW RIDGE VALLEY            │       H:1234 SPRING VALLEY ROAD          │
│      O:1234 SPRING VALLEY ROAD                 │       I:SUITE 1234 BLDG #404 W           │
│      L:SUITE 1234 BLDG #404 W                  │       P:WEST LANSING       ,MI  45678    │
│      D:WEST LANSING       ,MI  45678           │       Phone:(303)456-7899                │
│      Phone:(303)456-7899                       │                                          │
├──────────┬───────────┬──────────┬──────┬──────┴──────────┬──────────────┬────────────────┤
│ <F4>  PO#│  Ord.Type │  Terms   │ Ent  │ Ship Date        │ Ship Via     │                │
│          │           │          │      │ 06/22/03         │              │                │
├────┬─────┴──┬────────┴────────┬─┴──────┼──────┬─────┬─────┼──────────────┼────────────────┤
│ L# │ Item#  │ Item Description│        │ Sold │ B/O │ Dis │    Price     │   Extended     │
│ 1  │JDTRACTOR│ TRACTOR        │        │  2   │  0  │     │   4,599.00   │   11090.00     │
│    │        │                 │        │      │     │     │              │                │
│    │        │                 │        │      │     │     │              │                │
│    │        │                 │        │      │     │     │              │                │
├────┴────────┴─────────────────┴────────┴──────┴─────┴─────┴──────────────┴────────────────┤
│ Enter:  Item#                     <F9>  Complete Sale     Sub-Total....:  11,090.00       │
│    <F1> Command Line Functions    <F10> Bill-To           Tax ( 6.000%):     655.20       │
│    <F5> Customer Inq              <F12> Suspend Order      Other........:       0.00       │
│    <F6> Sales History             <HOME>                   Total Due....:  11,745.20       │
│    <F8> Delete Order              Scroll <ARROWS>                                          │
│                                                                                           │
├───────────────────────────────────────────────────────────────────────────────────────────┤
└───────────────────────────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────────────────────────┐
│ RPPURAD1 – Purchase Order Setup                                                       │
│                                                                                       │
│ Select: Special Order Items Only                                                      │
│                                                                                       │
│ Enter MAJOR Categories: ALL MAJOR Categories                                          │
│                                                                                       │
│                                                                                       │
│ Enter Product Category:                                                               │
│                                                                                       │
│ Enter First Ship Date to Select:    First Ship Date                                   │
│ Enter Last  Ship Date to Select:                                                      │
│                                                                                       │
│                                                                                       │
│         Press <ENTER> for Last Ship Date.                                             │
│         Press <ESC> to Reenter First Ship Date.                                       │
└─────────────────────────────────────────────────────────────────────────────────────┘
```

Enter Last Ship Date to Select:

    Enter a specific date the list will stop its search at and press **<ENTER>,** or just press **<ENTER>** to select last date in file.

```
RPPURAD1 – Purchase Order Setup


Select: Special Order Items Only

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category:

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: ..



        Press <ESC> to Reenter Last Ship Date.
        Press <ENTER> for ALL Locations.
        Press <HOME> to Display a List of Locations.
```
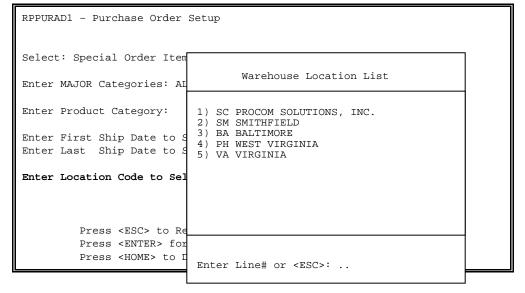
Enter Location Code to Select:
    Enter location you want the list done for and press **<ENTER>**. Press **<HOME>** to display the
      various locations that can be selected, or just press **<ENTER>** to use terminal location.

```
RPPURAD1 – Purchase Order Setup


Select: Special Order Item
                                        Warehouse Location List
Enter MAJOR Categories: Al

Enter Product Category:        1) SC PROCOM SOLUTIONS, INC.
                               2) SM SMITHFIELD
                               3) BA BALTIMORE
Enter First Ship Date to S     4) PH WEST VIRGINIA
Enter Last  Ship Date to S     5) VA VIRGINIA

Enter Location Code to Sel



        Press <ESC> to Re
        Press <ENTER> for
        Press <HOME> to D      Enter Line# or <ESC>: ..
```

```
RPPURAD1 - Purchase Order Setup


Select: Special Order Items Only

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category:

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC (PROCOM SOLUTIONS, INC.)

Enter First Bin Location to Select: ......


        Press <ENTER> for First Bin Location.
        Press <ESC> to Reenter Location Selection
```

Enter First Bin Location:
> Enter the location of the bin where the list should start at and press **<ENTER>**, or
> just press **<ENTER>** for first bin listed in your inventory file. **Example:** For special
> orders from aisle 'A', enter A-1 as your starting bin.

```
RPPURAD1 - Purchase Order Setup


Select: Special Order Items Only

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category:

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date


Enter Location Code to Select: SC  (PROCOM SOLUTIONS, INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: ......

        Press <ENTER> for Last Bin Location.
        Press <ESC> to Reenter First Bin Location.
```

Enter Last Bin Location:
> Enter the location of the bin where the list will stop searching and press **<ENTER>**,
> or just press **<ENTER>** for last bin listed in your inventory file. **Example:** as in
> the above example in starting bin, your entry here would be the last bin in Aisle A.

```
RPPURAD1 - Purchase Order Setup


Select: Special Order Items Only

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category:

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC  (PROCOM SOLUTIONS, INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: ..........

        Press <ENTER> for ALL Vendors.
        Press <ESC> to Reenter Last Bin Location.
        Enter Vendor# Or Partial Name.
```

Enter Vendor to Select:
    Enter the number of the vendor who you want to generate a Suggested Purchase Order
    for, and press **<ENTER>**, or just press **<ENTER>** for all vendors. '?' Vendor name,
    or '?' partial name and press **<ENTER>** will give you a list of vendors to select from.

```
RPPURAD1 - Purchase Order Setup


Select: Special Order Items Only

Enter MAJOR Categories: ALL MAJOR Categories


Enter Product Category:

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC  (PROCOM SOLUTIONS, INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: First Bin Location
Primary Vendors Only? (Y/N):

        Press <ENTER> for Yes.
        Press <ESC> to Reenter Vendor.
```

Primary Vendors Only (Y/N):
    If **<Y>** is entered and you press **<ENTER>**, this will list special orders from items
    where the selected vendor is designated as Primary on the Vendor Information Page.
    Remember if the requested vendor on the Vendor Information page is not designated
    as primary, and you enter **<Y>** and press **<ENTER>** for primary, this item will not print.

```
RPPURAD1 – Purchase Order Setup

Select: Special Order Items Only

Enter MAJOR Categories:

Enter Product Category:

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC (PROCOM SOLUTIONS INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

Are All Entries Correct? (Y/N):
    Entering <**N**> and pressing <**ENTER**>, will allow you to change any entries, or escape
    from the program. Enter <**Y**> and press <**ENTER**>, and the Purchase Order Print Options
    will appear.

```
RPPURAD1 – Purchase Order Setup

Select: Special Order Items Only

Enter MAJOR Categories:

Enter Product Category:


    ┌─────────────────────────────────────────────────────────────┐
    │                  Purchase Order List Print Options            │
Ent │                                                               │
    │      Double Space The Report (Y/N/X)?                         │
Ent │                                                               │
    │                                                               │
    │                                                               │
Ent │              Press <ENTER> for Single Space.                 │
    │              Press <ESC> to Reenter Selections.              │
    │              Enter 'X' for No Report at this Time.           │
Ent │                                                               │
Ent │                                                               │
Pri │                                                               │
    │                                                               │
    └─────────────────────────────────────────────────────────────┘
Are
```

Double-Space the Report (Y/N/X)?:

    Enter **<Y>** and press **<ENTER>** for a special order report double-spaced. Enter **<N>** and press **<ENTER>,** or just press **<ENTER>** for a single spaced report, or enter **<X>** and press **<ENTER>** for no report at all.

```
RPPURAD1 – Purchase Order Setup

Select: Special Order Items Only
    ┌──────────────────────────────────────────────────────────┐
    │               Purchase Order List Print Options           │
Ent │                                                           │
    │                                                           │
    │       Double Space The Report (Y/N/X)? Double Space The Report
Ent │                                                           │
    │                                                           │
Ent │       Print In Detail Or Summary Format (D/S) ?           │
Ent │                                                           │
    │            Press <ENTER> for Detail Format.               │
Pri │            Press <ESC> to Reenter Spacing.                │
    │                                                           │
    │                                                           │
Are │       Are All Entries Correct? (Y/N):                     │
    │                                                           │
    └──────────────────────────────────────────────────────────┘
```

Print in Detail or Summary (D/S)?:

    See following examples of report printed in both Detail, (or expanded) format and Summary (or single line) format.

Are All Entries Correct? (Y/N):

    Enter **<N>** and press **<ENTER>**, to change any entries, or escape out of program. Enter **<Y>** and press **<ENTER>,** to generate a list and if requested, print a report.

SPECIAL ORDER

DETAIL:

```
RUN DATE:06/02/99                    **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001
                                              O/E VERSION 2000

SPECIAL ORDERS ONLY  WHERE:   MAJOR CAT: ALL  PRODUCT CAT: ALL    VENDOR: ALL VEDNORS
LOCATION: SC (PROCOM SOLTIONS) FIRST BIN: FIRST  LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST

Ln# ITEM NUMBER      DESCRIPTION                  ---- ORDER ---- ------- CUSTOMER -------   QTY    COST    TOTAL

     VENDOR: 100  (AMERICAN FIRST AIR)       MAJOR CAT:
01  JDTRACTOR        JOHN DEERE TRACTOR          13193 06/01/99   163 OAKRIDGE MEADOW RIDGE V    1  3,999.00   0.00
02  JDTRACTOR        JOHN DEERE TRACTOR          13195 06/02/99   163 OAKRIDGE MEADOW RIDGE V    1  3,999.00   0.00


        TOTALS FOR VENDOR:  100 (AMERICAN FIRST AID)      ITEMS: 2          COST:     7998.00  STOCK OUTS:  2
```

SUMMARY

```
RUN DATE:06/02/99                    **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001
                                              O/E VERSION 2000
SPECIAL ORDERS ONLY  WHERE:   MAJOR CAT: ALL  PRODUCT CAT: ALL    VENDOR: ALL VEDNORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST  LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST


        TOTALS FOR VENDOR:    10 (A.P.A.)                     ITEMS:  1     COST:   110.00  STOCK OUTS: 1



        TOTALS FOR VENDOR:  100 (AMERICAN FIRST AID)          ITEMS:  2     COST:  7998.00  STOCK OUTS: 2

        REPORT TOTALS      ITEMS:  3        COST:   8108.00    STOCK OUTS: 3
```

Back Order Items Only:

Creates a list of back ordered items using your selection criteria. Questions
to be answered here are the same ones as shown in Special Orders. Refer to this
section for any additional information, or help.

```
RPPURAD1 - Purchase Order Setup


Select: Back Order Items Only

Enter MAJOR Categories:

Enter Product Category:

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC (PROCOM SOLUTIONS INC)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

```
RPPURAD1 - Purchase Order Setup

Select: Back Order Items Only

Enter MAJOR Categories:

Enter Product Category:

  Ente┌─────────────────────────────────────────────────────────┐
  Ente│            Purchase Order List Print Options             │
      │                                                         │
      │   Double Space The Report (Y/N/X)? Double Space The Report│
  Ente│                                                         │
  Ente│   Print In Detail Or Summary Format (D/S) ?             │
      │                                                         │
      │              Press <ENTER> for Detail Format.          │
  Ente│              Press <ESC> to Reenter Spacing.            │
  Prin│                                                         │
      │   Are All Entries Correct? (Y/N):                      │
  Are │                                                         │
      └─────────────────────────────────────────────────────────┘
```

Print In Detail or Summary Format (D/S)?:

See following examples of back ordered reports in detail and summary.

BACK ORDERS

DETAIL:

```
RUN DATE:06/02/99                    **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001

                                              O/E VERSION 2000


BACK ORDERS ONLY  WHERE:    MAJOR CAT:ALL  PRODUCT CAT: ALL    VENDOR: ALL VEDNORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST  LAST BIN: LAST FIRST DATE: FIRST Last DATE: LAST


Ln#  ITEM NUMBER        DESCRIPTION              ---- ORDER ---- ------ CUSTOMER --------  QTY     COST     TOTAL

       VENDOR: 01                          PRODUCT CATEGORY: 300  (ELECTRICAL)
01  100965            WALL SOCKET KIT            13155  05/26/99   10  SHOPPERS ONE CORP.   1     10.00    10.00



       TOTAL FOR VENDOR:  01                                ITEMS:  1        COST:    10.00     STOCK OUTS: 1
```

SUMMARY:

```
RUN DATE:06/02/99                    **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001
                                              O/E VERSION 2000

BACK ORDERS ONLY  WHERE:    MAJOR CAT: ALL PRODUCT CAT: ALL    VENDOR: ALL VEDNORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST  LAST BIN: LAST FIRST DATE: FIRST Last DATE: LAST


       TOTAL FOR VENDOR:  01                                ITEMS:  1        COST:    10.00     STOCK OUTS: 1
```

Special Order and Back Order Items:
Creates a list of all special orders and back ordered items that meet the search criteria. Questions answered here are the same ones as shown in special ordered items, or back ordered items. For additional information, or help, refer to the special ordered section for a more detailed explanation.

```
Select: Special Order And Back Order Items

Enter MAJOR Categories:

Enter Product Category:

Enter First Ship Date to Select:     First Ship Date
Enter Last  Ship Date to Select:     Last Ship Date

Enter Location Code to Select: SC  (PROCOM SOLUTIONS INC.)

Enter First Bin Location to Select: A – 1
Enter Last  Bin Location to Select: C – 12

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

```
RPPURAD1 – Purchase Order Setup

Select: Special Order and Back Order Items

Enter MAJOR Categories:

Enter Product Category:


Ent            Purchase Order List Print Options
Ent
       Double Space The Report (Y/N/X)? Single Space The Report
Ent
Ent    Print In Detail Or Summary Format (D/S) ?


Ent         Press <ENTER> for Detail Format.
Pri         Press <ESC> to Reenter Spacing.

            Are All Entries Correct? (Y/N):
Are
```

Print In Detail Or Summary Format (D/S)?:
See following examples of special ordered and back ordered reports, in both Detail and Summary formats.

SPECIAL AND BACK ORDERS

DETAIL:

```
RUN DATE:06/02/99                    **-- SUGGESTED PURCHASE ORDER LIST --**                        PAGE: 001
                                              O/E VERSION 2000

SPECIAL & BACK ORDERS ONLY  WHERE:   MAJOR CAT: ALL  PRODUCT CAT: ALL   VENDOR: ALL VEDNORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST  LAST BIN: LAST FIRST DATE: FIRST Last DATE: LAST


Ln#  ITEM NUMBER      DESCRIPTION              ---- ORDER ---- ------ CUSTOMER --------   QTY    COST    TOTAL
     VENDOR: 01                        PRODUCT CATEGORY: 300  (ELECTRICAL)
01  L103             SCREEN DOOR              13154  05/26/99   100 SHOPPERS ONE CORP.     1     2.00     2.00
02  SPEC             TEST                     13117  05/24/99    01 CASH SALE CUSTOMER      1     4.00     4.00
03  SPEC             3/4 TEST ITEM            13176  05/28/99   100 SHOPPERS CORPORATION   16    40.00   640.00
04  100965           WALL SOCKET KIT          13155  05/26/99    10 SHOPPERS ONE CORP      1    10.00    10.00

       TOTAL FOR VENDOR: 01                                 ITEMS: 4        COST:    56.00     STOCK OUTS: 4


     VENDOR: 10  (A.P.A.)          PRODUCT CATEGORY: 100  (PLUMBING)
05  11205150         SCREW, SELF-TAPPING         13138  05/25/99   100 SHOPPERS ONE CORP.  100    0.80    80.00

       TOTAL FOR VENDOR: 10  (A.P.A.)                        ITEMS: 1        COST:     0.80     STOCK OUTS: 1


     VENDOR: 10  (AMERICAN FIRST AID)    PRODUCT CATEGORY: 100  (PLUMBING)
06  JDTRACTOR        JOHN DEERE TRACTOR          13138  05/25/99   100 SHOPPERS ONE CORP.    0  3,999.00    0.00

       TOTAL FOR VENDOR: 100 (AMERICAN FIRST AID)       ITEMS: 1        COST:  3999.00     STOCK OUTS: 1

       REPORT TOTALS     ITEMS: 6     COST:    4135.00    STOCK OUTS: 6
```

SUMMARY:

```
RUN DATE:06/02/99                    **-- SUGGESTED PURCHASE ORDER LIST --**                        PAGE: 001
                                              O/E VERSION 2000

SPECIAL & BACK ORDERS ONLY  WHERE:   MAJOR CAT: ALL  PRODUCT CAT: ALL   VENDOR: ALL VEDNORS
LOCATION: SC (PROCOM SOLURIONS0 FIRST BIN: FIRST  LAST BIN: LAST FIRST DATE: FIRST Last DATE: LAST



       TOTAL FOR VENDOR: 01                            ITEMS: 4        COST:    56.00     STOCK OUTS: 4

       TOTAL FOR VENDOR: 10 (A.P.A.)                   ITEMS: 1        COST:    80.00     STOCK OUTS: 1


       TOTALS FOR VENDOR: 100 (AMERICAN FIRST AID)     ITEMS: 1        COST:  3999.00     STOCK OUTS: 1

       REPORT TOTALS     ITEMS: 6     COST:    4135.00    STOCK OUTS: 6
```

Items Below Reorder Level, Special Order and Back Order:
    Generates a combined list of items that are below reorder level, special ordered
    and back ordered. Items on this list will have met how your questions were answered.

```
Select: Items Below Reorder Level, Special Order And Back Order

Select: _
        (1)  On Hand is Below Reorder Level
        (2)  On Hand Plus On Order is Below Reorder Level
        (3)  On Hand Less Committed is Below Reorder Level
        (4)  On Hand Plus On Order Less Committed is Below Reorder Level

           Press <ESC> to Reenter Type Selection.
           Press <ENTER> for On Hand is Below Reorder Level
```

On Hand is Below Reorder Level:
    This selection will refer only to the items that are below reorder level. This
    question does not refer to the Special Order/Back Order part of your list. The
    following screen shows you the questions you will be asked in order to narrow down
    what you want listed. Please read this section carefully, as some of the questions
    refer only to the items below reorder level, others to only items special and back
    ordered, and some questions refer to both.

```
RPPURAD1 – Purchase Order Setup


Select:  Items Below Reorder Level, Special Order And Back Order

Select:  On Hand is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter First Ship Date to Select:   First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC (PROCOM SOLUTIONS INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

```
Enter MAJOR Categories:

Enter Product Category:
```

The above three questions refer <u>only</u> to the items that are below reorder level. If you need
more detailed information to answer these questions, refer to the section on Items Below
Reorder Level/On Hand is Below Reorder Level.

```
Enter First Ship Date to Select:

Enter Last Ship Date to Select:
```

The Ship Date questions will only deal with items that are special ordered, or back ordered.

```
Enter Location Code to Select

Enter Product Category:

Enter First Bin Location to Select

Enter Last Bin Location to Select

Enter Vendor to Select
Primary Vendor Only (Y/N)?
```

The above questions deal with items below reorder and items that have been special and back ordered.

```
                          Purchase Order Print Options
-----------------------------------------------------------------------------------
Double-Space the Report (Y/N/X)?


Print In Detail or Summary Format (D/S)?


Are All Entries Correct? (Y/N)?
```

Double-Space the Report (Y/N/X):
    Enter <**Y**> and press <**ENTER**> to have the report print double spaced, enter <**N**> and
    press <**ENTER**>, or just press <**ENTER**> for a single spaced report, or enter <**X**> and press
    <**ENTER**> for no report at this time.

Print in Detail or Summary Format (D/S)?:
    Enter <**D**> and press <**ENTER**> for a Detail, or (expanded) format, or enter <**S**> and press
    <**ENTER**> for a Summary, or (single line) format. (See following examples).

Are All Entries Correct (Y/N)?:
    Enter <**Y**> and press <**ENTER**> for the list to be generated and the report to print. Enter
    <**N**> and press <**ENTER**>, to do any changes, or to escape from the report.

ITEMS BELOW REORDER LEVEL, SPECIAL ORDER
AND BACK ORDER - (ON HAND BELOW REORDER LEVEL)

DETAIL:

```
RUN DATE: 06/07/99              **-- SUGGESTED PURCHASE ORDER LIST --**                        PAGE: 002
                                       O/E VERSION 2000

INVENTORY/SO/BO   WHERE: O/H BELOW MIN   MAJOR CAT: ALL    PRODUCT CAT: ALL    VENDOR: ALL    ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS)  FIRST BIN: FIRST    LAST BIN: LAST FIRST DATE:FIRST   LAST DATE:LAST

--------------------------------------------------------------------------------------------------------

                                       QTY      QTY    QTY ON    MIN     MAX **** SOLD ***** **REORDER*** UNIT   EXTENDED
Ln# ITEM NUMBER  DESCRIPTION   LOC ON HAND    AVAIL    ORDER     QTY     QTY ** YTD 12MONTHS MULT  QTY    COST     COST

10  BKE104       BRAKE HANDLE   SC      0        0       0        1       1      0     0       1    1   30.00      30.00
11  CBL          STEEL CABLE    SM      0        0       0        1       3      0     0       1    3   30.00      90.00
12  PIP202       FLEX PIPE      SC     80        0      70      100     150      0   101       1   70   15.180   1062.60


      Major CAT: KUBOTA   (KUBOTA)

                                       QTY      QTY    QTY ON    MIN     MAX **** SOLD ***** **REORDER*** UNIT   EXTENDED
Ln# ITEM NUMBER  DESCRIPTION   LOC ON HAND    AVAIL    ORDER     QTY     QTY ** YTD 12MONTHS MULT  QTY    COST     COST

13  8MZSN        NAILS 10c      SC     74       74      76      100     150      0     0       2   76    1.37     104.12


      Major CAT: DEERE (JOHN DEERE)

Ln# ITEM NUMBER    DESCRIPTION            -----ORDER----- -------CUSTOMER --------      QTY    COST     TOTAL

14  JDTRACTOR      JOHN DEERE TRACTOR     13138 05/25/99  100 SHOPPERS CORPORATION        0  3,999.90  3999.90
15  FLEX           FLEX PIPE              13214 06/07/99  175 TCBI                        45   15.180   683.10
16  A-8            PUCK, AIR HOCKEY WHITE  13215 06/07/99  175 TCBI                        2   12.50     25.00

          TOTALS FOR VENDOR:  100  (AMERICAN FIRST AID)    ITEMS:  7        COST:   1,994,82    STOCK OUTS:  9




--------------------------------------------------------------------------------------------------------
        REPORT TOTALS     ITEMS:   7      COST:    1994.82   STOCK OUTS: 9
```

SUMMARY:

```
RUN DATE: 06/07/99             **-- SUGGESTED PURCHASE ORDER LIST --**                        PAGE: 002
                                      O/E VERSION 2000

INVENTORY/SO/BO   WHERE: O/H BELOW MIN   MAJOR CAT: ALL    PRODUCT CAT: ALL    VENDOR: ALL    ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) first BIN: FIRST    LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST


          TOTALS FOR VENDOR:  100  (AMERICAN FIRST AID)    ITEMS:  7       COST:   1,994,82    STOCK OUTS:  9
```

On Hand Plus On Order is Below Reorder Level:

    This question will refer only to items below reorder level. This question does not
    refer to Special, or Back Orders. Items on this list will be special orders, back
    orders, and items whose quantity on-hand plus the on-order total, is below either
    Min/Max reorder level.

```
RPPURAD1 – Purchase Order Setup


Select: Items Below Reorder Level, Special Order And Back Order

Select: On Hand Plus On Order is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC (PROCOM SOLUTIONS INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

These questions are exactly the same as in On-Hand Below Reorder Level. Major Category and
Product Category questions will refer only to the items below Reorder Level. Ship Dates apply
to Special and Back Orders. The location, bin location, and vendor questions will apply to
both items below reorder and special orders and back orders.

```
                          Purchase Order Print Options
-------------------------------------------------------------------------------------
Double-Space the Report (Y/N/X)?

Answer <Y> to Double Space the report.
Answer <N> to Single Space the report.
Answer <X> to print no report at all.

Print In Detail or Summary Format (D/S)?


Are All Entries Correct? (Y/N)?
```

Purchase Order Print Options: the same questions are asked throughout the Suggested Purchase
Order Setup.

ITEMS BELOW REORDER LEVEL, SPECIAL ORDER & BACK ORDER
ON HAND PLUS ON ORDER IS BELOW REORDER LEVEL

DETAIL:

```
RUN DATE: 06/07/99              **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001
                                        O/E VERSION 2000

INVENTORY/SO/BO  WHERE: O/H BELOW MIN  MAJOR CAT: ALL  PRODUCT CAT: ALL  VENDOR: ALL  ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST last DATE: LAST


---------------------------------------------------------------------------------------------------
      VENDOR: 10 (A.P.A.)
      Major CAT: DEERE (JOHN DEERE)


                                  QTY      QTY    QTY ON   MIN    MAX **** SOLD ***** **REORDER***  UNIT    EXTENDED
Ln# ITEM NUMBER  DESCRIPTION   LOC ON HAND  AVAIL   ORDER    QTY    QTY ** YTD 12MONTHS MULT   QTY     COST     COST

08  BKE104      BRAKE  HANDLE   SC    0       0       0      1      1      0     0       1     1    27.00    27.00

09  STL CBL     STEEL CABLE     SM    0       0       0      1      3      0     0       1     1    27.00    81.00


      Major CAT: SHIND

Ln# ITEM NUMBER    DESCRIPTION           -----ORDER----- -------CUSTOMER --------      QTY    COST     TOTAL

10  11205150      SCREW, SELF TAPPING   13138 05/25/99  100 SHOPPERS CORPORATION        2    0.50      0.50
11  2003551101    CLUTCH ASSY-USE 70140-5110 13213 06/07/99  175 TCBI                   1   19.00     19.00

         TOTALS FOR VENDOR: 10 (A.P.A)              ITEMS: 4        COST:  127.50     STOCK OUTS: 6



---------------------------------------------------------------------------------------------------
      VENDOR: 100 (AMERICAN FIRST AID)
      Major CAT: DEERE (JOHN DEERE)

Ln# ITEM NUMBER    DESCRIPTION           -----ORDER----- -------CUSTOMER --------      QTY    COST     TOTAL

14  JDTRACTOR     JOHN DEERE TRACTOR    13138 05/25/99  100 SHOPPERS CORPORATION        1  3,999.90 3999.90
15  FLEX          FLEX PIPE             13214 06/07/99  175 TCBI                        45   15.180   683.10
16  A-8           PUCK, AIR HOCKEY WHITE 13215 06/07/99  175 TCBI                        2   12.50    25.00

         TOTALS FOR VENDOR: 100 (AMERICAN FIRST AID)   ITEMS: 3       COST:  4708.00    STOCK OUTS: 3



---------------------------------------------------------------------------------------------------
      REPORT TOTALS     ITEMS: 7         COST: 4835.50     STOCK OUTS: 9
```

SUMMARY:

```
RUN DATE: 06/07/99              **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001
                                        O/E VERSION 2000

INVENTORY/SO/BO  WHERE: O/H BELOW MIN  MAJOR CAT: ALL  PRODUCT CAT: ALL  VENDOR: ALL  ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST


        TOTALS FOR VENDOR:     10 (A.P.A)          ITEMS: 4      COST:  127.50  STOCK OUTS: 6

        TOTALS FOR VENDOR:    100 (AMERICAN FIRST AID)  ITEMS: 3      COST: 4708.00  STOCK OUTS: 3


---------------------------------------------------------------------------------------------------
      REPORT TOTALS      ITEMS: 7       COST: 4835.50     STOCK OUTS: 9
```

On Hand Less Committed is Below Reorder Level:
    This question deals only with the items that are below the reorder level. It does
    not effect the special order/back order portion of this listing. This list will
    then include all special and back orders, that meet the way the questions are answered,
    along with items from the inventory that have the amount that they have on hand, minus
    the quantity committed being below either their min, or max stocking levels.

```
RPPURAD1 – Purchase Order Setup


Select: Items Below Reorder Level, Special Order And Back Order

Select: On Hand Less Committed is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC (PROCOM SOLUTIONS INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

As before the questions remain the same. See the section on Items below Reorder Level/On Hand
is Below Reorder Level for further help and instructions. Major and Product Category
questions refer to items below reorder level. Ship Dates refer only to Back and Special
Orders and location, bins and vendor apply to everything.

```
                         Purchase Order Print Options
-------------------------------------------------------------------------------------
Double-Space the Report (Y/N/X)?


      Answer <Y> to double space the report
      Answer <N> to single space the report
      Answer <X> to print no report at all.

Print In Detail or Summary Format (D/S)?


Are All Entries Correct? (Y/N)?
```

Purchase Order Print Options: The same questions are asked throughout the Suggested Purchase
Order Setup.

ITEMS BELOW REORDER LEVEL, SPECIAL ORDER & BACK ORDER
(ON HAND LESS COMMITTED IS BELOW REORDER LEVEL)

DETAIL:

```
RUN DATE: 06/07/99              **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001
                                       O/E VERSION 2000

INVENTORY/SO/BO  WHERE: O/H BELOW MIN  MAJOR CAT: ALL   PRODUCT CAT: ALL   VENDOR: ALL   ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST


                                QTY      QTY    QTY ON   MIN     MAX **** SOLD ***** **REORDER*** UNIT  EXTENDED
Ln# ITEM NUMBER  DESCRIPTION    LOC ON HAND  AVAIL   ORDER    QTY     QTY ** YTD 12MONTHS MULT   QTY   COST    COST


----------------------------------------------------------------------------------------------------
                                QTY      QTY    QTY ON   MIN     MAX **** SOLD ***** **REORDER*** UNIT  EXTENDED
Ln# ITEM NUMBER  DESCRIPTION    LOC ON HAND  AVAIL   ORDER    QTY     QTY ** YTD 12MONTHS MULT   QTY   COST    COST

01  AA27-19      PEDAL          SC   89      69       1       75      80    0    0       1     11   17.000  187.00

       Major CAT: COTTER

                                QTY      QTY    QTY ON   MIN     MAX **** SOLD ***** **REORDER*** UNIT  EXTENDED
Ln# ITEM NUMBER  DESCRIPTION    LOC ON HAND  AVAIL   ORDER    QTY     QTY ** YTD 12MONTHS MULT   QTY   COST    COST

02  502636       CHIMNEY STARTER SC   70      55       0       75      85    1    1       4     20    9.36   187.20

            TOTALS FOR VENDOR:  30  (INTERNATIONAL DIST)    ITEMS:  2       COST:   374.20     STOCK OUTS:  0
```

SUMMARY:

```
RUN DATE:06/15/99                 **--SUGGESTED PURCHASE ORDER LIST--**                    PAGE: 001
                                       O/E VERSION 2000

INVENTORY/SO/BO   WHERE: O/H - COMM BELOW MIN   MAJOR CAT: ALL    PRODUCT CAT: ALL  VENDOR: 30  PRIMARY VENDORS ONLY
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST


            TOTALS FOR VENDORS:   30 (INTERNATIONAL DIST)    ITEMS: 2    COST:    374.20  STOCK OUTS: 0
```

On Hand plus On Order Less Committed is Below Reorder Level:

> This question, again deals only with items below reorder level. Special/Back Order
> items are not considered here. The list produced here will include special orders and
> back orders that match the answers to the questions, along with the items whose
> on-hand quantity, added to amount on order, minus the number committed is still less
> than either the Min, or Max stocking level.

```
RPPURAD1 - Purchase Order Setup


Select: Items Below Reorder Level, Special Order And Back Order

Select: On Hand Plus On Order Less Committed is Below Reorder Level

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC (PROCOM SOLUTIONS INC.)

Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

Major and Product Categories questions are to select items below reorder level. The Ship Date
question is to select special order/back ordered items, starting from the location question
down. The selections made will refer to all items including special and back orders.

```
                        Purchase Order Print Options
------------------------------------------------------------------------------------
Double-Space the Report (Y/N/X)?

Answer <Y> to Double Space the report.
Answer <N> to Single Space the report.
Answer <X> for no report at all.

Print In Detail or Summary Format (D/S)?


Are All Entries Correct? (Y/N)?
```

Purchase Order Print Options: Same throughout the Suggested Purchase Order system.

ITEMS BELOW REORDER LEVEL, SPECIAL ORDER & BACK ORDER
(ON HAND PLUS ON ORDER LESS COMMITTED IS BELOW REORDER LEVEL)

DETAIL:

```
RUN DATE: 06/07/99              **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001
                                       O/E VERSION 2000


INVENTORY/SO/BO   WHERE: O/H BELOW MIN   MAJOR CAT: ALL   PRODUCT CAT: ALL   VENDOR: ALL   ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) INC  FIRST BIN: FIRST   LAST BIN: LAST  FIRST DATE: FIRST LAST DATE: LAST



                              QTY     QTY    QTY ON   MIN    MAX **** SOLD ***** **REORDER*** UNIT  EXTENDED
Ln# ITEM NUMBER  DESCRIPTION   LOC ON HAND  AVAIL    ORDER   QTY  QTY ** YTD 12MONTHS MULT  QTY   COST    COST


-----------------------------------------------------------------------------------------------------------
     VENDOR:  30  (INTERNATIONAL DIST)
     Major CAT: DEERE  (JOHN DEERE)

                              QTY     QTY    QTY ON   MIN    MAX **** SOLD ***** **REORDER*** UNIT  EXTENDED
Ln# ITEM NUMBER  DESCRIPTION   LOC ON HAND  AVAIL    ORDER   QTY  QTY ** YTD 12MONTHS MULT  QTY   COST    COST

01  AA27-19     PEDAL          SC   89      69       1       75   80    0    0       1    10   17.000  170.00
         TOTALS FOR VENDOR:  30  (INTERNATIONAL DIST)    ITEMS:  1      COST:   170.00    STOCK OUTS:  0
```

SUMMARY:

```
RUN DATE: 06/07/99              **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 001
                                       O/E VERSION 2000


INVENTORY/SO/BO   WHERE: O/H BELOW MIN   MAJOR CAT: ALL   PRODUCT CAT: ALL   VENDOR: ALL   ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS)   FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST



         TOTALS FOR VENDOR:  30  (INTERNATIONAL DIST)    ITEMS:  1      COST:   170.00    STOCK OUTS:  0
```

Direct Shipments:

Generates a listing of items matching the answers to the questions that have
been selected in the shipped via section of an order, to be direct shipped.

```
RPPURAD1 - Purchase Order Setup


Select: Direct Shipments

Enter MAJOR Categories: ALL MAJOR Categories

Enter Product Category: All Categories on File

Enter First Ship Date to Select:    First Ship Date
Enter Last  Ship Date to Select:    Last Ship Date

Enter Location Code to Select: SC (PROCOM SOLUTIONS INC.)
Enter First Bin Location to Select: First Bin Location
Enter Last  Bin Location to Select: Last Bin Location

Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

Direct shipment questions are answered the exact same way as Special Orders. If you need
further help, or a more detailed explanation, please see that section.

```
                        Purchase Order Print Options
--------------------------------------------------------------------------------
Double-Space the Report (Y/N/X)?

Enter <Y> to Double Space the report, and press <ENTER>.
Enter <N> to Single Space the report, and press <ENTER>.
Enter <X> for no report at all, and press <ENTER>.

Print In Detail or Summary Format (D/S)?


Are All Entries Correct? (Y/N)?
```

Purchase Order Print Options: The same questions are asked throughout the suggested purchase
order.

DETAIL:

```
RUN DATE: 06/07/99              **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 002
                                      O/E VERSION 2000


DIRECT SHIPMENTS   WHERE: O/H BELOW MIN   MAJOR CAT: ALL   PRODUCT CAT: ALL   VENDOR: ALL   ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST



------------------------------------------------------------------------------------------------------
      VENDOR:  10  (A.P.A.)
      Major CAT: DEERE  (JOHN DEERE)


Ln# ITEM NUMBER    DESCRIPTION             -----ORDER----- -------CUSTOMER --------      QTY    COST     TOTAL

      VENDOR:  30    (ADVERTISING DESIGN)   PRODUCT CATEGORY:  10 (HRDWARE SALES)
01  361292        193  6 PIECE TOOL KIT     13138 06/04/99  163 OAKRIDGE MEADOW RIDGE V     2    6.59     13.18

          TOTALS FOR VENDOR:  30  (ADVERTISING DESIGN)    ITEMS:  1       COST:    13.18     STOCK OUTS: 0
```

SUMMARY:

```
RUN DATE: 06/07/99              **-- SUGGESTED PURCHASE ORDER LIST --**                    PAGE: 002
                                      O/E VERSION 2000


DIRECT SHIPMENTS   WHERE: O/H BELOW MIN   MAJOR CAT: ALL   PRODUCT CAT: ALL   VENDOR: ALL   ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST


          TOTALS FOR VENDOR:    30 (INTERNATIONAL DIST)  ITEMS:  1      COST:   13.18  STOCK OUTS: 0
```

Create PO by Sales Order Number
    Generates a PO with all the items on the sales order for the vendor specified.

```
RPPURAD1 - Purchase Order Setup


Select: Create PO by Sales Order Number


Enter Sales Order Number: 002587 (SHOPPERS)


Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

Enter Sales Order Number:
    Enter the number of the sales order that you want to create a po for and press **<ENTER>.**

```
RPPURAD1 - Purchase Order Setup


Select: Create PO by Sales Order Number


Enter Sales Order Number: 002587 (SHOPPERS)


Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

Enter Vendor to Select:
    Enter the number of the vendor whose items you want to generate a Suggested Purchase
    Order for, and press **<ENTER>**, or just press **<ENTER>** for all vendors. '?' Vendor name,
    or '?' partial name and press **<ENTER>** will give you a list of vendors to select from.

```
RPPURAD1 - Purchase Order Setup


Select: Create PO by Sales Order Number


Enter Sales Order Number: 002587 (SHOPPERS)


Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

Primary Vendors Only (Y/N):
    If **<Y>** is entered and you press **<ENTER>**, this will list items where the selected vendor
    is designated as Primary on the Vendor Information Page.
    Remember if the requested vendor on the Vendor Information page is not designated
    as primary, and you enter **<Y>** and press **<ENTER>** for primary, this item will not print.

```
RPPURAD1 - Purchase Order Setup


Select: Create PO by Sales Order Number


Enter Sales Order Number: 002587 (SHOPPERS)


Enter Vendor to Select: All Vendors
Primary Vendors Only? (Y/N): Yes

Are All Entries Correct? (Y/N):
```

Are All Entries Correct? (Y/N):
   Entering **<N>** and pressing **<ENTER>,** will allow you to change any entries, or escape
   from the program. Enter **<Y>** and press **<ENTER>,** and the Purchase Order Print Options
   will appear.

```
RPPURAD1 - Purchase Order Setup


Select: Create PO by Sales Order Number


Enter Sales Order Number: 002587 (SHOPPERS)

                            Purchase Order List Print Options

Enter Vend
Primary Ven      Double Space The Report (Y/N/X)?

Are All Ent
                       Press <ENTER> for Single Space.
                       Press <ESC> to Reenter Selections.
                       Enter 'X' for No Report at this Time
```

Double-Space the Report (Y/N/X)?:
   Enter **<Y>** and press **<ENTER>** for a special order report double-spaced. Enter **<N>** and
   press **<ENTER>,** or just press **<ENTER>** for a single spaced report, or enter **<X>** and press
   <ENTER> for no report at all.

```
RPPURAD1 - Purchase Order Setup


Select: Create PO by Sales Order Number
                            Purchase Order List Print Options

Enter Sales Order Num
                    Double Space The Report (Y/N/X)? Double Space The Report
                    Print In Detail Or Summary Format (D/S) ?
Enter Vendor to Selec
Primary Vendors Only?        Press <ENTER> for Detail Format.
                             Press <ESC> to Reenter Spacing.
Are All Entries Corre
```

Print in Detail or Summary (D/S)?:
   See following examples of report printed in both Detail, (or expanded) format and
   Summary, (or single line) format.

Are All Entries Correct? (Y/N):
  Enter <**N**> and press <**ENTER**>, to change any entries, or escape out of program. Enter
  <**Y**> and press <**ENTER**,> to generate a list and if requested, print a report.

<div align="center">

CREATE PO BY SALES ORDER NUMBER

</div>

DETAIL:

```
RUN DATE:06/02/99                   **-- SUGGESTED PURCHASE ORDER LIST --**                          PAGE: 001
                                            O/E VERSION 2000

BY ORDER NUMBER FOR: 2822  MAJOR CAT: ALL  PRODUCT CAT: ALL    VENDOR: ALL VEDNORS
LOCATION: ALL LOCATIONS FIRST BIN: FIRST  LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST

Ln# ITEM NUMBER        DESCRIPTION                      ---- ORDER ---- ------- CUSTOMER -------   QTY    COST    TOTAL

    VENDOR: 100  (AMERICAN FIRST AIR)      MAJOR CAT:
01 JDTRACTOR         JOHN DEERE TRACTOR          13193 06/01/99  163 OAKRIDGE MEADOW RIDGE V    1  3,999.00   0.00

         TOTALS FOR VENDOR:  100 (AMERICAN FIRST AID)       ITEMS: 2          COST:    7998.00  STOCK OUTS: 2
```

SUMMARY

```
RUN DATE:06/02/99                   **-- SUGGESTED PURCHASE ORDER LIST --**                          PAGE: 001
                                            O/E VERSION 2000
BY ORDER NUMBER FOR: 2822  MAJOR CAT:ALL  PRODUCT CAT: ALL    VENDOR: ALL VEDNORS
LOCATION: ALL LOCATIONS FIRST BIN: FIRST  LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST




         TOTALS FOR VENDOR:  100 (AMERICAN FIRST AID)            ITEMS: 2      COST:   7998.00  STOCK OUTS: 2

```

Change Suggested Purchase Order Records:
  Ability to change vendors, or quantity on the listing generated from creating a
  suggested purchase order. On choosing this option, the following screen appears,
  showing you all the suggested purchase orders that have been created.

```
RPPURAD1 - Purchase Order Setup

                    Suggested Purchase Order File List
      List            **MAJOR Cat.*****  Prod.
 Ln#  Date    Vendor  First   Last     Categ List Type  Qty Options
  1) 04/22/99  All    All     ~~~~~~~~  160   Inventory  O/H < Minimum
  2) 04/22/99  All    All     ~~~~~~~~  160   Inventory  O/H < Minimum
  3) 04/22/99  All    All     ~~~~~~~~  160   Inventory  O/H < Minimum
  4) 05/24/99  All                            Sp. Order
  5) 05/24/99  All                            Sp. Order
  6) 05/28/99  All                            Sp. Order
  7) 06/02/99  All    All     ~~~~~~~~  All   Inventory  O/H < Minimum
  8) 06/02/99  All    All     ~~~~~~~~  All   Inventory  O/H < Minimum
  9) 06/02/99  All    All     ~~~~~~~~  All   By Order   02822  Vend:ALL
 10) 06/02/99  All                            Sp. Order
 11) 06/02/99  All                            Sp. Order
 12) 06/02/99  All                            Back Ord.
 13) 06/02/99  All                            Sp. Order
 14) 06/02/99  All                            Sp. Order
 15) 06/02/99  All                            Sp. Order


Enter Line#, Command, <HOME>, or <ESC> to Exit:..
```

This screen displays the date the list was generated, which vendors were selected, the major categories chosen, product category, the type of list created, order number and the options used. Use your <DOWN-ARROW> and <UP-ARROW> keys to scroll through listings longer than 15. Select a line number and press <ENTER> to review the list on screen.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ RPPURAD1 - Change Purchasing Records                                           │
├──────────────────────────────────────────────────────────────────────────────┤
│                         Suggested Purchase Order Item List                     │
│ Ln#   Vend   Item#          Description          Loc    Quantity   Unit Cost   │
│                                                                                │
│  1    100    FLEX           FLEX PIPE            SC        70       15.180     │
│  2    100    8MZSN          NAILS 10c            SC        76        1.00      │
│ (End-Of-List)                                                                  │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
├──────────────────────────────────────────────────────────────────────────────┤
│ Enter Line# or <ESC> to Exit:..                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter the line number of the item that you wish to change. Remember you can only change the vendor, or the quantity. After selecting the line number to change, and press <ENTER> use the <RIGHT-ARROW> to change quantity, or <ESC> to return to the menu.

Delete Suggested Purchase Order List:
    Allows deletion of created purchase order lists before they are turned into
    purchase orders.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ RPPURAD1 – Delete a Purchase Order List                                        │
├──────────────────────────────────────────────────────────────────────────────┤
│                          Suggested Purchase Order File List                    │
│       List            **Major Cat.*****  Prod.                                 │
│ Ln#    Date    Vendor  First   Last     Categ List Type  Qty Options           │
│  1)  04/22/99   All     All    ~~~~~~~~  160   Inventory  O/H < Minimum         │
│  2)  04/22/99   All     All    ~~~~~~~~  160   Inventory  O/H < Minimum         │
│  3)  04/22/99   All     All    ~~~~~~~~  160   Inventory  O/H < Minimum         │
│  4)  05/24/99   All                            Sp. Order                        │
│  5)  05/24/99   All                            Sp. Order                        │
│  6)  05/28/99   All                            Sp. Order                        │
│  7)  06/02/99   All     All    ~~~~~~~~  All   Inventory  O/H < Minimum         │
│  8)  06/02/99   All     All    ~~~~~~~~  All   Inventory  O/H < Minimum         │
│  9)  06/02/99   All     All    ~~~~~~~~  All   By Order   02822  Vend:ALL       │
│ 10)  06/02/99   All                            Sp. Order                        │
│ 11)  06/02/99   All                            Sp. Order                        │
│ 12)  06/02/99   All                            Back Ord.                        │
│ 13)  06/02/99   All                            Sp. Order                        │
│ 14)  06/02/99   All                            Sp. Order                        │
│ 15)  06/02/99   All                            Sp. Order                        │
│                                                                                │
├──────────────────────────────────────────────────────────────────────────────┤
│ Enter Line#, Command, <HOME>, or <ESC> to Exit:..                              │
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter line number of list that you want to delete, and press <ENTER>. Use your <UP-ARROW>, <DOWN-ARROW> keys to scroll lists with more than 15.

```
RPPURAD1 - Delete a Purchase Order List


    Date..........: 06/02/99
    Vendor........: 100
    Location......: All Locations
    Category......: Locks
    Category......: Locks
    Product Cat...: 10 (HARDWARE)
    Type..........: Sp. Order
    Qty Options...:



   Delete This PO List (Y/N)?
```

A screen appears asking you to confirm if this is the correct PO List to be deleted. If it is
not, or you are unsure, enter <**N**>, press <**ENTER**> and reenter, and press <**ENTER**> again. If
this is the correct record, enter <**Y**>, and press <**ENTER**> and the list is deleted.

Print Suggested Purchase Order List:
    Prints one list at a time - certain suggested purchase order lists. If you printed
    the report at the time you created your list, this selection allows you to reprint
    this report.

```
PRRURAD2 - Suggested Purchase Order List


Single or Double-Space this Report (S/D)? Single Space

Print Detail or Summary Format (D/S)?






                         Press <ENTER> for Detail Format
                         Press <ESC> to Reenter Spacing
```

Enter whether you want the report to be single, or double-spaced, and in Detail, or Summary
format. Press <**ENTER**> after each selection.

Enter line number of the list that you want to print, and press <**ENTER**>. Use your <**UP-ARROW**>,
<**DOWN-ARROW**> keys to scroll through lists longer than 15.

```
RPPURAD2 – Suggested Purchase Order List

                        Suggested Purchase Order File List
        List            **Major Cat.*****  Prod.
  Ln#   Date   Vendor  First    Last    Categ List Type  Qty Options
   1)  04/22/99  All    All    ~~~~~~~~  160   Inventory  O/H < Minimum
   2)  04/22/99  All    All    ~~~~~~~~  160   Inventory  O/H < Minimum
   3)  04/22/99  All    All    ~~~~~~~~  160   Inventory  O/H < Minimum
   4)  05/24/99  All                           Sp. Order
   5)  05/24/99  All                           Sp. Order
   6)  05/28/99  All                           Sp. Order
   7)  06/02/99  All    All    ~~~~~~~~  All   Inventory  O/H < Minimum
   8)  06/02/99  All    All    ~~~~~~~~  All   Inventory  O/H < Minimum
   9)  06/02/99  All    All    ~~~~~~~~  All   By Order   02822  Vend:ALL
  10)  06/02/99  All                           Sp. Order
  11)  06/02/99  All                           Sp. Order
  12)  06/02/99  All                           Back Ord.
  13)  06/02/99  All                           Sp. Order
  14)  06/02/99  All                           Sp. Order
  15)  06/02/99  All                           Sp. Order


Enter Line# or <ESC> to Exit:..
```

```
RPPURAD2 - Suggested Purchase Order List

    Date..........: 06/02/99
    Vendor........: 50 (TRIDENT DIST)
    Location......: All Locations
    Category......: 10 FIXTURES
    Category......: 10 FIXTURES
    Product Cat...: 45 (BATHROOM)
    Type..........: Sp. Order
    Qty Options...:
    Vendor Flag...: All Vendors

    Single Space

    Detail Format

OK to Continue (Y/N)?
```

The LIST selected appears along with your print options for your confirmation. Enter **<N>** and
press **<ENTER>,** if this is the wrong list, or you want to change the print options. Enter **<Y>**
and press **<ENTER>,** to print.

DETAIL:

```
RUN DATE: 06/08/99                **-- SUGGESTED PURCHASE ORDER LIST --**                        PAGE: 002
                                       O/E VERSION 2000

SPECIAL ORDERS ONLY   WHERE: O/H BELOW MIN  Major CAT: ALL   PRODUCT CAT: ALL   VENDOR: ALL   ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST
----------------------------------------------------------------------------------------------------------
     VENDOR:  10  (A.P.A.)
     Major CAT: DEERE  (JOHN DEERE)


   VENDOR:  50   (TRIDENT DIST)       PRODUCT CATEGORY:  10 (HRDWARE SALES)
01  15DBLCHR       DOUBLE CHROME SINK     13138 06/04/99  100 WEBER CONSTRUCTION     1   125.00      125.00

     TOTALS FOR VENDOR:  50  (TRIDENT DIST)      ITEMS: 1       COST:  125.00    STOCK OUTS:  1

        REPORT TOTALS     ITEMS: 1      COST:  125.00   STOCK OUTS:  1
```

SUMMARY:

```
RUN DATE: 06/07/99            **-- SUGGESTED PURCHASE ORDER LIST --**              PAGE: 002
                                       O/E VERSION 2000


SPECIAL ORDERS ONLY   WHERE: O/H BELOW MIN   Major CAT: ALL   PRODUCT CAT: ALL   VENDOR: ALL   ALL VENDORS
LOCATION: SC (PROCOM SOLUTIONS) FIRST BIN: FIRST   LAST BIN: LAST FIRST DATE: FIRST LAST DATE: LAST


          TOTALS FOR VENDOR:   50 (TRIDENT DIST)         ITEMS: 1      COST: 125.00   STOCK OUTS: 1


          REPORT TOTALS    ITEMS: 1     COST:  125.00   STOCK OUTS:  1
```

Generate Purchase Orders:

   Creates purchase orders in the purchase order system, based on items created on
   your suggested purchase order. The orders will appear on whatever vendor that
   appears on the selected list for that item.

```
RPPURAD1 - Create New Purchase Order Records

 Suggested Purchase Order File List
       List              **Major Cat.*****  Prod.
 Ln#   Date    Vendor  First    Last     Categ List Type  Qty Options
  1)  04/22/99  All    All     ~~~~~~~~   160  Inventory  O/H < Minimum
  2)  04/22/99  All    All     ~~~~~~~~   160  Inventory  O/H < Minimum
  3)  04/22/99  All    All     ~~~~~~~~   160  Inventory  O/H < Minimum
  4)  05/24/99  All                            Sp. Order
  5)  05/24/99  All                            Sp. Order
  6)  05/28/99  All                            Sp. Order
  7)  06/02/99  All    All     ~~~~~~~~   All  Inventory  O/H < Minimum
  8)  06/02/99  All    All     ~~~~~~~~   All  Inventory  O/H < Minimum
  9)  06/02/99  All    All     ~~~~~~~~   All  By Order   02822  Vend:ALL
 10)  06/02/99  All                            Sp. Order
 11)  06/02/99  All                            Sp. Order
 12)  06/02/99  All                            Back Ord.
 13)  06/02/99  All                            Sp. Order
 14)  06/02/99  All                            Sp. Order
 15)  06/02/99  All                            Sp. Order


 Enter Line#, Command, <HOME>,  or <ESC> to Exit:..
```

Enter line number of list that you want to create purchase order from, and press **<ENTER>**.
Press **<ESC>** to exit. Use your **<UP-ARROW>**, **<DOWN-ARROW>** keys to scroll through the list.

```
RPPURAD1 - Create New Purchase Order Records


    Date..........:  06/02/99
    Vendor........:  22 (KOHLER)
    Location......:  All Locations
    Category......:  FIXTURES
    Category......:  FIXTURES
    Product Cat...:  28 (KITCHENS)
    Type..........:  Sp. Order
    Qty Options...:

   Create a PO for This List (Y/N)?
```

The selected list appears for you to confirm. Enter **<N>** and press **<ENTER>,** or press **<ESC>** not
to create purchase orders. Enter **<Y>** and press **<ENTER>,** to generate purchase orders, based
on items and vendors on this list. After the purchase orders are created, you will then
return to the suggested purchase order menu, and this list will be deleted. If, however you
are generating a po for only one vendor the question "Do you wish to go to this Purchase
Order? (Y/N)" will appear if you answer yes you will be taken directly into the po.

Seasonal Purchase Orders: Creates a list from a selected date range of items, that based on time range, quantity sold, quantity on hand, and yearly turns would need to be reordered.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER**>.

STEP 2: From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SETUP** and press <**ENTER**>.

```
RPPURAD1 – Purchase Order Setup


( 1)  Create Suggested Purchase Order List
( 2)  Change Suggested Purchase Order Records
( 3)  Delete Suggested Purchase Order Lists
( 4)  Print Suggested Purchase Order List
( 5)  Generate Purchase Orders

( 6)  Create Seasonal Purchase Order List
( 7)  Change Seasonal Purchase Order Records
( 8)  Delete Seasonal Purchase Order Lists
( 9)  Print Suggested Purchase Order Lists
(10)  Generate Purchase Orders

(11)  Create Minimum/Maximum Stock Levels

 (M)  Return to Menu
 (E)  Exit to The Menu

Select:..
```

```
Seasonal Purchase Order Setup

Enter From Date (mmddyy):


        Press <ESC> to Return to Selection Menu
        Press <ENTER> for First Date
```

Enter From Date (mmddyy) – Enter beginning date that list is being created for and press
                         <**ENTER**>. Press <**ENTER**> to select first date in your system.

```
Seasonal Purchase Order Setup

Enter From Date (mmddyy): First Date
Enter To   Date (mmddyy):


        Press <ESC> to Reenter First Date
        Press <ENTER> for Last Date
```

Enter To Date (mmddyy) – Enter last date that you want the search to use and press <**ENTER**>.
                         Press <**ENTER**> to select last date in your system.

```
Seasonal Purchase Order Setup


Enter MAJOR Category to Select: ........


        Press <ESC> to Reenter To Date
        Press <ENTER> for ALL MAJOR Category on File
        Press <HOME> to Display a List of Categories
```

Enter MAJOR Category to Select – Enter up to ten major categories to include in your listing
and press <**ENTER**> after each one, or press <**ENTER**> to include all.
Press <**HOME**> to display a listing of Major Categories built in your
system that you may select from.

```
Seasonal Purchase Order Setup

Enter From Date (mmddyy): First Date
Enter To   Date (mmddyy): Last  Date

Enter MAJOR Category:
                     ┌──────────────────────────────────┐
                     │            MAJOR Category         │
                     ├──────────────────────────────────┤
                     │  1) AE       AEROQUIP             │
                     │  2) BH       BUSHOG               │
                     │  3) CUB      CUB CADET            │
                     │  4) DERE     DEERE                │
                     │  5) DESA     DESA                 │
                     │  6) EQUIP    JD EQUIPMENT         │
                     │  7) EXMARK   EXMARK PRODUCTS      │
                     │  8) GAMES    ARCADE GAMES         │
                     │  9) KUBOTA   KUBOTA               │
                     │  10)LABOR    LABOR CATEGORY       │
              Pres   │  11)LUMBER   LUMBER COMPANY       │
              Pres   │  12)MCC      MCCULOCH             │
              Pres   │  13)MISC     MISCELLANEOUS        │
                     │  14)PACIFIC  PACIFIC LUMBER CO.   │
                     │  15)PARTS    PARTS CATEGORY       │
                     ├──────────────────────────────────┤
                     │  Enter Line# or <ESC> Exit:       │
                     └──────────────────────────────────┘
```

```
Seasonal Purchase Order Setup


Enter First MINOR Category to Select: ........

        Press <ESC> to Reenter Last Date
        Press <ENTER> for First Category on File
        Press <HOME> to Display a List of Categories
```

Enter First Minor Category to Select – Enter first category to start search from and press
<**ENTER**>, or press <**ENTER**> to start at first minor built on your system.
Press <**HOME**> to display a listing of Minor Categories built in your system
that you may select from.

```
Seasonal Purchase Order Setup

Enter From Date (mmddyy): First Date
Enter To   Date (mmddyy): Last  Date

Enter  MAJOR Category : ALL
Enter First MINOR Category to Select:
                    ┌────────────────────────────────────┐
                    │  1) TRACTORS                        │
                    │  2) TRIMMERS                        │
                    │  3) PUSH MOWERS                     │
                    │  4) MULCHERS                        │
                    │  5) ACCESSORIES                     │
                    │  6) TILLERS                         │
                    │  7) SNOW BLOWERS                    │
                    │  8) ELECTRIC MOWERS                 │
                    │  9) ELECTRIC TRIMMERS              │
                    │  10)BAGERS                          │
                    │  11)AUGERS                          │
                    │  12)PARTS                           │
          Pres      │  13)BELTS                           │
          Pres      │  14)PUMPS                           │
          Pres      ├────────────────────────────────────┤
                    │                                     │
                    │  Enter Line# or <ESC> Exit:         │
                    └────────────────────────────────────┘
```

```
Seasonal Purchase Order Setup

Enter Last MINOR Category to Select: ........


        Press <ESC> to Reenter Beginning Category
        Press <ENTER> for Last Category on File
        Press <HOME> to Display a List of Categories
```

Enter Last Minor Category – Enter the last minor category where you will search from and
               press **<ENTER>,** or just press **<ENTER>** to stop at last minor category built on
               you system. If you want to search to only one category, enter the same
               category as your beginning entry. Press **<HOME>** to display a list of
               categories built on your system.

```
Seasonal Purchase Order Setup

Enter Product Category: ........

        Press <ESC> to Reenter Major Category
        Press <ENTER> for All Categories on File
        Press <HOME> to Display a List of Categories
```

Enter Product Category – Enter a specific product category to limit your search to and press
               <ENTER>, or press **<ENTER>** to search all of them.
               Press **<HOME>** to display a list of product categories that you have
               built on your system.

```
Seasonal Purchase Order Setup


Enter From Date (mmddyy): First Date
Enter To   Date (mmddyy): Last  Date


Enter MAJOR Category: ALL
                          ┌──────────────────────────────────────────┐
                          │            Category File List            │
Enter First MINOR Ca      │                                          │
Enter Last  MINOR Ca      │                                          │
                          │    1)     00   MISCELLANEOUS             │
                          │    2)     10   HARDWARE SALES            │
Enter Product Catego      │    3)     20   TRACTOR SALES             │
                          │    4)    100   PLUMBING                  │
                          │    5)    160   PILING                    │
                          │    6)    170   COMPONENTS                │
                          │    7)    300   ELECTRICAL                │
                          │    8)    800   BUILDING MATERIALS        │
                          │    9)   1650   PAINT                     │
                          │   10)   2000   PUSH MOWERS               │
                          │   11)  10000   HEAVY EQUIP.              │
                          │                                          │
        Press <ESC>       │                                          │
        Press <ENTE       │    Enter Line# or <ESC> Exit:            │
        Press <HOME        │                                          │
                          └──────────────────────────────────────────┘
```

```
Seasonal Purchase Order Setup


Enter Location Code to Select for:..


        Press <ESC> to Reenter Product Category
        Press <ENTER> for ALL Locations
        Press <HOME> to Display a List of Locations
```

Enter Location Code to Select:
    Enter location you want the list done from and press <**ENTER**>. Press <**HOME**> to display
    the various locations that can be selected, or just press <**ENTER**> for all locations.

```
Seasonal Purchase Order Setup          ┌──────────────────────────────────────────┐
                                       │          Warehouse Location List         │
Enter Location Code to Select fo       │                                          │
                                       │                                          │
        Press <ESC> to Reenter         │  1) SC PROCOM SOLUTIONS, INC.            │
        Press <ENTER> for TERMI        │  2) SM SMITHFIELD                        │
        Press <HOME> to Display        │  3) BA BALTIMORE                         │
                                       │  4) PH WEST VIRGINIA                     │
                                       │  5) VA VIRGINIA                          │
                                       │                                          │
                                       │                                          │
                                       │    Enter Line# or <ESC>: ..              │
                                       │                                          │
                                       └──────────────────────────────────────────┘
```

```
Seasonal Purchase Order Setup


Enter Location Code to Select for: SC


Enter Vendor to Select for: ..........


        Press <ENTER> for All Vendors
        Press <ESC> to Reenter Location Selection
        Enter Vendor# or Partial Name
```

Enter Vendor to Select for: Enter a specific vendor number from whom you purchase the
                  items from and press <**ENTER**>. You can enter a portion of a name, or
                  ?name to get a selection list, and press <**ENTER**,> or press <**ENTER**> to
                  select All Vendors.

```
Seasonal Purchase Order Setup

Primary Vendor's Only? (Y/N):


         Press <ENTER> for Yes
         Press <ESC> to Reenter Vendor
```

Primary Vendor's Only (Y/N) – Enter **<Y>** and press **<ENTER>,** if you want the vendor selected in
the previous question only to list items where the vendor is highlighted as
primary in the Inventory Master File/Vendor Page (usually page 3). Enter
<N> and press **<ENTER>,** to have listed the vendor selected above regardless,
of primary, or not.

```
Seasonal Purchase Order Setup

Enter Percent to Reorder:

         Press <ENTER> for 100%
         Press <ESC> to Reenter Primary Vendor
```

Enter Percent to Reorder – Enter what percent of the quantity sold during the selected
time period that you want to add to the reorder quantity and press **<ENTER>**.

```
Reflect Transfer Quantities? (Y/N):

         Press <ENTER> for Yes
         Press <ESC> to Renter Percent
```

Reflect Transfer Quantities (Y/N) - Do you want the reorder number to include in its
calculations whether you are overstocked in other locations. Enter **<Y>** and
press **<ENTER>,** to include other locations. Enter **<N>** and press **<ENTER>,** to
exclude them.

```
Minimum Turns:

         Press <ENTER> for Zero
         Press <ESC> to Reenter Reflect Transfer Quantities
```

Minimum Turns: Enter the number of turns you want this item to do and press **<ENTER>.** The
number entered here is used to calculate whether, or not this item will list
on your seasonal purchase order. Press **<ENTER>** for zero.

Are All Entries Correct? (Y/N): Enter **<N>** and press **<ENTER>,** to make any changes, or escape
out of program. Enter **<Y>** and press **<ENTER>,** to proceed with program.
Press **<ESC>** to reenter minimum turns.

```
Seasonal Purchase Order Setup

Enter From Date (mmddyy): First Date
Enter To   Date (mmddyy): Last  Date

Enter MAJOR Category: ALL

Enter First Minor Category to Select: First Category on File
Enter Last  Minor Category to Select: Last Category on File

Enter Product Category: All Categories on File

Enter Location Code to Select for: SC (PROCOM SOLUTIONS)
```

```
┌──────────────────────────────────────────────────────┐
│ Ent│          Purchase Order List Print Options        │
│     │                                                   │
│ Pri│  Double-Space the Report (Y/N/X)?                  │
│     │                                                   │
│ Ent│                                                    │
│     │                                                   │
│ Ref│                                                    │
│     │  Press <Enter> for Single Space                   │
│ Min│  Press <ESC> or Reenter Selections                 │
│     │  Enter 'X' for No Report at this time.            │
│ Are│                                                    │
└──────────────────────────────────────────────────────┘
```

Double-Space the Report (Y/N/X)?: Enter <**Y**> and press <**ENTER**>, for a report double-spaced.
Enter <**N**> and press <**ENTER**>, for a report single-spaced. Enter <**X**> and
press <**ENTER**>, for no report at this time. Enter <**X**> and press <**ENTER**>,
to generate a list that can only be viewed on screen.

```
┌──────────────────────────────────────────────────────────────────────┐
│ Seasonal Purchase Order Setup                                          │
│                                                                        │
│ Enter From Date (mmddyy): First Date                                   │
│ Enter To   Date (mmddyy): Last  Date                                   │
│                                                                        │
│ Enter MAJOR Category: ALL                                              │
│                                                                        │
│ Enter First Minor Category to Select: First Category on File           │
│ Enter Last  Minor Category to Select: Last Category on File            │
│                                                                        │
│ Enter Product Category: All Categories on File                         │
│                                                                        │
│ Enter Location Code to Select for: SC (PROCOM SOLUTIONS)               │
│                                                                        │
│ Ent┌──────────────────────────────────────────────────────┐           │
│    │           Purchase Order List Print Options           │           │
│ Pri│                                                        │           │
│    │  Double-Space the Report (Y/N/X)? Single Space the Report│        │
│ Ent│                                                        │           │
│    │  Print in Detail or Summary Format (D/S)?              │           │
│ Ref│                                                        │           │
│    │  Press <ENTER> for Detail Format                       │           │
│ Min│  Press <ESC> to Reenter Spacing                        │           │
│    │                                                        │           │
│ Are│  Are All Entries Correct? (Y/N):                       │           │
│    └──────────────────────────────────────────────────────┘           │
└──────────────────────────────────────────────────────────────────────┘
```

Print in Detail or Summary (D/S): How do you want your report to print, detail format, or
summary format? See following for examples of both. If you
selected <**X**>, 'Do not print a report at this time.' this
question does not appear.

Are All Entries Correct? (Y/N): Enter <**Y**> and press <**ENTER**> to create the list and print if,
or enter <**N**> and press <**ENTER**> to escape to the menu, or change
any information.

DETAIL:

```
RUN DATE:06/10/99                     **--SUGGESTED SEASONAL ORDER LIST--***                              PAGE: 001
                                              PROCOM, INC.

From Date: 03/99   To Date: 05/99  MAJOR Cat: TDP MINOR Cat: ALL  Product Cat: 800   Vendor: 13900   All Vendors Location:
SC   Percent to Reorder: 100 %    Reflect Transfer Quantities: YES  Minimum Yearly Turns: 4

                                      QTY      QTY     QTY ON   MIN    MAX    QTY   *****REORDER****      UNIT    EXTENDED
Ln#   ITEM NUMBER   DESCRIPTION       ON HAND  AVAIL   ORDER    QTY    QTY    SOLD  MULT   QTY    NET     COST    COST

  1   TT2300S    (TDP) SOLVENTS            2      2       0       6      8      6     1      4      4     5.38      21.52
  2   TT2385S    (TDP) PROMOTER            4      4       0       6      8      8     1      4      4    26.55     106.20
  3   TT2387S    (TDP) 5000 ACCEL          3      3       0       6      6      5     1      2      2    50.18     100.36
  4   TT24076S   (TDP) ACTIVATOR I        12     12       0      12     24     32     1     20     20    17.06     341.20
  5   TT4177T    (TDP) CHROMAFIL 2K PRIME  1      1       0       2      2      2     1      1      1    17.54      17.54
  6   TT42354S   (TDP) LW TMP RED.        11     11       0       6      6     15     1      4      4    13.72      54.88
  7   TT41476P   (TDP) MID TMP RED         3      3       0       6     12     14     1     11     11    13.72     150.92
  8   TT24331S   (TDP) FLATTENER          16     16       0       6     12     18     1      2      2    17.97      35.94
  9   TT7376P    (TDP) CHROMABASE          4      4       0      12     18      5     1      1      1     6.99       6.99
 10   TT7401S    (TDP) CHROME              0      0       0      24     30      3     1      3      3    14.76      44.28
 11   TT7502S    (TDP) CHROMACLEAR         0      0       0       6      8      1     1      1      1     8.23       8.23
 12   TT784S     (TDP) KEYSTONE            2      2       0       6     12      8     1      6      6    40.37     242.22
 13   TT811K     (TDP) TINT COLOR I       21-    21-      0       2      4      9     1     30     30    32.04     961.20
 14   TT809M     (TDP) JET BLACK           8      8       0      12     18     14     1      6      6    32.04     192.24
 15   TT806P     (TDP) TINT COLOR II      16-    16-      0       2      4      2     1     18     18    32.04     576.72
 16   TT812      (TDP) PRIMER              2      2       0       6     12      3     1      1      1    12.80      12.80
 17   TT817K     (TDP) COARSE ALUMINUM     1      1       0       8      8      4     1      3      3    63.05     189.15
 18   TT819P     (TDP) SKY BLUE            1      1       0       1      1      2     1      1      1    63.05      63.05
 19   TT826X     (TDP) ORGANIC BLUE        0      0       0       3      3      1     1      1      1    32.04      32.04
 20   TT827S     (TDP) ACTIVATOR II        2      2       0       4      6      4     1      2      0    13.31      26.62

      ***   Item Number:  TT826S is over stocked at PROCOM by 2 – Recommended a Inventory Transfer of Quantities ***

         TOTAL FOR VENDOR: 13900 (SHERWIN WMS)           ITEMS:  20      COST:  3184.10    STOCK OUTS: 57
```

SUMMARY:

```
RUN DATE:06/10/99                     **--SUGGESTED SEASONAL ORDER LIST--***                              PAGE: 001
                                              PROCOM INC.

From Date: 03/99   To Date: 05/99  MAJOR Cat: TDP MINOR Cat: All Product Cat: 800   Vendor: 13900   All Vendors Location: SC
(PROCOM) Percent to Reorder: 100 % Reflect Transfer Quantities: YES  Minimum Yearly Turns: 4

   ***   Item Number:  TT826S is over stocked at PROCOM, SMITHFIELD—Recommended a Inventory Transfer of Quantities ***

         TOTAL FOR VENDOR: 13900 (MISTRY INC)            ITEMS: 166      COST:  96,077.74  STOCK OUTS: 82
```

```
RUN DATE:06/10/99                     **--SUGGESTED SEASONAL ORDER LIST--***                              PAGE: 001
                                              PROCOM, INC.

From Date: 03/99   To Date: 05/99   MAJOR Cat:  TDP MINOR Cat: All Product Cat: 800   Vendor: 13900   All Vendors
Location: SC       Percent to Reorder: 100 %    Reflect Transfer Quantities: YES  Minimum Yearly Turns: 4

                                      QTY      QTY     QTY ON   MIN    MAX    QTY   *****REORDER****      UNIT    EXTENDED
Ln#   ITEM NUMBER   DESCRIPTION       ON HAND  AVAIL   ORDER    QTY    QTY    SOLD  MULT   QTY    NET     COST    COST

  6   TT42354S   (TDP) LW TMP RED.        11     11       0       6      6     15     1      4      4    13.72      54.88
 13   TT811K     (TDP) TINT COLOR I       21-    21-      0       2      4      9     1     30     30    32.04     961.20
```

The report takes the above items using your Quantity Sold - Quantity On Hand - Transfers =
Reorder Quantity. When your quantity on hand is negative, this amount is added to bring you
to zero, and then the quantity sold is added to get your reorder amount. If your percent to
reorder is not 100%, the percent you entered is taken off the quantity sold before it starts
it calculations.

Change Seasonal Purchase Orders:

Select line number of listing that needs changing. Press <**ENTER**>.

```
            Suggested Seasonal Purchase Order File List
      List          *** Major Cat. *****    Pro.
 Ln#  Date    Vendor First       Last       Categ  List Type   Qty Options
  1) 03/01/99 14900  All          All        100    Inventory   O/H < Minimum
   2) 06/08/99 All   All          All        All    Inventory   O/H < Minimum
   3) 06/08/99 3800  TAD          TAD        200    Inventory   O/H < Minimum
   4) 06/08/99 900   PTS          PTS        600    Inventory   O/H < Minimum
   5) 06/08/99 800   EQP          EQP        700    Inventory   O/H < Minimum
   6) 06/10/99 950   HDW          HDW        All    Inventory   O/H < Minimum
   7) 06/10/99 910   ELE          ELE        900    Inventory   O/H < Minimum
   8) 06/10/99 600   BLD          BLD        All    Inventory   O/H < Minimum
   9) 06/11/99 200   LMP          LMP        600    Inventory   O/H < Minimum
  10) 06/12/99 100   All                     49000  Inventory   O/H < Minimum



 Enter Line# or <ESC> Exit:
```

Change Suggested Purchase Order Records:

Ability to change vendors, or quantity on the listing generated from creating a
suggested purchase order. On choosing this option, the following screen appears,
showing you all the suggested purchase orders that have been created.

This screen displays the date the list was generated, which vendors were selected, the
major categories chosen, product category, the type of list created, order number and the
options used. Use your <**DOWN-ARROW**> and <**UP-ARROW**> keys to scroll through listings
longer than 15. Select a line number and press <**ENTER**> to review the list on screen.

```
 RPPURAD1 - Change Purchasing Records

                       Seasonal Purchase Order Item List
 Ln#  Vend   Item#         Description          Loc   Quantity   Unit Cost

  1   100    FLEX          FLEX PIPE            SC       70       15.180
  2   100    8MZSN         NAILS 10c            SC       76        1.00
 (End-Of-List)




 Enter Line# or <ESC> to Exit:..
```

Enter the line number of the item that you wish to change. Remember you can only change the
vendor, or the quantity. After selecting the line number to change, and press <**ENTER**> use the
<**RIGHT-ARROW**> to change quantity, or <**ESC**> to return to the menu.

```
 RUN DATE:06/10/99                   **--SUGGESTED SEASONAL ORDER LIST--***                    PAGE: 001
                                             PROCOM, INC.

 From Date: 03/99   To Date: 05/99   MAJOR Cat:  TDP MINOR Cat: All   Product Cat: 800   Vendor: 13900   All Vendors Location:
 SC  Percent to Reorder: 100 %    Reflect Transfer Quantities: YES  Minimum Yearly Turns: 4


                                     QTY    QTY    QTY ON   MIN   MAX   QTY  *****REORDER****    UNIT   EXTENDED
 Ln#  ITEM NUMBER   DESCRIPTION      ON HAND AVAIL  ORDER   QTY   QTY   SOLD MULT   QTY    NET   COST   COST

  1  TT2300S        (TDP) SOLVENTS      2      2      0      6     8     6    1     4      4    5.38    21.52
```

Delete Seasonal Purchase Order List:

Select line number of the list that needs to be deleted. Press **<ENTER>**.

```
                 Suggested Seasonal Purchase Order File List
        List            *** Major Cat. *****   Pro.
Ln#     Date     Vendor First       Last       Categ List Type   Qty Options
  1) 03/01/99    14900  *****       ******      100   Inventory   O/H < Minimum
  2) 06/08/99    All    *****       ******      All   Inventory   O/H < Minimum
  3) 06/08/99    3800   *****       ******      200   Inventory   O/H < Minimum
  4) 06/08/99    900    *****       ******      600   Inventory   O/H < Minimum
  5) 06/08/99    800    *****       ******      700   Inventory   O/H < Minimum
  6) 06/10/99    950    *****       ******      All   Inventory   O/H < Minimum
  7) 06/10/99    910    *****       ******      900   Inventory   O/H < Minimum
  8) 06/10/99    600    *****       ******      All   Inventory   O/H < Minimum
  9) 06/11/99    200    *****       ******      600   Inventory   O/H < Minimum
 10) 06/12/99    100    *****                   49000 Inventory   O/H < Minimum


Enter Line# or <ESC> Exit:
```

```
Delete a Seasonal Purchase Order List


               Date.........: 06/10/99
               Vendor.......: 91500
               Location.....: SC
               Category.....: All
               Category.....: 105 (PAINT)
               Product Cat..: 850
               Type.........: Inventory
               Qty Options..: O/H < Minimum



  Delete This PO List (Y/N)?
```

Enter **<Y>** and press **<ENTER>,** if this is the correct purchase order list, or enter **<N>** and
press **<ENTER>,** to escape from the program, or if this is the wrong purchase order.

Print Suggested Purchase Order List:
    Create a printed copy of one of the seasonal purchase orders. If you printed a report
    at the time the list was created, this option will reprint the list.


```
RPPURAD5 - Seasonal Purchase Order List

Do you want to Double-Space this Report (Y/N)?

Do you want Detail or Summary Format (D/S)?



                        Press <ENTER> to Single Space the Report
                        Press <ESC> to Reenter Spacing
```

Do You Want To Double-Space This Report (Y/N)?: Enter **<Y>** and press **<ENTER>,** for a double
spaced report, or enter **<N>** and press **<ENTER>,** or press **<ENTER>** to have the report print
single-spaced.

Do You Want Detail or Summary Format (D/S)?: Enter which format you want the report to print
in. **<D>** for Detail, or **<S>** for Summary, then press **<ENTER>**.


```
             Suggested Seasonal Purchase Order File List
        List            *** Major Cat. *****   Pro.

 Ln#   Date    Vendor First      Last       Categ List Type   Qty Options
  1) 03/01/99  14900 *****      ******      100   Inventory   O/H < Minimum
  2) 06/08/99  All   *****      ******      All   Inventory   O/H < Minimum
  3) 06/08/99  3800  *****      ******      200   Inventory   O/H < Minimum
  4) 06/08/99  900   *****      ******      600   Inventory   O/H < Minimum
  5) 06/08/99  800   *****      ******      700   Inventory   O/H < Minimum
  6) 06/10/99  950   *****      ******      All   Inventory   O/H < Minimum
  7) 06/10/99  910   *****      ******      900   Inventory   O/H < Minimum
  8) 06/10/99  600   *****      ******      All   Inventory   O/H < Minimum
  9) 06/11/99  200   *****      ******      600   Inventory   O/H < Minimum
 10) 06/12/99  100   *****      ******      49000 Inventory   O/H < Minimum


 Enter Line# or <ESC> Exit:
```

Enter line number of listing that you want to print and press **<ENTER>**.

```
RPPURAD5 - Seasonal Purchase Order List


                  Date.........: 06/12/99
                  Vendor.......: 91500
                  Location.....: SC (PROCOM SOLUTIONS)
                  Category.....: All
                  Category.....: 115 (HARDWARE)
                  Product Cat..: 210 (FASTENERS)
                  Type.........: Inventory
                  Qty Options..: O/H < Minimum
                  Vendor Flag..:

                  Single Space

                  Detail Format

OK to Continue (Y/N)?
```

Enter **<Y>** and press **<ENTER>,** if this is the correct list and the print options selected are correct. Enter **<N>** and press **<ENTER>,** if the list, or print options are incorrect, or you press **<ENTER>** if you wish to escape from the program.

Generate Purchase Orders:
> Creates purchase orders in the Purchase Order Module under the vendors listed for the items listed on the seasonal purchase order list.

```
               Suggested Seasonal Purchase Order File List
         List            *** Major Cat. *****    Pro.
   Ln#   Date    Vendor First       Last      Categ List Type   Qty Options

    1) 03/01/99  14900  *****       *****       100  Inventory  O/H < Minimum
    2) 06/08/99  All    *****       *****       All  Inventory  O/H < Minimum
    3) 06/08/99  3800   *****       *****       200  Inventory  O/H < Minimum
    4) 06/08/99  900    *****       *****       600  Inventory  O/H < Minimum
    5) 06/08/99  800    *****       *****       700  Inventory  O/H < Minimum
    6) 06/10/99  950    *****       *****       All  Inventory  O/H < Minimum
    7) 06/10/99  910    *****       *****       900  Inventory  O/H < Minimum
    8) 06/10/99  600    *****       *****       All  Inventory  O/H < Minimum
    9) 06/11/99  200    *****       *****       600  Inventory  O/H < Minimum
   10) 06/12/99  100    *****                 49000  Inventory  O/H < Minimum


   Enter Line# or <ESC> Exit:
```

Select line number of list that you want to create purchase orders for and press **<ENTER>**. This list is deleted once the purchase orders are created.

```
Create New Seasonal Purchase Order Records

                  Date.........: 06/11/99
                  Vendor.......: 13700 (SHERWIN WMS)
                  Location.....: SC (PROCOM SOLUTIONS)
                  Category.....: PN (PAINT)
                  Category.....: PN (PAINT)
                  Product Cat..: 200 (INDOOR PAINT)
                  Type.........: Inventory
                  Qty Options..: O/H < Minimum

Create A PO for This List (Y/N)?
```

Enter **<Y>** and press **<ENTER>**, if this is the correct list selected and that you want purchase orders created for the items on this list. Enter **<N>** and press **<ENTER>** to escape to the menu.

```
Create New Seasonal Purchase Order Records

            Creating Purchase Orders  --  Please Wait

                           00009    4065
```

Once you enter **<Y>** and press **<ENTER>,** the purchase orders are created from your list and the
list is then deleted. Refer to your Purchase Order manual for further information on listing
of orders in the purchase order system.

Create Minimum/Maximum Stock Levels:
    This program will automatically generate the numbers in the Minimum/Maximum Stock
    Levels (page 4 - inventory Master File/Location To-Date Sales, Costs page). For
    this program to work the following requirements must be met.

1) Each inventory item you want this done for, must have the word 'Auto' in the
    Min/Max fields.

The formula for this calculation is as follows:

    1) Get "Average" Sales of "All" Months "2-13" = avgsale (excluded current month)
    2) Get "Sum" of the following fields
       + avgsale (average from #1)
       + month 13 (last years same month as in now
       + month2 (previous months)
       + Month12 (last years next month from now)
       + highest month (whatever month had highest sales, add that number)

   = maxtotal

    3) maxtotal /5 = maxmonth
    4) "leadtime" /28 * maxmonth = "MAX"
    5) + avgsale (average from #1)
       + lowest month (whatever month had lowest sales, add that number)

    6) mintotal /2 (2 fields) = minmonth
    7) "leadtime" /28 (fixed month number) * minmonth = "MIN"

 Exceptions

   If any mnth (2-13) has had at least "1" sale, the minimum setting will be
         MIN = 1
         MAX = 2

 Notes
   Decimal calculations will typically round down to next whole number

   If you order weekly, set leadtime to "7", twice a month "14", monthly "28" and so on.

```
RPMINMAX – Generate Inventory Minimum & Maximum Stock Levels

This program will Generate Inventory Minimum and Maximum Stock Levels
based on the Inventory Location File!

Do you want to continue? (Y/N):


Enter <Y> and press <ENTER>, to continue, enter <N> and press <ENTER>, to escape back to the
menu. If you answered <Y>, this program will spin through your inventory, generating the
Min/Max numbers then return to the Purchase Order Setup Menu.
```

3.11   PURCHASE ORDER SYSTEM_____

SEE SEPARATE MANUAL ON THE PURCHASE ORDER SYTEM.

3.12   SHOPPING CART ORDER PROCESSING_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2: From **DAILY PROCESSING PROGRAMS,** select **SHOPPING CART ORDER PROCESSING** and press <**ENTER>.**

```
RPSCART – Process Web Shopping Cart Orders


This process will turn Shopping Cart Orders into Sales Orders!

Are you sure you wish to do this ? (Y/N)
```

Enter **<Y>** and press **<ENTER>** to start the process, or enter **<N>** and press **<ENTER>** to exit.

3.13   INVENTORY OVERSTOCK PROCESSING_____

This section gives you the ability to create a database of inventory that contains item number, quantity, descriptions, location codes, and bins for merchandise kept in a separate location. Yon can also provide reports that show what quantities to pull to restock your main selling area. Your system may not be set to use this feature, so this option may not appear. You need to start by receiving the item into your inventory in the usual way.

STEP 1: From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING** and press <**ENTER>**.

STEP 2: From the **DAILY PROCESSING MENU,** select **INVENTORY OVERSTOCK PROCESSING** and press <**ENTER>.**

```
Inventory Overstock Processing Menu

1)  Inventory Overstock Postings
2)  Inventory Quantities to Pull Report
3)  Inventory Overstock Master File Listing

Enter Selection or <ESC>:
```

3.13.1   INVENTORY OVERSTOCK POSTINGS_____

This option gives you a way to enter items, add, change, or delete quantities, add or change bin locations, and add comments to items in the overstock area.

STEP 1: From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING** and press <**ENTER>**.

STEP 2: From the **DAILY PROCESSING MENU,** select **INVENTORY OVERSTOCK PROCESSING** and press <**ENTER>.**

STEP 3: From the **INVENTORY OVERSTOCK PROCESSING MENU,** select **INVENTORY OVERSTOCK POSTINGS** and press <**ENTER>**.

```
RPOVERSTK – Inventory Overstock Postings

Item Number.....:
Loc ID..........:
1)  Bin Loc.....:
2)  Date........:
3)  Quantity....:
4)  Comment.....:
                              Enter Item Number
                              Press <F1> for Overstock Listing.
                              Press <HOME> for Item Search.
                              Press <ESC> to exit program.
```

Item Number: Enter item number to be included, changed, or deleted in the
overstock master file and press <**ENTER>.** Press **<HOME>** to
do a regular item search to find your item. Press <**F1>** to list
what is already in the overstock location.

    <**F1>**

```
                        Inventory Overstock Listing
        Listing for ALL ITEMS
        Ln#  Item Number    Description       ID   Bin       Qty

        001  100057         Test Item 1       SC   A-5       15
        002  10065          Test Item 2       SC   B-4        5


        Enter Line# or <ESC>:
```

Loc ID: Enter location ID for this item and press **<ENTER>**. Press
<HOME> to display a list of locations to select from, or
just press **<ENTER>** to default to your terminal ID.
Press <**F1>** to display the location entries already built
for this item. Press <**ESC>** to reenter item number.

Bin Loc: Enter the bin location of the item and press <**ENTER>.** Press
<**F1>** to display all bin listings for this item. Press <**ESC>**
to reenter location ID. If this record has never been
entered before after you enter a bin location the question
appears "This record is NOT ON FILE – Add It ?
(Y/N): Enter **<Y>** and press <**ENTER>** to add the record, or
enter <**N>** and press <**ENTER>**.

Date: If this is a new item enter the date the item was added, and
press <**ENTER>**, or just press <**ENTER>** for today's date.

To change the date, enter <**2>** and press <**ENTER>**, then enter
the new date, or just press <ENTER> for today's date.

Quantity: Enter a quantity and press <**ENTER>.** To change a quantity
enter <**3>** and press <**ENTER>**. If this is a brand new record
just enter the quantity and press <**ENTER>**, or just press
<**ENTER>** to keep the quantity the same.
To add to the existing quantity enter <**3>** and press <**ENTER>**
then enter an amount to be added to the existing quantity
and press <**ENTER>**, the amount you entered will be added
to the existing quantity.
To reduce the quantity enter a negative amount (i.e. -2)
and press <**ENTER>.** The quantity entered is subtracted
from the existing quantity.
To delete enter <**D>** press <**ENTER>,** and then answer <**Y>** to
the question "Are you sure you wish to Delete this Record?"

Comment: **E**nter up to a 40 character comment if you wish and press
<ENTER>. To change the comment, enter **<4>** press **<ENTER>**
then reenter the comment.

When you do an item inquiry on an overstock item, when you get to the master record page, the word **OverStock Item** will appear in the right corner.

```
Inventory Master Record
Item #..: 01                    Descrip..: TEST
Purchase Unit....: EA                    :
Taxable?.........: Yes          Major....: COMPUTER (COMPUTERS CATEGORY)
Stocking Status..: Stocked      Minor....: PARTS    (--Unknown Category--)
Last Sale........:              Type.....:
Last Received....: 02/15/96     Category.:   10  (TEST VENDOR 10)
Average Cost.....: 15.50        Substitute#: N/A
Last Cost........: 15.50
----------Quantites------------------------------ (EA) -------------------------------
Whse On Hand  Comm   Avail  On Ord  B/O  Bin  │ Price 1:       27.90 A
 BA      0      0      0       0      0        │ Price 2:       17.22 A
 PH      0      0      0       0      0        │ Price 3:       20.66 A
 SC     58      0      0       0      0        │ Price 4:       30.66 A
 SM      0      0      0       0      0        │ Price 5:       17.22 A
 VA      0      0      0       0      0        │ Price 6:       19.53 A
                                              │ Price 7:       18.14 A
Total    6      0      6       0      0        │ Price 8:       15.50 A

Enter Command, <HOME> or <ESC>:..........              Overstock Item
```

Your quantity on hand amount will be the total amount you have of this item
in the entire company. To see the quantity you have in the overstock area, and
where it is located, you will enter **<I>** and press **<ENTER>**. This will disply
the overstock screen for this item.

```
Inventory Master Record
Item #..: 01                    Descrip..: TEST
Purchase Unit....: EA                    :
Taxable?.........: Yes          Major....: COMPUTER (COMPUTERS CATEGORY)
Stocking Status..: Stocked      Minor....: PARTS    (--Unknown Category--)
Last Sale........:              Type.....:
Last Received....: 02/15/96     Category.:   10  (TEST VENDOR 10)
Average Cost.....: 15.50        Su┌─ The Following Overstocks Are on File ──┐
Last Cost........: 15.50          │                                         │
----------Quantites-------------  │ Whse  Bin    Quantity      Date         │----------
Whse On Hand  Comm   Avail  On Ord│                                         │
 BA      0      0      0       0  │ SC     72      10        06/10/05        │
 PH      0      0      0       0  │ SC    812      28        06/11/05        │
 SC     58      0      0       0  │                                         │
 SM      0      0      0       0  │ (End of List)                           │
 VA      0      0      0       0  │                                         │
                                  │                                         │
Total    6      0      6       0  │                                         │
                                  └─────────────────────────────────────────┘
Enter Command, <HOME> or <ESC>:...                                      em
```

3.13.2   INVENTORY QUANTITIES TO PULL REPORT

This report will give you the current quantity, the amount that needs to be
pulled from the overstock area, plus the remaining amount. In addition there
is a field for a adjustment to be entered. This adjustment needs to be **manually**
entered into the inventory overstock posting program, so that the next time this item is sold
the correct beginning quantity will appear.

STEP 1: From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU,** select **INVENTORY OVERSTOCK PROCESSING** and
     press <**ENTER**>.

STEP 3: From the **INVENTORY OVERSTOCK PROCESSING MENU,** select **INVENTORY QUANTITES TO PULL
     REPORT** and press <**ENTER**> to print this report.

    Do You Wish to Print a New Report?(Y/N): This program will keep the last pulled report
       printed only until a new report is printed, then this report will overwrite the
       old report. Enter <**Y**> and press <**ENTER**> to print a report with new data, or
       enter <**N**> and press <**ENTER**> to print the old data. Press <**ESC**> to exit without
       printing.

    Double Space the Report? (Y/N):
       Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced, or just
       press **<ENTER>**. Enter <**N**> and press <**ENTER**> if you wish the report to be single
       spaced. Press <**ESC**> to exit without printing.

    Is Everything O.K? (Y/N):
       Enter <**N**> and press <**ENTER**> to reenter the information entered above. To
       reenter the double space, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to
       continue.

```
                    Inventory Quantities to Pull Report

New report: Item Number Sequence; Lowest Bin: FIRST ; Highest Bin: LAST ; Location: ALL ;
Single-Space;


                                 --------------Quantities-------------
Item Number     Description    ID    BIN    Qty   Pull    Remain      Adjustment
----------      ----------     --    ---    ---   -----   ---------   ----------
1030WOIL        CASE 10W30     SC    A-9    8     8       2           6           _____
```

3.13.3   INVENTORY OVERSTOCK MASTER FILE LISTING

STEP 1: From **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING** and press <**ENTER**>.

STEP 2: From the **DAILY PROCESSING MENU,** select **INVENTORY OVERSTOCK PROCESSING** and
     press <**ENTER**>.

STEP 3: From the **INVENTORY OVERSTOCK PROCESSING MENU,** select **INVENTORY OVERSTOCK MASTER FILE
     LISTING** and press <**ENTER**> to print this report.

    Enter Desired Print Sequence:
    1= Item#/Bin Loc Sequence;
    2= Bin Loc/Item# Sequence;

       Enter <**1**> and press <**ENTER**> to have the report sorted by item number, then
       bin location, or just press <**ENTER**>.
       Enter <**2**> and press <**ENTER**> to have the report sorted first by bin location, then
       item number. Press <**ESC**> to exit without printing.

First Bin Location:
   Enter the bin location to start the report on and press **\<ENTER>,** or just press
   \<ENTER> to start at the first bin location in your system. Press **\<ESC>** to
   reenter sequence.

Last Bin Location:
   Enter the bin location to end the report on and press **\<ENTER>,** or just press
   \<ENTER> to end at the last bin location in your system. Press **\<ESC>** to reenter
   first bin location.

Enter Location ID to Print:
   Enter location id code for the report you want printed and press \<ENTER>.
   Press \<**HOME>** to display a location list to select from, or just press **\<ENTER>** for
   all locations. Press **\<ESC>** to reenter last bin.

Print Last Cost? (Y/N):
   Enter \<**Y**> and press \<ENTER> if you want the costs to print, or just
   press **\<ENTER>**. Enter \<**N**> and press **\<ENTER>** if you wish the report not to have
   any costs. To reenter the location id press \<**ESC**>.

Print Comments? (Y/N):
   Enter \<**Y**> and press **\<ENTER>** if you want the report to be have the comments print,
   or just press **\<ENTER>**. Enter \<**N**> and press **\<ENTER>** if you wish the report to
   have no comments printed. To reenter the costs press \<**ESC**>.

Double Space the Report? (Y/N):
   Enter \<**Y**> and press **\<ENTER>** if you want the report to be double-spaced. Enter
   \<**N**> and press **\<ENTER>** if you wish the report to be single spaced, or just press
   \<ENTER>. To reenter the comments press **\<ESC>**.

Is Everything O.K? (Y/N):
   Enter \<**N**> and press **\<ENTER>** to reenter the information entered above. To
   reenter the double space, press **\<ESC>.** Enter \<**Y**> and press **\<ENTER>** to
   continue.

                    Inventory Overstock Master File Listing

Item Number Sequence; Lowest Bin: FIRST ; Highest Bin: LAST ; Location: ALL ; Single-Space; Print Cost ; Print
Comments ;

Item Number   Description   Date   ID   BIN   Qty   Cost   Value
----------   ----------   ----   ---   ---   ---   -----   ---------
1030WOIL   CASE 10W30   06/01/03   SC   A-9   8   1.75   14.00

                                                 ----   ---------
Total Items : 1   8   14.00

```
┌─────────────────────────────────────────────────────────────────────────────┐
│  CHAPTER 4:              PRICING CONTROL PROGRAMS                            │
└─────────────────────────────────────────────────────────────────────────────┘
```

4.0   INTRODUCTION_____

This section of the manual explains how to setup price control methods for the following
files: Customer, Inventory, and Promotion Sales. These programs also allow the ease of
changing inventory prices and setting up different methods of calculating inventory prices.
You may also setup volume and quantity discount tables for the use in your order entry
programs. The following is an example of the Pricing Control Menu Screen:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx           ***---   Pricing Control Programs   ---***       xx:xx:xx │
│                      xxxxxxxxxxxxxxxxxxxxxx                                  │
│                                                                             │
│                    1. Customer Special Pricing File                         │
│                    2. Inventory Pricing Changes (Manual)                    │
│                    3. Inventory Pricing Changes (Calculated)                │
│                    4. Inventory Pricing Category File                       │
│                    5. Inventory Manual Cost Changes                         │
│                    6. Inventory Cost Generator                              │
│                    7. Inventory Price Generator                             │
│                    8. Quantity Discount File                                │
│                    9. Promotion Sales File                                  │
│                   10. Rebate Sales File                                     │
│                   11. Apply Price Categories to Inventory File.             │
│                   12. Apply Algorithms to Minimum Selling Prices.           │
│                   13. Market Mass Modification                              │
│                   14. Update Prices Using Manufacturer Price Lists          │
│                   15. Apply Mix/Match Table to Inventory File.              │
│                                                                             │
│                    M. Return to Main Menu;    E. Exit to Monitor.           │
│                                                                             │
│                                                                             │
│                        Enter Selection:_                                    │
└─────────────────────────────────────────────────────────────────────────────┘
```

4.1   CUSTOMER SPECIAL PRICING FILE_____

This section presents instructions for setting up and changing customer special price records.
These items that are setup in this file will be used in Order Entry to override the current
inventory price.

SPECIAL PRICING BY ITEM:

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
        press **<ENTER>**.

STEP 2:   From the **PRICING CONTROL MENU**, select **CUSTOMER SPECIAL PRICING FILE** and
        press **<ENTER>**.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│   RMSPRICE – Customer Special Price File Maintenance                         │
│                                                                             │
│    Customer Number: ..........                                              │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                             Press <ESC> to Return to Menu                   │
│                             Press <HOME> for Customer# Options              │
└─────────────────────────────────────────────────────────────────────────────┘
```

Enter Customer Number to search for, and press **<ENTER>**, or ?Partial Name, and press
<ENTER>, or press **<HOME>** for other options.

```
RMSPRICE – Customer Special Price File Maintenance


Customer Number: 175     TCBI
Job Number     :

                             Press <ENTER> to Skip Job Number
                             Press <ESC> to Reenter Customer
                             Press <HOME> for Complete Job List
                             Press <F1> for a Contract List
                             Enter Partial Job Name Followed By ?
```

If you are using jobs enter a specific job number and press **<ENTER>**, or press **<HOME>** for a
complete job listing, or enter ?partial job name and press **<ENTER>**.

```
                    |      JOB MASTER LISTING       |
                    | #   Job  Number  Job Name     |
RMSPRICE - Customer P|                              |
                    | 01  67558       EAST SIDE     |
Customer Number: 175  TCBI| 02  7644        WESTEN  |
Job Number     :    |                               |
                    |                               |
                    |                          nber
                    |                          o Menu
                    |                          Options
                    | Enter Line#,Command or <ESC>  wed By?
```

To see a contract list press **<F1>**.

```
                    | Ln#    Job Number   Name            Start      End    |
RMSPRICE - Customer P|                                                      |
                    | 001                             00/00/00 99/99/99    |
Customer Number: 175  TCBI| 002                       01/01/05 06/30/05    |
Job Number     :    |                                                       |
                    |                                                       |
                    | nter Line# or <ESC>:                                  |
                    |                                                       |
                             Enter Partial Job Name Followed By?
```

```
RMSPRICE – Customer Special Price File Maintenance


Customer Number: 175     TCBI
Job Number     :
Starting Date  :

                             Press <ENTER> for First Date
                             Press <ESC> to Reenter Job Number
                             Press <F1> for a Contract List
```

Enter the date that this special pricing will take effect, and press **<ENTER>**, or just
press **<ENTER>** for first date.

```
RMSPRICE – Customer Special Price File Maintenance


Customer Number: 175    TCBI
Job Number    :
Starting Date :
Ending Date   :



                           Press <ENTER> for Last Date
                           Press <ESC> to Reenter Start Date



```

Enter the date that this special pricing will end, and press <**ENTER**>, or just press
<**ENTER**> for last date.
If a record does not exist for this time period the question "Record NOT on File! – Add
It? (Y/N) appears. Enter <**Y**> and press <**ENTER**> to add the record, or enter <**N**> and press
<**ENTER**> to change the record, or escape. If you have added the record the screen appears
as below:

```
RMSPRICE – Customer Special Price File Maintenance


Customer Number: 175    TCBI
Job Number    :
Starting Date :
Ending Date   :
1) Name       :



```

Enter a name by which recognize this transaction by, you may use up to 30 characters, and
press <**ENTER**>. Press <**ENTER**> to display the items page.

```
Special Price Listing for Customer #:xxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                        JOB#: N/A


Ln#  Item Number       Description                      U/M  Pr.Method  Price "Retail"
------------------------------------------------------------------------------------------
(END OF LIST)

Enter Command, or <HOME>:

```

**NOTE: FOR EACH DIFFERENT UNIT OF MEASURE SOLD A SEPARATE ENTRY MUST BE MADE
IN THE SPECIAL PRICING FILE.**

TO ADD:
Enter <**A**> and press <**ENTER**> to move the cursor to the item # field and display
the following screen.

```
Special Price Listing for Customer #:175   TCBI
00/00/00 thru 00/00/00                            JOB#: N/A


Ln#  Item Number       Description              U/M  Pr. Method   Price     "Retail"
------------------------------------------------------------------------------------------
001  .......
(End-of-List)

Enter Command, or <HOME>:

```

If you are not sure of the item number press **<HOME>** for additional help.
If you know the item number enter **<A>** and press **<ENTER>,** then enter the item number.

```
+----------------------------------------------------------------------------------+
| Special Price Listing for Customer #:175   TCBI                                   |
|  00/00/00 thru 00/00/00                          JOB#: N/A                        |
|                                                                                  |
| Ln#  Item Number         Description          U/M  Pr.Method  Price      "Retail" |
| -------------------------------------------------------------------------------- |
| 001  1003               4PK   BULB                 ....                           |
| (End-of-List)                                                                    |
|                                                                                  |
| Enter Unit of Measure EA or CS or Press <ESC> to Reenter Item#                    |
+----------------------------------------------------------------------------------+
```

If the item being entered has more than one selling unit of measure enter one
and press **<ENTER>.** If you just press **<ENTER>** the first unit of measure will be entered. If
there is only one selling unit the cursor will skip this field and proceed to pricing method.

```
+----------------------------------------------------------------------------------+
| Special Price Listing for Customer #:175   TCBI                                   |
|  00/00/00 thru 00/00/00                          JOB#: N/A                        |
|                                                                                  |
| Ln#  Item Number         Description          U/M  Pr. Method  Price     "Retail" |
| -------------------------------------------------------------------------------- |
| 001  1003               4PK   BULB            EA   .......                        |
| (End-of-List)                                                                    |
|                                                                                  |
| Enter Price Level or Price Algorithm or Space for Actual Price                    |
|                                                                                  |
|                 Press <ESC> to Reenter Unit Of Measure                           |
+----------------------------------------------------------------------------------+
```

Enter either Price Level and press **<ENTER>,** the Price Algorithm (C+%45) and press
<ENTER>, or press **<ENTER>** to use the Actual Price. If you are using Actual Price the cursor
will go to the Price Field for you to enter. Enter the price and press **<ENTER>.**

```
+----------------------------------------------------------------------------------+
| Special Price Listing for Customer #:175   TCBI                                   |
|  00/00/00 thru 00/00/00                          JOB#: N/A                        |
|                                                                                  |
| Ln#  Item Number         Description          U/M  PR.Method   Price     "Retail" |
| -------------------------------------------------------------------------------- |
| 001  1003               4PK   BULB            EA   Actual      ......             |
| (End-of-List)                                                                    |
|                                                                                  |
| Enter Price, or <ESC> to Reenter Price Method                                     |
+----------------------------------------------------------------------------------+
```

```
+----------------------------------------------------------------------------------+
| Special Price Listing for Customer #:175   TCBI                                   |
|  00/00/00 thru 00/00/00                          JOB#: N/A                        |
|                                                                                  |
| Ln#  Item Number         Description          U/M  Pr. Method    Price    "Retail"|
| -------------------------------------------------------------------------------- |
| 001  1003               4PK   BULB            EA   Pr.Level 1    0.99     ......  |
| (End-of-List)                                                                    |
|                                                                                  |
| Enter Customer's Retail Price Level or <ESC> to Reenter Special Price             |
+----------------------------------------------------------------------------------+
```

Enter the customer price and press **<ENTER>.**

TO CHANGE:

Enter C#(line number) and press **<ENTER>**, to change either the Pricing Method, Price, or Retail.

TO DELETE:

Enter D#(line number) and press **<ENTER>,** enter **<Y>** and press **<ENTER>** in answer to the question "Are You Sure (Y/N)". Enter **<N>** and press **<ENTER>** to escape.

For additional help and more commands press **<HOME>.**

```
Special Price Listing for Customer #:xxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Ln#  Item#              Description                              Price
-------------------                                                  --
xxx xxxxxxxxxxxx                                                     xx
xxx xxxxxxxxxxxx         Special Price Command List                  xx
xxx xxxxxxxxxxxx                                                     xx
Enter Command, or <H   A            = Add a new Special Price Record
                       Cnnn         = Change Line Number nnn.
                       CI<item#>    = Change the line containing the item
                                      Number entered as <item#>.
                       CP           = Copy records from another Customer's
                                      File.
                       CR           = Create Special Price Records.
                       Dnnn         = Delete Line Number nnn.
                       Dnnn1,nnn2   = Delete multiple lines starting with
                                      the number entered as nnn1 and ending
                                      at line nnn2.
                       DA           = Delete all Special Price Records for
                                      this Customer.
                       DI<item#>    = Delete the line containing the item
                                      number entered as <item#>.
                       ?<item#>     = Search for the first item on file for
                                      this customer starting with what is
                                      entered, the first item on file that
                                      matches it will be displayed.
                       E            = Exit to the Monitor.
                       M            = Return to Pricing Selection Menu.
                       R            = Allow selection of another Customer
                                      Record.

                       Press <ENTER> to continue:
```

SPECIAL PRICING BY CATEGORY

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and press **<ENTER>**.

STEP 2: From the **PRICING CONTROL MENU**, select **CUSTOMER SPECIAL PRICING FILE** and press **<ENTER>**.

```
RNSPCAT – Customer Special Pricing by Category


Customer Number:

   Item Number     :
   Unit of Measure :
   Major Category  :
   Minor Category  :
1) Price Method    :
2) Minimum Quantity:


              Press <ESC> to Return to Menu.
              Press <HOME> for Customer# Options.
```

Item Number:

Enter the item number and press **<ENTER>.** If this item is a new item to the file, the message "Record NOT on File! Do you wish to Add it ?" will appear, enter **<Y>** and press **<ENTER>** to add the record, or enter **<N>** and press **<ENTER>** to exit. Press **<HOME>** to display all items already entered in the file.

```
RNSPCAT – Customer Special Pricing by Category


Customer Number: 175

   Item Number     : 10057 (4PK BULBS)
   Unit of Measure :
   Major Category  :
   Minor Category  :
1) Price Method    :
2) Minimum Quantity:

Record NOT on File! – Do you wish to Add it? (Y/N):
```

If the item has more than one unit of measure the selling units will display and require that you enter one and press **<ENTER>.**

```
RNSPCAT – Customer Special Pricing by Category


Customer Number: 175

   Item Number     : 1003 (PAINT)
   Unit of Measure :
   Major Category  :
   Minor Category  :
1) Price Method    :
2) Minimum Quantity:

Enter Unit of Measure PT or GAL or Press <ESC> TO Reenter Item#.
```

<HOME> Press this key to list all items already built for this customer.

```
RNSPCAT – Customer Special Pricing by Category

Customer Number: 175
----------------------------------------------------------------------
               Special Price by Category by Item List

Ln  Category / Item #  Description        UOM Price Method   Qty

 1) 100057             4PK BULBS          EA   1               0



Enter Line# or <ESC>:
```

Pricing Method:

Enter either a price level that the item will be sold at and press **<ENTER>**, a price
algorithm and press **<ENTER>.**

Minimum Quantity:

Enter minimum quantity of this item that must be purchased for the special
price to be given and press **<ENTER>**.

TO CHANGE/DELETE:

Enter the customer number, name, or partial name and press **<ENTER>.**
Enter the item number to be changed and press **<ENTER>**, or press **<HOME>**
and select from the displayed list.

```
RNSPCAT – Customer Special Pricing by Category

Customer Number: 175

   Item Number     : 1003 (PAINT)
   Unit of Measure :
   Major Category  :
   Minor Category  :
1) Price Method    : 1
2) Minimum Quantity: 4

Enter Selection:
Field# to Change,'D' elete, or <ENTER> for Next Record.
```

TO CHANGE:

Enter the field # that needs changing and press **<ENTER>.**
Enter in the correct data and press **<ENTER>.**

TO DELETE:

Enter **<D>** and press **<ENTER>,** enter either **<Y>** and press
<ENTER> in answer to the question "Are you sure you wish to Delete
this Record? (Y/N). Enter **<N>** and press **<ENTER>** to exit.

This selection allows you to access the inventory master file without directly
going into the file and changing the actual price of an item.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
          press <**ENTER**>.

STEP 2:   From the **PRICING CONTROL MENU**, select **INVENTORY PRICING CHANGES (MANUAL)** and
          press <**ENTER**>.

```
 ┌──────────────────────────────────────────────────────────────────────────┐
 │ RMINVPRC – Inventory Price Changes           Press <ESC> to End            │
 │                                                                            │
 │ Enter Vendor or "A" for All:....                                          │
 │                                                                            │
 │                                                                            │
 └──────────────────────────────────────────────────────────────────────────┘
```

Enter the Vendor Number and press <**ENTER**>, or enter <**A**> for All and press <**ENTER**>.

```
 ┌──────────────────────────────────────────────────────────────────────────┐
 │ RMINVPRC – Inventory Price Changes           Press <ESC> to End            │
 │                                                                            │
 │ Enter Vendor or "A" for All:....                                          │
 │                                                                            │
 │ ITEM            DESCRIPTION             OLD PRICE           NEW PRICE       │
 │                                                                            │
 │ .......                                                                    │
 └──────────────────────────────────────────────────────────────────────────┘
```

Enter the item number to be changed and press <**ENTER**>.

```
 ┌──────────────────────────────────────────────────────────────────────────┐
 │ RMINVPRC – Inventory Price Changes           Press <ESC> to End            │
 │                                                                            │
 │ Enter Vendor or "A" for All:....                                          │
 │                                                                            │
 │ ITEM            DESCRIPTION             OLD PRICE           NEW PRICE       │
 │                                                                            │
 │ 100057          1094 6PK BULB                                              │
 │                                      1.    1.99 (A)           ...........   │
 │                                                                            │
 └──────────────────────────────────────────────────────────────────────────┘
```

If price level 1 is set at Actual the cursor will stop at the new price field,
waiting for a new price to be entered. Enter the price and press <**ENTER**>.
If any other levels are set at Actual those fields will also display.

```
 ┌──────────────────────────────────────────────────────────────────────────┐
 │ RMINVPRC – Inventory Price Changes           Press <ESC> to End            │
 │                                                                            │
 │ Enter Vendor or "A" for All:....                                          │
 │                                                                            │
 │ ITEM            DESCRIPTION             OLD PRICE           NEW PRICE       │
 │                                                                            │
 │ 100057          1094 6PK BULB                                              │
 │                                      1.    1.99 (A)           ...........   │
 │                                      2.    1.68 (L–%15)                     │
 │                                      3.    1.59 (L–%20)                     │
 │                                      4.    1.49 (L–%30)                     │
 │                                      5.    1.39 (L–%75)                     │
 │                       Press <ENTER> to Continue                            │
 └──────────────────────────────────────────────────────────────────────────┘
```

The price changes take effect immediately. Press <**ENTER**> to Continue.

4.3   INVENTORY PRICING CHANGES (CALCULATED)_____

This selection allows you to access the inventory master file without directly
going into the file and changing the actual price of an item.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
press <**ENTER**>.

STEP 2:   From the **PRICING CONTROL MENU**, select **INVENTORY PRICING CHANGES (CALCULATED),**
and press <**ENTER**>.

```
RPPRICE – Inventory Price Change by Percentage

Enter Partial Item Number:.........


                      Press <ESC> to Exit Program.
                      Press <ENTER> for ALL Items.
```

Enter an entire item number, or partial number that you want changed and press
<**ENTER**>**.**

```
RPPRICE – Inventory Price Change by Percentage

Enter Partial Item Number: 100057
Enter Product Category to change prices for:.....
.

                      Press <ESC> to Reenter Item.
                      Press <ENTER> for ALL Categories.
```

Enter the Product Category(s) that will be effected by this price change and
press <**ENTER**>**,** or press <**ENTER**> for all product categories**.**

```
RPPRICE – Inventory Price Change by Percentage

Enter Partial Item Number: 100057
Enter Product Category to change prices for:All Product Categories
Enter Vendor Number to Change Prices for:.....

                      Press <ESC> to Reenter Product Category.
                      Press <ENTER> for ALL Vendors.
```

Enter the number of the vendor who will be effected by this price change
and press <**ENTER**>**,** or press <**ENTER**> for all.

```
RPPRICE – Inventory Price Change by Percentage

Enter Partial Item Number: 100057
Enter Product Category to change prices for:All Product Categories
Enter Vendor Number to Change Prices for: All Vendors.....
Update by Actual Price or Percentage? (A/P): ..

                      Press <ESC> to Reenter Vendor.
```

Enter whether the price change will be by percentage, or by an actual amount.
Enter either **<A>** for Actual and press **<ENTER>,** or enter **<P>** for Percentage and
and press **<ENTER>.**

```
RPPRICE – Inventory Price Change by Percentage

Enter Partial Item Number: 100057
Enter Product Category to change prices for:All Product Categories
Enter Vendor Number to Change Prices for: All Vendors.....
Update by Actual Price or Percentage? (A/P): Percentage
Enter Percentage (xxx.x):____

                  Press <ESC> to Reenter Update Type.
```

If you entered **<P>** the next question to display will ask you to enter a percentage
amount that the change will be for. Enter that number and press **<ENTER>.** If you
entered **<A>** for Actual and pressed **<ENTER>,** you are then asked to enter Actual
Prices.

```
RPPRICE – Inventory Price Change by Percentage

Enter Partial Item Number: 100057
Enter Product Category to change prices for:All Product Categories
Enter Vendor Number to Change Prices for: All Vendors.....
Update by Actual Price or Percentage? (A/P): Actual
Enter Actual Price #1:  1.99
                   #2:  2.99
                   #3:  3.99
```

After entering all the prices you are asked if they are entered correctly? (Y/N).
Enter **<Y>** and press **<ENTER>** to update the files. Enter **<N>** and press **<ENTER>** to
escape.

4.4   INVENTORY PRICING CATEGORY FILE_____

This section presents instructions for setting up inventory price categories for use in
pricing your inventory items by the number of levels you are using. For example, you might
use Price Category #1 for hardware items, and Price Category #2 for lumber items, etc.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
          press **<ENTER>**.

STEP 2:   From the **PRICING CONTROL MENU**, select **PRICING CATEGORY FILE** and
          press **<ENTER>**.

```
RMPRICE – Inventory Pricing Category File Update/Inquiry

Enter Pricing Category Record #:

                            Press <ESC> to Exit.
                            Press <HOME> for Price Category List.
```

Enter either:
    1)   a pricing category record number (1-9999) and press **<ENTER>**
    2)   **<ESC>**, or **<ENTER>** to return to the File Maintenance Menu
    3)   Press **<HOME>** to list all previously built records to select from.

```
RMPRICE - Inventory Pricing Category File Update/Inquiry

Enter Pricing Category Record#:         ┌─────────────────────────────┐
                                        │     Price Category List     │
                                        ├─────────────────────────────┤
                                        │  1)  EXMARK                 │
                                        │  2)  KUBOTA                 │ry List.
                                        │  3)  PARTS                  │
                                        │  4)  EQUIPMENT              │
                                        │  5)  ACTUAL                 │
                                        │  6)  DEERE                  │
                                        │  7)  LAWNBOY                │
                                        │  8)  HONDA                  │
                                        │  9)  BRIGGS                 │
                                        │                             │
                                        ├─────────────────────────────┤
                                        │  Enter Line# or <ESC> to Exit│
                                        └─────────────────────────────┘
```

4) or a number not previously used to create a new category.
After entering a new record number the program will ask :
NEW RECORD? (Y/N):If you want to continue and enter a new record, enter
<Y> and press **<ENTER>** and the following screen will be displayed:

```
                         P R I C I N G   C A T E G O R Y

     Category #xx
(99) Description  :

(01) Price Code #1:A          (ACTUAL)
(02) Price Code #2:A          (ACTUAL)
(03) Price Code #3:A          (ACTUAL)
(04) Price Code #4:A          (ACTUAL)
(05) Price Code #5:A          (ACTUAL)


        <UP-ARROW> Previous Record        <DOWN-ARROW> Next Record

Enter Field# To Modify, (D)elete, OR <ESC>:
```

When entering a new record it will automatically be filled with "A" for actual prices. You
may change any, or all to the desired algorithms.

TO CHANGE/DELETE:
Enter the price category record number and press **<ENTER>**, or press **<HOME>** and select
the code from the displayed list and press **<ENTER>.**

```
                         P R I C I N G   C A T E G O R Y
     Category #xx
(99) Description  :

(01) Price Code #1:A          (ACTUAL)
(02) Price Code #2:A          (ACTUAL)
(03) Price Code #3:A          (ACTUAL)
(04) Price Code #4:A          (ACTUAL)
(05) Price Code #5:A          (ACTUAL)


        <UP-ARROW> Previous Record        <DOWN-ARROW> Next Record

Enter Field# To Modify, (D)elete, OR <ESC>:
```

TO CHANGE:

Enter in the field # of the data that needs to be changed and press **<ENTER>.**

```
                    P R I C I N G   C A T E G O R Y


     Category #xx
(99) Description  :

(01) Price Code #1:A           (ACTUAL)
(02) Price Code #2:A           (ACTUAL)
(03) Price Code #3:A           (ACTUAL)
(04) Price Code #4:A           (ACTUAL)
(05) Price Code #5:A           (ACTUAL)


          <UP-ARROW> Previous Record        <DOWN-ARROW> Next Record


Enter New Pricing Code#1 or <HOME>:
```

Enter the new price code and press **<ENTER>,** or press **<HOME>** for explanations.

```
                    Pricing Codes Options

     Category #:    The First Character MUST be one of the Following:
(99) Descriptio
                       A   Actual Price
                       L   List Price
(01) Price Code        C   Cost
(02) Price Code        M   Market Value
(03) Price Code        T   Total Price Level (BOMPS)
(04) Price Code
(05) Price Code    The Remaining Characters may be some variation of the Following:
                       +-   List Price
                       +-   Cost
          <UP-A         +-$  Fixed Dollar Amount
                       +-%  Fixed Percentage
Enter New Prici        +-F  Factory Freight
                       &F   And Factory Freight
                       R    Round to Nearest Whole Dollar Amount
                       @%   Compute a Gross Margin Percentage
                       @    Compute a Gross Margin Percentage

                          Press <ENTER> to continue:
```

The **<HOME>** screen displays all of the acceptable codes that can be used,

for example (L+%10 – would be List + 10%)

(C+$25 – would be cost + $25)

(C&F – would be cost & factory freight)

Press **<ENTER>** to return to the Pricing Codes screen.

TO DELETE:

Enter **<D>** and press **<ENTER>,** and enter **<Y>** and press **<ENTER>** in answer to
the question "Are you sure you want to Delete this Record? (Y/N)". Enter **<N>**
and press **<ENTER>** to exit.

```
                    P R I C I N G   C A T E G O R Y


     Category #xx
(99) Description  :

(01) Price Code #1:A           (ACTUAL)
(02) Price Code #2:A           (ACTUAL)
(03) Price Code #3:A           (ACTUAL)
(04) Price Code #4:A           (ACTUAL)
(05) Price Code #5:A           (ACTUAL)


          <UP-ARROW> Previous Record        <DOWN-ARROW> Next Record


Enter Field# To Modify, (D)elete, OR <ESC>:
```

```
                    P R I C I N G    C A T E G O R Y

      Category #xx
(99) Description  :

(01) Price Code #1:A           (ACTUAL)
(02) Price Code #2:A           (ACTUAL)
(03) Price Code #3:A           (ACTUAL)
(04) Price Code #4:A           (ACTUAL)
(05) Price Code #5:A           (ACTUAL)


          <UP-ARROW> Previous Record       <DOWN-ARROW> Next Record


Are you sure you want to Delete this Record? (Y/N)


```

4.5   INVENTORY MANUAL COST CHANGES_____

This selection gives you a quick way to do cost changes without going into each record in the inventory master file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
        press <**ENTER**>.

STEP 2:   From the **PRICING CONTROL MENU**, select **INVENTORY MANUAL COST CHANGES** and press
        <**ENTER**>.

```
RMINVCST – Inventory Cost Changes                Press <ESC> to End

Enter Vendor or "A" for All:....


```

Enter the Vendor Number and press <**ENTER**>, or enter <**A**> for All and press <**ENTER**>.

```
RMINVCST – Inventory Cost Changes                Press <ESC> to End

Enter Vendor or "A" for All:....

ITEM              DESCRIPTION              OLD COST             NEW COST

.......

```

Enter the item number to be changed and press <**ENTER**>.

```
RMINVCST – Inventory Cost Changes                Press <ESC> to End

Enter Vendor or "A" for All:....

ITEM              DESCRIPTION              OLD COST             NEW COST

100057            1094 6PK BULB
                                     1.    .99             ...........

```

Enter the new cost and press <**ENTER**>.
The cost change take effect immediately. Press <**ENTER**> to Continue.

This selection gives you a quick way to do mass cost changes without going into each record in the inventory master file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and press <**ENTER**>.

STEP 2:   From the **PRICING CONTROL MENU**, select **INVENTORY COST GENERATOR** and press <**ENTER**>.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  RNCOST – Inventory Cost Generator                                      │
│                                                                         │
│  Enter Lowest Major Category:                                           │
│  Enter Highest Major Category:                                          │
│                                                                         │
│                                                                         │
│                            Press <ESC> to Exit Program.                 │
│                            Press <HOME> for a Major Category List.       │
│                            Press <ENTER> for Lowest/Highest Major Category. │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```

> **ENTER LOWEST MAJOR CATEGORY:**
>
> Enter starting major category and press <**ENTER**>, press <**ENTER**> for the first major category, or press <**HOME**> to display a listing to select from. Press <**ESC**> to exit.

> **ENTER HIGHEST MAJOR CATEGORY:**
>
> Enter ending major category and press <**ENTER**>, press <**ENTER**> for the last major category, or press <**HOME**> to display a listing to select from. Press <**ESC**> to reenter lowest major.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  RNCOST – Inventory Cost Generator                                      │
│                                                                         │
│  Enter Lowest Major Category:                                           │
│  Enter Highest Major Category:                                          │
│               ┌──────────────────────────────────┐                      │
│               │        Major Category List        │                     │
│               │                                   │                      │
│               │   1)  BH   BUSHHOG                │                      │
│               │   2)  DE   DEERE                  │                      │
│               │   3)  EX   EXMARK                 │          .          │
│               │   4)  KU   KUBOTA                 │     tegory List      │
│               │                                   │     jor Category     │
│               │                                   │                      │
│               │                                   │                      │
│               │     Enter Line# or <ESC>:         │                      │
│               └──────────────────────────────────┘                      │
└─────────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────────────┐
│  RNCOST – Inventory Cost Generator                                      │
│                                                                         │
│  Enter Lowest Major Category:                                           │
│  Enter Highest Major Category:                                          │
│                                                                         │
│  Enter Lowest Minor Category:                                           │
│  Enter Highest Minor Category:                                          │
│                                                                         │
│                                                                         │
│                            Press <ESC> to Reenter Major Category.       │
│                            Press <HOME> for a Minor Category List.       │
│                            Press <ENTER> for Lowest/Highest Minor Category. │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```

> **ENTER LOWEST MINOR CATEGORY:**
>
> Enter starting minor category and press <**ENTER**>, press <**ENTER**> for the first minor category, or press <**HOME**> to display a listing to select from. Press <**ESC**> to reenter highest major.

ENTER HIGHEST MINOR CATEGORY:

Enter ending minor category and press **<ENTER>,** press **<ENTER>** for the last minor category, or press **<HOME>** to display a listing to select from. Press <ESC> to reenter lowest minor.

```
RNCOST - Inventory Cost Generator

Enter Lowest Major Category:        ┌─────────────────────────────────────┐
Enter Highest Major Category:       │         Minor Category List         │
                                    ├─────────────────────────────────────┤
Enter Lowest Minor Category:        │                                     │
Enter Highest Minor Category:       │   1)  Equip   Equipment             │
                                    │   2)  Parts   Parts                 │
                                    │   3)  MI      Miscellaneous         │
                                    │                                     │
                                    ├─────────────────────────────────────┤
                                    │   Enter Line# or <ESC>:             │
                                    └─────────────────────────────────────┘
                                     Press <HOME> for a Major Category List
                                    Press <ENTER> for Lowest Major Category
```

```
RNCOST - Inventory Cost Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:


                              Press <ESC> to Reenter Minor Category.
                              Press <HOME> for a Product Category List.
                              Press <ENTER> for Lowest/Highest Product Category.
```

ENTER LOWEST PRODUCT CATEGORY:

Enter starting product category and press **<ENTER>,** press **<ENTER>** for the first product category, or press **<HOME>** to display a listing to select from. Press **<ESC>** to reenter highest minor category.

ENTER HIGHEST PRODUCT CATEGORY:

Enter ending product category and press **<ENTER>,** press **<ENTER>** for the last product category, or press **<HOME>** to display a listing to select from. Press **<ESC>** to reenter lowest product category.

```
RNCOST - Inventory Cost Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:       ┌─────────────────────────────────────┐
Enter Highest Minor C              │        Product Category List        │
                                   ├─────────────────────────────────────┤
Enter Lowest Product               │                                     │
Enter Highest Product              │   10)   Hardware Sales              │
                                   │   20)   Tractor Sales               │
                                   │   30)   Plumbing                    │
                                   │   40)   Electrical                  │
                                   │                                     │
                                   ├─────────────────────────────────────┤
                                   │   Enter Line# or <ESC>:             │ List
                                   └─────────────────────────────────────┘
                                    Press <ENTER> for Lowest/Highest Product Category
```

ENTER LOWEST MANUFACTURER :
>   Enter starting manufacturer and press **<ENTER>,** press **<ENTER>** for the
>   first manufacturer, or press **<HOME>** to display a listing to select from.
>   Press **<ESC>** to reenter highest product category.

ENTER HIGHEST MANUFACTURER:
>   Enter ending manufacturer and press **<ENTER>,** press **<ENTER>** for the
>   last manufacturer, or press **<HOME>** to display a listing to select from.
>   Press **<ESC>** to reenter lowest manufacturer.

```
RNCOST – Inventory Cost Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:


                        Press <ESC> to Reenter Product Category.
                        Press <HOME> for a Manufacturer List
                        Press <ENTER> for Lowest/Highest Manufacturer.
```

<HOME>

```
RNCOST – Inventory Cost Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:          Manufacturer File List
Enter Highest Minor Category:  Ln   Number   Name

Enter Lowest Product Category   1     10     AEROQUIP
Enter Highest Product Categor   2     20     ALADDIN
                                3     30     BEFCO
Enter Lowest Manufacturer:      4     40     BRIGGS
Enter Highest Manufacturer:     5     50     BOBCAT
                                6     60     DEERE

                                 Enter Line#, Command or <HOME>:


                        Press <ESC> to Reenter Product Category.
                        Press <HOME> for a Manufacturer Listing.
                        Press <ENTER> for Lowest/Highest Manufacturer.
```

```
RNCOST – Inventory Cost Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:

Enter Vendor Number:

                        Press <ESC> to Reenter Highest Manufacturer.
                        Press <ENTER> for ALL Vendors.
                        Enter Partial Vendor Name to Search
```

ENTER VENDOR NUMBER :
>   Enter starting specific vendor and press **<ENTER>,** press **<ENTER>** for all Vendors,
>   or enter a ?partial name to search for, and press **<ENTER>.**

```
RNCOST - Inventory Cost Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:

Enter Vendor Number:

Cost Calculation Method:

                        Press <ESC> to Reenter Vendor Number.
                        Press <HOME> for Available Options.
```

ENTER COST CALCULATION METHOD:

Enter calculation method and press <**ENTER**>, or press <**HOME**> for Help.
Enter an <**A**> and an amount, i.e. A4000, this changes the cost to 40.00.
You can only change the cost to an actual amount, you cannot do calculations
with the cost itself. Calculations can only be used with either the price
level, or market value fields.

```
RNCOST - Inventory Cost Generator

Cost O              Cost Calculation Options

         The First Character MUST be one of the following:
              A          Actual Cost
              M          Market Value
              P          Price Level

         If the first character is "A", then the remaining characters will be
         The actual cost to update to the Items. Example A1000, this would
         change the cost to be $10.00.

         If the first character is "P", then the next character will be the
         price level to use.  Example P1, this would use price level #1 for
         the calculation.

         The Remaining Characters may be some variation of the following
           +-  Price                          +-   Market Value
           +-$ Fixed Dollar Amount            +-%  Fixed Percentage
                        Press <ENTER> to continue.
```

PRINT COST CHANGE REPORT? (Y/N):

Enter <**Y**> and press <**ENTER**> if you want a report to print with all the changes
made to the inventory file. Enter <**N**> and press <**ENTER**> to skip the report.

IS EVERYTHING OK ? (Y/N):

Enter <**Y**> and press <**ENTER**> to continue. Enter <**N**> and press <**ENTER**> to exit.

This selection gives you a quick way to do mass price changes without going into each record
in the inventory master file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
          press <**ENTER**>.

STEP 2:   From the **PRICING CONTROL MENU**, select **INVENTORY PRICE GENERATOR** and press <**ENTER**>.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  RNPRICE – Inventory Price Generator                                     │
│                                                                          │
│  Enter Lowest Major Category:                                            │
│  Enter Highest Major Category:                                           │
│                                                                          │
│                                                                          │
│                                                                          │
│                              Press <ESC> to Exit Program.                │
│                              Press <HOME> for a Major Category List.     │
│                              Press <ENTER> for Lowest/Highest Major Category. │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
```

ENTER LOWEST MAJOR CATEGORY:
          Enter starting major category and press <**ENTER**>, press <**ENTER**> for the
          first major category, or press <**HOME**> to display a listing to select from.
          Press <**ESC**> to exit.

ENTER HIGHEST MAJOR CATEGORY:
          Enter ending major category and press <**ENTER**>, press <**ENTER**> for the
          last major category, or press <**HOME**> to display a listing to select from.
          Press <**ESC**> to reenter lowest major.

```
┌────────────────────────────────────────────────────────────────────┐
│  RNPRICE – Inventory Price Generator                               │
│                                                                    │
│  Enter Lowest Major Category:                                      │
│  Enter Highest Major Category:                                     │
│                  ┌──────────────────────────────┐                 │
│                  │      Major Category List      │                 │
│                  │                               │                 │
│                  │   5)  BH   BUSHHOG            │                 │
│                  │   6)  DE   DEERE             │    .            │
│                  │   7)  EX   EXMARK           │ tegory List      │
│                  │   8)  KU   KUBOTA           │ jor Category     │
│                  │                              │                 │
│                  │                              │                 │
│                  │   Enter Line# or <ESC>:      │                 │
│                  └──────────────────────────────┘                 │
└────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────────────┐
│  RNPRICE – Inventory Price Generator                                     │
│                                                                          │
│  Enter Lowest Major Category:                                            │
│  Enter Highest Major Category:                                           │
│                                                                          │
│  Enter Lowest Minor Category:                                            │
│  Enter Highest Minor Category:                                           │
│                                                                          │
│                            Press <ESC> to Reenter Major Category.        │
│                            Press <HOME> for a Minor Category List.       │
│                            Press <ENTER> for Lowest/Highest Minor Category. │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
```

ENTER LOWEST MINOR CATEGORY:
          Enter starting minor category and press <**ENTER**>, press <**ENTER**> for the
          first minor category, or press <**HOME**> to display a listing to select from.
          Press <**ESC**> to reenter highest major.

ENTER HIGHEST MINOR CATEGORY:

Enter ending minor category and press **<ENTER>,** press **<ENTER>** for the
last minor category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter lowest minor.

```
RNPRICE – Inventory Price Generator

Enter Lowest Major Category:            ┌─────────────────────────────────┐
Enter Highest Major Category:           │        Minor Category List      │
                                        ├─────────────────────────────────┤
Enter Lowest Minor Category:            │                                 │
Enter Highest Minor Category:           │   4)  Equip  Equipment          │
                                        │   5)  Parts  Parts              │
                                        │   6)  MI     Miscellaneous      │
                                        │                                 │
                                        ├─────────────────────────────────┤
                                        │   Enter Line# or <ESC>:         │
                                        └─────────────────────────────────┘
                                          Press <HOME> for a Major Category List
                                          Press <ENTER> for Lowest Major Category
```

```
RNPRICE – Inventory Price Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:



                          Press <ESC> to Reenter Minor Category.
                          Press <HOME> for a Product Category List.
                          Press <ENTER> for Lowest/Highest Product Category.
```

ENTER LOWEST PRODUCT CATEGORY:

Enter starting product category and press **<ENTER>,** press **<ENTER>** for the
first product category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter highest minor category.

ENTER HIGHEST PRODUCT CATEGORY:

Enter ending product category and press **<ENTER>,** press **<ENTER>** for the
last product category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter lowest product category.

```
RNPRICE – Inventory Price Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor C ┌─────────────────────────────────────┐
                      │        Product Category List        │
Enter Lowest Product  ├─────────────────────────────────────┤
Enter Highest Product │   11)   Hardware Sales              │
                      │   21)   Tractor Sales               │
                      │   31)   Plumbing                    │
                      │   40)   Electrical                  │
                      │                                     │
                      ├─────────────────────────────────────┤
                      │   Enter Line# or <ESC>:        y List│
                      └─────────────────────────────────────┘
                          Press <ENTER> for Lowest/Highest Product Category
```

```
RNCOST – Inventory Cost Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:


                          Press <ESC> to Reenter Product Category.
                          Press <HOME> for a Manufacturer List
                          Press <ENTER> for Lowest/Highest Manufacturer.
```

ENTER LOWEST MANUFACTURER :

   Enter starting manufacturer and press **<ENTER>,** press **<ENTER>** for the
   first manufacturer, or press **<HOME>** to display a listing to select from.
   Press **<ESC>** to reenter highest product category.

ENTER HIGHEST MANUFACTURER:

   Enter ending manufacturer and press **<ENTER>,** press **<ENTER>** for the
   last manufacturer, or press **<HOME>** to display a listing to select from.
   Press **<ESC>** to reenter lowest manufacturer.

   <HOME>

```
RNPRICE – Inventory Price Generator

Enter Lowest Major Category:        Manufacturer File List
Enter Highest Major Category:   Ln   Number   Name

Enter Lowest Minor Category:    1    10      AEROQUIP
Enter Highest Minor Category:   2    20      ALADDIN
                                3    30      BEFCO
Enter Lowest Product Category   4    40      BRIGGS
Enter Highest Product Categor   5    50      BOBCAT
                                6    60      DEERE
Enter Lowest Manufacturer:       Enter Line#, Command or <HOME>:
Enter Highest Manufacturer:



                          Press <ESC> to Reenter Product Category.
                          Press <HOME> for a Manufacturer Listing.
                          Press <ENTER> for Lowest/Highest Manufacturer.
```

```
RNPRICE – Inventory Price Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:

Enter Vendor Number:

                          Press <ESC> to Reenter Highest Manufacturer.
                          Press <ENTER> for ALL Vendors.
                          Enter Partial Vendor Name to Search
```

ENTER VENDOR NUMBER :

   Enter starting specific vendor and press **<ENTER>,** press **<ENTER>** for all Vendors,
   or enter a ?partial name to search for, and press **<ENTER>**.

```
RNCOST – Inventory Cost Generator

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:

Enter Vendor Number:

Price Calculation Method:

                              Press <ESC> to Reenter Vendor Number.
                              Press <HOME> for Available Options.
```

ENTER PRICE CALCULATION METHOD:

    Enter calculation method and press <**ENTER**>, or press <**HOME**> for Help.

```
RNPRICE – Inventory Price Generator

Cost O                    Calculation Options

        The First Character MUST be one of the following:
                A       Actual Cost
                M       Market Value
                P       Price Level

        If the first character is "A", then the remaining characters will be
        The actual cost to update to the Items. Example A1000, this would
        change the cost to be $10.00.

        If the first character is "P", then the next character will be the
        price level to use.  Example P1, this would use price level #1 for
        the calculation.

        The Remaining Characters may be some variation of the following
          +-   Price                              +-    Market Value
          +-$ Fixed Dollar Amount           +-%  Fixed Percentage
                        Press <ENTER> to continue.
```

PRICE LEVEL TO CHANGE: Enter the price level that you want changed and press **<ENTER>.**

PRINT COST CHANGE REPORT? (Y/N):

    Enter **<Y>** and press **<ENTER>** if you want a report to print with all the changes made to the inventory file. Enter **<N>** and press **<ENTER>** to skip the report.

IS EVERYTHING OK ? (Y/N):

    Enter <**Y>** and press **<ENTER>** to continue. Enter <**N>** and press **<ENTER>** to exit.

4.8   QUANTITY DISCOUNT FILE_____

This section presents instructions for building/changing Quantity Discount Table records.
These records are used in the Inventory Master File records to determine if certain items are
to use quantity discounts. If one of these items is entered in Order Entry, the line item
extension maybe discounted, depending on the Quantity Discount Table being used.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
press <**ENTER**>.

STEP 2: From the **PRICING CONTROL MENU**, select **QUANTITY DISCOUNT FILE** and press <**ENTER**>.

The following screen will be displayed after selecting Quantity Discount File Maintenance.

```
RMQTYDSC -  Quantity Discount Table Maintenance

Enter Quantity Discount Table#  (1-999) or <ESC>:
```

You may enter:
1) a quantity discount table# (1-999)
2) press <**HOME**> to display a listings of tables already built.
3) <**ESC**> to return to the File Maintenance menu.

If you are entering a new quantity discount table, the program prompts:
Unknown Discount Table! Are you adding it? (Y/N):
If you want to continue and enter a new record, enter <**Y**> and press <**ENTER**> and the following
screen will be displayed:

```
RMQTYDSC - Quantity Discount Table Maintenance
              Description:
            ------------ QUANTITY ------------
               "From"           "To"      Discount     Price Level
                 x               xx         x.x%            0
                xx              xxx         x.x%            0
               xxx            xxx,xxx       x.x%            0

Enter "From" Quantity,<F1> for Description, or <ESC>:
```

Enter the "From" quantity to add/change. The cursor will take you to the discount %. Enter
the desired discount percentage (0.0 to 100.0) for this line and press <**ENTER**>. Do not enter
the decimal; the system inserts the decimal upon entry. Entering "100" will display as
"10.0%.
If the item will not have an actual discount, but a specific price level attached, enter 0 for
the discount and the cursor will stop at the price level field.
To delete the line press the <**DOWN ARROW**> key. Press <**ENTER**> to add or change another
quantity discount table.

This section presents instructions that will allow you to set up temporary prices to be charged for individual items between specific "from" and "to" dates (i.e., to set up sale prices).

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and press <**ENTER**>.

STEP 2: From the **PRICING CONTROL MENU**, select **PROMOTION SALES FILE** and press <**ENTER**>.

```
RMPROMO – Promotion Sales Master Update/Inquiry

Enter Promotion ID:
                              Press <ESC> to Exit.
                              Press <ENTER> for a New Promotion ID
                              Press <HOME> to List All Promotion Sales
```

To ADD:
Enter promotion ID and press <**ENTER**>, if this is a new promotion the question "Unknown Promotion ID- Do you want to Add It?(Y/N)" appears. Enter <**Y**> and press <**ENTER**> to proceed, enter <**N**> and press <**ENTER**> to exit. You can also add a promotion by just pressing <**ENTER**>, this will create a promotion record with the next available id code.

```
RMPROMO - Promotion File Maintenance

Promotion ID:35
1) Promotion Name :
2) Location Id    : SC (ProCom Solutions)
3) Start Date     : 00/00/00
4) End  Date      : 00/00/00
5) Customer Class : All Classes


Enter a New Promotion Name.
```

PROMOTION NAME:
Enter up to 30 characters identifying the name of this promotion and press <**ENTER**>.

LOCATION ID:
Enter 2 character location code where this promotion will occur and press <**ENTER**>.

START DATE:
Enter beginning date of the promotion and press <**ENTER**>.

END DATE:
Enter ending date of the promotion and press <**ENTER**>.

CUSTOMER CLASS:
Enter which customer class this promotion will effect and press <**ENTER**>.

If there are any changes to be made select the line number and press **<ENTER>.**
Enter the new data and press **<ENTER>** again. Press **<HOME>** for additional information, or
help.

```
RMPROMO - Promotion File Maintenance
                  ┌─────────────────────────────────────────────────────┐
                  │          C o m m a n d   L i s t                    │
Pro               │  Enter Line#,Data to change the information on the   │
1)                │      line.                                           │
2)                │  Press <ENTER> to display the line item processing   │
3)                │  Enter CP to copy records from another Promotion Fil │
4)                │  Enter CR to create a Promotion File.                │
5)                │  Enter X to exit this transaction.                   │
                  │  Enter D to delete this transaction.                 │
                  │                                                      │
Ent               │           Press <ENTER> to continue:                 │
                  └─────────────────────────────────────────────────────┘
```

TO CHANGE/DELETE:

Enter the Promotional Number, and press **<ENTER>,** or press **<HOME>** to list all
previously built promos.

```
RMPROMO - Promotion File Maintenance

                  Promotion Sales Listing

Ln#   ID     Name               Loc     Start      End
001   26     SPRING PROMO       SC      04/01/00  06/01/00
002   27     SUMMER SPLASH      SC      06/01/00  09/01/00



Enter Line# or <ESC>:
```

Select the line number of the promo to be changed and press **<ENTER>.**

```
RMPROMO - Promotion File Maintenance

Promotion ID:35
1) Promotion Name :
2) Location Id    : SC (ProCom Solutions)
3) Start Date     : 99/99/99
4) End Date       : 99/99/99
5) Customer Class : All Classes

Enter Field #, Data, Command, or <HOME>:
```

TO CHANGE

Select the line number of the field to be changed and press **<ENTER>.**
Reenter the data and press **<ENTER>.**

TO DELETE

To delete this promo enter the word **<DELETE>** and press **<ENTER>.**
Enter **<Y>** and press **<ENTER>** in answer to the question "Are You sure
You want to Delete this Record? (Y/N). The record will be deleted.
Enter **<N>** and press **<ENTER>** to the question to exit.

TO ADD, CHANGE OR DELETE ITEMS FROM THE PROMOTION FILE.

```
RMPROMO - Promotion File Maintenance

Promotion ID:35
1) Promotion Name :
2) Location Id    : SC (ProCom Solutions)
3) Start Date     : 99/99/99
4) End Date       : 99/99/99
5) Customer Class : All Classes

Enter Field #, Data, Command, or <HOME>:
```

At the above screen with the cursor at the Field# field, press **<ENTER>** to display
the items included in the Promotion.

```
ID: 28            Promotion File Line Items.
Promotion Name:  Fall 2000              From: 09/01/00 to 10/31/00
Location ID   :  SC (PROCOM SOLUTIONS)   Class: All Classes

Ln#  Item#       Description        UOM       Price       Page

(End-of-List)



Enter Command or <HOME>:
```

Enter **<A>** and press **<ENTER>** to add a new item.

```
ID: 28            Promotion File Line Items.
Promotion Name:  Fall 2000              From: 09/01/00 to 10/31/00
Location ID   :  SC (PROCOM SOLUTIONS)   Class: All Classes

Ln#  Item#       Description        UOM       Price       Page
1    .........

(End-of-List)


Enter Item#, <HOME> for Item Search, or <ESC> to End.
```

Enter the Item Number and press **<ENTER>.**

At this point, if you are not sure of an item number press **<HOME>** to do a search.

```
                    -- Item Inquiry --
 Item#  :?????                            Type: ??????
 MAJOR  :?????
 MINOR  :?????
 Ln#  Item Number          Item Description        Qty Avail  UOM    Price


                      Item #

             Press <ESC> to Exit:
                     <ENTER> to leave Item# Selection "as is";
                     Partial Item# Followed by "?",
                     "?" Followed by Partial Item#,
                     "?" to Skip Item# Selection, or
                     Item# to Display:..............................
```

This is the standard item search located throughout the system.
Enter the data and press **<ENTER>** to display possible item numbers.

```
                    -- Item Inquiry --
 Item#  :?100057                          Type: ??????
 MAJOR  :?????
 MINOR  :?????
 Ln#   Item Number         Item Description      Qty Avail  UOM     Price

 01   100057              4PK C9 BULBS               37     EA       5.00
 02   BS100057            GEAR                        1     EA      12.50




 Enter Line #, <HOME>,Command or <ESC> to Exit:
```

Select the line number of the item you need and press **<ENTER>.**

```
 ID: 28          Promotion File Line Items.
 Promotion Name:  Fall 2000           From: 09/01/00 to 10/31/00
 Location ID   :  SC (PROCOM SOLUTIONS)   Class: All Classes

 Ln#  Item#      Description          UOM       Price        Page
 1   100057     4PK bulbs            EA        ......

 (End-of-List)



 Enter Item#, <HOME> for Item Search, or <ESC> to End.
```

If this item has only one selling unit the cursor next stops at price.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│  ID: 28             Promotion File Line Items.                    │
│ ┌───────────────────────────────────────────────────────────────┤
│ │ Promotion Name:  Fall 2000            From: 09/01/00 to 10/31/00│
│ │ Location ID   :  SC (PROCOM SOLUTIONS)  Class: All Classes      │
│ ├───────────────────────────────────────────────────────────────┤
│ │ Ln#  Item#      Description        UOM       Price       Page   │
│ │  1   1003       PAINT              ....                         │
│ │                                                                 │
│ │                                                                 │
│ │                                                                 │
│ │                                                                 │
│ │                                                                 │
│ │ ────────────────────────────────────────────────────────       │
│ │                                                                 │
│ │ Enter EA or GAL or <ESC> to Reenter Item #.                    │
└─────────────────────────────────────────────────────────────────┘
```

If this item has more than one selling UOM, then the cursor will stop at UOM asking for you to enter which unit of measure is needed and press <**ENTER>.**

```
┌─────────────────────────────────────────────────────────────────┐
│  ID: 28             Promotion File Line Items.                    │
│                                                                   │
│  Promotion Name:  Fall 2000            From: 09/01/00 to 10/31/00 │
│  Location ID   :  SC (PROCOM SOLUTIONS)  Class: All Classes       │
│                                                                   │
│  Ln#  Item#      Description        UOM       Price       Page    │
│   1   100057     4PK bulbs          EA        ......              │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│  ─────────────────────────────────────────────────────────       │
│                                                                   │
│  Enter Item#, <HOME> for Item Search, or <ESC> to End.           │
└─────────────────────────────────────────────────────────────────┘
```

Enter the selling price of this item during the promotion and press <**ENTER>.**

```
┌─────────────────────────────────────────────────────────────────┐
│  ID: 28             Promotion File Line Items.                    │
│                                                                   │
│  Promotion Name:  Fall 2000            From: 09/01/00 to 10/31/00 │
│  Location ID   :  SC (PROCOM SOLUTIONS)  Class: All Classes       │
│  Ln#  Item#      Description        UOM       Price       Page    │
│   1   100057     4PK bulbs          EA        4.99        ....    │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│  Enter Catalog Page Number, or <ESC> to Reenter Selling Price.   │
└─────────────────────────────────────────────────────────────────┘
```

Enter the catalog page number and press <**ENTER>.**

TO CHANGE:

Enter C#(line number) and press **<ENTER>** to change any existing item.

TO DELETE:

Enter D#(line number) and press **<ENTER>** to delete any items. This is done
without further entry from the user.

TO FIND:

Enter **<F>** and press **<ENTER>**, then enter the item number and press **<ENTER>** again.

<HOME>:

Press **<HOME>** to display more information.

```
ID: 28          Promotion File Line Items.
                      Line Item Commands
Promotion Name:                                        )
Location ID   :  Enter A, to add a line item enter a "A".
                 Enter C99, to change a line enter "C" followed
                   by the line number to change.
Ln#  Item#       Enter D, to delete a line enter a "D" followed  e
  1  100057         by the line number to delete.
                 Enter F, to find an Item on the Promotion
                   enter a "F".
                 Enter H, to return to the Promotion Header
                   enter a "H".
                 Enter M99, to modify a line enter "M" followed
                   by the line number to change.
                 Enter N, to go to the Next Page enter a "N".
                 Enter P, to go to the Previous Page enter a
Enter Item#, <HOM    "P".
                 Press <ESC> to exit this Transaction.

                 Press <ENTER> to continue.
```

4.10   REBATE SALES FILE_____

This selection allows you to enter in records in the Rebate Master File.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
press **<ENTER>**.

STEP 2: From the **PRICING CONTROL MENU**, select **REBATE SALES FILE** and press
<ENTER>.

```
RNREBATE – Rebates Sales Master File


       Item#        : xxxxxxxxxxxxxxxxxx (xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)
    Customer        : 99999 (xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)

(1) From Date       : 99/99/99
(2) To Date         : 99/99/99

(3) Manufacture     : 99999 (xxxxxxxxxxxxxxxxxxxxxxxxxxx)

(4) Vendor #        :

(5) Rebate          : 9,999.99

(6) Quantity Sold   : 999,999

(7) Sales-to-Date   : 999,999.99


         Press <ESC> to Return to the Pricing Control Menu;
         <HOME> to Display a List of All Rebate Sales Records, or
         Item# to Update/Inquire a Rebate Sales Record for.
```

The Screen Displays:	You Respond/Enter:
Item #	Alpha/Numeric field up to 18 characters. This field MUST be a valid inventory item in the system. This field will identify the item that will receive this rebate and press **<ENTER>**.
Customer #	Numeric field up to 5 characters and press **<ENTER>**. This field MUST be a valid customer in the system, if no customer number is needed, a value of zero is used to specify the customer that will receive this rebate. The customer number may be skipped if the rebate is not customer driven.
From Date:	Numeric field up to 6 characters and press **<ENTER>**. This field is used to specify the starting date for this rebate. This must be a valid date entry in the format mmddyy.
To Date:	Numeric field up to 6 characters and press **<ENTER>**. This field is used to specify the ending date for this rebate. This must be a valid date entry in the format MMDDYY.
Manufacture:	Numeric field up to 5 characters and press **<ENTER>**. This field MUST be a valid manufacturer that is given this rebate for this time. If the item has a manufacturer number (inventory maintenance page 3) that number will be used as the default manufacture. This field may be changed.
Vendor #:	Enter the number of the vendor from whom you buy the product that the rebate applies to and press **<ENTER>**.
Rebate:	Number field up to 6 characters and press **<ENTER>**. This field will specify the quantity that was sold for this item during the time period of the rebate.
Quantity Sold:	Numeric field up to 6 characters and press **<ENTER>**. This field will specify the quantity that was sold for this item during the time period of the rebate. This will be updated automatically when the sales journals are updated.
Sales to Date:	Numeric field up to 8 characters and press **<ENTER>**. This field will specify the dollar amount of sales that were sold for this item during the time period of the rebate. This will be updated automatically when the sales journals are updated.

Cost of Sales:	Numeric field up to 8 characters and press **<ENTER>**. This field will specify the actual cost of sales that were sold for this time during the time period of the rebate. This will be updated automatically when the sales journals are updated.
Rebate to Date:	Numeric field up to 8 characters and press **<ENTER>**. This field will specify the actual amount of rebates to date. This will be updated automatically when the sales journal is updated.

4.9 APPLY PRICE CATEGORIES TO INVENTORY FILE_____

This selection updates the inventory master file when you make any changes to the price category files. This is an automatic change instead of doing it one record at a time.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and press **<ENTER>**.

STEP 2: From the **PRICING CONTROL MENU**, select **APPLY PRICE CATEGORIES TO INVENTORY FILE** and press **<ENTER>**.

STEP 3: This should be run when you change a price category file. This will recalculate all your price levels in the inventory master file records. This should only be run after a good back-up and while no one is on the system.

```
RMINVPR – Apply Price Categories to Inventory File

WARNING
         Before running this program you should take a data
         backup, this program will recalculate all Inventory
         Price Levels based on the Price Category File !

         Do you want to Continue ?(Y/N):
```

4.10 APPLY ALGORITHMS TO MINIMUM SELLING PRICES_____

This selection gives you a quick way to do mass selling price changes without going into each record in the inventory master file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and press **<ENTER>**.

STEP 2: From the **PRICING CONTROL MENU**, select **APPLY ALGORITHMS TO MINIMUM SELLING PRICES** and press **<ENTER>**.

```
RNMINALGO – Apply Algorithms to Minimum Selling Prices

Enter Lowest Major Category:
Enter Highest Major Category:


                         Press <ESC> to Exit Program.
                         Press <HOME> for a Major Category Listing.
                         Press <ENTER> for Lowest/Highest Major Category.

```

Enter Lowest Major Category:
        Enter starting major category and press **<ENTER>,** press **<ENTER>** for the first major category, or press **<HOME>** to display a listing to select from. Press **<ESC>** to exit.

Enter Highest Major Category:
        Enter ending major category and press **<ENTER>,** press **<ENTER>** for the last major category, or press **<HOME>** to display a listing to select from. Press **<ESC>** to reenter lowest major.

```
RNMINALGO – Apply Algorithms to Minimum Selling Prices


  Enter Lowest Major Category:
  Enter Highest Major Category:
```

```
                    Major Category List

        1)  BH   BUSHHOG
        2)  DE   DEERE
        3)  EX   EXMARK
        4)  KU   KUBOTA
        5)  MI   MISCELLANEOUS

              Enter Line# or <ESC>:
```

```
RNMINALGO – Apply Algorithms to Minimum Selling Prices

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

                        Press <ESC> to Reenter Major Category.
                        Press <HOME> for a Minor Category List.
                        Press <ENTER> for Lowest/Highest Minor Category.
```

Enter Lowest Minor Category:

Enter starting minor category and press **<ENTER>,** press **<ENTER>** for the
first minor category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter highest major.

Enter Highest Minor Category:

Enter ending minor category and press **<ENTER>,** press **<ENTER>** for the
last minor category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter lowest minor.

```
RNMINALGO – Apply Algorithms to Minimum Selling Prices

Enter Lowest Major Category:
Enter Highest Major Category:           Minor Category List

Enter Lowest Minor Category:         1)    Acess   Acessories
Enter Highest Minor Category:        2)    Equip   Equipment
                                     3)    Parts   Parts
                                     4)    MI      Miscellaneous


                                       Enter Line# or <ESC>:

                                     Press <ENTER> for Lowest Major Category
```

```
RNMINALGO – Apply Algorithms to Minimum Selling Prices

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

                        Press <ESC> to Reenter Minor Category.
                        Press <HOME> for a Product Category List
                        Press <ENTER> for Lowest/Highest Product Category
```

Enter Lowest Product Category:

Enter starting product category and press **<ENTER>,** press **<ENTER>** for the
first product category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter highest minor.

Enter Highest Product Category:
Enter ending product category and press **<ENTER>,** press **<ENTER>** for the last
product category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter lowest product category.

```
RNMINALGO - Apply Algorithms to Minimum Selling Prices

Enter Lowest Major Category:
Enter Highest Major Category:          ┌─────────────────────────────────────┐
                                       │        Product Category List        │
Enter Lowest Minor Category:           ├─────────────────────────────────────┤
Enter Highest Minor Category:          │  12)   Hardware Sales               │
                                       │  22)   Tractor Sales                │
Enter Lowest Product Category:         │  32)   Plumbing                     │
Enter Highest Product Category:        │  40)   Electrical                   │
                                       │                                     │
                                       ├─────────────────────────────────────┤
                                       │                                     │
                                       │  Enter Line# or <ESC>:              │
                                       └─────────────────────────────────────┘

                    Press <ESC> to Exit Program.
```

```
RNMINALGO - Apply Algorithms to Minimum Selling Prices

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Vendor Number:
                              Press <ESC> to Reenter Highest Prod.Categ.
                              Press <ENTER> for All Vendors.
                              Enter Partial Vendor Name to Search
```

Enter Vendor Number:
Enter starting specific vendor and press **<ENTER>,** press **<ENTER>** for all vendors,
or enter a ?partial name to search for, and press **<ENTER>.** Press **<ESC>** to reenter
highest product category.

ENTER MINIMUM PRICE CALCULATION METHOD:
Enter calculation method and press **<ENTER>,** or press **<HOME>** for Help.

```
RNMI┌──────────────────────────────────────────────────────────┐
    │                    Algorithm Options                     │
Mini│                                                          │
    │   The First Character MUST be one of the following:      │
RNCOS│       A        Actual Cost                              │
    │       L        List Price                                │
Cost│       C        Cost                                      │
    │       M        Market Value                              │
    │                                                          │
    │   The Remaining Characters may be some variation of the following: │
    │                                                          │
    │       + -      List Price                                │
    │       + -      Cost                                      │
    │       + - $    Fixed Dollar Amount                       │
    │       + - %    Fixed Percentage                          │
    │       + - F    Factory Freight                           │
    │       & F      And Factory Freight                       │
    │       R        Round to Nearest Whole Dollar Amount      │
    │       @%       Compute a Gross Margin Percentage         │
    │       @        Compute a Gross Margin Percentage         │
    │                                                          │
    │              Press <ENTER> to continue.                  │
    └──────────────────────────────────────────────────────────┘
```

```
RNMINALGO – Apply Algorithms to Minimum Selling Prices

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Vendor Number:

Print Price Change Report (Y/N) ?:
```

Print Price Change Report? (Y/N)
Enter <**Y**> and press <**ENTER**> to print the report, enter <**N**> and press <**ENTER**>
if a report is not needed.

Is Everything OK ? (Y/N):
Enter <**Y**> and press <**ENTER**> to continue. Enter <**N**> and press <**ENTER**> to exit.

```
RUN DATE:09/07/00                    Minimum Selling Price Change Report


Lowest Major: BH; Highest Major: BH; Lowest Minor: FIRST; Highest Minor: LAST; Lowest Prod Categ: FIRST: Highest
Prod Categ: LAST; Vendor Number:ALL; Calculation Method: C+%75;

                                                Old       New
Item#               Description          UOM    Price     Price
==================  =========================  =======  ======  =======
000000011520        Piston KIT           EA      0.00     27.85
100057              4PK BULB             EA      0.59      0.74


Total Items:    2
```

4.13   MARKET VALUE MASS MODIFICATION_____

This selection gives you a quick way to do mass market value price changes without going into
each record in the inventory master file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
press <**ENTER**>.

STEP 2: From the **PRICING CONTROL MENU**, select **MARKET VALUE MASS MODIFICATION** and
press <**ENTER**>.

```
RMMARKET – Market Value Mass Modification

Enter Lowest Major Category:
Enter Highest Major Category:




                              Press <ESC> to Exit Program.
                              Press <HOME> for a Major Category Listing.
                              Press <ENTER> for Lowest/Highest Major Category.
```

Enter Lowest Major Category:

Enter starting major category and press **<ENTER>,** press **<ENTER>** for the
first major category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to exit.

Enter Highest Major Category:

Enter ending major category and press **<ENTER>,** press **<ENTER>** for the
last major category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter lowest major.

```
RMMARKET – Market Value Mass Modification

Enter Lowest Major Category:
Enter Highest Major Category:    ┌─────────────────────────────────────┐
                                 │          Major Category List        │
                                 ├─────────────────────────────────────┤
                                 │   1)  BH   BUSHHOG                   │
                                 │   2)  DE   DEERE                     │
                                 │   3)  EX   EXMARK                    │
                                 │   4)  KU   KUBOTA                    │
                                 │   5)  MI   MISCELLANEOUS             │
                                 │                                     │
                                 ├─────────────────────────────────────┤
                                 │   Enter Line# or <ESC>:             │
                                 └─────────────────────────────────────┘
```

Enter Lowest Minor Category:

Enter starting minor category and press **<ENTER>,** press **<ENTER>** for the
first minor category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter highest major.

Enter Highest Minor Category:

Enter ending minor category and press **<ENTER>,** press **<ENTER>** for the
last minor category, or press **<HOME>** to display a listing to select from.
Press **<ESC>** to reenter lowest minor.

```
RMMARKET – Market Value Mass Modification

Enter Lowest Major Category:
Enter Highest Major Category:    ┌─────────────────────────────────────┐
                                 │          Minor Category List        │
Enter Lowest Minor Category:     ├─────────────────────────────────────┤
Enter Highest Minor Category:    │   1)  Equip   Equipment             │
                                 │   2)  Parts   Parts                 │
                                 │   3)  MI      Miscellaneous         │
                                 │                                     │
                                 │                                     │
                                 ├─────────────────────────────────────┤
                                 │   Enter Line# or <ESC>:             │
                                 └─────────────────────────────────────┘
                                   Press <ENTER> for Lowest Minor Category
```

```
RMMARKET – Market Value Mass Modification


Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:
                                Press <ESC> to Reenter Minor Category.
                                Press <HOME> for a Product Category Listing
                                Press <ENTER> for Lowest/Highest Product Category
```

Enter Lowest Product Category:

Enter starting product category and press <**ENTER>,** press <**ENTER>** for the
first product category, or press <**HOME>** to display a listing to select from.
Press <**ESC>** to reenter highest minor. Press <**ESC>** to reenter highest minor.

Enter Highest Product Category:

Enter ending product category and press <**ENTER>,** press <**ENTER>** for the last
product category, or press <**HOME>** to display a listing to select from.
Press <**ESC>** to reenter lowest product category.

```
RMMARKET – Market Value Mass Modification

Enter Lowest Major Category:        ┌─────── Product Category List ───────┐
Enter Highest Major Category:       │                                     │
                                    │                                     │
Enter Lowest Minor Category:        │  13) Hardware Sales                 │
Enter Highest Minor Category:       │  23) Tractor Sales                  │
                                    │  32) Plumbing                       │
Enter Lowest Product Category:      │  40) Electrical                     │
Enter Highest Product Category      │                                     │
                                    ├─────────────────────────────────────┤
                                    │  Enter Line# or <ESC>:              │
                                    │                                     │
                                    └─────────────────────────────────────┘
```

```
RMMARKET – Market Value Mass Modification

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:
```

Enter Lowest Manufacturer:

Enter starting manufacturer and press <**ENTER>,** press <**ENTER>** for the
first manufacturer, or press <**HOME>** to display a listing to select from. Press <**ESC>**
to reenter highest product category.

Enter Highest Manufacturer:

Enter ending manufacturer and press <**ENTER>,** press <**ENTER>** for the
last manufacturer, or press <**HOME>** to display a listing to select from. Press <**ESC>**
to reenter lowest manufacturer.

```
RMMARKET – Market Value Mass Modification

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:        1    10    AEROQUIP
Enter Highest Product Category:       2    20    ALADDIN
                                      3    30    BEFCO
Enter Lowest Manufacturer:            4    40    BRIGGS
Enter Highest Manufacturer:           5    50    BOBCAT
                                      6    60    DEERE
Enter Vendor Number:
                                  Press <ENTER> for All Vendors.
                                  Enter Partial Vendor Name to Search
```

Enter Vendor Number:
Enter starting specific vendor and press **<ENTER>,** press <ENTER> for all
Vendors, or enter a ?partial name to search for, and press **<ENTER>**. Press **<ESC>** to
reenter highest manufacturer,

```
RMMARKET – Market Value Mass Modification

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:

Enter Vendor Number:

Percentage to Mark-Up (xxx.xx):
```

Enter Percentage to Mark-Up:
Enter the percentage the market value is to be increased by and press **<ENTER>.**

Press **<ESC>** to reenter vendor.

```
RMMARKET – Market Value Mass Modification

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:

Enter Vendor Number:

Percentage to Mark-Up (xxx.xx):

Print Price Change Report (Y/N) ?:
                                Press <ESC> to Reenter Percentage.
                                Press <ENTER> for Yes.
```

Print Price Change Report (Y/N) ?
Enter **<Y>** and press **<ENTER>** to print the report, or just press **<ENTER>.** Enter **<N>**
and press **<ENTER>** if a report is not needed. Press **<ESC>** to reenter percentage.

Is Everything OK ? (Y/N):
Enter **<Y>** and press **<ENTER>** to continue. Enter **<N>** and press **<ENTER>** to exit. Press
<ESC> to reenter print change report.

Lowest Major: BH; Highest Major: BH; Lowest Minor: FIRST; Highest Minor: LAST; Lowest Prod Categ: FIRST: Highest
Prod Categ: LAST; Lowest Manuf: FIRST; Highest Manuf: LAST: Vendor Number:ALL; Mark-Up: 25.0%;

Item#	Description	UOM	COST	OLD MKT	MEW MKT
100000011520	Piston KIT	EA	22.60	0.00	27.85
100057	4PK BULB	EA	0.59	0.00	0.74

4.12   UPDATE PRICES USING MANUFACTURER PRICE LISTS_____

This program is used to update Manufacturers prices to the inventory master file. After
downloading Manufacturers price disks you must run this program to have the information update
into in inventory master file.

STEP 1:   From the **ACCOUNTS RECEIVABLE/ORDER ENTRY MENU**, select **PRICING CONTROLS** and press
        <**ENTER**>.

STEP 2:   From the **PRICING CONTROL MENU**, select **UPDATE PRICES USING MANUFACTURER PRICE LISTS**
        and press <**ENTER**>.

STEP 3:   Enter the Manufacturer number you wish to update and press <**ENTER**>. If you do not
        know the number, press <**HOME**> to display the list and the select the line number
        and <**ENTER**>, or press <**ENTER**> for all.

STEP 4:   **Print the Error Report? (Y/N)** Enter <**Y**> and press <**ENTER**> and a report will print
        out a listing of items in the master file with update set to yes and not appearing
        on the price file. Enter <**N**> and press **<ENTER>** and the report does not print. It
        will then prompt you **Is Everything OK? (Y/N).**

STEP 5:   Enter <**Y**> and press <**ENTER**> to begin the update this will spin numbers
        across the screen and INTERNAL PROCESSING OCCURRING - PLEASE WAIT will
        display on the screen. It will take you back to the Pricing Control Menu
        when the updating is finished.

Helpful Hint: Do not run the update while processing any sales journals, or purchase order
journals.

```
Run Date:01/15/01                Manufacturer Price List Update Error Report

Manufacturer:00125 (BRIGGS ENGINES)


             Manufacturer
Item Number    Item Number              Description
-----------    --------------------     ---------------------
350100SR       350100SR                 350186 kit
```

4.12   MIX/MATCH TABLE TO INVENTORY FILE_____

This selection gives you a quick way to do mix/match table changes without going into each
record in the inventory master file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRICING CONTROL** and
        press <**ENTER**>.

STEP 2:   From the **PRICING CONTROL MENU**, select **APPLY MIX/MATCH TABLE TO INVENTORY FILE**
        and press <**ENTER**>.

```
RMMATCH – Apply Mix/Match Table to Inventory File

Enter Lowest Item Number:
Enter Highest Item Number:




                        Press <ENTER> for Lowest/Highest Item Number
                        Press <ESC> to Exit Program.
```

Enter Lowest Item Number:
   Enter starting item number and press <**ENTER>,** or press <**ENTER>** for the first
   item number. Press <**ESC>** to exit the program.

Enter Highest Item Number:
   Enter ending item number and press <**ENTER>,** or just press <**ENTER>** for the last
   item number. Press <**ESC>** to reenter lowest item.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ RMMATCH – Apply Mix/Match Table to Inventory File                          │
│                                                                            │
│ Enter Lowest Item Number:                                                  │
│ Enter Highest Item Number:                                                 │
│                                                                            │
│ Enter Lowest Major Category:                                               │
│ Enter Highest Major Category:                                              │
│                                                                            │
│                                                                            │
│                                                                            │
│                            Press <HOME> for a Major Category Listing.      │
│                            Press <ENTER> for Lowest/Highest Major Category.│
│                            Press <ESC> to Reenter Highest Item.            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter Lowest Major Category:
   Enter starting major category and press <**ENTER>,** press <**ENTER>** for the
   first major category, or press <**HOME>** to display a listing to select from.
   Press <**ESC>** to reenter highest item number.

Enter Highest Major Category:
   Enter ending major category and press <**ENTER>,** press <**ENTER>** for the
   last major category, or press <**HOME>** to display a listing to select from.
   Press <**ESC>** to reenter lowest major category.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ RMMATCH – Apply Mix/Match Table to Inventory File                          │
│                                                                            │
│                           ┌──────────────────────────────────┐            │
│ Enter Lowest Item Number:  │         Major Category List       │            │
│ Enter Highest Item Number: │                                   │            │
│                            │   1)  BH  BUSHHOG                  │            │
│ Enter Lowest Major Category:│   2)  DE  DEERE                   │            │
│ Enter Highest Major Category:│  3)  EX  EXMARK                  │            │
│                            │   4)  KU  KUBOTA                   │            │
│                            │   5)  MI  MISCELLANEOUS            │            │
│                            │                                   │            │
│                            │                                   │            │
│                            │   Enter Line# or <ESC>:           │            │
│                            └──────────────────────────────────┘            │
│                              Press <ENTER> for Lowest Major Category        │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter Lowest Minor Category:
   Enter starting minor category and press <**ENTER>,** press <**ENTER>** for the
   first minor category, or press <**HOME>** to display a listing to select from.
   Press <**ESC>** to reenter highest major category.

Enter Highest Minor Category:

Enter ending minor category and press **<ENTER>,** press **<ENTER>** for the
last minor category, or press **<HOME>** to display a listing to select from.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ RMMATCH – Apply Mix/Match Table to Inventory File                         │
│                        ┌──────────────────────────────────────────┐       │
│ Enter Lowest Item Number:       Minor Category List               │       │
│ Enter Highest Item Number:                                         │       │
│                        │  1)  Equip  Equipment                    │       │
│ Enter Lowest Major Category:    2)  Parts  Parts                   │       │
│ Enter Highest Major Category:   3)  MI     Miscellaneous           │       │
│                        │                                          │       │
│ Enter Lowest Minor Category:                                       │       │
│ Enter Highest Minor Category:                                      │       │
│                        │                                          │       │
│                        │  Enter Line# or <ESC>:                   │       │
│                        └──────────────────────────────────────────┘       │
│                                                                           │
│                     Press <ESC> to Exit Program.                          │
│                     Press <HOME> for a Major Category List.               │
│                     Press <ENTER> for Lowest Major Category.              │
└─────────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────────────┐
│ RMMATCH – Apply Mix/Match Table to Inventory File                         │
│                                                                           │
│ Enter Lowest Item Number:                                                 │
│ Enter Highest Item Number:                                                │
│                                                                           │
│ Enter Lowest Major Category:                                              │
│ Enter Highest Major Category:                                             │
│                                                                           │
│ Enter Lowest Minor Category:                                              │
│ Enter Highest Minor Category:                                             │
│                                                                           │
│ Enter Lowest Product Category:                                            │
│ Enter Highest Product Category:                                           │
│                            Press <ESC> to Reenter Minor Category.         │
│                            Press <HOME> for a Product Category List.      │
│                            Press <ENTER> for Lowest/Highest Product       │
└─────────────────────────────────────────────────────────────────────────┘
```

Enter Lowest Product Category:

Enter starting product category and press **<ENTER>,** press **<ENTER>** for the
first product category, or press **<HOME>** to display a listing to select from.

Enter Highest Product Category:

Enter ending product category and press **<ENTER>,** press **<ENTER>** for the
last product category, or press **<HOME>** to display a listing to select from.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ RMMATCH – Apply Mix/Match Table to Inventory File                         │
│                                                                           │
│ Enter Lowest Item Number:      ┌────────────────────────────────────┐     │
│ Enter Highest Item Number:     │     Product Category List          │     │
│                                │                                    │     │
│ Enter Lowest Major Category:   │                                    │     │
│ Enter Highest Major Category:  │  1)  Hardware Sales                │     │
│                                │  2)  Tractor Sales                 │     │
│ Enter Lowest Minor Category:   │  3)  Plumbing                      │     │
│ Enter Highest Minor Category:  │  4)  Electrical                    │     │
│                                │                                    │     │
│ Enter Lowest Product Category: │                                    │     │
│ Enter Highest Product Category:│  Enter Line# or <ESC>:             │     │
│                                └────────────────────────────────────┘     │
│                     Press <ESC> to Exit Program.                          │
│                     Press <HOME> for a Major Category List.               │
│                     Press <ENTER> for Lowest/Highest Product Category.    │
└─────────────────────────────────────────────────────────────────────────┘
```

```
RMMATCH - Apply Mix/Match Table to Inventory File

Enter Lowest Item Number:
Enter Highest Item Number:

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Lowest Manufacturer:
Enter Highest Manufacturer:


                              Press <HOME> for a Manufacturer Listing.
                              Press <ENTER> for Lowest/Highest Manufacturer.
                              Press <ESC> to Reenter Product Category.
```

Enter Lowest Manufacturer:

> Enter starting manufacturer and press **<ENTER>,** press **<ENTER>** for the first
> manufacturer, or press **<HOME>** to display a listing to select from.
> Press <ESC> to reenter highest product category.

Enter Highest Manufacturer:

> Enter ending manufacturer and press **<ENTER>,** press **<ENTER>** for the
> last manufacturer, or press **<HOME>** to display a listing to select from.
> Press **<ESC>** to reenter lowest manufacturer.

<HOME>

```
RMMATCH - Apply Mix/Match Table to Inventory File
                            ┌─────────────────────────────────────┐
Enter Lowest Item Number:   │          Manufacturer File List     │
Enter Highest Item Number:  │  Ln   Number   Name                 │
                            │                                     │
Enter Lowest Major Category: │  1     10      AEROQUIP             │
Enter Highest Major Category:│  2     20      ALADDIN              │
                            │  3     30      BEFCO                │
Enter Lowest Minor Category: │  4     40      BRIGGS               │
Enter Highest Minor Category:│  5     50      BOBCAT               │
                            │  6     60      DEERE                │
Enter Lowest Product Category:└─────────────────────────────────────┤
Enter Highest Product Category:│  Enter Line# , Command or <HOME>:   │
                            │                                     │
Enter Lowest Manufacturer:   │                                     │
Enter Highest Manufacturer:  └─────────────────────────────────────┘

                       Press <ESC> to Exit Program.
                       Press <HOME> for a Major Category List.
                       Press <ENTER> for Lowest Major Category.
```

```
RMMATCH – Apply Mix/Match Table to Inventory File

Enter Lowest Item Number:
Enter Highest Item Number:

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Vendor Number:
                                Press <ESC> to Reenter Highest Manufacture.
                                Press <ENTER> for All Vendors.
                                Enter Partial Vendor Name to Search
```

Enter Vendor Number:

      Enter starting specific vendor and press **<ENTER>,** press **<ENTER>** for all vendors,
      or enter a ?partial name to search for and press **<ENTER>.**

```
RMMATCH – Apply Mix/Match Table to Inventory File

Enter Lowest Item Number:
Enter Highest Item Number:

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Vendor Number:

Enter Unit of Measure:              Press <ENTER> for All Units.
                                    Press <ESC> to Reenter Vendor Number.
```

Enter Unit of Measure:

      Enter the unit of measure that the discount will be on and press **<ENTER>,**
      or just press **<ENTER>** for all units. Press **<ESC>** to reenter vendor.

```
RMMATCH – Apply Mix/Match Table to Inventory File

Enter Lowest Item Number:
Enter Highest Item Number:

Enter Lowest Major Category:
Enter Highest Major Category:

Enter Lowest Minor Category:
Enter Highest Minor Category:

Enter Lowest Product Category:
Enter Highest Product Category:

Enter Vendor Number:

Enter Unit of Measure:

Enter Mix/Match Table#:


                            Press <ESC> to Reenter Unit Of Measure.
                            Press <HOME> for Quantity Table Listing.
```

Enter Mix/Match Table#:

      Enter the table Number to be used and press **<ENTER>,** or press **<HOME>** to get
      a listing of the Quantity Tables. Press **<ESC>** to reenter unit of measure.

<HOME> - Quantity Table Listing

```
┌─────────────────────────────────────────────────────────────────────────┐
│  RMMATCH – Apply Mix/Match Table to Inventory File                        │
│                                                                           │
│  Enter Lowest Item Number:                                                │
│  Enter Highest Item Number:                                               │
│                                                                           │
│  Enter Lowest Major Category:                                             │
│  Enter Highest Major Category:                                            │
│                                         ┌──────────────────────────────┐  │
│  Enter Lowest Minor Category:           │ 1)  1-10                     │  │
│  Enter Highest Minor Category:          │ 2)  11-20                    │  │
│                                         │ 3)  21-50                    │  │
│  Enter Lowest Product Category:         │                              │  │
│  Enter Highest Product Category:        │                              │  │
│                                         │                              │  │
│  Enter Vendor Number:                   │                              │  │
│                                         │                              │  │
│  Enter Unit of Measure:                 │                              │  │
│                                         └──────────────────────────────┘  │
│  Enter Mix/Match Table#:                                                  │
│                              Press <ESC> to Reenter Unit Of Measure.      │
│                              Press <HOME> for Quantity Table Listing.     │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Print Price Change Report (Y/N) ?
> Enter **<Y>** and press **<ENTER>** to print the report, enter **<N>** and press **<ENTER>**
> if a report is not needed. Press **<ESC>** to reenter mix/match table.

Is Everything OK ? (Y/N):
> Enter **<Y>** and press **<ENTER>** to continue. Enter **<N>** and press **<ENTER>** to exit.
> Press **<ESC>** to reenter print change report.

RUN DATE:09/07/00   Mix/Match Table Change Report

Lowest Major: BH; Highest Major: BH; Lowest Minor: FIRST; Highest Minor: LAST; Lowest Prod Categ: FIRST: Highest
Prod Categ: LAST; Lowest Manuf: FIRST; Highest Manuf: LAST: Vendor Number:ALL; Mark-Up: 25.0%;

		----UOM #1----		----UOM #2----		----UOM #3 ----		
Item#	Description	Old Table#	New Table#	Old Table#	New Table#	Old Table#	New Table#	UOM
=================	=================	========	===========	==========	==========	==========	=============	
100000011520	Piston KIT	1	1					
100057	4PK BULB	1	1					

Total Items: 2

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ║                                                                       ║ │
│ ║  CHAPTER 5:           REPORTS & LISTINGS                               ║ │
│ ║                                                                       ║ │
└─────────────────────────────────────────────────────────────────────────┘
```

5.0   INTRODUCTION_____

This chapter presents instructions for printing a variety of useful reports and listings. The
only system printouts not selectable from the Reports and Listing Menu are those tied directly
to other system functions. Several of these system printouts are valuable tools to have on
hand while executing other procedures in the Accounts Receivable. It is recommended that
current printouts of the following data base listings be available and near your terminal(s)
at all times:

CUSTOMER MASTER FILE LISTING
CUSTOMER NAME AND ADDRESS LISTING
INVENTORY MASTER FILE LISTING
PRODUCT CATEGORY FILE LISTING
STANDARD INVOICE MESSAGE FILE LISTING
SHIP VIA, TERMS, AND FOB LISTING
SALES TAX FILE LISTING
SALESMAN'S FILE LISTING
CUSTOMER SHIP TO ADDRESS LISTING

Other reports are available for analysis purposes and inventory control, and can be printed as
needed. Any report can be printed at any time and as many times as needed. The "main" menu of
the Reports & Listings is displayed on the screen:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx          ***---   Reports & Listings   ---***          xx:xx:xx  │
│                            xxxxxxxxxxxxxxxxxxxxxx                          │
│                                                                           │
│                      1. Customer Listings                                 │
│                      2. Data-Base Listings                                │
│                      3. Inventory Reports                                  │
│                      4. Orders/Backorders/Direct Shipments                │
│                      5. Work Order Reports                                 │
│                      6. Sales Analysis Reports                             │
│                      7. Rebate Sales Reports                              │
│                      8. Accounts Receivable Aged Trial Balance Report     │
│                      9. General Ledger Master List                        │
│                     10. General Ledger Distribution Report                │
│                     11. Cash Receipts History Report                      │
│                     12. Contract Bidding Reports                          │
│                     13. Inter Company Transfer History Report             │
│                                                                           │
│                                                                           │
│                      M. Return to Main Menu;   E. Exit to Monitor.        │
│                                                                           │
│                                                                           │
│                      Enter Selection:_                                    │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Make your selection and the appropriate Report & Listing Sub-Menu will be displayed on the
screen.

5.1   CUSTOMER LISTINGS_____

This section presents instructions for printing listings that pertain to your Customer Master File Records. There are different listings in this section that may be printed at any time. The following is an example of the sub menu that will be displayed:

```
xx/xx/xx               ***---   Reports & Listings   ---***          xx:xx:xx
                        xxxxxxxxxxxxxxxxxxx

                     1. Customer Master File Listing
                     2. Customer Numeric Listing
                     3. Customer Alphanumeric Listing
                     4. Customer Contact/Phone Number Listing
                     5. Customer Special Pricing File Listing
                     6. Customer Ship-To Address Listing
                     7. Customer Comments File Listing
                     8. Customer Date of Last Sale Report
                     9. Customer Rolodex Cards
                    10. Customer Mailing Labels
                    11. Customer Unpaid Finance Charge List
                    12. Customer Authorization Charge File Listing
                    13. Customer Cash Mailing Labels


                     M. Return to Main Menu;   E. Exit to Monitor.


                     Enter Selection:_
```

5.1.1   CUSTOMER MASTER FILE LISTING_____

This section presents instructions for printing the Customer Master File Listing. This report, which includes all customer information rendered in the Customer Master File (Section 2.1), should be printed regularly and kept near your terminal(s) for reference purposes.

The report may be printed for **all customers, or only those customers between specified starting and ending customer numbers.** You may also select to print the listing for **only one customer class, or for all customer classes.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
        press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER MASTER FILE LISTING** and press
        <**ENTER**>.

```
 RLCUSTM – Customer Master File Listing


   "A"lpha or "N"umeric Sequence?:
 Enter First Cust#:
 Enter Last  Cust#:

 Enter Customer Class:
 Enter Profit Center :

 Enter Salesman Number or <ENTER> for "All":
 Is Everything OK? (Y/N):
```

"A"lpha or "N"umeric Sequence:
      Enter <**A**> and press <**ENTER**> to have the list print out alphabetically,
      Enter <**N**> and press <**ENTER**,** or just press <**ENTER**> to have the list print out in
      customer account number order. Press <**ESC**> to exit.

ENTER FIRST CUST#:
ENTER LAST CUST#:

If you wish the listing to reflect only a specified range of customers, enter
the first customer number identifying the first customer record you wish
to print, and press **<ENTER>**. Then enter the last customer number identifying
the last customer record you wish to print, and press **<ENTER>**. All customer
records with identification numbers between the specified numbers will
be included on the report. To print the listing for all customers, press
<ENTER> when the program prompts for the first customer number. The word
"ALL" appears on the screen.

ENTER CUSTOMER CLASS:

To print a listing for only one customer class, specify the customer class by
entering the code number for this class and press **<ENTER>**. To print a listing
including all customer classes, press **<ENTER>** and the word "ALL" appears on
the screen.

ENTER PROFIT CENTER:

Enter profit center code and press **<ENTER>,** or press **<ENTER>** for all.

ENTER SALESMAN NUMBER OR <ENTER> FOR "ALL":

Enter specific salesman's number and press **<ENTER>**, or press **<ENTER>** for All.

IS EVERYTHING OK? (Y/N):

Enter <**N**>, and press **<ENTER>** if you wish to reenter the information entered in
the previous steps. Enter <**Y**>, and press **<ENTER>** if you wish to continue.
When printing is, the program returns to the Reports & Listings Menu.

                                  CUSTOMER MASTER FILE LISTING

------CUSTOMER--------   ---CREDIT INFO---   ---INVOICE INFO---   ---MISC. INFO---

NAME   BALANCE.........:   3,596.45   ADJ.FACTOR S/N CLASS...: 00000
ADDRESS   CREDIT LIMIT....:   1,000.00 EQUIPMENT   :1   % 0   YES CONTACT.: JOHN DEERE
CITY, STATE ZIP   A/R TYPE........: n/a   PARTS   :1   %0   YES SALESMAN: DEFAULT ALEMAN
                      FINANCE CHG.....: Y   ACCESSORIES   :1   %0   NO   ON HOLD.: N
PHONE..: 410-555-5555 SEND STATEMENT..: y   USED EQUIPMENT :1   %0   NO   BALANCE EOM: 000.00
SHIP TO: 500 PULASKI HWY DELINQUENCY.....: 000   HARDWARE   :1   %0   NO   INVOICE COPIES 01
         BALTIMORE, MD   SALES MTD.......: 3,596.45 LUMBER   :1   %0   NO   SHIP VIA.: CO. TRUCK
         21236   SALES YTD.......:12,123.00 MISCELLANEOUS :1   %0   NO   TERMS....: 07 NET 10 DAYS
                         COST MTD........: 1,438.50 MARINE   :1   %0   NO   FOB......: 00
                         COST YTD........: 4,849.20 BOATS   :1   %0   YES TAX(Y/N):Y Cd: 1 MARYLAND
COMPANY   FC YTD..........:   2.00   JANITORIAL   :1   %0   NO   EXEMPT #: -NONE-
DISC. %: 0.0%   VOL DISC TBL....: 00   PAINT PRODUCTS :1   %0   NO   BILL TO.: -NONE-
LAST PAY DT: 00/00/00 AMT LAST PAY....: 1,240.00   TEST PRODUCT TYPE:1 %0   NO   DISCOUNT: 0.0% /000 DAYS

5.1.2   CUSTOMER NUMERIC LISTING

This section presents instructions for printing the customer numeric listing. This report only
includes the following information:

ACCOUNT #	CUSTOMER NAME	SALESMAN NUMBER
ADDRESS LINE 1	ADDRESS LINE 2	
CITY	STATE	
ZIP CODE	TELEPHONE NUMBER	

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
        press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press **<ENTER>**.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER NUMERIC LISTING** and press
<ENTER>.

```
RLCUSAN – Numeric Customer List

        Enter Customer Class, or "A" for ALL:
        Enter Profit Center, or "A" for All :
        Enter Salesman Number, or "A" for All:
        Only if "ON HOLD" or All ? (H/A)
        Double Space Listing ? (Y/N):
        Enter Location ID, or <ENTER> for ALL:

        Is Everything OK ? (Y/N):
```

ENTER CUSTOMER CLASS, OR "A" FOR ALL:
To print a listing for only one customer class, specify the customer class by
entering the code number for this class and press **<ENTER>**. To print a
listing including all customer classes, enter **<A>** and press **<ENTER>**.

ENTER PROFIT CENTER, OR "A" FOR ALL:
Enter profit center code and press **<ENTER>,** or enter **<A>** and press **<ENTER>** for all.
This question only appears if you are using profit centers.

ENTER SALESMAN NUMBER, OR "A" FOR ALL:
To print a listing for only one salesman number, specify the salesman
number by entering the number for this salesman and pressing **<ENTER>**. To print
a listing including all salesman numbers, enter **<A>** and press **<ENTER>**.

ONLY IF "ON HOLD" OR ALL? (H/A):
Enter **<H>** and press **<ENTER>**, if you wish to print a listing for only those
customers that are on hold. Enter **<A>** and press **<ENTER>**, if you wish to
print all customers.

DOUBLE SPACE LISTING?
Enter **<N>** and press **<ENTER>**, to print a single spaced listing. Enter **<Y>**
and press **<ENTER>** to print a double spaced listing.

ENTER LOCATION ID, OR <ENTER> FOR ALL:
Enter location ID to print a listing for, or press **<ENTER>** for all locations.
This question appears only if your customers are sorted by location.

IS EVERYTHING OK?(Y/N):
Enter **<N>** and press **<ENTER>** to reenter the selections that were made
above. Enter **<Y>** and press **<ENTER>** to continue. If the selection **<Y>** is
made the program prompts:

IS THIS A RESTART?
Enter **<N>** and press **<ENTER>** if this is not a restart and the program
will start printing the report from the beginning. Enter **<Y>** and press
<ENTER> if this is a restart, the program will then prompt:

ENTER THE LAST CUSTOMER PRINTED:
Enter in the last customer number that was printed and press **<ENTER>**.
The program will start printing the customer numbers that follow this one.
After printing is complete, the program will return to the Reports & Listings Menu.

ACCT#	CUSTOMER NAME	ADDRESS LINE 1	ADDRESS LINE 2	CITY	ST	ZIP	TELEPHONE	SLS
22100	YOUNG'S FLOOR SERVICE	5830 FLANNERY LANE		BALTIMORE	MD	21202	301)944-8685	HA
22145	ZF MGT.Z GT.& RENTAL CO.	3618 PARK HEIGHTS AVE.		ROSEDALE	MD	21237		
2700	BEN WHITAKER	846 HARLEM AVE.		GLEN BURNIE	MD	21061	(410)555-5555	HA
25500	URBAN REAL ESTATE MGT	2215 ST. PAUL STREET		BALTIMORE	MD	21229	(410)366-2632	HA
90000	PROCOM SOLUTIONS, INC	8980-A ROUTE 108		COLUMBIA	MD	21045	(410)997-6777	HA

This section presents instructions for printing the customer alphanumeric listing. This report only includes the following information:

        ACCOUNT #   CUSTOMER NAME
        ADDRESS LINE 1   ADDRESS LINE 2
        CITY   STATE
        ZIP CODE   TELEPHONE NUMBER
                               SALESMAN NUMBER

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER ALPHANUMERIC LISTING** and press <**ENTER**>.

```
RLCUSAN – Alphabetic Customer List

     Enter Customer Class, or "A" for ALL:
     Enter Profit Center, or "A" for All :
     Enter Salesman Number, or "A" for All:
     Only if "ON HOLD" or All ? (H/A)
     Double Space Listing ? (Y/N):
     Enter Location ID, or <ENTER> for ALL:

     Is Everything OK ? (Y/N):
```

This section presents instructions for printing the Customer Alphanumeric Listing. This report contains the same information as the Customer Numeric Listing. With the exception, this report prints in customer name sequence. Follow the same instructions that were used in printing the Customer Numeric Listing program.

ACCT#	CUSTOMER NAME	ADDRESS LINE 1	ADDRESS LINE 2	CITY	ST	ZIP	TELEPHONE	SLS
25500	URBAN REAL ESTATE	2215 ST. PAUL STREET		GLEN BURNIE	MD	21061	(410)555-5555	HA
22100	YOUNG'S FLOOR SERVICE	5830 FLANNERY LANE		BALTIMORE	MD	21202	(301)944-8685	HA
22145	ZF MGT. & RENTAL CO.	3618 PARK HEIGHTS AVE.		BALTIMORE	MD	21215	(410)555-5555	HA

This section presents instructions for printing out a listing of contact names and their phone numbers as entered in the customer master file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER CONTACT/PHONE NUMBER LISTING** and press <**ENTER**.**

```
RLCUSTN -  Customer Contact/Phone Number Listing

Enter Desired Report Sequence:
   1. Customer Number :
   2. Customer Name:

   Lowest  Customer Number/Name:
   Highest Customer Number/Name:

Enter Salesman Initials:

Enter Customer Class:

Enter Terms Code:

Enter Profit Center:

Only if "On Hold?" (Y/N):

Double Space Report? (Y/N):

Is Everything OK ? (Y/N):

                    Press <ESC> to Reenter Double Space Report
```

ENTER DESIRED REPORT SEQUENCE:

Enter **<1>** and press **<ENTER>** to print the report in Customer Number sequence, or just press **<ENTER>.** Enter **<2>** and press **<ENTER>** to print the report in Customer Name sequence.

LOWEST CUSTOMER NUMBER:
HIGHEST CUSTOMER NUMBER:

If you wish the listing to reflect only a specified range of customers, enter the first customer number identifying the first customer record you wish to print, and press **<ENTER>**, or just press **<ENTER>** to start at your first customer. Then enter the last customer number identifying the last customer record you wish to print, and press **<ENTER>**, or just press **<ENTER>** to end at your last customer. All customer records with identification numbers between the specified numbers will be included on the report. Press **<ESC>** to exit. If you enter a specific customer number, the next question you see will be "Is Everything ok?".

ENTER SALESMAN INITIALS:

To print a listing for only one salesman number, specify the salesman number by entering the number for this salesman and pressing **<ENTER>**. To print a listing including all salesman numbers press **<ENTER>**, or press **<HOME>** to display a listing of salesmen to selected from. Press **<ESC>** to reenter highest customer.

```
RLCUSTN -  Customer Contact┌─────────────────────────┐
                           │ Salesman List           │
Enter Desired Report Sequen├─────────────────────────┤
   Lowest Customer Number :│ 1)  00 Mike Caplan      │
   Highest Customer Number:│ 2)  10 Marty Brown      │
                           │ 3)  20 Joe Hall         │
Enter Salesman Initials:   │ 4)  30 Pat Brown        │
                           │ 5)  40 Will Clark       │
                           │ 6)  50 Tom Sawyer       │
                           ├─────────────────────────┤
                           │ Enter Line# or <ESC>    │
                           └─────────────────────────┘
```

ENTER CUSTOMER CLASS, OR "A" FOR ALL:
  To print a listing for only one customer class, specify the customer class
  by entering the code number for this class and press **<ENTER>**. To print a
  listing including all customer classes and press **<ENTER>**, or press **<HOME>**
  to display a listing of already built customer classes to select from.
  Press **<ESC>** to reenter salesman initials.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ RLCUSTN -  Customer Contact/Phone Number Listing                        │
│                            ┌──────────────────────────────────┐         │
│ Enter Desired Report Sequence: │ Customer Class File List      │         │
│    Lowest Customer Number :│                                  │         │
│    Highest Customer Number:│  1) Government                   │         │
│                            │  2) Cash Customers               │         │
│ Enter Salesman Initials:   │  3) Manufacturers                │         │
│                            │  4) Contractors                  │         │
│ Enter Customer Class:      │  5) Retail                       │         │
│                            │  6) Wholesale                    │         │
│                            │                                  │         │
│                            │  Enter Line# or <ESC>:           │         │
│                            └──────────────────────────────────┘         │
└─────────────────────────────────────────────────────────────────────────┘
```

ENTER TERMS CODE:
  To print a listing for terms code, specify the terms code entering the
  code number for this term and press **<ENTER>**. To print a listing including
  all terms codes press **<ENTER>**, or press **<HOME>** to display a listing of already
  built terms codes to select from. Press **<ESC>** to reenter customer class.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  RLCUSTN -  Customer Contact/Phone Number Listing                       │
│                        ┌──────────────────────────────────┐             │
│ Enter Desired Report Seque │ Payment Terms File List       │             │
│    Lowest Customer Number  │                               │             │
│    Highest Customer Number │                               │             │
│                            │ 1) Cash                       │             │
│ Enter Salesman Initials:   │ 2) COD                        │             │
│                            │ 3) 90 DAYS                    │             │
│ Enter Customer Class:      │ 4) 120 DAYS                   │             │
│                            │ 5) ONE YEAR                   │             │
│ Enter Terms Code:          │ 6) NET 10 DAYS                │             │
│                            │ 7) NET 30/60/90               │             │
│                            │ 8) 10^{TH} OF MONTH           │             │
│                            │ Enter Line# of <ESC>:         │             │
│                            └──────────────────────────────────┘         │
└─────────────────────────────────────────────────────────────────────────┘
```

ENTER PROFIT CENTER:
  Enter profit center code and press **<ENTER>,** or press **<ENTER>** for all.

Only If "On Hold?" (Y/N):
  Enter **<N>** and press **<ENTER>**, or just press **<ENTER>** to print all customers.
  Enter **<Y>** and press **<ENTER>** to print a listing of customers on hold only.
  Press **<ESC>** to reenter profit center.

DOUBLE SPACE REPORT? (Y/N):
  Enter **<N>** and press **<ENTER>**, to print a single spaced report. Enter **<Y>** and press
  <ENTER> to print a double spaced report. Press **<ESC>** to reenter on hold.

IS EVERYTHING OK? (Y/N):
  Enter **<N>** and press **<ENTER>** to reenter the selections that were made
  above. Enter **<Y>** and press **<ENTER>** to continue. Press **<ESC>** to reenter double
  space.

CUSTOMER CONTACT/PHONE NUMBER LISTING

#	Customer Name	Contact Name	Phone Number	Fax Number	Cell Number	Pager Number
=====	======================	================	==============	============	==============	==============
00100	SHOPPERS CORPORATION	WILLIAM BROWN	(410)997-6777	(410)997-6774	(410)999-9999	(410)999-9999
		MARY BROWN	(410)999-9999	(410)999-9999	(410)999-9999	(410)999-9999
		TINA BROWN				
00050	SHOPPERS FOOD WAREHOUSE	JOHN DOE	(410)555-5555	(410)555-5556		
00175	TCBI, INC.	JANE DOE	(304)789-6756	(410)555-5556		
00111	HAPPY DAY SALES, INC.	JANE DOE	(410)555-5555	(410)555-5556		

* Total # of Customers: 4

5.1.5   CUSTOMER SPECIAL PRICING FILE LISTING

This section presents instructions for printing a listing of all customers with special pricing agreements for certain items in your inventory. The listing can be specified to include only customers from a particular customer class.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press **<ENTER>**.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER SPECIAL PRICING FILE LISTING** and press **<ENTER>.**

    SINGLE CUSTOMERS OR ALL (A/S)?:

        ALL:
```
RLSPR – Customer Special Price File Listing


Single Customers or All ?(A/S):
      Is this a Restart? (Y/N):

      Enter Customer Class or "A"ll:
      Enter Profit Center or "A"ll :
      Enter Salesman Initials or "A"ll :
      One Customer Per Page? (Y/N):
      Print Price Algorithms? (Y/N):
      Print Gross Profit Margin? (Y/N):
      Print Actual Cost or Market Value? (A/M):
      Reflect Rebates ? (Y/N):
      Heading Comment Line:
```

   To print a listing for all customers accounts enter **<A>** and press **<ENTER>**. Press **<ESC>** to exit.

  IS THIS A RESTART? (Y/N):
      Enter **<N>** and press **<ENTER>** if this is not a restart and the program will start printing the report from the beginning. Enter **<Y>** and press **<ENTER>** if this is a restart, the program will then prompt

  ENTER LAST CUSTOMER PRINTED:
      Enter in the last customer number that was printed and press **<ENTER>**. The program will start printing the customer numbers that follow this one.

  ENTER CUSTOMER CLASS OR "ALL":
      Enter the customer class code you wish to include on the report and press **<ENTER>**, only customers in this class will be included in the printout. Enter **<A>** and press **<ENTER>** to include all customer classes in the printout.

ENTER PROFIT CENTER, OR "A" FOR ALL:
     Enter Profit Center code and press **<ENTER>,** or enter **<A>** and press **<ENTER>** for all.

ENTER SALESMAN INITIALS:
     To print a listing for only one salesman number specify the salesman
     number by entering the number for this salesman and pressing **<ENTER>**. To
     print a listing including all salesman numbers enter **<A>** and press **<ENTER>**.

ONE CUSTOMER PER PAGE (Y/N)?:
     Enter **<Y>** and press **<ENTER>** if you wish the printout to print only one customer
     per page. Enter **<N>** and press **<ENTER>** if you do not wish to limit the printout to
     one page per customer.

PRINT PRICE ALGORITHMS ? (Y/N):
     Enter **<Y>** and press **<ENTER>** if you wish the printout to print the price
     algorithms. Enter **<N>** and press **<ENTER>** if you do not wish these to printout.

PRINT GROSS PROFIT MARGIN ? (Y/N):
     Enter **<Y>** and press **<ENTER>** if you wish the printout to print the gross profit
     margin. Enter **<N>** and press **<ENTER>** if you do not wish this to printout.

PRINT ACTUAL COST OR MARKET VALUE? (A/M):
     Enter **<A>** and press **<ENTER>** if you wish the printout to print the actual cost.
     Enter **<M>** and press **<ENTER>** if you want the market value instead to print.

REFLECT REBATES ? (Y/N):
     Enter **<Y>** and press **<ENTER>** if you wish the printout to include rebate amounts
     in the calculations. Enter **<N>** and press **<ENTER>** if you do not wish them to be
     figured in.

HEADING COMMENT LINE:
     Enter up to 70 characters to display as a heading and press **<ENTER>**.

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered in the
     above steps. Enter **<Y>** and press **<ENTER>** to continue. When printing is
     complete, the program returns to the Reports & Listings Menu screen.

SINGLE:

```
RLSPR – Customer Special Pricing Listing


Enter Acct No:

Enter Job Number:

Print Price Algorithms ? (Y/N):

Print Gross Profit Margin ?(Y/N):

Print Actual Cost or Market Value? (A/M):

Heading Comment Line:

Is Everything OK? (Y/N)
```

To print a listing for just one customer, enter **<S>** and press **<ENTER>**.

CUSTOMER ACCOUNT NUMBER:
     Enter account number to print listing for, and press **<ENTER>.**

ENTER JOB NUMBER:

Enter specific job number to list and press **<ENTER>.** Press **<ENTER>**
to list for all jobs, or press **<HOME>** to display a listing of jobs
built for this customer, if your system is using jobs.

```
┌─────────────────────────────────────────────────────────────────┐
│ RLSPR – Customer Special Pricing Listing                         │
│                        ┌────────────────────────────────────┐    │
│                        │ Job Master Listing                 │    │
│ Enter Acct No:         │                                    │    │
│                        │ #  Job Number  Job Name            │    │
│ Enter Job Number:      ├────────────────────────────────────┤    │
│                        │ 1   678        WEST SITE           │    │
│                        │                                    │    │
│                        │                                    │    │
│                        ├────────────────────────────────────┤    │
│                        │ Enter Line#, Command or <ESC>      │    │
│                        └────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────────┘
```

If there are no special prices entered for your specific customer, then
screen will display the following:

```
┌─────────────────────────────────────────────────────────────────┐
│ RLSPR – Customer Special Pricing Listing                         │
│                                                                   │
│ Enter Acct No:                                                    │
│                                                                   │
│ Enter Job Number:                                                 │
│                                                                   │
│          No Special Prices for this Customer !                    │
│                                                                   │
│                              TCBI                                 │
│                              6458 East Coast Highway              │
│                              SUITE 765                            │
│                              West Coatesville, Pa 76944           │
│              Press <ENTER> to Continue:                           │
└─────────────────────────────────────────────────────────────────┘
```

PRINT PRICE ALGORITHMS ? (Y/N):

Enter **<Y>** and press **<ENTER>** if you wish the printout to print the price
algorithms. Enter **<N>** and press **<ENTER>** if you do not wish these to printout.

PRINT GROSS PROFIT MARGIN ? (Y/N):

Enter **<Y>** and press **<ENTER>** if you wish the printout to print the gross profit
margin. Enter **<N>** and press **<ENTER>** if you do not wish this to printout.

PRINT ACTUAL COST OR MARKET VALUE? (A/M):

Enter **<A>** and press **<ENTER>** if you wish the printout to print the actual cost.
Enter **<M>** and press **<ENTER>** if you want the market value instead to print.

HEADING COMMENT LINE:

Enter up to 70 characters to display as a heading and press **<ENTER>**.

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** to reenter the information entered in the
above steps. Enter **<Y>** and press **<ENTER>** to continue. When printing
is complete, the program returns to the Reports & Listings Menu screen.

```
RUN DATE:09/10/00              CUSTOMER SPECIAL PRICE FILE LISTING
ACCT# CUSTOMER NAME AND ADDRESS
JOB NUMBER   ITEM NUMBER   DESCRIPTION   U/M  PR. METHOD   PRICE      "RETAIL"     COST(MARKET) G/P
----------------------------------------------------------------------------------------------------
00001 SHOPPERS CORPORATION
      JOHN DOE (410)555-5555
 JOB #3005   8980-A ROUTE 108      COLUMBIA, MD 21045

                     START DATE: 00/00/00          END DATE: 99/99/99


           1003       HAMMER       EA   Actual Price    12.99       12.99         6.50    50%
           A10001                  EA   Actual Price  3,750.00    3,999.00     1,500.00   60%
           A10002                  EA   Actual Price  3,750.00        0.00     2,000.00   47%
           JDPART                  EA   Pr. Level 1     200.00        0.00        50.00   75%
```

5.1.6   CUSTOMER SHIP – TO ADDRESS LISTING_____

This section gives you the ability to print out a listing of all ship-to addresses built for your customers.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER SHIP-TO ADDRESS LISTING** and press press <**ENTER>.**

```
  RLSHIPTO – Print Customer Ship-to Address Listing


  Enter Customer# to Print for:

  Enter Salesman ID to Print:

  Print Directions? (Y/N):

      Ok to Begin Printing ? (Y/N):
```

ENTER THE CUSTOMER# TO PRINT FOR:
Enter the customer account number specifying the customer you wish to be the first included on the listing and pressing <**ENTER**>. To print all customers on file just press <**ENTER**>. Press <**ESC**> to exit.

ENTER SALESMAN ID TO PRINT:
Enter the salesman id to print the listing for and press <**ENTER>,** or press <**ENTER**> to list for all salesmen. Press <**ESC**> to reenter customer#.

PRINT DIRECTIONS? (Y/N):
Enter <**Y**> and press <**ENTER**> to have directions print out, otherwise enter <**N**> and press <**ENTER**> to skip over this question.

OK TO BEGIN PRINTING? (Y/N):
Enter <**N**> and press <**ENTER**> to reenter the information entered in the above steps. Enter <**Y**> and press <**ENTER**> to continue. When printing is complete, the program returns to the Reports & Listings Menu.

```
DATE; 09/10/00                    CUSTOMER SHIP-TO ADDRESS LISTING

CUSTOMER #        NAME            SHIP-TO ADDRESS
-----------------------------------------------------------------------------------------------------
  100        SHOPPERS CORPORATION


                              SELECTION# 01                    SELECTION# 02
SHOPPERS CORPORATION          SHOPPERS CORPORATION             SHOPPERS VIRGINIA, INC.
8940-J ROUTE 108              8940-J ROUTE 108                 110099 NOKESVILLE ROAD

COLUMBIA      ,MD 21045        COLUMBIA      ,MD 21045          MANASSAS        ,VA  22111
(41)997-6777                  (410)997-6777                    (703)369-0417

                              Via Code:012  (OUR TRUCK)        Via Code:001 (UPS GROUND)
                              Tax Code:001  (MARYLAND )        TAX CODE:002 (VIRGINIA)
```

5.1.7   CUSTOMER COMMENTS FILE LISTING

This section will allow you to print out all comments both for Order Entry and Cash
Receipts that are entered in the Customer Master File.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
         press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER COMMENTS FILE LISTING** and press
         press <**ENTER**>.

```
RLCOMM – Print Customer Comment File Listing


Enter First Customer# to Print:
Enter Last Customer# to Print:

Print "O"rder Entry or "C"ash Receipts Comments? (O/C):

    Ok to Begin Printing ? (Y/N):
```

ENTER FIRST CUSTOMER# TO PRINT:
   Enter the customer account number specifying the customer you wish to be
   the first included on the listing and pressing <**ENTER**>. Press <**ESC**> to exit.

ENTER LAST CUSTOMER# TO PRINT:
   Enter the customer account number specifying the customer you wish to be
   the first included on the listing and pressing <**ENTER**>. Press <**ESC**> to
   reenter the first customer.

PRINT "O"RDER ENTRY OR "C"ASH RECEIPTS COMMENTS? (O/C):
   Enter <**O**> and press <**ENTER**> to print comments displayed in Order Entry.
   Enter <**C**> and press <**ENTER**> to print comments displayed in Cash Receipts.
   Press <**ESC**> to reenter customer#.

OK TO BEGIN PRINTING? (Y/N):
   Enter <**N**> and press <**ENTER**> to reenter the information entered in the above
   steps. Enter <**Y**> and press <**ENTER**> to continue. When printing is complete,
   the program returns to the Reports & Listings Menu.

```
DATE: 09/10/00              CUSTOMER O/E COMMENT FILE LISTING

CUSTOMER                    COMMENT(S)
_____

  175        TCBI           MAKE DUPLICATE COPY OF INVOICE

_____


DATE: 09/10/00            CUSTOMER CASH RECEIPT FILE LISTING

CUSTOMER                    COMMENT(S)
_____

  175        TCBI           MAKE SURE MR CHARLES HAS SIGNED CHECKS

_____
```

5.1.8 CUSTOMER DATE OF LAST SALE REPORT_____

This section will allow you to print out a listing showing the last sale date for customers, also included are MTD and YTD sales figures.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press **<ENTER>**.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER DATE OF LAST SALE REPORT** and press **<ENTER>.**

```
RLCUSDLS – Customer Date of Last Sale Report


Enter Date of Last Sale (mmddyy):

All Customers that Have a Date of Last Sale on or before
xx/xx/xx we be Printed on this Report.

Customers that Do Not Have a Date of Last Sale
Will Not be Included on this Report!



Do you want Separate Pages for Each Salesman? (Y/N):

Do you want to Print? (Y/N):
```

ENTER DATE OF LAST SALE (mmddyy):
Enter the last sale date that you want a listing for and press **<ENTER>,** or press **<ENTER>** for all dates. Press **<ESC>** to exit.

DO YOU WANT SEPARATE PAGES FOR EACH SALESMAN? (Y/N):
Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** to have the report print each salesman on a different page. Enter **<N>** and press **<ENTER>** for the report to print all together. Press **<ESC>** to change date.

DO YOU WANT TO PRINT? (Y/N):
Enter **<N>** and press **<ENTER>** to reenter the information entered in the above steps. Enter **<Y>** and press **<ENTER>** to continue. When printing is complete, the program returns to the Reports & Listings Menu.

```
                       CUSTOMER DATE OF LAST SALE REPORT

SALESMAN    DATE OF     CUSTOMER   CUSTOMER                            SALES          SALES
NUMBER      LAST SALE   NUMBER     NAME                                M-T-D          Y-T-D
=================================================================================================
00          06/24/00    00175      TCBI                                0.00           4.00
00          07/06/00    01300      LASHERS                             10,320.47      10,320.47
00          08/16/00    00050      SHOPPERS FOOD WAREHOUSE             0.00           60.00
00          06/23/99    00163      OAKRIDGE MEADOW RIDGE VAL           0.00           0.00
00          07/01/99    00100      SHOPPERS CORPORATION                0.00           0.00
11          02/20/98    00500      ADVANCE CLEANING SERVICE            0.00           0.00
66          04/20/97    00550      ALL-PURPOSE HOME IMPROVEM           0.00           0.00
77          04/29/99    00101      JACK M. ANDERSON                    0.00           0.00
HA          03/12/95    01356      LODEN, TIM                          0.00           0.00
HA          04/17/95    00325      ABUNDANT LIFE II                    0.00           0.00
HA          08/13/97    00600      ALLYSON GARDEN APARTMENT            0.00           0.00
HA          11/18/97    00300      ABUNDANT LIFE                       22.00          3,250.00
HA          01/14/98    00040      D.B.S., INC.                        0.00           0.00
HA          04/17/99    00400      ACME AUTO                           0.00           0.00
HA          08/13/97    00900      ASHBURTON NURSE HOME                0.00           0.00
HA          11/18/97    00750      ANDREWS, LEWIS                      0.00           0.00
HA          04/13/99    00200      A. MANAGEMENT                       0.00           0.00

                       FINAL TOTALS:                                  10,342.47      13,634.47
```

5.1.9   CUSTOMER ROLODEX CARDS

This section gives you the ability to print rolodex cards with information from your Customer Master File.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3: From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER ROLODEX CARDS** and press press <**ENTER**>.

```
Print Rolodex Cards

Mount the Rolodex Cards in the Printer

To Check Alignment, Type "X"
To End Alignment, Type "E"

                Press <ESC> to End.
```

Enter <**X**> and press <**ESC**> to have an alignment print, to bypass the alignment enter <**E**> and press <**ENTER**>.

```
Print Rolodex Cards

Print  All or One?
Enter "ALL" or "ONE"
                Press <ESC> to End.
```

Enter <**ALL**> and press <**ENTER**> to print rolodex cards for each customer, or enter <**ONE**> and press <**ENTER**> to print a single rolodex card.

```
Print Rolodex Cards

Account:
                Press <ESC> to End.
```

Enter account number and press <**ENTER**> to print rolodex card. Press <**ESC**> to end.

ROLODEX CARD FILE LISTING

SHOPPERS CORPORATION
8940-J ROUTE 108
COLUMBIA   ,MD 21045

410-997-6777   CONTACT: WAYNE JOHNSON
410-977-6774 FAX

5.1.1   CUSTOMER MAILING LABELS_____

This section gives you the ability to print mailing labels with information from your Customer Master File.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3:   From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER MAILING LABELS** and press press <**ENTER**>.

```
ROMAILB – Customer Mailing Labels

Enter Desired Print Sequence:
 1 = Customer Account#;
 2 = Customer Name:
 3 = Customer Zip Code.
                Press <ESC> to Exit w/o Printing
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> to print in Account Sequence.
Enter <**2**> and press <**ENTER**> to print in Name Sequence.
Enter <**3**> and press <**ENTER**> to print in Zip Code Sequence.

```
ROMAILB – Customer Mailing Labels

Enter Desired Print Sequence:
Print (A)ll Customers, or Customers with (H)istory?

              Press <ESC> to Reenter Print Sequence
```

PRINT (A)LL CUSTOMERS OR CUSTOMER WITH (H)ISTORY
Enter <**A**> and press <**ENTER**> to print labels for all customers,
Enter <**H**> and press <**ENTER**> to print labels for only customers that have sales history.

ALL:

```
ROMAILB – Customer Mailing Labels

Enter Desired Print Sequence:
Print All Customers

Select up to 4 Customer Classes:
Enter Starting Zip code:
Enter Location to Print:
```

SELECT UP TO 4 CUSTOMER CLASSES:
Enter up to four different customer classes to print labels for and press <**ENTER**,> or press <**ENTER**> print labels for all the classes. Press <**ESC**> to renter customer. Press <**HOME**> to display all the class listings.

ENTERING STARTING ZIP CODE:
    Enter a specific zip code to print labels for and press **<ENTER>,** or
    press **<ENTER>** for all zip codes. Press **<ESC>** to reenter class.

ENTER ENDING ZIP CODE:
    Enter ending zip code to print labels for and press **<ENTER>.**
    This question appears only if a staring zip is entered. Press **<ESC>** to
    reenter starting zip code.

ENTER LOCATION TO PRINT:
    Enter a specific location from the displayed list and press **<ENTER>,** or press
    <ENTER> for all locations. Press **<ESC>** to reenter zip.

```
ROMAILB – Customer Mailing Labels

Enter Desired Print Sequence:                   LOCATION LIST
Print All Customers
                                        ID   Name
Select up to 4 Customer Classes:        SC  PROCOM SOLUTIONS
                                        SM  SMITHFIELD
Enter Starting Zip Code:                BA  BALTIMORE
                                        PH  WEST VIRGINIA
Enter Location to Print:

Print for Each Different Job?

    Is Everything Ok? (Y/N)
```

PRINT FOR EACH DIFFERENT JOB? (Y/N):
    Enter **<N>** and press **<ENTER>** to print a label for each job a customer has
    built. Enter **<Y>** and press **<ENTER>** to print just a label for the customer.
    This question appears only if your system is set to use jobs.

IS EVERYTHING OK? (Y/N):
    Enter **<N>** and press **<ENTER>** to reenter the information entered in the above
    steps. Enter **<Y>** and press **<ENTER>** to continue. The program then creates an extract
    file with the asked for labels. Go to instruction *Select under customers with
    history.

CUSTOMERS WITH (H)ISTORY

ENTER STARTING DATE:
    Enter date of sale that you want a mailing label to print for and press
    <ENTER>, or press **<ENTER>** for all dates. Press **<ESC>** to reenter customer
    selection.

ENTER ENDING DATE:
    Enter date of the last sale that you want a mailing label to print for and
    press **<ENTER>.** Press **<ESC>** to reenter first date.

SELECT UP TO 4 CUSTOMER CLASSES:
    Enter in select classes and press **<ENTER>.** Press **<HOME>** to display a list to
    select from, or just press **<ENTER>** for all. Press **<ESC>** to reenter last date.

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
    Enter beginning product category that has history to print a label for and
    press **<ENTER>,** or just press **<ENTER>** for all product categories. Press **<HOME>**
    to display a list to select from. Press **<ESC>** to reenter customer class.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:

Enter ending product category that has history to print a label for and press <**ENTER>.** Press <**HOME>** to display a list to select from. Press <**ESC>** to reenter lowest product category.

ENTER LOWEST MAJOR CATEGORY TO PRINT:

Enter beginning major category that has history to print a label for and press <**ENTER>,** or just press <**ENTER>** for all major categories. Press <**HOME>** to display a list to select from. Press <**ESC>** to reenter highest product category.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

Enter ending major category that has history to print a label for and press <**ENTER>.** Press <**HOME>**to display a list to select from. Press <**ESC>** to reenter lowest major category.

ENTER LOWEST MINOR TO PRINT:

Enter beginning minor category that has history to print a label for and press <**ENTER>,** or just press <**ENTER>** for all minor categories. Press <**HOME>** to display a list to select from. Press <**ESC>** to reenter highest major class.

ENTER HIGHEST MINOR TO PRINT:

Enter ending minor category that has history to print a label for and press <**ENTER>.** Press <**ESC>** to reenter lowest minor.

ENTER STARTING ZIP CODE:

Enter a specific zip code to print labels for and press <**ENTER>,** or press <**ENTER>** for all zip codes. Press <**ESC>** to reenter highest minor.

ENTER ENDING ZIP CODE:

Enter ending zip code to print labels for and press <**ENTER>.** Press <**ESC>** to reenter starting zip. This question appears only if a staring zip is entered.

ENTER LOCATION TO PRINT:

Enter a specific location and press <**ENTER>,** press <**ENTER>** for all locations. Press <**ESC>** to reenter zip.

```
ROMAILB – Customer Mailing Labels

Enter Desired Print Sequence:
Print Customers with History

Enter Starting Date:
Enter Ending Date:
                                    LOCATION LIST
Select up to 4 Customer Classes
                                 ID  Name
Enter Lowest Product Category# to    SC PROCOM SOLUTIONS
Enter Highest Product Category# to   SM SMITHFIELD
                                     BA BALTIMORE
Enter Lowest Major Category to Pri   PH WEST VIRGINIA
Enter Highest Major Category to Pr

Enter Lowest Minor Category to Pri
Enter Highest Minor Category to Pr

Enter Starting Zip code:

Enter Location to Print:
```

PRINT FOR EACH DIFFERENT JOB ? (Y/N):

Enter <**N>** and press <**ENTER>** to print a label for each job a customer has built. Enter <**Y>** and press <**ENTER>** to print just a label for the customer. This question appears only if your system is set to use jobs.

IS EVERYTHING OK? (Y/N):

    Enter **<N>** and press **<ENTER>** to reenter the information entered in the above steps. Enter **<Y>** and press **<ENTER>** to continue. The program then creates an extract file with the asked for labels.

SELECT THE TYPE OF LABELS FOR PRINTING:

    Enter **<1>** and press **<ENTER>** for labels printed on a dot matrix printer, or enter **<2>** and press end to print on a laser printer.

```
ROMAILLB – Customer Mailing Labels

Select the Type of Labels for Printing:
  1 = Dot Matrix Labels:
  2 = Laser Labels
                        Press <ESC> to Exit w/o Printing
```

DOT MATRIX:

    SELECT MAILING LABEL FORMAT (1,2,4):

        Enter the number of labels across and press **<ENTER>**. Insert the labels into the printer and either enter **<X>**, or **<E>** depending upon whether you want an alignment. When printing is complete the program returns to the Reports & Listings Menu.

LASER:

    ENTER AVERY MAILING LABEL NUMBER:

        Enter number from the Avery package and press **<ENTER>**, or press **<HOME>** to display mailing label format already built to select from.

    STARTING LABEL NUMBER:

        Enter the number of the first label and press **<ENTER>** , or just press <ENTER> to begin the printing at the start.

    IS EVERYTHING O.K. ? (Y/N):

        Enter **<N>** and press **<ENTER>** to reenter the information entered in the above steps. Enter **<Y>** and press **<ENTER>** to continue.

<div align="center">CUSTOMER MAILING LABELS</div>

```
BRIGGS AND STRATTON WARRANTY
590 WESTCHESTER ROAD
NEW PORT   MN 61051
```

5.1.11 CUSTOMER UNPAID FINANCE CHARGE LIST_____

This section will allow you to print out a listing showing the unpaid finance charges still showing on customer's accounts.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press **<ENTER>**.

STEP 3:   From the **CUSTOMER LISTINGS MENU,** select **CUSTOMER UNPAID FINANCE CHARGE LIST** and press **<ENTER>.**

```
Customer Unpaid Finance Charge List

This report will list all customers with unpaid finance charges.

Do You want to Continue (Y/N)?:

Enter Staring Date to Print:
Enter Last Date to Print:

Dates Entered Correctly? (Y/N):
```

DO YOU WANT TO CONTINUE ? (Y/N):
Enter <**N**> and press <**ENTER**> to reenter the information entered in the above steps.
Enter <**Y**> and press <**ENTER**> to continue. When printing is complete, the program
returns to the Reports & Listings Menu.

ENTER STARTING DATE TO PRINT:
Enter date to start the printing on and press <**ENTER**>, or just press <**ENTER**> for the
first date on file. Press <**ESC**> to exit.

ENTER LAST DATE TO PRINT:
Enter date to stop the printing on and press <**ENTER**>, or just press <**ENTER**> for the
last date on file. Press <**ESC**> to reenter starting date.

DATES ENTERED CORRECTLY ? (Y/N):
Enter <**N**> and press <**ENTER**> to reenter the information entered in the above steps.
Enter <**Y**> and press <**ENTER**> to continue. When printing is complete, the program
returns to the Reports & Listings Menu.

                          UNPAID FINANCE CHARGE LIST

CUSTOMER NUMBER	NAME	INVOICE NUMBER	INVOICE DATE	FINANCE CHARGE	OPEN AMOUNT
101	JOHN DOE	200351	10/26/99	0.18	0.18
102	JANE BROWN	200368	10/26/99	0.18	0.18
103	TINA SPELLING	1125	07/31/99	0.50	0.50
104	WILLIAM HUNT	1164	09/03/99	0.50	0.50
105	MARY JONES	200352	10/26/99	1.38	1.38
106	JOSEPH ROB	200369	10/26/99	1.38	1.38
107	BETTY BOOP	1126	07/31/99	0.50	0.50
108	TERRY SHAW	1165	09/03/99	0.50	0.50
109	TIM RICE	200353	10/26/99	4.63	4.63
110	JACK SPRAT	200370	10/26/99	4.63	4.63

                               TOTAL UNPAID FINANCE CHARGES: 32.20

5.1.12   CUSTOMER AUTHORIZATION CHARGE FILE LISTING_____

This section will allow you to print out a listing showing the accounts authorized to
charge under each customer number.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3: From the **CUSTOMER LISTINGS,** select **CUSTOMER AUTHORIZATION CHARGE FILE LISTING**
and press <**ENTER**>.

```
RLAUTH – Print Customer Authorization Charge File Listing

Enter Customer# to Print for:

            Press <ENTER> to Print for ALL Customers
            Press <ESC> to End
```

Enter Customer# to Print For:
Enter the customer number that the listing is for and press <**ENTER**>.
Press <**ENTER**> for all, or press <**ESC**> to exit.

OK to Begin Printing? (Y/N):

Enter <**N**> and press <**ENTER**> to reenter the information entered in the above steps.

Enter <**Y**> and press <**ENTER**> to continue. When printing is complete, the program returns to the Reports & Listings Menu.

CUSTOMER AUTHORIZATION CHARGE FILE LISTING

CUSTOMER		NAME(S)	ACCOUNT NUMBER	DATE OPENED	DATE CANCELED
175	TCBI	TOM RIDDLE	0000000123	04/21/03	

5.1.13   CASH CUSTOMER MAILING LABELS

This selection will print out mailing labels for your cash customers. This will work only if you have entered a name and address on the order other than cash.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CUSTOMER LISTINGS** and press <**ENTER**>.

STEP 3: From the **CUSTOMER LISTINGS,** select **CASH CUSTOMER MAILING LABELS** and press <**ENTER**>.

```
RPMCUSPR – Customer Mailing Labels

Select Mailing Label Format (1,2,4)


                       Press <ESC> to Exit w/o Printing.
```

Enter the number of labels across to print and press <**ENTER**>.

```
RPMCUSPR – Customer Mailing Labels

Insert Mailing Labels

     To Print Alignment, Type "X"
     To End Alignment, Type "E":
                   Press <ESC> to Reenter Mailing Label Format
```

Enter **<X>** and press **<ENTER>** to print and alignment, or enter <**E**> and press <**ENTER**> to start printing.

5.2   DATA BASE LISTINGS_____

This section presents instructions for printing listings that pertain to your Data Base Master Records found in the File Maintenance Programs. The following is an example of the Data Base Listings sub menu screen:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx              ***---   Reports & Listings   ---***            xx:xx:xx │
│                               xxxxxxxxxxxxxxxxxxxxx                            │
│                                                                               │
│                      1. Inventory Data Base Listings                          │
│                      2. Standard Invoice Message File Listing                  │
│                      3. Terms & FOB File Listing                              │
│                      4. Ship-Via File Listing                                 │
│                      5. Sales Tax File Listing                                │
│                      6. Salesman's File Listing                               │
│                      7. Quantity Discount Table Listing                       │
│                      8. Technician File Listing                               │
│                      9. Manufacturer File Listing                            │
│                     10. Components Master File Listing                        │
│                     11. Job Tracking Master File Listing                      │
│                     12. Promotion Sales Master File Listing                   │
│                                                                               │
│                      M. Return to Main Menu;   E. Exit to Monitor.           │
│                                                                               │
│                      Enter Selection:_                                        │
│                                                                               │
└──────────────────────────────────────────────────────────────────────────────┘
```

5.2.1   INVENTORY DATABASE LISTINGS_____

This section presents instructions for printing the Inventory Database Listings.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ xx                 ***---   Inventory Data Base & Listings   ---***  xx:xx:xx │
│                             xxxxxxxxxxxxxxxxxxxxx                              │
│                                                                               │
│                     1. Product Category File Listing                          │
│                     2. Inventory Pricing Category Listing                      │
│                     3. Quantity Conversion Table Listing                       │
│                     4. Inventory Product Type File Listing                     │
│                     5. MAJOR/MINOR Category List                              │
│                     6. Advertising Media Listing                              │
│                     7. Bin Location Master File Listing                       │
│                                                                               │
│                     M. Return to Main Menu;   E. Exit to Monitor.            │
│                                                                               │
│                      Enter Selection:_                                        │
│                                                                               │
└──────────────────────────────────────────────────────────────────────────────┘
```

5.2.1.1   PRODUCT CATEGORY FILE LISTING_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY DATABASE LISTINGS** and
press <**ENTER**>.

STEP 3: From the **INVENTORY DATABASE LISTINGS MENU,** select **PRODUCT CATEGORY FILE LISTING**
and press <**ENTER**>. The report prints immediately.

```
                             PRODUCT CATEGORY FILE LISTING

                     --------------- GENERAL LEDGER ACCOUNT NUMBERS -------------------
   CATEG                                                                          Cost%
  NUMBER   LOC   CATEGORY DESCRIPTION      CHRG     COST     INV    SER.SLS SEV.CST REBATE  N-STK

  01650    SC    VIDEO GAMES              0001-02  0002-02  0003-02 0005-02 0006-02 0010-02  0.0%
  01650    SM    TRACTORS                 0001-02  0002-03  0003-03 0005-03 0006-03 0010-03  0.0%
  01650    VA    HARDWARE                 0001-00  0002-00  0003-00 0005-00 0006-00 0010-00  0.0%
  02000    SC    PUSH MOWERS              0570-00  0160-00  0670-00 0000-00 0000-00 0125-00  0.0%
  02000    BA    PUSH MOWERS              0570-00  0160-00  0670-25 0000-25 0000-25 0125-25  0.0%
  10000    SC    ADD-ON CHARGES           0570-00  0160-00  0670-00 0000-00 0000-00 0125-00  0.0%
  10000    BA    ADD-ON CHARGES           0570-00  0160-00  0670-00 0005-00 0006-00 0125-00  0.0%
```

5.2.1.2   INVENTORY PRICING CATEGORY LISTING_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY DATABASE LISTINGS** and
press <**ENTER**>.

STEP 3: From the **INVENTORY DATABASE LISTINGS MENU,** select **PRICING CATEGORY FILE LISTING**
and press <**ENTER**>. The report prints immediately.

```
          I N V E N T O R Y   P R I C I N G   C A T E G O R Y   F I L E

  #   DESCRIPTION          PRICE 1  PRICE 2  PRICE 3  PRICE 4  PRICE 5  PRICE 6  PRICE 7  PRICE 8
  ------------------------------------------------------------------------------------------------
  0003 LIST/FACTORY FREIGHT   A      L+%10    L+FR     A        A        A        A        A
  0004 MARKET                 A      M+%55    M+%60    M        M        A        A        A
  0005 PARTS                  A      L+%15    L-%20    L-%25    L-%25    L-%75    L-%80    C+%86
  0006 KUBORTA PARTS PRICING  A      L+%10    L-%15    L-%20    L-%25    L-%30    L-%40    C+30%
```

5.2.1.3   PRINT QUANTITY CONVERSION TABLE_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY DATABASE LISTINGS** and
press <**ENTER**>.

STEP 3: From the **INVENTORY DATABASE LISTINGS MENU,** select **PRINT QUANTITY CONVERSION TABLE**
and press <**ENTER**>. The report prints immediately.

```
QUANTITY CONVERSION TABLE
_____

001 MBF  =  PCS      X  5.333333  (0 DECIMALS)   PRICED PER 1000 UNITS
002 BF   =  LF       X  0.667000  (0 DECIMALS)   PRICED PER 1000 UNITS
003 MBF  =  PCS      X  0.010667  (4 DECIMALS)   PRICED PER UNIT
```

5.2.1.4   **INVENTORY PRODUCT TYPE FILE LISTING**_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY DATABASE LISTINGS** and press <**ENTER**>.

STEP 3: From the **INVENTORY DATABASE LISTINGS MENU,** select **INVENTORY PRODUCT TYPE FILE LISTING** and press <**ENTER**>.

```
                      INVENTORY PRODUCT TYPE FILE LISTING

        Product Type            Used   Serial #s
Ln      Description             Items  Allowed
----    -----------------------  ------  ---------
1.      EQUIPMENT                No       Yes
2.      PARTS                    No       No
3.      ACCESORIES               No       No
4.      USED EQUIPMENT           Yes      Yes
5.      HARDWARE                 No       No
6.      LUMBER                   No       No
```

5.2.1.5   **MAJOR/MINOR CATEGORY LIST**_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY DATABASE LISTINGS** and press <**ENTER**>.

STEP 3: From the **INVENTORY DATABASE LISTINGS MENU,** select **MAJOR/MINOR CATEGORY LIST** and press <**ENTER**>.

```
                          MAJOR/MINOR CATEGORY FILE

Major        Minor             Category  Description
----------------------------------------------------------------
HARDWARE     HAMMER            TOOLS
EQUIPMENT    TRACTORS          JOHN DEERE
VIDEO        GAMES             COMPUTER SOFTWARE
```

5.2.1.6   **ADVERTISING MEDIA LISTING**_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY DATABASE LISTINGS** and press <**ENTER**>.

STEP 3: From the **INVENTORY DATABASE LISTINGS MENU,** select **ADVERTISING MEDIA LISTING** and press <**ENTER**>.

```
                          ADVERTISING MEDIA/SOURCE FILE

Media   Source            Description
------------ -----------------------------------------------------
NP                        NEWSPAPER
NP      BS                BALTIMORE SUN
NP      HT                HOWARD COUNTY TIMES

RD                        RADIO
RD      98                98 ROCK BALTIMORE
RD      DC                DC 101
```

5.2.1.7   BIN LOCATION MASTER FILE LISTING_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY DATABASE LISTINGS** and press <**ENTER**>.

STEP 3: From the **INVENTORY DATABASE LISTINGS MENU,** select **BIN LOCATION MASTER FILE LISTING** and press <**ENTER**>.

```
Run Date: 09/20/00           Bin Location Master File List

Bin                          Picking Ticket
Location   Name               Printer ID
--------   ---------------   ---------------------
M          MEZZANINE         LP0

Total bins:        1
```

5.2.2   STANDARD INVOICE MESSAGE FILE LISTING_____

This section presents instructions for printing the Standard Invoice Message File Listing. This system printout lists the standard invoice message codes, and their corresponding message texts, that can be referenced in the Customer Master File. This report should be current, and kept near your terminal(s) for reference purposes. The program begins printing immediately. When printing is complete, the program returns to the Reports & Listings Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press <**ENTER**>.

STEP 3: From the **DATABASE LISTINGS MENU,** select **STANDARD INVOICE MESSAGE FILE LISTING** and press <**ENTER**>.

```
                    STANDARD INVOICE COMMENTS LIST as of XX/XX/XX

CODE COMMENT TEXT
==== =====================

01   THANK YOU
02   HAVE A GREAT DAY
```

5.2.3   TERMS & FOB FILE LISTING_____

This section presents instructions for printing the Terms and FOB File Listings. This system printout lists the Terms and FOB codes and their corresponding descriptions. This report should be current, and kept near your terminal(s) for reference purposes.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press <**ENTER**>.

STEP 3: From the **DATABASE LISTINGS MENU,** select **TERMS & FOB FILE LISTING** and press <**ENTER**>.

```
     Code File Printout Routine

 (1) Print Terms Code File
 (2) Print FOB Code File

 (E) Exit To Monitor
 (M) Return To Reports Menu

     Select:
```

Enter <**1**> and press <**ENTER**> to print the Terms Code File Listing.
Enter <**2**> and press <**ENTER**> to print the FOB Code File Listing.
Enter <**E**> and press <**ENTER**> to Exit to the Monitor.
Enter <**M**> and press <**ENTER**> to return to the Reports & Listings Menu.

The program begins printing immediately. When printing is complete, the program returns to
the above screen for reentry of Code File type.

                         TERMS AND FOB FILE LISTING

FILE: TERMS
DATE: 07/12/00

        ---------------DESCRIPTIONS--------------   # OF   FIRST   SUBSEQUENT STARTING
 #   LONG   SHORT   COD? PROX   PAYMENTS DUE DATES   DUE DAYS   MONTH
 ===   ==========================   =======   ===== ======= ======== ========== ========== =========
 1   CASH   CASH   YES   NO   1   0   N/A   N/A
 2   COLLECT ON DELIVERY   COD   YES   NO   1   0   N/A   N/A
 3   NET 10   NET 10 DAYS NO   NO   1   10   N/A   9
 4   10TH PROX   10TH PROX   NO   YES   1   10   N/A   N/A
 5   DUE 26TH OF MONTH/1 YEAR   26TH/1 YEAR NO   YES   12   26   N/A   N/A

FILE: FOB
DATE: 09/20/00
  1   NEW JERSEY
  2   LONG ISLAND
  3   FACTORY
  4   PHILADELPHIA
  5   NORWOOD
```

## 5.2.4                    SHIP VIA FILE LISTING_____

This section presents instructions for printing the Ship via File Listing.  This system
printout lists the Ship Via codes and their corresponding descriptions. This report should be
current, and kept near your terminal(s) for reference purposes.

**STEP 1:**  From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
         press <**ENTER**>.

**STEP 2:**  From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press
         <**ENTER**>.

**STEP 3:**  From the **DATABASE LISTINGS MENU,** select **SHIP VIA FILE LISTING** and press
         <**ENTER**>.

```
 RLSCHG – Ship Via Description & Charge List

 Enter Ship Via # to Print, "ALL", or <ENTER>:

 Do you want to print the rates? (y/n)
```

To print a listing with only one ship via code on the listing, enter in ship via code and
press <**ENTER**>. To print a listing, which includes all of your ship via codes enter "ALL" and
press <**ENTER**>. If you chose to print "ALL" the question "Do you want to print the rates

?(Y/N) appears. Enter **<N>** and press **<ENTER>** if you do not wish to include the rates on the report. Enter **<Y>**, and press **<ENTER>** if you wish to print the rates on the report. The program begins printing immediately. When printing is complete, the program returns to the Ship Via Menu Screen.

```
               S H I P   V I A   M A S T E R   L I S T I N G S

===================================================================================================
Ship-Via#  1 (UPS GROUND) Zone 001 TO 001
C.O.D.  A.O.D.  Call Tag  Letter  Handling  Haz.Matl.   Sur.Chg. Disc% Insurance  Comments   # Rates
 4.25    0.75    2.50      4.00     0.50/bx  8.50/bx      40.0% -None- 0.35 Each $100 Over $100   0

---------------------------------------------------------------------------------------------------

Ship-Via#  1 (UPS GROUND)                                                         Zone 002 to 002
C.O.D.     A.O.D.  Call Tag Letter  Handling   Haz.Matl.   Sur.Chg.   Disc%   Insurance     Comments   # Rates
4.25       0.75    2.50      4.00    0.50/bx     8.50/bx     40.0%    -None-  0.35 Each $100 Over $100 Yes    70
                  |------------------------------------------------------------------------------------------------------|
                  | From-    To Freight|  From-    To Freight| From-     To Freight|  From-    To Freight| Min. Charge |
                  |------------------------------------------------------------------------------------------------------|
                  |  .0-  1.0  2.46 | 18.1-  19.0 4.17| 36.1-  37.0 6.18| 54.1-  55.0 7.57|   0.00      |
                  |  .1-  2.0  2.48 | 19.1-  20.0 4.29| 37.1-  38.0 6.27| 55.1-  56.0 7.63|            |
                  | 2.1-  3.0  2.59 | 20.1-  21.0 4.42| 38.1-  39.0 6.36| 56.1-  57.0 7.68|            |
                  | 3.1-  4.0  2.70 | 21.1-  22.0 4.55| 39.1-  40.0 6.45| 57.1-  58.0 7.74|            |
                  ------------------------------------------------------------------------------------------------------
```

5.2.5   SALES TAX FILE LISTING

This section presents instructions for printing the Sales Tax File Listing. This system printout lists the code, description, and tax rate for all rates specified in the Tax File. This report should be current, and kept near your terminal(s) for reference purposes. The program begins printing immediately.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press **<ENTER>**.

STEP 3: From the **DATABASE LISTINGS MENU,** select **SALES TAX FILE LISTING** and press **<ENTER>**.

When printing is complete, the program returns to the Reports & Listings Menu.

```
                              SALES TAX FILE LISTING

                          TAX    ROUND                        TAX    TAX   TAX       TAX       TAX
CODE STATE, ETC.  TAX RATE FREIGHT TAXES  G/L ACCT#  MD TAX?  MIN AMT TRADE-INS LABOR W-CLAIMS  D/WAIVER  SHIPPING
==== =========== ======= ======== ====== ========= ======  ======= ========= ===== ======== ======== ====----
01   MARYLAND    5.000 %    NO     NO     0313-00    NO      0.20    YES       NO    NO       NO        NO
02   VIRGINIA    6.000 %    NO     NO     0323-00    NO      0.20    NO        NO    NO       NO        NO
03   PENNSYLVANIA 7.000 %   NO     NO     0317-00    NO      0.00    NO        NO    NO       NO        NO
```

5.2.6   SALESMAN'S FILE LISTING

This section presents instructions for printing the Salesman's File Listing. This system printout, lists all salesmen specified in the Salesman's File, with corresponding codes, initials, and commission rates. This report should be current, and kept near your terminal(s) for reference. The program begins printing immediately. When printing is complete, the program returns to the Reports & Listings Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press **<ENTER>**.

STEP 3: From the **DATABASE LISTINGS MENU,** select **SALESMAN'S FILE LISTING** and press **<ENTER>**.

```
                            SALESMAN FILE LISTING

               ------------ GROSS PROFIT LEVELS --------   ------- COMMISSION % LEVELS------------

               LEVEL 1   LEVEL 2   LEVEL 3   LEVEL 4   LEVEL 5   LEVEL 1 LEVEL 2 LEVEL 3   LEVEL 4   LEVEL 5
INT SALESMAN NAME  LEVEL 6   LEVEL 7   LEVEL 8   LEVEL 9   LEVEL 10  LEVEL 6 LEVEL 7 LEVEL 8   LEVEL 9   LEVEL 10
_____

DEFAULT SALESM     10.0%     20.0%     30.0%      0.0%      0.0%     1.0%    2.0%    3.0%      0.0%      0.0%
                    0.0%      0.0%      0.0%      0.0%      0.0%     0.0%    0.0%    0.0%      0.0%      0.0%

00   MIKE CAPLAN    0.0%     10.0%     20.0%     30.0%      0.0%     1.0%    2.0%    3.0%      4.0%      0.0%
                    0.0%      0.0%      0.0%      0.0%      0.0%     0.0%    0.0%    0.0%      0.0%      0.0%
```

5.2.7   QUANTITY DISCOUNT TABLE LISTING

This section presents instructions for printing the Quantity Discount Table File Listing. This system printout lists all quantity discount tables specified in the Quantity Discount Table File, with corresponding "From", "To" quantities, and discount percentage. This report should be current, and kept near your terminal(s) for reference purposes. The program begins printing immediately. When printing is complete, the program returns to the Reports & Listings Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press **<ENTER>**.

STEP 3: From the **DATABASE LISTINGS MENU,** select **QUANTITY DISCOUNT TABLE LISTING** and press **<ENTER>**.

```
                         QUANTITY DISCOUNT TABLE LISTING

07/12/00 PAGE 1
-----------------------------------------------------------------
DISCOUNT TABLE #1

   -------- QUANTITY -------
"FROM"        "TO"  DISCOUNT  PRICE LEVEL


    3            9    3.0%         0.00
   10           15    4.0%         0.00
   16           25    5.0%         0.00
   26           50    6.0%         0.00
```

```
DISCOUNT TABLE #2

    ------ QUANTITY -------
"FROM"       "TO"  DISCOUNT  PRICE LEVEL


    1         50    1.0%        0.00
   51        100    2.0%        0.00
  101        200    3.0%        0.00
  201        500    4.0%        0.00
```

5.2.8 TECHNICIAN FILE LISTING

This section presents instructions for printing the Technician File Listing. The program
begins printing immediately. When printing is complete, the program returns to the Reports &
Listings Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press
<**ENTER**>.

STEP 3: From the **DATABASE LISTINGS MENU,** select **TECHNICIAN FILE LISTING** and press
<**ENTER**>.

```
                         TECHNICIAN MASTER FILE LISTING

                    ----- BILLING RATE -----   ------- G/L ACCT -------   HOURS   HOURS   # ORDS  # ORDS
INIT NAME           LOC DIV PREMIUM NORMAL STD.COST   WARR.   SERVICE   ADJUST.   M-T-D   Y-T-D   M-T-D   Y-T-D
==== ================ === === ======= ====== ========  =====  =======  =======  =====  =====  ======  =====
 DW  DAVE WALKER     SC  000  80.00  50.00   25.00    0335-00 0805-00  0275-00  10:20  10:20     4       4
 GG  GARY GALLIHER   SC  000  80.00  40.00   15.00    0335-00 0805-00  0275-00    :00    :00     0       0
 WP  WAYNE PETERS    SC  000 100.00  85.00   40.00    0335-00 0805-00  0275-00    :00    :00     0       0
```

5.2.9 MANUFACTURER FILE LISTING

This section presents instructions for printing the Manufacturer File Listing, which will list
all the manufactures that are currently built on your system.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press <**ENTER**>.

STEP 3: From the **DATABASE LISTINGS MENU,** select **MANUFACTURER FILE LISTING** and
press <**ENTER**>.

```
┌─────────────────────────────────────────────────┐
│  RLMANF- Manufacture File Listing               │
│                                                  │
│                                                  │
│  Enter Desired Report Sequence:                 │
│    1.  Manufacture Number:                       │
│    2.  Manufacture Name:                         │
│    3.  Manufacture ID Code:                      │
│                                                  │
│                                                  │
│            Press <ESC> to Exit w/o Printing     │
│                                                  │
└─────────────────────────────────────────────────┘
```

ENTER DESIRED SEQUENCE:
Enter <**1**> and press <**ENTER**> to have the report print in number order.
Enter <**2**> and press <**ENTER**> to have the report print in name order.
Enter <**3**> and press <**ENTER**> to have the report print in manufacture ID code order.

REPORT SEQUENCE: MANUFACTURER NAME

```
                                                       DATE OF      PRICE LEVELS
   #    NAME                          ID  DATA FILE  DISC    MULT    LAST UPDATE  1 2 3 4 5 6 7 8 C M
 ====   ============================  ==  =========  =====   ======  ===========  ===================
 105    STENS EQUIPMENT - BRONZE      SB  STENS_BM   0.00 %  0.00 %  01/27/99     . . . . . . . . . .
 106    STENS EQUIPMENT - DEALER      SZ  STENS_DP   0.00 %  0.00 %  03/17/99     . . . . . . . . . .
 107    STENS EQUIPMENT - GOLD        SG  STENS_BM   0.00 %  0.00 %  01/27/99     . . . . . . . . . .
 108    STENS EQUIPMENT - OEM         SQ  STENS_OEM  0.00 %  0.00 %  12/30/96     . . . . . . . . . .
```

5.2.10 COMPONENTS MASTER FILE LISTING_____

This section presents instructions for printing the Components Master File Listing, which will list all the components that are currently built on your system. The program begins printing immediately. When printing is complete, the program returns to the Reports & Listings Menu.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press <**ENTER**>.

STEP 3:   From the **DATABASE LISTINGS MENU,** select **COMPONENTS MASTER FILE LISTING** and press <**ENTER**>.

```
                    COMPONENTS MASTER FILE LISTING

  CODE      DESCRIPTION
 ------    -------------------
 BELTS     BELTS
 BLADE     SNOW BLADES
 BLADES    MOWER BLADES
```

5.2.11 JOB TRACKING MASTER FILE LISTING_____

This section presents instructions for printing the Job Tracking File Listing, which will list all the jobs that are currently built on your system for specific customers. When printing is complete, the program returns to the Reports & Listings Menu.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press <**ENTER**>.

STEP 3:   From the **DATABASE LISTINGS MENU,** select **JOB TRACKING MASTER FILE LISTING** and press <**ENTER**>.

```
 RLJOB - Job Tracking Master File Listing

 Starting Customer# to Print:
 Ending Customer# to Print:

 Do you want to Print Comments? (Y/N)

 Is Everything OK ? (Y/N)
```

ENTER STARTING CUSTOMER # TO PRINT:
   Enter beginning customer number that you want a job listing to print for and
   press **<ENTER>.** Press **<ENTER>** to start at your first customer, or press **<ESC>**
   to exit.

ENTER ENDING CUSTOMER# TO PRINT:
   Enter ending customer number that you want a job listing to print for and
   press **<ENTER>.** Press **<ENTER>** to end at your last customer, or press **<ESC>**
   to reenter first customer number.

DO YOU WANT TO PRINT COMMENTS:
   Enter **<N>** and press **<ENTER>** if you do not want the comments to print.
   Enter **<Y>** and press **<ENTER>** to have the comments print, or just press **<ENTER>.**

IS EVERYTHING OK? (Y/N):
   Enter **<N>** and press **<ENTER>** to reenter the information entered in the above steps.
   Enter **<Y>** and press **<ENTER>** to continue, or press **<ESC>** to reenter print comments.
   When printing is complete, the program
   Returns to the Reports & Listings Menu.

```
                          JOB TRACKING MASTER FILE LISTING

CUSTOMER : 00100 (SHOPPERS CORPORATION)
JOB NUMBER: SHOP

--------------JOB INFORMATION------------------BILLING INFORMATION----------MISC. INFORMATION-
JOB NAME.......: SHOPPERS- JOB          FILE TAXABLE? (Y/N): YES     START DATE.....: 04/30/96
ADDRESS LINE #1: 8980-A ROUTE 108       TAX CODE......: 001 (MARYLAND) EST. COMP. DATE: 04/30/97
ADDRESS LINE #2: OAKLAND CENTER         BILLED TO DATE:     6000.00   PERCENT COMP...: 30%
CITY...........: COLUMBIA               PAID TO DATE..:     2000.00
STATE..........: MD                     BALANCE.......:     4000.00
ZIP CODE.......: 21045                  COST TO DATE..:     2400.00
COMMENT LINES..:

CUSTOMER : 00200 (A. MANAGEMENT)
JOB NUMBER: 3300

--------------JOB INFORMATION------------------BILLING INFORMATION----------MISC. INFORMATION-
JOB NAME.......: SHOPPERS- JOB          FILE TAXABLE? (Y/N): NO      START DATE.....: 06/16/98
ADDRESS LINE #1: 8980-A ROUTE 108       TAX CODE......: 001 (MARYLAND) EST. COMP. DATE: 06/16/98
ADDRESS LINE #2:                        BILLED TO DATE:     6000.00   PERCENT COMP...: 30%
CITY...........: COLUMBIA               PAID TO DATE..:     2000.00
STATE..........: MD                     BALANCE.......:     4000.00
ZIP CODE.......: 21045                  COST TO DATE..:     2400.00
COMMENT LINES..:
```

5.2.12   PROMOTION SALES MASTER FILE LISTING_____

This section presents instructions for printing the Promotion Sales Master File Listing, which
will list all the promotions that are currently built on your system.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
   press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **DATABASE LISTINGS** and press
   <ENTER>.

STEP 3: From the **DATABASE LISTINGS MENU,** select **PROMOTION SALES MASTER FILE LISTING**
   and press **<ENTER>**.

```
RLPROMO- Promotion Sales Master File Listing

Print Promotion Sales On Hand Report? (Y/N)

Enter Starting Promotion ID:
Enter Ending   Promotion ID:

Enter Location ID:

Enter Starting Date (mmddyy):
Enter Ending Date (mmddyy):

Enter Customer Class:

Is Everything ok? (Y/N):
```

PRINT PROMOTION SALES ON HAND REPORT? (Y/N):
  Enter **<Y>** and press **<ENTER>** to have the report print sold, on hand, and on order
  quantities instead of sales figures. Enter **<N>** and press **<ENTER>** to print the usual
  report.

ENTER STARTING PROMOTION ID:
  Enter beginning promotion ID that you want a listing to print for and
  press **<ENTER>,** or just press **<ENTER>** to enter the first ID built on your system.
  Press **<HOME>** to display a listing of promotions already built. Press **<ESC>** to exit
  without printing.

ENTER ENDING PROMOTION ID:
  Enter ending promotion ID that you want a listing to print for and press
  <ENTER>, or just press **<ENTER>** to enter the last ID built on your system.
  Press **<HOME>** to display a listing of promotions already built. Press **<ESC>** to
  reenter first id.

```
RLPROMO- Promotion Sales Master File Listing

Ln#  ID    Name                    Loc   Start    End
001  SPR   SPRING SALES            SC    04/01/00 06/01/00
002  SUM   SUMMER SALE SLAM        SC    06/01/00 09/01/00
```

ENTER LOCATION ID:
  Enter a specific location and press **<ENTER>,** or press **<ENTER>** for all locations.
  Press **<ESC>** to reenter last id.

ENTER STARTING DATE (mmddyy):
  Enter starting date for the promotions that you want to print out and press
  <ENTER>, or press **<ENTER>** for the first date built in the system. Press **<ESC>** to
  reenter location id.

ENTER ENDING DATE (mmddyy):
  Enter ending date for the promotions that you want to print out and press
  <ENTER>, or press **<ENTER>** for the last date built in the system. Press **<ESC>** to
  reenter first date.

ENTER CUSTOMER CLASS:
  Enter which customer class that the promotions should print out for and
  press **<ENTER>,** or press **<ENTER>** for all classes. Press **<ESC>** to reenter last date.

IS EVERYTHING OK? (Y/N) :
  Enter **<N>** and press **<ENTER>** to reenter the information entered in the above steps.
  Enter **<Y>** and press **<ENTER>** to continue. When printing is complete, the program
  returns to the Reports and Listings Menu.

W/ ON HAND

Promotion Sales On Hand Report

Starting Promotion: FIRST ID; Ending Promotion: LAST ID; Location: ALL; Start Date: FIRST; End Date: LAST:
Customer Class: All Classes;

```
===============================================================================================
Promotion ID: 27   (SPRING)                      Start Date: 08/02/02      End Date: 08/31/02
Location ID : SC (PROCOM SOLUTIONS, INC.)        Customer Class: 003 (GOVERNMENT)
===============================================================================================I
tem #    Description              UOM     Promo     Retail     Sold    On Hand   On Order   Bin
===============================================================================================
A-10     DYNAMO HANDLE            EA      19.00     33.20      100       2        100
===============================================================================================
Total Items:       1
===============================================================================================
Total Items:       1
```

Promotion Sales Master File Listing

Starting Promotion: FIRST ID; Ending Promotion: LAST ID; Location: ALL; Start Date: FIRST; End Date: LAST;
Customer Class: All Classes;

```
===============================================================================================
Promotion ID: 27   (SPRING)                      Start Date: 08/02/02      End Date: 08/31/02
Location ID : SC (PROCOM SOLUTIONS, INC.)        Customer Class: 003 (GOVERNMENT)
===============================================================================================I
tem #    Description              UOM     Price       Qty    $$$-of-Sales   Cost-of-Sales   Page
===============================================================================================
A-10     DYNAMO HANDLE            EA      19.00        2       1900.00        803.00          1
===============================================================================================
Total Items:       1
===============================================================================================
Total Items:       1
```

This section presents instructions for printing various inventory reports. These programs will only print inventory items that are set up by you in your Inventory Master File. Many of these reports are helpful tools and should be run frequently. Several of these reports are valuable tools to have on hand while executing other procedures. It is recommended that current printouts of the following listings be available near your terminal(s) at all times:

 INVENTORY MASTER FILE LISTING
 INVENTORY COMMITTED REPORT
 INVENTORY ON HAND REPORT
 INVENTORY PRICE LIST

Any of these reports can be printed at any time and as many times as needed by your company. After selecting this option, the following sub menu will be displayed:

* NOTE * Depending upon the type of system your company has, your system may or may not contain all of the following reports. Consult your ProCom Solutions Representative for more information.

```
xx/xx/xx                ***---   Reports & Listings   ---***          xx:xx:xx
                           xxxxxxxxxxxxxxxxxxxx

                    1. Inventory Master File Listing
                    2. Inventory Committed Report
                    3. Inventory On Hand Report
                    4. Inventory Stock Status Report
                    5. Inventory Reorder Report
                    6. Inventory Price List
                    7. Inventory Price Book
                    8. Inventory Price Worksheet
                    9. Inventory Valuation Report
                   10. Physical Inventory Worksheet
                   11. Bill-of-Materials List
                   12. Inventory Usage Report
                   13. Inventory Equipment List Report
                   14. Inventory Committed to Orders Report
                   15. Inventory Floor Plan Report
                   16. Inventory Emergency Report
                   17. Inventory Discontinued Items Report.
                   18. Inventory Common Parts Listing
                   19. Inventory Missing UPC Code Report

                    M. Return to Main Menu;    E. Exit to Monitor.

                    Enter Selection:_
```

This section presents instructions for printing the Inventory Master File Listing. This system printout is a listing of the Inventory Master Records. You may print all records, or a specific range of records by entering beginning and ending inventory numbers. This report should be printed regularly and kept near your terminal(s) for reference purposes.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY MASTER FILE LISTING** and press <**ENTER**>.

```
RLINU – Inventory Master File Print

Enter Desired Print Sequence:
    1.  Item# Sequence;
    2.  Product Category/Sequence Code/Item# Sequence;
    3.  Major Category/Minor Category/Type/Item# Sequence;
    4.  Minor Category/Major Category/Type/Item# Sequence;

                 Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the highest item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the highest major press <**ESC**>.

ENTER HIGHEST MINOR TO PRINT:
 Enter minor category to end printing at and press **<ENTER>,** or press **<ENTER>** to
 stop printing at the last minor category. To reenter the lowest minor press **<ESC>**.

IS EVERYTHING OK? (Y/N):
 Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
 the highest minor press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing
 begins immediately. When printing is complete, the program returns to the Reports
 and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
 Enter lowest product category # to begin printing at and press **<ENTER>,** or just
 press **<ENTER>** to start at lowest product category # built. To reenter the print
 sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
 Enter highest product category # to begin printing at and press **<ENTER>,** or
 just press **<ENTER>** to stop at highest product category # built. To reenter
 the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
 Enter major category to begin the printing from and press **<ENTER>,** or press
 <ENTER> to start printing at the first major category. To reenter the highest
 product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
 Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>**
 to stop printing at the last major category. To reenter the lowest major
 category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
 Enter minor category to begin the printing from and press **<ENTER>,** or press
 <ENTER> to start printing at the first minor category. To reenter the highest
 major press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
 Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>**
 to stop printing at the last minor category. To reenter the lowest minor
 category press **<ESC>**.

IS EVERYTHING OK? (Y/N):
 Enter **<N>** and press **<ENTER>** to reenter the information entered above. To
 reenter the highest minor category press **<ESC>**. Enter **<Y>** and press **<ENTER>**
 to continue. Printing begins immediately. When printing is complete, the
 program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
 Enter major category to begin the printing from and press **<ENTER>,** or press
 <ENTER> to start printing at the first major category. To reenter the print
 sequence press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
 Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>**
 to stop printing at the last major category. To reenter the lowest major
 category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:

Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the highest minor category press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

INVENTORY MASTER FILE PRINT-OUT

Item Sequence; Lowest Item: 10005200; Highest Item: 10005200; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST

```
10000      5200 SCREW          BACKORDERS ALLOWED            VENDOR  :     10 CAT:00100  COMPUTER ACCESS
                                             SALES TAX: Y            PRICE #1:          0.20 (A  )
            QTY ON HAND:  2                  QTY MTD  :       0      PRICE #2:          0.20 (L&F)
            QTY ON ORDR:  2                  SALES MTD:    0.00      PRICE #3:          1.00 (L&FR)
            MIN STK LEV:  2 CUR COST: 0.00   COST MTD :    0.00      PRICE #4:          0.00 (C&F)
            MAX STL LEV: 10 MARKET  : 0.00   COST MTD :    0.00      PRICE #5:          1.00 (C&FR)
              LEAD TIME:  0 MIN PRIC: 0.00   QTY YTD  :       0      PRICE #6:          0.00 (A  )
            UNIT OF MEAS: EA                 SALES YTD:    0.00      PRICE #7:          0.00 (A  )
            QTY DISC. TABLE #: NONE          COST YTD :    0.00      PRICE #8:          0.00 (C&F)
            INVENTORY SEQ. CODE:  0
            MAJOR CATEGORY:COMPUTER
            MINOR CATEGORY:GAMES
            TYPE CODE:               DATE OF LAST SALE:06/30/00            PRICE CATEGORY:0010 GAMES
            PRD TYPE: NEW            PRICE LABELS?:NO    BIN LOCATION:0A-3   DATE CREATED : N/A
```

5.2.2   INVENTORY COMMITTED REPORT

This section presents instructions for printing the Inventory Committed Report. This report prints the Item Number, Description, Product Category, Vendor#, Unit of Measure, Reorder Point, Quantity on Hand, Quantity Committed, Quantity Available, Quantity on Order, Price (level 1). You may select to print this report for one, or all Product Categories, or Vendor Codes. You may limit the printout by specifying beginning and ending inventory item numbers, and indicating that the report include only items below the re-order level.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press **<ENTER>**.

STEP 3: From the **INVENTORY REPORTS**, select **INVENTORY COMMITTED REPORT** and press **<ENTER>**.

```
RRIVRP1 – Inventory On-Hand/Committed Report

Enter Desired Print Sequence:
   1.  Item# Sequence;
   2.  Product Category/Sequence Code/Item# Sequence;
   3.  Major Category/Minor Category/Type/Item# Sequence;
   4.  Minor Category/Major Category/Type/Item# Sequence;

             Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:

Enter **<1>** and press **<ENTER>** for Item# Sequence;
Enter **<2>** and press **<ENTER>** for Product Category/Sequence Code/Item# Sequence;
Enter **<3>** and press **<ENTER>** for Major Category/Minor Category/Type/Item# Sequence;
Enter **<4>** and press **<ENTER>** for Minor Category/Major Category/Type/Item# Sequence;
Press **<ESC>** to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press **<ENTER>**. To start with the lowest item#, press **<ENTER>**. To reenter the print sequence, press **<ESC>**.

ENTER HIGHEST ITEM# TO PRINT:
Enter the item number identifying the last item you want appearing on the listing and **<ENTER>**. To end at the highest item#, press **<ENTER>**. To reenter the lowest item# press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the highest item# press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to print for all product categories. To reenter the highest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM? (Y/N):
Enter **<Y>** and press **<ENTER>** if you want the report to include only those items with the quantity on hand, that has fallen below a specified re-order level, or just press **<ENTER>**. Enter **<N>** and press **<ENTER>** if you want the report to reflect committed stock, for all specified items in your inventory. To reenter the double space report? press the **<ESC>**.

PRINT PRICES OR COST? (P/C):
Enter **<P>** and press **<ENTER>** if you want the report to include prices, or just press **<ENTER>**. Enter **<C>** and press **<ENTER>** if you want the report to include costs. To reenter the below minimum?, press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):

     Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by unconverted units. This question will only appear if your system is using converted qtys. To reenter the prices, or cost?, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:

     Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations, enter **<ALL>** and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press **<ESC>.**

PRINT ITEMS WITH ZERO COMMITTED? (Y/N):

     Enter **<N>** and press **<ENTER>** if you do NOT want items with zero committed to be printed. Enter **<Y>** and press **<ENTER>** to print all items, or just press **<ENTER>**. To reenter the locations press **<ESC>**.

PRINT SECOND DESCRIPTION LINE ? (Y/N):

     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the committed press **<ESC>**.

IS EVERYTHING OK? (Y/N):

     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the second description press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:

     Enter lowest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to start at lowest product category built. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:

     Enter highest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:

     Enter major category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the highest product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

     Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:

     Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

     Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:

Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):

Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM? (Y/N):

Enter **<Y>** and press **<ENTER>** if you want the report to include only those items with the quantity on hand, that has fallen below a specified re-order level, or just press **<ENTER>**. Enter **<N>** and press **<ENTER>** if you want the report to reflect committed stock, for all specified items in your inventory. To reenter the double space report? press **<ESC>**.

PRINT PRICES OR COST? (P/C):

Enter **<P>** and press **<ENTER>** if you want the report to include prices, or just press **<ENTER>**. Enter **<C>** and press **<ENTER>** if you want the report to include costs. To reenter the below minimum?, press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):

Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by unconverted units. This question will only appear if your system is using converted qtys. To reenter the prices, or cost?, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:

Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations, enter **<ALL>** and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press **<ESC>.**

PRINT ITEMS WITH ZERO COMMITTED? (Y/N):

Enter **<N>** and press **<ENTER>** if you do NOT want items with zero committed to be printed. Enter **<Y>** and press **<ENTER>** to print all items, or just press **<ENTER>**. To reenter the locations press **<ESC>**.

PRINT SECOND DESCRIPTION LINE ? (Y/N):

Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the committed press **<ESC>**.

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the second description press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:

Enter major category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin the printing from and press **<ENTER>,** or press
     <ENTER> to start printing at the first minor category. To reenter the highest
     major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
     stop printing at the last minor category. To reenter the lowest minor category
     press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
     print for all product categories. To reenter the highest minor category press
     <**ESC**>.

ENTER VENDOR CODE TO PRINT:
     Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
     all vendors. To reenter the product category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):
     Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and
     press <**ENTER**> if you wish the report to be single spaced, or just press **<ENTER>.** To
     reenter the vendor code press <**ESC**>.

ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM? (Y/N):
     Enter <**Y**> and press <**ENTER**> if you want the report to include only those items with the
     quantity on hand, that has fallen below a specified re-order level, or just press
     <ENTER>. Enter <**N**> and press <**ENTER**> if you want the report to reflect committed stock,
     for all specified items in your inventory. To reenter the double space report? press
     the <**ESC**>.

PRINT PRICES OR COST? (P/C):
     Enter <**P**> and press <**ENTER**> if you want the report to include prices, or just press
     <ENTER>. Enter <**C**> and press <**ENTER**> if you want the report to include costs. To
     reenter the below minimum?, press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
     Enter <**C**> and press <**ENTER**> if you want to print prices/cost by converted units, or
     just press **<ENTER>.** Enter <**U**> and press <**ENTER**> if you want to print prices/cost by
     unconverted units. This question will only appear if your system is using converted
     qtys. To reenter the prices, or cost?, press <**ESC**>.

ENTER LOCATION(S) TO PRINT:
     Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations, enter <**ALL**>
     and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press **<ESC>.**

PRINT ITEMS WITH ZERO COMMITTED? (Y/N):
     Enter <**N**> and press <**ENTER**> if you do NOT want items with zero committed to be
     printed. Enter <**Y**> and press <**ENTER**> to print all items, or just press **<ENTER>**.
     To reenter the locations press <**ESC**>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
     Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to
     print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press
     <**ENTER**>. To reenter the committed press <**ESC**>.

IS EVERYTHING OK? (Y/N):

Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
the second description, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue.
Printing begins immediately.

COST AND LOCATION:

INVENTORY COMMITTED REPORT

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lower Major: FIRST; Highest Major: LAST; Lowest Minor:
FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; All Minimums; Print Cost;
Converted Units; Location(s): All; No Zero Committed; Print 2nd Description;

ITEM #	DESCRIPTION	VENDR	LOC	UNIT MEAS	STK MIN	LEV MAX	QUANTITY ON HAND	QUANTITY COMMITTED	QUANTITY AVAILABLE	QUANTITY ON ORDER	LATEST COST
294628 BRIGGS	BREAKER-IGN	3000	SC	12	0	61	60	31	29	0	1.60
TOTALS	ITEMS: 1							61			

PRICE AND NO LOCATION:

INVENTORY COMMITTED REPORT

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lower Major: FIRST; Highest Major: LAST; Lowest Minor:
FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; All Minimums; Print Price;
Converted Units; Location(s):TOTALS Only; No Zero Committed; Print 2nd Description;

ITEM #	DESCRIPTION	VENDR	UNIT MEAS	STK MIN	LEV MAX	QUANTITY ON HAND	QUANTITY COMMITTED	QUANTITY AVAILABLE	QUANTITY ON ORDER	LATEST COST
294628 BRIGGS	BREAKER-IGN	3000	12	0	61	60	31	29	0	1.60
TOTALS ITEMS: 1										
61										

5.2.3   INVENTORY ON HAND REPORT_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press
<**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3: From the **INVENTORY REPORTS**, select **INVENTORY ON HAND REPORT** and press <**ENTER**>.


```
RRIVRP1 – Inventory "On-Hand"  Report

Enter Desired Print Sequence:
   1.  Item# Sequence;
   2.  Product Category/Sequence Code/Item# Sequence;
   3.  Major Category/Minor Category/Type/Item# Sequence;
   4.  Minor Category/Major Category/Type/Item# Sequence;

            Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:

Enter <**1**> and press <**ENTER**> for Item# Sequence;

Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;

Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;

Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;

Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
 To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
 Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
 Enter major category to begin the printing from and press <**ENTER>,** or press <**ENTER>** to start printing at the first major category. To reenter the highest item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
 Enter major category to end the printing at and press <**ENTER>,** or press <**ENTER>** to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
 Enter minor category to begin the printing from and press <**ENTER>,** or press <**ENTER>** to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
 Enter minor category to end the printing at and press <**ENTER>,** or press <**ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
 Enter product category code to print for and press <**ENTER>,** or press <**ENTER>** to print for all product categories. To reenter the highest minor category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
 Enter vendor code to print for and press <**ENTER>,** or press <**ENTER>** to print for all vendors. To reenter the product category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):
 Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and press <**ENTER**> if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
 Enter <**C**> and press <**ENTER**> if you want to print prices/cost by converted units, or just press **<ENTER>**. Enter <**U**> and press <**ENTER**> if you want to print prices/cost by unconverted units. This question will only appear if your system is using converted qtys. To reenter the double space, press <**ESC**>.

ENTER LOCATION(S) TO PRINT:
 Enter up to thirteen location IDs and press <**ENTER.**> For "ALL" locations , enter <**ALL>** and press <**ENTER.**> For totals ONLY, press <**ENTER.**> To reenter units, press the <**ESC.**>

ONLY PRINT ITEMS WITH NEGATIVE QUANTITES? (Y/N):
   Enter **<N>** and press **<ENTER>** to print all items, or just press **<ENTER>.** Enter **<Y>**
   and press **<ENTER>** to print only items with negative quantities**.**

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):
   Enter <**N**> and press <**ENTER**> if you do NOT want items with zero qty on hand to
   be printed. Enter <**Y**> and press <**ENTER**> to print all items, or just press
   <**ENTER**>. To reenter the negative quantities press <**ESC**>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
   Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to
   print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press
   <**ENTER**>. To reenter the zero qty-on-hand press <**ESC**>.

IS EVERYTHING OK? (Y/N):
   Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
   the second description press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue.
   Printing begins immediately. When printing is complete, the program returns to
   the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
   Enter lowest product category # to begin printing at and press <**ENTER**>, or just
   press <**ENTER**> to start at lowest product category built. To reenter the print
   sequence press <**ESC**>.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
   Enter highest product category # to begin printing at and press <**ENTER**>, or just
   press <**ENTER**> to stop at highest product category built. To reenter the lowest
   product category press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
   Enter major category to begin the printing from and press <**ENTER**>, or press
   <**ENTER**> to start printing at the beginning major category. To reenter the highest
   product category press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
   Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to
   stop printing at the last major category. To reenter the lowest major category
   press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
   Enter minor category to begin the printing from and press <**ENTER**>, or press
   <**ENTER**> to start printing at the beginning minor category. To reenter the highest
   major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
   Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to
   stop printing at the last minor category. To reenter the lowest minor category
   press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
   Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for
   all vendors. To reenter the highest minor category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):

    Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and press <**ENTER**> if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):

    Enter <**C**> and press <**ENTER**> if you want to print prices/cost by converted units, or just press **<ENTER>**. Enter <**U**> and press <**ENTER**> if you want to print prices/cost by unconverted units. This question will only appear if your system is using converted qtys. To reenter the double space, press <**ESC**>.

ENTER LOCATION(S) TO PRINT:

    Enter up to thirteen location IDs and press <**ENTER.** For "ALL" locations , enter <**ALL**> and press <**ENTER.** For totals ONLY, press <**ENTER.** To reenter double space, press the <**ESC.**

ONLY PRINT ITEMS WITH NEGATIVE QUANTITES? (Y/N):

    Enter **<N>** and press **<ENTER>** to print all items, or just press **<ENTER>.** Enter **<Y>** and press **<ENTER>** to print only items with negative quantities**.**

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):

    Enter <**N**> and press **<ENTER>** if you do NOT want items with zero qty-on-hand to be printed. Enter <**Y**> and press **<ENTER>** to print all items, or just press **<ENTER>**. To reenter the negative quantities press <**ESC**>.

PRINT SECOND DESCRIPTION LINE? (Y/N):

    Enter <**N**> and press **<ENTER>** if you do NOT want the second description line to print. Enter <**Y**> and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the zero qty-on-hand press <**ESC**>.

IS EVERYTHING OK? (Y/N):

    Enter <**N**> and press **<ENTER>** to reenter the information entered above. To reenter the second description press <**ESC**>. Enter <**Y**> and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:

    Enter major category to begin the printing from and press <**ENTER>,** or press <**ENTER>** to start printing at the first major category. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

    Enter major category to end the printing at and press <**ENTER>,** or press <**ENTER>** to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:

    Enter minor category to begin the printing from and press <**ENTER>,** or press <**ENTER>** to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

    Enter minor category to end the printing at and press <**ENTER>,** or press <**ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
    Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
    print for all product categories. To reenter the highest minor category press
    <ESC>.

ENTER VENDOR CODE TO PRINT:
    Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
    all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
    Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
    press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
    reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
    Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or
    just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by
    unconverted units. This question will only appear if your system is using converted
    qtys. To reenter the double space, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
     Enter up to thirteen location IDs and press **<ENTER>.** For "ALL" locations, enter
    <ALL> and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press
    the **<ESC>.**

ONLY PRINT ITEMS WITH NEGATIVE QUANTITES? (Y/N):
    Enter **<N>** and press **<ENTER>** to print all items, or just press **<ENTER>.** Enter **<Y>**
    and press **<ENTER>** to print only items with negative quantities**.**

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want items with zero qty-on hand to be
    printed. Enter **<Y>** and press **<ENTER>** to print all items, or just press **<ENTER>**.
    To reenter the locations press **<ESC>**.

PRINT SECOND DESCRIPTION LINE? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
    print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
    <ENTER>. To reenter the zero qty-on-hand press **<ESC>**.

IS EVERYTHING OK? (Y/N):
    Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
    the second description press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue.
    Printing begins immediately.

TOTALS ONLY

INVENTORY ON HAND REPORT

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lower Major: FIRST; Highest Major: LAST; Lowest Minor:
FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; All Minimums; Print Cost;
Converted Units; Location(s): Totals Only; Print Zero Committed; Print 2nd Description;

ITEM #	DESCRIPTION	CATEG	VENDR	UNIT MEAS	STK LEV MIN MAX	QUANTITY ON HAND	QUANTITY AVAILABLE	QUANTITY ON ORDER	LATEST COST
294628	BREAKER-IGN	10	3000	12	61	60	31	29	1.60
BRIGGS									
	TOTALS ITEMS: 1					60			

INVENTORY ON HAND REPORT

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lower Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; All Minimums; Print PRICE; Converted Units; Location(s): SC; Print Zero Committed; Print 2nd Description;

ITEM #	DESCRIPTION	CATEG	VENDR	UNIT MEAS	LOCAT	STK LEV MIN	MAX	QUANTITY ON HAND	QUANTITY AVAILABLE	QUANTITY ON ORDER	LATEST COST
294628	BREAKER-IGN	10	3000	12	01/SC	13	61	60	31	29	1.60
	BRIGGS										

TOTALS   ITEMS: 1   60

5.2.4   INVENTORY STOCK STATUS REPORT_____

This section presents instructions for printing the Inventory Stock Status Report. This report indicates Item Unit Measure, Re-Order Level, Quantity On Hand, Quantity on Order, Date of Last Sale, and Period Totals.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press **<ENTER>**.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY STOCK STATUS REPORT** and press **<ENTER>**.

```
RLSTOCK2 – Inventory Stock Status Report

Enter Desired Print Sequence:
   1.  Item# Sequence;
   2.  Product Category/Sequence Code/Item# Sequence;
   3.  Major Category/Minor Category/Type/Item# Sequence;
   4.  Minor Category/Major Category/Type/Item# Sequence;

             Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
   To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press <**ESC**>**.**

ENTER HIGHEST ITEM# TO PRINT:
   Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
   Enter major category to begin the printing from and press <**ENTER**>**,** or press <**ENTER**> to start printing at the first category. To reenter the highest item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
    Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
    stop printing at the last major category. To reenter the lowest major category
    press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
    Enter minor category to begin the printing from and press **<ENTER>,** or press
    <ENTER> to start printing at the first minor category. To reenter the highest
    major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
    Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
    stop printing at the last minor category. To reenter the lowest minor category
    press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
    Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
    print for all product categories. To reenter the highest minor category press
    <ESC>.

ENTER VENDOR CODE TO PRINT:
    Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
    all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
    Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
    press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
    reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
    Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or
    just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by
    unconverted units. This question will only appear if your system is using converted
    qtys. To reenter double space, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
    Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations, enter **<ALL>**
    and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press the
    <ESC>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
    print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
    <ENTER>. To reenter the location press **<ESC>**.

IS EVERYTHING OK? (Y/N):
    Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
    the second description press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue.
    Printing begins immediately. When printing is complete, the program returns to
    the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
    Enter lowest product category # to begin printing at and press **<ENTER>,** or just
    press **<ENTER>** to start at lowest product category built. To reenter the print
    sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
Enter highest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the highest product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by unconverted units. This question will only appear if your system is using converted qtys. To reenter double space, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations, enter **<ALL>** and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press the **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the locations press **<ESC>**.

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the second description press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
   Enter major category to begin printing from and press **<ENTER>,** or press **<ENTER>** to
   start printing at the first major category. To reenter the print sequence press
   <ESC>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
   Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
   stop printing at the last major category. To reenter the lowest major category
   press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
   Enter minor category to begin the printing from and press **<ENTER>,** or press
   <ENTER> to start printing at the first minor category. To reenter the highest
   major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
   Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
   stop printing at the last minor category. To reenter the lowest minor category
   press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
   Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
   print for all product categories. To reenter the highest minor category press
   <ESC>.

ENTER VENDOR CODE TO PRINT:
   Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
   all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
   Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
   press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
   reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
   Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or
   just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by
   unconverted units. This question will only appear if your system is using converted
   qtys. To reenter double space, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
   Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations, enter **<ALL>**
   and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press the
   <ESC>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
   Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
   print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
   <ENTER>. To reenter the location press **<ESC>**.

IS EVERYTHING OK? (Y/N):
   Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
   the second description press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue.
   Printing begins immediately.

TOTALS ONLY:

```
                          INVENTORY STOCK STATUS REPORT
                             PROCOM SOLUTIONS, INC.
```

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Converted Units; Location(s): Totals Only; Print 2nd Description;

version 0

ITEM #	VENDOR TIEM#	DESCRIPTION	MIN QTY REORDER LV	QUANTITY ON HAND	QUANTITY ON ORDER	LATEST COST	DATE LAST SALE	12 MON HISTORY	QUANTITY SOLD LYR
294628	134556 BRIGGS	BREAKER-IGN	12	61	25	3.42	05/28/98	49	69
		TOTALS ITEMS: 1		61					

version 1

ITEM #	VENDOR ITEM #	DESCRIPTION	MIN QTY REORDER LV	QUANTITY ON HAND	QUANTITY ON ORDER	LATEST COST	DATE LAST SALE	QUANTITY SOLD MTD	QUANTITY SOLD YTD
294628	1254467	BREAKER-IGN	12	0	25	3.42	05/28/98	49	69
		ITEM TOTAL :		0				103	174
		TOTALS ITEMS: 1							

version 2

ITEM #	VENDOR ITEM #	DESCRIPTION	MIN QTY REORDER LV	QUANTITY ON HAND	QUANTITY ON ORDER	LATEST COST	DATE LAST SALE	12 MON HISTORY	QUANTITY SOLD LYR
294628	1254467	BREAKER-IGN	12	0	25	3.42	05/28/98	49	69
		TOTALS ITEMS: 1							

LOCATIONS:

```
                          INVENTORY STOCK STATUS REPORT
                             PROCOM SOLUTIONS, INC.
```

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Converted Units; Location(s): SC; Print 2nd Description;

version 0

ITEM #	VENDOR ITEM #	DESCRIPTION	LOC	STK LEV MIN MAX	QUANTITY ON HAND	QUANTITY ON ORDER	LATEST COST	DATE LAST SALE	12 MON HISTORY	QUANTITY SOLD LYR
294628	1254467	BREAKER-IGN	SC	12 61	0	25	3.42	05/28/98	49	69
			SM	12 61	5	56	3.42	05/27/98	56	67
		ITEM TOTAL:			5	81			105	136

version 1

ITEM #	VENDOR ITEM #	DESCRIPTION	LOC	STK LEV MIN MAX	QUANTITY ON HAND	QUANTITY ON ORDER	LATEST COST	DATE LAST SALE	QUANTITY SOLD MTD	QUANTITY SOLD YTD
294628	1254467	BREAKER-IGN	SC	12 61	0	25	3.42	05/28/98	49	69
			SM	12 80	0	80	3.42	05/26/98	56	105
		ITEM TOTAL :			0	105			103	174
		TOTALS ITEMS: 1								

version 2

ITEM #	VENDOR ITEM#	DESCRIPTION	LOC	STK LEV MIN MAX	QUANTITY ON HAND	QUANTITY ON ORDER	LATEST COST	DATE LAST SALE	12 MON SOLD MTD	QUANTITY SOLD LYR
294628	134556 BRIGGS	BREAKER-IGN	SC	12	30	25	3.42	05/28/98	49	69
294628	134556 BRIGGS	BREAKER-IGN	SM	12	31		3.42	05/28/98	40	29
		TOTALS ITEMS: 1			61					

This section presents instructions for printing the Inventory Reorder Report. This report
This report based upon the answers entered, will give a suggested reorder listing.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press
           <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3: From the **INVENTORY REPORTS**, select **INVENTORY REORDER REPORT** and press <**ENTER**>.

```
RLEREORD – Inventory Reorder Report

Enter Desired Print Sequence:
   1.  Item# Sequence;
   2.  Product Category/Sequence Code/Item# Sequence;
   3.  Major Category/Minor Category/Type/Item# Sequence;
   4.  Minor Category/Major Category/Type/Item# Sequence;

              Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number identifying
     the first item you want appearing on the listing and press <**ENTER**>. To start with the
     lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing and
     <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press
     <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin the printing from and press <**ENTER**>, or press
     <**ENTER**> to start printing at the first major category. To reenter the highest
     item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to
     stop printing at the last major category. To reenter the lowest major category
     press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin the printing from and press <**ENTER**>, or press
     <**ENTER**> to start printing at the first minor category. To reenter the highest
     major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to
     stop printing at the last minor category. To reenter the lowest minor category
     press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
     print for all product categories. To reenter the highest minor category press
     <ESC>.

ENTER VENDOR CODE TO PRINT:
     Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
     all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
     Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
     press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
     reenter the vendor code press **<ESC>**.

version 0 & 1

IS DAYS SUPPLY ON HAND BASED ON "YTD" OR "MTD"? (Y/M):
     Enter **<Y>** and press **<ENTER>** if you want the report to base the day's supply on
     hand calculations, using year-to-date sales figures, or just press **<ENTER>**. Enter
     <M> and press **<ENTER>** if you want the report to base the day's supply on hand
     calculations, using month-to-date sales figures. To reenter the double space
     press **<ESC>.**

ENTER # OF DAYS TO USE AS BASIS:
     Enter the number of days (either month-to-date or year-to-date), that have elapsed
     in the period selected and press **<ENTER>**. To reenter the days supply on hand press
     <ESC>.

ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM? (Y/N):
     Enter **<Y>** and press **<ENTER>** if you want the report to include only those items below
     the specified re-order level. Enter **<N>** and press **<ENTER>** if you want the report to
     include all specified inventory items. To reenter number of days press **<ESC>.**

PRINT ITEMS WITH "DAYS ON HAND" LESS THAN "LEAD DAYS" ONLY ?(Y/N):
     Enter **<Y>** and press **<ENTER>** if you want the report to include only those items
     where the days on hand is below the specified lead days. Enter **<N>** and press
     <ENTER> if you want the report to include all specified inventory items. To
     reenter below minimum? press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
     Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or
     just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by
     unconverted units. This question will only appear if your system is using converted
     qtys. To reenter the days on hand, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
     Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations, enter **<ALL>**
     and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter converted units,
     press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
     print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
     <ENTER>. To reenter the locations press **<ESC>**.

version 2:

ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM REORDER LEVEL? (Y/N):
    Enter **<Y>** and press **<ENTER>** if you want the report to include only those items below the specified re-order level. Enter **<N>** and press **<ENTER>** if you want the report to include all specified inventory items.

ALL VERSIONS:

IS EVERYTHING OK? (Y/N):
    Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the second description press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
    Enter lowest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to start at lowest product category built. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
    Enter highest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
    Enter major category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
    Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
    Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
    Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
    Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
    Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

version 0 & 1

IS DAYS SUPPLY ON HAND BASED ON "YTD" OR "MTD"? (Y/M):
    Enter <**Y**> and press <**ENTER**> if you want the report to base the day's supply on
    hand calculations, using year-to-date sales figures, or just press <**ENTER**>. Enter
    <**M**> and press <**ENTER**> if you want the report to base the day's supply on hand
    calculations, using month-to-date sales figures. To reenter the double space
    press <**ESC**>.

ENTER # OF DAYS TO USE AS BASIS:
    Enter the number of days (either month-to-date, or year-to-date), that have
    elapsed in the period selected and press <**ENTER**>. To reenter the days supply on
    hand press <**ESC**>.

ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM? (Y/N):
    Enter <**Y**> and press <**ENTER**> if you want the report to include only those items below
    the specified re-order level. Enter <**N**> and press <**ENTER**> if you want the report to
    include all specified inventory items. To reenter number of days press <**ESC**>.

PRINT ITEMS WITH "DAYS ON HAND" LESS THAN "LEAD DAYS" ONLY ?(Y/N):
    Enter <**Y**> and press <**ENTER**> if you want the report to include only those items
    where the days on hand is below the specified lead days. Enter <**N**> and press
    <**ENTER**> if you want the report to include all specified inventory items. To
    reenter below minimum? press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
    Enter <**C**> and press <**ENTER**> if you want to print prices/cost by converted units, or
    just press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print prices/cost by
    unconverted units. This question will only appear if your system is using converted
    qtys. To reenter the days on hand, press <**ESC**>.

ENTER LOCATION(S) TO PRINT:
    Enter up to ten location IDs and press <**ENTER**>. For "ALL" locations, enter <**ALL**>
    and press <**ENTER**>. For totals ONLY, press <**ENTER**>. To reenter units, press the
    <**ESC**>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
    Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to
    print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press
    <**ENTER**>. To reenter the locations press <**ESC**>.

version 2

ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM REORDER LEVEL? (Y/N):
    Enter <**Y**> and press <**ENTER**> if you want the report to include only those items below
    the specified re-order level. Enter <**N**> and press <**ENTER**> if you want the report to
    include all specified inventory items.

ALL VERSIONS;

IS EVERYTHING OK? (Y/N):
    Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
    the second description press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue.
    Printing begins immediately. When printing is complete, the program returns to
    the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the print sequence press **<ESC>.**

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>.**

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>.**

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>.**

ENTER PRODUCT CATEGORY TO PRINT:
Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to print for all product categories. To reenter the highest minor category press **<ESC>.**

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the product category press **<ESC>.**

DOUBLE-SPACE THE REPORT? (Y/N):
Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>.** To reenter the vendor code press **<ESC>.**

VERSION 0 & 1

IS DAYS SUPPLY ON HAND BASED ON "YTD" OR "MTD"? (Y/M):
Enter **<Y>** and press **<ENTER>** if you want the report to base the day's supply on hand calculations, using year-to-date sales figures, or just press **<ENTER>.** Enter **<M>** and press **<ENTER>** if you want the report to base the day's supply on hand calculations, using month-to-date sales figures. To reenter the double space press **<ESC>.**

ENTER # OF DAYS TO USE AS BASIS:
Enter the number of days (either month-to-date, or year-to-date), that have elapsed in the period selected and press **<ENTER>.** To reenter the days supply on hand press **<ESC>.**

ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM? (Y/N):
Enter **<Y>** and press **<ENTER>** if you want the report to include only those items below the specified re-order level. Enter **<N>** and press **<ENTER>** if you want the report to include all specified inventory items. To reenter number of days press **<ESC>.**

PRINT ITEMS WITH "DAYS ON HAND" LESS THAN "LEAD DAYS" ONLY ?(Y/N):
     Enter **<Y>** and press **<ENTER>** if you want the report to include only those items
     where the days on hand is below the specified lead days. Enter **<N>** and press
     <ENTER> if you want the report to include all specified inventory items. To
     reenter below minimum? press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
     Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or
     just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by
     unconverted units. This question will only appear if your system is using converted
     qtys. To reenter the days on hand, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
     Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations , enter **<ALL>**
     and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
     print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
     <ENTER>. To reenter the location, press **<ESC>.**

VERSION 2:
ONLY PRINT THOSE ITEMS, WHICH ARE BELOW MINIMUM REORDER LEVEL? (Y/N):
     Enter **<Y>** and press **<ENTER>** if you want the report to include only those items below
     the specified re-order level. Enter **<N>** and press **<ENTER>** if you want the report to
     include all specified inventory items.

ALL VERSIONS:

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
     Printing begins immediately.

LOCATIONS:

<div align="center">INVENTORY REORDER REPORT</div>

Item Sequence; Lowest Item: 9807372; Highest Item: 9807372; Lowest Major: FIRST; Highest Major: LAST; Lowest
Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; On Hand Supply based
on YTD; # of Days: 30; All Minimums; No Days on Hand Lead Days; Converted Units; Location(s): L1; Print 2nd
Description;

version 0

ITEM #	DESCRIPTION	WHSE LOC/BIN	QTY ON HAND	QTY AVAIL	QTY ON ORDER	MIN QTY	MAX QTY	***** YTD	SOLD ***** 12 MONTHS	DAYS/LEAD ON/DAYS	REORDER MULTIPLE	SUGGESTED REORDER
9807372	BELT TENSION	SC/L1	1	1	0	3	7	0	9	0/ 2	1	6
	TOTALS	ITEMS: 1		1								

version 1

ITEM #	DESCRIPTION	WHSE LOC	QTY ON HAND	QTY AVAIL	QTY ON ORDER	QTY B/0	MAX QTY	***** YTD	SOLD ***** 12 MONTHS	DAYS/LEAD ON/DAYS	REORDER MULTIPLE	SUGGESTED REORDER
9807372	BELT TENSION	SC	1	1	0	3	7	0	9	0/ 2	1	6
	TOTALS	ITEMS: 1		1								

version 2:

ITEM NUMBER	VENDOR NO	QTY ON HAND	QTY COMMITTED	QTY ON ORDER	QTY BACKORDER	QTY AVAILABLE	MIN QTY	MAX QTY	* YTD	SOLD * 12MONTH	REORDER MULT	SUGGESTED REORDER
9807372	00234	1	1	1	0	0	3	9	0	9	0	8
BELT TENSION CYLINDER												
	TOTALS	ITEMS: 1		1								

TOTALS ONLY:

<div align="center">INVENTORY REORDER REPORT</div>

Item Sequence; Lowest Item: 9807372; Highest Item: 9807372; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; On Hand Supply based on YTD; # of Days: 30; All Minimums; No Days on Hand Lead Days; Converted Units; Location(s): TOTALS ONLY; Print 2nd Description;

version 0

ITEM #	DESCRIPTION	WHSE LOC	QTY ON HAND	QTY AVAIL	QTY ON ORDER	MIN QTY	MAX QTY	** SOLD ** YTD	12 MONTHS	DAYS/LEAD ON/DAYS	REORDER MULTIPLE	SUGGESTED REORDER
9807372	BELT TENSION CYLINDER	01/L1	1	1	0	3	7	0	9	0/ 2	1	6
9807372	BELT TENSION CYLINDER	02/SM	0	0	0	3	7	0	9	0/ 2	1	7
	TOTALS ITEMS: 1		1									

version 1

ITEM #	DESCRIPTION	QTY ON HAND	QTY AVAIL	QTY ON ORDER	QTY B/O	MAX QTY	***** SOLD ***** YTD	12 MONTHS	DAYS/LEAD ON/DAYS	REORDER MULTIPLE	SUGGESTED REORDER
9807372	BELT TENSION	1	1	0	3	7	0	9	0/ 2	1	6
	TOTALS ITEMS: 1		1								

5.3.6   INVENTORY PRICE LIST

This section presents instructions for printing the Inventory Price List Report. This report will print all items and is able to print all price levels.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3: From the **INVENTORY REPORTS**, select **INVENTORY PRICE LIST** and press <**ENTER**>.

```
RRINVPL – Print Inventory Price List

Enter Desired Print Sequence:
    1.  Item# Sequence;
    2.  Product Category/Sequence Code/Item# Sequence;
    3.  Major Category/Minor Category/Type/Item# Sequence;
    4.  Minor Category/Major Category/Type/Item# Sequence;

              Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
    To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
    Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin the printing from and press **<ENTER>,** or press
     <ENTER> to start printing at the first major category. To reenter the highest
     item# press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
     stop printing at the last major category. To reenter the lowest major category
     press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin the printing from and press **<ENTER>,** or press
     <ENTER> to start printing at the first minor category. To reenter the highest
     major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
     stop printing at the last minor category. To reenter the lowest minor category
     press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
     print for all product categories. To reenter the highest minor category press
     <ESC>.

ENTER VENDOR CODE TO PRINT:
     Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
     all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
     Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
     press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
     reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
     Enter **<C>** and press **<ENTER>** if you want to print prices by converted prices, or just
     press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices by unconverted
     prices. This question will only appear if your system is using converted qtys. To
     reenter the double space, press **<ESC>**.

ENTER CODE FOR PRICE TO PRINT:
     Enter the price code(s) that you want to print and press **<ENTER>**, or just press **<ENTER>**
     for all. To reenter converted/unconverted press **<ESC>.**

PRINT COSTS? (Y/N):
     Enter **<N>** and press **<ENTER>** if you do NOT want the costs to print. Enter **<Y>** and
     press **<ENTER>** to print costs, or just press **<ENTER>**. To reenter the price code,
     press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print.
     Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To
     reenter the costs, press **<ESC>.**

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the
     second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing
     begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
Enter lowest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to start at lowest product category built. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
Enter highest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
Enter **<C>** and press **<ENTER>** if you want to print prices by converted prices, or just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices by unconverted prices. This question will only appear if your system is using converted qtys. To reenter the double space, press **<ESC>**.

ENTER CODE FOR PRICE TO PRINT:
Enter the price code(s) that you want to print and press **<ENTER>,** or just press **<ENTER>** for all. To reenter the converted prices press **<ESC>.** To reenter converted/unconverted press **<ESC>.**

DO YOU WANT SEPARATE PAGES FOR EACH PRODUCT CATEGORY? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want separate pages to print. Enter **<Y>** and press **<ENTER>** to print separate pages for each product category, or just press **<ENTER>**. To reenter the price code press **<ESC>.**

PRINT COSTS? (Y/N):

    Enter <**N**> and press <**ENTER**> if you do NOT want the costs to print. Enter <**Y**> and
    press <**ENTER**> to print costs, or just press <**ENTER**>. To reenter the separate pages
    press <**ESC**>**.**

PRINT SECOND DESCRIPTION LINE ?(Y/N):

    Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to print.
    Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press <**ENTER**>. To
    reenter the costs press <**ESC**>.

IS EVERYTHING OK? (Y/N):

    Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
    the second description press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue.
    Printing begins immediately. When printing is complete, the program returns to
    the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:

    Enter major category to begin the printing from and press <**ENTER**>**,** or press
    <**ENTER**> to start printing at the first major category. To reenter the print
    sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

    Enter major category to end the printing at and press **<ENTER>,** or press <**ENTER**> to
    stop printing at the last major category. To reenter the lowest major category
    press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:

    Enter minor category to begin the printing from and press <**ENTER**>**,** or press
    <**ENTER**> to start printing at the first minor category. To reenter the highest
    major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

    Enter minor category to end the printing at and press <**ENTER**>**,** or press <**ENTER**> to
    stop printing at the last minor category. To reenter the lowest minor category
    press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:

    Enter product category code to print for and press <**ENTER**>**,** or press <**ENTER**> to
    print for all product categories. To reenter the highest minor category press
    <**ESC**>.

ENTER VENDOR CODE TO PRINT:

    Enter vendor code to print for and press <**ENTER**>**,** or press <**ENTER**> to print for
    all vendors. To reenter the product category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):

    Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and
    press <**ENTER**> if you wish the report to be single spaced, or just press **<ENTER>**. To
    reenter the vendor code press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):

    Enter <**C**> and press <**ENTER**> if you want to print prices by converted prices, or just
    press **<ENTER>**. Enter <**U**> and press <**ENTER**> if you want to print prices by unconverted
    prices. This question will only appear if your system is using converted qtys. To
    reenter the double space, press <**ESC**>.

ENTER CODE FOR PRICE TO PRINT:

    Enter the price code(s) that you want to print and press **<ENTER>,** or just press **<ENTER>** for all. To reenter the converted prices press **<ESC>.**

PRINT COSTS? (Y/N):

    Enter **<N>** and press **<ENTER>** if you do NOT want the costs to print. Enter **<Y>** and press **<ENTER>** to print costs, or just press **<ENTER>**. To reenter the price code, press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):

    Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the costs press **<ESC>**.

IS EVERYTHING OK? (Y/N):

    Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the second description press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

WITH COSTS:

INVENTORY PRICE LIST

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Actual Cost; Converted Prices; Price Levels: ALL; Print 2nd Description;

ITEM #	DESCRIPTION	MEAS	PRICE # 1	PRICE # 2	PRICE # 3	PRICE # 4	PRICE # 5	PRICE # 6	PRICE # 7	PRICE # 8	COST
294628		EA	9.88	9.39	8.89	8.40	8.40	7.90	7.90	7.90	3.42
	BREAKER-IGN										
	BRIGGS										

WITHOUT COSTS:

INVENTORY PRICE LIST

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print NO Cost; Converted Prices; Price Levels: ALL; Print 2nd Description;

ITEM #	DESCRIPTION	MEAS	PRICE # 1	PRICE # 2	PRICE # 3	PRICE # 4	PRICE # 5	PRICE # 6	PRICE # 7	PRICE # 8	
294628		EA	9.88	9.39	8.89	8.40	8.40	7.90	7.90		7.90
BREAKER-IGN											
	BRIGGS										

This section presents instructions for printing the Inventory Price List Report. This report which is able to print specified items at requested price levels. This can be done for one customer, or for all.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY PRICE BOOK** and press <**ENTER**>.

```
RRINVPB – Print Inventory Price Book

Enter Desired Print Sequence:
    1.  Item# Sequence;
    2.  Product Category/Sequence Code/Item# Sequence;
    3.  Major Category/Minor Category/Type/Item# Sequence;
    4.  Minor Category/Major Category/Type/Item# Sequence;

                Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin the printing from and press <**ENTER**>**,** or press <**ENTER**> to start printing at the first major category. To reenter the highest item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end the printing at and press <**ENTER**>**,** or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin the printing from and press <**ENTER**>**,** or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
    Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
    stop printing at the last minor category. To reenter the lowest minor category
    press **<ESC>.**

ENTER PRODUCT CATEGORY TO PRINT:
    Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
    print for all product categories. To reenter the highest minor category press
    <ESC>.

ENTER VENDOR CODE TO PRINT:
    Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
    all vendors. To reenter the product category press **<ESC>.**

DOUBLE-SPACE THE REPORT? (Y/N):
    Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
    press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>.** To
    reenter the vendor code press **<ESC>.**

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
    Enter **<C>** and press **<ENTER>** if you want to print prices by converted prices, or just
    press **<ENTER>.** Enter **<U>** and press **<ENTER>** if you want to print prices by unconverted
    prices. This question will only appear if your system is using converted qtys. To
    reenter the double space, press **<ESC>.**

ENTER CODE FOR PRICE TO PRINT:
    Enter the price code(s) that you want to print and press **<ENTER>,** or just press **<ENTER>**
    for all. To reenter the converted prices press **<ESC>.**

PRINT COSTS? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want the costs to print. Enter **<Y>** and press
     <ENTER> to print costs, or just press **<ENTER>.** To reenter the price code, press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print.
     Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>.** To
    reenter the costs, press **<ESC>.**

ENTER CUSTOMER TO PRINT FOR:
    Enter specific customer that you want this list printed for and press **<ENTER>,** or just
     press **<ENTER>** for all customers. To reenter the second description press **<ESC>.**

ONLY PRINT ITEMS SOLD? (Y/N):
    This question will only appear if you have entered a specific customer that this
     list will print for.   Enter **<N>** and press **<ENTER>** to print everything
    requested in the print sequence, or enter **<Y>** and press **<ENTER>** to only print
    items in the print sequence that have been sold to this customer. To reenter the
     customer number press **<ESC>.**

IS EVERYTHING OK? (Y/N):
    Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
    either the customer, or items sold, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to
    continue. Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
    Enter lowest product category # to begin printing at and press **<ENTER>,** or just
     press **<ENTER>** to start at lowest product category built. To reenter the print
     sequence press **<ESC>.**

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
Enter highest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the highest product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
Enter **<C>** and press **<ENTER>** if you want to print prices by converted prices, or just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices by unconverted prices. This question will only appear if your system is using converted qtys. To reenter the double space, press **<ESC>**.

ENTER CODE FOR PRICE TO PRINT:
Enter the price code(s) that you want to print and press **<ENTER>,** or just press **<ENTER>** for all. To reenter the converted units press **<ESC>.**

DO YOU WANT SEPARATE PAGES FOR EACH PRODUCT CATEGORY? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want separate pages to print. Enter **<Y>** and press **<ENTER>** to have each different product category print on a separate page, or just press **<ENTER>**. To reenter the codes press **<ESC>.**

PRINT COSTS? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want the costs to print. Enter **<Y>** and press **<ENTER>** to print costs, or just press **<ENTER>**. To reenter the separate pages press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the costs press **<ESC>**.

ENTER CUSTOMER TO PRINT FOR:
> Enter specific customer that you want this list printed for and press **<ENTER>,** or
> just press **<ENTER>** for all customers. To reenter the second description press
> **<ESC>.**

ONLY PRINT ITEMS SOLD? (Y/N):
> This question will only appear if you have entered a specific customer
> that this list will print for.   Enter **<N>** and press **<ENTER>** to print everything
> requested in the print sequence, or enter **<Y>** and press **<ENTER>** to only print
> items in the print sequence that have been sold to this customer. To reenter the
> customer number press **<ESC>.**

IS EVERYTHING OK? (Y/N):
> Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
> the customer, or items sold press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue.
> Printing begins immediately. When printing is complete, the program returns to
> the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
> Enter major category to begin the printing from and press **<ENTER>,** or press
> **<ENTER>** to start printing at the first major category. To reenter the print
> sequence press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
> Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
> stop printing at the last major category. To reenter the lowest major category
> press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
> Enter minor category to begin the printing from and press **<ENTER>,** or press
> **<ENTER>** to start printing at the first minor category. To reenter the highest
> major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
> Enter minor category to end printing at and press **<ENTER>,** or press **<ENTER>** to
> stop printing at the last minor category. To reenter the lowest minor category
> press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
> Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
> print for all product categories. To reenter the highest minor category press
> **<ESC>**.

ENTER VENDOR CODE TO PRINT:
> Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
> all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
> Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
> press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**.   To
> reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
> Enter **<C>** and press **<ENTER>** if you want to print prices by converted prices. or just
> press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices by unconverted
> prices. This question will only appear if your system is using converted qtys. To
> reenter the double space, press **<ESC>**.

ENTER CODE FOR PRICE TO PRINT:
Enter the price code(s) that you want to print and press **<ENTER>,** or just press **<ENTER>** for all. To reenter the converted units press **<ESC>.**

DO YOU WANT SEPARATE PAGES FOR EACH PRODUCT CATEGORY? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want separate pages to print. Enter **<Y>** and press **<ENTER>** to have each different product category print on a separate page, or just press **<ENTER>**. To reenter the codes press **<ESC>.**

PRINT COSTS? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want the costs to print. Enter **<Y>** and press **<ENTER>** to print costs, or just press **<ENTER>**. To reenter the separate pages press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the costs press **<ESC>**.

ENTER CUSTOMER TO PRINT FOR:
Enter specific customer that you want this list printed for and press **<ENTER>,** or just press **<ENTER>** for all customers. To reenter the second description press **<ESC>.**

ONLY PRINT ITEMS SOLD? (Y/N):
This question will only appear if you have entered a specific customer that this list will print for. Enter **<N>** and press **<ENTER>** to print everything requested in the print sequence, or enter **<Y>** and press **<ENTER>** to only print items in the print sequence that have been sold to this customer. To reenter the customer number press **<ESC>.**

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the customer, or items sold press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

ALL CUSTOMERS WITH COST:

INVENTORY PRICE BOOK

Item Sequence; Lowest Item: A-10; Highest Item: A-10; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Converted Prices; Price Levels: ALL; Print Cost; All Customers; No 2nd Description;

ITEM #	DESCRIPTION	UOM	PRICE 1	PRICE 2	PRICE 3	PRICE 4	PRICE 5	PRICE 6	PRICE 7	PRICE 8	COST
A-10		EA	17.50	11.76	13.33	23.33	11.11	23.63	24.50	133.40	10.00
	DYNAMO HANDLE	BX	175.00	117.64	133.33	143.33	111.11	238.23	243.00	1,334.40	110.00

ONE CUSTOMER NO COST:

INVENTORY PRICE BOOK

Item Sequence; Lowest Item: A-10; Highest Item: A-10; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Converted Prices; Price Levels: ALL; NO Cost; Customer:175; No 2nd Description;

ITEM #	DESCRIPTION	UOM	PRICE
A-10		EA	17.50
	DYNAMO HANDLE	BX	175.00

This section presents instructions for printing the Inventory Price Worksheet.
This report will print requested items, price levels and the gross, or margin markup.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
          press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY PRICE WORKSHEET** and press <**ENTER**>.

```
RLIPRICE – Print Inventory Price List Worksheet

Enter Desired Print Sequence:
    1.  Item# Sequence;
    2.  Product Category/Sequence Code/Item# Sequence;
    3.  Major Category/Minor Category/Type/Item# Sequence;
    4.  Minor Category/Major Category/Type/Item# Sequence;

              Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type /Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number identifying
     the first item you want appearing on the listing and press <**ENTER**>. To start with the
     lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing and
     <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press
     <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin printing from and press <**ENTER**>, or press <**ENTER**> to
     start printing at the first major category. To reenter the highest item# press
     <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end printing at and press <**ENTER**>, or press <**ENTER**> to
     stop printing at the last major category. To reenter the lowest major category
     press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin printing from and press <**ENTER**>, or press <**ENTER**> to
     start printing at the first minor category. To reenter the highest major category
     press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end printing at and press <**ENTER**>, or press <**ENTER**> to
     stop printing at the last minor category. To reenter the lowest minor category
     press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
   Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
   print for all product categories. To reenter the highest minor category press
   <ESC>.

ENTER VENDOR CODE TO PRINT:
   Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
   all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
   Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
   press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
   reenter the vendor code press **<ESC>**.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
   Enter **<A>** and press **<ENTER>**, or just press **<ENTER>**, if you want the report to
   print with the actual cost of the item listed. Enter **<M>** and press **<ENTER>** if you
   wish the report to print the market value. To reenter the double space, press
   <ESC>.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
   Enter **<C>** and press **<ENTER>** if you want to print prices by converted prices, or just
   press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices by unconverted
   prices. This question will only appear if your system is using converted qtys. To
   reenter the actual/market?, press **<ESC>**.

ENTER CODE FOR PRICE TO PRINT:
   Enter the price code(s) that you want to print and press **<ENTER>.** If you want more than
   one code, but not all separate the codes with a comma (i.e. 1,2,3), or just press **<ENTER>**
   to have the first four codes print. To reenter the converted/unconverted press **<ESC>.**

PRINT MARKUP CALCULATION OR GROSS MARGIN? (M/G):
   Enter **<M>** and press **<ENTER>** if you want the markup calculation to print, or just
   press **<ENTER>**. Enter **<G>** and press **<ENTER>** to print the gross margin %. To reenter
   the price code, press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
   Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
   print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
   <ENTER>. To reenter the markup/gross margin, press **<ESC>.**

IS EVERYTHING OK? (Y/N):
   Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
   the second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
   Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
   Enter lowest product category # to begin printing at and press **<ENTER>,** or just
   press **<ENTER>** to start at lowest product category built. To reenter the print
   sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
   Enter highest product category # to begin printing at and press **<ENTER>,** or just
   press **<ENTER>** to stop at highest product category built. To reenter the lowest
   product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for all vendors. To reenter the highest minor category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and press <**ENTER**> if you wish the report to be single spaced, or just press <**ENTER**>. To reenter the vendor code press <**ESC**>.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
Enter <**A**> and press <**ENTER**> if you want the report to print with the actual cost of the item listed, or just press <**ENTER**>. Enter <**M**> and press <**ENTER**> if you wish the report to print the market value. To reenter the double space report? press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
Enter <**C**> and press <**ENTER**> if you want to print prices by converted prices, or just press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print prices by unconverted prices. This question will only appear if your system is using converted qtys. To reenter the actual cost/market value, press <**ESC**>.

ENTER CODE FOR PRICE TO PRINT:
Enter the price code(s) that you want to print and press <**ENTER**>. If you want more than one code, but not all separate the codes with a comma (i.e. 1,2,3), or just press <**ENTER**> to have the first four codes print. To reenter the converted/unconverted press <**ESC**>.

DO YOU WANT SEPARATE PAGES FOR EACH PRODUCT CATEGORY? (Y/N):
Enter <**N**> and press <**ENTER**> if you do NOT want separate pages to print. Enter <**Y**> and press <**ENTER**> to have each different product category print on a separate page, or just press <**ENTER**>. To reenter the codes press <**ESC**>.

PRINT MARKUP CALCULATION OR GROSS MARGIN? (M/G):
Enter <**M**> and press <**ENTER**> if you want the markup calculation to print, or just press <**ENTER**>. Enter <**G**> and press <**ENTER**> to print the gross margin %. To reenter the separate pages, press <**ESC**>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press <**ENTER**>. To reenter the markup press <**ESC**>.

IS EVERYTHING OK? (Y/N):
>   Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
>   the second description press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue.
>   Printing begins immediately. When printing is complete, the program returns to
>   the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
>   Enter major category to begin the printing from and press <**ENTER**>, or press
>   <**ENTER**> to start printing at the first major category. To reenter the print
>   sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
>   Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to
>   stop printing at the last major category. To reenter the lowest major category
>   press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
>   Enter minor category to begin the printing from and press <**ENTER**>, or press
>   <**ENTER**> to start printing at the first minor category. To reenter the highest
>   major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
>   Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to
>   stop printing at the last minor category. To reenter the lowest minor category
>   press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
>   Enter product category code to print for and press <**ENTER**>, or press <**ENTER**> to
>   print for all product categories. To reenter the highest minor category press
>   <**ESC**>.

ENTER VENDOR CODE TO PRINT:
>   Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for
>   all vendors. To reenter the product category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):
>   Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and
>   press <**ENTER**> if you wish the report to be single spaced, or just press <**ENTER**>. To
>   reenter the vendor code press <**ESC**>.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
>   Enter <**A**> and press <**ENTER**> if you want the report to print with the actual cost
>   of the item listed, or just press <**ENTER**>. Enter <**M**> and press <**ENTER**> if you wish
>   the report to print the market value. To reenter the double space report? press
>   <**ESC**>.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
>   Enter <**C**> and press <**ENTER**> if you want to print prices by converted prices, or just
>   press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print prices by unconverted
>   prices. This question will only appear if your system is using converted qtys. To
>   reenter the actual cost/market value press <**ESC**>.

ENTER CODE FOR PRICE TO PRINT:
>   Enter the price code(s) that you want to print and press <**ENTER**>. If you want more than
>   one code, but not all separate the codes with a comma (i.e. 1,2,3), or just press <**ENTER**>
>   to have the first four codes print. To reenter the converted/unconverted press
>   <**ESC**>.

PRINT MARKUP CALCULATION OR GROSS MARGIN? (M/G):

> Enter <**M**> and press <**ENTER**> if you want the markup calculation to print, or just press <**ENTER**>. Enter <**G**> and press <**ENTER**> to print the gross margin %. To reenter the codes, press <**ESC**>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):

> Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press <**ENTER**>. To reenter the costs press <**ESC**>.

IS EVERYTHING OK ? (Y/N):

> Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the second description press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

ACTUAL COST/MARKUP:

INVENTORY PRICE WORKSHEET

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; highest Minor: LAST; Product Category: ALL; Vendor code: ALL; Single-Space; Print Actual Cost; Converted Prices; Price Levels: ALL; NO 2nd Description;

MARKUP CALCULATION

ITEM #	DESCRIPTION	MEA	PRICE 1	GM %	PRICE 2	GM %	PRICE 3	GM %	PRICE 4	GM %	COST
100057	1094a 4pk BULB	EA	36.80	99.0	40.80	120.6	45.80	147.7	50.80	174.7	18.49

ACTUAL COST/GROSS MARGIN:

INVENTORY PRICE WORKSHEET

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; highest Minor: LAST; Product Category: ALL; Vendor code: ALL; Single-Space; Print Actual Cost; Converted Prices; Price Levels: ALL; NO 2nd Description;

GROSS MARGIN CALCULATION

ITEM #	DESCRIPTION	MEA	PRICE 1	GM %	PRICE 2	GM %	PRICE 3	GM %	PRICE 4	GM %	COST
100057	1094a 4pk BULB	EA	36.80	49.7	40.80	54.6	45.80	59.6	50.80	63.6	18.49

MARKET VALUE/MARKUP:

INVENTORY PRICE WORKSHEET

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; highest Minor: LAST; Product Category: ALL; Vendor code: ALL; Single-Space; Print Market Value; Converted Prices; Price Levels: ALL; NO 2nd Description;

MARKUP CALCULATION

ITEM #	DESCRIPTION	MEA	PRICE 1	GM %	PRICE 2	GM %	PRICE 3	GM %	PRICE 4	GM %	MARKET VALUE
100057	1094a 4pk BULB	EA	36.80	8.0	40.80	2.0	45.80	14.5	50.80	27.0	39.99

MARKET VALUE/GROSS MARGIN:

INVENTORY PRICE WORKSHEET

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; highest Minor: LAST; Product Category: ALL; Vendor code: ALL; Single-Space; Print Market Value; Converted Prices; Price Levels: ALL; NO 2nd Description;

GORSS MARGIN CALCULATION

ITEM #	DESCRIPTION	MEA	PRICE 1	GM %	PRICE 2	GM %	PRICE 3	GM %	PRICE 4	GM %	MARKET VALUE COST
100057	1094a 4pk BULB	EA	36.80	8.6	40.80	1.9	45.80	12.6	50.80	21.2	39.99

This section presents instructions for printing the Inventory Valuation Report. This report will print items and their value as entered into the system.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY VALUATION REPORT** and press <**ENTER**>.

```
RLVALUE – Print Inventory Valuation Report

Enter Desired Print Sequence:
   1.   Item# Sequence;
   2.   Product Category/Sequence Code/Item# Sequence;
   3.   Major Category/Minor Category/Type/Item# Sequence;
   4.   Minor Category/Major Category/Type/Item# Sequence;

                Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the highest item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
    Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
    print for all product categories. To reenter the highest minor category press
    <ESC>.

ENTER VENDOR CODE TO PRINT:
    Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
    all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
    Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
    press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
    reenter the vendor code press **<ESC>**.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
    Enter **<A>** and press **<ENTER>** if you want the report to print with the actual cost
    of the item listed, or just press **<ENTER>**. Enter **<M>** and press **<ENTER>** if you
    wish the report to print the market value. To reenter the double space press
    <ESC>.

PRINT A DETAILED OR SUMMARY REPORT (D/S):
    Enter **<D>**, and press **<ENTER>,** or just press **<ENTER>,** if you want the report to
    print all the layers associated with the different costs and quantities in the
    LIFO/FIFO file. (If your system is using an AVERAGE inventory method you will not
    have the option to print Detailed). Enter **<S>** and press **<ENTER>,** if you do not
    want to print all layers of costs and quantities for these items, only the
    quantity on hand and last cost will display on the report. To reenter
    actual/market press **<ESC>.**

PRINT CONVERTED OR UNCONVERTED COSTS? (C/U):
    Enter **<C>** and press **<ENTER>** if you want to print prices by converted costs, or just
    press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices by unconverted
    costs. This question will only appear if your system is using converted qtys. To
    reenter the detail/summary report?, press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
    Enter **<C>** and press **<ENTER>** if you want to print converted units, or just press
    <ENTER>. Enter **<U>** and press **<ENTER>** if you want to print unconverted units. This
    question will only appear if your system is using converted qtys. To reenter
    converted/unconverted costs?, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
    Enter up to thirteen location IDs, and press **<ENTER>.** Do not enter any
    commas, the system will enter them for you. Press **<ENTER>** if you only want
    totals to print. To reenter converted/unconverted units press **<ESC>.**

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want the items that have zero quantity
    on hand to print on the list. Enter **<Y>** and press **<ENTER>** to print all items, or
    just press **<ENTER>**. To reenter the locations, press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
    print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
    <ENTER>. To reenter the zero qty-on-hand, press **<ESC>.**

EXTEND NEGATIVE QUANTITIES? (Y/N):
　　Enter **<Y>** and press **<ENTER>** to have items that have negative quantities extend
　　a negative amount into the totals column. Enter <**N**> and press <**ENTER**>, or just
　　press <**ENTER**> not to have items with a negative amount extend into the totals.
　　Press **<ESC>** to reenter second description line.

ONLY PRINT ITEMS WITH NEGATIVE QUANTITIES? (Y/N):
　　Enter **<Y>** and press **<ENTER>** to have this listing print **ONLY** items that have a
　　negative quantity amount. Enter **<N>** and press **<ENTER>,** or just press **<ENTER>**
　　to have the listing print the regular items.

IS EVERYTHING OK? (Y/N):
　　Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
　　the second description, press <**ESC**>**.** Enter <**Y**> and press <**ENTER**> to continue.
　　Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
　　Enter lowest product category # to begin printing at and press <**ENTER**>**,** or just
　　press <**ENTER**> to start at lowest product category built. To reenter the print
　　sequence press <**ESC**>.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
　　Enter highest product category # to begin printing at and press <**ENTER**>**,** or just
　　press <**ENTER**> to stop at highest product category built. To reenter the lowest
　　product category press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
　　Enter major category to begin printing from and press <**ENTER**>**,** or press <**ENTER**> to
　　start printing at the first major category. To reenter the highest major category
　　press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
　　Enter major category to end printing at and press <**ENTER**>**,** or press <**ENTER**> to
　　stop printing at the last major category. To reenter the lowest major category
　　press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
　　Enter minor category to begin printing from and press <**ENTER**>**,** or press <**ENTER**> to
　　start printing at the first minor category. To reenter the highest major category
　　press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
　　Enter minor category to end printing at and press <**ENTER**>**,** or press <**ENTER**> to
　　stop printing at the last minor category. To reenter the lowest minor category
　　press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
　　Enter vendor code to print for and press <**ENTER**>**,** or press <**ENTER**> to print for
　　all vendors. To reenter the highest minor category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):
　　Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and
　　press <**ENTER**> if you wish the report to be single spaced, or just press <**ENTER**>. To
　　reenter the vendor code press <**ESC**>.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
Enter <**A**> and press <**ENTER**> if you want the report to print with the actual cost of the item listed, or just press <**ENTER**>. Enter <**M**> and press <**ENTER**> if you wish the report to print the market value. To reenter the double space? press <**ESC**>.

PRINT A DETAILED OR SUMMARY REPORT (D/S):
Enter <**D**>, and press <**ENTER**>, or just press <**ENTER**>, if you want the report to print all the layers associated with the different costs and quantities in the LIFO/FIFO file. (If your system is using an AVERAGE inventory method you will not have the option to print Detailed). Enter <**S**> and press <**ENTER**>, if you do not want to print all layers of costs and quantities for these items, only the quantity on hand and last cost will display on the report. To reenter actual/market press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED COSTS? (C/U):
Enter <**C**> and press <**ENTER**> if you want to print prices by converted costs, or just press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print prices by unconverted costs. This question will only appear if your system is using converted qtys. To reenter the detail/summary report?, press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
Enter <**C**> and press <**ENTER**> if you want to print converted units, or just press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print unconverted units. This question will only appear if your system is using converted qty. To reenter converted/unconverted costs?, press <**ESC**>.

ENTER LOCATION(S) TO PRINT:
Enter up to thirteen location IDs, and press <**ENTER**>. Do not enter any commas, the system will enter them for you. Press <**ENTER**> if you only want totals to print. To reenter converted/unconverted press <**ESC**>.

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):
Enter <**N**> and press <**ENTER**> if you do NOT want the items that have zero quantity on hand to print on the list. Enter <**Y**> and press <**ENTER**> to print all items, or just press <**ENTER**>. To reenter the locations, press <**ESC**>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press <**ENTER**>. To reenter the zero qty-on-hand, press <**ESC**>.

EXTEND NEGATIVE QUANTITIES? (Y/N):
Enter <**Y**> and press <**ENTER**> to have items that have negative quantities extend a negative amount into the totals column. Enter <**N**> and press <**ENTER**>, or just press <**ENTER**> not to have items with a negative amount extend into the totals. Press <**ESC**> to reenter second description line.

ONLY PRINT ITEMS WITH NEGATIVE QUANTITIES? (Y/N):
Enter <**Y**> and press <**ENTER**> to have this listing print **ONLY** items that have a negative quantity amount. Enter <**N**> and press <**ENTER**>, or just press <**ENTER**> to have the listing print the regular items.

IS EVERYTHING OK? (Y/N):
Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the second description, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
 Enter major category to begin printing from and press **\<ENTER\>,** or press **\<ENTER\>** to
 start printing at the first major category. To reenter the print sequence press
 \<ESC\>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
 Enter major category to end printing at and press **\<ENTER\>,** or press **\<ENTER\>** to
 stop printing at the last major category. To reenter the lowest major category
 press **\<ESC\>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
 Enter minor category to begin printing from and press **\<ENTER\>,** or press **\<ENTER\>** to
 start printing at the first minor category. To reenter the highest major category
 press **\<ESC\>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
 Enter minor category to end printing at and press **\<ENTER\>,** or press **\<ENTER\>** to
 stop printing at the last minor category. To reenter the lowest minor category
 press **\<ESC\>**.

ENTER PRODUCT CATEGORY TO PRINT:
 Enter product category code to print for and press **\<ENTER\>,** or press **\<ENTER\>** to
 print for all product categories. To reenter the highest minor category press
 \<ESC\>.

ENTER VENDOR CODE TO PRINT:
 Enter vendor code to print for and press **\<ENTER\>,** or press **\<ENTER\>** to print for
 all vendors. To reenter the product category press **\<ESC\>**.

DOUBLE-SPACE THE REPORT? (Y/N):
 Enter **\<Y\>** and press **\<ENTER\>** if you want the report to be double-spaced. Enter **\<N\>** and
 press **\<ENTER\>** if you wish the report to be single spaced, or just press **\<ENTER\>**. To
 reenter the vendor code press **\<ESC\>**.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
 Enter **\<A\>** and press **\<ENTER\>**, or just press **\<ENTER\>,** if you want the report to
 print with the actual cost of the item listed. Enter **\<M\>** and press **\<ENTER\>** if you
 wish the report to print the market value. To reenter the double space? press
 \<ESC\>.

PRINT A DETAILED OR SUMMARY REPORT (D/S):
 Enter **\<D\>**, and press **\<ENTER\>,** or just press **\<ENTER\>,** if you want the report to
 print all the layers associated with the different costs and quantities in the
 LIFO/FIFO file. (If your system is using an AVERAGE inventory method you will not
 have the option to print Detailed). Enter **\<S\>** and press **\<ENTER\>,** if you do not
 want to print all layers of costs and quantities for these items, only the
 quantity on hand and last cost will display on the report. To reenter
 actual/market press **\<ESC\>.**

PRINT CONVERTED OR UNCONVERTED COSTS? (C/U):
 Enter **\<C\>** and press **\<ENTER\>** if you want to print prices by converted costs, or
 just press **\<ENTER\>**. Enter **\<U\>** and press **\<ENTER\>** if you want to print prices by
 unconverted costs. This question will only appear if your system is using
 converted qtys. To reenter the detail/summary report?, press **\<ESC\>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):

    Enter <**C**> and press <**ENTER**> if you want to print converted units, or just press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print unconverted units. This question will only appear if your system is using converted qtys. To reenter converted/unconverted costs?, press <**ESC**>.

ENTER LOCATION(S) TO PRINT:

    Enter up to thirteen location IDs, and press <**ENTER**>. Do not enter any commas, the system will enter them for you. Press <**ENTER**> if you only want totals to print. To reenter converted/unconverted press <**ESC**>.

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):

    Enter <**N**> and press <**ENTER**> if you do NOT want the items that have zero quantity on hand to print on the list. Enter <**Y**> and press <**ENTER**> to print all items, or just press <**ENTER**>. To reenter the locations, press <**ESC**>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):

    Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press <**ENTER**>. To reenter the zero qty-on-hand, press <**ESC**>.

EXTEND NEGATIVE QUANTITIES? (Y/N):

    Enter <**Y**> and press <**ENTER**> to have items that have negative quantities extend a negative amount into the totals column. Enter <**N**> and press <**ENTER**>, or just press <**ENTER**> not to have items with a negative amount extend into the totals. Press <**ESC**> to reenter second description line.

ONLY PRINT ITEMS WITH NEGATIVE QUANTITIES? (Y/N):

    Enter <**Y**> and press <**ENTER**> to have this listing print **ONLY** items that have a negative quantity amount. Enter <**N**> and press <**ENTER**,> or just press <**ENTER**> to have the listing print the regular items.

IS EVERYTHING OK? (Y/N):

    Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the second description, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately.

COST/DETAIL/LOCATIONS:

INVENTORY VALUATION REPORT

Item Sequence; Lowest Item: JDTRACTOR; Highest Item: JDTRACTOR; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Actual Cost; Detailed Report; Converted Cost; Converted Units; Location(s):All; Print Zero Qty-on-Hand; Print 2nd Description;

ITEM # DESCRIPTION	CATEG	WHSE LOC	QTY ON HAND	LAST COST	DATE	QTY	COST	VALUE
JDTRACTOR	00030	SC	2	4999.00	05/14/01	1	4999.00	4999.00
JOHN DEERE TRACTOR					07/12/01	1	4999.00	4999.00
			TOTAL	2				9998.00
* LOCATION TOTALS								
(SC)		ITEMS:1	2					9998.00
(SM)		ITEMS:0	0					0.00
**TOTALS ITEMS:	1		2					9998.00

COST/DETAIL/TOTALS:

<div align="center">INVENTORY VALUATION REPORT</div>

Item Sequence; Lowest Item: JDTARCTOR; Highest Item: JDTRACTOR; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Actual Cost; Detailed Report; Converted Cost; Converted Units; Location(s): Totals Only; Print Qty-on-Hand; Print 2nd Description;

ITEM #	DESCRIPTION	CATEG	ON HAND	COST	DATE	QTY	COST	VALUE	
JDTRACTOR		00030	2	4999.00					4999.00
JOHN DEERE TRACTOR									
		TOTAL	2						9998.00

* LOCATION TOTALS

(SC)		ITEMS:1	2		9998.00
(SM)		ITEMS:0	0		0.00

**TOTALS ITEMS: 1   2   9998.00

COST/SUMMARY/LOCATIONS:

<div align="center">INVENTORY VALUATION REPORT</div>

Item Sequence; Lowest Item: JDTRACTOR; Highest Item: JDTRACTOR; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Actual Cost; Summary Report; Converted Cost; Converted Units; Location(s): SC; Print Zero Qty-on-Hand; Print 2nd Description;

ITEM #	DESCRIPTION	CATEG	WHSE LOC	QTY ON HAND	LAST COST	VALUE
JDTRACTOR		00030	01/SC	2	4999.00	4999.00
JOHN DEERE TRACTOR						

**TOTALS ITEMS: 1   2   9998.00

COST/SUMMARY/TOTALS:

<div align="center">INVENTORY VALUATION REPORT</div>

Item Sequence; Lowest Item: JDTRACOTR; Highest Item: JDTRACTOR; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Actual Cost; Detailed Report; Converted Cost; Converted Units; Location(s): Totals Only; Print Zero Qty-on-Hand; Print 2nd Description;

ITEM #	DESCRIPTION	CATEG	WHSE LOC	QTY ON HAND	LAST COST	VALUE
JDTRACTOR		00030		2	4999.00	9998.00
JOHN DEERE TRACTOR						

**TOTALS ITEMS: 1   2   9998.00

MARKET VALUE/DETAIL/LOCATIONS:

<div align="center">INVENTORY VALUATION REPORT</div>

Item Sequence; Lowest Item: JDTRACTOR; Highest Item: JDTRACTOR; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Market Value; Detailed Report; Converted Cost; Converted Units; Location(s): SC; Print Zero Qty-on-Hand; Print 2nd Description;

ITEM #	DESCRIPTION	CATEG	WHSE LOC	QTY ON HAND	MARKET VALUE	DATE	QTY	COST	VALUE
JDTRACTOR		00030	SC	2	5999.00	05/14/01	1	4999.00	5999.00
JOHN DEERE TRACTOR						07/12/01	1	4999.00	5999.00
	ITEM TOTALS:			2					11998.00

**TOTALS   ITEMS: 1   2   11998.00

MARKET VALUE/DETAIL/TOTALS:

INVENTORY VALUATION REPORT

Item Sequence; Lowest Item: JDTRACTOR; Highest Item: JDTRACTOR; Lowest Major: FIRST; Highest Major: LAST; Lowest
Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Market Value;
Detailed Report; Converted Cost; Converted Units; Location(s): Totals Only: Print Zero Qty-on-Hand; Print 2nd
Description;

			QTY	MARKET					
ITEM #	DESCRIPTION	CATEG	ON HAND	VALUE	DATE	QTY	COST	VALUE	
JDTRACTOR		00030	2	5999.00				11998.00	
	JOHN DEERE TRACTOR								

**TOTALS   ITEMS: 1   2   11998.00

MARKET VALUE/SUMMARY/LOCATIONS:

INVENTORY VALUATION REPORT

Item Sequence; Lowest Item: JDTRACTOR; Highest Item: JDTRACTOR; Lowest Major: FIRST; Highest Major: LAST; Lowest
Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Market Value;
Summary Report; Converted Cost; Converted Units; Location(s): SC; Print Zero Qty-on-Hand; Print 2nd Description;

			WHSE	QTY	MARKET		
ITEM #	DESCRIPTION	CATEG	LOC	ON HAND	VALUE		VALUE
JDTRACTOR		00030	01/SC	2	5999.00		11998.00
	JOHN DEERE TRACTOR						

**TOTALS   ITEMS: 1   2   11998.00

MARKET VALUE/SUMMARY/TOTALS:

INVENTORY VALUATION REPORT

Item Sequence; Lowest Item: JDTRACTOR; Highest Item: JDTRACTOR; Lowest Major: FIRST; Highest Major: LAST; Lowest
Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Print Market Value;
Summary Report; Converted Cost; Converted Units; Location(s): Totals Only; Print Zero Qty-on-Hand; Print 2nd
Description;

			QTY	MARKET	
ITEM #	DESCRIPTION	CATEG	ON HAND	VALUE	VALUE
JDTRACTOR		00030	2	5999.00	11998.00
	JOHN DEERE TRACTOR				

**TOTALS   ITEMS: 1   2   11998.00

5.3.10   PHYSICAL INVENTORY WORKSHEET

This section presents instructions for printing the Physical Inventory Worksheet, that
can assist you when doing your Physical Inventory count.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3: From the **INVENTORY REPORTS**, select **PHYSICAL INVENTORY WORKSHEET** and press <**ENTER**>.

version 0:

ENTER FIRST INVENTORY ITEM:
Enter the item number identifying the first item you want appearing on the
worksheets and press <**ENTER**>. To exit press <**ESC**>.

ENTER LAST INVENTORY ITEM:
Enter the item number identifying the last item you want appearing on the worksheet and press **<ENTER>**. To reenter the first item press **<ESC>**.

ENTER FIRST PRODUCT CATEGORY:
Enter first product category to print for and press **<ENTER>,** or just press **<ENTER>** to default to the first product category built. Press **<HOME>** to display a list of all product categories built on your system to select from. To reenter last item press **<ESC>**.

ENTER LAST PRODUCT CATEGORY:
Enter last product category to print for and press **<ENTER>,** or just press **<ENTER>** to default to the last product category built. Press **<HOME>** to display a list of all product categories built on your system to select from. To reenter first product category press **<ESC>**.

ENTER FIRST MAJOR CATEGORY:
Enter major category code to start printing at and press **<ENTER>,** or just press **<ENTER>** to default to the first major category built on your system. Press **<HOME>** to display a list of major categories built on your system to select from. To reenter the last product category item press **<ESC>**.

ENTER LAST MAJOR CATEGORY:
Enter major category code to end the printing at and press **<ENTER>,** or just press **<ENTER>** to end at the last major category built on your system. Press **<HOME>** to display a list of major categories built on your system to select from. To reenter the first major category press **<ESC>**.

ENTER FIRST MINOR CATEGORY:
Enter minor category code to start the printing at and press **<ENTER>,** or just press **<ENTER>** to start at the first minor major built on your system. Press **<HOME>** to display a list of minor categories built on your system to select from. To reenter the last major category press **<ESC>**.

ENTER LAST MINOR CATEGORY:
Enter minor category code to end the printing at and press **<ENTER>,** or just press **<ENTER>** to end at the last minor category built on your system. Press **<HOME>** to display a list of minor categories built on your system to select from. To reenter the first minor category press **<ESC>**.

ENTER VENDOR CODE:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the last minor category press **<ESC>**.

PRINT PRIMARY VENDOR ITEM#? (Y/N):
Enter with **<Y>** and press **<ENTER>** for the primary vendor's item number to print, or enter **<N>** and press **<ENTER>** for it not to print.

ENTER FIRST BIN LOCATION:
Enter bin location to start printing the worksheets at and press **<ENTER>**, or just press **<ENTER>** to start at the first bin location built on your system. To reenter vendor code press **<ESC>. NOTE: THIS SORTS NOT NUMERICALLY BUT IN AN ALPHA SORT, i.e BINS OA-1 TO OA-15 WILL NOT GIVE YOU BIN OA-2. THIS WILL ONLY GIVE YOU BINS STARTING WITH OA-1.**

ENTER LAST BIN LOCATION:
Enter bin location to stop printing the worksheets at and press **<ENTER>**, or just press **<ENTER>** to stop at the last bin location built on your system. To reenter first bin location press **<ESC>.**

ENTER ONE LOCATION ID:
     Enter the location code to print the worksheets for and press **<ENTER>,** or just press
     press **<ENTER>** to print for all locations. Press **<HOME>** to display a listing of
     all locations built on your system to select from. To reenter the last bin
     location press **<ENTER>.**

PRINT QTY ON HAND? (Y/N):
     Enter **<Y>** and press **<ENTER>** for the worksheet to print the qty on hand amounts, or
     enter **<N>** and press **<ENTER>** not to print it. To reenter the location press **<ESC>.**

PRINT QTY COMMITTED? (Y/N):
     Enter **<Y>** and press **<ENTER>** for the worksheet to print the committed amounts, or enter
     <N> and press **<ENTER>** not to print it. To reenter the qty on hand press **<ESC>.**

PRINT LAST COST ? (Y/N):
     Enter **<Y>** and press **<ENTER>** for the worksheet to print the last cost, or enter
     <N> and press **<ENTER>** not to print it. To reenter qty committed press **<ESC>.**

COUNTED AS OF DATE:
     Enter a date that you will be using to keep track of what worksheets
     have already been printed and press **<ENTER>.**

PRINT DISCONTINUED ITEMS WITH ZERO QTY-ON-HAND? (Y/N):
     Enter **<Y>** and press **<ENTER>** to have discontinued items that have no quantity on hand
     print out. Enter **<N>** and press **<ENTER>** to skip over these items. Press **<ESC>** to
     reenter count date.

IS EVERYTHING OK ? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the counted date, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing
     begins immediately.

version 0:
COST/QTY ON HAND/QTY COMMITTED:

<div align="center">PHYSICAL INVENTORY WORKSHEET</div>

Product Category: 00010; Vendor: ALL; Lowest Item: A-10; Highest Item: A-10; Lowest Bin: FIRST; Highest Bin: ;
Location: ALL; Print Qty on Hand; Print Qty Committed; Print Last Cost; All Items

Item #	Description	Vendr	Unit Meas	Whse Loc	Picking Sequence	Quantity On Hand	Quantity Committed	Quantity	LAST COST
A-10 BRS-10	DYNAMO HANDLE	10	EA	BA		500	0	_____	10.00
A-10 BRS-10	DYNAMO HANDLE	10	EA	VA		40	0	_____	10.00
A-10 BRS-10	DYNAMO HANDLE	10	EA	SC		143	11	_____	10.00
A-10 BRS-10	DYNAMO HANDLE	10	EA	SM		69	69	_____	10.00

TOTALS ITEMS: 4

NO COST/NO QTY ON HAND/NO QTY COMMITTED:

                            PHYSICAL INVENTORY WORKSHEET

Product Category: 00010; Vendor: ALL; Lowest Item: A-10; Highest Item: A-10; Lowest Bin: FIRST; Highest Bin: ;
Location: ALL; No Qty on Hand; No Qty Committed; No Last Cost; All Items

```
                                 Unit  Whse  Picking
Item #          Description      Vendr Meas  Loc   Sequence                           Quantity

A-10            DYNAMO HANDLE      10    EA    BA                                     _____
   BRS-10
A-10            DYNAMO HANDLE      10    EA    VA                                     _____
   BRS-10
A-10            DYNAMO HANDLE      10    EA    SC                                     _____
   BRS-10
A-10            DYNAMO HANDLE      10    EA    SM                                     _____         BRS-
10

 TOTALS                  ITEMS: 4
```

version 1

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│  RRINVPIC1 – Physical Inventory Worksheet                   │
│                                                             │
│  Enter Desired Print Sequence:                              │
│     1.  Item# Sequence;                                     │
│     2.  Product Category/Sequence Code/Item# Sequence;      │
│     3.  Major Category/Minor Category/Type/Item# Sequence;  │
│     4.  Minor Category/Major Category/Type/Item# Sequence;  │
│                                                             │
│                  Press <ESC> TO EXIT.                       │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
    To print the worksheet for a range of items, enter the item number identifying
    the first item you want appearing on the listing and press <**ENTER**>. To start with the
    lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
    Enter the item number identifying the last item you want appearing on the listing and
    <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press
    <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
    Enter product category code to print for and press <**ENTER**,> or press <**ENTER**> to
    print for all product categories. To reenter the highest item number press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
    Enter vendor code to print for and press <**ENTER**,> or press <**ENTER**> to print for
    all vendors. To reenter the product category press <**ESC**>.

ENTER BIN LOCATION TO PRINT:
    Enter the bin location to print for and press **<ENTER**,> or press **<ENTER**> for all
    locations. Press **<ESC**> to reenter vendor selection**.**

WHSE LOCATION ID:
    Enter the warehouse location code and press **<ENTER**>. Press **<ESC**> to reenter the
    vendor selection**.**

IS EVERYTHING OK? (Y/N):
>   Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the location, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
>   Enter lowest product category # to begin printing at and press <**ENTER**>, or just press <**ENTER**> to start at lowest product category built. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
>   Enter highest product category # to begin printing at and press <**ENTER**>, or just press <**ENTER**> to stop at highest product category built. To reenter the lowest product category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
>   Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for all vendors. To reenter the highest product category press <**ESC**>.

ENTER BIN LOCATION TO PRINT:
>   Enter the bin location to print for and press **<ENTER>,** or press **<ENTER>** for all locations. Press **<ESC>** to reenter vendor selection**.**

WHSE LOCATION ID:
>   Enter the warehouse location code and press **<ENTER>.** Press **<ESC>** to reenter the vendor selection**.**

IS EVERYTHING OK? (Y/N):
>   Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the location, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
>   Enter major category to begin printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
>   Enter major category to end printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
>   Enter product category code to print for and press <**ENTER**>, or press <**ENTER**> to print for all product categories. To reenter the highest major category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
>   Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for all vendors. To reenter the product category press <**ESC**>.

ENTER BIN LOCATION TO PRINT:
>   Enter the bin location to print for and press **<ENTER>,** or press **<ENTER>** for all

WHSE LOCATION ID:
      Enter the warehouse location code and press **<ENTER>.** Press **<ESC>** to reenter the
      vendor selection.

IS EVERYTHING OK? (Y/N):
      Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
      the location, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing
      begins immediately.

ITEM #	DESCRIPTION	VENDR	UNIT MEAS	WHSE LOC	PICKING SEQUENCE	QUANTITY ON HAND	QUANTITY	REMARKS
A-10	DYNAMO HANDLE	10	EA	SC		143		10.00

TOTALS   ITEMS :   1

5.3.11   BILL-OF-MATERIALS LIST

This section presents instructions for printing the Bill-of-Materials List. This report
includes the Master Bill-of-Materials item, along with all of components that make up the
master item. You may limit the printout by specifying beginning and ending inventory item
numbers.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
         press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press **<ENTER>**.

STEP 3: From the **INVENTORY REPORTS**, select **BILL-OF-MATERIAL LIST** and press **<ENTER>**.

```
RLBOMP- Print Bill of Materials

              Enter First Item# to Print:

              Enter Last Item# to Print:

              Press <ENTER> to Print ALL Items.
              Press <ESC> TO EXIT.
```

PRINT FIRST ITEM# TO PRINT:
      Enter first item to start at and press **<ENTER>,** or just press **<ENTER>** for the first item
      built on your system.

PRINT LAST ITEM# TO PRINT:
      Enter last item to stop at and press **<ENTER>,** or just press **<ENTER>** for the last item
      built on your system. This question will not appear if printing for all items.

IS EVERYTHING OK? (Y/N):
      Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
      the second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
      Printing begins immediately.


```
                              BILL OF MATERIALS LIST
07/12/99

PRINT SELECTION:--ALL--
-----------------------------------------------------------------------------
10078 (TRACTOR)

#   ITEM  #      QUANTITY            COST      DESCRIPTION
-----------------------------------------------------------------------------
001 A1000        11               1250.00     SNOW PLOW
002 A100         21                  8.00     PLOW SHARE

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

This section presents instructions for printing the inventory Usage Report. This report indicates Product Category, Vendor#, Unit of Measure, Month-To-Date, and Year-To-Date Quantities sold and Quantities used for Bill-of-Material items. The report is selectable by product category and vendor.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY USAGE REPORT** and press <**ENTER**>.

```
RLUSAGE – Inventory Usage Report

Enter Desired Print Sequence:
   1.   Item# Sequence;
   2.   Product Category/Sequence Code/Item# Sequence;
   3.   Major Category/Minor Category/Type/Item# Sequence;
   4.   Minor Category/Major Category/Type/Item# Sequence;

            Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM # TO PRINT:
     Enter the item number identifying the first item you want appearing on the report and press <**ENTER**>. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST ITEM # TO PRINT:
     Enter the item number identifying the last item you want appearing on the report and press <**ENTER**>. To reenter the lowest item press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category code to start the printing at and press <**ENTER**>, or just press <**ENTER**> to start at the first category major built on your system. To reenter the highest inventory item press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category code end the printing at and press <**ENTER**>, or just press <**ENTER**> to end at the last major category built on your system. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category code to start the printing at and press <**ENTER**>, or just press <**ENTER**> to start at the first minor major built on your system. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category code end the printing at and press <**ENTER**>, or just press <**ENTER**> to end at the last minor category built on your system. To reenter the lowest minor category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:

Enter product category code to print for and press **<ENTER>,** or just press **<ENTER>** for all. To reenter the highest minor press **<ESC>**.

ENTER VENDOR CODE TO PRINT:

Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):

Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

ENTER LOCATION(S) TO PRINT:

Enter up to ten locations to print for. Enter the location codes together (i.e SCSMVA) do not enter commas, and press **<ENTER>**. Enter **<ALL>** for all locations, and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter double space press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):

Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the location, press **<ESC>.**

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:

Enter lowest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to start at lowest product category built. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:

Enter highest product category # to begin the printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:

Enter major category code to start the printing at and press **<ENTER>,** or just press **<ENTER>** to start at the lowest major category built on your system**.** To reenter the highest product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

Enter major category code to end the printing at and press **<ENTER>,** or just press **<ENTER>** to end at the highest major category built on your system**.** To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:

Enter minor category code to start the printing at and press **<ENTER>,** or just press **<ENTER>** to start at the lowest minor major built on your system. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category code to end the printing at and press **<ENTER>,** or just press **<ENTER>** to end at the highest category built on your system. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
Enter up to ten locations to print for. Enter the location codes together (i.e SCSMVA) do not enter commas, and press **<ENTER>**. Enter **<ALL>** for all locations, and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter double space press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the location, press **<ESC>.**

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category code to start the printing at and press **<ENTER>,** or just press **<ENTER>** to start at the lowest category major built on your system. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category code to end the printing at and press **<ENTER>,** or just press **<ENTER>** to end at the highest major category built on your system. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the lowest minor category. To reenter the highest major press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the highest minor category. To reenter the lowest minor category press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
Enter product category code to print for and press **<ENTER>,** or just press **<ENTER>** for all. To reenter the highest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the product category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):

Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>**
and press **<ENTER>** if you wish the report to be single spaced, or just press
<ENTER>. To reenter the vendor code press **<ESC>**.

ENTER LOCATION(S) TO PRINT:

Enter up to ten locations to print for. Enter the location codes together (i.e
SCSMVA) do not enter commas, and press **<ENTER>**. Enter **<ALL>** for all locations,
and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter double space
press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):

Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
<ENTER>. To reenter the location, press **<ESC>.**

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
Printing begins immediately.

LOCATIONS:

INVENTORY USAGE REPORT

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor:
FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Location(s): ALL; Print 2nd
Description;

ITEM #	DESCRIPTION	CATEG	VENDR	WHSE LOC	UNIT MEAS	------MONTH-TO-DATE------			------YEAR-TO-DATE------		
						SOLD	BOMPS	TOTAL	SOLD	BOMPS	TOTAL
294628	BREAKER-IGN BRIGGS	200	3000	03/L1	EA	49	0	49	69	0	69
294628	BREAKER-IGN BRIGGS	200	3000	04/L2	EA	59	0	59	89	0	89
	TOTALS ITEMS: 1					108	0	108	158	0	158

TOTALS ONLYS:

INVENTORY USAGE REPORT

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor:
FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Location(s):TOTALS ONLY; Print
2nd Description;

ITEM #	DESCRIPTION	CATEG	VENDR	UNIT MEAS	------MONTH-TO-DATE------			------YEAR-TO-DATE------		
					SOLD	BOMPS	TOTAL	SOLD	BOMPS	TOTAL
294628	BREAKER-IGN BRIGGS	200	3000	EA	108		108	158	0	158
	TOTALS ITEMS: 1				108	0	108	158	0	158

5.3.13   INVENTORY EQUIPMENT LIST REPORT_____

This section presents instructions for printing the Inventory Equipment List.
This lists ONLY items that have serial numbers.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press **<ENTER>**.

STEP 3: From the **INVENTORY REPORTS**, select **INVENTORY EQUIPMENT LIST REPORT** and press
<ENTER>.

```
RLEQIP- Inventory Equipment List

Enter Desired Print Sequence:
   1.  Item# Sequence;
   2.  Product Category/Sequence Code/Item# Sequence;
   3.  Major Category/Minor Category/Type/Item# Sequence;
   4.  Minor Category/Major Category/Type/Item# Sequence;

              Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM # TO PRINT:
   Enter the item number identifying the first item you want appearing on the
   report and press <**ENTER**>. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST ITEM # TO PRINT:
   Enter the item number identifying the last item you want appearing on the report
   and press <**ENTER**>. To reenter the first item press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
   Enter major category code to start the printing at and press <**ENTER**>, or just
   press <**ENTER**> to start at the lowest category major built on your system. To
   reenter the highest inventory item press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
   Enter major category code to end the printing at and press <**ENTER**>, or just press
   <**ENTER**> to end at the highest major category built on your system. To reenter the
   lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
   Enter minor category code to start the printing at and press <**ENTER**>, or just
   press <**ENTER**> to start at the lowest minor major built on your system. To reenter
   the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
   Enter minor category code to end the printing at and press <**ENTER**>, or just press
   <**ENTER**> to end at the highest minor category built on your system. To reenter the
   lowest minor category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
   Enter product category code to print for and press <**ENTER**>, or just press <**ENTER**>
   for all. To reenter the highest minor category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
   Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for
   all vendors. To reenter the product category press <**ESC**>.

ENTER LOCATION(S) TO PRINT:
   Enter up to thirteen locations to print for. Enter the location codes together (i.e
   SCSMVA) do not enter commas, and press <**ENTER**>. Enter <**ALL**> for all locations,
   and press <**ENTER**>, or press <**ENTER**> for TOTALS ONLY. To reenter the vendor code
   press <**ESC.**>

PRINT COSTS? (Y/N):

    Enter <**N**> and press <**ENTER**> if you do NOT want the costs to print. Enter <**Y**> and
    press <**ENTER**> to print costs, or just press <**ENTER**>. To reenter the location,
    press <**ESC**>.

IS EVERYTHING OK? (Y/N):

    Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
    the print cost selection, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue.
    Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:

    Enter lowest product category # to begin the printing at and press <**ENTER**>, or
    just press <**ENTER**> to start at lowest product category built. To reenter the print
    sequence press <**ESC**>.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:

    Enter highest product category # to end the printing at and press <**ENTER**>, or just
    press <**ENTER**> to stop at highest product category built. To reenter the lowest
    product category press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:

    Enter major category code to start the printing at and press <**ENTER**>, or just
    press <**ENTER**> to start at the lowest category major built on your system. To
    reenter the highest inventory item press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

    Enter major category code end the printing at and press <**ENTER**>, or just press
    <**ENTER**> to end at the highest category built on your system. To reenter the lowest
    major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:

    Enter minor category code to start the printing at and press <**ENTER**>, or just
    press <**ENTER**> to start at the lowest minor major built on your system. To reenter
    the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

    Enter minor category code end the printing at and press <**ENTER**>, or just press
    <**ENTER**> to end at the highest minor category built on your system. To reenter the
    lowest minor category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:

    Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for
    all vendors. To reenter the last minor category press <**ESC**>.

ENTER LOCATION(S) TO PRINT:

    Enter up to thirteen locations to print for. Enter the location codes together (i.e
    SCSMVA) do not enter commas, and press <**ENTER**>. Enter <**ALL**> for all locations,
    and press <**ENTER**>, or press <**ENTER**> for TOTALS ONLY. To reenter the vendor code
    press <**ESC**>.

PRINT COSTS ? (Y/N):

    Enter <**N**> and press <**ENTER**> if you do NOT want the costs to print. Enter <**Y**> and
    press <**ENTER**> to print costs, or just press <**ENTER**>. To reenter the location,
    press <**ESC**>.

IS EVERYTHING OK? (Y/N):

    Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
    print cost selection, press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue.
    Printing begins immediately.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
> Enter major category code to start the printing at and press **<ENTER>,** or just press **<ENTER>** to start at the lowest category major built on your system. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
> Enter major category code end the printing at and press **<ENTER>,** or just press **<ENTER>** to end at the highest major category built on your system. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
> Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the lowest minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
> Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the highest minor category. To reenter the lowest minor category press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
> Enter product category code to print for and press **<ENTER>,** or just press **<ENTER>** for all. To reenter the highest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
> Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the product category press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
> Enter up to thirteen locations to print for. Enter the location codes together (i.e SCSMVA) do not enter commas, and press **<ENTER>**. Enter **<ALL>** for all locations, and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter the vendor code press **<ESC>.**

PRINT COSTS ? (Y/N):
> Enter **<N>** and press **<ENTER>** if you do NOT want the cost to print. Enter **<Y>** and press **<ENTER>** to print costs, or just press **<ENTER>**. To reenter the location, press **<ESC>.**

IS EVERYTHING OK? (Y/N):
> Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter print cost selection, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately.

LOCATIONS:

```
                         INVENTORY EQUIPMENT LIST

Item Sequence : Lowest:JDTRACTOR ;Highest Item: JDTRACTOR ; Lowest Major: FIRST ;Highest Major: LAST ;Lowest Minor:
FIRST ;Highest Minor: LAST ;Product Category: ALL ; Vendor Code: ALL ; Location(s):SC,SM : Print 2nd Description
```

ITEM NUMBER	DESCRIPTION	WHSE	RECEIVED	SERIAL NUMBER	TAG NUMBER	SELL PRICE	COST
JDTRACTOR	TRACTOR	SC	07/12/01	12154564	098888	5999.00	3999.00
		SC	06/13/01	57573722	4545454	5999.00	3999.00
		SM	04/14/01	46626222	25255252	5999.00	3950.00

ITEM TOTALS:3		11,997.00
TOTALS:3		11,997.00

TOTALS:

<div align="center">INVENTORY EQUIPMENT LIST</div>

Item Sequence : Lowest:JDTRACTOR ;Highest Item: JDTRACTOR ; Lowest Major: FIRST ;Highest Major: LAST ;Lowest Minor: FIRST ;Highest Minor: LAST ;Product Category: ALL ; Vendor Code: ALL ; Location(s):TOTALS ONLY; Print 2nd Description

ITEM NUMBER	DESCRIPTION	WHSE	ON HAND	COST
JDTRACTOR	TRACTOR	SC	2	7,998.00
		SM	1	3,950.00
		ITEM TOTALS:3		11,997.00
		TOTALS:3		11,997.00

5.3.14   INVENTORY COMMITTED TO ORDERS REPORT

This section presents instructions for printing the Inventory Committed to Orders Report. This report will list out items and the orders that they are committed to.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3: From the **INVENTORY REPORTS**, select **INVENTORY COMMITTED TO ORDERS REPORT** and press <**ENTER**>.

ENTER FIRST ITEM TO PRINT:
Enter the first item# that you want appearing on the report and press <**ENTER**>, or just press <**ENTER**> to start with the first one built on your system. To exit press <**ESC**>.

ENTER LAST ITEM TO PRINT:
Enter the last item# that you want appearing on the report and press <**ENTER**>, or just press <**ENTER**> to stop with the last one built on your system. To reenter the first item press <**ESC**>.

ENTER FIRST CUSTOMER TO PRINT:
Enter the first customer that you want appearing on the report and press <**ENTER**>, or just press <**ENTER**> to start with the first one built on your system. To reenter the last item press <**ESC**>.

ENTER LAST CUSTOMER TO PRINT:
Enter the last customer that you want appearing on the report and press <**ENTER**>, or just press <**ENTER**> to stop with the last one built on your system. To reenter the first customer press <**ESC**>.

(C)ONVERTED OR (U)NCONVERTED UNITS:
Enter <**C**> and press <**ENTER**> if you want to print converted units. Enter <**U**> and press <**ENTER**> if you want to print unconverted units, or just press <**ENTER**>. This question will only appear if your system is using converted qtys. To reenter last customer, press <**ESC**>.

PRINT SELLING PRICES (Y/N)?:
Enter <**N**> and press <**ENTER**> if you do NOT want the selling prices printed, or just press <**ENTER**>. Enter <**Y**> and press <**ENTER**> to print the selling prices. To reenter the converted/unconverted, press <**ESC**>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press <**ENTER**>. To reenter the selling prices, press <**ESC**>.

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
the second description, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
Printing begins immediately.

INVENTORY COMMITTED TO ORDERS REPORT

First Item: A-10; Last Item: A-10; First Customer: FIRST; Last Customer: LAST; Converted Units; Print Selling
Prices; No Second Description

					DATE		QTY	QTY	
ITEM #	DESCRIPTION	CUST#	NAME	ORDER#	ORDERED	UOM	ORDERED	SHIPPED	PRICE
=========	==================	=====	====================	======	=======	====	=======	=======	======
A-10	DYNAMO HANDLE	00163	OAKRIDGE MEADOW RIDGE VAL	013121	05/25/99	EA	5	0	552.50
A-10	DYNAMO HANDLE	00163	OAKRIDGE MEADOW RIDGE VAL	013122	05/25/99	EA	10	0	52.50
A-10	DYNAMO HANDLE	00010	CASH	013126	05/25/99	EA	13	0	1340.00

NO PRICES

INVENTORY COMMITTED TO ORDERS REPORT

First Item: A-10; Last Item: A-10; First Customer: FIRST; Last Customer: LAST; Converted Units; NO Selling
Prices; No Second Description

					DATE		QTY	QTY	
ITEM #	DESCRIPTION	CUST#	NAME	ORDER#	ORDERED	UOM	ORDERED	SHIPPED	
=========	==================	=====	====================	======	=======	====	======	=======	
A-10	DYNAMO HANDLE	00163	OAKRIDGE MEADOW RIDGE VAL	013121	05/25/99	EA	5	0	
A-10	DYNAMO HANDLE	00163	OAKRIDGE MEADOW RIDGE VAL	013122	05/25/99	EA	10	0	
A-10	DYNAMO HANDLE	00010	CASH	013126	05/25/99	EA	13	0	

5.3.15 INVENTORY FLOOR PLAN REPORT

This section presents instructions for printing the Inventory Serialized Floor Plan Report.*
This report retrieves the information entered into the Floor Plan File

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press **<ENTER>**.

STEP 3: From the **INVENTORY REPORTS**, select **INVENTORY FLOOR PLAN REPORT** and
press **<ENTER>**.

```
RLFLOOR – Inventory Floor Plan Report

Enter Lowest  Manufacturer:
Enter Highest Manufacturer:

             Press <ESC> to Exit w/o Printing.
             Press <ENTER> for Lowest Manufacturer.
```

Enter Lowest Manufacturer:

Enter the manufacturers' number that you want to start the listing from, and press
<ENTER>, or just press **<ENTER>** to start from the lowest manufacturer entered in your
Floor Plan File.

```
RLFLOOR - Inventory Floor Plan Report

Enter Lowest  Manufacturer: Lowest Manufacturer
Enter Highest Manufacturer:

            Press <ESC> to Reenter Lowest Manufacturer.
            Press <ENTER> for Highest Manufacturer.
```

Enter Highest Manufacturer:
      Enter the manufacturers' number that you want the report to stop at, and press **<ENTER>**.
      Enter same manufacturer as lowest to list only one manufacturer, or press **<ENTER>** to
      have list stop at highest manufacturers' number built in your Floor Plan File.

```
RLFLOOR - Inventory Floor Plan Report
Enter Lowest  Item#:................
Enter Highest Item#:

            Press <ESC> to Reenter Last Manuf.
            Press <ENTER> for Lowest Item Number.
```

Enter Lowest Item#:
      Enter item number to start listing from, and press **<ENTER>,** or just press **<ENTER>** to
      start at lowest item number entered in your Floor Plan File.

```
Enter Lowest  Item#:Lowest Item
Enter Highest Item#:...................

            Press <ESC> to Reenter Lowest Item Number.
            Press <ENTER> for Highest Item Number.
```

Enter Highest Item#:
      Enter item number to end the report at and press **<ENTER>,** or just press **<ENTER>** to enter
      highest item number in your Floor Plan File.

```
Enter Lowest  Due Date:
Enter Highest Due Date:

            Press <ESC> to Reenter Highest Item Number.
            Press <ENTER> for Lowest Due Date.
```

Enter Lowest Due Date:
      Enter due date that you would like the report to start at and press **<ENTER>,** or just
      press **<ENTER>** and the report will start at the lowest (oldest) due date in the Floor
      Plan File.

```
Enter Lowest  Due Date: Lowest Due Date
Enter Highest Due Date:

            Press <ESC> to Reenter Lowest Due Date.
            Press <ENTER> for Highest Due Date.
```

Enter Highest Due Date:
      Enter the highest or most recent due date that the report will stop at and press
      <ENTER>, or just press **<ENTER>** for the report to end at the highest, or most recent date
      found in your Floor Plan File.

```
┌─────────────────────────────────────────────────────────────────────┐
│ Enter Location ID:..                                                  │
│                                                                       │
│              Press <ESC> to Reenter Highest Due Date.                 │
│              Press <ENTER> for All Locations.                         │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Enter Location ID:
> If you have more than one location, which location do you want the report to print from, enter it and press **<ENTER>,** or just press **<ENTER>** to use all locations.

```
┌─────────────────────────────────────────────────────────────────────┐
│ RLFLOOR – Inventory Floor Plan Report                                 │
│                                                                       │
│ Enter Lowest  Manufacturer: Lowest  Manufacturer                      │
│ Enter Highest Manufacturer: Highest Manufacturer                      │
│                                                                       │
│ Enter Lowest  Item#:Lowest  Item                                      │
│ Enter Highest Item#:Highest Item                                      │
│                                                                       │
│ Enter Lowest  Due Date: Lowest  Due Date                              │
│ Enter Highest Due Date: Highest Due Date                              │
│                                                                       │
│ Enter Location ID:All Locations                                       │
│                                                                       │
│ Enter Report Type to Print:                                           │
│    1. All Items;                                                      │
│    2. Sold Items Only;                                                │
│    3. Paid Items Only;                                                │
│    4. Unpaid Items Only;                                              │
│    5. Returned Items Only;                                            │
│    6. Sold Date < Due Date;                                           │
│    7. Sold not Paid Items;                                            │
│    8. Paid not Sold Items.                                            │
│                                                                       │
│                 Press <ESC> to Reenter Location ID.                   │
│                 Press <ENTER> for All Items.                          │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Enter Report Type to Print:
> Which items do you want to list out. Enter it and press **<ENTER>,** or press **<ENTER>** for all**.**

```
┌─────────────────────────────────────────────────────────────────────┐
│ Enter Report Type to Print: **All Items**                             │
│                                                                       │
│ Is Everything OK? (Y/N):..                                            │
│                                                                       │
│                 Press <ESC> to Reenter Report Type.                   │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Enter Report Type to Print:
> **All Items** - List everything in your Floor Plan File.

Is Everything OK? (Y/N):
> Enter **<N>** and press **<ENTER>** to change any information, or escape back
> to the menu. Enter **<Y>** and press **<ENTER>** to start printing.

Lowest Manufacturer: FIRST; Highest Manufacturer: LAST; Lowest Item#: FIRST; Highest Item#: LAST; Lowest Due Date: FIRST
Highest Due Date: 12/31/96; Location ID: ALL LOCATIONS; Report Type: **ALL ITEMS;**

Manufacturer: 00030 (ALADDIN BLADES)

21058 (36"REPLACEMENT DECK)

```
                    Loc Received   Due      Sold     Pymt    Check
Serial #1   Serial #2 ID  Date     Date     Date     Date    Number    Cost     Sale  Customer  Invoice  Vendor
SS3456                SC  06/23/99 05/02/00                            580.00    0.00                             00023
SS3457                SC  06/23/99 05/02/00                            560.00    0.00                             00023
SS3458                SC  06/23/99 05/02/00 07/06/99 07/10/99 004567  560.00  1,285.00  00175    056897   00023
SS3455                SC  06/23/99 05/02/00 07/01/99 07/12/99 000234  560.00  1,285.00  00175    056789   00023
                                                                      ------  --------
                                                     *Item Totals: 2,260.00  2,570.00
                                          ** Manufacturer Totals: 2,260.00  2,570.00
```
Manufacturer: 00090 (DEERE)

JDTRACTOR (JOHN DEERE TRACTOR)

```
                    Loc Received   Due      Sold     Pymt    Check
Serial #1   Serial #2 ID  Date     Date     Date     Date    Number    Cost     Sale  Customer  Invoice  Vendor
10251025              SC  07/03/97 10/31/97 08/31/97                 3,999.00    0.00                             00010
10251027              SC  07/02/98 10/31/98 09/03/96 09/15/98 000100 3,999.00 4,440.00  00100   000806   00010
150-65-101            SC  07/03/98 10/31/98 10/18/98 10/30/98 000125 3,999.00 4,610.00  00300   001186   00010
JSDKLDFJKLS           SC  06/18/99 10/01/99                          3,999.00    0.00                             00100
154564               SC  06/18/99 10/30/99                          3,999.00    0.00                             00100
1321454              SC  06/18/99 10/30/99                          3,999.00    0.00                             00100
58932                SC  06/18/99 10/30/99                          3,999.00    0.00                             00100
212155               SC  06/18/99 10/30/99                          3,999.00    0.00                             00100
123456               SC  06/18/99 10/30/99 06/18/99                 3,999.00 5,630.00   00100   100066
                                                                    -------- ---------
                                                     *Item Totals: 35,991.00 14,680.00
U11683 (USED TRACTOR)
                    Loc Received   Due      Sold     Pymt    Check
Serial #1   Serial #2 ID  Date     Date     Date     Date    Number    Cost     Sale  Customer  Invoice  Vendor
51260253             SC  07/02/96 12/30/96                          1,000.00    0.00                             00100
51260251             SC  07/02/96 12/30/96                          1,000.00    0.00                             00100
                                                                    --------- --------
                                                     *Item Totals: 2,000.00    0.00
                                          ** Manufacturer Totals: 37,991.00 14,680.00
```
Manufacturer: 00115 (KUBOTA)

KBTRACTOR (KUBOTA TRACTOR)

```
                    Loc Received   Due      Sold     Pymt    Check
Serial #1   Serial #2 ID  Date     Date     Date     Date    Number    Cost     Sale  Customer  Invoice  Vendor
6542-25-10           SC  07/02/96 04/30/97 01/14/98 01/30/98 000250 6,000.00 12,600.00 00400   001254   00100
6542-25-9            SC  07/02/96 11/01/96 02/24/97 02/28/97 000156 5,900.00 12,599.99 00200   000983   00021
985126542            SC  07/02/96 01/01/97 07/02/96 ******** ****** 5,900.00    0.00  *****   ******   00021
651265425            SC  07/02/96 01/01/97 02/03/97 02/15/97 000152 5,900.00 12,599.99 00100   000953   00021
985125412            SC  07/02/96 01/01/97                          5,900.00    0.00  00100            00021
100300               SC  09/26/96 11/30/96                          5,900.00    0.00                             00010
100200               SC  09/26/96 11/30/96 04/28/97 05/01/97 000180 5,900.00 7,876.66  00300   001050   00010
                                                                    --------- ---------
                                                     *Item Totals: 35,500.00 45,676.64

                                          ** Manufacturer Totals:35,500.00 45,676.64

                                              *****Grand Totals:73,491.00 62,926.64
```

```
Enter Lowest Type to Print: Sold Items Only

Enter Lowest  Invoice Date:
Enter Highest Invoice Date:

Is Everything OK? (Y/N);

             Press<ESC> to Reenter Report Type.
             Press <ENTER> for Lowest Invoice Date.
```

Enter Report Type to Print:

Sold Items Only – list only sold items between the selected invoice dates. This report
will list items sold regardless of whether they are paid, or not.

Enter Lowest Invoice Date:

Enter lowest (oldest) invoice date to start listing from and press **<ENTER>,** or just
press **<ENTER>** to start at oldest invoice date in the Floor Plan File of items with the
status of sold.

Enter Highest Invoice Date:

Enter highest or most recent invoice date to start report at and press **<ENTER>,** or just
press **<ENTER>** to use most recent date of an item with status of sold in your Floor Plan
Report.

Is Everything OK (Y/N)?:

Enter **<N>** and press **<ENTER>,** to change any request, or escape back to the menu. Enter
<Y>, and press **<ENTER>** to have report print. When complete you are returned to the
Reports & Listings Menu.

Lowest Manufacturer: 00030; Highest Manufacturer: LAST; Lowest Item#: FIRST; Highest Item#: LAST; Lowest Due Date: FIRST
Highest Due Date: 12/31/96; Location ID: ALL LOCATIONS; Report Type: **SOLD ITEMS ONLY**; Lowest Invoice Date: FIRST;
Highest Invoice Date: LAST;

Manufacturer: 00030 (ALADDIN BLADES)

21058 (36"REPLACEMENT DECK)

Serial #1	Serial #2	Loc ID	Received Date	Due Date	Sold Date	Pymt Date	Check Number	Cost	Sale	Customer	Invoice	Vendor
SS3458		SC	06/23/99	05/02/00	07/06/99	07/10/99	004567	560.00	1,285.00	00175	056897	00023
SS3455		SC	06/23/99	05/02/00	07/01/99	07/12/99	000234	560.00	1,285.00	00175	056789	00023
								------	--------			
						*Item Totals:		1,120.00	2,570.00			

                                   ** Manufacturer Totals: 1,120.00 2,570.00
Manufacturer: 00090 (JOHN DEERE)

JDTRACTOR (JOHN DEERE TRACTOR)

Serial #1	Serial #2	Loc ID	Received Date	Due Date	Sold Date	Pymt Date	Check Number	Cost	Sale	Customer	Invoice	Vendor
10251027		SC	07/02/96	10/31/96	07/03/96	09/10/96	000145	3,999.00	4,440.00	00100	000806	00010
150-65-101		SC	07/03/96	10/31/96	11/18/97	08/01/96	000125	3,999.00	4,610.00	00300	001186	00010
123456		SC	06/18/96	10/30/96	06/18/99		000125	3,999.00	5,630.00	00100	000066	00010
								---------	--------			
						*Item Totals:		11,997.00	14,680.00			

                                   ** Manufacturer Totals: 11,997.00 14,680.00
Manufacturer: 00115 (KUBOTA)

KBTRACTOR (KUBOTA TRACTOR)

Serial #1	Serial #2	Loc ID	Received Date	Due Date	Sold Date	Pymt Date	Check Number	Cost	Sale	Customer	Invoice	Vendor
6542-25-10		SC	07/02/96	04/30/97	01/14/98	02/01/98	000210	6,000.00	12,600.00	00400	001254	00100
6542-25-9		SC	07/02/96	11/01/96	02/24/97	02/28/97	000156	5,900.00	12,599.99	00200	000983	00021
651265425		SC	07/02/96	01/01/97	02/03/97	02/15/97	000152	5,900.00	12,599.99	00100	000953	00021
100200		SC	09/26/96	11/30/96	04/28/97	05/01/97	000180	5,900.00	7,876.66	00300	001050	00010
								---------	---------			
						*Item Totals:		23,700.00	45,676.64			

                                   * Manufacturer Totals: 23,700.00 45,676.64

                                   *** Grand Totals: 36,817.00 62,926.64

```
RLFLOOR - Inventory Floor Plan Report

Enter Report Type to Print: Paid Items Only

Is Everything OK ? (Y/N):

                Press <ESC> to Reenter Report Type.
```

Enter Report Type to Print:
> **Paid Items Only** lists all items with information entered in their payment information
> fields.

Is Everything OK? (Y/N):
> Enter **<N>** and press **<ENTER>,** to change any information, or escape back to the menu.
> Enter **<Y>**, and press **<ENTER>,** to print report. Once completed you are returned to the
> Reports and Listings menu.

```
Run Date:06/25/99                   Inventory Serialized Floor Plan Report                 Page:    1
                                           O/E VERSION 2000

Lowest Manufacturer: 00030; Highest Manufacturer: LAST; Lowest Item#: FIRST; Highest Item#: LAST; Lowest Due Date: FIRST
Highest Due Date: 12/31/96; Location ID: ALL LOCATIONS; Report Type: PAID ITEMS ONLY;

Manufacturer:  00030 (ALADDIN BLADES)

21058  (36"REPLACEMENT DECK)

                       Loc Received   Due      Sold     Pymt    Check
Serial #1    Serial #2 ID  Date       Date     Date     Date    Number    Cost    Sale   Customer Invoice Vendor
SS3458                 SC  06/23/99  05/02/00  07/06/99 07/10/99 004567    560.00  1,285.00  00175   056897  00023
SS3455                 SC  06/23/99  05/02/00  07/01/99 07/12/99 000234    560.00  1,285.00  00175   056789  00023
                                                                          ------  --------
                                                        *Item Totals:   1,120.00  2,570.00

                                              ** Manufacturer Totals:   1,120.00  2,570.00

Manufacturer: 00090 (JOHN DEERE)

JDTRACTOR (JOHN DEERE TRACTOR)

                       Loc Received   Due      Sold     Pymt    Check
Serial #1    Serial #2 ID  Date       Date     Date     Date    Number    Cost    Sale   Customer Invoice Vendor
150-65-101             SC  07/03/96  10/31/96  11/18/97 08/01/96 000125  3,999.00  4,610.00  00300   001186  00010
                                                                        --------- --------
                                                        *Item Totals:   3,999.00  4,610.00

                                              ** Manufacturer Totals:   3,999.00  4,610.00

                                                *** Grand Totals:   5,119.00  7,180.00
```

```
RLFLOOR - Inventory Floor Plan Report

Enter Report Type to Print: Unpaid Items Only

Is Everything OK ? (Y/N):

            Press <ESC> to Reenter Report Type.
```

Enter Report Type to Print:
   Unpaid Items Only: Report lists items where no information is entered in the payment
   information fields. This list will include both sold and unsold items.

Is Everything OK? (Y/N):
   Enter **<N>** and press **<ENTER>,** to change any information, or escape out. Enter **<Y>** and
   press **<ENTER>,** to print report. Once completed you are returned to the Reports and
   Listings menu.

```
Run Date:06/25/99              Inventory Serialized Floor Plan Report         Page:   1
                                        O/E VERSION 2000

Lowest Manufacturer: 00030; Highest Manufacturer: LAST; Lowest Item#: FIRST; Highest Item#: LAST; Lowest Due Date: FIRST
Highest Due Date: 12/31/96; Location ID: ALL LOCATIONS; Report Type: UNPAID ITEMS ONLY;

Manufacturer:  00090 (JOHN DEERE)

JDTRACTOR (JOHN DEERE TRACTOR)

                  Loc Received   Due      Sold    Pymt   Check
Serial #1   Serial #2 ID  Date    Date     Date    Date   Number    Cost     Sale  Customer Invoice Vendor
10251025            SC 07/03/96 10/03/96                          3,999.00     0.00                         00010
10251027            SC 07/02/96 10/31/96 07/03/99               3,999.00 4,440.00  00100    000806  00010
JSDKLDFJKLS         SC 06/18/99 10/01/99                          3,999.00     0.00                         00100
154564              SC 06/18/99 10/30/99                          3,999.00     0.00                         00100
1321454             SC 06/18/99 10/30/99                          3,999.00     0.00                         00100
58932               SC 06/18/99 10/30/99                          3,999.00     0.00                         00100
212155              SC 06/18/99 10/30/99                          3,999.00     0.00                         00100
123456              SC 06/18/99 10/30/99 06/18/99               3,999.00 5,630.00  00100    100066
                                                                 -------- --------
                                                  * Item Totals: 31,992.00 10,070.00

U11683 (USED TRACTOR)

                  Loc Received   Due      Sold    Pymt   Check
Serial #1   Serial #2 ID  Date    Date     Date    Date   Number    Cost     Sale  Customer Invoice Vendor
51260253            SC 07/02/96 12/30/96                          1,000.00     0.00                         00100
51260251            SC 07/02/96 12/30/96                          1,000.00     0.00                         00100
                                                                 --------- --------
                                                  *Item Totals:  2,000.00     0.00

                                            ** Manufacturer Totals: 33,992.00 10,070.00


Manufacturer: 00115 (KUBOTA)

KBTRACTOR (KUBOTA TRACTOR)

                  Loc Received   Due      Sold    Pymt   Check
Serial #1   Serial #2 ID  Date    Date     Date    Date   Number    Cost     Sale  Customer Invoice Vendor
6542-25-10          SC 07/02/96 04/30/97 01/14/98          000210 6,000.00 12,600.00  00400    001254  00100
6542-25-9           SC 07/02/96 11/01/96 02/24/97          000156 5,900.00 12,599.99  00200    000983  00021
985126542           SC 07/02/96 01/01/97 07/02/96 ******** ****** 5,900.00     0.00  *****    ******  00021
651265425           SC 07/02/96 01/01/97 02/03/97                 5,900.00 12,599.99  00100    000953  00021
985125412           SC 07/02/96 01/01/97                          5,900.00     0.00  00100             00021
100300              SC 07/26/98 11/30/96                          5,900.00     0.00                         00010
100200              SC 09/26/96 11/30/96 04/28/97                 5,900.00 7,876.66  00300    001050  00010
                                                                 --------- ---------
                                                  *Item Totals: 35,500.00 45,676.64

                                            ** Manufacturer Totals: 35,500.00 45,676.64

                                            *** Grand Totals: 69,492.00 55,746.64
```

```
RLFLOOR - Inventory Floor Plan Report

Enter Report Type to Print: Returned Items Only

Is Everything OK ? (Y/N):

              Press <ESC> to Reenter Report Type.
```

Enter Report Type to Print:
> **Returned Items Only** lists only returned items. These are shown with **** in both the
> payment date, and check number fields.

Is Everything OK? (Y/N):
> Enter <**N**> and press <**ENTER**>, to change any information, or escape back to a menu. Enter
> <**Y**> and press <**ENTER**> to print the report.
> Once completed you are returned to the Reports & Listings menu.

```
Run Date:06/25/99                    Inventory Serialized Floor Plan Report                    Page:   1
                                              O/E VERSION 2000

Lowest Manufacturer: 00030; Highest Manufacturer: LAST; Lowest Item#: FIRST; Highest Item#: LAST; Lowest Due Date: FIRST
Highest Due Date: 12/31/96; Location ID: ALL LOCATIONS; Report Type: RETURN ITEMS ONLY;

Manufacturer: 00115 (KUBOTA)

KBTRACTOR (KUBOTA TRACTOR)

                  Loc Received   Due      Sold      Pymt    Check
Serial #1  Serial #2 ID   Date     Date     Date      Date    Number    Cost      Sale    Customer  Invoice  Vendor
985126542            SC 07/02/96 01/01/97 07/02/96 ******** ****** 5,900.00     0.00    *****    ******   00021
                                                                     --------- ---------
                                                        *Item Totals:    0.00      0.00

                                                 ** Manufacturer Totals:    0.00      0.00

                                                    *** Grand Totals:    0.00      0.00
```

```
Enter Report Type to Print: Sold Date < Due Date

Is Everything OK ? (Y/N):

            Press <ESC> to Reenter Report Type.
```

Enter Report Type to Print:
Sold Date < Due Date lists items that have been sold before the due date was reached.
This will list items that are both paid, and unpaid.

Is Everything OK? (Y/N):
Enter <N> and press <ENTER>, to change any information, or exit to a menu. Enter <Y>
and press <ENTER>, to have report print.
Once completed you are returned to the Reports and Listings Menu.

```
Run Date:06/25/99                    Inventory Serialized Floor Plan Report               Page:    1
                                              O/E VERSION 2000

Lowest Manufacturer: 00030; Highest Manufacturer: LAST; Lowest Item#: FIRST; Highest Item#: LAST; Lowest Due Date: FIRST
Highest Due Date: 12/31/96; Location ID: ALL LOCATIONS; Report Type: SOLD ITEMS < DUE DATE;

Manufacturer:  00090 (JOHN DEERE)

JDTRACTOR (JOHN DEERE TRACTOR)

                    Loc Received   Due       Sold      Pymt    Check
Serial #1   Serial #2 ID  Date     Date      Date      Date    Number   Cost       Sale  Customer  Invoice  Vendor
10251027               SC 07/02/98 10/31/98 07/03/98 09/30/98 11458   3,999.00  4,440.00   00100   000806   00010
123456                 SC 06/18/99 10/30/99 06/18/99                  3,999.00  5,630.00   00175   100066   00100
                                                                     --------  --------
                                                     * Item Totals:  7,998.00 10,070.00

                                             ** Manufacturer Totals: 7,998.00 10,070.00

                                                 *** Grand Totals: 7,998.00 10,070.00
```

```
RLFLOOR - Inventory Floor Plan Report

Enter Report Type to Print: Sold not Paid Items

Is Everything OK ? (Y/N):

            Press <ESC> to Reenter Report Type.
```

Enter Report Type to Print:
Sold not Paid Items: Report lists items where no information is entered in the payment
information fields. This list will include only sold.

Is Everything OK? (Y/N):
Enter <N> and press <ENTER>, to change any information, or escape out. Enter <Y> and
press <ENTER>, to print report. Once completed you are returned to the Reports and
Listings menu.

```
Run Date:06/25/99                   Inventory Serialized Floor Plan Report              Page:    1
                                             O/E VERSION 2000

Lowest Manufacturer: 00030; Highest Manufacturer: LAST; Lowest Item#: FIRST; Highest Item#: LAST; Lowest Due Date: FIRST
Highest Due Date: 12/31/96; Location ID: ALL LOCATIONS; Report Type: SOLD NOT PAID ITEMS;

Manufacturer:  00090 (JOHN DEERE)

JDTRACTOR (JOHN DEERE TRACTOR)

                          Loc Received   Due       Sold     Pymt     Check
Serial #1    Serial #2    ID   Date      Date      Date     Date     Number      Cost      Sale   Customer  Invoice  Vendor
10251027                  SC  07/02/96  10/31/96  07/03/99                     3,999.00  4,440.00   00100   000806   00010
123456                    SC  06/18/99  10/30/99  06/18/99                     3,999.00  5,630.00   00100   100066
                                                                              --------  --------
                                                         * Item Totals: 11,800.000 10,070.00

                                                  ** Manufacturer Totals: 11,800.00  10,070.00

                                                    *** Grand Totals: 11,800.00  10,070.00
```

```
RLFLOOR - Inventory Floor Plan Report

Enter Report Type to Print: Paid Not Sold

Is Everything OK ? (Y/N):

           Press <ESC> to Reenter Report Type.
```

Enter Report Type to Print:
> **Paid not Sold:** Report lists items where information is entered in the payment
> information fields. This list will include only unsold items.

Is Everything OK? (Y/N):
> Enter **<N>** and press **<ENTER>,** to change any information, or escape out. Enter **<Y>** and
> press **<ENTER>,** to print report. Once completed you are returned to the Reports and
> Listings menu.

```
Run Date:06/25/03                   Inventory Serialized Floor Plan Report              Page:    1
                                             O/E VERSION 2000

Lowest Manufacturer: 00030; Highest Manufacturer: LAST; Lowest Item#: FIRST; Highest Item#: LAST; Lowest Due Date: FIRST
Highest Due Date: 12/31/96; Location ID: ALL LOCATIONS; Report Type: PAID NOT SOLD ITESM;

Manufacturer:  00090 (JOHN DEERE)

Manufacturer: 00115 (KUBOTA)

KBTRACTOR (KUBOTA TRACTOR)

                          Loc Received   Due       Sold     Pymt     Check
Serial #1    Serial #2    ID   Date      Date      Date     Date     Number      Cost       Sale    Customer  Invoice  Vendor
6542-25-10                SC  07/02/02  12/30/02           12/20/02 2000210   6,000.00  12,600.00    00400   001254   00100
6542-25-9                 SC  07/02/02  01/15/03           01/12/03 000156    5,900.00  12,599.99    00200   000983   00021
985126542                 SC  07/02/02  02/10/03           02/01/03 121289    5,900.00  14,450.00    *****   ******   00021
                                                                            ---------  ---------
                                                         *Item Totals: 29,800.00  39,649.99

                                                  ** Manufacturer Totals: 29,800.00  39,649.99

                                                    *** Grand Totals: 29,800.00  39,649.99
```

5.3.16   INVENTORY EMERGENCY REPORT_____

This section presents instructions for printing the Inventory Emergency Report. This report should be rerun periodically so that in the event of an emergency you can sell off of the listing.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY EMERGENCY REPORT** and press <**ENTER**>.

```
RLINVEM – Emergency Floor Plan Report

Enter Desired Print Sequence
  1. Item# Sequence;
  2. Product Category/Sequence Code/Item# Sequence;
  3. Major Category/Minor Category/Type/Item# Sequence;
  4. Minor Category/Major Category/Type/Item# Sequence;

             Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
    To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
    Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
    Enter major category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the beginning major category. To reenter the highest item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
    Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
    Enter minor category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the beginning minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
     stop printing at the last minor category. To reenter the lowest minor category
     press **<ESC>.**

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
     print for all product categories. To reenter the highest minor category press
     <ESC>.

ENTER VENDOR CODE TO PRINT:
     Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
     all vendors. To reenter the product category press **<ESC>.**

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
     Enter **<C>** and press **<ENTER>** if you want to print prices by converted prices. Enter
     <U> and press **<ENTER>** if you want to print prices by unconverted prices. This
     question will only appear if your system is using converted qtys. To
     reenter the vendor code, press **<ESC>.**

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
     Enter **<C>** and press **<ENTER>** if you want to print converted units. Enter **<U>** and
     press **<ENTER>** if you want to print unconverted units, or just press **<ENTER>.** This
     question will only appear if your system is using converted qtys. To
     reenter converted/unconverted prices press **<ESC>.**

ENTER CODE FOR PRICE TO PRINT:
     Enter the price code(s) that you want to print and press **<ENTER>.** To reenter
     converted/unconverted press **<ESC>.**

ENTER LOCATION TO PRINT:
     Enter location code to print listing for and press **<ENTER>.** To reenter code press
     <ESC>.

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the location, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing
     begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
     Enter lowest product category # to begin printing at and press **<ENTER>,** or just
     press **<ENTER>** to start at lowest product category built. To reenter the print
     sequence press **<ESC>.**

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
     Enter highest product category # to end the printing at and press **<ENTER>,** or
     just press **<ENTER>** to stop at highest product category built. To reenter the
     lowest product category press **<ESC>.**

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin the printing from and press **<ENTER>,** or press
     <ENTER> to start printing at the beginning major category. To reenter the highest
     major category press **<ESC>.**

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end printing at and press **<ENTER>,** or press **<ENTER>** to
     stop printing at the last major category. To reenter the lowest major category
     press **<ESC>.**

ENTER LOWEST MINOR CATEGORY TO PRINT:
   Enter minor category to begin printing from and press <**ENTER**>, or press <**ENTER**> to
   start printing at the beginning minor category. To reenter the highest major
   category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
   Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to
   stop printing at the last minor category. To reenter the lowest minor category
   press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
   Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for
   all vendors. To reenter the highest minor category press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):
   Enter <**C**> and press <**ENTER**> if you want to print prices by converted prices. Enter
   <**U**> and press <**ENTER**> if you want to print prices by unconverted prices. This
   question will only appear if your system is using converted qtys. To
   reenter the vendor code, press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
   Enter <**C**> and press <**ENTER**> if you want to print converted units. Enter <**U**> and
   press <**ENTER**> if you want to print unconverted units, or just press <**ENTER**>. This
   question will only appear if your system is using converted qtys. To
   reenter converted/unconverted prices press <**ESC**>.

ENTER CODE FOR PRICE TO PRINT:
   Enter the price code(s) that you want to print and press <**ENTER**>.
   To reenter the converted/unconverted press <**ESC**>.

ENTER LOCATION TO PRINT:
   Enter location code to print listing for and press <**ENTER**>. To reenter code press
   <**ESC**>.

IS EVERYTHING OK? (Y/N):
   Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
   the location press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing
   begins immediately. When printing is complete, the program returns to the Reports
   and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
   Enter major category to begin printing from and press <**ENTER**>, or press <**ENTER**> to
   start printing at the beginning major category. To reenter the print sequence
   press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
   Enter major category to end printing at and press <**ENTER**>, or press <**ENTER**> to
   stop printing at the last major category. To reenter the lowest major category
   press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
   Enter minor category to begin the printing from and press <**ENTER**>, or press
   <**ENTER**> to start printing at the beginning minor category. To reenter the highest
   major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

     Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
     stop printing at the last minor category. To reenter the lowest minor category
     press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:

     Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
     print for all product categories. To reenter the highest minor category press
     <ESC>.

ENTER VENDOR CODE TO PRINT:

     Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
     all vendors. To reenter the product category press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED PRICES? (C/U):

     Enter **<C>** and press **<ENTER>** if you want to print prices by converted prices. Enter
     <U> and press **<ENTER>** if you want to print prices by unconverted prices. This
     question will only appear if your system is using converted qtys. To
     reenter the vendor code, press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):

     Enter **<C>** and press **<ENTER>** if you want to print converted units. Enter **<U>** and
     press **<ENTER>** if you want to print unconverted units, or just press **<ENTER>**. This
     question will only appear if your system is using converted qtys. To
     reenter converted/unconverted prices press **<ESC>.**

ENTER CODE FOR PRICE TO PRINT:

     Enter the price code(s) that you want to print and press **<ENTER>.**
     To reenter converted/unconverted press **<ESC>.**

ENTER LOCATION TO PRINT:

     Enter location code to print listing for and press **<ENTER>.** To reenter code press
     <ESC>.

IS EVERYTHING OK? (Y/N):

     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the location press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Printing
     begins immediately. When printing is complete, the program returns to the Reports
     and Listings Menu.

INVENTORY EMERGENCY REPORT

Item Sequence; Lowest Item; FIRST; Highest Item: AE34-15-300; LAST; Lowest Major: FIRST; Highest Major: LAST;
Lowest Minor: FIRST; Highest Minor: LAST; Product Category: All; Vendor Code: ALL; Converted Units; Price Levels:
1; Location(s): SC

Item #	Description	Bin	Qty	Price	Item #	Description	Bin	Qty	Price
00000181	20GAUGE WIRE	1	1	20.00	AE26-1500	COIL		39	3.830
04435910	RELAY SWITCH		0	10.00	AE34-15-100	DROP TARGER	A	61	0.590
100010100	JUMPER SWITCHES		9	115.79	AE34-15-200	DROP TARGER	K	76	0.590
1300WINN	ACCES PACT		9	832.95	AE34-15-300	DROP TARGER	Q	27	0.590

5.3.17　　　　　INVENTORY DISCONTINUED ITEMS REPORT_____

This section presents instructions for printing the Inventory Discontinued Items Report. This report will list out items marked as discontinued.

STEP 1:　From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:　From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:　From the **INVENTORY REPORTS**, select **INVENTORY DISCONTINUED ITEMS REPORT** and press <**ENTER**>.

```
RLINVDISC- Discontinued Items Report

Enter Desired Print Sequence
  1. Item# Sequence;
  2. Product Category/Sequence Code/Item# Sequence;
  3. Major Category/Minor Category/Type/Item# Sequence;
  4. Minor Category/Major Category/Type/Item# Sequence;

             Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
　　To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
　　Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
　　Enter major category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the highest item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
　　Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
　　Enter minor category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

Enter minor category to end the printing at and press <**ENTER>,** or press <**ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press <**ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:

Enter product category code to print for and press <**ENTER>,** or press <**ENTER>** to print for all product categories. To reenter the highest minor category press <**ESC>**.

ENTER VENDOR CODE TO PRINT:

Enter vendor code to print for and press <**ENTER>,** or press <**ENTER>** to print for all vendors. To reenter the product category press <**ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):

Enter <**Y>** and press <**ENTER>** if you want the report to be double-spaced. Enter <**N>** and press <**ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press <**ESC>**.

ENTER LOCATION(S) TO PRINT:

Enter up to thirteen locations to print for. Enter the location codes together (i.e SCSMVA) do not enter commas, and press <**ENTER>**. Enter <**ALL>** for all locations, and press <**ENTER>,** or press <**ENTER>** for TOTALS ONLY. To reenter the double space press <**ESC>.**

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):

Enter <**Y>** and press <**ENTER>**, or just press <**ENTER>** to have items with zero quantity on hand list out. Enter <**N>** and press <**ENTER>** to skip over these items Press <**ESC>** to reenter location selection.

PRINT SECOND DESCRIPTION LINE? (Y/N)

Enter <**N>** and press <**ENTER>** if you do NOT want the second description line to print. Enter <**Y>** and press <**ENTER>** to print all descriptions, or just press <**ENTER>**. To reenter the quantity on hand press <**ESC>**.

IS EVERYTHING OK? (Y/N):

Enter <**N>** and press <**ENTER>** to reenter the information entered above. To reenter the second description, press <**ESC>.** Enter <**Y>** and press <**ENTER>** to continue. Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:

Enter lowest product category to begin printing at and press <**ENTER>,** or just press <**ENTER>** to start at lowest product category built. To reenter the print sequence press <**ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:

Enter highest product category to end the printing at and press <**ENTER>,** or just press <**ENTER>** to stop at highest product category built. To reenter the lowest product category press <**ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:

Enter major category to begin the printing from and press <**ENTER>,** or press <**ENTER>** to start printing at the first major category. To reenter the highest product category press <**ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end printing at and press <**ENTER>,** or press <**ENTER>** to
stop printing at the last major category. To reenter the lowest major category
press <**ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin printing from and press <**ENTER>,** or press <**ENTER>** to
start printing at the first minor category. To reenter the highest major category
press <**ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press <**ENTER>,** or press <**ENTER>** to
stop printing at the last minor category. To reenter the lowest minor category
press <**ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press <**ENTER>,** or press <**ENTER>** to print for
all vendors. To reenter the highest minor category press <**ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter <**Y>** and press <**ENTER>** if you want the report to be double-spaced. Enter <**N>** and
press <**ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
reenter the vendor code press <**ESC>**.

ENTER LOCATION(S) TO PRINT:
Enter up to thirteen locations to print for. Enter the location codes together (i.e
SCSMVA) do not enter commas, and press <**ENTER>**. Enter <**ALL>** for all locations,
and press <**ENTER>,** or press <**ENTER>** for TOTALS ONLY. To reenter the double space
press <**ESC>.**

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):
Enter **<Y>** and press **<ENTER>**, or just press **<ENTER>** to have items with zero
quantity on hand list out. Enter <**N>** and press <**ENTER>** to skip over these items
Press <**ESC>** to reenter location selection.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
Enter <**N>** and press <**ENTER>** if you do NOT want the second description line to
print. Enter <**Y>** and press <**ENTER>** to print all descriptions, or just press
<ENTER>. To reenter the quantity on hand press <**ESC>**.

IS EVERYTHING OK? (Y/N):
Enter <**N>** and press <**ENTER>** to reenter the information entered above. To reenter
the second description press <**ESC>**. Enter <**Y>** and press <**ENTER>** to continue.
Printing begins immediately. When printing is complete, the program returns to
the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin printing from and press <**ENTER>,** or press <**ENTER>** to
start printing at the first major category. To reenter the print sequence press
<**ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end printing at and press <**ENTER>,** or press <**ENTER>** to
stop printing at the last major category. To reenter the lowest major category
press <**ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin the printing from and press <**ENTER>,** or press
<**ENTER>** to start printing at the first minor category. To reenter the highest
major category press <**ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press <**ENTER>,** or press <**ENTER>** to
stop printing at the last minor category. To reenter the lowest minor category
press <**ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
Enter product category code to print for and press <**ENTER>,** or press <**ENTER>** to
print for all product categories. To reenter the highest minor category press
<**ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press <**ENTER>,** or press <**ENTER>** to print for
all vendors. To reenter the product category press <**ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter <**Y**> and press <**ENTER>** if you want the report to be double-spaced. Enter <**N**> and
press <**ENTER>** if you wish the report to be single spaced, or just press **<ENTER>.** To
reenter the vendor code press <**ESC>**.

ENTER LOCATION(S) TO PRINT:
Enter up to thirteen locations to print for. Enter the location codes together (i.e
SCSMVA) do not enter commas, and press <**ENTER>**. Enter <**ALL>** for all locations,
and press <**ENTER>,** or press <**ENTER>** for TOTALS ONLY. To reenter the double space
press <**ESC>.**

PRINT ITEMS WITH ZERO QTY-ON-HAND? (Y/N):
Enter **<Y>** and press **<ENTER>**, or just press **<ENTER>** to have items with zero
quantity on hand list out. Enter <**N**> and press <**ENTER>** to skip over these items
Press <**ESC>** to reenter location selection.

PRINT SECOND DESCRIPTION LINE? (Y/N)
Enter <**N**> and press <**ENTER>** if you do NOT want the second description line to
print. Enter <**Y**> and press <**ENTER>** to print all descriptions, or just press
<**ENTER>**. To reenter the quantity on hand press <**ESC>**.

IS EVERYTHING OK? (Y/N):
Enter <**N**> and press <**ENTER>** to reenter the information entered above. To reenter
the second description press <**ESC>**. Enter <**Y**> and press <**ENTER>** to continue.
Printing begins immediately. When printing is complete, the program returns to
the Reports and Listings Menu.

                            INVENTORY DISCONTINUED ITEM REPORT

item Sequence; Lowest Item: FIRST; Highest Item: LAST; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor:
FIRST; Highest Minor: LAST; Vendor Code: ALL; Single-Space: No 2nd Description

ITEM #	DESCRIPTION	CATEG	VENDR	MAJOR CATEG	MINOR CATEG	UNIT MEAS	SUBSIITUTE ITEM#
CART5	MISC CART	000	100	BSH	PARTS	EA	

** TOTAL IIEMS: 1

This section presents instructions for printing the Inventory Common Parts Listing. This
listing will show the items and their associated common parts.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
          press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY COMMON PARTS LISTING** and press <**ENTER**>.

```
RLCOMMON – Inventory Common Parts Listing

                 Enter First Item# to Print:
                 Enter Last  Item# to Print:

                  Is Everything OK ? (Y/N):

```

ENTER FIRST ITEM # TO PRINT:
    Enter first item number to print on your report and press **<ENTER>,** or press
    <ESC> to exit**.**

ENTER LAST ITEM # TO PRINT:
    Enter last item number to print on your report and press **<ENTER>,** or press
    <ESC> to reenter first item #**.**

IS EVERYTHING OK ? (Y/N):
    Enter <**N**> and press **<ENTER>** to reenter the information entered above. To
    reenter the last item press <**ESC**>. Enter <**Y**> and press **<ENTER>** to
    continue. Printing begins immediately. When printing is complete, the
    program returns to the Reports and Listings Menu.

                    COMMON Parts List
_____

1000153   (C001 WASH & WAX)

          #   Item #   DESCRIPTION
_____

          001 100057   1094A 4PK BULB

This section presents instructions for printing the Inventory Missing UPC Report. This report
will list out items that have no upc entered in the inventory master file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
          press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **INVENTORY REPORTS** and press <**ENTER**>.

STEP 3:   From the **INVENTORY REPORTS**, select **INVENTORY MISSING UPC CODE REPORT** and press
          <**ENTER**>.

```
RLINVUPC- Inventory Missing UPC Code Report

Enter Desired Print Sequence
  1. Item# Sequence;
  2. Product Category/Sequence Code/Item# Sequence;
  3. Major Category/Minor Category/Type/Item# Sequence;
  4. Minor Category/Major Category/Type/Item# Sequence;

              Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number
     identifying the first item you want appearing on the listing and press <**ENTER**>. To
     start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press
     the <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing
     and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest
     item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin the printing from and press <**ENTER**,> or press
     <**ENTER**> to start printing at the first major category. To reenter the highest
     item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end the printing at and press <**ENTER**,> or press <**ENTER**> to
     stop printing at the last major category. To reenter the lowest major category
     press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin the printing from and press <**ENTER**,> or press
     <**ENTER**> to start printing at the first minor category. To reenter the highest
     major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end the printing at and press <**ENTER**,> or press <**ENTER**> to
     stop printing at the last minor category. To reenter the lowest minor category
     press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to print for all product categories. To reenter the highest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the product category press **<ESC>**.

ENTER MANUFACTURER TO PRINT FOR:
Enter the manufacturer to print for and press **<ENTER>**, or just press **<ENTER>** for all manufactures. To reenter the vendor code press **<ESC>**.

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the manufacturer, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
Enter lowest product category to begin printing at and press **<ENTER>,** or just press **<ENTER>** to start at lowest product category built. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
Enter highest product category to end the printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the highest product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor category press **<ESC>**.

ENTER MANUFACTURER TO PRINT FOR:
Enter the manufacturer to print for and press **<ENTER>**, or just press **<ENTER>** for all manufactures. To reenter the vendor code press **<ESC>**.

IS EVERYTHING OK? (Y/N):

      Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the manufacturer, press <**ESC**>**.** Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:

      Enter major category to begin printing from and press <**ENTER**>**,** or press <**ENTER**> to start printing at the first major category. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

      Enter major category to end printing at and press <**ENTER**>**,** or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:

      Enter minor category to begin the printing from and press <**ENTER**>**,** or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

      Enter minor category to end the printing at and press <**ENTER**>**,** or press <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:

      Enter product category code to print for and press <**ENTER**>**,** or press <**ENTER**> to print for all product categories. To reenter the highest minor category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:

      Enter vendor code to print for and press <**ENTER**>**,** or press <**ENTER**> to print for all vendors. To reenter the product category press <**ESC**>.

ENTER MANUFACTURER TO PRINT FOR:

      Enter the manufacturer to print for and press <**ENTER**>, or just press **<ENTER>** for all manufactures. To reenter the vendor code press <**ESC**>.

IS EVERYTHING OK? (Y/N):

      Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the manufacturer, press <**ESC**>**.** Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately.

<div align="center">INVENTORY MISSING UPC CODE REPORT</div>

item Sequence; Lowest Item: FIRST; Highest Item: LAST; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL: Vendor Code: ALL; Manufacturer: All

```
ITEM NUMBER    DESCRIPTION      CATEG   VENDR   UOM
---------------------------------------------------------------------------------------------------------
100207         SCREW             100     23      EA

** TOTAL ITEMS:  1
```

5.4   ORDERS/BACKORDERS/DIRECT SHIPMENTS_____

This chapter presents detailed instructions for printing various reports dealing with Order Entry. The backorder reports are helpful tools, in that they show which Customer's, and what items are currently on backorder from your vendors. The Orders/Backorders menu is displayed below:

```
                         REPORTS & LISTINGS
                        YOUR COMPANY NAME

               1.  Numeric Open Orders Listing
               2.  Customer Open Orders Listing
               3.  Backorder Report by Customer
               4.  Backorder Report by Item
               5.  Backorder Report By Vendor by Item
               6.  Direct Shipment Report by Customer
               7.  Direct Shipment Report by Item
               8.  Direct Shipment By Vendor by Item


          M. Return To Main Menu;   E. Exit To Monitor


              Enter Selection:
```

5.4.1   NUMERIC OPEN ORDERS LISTING_____

This section presents instructions for printing a Numeric Open Orders Listing. This function provides a listing of all open orders that are on file. The sequence of this report is by order number. This report can be limited to a specific range of order numbers.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **ORDERS, BACKORDERS, DIRECT SHIPMENTS** and press <**ENTER**>.

STEP 3: From the **ORDERS, BACKORDERS, DIRECT SHIPMENTS,** select **NUMERIC OPEN ORDERS LISTING** and press <**ENTER**>.

ENTER LOWEST ORDER:
       Enter order number to start printing at and press <**ENTER**>, or just press <**ENTER**> for the first order on your system. To exit press <**ESC**>.

ENTER HIGHEST ORDER:
       Enter order number to stop printing at and press <**ENTER**>, or just press <**ENTER**> for the last order on your system. To reenter lowest order press <**ESC**>.

PRINT ONLY ORDERS WITH DEPOSITS? (Y/N):
       Enter <**Y**> and press <**ENTER**> to only print those orders that have deposits taken. Enter <**N**> and press <**ENTER**> to print all orders. Press <**ENTER**> to have all orders print. To reenter highest order press <**ESC**>. If you are not using deposits this question will not appear.

LOCATION ID TO PRINT:
       Enter location code and press <**ENTER**>, or just press <**ENTER**> for all locations. Press <**HOME**> to display a list of locations built to select from. To reenter deposits press <**ESC**>.

PRINT DETAIL OR SUMMARY? (D/S):

Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to print the listing in detail.
Enter **<S>** and press **<ENTER>,** to print the report in summary. To reenter the
location press **<ESC>.**

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** if you want to reenter the information entered in
the previous questions, or exit. Enter **<Y>**, and press **<ENTER>** to continue. When
<Y> is selected, printing begins immediately. When printing is complete, the
program return to the Reports and Listing Menu.

ALL LOCATIONS/NO DEPOSITS/SUMMARY

NUMERIC OPEN ORDERS LISTING

Lowest Order: FIRST ORDER; Highest Order: LAST ORDER; PRINT ALL ORDERS; Location: ALL LOCATIONS; Summary Report

Customer # & Name	Order#	Date	Order Type	Loc	Cust. PO#	Amount	Invoice	Date	Deposit
100 SHOPPERS CORP	0127	06/30/99	Sales Order	SC		31.00			0.00
2300 PROCOM SOLUTIONS, INC	1234	07/01/99	Invoice	LC1		565.00			0.00

ALL LOCATIONS/DEPOSITS/SUMMARY

NUMERIC OPEN ORDERS LISTING

Lowest Order: FIRST ORDER; Highest Order: LAST ORDER; PRINT ONLY ORDERS WITH DEPOSITS; Location: ALL LOCATIONS;
Summary Report

Customer # & Name	Order#	Date	Order Type	Loc	Cust. PO#	Amount	Invoice	Date	Deposit
200 ALLIED CORP	0128	07/30/99	Sales Order	SC		51.00			20.00
2400 WESTFIELD	1237	09/01/99	Sales Order	SM		765.00			250.00
									_____
									270.00

ALL LOCATIONS/NO DEPOSITS/DETAIL

NUMERIC OPEN ORDERS LISTING

Lowest Order: FIRST ORDER; Highest Order: LAST ORDER; PRINT ALL ORDERS; Location: ALL LOCATIONS; Detail Report

Customer # & Name	Order#	Date	Order Type	Loc	Cust. PO#	Amount	Invoice	Date	Deposit
100 SHOPPERS CORP	0127	06/30/99	Work Order	SC		24.00			0.00

Item Number	Description	U/M	Ord	Ship	B/O	Price	Ext Price
A-8	DYNAMO HANDLE	EA	2	2		12.50	24.00

Customer # & Name	Order#	Date	Order Type	Loc	Cust. PO#	Amount	Invoice	Date	Deposit
200 ALLIED INV	031007	07/31/99	Sales Order	SM		49.00			0.00

Item Number	Description	U/M	Ord	Ship	B/O	Price	Ext Price
A-10	PILASTER PLASTIC	EA	3	3		24.50	49.00

0.00

ALL LOCATIONS/DEPOSITS/DETAIL

NUMERIC OPEN ORDERS LISTING

Lowest Order: FIRST ORDER; Highest Order: LAST ORDER; PRINT ONLY ORDERS WITH DEPOSITS; Location: ALL LOCATIONS;
Detail Report

Customer # & Name	Order#	Date	Order Type	Loc	Cust. PO#	Amount	Invoice	Date	Deposit
200 ALLIED CORP	0128	07/30/99	Sales Order	SC		51.00			20.00

Item Number	Description	U/M	Ord	Ship	B/O	Price	Ext Price
A-8	BOLT	EA	1	1	0	51.00	51.00

Customer # & Name	Order#	Date	Order Type	Loc	Cust. PO#	Amount	Invoice	Date	Deposit
2400 WESTFIELD	1237	09/01/99	Sales Order	SM		765.00	1777	09/01/99	250.00

Item Number	Description	U/M	Ord	Ship	B/O	Price	Ext Price
A-9	ENGINE	EA	1	1	0	765.00	765.00

270.00

This section presents instructions for printing a Customer Open Orders Listing. This function provides a listing of the customers and all of their open orders that are currently on file. The listing can be limited to a specific range of customer numbers.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **ORDERS, BACKORDERS, DIRECT SHIPMENTS** and press <**ENTER**>.

STEP 3: From the **ORDERS, BACKORDERS, DIRECT SHIPMENTS,** select **CUSTOMER OPEN ORDERS LISTING** and press <**ENTER**>.

ENTER LOWEST CUSTOMER:
     Enter customer number to start printing at and press <**ENTER**>, or just press <**ENTER**> for the first customer on your system. To exit press <**ESC**>.

ENTER HIGHEST CUSTOMER:
     Enter customer number to stop printing at and press <**ENTER**>, or just press <**ENTER**> for the last order on your system. To reenter lowest customer press <**ESC**>.

PRINT ONLY ORDERS WITH DEPOSITS (Y/N):
     Enter <**Y**> and press <**ENTER**> to only print those orders that have deposits taken. Enter <**N**> and press <**ENTER**> to print all orders. Press <**ENTER**> to have all orders print. To reenter highest customer press <**ESC**>.

LOCATION ID TO PRINT:
     Enter location code and press <**ENTER**>, or just press <**ENTER**> for all locations. Press <**HOME**> to display a list of locations built to select from. To reenter deposits press <**ESC**>.

PRINT DETAIL OR SUMMARY? (D/S):
     Enter <**D**> and press <**ENTER**>, or just press <**ENTER**> to print the listing in detail. Enter <**S**> and press <**ENTER**>, to print the report in summary. To reenter the location press <**ESC**>.

IS EVERYTHING OK? (Y/N):
     Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions, or exit. Enter <**Y**>, and press <**ENTER**> to continue. When <**Y**> is selected, printing begins immediately. When printing is complete, the program return to the Reports and Listing Menu.

DETAIL/W/DEPOSITS

                         CUSTOMER OPEN ORDERS LISTING

Lowest Customer: 0020; Highest Customer: 00350; PRINT ALL ORDERS; Location: ALL LOCATIONS; Detail Report;

Customer # & Name	Order#	Date	Order Type	Loc	Cust. PO#	Amount	Invoice	Date	Deposit
200 MIKE'S TURF MANAGEMENT	13942	10/12/98	Quotation	L1		7,368.54			0.00

	Item Number	Description	U/M	Ord	Ship	B/O	Price	Ext Price
	JD850	John Deere Tractor	EA	1	1	0	6951.45x	6951.45

----

350 ALLSTATE	14424	12/01/99	Sales Order	SM		500.00			200.00

	Item Number	Description	U/M	Ord	Ship	B/O	Price	Ext Price
	HP0743	Power Unit	EA	1	1	0	500.00	500.00

SUMMARY/W/DEPOSITS

Lowest Customer: 0020; Highest Customer: 00350; PRINT ALL ORDERS; Location: ALL LOCATIONS; Detail Report;

Customer # & Name	Order#	Date	Order Type	Loc	Cust. PO#	Amount	Invoice	Date	Deposit
200 MIKE'S TURF MANAGEMENT	13942	10/12/98	Quotation	L1		7,368.54			0.00
350 ALLSTATE	14424	12/01/99	Sales Order	SM		500.00			200.00

									200.00

5.4.3   BACKORDER REPORT BY CUSTOMER

This section presents instructions for printing a Backorder Report By Customer. This function provides a listing of all customers that currently have backorders on file. The report prints in customer number sequence. The report includes inventory items currently on backorders.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **ORDERS, BACKORDERS, DIRECT SHIPMENTS** and press <**ENTER**>.

STEP 3:   From the **ORDERS, BACKORDERS, DIRECT SHIPMENTS,** select **BACKORDER REPORT BY CUSTOMER** and press <**ENTER**>.

ENTER CUSTOMER NUMBER, <ENTER> for ALL:
     Enter the customer account number specifying the customer you want to print a report for and press <**ENTER**>**,** or just press <**ENTER**> for all. Press <**ESC**> to exit.

PRINT (P)ARTS, (E)QUIPMENT OR <ENTER> FOR ALL:
     This question will display only if your inventory is set to have separate parts and equipment. Enter <**P**> and press <**ENTER**> to list only parts, enter <**E**> and press <**ENTER**> to list only equipment, or press <**ENTER**> to list both. Press <**ESC**> to reenter customers number.

ENTER # OF COPIES TO PRINT:
     Enter number of copies to be printed and press <**ENTER**>**.** Press **<ESC>** to reenter parts, equipment.

ENTER LOCATION ID TO PRINT:
     Enter location code and press <**ENTER**>**,** or just press <**ENTER**> for all locations. Press <**HOME**> to display a list of locations built to select from. To reenter number of copies press <**ESC**>**.**

ENTERED O.K.? (Y/N):
     Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions, or exit. Enter <**Y**> and press <**ENTER**> to continue. When <**Y**> is selected, printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

BACK ORDERS REPORT BY CUSTOMER

----------CUSTOMER----------		----ORDER----		-----------ITEM-----------			QTY	UNIT		CUSTOMER
NO	NAME	NO	DATE	NO	VENDR DESCRIPTION	UOM	B/O	PRICE	D%	P.O. NO
200	MIKE'S TURF MANAGEMENT	013944	10/12/98	393326	3000 FILTER	EA	5	1.62	.0	

     CUSTOMER TOTALS: 1   ITEMS   5 = TOTAL B/O THIS CUSTOMER

1 DIFFERENT CUSTOMERS ON B/O

This section presents instructions for printing a Backorder Report By Item. This function provides a listing of items that are currently in the backorder file. The report also includes the customer account number and order number that corresponds with the backordered inventory item number. This report can be limited to a specific item number, or vendor number.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **ORDERS, BACKORDERS, DIRECT SHIPMENTS** and press <**ENTER**>.

STEP 3: From the **ORDERS, BACKORDERS, DIRECT SHIPMENTS,** select **BACKORDER REPORT BY ITEM** and press <**ENTER**>.

ENTER ITEM NUMBER OR <ENTER> FOR ALL:
Enter the inventory item number specifying the item you want to print the report for, and press <**ENTER**>, or just press <**ENTER**> for all. To exit press <**ESC**>**.**

ENTER VENDOR NUMBER OR <ENTER> FOR ALL:
Enter the vendor account number specifying the vendor you want to print a report for and press <**ENTER**>**,** or just press <**ENTER**> for all. This question will appear only if you have asked for all item numbers. Press <**ESC**> to exit. This question does not appear if asking for all inventory item numbers.

PRINT (P)ARTS, (E)QUIPMENT OR <ENTER> FOR ALL:
This question will display only if your inventory is set to have separate parts and equipment. Enter <**P**> and press <**ENTER**> to list only parts, enter <**E**> and press <**ENTER**> to list only equipment, or press <**ENTER**> to list both. This question does not appear if asking for all inventory item numbers.

ENTER # OF COPIES TO PRINT:
Enter number of copies to be printed and press <**ENTER**>**.** Press <**ESC**> to reenter parts/equipment.

ENTER LOCATION ID OR <ENTER> FOR ALL:
Enter location code to print for and press <**ENTER**>**,** or press <**ENTER**> for all. Press <**ESC**> to reenter number of copies.

IS EVERYTHING OK? (Y/N):
Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions, or exit. Enter <**Y**> and press <**ENTER**> to continue. When <**Y**> is selected, printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

```
                         BACK ORDERS REPORT BY ITEM

---------------ITEM----------   ------CUSTOMER-------   --------ORDER-----      QTY     UNIT        CUSTOMER
NO      VENDR DESCRIPTION        NO    NAME              NO    DATE    LOC  UOM  B/O     PRICE  D%   P.O. NO

90104   3000 GEAR-STARTER        01 CASH SALES CUSTOMER  013803  05/28/98 L1 EA   1      3.20  .0

   ITEM TOTALS:           1 INVOICES  1   TOTAL ON ORDER = 0

93326   3000 FILTER              200 MIKE'S TURF MANAGEMENT 013944 10/12/98 L1  EA   5      1.62  .0

   ITEM TOTALS;           1 INVOICES  5   TOTAL ON ORDER = 0

2 DIFFERENT ITEMS ON B/O
```

This section presents instructions for printing a Backorder Report By Vendor by Item. This function provides a listing (by vendor by item) of all items that are currently on backorder. This report can be limited to a specific Vendor number.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
              press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **ORDERS, BACKORDERS, DIRECT SHIPMENTS**
              and press <**ENTER**>.

STEP 3:   From the **ORDERS, BACKORDERS, DIRECT SHIPMENTS,** select **BACKORDER REPORT BY VENDOR
              BY ITEM** and press <**ENTER**>.

ENTER VENDOR NUMBER OR <ENTER> FOR ALL:
     Enter the vendor account number specifying the vendor you want to print a
     report for and press <**ENTER**>, or just press <**ENTER**> for all. Press <**ESC**> to
     exit.

PRINT (P)ARTS, (E)QUIPMENT OR <ENTER> FOR ALL:
     This question will display only if your inventory is set to have separate parts and
     equipment. Enter <**P**> and press <**ENTER**> to list only parts, enter <**E**> and press
     <**ENTER**> to list only equipment, or press <**ENTER**> to list both.

ENTER # OF COPIES TO PRINT:
     Enter number of copies to be printed and press <**ENTER**>. Press <**ESC**> to reenter vendor
     number.

ENTER LOCATION ID OR <ENTER> FOR ALL:
     Enter location code to print for and press <**ENTER**>, or press <**ENTER**> for all. Press
     <**ESC**> to reenter copies.

IS EVERYTHING OK? (Y/N):
     Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in
     the previous questions, or exit. Enter <**Y**> and press <**ENTER**> to continue.
     When <**Y**> is selected, printing begins immediately. When printing is complete, the
     program returns to the Reports and Listings Menu.

BACK ORDERS REPORT BY VENDOR BY ITEM

```
---------------------ITEM------- -------CUSTOMER------- --------ORDER--------          QTY   UNIT      CUSTOMER
NO      VENDR DESCRIPTION     NO       NAME            NO      DATE   LOC UOM B/O  PRICE   D%  P.O. NO

80104   3000 GEAR-STARTER     01 CASH SALES CUSTOMER   013803  05/28/98  L1 EA  1   3.20    .0

                             ITEM TOTALS:                      1 INVOICES       1  TOTAL ON ORDER = 0

93326   3000 FILTER          200 MIKE'S TURF MANAGEMENT 013944 10/12/98  L1 EA  5   1.62    .0

                             ITEM TOTALS:                      1 INVOICES       5  TOTAL ON ORDER = 0

*** VENDOR TOTALS:  APPROX COST OF VENDOR ITEMS ON B/O:          8.22      6 = TOTAL B/O THIS VENDOR

2 DIFFERENT ITEMS ON B/O
```

5.4.6   DIRECT SHIPMENT REPORT BY CUSTOMER____ _____

This section presents instructions for printing a Direct Shipment Report By Customer. This function provides a listing of all customers that currently have direct ship orders on file. The report prints in customer number sequence.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **ORDERS, BACKORDERS, DIRECT SHIPMENTS** and press <**ENTER**>.

STEP 3:   From the **ORDERS, BACKORDERS, DIRECT SHIPMENTS,** select **DIRECT SHIPMENT REPORT BY CUSTOMER,** and press <**ENTER**>.

ENTER CUSTOMER NUMBER <ENTER> for ALL:
     Enter the customer account number specifying the customer you want to print a report for and press <**ENTER**>, or just press <**ENTER**> for all. Press <**ESC**> to exit.

PRINT (P)ARTS, (E)QUIPMENT OR <ENTER> FOR ALL:
     This question will display only if your inventory is set to have separate parts and equipment. Enter <**P**> and press <**ENTER**> to list only parts, enter <**E**> and press <**ENTER**> to list only equipment, or press <**ENTER**> to list both.

ENTER # OF COPIES TO PRINT:
     Enter number of copies to be printed and press <**ENTER**>.

IS EVERYTHING OK? (Y/N):
     Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions, or exit. Enter <**Y**> and press <**ENTER**> to continue. When <**Y**> is selected, printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

```
                         DIRECT SHIPMENT REPORT BY CUSTOMER

------------CUSTOMER---  --------ORDER-- ----------ITEM----------------       QTY    UNIT    CUSTOMER
NO  NAME                 NO     DATE     NO    VENDR DESCRIPTION      UOM      ORD    PRICED%  P.O.  NO

163 OAKRIDGE MEADOW      013206 06/04/92 361292  30  193 6 PIECE TOOL KIT  EA    2        10.00.0

 CUSTOMER TOTALS:1   ITEMS 2 = TOTAL D/S THIS CUSTOMER

1 DIFFERENT CUSTOMERS ON DIRECT SHIPMENTS
```

5.4.7   DIRECT SHIPMENT REPORT BY ITEM_____

This section presents instructions for printing a Direct Shipment Report By Item. This function provides a listing of items that are currently in the direct shipment file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **ORDERS, BACKORDERS, DIRECT SHIPMENTS** and press <**ENTER**>.

STEP 3:   From the **ORDERS, BACKORDERS, DIRECT SHIPMENTS,** select **DIRECT SHIPMENT REPORT BY ITEM** and press <**ENTER**>.

ENTER ITEM NUMBER OR <ENTER> FOR ALL:
     Enter the inventory item number specifying the item you want to print the report for, and press <**ENTER**>, or just press <**ENTER**> for all. To exit press <**ESC**>.

ENTER VENDOR NUMBER OR <ENTER> FOR ALL:
Enter the vendor account number specifying the vendor you want to print a
report for and press **<ENTER,** or just press **<ENTER>** for all. This question will
appear only if you have asked for all item numbers.

PRINT (P)ARTS, (E)QUIPMENT OR <ENTER> FOR ALL:
This question will display only if your inventory is set to have separate parts and
equipment. Enter **<P>** and press **<ENTER>** to list only parts, enter **<E>** and press
<ENTER> to list only equipment, or press **<ENTER>** to list both. This question
will appear only if you have asked for all item numbers.

ENTER # OF COPIES TO PRINT:
Enter number of copies to be printed and press **<ENTER>.**

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** if you want to reenter the information entered in the
previous questions, or exit. Enter **<Y>** and press **<ENTER>** to continue. When **<Y>** is
selected, printing begins immediately. When printing is complete, the program returns
to the Reports and Listings Menu.

```
                        DIRECT SHIPMENT REPORT BY ITEM

--------------ITEM-------------   --------CUSTOMER---    -------ORDER-----      QTY   UNIT     CUSTOMER
NO     VENDR DESCRIPTION      NO     NAME           NO      DATE   LOC  UOM  ORD   PRICE   D%  P.O. NO

361292   30  193 6 PIECE TOOL KIT 163 OAKRIDGE MEADOW     013206  06/04/99  SC   EA   2     10.00.0

1 DIFFERENT ITEMS ON DIRECT SHIPMENTS
```

5.4.8   DIRECT SHIPMENT REPORT BY VENDOR BY ITEM

This section presents instructions for printing a Direct Shipment Report By Vendor by Item.
This function provides a listing (by vendor by item) of all items that are currently being
direct shipped. This report can be limited to a specific Vendor number.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **ORDERS, BACKORDERS, DIRECT SHIPMENTS**
and press **<ENTER>**.

STEP 3: From the **ORDERS, BACKORDERS, DIRECT SHIPMENTS,** select **BACKORDER REPORT BY VENDOR
BY ITEM** and press **<ENTER>**.

ENTER VENDOR NUMBER OR <ENTER> FOR ALL:
Enter the vendor account number specifying the vendor you want to print a
report for and press **<ENTER>,** or just press **<ENTER>** for all. Press **<ESC>** to
exit.

PRINT (P)ARTS, (E)QUIPMENT OR <ENTER> FOR ALL:
This question will display only if your inventory is set to have separate parts and
equipment. Enter **<P>** and press **<ENTER>** to list only parts, enter **<E>** and press
<ENTER> to list only equipment, or press **<ENTER>** to list both. Press **<ESC>** to exit.

ENTER # OF COPIES TO PRINT:
Enter number of copies to be printed and press **<ENTER>.**

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** if you want to reenter the information entered in the
previous questions, or exit. Enter **<Y>** and press **<ENTER>** to continue. When **<Y>** is
selected, printing begins immediately. When printing is complete, the program returns
to the Reports and Listings Menu.

```
                       DIRECT SHIPMENT REPORT BY VENDOR BY ITEM

--------------ITEM----------      -------CUSTOMER-----  -------ORDER-----      QTY   UNIT       CUSTOMER
NO     VENDR DESCRIPTION          NO        NAME        NO      DATE   LOC UOM  ORD   PRICE   D% P.O.  NO

361292 30    193 6 PIECE TOOL KIT 163 OAKRIDGE MEADOW   013206  06/04/99 SC  EA    2   10.00  .0

*** VENDOR TOTALS:   APPROX COST OF VENDOR ITEMS ON D/S:13.182 = TOTALS /DS THIS VENDOR

1 DIFFERENT ITEMS ON DIRECT SHIPMENT
```

5.5.   **WORK ORDER REPORTS**_____

SEE SEPARATE MANUAL ON WORK ORDERS.

5.6   **SALES ANALYSIS REPORTS**_____

This chapter presents instructions for printing various sales analysis reports. These reports
print month-to-date and year-to-date figures for the following files:

           CUSTOMER MASTER FILE   SALESMAN FILE
           INVENTORY MASTER FILE   TAX FILE
           PRODUCT CATEGORY FILE   PROMOTIONS FILE

When this option is selected, the following sub menu will be displayed:

```
                           REPORTS & LISTINGS

                 1.   Customer Sales Analysis Report
                 2.   Customer Sales History Report
                 3.   Customer Sales Ranking Report
                 4.   Customer Product History Report
                 5.   Customer Non-Stock History Report
                 6.   Customer Job Tracking by Item Report
                 7.   Salesman Analysis Report
                 8.   Salesman's Product History Report
                 9.   Tax Analysis Report
                10.   Inventory Sales Analysis Reports
                11.   Product Analysis Report
                12.   Promotion Sales Analysis Report
                13.   Hourly Sales Analysis Report
                14.   Zip Code Sales Analysis Report
                15.   Major/Minor Category Sales Analysis Report


               M.  Return to Main Menu;  E. Exit to Monitor


  Enter Selection:
```

5.6.1   **CUSTOMER SALES ANALYSIS REPORT**_____

This section presents instructions for printing the Customer Sales Analysis Report. This
report prints month-to-date and year-to-date totals for all customers, or selected customers.
This report in included as part of the Monthly Sales Analysis Reports, and as part of the
year-end reports.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
        press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **CUSTOMER SALES ANALYSIS REPORT**
        and press <**ENTER**>.

ENTER CUSTOMER CLASS OR "A" FOR ALL:

Enter the code number specifying a particular customer class, and press **<ENTER>**.
Enter **<A>** and press **<ENTER>** if you wish this report to include all customer classes. To exit press **<ESC>.**

ENTER PROFIT CENTER OR "A" FOR ALL:

Enter the code number specifying a particular profit center, and press **<ENTER>**.
Enter **<A>** and press **<ENTER>** if you wish this report to include all profit centers.
This question will not show up in you are not using profit centers.

ENTER SALESMAN INITIALS, OR "A" FOR ALL:

Enter the salesman initials identifying the salesman you wish to include on the analysis report and press **<ENTER>**. Enter **<A>** and press **<ENTER>** if you wish to include all salesmen on the analysis report.

PRINT THE REPORT WITH GROSS MARGIN? (Y/N):

Enter **<Y>** and press **<ENTER>** if you wish the report to indicate the gross profit margin (percentage) for the period the total sales the profit amount represents. Enter **<N>** and press **<ENTER>** if you do not wish the report to indicate the gross profit margin.

ENTER DESIRED REPORT SEQUENCE:

1. **Account Number:**
2. **Customer Name:**
3. **Location ID/Account Number;**
4. **Location ID/Customer Name**

Enter **<1>** and press **<ENTER>** to have the report print in account number sequence.
Enter **<2>** and press **<ENTER>** to have the report print in customer name sequence.
Enter **<3>** and press **<ENTER>** to have the report print in location ID then account number.
Enter **<4>** and press **<ENTER>** to have the report print in location ID then customer name.

PRINT CUSTOMERS WITH ZERO MONTH AND YEAR SALES (Y/N)?:

Enter **<Y>** and press **<ENTER>** if you wish the report to include customers that have zero MTD AND YTD sales, enter **<N>** and press **<ENTER>** if you do not.

ENTER LOCATION ID OR "A' FOR ALL:

Enter location code to print listing for and press **<ENTER>,** or enter **<A>** for all.

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** if you wish to reenter the report parameters. The program returns to the prompt for Customer Class. Enter **<Y>** and press **<ENTER>** if you wish to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

W/GROSS MARGINS

CUSTOMER SALES ANALYSIS REPORT

Account Sequence; Customer Class: ALL; Profit Center: ALL; Salesman: ALL; Gross Profit Margins: YES; Exclude
Customer with Zero Sales; Reflect Gross Profit by Rebates;

ACCT# NAME	MONTH TO DATE				YEAR TO DATE			
	SALES$	COST$	PROFIT$	GR MAR%	SALES$	COST	PROFIT$	GR MAR%
0001 CASH SALES CUST	2,583.36	66.85	2,516.51	97.41%	231,380.54	525,058.73	293,678.19	<12.69%>
0004 CHRISTINE BOONE	1,200.00	500.00	1,200.00	58.33%	45,330.00	34,700.00	10,630.00	23.45%
0005 SHEARS HAIR	2,635.50	591.90	2,043.60	77.54%	2,635.75	591.90	2,043.85	77.54%
008 KINGS PARKS HAIR	12.48	282.20	130.28	31.58%	412.48	282.20	130.28	31.58%
0014 A.J. POWER	232.16	51,632.27	33,599.89	39.42%	85,232.16	51,632.27	33,599.89	39.42%
0020 CA POWER	0.00	0.00	0.00	0.00%	19,807.20	11,794.48	8,012.72	40.45%
0026 JOE SMITH	0.00	0.00	0.00	0.00%	13.25	9.28	3.97	29.96%
T O T A L S	6,663.50	53,073.22	39,490.28		384,811.38	624,068.86	348,098.90	

W/O GROSS MARGINS

CUSTOMER SALES ANALYSIS REPORT

Account Sequence; Customer Class: ALL; Profit Center: ALL; Salesman: ALL; Gross Profit Margins: YES; Exclude
Customer with Zero Sales; Do Not Reflect Gross Profit by Rebates;

ACCT#	NAME	MONTH TO DATE			YEAR TO DATE		
		SALES$	COT$	PROFIT$	SALES$	COST$	PROFIT$
0001	CASH SALES CUST	2,583.36	66.85	2,516.51	231,380.54	525,058.73	293,678.19
0004	CHRISTINE BOONE	1,200.00	500.00	1,200.00	45,330.00	34,700.00	10,630.00
0005	SHEARS HAIR	2,635.50	591.90	2,043.60	2,635.75	591.90	2,043.85
008	KINGS PARKS HAIR	12.48	282.20	130.28	412.48	282.20	130.28
0014	A.J. POWER	232.16	51,632.27	33,599.89	85,232.16	51,632.27	33,599.89
0020	CA POWER	0.00	0.00	0.00	19,807.20	11,794.48	8,012.72
0026	JOE SMITH	0.00	0.00	0.00	13.25	9.28	3.97
	T O T A L S	6,663.50	53,073.22	39,490.28	384,811.38	624,068.86	348,098.90

5.6.2   CUSTOMER SALES HISTORY REPORT

This section presents instructions for printing the Customer Sales History Report. This report
prints information that is entered in the Customer Master File (Sales History) record. You may
limit the printout by specifying beginning and ending customer numbers.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press **<ENTER>**.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **CUSTOMER SALES HISTORY REPORT**
and press **<ENTER>**.

ENTER LOWEST CUSTOMER# TO PRINT :
Enter the customer to start the report on and press **<ENTER>,** or just press **<ENTER>**
for all customers. Press **<ESC>** to exit.

ENTER HIGHEST CUSTOMER# TO PRINT:
Enter the customer to stop the report on and press **<ENTER>,** or just press **<ENTER>**
to end at the last customer. To reenter lowest customer press **<ESC>.**
This question will not appear if asking for all customers.

ENTER LOWEST DATE TO PRINT (MMYY):
Enter the date(MMYY format) to begin the report on and press **<ENTER>,** or just press
<ENTER> for all dates. To reenter highest customer press **<ESC>**.

ENTER HIGHEST DATE TO PRINT (MMYY):
Enter the date(MMYY format) to end the report on and press **<ENTER>,** or just
press **<ENTER>** to end at the last date. To reenter lowest date press **<ESC>.**
This question will not appear is asking for all dates.

PRINT ALL DETAIL OR PRODUCT TOTALS ONLY? (D/T):
Enter **<D>** and press **<ENTER>** if you want to print the report in detail, or just
press **<ENTER>**. Enter **<T>** and press **<ENTER>** if you want to print only the totals.

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program
returns to the prompt for Lowest Customer To Print. Enter **<Y>** and press **<ENTER>** if you
wish to continue. Printing begins immediately. When printing is complete, the program
returns to the Reports and Listings Menu.

DETAIL

CUSTOMER SALES HISTORY REPORT

Printing ALL Dates and Customer 000200-000200.

CUST # NAME	FROM-TO	SALES	COST	PROFIT	%
00200 MIKE'S TURF MANAGEMENT	11/00-11/00	23,144.15	12,032.48	11,111.67	48.0%
	12/00-12/00	6,223.07	4,025.47	2,197.60	35.3%
	01/01-01/01	3,846.98	360.31	3,486.67	90.6%
		----------	------------	------------	-----
		33,214.20	16,418.26	16,795.94	50.6%
* * * * G R A N D T O T A L S ****		33,214.20	16,418.26	16,795.94	50.6%

SUMMARY

CUSTOMER SALES HISTORY REPORT

Printing ALL Dates and Customer 000200-000200.

CUST # NAME	FROM-TO	SALES	COST	PROFIT	%
00200 MIKE'S TURF MANAGEMENT		33,214.20	16,418.26	16,795.94	50.6%
* * * * G R A N D T O T A L S ****		33,214.20	16,418.26	16,795.94	50.6%

5.6.3 CUSTOMER SALES RANKING REPORT

This section presents instructions for printing the Customer Sales Ranking Report. This report prints information that is listing customers in different order based on different monetary figures.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **CUSTOMER SALES RANKING REPORT** and press <**ENTER**>.

Enter Desired Print Sequence:
        1=Customer Sequence
        2=Customer Class Sequence

    Enter <**1**> and press <**ENTER**> for listing to print out in customer name sequence, or just press <**ENTER**>. Enter <**2**> and press <**ENTER**> for listing to print out in class sequence. Press <**ESC**> to exit without printing.

Enter Desired Ranking Order:
        1=MTD Sales $
        2=MTD Gross Profit $
        3=MTD Profit %
        4=YTD Sales $
        5=YTD Gross Profit $
        6=YTD Profit %
    Enter Ranking order and press <**ENTER**. Press <**ESC**> to reenter Sequence.

Enter Desired Sort Order:
        1=Lowest to Highest
        2=Highest to Lowest
    Enter <**1**> and press <**ENTER**> to sort lowest to highest. Enter <**2**> and press <**ENTER**> to sort highest to lowest, or just press <**ENTER**>. Press <**ESC**> to reenter Ranking.

Include Zero MTD and YTD Sales ? (Y/N):
    Enter <**Y**> and press <**ENTER**> to include customers with zero MTD **and** YTD figures. Enter <**N**> and press <**ENTER**,> or just press <**ENTER**>. Press <**ESC**> to reenter Sort Order.

Enter Number of Accounts to Print:
     Enter a number and press **<ENTER>,** or just press **<ENTER>** for all. Press **<ESC>** to reenter
     zero sales.

Enter Salesman Initials to Print:
     Enter initials and press **<ENTER>,** press **<ENTER>** for all, or press **<HOME>** to display a
     listing of salesmen to select from. Press **<ESC>** to reenter number of accounts.

Enter Customer Class to Print:
     Enter class and press **<ENTER>,** press **<ENTER>** for all, or press **<HOME>** to display a
     listing of classes to select from. Press **<ESC>** to reenter salesmen.

Enter Profit Center:
     Enter the Profit Center to list for and press <**ENTER**>, or press <**ENTER>** for all.
     Press <**ESC**> to reenter class.

Print Using Actual Cost or Market Value?(A/M):
     Enter **<A>** and press **<ENTER>** to print numbers using actual costs, or just press **<ENTER>**
     to print cost. Enter **<M>** and press **<ENTER>** to print numbers using market value.

Is Everything O.K.?(Y/N):
     Enter <**Y**> and press <**ENTER>** to proceed with the report, or enter <**N**> and press <**ENTER>**
     to exit. Press <**ESC>** to reenter cost/market value.

                              CUSTOMER SALES RANKING REPORT

Customer Sequence: Ranking Order:MTD Sales $;Highest to Lowest: No Zero Sales ; Top 5 Accounts ; Salesman ALL ;
Customer Class: ALL : Profit Center: ALL;

| | | --------MONTH TO DATE ----------------- | | | | ----------YEAR TO DATE---------------- | | | | |
#	NAME	SALES$	COST$	PROFIT$	G/P$	SALES$	COST$	PROFIT$	G/P$	RANK
00175	TCBI	402,329.41	22,493.52	9370,835.89	99.76	9406,176.39	22,853.83	9383,322.56	99.75	1
02800	JOHNSON,BETTY	6,547.60	12,931.26	6,383.66-	97.49-	20,213.35	60,776.74	40,563.39-	200.67-	2
00001	CASH	1,188.77	655.54	533.23	44.85	1,198.57	650.73	547.84	45.70	3
00002	CRT CUST	783.50	0.00	783.50	100.00	783.50	0.00	783.50	100.00	4
00100	SHOPPERS	746.57	416.04	330.53	44.27	9,334.32	5,452.65	3,881.67	41.58	5
	TOTALS	9411,595.85	36,496.36	9375,099.49	99.61	9437,706.13	89,733.95	9347,972.18	99.04	

5.6.4   CUSTOMER PRODUCT HISTORY REPORT_____

This report will give you the ability to list out what either a specific customer, or range of
customers have purchased of stocked items.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
         press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **CUSTOMER PRODUCT HISTORY REPORT**
         and press <**ENTER**>.

PRINT IN DETAIL OR SUMMARY? (D/S):
      Enter <**D**> and press <**ENTER**> if you want to print the report in detail. Enter <**S**>
      and press <**ENTER**> if you want to print in summary format.

ENTER BEGINNING CUSTOMER NUMBER:
      Enter the customer to start the report on and press <**ENTER>,** or just press <**ENTER**>
      for all customers. Press <**ESC**> to exit.

ENTER ENDING CUSTOMER NUMBER:

  Enter the customer to stop the report on and press **<ENTER>,** or just press **<ENTER>**
  to end at the last customer. To reenter beginning customer press **<ESC>.**

ENTER INVOICE START DATE:

  Enter the invoice date(MMYY format) to begin the report on and press **<ENTER>,** or
  just press **<ENTER>** for first date. To reenter ending customer press **<ESC>.**

ENTER INVOICE END DATE:

  Enter the invoice date(MMYY format) to end the report on and press **<ENTER>,** or
  just press **<ENTER>** for last date. To reenter ending customer press **<ESC>.**

DETAIL FORMAT ONLY:

ENTER ITEM NUMBER:

  Enter the Item number to print and press **<ENTER>,** or just press **<ENTER>** for all items.
  Press **<HOME>** to display a listing of inventory items to select from. To reenter the
  invoice start date press **<ESC>.**

ENTER P.O.NUMBER:

  Enter the p.o.number to report on and press **<ENTER>,** or just press **<ENTER>** for all p.o
  numbers. To reenter item number press **<ESC>.**

ENTER JOB NUMBER:

  Enter the job number to report on and press **<ENTER>,** or just press **<ENTER>** for all job
  numbers. To reenter p.o. number press **<ESC>.** This question appears only if your system
  is set to use jobs.

PRINT SERIAL NUMBERS? (Y/N):

  Enter **<N>** and press **<ENTER>** if you want to do not want to print serial numbers to
  print. Enter **<Y>** and press **<ENTER>** if you want to print them, or just press
  <ENTER>. To reenter job number press **<ESC>.**

DETAIL AND SUMMARY FORMATS:

PRINT COST AND PROFIT (Y/N)?:

  Enter **<N>** and press **<ENTER>** if you do not want to print cost and profit figures.
  Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** if you want the figures to
  print. To reenter serial numbers press **<ESC>,** only if you are printing detail,
  otherwise in summary format press **<ESC>** to reenter invoice start date.

PRINT USING ACTUAL COST OR MARKET VALUE? (A/M):

  Enter **<A>** and press **<ENTER>** to print numbers using actual costs, or just press **<ENTER>**
  to print cost**.** Enter **<M>** and press **<ENTER>** to print numbers using market value. Press
  <ESC> to reenter cost.

IS EVERYTHING OK ? (Y/N):

  Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The
  program returns to the prompt for Detail, or Summary. Enter **<Y>** and press **<ENTER>**
  if you wish to continue. Printing begins immediately. When printing is complete,
  the program returns to the Reports and Listings Menu.

DETAIL/COST & PROFIT:

CUSTOMER PRODUCT HISTORY REPORT

INVOICE NUMBER	INVOICE DATE	SALE TYPE	ITEM NUMBER	ITEM DESCRIPTION	UOM	QUANTITY	UNIT PRICE	SALE AMOUNT	COST AMOUNT	PROFIT AMOUNT	PROFIT%
==											
CUSTOMER: 200 MIKE'S TURF MANAGEMENT JOB NUMBER: All PO NUMBER: All											
01133	02/18/98	SER. INV	390492	FILTER-AIR	EA	1	7.74	7.44	6.02	1.72	22.2%
01133	02/18/98	SER. INV	496018	PLUG-SPARK	EA	1	2.94	2.94	2.02	0.91	31.0%
01132	02/18/98	INVOICE	JD850	JOHN DEERE 534534534	EA	1	6,951.45	6,951.45	2,046.45	2,046.45	29.4%
01155	05/28/98	INVOICE	AGS2130	12.5 HP 234235342	EA	1	3,052.50	3,052.50	1,202.50	1,202.50	39.4%
						======	========	========	========	=========	=======
			ITEM TOTALS:			4		10,014.63	3,256.49	3,251.58	32.4%

DETAIL/ NO COST & PROFIT:

CUSTOMER PRODUCT HISTORY REPORT

INVOICE NUMBER	INVOICE DATE	SALE TYPE	ITEM NUMBER	ITEM DESCRIPTION	UOM	QUANTITY	UNIT PRICE	SALE AMOUNT
===								
CUSTOMER: 200 MIKE'S TURF MANAGEMENT JOB NUMBER: All PO NUMBER: All								
01133	02/18/98	SER. INV	390492	FILTER-AIR	EA	1	7.74	7.44
01133	02/18/98	SER. INV	496018	PLUG-SPARK	EA	1	2.94	2.94
01132	02/18/98	INVOICE	JD850	JOHN DEERE 534534534	EA	1	6,951.45	6,951.45
01155	05/28/98	INVOICE	AGS2130	12.5 HP 234235342	EA	1	3,052.50	3,052.50
						======	========	========
			ITEM TOTALS:			4		10,014.63

SUMMARY/COST & PROFIT:

CUSTOMER PRODUCT HISTORY REPORT

ITEM NUMBER	ITEM DESCRIPTION	TOTAL QUANTITY	SALE AMOUNT	COST AMOUNT	PROFIT AMOUNT	PROFIT%
==						
CUSTOMER: 200 MIKE'S TURF MANAGEMENT						
1000006	GAS ADDITIVE	4	47.10	45.36	1.74	3.7%
A-10	DYNAMO HANDLE	6	72.00	33.00	39.00	54.2%
A-8	WHITE PAINT	1	17.32	12.99	4.33	25.0%
	TOTALS:	11	136.42	91.35	45.07	33.0%

SUMMARY/ NO COST & PROFIT:

CUSTOMER PRODUCT HISTORY REPORT

ITEM NUMBER	ITEM DESCRIPTION	TOTAL QUANTITY	SALE AMOUNT
==			
CUSTOMER: 200 MIKE'S TURF MANAGEMENT			
1000006	GAS ADDITIVE	4	47.10
A-10	DYNAMO HANDLE	6	72.00
A-8	WHITE PAINT	1	17.32
	TOTALS:	11	136.42

5.6.5   CUSTOMER NON-STOCK PRODUCT HISTORY REPORT_____

This report will give you the ability to list out what either a specific customer, or range of customers have purchased of NON-STOCKED items.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **CUSTOMER NON-STOCK PRODUCT HISTORY REPORT** and press **<ENTER>**.

ENTER BEGINNING CUSTOMER NUMBER OR <ENTER> FOR FIRST:
Enter the customer to start the report on and press **<ENTER>,** or just press **<ENTER>** to start on the first customer built on your system. Press **<ESC>** to exit.

ENTER ENDING CUSTOMER NUMBER OR <ENTER> FOR LAST:
Enter the customer to stop the report on and press **<ENTER>,** or just press **<ENTER>** to end at the last customer. To reenter beginning customer press **<ESC>.**

ENTER BEGINNING INVOICE DATE OR <ENTER> FOR FIRST:
Enter the invoice date(MMDDYY format) to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start at the earliest date in your system. To reenter ending customer press **<ESC>.**

ENTER ENDING INVOICE DATE OR <ENTER> FOR LAST:
Enter the invoice date(MMDDYY format) to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop at the latest date in your system. To reenter beginning invoice press **<ESC>.**

ENTER ITEM NUMBER or <ENTER> FOR ALL:
Enter the Item number to begin the report on and press **<ENTER>,** or just press **<ENTER>** for all numbers. Press **<HOME>** to display a listing of non-stock items to select from. To reenter the invoice end date press **<ESC>.**

ARE ALL ENTRIES CORRECT? (Y/N):
Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program returns to the prompt for beginning customer number. Enter **<Y>** and press **<ENTER>** if you wish to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

CUSTOMER NON-STOCK PRODUCT HISTORY REPORT

INVOICE NUMBER	INVOICE DATE	SALE TYPE	ITEM NUMBER	ITEM DESCRIPTION	QTY	FACTORY FREIGHT	UNIT PRICE	SALES AMOUNT	COST AMOUNT	PROFIT AMOUNT	PROFIT PERCENTAGE
CUSTOMER:	1	CASH SALES CUSTOMER									
00600	09/20/95	CASH	280104		1	.00	3.20	3.20	2.24	0.96	30.0%
				GEAR-STARTER							
				ITEM TOTALS:	1			3.20	2.24	0.96	30.0%
CUSTOMER:	200	MIKE'S TURF MANAGEMENT									
00665	08/24/94	CHARGE	RAKE		1	.00	5.00	5.00	2.50	2.50	50.0%
				WINTER RAKE							
00665	08/24/94	CHARGE	WIDGET		1	.00	10.50	10.50	5.25	5.25	50.0%
				WIDGET TOOL							
				ITEM TOTALS:	2			15.50	7.75	7.75	

This report will give you the ability to list out by job what either a specific customer, or range of customers have purchased of items.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **CUSTOMER JOB TRACKING REPORT BY ITEM** and press <**ENTER**>.

ENTER BEGINNING CUSTOMER NUMBER:
     Enter the customer to start the report on and press <**ENTER**>, or just press <**ENTER**> to start on the first customer built on your system. Press <**ESC**> to exit.

ENTER ENDING CUSTOMER NUMBER:
     Enter the customer to stop the report on and press <**ENTER**>, or just press <**ENTER**> to end at the last customer. To reenter beginning customer press <**ESC**>.

ENTER INVOICE START DATE:
     Enter the invoice date(MMDDYY format) to begin the report on and press <**ENTER**>, or just press <**ENTER**> for all dates. To reenter ending customer press <**ESC**>.

ENTER ITEM NUMBER or <ENTER> FOR ALL:
     Enter the Item number to begin the report on and press <**ENTER**>, or just press <**ENTER**> for all numbers. Press <**HOME**> to display a listing of items to select from. To reenter the invoice date press <**ESC**>.

ENTER P.O.NUMBER:
     Enter the p.o.number to begin the report on and press <**ENTER**>, or just press <**ENTER**> for all p.o numbers. To reenter item number press <**ESC**>.

ENTER JOB NUMBER:
     Enter the job number to begin the report on and press <**ENTER**>, or just press <**ENTER**> for all job numbers. To reenter p.o. number press <**ESC**>. This question will not appear if you system is not set up to use jobs.

PRINT COST AND PROFIT (Y/N)?:
     Enter <**N**> and press <**ENTER**> if you do not want to print cost and profit figures. Enter <**Y**> and press <**ENTER**>, or just press <**ENTER**> if you want the figures to print. To reenter job numbers press <**ESC**>.

IS EVERYTHING OK ? (Y/N):
     Enter <**N**> and press <**ENTER**> if you want to reenter the report parameters. The program returns to the prompt for beginning customer number. Enter <**Y**> and press <**ENTER**> if you wish to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

W/COST & PROFIT

CUSTOMER JOB TRACKING BY ITEM REPORT

Beginning Customer; FIRST; Ending Customer: LAST; Item: ALL; P.O.: ALL; Start Date: FIRST; Job: ALL; Print Cost and Product

INVOICE NUMBER	INVOICE DATE	SALE TYPE	ITEM NUMBER	ITEM DESCRIPTION	UOM	QUANTITY	UNIT PRICE	SALE AMOUNT	COST AMOUNT	PROFIT AMOUNT	PROFIT%
===
CUSTOMER: 1 CASH SALE CUSTOMER JOB NUMBER: 3660											
000810	04/09/99	Invoice	CD FILE	Doz.flat	DOZ	1	5.424	5.42	0.26	5.16	95.2 %
001109	05/25/99	Invoice	BH2	BOLT	EA	3	.35	1.05	6.45	5.40-	<51.4>%
000802	06/26/99	Invoice	A-8	DYNAMO HANDLE	EA	3	.33	33.33	20.00	13.33	40.0 %
000803	06/27/99	Invoice	A-10	DYNAMO HANDLE	EA	3	.33	33.33	20.00	13.33	40.0 %
							========	======	======	======	======
JOB TOTALS:	6							73.13	46.71	26.42	36.00
ITEM TOTALS :	6							73.13	46.71	26.42	36.00

WO/COST & PROFIT

CUSTOMER JOB TRACKING BY ITEM REPORT

Beginning Customer; FIRST; Ending Customer: LAST; Item: ALL; P.O.: ALL; Start Date: FIRST; Job: ALL; Do Bot Print Cost and Product

INVOICE NUMBER	INVOICE DATE	SALE TYPE	ITEM NUMBER	ITEM DESCRIPTION	UOM	QUANTITY	UNIT PRICE	SALE AMOUNT
===
CUSTOMER: 1 CASH SALE CUSTOMER JOB NUMBER: 3660								
000810	04/09/99	Invoice	CD FILE	Doz.flat	DOZ	1	5.424	5.42
001109	05/25/99	Invoice	BH2	BOLT	EA	3	.35	1.05
000802	06/26/99	Invoice	A-8	DYNAMO HANDLE	EA	3	.33	33.33
000803	06/27/99	Invoice	A-10	DYNAMO HANDLE	EA	3	.33	33.33
							========	======
JOB TOTALS:	6							73.13
ITEM TOTALS:	6							73.13

5.6.7   SALESMAN'S ANALYSIS REPORT

This report will give you the ability to list out by an analysis report on what the salesmen have done throughout the year.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **SALESMAN'S ANALYSIS REPORT** and press <**ENTER**>.

   Print Using "Actual Cost" or "Market Value" (A/M):
    Enter either an **<A>,** or an **<M>** and press **<ENTER>.**

   Is Everything O.k.? (Y/N):
    Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program returns to the prompt for actual, or market value. Enter **<Y>** and press **<ENTER>** if you wish to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

SALESMAN	MTD COMM$	MTD SLS$	MTD G/M$	MTD G/M%	YTD COMM$	YTD SLS$	YTD G/M$	YTD G/M%
AG ANDREW BLOCK	0.52	4.45	4.82	<10.8>	0.92	10.62	7.49	70.52%
ENT. BY COMM.		0.00	0.00			0.00	0.00	
CT CHARLES TAYLOR	0.00	0.00	0.00		0.00	0.00	0.00	
ENT. BY COMM.		0.00	0.00			0.00	0.00	
HA HOUSE ACCOUNT	0.30	266.11	29.23	10.98%	0.30	266.11	29.23	10.98%
ENT. BY COMM.		0.00	0.00			0.00	0.00	
TOTALS	0.82	270.56	34.05	12.58%	1.22	276.73	39.72	14.00
		0.00	0.00			0.00	0.00	

5.6.8 SALESMAN'S PRODUCT HISTORY REPORT_____

This report will give you the ability to list out an analysis report on what the salesmen have done throughout the year.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **SALESMAN'S PRODUCT ANALYSIS REPORT** and press <**ENTER**>.

DO YOU WANT TO PRINT THIS REPORT IN SUMMARY ? (Y/N)
Enter <**Y**> and press <**ENTER**> for this report to print summary format meaning only broken down into categories. Enter <**N**> and press <**ENTER**> to see a report with each invoice listed. Press <**ESC**> to exit.

SUMMARY:

ENTER FIRST SALESMAN TO PRINT:
Enter salesman's code to begin the report on, and press <**ENTER**>, or just press <**ENTER**> to start at the beginning salesmen built on your system. Press <**HOME**> to display a listing of all salesmen built on your system to select from.

ENTER LAST SALESMAN TO PRINT:
Enter salesman's code to end the report on, and press <**ENTER**>, or just press <**ENTER**> to end at the last salesmen built on your system. Press <**HOME**> to display a listing of all salesmen built on your system to select from.

ENTER FIRST CUSTOMER TO PRINT:
Enter the customer# to start the report on and press <**ENTER**>, or a partial name, and press <**ENTER**>, or just press <**ENTER**> to start on the first customer built on your system. To reenter highest salesman press <**ESC**>.

ENTER LAST CUSTOMER TO PRINT:
Enter the customer# to stop the report on and press <**ENTER**>, or a partial name, and press <**ENTER**>, or just press <**ENTER**> to stop on the last customer built on your system. To reenter lowest customer press <**ESC**>.

TOTAL BY (P)RODUCT CATEGORY OR (M)AJOR CATEGORY:
Enter <**P**> and press <**ENTER**> to have the report broken down by product categories. To reenter highest customer press <**ESC**>.

(P)roduct Category

ENTER FIRST PRODUCT CATEGORY:
Enter the first product category to be listed and press **<ENTER>,** just press **<ENTER>** to start at the lowest product category built on your system, or press **<HOME>** to display a listing of product categories built on your system to select from. To reenter accumulation selection press **<ESC>**.

ENTER LAST PRODUCT CATEGORY:
Enter the last product category to be listed and press **<ENTER>,** just press **<ENTER>** to end at the lowest product category built on your system, or press **<HOME>** to display a listing of product categories built on your system to select from. To reenter first product category press **<ESC>**.

(M)ajor Category:

ENTER FIRST MAJOR CATEGORY:
Enter the first major category to be listed and press **<ENTER>,** just press **<ENTER>** to start at the lowest major category built on your system, or press **<HOME>** to display a listing of major categories built on your system to select from. To reenter accumulation selection press **<ESC>**.

ENTER LAST MAJOR CATEGORY:
Enter the last major category to be listed and press **<ENTER>,** just press **<ENTER>** to end at the highest major category built on your system, or press **<HOME>** to display a listing of major categories built on your system to select from. To reenter first major category press **<ESC>**.

ENTER FIRST DATE TO PRINT:
Enter the first date in your system to print and press **<ENTER>,** just press **<ENTER>,** to start at the first date built on your system. To reenter either the highest major, or product category press **<ESC>**.

ENTER LAST DATE TO PRINT:
Enter the last date in your system to print and press **<ENTER>,** just press **<ENTER>** to stop at the last date built on your system. To reenter the first date press **<ESC>**.

PRINT CUSTOMER DETAIL ? (Y/N):
Enter **<Y>** and press **<ENTER>** to have the customer information print. Enter **<N>** and press **<ENTER>** to leave the customer information off. To reenter last date press **<ESC>.**

PRINT CUSTOMERS ON SEPARATE PAGES? (Y/N):
Enter **<Y>** and press **<ENTER>** to have the each customer on a separate page. Enter **<N>** and press **<ENTER>** to have all the customers print together. To reenter customer detail press **<ESC>.** This question appears only if customer detail is answered yes.

PRINT FINAL TOTALS ONLY ? (Y/N):
Enter **<Y>** and press **<ENTER>** to have only final totals print. Enter **<N>** and press **<ENTER>** to have all the customers info print. To reenter customer separate pages press **<ESC>.** This question appears only if customer detail is answered no.

PRINT COST OR MARKET VALUE?
Enter **<C>** and press **<ENTER>** to print costs on the report, or enter **<M>** and press **<ENTER>** to print the market value. Press **<ESC>** to reenter either separate pages, or final totals.

IS EVERYTHING OK ? (Y/N):

    Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program returns to the prompt for beginning salesman number. Enter **<Y>** and press **<ENTER>** if you wish to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

DETAIL:

ENTER UP TO 10 SALESMEN TO PRINT:

    Enter up to ten (10) different salesmen to print the report for and press **<ENTER>,** press **<ENTER>** for all salesmen, or press **<HOME>** to display a listing of all salesmen to select from. Press **<ESC>** to reenter report type.

ENTER FIRST DATE (MMDDYY):

    Enter the first date in your system to print and press **<ENTER>,** or just press **<ENTER>** to start at the first date built on your system. To reenter the salesmen press **<ESC>**.

ENTER ENDING DATE (MMDDYY):

    Enter the last date in your system to print and press **<ENTER>,** or just press **<ENTER>** to stop at the last date built on your system. To reenter the first date press **<ESC>**.

ENTER LOWEST INVOICE NUMBER:

    Enter the first invoice in your system to print and press **<ENTER>,** or just press **<ENTER** to begin at the first invoice built on your system. To reenter the last date press **<ESC>**.

ENTER ENDING INVOICE NUMBER:

    Enter the last invoice in your system to print and press **<ENTER>,** or just press **<ENTER>** to stop at the last invoice built on your system. To reenter the lowest invoice press **<ESC>**.

PRINT 'C'OST OR 'M'ARKET VALUE?

    Enter **<C>** and press **<ENTER>** to print costs on the report, or enter **<M>** and press **<ENTER>** to print the market value. Press **<ESC>** to reenter either separate pages, or final totals.

INCLUDE NON-STOCK ITEMS? (Y/N):

    Enter **<Y>** and press **<ENTER>** in if the report numbers you want to include nonstock sales. Enter **<N>** and press **<ENTER>** to omit non-stock sales.

IS EVERYTHING OK? (Y/N):

    Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program returns to the prompt for printing the report in summary. Enter **<Y>** and press **<ENTER>** if you wish to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

Note: If you have requested Market Value be printed, that column will replace the cost column in the following reports.

DETAIL

```
INVOICE  INVOICE  SALE                                            UNIT    SALE    COST    PROFIT   PROFIT
NUMBER   DATE     TYPE   ITEM#    DESCRIPTION        UOM   QTY    PRICE   AMOUNT  AMOUNT  AMOUNT   PERCENT
═════════════════════════════════════════════════════════════════════════════════════════════════════════

CUSTOMER: 000175 TCBI

001646   03/06/01 Wrk   100057   1094A              EA     4     .99     3.96    2.36    1.60     40.4 %
001647   03/06/01 Wrk   100057   1094A              EA     5     .99     4.95    2.95    2.00     40.4 %
001676   03/06/01 Inv   100057   1094A              EA     2     .99     1.98    1.18     .80     40.4 %
001737   03/08/01 Wrk   100057   1094A              EA     6     .99     5.94    3.54    2.40     40.4 %
001738   03/08/01 wrk   1003     ADDITIVE           EA     6    8.90    53.40   42.60   10.80     20.2 %
001741   03/08/01 Inv   A-8      PAINT              EA     2   13.67    27.34   25.98    1.36      5.0 %

                    * CUSTOMER TOTALS:              25            97.57   78.61   18.96     19.4 %
                   ** SALESMAN TOTALS:              25            97.57   78.61   18.96     19.4 %
```

PRODUCT CATEGORY REPORT/SUMMARY/WITH CUSTOMER DETAIL

SALESMAN: 00 MIKE TOOMEY

```
                                  Sale        Cost       Profit
Product  Description              Amount      Amount     Amount     %
═══════  ══════════════════════   ══════════  ══════════ ══════════ ═══════
    CUSTOMER:  00175 TCBI

00010    (HARDWARE SALES)          835.00       3.09      831.91    99.6 %
```

SALESMAN CATEGORY TOTALS: 00 MIKE TOOMEY

SALESMAN: 88 SIDNEY SHELTON

```
                                  Sale        Cost       Profit
Product  Description              Amount      Amount     Amount     %
═══════  ══════════════════════   ══════════  ══════════ ══════════ ═══════
    CUSTOMER:  00175 TCBI

00000    (MISC)                     27.34      25.98       1.36      5.0 %
00010    (HARDWARE SALES)        6,700.16   4,203.26   2,496.90     37.3 %

        * CUSTOMER TOTALS:       6,727.50   4,229.24   2,498.26     37.1 %
```

SALESMAN CATEGORY TOTALS: 88 SIDNEY SHELTON

```
                                  Sale        Cost       Profit
Product  Description              Amount      Amount     Amount     %
═══════  ══════════════════════   ══════════  ══════════ ══════════ ═══════
00000    (MISC)                     27.34      25.98       1.36      5.0 %
00010    (HARDWARE SALES)        7,535.16   4,206.35   3,328.81     44.2 %

        *** GRAND TOTALS:        7,562.50   4,232.33   3,330.17     44.0 %
```

PRODUCT CATEGORY REPORT/SUMMARY/WITH NO CUSTOMER DETAIL/NO FINAL TOTALS

Lowest Salesman: FIRST Highest Salesman: LAST; Lowest Customer:00175; Highest Customer; 00175; Lowest Product Category: FIRST; Highest Product Category: 00010; Lowest Date: 03/01/01; Highest Date: 03/15/01;Summary Report;

SALESMAN: 00 MIKE TOOMEY

```
                                  Sale        Cost       Profit
Product  Description              Amount      Amount     Amount     %
═══════  ══════════════════════   ══════════  ══════════ ══════════ ═══════
00010    (HARDWARE SALES)          835.00       3.09      831.91    99.6 %

        ** SALESMAN TOTALS: 835.00   3.09      831.91    99.6 %
```

SALESMAN CATEGORY TOTALS: 88 SIDNEY SHELTON

```
                                  Sale        Cost       Profit
Product  Description              Amount      Amount     Amount     %
═══════  ══════════════════════   ══════════  ══════════ ══════════ ═══════
00000    (MISC)                     27.34      25.98       1.36      5.0 %
00010    (HARDWARE SALES)        6,700.16   4,203.26   2,496.90     37.3 %

        *** SALESMAN TOTALS:     6,727.50   4,229.24   2,498.26     37.1 %
```

```
                                  Sale        Cost       Profit
Product  Description              Amount      Amount     Amount     %
═══════  ══════════════════════   ══════════  ══════════ ══════════ ═══════
00000    (MISC)                     27.34      25.98       1.36      5.0 %
00010    (HARDWARE SALES)        7,535.16   4,206.35   3,328.81     44.2 %

        *** GRAND TOTALS:        7,562.50   4,232.33   3,330.17     44.0 %
```

PRODUCT CATEGORY REPORT/SUMMARY/WITH NO CUSTOMER DETAIL/FINAL TOTALS

Lowest Salesman: FIRST Highest Salesman: LAST; Lowest Customer:00175; Highest Customer; 00175; Lowest Product
Category: FIRST; Highest Product Category: 00010; Lowest Date: 03/01/01; Highest Date: 03/15/01; Summary Report;
Final Totals Only

Product	Description	Sale Amount	Cost Amount	Profit Amount	%
00000	(MISC)	27.34	25.98	1.36	5.0 %
00010	(HARDWARE SALES)	7,535.16	4,206.35	3,328.81	44.2 %
	*** GRAND TOTALS:	7,562.50	4,232.33	3,330.17	44.0 %

MAJOR CATEGORY REPORT/SUMMARY/WITH CUSTOMER DETAIL

SALESMANS SUMMARY PRODUCT HISTORY REPORT

Lowest Salesman: FIRST Highest Salesman: LAST; Lowest Customer:00175; Highest Customer; 00175; Lowest Major
Category: BH; Highest Major Category: BILLY; Lowest Date: 03/01/01; Highest Date: 03/15/01; Detailed Report;

SALESMAN CATEGORY TOTALS: 00 MIKE TOOMEY

SALESMAN: 88 SIDNET SHELTON

Major	Description	Sale Amount	Cost Amount	Profit Amount	%
	CUSTOMER: 00175 TCBI				
BILLY	(BILLYGOAT)	178.76	161.68	17.10	9.6 %

SALESMAN CATEGORY TOTALS: 88 SIDNEY SHELTON

Product	Description	Sale Amount	Cost Amount	Profit Amount	%
BILLY	(BILLY)	178.76	161.66	17.10	9.6 %
	*** GRAND TOTALS:	178.76	161.66	17.10	9.6 %

MAJOR CATEGORY REPORT/SUMMARY/WITH NO CUSTOMER DETAIL/NO FINAL TOTALS

Lowest Salesman: FIRST Highest Salesman: LAST; Lowest Customer:00175; Highest Customer; 00175; Lowest Major: BH;
Highest Major Category BILLY; Lowest Date: 03/01/01; Highest Date: 03/15/01;Summary Report;

Major	Description	Sale Amount	Cost Amount	Profit Amount	%
BIILY	(BILLYGOAT)	178.76	161.66	17.10	9.6 %
	** SALESMAN TOTALS:187.76		161.66	17.10	9.6 %

Major	Description	Sale Amount	Cost Amount	Profit Amount	%
BILLY	(BILLY)	178.76	161.66	17.10	9.6 %
	*** GRAND TOTALS:	178.76	161.66	17.10	9.6 %

MAJOR CATEGORY REPORT/SUMMARY/WITH NO CUSTOMER DETAIL/FINAL TOTALS

Lowest Salesman: FIRST Highest Salesman: LAST; Lowest Customer:00175; Highest Customer; 00175; Lowest Major: BH;
Highest Major Category BILLY; Lowest Date: 03/01/01; Highest Date: 03/15/01;Summary Report; Final Totals

Major	Description	Sale Amount	Cost Amount	Profit Amount	%
BILLY	(BILLY)	178.76	161.66	17.10	9.6 %
	*** GRAND TOTALS:	178.76	161.66	17.10	9.6 %

This section presents instructions for printing the Tax Analysis Report. The report prints month-to-date and year-to-date tax figures for each specified tax code. This report is included as part of the Monthly Sales Analysis Reports, and as part of the year-end reports. The report is printed in tax code # sequence. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **TAX ANALYSIS REPORT** and press <**ENTER**>.

> **Enter Tax Code to Print:**
>   Enter tax code to be printed, and press <**ENTER**>, or just press <**ENTER**> to print all codes. Press <**HOME**> to display a listing to select from, or press <**ESC**> to exit.

> **Is Everything O.K? (Y/N):**
>   Enter <**N**> and press <**ENTER**> if you want to reenter the report parameters.
>   The program returns to the prompt for printing the tax code. Enter <**Y**> and press <**ENTER**> if you wish to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

TAX ANALYSIS REPORT

CODE	DESCRIPTION	TAX RATE	MONTH TO DATE			YEAR TO DATE		
			TAX	TAXABLE	NONTAXABLE	TAX	TAXABLE	NONTAXABLE
001	MARYLAND	5.000%	1,163.89	32,276.23	664.18	1,613.89	32,276.23	664.18
002	VIRGINIA	6.000%	11,596.66	193,277.73	0.00	11,596.66	193,277.73	0.00
005	> UNDEFINED	0.000%	0.00	1,472.50	0.00	0.00	1,472.50	0.00
	TOTALS		13,210.55	227,026.46	664.18	13,210.55	227,026.46	664.18

```
┌─────────────────────────────────────────────────────────────────────┐
│ 00/00/00          Inventory Sales Analysis Reports                    │
│                                                                       │
│                   1.  Inventory Sales Analysis Report                 │
│                   2.  Inventory Sales History Report                  │
│                   3.  Inventory Sales Ranking Report                  │
│                   4.  Inventory Product History Report                │
│                   5.  Inventory Receipts History Report               │
│                   6.  Inventory Rebate History Report                 │
│                   7.  Inventory Lost Sales History Report             │
│                   8.  Inventory Slow Moving Items Report              │
│                   9.  Inventory Fast Moving Items Report              │
│                   10. Inventory Damage Goods History Report           │
│                   11. Non-Stock Product History Report                │
│                   12. Non-Stock Sales Analysis Report                 │
│                   13. Product Type Sales Analysis Report              │
│                   14. Advertising Media Sales History Report          │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

5.6.10.1   **INVENTORY SALES ANALYSIS REPORT**_____

This section presents instructions for printing the Inventory Sales Analysis Report. The report can be printed for a specific Product Category, or Vendor. The report prints month-to-date and year-to-date totals for selected, or all product categories and vendors. This report is included as part of the monthly Sales Analysis Reports, and as part of the Year End Reports.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **INVENTORY SALES ANALYSIS REPORT** press **<ENTER>**.

```
┌──────────────────────────────────────────────────────────────────┐
│ RRINV – Inventory Sales Analysis Report                           │
│                                                                   │
│ Enter Desired Print Sequence:                                     │
│    1.  Item# Sequence;                                            │
│    2.  Product Category/Sequence Code/Item# Sequence;            │
│    3.  Major Category/Minor Category/Type/Item# Sequence;        │
│    4.  Minor Category/Major Category/Type/Item# Sequence;        │
│                                                                   │
│                  Press <ESC> TO EXIT.                             │
│                                                                   │
└──────────────────────────────────────────────────────────────────┘
```

ENTER DESIRED PRINT SEQUENCE:
Enter **<1>** and press **<ENTER>** for Item# Sequence;
Enter **<2>** and press **<ENTER>** for Product Category/Sequence Code/Item# Sequence;
Enter **<3>** and press **<ENTER>** for Major Category/Minor Category/Type/Item# Sequence;
Enter **<4>** and press **<ENTER>** for Minor Category/Major Category/Type/Item# Sequence;
Press **<ESC>** to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press **<ENTER>**. To start with the lowest item#, press **<ENTER>**. To reenter the print sequence, press **<ESC>.**

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing
     and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest
     item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin printing from and press <**ENTER>,** or press <**ENTER>** to
     start printing at the first major category. To reenter the highest item# press
     <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end the printing at and press <**ENTER>,** or press <**ENTER>** to
     stop printing at the last major category. To reenter the lowest major category
     press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin the printing from and press <**ENTER>,** or press
     <**ENTER>** to start printing at the first minor category. To reenter the highest
     major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end the printing at and press <**ENTER>,** or press <**ENTER>** to
     stop printing at the last minor category. To reenter the lowest minor category
     press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category code to print for and press <**ENTER>,** or press <**ENTER>** to
     print for all product categories. To reenter the highest minor category press
     <**ESC**>.

ENTER VENDOR CODE TO PRINT:
     Enter vendor code to print for and press <**ENTER>,** or press <**ENTER>** to print for
     all vendors. To reenter the product category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):
     Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and
     press <**ENTER**> if you wish the report to be single spaced, or just press **<ENTER>.** To
     reenter the vendor code press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
     Enter <**C**> and press <**ENTER**> if you want to print prices/cost by converted units, or
     just press **<ENTER>.** Enter <**U**> and press <**ENTER**> if you want to print prices/cost by
     unconverted units. This question will only appear if your system is using converted
     qtys. To reenter double space?, press <**ESC**>.

ENTER LOCATION(S) TO PRINT:
     Enter up to ten location IDs and press <**ENTER>.** For "ALL" locations , enter <**ALL**>
     and press <**ENTER>.** For totals ONLY, press <**ENTER>.** To reenter units, press the
     <**ESC>.**

PRINT ITEMS WITH ZERO MTD/YTD SALES? (Y/N):
     Enter <**N**> and press <**ENTER**> to print only items that have sales figures in MTD/YTD
     fields. Enter <**Y**> and press <**ENTER**> to print all items, or just press <**ENTER>.** To
     reenter locations press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
     Enter <**N**> and press <**ENTER**> if you do NOT want the second description line to
     print. Enter <**Y**> and press <**ENTER**> to print all descriptions, or just press
     <**ENTER**>. To reenter the zero mtd/ytd press <**ESC**>.

IS EVERYTHING OK? (Y/N):

    Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the second description press <**ESC**>. Press <**ESC**> to reenter second description line Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:

    Enter lowest product category # to begin printing at and press <**ENTER**>, or just press <**ENTER**> to start at lowest product category built. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:

    Enter highest product category # to begin printing at and press <**ENTER**>, or just press <**ENTER**> to stop at highest product category built. To reenter the lowest product category press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:

    Enter major category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the highest product category press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

    Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:

    Enter minor category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

    Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:

    Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for all vendors. To reenter the highest minor category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):

    Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and press <**ENTER**> if you wish the report to be single spaced, or just press <**ENTER**>. To reenter the vendor code press <**ESC**>.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):

    Enter <**C**> and press <**ENTER**> if you want to print prices/cost by converted units, or just press <**ENTER**>. Enter <**U**> and press <**ENTER**> if you want to print prices/cost by unconverted units. This question will only appear if your system is using converted qtys. To reenter double space?, press <**ESC**>.

ENTER LOCATION(S) TO PRINT:

    Enter up to ten location IDs and press <**ENTER**>. For "ALL" locations , enter <**ALL**> and press <**ENTER**>. For totals ONLY, press <**ENTER**>. To reenter units, press the <**ESC**>.

PRINT ITEMS WITH ZERO MTD/YTD SALES ? (Y/N):
     Enter **<N>** and press **<ENTER>** to print only items that have sales figures in MTD/YTD
     fields. Enter **<Y>** and press **<ENTER>** to print all items, or just press **<ENTER>.** To
     reenter locations press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
     print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
     <ENTER>. To reenter the zero mtd/ytd press **<ESC>**.

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the second description press **<ESC>**. Press **<ESC>** to reenter second description line
     Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When
     printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category to begin the printing from and press **<ENTER>,** or press
     <ENTER> to start printing at the first major category. To reenter the print
     sequence press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
     stop printing at the last major category. To reenter the lowest major category
     press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category to begin the printing from and press **<ENTER>,** or press
     <ENTER> to start printing at the first minor category. To reenter the highest
     major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
     stop printing at the last minor category. To reenter the lowest minor category
     press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
     Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
     all vendors. To reenter the highest minor category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):
     Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and
     press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To
     reenter the vendor code press **<ESC>**.

PRINT CONVERTED OR UNCONVERTED UNITS? (C/U):
     Enter **<C>** and press **<ENTER>** if you want to print prices/cost by converted units, or
     just press **<ENTER>**. Enter **<U>** and press **<ENTER>** if you want to print prices/cost by
     unconverted units. This question will only appear if your system is using converted
     qtys. To reenter double space?, press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
     Enter up to ten location IDs and press **<ENTER>.** For "ALL" locations, enter **<ALL>**
     and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter units, press the
     <ESC>.

PRINT ITEMS WITH ZERO MTD/YTD SALES? (Y/N):

    Enter **<N>** and press **<ENTER>** to print only items that have sales figures in MTD/YTD
    fields. Enter **<Y>** and press **<ENTER>** to print all items, or just press **<ENTER>.** To
    reenter locations press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):

    Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
    print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
    <ENTER>. To reenter the zero mtd/ytd press **<ESC>**.

IS EVERYTHING OK? (Y/N):

    Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
    the second description press **<ESC>**. Press **<ESC>** to reenter second description
    line. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately.

LOCATIONS

INVENTORY SALES ANALYSIS

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor:
FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Converted Units; Location(s):
L1; Zero MTD/YTD Sales; Print 2nd Description;

| | | | ------------------MONTH TO DATE--------------- | | | | ---------------------YEAR TO DATE------------ | | | |
ITEM #DESCRIPTION	CATEG	LOC	QTY	SALES $$	COST $$	GR MAR%	QTY	SALES $$	COST $$	GR MAR%
294628 200	01	L1	49	320.51	168.19	47.52%	69	449.21	236.21	47.28%
BREAKER-IGN										
BRIGGS										
SUBTOTALS			49	320.51	168.19	47.52%	69	449.21	236.21	47.28%
TOTALS			49	320.51	168.19	47.52%	69	449.21	236.21	47.28%

TOTALS

INVENTORY SALES ANALYSIS

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor:
FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Single-Space; Converted Units; Location(s):
L1; Zero MTD/YTD Sales; Print 2nd Description;

| | | ------------------MONTH TO DATE--------------- | | | | ---------------------YEAR TO DATE------------ | | | |
ITEM #DESCRIPTION	CATEG	QTY	SALES $$	COST $$	GR MAR%	QTY	SALES $$	COST $$	GR MAR%
294628 200	01	49	320.51	168.19	47.52%	69	449.21	236.21	47.28%
BREAKER-IGN									
BRIGGS									
SUBTOTALS		49	320.51	168.19	47.52%	69	449.21	236.21	47.28%
TOTALS		49	320.51	168.19	47.52%	69	449.21	236.21	47.28%

This section presents instructions for printing the Inventory Sales History Report. This report can be sequenced by item#, or product category. You may limit the report by entering the beginning and ending inventory item number. The report prints sales history information that was entered by you in the Inventory Master File (Sales History) record.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **INVENTORY SALES HISTORY REPORT** and press <**ENTER**>.

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category code to print for and press <**ENTER**>, or press <**ENTER**> to print for all product categories. To exit without printing press <**ESC**>.

ENTER LOWEST ITEM# TO PRINT:
     To print the sales history for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the product category, press <**ESC**>.

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST DATE TO PRINT (MMYY):
     Enter starting date to begin the report on and press <**ENTER**>, or just press <**ENTER**> to start printing at lowest date. To reenter highest item# press <**ESC**>.

ENTER HIGHEST DATE TO PRINT (MMYY):
     Enter date to end the report on and press <**ENTER**>, or just press <**ENTER**> to stop printing at highest date. To reenter lowest date press <**ESC**>.

PRINT ALL DETAIL OR ITEM TOTALS ONLY? (D/T):
     Enter <**D**> and press <**ENTER**>, or just press <**ENTER**> if you want the report to print all detailed information. Enter <**T**> and press <**ENTER**> if you want the report to include just the totals for each product. To reenter highest date press <**ESC**>.

IS EVERYTHING OK? (Y/N):
     Enter <**N**> and press <**ENTER**> if you want to reenter the report parameters. The program returns to the prompt for product category. Press <**ESC**> to reenter print type. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

DETAIL:

INVENTORY SALES HISTORY REPORT

Product Category: ALL; Lowest Item: 294628; Highest Item: 294628; Lowest Date: 0/0; Highest Date: 99/99; Detail
Report;

294628 (BREAKER-IGN)

LOC	FROM – TO	SALES	COST	PROFIT	%	QTY SOLD	QTY BOMPS	TIMES SOLD
L1	11/98-11/98	5.32	3.43	1.89	35.5	1	0	1
L1	07/98-07/98	7.26	3.43	3.83	52.8	1	0	1
L1	09/99-09/99	7.26	3.43	3.83	52.8	1	0	1
L1	10/99-10/99	7.26	6.86	0.40	5.5	2	0	2
L1	11/99-11/99	101.60	51.45	50.15	49.4	15	0	10
	ITEM TOTALS:	128.70	68.60	60.10	46.7	20	0	15
	GRAND TOTALS:	128.70	68.60	60.10	46.7	20	0	15

TOTALS ONLY

INVENTORY SALES HISTORY REPORT

Product Category: ALL; Lowest Item: 100042; Highest Item: 100042; Lowest Date: 0/0; Highest Date: 99/99; TOTALS
ONLY;

100042 (SKID SHOE)

	SALES	COST	PROFIT	%	QTY SOLD	QTY BOMPS	TIMES SOLD
	1.98	38.40	36.42-	839.4-	2	0	2
GRAND TOTALS:	1.98	38.40	36.42-	839.4-	2	0	2

5.6.10.3   INVENTORY SALES RANKING REPORT

This report will list out various items based on selected sales figures in ranked order.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press
<**ENTER**>.

STEP 4: From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **INVENTORY SALES RANKING
REPORT** and press <**ENTER**>.

```
RRINVRANK – Inventory Sales Ranking Report

Enter Desired Print Sequence:
   1.  Item# Sequence:
   2.  Product Category/Sequence Code/Item# Sequence;
   3.  Major Category/Minor Category/Type/Item# Sequence;
   4.  Minor Category/Major Category/Type/Item# Sequence;

               Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press <**ESC.**>

ENTER HIGHEST ITEM# TO PRINT:
Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin printing from and press <**ENTER>,** or press <**ENTER>** to start printing at the first major category. To reenter the highest item# press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end the printing at and press <**ENTER>,** or press <**ENTER>** to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category to begin the printing from and press <**ENTER>,** or press <**ENTER>** to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press <**ENTER>,** or press <**ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
Enter product category code to print for and press <**ENTER>,** or press <**ENTER>** to print for all product categories. To reenter the highest minor category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press <**ENTER>,** or press <**ENTER>** to print for all vendors. To reenter the product category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):
Enter <**Y**> and press <**ENTER**> if you want the report to be double-spaced. Enter <**N**> and press <**ENTER**> if you wish the report to be single spaced, or just press <**ENTER**>. To reenter the vendor code press <**ESC**>.

ENTER LOCATION(S) TO PRINT:
Enter up to thirteen location IDs and press <**ENTER**>. For "ALL" locations, enter <**ALL**> and press <**ENTER**>. For totals ONLY, press <**ENTER**>. To reenter double space, press the <**ESC**>.

Enter Desired Ranking Order:
    1=MTD Quantity
    2=MTD Sales $
    3=MTD Profit %
    4=YTD Quantity
    5=YTD Sales $
    6=YTD Profit %
Enter Ranking order and press <**ENTER**>. Press <**ESC**> to reenter location.

Enter Desired Sort Order:
    1=Lowest to Highest
    2=Highest to Lowest

    Enter **<1>** and press **<ENTER>** to sort lowest to highest. Enter **<2>** and press **<ENTER>** to sort highest to lowest, or just press **<ENTER>**. Press **<ESC>** to reenter Ranking.

Include Zero MTD and YTD Sales ? (Y/N)

    Enter **<Y>** and press **<ENTER>** to include zero MTD and YTD figures. Enter **<N>** and press **<ENTER>,** or just press **<ENTER>**. Press **<ESC>** to reenter Sort Order.

Enter Number of Items to Print:

    Enter a number and press **<ENTER>,** or just press **<ENTER>** for all. Press **<ESC>** to reenter zero sales.

Is Everything OK? (Y/N):

    Enter <**N**> and press **<ENTER>** to reenter the information entered above. To reenter the number of items press **<ESC>**. Press **<ESC>** to reenter print selection. Enter <**Y**> and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:

    Enter lowest product category to begin printing at and press **<ENTER>,** or just press **<ENTER>** to start at lowest product category built. To reenter the print sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:

    Enter highest product category to begin printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:

    Enter major category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the highest product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

    Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:

    Enter minor category to begin the printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first minor category. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

    Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last minor category. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:

    Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor category press **<ESC>**.

DOUBLE-SPACE THE REPORT? (Y/N):

    Enter <**Y**> and press **<ENTER>** if you want the report to be double-spaced. Enter <**N**> and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

ENTER LOCATION(S) TO PRINT:

Enter up to eighteen location ids and press <**ENTER**>. For "ALL" locations, enter <**ALL**> and press <**ENTER**>. For totals ONLY, press <**ENTER**>. To reenter double space, press the <**ESC**>.

Enter Desired Ranking Order:

    1=MTD Quantity
    2=MTD Sales $
    3=MTD Profit %
    4=YTD Quantity
    5=YTD Sales $
    6=YTD Profit %

Enter Ranking order and press <**ENTER**>. Press <**ESC**> to reenter location.

Enter Desired Sort Order:

    1=Lowest to Highest
    2=Highest to Lowest

Enter <**1**> and press <**ENTER**> to sort lowest to highest. Enter <**2**> and press <**ENTER**> to sort highest to lowest, or just press <**ENTER**>. Press <**ESC**> to reenter ranking.

Include Zero MTD and YTD Sales ? (Y/N)

Enter <**Y**> and press <**ENTER**> to include items with zero MTD **and** YTD figures. Enter <**N**> and press <**ENTER**>, or just press <**ENTER**>. Press <**ESC**> to reenter sort order.

Enter Number of Items to Print:

Enter a number and press <**ENTER**>, or just press <**ENTER**> for all. Press <**ESC**> to reenter zero sales.

Is Everything OK? (Y/N):

Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the number of items press <**ESC**>. Press <**ESC**> to reenter print selection. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:

Enter major category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:

Enter minor category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:

Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

ENTER VENDOR CODE TO PRINT:

Enter vendor code to print for and press <**ENTER**>, or press <**ENTER**> to print for all vendors. To reenter the highest minor category press <**ESC**>.

DOUBLE-SPACE THE REPORT? (Y/N):

Enter **<Y>** and press **<ENTER>** if you want the report to be double-spaced. Enter **<N>** and press **<ENTER>** if you wish the report to be single spaced, or just press **<ENTER>**. To reenter the vendor code press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
Enter up to eighteen location ids and press **<ENTER>.** For "ALL" locations, enter **<ALL>** and press **<ENTER>.** For totals ONLY, press **<ENTER>.** To reenter double space, press the **<ESC>.**

Enter Desired Ranking Order:
> **1=MTD Quantity**
> **2=MTD Sales $**
> **3=MTD Profit %**
> **4=YTD Quantity**
> **5=YTD Sales $**
> **6=YTD Profit %**

Enter Ranking order and press **<ENTER>.** Press **<ESC>** to reenter location.

Enter Desired Sort Order:
> **1=Lowest to Highest**
> **2=Highest to Lowest**

Enter **<1>** and press **<ENTER>** to sort lowest to highest. Enter **<2>** and press **<ENTER>** to sort highest to lowest, or just press **<ENTER>**. Press **<ESC>** to reenter ranking.

Include Zero MTD and YTD Sales ? (Y/N)
Enter **<Y>** and press **<ENTER>** to include zero MTD and YTD figures. Enter **<N>** and press **<ENTER>,** or just press **<ENTER>**. Press **<ESC>** to reenter sort order.

Enter Number of Items to Print:
Enter a number and press **<ENTER>,** or just press **<ENTER>** for all. Press **<ESC>** to reenter zero sales.

Is Everything OK? (Y/N):
Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the number of items press **<ESC>**. Press **<ESC>** to reenter print selection. Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

**** Inventory Sales Ranking Report

Item Sequence : Lowest Item: 100038 ; Highest Item: 100002 ; Lowest Major: FIRST ; Highest Major: LAST; Lowest Minor: FIRST ; Highest Minor: LAST ; Product Category: ALL; Vendor Code: All; Single-Space ; Location(s):SC ; Ranking Order:MTD Quantity ; Lowest to Highest: Include Zero Sales: Bottom 2 Items: Reflect Rebates

ITEM NUMBER RANK	CATEG	UOM	LOCAT	QTY	SALES$	COST$	G/P %	QTY	SALES$	COST$	G/P %
				------MONTH TO DATE ------------				----------- YEAR TO DATE-----------			
100038 CLEANER	00010	EA	01/SC	0	0.00	0.00	0.00	1 835.00	417.50	50.00	1
100002 ADDITIVE	00050	EA	01/SC	1	3.74	2.37	36.63	2 7.74	4.74	38.75	2
TOTALS				1	3.74	2.37	36.63	2 842.74	421.50	44.38	

This report is able to print out the history of a specific item, or range of items. Included can be invoice numbers and dates, customer number and dates along with costs and profit figures.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **INVENTORY PRODUCT HISTORY REPORT** and press <**ENTER**>.

PRINT IN DETAIL OR SUMMARY(D/S):
       Enter <**D**> and press <**ENTER**,** to print report in detail. Enter <**S>** and press <**ENTER**> to have report print in summary format.

```
┌──────────────────────────────────────────────────────────┐
│              Inventory Product History Report            │
│                                                          │
│      Enter Desired Print Sequence:                       │
│         1.  Item# Sequence:                              │
│         2.  Product Category/Sequence Code/Item# Sequence;│
│         3.  Major Category/Minor Category/Type/Item# Sequence;│
│         4.  Minor Category/Major Category/Type/Item# Sequence;│
│                    Press <ESC> TO EXIT.                  │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
       To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press <**ESC**.**

ENTER HIGHEST ITEM# TO PRINT:
       Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER MAJOR CATEGORY TO PRINT:
       Enter major category to print from and press <**ENTER**,** or press <**ENTER**> to print all the major categories. To reenter the highest item# press <**ESC**>.

ENTER MINOR CATEGORY TO PRINT:
       Enter minor category to print from and press <**ENTER**,** or press <**ENTER**> to print all the minor categories. To reenter the major category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
Enter product category # to print from and press <**ENTER>,** or just press <**ENTER>** for all product categories to print. To reenter the minor category press <**ESC**>.

ENTER START DATE:
Enter starting date to begin the report on and press <**ENTER>,** or just press <**ENTER>** to start printing at lowest date. To reenter product category press <**ESC>.**

ENTER ENDING DATE:
Enter date to end the report on and press <**ENTER>,** or just press <**ENTER>** to stop printing at highest date. To reenter start date press <**ESC>.**

ENTER CUSTOMER NUMBER:
Enter specific customer number to print report for and press <**ENTER>,** or just press **<ENTER>** for all customers. To reenter ending date press **<ESC>.**

ENTER LOCATION TO PRINT:
Enter specific location code to print for and press **<ENTER>,** or just press **<ENTER>** for all locations. To reenter customer number press **<ESC>.**

PRINT SERIAL NUMBERS (Y/N)?
This question will only appear if your have chosen to print in detail format. Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** for the serial numbers to print. Enter **<N>** and press **<ENTER>** to have the serial number not print. To reenter location press **<ESC>.**

IS EVERYTHING OK? (Y/N):
Enter <**N**> and press <**ENTER>** if you want to reenter the report parameters. The program returns to the prompt for print sequence. Press <**ESC**> to reenter cost. Enter <**Y**> and press <**ENTER>** if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
Enter lowest product category to begin printing at and press <**ENTER>,** or just press <**ENTER>** to start at lowest product category built. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
Enter highest product category to begin the printing at and press <**ENTER>,** or just press <**ENTER>** to stop at highest product category built. To reenter the lowest product category press <**ESC**>.

ENTER MAJOR CATEGORY TO PRINT:
Enter major category to print from and press <**ENTER>,** or press <**ENTER>** to print all the major categories. To reenter the highest product category press <**ESC**>.

ENTER MINOR CATEGORY TO PRINT:
Enter minor category to print from and press <**ENTER>,** or press <**ENTER>** to print all the minor categories. To reenter the major category press <**ESC**>.

ENTER START DATE:
Enter starting date to begin the report on and press <**ENTER>,** or just press <**ENTER>** to start printing at lowest date. To reenter minor category item press <**ESC>.**

ENTER ENDING DATE:
Enter date to end the report on and press <**ENTER>,** or just press <**ENTER>** to stop printing at highest date. To reenter lowest date press **<ESC>.**

ENTER CUSTOMER NUMBER:

    Enter specific customer number to print report for and press **<ENTER>,** or just press **<ENTER>** for all customers. To reenter ending date press **<ESC>.**

ENTER LOCATION TO PRINT:

    Enter specific location code to print for and press **<ENTER>,** or just press **<ENTER>** for all locations. To reenter customer number press **<ESC>.**

Page Break after Categories ? (Y/N):

    This question will only appear if you have chosen to print in summary. Enter **<Y>** and press **<ENTER>,** to have page breaks. Enter **<N>** and press **<ENTER>,** or just press **<ENTER>** not to do any breaks. To reenter location press **<ESC>.**

PRINT SERIAL NUMBERS (Y/N)?

    This question will only appear if your have chosen to print in detail format. Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** for the serial numbers to print. Enter **<N>** and press **<ENTER>** to have the serial number not print. To reenter location press **<ESC>.**

IS EVERYTHING OK? (Y/N):

    Enter <**N**> and press **<ENTER>** if you want to reenter the report parameters. The program returns to the prompt for print sequence. Press <**ESC**> to reenter cost. Enter <**Y**> and press <**ENTER>** if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:

    Enter major category to begin printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

    Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER PRODUCT CATEGORY# TO PRINT:

    Enter product category to print and press **<ENTER>,** or just press **<ENTER>** for all product categories to print. To reenter the major category press <**ESC**>.

ENTER START DATE:

    Enter starting date to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start printing at lowest date. To reenter product category press **<ESC>.**

ENTER ENDING DATE:

    Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop printing at highest date. To reenter start date press **<ESC>.**

ENTER CUSTOMER NUMBER:

    Enter specific customer number to print report for and press **<ENTER>,** or just press **<ENTER>** for all customers. To reenter ending date press **<ESC>.**

ENTER LOCATION TO PRINT:

    Enter specific location code to print for and press **<ENTER>,** or just press **<ENTER>** for all locations. To reenter customer number press **<ESC>.**

PRINT SERIAL NUMBERS (Y/N)?

    This question will only appear if your have chosen to print in detail format. Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** for the serial numbers to print. Enter **<N>** and press **<ENTER>** to have the serial number not print. To reenter location press **<ESC>.**

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The
program returns to the prompt for print sequence. Press **<ESC>** to reenter cost.
Enter **<Y>** and press **<ENTER>** if you want to continue. Printing begins immediately.
When printing is complete, the program returns to the Reports and Listings Menu.

DETAIL:

```
                          INVENTORY PRODUCT HISTORY REPORT

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Major Category: ALL; Minor Category: ALL; Product
Category: ALL; Start Date: FIRST; Ending Date: LAST; Customer: ALL; Location: ALL;

INVOICE  INVOICE   SALE       CUSTOMER  CUSTOMER              UNT    UNIT     SALE     COST    PROFIT   PROFIT
NUMBER   DATE      TYPE       NUMBER    NAME          LOC QTY MEA    PRICE    AMOUNT   AMOUNT  AMOUNT   PERCENTAGE
================================================================================================================

ITEM : MOWER       JD MOWER

000806   07/03/99 INVOICE 100           SHOPPERS CORP SC   1  EA    449.21   449.21   236.79  212.42    47.3%

                            10002510027
                                                      ===             ======= ======= ====== ========
                           ITEM TOTALS (EA):            1             449.21  236.79  212.42   47.3%

                              REPORT TOTALS:                          449.21  236.79  212.42   47.3%
```

SUMMARY:

```
                       INVENTORY PRODUCT HISTORY REPORT SUMMARY

Item Sequence; Lowest Item: 294628; Highest Item: 294628; Major Category: ALL; Minor Category: ALL; Product
Category: ALL; Start Date: FIRST; Ending Date: LAST; Customer: ALL; Location: ALL;

                                                      SALE     COST     PROFIT PROFIT
ITEM #    DESCRIPTION    LOC  UOM   QTY                AMOUNT   AMOUNT   AMOUNT PERCENTAGE
========================================================================================
94628     MOWER          L1   EA    69                449.21   236.79   212.42  47.3%

REPORT TOTALS:                                        449.21   236.79   212.42  47.3%
```

5.6.10.5   INVENTORY RECEIPTS HISTORY FILE REPORT

This report will print out the receipt history of an item. Possible reports include when an item
was received, what was its cost, price adjusted, was it transferred etc.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press
<ENTER>.

STEP 4: From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **INVENTORY RECEIPTS HISTORY
FILE REPORT** and press **<ENTER>**.

ENTER LOWEST ITEM# TO PRINT:

To print the inventory listing for a range of items, enter the item number identifying
the first item you want appearing on the listing and press **<ENTER>**. To start with the
lowest item#, press **<ENTER>**. To exit without printing, press **<ESC>.**

ENTER HIGHEST ITEM# TO PRINT:

Enter the item number identifying the last item you want appearing on the listing
and press **<ENTER>**. To end at the highest item#, press **<ENTER>**. To reenter the
lowest item# press **<ESC>**.

LOWEST DATE TO PRINT (MMDDYY):

Enter date to start the report on and press **<ENTER>,** or just press **<ENTER>**
to start printing at the lowest date. To reenter the highest item press **<ESC>.**

HIGHEST DATE TO PRINT (MMDDYY):

  Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
  to stop printing at the highest date. To reenter the lowest date press **<ESC>.**

ENTER TRANSACTION TYPE TO PRINT:

   1. RECEIPT OF STOCK
   2. RETURN TO VENDOR
   3. INV ADJUSTMENT
   4. INV TRANSFER
   5. PHYSICAL INVENTORY

  Enter specific transaction type and press **<ENTER>,** or just press **<ENTER>** for all.
  To reenter highest date press **<ESC>**.

LOCATION ID TO PRINT:

  Enter specific location code to print for and press **<ENTER>,** or just press **<ENTER>** for all
  locations. To reenter transaction type press **<ESC>.**

PRINT SERIAL NUMBERS (Y/N)?

  Enter **<Y>** and press **<ENTER>,** for the serial numbers to print. Enter **<N>** and press
  <ENTER>, or just press **<ENTER>** for the serial numbers not to print. To reenter
  location press **<ESC>.**

IS EVERYTHING OK? (Y/N):

  Enter <**N**> and press <**ENTER**> if you want to reenter the report parameters. The
  program returns to the prompt for lowest item number. Press <**ESC**> to reenter
  serial number. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing
  begins immediately. When printing is complete, the program returns to the Reports
  and Listings Menu.


```
                        INVENTORY RECEIPTS HISTORY FILE REPORT

Lowest Item: 294628; Highest Item: 294628; Lowest Date: FIRST; Highest Date: LAST; All Transactions; Location:
L1; No Serial Numbers;
```

ITEM: 294628 (BREAKER-IGN)

```
                                   FROM  TO                       EXT    MARKET   FACTORY
DATE       TYPE        P.O.#  VENDOR LOC   LOC   QTY   COST        COST   VALUE    FREIGHT
========   ==========  ====== ====== ====  ====  ===== =======  ======   =======  =========

01/22/99   PO RECEIPT  1757   3000   L1          12    3.43     41.16    0.00     0.00
09/17/99   PO RECEIPT  109    3000   L1          12    3.43     41.16    0.00     0.00
02/22/99   PO RECEIPT  139    3000   L1          10    3.43     34.30    0.00     0.00
02/22/99   PO RECEIPT  140    3000   L1          14    3.43     48.02    0.00     0.00
02/22/99   PO RECEIPT  142    3000   L1           1    3.43      3.43    0.00     0.00
02/27/99   PO RECEIPT  143    3000   L1          15    3.43     51.45    0.00     0.00
                                                 =====          =======
                                                 64             219.50
```

This report will print out the rebate history of an item.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
           press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press
           <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **INVENTORY REBATE HISTORY
           FILE REPORT** and press <**ENTER**>.

```
┌─────────────────────────────────────────────────────────────┐
│                Inventory Rebate History Report                │
│                                                               │
│     Enter Desired Print Sequence:                             │
│         1.   Item# Sequence:                                  │
│         2.   Product Category/Sequence Code/Item# Sequence;   │
│         3.   Major Category/Minor Category/Type/Item# Sequence;│
│         4.   Minor Category/Major Category/Type/Item# Sequence;│
│                    Press <ESC> TO EXIT.                       │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number identifying
     the first item you want appearing on the listing and press <**ENTER**>. To start with the
     lowest item#, press <**ENTER**>. To reenter the print sequence, press <**ESC>.**

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing
     and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest
     item# press <**ESC**>.

ENTER MAJOR CATEGORY TO PRINT:
     Enter major category to print from and press <**ENTER**>, or press <**ENTER**> to print
     all the major categories. To reenter the highest item# press <**ESC**>.

ENTER MINOR CATEGORY TO PRINT:
     Enter minor category to print from and press <**ENTER**>, or press <**ENTER**> to print
     all the minor categories. To reenter the major category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category # to print from and press <**ENTER**>, or just press <**ENTER**>
     for all product categories to print. To reenter the minor category press <**ESC**>.

ENTER START DATE:
     Enter starting date to begin the report on and press <**ENTER**>, or just press
     <**ENTER**> to start printing at lowest date. To reenter product category press <**ESC**>.

ENTER ENDING DATE:
Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
to stop printing at highest date. To reenter start date press **<ESC>.**

ENTER CUSTOMER NUMBER:
Enter specific customer number to print report for and press **<ENTER>,** or just press **<ENTER>**
for all customers. To reenter ending date press **<ESC>.**

ENTER LOCATION TO PRINT:
Enter specific location code to print for and press **<ENTER>,** or just press **<ENTER>** for all
locations. To reenter customer number press **<ESC>.**

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program
returns to the prompt for print sequence. Press **<ESC>** to reenter location. Enter **<Y>**
and press **<ENTER>** if you want to continue. Printing begins immediately. When printing
is complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
Enter lowest product category to begin printing at and press **<ENTER>,** or just
press **<ENTER>** to start at lowest product category built. To reenter the print
sequence press **<ESC>.**

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
Enter highest product category to begin the printing at and press **<ENTER>,** or just
press **<ENTER>** to stop at highest product category built. To reenter the lowest
product category press **<ESC>.**

ENTER MAJOR CATEGORY TO PRINT:
Enter major category to print from and press **<ENTER>,** or press **<ENTER>** to print
all the major categories. To reenter the highest product category press **<ESC>.**

ENTER MINOR CATEGORY TO PRINT:
Enter minor category to print from and press **<ENTER>,** or press **<ENTER>** to print all
the minor categories. To reenter the major category press <ESC>.

ENTER START DATE:
Enter starting date to begin the report on and press **<ENTER>,** or just press **<ENTER>**
to start printing at lowest date. To reenter minor category item press **<ESC>.**

ENTER ENDING DATE:
Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
to stop printing at highest date. To reenter lowest date press **<ESC>.**

ENTER CUSTOMER NUMBER:
Enter specific customer number to print report for and press **<ENTER>,** or just press **<ENTER>**
for all customers. To reenter ending date press **<ESC>.**

ENTER LOCATION TO PRINT:
Enter specific location code to print for and press **<ENTER>,** or just press **<ENTER>** for all
locations. To reenter customer number press **<ESC>.**

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program
returns to the prompt for print sequence. Press **<ESC>** to reenter location.
Enter **<Y>** and press **<ENTER>** if you want to continue. Printing begins immediately. When
printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
>   Enter major category to begin printing from and press **<ENTER>,** or press **<ENTER>** to
>   start printing at the first major category. To reenter the print sequence press
>   **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
>   Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
>   stop printing at the last major category. To reenter the lowest major category
>   press **<ESC>**.

ENTER PRODUCT CATEGORY# TO PRINT:
>   Enter product category to begin the printing at and press **<ENTER>,** or just press
>   **<ENTER>** for all product categories to print. To reenter the major category
>   press **<ESC>**.

ENTER START DATE:
>   Enter starting date to begin the report on and press **<ENTER>,** or just press **<ENTER>**
>   to start printing at lowest date. To reenter product category press **<ESC>.**

ENTER ENDING DATE:
>   Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
>   to stop printing at highest date. To reenter start date press **<ESC>.**

ENTER CUSTOMER NUMBER:
>   Enter specific customer number to print report for and press **<ENTER>,** or just press **<ENTER>**
>   for all customers. To reenter ending date press **<ESC>.**

ENTER LOCATION TO PRINT:
>   Enter specific location code to print for and press **<ENTER>,** or just press **<ENTER>** for all
>   locations. To reenter customer number press **<ESC>.**

IS EVERYTHING OK? (Y/N):
>   Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The
>   program returns to the prompt for print sequence. Press **<ESC>** to reenter location.
>   Enter **<Y>** and press **<ENTER>** if you want to continue. Printing begins immediately.
>   When printing is complete, the program returns to the Reports and Listings Menu.

```
                            INVENTORY REBATE HISTORY REPORT


INVOICE      INVOICE      SALE   ---------CUSTOMER INFORMATION -----------          UNIT     SALE     REBATE
NUMBER        DATE        TYPE    NO   NAME                     LOC  QTY  UOM  PRICE    AMOUNT   AMOUNT
=============================================================================================================

ITEM: 00111        TRI-FOLD PAPER TOWELS

000313       04/05/05    Invoice  1777  County School District   SC   50   CS   26.50    22.50    4.00
                                                                     =======         =======  =======

                         Item Totals (CS)                            50              22.50    4.00

                ***  REPORT TOTALS:                                  50              22.50    4.00
```

This report will print out the rebate history of an item.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **INVENTORY LOST SALES HISTORY REPORT** and press <**ENTER**>.

```
   RRLOST            Inventory Lost Sales History Report

 Enter Desired Print Sequence:
    1.  Item# Sequence:
    2.  Product Category/Item# Sequence;
    3.  Major Category/Item# Sequence;

                   Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence:
Enter <**2**> and press <**ENTER**> for Product Category/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
     To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. To reenter the print sequence, press <**ESC.**>

ENTER HIGHEST ITEM# TO PRINT:
     Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category # to print from and press <**ENTER**>, or just press <**ENTER**> for all product categories to print. To reenter the highest item # press <**ESC**>.

ENTER STARTING DATE:
     Enter starting date to begin the report on and press <**ENTER**>, or just press <**ENTER**> to start printing at lowest date. To reenter product category press <**ESC.**>

ENTER ENDING DATE:
     Enter date to end the report on and press <**ENTER**>, or just press <**ENTER**> to stop printing at highest date. To reenter start date press <**ESC.**>

ENTER LOCATION TO PRINT:
     Enter up to ten locations IDs to print for and press **<ENTER>**, or just press **<ENTER>** for all locations. To reenter ending date press **<ESC.>**

IS EVERYTHING OK? (Y/N):
   Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program
   returns to the prompt for print sequence. Press **<ESC>** to reenter location. Enter **<Y>**
   and press **<ENTER>** if you want to continue. Printing begins immediately. When printing
   is complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
   Enter lowest product category to begin printing at and press **<ENTER>,** or just
   press **<ENTER>** to start at lowest product category built. To reenter the print
   sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
   Enter highest product category to begin the printing at and press **<ENTER>,** or just
   press **<ENTER>** to stop at highest product category built. To reenter the lowest
   product category press **<ESC>**.

ENTER STARTING DATE:
   Enter starting date to begin the report on and press **<ENTER>,** or just press **<ENTER>**
   to start printing at lowest date. To reenter minor category item press **<ESC>.**

ENTER ENDING DATE:
   Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
   to stop printing at highest date. To reenter lowest date press **<ESC>.**

ENTER LOCATION TO PRINT:
   Enter up to ten location codes to print for and press **<ENTER>,** or just press **<ENTER>** for
   all locations. To reenter customer number press **<ESC>.**

IS EVERYTHING OK? (Y/N):
   Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program
   returns to the prompt for print sequence. Press **<ESC>** to reenter location ID selection.
    Enter **<Y>** and press **<ENTER>** if you want to continue. Printing begins immediately. When
   printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
   Enter major category to begin printing from and press **<ENTER>,** or press **<ENTER>** to
   start printing at the first major category. To reenter the print sequence press
   <ESC>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
   Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
   stop printing at the last major category. To reenter the lowest major category
   press **<ESC>**.

ENTER PRODUCT CATEGORY# TO PRINT:
   Enter product category to begin the printing at and press **<ENTER>,** or just press
   <ENTER> for all product categories to print. To reenter the major category
   press **<ESC>**.

ENTER START DATE:
   Enter starting date to begin the report on and press **<ENTER>,** or just press **<ENTER>**
   to start printing at lowest date. To reenter product category press **<ESC>.**

ENTER ENDING DATE:

      Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
      to stop printing at highest date. To reenter start date press **<ESC>.**

ENTER CUSTOMER NUMBER:

      Enter specific customer number to print report for and press **<ENTER>,** or just press **<ENTER>**
      for all customers. To reenter ending date press **<ESC>.**

ENTER LOCATION TO PRINT:

      Enter specific location code to print for and press **<ENTER>,** or just press **<ENTER>** for all
      locations. To reenter customer number press **<ESC>.**

IS EVERYTHING OK? (Y/N):

      Enter <**N**> and press **<ENTER>** if you want to reenter the report parameters. The
      program returns to the prompt for print sequence. Enter <**Y**> and press **<ENTER>** if
      you want to continue. Printing begins immediately. When printing is complete, the
      program returns to the Reports and Listings Menu.

<div align="center">INVENTORY LOST SALES HISTORY REPORT</div>

```
ITEM NUMBER    DESCRIPTION        LOC    DATE     LOST   ENT    COMMENTS
================================================================================
  107995        9" UTILITY SNIPS   SC    09/07/05  50     EN
```

5.6.10.8   INVENTORY SLOW MOVING ITEMS REPORT

This section presents instructions for printing the Slow Moving items Report.
This report will print out items sold either in number of times, or quantity below a
certain number.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
          press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS**, select **INVENTORY SALES ANALYSIS REPORTS** and press
          <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS**, select **INVENTORY SLOW MOVING ITEMS REPORT**
          and press <**ENTER**>.

```
RLSLOW – Print Inventory Slow Moving Items Report

Enter Desired Print Sequence:
    1.   Item# Sequence;
    2.   Product Category/Sequence Code/Item# Sequence;
    3.   Major Category/Minor Category/Type/Item# Sequence;
    4.   Minor Category/Major Category/Type/Item# Sequence;

            Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:

Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM # TO PRINT:
Enter the item number identifying the first item you want appearing on the
report and press <**ENTER**>. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST ITEM # TO PRINT:
Enter the item number identifying the last item you want appearing on the report
and press <**ENTER**>. To reenter the first item press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category code to start the printing at and press <**ENTER,**> or just
press <**ENTER**> to start at the lowest major category built on your system. To
reenter the last inventory item press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category code end the printing at and press <**ENTER,**> or just press
<**ENTER**> to end at the highest major category built on your system. To reenter the
lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter minor category code to start the printing at and press <**ENTER,**> or just
press <**ENTER**> to start at the lowest minor category built on your system. To
reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category code end the printing at and press <**ENTER,**> or just press
<**ENTER**> to end at the highest minor category built on your system. To reenter the
lowest minor category press <**ESC**>.

ENTER PRODUCT CATEGORY TO PRINT:
Enter product category code to print for and press <**ENTER,**> or just press <**ENTER**>
for all. To reenter the highest minor press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
Enter vendor code to print for and press <**ENTER,**> or press <**ENTER**> to print for
all vendors. To reenter the product category press <**ESC**>.

ENTER FIRST DATE TO PRINT:(MM/YY)
Enter the first date you want the report to start at and press <**ENTER,**> or just press
<**ENTER**> for the lowest date in your system. To reenter vendor selection press <**ESC.**>

ENTER LAST DATE TO PRINT:(MM/YY)
Enter the last date you want the report to stop at and press <**ENTER,**> or just press
<**ENTER**> for the highest date in your system. To reenter first date selection press
<**ESC.**>

USING TIMES SOLD OR QUANTITY SOLD (T/Q):
Enter <**T**> and press <**ENTER**> to have the report use the times an item was sold, or
just press <**ENTER.**> Enter <**Q**> and press <**ENTER**> to have the report use quantity
sold figures. To reenter the highest date press <**ESC.**>

ONLY PRINT THOSE ITEMS WHICH ARE SOLD LESS THAN:
Enter the number that the report will use in the times/quantity calculation, and press
<**ENTER**>. To reenter the times/quantity press <**ESC.**>

ENTER LOCATION(S) TO PRINT:
     Enter up to ten locations to print for. Enter the location codes together (i.e
     SCSMVA) do not enter commas, and press **<ENTER>**. Enter **<ALL>** for all locations,
     and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter sold less than
     press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
     print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
     <ENTER>. To reenter the location, press **<ESC>.**

PRINT ITEM WITH ZERO QTY – ON – HAND? (Y/N):
     Enter **<Y>** and press enter to have the report print items with zero qty on hand, or
     just press **<ENTER>.** Enter **<N>** and press **<ENTER>** to have the report print only items
     with quantity. To reenter the second description press **<ESC>.**

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the zero qty-on-hand, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
     Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
     Enter lowest product category # to begin printing at and press **<ENTER>,** or just
     press **<ENTER>** to start at lowest product category built. To reenter the print
     sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
     Enter highest product category # to begin printing at and press **<ENTER>,** or just
     press **<ENTER>** to stop at highest product category built. To reenter the lowest
     product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
     Enter major category code to start the printing at and press **<ENTER>,** or just
     press **<ENTER>** to start at the first category major built on your system. To
     reenter the highest product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
     Enter major category code end the printing at and press **<ENTER>,** or just press
     <ENTER> to end at the highest major category built on your system. To reenter the
     lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
     Enter minor category code to start the printing at and press **<ENTER>,** or just
     press **<ENTER>** to start at the first minor major built on your system. To reenter
     the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category code end the printing at and press **<ENTER>,** or just press
     <ENTER> to end at the highest minor category built on your system. To reenter the
     lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
     Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
     all vendors. To reenter the product category press **<ESC>**.

ENTER FIRST DATE TO PRINT:(MM/YY)
> Enter the first date you want the report to start at and press **<ENTER>,** or just
> press **<ENTER>** for the lowest date in your system. To reenter vendor selection
> press **<ESC>.**

ENTER LAST DATE TO PRINT:(MM/YY)
> Enter the last date you want the report to stop at and press **<ENTER>** or just press
> **<ENTER>** for the highest date in your system. To reenter first date selection press
> **<ESC>.**

USING TIMES SOLD OR QUANTITY SOLD (T/Q):
> Enter **<T>** and press **<ENTER>** to have the report use the times an item was sold, or
> just press **<ENTER>.** Enter **<Q>** and press **<ENTER>** to have the report use quantity
> sold figures. To reenter the highest date press **<ESC>.**

ONLY PRINT THOSE ITEMS WHICH ARE SOLD LESS THAN:
> Enter the number that the report will use in the times/quantity calculation, and press
> **<ENTER>**. To reenter the times/quantity press **<ESC>.**

ENTER LOCATION(S) TO PRINT:
> Enter up to ten locations to print for. Enter the location codes together (i.e
> SCSMVA) do not enter commas, and press **<ENTER>**. Enter **<ALL>** for all locations,
> and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter sold less than press
> **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
> Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
> print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
> **<ENTER>**. To reenter the location, press **<ESC>.**

PRINT ITEM WITH ZERO QTY – ON – HAND? (Y/N):
> Enter **<Y>** and press enter to have the report print items with zero qty-on-hand, or
> just press **<ENTER>.** Enter **<N>** and press **<ENTER>** to have the report print only items
> with quantity. To reenter the second description press **<ESC>.**

IS EVERYTHING OK? (Y/N):
> Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
> the zero qty-on-hand, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
> Printing begins immediately.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
> Enter major category to begin the printing from and press **<ENTER>,** or press
> **<ENTER>** to start printing at the first major category. To reenter the print
> sequence press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
> Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
> stop printing at the last major category. To reenter the lowest major category
> press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
> Enter minor category to begin the printing from and press **<ENTER>,** or press
> **<ENTER>** to start printing at the lowest minor category. To reenter the highest
> major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
 Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
 stop printing at the highest minor category. To reenter the lowest minor category
 press **<ESC>.**

ENTER PRODUCT CATEGORY TO PRINT:
 Enter product category code to print for and press **<ENTER>,** or just press **<ENTER>**
 for all. To reenter the highest minor category press **<ESC>.**

ENTER VENDOR CODE TO PRINT:
 Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
 all vendors. To reenter the product category press **<ESC>.**

ENTER FIRST DATE TO PRINT:(MM/YY)
 Enter the first date you want the report to start at and press **<ENTER>,** or just
 press **<ENTER>** for the lowest date in your system. To reenter vendor selection
 press **<ESC>.**

ENTER LAST DATE TO PRINT:(MM/YY)
 Enter the last date you want the report to stop at and press **<ENTER>,** or just
 press **<ENTER>** for the highest date in your system. To reenter first date
 selection press **<ESC>.**

USING TIMES SOLD OR QUANTITY SOLD (T/Q):
 Enter **<T>** and press **<ENTER>** to have the report use the times an item was sold, or
 just press **<ENTER>.** Enter **<Q>** and press **<ENTER>** to have the report use quantity
 sold figures. To reenter the highest date press **<ESC>.**

ONLY PRINT THOSE ITEMS WHICH ARE SOLD LESS THAN:
 Enter the number that the report will use in the times/quantity calculation, and press
 <ENTER>. To reenter the times/quantity press **<ESC>.**

ENTER LOCATION(S) TO PRINT:
 Enter up to ten locations to print for. Enter the location codes together (i.e
 SCSMVA) do not enter commas, and press **<ENTER>**. Enter **<ALL>** for all locations,
 and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter sold less than press
 <ESC>.

PRINT SECOND DESCRIPTION LINE ? (Y/N):
 Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
 print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
 <ENTER>. To reenter the location, press **<ESC>.**

PRINT ITEM WITH ZERO QTY – ON – HAND? (Y/N):
 Enter **<Y>** and press enter to have the report print items with zero qty-on-hand, or
 just press **<ENTER>.** Enter **<N>** and press **<ENTER>** to have the report print only items
 with quantity. To reenter the second description press **<ESC>.**

IS EVERYTHING OK? (Y/N):
 Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
 the zero qty-on-hand, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
 Printing begins immediately.

TIMES SOLD/LOCATIONS:

INVENTORY SLOW MOVING ITEMS REPORT

item Sequence; Lowest Item: 21702; Highest Item: 21702; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Location(s): ALL; Print Zero Qty-on-Hand; Print 2nd Description.

TIMES SOLD LESS THAN: 3 FROM 01/00 THRU 01/01

ITEM #	DESCRIPTION	LOC	QTY ON HAND	LAST COST	VALUE	TIMES	SALES	12 MONTH TIMES	LYR TIMES
21702 BRIGGS	3.5 HP QUANTUM POWER MOTOR	01/SC	33	214.00	1412.00	1	353.10	1	0
21702 BRIGGS	3.5 HP QUANTUM POWER MOTOR	01/SM	33	214.00	1412.00	1	353.10	1	0

* SUBTOTAL ITEMS:	2				1412.00		706.20		
** TOTAL ITEMS :	1				2824.00		706.20		

TIMES SOLD/TOTALS:

INVENTORY SLOW MOVING ITEMS REPORT

Item Sequence; Lowest Item: 21702; Highest Item: 21702; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL;; Location(s): Totals Only; Print Zero Qty-on-Hand; Print 2nd Description.

TIMES SOLD LESS THAN: 3 FROM 01/00 THRU 01/01

ITEM #	DESCRIPTION	QTY ON HAND	LAST COST	VALUE	TIMES	SALES	12 MONTH TIMES	LYR TIMES
21702 BRIGGS	3.5 HP QUANTUM POWER MOTOR	66	214.00	1412.00	2	706.20	2	1

* SUBTOTAL ITEMS:	1			1412.00		706.20	
** TOTAL ITEMS :	1			1412.00		706.20	

QTY SOLD/LOCATIONS:

INVENTORY SLOW MOVING ITEMS REPORT

Item Sequence; Lowest Item: 21703; Highest Item: 21703; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Location(s): ALL; Print Zero Qty-on-Hand; Print 2nd Description.

QTY SOLD LESS THAN: 4 FROM 01/00 THRU 01/01

ITEM #	DESCRIPTION	LOC	QTY ON HAND	LAST COST	VALUE	QTY	SALES	12 MONTH QTY	LYR QTY
21703 BRIGGS	4.5 HP QUANTUM POWER MOTOR	01/SC	10	414.00	4140.00	2	1228.00	2	2
21703 BRIGGS	4.5 HP QUANTUM POWER MOTOR	01/SM	5	414.00	2070.00	1	414.10	1	1

* SUBTOTAL ITEMS:	2				6210.00		1642.00		
** TOTAL ITEMS :	1				6210.00		1642.00		

QTY SOLD/TOTALS:

INVENTORY SLOW MOVING ITEMS REPORT

Item Sequence; Lowest Item: 21703; Highest Item: 21703; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Product Category: ALL; Vendor Code: ALL; Location(s):TOTALS ONLY; Print Zero Qty-on-Hand; Print 2nd Description.

QTY SOLD LESS THAN: 4 FROM 01/00 THRU 01/01

ITEM #	DESCRIPTION	QTY ON HAND	LAST COST	VALUE	QTY	SALES	12 MONTH QTY	LYR QTY
21703 BRIGGS	4.5 HP QUANTUM POWER MOTOR	15	414.00	6210.00	3	1642.00	2	2

* SUBTOTAL ITEMS:	1			6210.00		1642.00	
** TOTAL ITEMS :	1			6210.00		1642.00	

This section presents instructions for printing the Fast Moving items Report. This report will print out items in your inventory that have been sold more than a certain number of times, or quantity.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS**, select **INVENTORY SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS**, select **INVENTORY FAST MOVING ITEMS REPORTS** and press <**ENTER**>.

```
RLFAST – Print Inventory FAST Moving Items Report

Enter Desired Print Sequence:
   1.  Item# Sequence;
   2.  Product Category/Sequence Code/Item# Sequence;
   3.  Major Category/Minor Category/Type/Item# Sequence;
   4.  Minor Category/Major Category/Type/Item# Sequence;

              Press <ESC> TO EXIT.
```

ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press <**ENTER**> for Item# Sequence;
Enter <**2**> and press <**ENTER**> for Product Category/Sequence Code/Item# Sequence;
Enter <**3**> and press <**ENTER**> for Major Category/Minor Category/Type/Item# Sequence;
Enter <**4**> and press <**ENTER**> for Minor Category/Major Category/Type/Item# Sequence;
Press <**ESC**> to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM TO PRINT:
   Enter the item number identifying the lowest item number you want appearing on the report and press <**ENTER**>. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST ITEM TO PRINT:
   Enter the item number identifying the highest item number you want appearing on the report and press <**ENTER**>. To reenter the first item press <**ESC**>.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
   Enter major category code to start the printing at and press <**ENTER**,> or just press <**ENTER**> to start at the lowest category major built on your system. To reenter the highest inventory item press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
   Enter major category code end the printing at and press <**ENTER**,> or just press <**ENTER**> to end at the highest major category built on your system. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
   Enter minor category code to start the printing at and press <**ENTER**,> or just press <**ENTER**> to start at the lowest minor major built on your system. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
     Enter minor category code end the printing at and press **<ENTER>,** or just press
     <ENTER> to end at the highest minor category built on your system. To reenter the
     lowest minor category press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
     Enter product category code to print for and press **<ENTER>,** or just press **<ENTER>**
     for all. To reenter the highest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
     Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for
     all vendors. To reenter the product category press **<ESC>**.

ENTER FIRST DATE TO PRINT:(MM/YY)
     Enter the first date you want the report to start at and press **<ENTER>,** or just
     press **<ENTER>** for the first date in your system. To reenter vendor selection
     press **<ESC>.**

ENTER LAST DATE TO PRINT:(MM/YY)
     Enter the last date you want the report to stop at and press **<ENTER>,** or just
     press **<ENTER>** for the last date in your system. To reenter first date
     selection press **<ESC>** your system.

USING TIMES SOLD OR QUANTITY SOLD (T/Q):
     Enter **<T>** and press **<ENTER>** to have the report use the times an item was sold, or
     just press **<ENTER>.** Enter **<Q>** and press **<ENTER>** to have the report use quantity
     sold figures. To reenter the last date press **<ESC>.**

ONLY PRINT THOSE ITEMS WHICH ARE SOLD MORE THAN:
     Enter the number that the report will use in the times/quantity calculation, and press
     <ENTER>. To reenter the times/quantity press **<ESC>.**

ENTER LOCATION(S) TO PRINT:
     Enter up to ten locations to print for. Enter the location codes together (i.e
     SCSMVA) do not enter commas, and press **<ENTER>.** Enter **<ALL>** for all locations,
     and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter sold more than
     selection press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to
     print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press
     <ENTER>. To reenter the location, press **<ESC>.**

PRINT ITEM WITH ZERO QTY – ON – HAND? (Y/N):
     Enter **<Y>** and press enter to have the report print items with zero qty-on-hand, or
     just press **<ENTER>.** Enter **<N>** and press **<ENTER>** to have the report print only items
     with quantity. To reenter the second description press **<ESC>.**

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the zero qty-on-hand, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
     Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
     Enter lowest product category # to begin printing at and press **<ENTER>,** or just
     press **<ENTER>** to start at lowest product category built. To reenter the print
     sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
    Enter highest product category # to begin printing at and press **<ENTER>,** or just press **<ENTER>** to stop at highest product category built. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
    Enter major category code to start the printing at and press **<ENTER>,** or just press **<ENTER>** to start at the lowest category major built on your system. To reenter the highest product category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
    Enter major category code end the printing at and press **<ENTER>,** or just press **<ENTER>** to end at the highest major category built on your system. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:
    Enter minor category code to start the printing at and press **<ENTER>,** or just press **<ENTER>** to start at the lowest minor category built on your system. To reenter the highest major category press **<ESC>**.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
    Enter minor category code end the printing at and press **<ENTER>,** or just press **<ENTER>** to end at the highest minor category built on your system. To reenter the lowest minor category press **<ESC>**.

ENTER VENDOR CODE TO PRINT:
    Enter vendor code to print for and press **<ENTER>,** or press **<ENTER>** to print for all vendors. To reenter the highest minor category press **<ESC>**.

ENTER FIRST DATE TO PRINT:(MM/YY)
    Enter the first date you want the report to start at and press **<ENTER>,** or just press **<ENTER>** for the first date in your system. To reenter vendor selection press **<ESC>.**

ENTER LAST DATE TO PRINT:(MM/YY)
    Enter the last date you want the report to stop at and press **<ENTER>,** or just press **<ENTER>** for the first date in your system. To reenter first date selection press **<ESC>.**

USING TIMES SOLD OR QUANTITY SOLD (T/Q):
    Enter **<T>** and press **<ENTER>** to have the report use the times an item was sold, or just press **<ENTER>.** Enter **<Q>** and press **<ENTER>** to have the report use quantity sold figures. To reenter the last date press **<ESC>.**

ONLY PRINT THOSE ITEMS WHICH ARE SOLD MORE THAN:
    Enter the number that the report will use in the times/quantity calculation, and press **<ENTER>.** To reenter the times/quantity press **<ESC>.**

ENTER LOCATION(S) TO PRINT:
    Enter up to ten locations to print for. Enter the location codes together (i.e SCSMVA) do not enter commas, and press **<ENTER>**. Enter **<ALL>** for all locations, and press **<ENTER>,** or press **<ENTER>** for TOTALS ONLY. To reenter sold more than selection press **<ESC>.**

PRINT SECOND DESCRIPTION LINE ? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the location, press **<ESC>.**

PRINT ITEM WITH ZERO QTY – ON – HAND? (Y/N):
 Enter <**Y**> and press enter to have the report print items with zero qty-on-hand, or
 just press <**ENTER.** Enter <**N**> and press <**ENTER**> to have the report print only items
 with quantity. To reenter the second description press <**ESC.**

IS EVERYTHING OK? (Y/N):
 Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter
 the zero qty-on-hand, press <**ESC.**> Enter <**Y**> and press <**ENTER**> to continue.
 Printing begins immediately.

MAJOR/MINOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
 Enter major category code to start the printing at and press <**ENTER**,> or just
 press <**ENTER**> to start at the lowest category major built on your system. To
 reenter the print sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
 Enter major category code end the printing at and press <**ENTER**,> or just press
 <**ENTER**> to end at the highest major category built on your system. To reenter the
 lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:
 Enter minor category to begin the printing from and press <**ENTER**,> or press
 <**ENTER**> to start printing at the lowest minor category. To reenter the highest
 major category press <**ESC**>.

ENTER HIGHEST MINOR TO PRINT:
 Enter minor category to end the printing at and press <**ENTER**,> or press <**ENTER**> to
 stop printing at the highest minor category. To reenter the lowest minor category
 press <**ESC**>.

ENTER VENDOR CODE TO PRINT:
 Enter vendor code to print for and press <**ENTER**,> or press <**ENTER**> to print for
 all vendors. To reenter the highest minor category press <**ESC**>.

ENTER FIRST DATE TO PRINT:(MM/YY)
 Enter the first date you want the report to start at and press <**ENTER**,> or just press
 <**ENTER**> for the first date in your system. To reenter vendor selection press <**ESC.**>

ENTER LAST DATE TO PRINT:(MM/YY)
 Enter the last date you want the report to stop at and press <**ENTER**,> or just press
 <**ENTER**> for the last date in your system. To reenter first date selection
 press <**ESC.**>

USING TIMES SOLD OR QUANTITY SOLD (T/Q):
 Enter <**T**> and press <**ENTER**> to have the report use the times an item was sold, or
 just press <**ENTER**>. Enter <**Q**> and press <**ENTER**> to have the report use quantity
 sold figures. To reenter the last date press <**ESC.**>

ONLY PRINT THOSE ITEMS WHICH ARE SOLD MORE THAN:
 Enter the number that the report will use in the times/quantity calculation, and press
 <**ENTER**>. To reenter the times/quantity press <**ESC.**>

ENTER LOCATION(S) TO PRINT:
 Enter up to ten locations to print for. Enter the location codes together (i.e
 SCSMVA) do not enter commas, and press <**ENTER**>. Enter <**ALL**> for all locations, and
 press <**ENTER**,> or press <**ENTER**> for TOTALS ONLY. To reenter sold more than selection
 press <**ESC.**>

PRINT SECOND DESCRIPTION LINE ? (Y/N):

     Enter **<N>** and press **<ENTER>** if you do NOT want the second description line to print. Enter **<Y>** and press **<ENTER>** to print all descriptions, or just press **<ENTER>**. To reenter the location, press **<ESC>.**

PRINT ITEM WITH ZERO QTY – ON – HAND? (Y/N):

     Enter **<Y>** and press enter to have the report print items with zero qty-on-hand, or just press **<ENTER>.** Enter **<N>** and press **<ENTER>** to have the report print only items with quantity. To reenter the second description press **<ESC>.**

IS EVERYTHING OK? (Y/N):

     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the zero qty-on-hand, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue. Printing begins immediately.

TIMES/LOCATION:

INVENTORY FAST MOVING ITEMS REPORT

Item Sequence; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Lowest Prod Categ: FIRST; Highest Prod Categ: LAST; Vendor Code: ALL; Location: L1; No 2nd Description; Single-Space; No Zero Qty-on-Hand;

TIMES SOLD MORE THAN: 15 FROM 01/00 THRU 01/01

ITEM #	DESCRIPTION	LOC	QTY ON HAND	LAST COST	VALUE	TIMES	SALES	12 MONTH TIMES	LYR TIMES
1000005	OIL-4 CYCLE 30W	01/L1	178	1.19	211.82	10	111.90	10	10
1915	3 PK 9' X 12'	01/L1	14	7.87	110.18	25	375.00	25	25
147	RUBBING ALCOHOL	01/L1	6	6.25	37.50	18	225.00	18	18
185	JRT TOILET TISSUE	01/L1	22	21.20	466.40	17	913.90	17	17

TOTALS ITEMS: 4   825.90   1,125.80

TIMES/TOTALS:

INVENTORY FAST MOVING ITEMS REPORT

Item Sequence; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Lowest Prod Categ: FIRST; Highest Prod Categ: LAST; Vendor Code: ALL; Location: TOTALS ONLY; No 2nd Description; Single-Space; No Zero Qty-on-Hand;

TIMES SOLD MORE THAN: 15 FROM 01/00 THRU 01/01

ITEM #	DESCRIPTION		QTY ON HAND	LAST COST	VALUE	TIMES	SALES	12 Month TIMES	LYR TIMES
1000005	OIL-4 CYCLE 30W		200	1.19	238.00	38	591.66	38	38
1915	3 PK 9' X 12'		14	7.87	110.18	25	369.23	25	25
147	RUBBING ALCOHOL		6	6.25	37.50	18	1,562.07	18	18
185	JRT TOILET TISSUE		22	21.20	466.40	17	913.90	17	17

TOTAL ITEMS: 4   852.08   3,436.86

QTY/LOCATION:

INVENTORY FAST MOVING ITEMS REPORT

Item Sequence; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Lowest Prod Categ: FIRST; Highest Prod Categ: LAST; Vendor Code: ALL; Location: L1; No 2nd Description; Single-Space; No Zero Qty-on-Hand;

QTY SOLD MORE THAN: 10 FROM 01/00 THRU 01/01

Item #	DESCRIPTION	LOC	QTY ON HAND	LAST COST	VALUE	QTY	SALES	12 Month QTY	LYR QTY
185	JRT TOILET TISSUE	01/L1	22	21.20	466.40	25	913.90	25	25
100	WET WIPES 100/BOX	01/L1	6	0.84	5.04	17	34.00	17	17
46	TOILET TISSUE	01/L1	15	22.00	330.00	15	990.00	15	15

TOTAL ITEMS: 3   801.44   1,937.90

QTY/TOTALS:

<div align="center">INVENTORY FAST MOVING ITEMS REPORT</div>

Item Sequence; Lowest Major: FIRST; Highest Major: LAST; Lowest Minor: FIRST; Highest Minor: LAST; Lowest Prod Categ: FIRST; Highest Prod Categ: LAST; Vendor Code: ALL; Location: TOTAL ONLY; Print 2nd Description; Single-Space; No Zero Qty-on-Hand;

QTY SOLD MORE THAN: 10 FROM 01/00 THRU 01/01

Item #	DESCRIPTION	QTY ON HAND	LAST COST	VALUE	QTY	SALES	12 Month QTY	LYR QTY
185	JRT TOILET TISSUE	54	21.20	1148.80	35	1,575.00	35	35
100	WET WIPES 100/BOX	10	0.84	8.40	25	50.00	25	25
46	TOILET TISSUE	15	22.00	330.00	15	990.00	15	15

TOTAL ITEMS: 3   2,636.00   2,615.00

5.6.10.10   INVENTORY DAMAGE GOODS HISTORY REPORT _____

This report will print out a listing of items returned can considered damaged goods. This report is sorted by product category, and can be printed from a time range question.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **INVENTORY DAMAGE GOODS HISTORY REPORT** and press <**ENTER**>.

Enter Starting Date:
     Enter starting date to begin the report on and press <**ENTER**>, or just press
      <**ENTER**> to start printing at lowest date. To escape press <**ESC**>.

Enter Ending Date:
     Enter date to end the report on and press <**ENTER**>, or just press <**ENTER**>
     to stop printing at highest date. To reenter the start date press <**ESC**>.

Print Item Descriptions ? (Y/N):
     Enter <**Y**> and press <**ENTER**>, or just press <**ENTER**> to have the descriptions print.
     If no descriptions are required enter <**N**> and press <**ENTER**>. Press <**ESC**> to reenter
     ending date.

Double Space the Report? (Y/N):
     Enter <**Y**> and press <**ENTER**> to have the report double space when it prints. Enter
     <**N**> and press <**ENTER**>, or just press <**ENTER**> to have the report print single space.
     Press <**ESC**> to reenter descriptions.

Enter Location ID to Print:
     Enter specific location code to print for and press <**ENTER**>, or just press <**ENTER**> for all
     locations. Press <**HOME**> to display a listing to select from. To reenter double space
     press <**ESC**>.

Is Everything O.K.? (Y/N):
     Enter <**N**> and press <**ENTER**> if you want to reenter the report parameters. The
     program returns to the prompt for first item number. Enter <**Y**> and press <**ENTER**> if you
     want to continue. Press <**ESC**> to reenter location. Printing begins immediately. When
     printing is complete, the program returns to the Reports and Listings Menu.

Starting Date: FIRST ; Ending Date: LAST; Single Space ; Print Descriptions : Location: ALL;

ITEM NUMBER	INVOICE NUMBER	INVOICE DATE	CUST#	NAME	LOC	QTY	UOM	UNIT PRICE	SALE AMOUNT	UNIT COST	COST AMOUNT
10002	100774	07/01/04	00001	CASH SALE CUSTOMER	SC	1	EA	155.00	155.00-	75.00	75.00-
BRIGGS PART											
107995	102191	08/05/04	00175	TCBI	SC	3	EA	8.99-	26.97-	5.00	15.00-
9" UTILITY SNIPS											

* TOTALS FOR PROD CAT: 00010 (HARDWARE)   ITEMS: 4   128.03-   90.00-
----

1030WOIL	102191	08/05/04	00175	TCBI	SC	2	EA	10.13-	20.26-	6.00-	12.00-
10W30 MOTOR OIL											

* TOTALS FOR PROD CAT: 00020 (MISC)   ITEMS: 2   20.26-   12.00-
----

* FINAL REPORT TOTALS: ITEMS: 6   148.29-   102.00-

5.6.10.11   NON-STOCK PRODUCT HISTORY REPORT

This report will print out detailed non-stock sales information. This includes invoice date and number, customer name and number along with the cost and profit figures.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **NON-STOCK PRODUCT HISTORY REPORT** and press <**ENTER**>.

BEGINNING ITEM NUMBER OR <ENTER> FOR FIRST:
To print the product history listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>. To start with the lowest item#, press <**ENTER**>. Press <**HOME**> to display a listing of non-stock items to select from. To exit without printing, press <**ESC>.**

ENTER ENDING ITEM NUMBER OR <ENTER> FOR LAST:
Enter the item number identifying the last item you want appearing on the listing and press <**ENTER**>. To end at the highest item#, press <**ENTER**>. To reenter the lowest item# press <**ESC**>.

ENTER BEGINNING INVOICE DATE OR <ENTER> FOR FIRST:
Enter date of the beginning invoice to start the report on and press <**ENTER>,** or just press <**ENTER>** to start printing at lowest date. To reenter highest item# press <**ESC>.**

ENTER ENDING INVOICE DATE OR <ENTER> FOR LAST:
Enter date to end the report on and press <**ENTER>,** or just press <**ENTER>** to stop printing at highest date. To reenter lowest date press <**ESC>.**

ENTER CUSTOMER NUMBER OR <ENTER> FOR ALL:
Enter specific customer number to print for and press **<ENTER>,** or just press **<ENTER>** for all. To reenter ending invoice date press **<ESC>**.

IS EVERYTHING OK? (Y/N):
Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program returns to the prompt for lowest item number. Enter **<Y>** and press **<ENTER>** if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

NON STOCK PRODUCT SALES HISTORY REPORT

INVOICE NUMBER	INVOICE DATE	SALE TYPE	CUSTOMER NUMBER	CUSTOMER NAME	QTY	FACTORY FREIGHT	UNIT PRICE	SALE AMOUNT	COST AMOUNT	PROFIT AMOUNT	PROFIT PERCENTAGE

ITEM: 280104(GEAR-STARTER)

| 00600 | 09/20/99 | CASH | 1 | CASH SALES CUSTOMER | 1 | .00 | 3.20 | 3.20 | 2.24 | 0.96 | 30.0% |

ITEM: CUPS(WATER DRINKING CUPS)

| 00666 | 08/24/98 | CASH | 250 | S. ABRAHAMS & SONS | 10 | .00 | 1.50 | 15.00 | 7.50 | 7.50 | 50.0% |

ITEM: DRIVE(HARD DISK DRIVE 540 MEG)

| 00667 | 08/24/98 | | 250 | S. ABRAHAMS & SONS | 1 | .00 | 599.00 | 599.00 | 300.00 | 299.00 | 50.0% |

5.6.10.12   NON-STOCK SALES ANALYSIS REPORT

This report will print out non-stock items, their quantity and times sold along with the cost and price associated with each item.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 4: From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **NON-STOCK SALES ANALYSIS REPORT** and press **<ENTER>**.

ENTER FIRST ITEM# TO PRINT:
To print the non-stock sales analysis for a range of items, enter the item number identifying the first item you want appearing on the listing and press **<ENTER>**. To start with the lowest item#, press **<ENTER>**. Press **<HOME>** to display a listing of non-stock items to select from. To exit without printing, press **<ESC>.**

ENTER LAST ITEM# TO PRINT:
Enter the item number identifying the last item you want appearing on the listing and **<ENTER>**. To end at the highest item#, press **<ENTER>**. To reenter the first item# press **<ESC>**.

ENTER FIRST DATE TO PRINT (MMDDYY):
Enter date of the beginning invoice to start the report on and press **<ENTER>,** or just press **<ENTER>** to start printing at lowest date. To reenter last item# press **<ESC>.**

ENTER LAST DATE TO PRINT (MMDDYY):
Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop printing at last date. To reenter first date press **<ESC>.**

IS EVERYTHING OK? (Y/N):

Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The
program returns to the prompt for first item number. Enter **<Y>** and press **<ENTER>**
if you want to continue. Press **<ESC>** to reenter last date. Printing begins
immediately. When printing is complete, the program returns to the Reports and
Listings Menu.

```
                         NON-STOCK SALES ANALYSIS REPORT

FROM: START TO:  FINISH

                                    LAST     TIMES    TOTAL      AVERAGE   AVERAGE
ITEM #         DESCRIPTION          DATE     SOLD   QUANTITY        COST     PRICE
============   ========================   =======  =====  ========   =======  =======
80104          GEAR-STARTER          09/20/98    1       1           2.24      3.20
CUPS           WATER DRINKING CUPS   08/24/99    1      10           7.50      1.50
DRIVE HARD     DISK DRIVE 540 MEG    08/24/99    1       1         300.00    599.99
RAKE           WINTER RAKE           08/24/99    1       1           2.50      5.00
WIDGET         WIDGET TOOL           08/24/99    1       1           5.25     10.50
```

5.6.10.13   **PRODUCT TYPE SALES ANALYSIS REPORT**

This report gives you the ability to print out your MTD and YTD sales figures broken out
based on the different product types you have built in the system.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press
<ENTER>.

STEP 4: From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **PRODUCT TYPE SALES
ANALYSIS REPORT** and press **<ENTER>**. Printing begins immediately.

```
                              PRODUCT TYPE SALES ANALYSIS

              -------------------- MONTH TO DATE -------------   -------------- YEAR TO DATE -------
#   DESCRIPTION  SALES $$$   COST $$$    PROFIT $$$   GR MAR  SALES $$$   COST $$$  PROFIT $$$   GR MAR
--- -----------  ---------   --------    ----------   ------  ---------   --------  ----------   -------
001 EQUIPMENT    31,770.00  22,995.00    8,775.00    27.62%  31,770.00  22,995.00   8,775.00    27.62%
002 PARTS           100.00      40.00       60.00    60.00%     100.00      40.00      60.00    60.00%
003 ACCESSORIES     500.00     200.00      300.00    60.00%     500.00     200.00     300.00    60.00%
004 HARDWARE          0.00       0.00        0.00     0.00%       0.00       0.00       0.00     0.00%

TOTALS           32,370.00  23,235.00    9,135.00    28.00   32,370.00  23,235.00   9,135.00    39.00%
```

This report will give you your sales figures based upon the different advertising media built in your system. This entry may not appear on your menu based upon your system setup.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **INVENTORY SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 4:   From the **INVENTORY SALES ANALYSIS REPORTS MENU,** select **ADVERTISING MEDIA SALES HISTORY REPORT** and press <**ENTER**>.

ENTER LOWEST MEDIA TO PRINT:
    Enter a specific media code to start the report for and press <**ENTER**>**,** or just press <**ENTER**> to start at the first code built on your system. Press <**HOME**> to display a listing to select from**.** To exit without printing, press <**ESC**>**.**

ENTER HIGHEST MEDIA TO PRINT:
    Enter a specific media code to stop the report at and press <**ENTER**>**,** or just press <**ENTER**> to stop at the last code built on your system. Press <**HOME**> to display a listing to select from**.** To reenter lowest media, press <**ESC**>**.**

ENTER LOWEST ITEM# TO PRINT:
    To print the advertising media report for a range of items, enter the item number identifying the first item you want appearing on the listing and press <**ENTER**>, or just press <**ENTER**> to start with the lowest item #. Press <**HOME**> to display a listing of items to select from. To reenter highest media, press <**ESC**>**.**

ENTER HIGHEST ITEM# TO PRINT:
    Enter the item number identifying the last item you want appearing on the listing and <**ENTER**>. To end at the highest item#, press <**ENTER**>. Press <**HOME**> to display a listing of items to select from. To reenter the lowest item# press <**ESC**>.

ENTER START DATE:
    Enter starting date to begin the report on and press <**ENTER**>**,** or just press <**ENTER**> to start printing at lowest date. To reenter the highest item# press <**ESC**>**.**

ENTER ENDING DATE:
    Enter date to end the report on and press <**ENTER**>**,** or just press <**ENTER**> to stop printing at highest date. To reenter the start date press <**ESC**>**.**

ENTER LOCATION TO PRINT:
    Enter specific location code to print for and press <**ENTER**>**,** or just press <**ENTER**> for all locations. Press <**HOME**> to display a listing to select from. To reenter ending date press <**ESC**>**.**

IS EVERYTHING OK? (Y/N):
    Enter <**N**> and press <**ENTER**> if you want to reenter the report parameters. The program returns to the prompt for lowest media. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

Lowest Media: FIRST; Highest Media: LAST; Lowest Item: FIRST; Highest Item: LAST; Start Date: FIRST; Ending Date: LAST; Location: ALL;

INVOICE DATE	ITEM NUMBER	INVOICE NUMBER	CUSTOMER NUMBER	LOC	QTY	MEA	UNIT PRICE	SALE AMOUNT	COST AMOUNT	PROFIT AMOUNT	PROFIT PERCENTAGE
MEDIA: NP	NEWSPAPER		SOURCE: 1	BALTIMORE SUN							
02/18/98	JD850	001132	200	L1	1	EA	6,951.45	6,951.45	4,905.00	2,046.45	29.4%
03/04/98	AGS2130	001156	42	L1	1	EA	3,052.50	3,052.50	1,850.00	1,202.50	39.4%
			SOURCE TOTALS:					10,003.95	6,755.00	3,248.95	32.5%
MEDIA: NP	NEWSPAPER		SOURCE: 2	WASHINGTON POST							
10/12/98	430JD	001167	27	L1	1	EA	6,730.09	6,730.09	4,641.44	2,088.65	31.0%
			SOURCE TOTALS:					6,730.09	4,641.44	2,088.65	31.0%
			MEDIA TOTALS:					16,734.04	11,396.44	5,337.60	31.9%
			GRAND TOTALS:					16,734.04	11,396.44	5,337.60	31.9%

5.6.11   PRODUCT ANALYSIS REPORT

This section presents instructions for printing the Product Analysis Report. This report can be sequenced by Product Category, by Customer Class, or by Salesman (if applicable) and prints month-to-date and year-to-date totals for the specified grouping. You may select to include, or exclude the gross profit margin percentage figures, and the previous year's totals. This report is included as part of the Monthly Sales Analysis Reports, and as part of the year-end reports.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press <**ENTER**>.

STEP 3:   From the **SALES ANALYSIS REPORTS,** select **PRODUCT ANALYSIS REPORT** and press <**ENTER**>.

PRINT REPORT WITH LAST YEAR'S DATA ? (Y/N):
    Enter <**N**> and press <**ENTER**> if you do not want to include the previous year sales totals in the report. Enter <**Y**> and press <**ENTER**> to include last year's sales totals in the report.

PRINT REPORT WITH GROSS MARGIN? (Y/N):
    Enter <**N**> and press <**ENTER**> if you want to exclude the gross profit sales percentage figure from this report. Enter <**Y**> and press <**ENTER**> to include the gross profit sales percentage figure in this report.

LOCATION ID TO PRINT OR <ENTER> FOR ALL? (Y/N):
    Enter location code to print for and press <**ENTER**>, or just press <**ENTER**> for all locations**.**

PRINT CATEGORIES WITH ZERO MTD/YTD SALES? (Y/N):
    Enter <**Y**> and press <**ENTER**> to print all categories, enter <**N**> and press <**ENTER**> to print only categories with sales.

IS EVERYTHING OK ? (Y/N)
    Enter <**N**> and press <**ENTER**> if you want to reenter the report parameters. The program returns to the prompts to Print by Product Category, press <**ESC**> to exit. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

```
C A T E G O R Y  DESCR            UNITS   % LYR    SALES$     SALES$ LYR    % LYR    COST$    GR MAR%

00000  SC  00000 MISCELLANEOUS    WTD      1       3.74        0.00                  2.37     36.63%
                                  MTD      1       3.74        0.00                  2.37     36.63%
                                  YTD      1       3.74        0.00                  2.37     36.63%
                                  LYR      0       0.00        0.00                  0.00

00000  SM  00000 MISCELLANEOUS    WTD      1       3.74        0.00                  2.37     36.63%
                                  MTD      1       3.74        0.00                  2.37     36.63%
                                  YTD      1       3.74        0.00                  2.37     36.63%
                                  LYR      0       0.00        0.00                  0.00

              GROUP TOTALS        WTD      1       3.74        0.00                  2.37     36.63%
                                  MTD      1       3.74        0.00                  2.37     36.63
```

5.6.12   PROMOTION SALES ANALYSIS_____

This section presents instructions for printing the Promotion Sales Analysis Report by Product. This report is sequenced by item number and prints totals for each item. The report may be limited by entering beginning and ending items.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **SALES ANALYSIS REPORTS** and press **<ENTER>**.

STEP 3: From the **SALES ANALYSIS REPORTS,** select **PROMOTION ANALYSIS REPORT** and press **<ENTER>**.

ENTER LOWEST ITEM# TO PRINT:
     Enter the inventory number to begin the report on, and press **<ENTER>,** or just press **<ENTER>** to start at first number in your system. To exit press **<ESC>.**

ENTER HIGHEST ITEM# TO PRINT:
     Enter the inventory number to end the report on, and press **<ENTER>,** or just press **<ENTER>** to end at highest number in your system. To reenter lowest item# press **<ESC>.**

ENTER LOWEST DATE TO PRINT:
     Enter the beginning date to start the report on, and press **<ENTER>,** or just press **<ENTER>** to start on the lowest date in your system. To reenter highest item# press **<ESC>.**

ENTER HIGHEST DATE TO PRINT:
     Enter the ending date to stop the report on, and press **<ENTER>**, or just press **<ENTER>** to stop on the highest date in your system. To reenter lowest date press **<ESC>.**

ENTER LOCATION ID TO PRINT:
     Enter location code to print for and press **<ENTER>**, or just press **<ENTER>** for all locations. To reenter highest date press **<ENTER>.**

ENTER CUSTOMER CLASS:
     Enter customer class to print for and press **<ENTER>**, or just press **<ENTER>** for all classes. To reenter location press **<ESC>.**

ENTER PROMOTION ID:
     Enter promotional id to print for and press **<ENTER>**, or just press **<ENTER>** for all

IS EVERYTHING OK ? (Y/N)

     Enter **<N>** and press **<ENTER>** if you want to reenter the report parameters. The program returns to the prompts of lowest item#. Press **<ESC>** to reenter ID. Enter **<Y>** and press **<ENTER>** if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

<div align="center">PROMOTION SALES ANALYSIS REPORT</div>

Lowest Item: 4321-2; Highest item: 4321-2; Lowest Date: 00/00/00; Highest Date: 99/99/99; Location: ALL; Customer Class: 11 Classes; Promotion Id: ALL;

Item #	Description	Loc	From	-	To	UOM	Price	Qty Sold	Sales $$	Cost of Sales	Gross Profit	%
321-2	TWO GALLON GAS CAN	L1	01/01/97-		01/01/99	EA	7.44	4	20.00	14.16	5.84	29.2

5.6.13   HOURLY SALES ACTIVITY REPORT

This section presents instructions for printing the hourly sales report. This option may not appear on your system depending upon its setup.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **HOURLY SALES ACTIVITY REPORT** and press **<ENTER>**.

```
RRHOURLY – Hourly Sales Activity Report

Enter Desired Date to Use:
    1=Order Date
    2=Invoice Date

                Press <ESC> to Exit Program
                Press <ENTER> for Invoice Date
```

ENTER DESIRED DATE TO REPORT:

    1 = ORDER DATE
    2 = INVOICE DATE

   Enter **<1>** and press **<ENTER>** to use order dates.
   Enter **<2>** and press **<ENTER>** to use invoice dates.

```
RRHOURLY – Hourly Sales Activity Report

Enter Desired Report Separation Type:
    1=Major Category
    2=Product Category
    3=Do Not Separate

                Press <ESC> to Exit Program
                Press <ENTER> for Do Not Separate
```

ENTER DESIRED REPORT SEPARATION TYPE:

    1 = MAJOR CATEGORY
    2 = PRODUCT CATEGORY
    3 = DO NOT SEPARATE

   Enter **<1>** and press **<ENTER>** to have the report broken down by major categories.
   Enter **<2>** and press **<ENTER>** to have the report broken down by product categories.
   Enter **<3>** and press **<ENTER>**, or just press **<ENTER>** to have the items just list.
   Press **<ESC>** to exit program.

MAJOR CATEGORY:

ENTER DESIRED REPORT SEPARATION TYPE: MAJOR CATEGORY

ENTER LOWEST MAJOR CATEGORY:
Enter major category to begin printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first major category. Press **<HOME>** to display a listing of majors to select from. To reenter the report type press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY:
Enter major category to end printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last major category. Press **<HOME>** to display a listing of majors to select from. To reenter the lowest major category press **<ESC>**.

ENTER LOWEST DATE (MMDDYY):
Enter starting date to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start printing at lowest date. To reenter highest major category press **<ESC>.**

ENTER HIGHEST DATE (MMDDYY):
Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop printing at highest date. To reenter lowest date press **<ESC>.**

ENTER LOWEST TIME (HHMM):
Enter time, format (hhmm)to begin the report at and press **<ENTER>,** or just press **<ENTER>** to begin at the lowest time in your system. To reenter highest date press **<ESC>.**

ENTER HIGHEST TIME (HHMM):
Enter time, format (hhmm)to end the report at and press **<ENTER>,** or just press **<ENTER>** to end at the highest time in your system. To reenter lowest time press **<ESC>.**

ENTER LOCATION ID:
Enter location ID and press **<ENTER>,** just press **<ENTER>** for all locations. Press **<HOME>** to display a location list to select from, or press **<ESC>** to reenter highest time.

IS EVERYTHING OK ? (Y/N):
Enter **<N>** and press **<ENTER>** if you want to reenter the information entered in the previous questions. To reenter location ID press **<ESC>**. Enter **<Y>** and press **<ENTER>** if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY:

ENTER DESIRED REPORT SEPARATION TYPE: PRODUCT CATEGORY

ENTER LOWEST PRODUCT CATEGORY:
Enter product category to begin printing from and press **<ENTER>,** or press **<ENTER>** to start printing at the first product category. Press **<HOME>** to display a list of product categories to select from. To reenter the report type press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY:
Enter product category to end printing at and press **<ENTER>,** or press **<ENTER>** to stop printing at the last product category. Press **<HOME>** to display a list of product categories to select from. To reenter the lowest product category press **<ESC>**.

ENTER LOWEST DATE (MMDDYY):
Enter starting date to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start printing at lowest date. To reenter highest product category press **<ESC>.**

ENTER HIGHEST DATE (MMDDYY):

     Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
     to stop printing at highest date. To reenter lowest date press **<ESC>.**

ENTER LOWEST TIME (HHMM):

     Enter time, format (hhmm)to begin the report at and press **<ENTER>,** or just
     press **<ENTER>** to begin at the lowest time in your system. To reenter highest date
     press **<ESC>.**

ENTER HIGHEST TIME (HHMM):

     Enter time, format (hhmm)to end the report at and press **<ENTER>,** or just press
     <ENTER> to end at the highest time in your system. To reenter lowest time press **<ESC>.**

ENTER LOCATION ID:

     Enter location ID and press **<ENTER>,** just press **<ENTER>** for all locations. Press **<HOME>**
     to display a location list to select from, or press **<ESC>** to reenter highest time.

IS EVERYTHING OK ? (Y/N):

     Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the
     previous questions. To reenter location ID press <**ESC**>. Enter <**Y**> and press
     <**ENTER**> if you want to continue. Printing begins immediately. When printing is
     complete, the program returns to the Reports and Listings Menu.

DO NOT SEPARATE:

ENTER DESIRED REPORT SEPARATION TYPE: DO NOT SEPARATE

ENTER LOWEST DATE (MMDDYY):

     Enter starting date to begin the report on and press <**ENTER>,** or just press
     <**ENTER>** to start printing at lowest date. To reenter report sequence press <**ESC>.**

ENTER HIGHEST DATE (MMDDYY):

     Enter date to end the report on and press <**ENTER>,** or just press <**ENTER>**
     to stop printing at highest date. To reenter lowest date press <**ESC>.**

ENTER LOWEST TIME (HHMM):

     Enter time, format (hhmm)to begin the report at and press <**ENTER>,** or just
     press <**ENTER>** to begin at the lowest time in your system. To reenter highest date
     press <**ESC>.**

ENTER HIGHEST TIME (HHMM):

     Enter time, format (hhmm)to end the report at and press <**ENTER>,** or just press
     <**ENTER>** to end at the highest time in your system. To reenter lowest time press <**ESC>.**

ENTER LOCATION ID:

     Enter location ID and press **<ENTER>,** just press **<ENTER>** for all locations. Press **<HOME>**
     to display a location list to select from, or press **<ESC>** to reenter highest time.

ENTER TYPE OF ORDERS to INCLUDE:
       1: Archive Invoices
       2: Open Orders
       3: All
     Enter which type of orders to include and press **<ENTER>.** Press **<ESC>** to reenter Location
     Id, or press **<ENTER>** to include all types of orders**.**

IS EVERYTHING OK ? (Y/N):

     Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the
     previous questions. To reenter type of orders press <**ESC**>. Enter <**Y**> and press
     <**ENTER**> if you want to continue. Printing begins immediately. When printing is
     complete, the program returns to the Reports and Listings Menu.

```
                              HOURLY SALES ACTIVITY REPORT

                 From: LOWEST DATE to HIGHEST DATE between 12:00am to 12:00pm

                    No of       No of
Hours               Invoices    Credits    Gross Sales  Cost of Sales   Profit         %
===========================   =========   ===========  =============  ======       =====
12:00am to 01:00am      0           0           0.00          0.00       0.00
01:00am to 02:00am      0           0           0.00          0.00       0.00
02:00am to 03:00am      0           0           0.00          0.00       0.00
03:00am to 04:00am      0           0           0.00          0.00       0.00
04:00am to 05:00am      0           0           0.00          0.00       0.00
05:00am to 06:00am      0           0           0.00          0.00       0.00
06:00am to 07:00am      0           0           0.00          0.00       0.00
07:00am to 08:00am      0           0           0.00          0.00       0.00
08:00am to 09:00am      0           0           0.00          0.00       0.00
09:00am to 10:00am      3           0         617.00        125.00     402.00        79.94
10:00am to 11:00am     11           3     233,773.06    157,804.41  11,072.53        35.42
11:00am to 12:00am     20           0     765,286.61     10,241.65 775,988.65
```

5.6.14   ZIP CODE SALES ANALYSIS REPORT

This section presents instructions for printing the zip code sales analysis report. This option may not appear on your system depending upon its setup.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **ZIP CODE SALES ANALYSIS REPORT** and press <**ENTER**>.

```
   RRZIP – Zip Code Sales Analysis Report

   Print in Detail or Summary?(D/S):

   Enter Desired Print Sequence:
       1= Zip Code/Date
       2= Product Category/Zip Code/Date
       3= Major/Minor Category/Zip Code/Date
       4= Minor/Major Category/Zip Code/Date

                    Press <ESC> to Exit Program
```

PRINT IN DETAIL OR SUMMART(D/S)?
     Enter <**D**> and press <**ENTER**> to print all the invoices under each zip code, or
     enter <**S**> and press <**ENTER**> to only list the zip codes themselves and their amounts.

ENTER DESIRED PRINT SEQUENCE:

    1 = ZIP CODE/DATE
    2 = PRODUCT CATEGORY/ZIP CODE/DATE
    3 = MAJOR/MINOR CATEGORY/ZIP CODE/DATE
    4 = MINOR/MAJOR CATEGORY/ZIP CODE/DATE

     Enter <**1**> and press <**ENTER**> to have the report printed in zip code/date order.
     Enter <**2**> and press <**ENTER**> to have the report printed in product category order.
     Enter <**3**> and press <**ENTER**> to have the report printed in major category order.
     Enter <**4**> and press <**ENTER**> to have the report printed in minor category order.
     Press <**ESC**> to exit program.

ZIP CODE/DATE:

ENTER LOWEST ZIP CODE TO PRINT:
     Enter lowest zip code to begin the printing from and press <**ENTER**>, or press
     <**ENTER**> to start printing at the lowest zip code. To reenter the report type press
     <**ESC**>.

ENTER HIGHEST ZIP CODE TO PRINT:
   Enter highest zip code to end the printing at and press **<ENTER>,** or press **<ENTER>**
   to stop printing at the highest zip code. To reenter the lowest zip code press
   <ESC>.

ENTER LOWEST DATE (MMDDYY):
   Enter starting date to begin the report on and press **<ENTER>,** or just press
   <ENTER> to start printing at lowest date. To reenter highest zip code press
   <ESC>.

ENTER HIGHEST DATE (MMDDYY):
   Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
   to stop printing at highest date. To reenter lowest date press **<ESC>.**

ENTER LOCATION ID:
   Enter location ID and press **<ENTER>,** just press **<ENTER>** for all locations. Press **<HOME>**
   to display a location list to select from, or press **<ESC>** to reenter highest date.

IS EVERYTHING OK ? (Y/N):
   Enter **<N>** and press **<ENTER>** if you want to reenter the information entered in the
   previous questions. To reenter location ID press **<ESC>**. Enter **<Y>** and press
   <ENTER> if you want to continue. Printing begins immediately. When printing is
   complete, the program returns to the Reports and Listings Menu.

PRODUCT CATEGORY:

ENTER LOWEST PRODUCT CATEGORY:
   Enter product category to start printing from and press **<ENTER>,** or press **<ENTER>**
   to start printing at the first product category. Press **<HOME>** to display a
   list of product categories to select from. To reenter the report type press
   <ESC>.

ENTER HIGHEST PRODUCT CATEGORY:
   Enter product category to end printing at and press **<ENTER>,** or press **<ENTER>**
   to stop printing at the last product category. Press **<HOME>** to display a
   list of product categories to select from. To reenter the lowest product
   category press **<ESC>.**

ENTER LOWEST ZIP CODE TO PRINT:
   Enter lowest zip code to start the printing from and press **<ENTER>,** or press
   <ENTER> to start printing at the lowest zip code. To reenter the lowest product
   category press **<ESC>.**

ENTER HIGHEST ZIP CODE TO PRINT:
    Enter highest zip code to end the printing at and press **<ENTER>,** or press
    <ENTER> to stop printing at the highest zip code. To reenter the lowest zip code
    press **<ESC>.**

ENTER LOWEST DATE (MMDDYY):
    Enter starting date to begin the report on and press **<ENTER>,** or just press
    <ENTER> to start printing at lowest date. To reenter highest zip code
    press **<ESC>.**

ENTER HIGHEST DATE (MMDDYY):
    Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
    to stop printing at highest date. To reenter lowest date press **<ESC>.**

ENTER LOCATION ID:
    Enter location ID and press **<ENTER>,** just press **<ENTER>** for all locations. Press **<HOME>**
    to display a location list to select from, or press **<ESC>** to reenter highest time.

IS EVERYTHING OK ? (Y/N):

    Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions. To reenter location ID press <**ESC**>. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MINOR CATEGORY:

ENTER LOWEST MAJOR CATEGORY:

    Enter major category to start the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. Press <**HOME**> to display a listing of majors to select from. To reenter the report type press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY:

    Enter major category to end printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. Press <**HOME**> to display a listing of majors to select from. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY:

    Enter minor category to start the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. Press <**HOME**> to display a listing of minors to select from. To reenter the highest major press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY:

    Enter minor category to end printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last minor category. Press <**HOME**> to display a listing of minors to select from. To reenter the lowest minor category press <**ESC**>.

ENTER LOWEST ZIP CODE TO PRINT:

    Enter lowest zip code to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the lowest zip code. To reenter the highest minor category press <**ESC**>.

ENTER HIGHEST ZIP CODE TO PRINT:

    Enter highest zip code to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the highest zip code. To reenter the lowest zip code press <**ESC**>.

ENTER LOWEST DATE (MMDDYY):

    Enter starting date to begin the report on and press <**ENTER**>, or just press <**ENTER**> to start printing at lowest date. To reenter highest zip code press <**ESC**>.

ENTER HIGHEST DATE (MMDDYY):

    Enter date to end the report on and press <**ENTER**>, or just press <**ENTER**> to stop printing at highest date. To reenter lowest date press <**ESC**>.

ENTER LOCATION ID:

    Enter location ID and press **<ENTER>**, just press **<ENTER>** for all locations. Press **<HOME>** to display a location list to select from, or press **<ESC>** to reenter highest time.

IS EVERYTHING OK ? (Y/N):

    Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions. To reenter location ID press <**ESC**>. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

DETAIL:

<center>ZIP CODE SALES ANALYSIS REPORT</center>

Zip Code Sequence :Lowest Zip Code:21045; Highest Zip Code:2105; Lowest Date: 06/01/01; Highest Date; 06/03/01;
Location Id:SC;

ZIP CODE : 21045

Date	# of Invoices	# of Returns	Gross Sales	Cost of Sales	Gross Profit	GPM %
06/04/01	2	0	10.06	6.88	3.18	31.61
06/05/01	3	0	23.97	16.50	7.47	31.16
* TOTALS	5	0	34.03	23.38	10.65	62.77

SUMMARY:

<center>ZIP CODE SALES ANALYSIS REPORT</center>

Zip Code Sequence :Lowest Zip Code:21045; Highest Zip Code:2105; Lowest Date: 06/01/01; Highest Date; 06/03/01;
Location Id:SC;

Zip Code	# of Invoices	# of Returns	Gross Sales	Cost of Sales	Gross Profit	GPM %
21045	5	0	34.03	23.38	10.65	62.77
Final Totals	5	0	34.03	23.38	10.65	62.77

5.6.15   MAJOR/MINOR SALES ANALYSIS REPORT

This section presents instructions for printing the major/minor sales analysis report. This
option may not appear on your system depending upon its setup.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **MAJOR/MINOR SALES ANALYSIS REPORT** and
press <**ENTER**>.

ENTER LOWEST MAJOR CATEGORY:
Enter major category to start the printing from and press <**ENTER**>, or press
<**ENTER**> to start printing at the first major category. Press <**HOME**> to display a
listing of majors to select from. To exit press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY:
Enter major category to end printing at and press <**ENTER**>, or press <**ENTER**>
to stop printing at the last major category. Press <**HOME**> to display a
listing of majors to select from. To reenter the lowest major category
press <**ESC**>.

ENTER LOWEST MINOR CATEGORY:
Enter minor category to start the printing from and press <**ENTER**>, or press
<**ENTER**> to start printing at the first minor category. Press <**HOME**> to display a
listing of minors to select from. To reenter the highest major press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY:
Enter minor category to end printing at and press <**ENTER**>, or press <**ENTER**>
to stop printing at the last minor category. Press <**HOME**> to display a
listing of minors to select from. To reenter the lowest minor category
press <**ESC**>.

ENTER LOWEST DATE (MMDDYY):

    Enter starting date to begin the report on and press **<ENTER>,** or just press
    <ENTER> to start printing at lowest date. To reenter highest minor press **<ESC>.**

ENTER HIGHEST DATE (MMDDYY):

    Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>**
    to stop printing at highest date. To reenter lowest date press **<ESC>.**

DOUBLE-SPACE the REPORT? (Y/N):

    Enter **<Y>** and press **<ENTER>** to have the report double space when it prints. Enter
    <N> and press **<ENTER>,** or just press **<ENTER>** to have the report print single space.
    Press <**ESC**> to highest date.

ENTER LOCATION ID TO PRINT:

    Enter location ID and press **<ENTER>,** just press **<ENTER>** for all locations. Press **<HOME>**
    to display a location list to select from, or press <**ESC**> to reenter double-space.

PRINT ITEMS WITH ZERO SALES? (Y/N):

    Enter **<Y>** and press **<ENTER>** to include majors whose sales figures equal zero. Enter **<N>**
    and press **<ENTER>** , or just press **<ENTER>** to omit them. Press **<ESC>** to reenter locations.

IS EVERYTHING OK ? (Y/N):

    Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the
    previous questions. To reenter zero sales press <**ESC**>. Enter <**Y**> and press
    <**ENTER**> if you want to continue. Printing begins immediately. When printing is
    complete, the program returns to the Reports and Listings Menu.


```
                    **-- MAJOR/MINOR CATEGORY SALES ANALYSIS--**

Lowest Major: DEERE ; Highest Major: DEERE ; Lowest Minor: PARTS ; Highest Minor: PARTS ; Lowest Date: 01/01/05
Highest Date: LAST ; Single-Space ; Location(s):SC ; No Zero Sales ;

MAJOR   DESCRIPTION                 MINOR  DESCRIPTION            LOC   QTY    SALES $$    COST $$    %
----------------------------------------------------------------------------------------------------------
DEERE   DEERE                       PARTS  PARTS                  01/SC  4,937   31,139.19   12,344.87  60.4
                                                                        =======  ==========  =========== =====

                                                         GRAND TOTALS:  4,937   31,139.19   12,344.87  60.4
```

5.7   REBATE SALES REPORTS_____

This section presents instructions for printing listings that pertain to your rebate sales
records. This option may not show up on your menu as this must be purchased separately from
your regular ProCom System. There are three types of reports in this section that may be
printed at anytime. The following is an example of the sub-menu that will be display.

```
                        Rebate Sales Reports & Listing
xx/xx/xx                                                         xx/xx/xx

                 1.   Rebate Sales Master File Listing
                 2.   Manufacture Rebate History Report
                 3.   Customer Rebate History Report

                 M.   Return to Main Menu          E.  Exit to Monitor

                        Enter Selection: ___
```

5.7.1   REBATE SALES MASTER FILE LISTING_____

This section presents instructions for printing the Rebate Sales Master File listings. This
will print all rebates entered into Rebate Master File Maintenance by manufacturer, and by
date.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
           press **<ENTER>**.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **REBATE SALES REPORTS** and press **<ENTER>**.

STEP 3:   From the **REBATE SALE REPORTS MENU,** select **REBATE SALES MASTER FILE LISTING** and press
           <ENTER>.

FIRST MANUFACTURE:
    Enter the manufacturer to begin the report on and press **<ENTER>,** or just press
    <ENTER> to start at the first manufacturer built on your system. You may also enter
    ?partial name and press **<ENTER>**, or press **<HOME>** to display a listing to select from.
    To exit press **<ESC>.**

LAST MANUFACTURE:
    Enter the manufacturer to end the report on and press **<ENTER>,** or just press **<ENTER>**
    to stop at the last manufacturer built on your system. You may also enter ?partial
    name and press **<ENTER>**, or press **<HOME>** to display a listing to select from. To
    reenter first manufacturer press **<ESC>.**

STARTING DATE(mmddyy):
    Enter date to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start
    at the first date in your system. To reenter last manufacturer press **<ESC>.**

ENDING DATE (MMDDYY):
    Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop
    at the last date in your system. To reenter starting date press **<ESC>.**

IS EVERYTHING OK ? (Y/N):
    Enter **<N>** and press **<ENTER>** if you want to reenter the answers in the previous steps.
    Enter **<Y>** and press **<ENTER>** if you want to begin printing. When printing is
    complete, the program returns to the Reports & Listings screen.

First Manufacture: FIRST; Last Manufacture: LAST; First Date: FIRST; Last Date: LAST;

MANUFACTURE: 03010 (CUB CADET)

From Date	To Date	Item Number	Description	Cust #	Vendor #	Rebate	Qty	Sales $$	Cost $$	Rebate $$
10/14/98 –	12/14/98	AGS2130	AGS 2130 12.5 HP TRACTOR	175	23	200.00	1	12600.00	6000.00	200.00

5.7.2   MANUFACTURER REBATE HISTORY REPORT_____

This section presents instructions for printing the Sales History of Manufacturers Rebates. This report includes all manufacturer rebate sales history by manufacturer item number.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **REBATE SALES REPORTS** and press <**ENTER**>.

STEP 3: From the **REBATE SALE REPORTS MENU,** select **MANUFACTURE REBATE HISTORY REPORT** and press <**ENTER**>.

LOWEST MANUFACTURER:
Enter manufacture to begin the report on and press **<ENTER>,** or just press **<ENTER>** To start at the first manufacture built on your system. You may also enter ?partial name and press <**ENTER**>, or press <**HOME**> to display a listing to select from. To exit press <**ESC**>.

HIGHEST MANUFACTURE:
Enter manufacture to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop at the last manufacture built on your system. You may also enter ?partial name and press <**ENTER**>, or press **<HOME>** to display a listing to select from. To reenter first manufacturer press **<ESC>.**

LOWEST ITEM NUMBER:
Enter item number to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start at the lowest number on your system. To reenter highest manufacturer press **<ESC>.**

HIGHEST ITEM NUMBER:
Enter item number to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop at the highest number on your system. To reenter lowest item # press **<ESC>.**

LOWEST DATE(MMDDYY):
Enter date to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start at the first date in your system. To reenter highest item # press **<ESC>.**

HIGHEST DATE (MMDDYY):
Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop at the last date in your system. To reenter lowest date press **<ESC>.**

PRINT SERIAL NUMBERS? (Y/N):
If you want to print the serial numbers of the items sold, enter <**Y**> and press <**ENTER**>, or just press <**ENTER**>. To skip serial numbers enter <**N**> and press <**ENTER**>. To reenter highest date press <**ESC**>.

IS EVERYTHING OK? (Y/N):
Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous steps. Enter <**Y**> and press <**ENTER**> if you want to begin printing. When printing is completed, the program returns to Reports and Listings Menu screen.

Lowest Manf: FIRST; Highest Manf: LAST; Lowest Item: FIRST; Highest Item: LAST; Lowest Date; FIRST, Highest Date: Last; WITH Serial Numbers

Manufacturer: 00026 (BUSH HOG)

Item Number	Cust #	Name	Date	Loc	Qty	Sale	Cost	Rebate	Profit	%
1025	00300	ABUNDANT LIFE Y C	02/01/98	SC	1	180.00	100.00	75.00	155.00	
22" MOWER			SNI: 2102510		SN2:					
1025	00100	SHOPPERS CORPORATION	02/15/98	SC	1	162.00	100.00	75.00	137.00	
22" MOWER			SNI: 6520125		SN2:					
A-10	00100	SHOPPERS CORPORATION	02/01/98	SC	2	105.00	50.00	20.00	75.00	
DYNAMO HANDLE										
A-10	00100	SHOPPERS CORPORATION	02/12/98	SC	1	52.50	25.00	10.00	37.50	
DYNAMO HANDLE										

   ** Total Rebate Amount: 180.00

5.7.3   CUSTOMER REBATE HISTORY REPORT_____

This section presents instructions for printing Rebate History By Customer. The report may be printed by customer, item number and date range.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **REBATE SALES REPORTS** and press <**ENTER**>.

STEP 3: From the **REBATE SALE REPORTS MENU,** select **CUSTOMER REBATE HISTORY REPORT** and press <**ENTER**>.

LOWEST CUSTOMER:
     Enter customer number to start the report on and press **<ENTER>,** or just press **<ENTER>** to start at the first customer built on your system. To exit press **<ESC>.**

HIGHEST CUSTOMER:
     Enter customer number to stop the report at and press **<ENTER>,** or just press **<ENTER>** to stop at the last customer built on your system. To reenter lowest customer press **<ESC>.**

LOWEST ITEM NUMBER:
     Enter item number to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start at the lowest number on your system. To reenter highest customer press **<ESC>.**

HIGHEST ITEM NUMBER:
     Enter item number to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop at the highest number on your system. To reenter lowest item # press **<ESC>.**

LOWEST DATE (MMDDYY):
     Enter date to begin the report on and press **<ENTER>,** or just press **<ENTER>** to start at the first date in your system. To reenter highest item # press **<ESC>.**

HIGHEST DATE (MMDDYY):
     Enter date to end the report on and press **<ENTER>,** or just press **<ENTER>** to stop at the last date in your system. To reenter lowest date press **<ESC>.**

PRINT SERIAL NUMBERS? (Y/N):
     If you want to print the serial numbers of the items sold, enter <**Y**> and press <**ENTER**>, or just press <**ENTER**>. To skip serial numbers enter <**N**> and press <**ENTER**>. To reenter highest date press <**ESC**>.

IS EVERYTHING OK? (Y/N):

    Enter **<N>** and press **<ENTER>** if you want to reenter the information entered in the previous steps. Enter **<Y>** and press **<ENTER>** if you want to begin printing. When printing is completed, the program returns to Reports and Listings Menu screen.

CUSTOMER REBATE HISTORY REPORT

Lowest Customer: FIRST; Highest Customer: LAST; Lowest Item: FIRST; Highest Item: LAST; Lowest Date: FIRST; Highest; With Serial NUMBERS

Invoice Number	Invoice Date	Sale Type	Item Number	Qty	Unit Price	Sale Amount	Unit Cost	Cost Amount	Unit Rebate	Rebate Amount	Profit Amount	%
==
Customer: 00400	(ACME AUTO)											
001254	01/14/98		KBTRACTOR	1	12,600.00	12,600.00	6,000.00	6,000.00	200.00	200.00	6,8000.00	53.96
	SN1:T6542-25-10					SN2:		6,000.00				
		Customer Totals:		1	12,600.00			6,000.00		200.00	6,8000.00	53.96

5.8   ACCOUNTS RECEIVABLE AGED TRIAL BALANCE REPORT_____

This section presents instructions for printing the Accounts Receivable Aged Trial Balance Report. Aging is the method used to analyze (in time) just how long an invoice has been unpaid. Aging involves consideration of such factors as the date on which payment was due, the number of days that have elapsed since the due date, and any other available data that gives clues as to the collectability of the account. This report is sometimes referred to as the "aging schedule" and is used to facilitate the analysis of each customer's accounts receivable account.
You may change the aging dates specified in the report by going to Miscellaneous Programs #1. There you may select Aging Period Changes, and change the report from the current way it defaults to 30, 60, 90, or 120 past days overdue. This report is also selectable from the Month End Procedures Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **ACCOUNTS RECEIVABLE AGED TRIAL BALANCE REPORT** and press **<ENTER>**.

TOTAL ACCTS REC BAL ONLY (Y/N)?:

    Enter **<Y>** and press **<ENTER>**, if you want to print only the final A/R balance total. (You may also go to Miscellaneous Programs #1 and display on the screen the Receivable Balance). Enter **<N>** and press **<ENTER>** to print the report in full, the program prompts:

ENTER DESIRED SEQUENCE:
  1. CUSTOMER NUMBER
  2. CUSTOMER NAME

    Enter **<1>** and press **<ENTER>** to print the print in customer number order. Enter **<2>** and press **<ENTER>** to print the report in customer name order.

LOWEST CUSTOMER #/NAME TO PRINT:
    Enter customer number/name to start the report on and press **<ENTER>,** or just press **<ENTER>** to start at the first customer built on your system. Press **<ESC>** to exit.

HIGHEST CUSTOMER #/NAME TO PRINT:
    Enter customer number/name to stop the report at and press **<ENTER>,** or just press **<ENTER>** to stop at the last customer built on your system. Press **<ESC>** to reenter lowest number/name.

CUSTOMER CLASS OR <ENTER> FOR ALL:

Enter customer class to print for and press **<ENTER>**, or just press **<ENTER>** for all classes. This question will not appear if asking for only one customer.

PROFIT CENTER OR <ENTER> FOR ALL:

Enter profit center to print for and press **<ENTER>**, or just press **<ENTER>** for all centers. If your system is not using profit centers this question does not appear.

SALESMAN OR <ENTER> FOR ALL:

Enter the salesman's number you want to include on the report, and press **<ENTER>**. If you want all salesman to be included on the report, just press **<ENTER>**. This question will not appear is asking for only one customer.

(C)REDIT, (D)EBIT, (N)ON-ZERO, OR (A)LL BALANCES:

Enter **<C>** and press **<ENTER>** if you want to print only those customers with credit balances.
Enter **<D>** and press **<ENTER>** if you want to print only those customers with debit balances (program displays "D OVER:") enter the debit figure for which the cut-off will be and press **<ENTER>**.
Enter **<N>** and press **<ENTER>**, or just press **<ENTER>** if you want to include all customers with non-zero balances.
Enter **<A>** and press **<ENTER>** if you want to include all customers.

ONLY THOSE WITH UNAPPLIED CREDITS?:

Enter **<Y>** and press **<ENTER>** if you want the printout to include only those customer's with unapplied credits.
Enter **<N>** and press **<ENTER>**, or just press **<ENTER>** if you want the printout to include unapplied and applied credits.

(D)ETAIL OR (S)UMMARY?:

Enter **<D>** and press **<ENTER>**, or just press **<ENTER>**, if you want the report to include line detail for the individual invoice and payment transactions. Enter **<S>** and press **<ENTER>** if you wish the report to summarize transactions and print totals only.

(A)LL ITEMS OR (O)PEN ITEMS ONLY?:

Enter **<A>** and press **<ENTER>** if you want the report to include all transactions (invoices, payments stored in transaction file). Enter **<O>** and press **<ENTER>**, or just press **<ENTER>** if you want the report to include only open transactions (invoices that have not been paid and payments that are unapplied). This selection will not show if the report is to be in summary.

PRINT FOR ACCOUNTS WITH BALANCES OVER
<ENTER> FOR ALL
30 DAYS ENTER "1"
60 DAYS ENTER "2"
90 DAYS ENTER "3"
120 DAYS ENTER "4"
These options allow you to limit the printout to include only those accounts past a specified period, or to include all periods.
Enter **<1>** and press **<ENTER>** if you want the report to include only those accounts with existing balances past a 30 day cut-off.
Enter **<2>** and press **<ENTER>** if you want the report to include those accounts with existing balances past a 60 day cut-off.
Enter **<3>** and press **<ENTER>** if you want the report to include only those accounts with existing balances past a 90 day cut-off.
Enter **<4>** and press **<ENTER>** if you want the report to include only those accounts with existing balances past a 120 day cut-off.
Press **<ENTER>** to include all cut-off periods in the report.

OVER CREDIT LIMIT ONLY (Y/N)?

    Enter **<N>** and press **<ENTER>**, or just press **<ENTER>** if you wish the report to include all customers with existing balances. Enter **<Y>** and press **<ENTER>** if you wish the report to include only those customers with existing balances beyond their specified credit limit.

PRINT DELINQUENCY INFO (Y/N)?

    Enter **<N>** and press **<ENTER>**, or just press **<ENTER>** if you wish the report to include delinquency information.
    Enter **<Y>** and press **<ENTER>** if you wish the report not to include delinquency information.

LOCATION ID OR <ENTER> FOR ALL:

    Enter location id to print for and press **<ENTER>**, or just press **<ENTER>** for all locations.

AGING DATE:

    Enter date to calculate aging from and press **<ENTER>**, or just press **<ENTER>** for today's date.

AGING BY (I)NVOICE DATE OR (D)UE DATE?:

    Enter **<I>** and press **<ENTER>** to calculate from invoice date. Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to use due date**.**

IS EVERYTHING O.K? (Y/N):

    Enter **<N>** and press **<ENTER>** if you want to reenter the information entered in the previous questions. Enter **<Y>** and press **<ENTER>** if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

DUE DATE:

```
                      ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
                              AGED AS OF: 10/13/01
```

Number Sequence; Lowest Number: 500; Highest Number: 500T; Customer Class: ALL; Profit Center: ALL; Salesman: ALL; Non-Zero Balances; All Credits; Summary Report; Open Items Only; All Balances; All Credit Limits; No Delinquency Info; Aging By Due Date;

CUS # NAME	INVOICE NUMBER	APPLY TO NO	DESCR	INVOICE DATE	DUE DATE	OPEN AMOUNT	CURRENT	OVER1 DAYS	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS
500 ADVANCE CLEANING											
	001889		Invoice	08/23/00	09/24/00	500.00					500.00
	1275		Invoice	08/13/01	09/13/01	250.00			250.00		
					BAL:	750.00	0.00	0.00	250.00		500.00

    (SC) ProCom Solutions Inc   A/R BAL: 750.00   0.00   0.00   250.00   500.00

```
                          =============
                          TOTAL A/R BAL:
```

INVOICE DATE:

```
                      ACCOUNTS RECEIVABLE AGED TRIAL BALANCE
                              AGED AS OF: 10/13/01
```

Number Sequence; Lowest Number: 500; Highest Number: 500T; Customer Class: ALL; Profit Center: ALL; Salesman: ALL; Non-Zero Balances; All Credits; Summary Report; Open Items Only; All Balances; All Credit Limits; No Delinquency Info; Aging By INVOICE Date;

CUS # NAME	INVOICE NUMBER	APPLY TO NO	DESCR	INVOICE DATE	DUE DATE	OPEN AMOUNT	CURRENT	OVER1 DAYS	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS
500 ADVANCE CLEANING											
	001889		Invoice	08/23/00	09/24/00	500.00					500.00
	1276		Invoice	08/13/01	09/13/01	250.00				250.00	
					BAL:	750.00	0.00	0.00		250.00	500.00

    (SC) ProCom Solutions Inc   A/R BAL: 750.00   0.00   0.00   250.00   500.00

```
                          =============
                          TOTAL A/R BAL:
```

5.9   GENERAL LEDGER MASTER LIST_____

This program will print out a listing of the G/L account numbers in use.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **GENERAL LEDGER MASTER LIST** and press <**ENTER**>.

Enter Lowest G/L Number to Print:
Enter the G/L number to begin the printout on and press <**ENTER**>, or press <**HOME**> to display a list to select from. Press <**ESC**> to exit.

Enter Highest G/L Number to Print:
Enter the G/L number to end the printout on and press <**ENTER**>, or press <**HOME**> to display a list to select from. Press <**ESC**> to reenter beginning account number.

Are All Entries Correct ? (Y/N):
Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

5.10   GENERAL LEDGER DISTRIBUTION REPORT_____

This section presents instructions for printing the General Ledger Distribution Report. This report prints the date and amount posted for each General Ledger account with activity between specified dates. This report is also available from the Month End Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **GENERAL LEDGER DISTRIBUTION REPORT** and press <**ENTER**>.

ENTER THE START DATE FOR TRANSACTIONS DESIRED:
Enter the beginning date for the period you wish to review and press <**ENTER**>. To exit press <**ESC**>**.**

ENTER THE END DATE FOR THE TRANSACTIONS DESIRED:
Enter the ending date of the period and press <**ENTER**>.

ENTER THE STARTING ACCOUNT NUMBER TO PRINT:
Enter the GL account number to begin the report with and press <**ENTER**>, or just press <**ENTER**> for all. To reenter dates press <**ESC**>.

ENTER THE ENDING ACCOUNT NUMBER TO PRINT:
Enter the GL account number to end the report on and press **<ENTER>.** To reenter starting account number press <**ESC**>. This question does not appear if asking for all accounts.

ENTER STARTING PROFIT CENTER NUMBER TO PRINT:
Enter the profit center to print out and press <**ENTER**>, or just press <**ENTER**> for all. To reenter profit center press <**ESC**>.

PRINT RECORDS ALREADY TRANSFERRED TO G/L? (Y/N):
> Enter <**Y**> and press <**ENTER**> to include on the report records that have already
> been transferred down to GL, enter <**N**> and press <**ENTER**>, or just press <**ENTER**>
> to exclude them. To reenter profit center press <**ESC**>.

ALL ENTRIES CORRECT? (Y/N):
> Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the
> previous questions. To reenter transfer question press <**ESC**>. Enter <**Y**> and press
> <**ENTER**> if you want to continue. Printing begins immediately. When printing is
> complete, the program returns to the Reports and Listings Menu.

GENERAL LEDGER DISTRIBUTION REPORT

GENERAL FROM: 06/01/99 TO: 06/30/99
LEDGER TRX

ACCOUNT#	DATE	TYPE	TRANS.	DESCRIPTION	DEBIT AMT.	CREDIT AMT
1100-01	06/01/99	CUMULATIVE DAILY POSTING	SALES		16.00	
***ACCOUNT TOTALS					16.00	0.00	16.00
0670-02	06/01/99	CUMULATIVE DAILY POSTING	SALES			16.00
***ACCOUNT TOTAL					0.00	16.00	16.00-
GRAND TOTALS					16.00	16.00	0.00

5.11   CASH RECEIPTS HISTORY REPORT_____

This section presents instructions for printing the cash receipts history report. This report
can be sequenced by customer and date. You may choose to print in summary, or detail.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
> press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CASH RECEIPTS HISTORY REPORT** and
> press <**ENTER**>.

FIRST CUSTOMER TO PRINT:
> Enter the customer number to start the report and press <**ENTER**>, or just press
> <**ENTER**> for the first customer on file. To exit press <**ESC**>.

LAST CUSTOMER TO PRINT:
> Enter the customer number to end the report and press <**ENTER**>, or just press
> <**ENTER**> for the last customer on file. To reenter first customer press <**ESC**.**

FIRST DATE TO PRINT:
> Enter the date to begin the report and press <**ENTER**>, or press <**ENTER**> for the first
> date on file. To reenter last customer press <**ESC**>.

LAST DATE TO PRINT:
> Enter the date to end the report and press <**ENTER**>, or press <**ENTER**> for the last
> date on file. To reenter first date press <**ESC**>.

DESIRED REPORT TYPE:
> Enter <**1**> and press <**ENTER**>, or just press <**ENTER**> to print the report in detail,
> or enter <**2**> and press <**ENTER**> to print the report in summary. Detail will print
> each check entry, while summary prints only one entry per day.

IS EVERYTHING OK?(Y/N):
> Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the
> previous questions. To reenter report type press <**ESC**>. Enter <**Y**> and press
> <**ENTER**> if you want to continue. Printing begins immediately. When printing is
> complete, the program returns to the Reports and Listings Menu.

DETAIL:

CASH RECEIPTS HISTORY FILE REPORT

First Customer: 00014; Last Customer: 00014; First Date: FIRST; Last Date: LAST; Detail Report;

Trans No	Trans Date	Batch #	Description	Amount	Discount	Invoice Apply-To	G/L Acct Apply-To
===

Customer: 00014 (A.J. POWER)

Trans No	Trans Date	Batch #	Description	Amount	Discount	Invoice Apply-To	G/L Acct Apply-To
00112	03/28/99	000012	CHECK	754.54	0.00	000816	
00112	03/28/99	000012	CHECK	90.00	0.00	000817	0140-02
00112	03/28/99	00012	CHECK	35.61	0.00	000967	
00112	03/28/99	000012	CHECK	5,434.48	0.00	000971	
00112	03/28/99	000012	CHECK	3,685.37	0.00	001022	0107-02

* Total For Customer: 00010   80,000.00   0.00

SUMMARY:

CASH RECEIPTS HISTORY FILE REPORT

First Customer: 00014; Last Customer: 00014; First Date: FIRST; Last Date: LAST; Summary Report;

Trans No	Trans Date	Batch#	Description	Amount	Discount	Invoice Apply-To	G/L Acct Apply-To
===

Customer: 00014 (A.J. POWER)

Trans No	Trans Date	Batch#	Description	Amount	Discount	Invoice Apply-To	G/L Acct Apply-To
00112	03/28/99			80,000.00	0.00		

* Total For Customer: 00010   80,000.00   0.00

5.12   CONTRACT BIDDING REPORTS_____

This section presents instructions for printing the contract bidding reports. This option may not appear on your system depending upon its setup, and what was purchased from ProCom.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
        press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **CONTRACT BIDDING REPORTS** and press <**ENTER**>.

```
┌──────────────────────────────────────────────────────────────────┐
│  Contract Bidding Reports Menu.                                    │
│  1)  Contract Billing Report                                       │
│  2)  Contract Status Report                                        │
│  3)  Contract Variance Report                                      │
│                                                                    │
│                                                                    │
│  Enter Selection or <ESC>:                                         │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

5.12.1   CONTRACT BILLING REPORT_____

This report will list contracts and display the items that have been billed along with what still must be billed out.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
        press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **CONTRACT BIDDING REPORTS** and press <**ENTER**>.

STEP 3:   From the **CONTRACT BIDDING REPORTS MENU,** select **CONTRACT BILLING REPORT** and
        press <**ENTER**>.

ENTER CUSTOMER NUMBER:
      Enter customer number, or partial name that the report will be done for and
      press <**ENTER**>, or press <**HOME**> for your Customer Number options. To exit press
      <**ESC**>.

ENTER CONTRACT NUMBER:
      Enter the contract number for this report and press <**ENTER**>, or press <**HOME**>
      to display a listing of contracts to select from. To reenter customer number
      press <**ESC**>.

PREVIOUS BILLING DATE WAS xx/xx/xx ENTER NEW BILLING DATE:
      Enter the new billing date and press <**ENTER**>, or press <**ENTER**> for the system date.
      To reenter contract number press <**ESC**>.

IS EVERYTHING OK? (Y/N):
      Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in
      the previous questions. To reenter billing date press <**ESC**>. Enter <**Y**> and
      press <**ENTER**> if you want to continue. Printing begins immediately. When printing
      is complete, the program returns to the Reports and Listings Menu.

```
PROCOM SOLUTIONS                  TCBI                            CONTRACT  :000003
8980-A ROUTE 108                  6548 EAST WEST HIGHWAY          START DATE:09/07/00
OAKLAND CENTER                    SUITE 765                       END DATE  :10/01/00
COLUMBIA, MD 21045                WEST COATSVILLE, PA 87655       PAGE      :1

Current Billing Date: 10/30/00
                                                          Total
                     Original          Total  Previous Current Completed  Balance
Ln# Description       Qty   Price UOM  Revenue Amount   Period  To Date  %  Amount
--- -------------------- ------- ----- ---- --------- --------- ------- --------- -- ---------
1  1094A                1    4.99 EA     4.99    0.00    0.00   0.00          4.99
2  PAINT                3    6.20 EA    18.60    0.00    0.00   0.00         18.60
3  COIL                 2    7.32 EA    14.64    0.00    0.00   0.00         14.64

                Sub Totals           38.03    0.00    0.00   0.00         38.03
                Sales Tax             0.00    0.00    0.00   0.00          0.00
                    Totals           38.03    0.00    0.00   0.00         38.03
```

5.12.2   CONTRACT STATUS REPORT_____

This report will list items from the contract and whether or not they have been shipped.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **CONTRACT BIDDING REPORTS** and press <**ENTER**>.

STEP 3: From the **CONTRACT BIDDING REPORTS MENU,** select **CONTRACT STATUS REPORT** and press <**ENTER**>.

ENTER CUSTOMER NUMBER:
    Enter customer number, or partial name that the report will be done for and press <**ENTER**>, or press <**HOME**> for your Customer Number options. To exit press <**ESC**>.

ENTER CONTRACT NUMBER:
    Enter the contract number for this report and press <**ENTER**>, or press <**HOME**> to display a listing of contracts to select from. To reenter customer number press <**ESC**>.

IS EVERYTHING OK? (Y/N):
    Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions. To reenter contract number press <**ESC**>. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

```
PROCOM SOLUTIONS                  TCBI                            CONTRACT  :000003
8980-A ROUTE 108                  6548 EAST WEST HIGHWAY          START DATE:09/07/00
OAKLAND CENTER                    SUITE 765                       END DATE  :10/01/00
COLUMBIA, MD 21045                WEST COATSVILLE, PA 87655       PAGE      :1

                                                  Qty
                     Original          Total  Qty     Amount  To Be  Unbilled Percent
Ln# Description       Qty   Price UOM  Revenue Shipped Billed Shipped Amount   Complete
--- -------------------- ------- ----- ---- --------- -------- ------ ------- -------- --------
1  1094A                1    4.99 EA     4.99    0.00   0.00     1      4.99
2  PAINT                3    6.20 EA    18.60    0.00   0.00     3     18.60
3  COIL                 2    7.32 EA    14.64    0.00   0.00     2     14.64

                Totals               38.03           0.00          38.03
```

This report will list items on the contracts and the difference between what was originally
contracted for and what has been shipped.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and
           press <**ENTER**>.

STEP 2:   From the **REPORTS & LISTINGS MENU,** select **CONTRACT BIDDING REPORTS** and press <**ENTER**>.

STEP 3:   From the **CONTRACT BIDDING REPORTS MENU,** select **CONTRACT VARIANCE REPORT** and
           press <**ENTER**>.

ENTER CUSTOMER NUMBER:
      Enter customer number, or partial name that the report will be done for and
      press <**ENTER**>, or press <**HOME**> for your Customer Number options. To exit press
      <**ESC**>.

ENTER CONTRACT NUMBER:
      Enter the contract number for this report and press <**ENTER**>, or press <**HOME**>
      to display a listing of contracts to select from. To reenter customer number
      press <**ESC**>.

IS EVERYTHING OK? (Y/N):
      Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in
      the previous questions. To reenter contract number press <**ESC**>. Enter <**Y**> and
      press <**ENTER**> if you want to continue. Printing begins immediately. When printing
      is complete, the program returns to the Reports and Listings Menu.

```
PROCOM SOLUTIONS              TCBI                        CONTRACT  :000003
8980-A ROUTE 108              6548 EAST WEST HIGHWAY      START DATE:09/07/00
OAKLAND CENTER                SUITE 765                   END DATE  :10/01/00
COLUMBIA, MD 21045            WEST COATSVILLE, PA 87655   PAGE      :1


            ------Original Estimate------  ------Shipment To Date----- ---Variance----
Ln# Description  Qty    Price     Value   QTY    Price    Value   Qty     Value
--- ------------ ----  --------   ------- ----  -------   ------- ----    -------
1   1094A         1     4.99      4.99     0     0.00      0.00   1-       4.99-
2   PAINT         3     6.20     18.60     0     0.00      0.00   3-      18.60-
3   COIL          2     7.32     14.64     0     0.00      0.00   2-      14.64-

        Totals    6              38.03     0               0.00   6-      38.03-
```

This section presents instructions for printing the Inter-Company Transfer Report. This report will give you a listing of all the invoices and the items that have been used internally.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REPORTS & LISTINGS** and press <**ENTER**>.

STEP 2: From the **REPORTS & LISTINGS MENU,** select **INTER COMPANY TRANSFER REPORT** and press <**ENTER**>.

ENTER STARTING DATE (MMDDYY):
     Enter the date to begin the report and press <**ENTER**>, or press <**ENTER**> for the first date on file. To exit press <**ESC**>.

ENTER ENDING DATE (MMDDYY):
     Enter the date to end the report and press <**ENTER**>, or press <**ENTER**> for the last date on file. To reenter first date press <**ESC**>.

IS EVERYTHING OK?(Y/N):
     Enter <**N**> and press <**ENTER**> if you want to reenter the information entered in the previous questions. Enter <**Y**> and press <**ENTER**> if you want to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

                    *** Inter Company Transfer History Report ***

Date Range: 01/01/02 through 01/05/02

Item Number	Description	UOM	Loc ID	Date	Invoice No.	Qty	Cost	G/L Acct	Description
1000153	C001 Wash & Wax	BX	SC	01/02/02	00163	1	4.95	1200-00	IN HOUSE EXPENSE
	* Sub Totals:	Items:	1				4.95		
1000057	4pk LIGHT BULB	BX	SC	01/05/02	001214	1	.89	1200-00	IN HOUSE EXPENSE
	* Sub Totals:	Items:	1				.89		
	*** Grand Totals:	Items:	2				5.84	1200-00	IN HOUSE EXPENSE

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ╔════════════════════════════════════════════════════════════════════════════╗ │
│ ║  CHAPTER 6:            INQUIRY & G/L INTERFACE PROGRAMS                      ║ │
│ ╚════════════════════════════════════════════════════════════════════════════╝ │
└──────────────────────────────────────────────────────────────────────────────┘
```

6.0   **INTRODUCTION**_____

This chapter presents detailed instructions for operating the Inquiry and General Ledger
Interface programs. The Inquiry functions described in this chapter are very useful when you
need quick reference information about a customer, a customer's account, or the availability
of an item in inventory. The Inquiry Programs Menu is below, with accompanying references to
the sections that describe each function. Because your applications package has been tailored
to your business's needs, your screen menu may not display all these functions.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx          ***--- Inquiry & G/L Interface Programs   ---***       xx/xx/xx │
│                                                                                │
│                    1.  Customer Transaction Inquiry                            │
│                    2.  Customer Ledger Printout                                │
│                    3.  Customer Comments Inquiry                               │
│                    4.  Customer Open Orders Inquiry                            │
│                    5.  Customer Alphabetic Inquiry                             │
│                    6.  Customer Product History                               │
│                    7.  Customer Non-Stock Product History                      │
│                    8.  Customer Credit Check Inquiry                           │
│                    9.  Customer Archive Invoice History                        │
│                    10. Inventory inquiry                                        │
│                    11. Inventory Parts Price Inquiry                            │
│                    12. Inventory Product History                               │
│                    13. Inventory Non-Stock Product History                      │
│                    14. Inventory Receipts History                              │
│                    15. General Ledger Distribution Report                       │
│                    16. Post General Ledger Transactions to D.O.C.S.             │
│                    17. Purge General Ledger Transaction File                    │
│                                                                                │
│                    M.  Return to Main Menu;      E.  Exit to Monitor.           │
│                                                                                │
│                    Enter Selection:_                                            │
└──────────────────────────────────────────────────────────────────────────────┘
```

6.1   **CUSTOMER TRANSACTION INQUIRY**_____

This section presents instructions to display, or print a summary of a specific customer's
account. The Customer Transaction Inquiry is particularly useful when you must quickly assess
the status of an order for a customer, or supervisor. Only updated information may be
retrieved and displayed by the inquiry program. Make sure that all files have been updated
before using the inquiry program.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER
          INTERFACE PROGRAMS** and press **<ENTER>**.

STEP 2: From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER
          TRANSACTION INQUIRY** and press **<ENTER>.**

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ RIINQ – A/R Inquiry                        Press <ESC> to Exit Program          │
│                                                                                │
│                                                                                │
│ Enter Customer #:                                                              │
│                                                                                │
│ Enter Start Date:                                                              │
│                                                                                │
│ Enter Job #:                                                                   │
└──────────────────────────────────────────────────────────────────────────────┘
```

ENTER CUSTOMER #:

    Enter specific customer number, or partial name and press **<ENTER>.** To exit from program press **<ESC>.**

ENTER START DATE:

    Enter specific date to display/print for and press **<ENTER>,** or just press **<ENTER>** for all dates. To reenter customer number press **<ESC>.**

ENTER JOB #:

    If your system is setup to use jobs enter the job number and press **<ENTER>,** or just press **<ENTER>** for all jobs. To reenter start date press **<ESC>**. This question does not display if you system is not set up to use jobs.

```
XXXX XXXXXXXXXXXXXXXXXXXXXXXXXX        START DATE:xx/xx/xx
     XXXXXXXXXXXXXXXXXXXXXXXXXX           JOB NO :xxx
     XXXXXXXXXXXXXXXXXXXXXXXXXX           BALANCE:x,xxx,xxx.xx
     XXXXXXXXXXXXXXXXXXXXXXXXXX           SLS YTD:x,xxx,xxx.xx or ST Disc.

     <F1>  Display Open   <F3>  Print Open   <F5> Check Number       <F7> Display Ageing
     <F2>  Display All    <F4>  Print All    <F6> Invoice Number      <ESC> Next Account


              SELECT:
```

Follow these guidelines when making an additional selection:

<F1> DISPLAY OPEN:

    Press **<F1>** if you want to display a complete list of the customer's open invoices.

<F2> DISPLAY ALL:

    Press **<F2>** if you want to display a complete list of all transactions, both open and closed, for this account.

<F3> PRINT OPEN:

    Press **<F3>** if you want to print a complete list of the customers' open invoices.

<F4> PRINT ALL:

    Press **<F4>** if you want to print a complete list of transactions, both open and closed, for this account.

<F5> CHECK NUMBER:

    Press **<F5>** enter check number, and press **<ENTER>**. Enter **<Y>** and press **<ENTER>** to search for check number entered.

<F6> INVOICE NUMBER:

    Press **<F6>** if you want to search for a specific invoice number on this account. Enter the invoice number and press **<ENTER>.** Enter in either **<N>** and press **<ENTER>** in response to the question "Is Everything OK? (Y/N): to exit, or **<Y>** and press **<ENTER>** to retrieve the invoice information.

<F7> DISPLAY AGING:

    Press **<F7>** if you want to display aging for this account. In the lower right of your terminal screen, the program displays the current balance, and the balance due within the dates established for this customer

<ESC> NEXT ACCOUNT:
> Press **<ESC>** if you want to enter a new customer number to display a new transaction inquiry, or when you wish to end the procedure.

```
┌──────────────────────────────────────────────────────────────────────────────────────────┐
│ 00175 TCBI INC.                                      Start Date: All Dates                 │
│       6458 East West Highway                             Job No: All Jobs                  │
│       West Coatsville, Pa 87655                         Balance: 6,768.07                  │
│       (712) 876-5434                                    Sls Ytd: 7,636.52                  │
│ ==========================================================================================│
│    DATE        DUE DATE    REF # DESCR(TYP)    ORIG AMT (STDISC) APP CRED    OPEN AMT    CUST BAL│
│ 1) 08/26/00    09/26/00    000981 Serv. Invoice   671.40   0.00    0.00       671.40      671.40│
│ 2) 09/17/00    10/17/00    000997 Invoice        5728.75   0.00    0.00      5728.75     6400.15│
│ 3) 09/17/00    10/17/00    000998 Serv Invoice     78.38   0.00    0.00        78.38     6478.38│
│ 4) 09/18/00    10/18/00    000999 Invoice           1.43   0.00    0.00         1.43     6479.96│
│ 5) 09/20/00    10/20/00    001001 Invoice           3.77   0.00    0.00         3.77     6438.73│
│ 6) 09/25/00    10/25/00    001006 Invoice         189.30   0.00    0.00       189.30     6673.03│
│ 7) 09/30/00    10/30/00    001015 Invoice          76.80   0.00    0.00        76.80     6749.83│
│ 8) 10/27/00    11/27/00    001023 Invoice          18.24   0.00    0.00        18.24     6768.07│
│                                                                                            │
│                                                                                            │
│ Enter "E" to End this Account                                                              │
│ Press <ENTER> to Display More Invoices.                                                    │
│ Press <ESC> to Return to Top of Invoices                                                   │
│ SELECT:_                                                                                    │
└──────────────────────────────────────────────────────────────────────────────────────────┘
```

At this point, you may enter one of the following:

Press **<ENTER>** to Display More Invoices.
Enter **<E>** and press **<ENTER>** to exit.
Press **<ESC>** to return to top of the Invoices.
Enter the line number of the invoice and press **<ENTER>** to see its applied credits.

6.2　　　　　　　　　　　　CUSTOMER LEDGER PRINTOUT_____

This section presents instructions for printing a complete ledger of each customer's account. This sequential record of every transaction recorded for each customer is essential in verifying your information. Before performing the Purge Customer Transaction File Records function described in Section 6.3, print a Customer Ledger and check the records you want to purge. Store the Ledger printout in a safe place.

After you supply a valid cutoff date for the report, the program prints a ledger beginning with the first customer account, and describes each customer transaction that occurred within the period specified. The program continues to print the ledger until it describes every customer transaction that occurred within the dates you provide. Only updated information is reflected in the Customer Ledger printout. Be sure that all information has been updated before printing a customer ledger.

STEP 1:　From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press **<ENTER>**.

STEP 2:　From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER LEDGER PRINTOUT** and press **<ENTER>.**

PRINT TRANSACTIONS THROUGH (MMDDYY):
> Enter the date of the last transaction you want to print on the report, and press **<ENTER>**. Follow the MMDDYY format when entering dates. For example, enter February 2, 2000, as 022000.

IS THIS THE CORRECT DATE? (Y/N):
> Enter <**N**> and press <**ENTER**> if you want to change the date. Enter <**Y**> and press
> <**ENTER**> if the date is correct, and you wish to continue.

ENTER LOCATION ID TO PRINT:
> Enter Location ID to print for and press <**ENTER**>, or just press <**ENTER**> for all
> locations. To reenter date press <**ESC**>.

IS THIS A RESTART?
> This prompt allows you to print a ledger beginning at a specific customer number,
> instead of a ledger beginning with the very first customer in the file. If, for any
> reason, printing of the Customer Ledger is interrupted, this option allows you to
> initiate printing with the last record printed.
>
> Enter <**N**> and press <**ENTER**> if you want to begin the ledger with the first customer on
> file. Enter <**Y**> and press <**ENTER**> if you want to begin printing with a specific
> customer.

ENTER LAST COMPLETED CUSTOMER #:
> Enter the number of the last customer record printed and press <**ENTER**>. The customer
> name corresponding to that account is displayed on the screen. This question will
> display only if restart is answered yes.

IS THIS THE CORRECT CUSTOMER? (Y/N):
> Enter <**N**> and press <**ENTER**> if you wish to reenter the Customer number, or change your
> response to the restart prompts. Enter <**Y**> and press <**ENTER**> if you want to continue.
> When selection is made, printing begins immediately. When printing is complete, the
> program returns to Inquiry & G/L Interface Program Menu screen.

```
Run Date:  10/27/00                      LEDGER PRINTOUT                      PAGE: 001

   250   S.ABRAM
         1834 CHESTER DR

         BALTIMORE      MD 21224
         ==========================================================================================
             INV DATE   DUE DATE   REF#    DESCR        ORIG AMT      APP CRED  OPEN AMT   CUST BAL
         ==========================================================================================

             09/03/99   09/10/99   117395 Invoice          5.00                               5.00
             10/01/99   11/01/99   001501 Invoice        100.00                             105.00
             10/15/99   11/15/99   200329 Invoice        200.00                             305.00
```

6.3   CUSTOMER COMMENTS INQUIRY

This section presents instructions for displaying any customer comments that have been
specified for a particular customer. The inquiry function displays a summary description on a
customer account, and any comments that have been specified for this customer. These comments
are for internal use only and may include information such as a warning note for late payment,
a message for the customer placing an order, or a general message that can be utilized for all
customers. Customer comments are stored in the Customer Master File record pages described in
Section 3.1.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER
INTERFACE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER
COMMENTS INQUIRY** and press <**ENTER**>.

```
Customer Comments Inquiry

Enter Customer Number:

                          Press <ESC> To End
```

Enter a valid customer number identifying the customer whose comments you want to review and
press **<ENTER>**. If an invalid customer number is entered, the program does not accept it and
the prompt remains on the screen. Use the **<ESC>** key to return to the Inquiry & G/L Interface
Programs Menu. When a valid customer is entered, the program displays:

```
Customer Comments Inquiry

ENTER CUSTOMER NUMBER:175          TCBI INCORPORATED
                                   6458 EAST WEST HIGHWAY
        BALANCE: xxx,xxx.xx        SUITE 765
        SLS YTD: xxx,xxx.xx        WEST COATSVILLE,     PA 87655
        CR LIMT: xxx,xxx.xx


     01   PLEASE GET PURCHASE
     01   ORDER OKAY'D BY MAIN
     01   OFFICE.

<ENTER> to Continue, <UP-ARROW> Previous Record, <DOWN-ARROW> Next Record
```

To review comments for another customer, press **<ENTER>**. The prompt for a customer number
returns to the screen.

6.4   CUSTOMER OPEN ORDERS INQUIRY‾‾‾‾‾‾‾‾‾‾‾‾‾‾

This section presents instructions for displaying a summary record of open invoices for a
specified customer. An open order is any sale entered into the system through the order entry
programs that has not been invoiced. The open order inquiry function is for display only; you
may not change an order, or invoice through this procedure.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER
         INTERFACE PROGRAMS** and press **<ENTER>**.

STEP 2:   From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER OPEN
         ORDERS INQUIRY** and press **<ENTER>.**

```
RIOE – Customer Open Orders Inquiry

Enter Customer #:

                          Press <ESC> to Exit.
```

Enter the customer number for the customer whose open orders you want to view and press
<ENTER>. When a valid customer number is entered, the program displays a summary of all the
open orders on file.

```
RIOE – Customer Open Orders Inquiry

Enter Customer #:00175                       TCBI INCORPORATED
                                             6458 EAST WEST HIGHWAY
        Balance:   7,096.63                  SUITE 765
        Sls YTD:  23,144.15                  WEST COATSVILLE      PA
        Cr.Limt:       0.00
```

```
Order #    Order Date   Order Type      Cust. PO #    Amount    Last Inv #   Inv.Dt.
================================================================================
012972     09/09/00     Sales Order     7644555      10,523.89
012996     10/03/00     Work Order                    5,432.78
013047     10/31/00     Sales Order                     756.90


<ENTER> More Open Orders, <UP-ARROW> Previous Record, <DOWN-ARROW> Next Record or <ESC> for Next Customer:
```

Press <**ENTER**> if you wish to display more open orders for this customer account number.

Press <**UP-ARROW**> to display the previous record.

Press <**DOWN-ARROW**> to display the next record

Press <**ESC**> if you want to enter a new customer account number, the program returns to the Enter Customer # prompt. Press <**ESC**> at this point to return to the Inquiry & G/L Interface Program Menu screen.

6.5   CUSTOMER ALPHABETIC INQUIRY_____

This section presents instructions for displaying basic customer data when only the customer name is known. By entering a customer name, the inquiry function displays the address, telephone number, account number, and balance of the specified customer.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER ALPHABETIC INQUIRY** and press <**ENTER**>.

```
RIINQAL-Locate Customers Using Alpha Name
Enter Name:

                                   Press <HOME> for Customer# Options.
                                   Press <ESC> to Exit.
```

<**HOME**>

```
RIINQAL-Locate Customers Using Alpha Name


Enter Name:

    +--------------------------------------------------------------------+
    |                    Customer Selection Options                      |
    |                                                                    |
    | At this point, you are selecting the Customer # to whom an order is being made, and you must tell |
    |   the system how to find the Customer.                             |
    | The fastest way to do this is to enter the Customer's Number, though this, of course assumes that |
    |    you KNOW the Customer's Number.                                 |
    |                                                                    |
    |         If you do not know the number, there are two ways of determining it: |
    |                                                                    |
    |    1. Alpha Search: In this method, you enter up to he first 10 characters of the |
    |          Customer's Name.  The system will display for you a list of characters whose |
    |          name BEGINS with those characters, and allows you to select one. |
    |    2. Wild-Card Search: In this method, you enter a question mark (?) followed by up |
    |          to 9 characters.  The system will then display for you a list of all customers whose |
    |          name contains the entered characters, and allows you to select one. |
    |                                                                    |
    |                  Press <ENTER> key to continue:                    |
    +--------------------------------------------------------------------+
```

Enter the customer's name as accurately as possible, and press <**ENTER**>. The program will display a list of the closest matching names in the file.

```
RIINQAL-Locate Customers Using Alpha Name



 Enter Name: ACE.
  #         Customer Name              Address Line # 1              Telephone #

 350       ACE SEATS                   786655 EASTERN AVE.           (301) 555-55555
 415       ACE SERVICE CO              56 WEST DOGWOOD RD.           (410) 555-55555
 (End-of-Customers)




 Enter Customer #, ?Customer#, or <ESC> to Exit:
```

Enter your selection and press <**ENTER**>.

```
 Acct: 350


 ACE SERVICE COMPANY                          BAL: 745.78
 56 WEST DOGWOOD RD
 SUITE B
 WOODLAWN,    MD    21236
 410 555-5555




 <ESC> New Customer, <UP-ARROW> Previous Customer, <DOWN-ARROW> Next Customer, or Enter "I" Accounts
 Receivable Inquiry
```

Press the <**UP-ARROW**> key to see the customer before this one.
This selection displays the record that precedes the present record in the alphabetic
sequence.

Press the <**DOWN-ARROW**> key to see the customer after this one.
This selection displays the record that comes after the present record in the alphabetic
sequence.
Press <**ESC**> to enter a new name.
This selection permits the entry of a new name, or to exit the procedure.

Enter <**I**> and press <**ENTER**> to go to the Accounts Receivable Inquiry.
This selection displays the customer's account in summary and options to display, or print
more detail about this customer. See Section 6.1 if you want more information on this
customer.

This section presents instructions for displaying customer sales history. By entering a customer number, you may search the customer's sales history specifics.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER PRODUCT HISTORY** and press **<ENTER>.**

The Screen Displays:	You Respond/Enter:
Enter Customer Number:	Enter the customer # to search on and press <**ENTER**>. If you are unsure of the number you may enter a "?" search (ex: ? Shopper). To exit press <**ESC**>.
Enter Item Number:	Enter the item number you wish to search for and press <**ENTER**>, or just press <**ENTER**> for all items. If unsure about the item number you may press <**HOME**> to do an item search.

```
  <HOME>

  Item #   :?03h                                      Type   : ?????
  MAJOR    :??????
  MINOR    :??????
  ────────────────────────────────────────────────────────────────────
  Ln#   Item Number       Item Description        Qty Avail  U/M     Price

  001      03H1005          BOLT
  002      03H1268          BOLT
  003      03H1268          PAINT BRUSH
  ────────────────────────────────────────────────────────────────────

  Enter Line#, <HOME>, Command or <ESC> to Exit:
```

The Screen Displays:	You Respond/Enter:
Enter Invoice Number:	Enter the invoice number to search for a customer and press <**ENTER**>, or just press enter for all invoices. To reenter item number press <**ESC**>.
Enter Start Date:	Enter the 6 digit starting date (without slashes) to start the search on and press <**ENTER**>, or press <**ENTER**> for all dates. To reenter invoice number press <**ESC**>.
Enter Ending Date:	Enter the 6 digit ending date (without slashes) to end the search at and press <**ENTER**>, or press <**ENTER**> for the last date. To reenter invoice number press <**ESC**>.
Enter Serial Number:	Enter the serial number to be searched for and press <**ENTER**>, or press <**ENTER**> for all serial numbers. To reenter start date press <**ESC**>.
Enter P.O. Number:	Enter the purchase order number to be searched and press <**ENTER**>, or just press enter for all purchase orders. To reenter serial number press <**ESC**>.
Enter Job Number:	If using job #'s enter the job number to be searched and press <**ENTER**>, or press <**ENTER**> for all job numbers. To reenter po number press <**ESC**>.
Display or Print:	Enter <**D**> and press <**ENTER**> to display the information searched for. Enter <**P**> and press <**ENTER**> to print the information searched for.

The information that will display, or print will include all of the above questions, if there are any parts that were not entered when the original invoice was done it will be left blank.

DISPLAY:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│                      --Customer Sales History Inquiry—                         │
├──────────────────────────────────────────────────────────────────────────────┤
│ Line   Invoice                                        Invoice    Unit  Extended│
│ ###     Date    Item Description      UOM   Qty       Number    Price    Price │
│  1)   09/07/00  4pk MULTI BULBS        EA    1        00884      0.99     0.99 │
│  2)   10/01/00  TRACTOR                EA    1        00972   5290.00  5,290.00│
│                                                                                │
│                                                                                │
│ Press <ESC> to Exit, Line#, <HOME> or Command:                                 │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

PRINT: DETAIL

01/31/01   **** C U S T O M E R   P R O D U C T   H I S T O R Y   R E P O R T ********

Customer: 00175   TCBI   Job Number: Po Number: All

INVOICE NUMBER	INVOICE DATE	SALE TYPE	ITEM NUMBER	ITEM DESCRIPTION	UOM	QTY	UNIT PRICE	SALE AMOUNT	COST AMOUNT	PROFIT AMOUNT	PROFIT%
001227	01/15/01	Inv	JDTRACTOR	DEERE TRACTOR	EA	1	5,880.00	5,880.00	3,999.00	1,881.00	32.0
	SN: 12345678, 12344567										
001229	01/21/01	Wrk	100057	BELT	EA	2	.75	1.50	1.50	.00	0.0

```
                                                  ====   ========  ========  ========  ======

                        ITEM TOTALS:               3     5,881.50  4,000.50  1,881.00  32.0
```

PRINT : SUMMARY

01/31/01   **** C U S T O M E R   P R O D U C T   H I S T O R Y   R E P O R T ********

Customer: 00175   TCBI

INVOICE NUMBER	INVOICE DATE	SALE TYPE	ITEM NUMBER	ITEM DESCRIPTION	UOM	QTY	UNIT PRICE	SALE AMOUNT	COST AMOUNT	PROFIT AMOUNT	PROFIT%
001227	01/15/01	Inv	JDTRACTOR	DEERE TRACTOR	EA	1	5,880.00	5,880.00	3,999.00	1,881.00	32.0
001229	01/21/01	Wrk	100057	BELT	EA	2	.75	1.50	1.50	.00	0.0

```
                                                  ====   ========  ========  ========  ======

                        ITEM TOTALS:               3     5,881.50  4,000.50  1,881.00  32.0
```

6.7   CUSTOMER NON-STOCK PRODUCT HISTORY_____

This section presents instructions for displaying customer non-stock product history. By
entering a customer number you may search on a customers non-stock sales history.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER
INTERFACE PROGRAMS** and press **<ENTER>**.

STEP 2: From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER NON-
STOCK PRODUCT HISTORY** and press **<ENTER>.**

The Screen Displays:	You Respond/Enter:
Enter Customer #:	Enter the number of the customer you are searching for and press **<ENTER>**. If unsure of the number, enter ?partial name and press **<ENTER>,** or press **<HOME>** for help. To exit press **<ESC>**.
Enter Start Date:	Enter the 6 digit starting date, (without slashes) to be used to start the search and press **<ENTER>**, or press **<ENTER>** for all dates. To reenter customer number press **<ESC>**.

Enter Item Number:	Enter the item number to be searched and press **<ENTER>,** or just press **<ENTER>** for all non-stock items. To reenter start date press **<ESC>**. Press **<HOME>** for a listing of nonstock items to be selected from.
Print or Display (P/D)	Enter **<D>** and press **<ENTER>**, or just press **<ENTER>** to display the information searched for. To reenter item number press **<ESC>.** Enter **<P>** and press **<ENTER>** to print the information searched for. If Print is selected enter either **<D>** for detail and press **<ENTER>**, or **<S>** for summary and press **<ENTER>**.

DISPLAY:

```
RINONCUS- Customer Non-Stock Sales History Inquiry

         Invoice      Item                         CONV      Unit      Sale
Line#    Date         Description        Qty        Qty       Price     Amount
=======  =======  ==================  =========  ========  =========  ============
001      11/13/00  STRING LIGHTS          10                 1.99       19.90
```

When displaying the information in order to get detail on an item, select the corresponding line number and press **<ENTER>**; press **<ESC>** to enter the next customer number.

```
RINONCUS – Customer Non-Stock Sales History Inquiry

Invoice      Invoice    Sale     Item                  Item
Number       Date       Type     Number                Description
=======      =======    ======   =============         ===============================================

001558       02/09/01   CHARGE   21058SR               MOWER

        Conv    Unit     Sale      Cost      Profit     Profit
 QTY    QTY     Price    Amount    Amount    Amount     Percentage
=====  ======  ========  ========  =========  ========  ============
  1      1      125.00    125.00    87.50     37.50       30.0%


Enter:
     <ENTER> to Return to Summary Screen
     <ESC>  for Next Customer
```

PRINT: DETAIL

```
CUSTOMER :   175   TCBI            *** CUSTOMER NON-STOCK ITEM HISTORY REPORT ***

INVOICE   INVOICE   SALE    ITEM      ITEM                      CONV    UNIT     SALE     COST    PROFIT   PROFIT
NUMBER    DATE      TYPE    NUMBER    DESCRIPTION        QTY    QTY     PRICE    AMOUNT   AMOUNT  AMOUNT   PERCENTAGE

001558    02/09/01 CHARGE  10056     FAN BELTS            1     1      125.00   125.00   87.50   37.50    30.0%
                                                        ======                 ======== ======  =======
                                     CUSTOMER TOTALS      1             125.00  175.00   37.50   30.0%
```

PRINT: SUMMARY

```
CUSTOMER :   175   TCBI            *** CUSTOMER NON-STOCK ITEM HISTORY REPORT ***

      Invoice    Item                         Conv      Unit      Sale
INV#  Date       Description         Qty       Qty       Price     Amount
====  ========  ==================  ======  ========  ========  ===========

01158 02/09/01 FAN BELTS              1        1      125.00     125.0
```

This section presents instructions for displaying credit information on a particular customer. By entering the customer number you may display information to be used to issue credit privileges, or do a credit reference.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER CREDIT CHECK INQUIRY** and press **<ENTER>.**

```
 RICREDIT-Customer Credit Check Inquiry


 Enter Customer #:_____

                                        Press <HOME> FOR Customer # Options.
                                        Press <ESC> to Exit.
```

Enter customer number and press <**ENTER**>, or partial name and press <**ENTER**> to create a list to select from.

```
                Customer Credit Check Inquiry              A/R Aging
_____
Acct# 00100                      Status  On Hold    Current..:    5,253.80
SHOPPERS CORPORATION                                30 Days..:   26,857.24
8980-A Route 108                                    60 Days..:    1,674.92
                                                    90 Days..:    3,883.85
COLUMIBA, MD 21045                                  120 & Over:  24,691.12


             Credit Information                   Highest Balance History
Date Account Opened.................: 04/02/98      March       66,983.24
Current Balance.....................:    62,360.93  April             .00
Previous Balance....................:          .00  May               .00
Credit Limit........................:          .00  June              .00
Terms Code..........................: Net 30        July              .00
                                                    August            .00
Date of Last Payment................: 02/11/99      September         .00
Amount of Last Payment..............:          .00  October           .00
Date of Last Sale...................: 10/01/99      November          .00
                                                    December          .00
Date of Highest Balance.............: 11/05/99      January        742.04
Highest A/R Balance to Date.........:    66,983.24  February    52,856.86
Average Payment Days................:    411
Finance Charge Y-T-D................:     1,599.56

Enter Command, <HOME>, or <ESC>:
```

At the command line the following options are available.

<**HOME**>

```
                Command List

 Enter 'A' for a Customer Transaction Inquiry.
 Enter 'C' for a Customer Comments List.
 Enter 'P' for a Communication Fields List.
 Press <UP-ARROW> to see the previous Customer.
 Press <DOWN-ARROW> to see the next Customer.
 Press <ESC> to enter a new Customer Account.
 Press <HOME> to display this Help Screen.
```

<A> CUSTOMER TRANSACTION INQUIRY

```
┌─────────────────────────────────────────────────────────────────────────────┐
│  Customer: 175  (TCBI)                          Balance...:767.78             │
│                                                 On Order..:22,346.65          │
│                                                 Cr. Limit.:    0.00           │
├─────────────────────────────────────────────────────────────────────────────┤
│                                                                               │
│      Enter Starting Transaction Date:                                         │
│                                                                               │
│                                      Press <ENTER> to Display ALL Transactions│
│                                      Press <ESC> to Exit.                     │
│                                                                               │
│                                                                               │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

Enter starting transaction date and press **<ENTER>**, or just press **<ENTER>** for all dates.
Press **<ESC>** to exit.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│  Customer: 175  (TCBI)                          Balance...:767.78             │
│                                                 On Order..:22,346.65          │
│                                                 Cr. Limit.:    0.00           │
├─────────────────────────────────────────────────────────────────────────────┤
│  Enter Starting Transaction Date:                                             │
│                                                                               │
│  Display ALL or Open Transactions ? (A/O):                                    │
│                                                                               │
│                                      Press <ENTER> to Display All Trans       │
│                                      Press <ESC> to Reenter Start Date.       │
│  Entered OK?                                                                  │
│                                                                               │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

Enter **<A>** and press **<ENTER>**, or just press **<ENTER>** to display all transactions. Enter
<O> and press **<ENTER>** to display only open transactions. Press **<ESC>** to reenter start
date. Enter either **<Y>** and press **<ENTER>** to continue, or **<N>** and press **<ENTER>** to exit.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│  Customer: 175  (TCBI)                          Balance...:445.51             │
│  Starting Trans. Date: All Transactions         On Order..:22,346.65          │
│  Display All Transactions                       Cr. Limit.:0.00               │
├─────────────────────────────────────────────────────────────────────────────┤
│  Ln#    Date   Ref#  Descr           Orig Amt     Applied   Open Amt   Balance│
│                                                                               │
│   1)  09/07/00  884 Serv. Inv.           1.09        0.00      1.09      1.09 │
│   2)  09/07/00  007 Invoice            300.00        0.00    300.00    301.09 │
│   3)  10/04/00  985 Invoice            144.42        0.00    144.42    445.51 │
│                                                                               │
│                                                                               │
│  Enter Line#, (N)ext Page or <ESC>:....                                       │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

<C> CUSTOMER COMMENTS LIST

```
                                                            A/R Aging
                 Customer Credit Check Inquiry
                                                         Customer's Comments
_____      Code   Comment
Acct# 00100           Status On Hold    6777
SHOPPERS CORPORATION
8980-A Route 108                                      01    GET PO NUMBER FROM CUSTOMER
                                                     (End-of-List)
COLUMIBA, MD 21045


                    Credit Information
Date Account Opened.................: 04/02/98
Current Balance.....................:      62,360
Previous Balance....................:
Credit Limit........................:
Terms Code..........................: Net C

Date of Last Payment................: 02/11/99
Amount of Last Payment..............:
Date of Last Sale...................:

Date of Highest Balance.............: 11/05/99
Highest A/R Balance to Date.........:      66,983
Average Payment Days................:    411
Finance Charge Y-T-D................:     1,599

                                                     Enter Command, <HOME> or <ESC>:
_____
Enter Command, <HOME> or <ESC>:.................
```

<P>

```
                                                        A/R Aging
               Customer Credit Check Inquiry
                                                  Current..:    5,253.80
_____  30 Days..:   26,857.24
Acct# 00100           Status On Hold              60 Days..:    1,674.92
SHOPPERS CORPORATION                              90 Days..:    3,883.85
8980-A Route 108                                  120 & Over:   24,691.12

COLUMIBA, MD 21045

                                                     Highest Balance History
                    Credit Information
Date Account Opened.................: 04/02/98      March       66,983.24
Current Balance.....................:    62,360.93   April            .00
Previous Balance....................:        .00     May              .00
Credit Limit........................:        .00     June             .00
Term                                                 July             .00
        Communication Fields                         August           .00
Date  Contact Name 1     :                          September         .00
Amou  Contact Name 2     :                          October           .00
Date  Contact Name 3     :                          November          .00
      Phone Number 1     :                          December          .00
Date  Phone Number 2     :                          January       742.04
High  Alt Phone Number 1 :                          February     52,856.86
Aver  Alt Phone Number 2 :
Fina  Fax Number 1       :
      Fax Number 2       :
      Cell Phone Number  :
      Pager Number       :
      E-Mail Address 1   :
Ente  E-Mail Address 2   :
      E-Mail Address 3   :
      Web Address        :
      Press <ENTER> to Continue:
```

<UP-A~~RROW~~   ~~Press this key to see previous Customer.~~

<DOWN-ARROW> Press this key to see next Customer.

<ESC>   Press this key to exit, or enter new Customer Account.

This section presents instructions for displaying and/or printing an archived invoice.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **CUSTOMER ARCHIVE INVOICE HISTORY** and press **<ENTER>.**

```
RIINV- Customer Archive Invoice History


Enter Customer Number:_____


                                    Press <ESC> to Exit Program.
                                    Press <ENTER> for ALL Customers.
                                    Press <HOME> for Customer # Options.
```

Enter customer number and press <**ENTER**>, or partial name and press <**ENTER**> to create a list to select from. Press <**ENTER**> for all customers, or press <**ESC**> to exit.

```
RIINV- Customer Archive Invoice History


Enter Customer #:

Enter Invoice/Order Number:

                                    Press <ESC> to Reenter Customer #.
                                    Press <HOME> for an Invoice History List.
```

Enter the invoice/order number needed and press <**ENTER**>, or press <**HOME**> to display a list to select from.

<**HOME**>

```
RIINV – Customer Archive Invoice History


Customer: 00175 (TCBI)
Ln#   Inv#    Order#      Date          Amount   Type  Po Number                   Terms
001   001054  00123     11/28/00         31.42   Inv                               90 DAYS
002   001058  00102     11/27/00      6,467.86   Inv                               90 DAYS
003   001030  00098     11/20/00        261.25-  CrdM                              90 DAYS
004   001034  00060     11/09/00         65.00   WrkI                              90 DAYS
005   001029  00030     11/04/00          0.87-  CrdP                              90 DAYS


Enter Line#, Command, <HOME> or <ESC>:
```

Enter the line number of the invoice needed and press **<ENTER>**, or press **<HOME>** for help.

```
RIINV – Customer Archive Invoice History


Customer: 00175 (TCBI)
Ln#  Invoice#  Dat┌────────────────────────────────────────┐rms
001  001054    11/2│           Order List Commands          │DAYS
002  001058    11/2│                                        │DAYS
003  001030    11/2│ To select an Order:                    │DAYS
004  001034    11/0│    Enter the corresponding line number.│DAYS
005  001029    11/0│ Enter 'N' to display the next screen of Orders.│DAYS
                   │ Enter 'P' to display the previous screen of Orders.│
                   │ Enter 'I99' where 99 is the corresponding line number,│
     ┌─────────────│    to list order line items for the requested order.│
     Enter Line#, Comma│ Press <ESC> to exit the Order Listing Screen.│
                   │        Press <ENTER> To Continue.      │
                   └────────────────────────────────────────┘
```

6.10   INVENTORY INQUIRY_____

This section presents instructions for scanning through the Inventory Master File Records.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press **<ENTER>**.

STEP 2: From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **INVENTORY INQUIRY** and press **<ENTER>.**

```
                              Item Inquiry

Item #    :????????                        Type      :???????
MAJOR     :????????                        Customer #:???????
MINOR     :????????

Ln# Item Number   Item Description        Qty Avail U/M    Price


                              Item #

          Press <ESC> to Exit;
                  <ENTER> to Leave Item# Selection "as is";
                   Partial Item# Followed by "?",
                   "?" Followed by Partial Item#,
                   "?" to Skip Item# Selection, or
                   Item# to Display:.........................
```

Enter the data as required and press **<ENTER>**.

```
                              Item Inquiry

 Item #    :????????                       Type      :???????
 MAJOR     :????????                       Customer #:???????
 MINOR     :????????

 Ln# Item Number    Item Description       Qty Avail U/M    Price



                          MAJOR Category

           Press <ESC> to Reenter Item#:
                   <ENTER> to Leave MAJOR Category Selection "as is";
                   "?" to skip MAJOR Selection;
                   <HOME> to Display Available MAJOR Categories, or
                    MAJOR Category to Display:.....................
```

```
                              Item Inquiry
┌──────────────────────────────────────────────────────────────────────────┐
│ Item #    :????????                          Type      :???????           │
│ MAJOR     :????????                          Customer #:???????           │
│ MINOR     :????????                                                       │
├──────────────────────────────────────────────────────────────────────────┤
│ Ln# Item Number    Item Description          Qty Avail U/M    Price        │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│                     MINOR Category                                         │
│                                                                            │
│           Press <ESC> to Reenter MAJOR Selection;                          │
│                 <ENTER> to Leave MINOR Category Selection "as is";         │
│                 "?" to skip MINOR Selection, or                            │
│                 <HOME> to Display Available MINOR Categories, or           │
│                  MINOR Category to Display:.....................           │
│                                                                            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘


                              Item Inquiry
┌──────────────────────────────────────────────────────────────────────────┐
│ Item #    :????????                          Type      :???????           │
│ MAJOR     :????????                          Customer #:???????           │
│ MINOR     :????????                                                       │
├──────────────────────────────────────────────────────────────────────────┤
│ Ln# Item Number    Item Description          Qty Avail U/M    Price        │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│                       Type Code                                            │
│                                                                            │
│           Press <ESC> to Reenter MINOR:                                    │
│                 <ENTER> to Leave Type Selection "as is";                   │
│                 "?" to skip Type Selection; or                             │
│                 Type Code to Display:.....................                 │
│                                                                            │
│                                                                            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘


                              Item Inquiry
┌──────────────────────────────────────────────────────────────────────────┐
│ Item #    :????????                          Type      :???????           │
│ MAJOR     :????????                          Customer #:???????           │
│ MINOR     :????????                                                       │
├──────────────────────────────────────────────────────────────────────────┤
│ Ln# Item Number    Item Description          Qty Avail U/M    Price        │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│                                                                            │
│                        Customer #                                          │
│                                                                            │
│           Press <ESC> to Reenter Type Selection;                           │
│                 <ENTER> to Leave Customer ID "as is";                      │
│                 "?" to skip Customer # Selection; or                       │
│                 Customer # to Display Prices for:.....                     │
│                                                                            │
│                                                                            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

After all data has been entered the following screen will display items meeting your
search criteria.

```
                         Item Inquiry

  Item #    :????????                       Type     :???????
  MAJOR     :????????                       Customer #:???????
  MINOR     :????????
 ─────────────────────────────────────────────────────────────
  Ln# Item Number    Item Description       Qty Avail U/M    Price
 ─────────────────────────────────────────────────────────────

  01 03h1063        BOLT                     800        PCS    .05
  02 03H1414        PAINT BRUSH              59         EA     3.59




 ─────────────────────────────────────────────────────────────
  Enter Line #, <HOME>, Command or <ESC> to Exit:

 ─────────────────────────────────────────────────────────────
```

Select line number of the item you want displayed and press **<ENTER>.**
The screen that displays will resemble somewhat the one below depending upon your
system setup and how the previous questions were answered.

```
                       Inventory Master Record
  Item #..: 01                   Descrip..: TEST
  Purchase Unit....: EA                    :
  Taxable?.........: Yes         MAJOR....: COMPUTER (COMPUTERS CATEGORY)
  Stocking Status..: Stocked     MINOR....: PARTS   (--Unknown Category--)
  Last Sale........:             Type.....:
  Last Received....: 02/15/96    Category.:   10  (TEST VENDOR 10)
  Average Cost.....: 15.50       Sub item#:    3
  Last Cost........: 15.50       Created..: 03/18/02
  --------------Quantities---------------------+-------------(EA)----------------------------
  Lc  On Hand  Comm   Avail  On Order B/O  Bin  |
                                                |Price 1:     27.90 A
  BA       0     0      0       0     0         |Price 2:     17.22 A
  MD       5     0      5       0     0         |Price 3:     20.66 A
  SC       5     0      5       0     0         |Price 4:     30.66 A
  SM       1     0      1       0     0         |Price 5:     17.22 A
  WV       0     0      0       0     0         |Price 6:     19.53 A
                                                |Price 7:     18.14 A
                                                |Price 8:     15.50 A

  Committed for Transfers: 5                    |
                                                |
  ──────────────────────────────────────────────────────────────────
  Enter Command, <HOME> or <ESC> to Exit:.........
```

At the command line the following options are available:

```
                    C O M M A N D   L I S T
Enter 'A' to display all selling prices.
Enter 'C' to display all Order Entry commitments
Enter 'Cxx' to display Order Entry commitments for location 'xx'.
Enter 'D' to display all LIFO/FIFO detail.
Enter 'Dxx' to display LIFO/FIFO detail for warehouse location 'xx'.
Enter 'E' to display equipment items where the current item is used
   as a part or component.
Enter 'Exx' to display equipment items where the current item is used
    as a part or component for location 'xx'.
Enter 'G' to display Common Parts List.
Enter 'H' to display sales history.
Enter 'Hxx' to display sales history for location 'xx'.
Enter 'O' to display all Open Purchase Orders.
Enter 'Oxx' to display Open Purchase Orders for location 'xx'.
Enter 'S' to display all serial numbers available for sale.
Enter 'Sxx" to display all serial numbers available for sale for
    location 'xx'.
Enter 'V' to display Vendor Information Screen.
Press <PAGE-UP> or <PAGE-DOWN> to scroll thru locations.
                Press <ENTER> To Continue
```

<C>: Enter **<C>** and press **<ENTER>** to display Order Entry Commitments.
Enter **<Cxx>** (where your location ID replaces the xx) and press **<ENTER>** to display
Order Entry Commitments for a specific location.

```
                       Inventory Master Record
Item #..: 01                   Descrip..: TEST
Purchase Unit....: EA                 :
Taxable?         : Yes         Major   : COMPUTER (COMPUTERS CATEGORY)
St
La   Whs Order#  Ship Date  Customer          Type  Order U/M  Ship  B/O
La
Av   SC  12972   10/01/00  175 TCBI           SlsO   1 EA       1     0
La   SC  13012   11/28/00  175 TCBI           WrkO   1 EA       3     0
__       (End of Committed Orders)                                        _____

Wh
 E
 P
 S
 S
 V


 T
     Press <ESC> to Exit.

En
```

<D>: Enter **<D>** and press **<ENTER>** to display LIFO/FIFO detail.
Enter **<Dxx>** (where your location ID replaces the xx) and press **<ENTER>** to display
LIFO/FIFO detail for a specific location.

```
                              Inventory Master Record
Item #..: 01                        Descrip..: TEST
Purchase Unit    : EA                         :
Taxab                                              CATEGORY)
Stock     The Folowing Layers Are on File:         Category--)
          Whse    Quantity          Date    Cost
Last
Last       SC    18                09/13/00   .59     10)
Avera      SC    25                10/01/00   .65
Last      (End of Detail)
-----                                              A)-----------------------------

Whse                                               7.90 A
 BA                                                7.22 A
 PH                                                0.66 A
 SC                                                0.66 A
 SM       Press <ESC> to Exit:                     7.22 A
 VA                                                9.53 A
                                         Price 7:    18.14 A
 Total      6     0     6     0     0    Price 8:    15.50 A

Enter Command, <HOME> or <ESC> to Exit:.........
```

<E>: Enter **<E>** and press **<ENTER>** to display if items selected are used as a part, or
component. Enter **<Exx>** (where your location ID replaces the xx) and press **<ENTER>** to
display items used as part, or component for a specific location.

```
                              Inventory Master Record
Item #..: L9600                     Descrip..: TEST
Purchase Unit....: EA                         :
Ta     l 0                  Y             M      COMPUTER (COMPUTERS CATEGORY)
St
La        Part/Component List
La     Whse  Item#           Description                  Serial#1
La
Av
La      SC   L9600           CHAIN LINKAGE                9090
--        (End of Components)                                         -----

Wh
 E
 P
 S
 S
 V

 T     Press <ESC> to Continue:
Enter Command, <HOME> or <ESC> to Exit:.........
```

<G> Common
     Enter <   iated with an item.

```
                    --Inventory Master Record—
       Item #   :01-126-0080        Descript.:

                    Common Parts List
        Item Number        Description
         *                 Hose at No Charge

       (End of Common Parts List)
```

<H> Enter **<H>** and press **<ENTER>** to display Sales History.

     Enter **<Hxx>** (where your location id replaces the xx) and press **<ENTER>** to display

Sales History for a specific location.

```
                            Inventory Master Record
Item #..: 01                      Descrip..: TEST
Purchase Unit....: EA                    :
┌──────────────────────────────────────────────────────────────────────────┐
│                        Inventory Sales History                             │
│  Ln#  Lc  Date          Sales        Cost         Profit     %    Qty      │
│                                                                            │
│   1   SC  11/00       2,451.00     1,520.43       931.47   38.0  2,577     │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│   Enter Command, <HOME> or <ESC> to Exit:                                  │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
Enter Command, <HOME> or <ESC> to Exit:..........
```

<I>   Enter **<I>** and press **<ENTER>** to display Inventory Overstock records.
      Enter **<Ixx>** (where your location id replaces the xx) and press **<ENTER>** to display
      Inventory Overstock records for a specific location.

```
                            Inventory Master Record
Item #..: 01                      Descrip..: TEST
Purchase Unit....: EA                    :
Taxable?...┌──────────────────────────────────────────┐TERS CATEGORY)
Stocking St│  The Following Overstocks Are on File:    │nown Category--)
Last Sale..│                                           │
Last Receiv│    Whse   Bin   Quantity   Date           │NDOR 10)
Average Cos│                                           │
Last Cost..│    SC     A-7    10        03/10/04        │
-----------│                                           │--(EA)-----------------------------
           │                                           │
Whse On Han│                                           │         27.90 A
 BA        │                                           │         17.22 A
 PH        │                                           │         20.66 A
 SC        │                                           │         30.66 A
 SM        │                                           │         17.22 A
 VA        │                                           │         19.53 A
           │                                           │         18.14 A
 Total     │  Press <ESC> to Exit:                     │         15.50 A
           └──────────────────────────────────────────┘
Enter Command, <HOME> or <ESC> to Exit:..........
```

<O>: Enter **<O>** and press **<ENTER>** to display all open purchase orders.
Enter **<Oxx>** (where your location id replaces the xx) and press **<ENTER>** to display
open purchase orders for a specific location.

```
                         Inventory Master Record
 Item #..: 01                      Descrip..: TEST
 Purchase Unit....: EA                  :
 Taxable?.........: Yes          MAJOR....: COMPUTER (COMPUTERS CATEGORY)
 Stocking Status..: Stocked      MINOR....: PARTS    (--Unknown Category--)
 La┌──────────────────────────────────────────────────────────────────────┐
 La│ Whs  Order#          Est Ariv.     Vendor             UOM Ordered  Rec'd│
 Av│                                                                          │
 La│ SC   497            00/00/00     21 A & H Industries   EA    1       0   │────
 --│ SC   524            12/30/00     23 First Supplier     EA    3       0   │
   │                                                                          │
 Wh│                                                                          │
  E│                                                                          │
  P│                                                                          │
  S│                                                                          │
  S│                                                                          │
  V│                                                                          │
   │                                                                          │
  T├──────────────────────────────────────────────────────────────────────┤
   │  Press <ESC> to Exit:                                                   │
 ──│                                                                          │
 En└──────────────────────────────────────────────────────────────────────┘
```

<V>: Enter **<V>** and press **<ENTER>** to display vendor Information.

```
                         Inventory Master Record
 Item #..: 01                      Descrip..: TEST
 Purchase Unit....: EA                  :
 Taxable?         : Yes          MAJOR    : COMPUTER (COMPUTERS CATEGORY)
 Stock┌─────────────────────── Vendor Item Information ──────────────────────┐
 Last │                                                                       │
 Last │  #    Vendor Name          Vendor Item#             Cost    Date      │
 Avera│                                                                       │
 Last │  00030 First Supplier      100057                    .59   09/18/00   │────────────
 ─────│                                                                       │
      │                                                                       │
 Whse │                                                                       │
  BA  │                                                                       │
  PH  │                                                                       │
  SC  │                                                                       │
  SM  │                                                                       │
  VA  │                                                                       │
      ├───────────────────────────────────────────────────────────────────┤
  Tota│  Press <ESC> to Exit:                                               │
      │                                                                     │
 Enter│                                                                     │
      └───────────────────────────────────────────────────────────────────┘
```

To start a new selection process press **<ESC>** to exit.

This section presents instructions for displaying parts pricing from price files.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press **<ENTER>**.

STEP 2:   From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **INVENTORY PARTS PRICE INQUIRY** and press **<ENTER>.**

```
RIPTSINQ – Manufacturer Parts Inquiry

Enter Manufacturer:

                         Press <ESC> to Exit
                         Press <HOME> to List Manufacturers
                         Enter Partial Manufacturer Name
```

Enter Manufacturer:
      Enter Manufacturer name, or partial name and press **<ENTER>**, or press **<HOME>** to list
      all manufacturers to select from.

```
RIPTSINQ – Manufacturer Parts Inquiry

Enter Manufacturer:          Manufacturer File List
                          Ln   Number    Name
                          _____
                          1    10        BRIGGS        ne
                          2    20        CUB
                          3    30        ECHO
                          _____
                          Enter Line#, Command or <HOME>:
```

Enter Item Number:
      Enter Item Number and press **<ENTER>**, press **<ENTER>** for all items, or enter **?ITEM** to
      search item number and description fields, or **ITEM?** to list all items beginning with
      item.

```
RIPTSINQ – Manufacturer Parts Inquiry


Manufacturer: 30 (ECHO)                    Item#: ????????????
Item#              Disc% Code   Stock    Price 1  Price 2  Price 3   Cost
_____
100000082          35.00        Non-St    4.47                      2.91
     Display Hook/Trimmer                              Packed:1

100000083          35.00        Non-St    7.45                      4.84
     Display Hook/Chainsaw

101260998          35.00        Non-St     .20                      0.13
     234/IPL                                           Packed:1



Enter (N)ext Page, or <ESC> to Escape:
```

This selection will list the sales history of items selected provided the items have the product movement maintained question set to yes in the inventory master file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press **<ENTER>**.

STEP 2:   From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **INVENTORY PRODUCT HISTORY** and press **<ENTER>.**

```
┌─────────────────────────────────────────────────────────────────┐
│                   Inventory Sales History Inquiry               │
├─────────────────────────────────────────────────────────────────┤
│  Item #    :????????              Customer #:???????            │
│  MAJOR     :????????              Date(s)   :??????? to ??????  │
│  MINOR     :????????              Serial #1 :???????            │
│  Type      :????????              Serial #2 :???????            │
├─────────────────────────────────────────────────────────────────┤
│  Ln# Item #        Item Description              Sales Y-T-D     │
├─────────────────────────────────────────────────────────────────┤
│                                                                 │
│                            Item #                               │
│                                                                 │
│            Press <ESC> to Exit;                                 │
│                    <ENTER> to Leave Item# Selection "as is";    │
│                    Partial Item# Followed by "?",               │
│                    "?" Followed by Partial Item#,               │
│                    "?" to Skip Item# Selection, or              │
│                    Item# to Display:..........................  │
│                                                                 │
└─────────────────────────────────────────────────────────────────┘
```

Enter the data as required and press **<ENTER>**.

```
┌─────────────────────────────────────────────────────────────────┐
│                   Inventory Sales History Inquiry               │
├─────────────────────────────────────────────────────────────────┤
│                                                                 │
│  Item #    :????????              Customer #:???????            │
│  MAJOR     :????????              Date(s)   :??????? to ??????? │
│  MINOR     :????????              Serial #1 :???????            │
│  Type    :????????                Serial #2 :???????            │
├─────────────────────────────────────────────────────────────────┤
│  Ln# Item #        Item Description              Sales Y-T-D     │
├─────────────────────────────────────────────────────────────────┤
│                                                                 │
│                                                                 │
│                        MAJOR Category                           │
│                                                                 │
│           Press <ESC> to Reenter Item#:                         │
│                   <ENTER> to Leave MAJOR Category Selection "as is"; │
│                   "?" to skip MAJOR Selection, or               │
│                    MAJOR Category to Display:.................. │
│                                                                 │
└─────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────┐
│                   Inventory Sales History Inquiry               │
├─────────────────────────────────────────────────────────────────┤
│  Item #    :????????              Customer #:???????            │
│  MAJOR     :????????              Date(s)   :??????? to ??????? │
│  MINOR     :????????              Serial # 1:???????            │
│  Type      :????????              Serial # 2:???????            │
├─────────────────────────────────────────────────────────────────┤
│  Ln# Item #        Item Description              Sales Y-T-D     │
├─────────────────────────────────────────────────────────────────┤
│                                                                 │
│                        MINOR Category                           │
│                                                                 │
│           Press <ESC> to Reenter MAJOR Selection:               │
│                   <ENTER> to Leave MINOR Category Selection "as is"; │
│                   "?" to skip MINOR Selection, or               │
│                    MINOR Category to Display:.................. │
│                                                                 │
└─────────────────────────────────────────────────────────────────┘
```

```
+--------------------------------------------------------------------+
|                  Inventory Sales History Inquiry                   |
+--------------------------------------------------------------------+
| Item #     :????????              Customer #:???????               |
| MAJOR      :????????              Date(s)   :??????? to ???????     |
| MINOR      :????????              Serial #1 :???????               |
| Type       :????????              Serial #2 :???????               |
+--------------------------------------------------------------------+
| Ln# Item #        Item Description                    Sales Y-T-D   |
+--------------------------------------------------------------------+
|                                                                    |
|                         Type Code                                  |
|                         ---------                                  |
|                                                                    |
|         Press <ESC> to Reenter MiINOR:                             |
|               <ENTER> to Leave Type Selection "as is";             |
|               "?" to skip Type Selection; or                       |
|               Type Code to Display:......................          |
|                                                                    |
+--------------------------------------------------------------------+
```

```
+--------------------------------------------------------------------+
|                  Inventory Sales History Inquiry                   |
+--------------------------------------------------------------------+
|                                                                    |
| Item #     :????????              Customer #:???????               |
| MAJOR      :????????              Date(s)   :??????? to ??????     |
| MINOR      :????????              Serial #1: ???????               |
| Type       :???????               Serial #2: ???????               |
+--------------------------------------------------------------------+
| Ln# Item #        Item Description                    Sales Y-T-D   |
+--------------------------------------------------------------------+
|                                                                    |
|                         Customer #                                 |
|                         ----------                                 |
|         Press <ESC> to Reenter Type Selection;                     |
|               <ENTER> to Leave Customer ID "as is";                |
|               "?" to skip Customer # Selection; or                 |
|               Customer # to Display Prices for:.....               |
|                                                                    |
+--------------------------------------------------------------------+
```

```
+--------------------------------------------------------------------+
|                  Inventory Sales History Inquiry                   |
+--------------------------------------------------------------------+
| Item #     :????????              Customer #:???????               |
| MAJOR      :????????              Date(s)   :??????? to ??????     |
| MINOR      :????????              Serial #1: ??????                |
| Type       :????????              Serial #2: ???????               |
+--------------------------------------------------------------------+
| Ln# Item #        Item Description                    Sales Y-T-D   |
+--------------------------------------------------------------------+
|                                                                    |
|                       Starting Date :                              |
|                       --------------                               |
|         Press <ESC> to Customer#:                                  |
|               <ENTER> to Leave Start Date "as is";                 |
|               "?" to Display Sales for All Dates;                  |
|               Start Date to Display Sales for:...                  |
|                                                                    |
+--------------------------------------------------------------------+
```

```
+--------------------------------------------------------------------+
|                  Inventory Sales History Inquiry                   |
+--------------------------------------------------------------------+
| Item #     :????????              Customer #:???????               |
| MAJOR      :????????              Date(s)   :??????? to ??????     |
| MINOR      :????????               Serial #1: ??????               |
| Type       :????????              Serial #2: ???????               |
+--------------------------------------------------------------------+
| Ln# Item #        Item Description                    Sales Y-T-D   |
+--------------------------------------------------------------------+
|                                                                    |
|                        Ending Date :                               |
|                        ------------                                |
|         Press <ESC> to Customer#:                                  |
|               <ENTER> to Leave End Date "as is";                   |
|               "?" to Display Sales for All Dates;                  |
|               End Date to Display Sales for:...                    |
|                                                                    |
+--------------------------------------------------------------------+
```

```
                     Inventory Sales History Inquiry

 Item #    :????????                    Customer #:???????
 MAJOR     :????????                    Date(s)   :??????? to ??????
 MINOR     :????????                    Serial #1: ???????

 Ln# Item #          Item Description              Sales Y-T-D


                         Serial #1:

             Press <ESC> to End Date;
                   <ENTER> to Leave Serial #1 "as is";
                   "?" to Display All Serial Numbers;
                   Serial Number to Display Sale for:...
```

```
                     Inventory Sales History Inquiry

 Item #    :????????                    Customer #:???????
 MAJOR     :????????                    Date(s)   :??????? to ??????
 MINOR     :????????                    Serial #1: ???????
 Type      :????????                    Serial #2: ???????

 Ln# Item #          Item Description              Sales Y-T-D


                         Serial #2:

             Press <ESC> to End Date;
                   <ENTER> to Leave Serial #2 "as is";
                   "?" to Display All Serial Numbers;
                   Serial Number to Display Sale for:...
```

```
                     Inventory Sales History Inquiry

 Item #    :????????                    Customer #:???????
 MAJOR     :????????                    Date(s)   :??????? to ??????
 MINOR     :????????                    Serial #1: ???????
 Type      :????????                    Serial #2:????????

 Ln# Item #          Item Description              Sales Y-T-D



                      Display or Print

             Press <ESC> to Reenter Serial #2;
                   <ENTER> to Display Transactions, or
                   "P" to Print Transactions:
```

After all data has been entered the following screen will display items meeting your
search criteria.

```
                     Inventory Sales History Inquiry

 Item #    :????????                    Customer #:???????
 MAJOR     :????????                    Date(s)   :??????? to ???????
 MINOR     :????????                    Serial #1 :???????
 Type      :????????                    Serial #2 :???????


 Ln# Item #          Item Description              Sales Y-T-D


  01 03h1063       BOLT                              55.35
  02 03H1414       PAINT BRUSH                       76.87

 Enter Line#, <HOME>, (N)ext Page, or <ESC> to Exit:
```

```
┌────────────────────────────────────────────────────────────────────────┐
│                    Inventory Sales History Inquiry                       │
├────────────────────────────────────────────────────────────────────────┤
│                                                                          │
│  Item #    :????????                    Customer #:???????               │
│  MAJOR     :????????                    Date(s)   :??????? to ??????     │
│  MINOR     :????????                    Serial #1 :???????               │
│  Type      :????????                    Serial #2 :???????               │
├──────────────────────┬─────────────────────────────────────┬────────────┤
│  Ln# Item #          │        C O M M A N D   L I S T      │            │
│                      │                                     │            │
│                      │   Enter Line Number to see detailed information.  │
│                      │   Enter 'N' to display the Next page of Items.    │
│   01 03h1063         │   Enter 'P' to display the Previous page of       │
│   02 03H1414         │   Items.                            │            │
│                      │   Press <ENTER> to return to display selections.  │
│                      │                                     │            │
│                      │        Press <ENTER> to continue:   │            │
├──────────────────────┤                                     │            │
│  Enter Line #, <H(   │                                     │            │
└──────────────────────┴─────────────────────────────────────┴────────────┘
```

Select line number of the item you want displayed and press **<ENTER>.**

```
┌────────────────────────────────────────────────────────────────────────┐
│                    Inventory Sales History Inquiry                       │
├────────────────────────────────────────────────────────────────────────┤
│                                                                          │
│  Item #    :????????                    Customer #:???????               │
│  MAJOR     :????????                    Date(s)   :??????? to ???????     │
├────────────────────────────────────────────────────────────────────────┤
│  Ln  Invoice  Customer                    Invoice   Unit    Extended     │
│  #    Date    Number  Name        UOM QTY Number    Price   Price        │
│  1) 05/20/00 100   Shoppers Corp   EA   1  000870    6.20     6.20        │
│  2) 11/27/00 175   TCBI            EA   2  001166    6.20    12.40        │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
├────────────────────────────────────────────────────────────────────────┤
│  Enter Line #, <HOME>, Command or <ESC> to Exit:                         │
└────────────────────────────────────────────────────────────────────────┘
```

This report will list specific sales history for non-stock items.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press **<ENTER>**.

STEP 2: From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **INVENTORY NON-STOCK PRODUCT HISTORY** and press **<ENTER>.**

```
                    Non-Stock Product Sales History Inquiry

        Enter Item Number:



                          Press <HOME> for Non-Stock Inquiry
                          Press <ESC> to End Inquiry
```

Enter Item Number:

    Enter item number to be displayed and press **<ENTER>,** or press **<HOME>** to display a listing of non-stock items to select from. Press **<ESC>** to exit**.**

```
                    Non-Stock Product Sales History Inquiry

         Enter Item Number:



                              Non-Stock PRODUCT HISTORY
                            Item#       Description

                            10005       36" BUCKET CONVERSION KIT



                            Enter Item# or <ESC>:
```

Enter Start Date or <ENTER> for ALL:

    Enter beginning date to display from and press **<ENTER>,** press **<ENTER>** for all dates, or press **<ESC>** to reenter item number.

Enter Customer # or <ENTER> for ALL:

    Enter specific customer number and press **<ENTER>**, press **<ENTER>** for all customers, or press **<ESC>** to reenter start date.

Print or Display (P/D) or <ENTER> for Display:

    Enter **<D>** to display and press **<ENTER>**, or just press **<ENTER>**. Enter **<P>** to print and press **<ENTER>**. Press **<ESC>** to reenter customer number.

DISPLAY:

```
                    Non-Stock  Product Sales History Inquiry

         Invoice   Customer                      Conv    Unit      Sale
   Line#  Date       Name              Qty       Qty     Price     Amount
   ===== ======== ==================== ======== ======== ========== =========
    1)  02/07/01  DNI  COMPANY             1        1     230.00    230.00




   Enter:  "N" for Next Item                 Line # to Display more Detail
           "B" to Display Again        "P" to Print History from This Point
                from the beginning
```

To see more information of this item enter the line number and press <ENTER>.

```
┌──────────────────────────────────────────────────────────────────────────┐
│                      Non-Stock Product Sales History Inquiry               │
│                                                                            │
│    Invoice     Invoice    Sale     Customer        Customer                │
│    Number      Date       Type     Number          Name                    │
│    =======    =========  ======== ==============   ===============================│
│    001556      02.07.01  CHARGE    1415            DNI COMPANY              │
│                                                                            │
│            Conv    Unit     Sale       Cost        Profit   Profit         │
│      Qty   Qty     Price    Amount     Amount      Amount   Percentage     │
│      =====  =====  =======  =========  ==========  ======== ===========    │
│        1      1    230.00   230.00     184.00        46.00    20.0%        │
│                                                                            │
│                                                                            │
│                                                                            │
│    Enter:                                                                   │
│          <ESC> to Return to Summary Screen                                 │
│          "N" for Next Item                                                  │
└──────────────────────────────────────────────────────────────────────────┘
```

PRINT:

Summary or Detail:

Enter **<D>** for detail and press **<ENTER>,** or just press **<ENTER>**. Enter **<S>** and press **<ENTER>** for Summary. Press **<ESC>** to return to print/display.

DETAIL:

```
                      *** Non-Stock Product Sales History Report ***
ITEM: 10005        36" BUCKET CONVERSION KIT

INVOICE  INVOICE  SALE    CUSTOMER  CUSTOMER                CONV     UNIT    SALE     COST    PROFIT  PROFIT
NUMBER   DATE     TYPE    NUMBER    NAME         QTY        QTY      PRICE   AMOUNT   AMOUNT  AMOUNT  PERCENTAGE
━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━

001556   02/07/01 CHARGE 1415       DNI COMPANY  1          1        230.00  230.00   184.00  46.00   20.0%
                                                ===                  ========= ======= ======= ========
                                    ITEM TOTALS:  1                           230.00   184.00  46.00   20.0%
```

SUMMARY:

```
                      *** Non-Stock Product Sales History Report ***
ITEM: 10005        36" BUCKET CONVERSION KIT

        Invoice  Customer                  Conv   Unit    Sale
INV #   Date     Name           QTY        QTY    Price   Amount
======  =======  ===============  =======  =====  ======  ========

01556   02/07/01 DNI COMPANY        1        1    230.00  230.00
```

6.14   INVENTORY RECEIPTS HISTORY_____

This section presents instructions for displaying receipts history of a stocked inventory item.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **INVENTORY RECEIPTS HISTORY** and press **<ENTER>.**

The Screen Displays:	You Respond/Enter:
Enter Item Number:	Enter the item number to be search for and press <**ENTER**>, or "?" and pressing <**ENTER**> will search for an item number. Press <**HOME**> to do an Item Inquiry search. Press <**ESC**> to exit.
Enter Starting Date:	Enter the 6-digit date to start the search and press <**ENTER**>, or press enter for the first date on file. Press <**ESC**> to reenter Item Number.
Enter Ending Date:	Enter the 6-digit date to end the search and press <**ENTER**>, or press <**ENTER**> for the last date on file. Press <**ESC**> to reenter first date.
Enter the Vendor Number:	Enter the vendor number to display the receipts and press <**ENTER**>, or press <**ENTER**> for all vendors. To search for a vendor number enter '? vendor name' and press <**ENTER**>, or press <**HOME**> for a listing of other vendor search options. Press <**ESC**> to reenter last date.
Purchase Order Number:	Enter the purchase order number to be searched for and press <**ENTER**>, or press <**ENTER**> for all POs. Press <**ESC**> to reenter Vendor #.
Is Everything Okay? (Y/N):	Enter <**Y**> to start the search and press <**ENTER**>, or enter <**N**> and press <**ENTER**> to exit.

Once search is complete, the screen displays the information searched on.

```
        INVENTORY RECEIPTS HISTORY FILE INQUIRY        PAGE 1 OF 1
   ITEM:100057 (1094A 4PK C9 BULB-MULTI)
   Line    Date     Type      P.O.#      Vendr    Qty   Cost  From    To

   0001   09/22/00  Inv.Recpt.                    100   0.59   SC
   0002   01/31/01  P.O.Recpt.  477        100    100   0.59   SC
   0003   01/31/01  P.O.Return  478         10     (2)  0.59   SC
   (End-of-List)


   Enter Command or <HOME>:
```

At the command line the following options are available.

```
                    Command List
Enter P99, to display another page of transactions.
 enter a "P" followed by the page number.  The
 current page number is shown in the upper right
 corner of the screen.
Enter N, to display the next page of transactions,
 enter "N".
Enter D99, to display more detailed information
 for a line, enter a "D" followed by the corresponding
 line number.
Enter S99, to see a list of serial numbers associated
 with a line, enter a "S" followed by the
 corresponding line number.
Enter E, to exit to monitor, enter "E".
Enter M, to return to the Inquiry Programs Menu,
enter "M".

          Press <ENTER> To Continue
```

<D> Display More detailed info.

```
          INVENTORY RECEIPTS HISTORY FILE INQUIRY        PAGE 1 OF 1
        ITEM:100057 (1094A 4PK C9 BULB-MULTI)
        Line    Date    Type      P.O.#      Vendr     Qty   Cost  From    To

        0001   09/22/00  Inv.Recpt.                    100   0.59   SC
        0002   01/31/01 ┌──────────────────────────────────────────────┐
        0003   01/31/01 │ Entered    Received                          │
        (End-of-List)   │  Date        Date      Type      P.O#    Vendr│
                        │ -------   ----------  ------   -------  ------ │
                        │ 01/31/01  01/31/01  P.O Recpt. 478      100   │
                        │                                              │
                        │         Market    Factory    Unit   Ext      │
                        │    Qty   Value     Freight    Cost   Cost     │
                        │    ----  --------  ---------- ------- ------- │
                        │    100   0.00        0.00     0.59   59.00   │
                        │                                              │
        ┌───────────────│      Loc: (SC) PROCOM SOLUTIONS, INC.        │
        │ Enter Command d│          Press <ENTER> to Continue:         │
        └───────────────└──────────────────────────────────────────────┘
```

6.15   GENERAL LEDGER DISTRIBUTION REPORT_____

This section presents instructions for printing the General Ledger Distribution Report. This
report prints the date and amount posted for each General Ledger account with activity between
specified dates. This report is also available from the Reports & Listings Menu and the Month
End Menu. For more information on printing this report see Section 5.7.

6.16   POST GENERAL LEDGER TRANSACTIONS TO D.O.C.S._____

This section presents instructions for posting General Ledger information from the Accounts
Receivable system to the General Ledger system. It is highly recommended that a General
Ledger Distribution Report be printed before transferring data. Use the same start and end
dates that you have indicated for the report when transferring records.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER**
           INTERFACE PROGRAMS and press **<ENTER>**.

STEP 2:   From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **POST GENERAL**
           LEDGER TRANSACTIONS TO D.O.C.S and press **<ENTER>.**

Enter Period Starting Date to be Transferred:
     Enter date for the beginning of the period to be transferred and press **<ENTER>**. Press
     <ESC> to exit.

Enter Period Ending Date to be Transferred:
     Enter date for the ending of the period to be transferred and press **<ENTER>**. Press
     <ESC> to exit.

Skip Previously Transferred Records ? (Y/N):
     Enter **<Y>** and press **<ENTER>**, or just press **<ENTER>** to skip over records that have
     already been transferred down into the G/L. Enter **<N>** and press **<ENTER>** to transfer
     all records.

Profit Center to be Transferred?
     If not transferring all profit centers at one time, enter the specific profit center and
     press **<ENTER>**, or just press **<ENTER>** to transfer all profit centers.

Is Everything Ok? (Y/N):

Enter <**Y**> and press <**ENTER**> to proceed with the transfer. Enter <**N**> and press <**ENTER**> to exit. Press <**ESC**> to reenter profit centers

If <**Y**> is entered the system will return with the following message:

Transfer Completed Successfully
To Continue Interface Perform the Following:

1. Log Into the General Ledger.
2. From the Menu Select
        2. General Journal and Reversal Posting.
3. From the G/L Journal and Reversal Menu Select
        1. General Journal & Reversal Posting.
4. From the G/L Posting Menu Select
        2. Edit List.
5. After verifying edit list is in balance and all G/L account numbers are
     correct select
        3. Register & General Journal Update with Reversals.

Press <ENTER> to Continue.

6.17   PURGE GENERAL LEDGER TRANSACTION FILE⎯⎯⎯⎯⎯⎯

This section presents instructions for purging the A/R General Ledger Posting File of records. After the transfer from the Accounts Receivable System to the General Ledger System has been completed, you can remove the G/L Distribution Report from the Accounts Receivable Posting File. This will avoid the possibility of transferring information twice, but remember once purged this information **cannot** be recreated automatically. Use the same starting and ending dates in this procedure that you have indicated when transferring records. This will avoid the possibility of clearing the file of records that have not been recorded in the General Ledger System.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **INQUIRY AND GENERAL LEDGER INTERFACE PROGRAMS MENU,** select **PURGE GENERAL LEDGER TRANSACTION FILE** and press <**ENTER**>.

ENTER PURGE DATE:

Enter the date that will serve as the cutoff for the purge procedure and press <**ENTER**>. All General Ledger transactions before and up to that date will be deleted. Enter the date in the MMDDYY format. Do not enter any separating punctuation. When selection is made, the program prompts:

ALL GENERAL LEDGER DISTRIBUTION RECORDS BEFORE xx/xx/xx WILL BE DELETED! DO YOU WISH TO CONTINUE? (Y/N)

Enter <**N**> and press <**ENTER**> if you do not want to continue with the purge, the program will return you to the monitor. Enter <**Y**> and press <**ENTER**> if you want to continue. When <**Y**> is entered and <**ENTER**> pressed, the program begins the purge of the posting file according to the date that was entered. When the purge procedure has been completed, the program will return to the Purge Program Menu screen.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  CHAPTER 7:                     END-OF-MONTH PROGRAM                       │
└─────────────────────────────────────────────────────────────────────────┘
```

7.0   INTRODUCTION_____

This chapter presents procedures recommended for monthly execution. Just because certain
procedures are selected from a "Month End" menu does not mean they may not be run more often
to keep your accounts up to date and your system running smoothly. It is recommended that you
make backups before proceeding with the End of Month Programs. The End of Month Menu screen
is displayed on the screen:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx          ***---End-of-Month Programs---***            xx/xx/xx   │
│                   xxxxxxxxxxxxxxxxxxxxxxxxxxxx                             │
│                                                                           │
│                                                                           │
│              1. Post Finance Charges                                      │
│              2. Accounts Receivable Aged Trial Balance Report             │
│              3. Accounts Receivable Statements                            │
│              4. Accounts Receivable Job Statements                        │
│              5. Monthly Sales Analysis Reports                            │
│              6. Salesman's Commission Statement Programs                  │
│              7. Technician's Commission Statement Programs                │
│              8. Clear Monthly Totals                                      │
│              9. General Ledger Distribution Report                        │
│             10. Post General Ledger Transactions to the D.O.C.S.          │
│             11. Reapply Credits                                           │
│                                                                           │
│              M. Return to Main Menu;      E. Exit to Monitor.             │
│                                                                           │
│                Enter Selection:                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Execute the procedure in the order presented in the menu.

7.1   POST FINANCE CHARGES_____

This section presents instructions to calculate finance charges for customers with past due
balances, and to post those charges to customer accounts. Because this procedure affects
several system files, and alters the customer balance, this procedure must be run before any
other selection on the menu. After charges are posted, the program prints the finance charge
journal, and updates the files. The document should be kept as part of your permanent records

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and
         press <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **POST FINANCE CHARGES** and press <**ENTER**>.

```
┌─────────────────────────────────────────────────────────────┐
│                     End of Month Programs                     │
│                                                               │
│             1.  Generate Standard Finance Charges             │
│             2.  Change Existing Finance Charges               │
│             3.  Print Finance Charge Edit List                │
│             4.  Print Finance Charge Invoices                 │
│             5.  Print Journal and Update Files                │
│                                                               │
│         M: Return to Main Menu      E: Exit to Monitor        │
│                                                               │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

7.1.1   GENERATE STANDARD FINANCE CHARGES

This section presents instructions on how to generate finance charges for customers with past due balances, and to post those charges to customer accounts. Because this procedure affects several system files, and alters the customer balance, this procedure must be run before any other selection on the menu.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **POST FINANCE CHARGES** and press <**ENTER**>.

STEP 3:   From the **POST FINANCE CHARGE MENU,** select **GENERATE STANDARD FINANCE CHARGES** and press <**ENTER**>.

ENTER AGING DATE:
> Enter date to be used to calculate finance charges by and press <**ENTER**>, or just press <**ENTER**> to use the systems' date. Press <**ESC**> to exit.

ENTER LOCATION ID:
> Enter location ID and press <**ENTER**>, or just press <**ENTER**> for all locations. Press <**ESC**> to reenter aging date.

ENTER STARTING INVOICE NUMBER:
> Enter the invoice number (6 numeric characters) you want the first finance charge invoice to begin with and press <**ENTER**>. For example, if you enter "11999" the first finance charge invoice number will be "11999" and the second will be "12000", etc. Press <**ENTER**> and the program will start with the last used invoice number that is stored in the system. Press <**ESC**> to reenter the location ID.

ENTER MINIMUM AMOUNT ON WHICH TO ACCESS FINANCE CHARGES:
> This entry specifies the minimum amount of an unpaid balance, below which additional finance charges will not be assessed. Enter a dollar amount and press <**ENTER**>. You may use up to seven numeric characters to specify this amount. Remember to allow for decimal places when entering amounts. Do not enter the decimal. The program inserts the decimal upon entry.

ENTER NUMBER OF DAYS TO CALCULATE FINANCE CHARGES ON:
> Enter number of days and press <**ENTER**>, just press <**ENTER**> to default to the last entered amount. Press <**ESC**> to reenter minimum amount.

AGE BY (I)NVOICE DATE OR (D)UE DATE:
> Enter <**I**> and press <**ENTER**> to age by the invoice date. Enter <**D**> and press <**ENTER**>, or just press <**ENTER**> to age by due date. Press <**ESC**> to reenter number of days.

IS EVERYTHING O.K? (Y/N):
> Enter <**N**> and press <**ENTER**> if you want to reenter the information above. Enter <**Y**> and press <**ENTER**> if you want to continue. When <**Y**> is entered and <**ENTER**> pressed, processing begins immediately. When processing is complete, the program returns to the End-of-Month Menu screen.

7.1.2   CHANGE EXISTING FINANCE CHARGES

This section presents instructions on how to change finance charges that were previously generated, but not updated.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **POST FINANCE CHARGES** and press **<ENTER>.**

STEP 3:   From the **POST FINANCE CHARGE MENU,** select **CHANGE EXISTING FINANCE CHARGES** and press **<ENTER>.**

Enter Customer Number:
    Enter customer number to change and press **<ENTER>.** Press **<ESC>** to exit. If finance charges do not exist for the requested customer the message "No Finance Charge Records were Found for this Customer." Press **<ENTER>** to Continue**.**

```
Post Finance Charges

    Customer # ..... 175 TCBI

    Date............ 01/22/01

    Invoice......... 001563

    Amount of F/C...   5.31

    Is this the Correct Record?(Y/N)


    Enter New Amount or <ESC>:
```

Is This The Correct Record? (Y/N):
    Enter **<Y>** and press **<ENTER>** if this is the record requested. Enter **<N>** and press **<ENTER>** to exit, or change customer.

Enter New Amount:
    Enter the new amount and press **<ENTER>.** If you want to delete the finance charges entirely enter 0 for the amount and press **<ENTER>.**   Press <**ESC>** to go to the next customer, or record**.**

7.1.3   PRINT FINANCE CHARGE EDIT LIST

This section presents instructions on printing the finance charge edit list, this list will show what charges were previously generated.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **POST FINANCE CHARGES** and press **<ENTER>.**

STEP 3:   From the **POST FINANCE CHARGE MENU,** select **PRINT FINANCE CHARGE EDIT LIST** and press **<ENTER>.** Printing begins immediately**.**

```
RUN DATE                    FINANCE CHARGE EDIT LIST

CUS    NAME                 INV#      PAST DUE      CHG AMT
175    TCBI                 001563    354.13          5.31
TOTAL FINANCE CHARGES                                 5.31
```

7.1.4   PRINT FINANCE CHARGE INVOICES_____

This section presents instructions on printing the finance charge invoices. How these print
will depend on your system setup, they do not have to be printed to have a finance charge show
up on the customer's statement.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and
            press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **POST FINANCE CHARGES** and press **<ENTER>.**

STEP 3:   From the **POST FINANCE CHARGE MENU,** select **PRINT FINANCE CHARGE INVOICES** and press
            <ENTER>. Printing begins immediately**.**

7.1.5   PRINT FINANCE CHARGE JOURNAL & UPDATE FILES_____

This section presents instructions on printing the finance charge journal, this list once
updated will show on the customer's statements.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and
            press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **POST FINANCE CHARGES** and press **<ENTER>.**

STEP 3:   From the **POST FINANCE CHARGE MENU,** select **PRINT FINANCE CHARGE JOURNAL & UPDATE**
            FILES and press **<ENTER>.** Printing begins immediately**.** After printing is complete
            the message Did the Finance Charge Journal Print Ok? (Y/N) will appear.   Enter **<Y>**
            and press **<ENTER>** to proceed with the update, or enter **<N>** and press **<ENTER>** to
            exit. Printing begins immediately**.**

```
RUN DATE                    FINANCE CHARGE JOURNAL

CUS    NAME                 INV#      PAST DUE      CHG AMT
175    TCBI                 001563    354.13          5.31

TOTAL FINANCE CHARGES                                 5.31
```


7.2   ACCOUNTS RECEIVABLE AGED TRIAL BALANCE REPORT____

This section presents instructions for printing the Accounts Receivable Aged Trial Balance
Report. This report should be printed after finance charge posting procedures are complete.
This report is also selectable from the Reports and Listings Menu. For further information on
printing this report see Section 5.6 in the Reports and Listings chapter.

This section presents instructions for printing Accounts Receivable Statements. It is recommended that a statement of the customer account be sent to each customer, especially those who have been assessed finance charges. Statements should only be printed after all finance charge posting procedures have been completed (see Section 7.1). Statements can be printed for all, or individual customers. If your company has standardized statement forms, these forms should be mounted on the printer. Statements can also be printed on regular paper. **Note:** if your system is setup for balance forward, this program CANNOT be re-started without assistance from PROCOM.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **ACCOUNTS RECEIVABLE STATEMENTS** and press <**ENTER**>.

```
REMST – Statement Print

(01) Statement Sequence           :
(02) Customer A/R Type            :
(03) Customer Class               :
(04) Profit Center                :
(05) Print Zero Balances?         :
(06) Minimum # of Days Due        :
(07) Minimum Balance              :
(08) Print Credit Balances?       :
(09) Print All or Open Items      :
(10) Restart?                     :
(11) Restart after Account #      :
(12) Print Other Trans in Parts/Equip:
(13) Customer Location ID to Print   :
(14) Statement Type               :
(15) Statement Message            :
(16) Statement Date               :


Enter Selection# to Change, or <ENTER>:
                                    Press <ESC> to exit.
```

Enter the number (1-11) you want to change and press <**ENTER**>. After the number selection the program will provide you with the valid entries for the selection that was entered. Press <**ENTER**> by itself to start printing, the program will prompt for line-up routine. Follow these steps if you want to change the printing options.

1. STATEMENT SEQUENCE:
   Enter <**A**> and press <**ENTER**> for Account Sequence.
   Enter <**N**> and press <**ENTER**> for Customer Name Sequence.
   Enter <**S**> and press <**ENTER**> for Single Statements, then enter the first customer number and then the last customer number to print and press <**ENTER**>.
   Enter <**Z**> and press <**ENTER**> for Zip Code Sequence.

2. CUSTOMER A/R TYPE:
   Enter <**A**> and press < **ENTER**> for ALL accounts**.**
   Enter <**B**> and press <**ENTER**> for Balance Forward Accounts Only**.**
   Enter <**O**> and press <**ENTER**> for Open Item Accounts Only**.**

3. **CUSTOMER CLASS:** Enter the customer class to print for, or press **<ENTER>** for "ALL" customer
                     classes.

4. **PROFIT CENTER:** Enter the profit center to print for, or press **<ENTER>** for "ALL" profit
                    centers.

5. **PRINT ZERO BALANCES?:** Enter **<Y>** and press **<ENTER>** to include accounts with zero balances.
     Enter **<N>** and press **<ENTER>** to only print those that have a balance.

6. **MINIMUM # OF DAYS DUE:** Enter **<030>** and press **<ENTER>** for 030 days.
                           Enter **<060>** and press **<ENTER>** for 060 days.
                           Enter **<090>** and press **<ENTER>** for 090 days.
                           Enter **<120>** and press **<ENTER>** for 120 days
                           Press **<ENTER>** for "ALL" due days.

7. **MINIMUM BALANCE:** Enter the minimum balance to print the statements for and press **<ENTER>**,
                     or press **<ENTER>** for "NONE".

8. **PRINT CREDIT BALANCES?** Enter **<Y>** and press **<ENTER>** to print credit balances. Enter **<N>**
                          and press **<ENTER>** not print credit balances.

9. **PRINT ALL OR OPEN ITEMS:** Enter **<A>** and press **<ENTER>** to print all items. Enter **<0>** and
                            press **<ENTER>** to only print open items.

10.**RESTART?** Enter **<Y>** and press **<ENTER>** if this is a restart of the program. Enter **<N>** and
             press if this is not a restart.

11.**RESTART AFTER ACCOUNT #:** If this is a restart, enter the customer account number, or
                            account names if printing in name sequence that you wish to
restart
                           the statements after.

12.**PRINT OTHER TRANS IN PARTS/EQUIP**

13.**CUSTOMER LOCATION ID TO PRINT:** Enter Customer location ID, or press **<ENTER>** for ALL**.**

14.**STATEMENT TYPE:** Enter **<1>** and press **<ENTER>** for consolidated, or enter **<2>** and press
                    <ENTER> for by job **.**

15.**STATEMENT MESSAGE:** Enter (up to 70 characters) any message that you wish to print on each
                       customer's statement.

16.**STATEMENT DATE:** Enter date to print on statements and press **<ENTER>.**

While printing, the program displays the parameters chosen for this report. When printing is
complete, the program returns to the End-of-Month Programs Menu screen.

7.4   ACCOUNTS RECEIVABLE JOB STATEMENTS_____

This section presents instructions for printing Accounts Receivable Job Statements. If using job descriptions file you may use this section to print statements for your jobs.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **ACCOUNTS RECEIVABLE STATEMENTS** and press <**ENTER**>.

This program will print Customer Job Statements for Month/Year.

Are you sure you want to continue ?(Y/N)
      Enter <**Y**> and press <**ENTER**> to continue, or enter <**N**> and press <**ENTER**> to escape**.**

Is Month/Year correct?(Y/N/)
       Enter <**Y**> and press <**ENTER**> to continue, or enter <**N**> and press <**ENTER**> to correct**.**

Enter the Correct Month/Year:
      If you answered no to the previous question enter the correct data MMYY format and press <**ENTER**>**.** The statements will print and then return to the end of month menu.

7.5   MONTHLY SALES ANALYSIS REPORTS_____

This section presents instructions for printing the monthly sales analysis reports. These documents provide current sales figures and tax information for monthly review, and should be saved as part of the permanent records. The reports print automatically, one after another, and include all transactions for the previous month, (or period). Reports include:

Customer Sales Analysis Report/ Customer Sales History Report
Salesman Sales Analysis Report
Tax Analysis Report
Inventory Sales Analysis Report/ Inventory Sales History Report
Product Type Sales Analysis Report
Promotion Sales Analysis Report
A/R Age Trial Balance/GL Distribution Report

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **MONTHLY SALES ANALYSIS REPORTS** and press <**ENTER**>.

Date (mmddyy) for Closing Reports:
    Enter Date for closing reports and press <**ENTER**>**.** Press <**ESC**> to exit.

Is Date Correct? (Y/N):
    Enter <**Y**> and press <**ENTER**> to print reports. Enter <**N**> and press <**ENTER**> to exit**.**
    Once <**Y**> is entered the reports print immediately**.**

7.6   SALESMAN'S COMMISSION STATEMENT PROGRAMS_____

This section presents instructions for running The Salesman's Commission Statement Program.
These procedures should be run at the end of every month if your business uses the Salesman
Commission and history modules of the A/R system. The commission programs allow you to change
commission records, and print statements and purge the file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and
            press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **SALESMAN'S COMMISSION STATEMENT PROGRAM**
            and press **<ENTER>.**

```
xx/xx/xx   ***---Salesman's Commission Statement Programs---***    xx/xx/xx
                    xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

              1. Sort Salesman's Commission Records
              2. Make Adjustments To Salesman's Commission Records
              3. Print Salesman's Commission Report
              4. Print Salesman's Commission Report for Equipment Sales
              5. Purge Salesman Commission File Records

              M. Return to Main Menu;    E. Exit to Monitor.
Select:
```

Make your selection and follow the appropriate instructions.

7.6.1   SORT SALESMAN'S COMMISSION RECORDS_____

This section presents instructions for sorting the salesman commission records. This program
must be run before any other processing can be done. Upon selection, the sort procedure
begins immediately. When complete, the program returns to the Salesman's Commission Statement
Programs Menu.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and
            press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **SALESMAN'S COMMISSION STATEMENT PROGRAM**
            and press **<ENTER>.**

STEP 3:   From the **SALESMAN'S COMMISSION STATEMENT PROGRAM MENU,** select **SORT SALESMAN'S**
            COMMISSION RECORDS and press **<ENTER>.** Sorting begins immediately.

This section presents instructions for making adjustments to the salesman's commission records. This procedure allows you to enter commission payments for a specific sale to a salesman's commission record.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **SALESMAN'S COMMISSION STATEMENT PROGRAM** and press <**ENTER**>.

STEP 3:   From the **SALESMAN'S COMMISSION STATEMENT PROGRAM MENU,** select **MAKE ADJUSTMENTS TO SALESMAN COMMISSION RECORDS** and press <**ENTER**>.

```
SALESMANS COMMISSION ADJUSTMENTS                                    RHISTORY
                          Press <ESC> to End

Salesman...........:
Date...............:
Customer Number....:
Document Number....:
Amount.............:
(1) Commission %...:
(2) Commission Amt.:
(3) Unpaid OR Paid.:
```

Follow these guidelines when making your entries:

SALESMAN: Enter up to two characters identifying the salesman whose record you want to adjust and press <**ENTER**>.

DATE: Enter the date (MMDDYY) of the transaction you want to adjust and press <**ENTER**>. Remember to use the MMDDYY format when entering dates. Do not enter any separating punctuation when entering dates.

CUSTOMER NUMBER: Enter up to five numeric characters. Enter the number identifying the customer involved in the commission sale being adjusted and press <**ENTER**>.

DOCUMENT NUMBER: Enter up to six characters. Enter the invoice number assigned to this transaction when it was posted to the customer account and press <**ENTER**>. If the program can not find the record within these parameters the screen displays this message: **RECORD DOES NOT EXIST - PRESS "ENTER" TO CONTINUE**. When the <**ENTER**> key is pressed, the program returns to the prompt for a salesman number.

When a valid document number is entered, the program supplies the following information on the screen:

AMOUNT: This figure represents the dollar amount of the invoice.

(1) COMMISSION %:   This is the commission percentage, as defined in when the invoice was entered.

(2) COMMISSION AMT: This figure represents the dollar amount of the commission payment for this sale.

(3) UNPAID OR PAID: This will describe if the invoice has been paid, or has not yet been paid.

IS THIS THE CORRECT RECORD? (Y/N):

Enter <**N**> and press <**ENTER**> if this is not the record you want to adjust. The program returns to the prompts for a salesman number. Enter <**Y**> and press <**ENTER**> if this is the record you want to adjust.

Enter the line number of the information you want to change and press <**ENTER**>. Enter the new information and press <**ENTER**>. **Note:** only the Commission %, Commission Amount and the Unpaid, or Paid can be adjusted. Follow these guidelines when changing commission information:

(1) COMMISSION: Enter up to three numeric characters. Enter the commission amount for this sale and press <**ENTER**>. Allow for one decimal place when entering percentages.

(2) COMMISSION AMT: Enter up to seven numeric characters. Enter the commission amount for this sale and press <**ENTER**>. Remember to allow for decimal places when entering amounts. Do not enter the decimal. The decimal is inserted upon entry. The commission amount is automatically adjusted based upon the percentage figure by pressing <**ENTER**>.

(3) UNPAID OR PAID: Enter <**0**> and press <**ENTER**> if this invoice is unpaid. Enter <**1**> and press <**ENTER**> if this invoice has been paid by the customer.

When all desired adjustments have been made, enter <**R**> and press <**ENTER**>. The program presents another record for adjustment. Press the <**ESC**> key to return to the Salesman's Commission Programs Menu screen.

7.6.3   PRINT SALESMAN'S COMMISSION REPORT

This section presents instructions for printing the Salesman's Commission Report. Printing conditions can be specified so that limit information will be included in the final document. Before the commission statement can be printed, you must sort the commission records. Make sure that the printer is on-line and functioning properly.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **SALESMAN'S COMMISSION STATEMENT PROGRAM** and press <**ENTER**>.

STEP 3:   From the **SALESMAN'S COMMISSION STATEMENT PROGRAM MENU,** select **PRINT SALESMAN'S COMMISSION REPORT** and press <**ENTER**>.

ENTER REPORT START DATE:
     Enter the start date for the statement and press <**ENTER**>. Remember to use the MMDDYY format when entering dates. Do not enter any separating punctuation. The program formats the date upon entry. Press <**ESC**> to end.

ENTER REPORT END DATE:
     Enter the ending date for the statement and press <**ENTER**>.   Press <**ESC**> to reenter start date.

PRINT DOCUMENTS WHICH ARE "U"NPAID, OR "P"AID, OR "B"OTH:
     Enter <**U**> and press <**ENTER**> to include transactions that are unpaid only.
     Enter <**P**> and press <**ENTER**> to include transactions that have been paid.
     Enter <**B**> and press <**ENTER**> to include both unpaid transactions.
     Press <**ESC**> to reenter end date.

PRINT STATUS OF "PAID" OR "UNPAID" ? (Y/N):
　　Enter <**Y**> and press <**ENTER**> to include the status of each transaction.
　　Enter <**N**> and press <**ENTER**> not to include the status of each transaction.
　　Press <**ESC**> to reenter document type.

MARK UNPAID AMOUNTS AS PAID? (Y/N):
　　Enter <**Y**> and press <**ENTER**> to mark unpaid transaction as paid transactions.
　　Enter <**N**> and press <**ENTER**> to leave unpaid transactions as they are.
　　Press <**ESC**> to reenter status.

PRINT ONLY PAID/CLOSED DOCUMENTS (Y/N)?
　　Enter <**Y**> and press <**ENTER**> to only print closed/paid documents. Enter <**N**> and press
　　<**ENTER**> to print all documents. Press <**ESC**> to reenter paid/unpaid.

ENTER SALESMAN INITIALS OR "A"ll:
　　Enter specific salesman to print for and press <**ENTER**>, or just press <**ENTER**> for all.
　　Press <**ESC**> to reenter paid/closed.

IS EVERYTHING OK? (Y/N):
　　Enter <**N**> and press <**ENTER**> to reenter the information entered above. The program
　　returns to the prompt for entry of the statement start date. Enter <**Y**> and press
　　<**ENTER**> to continue. When <**Y**> is entered, the question IS THIS A RESTART ?(Y/N) is
　　displayed if you enter <**Y**> and press <**ENTER**> the system prompts for ENTER STARTING
　　SALESMAN'S INITIALS, enter them and press <**ENTER**> the print function is then activated.
　　If you enter <**N**> and press <**ENTER**> to the restart question the system will then also
　　begin printing. When printing is complete, the program returns to the Salesman's
　　Commission Statement Programs Menu screen.

7.6.5　　　　　PRINT SALESMAN'S COMMISSION REPORT FOR EQUIPMENT SALES___

This section presents instructions for printing the Salesman's Commission Report. Printing
conditions can be specified so that limit information will be included in the final document.
Before the commission statement can be printed, you must sort the commission records. Make
sure that the printer is on-line and functioning properly.

STEP 1:　From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and
　　　　　press <**ENTER**>.

STEP 2:　From the **END OF MONTH PROGRAMS MENU,** select **SALESMAN'S COMMISSION STATEMENT PROGRAM**
　　　　　and press <**ENTER**>.

STEP 3:　From the **SALESMAN'S COMMISSION STATEMENT PROGRAM MENU,** select **PRINT SALESMAN'S
　　　　　COMMISSION REPORT FOR EQUIPMENT** and press <**ENTER**>.

ENTER REPORT START DATE:
　　Enter the start date for the statement and press <**ENTER**>. Remember to use the MMDDYY
　　format when entering dates. Do not enter any separating punctuation. The program
　　formats the date upon entry. Press <**ESC**> to end.

ENTER REPORT END DATE:
　　Enter the ending date for the statement and press <**ENTER**>. Press <**ESC**> to reenter start
　　date.

PRINT DOCUMENTS WHICH ARE "U"NPAID, OR "P"AID, OR "B"OTH:
　　Enter <**U**> and press <**ENTER**> to include transactions that are unpaid only.
　　Enter <**P**> and press <**ENTER**> to include transactions that have been paid.
　　Enter <**B**> and press <**ENTER**> to include both unpaid transactions.
　　Press <**ESC**> to reenter end date.

PRINT STATUS OF "PAID" OR "UNPAID" ? (Y/N):
  Enter <Y> and press <ENTER> to include the status of each transaction.
  Enter <N> and press <ENTER> not to include the status of each transaction.
  Press <ESC> to reenter document type.

MARK UNPAID AMOUNTS AS PAID? (Y/N):
  Enter <Y> and press <ENTER> to mark unpaid transaction as paid transactions.
  Enter <N> and press <ENTER> to leave unpaid transactions as they are.
  Press <ESC> to reenter status.

PRINT ONLY PAID/CLOSED DOCUMENTS (Y/N)?
  Enter <Y> and press <ENTER> to only print closed/paid documents. Enter <N> and press
  <ENTER> to print all documents. Press <ESC> to reenter paid/unpaid.

ENTER SALESMAN INITIALS OR "A"ll:
  Enter specific salesman to print for and press <ENTER>, or just press <ENTER> for all.
  Press <ESC> to reenter paid/closed.

IS EVERYTHING OK? (Y/N):
  Enter <N> and press <ENTER> to reenter the information entered above. The program
  returns to the prompt for entry of the statement start date. Enter <Y> and press
  <ENTER> to continue. When <Y> is entered, the question IS THIS A RESTART ?(Y/N) is
  displayed if you enter <Y> and press <ENTER> the system prompts for ENTER STARTING
  SALESMAN'S INITIALS, enter them and press <ENTER> the print function is then activated.
  If you enter <N> and press <ENTER> to the restart question the system will then also
  begin printing. When printing is complete, the program returns to the Salesman's
  Commission Statement Programs Menu screen.


```
                        *** SALESMAN COMMISSION REPORT ***
SALESMAN:  00  MIKE JONES

INVOICE  INVOICE  INVOICE  CUSTOMER        SALE           COMM.  COMM.    INVOICE   COST   PROFIT
 DATE    NUMBER   TYPE    ACCT    NAME     AMOUNT   COM%  AMOUNT STATUS   STATUS   AMOUNT AMOUNT   GM%
12/10/00  1157    INVOICE 175   TCBI       59.52   1.0    .54   UNPAID   CLOSED    31.95  27.57  46.32
12/20/00  1159    INVOICE 175   TCBI       41.11   1.0    .37   UNPAID   CLOSED    20.76  20.35  49.50
12/22/00  1160    INVOICE 175   TCBI       38.94   1.0    .35   UNPAID   CLOSED      .00  38.94 100.00

SALESMAN'S TOTALS                         139.57          1.26                    52.71  86.86  62.23
```

This section presents instructions for purging salesman commission records. The procedure
should be run following all regular monthly, (or periodic) processing. You may want to back
up the current data before purging the commission file.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and
          press **<ENTER>**.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **SALESMAN'S COMMISSION STATEMENT PROGRAM**
          and press **<ENTER>.**

STEP 3:   From the **SALESMAN'S COMMISSION STATEMENT PROGRAM MENU,** select **PURGE SALESMAN'S
          COMMISSION FILE RECORDS** and press **<ENTER>.**

Enter Salesman's Initials to purge or "A"ll:
     Enter initials whose records are to purged and press **<ENTER>,** or press **<ENTER>** for all.
     Press **<ESC>** to exit.

Enter Cut-Off Date:
     Enter the date you want to serve as the cut-off for purge procedure and press **<ENTER>**.
     All transactions on, or before the specified date will be removed for the selected
     salesmen.

Purge Invoices NOT marked as paid? (Y/N):
     Enter **<Y>** and press **<ENTER>** to purge all invoices. Enter **<N>** and press **<ENTER>** to only
     purge paid invoices. Press **<ESC>** to reenter cutoff date.

EVERYTHING BEFORE xx/xx/xx WILL BE DELETED.
Are you sure you want to Continue (Y/N)?
     Enter **<Y>** and press **<ENTER>** to start the purge. Enter **<N>** and press **<ENTER>** to exit.
     Press **<ESC>** to exit.

When **<Y>** is entered and **<ENTER>** pressed the purge function begins. The program displays this
message: "INTERNAL PROCESSING ... DO NOT INTERRUPT". When processing is complete, the program
displays this message: "SALESMAN'S COMMISSION FILE SUCCESSFULLY PURGED" and returns to the
Salesman's Commission Statement Program Menu screen.

This section presents instructions for printing the technicians' hours report and displaying paid and unpaid records by technicians IDs. When selecting this option, the following Technician's Commission Programs Menu is displayed:

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press **<ENTER>**.

STEP 2:   From the **END OF MONTH PROGRAMS MENU,** select **TECHNICIAN'S COMMISSION STATEMENT PROGRAMS** and press **<ENTER>.**

```
┌─────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx           ***---Technician's Commissions Programs---***     │
│                                                                      │
│             1. Technicians Hours Report                              │
│             2. Technicians Labor Maintenance                         │
│                                                                      │
│         M: Return to Main Menu     E: Exit to Monitor                │
│ Enter Selection: ____                                                │
│                                                                      │
└─────────────────────────────────────────────────────────────────────┘
```

Make your selection and follow the appropriate instructions below:

7.7.1   **TECHNICIAN'S HOURS REPORT_____**

This report allows the user to print information on the labor records for updated work orders for technicians.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press **<ENTER>**.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **TECHNICIAN'S COMMISSION STATEMENT PROGRAMS** and press **<ENTER>.**

STEP 3: From the **TECHNICIAN'S COMMISSION STATEMENT PROGRAM MENU,** select **TECHNICIAN HOURS REPORT** and press **<ENTER>.**

The Screen Displays:	You Respond/Enter:
Enter Technicians ID or <ENTER> for all:	Enter the 2 character ID code for the technician to print and press **<ENTER>**, or just press **<ENTER>** for all technicians. Press **<HOME>** to display a list of technicians built on your system. Press **<ESC>** to exit.
Enter Start Date to Print:	Enter the 6 digit date to begin printing the report and press **<ENTER>**, or press **<ENTER>** for all dates. Press **<ESC>** to reenter tech ID.
Enter End Date to Print:	Enter the 6 digit date to end the report on and press **<ENTER>**, or press **<ENTER>** for last date dates. Press **<ESC>** to start date. This question only appears if you entered a specific start date.
Print In Detail or Summary Format (D/S):	Enter **<D>** for detailed printout and press **<ENTER>**, or enter **<S>** and press **<ENTER>** for a summary printout.
Enter Location ID, or (A)ll:	Enter the 2-letter location ID code and press **<ENTER>,** or enter **<A>** and press **<ENTER>** for all locations. Press **<HOME>** for a listing of locations built to select from. Press **<ESC>** to reenter format.

Enter Payment Status to Print for:	Enter "A" and press **<ENTER>** to print ALL Labor Records. Enter "U" and press **<ENTER>** to print ALL Unpaid Records. Enter "P" and press **<ENTER>** to print ONLY Paid Records. Enter "S" and press **<ENTER>** to Print ONLY Records Selected For Payment. Press **<ENTER>** to print ALL Unpaid Records. Press **<ESC>** to reenter location.
Make All Printed Records As Paid (Y/N)?:	Enter **<Y>** and press **<ENTER>** to change all records that are printed to the status of paid. Enter **<N>** and press **<ENTER>** to not change anything. Press **<ESC>** to reenter payment status.
Do You Want Separate Pages for Each Technician (Y/N)?:	Enter **<Y>** and press **<ENTER>** for separate pages for each technician, or just press **<ENTER>**. Enter **<N>** and press **<ENTER>** for the report to be run all together. Press **<ESC>** to reenter paid records.
Is Everything Okay? (Y/N):	Enter **<Y>** and press **<ENTER>** to begin the printout, or enter **<N>** and press **<ENTER>** to exit. Press **<ESC>** to reenter pages.

DETAIL:

Technician Hours Report
Print for ALL Dates on File

--Work Date	Order-- Number	Task	Component	Customer	Labor Rate	Worked	Billed	Warrty	N-Bill	Labor Amount	STD Cost	Profit%
						------Technician's Hours------						
12/01/00	13290	ADJUST	BELTS	SHOPPERS	49.50*	1:00	1:00	:00	:00	49.50	42.50	14.1%
12/13/00	13407	CHANGE	BLADE	COOP CO	49.50*	1:00	:00	1:00	:00	0.00	0.00	
						========	======	======	========	=======	=====	=========
Technician Totals						2:00	1:00	1:00	:00	49.50	42.50	14.1%

SUMMARY:

Technician Hours Report
Print for ALL Dates on File

Technician	Worked	Billed	Warrty	N-Bill	Labor Amount	STD Cost	Profit%
	------Technician's Hours------						
00 (Mark Jones)	2:00	1:00	1:00	:00	49.50	42.50	14.1%

This section allows you to select, or unselect labor records to print as paid records.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **TECHNICIAN'S COMMISSION STATEMENT PROGRAMS** and press **<ENTER>.**

STEP 3: From the **TECHNICIAN'S COMMISSION STATEMENT PROGRAM MENU,** select **TECHNICIAN LABOR MAINTENANCE** and press **<ENTER>.**

The Screen Displays:	You Respond/Enter:
Enter Technician ID:	Enter 2 character technician code to display and press <**ENTER**>, or press <**HOME**> to display a list of technicians to select from. Press <**ESC**> to exit.
Enter Start Date:	Enter 6 digit date to begin display and press <**ENTER**>, or press <**ENTER**> for all dates. Press <**ESC**> to reenter tech.
Enter End Date:	Enter 6 digit date to end display and press <**ENTER**>. Press <**ESC**> to reenter start date.
Display Unpaid Records or All (U/A)?	Enter <**U**> and press <**ENTER**> to display only unpaid records. Enter <**A**> and press <**ENTER**> for all, or just press <**ENTER**>. Press <**ESC**> to reenter end date.
Enter Location ID or (A)ll:	If company has multiple locations enter 2-character location ID and press <**ENTER**>. Enter <**A**> and press <**ENTER**> for all, or just press <**ENTER**>. Press <**HOME**> to display a list of locations to select from. Press <**ESC**> to reenter unpaid.
Is Everything Ok? (Y/N)	Enter <**Y**> and press <**ENTER**> to begin the display, or enter <**N**> and press <**ENTER**> to exit. Press <**ESC**> to reenter location.

```
RWTHLBR – Technician Labor Maintenance


Ln#     Date      Number   Customer             Rate      Wrkd    Billd   Warr   N-Bill    Amount

1   *01/03/01    1207   175 TCBI               23.00     2:00    2:00    :00     :00      46.00
2   *01/04/01    1210   175 TCBI               49.50     6:28    6:28    :00     :00     320.10
3   *01/15/01    1212   175 TCBI               65.00     2:00    2:00    :00     :00     130.00





Enter Command, <HOME> or <ESC>:
```

Once labor records are displayed you have the following options:

```
                      C O M M A N D   L I S T
 Enter a Line Number to select/unselect the
  corresponding labor record.
 Enter 'S' to Select all labor records.
 Enter 'U' to Unselect all labor records.
 Enter 'N' to display the Next page of labor records.
 Enter 'P' to display the Previous page of labor
  records.
 Press <ENTER> to exit the selection process.
```

After selecting the labor records, you may print the technician's report.

7.8   CLEAR MONTHLY TOTALS_____

This section presents instructions for clearing the monthly totals from the system and resetting the counters to receive new figures. You may want to make backups before executing this procedure. All monthly analysis reports must be printed before running this program.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press **<ENTER>**.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **CLEAR MONTHLY TOTALS** and press **<ENTER>.**

 The monthly totals from the following files will be cleared:

Customer Master File
Salesman File
Tax File
Inventory Master File
Product Category File

```
 REMCLR - Clear M-T-D Items
 ALL Monthly Analysis reports MUST be printed before this program is run.
 Are you sure you wish to Continue? (Y/N):
```

Enter **<N>** and press **<ENTER>** to exit to the monitor (do not continue). Enter **<Y>** and press **<ENTER>** to continue. When **<Y>** is selected, the program prompts:

```
 REMCLR - Clear M-T-D Items

 The month which is about to be cleared is xxxxxxxxxx, xxxx.
 Is this Month/Year Correct? (Y/N):


                         Press <ESC> to exit Month End Clear
```

Enter **<N>** and press **<ENTER>** if this month/year is incorrect. The program will prompt: "Enter the correct month/year (mmyy):". Enter the month/year to clear and press **<ENTER>**. Enter **<Y>** and press **<ENTER>** to continue. When **<Y>** is entered, processing begins immediately. The program displays this message: "INTERNAL PROCESSING OCCURRING ... DO NOT INTERRUPT". When processing is complete, the program returns to the End of Month Programs Menu screen.

7.9   GENERAL LEDGER DISTRIBUTION REPORT_____

This section presents instructions for printing the General Ledger Distribution Report. This report shows how funds posted within the A/R system were applied to specific General Ledger accounts. This report should be printed as part of the regular month end procedures and be kept as part of the audit trail. This report should also be printed before the transfer to General Ledger. The report is also selectable from the Reports and Listings Menu. For further information on printing the General Ledger Distribution Report see Section 5.7 in the Reports and Listings chapter.

7.10   POST GENERAL LEDGER TRANSACTIONS TO D.O.C.S._____

This section presents instructions for posting General Ledger information from the Accounts Receivable system to the General Ledger system. It is highly recommended that a General Ledger Distribution Report be printed before transferring data. Use the same start and end dates that you have indicated for the report when transferring records. For further information see section 6.18 in the Inquiry and General Ledger Interface chapter.

7.11   REAPPLY CREDITS_____

This section presents instructions to reapply credits. This process is easier done in Cash Receipts.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **REAPPLY CREDITS** and press <**ENTER**>.

```
Reapplied Credits


                  (1) Enter (Add) New Transactions
                  (2) Change Existing Transactions
                  (3) Delete Existing Transactions
                  (4) Print Edit List
                  (5) Print Journal And Update Files


                  (M) Return To Posting Menu
                  (E) Exit To Monitor
        SELECT:_
```

7.11.1   ENTER (ADD) NEW TRANSACTIONS_____

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **REAPPLY CREDITS** and press <**ENTER**>.

STEP 3: From the **REAPPLY CREDITS MENU,** select **ENTER(ADD) NEW TRANSACTIONS** and press <**ENTER**>.

Each time you want to reapply credits on account from a customer, you will enter it through the Reapply Credits Entry program. To enter a new Reapply Credit transaction, use the following procedure.

```
Reapplied Credits Entry            ADD
                               PRESS <ESC> FOR SELECTION
        Customer Acct No......:
        2. Receipt Date.......:
        3. Reference Number...:
```

Use the following instructions to complete the Reapply Credits screen.

CUSTOMER ACCT NO:
    Enter the customer's account number that has been set up in the Customer Master File.
    Press <**ENTER**>, and the customer's name, address and current balance will display.

DATE:
    Enter the date of the receipt and press <**ENTER**>, enter the numbers; only the system
    inserts separating punctuation (MMDDYY). Press <**ENTER**> for the current date.

REF NUMBER:
    Enter the reference number to use when entering this document and press <**ENTER**>, or just
    press <**ENTER**> to default to the next number. The screen will display as follows:

```
REAPPLY CREDITS                 ADD


    Customer Acct No...:       XXXXX              XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
    2. Date............:       XXXXX              XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
    3. Ref. Number.....:       XXXXX              XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                                  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                            Bal:
                                            Cr Remaining: 0.00


    Document Amount Applied               Date Invoice      Type     Amount
                                          xx/xx/xx   xxxxxx    xxx      xx,xxx.xx
                                          xx/xx/xx   xxxxxx    xxx      xx,xxx.xx
                        xx/xx/xx   xxxxxx    xxx       xx,xxx.xx
                                          xx/xx/xx   xxxxxx    xxx      xx,xxx.xx
                        xx/xx/xx   xxxxxx    xxx       xx,xxx.xx

    Apply To     (S) Specific
Display Applied (AT) Top   (AC) Cont            Display Open (PT) Top    (PC) Cont
                (R) Next Record
      Prev Cust Pymt Today
       SELECT:
```

A definition of the APPLY TO options follow:

(**S) SPECIFIC:** apply the full amount of the invoice to a specific invoice, or invoices. This
system prompts for the invoice number that the receipt is to be applied to. Enter the invoice
number and press <**ENTER**>. The program then prompts for the amount to be applied to this
invoice. Continue to apply to specific invoices until the remaining adjustment amount is
zero.

DISPLAYED APPLIED: allows you to review your work, by displaying invoices that receipts have
been applied to.

(AT) TOP: displays the first six invoices to which reapply credits have been applied to.

(AC) CONT: displays the next six invoices to which reapply credits have been applied to.

DISPLAY OPEN: allows you to display open invoices that remain on file.

(PT) TOP: displays the first six open invoices that are on file.

(PC) CONT: displays the next six open invoices that are on file.

After you have completed your transaction enter <**R**> Next Record and press <**ENTER**> to enter
another transaction. Press <**ESC**> when the program prompts for entry of a customer's number to
return to the Cash Receipts menu.

7.11.2   CHANGE EXISTING TRANSACTIONS_____

If you make an error while entering Reapplied Credits, you can change it through the Change
Existing Transactions program. To change a reapply credit you will need the customer's
account and reference number.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press
   <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **REAPPLY CREDITS** and press **<ENTER>.**

STEP 3: From the **REAPPLY CREDITS MENU,** select **CHANGE EXISTING TRANSACTIONS** and press **<ENTER>.**

CUSTOMER ACCT NO:
   Enter the customer's account number that you want to change and press <**ENTER**>, and the
   customers name, address and current balance will display.

REF NUMBER:
   Enter the reference number used when entering this document and press <**ENTER**>.

```
REAPPLY CREDITS                  ADD

    Customer Acct No...:      xxxxx           xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    2. Date............:      xxxxx           xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
    3. Ref. Number.....:      xxxxx           xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
                                              xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
                                  Cr Remaining: 0.00

    Is this the Correct Record? (Y/N)
```

IS THIS THE CORRECT RECORD? (Y/N):
   Enter <**N**> and press <**ENTER**> to exit. Enter <**Y**> and press <**ENTER**> to display the
   complete document.

To change items 2 & 3, select the line number and press <**ENTER**>. Then enter the correct
information and press <**ENTER**>. If you change the amount received, the total credit amount is
adjusted accordingly.

7.11.3   DELETING AN EXISTING TRANSACTION_____

When a record is marked for deletion, all processing of that record stops but the record
remains in the file until the journal prints and files updated. All records must be marked
for deletion before this program process. To delete an existing Reapply Credit record follow
these steps.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press
   <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **REAPPLY CREDITS** and press **<ENTER>.**

STEP 3: From the **REAPPLY CREDITS MENU,** select **DELETE EXISTING TRANSACTIONS** and press **<ENTER>.**

CUSTOMER ACCT NO:
   Enter the customer's account number that you want to change and press <**ENTER**>, and
   the customers name, address and current balance will display.

REF NUMBER:

    Enter the reference number used when entering this document and press <**ENTER**>.

IS THIS THE CORRECT RECORD? (Y/N):

    Enter <**N**> and press <**ENTER**> if this is not the correct record. The message "Record Not Found – Press <ENTER> To Continue" displays. Press <**ENTER**> and the program prompts for another account number.

    Enter <**Y**> and press <**ENTER**> if this is the record that you want to delete. The program will prompt: "ARE YOU SURE YOU WISH TO DELETE THIS RECORD" ? (Y/N). Enter <**Y**> and press <**ENTER**> if you want to delete this record. The following message will appear: "Record Deleted – Press <ENTER> To Continue". Press <**ENTER**> to return to the prompt for another customer number, then press <**ESC**> to return to the Reapply Credit menu.

7.11.4   PRINT EDIT LIST

This selection will print out a listing of all reapplied credits entered, but not updated.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **REAPPLY CREDITS** and press **<ENTER>.**

STEP 3: From the **REAPPLY CREDITS MENU,** select **PRINT EDIT LIST** and press **<ENTER>.** Printing begins immediately.

```
                          REAPPLY CREDITS EDIT LIST

------------CUSTOMER------------          REF                  DOCUMENT
NUMBER       NAME              DATE       NUMBER          NUMBER     ACCOUNT

 100      SHOPPERS CORP      08/26/00     1               6525       102.10
                                                          6532       102.10
                                                           722       102.10
                                                           750       306.30-


    1    ENTRY
```

7.11.5   PRINT JOURNAL & UPDATE FILES

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF MONTH PROGRAMS** and press <**ENTER**>.

STEP 2: From the **END OF MONTH PROGRAMS MENU,** select **REAPPLY CREDITS** and press **<ENTER>.**

STEP 3: From the **REAPPLY CREDITS MENU,** select **PRINT JOURNAL & UPDATE FILES** and press **<ENTER>.**

```
                          REAPPLY CREDITS JOURNAL

------------CUSTOMER------------          REF                  DOCUMENT
NUMBER       NAME              DATE       NUMBER          NUMBER     ACCOUNT

 100      SHOPPERS CORP      08/26/00     1               6525       102.10
                                                          6532       102.10
                                                           723       102.10
                                                           750       306.30-
            1 ENTRY
```

```
┌─────────────────────────────────────────────────────────────────────────────────────┐
│                                                                                       │
│ CHAPTER 8:                        END-OF-YEAR PROGRAMS                                 │
│                                                                                       │
└─────────────────────────────────────────────────────────────────────────────────────┘


## 8.0                              INTRODUCTION_____


While the year end procedures menu offers two selections, there are several tasks to perform
at year-end which entail the general review of several aspects of the system.  Year-end
procedures must be run once all information for the year has been entered and before starting
the following year.  The following procedures should be performed at year-end, and before the
start of a new year.

Run a Full System Backup before Year-End Procedures and retain until all information is
satisfactory.  These procedures should be performed as part of your year-end processing, and
before you clear all year-to-date totals. **Note: Your system may lock up during processing,
therefore this process should be done with everyone else off the system**.

**STEP 1:** From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF YEAR PROGRAMS** and press
       **<ENTER>**.


┌─────────────────────────────────────────────────────────────────────────────────────┐
│                                                                                       │
│ xx/xx/xx                   ***--- End-of-Year Programs ---***            xx:xx:xx      │
│                              xxxxxxxxxxxxxxxxxxxxxxxx                                   │
│                                                                                       │
│              1. Print Year-End Reports                                                 │
│              2. Clear Year-to-Date Data                                                │
│                                                                                       │
│              M. Return to Main Menu;                    E. Exit to Monitor.            │
│                                                                                       │
│         Enter Selection:_                                                              │
│                                                                                       │
└─────────────────────────────────────────────────────────────────────────────────────┘


Review the appropriate instructions below before making your selection:


## 8.1                     PRINT YEAR-END REPORTS_____


This section presents instructions for printing the year-end sales analysis reports.  The
reports can include:

          Customer Sales Analysis Report
          Salesman Analysis Report
          Tax Analysis Report
          Inventory Sales Analysis Report
          Product Category Sales Analysis Report

To change which reports will automatically print see the section in Misc I End of Month/
End of Year report defaults.

**STEP 1:** From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF YEAR PROGRAMS** and press
       **<ENTER>**.

**STEP 2:** From the **END OF YEAR PROGRAMS MENU,** select **PRINT YEAR-END REPORTS** and press **<ENTER>.**

**Date (mmddyy) for Closing Reports:**
    Enter Date for closing reports and press **<ENTER>.** Press **<ESC>** to exit.

**Is Date Correct? (Y/N):**
    Enter **<Y>** and press **<ENTER>** to print reports.  Enter **<N>** and press **<ENTER>** to exit.
    Once **<Y>** is entered the reports print immediately.
```

These documents reflect month-to-date and year-to-date sales and tax information, and should be kept as part of the permanent records. You must print these reports before clearing the year-to-date totals from the system.

The reports print automatically, one after another, and include all transactions for the previous month and year. When printing is complete the program returns to the Year-End Menu screen.

8.2   CLEAR YEAR-TO-DATE DATA_____

This program clears all the year-to-date totals and resets them to receive current year totals. It is recommended for annual fiscal renewal of files in the system. **Note: Your system may lock up during processing, therefore everyone else should be logged off the system.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **END OF YEAR PROGRAMS** and press <**ENTER**>.

STEP 2: From the **END OF YEAR PROGRAMS MENU,** select **CLEAR YEAR-TO DATE DATA** and press **<ENTER>.**

```
REYCLR - Clear Y-T-D Items

All Yearly Analysis reports MUST be printed before this program is run.

Also, please make sure that ALL users are logged off the system !

If users are in the system while this is running they may become Locked!

Are you sure you wish to Continue? (Y/N):
```

Enter <**N**> and press <**ENTER**> if you do not want to continue with the year end clear procedure. The program will exit to the menu. Enter <**Y**>, and press <**ENTER**> to clear year end data. When <**Y**> is selected, processing begins immediately. The year-to-date totals from the following files will be cleared:

Customer Master File
Salesman's File
Tax File
Inventory Master File
Product Category File

When processing is complete, the program displays this message: "Y-T-D ITEMS CLEARED SUCCESSFULLY", returns to the menu.

```
┌────────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│  CHAPTER 9:                    PURGE PROGRAMS                               │
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘
```

9.0   INTRODUCTION_____

This chapter introduces a number of purge programs that permit the removal of dated, or deleted information from the files. To avoid filling rapid growth files and to maintain the overall efficiency of the system, it is essential that deleted records be physically removed from the files. When records are deleted during file maintenance procedures, they are flagged and exempted from future processing. However, these records remain in the files, and take up physical space in the files. Eventually, if not removed by running the appropriate purge procedure, files will fill, and data will be lost. Before running any of the purge programs presented in this chapter, back up your database records. Once a purge procedure has been run, the records removed are not retrievable. The purge procedure has to be run to completion. If it does not, you must restore from a backup before continuing. Because your system has been designed for your business setting, some of the programs below may not be included in your Purge Programs Menu. **All purges should be run when you are the only one logged into the system.**

The Purge Programs Menu is displayed on the screen:

```
┌────────────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx                  ***--- PURGE PROGRAMS ---***            xx:xx:xx   │
│                             xxxxxxxxxxxxxxxxx                                │
│                                                                            │
│                     1. Purge Deleted Order Master File Records             │
│                     2. Purge Customer Transaction File Records             │
│                     3. Purge Salesman's Commission File Records            │
│                     4. Purge General Ledger Transaction File Records       │
│                     5. Purge Customer & Inventory Product History Records  │
│                     6. Purge Customer & Non-Stock Product History Records  │
│                     7. Purge Completed Sales Promotions                    │
│                     8. Purge Work Order History File                       │
│                     9. Purge Standing Orders from Order Master File        │
│                    10. Purge Quotes from Order Master File                 │
│                    11. Purge Inventory Receipts History File              │
│                    12. Purge Archive Invoice History File                  │
│                    13. Purge Advertising Media History File               │
│                    14. Purge Hourly Sales Activity Files                   │
│                    15. Purge Customer <F6> Sales History File              │
│                                                                            │
│                                                                            │
│                    M. Return to Main Menu;        E. Exit to Monitor.      │
│                                                                            │
│                    Enter Selection:                                        │
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘
```

Review the procedures described below before executing any of these programs.

9.1 PURGE DELETED ORDER MASTER FILE RECORDS_____

It is essential that deleted orders be removed from the file on a regular basis. This avoids the possibility of filling the file, and losing orders. It is recommended that the data files be backed up before running this program. Once this program is run, deleted orders are not retrievable.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE DELETED ORDER MASTER FILE RECORDS** and press <**ENTER**>.

```
RPRGISM – Purge/Reorganize Order Header File (Orders)

    This Program will Purge and Reorganize the Order Header File (ORDERS)

       Are you sure that you want to Continue? (Y/N):_
```

Enter <**N**> and press <**ENTER**> if you do not want to purge the orders file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure is activated**. When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.2 PURGE CUSTOMER TRANSACTION FILE RECORDS_____

This section presents instructions for purging the Customer Transaction File records. The Customer Transaction File stores all receivable transactions for use during a variety of system calculations. When payment is received an applied to an invoice, it closes the invoice. By purging the customer transaction file, all "closed" items are removed from the file.

This procedure permits the removal of closed receivable transactions before a specified cut-off date. Exercise caution when using this procedure. It is recommended that the data files be backed up before running this program. Once this program is run, deleted records are not retrievable. For this reason, the Customer Ledger Printout should be printed before running the purge. Make sure that your printer is on-line and functioning properly.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE CUSTOMER TRANSACTION FILE RECORDS** and press <**ENTER**>.

```
RPRGISM – Purge/Reorganize Customer A/R Transaction File (RAROPEN)

    This Program will Purge and Reorganize the Customer A/R Transaction File (RAROPEN)

       Are you sure that you want to Continue? (Y/N):_
```

Enter <**N**> and press <**ENTER**> if you do not want to purge the customer transaction file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure is activated**. When the purge procedure is complete, the program returns to the Purge Programs Menu.

This section presents instructions for purging salesman commission records. This procedure should be run following all regular monthly, (or periodic) processing. You may want to back up the current data before purging the commission records.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE SALESMAN'S COMMISSION FILE RECORDS** and press <**ENTER**>.

```
Purge Salesmans Commission File Records File


    Enter Salesman's Initials to purge or "A"ll:

    Enter Cut-Off Date:

    Purge Invoices NOT Marked as Paid ?(Y/N)


 Everything Before XX/XX/XX that is Marked (or Unpaid) will be Deleted.


      Are you sure that you want to Continue? (y/n):_
```

Enter Salesman's Initials to purge or "A"ll:

  Enter Initials and press **<ENTER>.** Enter **<A>** for all and press **<ENTER>,** or just press **<ENTER>.** Press **<ESC>** to exit.

Enter Cut-Off Date:

  Enter date where records before this date will be purged and press **<ENTER**>. Press **<ENTER>** to default to today's date. Press **<ESC>** to reenter salesman's initials.

Purge Invoices NOT Marked as Paid ?(Y/N)

  Enter **<Y>** and press **<ENTER>** to purge all records. Enter **<N>** and press **<ENTER>** to purge ONLY records marked as paid. Press **<ESC>** to reenter cut-off date**.**

Are you sure that you want to Continue? (Y/N):
  Enter <**N**> and press <**ENTER**> if you do not want to purge the salesman commissions file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue. When <**Y**> is entered, the purge procedure is activated. When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.4   PURGE GENERAL LEDGER TRANSACTION FILE RECORDS_____

This section presents instructions for purging the Accounts Receivable General Ledger Posting File of records. After the transfer from the Accounts Receivable System to the General Ledger System has been completed, the transferred transactions be removed from the Accounts Receivable Posting File. This action avoids the possibility transferring this information more than once and losing important records, yet be aware once this records are purged they can not be recovered.

Use the same starting and ending dates in this procedure that you have indicated when transferring records. This avoids the possibility of clearing the file of records that have not been recorded in the General Ledger System.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE GENERAL LEDGER TRANSACTION FILE RECORDS** and press **<ENTER>.**

```
RDGL - Purge General Ledger Distribution Records


   Enter Purge Date:


 All General Ledger Distribution Records Dated Before XX/XX/XX Will be Purged !


      Do you want to Continue? (Y/N):_
```

Enter Purge Date:

Enter date where records before this date will be purged and press **<ENTER>**. Press **<ESC>** to exit.

Do you want to Continue? (y/n):

Enter <**N**> and press <**ENTER**> if you do not want to purge the GL transaction file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure is activated**. When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.5   PURGE CUSTOMER & INVENTORY PRODUCT HISTORY_____

This section presents instructions for purging the customer and inventory product history records (RPMOVE). This file stores the history of inventory items that have been sold to customers through the sales journal process.

This procedure permits the removal of customer and inventory product history records before a specific date. Exercise caution when using this procedure; once history is purged it is removed completely from the system. If is recommended that files be backed up before running this purge program. Also, this should be run when no updates are taking place.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE CUSTOMER & INVENTORY PRODUCT HISTORY** and press **<ENTER>.**

```
RPRGISM – Purge/Reorganize Customer & Inventory Product History File (RPMOVE)

    This Program will Purge and Reorganize the Customer & Inventory Product History File (RPMOVE)

      Are you sure that you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (y/n):
>   Enter <**N**> and press <**ENTER**> if you do not want to purge the product movement file. The
>   program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want
>   to continue.

```
RPRGISM – Purge/Reorganize Customer & Inventory Product History File (RPMOVE)


Enter Purge Date:
 This Program will Purge all Product Movement dated prior to XX/XX/XX

      Are you sure you want to Continue? (y/n):_
```

Enter Purge Date:
>   Enter date where records before this date will be purged and press <**ENTER**>. Press <**ESC**>
>   to exit.

Are you sure that you want to Continue? (y/n):
>   Enter <**N**> and press <**ENTER**> if you do not want to purge the product movement file. The
>   program will return to the purge date screen, press <**ESC**> to exit. Enter <**Y**> and press
>   <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure is activated**.
>   When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.6　　　　PURGE CUSTOMER & NON-STOCK PRODUCT HISTORY RECORDS_____

This section presents instructions for purging the Customer & Non-Stock Product History
Records (RNSMOVE). This file stores the history of non-stock items that have been sold to
customers through the sales journal process.

This procedure permits the removal of customer and non-stock inventory product history
records, before a specific date. Exercise caution when using this procedure; when history is
purged it is recommended that files be backed up before running this purge program. **Also,
this should be run when no updates are taking place and no one else is on the system.** The
program prompts for a purging date. Everything before this date will be purged.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press
        <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE CUSTOMER & NON-STOCK PRODUCT HISTORY
        RECORDS** and press <**ENTER**>.

```
RPRGISM – Purge/Reorganize Non-Stock Product Movement File (RNSMOVE)

    This Program will Purge and Reorganize the Non-Stock Product Movement File (RNSMOVE)

      Are you sure that you want to Continue? (y/n):_
```

Are you sure that you want to Continue? (Y/N):

Enter <**N**> and press <**ENTER**> if you do not want to purge the nonstock product movement file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ RPRGISM – Purge/Reorganize Non-Stock Product Movement File (RNSMOVE)           │
│ Enter Purge Date:                                                              │
│  This Program will Purge all Non-Stock Prdt Mvt dated prior to XX/XX/XX         │
│                                                                                │
│      Are you sure you want to Continue? (Y/N):_                                 │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter Purge Date:

Enter date where records before this date will be purged and press <**ENTER**>. Press <**ESC**> to exit.

Are you sure that you want to Continue? (Y/N):

Enter <**N**> and press <**ENTER**> if you do not want to purge the nonstock product movement file. The program will return to the purge date screen, press <**ESC**> to exit. **Enter <Y> and press <ENTER> if you want to continue. When <Y> is entered, the purge procedure is activated.** When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.7   PURGE COMPLETED SALES PROMOTIONS_____

This section presents instructions for purging completed sales promotion file records. Sales promotion records are stored in the Promotion Sales File, and are created through the file maintenance procedure described in Section 2.14.

Marking a sales promotion record for deletion is a file maintenance procedure that exempts that record from future processing. The record remains in the file however, until removed by running this purge procedure. It is recommended that the data files be backed up before running this purge program. Once this program is run, deleted records are not retrievable.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE COMPLETED SALES PROMOTIONS** and press <**ENTER**>.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ RPRGISM – Purge/Reorganize Promotion Sales File (PROMO_HEAD)                   │
│     This Program will Purge and Reorganize the Promotion Sales File (PROMO_HEAD)│
│                                                                                │
│      Are you sure that you want to Continue? (Y/N):_                            │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Are you sure that you want to Continue? (Y/N):

Enter <**N**> and press <**ENTER**> if you do not want to purge the promo file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue.

```
PRGISM – Purge/Reorganize Promotion Sales File (PROMO_HEAD)


Enter Completed Date:
 This Program will Purge all Records Completed prior to XX/XX/XX


      Are you sure you want to Continue? (Y/N):_
```

Enter Completed Date:
>   Enter date where records before this date will be purged and press **<ENTER>**. Press **<ESC>**
>   to exit.

Are you sure that you want to Continue? (Y/N):
>   Enter **<N>** and press **<ENTER>** if you do not want to purge the promo file. The
>   program will return to the purge date screen, press **<ESC>** to exit. Enter **<Y>** and press
>   **<ENTER>** if you want to continue. **When <Y> is entered, the purge procedure is activated**.
>   When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.8   PURGE WORK ORDER HISTORY FILE_____

This section presents instructions for purging the Work Order History File (RWOHIST). This
file stores the work order history records that have been updated through the sales journal
process.

This procedure permits the removal of work order history records by a specific date. Exercise
caution when using this procedure; once history is purged it is removed completely from the
system. It is recommended that files be backed up before running this purge program. **Also,
this should be run while no updates are taking place and you are the only one on the system.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press
>   **<ENTER>**.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE WORK ORDER HISTORY FILE** and press **<ENTER>.**


```
RPRGISM – Purge/Reorganize the Work Order History File (RWOHIST)

    This Program will Purge and Reorganize the Work Order History File (RWOHIST)

      Are you sure that you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
>   Enter **<N>** and press **<ENTER>** if you do not want to purge the work order history file.
>   The program will return to the Main Menu screen. Enter **<Y>** and press **<ENTER>** if you
>   want to continue.


```
RPRGISM – Purge/Reorganize the Work Order History File (RWOHIST)


Enter Purge Date:
 This Program will Purge ALL DATA dated prior to XX/XX/XX


      Are you sure you want to Continue? (Y/N):_
```

Enter Purge Date:

Enter date where records before this date will be purged and press **<ENTER>**. Press **<ESC>** to exit.

Are you sure that you want to Continue? (Y/N):

Enter **<N>** and press **<ENTER>** if you do not want to purge the work order history file. The program will return to the purge date screen, press **<ESC>** to exit. Enter **<Y>** and press **<ENTER>** if you want to continue. **When <Y> is entered, the purge procedure is activated**. When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.9   PURGE STANDING ORDERS FROM ORDER MASTER FILE_____

This section presents instructions for purging Standing Orders By Customer. This file is all orders that are the order type of standing order. This procedure permits the removal of standing orders from the order file by customer, date and selection code. Exercise caution when using this procedure; once orders are purged they are removed completely from the system. It is recommended that files be backed up before running this purge program. **Also, this should be run when no updates are taking place and you are the only one on the system.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press **<ENTER>**.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE STANDING ORDERS FROM ORDER MASTER FILE** and press **<ENTER>.**

```
RDSTAND – Purge Standing Orders

    Customer # to Purge:

    Expiration Date to Purge:

    Selection Code to Purge:

    Is Everything Ok? (Y/N):
```

Customer # to Purge:

Enter customer number to be purged and press **<ENTER>,** or just press **<ENTER>** for all. Press **<ESC>** to exit**.**

Expiration Date to Purge:

Enter the expiration date that prior to it will be purged and press **<ENTER>,** or just press **<ENTER>** for all dates. Press **<ESC>** to reenter customer number**.**

Selection Code to Purge:

Enter which selection code to purge and press **<ENTER>,** or press **<ENTER>** for all codes. Press **<ESC>** to reenter expiration date**.**

Is Everything Ok? (Y/N):

Enter **<N>** and press **<ENTER>** if you do not want to purge the standing orders file. The program will return to the customer # screen, press **<ESC>** to exit. Enter **<Y>** and press **<ENTER>** if you want to continue. **When <Y> is entered, the purge procedure is activated**. When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.10   PURGE QUOTES FROM ORDER MASTER FILE_____

This section presents instructions for purging the quotes out of the Order Master File. The
file stores open quotes entered through order entry. This procedure permits the removal of
open quotes from the orders file by customer and by date. Exercise caution when using this
procedure; once the quotes are purged, they are removed completely from the system. It is
recommended that files be backed up before running purge programs. **Also, this should be run
when no updates are taking place and you are the only one on the system**.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press
      <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE STANDING ORDERS FROM ORDER MASTER FILE** and
      press <**ENTER**>.

```
RDSTAND - Purge Quotes

    Customer # to Purge:

    Purge by Expiration or Order Date ? (E/O):

    Date to Purge:

    Is Everything Ok? (Y/N):

```

Customer # to Purge:
   Enter customer number to be purged and press **<ENTER>,** or just press **<ENTER>** for all.
   Press **<ESC>** to exit.

Purge by Expiration or Order Date ? (E/0):

   Enter **<E>** and press **<ENTER>**, or just press **<ENTER>** to use the expiration date to calculate
   on. If you want to use the order date, enter <**O**> and press <**ENTER**>.

Date to Purge:
   Enter the expiration date that prior to it will be purged and press **<ENTER>,** or just press
   <ENTER> for all dates. Press **<ESC>** to reenter date types.

Is Everything Ok? (Y/N):
   Enter <**N**> and press **<ENTER>** if you do not want to purge the quotes file. The
   program will return to the customer # screen, press <**ESC**> to exit. Enter <**Y**> and press
   <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure is activated.**
   When the purge procedure is complete, the program returns to the Purge Programs Menu.

This section presents instructions for purging the Inventory Receipts History File (POSHIST).
This file stores the inventory receipts history records updated through purchasing, inventory
adjustments, inventory transfers and physical inventory postings. This procedure permits the
removal of inventory receipts history records by date. Exercise caution when using this
procedure; once history is purged, it is removed completely from the system. It is recommend
that files be backed up before running this purge program. **Also, this should be run when no
updates are taking place.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press
        <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE INVENTORY RECEIPTS HISTORY FILE** and press
        <**ENTER**>.

```
RPRGISM – Purge/Reorganize the Inventory Receipts History File (POSHIST)

    This Program will Purge and Reorganize the Inventory Receipts History File (POSHIST)

      Are you sure that you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
        Enter <**N**> and press <**ENTER**> if you do not want to purge the inventory receipts history
        file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if
        you want to continue.

```
RPRGISM – Purge/Reorganize the Inventory Receipts History File (POSHIST)


Enter Purge Date:
 This Program will Purge ALL DATA dated prior to XX/XX/XX

      Are you sure you want to Continue? (Y/N):_
```

Enter Purge Date:
        Enter date where records before this date will be purged and press <**ENTER**>. Press <**ESC**>
        to exit.

Are you sure that you want to Continue? (y/n):
        Enter <**N**> and press <**ENTER**> if you do not want to purge the inventory receipts history
        file. The program will return to the purge date screen, press <**ESC**> to exit. Enter
        <**Y**> and press <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure
        is activated**. When the purge procedure is complete, the program returns to the Purge
        Programs Menu.

This section presents instructions for purging the Archived Invoice History Files (XORDERS). This file stores the archived invoices updated through the journal process.

This procedure permits the removal of archived invoices from the history file by date and customer. Exercise caution when using this procedure. Once the archived invoices are purged, they are removed completely from the system. **It is recommended that files be backed up before running purge programs. Also, this should be run when no updates are taking place and you are the only one on the system. Also, before doing this purge make sure you have checked with ProCom to make sure you have room to run this purge.**

The program prompts for purging date, all invoices before this date will be purged. Next, it will prompt for the customer number, or press enter for all. Then, it will ask "purge only cash sales yes or no". Finally, it will ask if everything is okay; once you answer yes, the purge will begin.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE ARCHIVE INVOICE HISTORY FILE** and press <**ENTER**>.

```
RPRGISM – Purge/Reorganize the Archive Invoice History File (XORDERS)

    This Program will Purge and Reorganize the Archive Invoice History File (XORDERS)

       Are you sure that you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
        Enter <**N**> and press <**ENTER**> if you do not want to purge the archive invoice history file and the program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue.

```
RPRGISM – Purge/Reorganize the Archive Invoice History File (XORDERS)


Enter Purge Date:
  This Program will Purge Orders dated prior to XX/XX/XX


       Are you sure you want to Continue? (Y/N):_
```

Enter Purge Date:
        Enter date where records before this date will be purged and press <**ENTER**>. Press <**ESC**> to exit.

Are you sure that you want to Continue? (Y/N):
        Enter <**N**> and press <**ENTER**> if you do not want to purge the archive invoice history file. The program will return to the purge date screen, press <**ESC**> to exit. Enter <**Y**> and press <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure is activated.** When the purge procedure is complete, the program returns to the Purge Programs Menu.

This section presents instructions for purging the Advertising Media History File (RMEDIAHIST). This file stores the media history records updated through the sales journal.

The procedure permits the removal of advertising media history records by date. Exercise caution when using this procedure. Once the records are purged, they are removed completely from the system. It is recommended that the files be backed up before running purge programs. **Also, this should be run when no updates are taking place and you are the only one on the system.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE ADVERTISING MEDIA HISTORY FILE** and press <**ENTER**>.

```
RPRGISM – Purge/Reorganize the Advertising Media History File (RMEDIAHIST)

    This Program will Purge and Reorganize the Advertising Media History File (RMEDIAHIST)

        Are you sure that you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
Enter <**N**> and press <**ENTER**> if you do not want to purge the advertising media file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue.

```
RPRGISM – Purge/Reorganize the Advertising Media History File (RMEDIAHIST)


Enter Purge Date:
 This Program will Purge ALL DATA dated prior to XX/XX/XX

        Are you sure you want to Continue? (Y/N):_
```

Enter Purge Date:
Enter date where records before this date will be purged and press <**ENTER**>. Press <**ESC**> to exit.

Are you sure that you want to Continue? (Y/N):
Enter <**N**> and press <**ENTER**> if you do not want to purge the advertising media history file. The program will return to the purge date screen, press <**ESC**> to exit. Enter <**Y**> and press <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure is activated**. When the purge procedure is complete, the program returns to the Purge Programs Menu.

9.14   PURGE THE HOURLY SALES ACTIVITY FILE_____

This section presents instructions for purging the Hourly Sales Activity File (RACT_HEAD). This file stores the media history records updated through the sales journal.

The procedure permits the removal of advertising media history records by date. Exercise caution when using this procedure. Once the records are purged, they are removed completely from the system. It is recommended that the files be backed up before running purge programs. **Also, this should be run when no updates are taking place and you are the only one on the system.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press <**ENTER**>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE THE HOURLY SALES ACTIVITY FILE** and press <**ENTER**>.

```
RPRGISM – Purge/Reorganize the Hourly Sales Activity File (RACT_HEAD)


    This Program will Purge and Reorganize the Hourly Sales Activity File (RACT_HEAD)

        Are you sure that you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
     Enter <**N**> and press <**ENTER**> if you do not want to purge the advertising media file. The program will return to the Main Menu screen. Enter <**Y**> and press <**ENTER**> if you want to continue.

```
RPRGISM – Purge/Reorganize the Hourly Sales Activity File (RACT_HEAD)

Enter Purge Date:

 This Program will Purge All Hourly Sales Activity Records dated prior to XX/XX/XX


        Are you sure you want to Continue? (Y/N):_

        Is Everything OK?
```

Enter Purge Date:
     Enter date where records before this date will be purged and press <**ENTER**>. Press <**ESC**> to exit.

Are you sure that you want to Continue? (y/n):
     Enter <**N**> and press <**ENTER**> if you do not want to purge the hourly sales activity file. The program will return to the purge date screen, press <**ESC**> to exit. Enter <**Y**> and press <**ENTER**> if you want to continue.

Is Everything OK?:
     Enter <**N**> and press <**ENTER**> if you do not want to purge the hourly sales activity file. The program will return to the purge date screen, press <**ESC**> to exit. Enter <**Y**> and press <**ENTER**> if you want to continue. **When <Y> is entered, the purge procedure is activated**. When the purge procedure is complete, the program returns to the Purge Programs Menu.

This section presents instructions for purging the customer sales history found when pressing the F6 key. (RQOHIST). This file stores the sales history kept for a specific customer.

The procedure permits the removal of sales history records by date. Exercise caution when using this procedure. Once the records are purged, they are removed completely from the system. It is recommended that the files be backed up before running purge programs. **Also, this should be run when no updates are taking place and you are the only one on the system.**

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PURGE PROGRAMS** and press
        <ENTER>.

STEP 2: From the **PURGE PROGRAMS MENU,** select **PURGE CUSTOMER <F6> SALES HISTORY FILE** and press
        <ENTER>.

```
RPRGISM – Purge/Reorganize Customer <F6> Sales History File (RQOHIST)


    This Program will Purge and Reorganize the
    Customer <F6> Sales History File (RQOHIST)

    Are you sure that you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
    Enter **<N>** and press **<ENTER>** if you do not want to purge the customer <F6> sales history
    file.
    The program will return to the Main Menu screen. Enter **<Y>** and press **<ENTER>** if you
    want to continue.

```
RPRGISM – Purge/Reorganize the Customer <F6> Sales History File (RQOHIST)

Enter Purge Date:
 This Program Will Purge Records dated prior to XX/XX/XX


    Are you sure you want to Continue? (Y/N):_

    Is Everything OK?
```

Enter Purge Date:
    Enter date where records before this date will be purged and press **<ENTER>**. Press **<ESC>**
    to exit.

Are you sure that you want to Continue? (y/n):
    Enter **<N>** and press **<ENTER>** if you do not want to purge the hourly sales activity file.
    The program will return to the purge date screen, press **<ESC>** to exit. Enter **<Y>**
    and press **<ENTER>** if you want to continue.

Is Everything OK?:
    Enter **<N>** and press **<ENTER>** if you do not want to purge the customer <F6> sales history
    file. The program will return to the purge date screen, press **<ESC>** to exit. Enter **<Y>**
    and press **<ENTER>** if you want to continue. **When <Y> is entered, the purge procedure is
    activated.** When the purge procedure is complete, the program returns to the Purge
    Programs Menu.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ CHAPTER 10:              REORGANIZE PROGRAMS                                   │
└─────────────────────────────────────────────────────────────────────────────┘
```

10.0   INTRODUCTION_____

This chapter introduces a number of reorganize programs that rebuilds specific files and remove any bad records. Remember any reorganize should be done after a good backup is taken and while no one is on the system but yourself.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx                 ***--- REORGANIZE PROGRAMS ---***          xx:xx:xx   │
│                             xxxxxxxxxxxxxxxx                                   │
│                                                                               │
│                       1. Reorganize Quantity/Cost File Records                │
│                       2. Reorganize Special Pricing Records                    │
│                       3. Reorganize Invoice Message File Records               │
│                       4. Reorganize Customer Ship-To File Records              │
│                       5. Reorganize Customer Comments File Records             │
│                       6. Reorganize Customer Master File                       │
│                       7. Reorganize Product Category Master File               │
│                       8. Reorganize MAJOR/MINOR Category Master File           │
│                       9. Reorganize Inventory Master File                      │
│                      10. Reorganize Inventory Location File                    │
│                      11. Reorganize Inventory Vendor Info File                 │
│                      12. Reorganize Bill-of- Materials File                    │
│                                                                               │
│                                                                               │
│                                                                               │
│                      M. Return to Main Menu;        E. Exit to Monitor.        │
│                                                                               │
│                      Enter Selection:                                         │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

Review the procedures described below before executing any of these programs.

10.1   REORGANIZE QUANTITY COST FILE RECORDS_____

This program when run purges and reorganizes the FIFO/LIFO(layers) file records.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
        <**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE QUANTITY COST FILE RECORDS** and
        press   <**ENTER**>.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ RPRGISM – Purge/Reorganize Inventory FIFO/LIFO File (RFLINV)                   │
│                                                                               │
│  This Program will Purge and Reorganize the Inventory FIFO/LIFO File (RFLINV)  │
│                                                                               │
│      Are you sure you want to Continue? (Y/N):_                                │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

Are you sure that you want to Continue? (Y/N):
      Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
      The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
      want to begin the reorganize.

10.2   REORGANIZE SPECIAL PRICING FILE RECORDS_____

This program when run purges and reorganizes the customer special pricing file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
        <**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE CUSTOMER SPECIAL PRICING FILE**
        and press <**ENTER>.**

```
RPRGISM – Purge/Reorganize Customer Special Price File (RSPRICE)


  This Program will Purge and Reorganize the Customer Special Price File (RSPRICE)


       Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
        Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
        The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
        want to begin the reorganize.

10.3   REORGANIZE INVOICE MESSAGE FILE RECORDS___

This program when run purges and reorganizes the invoice message file records.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
        <**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE INVOICE MESSAGE FILE RECORDS** and
        press <**ENTER>.**

```
RPRGISM – Purge/Reorganize the Customer Invoice Instructions File (RINSTRU)


  This Program will Purge and Reorganize the Customer Invoice Instructions File (RINSTRU)


       Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
        Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
        The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
        want to begin the reorganize.

10.4   REORGANIZE CUSTOMER SHIP TO FILE RECORDS__

This program when run purges and reorganizes the customer ship to file records.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
       <**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE CUSTOMER SHIP-TO FILE RECORDS**
       and press **<ENTER>.**

```
RPRGISM – Purge/Reorganize the Customer Ship-To Address File (RSHIP)


  This Program will Purge and Reorganize the Customer Ship-To Address File (RSHIP)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
      Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
      The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
      want to begin the reorganize.

10.5   REORGANIZE CUSTOMER COMMENTS FILE RECORDS_____

This program when run purges and reorganizes the records in the customer comments file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
       <**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE CUSTOMER COMMENTS FILE RECORDS**
       and press **<ENTER>.**

```
RPRGISM – Purge/Reorganize Customer Comments File (RCOMMENT)


  This Program will Purge and Reorganize the Customer Comments File (RCOMMENT)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
      Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
      The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
      want to begin the reorganize.

10.6   REORGANIZE CUSTOMER MASTER FILE_____ _____

This program when run purges and reorganizes the customer master file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
        <**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE CUSTOMER MASTER FILE** and press
        <**ENTER**>.

```
RPRGISM – Purge/Reorganize Customer Master File (RCUSMAS)


 This Program will Purge and Reorganize the Customer Master File (RCUSMAS)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
     Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
     The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
     want to begin the reorganize.

10.7   REORGANIZE PRODUCT CATEGORY FILE_____

This program when run purges and reorganizes the product category file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
        <**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE PRODUCT CATEGORY FILE** and
        press <**ENTER**>.

```
RPRGISM – Purge/Reorganize Product Category File (RPRODCAT)


 This Program will Purge and Reorganize the Product Category File (RPRODCAT)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
     Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
     The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
     want to begin the reorganize.

10.8 REORGANIZE MAJOR/MINOR CATEGORY MASTER FILE_____

This program when run purges and reorganizes the major/minor category file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
<**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE MAJOR/MINOR CATEGORY MASTER FILE**
and press **<ENTER>.**

```
RPRGISM – Purge/Reorganize Major/Minor Category File (RCATEGORY)


 This Program will Purge and Reorganize the Major/Minor Category File (RCATEGORY)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
want to begin the reorganize.

10.9 REORGANIZE INVENTORY MASTER FILE_____

This program when run purges and reorganizes the Inventory Master File.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
<**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE INVENTORY MASTER FILE** and press
<**ENTER**>.

```
RPRGISM – Purge/Reorganize Inventory Master File (RINVMAS)


 This Program will Purge and Reorganize the Inventory Master File (RINVMAS)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
want to begin the reorganize.

10.10   REORGANIZE INVENTORY LOCATION FILE_____

This program when run purges and reorganizes the inventory location records.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
       <ENTER>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE INVENTORY LOCAATION FILE** and
       press   **<ENTER>.**

```
RPRGISM – Purge/Reorganize Inventory Location File (RINVLOC)


 This Program will Purge and Reorganize the Inventory Location File (RINVLOC)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
      Enter **<N>** and press **<ENTER>** if you do not want to reorganize the file.
      The program will return to the Reorganize Menu. Enter **<Y>** and press **<ENTER>** if you
      want to begin the reorganize.

10.11   REORGANIZE VENDOR INFO FILE_____

This program when run purges and reorganizes the vendor information that is kept in the
inventory master file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
       <ENTER>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE VENDOR INFO FILE** and press
       <ENTER>.

```
RPRGISM – Purge/Reorganize Vendor Info File (RINVVEN)


 This Program will Purge and Reorganize the Inventory Vendor Information File (RINVVEN)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
      Enter **<N>** and press **<ENTER>** if you do not want to reorganize the file.
      The program will return to the Reorganize Menu. Enter **<Y>** and press **<ENTER>** if you
      want to begin the reorganize.

This program when run purges and reorganizes the bill-of-materials file.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **REORGANIZE PROGRAMS** and press
    <**ENTER**>.

STEP 2: From the **REORGANIZE PROGRAMS MENU,** select **REORGANIZE BILL-OF-MATERIALS FILE** and
    press **<ENTER>.**

```
RPRGISM – Purge/Reorganize Bill-of-Materials File (RBOMP)


 This Program will Purge and Reorganize the Bill-of-Materials File (RBOMP)


     Are you sure you want to Continue? (Y/N):_
```

Are you sure that you want to Continue? (Y/N):
     Enter <**N**> and press <**ENTER**> if you do not want to reorganize the file.
     The program will return to the Reorganize Menu. Enter <**Y**> and press <**ENTER**> if you
     want to begin the reorganize.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│                                                                             │
│  CHAPTER 11:        MISCELLANEOUS PROGRAMS #1                                │
│                                                                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

11.0   INTRODUCTION_____

This chapter introduces several programs that are used under unique circumstances, and are not
easily categorized in other procedure menus. It is important to be familiar with the
operations included on the Miscellaneous Programs Menus. Remember that your system has been
tailored to meet your business setting, and not all functions described in this chapter are
necessarily included with your system. The Miscellaneous Programs #1 Menu is displayed:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ xx/xx/xx                ***---   Miscellaneous Programs #1   ---***          xx:xx:xx │
│                          xxxxxxxxxxxxxxxxxxxxxxxx                            │
│                                                                             │
│                    1. Compute Total Customer Accounts Receivable Balance     │
│                    2. Compute Total Inventory Valuation                      │
│                    3. Ageing Period Changes                                  │
│                    4. Notices, Labels, or Selected Customer Listings         │
│                    5. Clear Week-to-Date Product Category Totals             │
│                    6. Print Inventory Labels                                 │
│                    7. Change "Last Used" Invoice/Order/Batch Numbers         │
│                    8. Change "Last Used" Purchase Order Numbers              │
│                    9. Print Inventory Master Input Sheets                    │
│                   10. Print Price Input Sheets                               │
│                   11. Check for Missing UPC Codes                            │
│                   12. Print Bar Code Labels                                  │
│                   13. End of Month & End of Year Report Defaults             │
│                   14. Faxing Area Codes Setup Program                        │
│                   15. Locate A/R Transactions by Invoice/Check Number        │
│                   16. Promotional Message File                               │
│                   17. Customer Sales History File Maintenance                │
│                                                                             │
│                    M. Return to Main Menu;        E. Exit to Monitor.        │
│                    Enter Selection:_                                         │
│                                                                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

11.1   COMPUTE TOTAL CUSTOMER ACCOUNTS RECEIVABLE BALANCE__

This section presents instructions for computing and displaying your current Accounts
Receivable balance. This function should be run daily as part of procedures to keep track of
the Accounts Receivable amount. The current Accounts Receivable balance is displayed on the
screen:

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and
       press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **COMPUTE TOTAL ACCOUNTS RECEIVABLE
       BALANCE** and press **<ENTER>.**

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ROARBAL –Computing Customer Accts Rec Balance                               │
│                                                                             │
│    (SC) Location Name        - Accts Rec Bal:    xxx,xxx,xxx.xx             │
│    (SM) Location Name        - Accts Rec Bal:    xxx,xxx,xxx.xx             │
│                                                  ==============             │
│                                                  xxx,xxx,xxx.xx             │
│                                                                             │
│ Press <ESC> to Exit.                                                        │
│                                                                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

Press **<ESC>** to continue, the program will return to the Miscellaneous Programs #1 Menu screen.

11.2   COMPUTE TOTAL INVENTORY VALUATION_____

This section presents instructions for computing and displaying your current Inventory Valuation.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **COMPUTE TOTAL INVENTORY VALUATION** and press **<ENTER>.**

```
ROINVBAL – Compute Total Inventory Valuation

Enter Desired Print Sequence:
   1.  Item# Sequence
   2.  Product Category
   3.  Major Category
   4.  Minor Category

              Press <ESC> TO EXIT.
```


ENTER DESIRED PRINT SEQUENCE:
Enter <**1**> and press **<ENTER>** for Item# Sequence:
Enter <**2**> and press **<ENTER>** for Product Category;
Enter <**3**> and press **<ENTER>** for Major Category;
Enter <**4**> and press **<ENTER>** for Minor Category;
Press **<ESC>** to return to the Reports & Listings Menu.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
> To print the inventory listing for a range of items, enter the item number identifying the first item you want appearing on the listing and press **<ENTER>**. To start with the lowest item#, press **<ENTER>**. To reenter the print sequence, press **<ESC>.**

ENTER HIGHEST ITEM# TO PRINT:
> Enter the item number identifying the last item you want appearing on the listing and **<ENTER>**. To end at the highest item#, press **<ENTER>**. To reenter the lowest item# press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:
> Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to print for all product categories. To reenter the highest item press **<ESC>**.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
> Enter <**A**> and press **<ENTER>** if you want the report to print with the actual cost of the item listed, or just press **<ENTER>**. Enter <**M**> and press **<ENTER>** if you wish the report to print the market value. To reenter the product category press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
> Enter up to thirteen location IDS and press **<ENTER>.** For "ALL" locations, enter **<ALL>** and press **<ENTER>.** To reenter actual/market selection, press the **<ESC>.**

EXTEND NEGATIVE QUANTITES? (Y/N):
> Enter <**Y**> and press **<ENTER>** to add any negative quantity amounts into the totals, or enter <**N**> and press **<ENTER>**, or just press **<ENTER>**. Press **<ESC>** to reenter location.

DISPLAY OR PRINT? (D/P):
> Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to display the listing. **Enter <P>** and press **<ENTER>** to have the listing print. Press **<ESC>** to reenter negative

```
                 quantities.
```

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the print display selection press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue.
     Program begins calculating, depending upon your display, or print selection will
     execute. To return to the Miscellaneous Menu press **<ESC>**.

```
Location Name                    Quantity        Valuation
_____

(SC) PROCOM SOLUTIONS              61              599.44
(SM) SMITHFIELD                    55              580.24
                             ==================    =================
                                  116            1,179.69
```

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:
     Enter lowest product category # to begin printing at and press **<ENTER>,** or just
     press **<ENTER>** to start at lowest product category built. To reenter the print
     sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:
     Enter highest product category # to begin printing at and press **<ENTER>,** or just
     press **<ENTER>** to stop at highest product category built. To reenter the lowest
     product category press **<ESC>**.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
     Enter **<A>** and press **<ENTER>** if you want the report to print with the actual cost
     of the item listed, or just press **<ENTER>**. Enter **<M>** and press **<ENTER>** if you
     wish the report to print the market value. To reenter the highest product category
     press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
     Enter up to thirteen location IDs and press **<ENTER>.** For "ALL" locations, enter
     <ALL> and press **<ENTER>.** To reenter actual/market selection, press the **<ESC>.**

EXTEND NEGATIVE QUANTITES? (Y/N):
     Enter **<Y>** and press **<ENTER>** to add any negative quantity amounts into the totals,
     or enter <N> and press **<ENTER>**, or just press **<ENTER>**. Press **<ESC>** to reenter
     location.

DISPLAY OR PRINT? (D/P):
     Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to display the listing. **Enter**
     <P> and press **<ENTER>** to have the listing print. Press **<ESC>** to reenter negative
     quantities.

IS EVERYTHING OK? (Y/N):
     Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
     the print display selection press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue.
     Program begins calculating, depending upon your display, or print selection will
     execute. To return to the Miscellaneous Menu press **<ESC>**.

```
Product Category                        Quantity        Valuation

00010  HARDWARE                          8,758        3,324,301.36
00100  PLUMBING                          1,507            1,151.27
                                     =============    ===============
                                        10,265        3,325,452.63
```

MAJOR SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:
Enter major category to begin printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:
Enter major category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):
Enter <**A**> and press <**ENTER**> if you want the report to print with the actual cost of the item listed, or just press <**ENTER**>. Enter <**M**> and press <**ENTER**> if you wish the report to print the market value. To reenter the highest major category press <**ESC**>.

ENTER LOCATION(S) TO PRINT:
Enter up to thirteen location IDs and press <**ENTER**>. For "ALL" locations, enter <**ALL**> and press <**ENTER**>. To reenter actual/market selection, press the <**ESC**>.

EXTEND NEGATIVE QUANTITES? (Y/N):
Enter <**Y**> and press <**ENTER**> to add any negative quantity amounts into the totals, or enter <**N**> and press <**ENTER**>, or just press <**ENTER**>. Press <**ESC**> to reenter location.

DISPLAY OR PRINT? (D/P):
Enter <**D**> and press <**ENTER**>, or just press <**ENTER**> to display the listing. Enter <**P**> and press <**ENTER**> to have the listing print. Press <**ESC**> to reenter negative quantities.

IS EVERYTHING OK? (Y/N):
Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the print display selection press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Program begins calculating, depending upon your display, or print selection will execute. To return to the Miscellaneous Menu press <**ESC**>.

Major Category	Quantity	Valuation
DEERE	8,312	3,305,616.14
	=============	===============
	8,312	3,305,616.14

MINOR SEQUENCE:

ENTER LOWEST MINOR CATEGORY TO PRINT:
Enter major category to begin printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST MINOR CATEGORY TO PRINT:
Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

PRINT "ACTUAL COST" OR "MARKET VALUE" (A/M):

Enter **<A>** and press **<ENTER>** if you want the report to print with the actual cost of the item listed, or just press **<ENTER>**. Enter **<M>** and press **<ENTER>** if you wish the report to print the market value. To reenter the highest minor category press **<ESC>**.

ENTER LOCATION(S) TO PRINT:
  Enter up to thirteen location IDs and press **<ENTER>.** For "ALL" locations, enter **<ALL>** and press **<ENTER>.** To reenter actual/market selection, press the **<ESC>.**

EXTEND NEGATIVE QUANTITES? (Y/N):
  Enter **<Y>** and press **<ENTER>** to add any negative quantity amounts into the totals, or enter **<N>** and press **<ENTER>**, or just press **<ENTER>**. Press **<ESC>** to reenter location.

DISPLAY OR PRINT? (D/P):
  Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to display the listing**. Enter <P>** and press **<ENTER>** to have the listing print. Press **<ESC>** to reenter negative quantities.

IS EVERYTHING OK? (Y/N):
  Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter the print display selection press **<ESC>**. Enter **<Y>** and press **<ENTER>** to continue. Program begins calculating, depending upon your display or print selection will execute. To return to the Miscellaneous Menu press **<ESC>**.

```
Minor Category                              Quantity         Valuation

PARTS                                         10,007         2,134,458.56
                                          =============     ===============
                                              10,007         2,134,458.56
```

11.3   AGING PERIOD CHANGES

This section presents instructions for changing the aging periods that have been set up in your system during installation.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **AGING PERIOD CHANGES** and press **<ENTER>.**

```
ROAGEDT - Aging Periods

This Program Allows the Changing of Aging Periods.
Be sure you want to make Alterations Before Using This.

Are you sure you want to Continue?(Y/N)
```

Enter **<N>** and press **<ENTER>** if you do not want to continue. The program returns to the Miscellaneous Programs #1 Menu. Enter **<Y>** and press **<ENTER>** to continue. When **<Y>** is entered the program displays the aging schedule. Your screen should resemble the display below:

```
ROAGEDT - Aging Periods

                          PRESS <ESC> TO END
        (1)  30 DAYS
        (2)  60 DAYS
        (3)  90 DAYS
        (4) 120 DAYS
```

```
SELECT:
```

Enter the line number that corresponds with the aging information you want to change and press
<**ENTER**>. Then enter the new information and press <**ENTER**>. The aging period, usually a
number of days, can be from one to three numeric characters in length. When all desired
adjustments have been made to the aging schedule, press <**ESC**> to end the procedure. The
program returns to the Miscellaneous Programs #1 Menu.

11.4   NOTICES, LABELS, OR SELECTED CUSTOMER LISTINGS

This program will allows you to print a variety of different mailings.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and
        press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **NOTICES, LABELS, OR SELECTED CUSTOMER
        LISTINGS** and press <**ENTER**>.

This section presents instructions for printing:

Credit Notices
General Notices
Finance Charge Notices
Mailing Labels (15/16″ x 3 1/2", one up)
Customer Listing

When this program is selected, three screens, (or "pages") of program prompts appear. These
prompts allow you to limit and order your desired operation in a variety of ways. You do not
specify the actual print operation until all other selections have been made. Follow these
steps to print notices, mailing labels, or a customer listing:

Operator "S"elected Accts or "A"utomatic Printing:

Enter <**S**> and press <**ENTER**> if you want to print a notice, mailing label, or listing for
selected customer accounts and skip down to PART 3.

Enter <**A**> and press <**ENTER**> if you want to print notices, mailing labels, or listings
automatically (within parameters specified in the following steps). Press <**ESC**> to return to
the Miscellaneous Program #1 Menu. If <**A**>, for "automatic", has been selected, and the
<**ENTER**> key pressed.

Selection Based on Balance or Past Due "Y" or Other "N":

Enter <**N**> and press <**ENTER**> if you want to include all customer accounts - regardless of
balance - in your print operation.

Enter <**Y**> and press <**ENTER**>, or just press <**ENTER**> if you want to limit the print function by
customer balance. Press <**ESC**> to return to the previous prompt.

If <**N**> is entered skip down to the question: **Select up to 4 customer classes.**

If <**Y**> is entered, the program prompts:

Accts with Zero Balances? (Y/N):

Enter <**Y**> and press <**ENTER**> if you want to include customer accounts with zero balances in the
print operation.

Enter <**N**> and press <**ENTER**>, or just press <**ENTER**> if you want to exclude customer accounts

with zero balances from the print operation.

Only Accts with (D)ebit Bal or (C)redit Bal or (B)oth (N)either:

Enter <**D**> and press <**ENTER**>, or just press <**ENTER**> if you want the print operation to include only those customers with a debit balance.

Enter <**C**> and press <**ENTER**> if you want to print operation to include only those customers with a credit balance.

Enter <**B**> and press <**ENTER**> if you want to print operation to include customers with either a debit, or credit balance.

Enter <**N**> and press <**ENTER**> if you want to exclude from your print operation all customers with either a credit, or debit balance. If <**N**>, for "neither" is selected here, the print function will include only customers with a zero balance. If this is the desired parameter, be sure that you have selected <**Y**>, for inclusion of customers with a zero balance, in the previous prompt. Press <**ESC**> to return to the previous prompts.

Select up to 4 Customer Classes or 'A'll:

Enter the customer class(es) you wish to include one the print function. Press <**ENTER**> after entry of each code number. You may specify up to four (4) customer classes for inclusion.

Enter <**A**> and press <**ENTER**> if you want to include all customer classes in the print function.

Select up to 4 Profit Center or 'A'll:

Enter the profit center(s) you wish to include one the print function. Press <**ENTER**> after entry of each code number. You may specify up to four (4) profit centers for inclusion. Enter <**A**> and press <**ENTER**> if you want to include all profit centers in the print function.

Select up to 4 Salesmen or 'A'll:

Enter the salesman code number(s) you want to include on the print function. Press <**ENTER**> after entry of each code number. You may specify up to four salesman accounts for inclusion. When a salesman code is specified, the print function will include in the print function only those customers assigned to that salesman.

Enter <**A**> and press <**ENTER**> if you want to include all salesman accounts in the print function.

Only Accts With Sales YTD are Over:$

Enter the sales amount cutoff and press <**ENTER**>. Only those accounts with year-to-date sales over the specified amount will be included in the print function. Use up to nine numeric characters to specify the desired amount. Remember to allow for decimal places when entering dollar amounts. Do not enter the decimal. The program inserts the decimal upon entry.

Press <**ENTER**> if you want to include all customers in the print function - regardless of account balance. Zeros (0.00) are entered here if the <**ENTER**> key is pressed.

Only Accts with Sales YTD are Under:$

Enter the sales amount cutoff and press <**ENTER**>. Only accounts with sales year-to-date under the specified amount will be included in the print function. Use up to nine numeric characters to specify the cutoff amount. Remember to allow for decimal places when entering dollar amounts. Do not enter the decimal. The program inserts the decimal upon entry. Press <**ENTER**> if you want to include all customers in the print function - regardless of account balance. The program will display the highest dollar amount allowed if the <**ENTER**> key is pressed.

Only Accts with Finance Chg (Y/N) or (B)oth:

Enter <**Y**> and press <**ENTER**> if you want the printout to include only those accounts that have been assessed a finance charge.
Enter <**N**> and press <**ENTER**> if you want the printout to include only those accounts that have not been assessed a finance charge. Enter <**B**> and press <**ENTER**>, or just press <**ENTER**> if you want to include all customers in the printout - regardless of finance charge status.

Only Accts with Finance Chg Assessed YTD (Y/N):

Enter <**Y**> and press <**ENTER**> if you want to printout to include only those accounts that have been assessed a finance charge year to date. Enter <**N**> and press <**ENTER**>, or just press <**ENTER**> if you want the printout not to only include only those accounts that have not been assessed a finance charge year to date.

Only Accounts over their Credit Limit (Y/N):

Enter <**Y**> and press <**ENTER**> if you want to include in the print function only those customers that have exceeded their credit limit. Enter <**N**> and press <**ENTER**>, or just press <**ENTER**> if you want to include all customers in the print function - regardless of their credit status.

Only Accts with Special Pricing (Y/N) or 'B'oth:

Enter <**Y**> and press <**ENTER**> if you want the printout to include only those accounts that special pricing. Enter <**N**> and press <**ENTER**> if you want the printout to include only those accounts that do not have special pricing. Enter <**B**> and press <**ENTER**>, or just press <**ENTER**> if you want to include all customers in the printout - regardless of special pricing status.

(A)ll or Accts with Price Level:

Enter the price level you wish to include in the print function and press <**ENTER**>. Only customers assigned that price level in the Customer Master File will be included in the print function. Enter <**A**> and press <**ENTER**> if you want to include customers from all price levels in the print function.

Only Accts with Sales Tax (Y/N) or 'B'oth:

Enter <**Y**> and press <**ENTER**> if you want the print function to include only accounts assessed a sales tax. Enter <**N**> and press <**ENTER**> if you want the print function to include only accounts assessed a sales tax. Enter <**B**> and press <**ENTER**>, or just press <**ENTER**> if you want to print function to include all customer accounts in the print function - regardless of sales tax status.

Select up to 4 Sales Tax Codes or 'A'll:

Enter the sales tax code(s) you want to include in the print function. Press <**ENTER**> after entry of each tax code. Up to four sales tax codes may be specified. Enter <**A**> and press <**ENTER**>, or just press <**ENTER**> if you want to include all sales tax codes in the print function.

Select up to 4 Zip Codes or 'A'll:

Enter the zip code(s) you wish to include in the print function. Press <**ENTER**> after entry of each zip code. Up to four zip codes may be specified for inclusion. Enter <**A**> and press <**ENTER**>, or just press <**ENTER**> if you want to include all zip codes in the print function.

Is Everything OK? (Y/N):

Enter <**N**> and press <**ENTER**> if you want to reenter the information just entered. The program

returns to the first prompt. Enter <**Y**> and press <**ENTER**> if you want to continue.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ NOTICES, LABELS OR SELECTED CUSTOMER LISTING                    xx/xx/xx      │
│ PART 2                                                                        │
│                          Enter "M" To Return To Menu                          │
│                          Press <UP ARROW> Key To Reenter Selections           │
│ Do You wish to Sort By (1) Zip Code                                           │
│                        (2) Customer Class                                     │
│                        (3) Salesman                                           │
│                        (4) Profit Center                                      │
│                        (5) NO Sort                                            │
│ SELECT:                                                                       │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

(1) ZIP CODE: Enter <**1**> and press <**ENTER**> if you want the print function to print in zip code order. This sort is particularly useful when printing mailing labels.

(2) CUSTOMER CLASS: Enter <**2**> and press <**ENTER**> if you want the print function to print in order by customer class.

(3) SALESMAN: Enter <**3**> and press <**ENTER**> if you want the print function to print in order by salesman number.

(4) PROFIT CENTER: Enter <**4**> and press <**ENTER**> if you want the print function to print in order by profit center number. The profit center number is the last part of the formatted General Ledger account number XXXX-"XX".

(5) NO SORT: Enter <**5**> and press <**ENTER**> if you want the print function to print in order by customer account number.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ NOTICES, LABELS, OR SELECTED CUSTOMER LISTING                   xx/xx/xx      │
│ PART 3                                                                        │
│ (1) CREDIT NOTICE                                                             │
│ (2) GENERAL NOTICE                                                            │
│ (3) FINANCE CHARGE NOTICE                                                     │
│ (4) MAILING LABELS (15/16" x 3 1/2", ONE UP)                                  │
│ (5) CUSTOMER LISTING                                                          │
│                                                                               │
│ (E) END PROGRAM                                                               │
│                                                                               │
│ SELECT:                                                                       │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

Enter <**1**> and press <**ENTER**> if you want to print a Credit Notice.
Enter <**2**> and press <**ENTER**> if you want to print a General Notice.
Enter <**3**> and press <**ENTER**> if you want to print a Finance Charge Notice.
Enter <**4**> and press <**ENTER**> if you want to print mailing labels.
Enter <**5**> and press <**ENTER**> if you want to print a customer listing.

Enter <**E**> and press <**ENTER**> if you want to end the procedure. The program returns to the Miscellaneous Programs #1 Menu.

If <**1**>, <**2**>, or <**3**> have been selected, the program presents a notice form for message entry.

1
2
3
4
5
6
7
8
9
10

(C) All Lines are Correct

Use up to ten lines, 70 characters/spaces per line to specify your message. Press **<ENTER>** at end of each line entered to continue to the next line. If you wish to skip a line (or lines) press **<ENTER>** to advance the cursor to the next line, or to complete the notice. When the notice is complete, enter **<C>** and press **<ENTER>** to continue.

ARE YOU SURE?: Enter **<N>** and press **<ENTER>** if you want to make adjustments to the message lines. Enter **<Y>** and press **<ENTER>** if you wish to continue.

ENTER ACCT NO: Enter the account number identifying the customer for whom you want to print a notice, mailing label, or listing and press **<ENTER>**. The print function is activated. When printing is complete, the program returns to the prompt for an account number. When all selective printing is complete, press **<ESC>** to return to print function options. Enter **<E>** and press **<ENTER>** to return to the Miscellaneous Programs #1 Menu.

If you are printing mailing labels, the program prompts:

HOW MANY LABELS DO YOU WISH TO PRINT FOR EACH CUSTOMER (1-9): Enter the number of labels you want to print for each customer and press **<ENTER>.**

IS THIS A RESTART? (Y/N): Enter **<Y>** and press **<ENTER>** if you are restarting the print function after an interruption. The program prompts for entry of the customer number identifying the last document successfully printed. Enter this number and press **<ENTER>**. The program prompts: "ENTERED OK?" (Y/N):. Enter **<N>** and press **<ENTER>** if you want to reenter the accounting number. Enter **<Y>** and press **<ENTER>** if you wish to continue.

The print function is activated at the specific point, and continues until complete successfully. Enter **<N>** and press **<ENTER>** if this is not a restart, and you want to begin printing. When printing is complete, the program returns to the print function selection menu.

11.5   CLEAR WEEK-TO-DATE PRODUCT CATEGORY TOTALS‾‾‾‾

This program clears all the week-to-date totals and resets them to receive current week totals in your product category file. All weekly analysis reports should be printed before this program is run.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **CLEAR WEEK-TO-DATE PRODUCT CATEGORY TOTALS** and press **<ENTER>.**

```
REWCLR – Clear W-T-D Totals

All Weekly Analysis Reports MUST be Printed Before this Program is Run

Are You sure you want to Continue? (Y/N):
```

Enter **<N>** and press **<ENTER>** if you do not want to clear week-to-date totals. The program will return to the Miscellaneous Programs #1 Menu. Enter **<Y>** and press **<ENTER>** if you wish to continue. When **<Y>** is selected, the clear function is activated immediately. When the clearing process is complete, the program returns to the Miscellaneous Programs #1 Menu.

This section presents instructions for printing inventory labels. These labels can be affixed
to the bin, or rack location where inventory items are stored. The inventory label includes
both the name and number assigned to the inventory item in the inventory Master File. A
clearly labeled warehouse, or stockroom can greatly facilitate the inventory process and
overall efficiency of your business. Make sure that your printer is on-line and functioning
properly before continuing. Mount the labels on the printer.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and
press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **PRINT INVENTORY LABELS** and press
<**ENTER**>.

```
ROINVLAB - Print Pricing Labels


            1)  Add, Change, Delete Item List

            2)  Print Price Labels

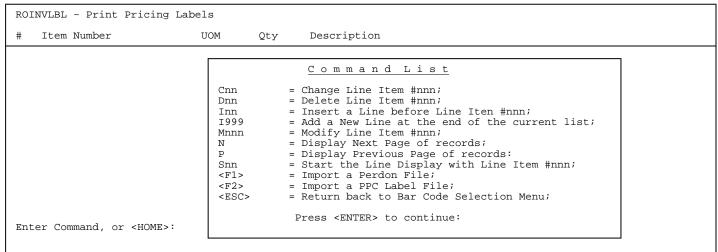               (M) Return to Menu

               (E) Exit to Monitor
```

Add, Change, Delete:

```
ROINVLBL – Print Pricing Labels

#   Item Number          UOM      Qty     Description


Enter Command, or <HOME>:
```

Enter <**I**> and press <**ENTER**> and the system will start a record for you, or press <**HOME**>
for further assistance.

<**HOME**>

```
ROINVLBL – Print Pricing Labels

#   Item Number          UOM      Qty     Description

                          C o m m a n d   L i s t

              Cnn         = Change Line Item #nnn;
              Dnn         = Delete Line Item #nnn;
              Inn         = Insert a Line before Line Iten #nnn;
              I999        = Add a New Line at the end of the current list;
              Mnnn        = Modify Line Item #nnn;
              N           = Display Next Page of records;
              P           = Display Previous Page of records:
              Snn         = Start the Line Display with Line Item #nnn;
              <F1>        = Import a Perdon File;
              <F2>        = Import a PPC Label File;
              <ESC>       = Return back to Bar Code Selection Menu;

                            Press <ENTER> to continue:
Enter Command, or <HOME>:
```

```
ROINVLBL – Print Pricing Labels

#   Item Number            UOM     Qty     Description

1   -----------
```
```
Enter Command, or <HOME>:
```

Enter the item number, UOM, and Qty.

(2) Print Price Labels:

```
ROINVLBL – Print Pricing Labels


Price Level to Print on Label:


                        Enter Price Level 1-8 or <ENTER> for No Price
                        Press <ESC> to Reenter Items.
```

Enter price level and press <**ENTER**>.

```
ROINVLBL – Print Pricing Labels


Type "E" to End Line-Up routine
Type "X" to print X's on Labels


                              Press <ESC> to Exit w/o printing.
```

Enter selection and press <**ENTER**> for labels to print.

```
ROINVLBL – Print Pricing Labels


           Did Labels Print OK? (Y/N):
```

Enter <**Y**> and press <**ENTER**>, if everything printed ok. You will return to the Labels
Menu.
Enter <**N**> and press <**ENTER**> if the labels did not print you will be returned to the Labels
Menu and your list will still be there to print again.

This section presents instructions for changing the last used invoice/order numbers. When
entering invoices, or placing orders, the invoice/order number can be entered manually, or
automatically assigned by the system (see Section 3.1). This procedure allows the last
number(s) entered to be changed.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and
        press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **CHANGE "LAST USED"**
        INVOICE/ORDER/BATCH NUMBERS and press **<ENTER>.**

```
RONOCHG - Change "Last Used" Invoice/Order/Batch Numbers

(1) Last Order Number...........:   xxxxxx
(2) Last Used C.R. Batch#.......:   xxxxxx
(3) Last Used Customer #........:   xxxxxx

(4) Last Used Inv#    Number(SC):   xxxxxx


Enter Selection or <ESC> to Exit.:
```

Enter <**1**> and press <**ENTER**> if you want to change the last order number that was used. Enter
the new number and press <**ENTER**>.

Enter <**2**> and press <**ENTER**> if you want to change the last cash receipts batch # number that
was used. Enter the new number and press <**ENTER**>.

Enter <**3**> and press <**ENTER**> if you want to change the last customer number that was used.
Enter the new number and press <**ENTER**>.

Enter <**4**> and above, then press <**ENTER**> if you want to change the last used invoice number
that was used. Enter the new number and press <**ENTER**>.

Remember that you are changing the last order, or invoice number used, not the number the
system will assign next. If you want the system to assign the number "500" to the next order,
select <**1**> and press <**ENTER**>, then enter the number "499". When the next order is placed, the
system will automatically assign the number "500" to the order.

When this operation is completed, press the <**ESC**> key to return to the Miscellaneous Programs
#1 Menu screen.

11.8   CHANGE "LAST USED" PURCHASE ORDER NUMBERS

This section presents instructions for changing last used purchase order numbers. When entering purchase orders the order number can be entered manually, or automatically assigned by the system. This procedure allows the last number(s) entered to be changed.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **CHANGE "LAST USED" PURCHASE ORDER NUMBERS** and press <**ENTER**>.

```
RONOPO-Change "Last Used" Purchase Order Numbers


1)  Last Used P/O Number : xxxxx
2)  Last  "          "   : xxxxx



Enter Selection or <ESC> to Exit.:
```

Enter the line number for the location ID that you want to change the last used purchase order number for and press <**ENTER**>. Enter the new purchase order number in and press <**ENTER**>. Remember that you are changing the last used purchase order number, not the number the system will assign next.

11.9   PRINT INVENTORY MASTER INPUT SHEETS

This section presents instructions for printing an inventory master input sheet(s). These sheets are very useful for entering new inventory items to your master file (see Section 2.3). On these sheets, you will enter information for the inventory item number that you will be adding.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **PRINT INVENTORY MASTER INPUT SHEETS** and press <**ENTER**>.

ARE DEFAULT VALUES TO BE PRINTED? (Y/N): Enter <**N**> and press <**ENTER**> if you do not want the input sheets to include the default values (from your inventory default record). Press <**ESC**> if you wish to return to the Miscellaneous Programs #1 Menu screen.

IS THE NORMAL SCREEN DISPLAY FORMAT TO BE SPLIT UP INTO "REQUESTED" AND NON-REQUESTED" FIELDS? (Y/N): Enter <**N**> and press <**ENTER**>, if you do not want the input sheets to be split up into requested (must enter) and non-requested (optional) fields. Enter <**Y**> and press <**ENTER**>, if you wish to input sheets to be split up into requested (must enter) and non-requested (optional) fields. Press <**ESC**> if you wish to reenter the default values to be printed question.

NUMBER OF COPIES TO PRINT? Enter the number (1-9999) of inventory master input sheets you wish to print and press <**ENTER**>, press <**ESC**> to reenter the split fields question.

IS EVERYTHING O.K.? (Y/N): Enter **<N>** and press **<ENTER>** if you want to reenter all of the previous questions. Program returns to the first prompt. Press **<ESC>** if you want to reenter the number of copies to print. Enter **<Y>** and press **<ENTER>** if you want to continue. When **<Y>** is entered, the print function is activated. The program starts printing the inventory master input sheets. When program is complete, the program returns to the Miscellaneous Programs #1 Menu screen.

Split REQUESTED/UNREQUESTED:

```
              I N V E N T O R Y   M A S T E R   C O D I N G   F O R M

R e q u e s t e d   F i e l d s
Item#..............................:
Item Description...................:
Item Description #2................:
Unit of Measure....................:
Case Unit of Measure...............:
Major Category.....................:
Minor Category.....................:
Type...............................:
Vendor Number......................:

U n r e q u e s t e d   F i e l d s
Minor..Category....................:
Product Category...................:
Number of Weight Decimals..........:
Unit Weight........................:
Backorder Allowed?(Y/N)............:
Number of Quantity Decimals........:
Sequence Code......................:
Subj. to Sales Tax?(Y/N)...........:
Spiff Amount.......................:
Print Price Labels? (Y/N/).........:
Labor Item ? (Y/N/)................:
```

```
R e q u e s t e d   F i e l d s
Minimum Selling Price..............:
Sell Price 1 (List Price)..........:
Sell Price 4.......................:
Sell Price 5.......................:

U n r e q u e s t e d   F i e l d s
Number of Price Decimals...........:
Serial Numbers? (Y/N)..............:
Current Cost from Vendor...........:
Market Value.......................:
Price Category.....................:
Sell Price 2.......................:
Sell Price 3.......................:
Sell Price 6.......................:
Item Valuation.....................:
Quantity Conversion #..............:
Quantity Discount Table #..........:
```

NOT SPLIT

```
              I N V E N T O R Y   M A S T E R   C O D I N G   F O R M

R e q u e s t e d   F i e l d s
Item#..............................:
Item Description...................:
Item Description #2................:
Unit of Measure....................:
Case Unit of Measure...............:
MAJOR Category.....................:
MINOR Category.....................:
Type...............................:
Vendor Number......................:
Number of Weight Decimals..........:
```

```
Unit Weight.......................:
Backorder Allowed ?(Y/N)..........:
Number of Quantity Decimals.......:
Sequence Code.....................:
Subj. to Sales Tax ? (Y/N)........:
Spiff Amount......................:
Print Price Labels? (Y/N).........:
Labor Item ?(Y/N).................:
```

```
Number of Price Decimals..........:
Serial Numbers ? (Y/N)............:
Current Cost from Vendor..........:
Market Value......................:
Price Category....................:
Sell Price 1 (List Price).........:
Sell Price 2......................:
Sell Price 3......................:
Sell Price 4......................:
Sell Price 5......................:
Sell Price 6......................:
Sell Price 7......................:
Item Valuation....................:
Quantity Conversion #.............:
Quantity Discount Table #.........:
```

11.10   PRINT PRICE INPUT SHEETS_____

This section presents instructions for printing inventory price input sheets. This listing
can print all inventory items, a range of items, all product categories, or for one product
category.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and
press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **PRINT PRICE INPUT SHEETS** and press
<ENTER>.

ENTER DESIRED PRINT SEQUENCE:
Enter **<1>** and press **<ENTER>** to print in Item# Sequence.
Enter **<2>** and press **<ENTER>** to print in Product Category/Sequence Code/Item# Sequence.
Enter **<3>** and press **<ENTER>** to print in Major Category/Minor Category/Type/Item# Sequence.
Enter **<4>** and press **<ENTER>** to print in Minor Category/Major Category/Type/Item# Sequence.
Press **<ESC>** to return to the Miscellaneous Programs #1 Menu screen.

ITEM SEQUENCE:

ENTER LOWEST ITEM# TO PRINT:
    To print the inventory listing for a range of items, enter the item number
    identifying the first item you want appearing on the listing and press **<ENTER>**. To
    start with the lowest item#, press **<ENTER>**. To reenter the print sequence, press
    the **<ESC>**.

ENTER HIGHEST ITEM# TO PRINT:
    Enter the item number identifying the last item you want appearing on the listing
    and **<ENTER>**. To end at the highest item#, press **<ENTER>**. To reenter the lowest
    item# press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:
    Enter major category to begin the printing from and press **<ENTER>,** or press
    <ENTER> to start printing at the first major category. To reenter the highest
    item# press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

   Enter major category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
   stop printing at the last major category. To reenter the lowest major category
   press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:

   Enter minor category to begin the printing from and press **<ENTER>,** or press
   <ENTER> to start printing at the first minor category. To reenter the highest
   major category press **<ESC>**.

ENTER HIGHEST MINOR TO PRINT:

   Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
   stop printing at the last minor category. To reenter the lowest minor category
   press **<ESC>**.

ENTER PRODUCT CATEGORY TO PRINT:

   Enter product category code to print for and press **<ENTER>,** or press **<ENTER>** to
   print for all product categories. To reenter the highest minor category press
   <ESC>.

IS EVERYTHING OK?

   Enter **<N>** and press **<ENTER>** to reenter the information entered above. To reenter
   the product category, press **<ESC>.** Enter **<Y>** and press **<ENTER>** to continue.
   Printing begins immediately.

PRODUCT CATEGORY SEQUENCE:

ENTER LOWEST PRODUCT CATEGORY# TO PRINT:

   Enter lowest product category to begin printing at and press **<ENTER>,** or just
   press **<ENTER>** to start at lowest product category built. To reenter the print
   sequence press **<ESC>**.

ENTER HIGHEST PRODUCT CATEGORY# TO PRINT:

   Enter highest product category # to end the printing at and press **<ENTER>,** or
   just press **<ENTER>** to stop at highest product category built. To reenter the l
   lowest product category press **<ESC>**.

ENTER LOWEST MAJOR CATEGORY TO PRINT:

   Enter major category to begin the printing from and press **<ENTER>,** or press
   <ENTER> to start printing at the beginning major category. To reenter the highest
   major category press **<ESC>**.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

   Enter major category to end printing at and press **<ENTER>,** or press **<ENTER>** to
   stop printing at the last major category. To reenter the lowest major category
   press **<ESC>**.

ENTER LOWEST MINOR CATEGORY TO PRINT:

   Enter minor category to begin printing from and press **<ENTER>,** or press **<ENTER>** to
   start printing at the beginning minor category. To reenter the highest major
   category press **<ESC>**.

ENTER HIGHEST MINOR TO PRINT:

   Enter minor category to end the printing at and press **<ENTER>,** or press **<ENTER>** to
   stop printing at the last minor category. To reenter the lowest minor category
   press **<ESC>**.

DO YOU WANT SEPARATE PAGE FOR EACH PRODUCT CATEGORY ? (Y/N):

Enter **<Y>** and press **<ENTER>**, or just press **<ENTER>** to print separate pages. Enter **<N>** and press <**ENTER**> to print all together. Press **<ESC>** to reenter highest minor.

IS EVERYTHING OK? (Y/N):

Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the separate pages press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

MAJOR/MIN SEQUENCE:

ENTER LOWEST MAJOR CATEGORY TO PRINT:

Enter major category to begin printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first major category. To reenter the print sequence press <**ESC**>.

ENTER HIGHEST MAJOR CATEGORY TO PRINT:

Enter major category to end printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last major category. To reenter the lowest major category press <**ESC**>.

ENTER LOWEST MINOR CATEGORY TO PRINT:

Enter minor category to begin the printing from and press <**ENTER**>, or press <**ENTER**> to start printing at the first minor category. To reenter the highest major category press <**ESC**>.

ENTER HIGHEST MINOR TO PRINT:

Enter minor category to end the printing at and press <**ENTER**>, or press <**ENTER**> to stop printing at the last minor category. To reenter the lowest minor category press <**ESC**>.

IS EVERYTHING OK? (Y/N):

Enter <**N**> and press <**ENTER**> to reenter the information entered above. To reenter the highest minor press <**ESC**>. Enter <**Y**> and press <**ENTER**> to continue. Printing begins immediately. When printing is complete, the program returns to the Reports and Listings Menu.

```
**********INVENTORY PRICE INPUT SHEET***********
```

Item Sequence : Lowest Item A-8 : Highest Item: LAST : Lowest Major: FIRST : Highest Major: LAST: Lowest Minor: FIRST : Highest Minor: LAST : Product Category: ALL:

ITEM#   DESCRIPTION   CATEG* Price #1 * Price #2 * Price #3 * Price #3 * Price #4 * Price # 5
▪▪▪

CART5

This section presents instructions for finding missing UPC codes.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **CHECK FOR MISSING UPC CODES** and press <**ENTER**>.

```
ROBARCHK – Check for Missing UPC Codes

Enter UPC Code:
                          Press <ESC> to Exit.

```

Enter in the UPC code you want to search for and press <**ENTER**>. If the UPC is on file the item associated with it will display, if not you will see a display box that tells you the UPC code is not on file.

```
ROBARCHK – Check for Missing UPC Codes

Enter UPC Code:1234




                          Press <ESC> to Exit.
          ┌──────────────────────────────────────────┐
          │ This UPC Code is ON File!                 │
          │                                           │
          │ Item Number: 100057 Stihl Parts           │
          │                                           │
          │ Press <ENTER> to Continue:                │
          │                                           │
          └──────────────────────────────────────────┘
```

```
ROBARCHK – Check for Missing UPC Codes

Enter UPC Code:




                          Press <ESC> to Exit.
          ┌──────────────────────────────────────────┐
          │ This UPC Code IS NOT on File!             │
          │                                           │
          │ Item Number: _____             │
          │                                           │
          │                                           │
          │ .  followed by partial item.              │
          │ Press <ENTER> to Return to UPC Code.      │
          └──────────────────────────────────────────┘
```

Enter in the item number that you want to put this UPC code in for and press <**ENTER**>, or enter a partial number, or ?partial number and press <**ENTER**>.
If the item number is correct enter <**Y**> and press <**ENTER**> in response to the question IS this the Correct Item ?(Y/N), if not enter <**N**> and press <**ENTER**>. If this item has more than one unit of measure enter which unit of measure goes with the upc.

This program allows printing of bar code labels independently of the purchase order.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **PRINT BAR CODE LABELS** and press **<ENTER>.**

```
ROBARLBC – Print Bar Code Bin Labels (Format #)

        1)  Add, Change, Delete Item List
        2)  Create Bar Code File
        3)  Print Bar Code Bin Labels

        Select:
```

```
ROBARLBC – Print Bar Code Bin Labels (Format #)
#          Item Number       Quantity     Description




Enter Command, or <HOME>:
```

1) Add, Change, Delete Item List

  ADD:
  To add an item to the list, enter <**I, line number**>, and press <**ENTER**>. Enter the item
  number and press <**ENTER**,** then enter the quantity and press <**ENTER**>. Press <**HOME**>
  for information on importing the files.

  CHANGE:
  To change an item enter <**C line number**> and press <**ENTER**>. Enter the correct item number,
  and press <**ENTER**>, or just press <**ENTER**> to move to the quantity field.

  DELETE:
  To delete an item enter <**D line number**> and press <**ENTER**>.

```
ROBARLBC – Print Bar Code Bin Labels (Format #)
#          Item Number            C o m m a n d  L i s t

                             Cnnn      = Change Line Item #nnn;
                             Dnnn      = Delete Line Item #nnn;
                             Innn      = Insert a Line before Line Item #nnn;
Enter Command, or <HOME>     I999      = Add a New Line at the end of the current list;
                             Mnnn      = Modify Line Item #nnn;
                             N         = Display Next Page of records;
                             P         = Display Previous Page of records;
                             Snnn      = Start the Line Display with Line Item #nnn;
                             <F2>      = Import a PPC Label File;
                             <ESC>     = Return back to the Bar Code Selection Menu;
                             M         = Return to the fIle Maintenance Menu;
                             E         = Exit to Monitor;

                                 Press <ENTER> to continue:
```

2) Create Bar Code File

This selection will automatically create the list based on bin code locations.

```
ROBARLBC – Print Bar Code Bin Labels (Format #)
#              Item Number        Quantity     Description

                              Create Bar Code File

Enter Command, or <HOME>:  Enter First Bin Location:
                           Enter Last Bin Location:

                           Is Everything OK ? (Y/N):
```

Enter First Bin Location:
Enter bin location to start the list from and press **<ENTER>,** or just press **<ENTER>** for the first bin location on file. Press **<ESC>** to exit.

Enter Last Bin Location:
Enter bin location to start the list from and press **<ENTER>,** or just press **<ENTER>** for the last bin location on file. Press **<ESC>** to exit.

Is Everything OK? (Y/N):
Enter **<Y>** and press **<ENTER>** to generate the listing, or enter **<N>** and press **<ENTER>** to exit**.**

3) PRINT BAR CODE LABELS

ProCom has two label formats that will work with the Barcode Blaster printer. Formats "C" and "D". These formats are printed on a 2.3" X 1" label.

All label formats can be selected to either print a price level, or no price at time of printing. All label formats will print the first line of the description between where the price would print and the actual barcode.

There is a hierarchy how our system produces the actual barcode. First, if a UPC Code is entered on the 3rd page of the inventory master file for this item number (for the vendor – if a vendor is selected at print time) the system will print a UPC code using the information in this field. Second, if the information in this area of the inventory record is not in a UPC format, a Code39 barcode is printed containing the information. Otherwise, if these fields are blank for this item number, the system will print a Code39 barcode of the item number.

Just under the barcode is the information that was used to produce the barcode.

In the bottom left corner of the label, the item number is printed.

The bottom right corner is the only difference between the format "C" and "D". On the format "C", the package reorder quantity is printed. This information comes from the "pkg qty" field of the 3rd page of the inventory master file for this item number.

Format "D" prints the bin location in the bottom right corner instead of the package quantity.
In the bottom left corner of the label, the item number is printed.

The bottom right corner is the only difference between the format "C" and "D". On the format "C", the package reorder quantity is printed. This information comes from the "pkg qty" field of the 3rd page of the inventory master file for this item number.

Format "D" prints the bin location in the bottom right corner instead of the package quantity.

Above, examples are shown with and without pricing. Format "C" is on the left and Format "D" is on the right.
The format can be changed by ProCom support at any time. All other options are determined at time of printing.

11.13   END OF MONTH & END OF YEAR REPORT DEFAULTS_____

This section allows the user to set the default for the month end and year end reports to be printed out automatically while doing month-end year end procedures.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **CHECK FOR MISSING UPC CODES** and press <**ENTER**>.

```
RORPTDEF- End of Month & End of Year Report Defaults

                                             End of Month        End of Year
( 1) Customer Sales Analysis Report              No                  No
( 2) Customer Sales History Report               No                  No
( 3) Salesman's Analysis Report                  No                  No
( 4) Tax Analysis Report                         No                  No
( 5) Inventory Sales Analysis                    No                  No
( 6) Inventory Sales History                     No                  No
( 7) Product Analysis Report                     No                  No
( 8) Promotion Sales Analysis Report             No                  No
( 9) Accounts Receivable Age Trial Balance       Yes                 Yes
(10) General Ledger Distribution Report          Yes                 Yes
(11) Product Type Sales Analysis Report          No                  No


                    (Dnn) Set up Defaults for Report on Line #nn.
Enter Line# to Modify or <ESC>:
```

To set the report to print select the line number that corresponds with that report and enter
<**Y**>es and press <**ENTER**> under end of month and/or end of year. This will set the report to
automatically print.

To set the defaults for the reports you may enter a <**D**> and the line # and press <**ENTER**>.
This will show a box of questions that would come up if printing the report through reports
and listings. Select the corresponding line number to answer the question.

Customer Sales Analysis

```
RORPTDEF- End of Month & End of Year Report Defaults

                                            End of Month        End of Year
( 1) Customer Sales Analysis Report              No                  No
( 2) Customer Sales History Report               No                  No
( 3) Salesman's Analysis    ┌────────────────────────────────────────────────┐
( 4) Tax Analysis Report    │ Defaults for Customer Sales Analysis Report     │
( 5) Inventory Sales Ana    │                                                 │
( 6) Inventory Sales His    │ (1) Report Print Sequence.................       │
( 7) Product Analysis Re    │ (2) Customer Class....................... All   │
( 8) Promotion Sales Ana    │ (3) Profit Center........................ All   │
( 9) Accounts Receivable    │ (4) Salesman Initials.................... All   │
(10) General Ledger Dist    │ (5) Print Report with Gross Margin?....... All  │
(11) Product Type Sales     │ (6) Print Customers with Zero MTD Sales?.. No   │
                            │ (7) Print Customers with Zero YTD Sales?.. No   │
                            │                                                 │
Enter Line# to Modify or    │ Select Line# to Change or <ESC>:                │
                            └────────────────────────────────────────────────┘
```

1) Report Print Sequence: Enter <**1**> for Account Number Sequence
                                   <**2**> for Customer Name Sequence
                                   <**3**> for Location ID/Account# Sequence
                                   <**4**> for Location ID/Customer Name Sequence
                             and press <**ENTER**>.

Customer Sales History

```
RORPTDEF- End of Month & End of Year Report Defaults

                                            End of Month        End of Year
( 1) Customer Sales Analysis Report              No                  No
( 2) Customer Sales History Report               No                  No
( 3) Salesman's Analysis Report                  No                  No
( 4) Tax Analysis Report                         No                  No
( 5) Inventory Sales Analysis                    No                  No
( 6) Inventory Sales History                     No                  No
( 7) Product Analysis Re┌──────────────────────────────────────────────┐
( 8) Promotion Sales Ana│ Defaults for Customer Sales History Report    │
( 9) Accounts Receivable│                                               │
(10) General Ledger Dist│ ( 1) Print Detail or Totals Only?: Detail     │
(11) Product Type Sales  │                                               │
                        │                                               │
                        │ Select Line# to Change or <ESC>:              │
Enter Line# to Modify or└──────────────────────────────────────────────┘
```

Salesman Sales Analysis Report

```
RORPTDEF- End of Month & End of Year Report Defaults

                                            End of Month        End of Year
( 1) Customer Sales Analysis Report              No                  No
( 2) Customer Sales History Report               No                  No
( 3) Salesman's Analysis Report                  No                  No
( 4) Tax Analysis Report                         No                  No
( 5) Inventory Sales Analysis                    No                  No
( 6) Inventory Sales History                     No                  No
( 7) Product Analysis Report                     No                  No
( 8) Promotion Sales Analysis Report             No                  No
( 9) Accounts Receivable┌──────────────────────────────────────────────┐
(10) General Ledger Dist│ Defaults for Salesman's Analyis Report        │
(11) Product Type Sales  │                                               │
                        │ (1) Print Actual Cost or Market Value:         │
                        │                                               │
Enter Line# to Modify or│ Select Line# to Change or <ESC>               │
                        └──────────────────────────────────────────────┘
```

Tax Analysis Report

```
RORPTDEF- End of Month & End of Year Report Defaults

                                                End of Month      End of Year
( 1) Customer Sales Analysis Report                 No                No
( 2) Customer Sales History Report                  No                No
( 3) Salesman's Analysis Report                     No                No
( 4) Tax Analysis Report                            No                No
( 5) Inventory Sales Analysis                       No                No
( 6) Inventory Sales History                        No                No
( 7) Product Analysis Report                        No                No
( 8) Promotion Sales A┌──────────────────────────────────────────────────┐
( 9) Accounts Receivab│                                                  │
(10) General Ledger Di│ There are NO Defaults for the Tax Analysis Report!│
(11) Product Type Sale│                                                  │
                      │ Press <ENTER> to Continue:                       │
                      │                                                  │
Enter Line# to Modify or <ESC>:                                          │
                      │                                                  │
                      └──────────────────────────────────────────────────┘
```

Inventory Sales Analysis Report

```
RORPTDEF- End of Month & End of Year Report Defaults

                                                End of Month      End of Year
( 1) Customer Sales Analysis Report                 No                No
( 2) Customer Sales Hi┌──────────────────────────────────────────────────┐
( 3) Salesman's Analys│ Defaults for Inventory Sales Analysis Report     │
( 4) Tax Analysis Repo│                                                  │
( 5) Inventory Sales A│ (1) Report Print Sequence............ : Item # Sequence
( 6) Inventory Sales H│ (2) Vendor Number.................... : All      │
( 7) Product Analysis │ (3) Double Space the Report?......... : No       │
( 8) Promotion Sales A│ (4) Converted or Unconverted Units?.. : Unconverted
( 9) Accounts Receivab│ (5) Location(s) to Print............. : All Locations
(10) General Ledger Di│ (6) Print iTems with Zero MTD Sales?..: No       │
(11) Product Type Sale│ (7) Print Items with Zero YTD Sales?..: No       │
                      │                                                  │
                      │ Select Line# to Change or <ESC>:                 │
Enter Line# to Modify │                                                  │
                      └──────────────────────────────────────────────────┘
```

Inventory Sales History Report

```
RORPTDEF- End of Month & End of Year Report Defaults

                                                End of Month      End of Year
( 1) Customer Sales Analysis Report                 No                No
( 2) Customer Sales History Report                  No                No
( 3) Salesman's Analysis Report                     No                No
( 4) Tax Analysis Report                            No                No
( 5) Inventory Sales Analysis                       No                No
( 6) Inventory Sales History                        No                No
( 7) Product Analysis Report                        No                No
( 8) Promotion Sales Analysis Report                No                No
( 9) Accounts Receivab┌──────────────────────────────────────────────────┐
(10) General Ledger Di│ Default for Inventory Sales History Report       │
(11) Product Type Sale│                                                  │
                      │ (1) Print Detail or Totals Only?: Detail         │
                      │                                                  │
Enter Line# to Modify │ Select Line# to Change or <ESC>:                 │
                      └──────────────────────────────────────────────────┘
```

Product Analysis Report

```
RORPTDEF- End of Month & End of Year Report Defaults

                                                End of Month      End of Year
( 1) Customer Sales Analysis Report                 No                No
( 2) Customer Sales History Report                  No                No
( 3) Salesman's Analysis Report                     No                No
( 4) Tax Analysis Report                            No                No
( 5) Inventory Sales A┌──────────────────────────────────────────────────┐
( 6) Inventory Sales H│ Defaults for Product Analysis Report             │
( 7) Product Analysis │                                                  │
( 8) Promotion Sales A│ (1) Print with Last Year's Data?...... : Yes     │
( 9) Accounts Receivab│ (2) Print with Gross Margins?......... : Yes     │
(10) General Ledger Di│ (3) Print P/C with Zero MTD Sales?.... : No      │
(11) Product Type Sale│ (4) Print P/C with Zero YTD Sales?.... : No      │
                      │ (5) Location ID to Print............. : All      │
                      │                                                  │
Enter Line# to Modify │ Select Line# to Change or <ESC>:                 │
                      └──────────────────────────────────────────────────┘
```

Promotion Sales Analysis Report

```
RORPTDEF- End of Month & End of Year Report Defaults

                                            End of Month      End of Year
( 1) Customer Sales Analysis Report              No               No
( 2) Customer Sales History Report               No               No
( 3) Salesman's Analysis Report                  No               No
( 4) Tax Analysis Report                         No               No
( 5) Inventory Sales Analysis                    No               No
( 6) Inventory Sales History                     No               No
( 7) Product Analysis Report                     No               No
( 8) Promotion Sales Analysis Report             No               No
( 9) Accounts Receivab ┌─────────────────────────────────────────────────────┐
(10) General Ledger Di │                                                     │
(11) Product Type Sale │ There are NO Defaults for the Promotion Sales Analysis Report! │
                       │                                                     │
                       │ Press <ENTER> to Continue:                          │
Enter Line# to Modify  │                                                     │
                       └─────────────────────────────────────────────────────┘
```

Accounts Receivable Age Trial Balance

```
RORPTDEF- End of Month & End of Year Report Defaults
             ┌───────────────────────────────────────────────────────────┐
             │ Defaults for Accounts Receivable Age Trial Balance          │
( 1) Customer Sales Ana                                                     │
( 2) Customer Sales His │ ( 1) Total Accts Rec Bal Only?........ : No        │
( 3) Salesman's Analysi │ ( 2) Customer Class................... : All       │
( 4) Tax Analysis Repo  │ ( 3) Profit Center.................... : All       │
( 5) Inventory Sales An │ ( 4) Salesman Initials................ : All       │
( 6) Inventory Sales H  │ ( 5) Type of Balance to Print......... : Non-Zero  │
( 7) Product Analysis   │ ( 6) Only Those with Unapplied Credits : No        │
( 8) Promotion Sales A  │ ( 7) Detail or Summary Print.......... : Detail    │
( 9) Accounts Receivab  │ ( 8) All Items or Open Items Only?.... : Open Items Only │
(10) General Ledger Di  │ ( 9) Print Accounts with Balances Over : All Balances │
(11) Product Type Sale  │ (10) Over Credit Limit Only?.......... : No        │
                        │ (11) Print Delinquence Information?... : No        │
                        │ (12) Location ID to Print............. : All       │
Enter Line# to Modify   │ (13) Customer# or Alpha Sequence...... : Customer Number │
                        │                                                    │
                        │ Select Line# to Change or <ESC>:                   │
                        └───────────────────────────────────────────────────┘
```

General Ledger Distribution Report

```
RORPTDEF- End of Month & End of Year Report Defaults

                                            End of Month      End of Year
( 1) Customer Sales Analysis Report              No               No
( 2) Customer Sales History Report               No               No
( 3) Salesman's Analysis Report                  No               No
( 4) Tax Analysis Report                         No               No
( 5) Inventory Sales Analysis                    No               No
( 6) Inventory Sales History                     No               No
( 7) Product Analysis Report                     No               No
( 8) Promotion Sales Analysis Report             No               No
( 9) Accounts Receivab ┌─────────────────────────────────────────────────────┐
(10) General Ledger Di │                                                     │
(11) Product Type Sale │ There are NO Defaults for the General Ledger Distribution Report! │
                       │                                                     │
                       │ Press <ENTER> to Continue:                          │
Enter Line# to Modify  │                                                     │
                       └─────────────────────────────────────────────────────┘
```

Product Type Sales Analysis Report

```
RORPTDEF- End of Month & End of Year Report Defaults

                                            End of Month      End of Year
( 1) Customer Sales Analysis Report              No               No
( 2) Customer Sales History Report               No               No
( 3) Salesman's Analysis Report                  No               No
( 4) Tax Analysis Report                         No               No
( 5) Inventory Sales Analysis                    No               No
( 6) Inventory Sales History                     No               No
( 7) Product Analysis Report                     No               No
( 8) Promotion Sales Analysis Report             No               No
( 9) Accounts Receivab ┌─────────────────────────────────────────────────────┐
(10) General Ledger Di │                                                     │
(11) Product Type Sale │ There are NO Defaults for the Product Type Sales Analysis Report! │
                       │                                                     │
                       │ Press <ENTER> to Continue:                          │
Enter Line# to Modify  │                                                     │
                       └─────────────────────────────────────────────────────┘
```

11.14   FAXING AREA CODES SETUP PROGRAM

This program will tell the system when faxing which area codes/exchanges need a 1 in front of the number.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **FAXING AREA CODES SETUP PROGRAM** and press <**ENTER**>.

```
 Enter Area Code:


                        Press <ESC> to exit.
```

Enter Area Code and press <**ENTER**>.

```
 Area Code:


 Enter Exchange and press <ENTER>.
```

Enter exchange to be added and press <**ENTER**>.

11.15   LOCATE A/R TRANSACTIONS BY INVOICE/CHECK NUMBER

This program allows you to enter an invoice number to search the Accounts Receivable open items file. It will search the file and if it finds the invoice it will display the date, amount, customer name and customer number. If it can not find the invoice number then the screen will show the same screen without any information filled out.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **LOCATE A/R TRANSACTIONS BY INVOICE/CHECK NUMBER** and press <**ENTER**>.

```
 RRINVNO -  Locate A/R Transactions by Invoice Number

    Enter Invoice Number:
                    Press <ESC> to Exit.
```

Enter the invoice number to be searched for and press <**ENTER**>. If found the invoice information will display.

```
 RRINVNO -  Locate A/R Transactions by Invoice Number

 Invoice Number: 123444

   Date      Orig Amt     App Cred        Open Amt     #            Customer Name
 01/05/01    175.00        0.00           175.00       175             TCBI


 Press <ESC> to Continue:
```

Press <**ESC**> to return to the menu.

This selection gives you the ability to change the promotional messages that appear on either your receipt, or invoices. These selections may not appear depending upon your system setup.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **PROMOTIONAL MESSAGE FILE** and press <**ENTER**>.

```
RMMESSAGE – Promtion Message File Update/Inquiry

Which Type of Promotion Message do You want to Work On?:
      I = Invoice
      R = Receipt
```

Enter <**I**> and press <**ENTER**> to display the invoice message:

```
RMMESSAGE – Promtion Message File Update/Inquiry

Which Type of Promotion Message do You want to Work On?:
      I = Invoice
      R = Receipt


0
1                       Spring Special on ALL Tuneups
2                       Come in Before Mother's Day
3                       and Receive an Additional 10%
4                               Discount
5
6
7
8
9

Enter Line # to Change (0-9) or <ENTER>:
```

Enter the line number and press <**ENTER**>**.** Enter the new message and press <**ENTER**>.

Enter <**R**> and press <**ENTER**> to display the receipt message:

```
RMMESSAGE – Promtion Message File Update/Inquiry

Which Type of Promotion Message do You want to Work On?:
      I = Invoice
      R = Receipt



0    PARTS AND REPAIRS COMPLETED ON THIS
1    INVOICE ARE WARRENTED FOR 90 DAYS
2     MUST HAVE RECEIPT TO VALIDATE
3
4
5


Enter Line # to Change (0-4) or <ENTER>:
```

Enter the line number and press <**ENTER**>**.** Enter the new message and press <**ENTER**>.

This section gives you the ability to remove items from being seen when doing a F6 Sales History search in Order/Entry.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #1** and press **<ENTER>.**

STEP 2: From the **MISCELLANEOUS PROGRAMS #1 MENU,** select **CUSTOMER SALES HISTORY FILE MAINTENANCE** and press **<ENTER>.**

```
RMCHIST – Customer Sales History File Maintenance


Enter Customer Number:




                         Press <ESC> to Exit Program.
                         Press <HOME> to List Customer Options.
```

Enter in the customer numbers and press **<ENTER>.** Enter either **<Y>**, or **<N>** and press **<ENTER>** in answer to the question "Is this the Correct Customer? (Y/N):" Entering **<N>** and pressing **<ENTER>** will return you to the Enter Customer Number field. If you **<Y>** and press **<ENTER>** that customer's sales history record is displayed.

```
                    Customer Sales History File Maintenance

        Customer: 00175 (TCBI)
                                                        Last        Last
        Ln#   Item Number        Description       UOM  Quantity    Price
        001   01-100-0500        BALL BEARING      EA     2         13.50
        002   03H1063            BOLT              EA    10          2.25
        003   100005             FINISH WASH       EA     1         12.50
        004   100038             HAND CLEANER – 400ML  EA  1        17.75
        005   100057             4PK BULB          EA     1          5.0



        Enter Command, <HOME> or <ESC>:
```

<HOME>
    Press the **<HOME>** key to display any additional instructions.

```
                    Customer Sales History File Maintenance

        Customer: 00175         Sales History Commands
                                                                Last
        Ln#   Item Numbe                                    y   Price
                         Enter Line# - system will prompt you to Delete or
                            Hide the item that corresponds with the line
                            number that was entered.
        001   01-100-05  Enter 'H' and a line number to display a detail   13.50
        002   03H1063       screen for the corresponding line Item.         2.25
        003   100005     Enter 'N' to display the next screen of Items for 12.50
        004   100038        the Customer, if any.                          17.75
        005   100057     Enter 'P' to display the previous screen of Items  5.0
                            for the Customer, if any.
                         Press <ESC> or <ENTER> to exit this command Screen
                            and return to Customer Number prompt.

                         Note: if a line item is highlighted then this item
        Enter Command,      will not be displayed inside of order entry.
                               Press <ENTER> to continue.
```

    Enter the Line Number and press **<ENTER>.**

```
                    Customer Sales History File Maintenance

  Customer: 00175 (TCBI)
                                                        Last        Last
  Ln#   Item Number          Description          UOM   Quantity    Price
  001   01-100-0500          BALL BEARING         EA       2        13.50
  002   03H1063              BOLT                 EA      10         2.25
  003   100005               FINISH WASH          EA       1        12.50
  004   100038               HAND CLEANER - 400ML EA       1        17.75
  005   100057               4PK BULB             EA       1        5.0


  Item Number: 01-100-0500     Description: BALL BEARING

  UOM: EA        Quantity: 2        Price: 13.50      Date: 12/20/02

  <F1> Delete Item, <F2> Hide Item or <ESC> to Cancel:
```

By entering the line number and pressing **<ENTER>** the Delete/Hide box
appears. Press **<ESC>** to exit from this screen. Press **<F2>** to hide this
item from appearing when doing an **<F6>** history search, or press **<F1>** to
delete this item entirely

> **<F1> Delete Item** – Press **<F1>** and enter **<Y>** and press **<ENTER>** in answer
> to the question "Delete this History Record?(Y/N)"
> The item is then removed from the list.

> **<F2> Hide/Unhide** – Press **<F2>** and answer the question either "Hide this
> History Record? (Y/N)", or the question "Unhide this
> History Record? (Y/N)". Hiding it will not allow
> the record to be displayed during an <F6> History
> search, while unhiding it with bring it back onto
> the list. If the item displays on the listing
> as being highlighted that item will not display.

> **<ESC> Exit**   – Exit out of Hide/Unhide box.

<H> - Detail Screen – Enter **<H and the line number>** and press **<ENTER>.**

```
                    Customer Sales History File Maintenance

  Customer: 00175 (TCBI)
                                                        Last        Last
  Ln#   Item Number          Description          UOM   Quantity    Price
  001   01-100-0500          BALL BEARING         EA       2        13.50
  002   03H1063              BOLT                 EA      10         2.25
  003   100005               FINISH WASH          EA       1        12.50
  004   100038               HAND CLEANER - 400ML EA       1        17.75
  005   100057                                             1        5.0
                          Item #: 03H1063
                          Descr 1: BOLT
                          Descr 2:

                    --------------L A S T -----------------
                    Inv No    Date   Quantity  UOM   Price

                    100731   01/03/01    1     EA    6.20

                          Press <ENTER> to Continue:
  Enter Command, <HOMI
```

Enter either **<N>,** or **<P>** and press **<ENTER>** to display either the next, or previous
page of listings.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                         │
│  CHAPTER 12:          MISCELLANEOUS PROGRAMS #2                          │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```

12.0   INTRODUCTION_____

This chapter introduces several programs that are used under unique circumstances, and are not easily categorized in other procedure menus. It is important to be familiar with the operations included on the Miscellaneous Programs Menu. Remember that your system has been tailored to your business setting, and not all of the functions described in this chapter are necessarily included with your system. The Miscellaneous Program #2 Menu is displayed on the screen:

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and press **<ENTER>**.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                         │
│  xx/xx/xx          ***---  Miscellaneous Programs #2  ---***      xx:xx:xx │
│                    xxxxxxxxxxxxxxxxxxxxxxxx                              │
│                                                                         │
│               1. Reconcile Quantities Committed                         │
│               2. Reconcile On Order Quantities                          │
│               3. Reconcile Customer Balances                            │
│               4. Recompute Customer"On-Order" Totals                    │
│               5. Reconcile On-Hand Quantities                           │
│               6. Reconcile Applied Cash Receipts                        │
│               7. Create General Ledger Chart of Accounts Extract        │
│               8. Define Screens & Peripherals                           │
│               9. DBL Printer Setup                                      │
│              10. Utility Programs                                       │
│                                                                         │
│               M. Return to Main Menu;    E. Exit to Monitor.            │
│               Enter Selection:_                                         │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```

Make your selection, and follow the appropriate instructions below:

12.1   RECONCILE QUANTITIES COMMITTED_____

This section presents instructions for reconciling inventory quantities committed by recalculating the quantities committed in the open order file. The quantities on hand reconciliation program compares the quantities committed figures, accumulated during the typical sales process, with the system's general inventory records. The program, should it note discrepancies between the two, will make changes to the general inventory records to reflect the true quantity committed figures.

Perform this reconciliation procedure if a discrepancy should occur between the quantity committed in the inventory file and the quantity committed through open orders. The program immediately begins the reconciliation procedure. When all information has been reconciled, the program returns to the Miscellaneous Programs #2 Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **RECONCILE QUANTITES COMMITTED** and press **<ENTER>.**

```
RORECIC – Reconcile Committed Inventory Quantites

        This program will reconcile committed Inventory Quantities

        Do you want to Continue ? (Y/N):
```

Enter **<Y>** and press **<ENTER>** to start the reconcile, enter **<N>** and press **<ENTER>** to exit.

12.2   RECONCILE ON ORDER QUANTITIES_____

This section presents instructions for reconciling on order quantities. The on order quantities reconciliation program compares the on order quantities figures, accumulated during the purchase order process with any open purchase orders in the system. The program, should it show discrepancies between the two, will make changes to the inventory records to reflect the true on order quantity to order figures. Perform this reconciliation procedure if a discrepancy should occur between the quantity on order field in the inventory master file and the open order by item number listing in the purchase order system. This program should be run when all users are out of inventory program. When all information has been reconciled, the program returns to the Miscellaneous program #2 Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **RECONCILE ON ORDER QUANTITIES** and press **<ENTER>.**

```
RORECON – Reconcile On Order Quantites

        This program will reconcile On-Order Inventory Quantities

        Do you want to Continue ? (Y/N):
```

Enter **<Y>** and press **<ENTER>** to start the reconcile, enter **<N>** and press **<ENTER>** to exit.

12.3   RECONCILE CUSTOMER BALANCES_____

This section presents instructions for reconciling customers balances. The Customer Balances reconciliation program compares the customer balance figure in each customer account record, with the customer balances in the Customer Transactions file. The program then updated the balance figures in each customer account record to reflect the current balance recorded in the Transaction file.

Perform this reconciliation procedure if a discrepancy should occur between the two balances. The program immediately begins the reconciliation procedure. When processing is complete, the program returns to the Miscellaneous Programs #2 Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **RECONCILE CUSTOMER BALANCES** and press **<ENTER>.**

```
Reconciling Customer Account Balances

        Are you really sure that you want to do this? (Y/N):
```

Enter **<Y>** and press **<ENTER>** to start the reconcile, enter **<N>** and press **<ENTER>** to exit.

12.4   RECOMPUTE CUSTOMER "ON-ORDER" TOTALS

This section presents instructions for recomputing customer on-order totals. The recomputing of customer on-order totals program compares the on-order figures, accumulated during the typical sales process. The program, should it note discrepancies between the two, will make changes to the general customer records to reflect the true on-order total.

Perform this recomputing procedure if a discrepancy should occur between the on-order totals in the customer file and the on-order totals in order entry. The program immediately begins the recomputing procedure. When all information has been recomputed, the program returns to the Miscellaneous Programs #2 Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **RECOMPUTE CUSTOMER ON ORDER TOTALS** and press <**ENTER**>.

```
RORECORD – Retotal Customer "On-Order" Balances

        Are you really sure that you want to do this (Y/N)?
```

Enter <**Y**> and press <**ENTER**> to start the reconcile, enter <**N**> and press <**ENTER**> to exit.

12.5   RECONCILE ON-HAND QUANTITIES

This section presents instructions for reconciling inventory quantities on-hand by recalculating the quantities on-hand in the LIFO/FIFO file. The quantities on hand reconciliation program compares the quantity on-hand figures, accumulated during the typical daily process, with the system's general inventory records. The program, should it note discrepancies between the two, will make changes to the general inventory records to reflect the true quantity on-hand figures.

Perform this reconciliation procedure if a discrepancy should occur between the quantity on-hand in the inventory file and the quantity on-hand through daily processing. The program immediately begins the reconciliation procedure. When all information has been reconciled, the program returns to the Miscellaneous Program #2 Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **RECONCILE ON-HAND QUANTITES** and press <**ENTER**>.

```
RORECAPPL
        This program will reconcile on hand inventory quantites.
        It may be restarted from the menu if interrupted.
        All users must be out of inventory related programs.
        Are you sure you want to Continue ?(Y/N)
```

Enter <**Y**> and press <**ENTER**> to start the reconcile, enter <**N**> and press <**ENTER**> to exit.

12.6   RECONCILE APPLIED CASH RECEIPTS_____

This section presents instructions for reconciling applied cash receipts. This reconcile
program, reconciles the cash receipts posting amounts to the customer open transactions
records. The program should it note any discrepancies between the two, will make changes to
the accounts receivable records to reflect any change.

Perform this reconciliation procedure if a discrepancy should occur between the posted cash
receipts records and the customer transaction inquiry. This program should not be run if any
sales journals, or cash receipts journals are being processed. When all information has bee
reconciled, the program returns to the Miscellaneous Program #2 Menu.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and
       press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **RECONCILE APPLIED CASH RECEIPTS** and
       press **<ENTER>.**

```
RORECAPPL

        This program will reconcile Cash Receipts applied to Accounts Receivable Records.

        Are you sure you want to continue? (Y/N)
```

Enter <**Y**> and press <**ENTER**> to start the reconcile, enter <**N**> and press <**ENTER**> to exit.

12.7   CREATE GENERAL LEDGER CHART OF ACCOUNTS EXTRACT_____

This option allows you to regenerate the general ledger chart of accounts so that any
changes made in the actual general ledger are available in both the accounts
receivable and accounts payable sections.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and
       press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **CREATE GENERAL LEDGER CHART OF**
       ACCOUNTS EXTRACT and press **<ENTER>.**

```
ROGLBLD - Extract Chart of Accounts From DOCS

        This program Clears and Rebuilds The Internal Chart of Accounts From the DOCS Database
        Simultaneously for Both Accounts Receivable and Accounts Payable.

        Do Not Run this Program if You Do Not Want to Clear the Current A/R and A/P Internal
        Chart of Account Files!

        Are You Ready to Begin the Extraction ? (Y/N):

                        Press <ESC> to Exit.
```

This section presents instructions for setting up your jobs, (or terminals) for operation use. Use this to add, or change a job (or terminal) after the system is established. You may use this function to setup the following for your jobs: screen type, password required, point-of-sales terminal, inquiry format, and invoice print formats.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and press <**ENTER**>.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **DEFINE SCREENS AND PERIPHERALS** and press <**ENTER**>.

```
RMDFINE - Define the System Screens & Peripherals

Enter Job# (Screen) to work on:

                                Press <ENTER> to Exit.
                                Press <HOME> for More Information.
```

Enter the job number of the terminal to be changed and press <**ENTER**>. You can locate the job number by looking at the top right hand corner of your screen.

```
RMDEFINE – Define the System Screens & Peripherals                      Job (Screen) #:xx

(1) P.O.S Terminal?            :
(2) Cash Drawer?               :
(3) Refund Limit?              :
(4) Bar Code Reader?           :
(5) Receipt Printer?           :
(6) Display Device Name?       :
(7) ROA's Allowed              :
(8) Check Endorsement?         :
(9) Customer Cr. History?      :
(10)Sales Location ID          :
(11)Warehouse Location ID      :
(12)On-Line Quote Format       :
(13)On-Line Sales Order Format :
(14)On-Line Invoice Format     :
(15)On-Line Stand Ord Format   :
(16)Finance Charge Format      :
(17)Purchase Order Format      :
(18)Pick Ticket Format         :
(19)Default Cash Customer#      :
(20)Default Service Customer#   :
(21)Default Service Tech. ID    :
(22)Internet Access Allowed?    :
Enter Selection:
 Field# to Change, 'Q'uick O/e, 'C'opy, 'P'rinters or <ESC>
```

Make your selection (1-21), press <**ENTER**> and follow the appropriate instructions described below. Or just press <**ENTER**> and the program will return to the prompts for job# to work on.

1. P.O.S TERMINAL ?:

       Enter <**Y**> and press <**ENTER**> for POS Terminal.
       Enter <**N**> and press <**ENTER**> for non POS Terminal.
       This flag specifies whether, or not this screen will be using the Point-of-Sale options, in the Order Entry system.

2. **CASH DRAWER?** Enter **<Y>**, or **<N>** and press **<ENTER>**. This field is used to state whether, or not a Cash Drawer is attached to this terminal. If there is a cash drawer attached select the correct drawer and press **<ENTER>.**

3. **REFUND LIMIT?** Select this option and enter the amount of a POS refund up to 999,999.99. Do not enter any commas, or decimals, the system will format the amount for you. Press **<ESC>** for no limit.

4. **BAR CODE READER?** Enter **<Y>**, or **<N>** and press **<ENTER>**. This field is used to tell the system whether, or not there is a "Bar Code Reader", attached to this terminal.

5. **RECEIPT PRINTER?** Enter **<Y>**, or **<N>** and press **<ENTER>**. This flag is used to specify whether, or not there is a Receipt Printer, attached to this terminal.

6. **DISPLAY DEVICE NAME**? Enter the device name for the POS Pole Display Unit and press **<ENTER>.**

7. **ROA'S ALLOWED?** Enter **<Y>,** or **<N>** and press **<ENTER>** as to whether this terminal will accept ROAs.

8. **Check Endorsement**? Enter **<M>** and press **<ENTER>** for a multi-line format, enter **<S>** and press **<ENTER>** for single line format, or enter **<N>** and press **<ENTER>** for no format at all.
   Enter Check Verification Printer Type: Enter either **<1>** and press **<ENTER>** for a Star printer, enter **<2>** and press **<ENTER>** for an Ithaca printer, or enter **<3>** and press **<ENTER>** for a slip printer.

9. **CUSTOMER CR. HISTORY?** Enter **<Y>**, or **<N>** and press **<ENTER>**. This will display customer credit history window.

10. **SALES LOCATION ID**: Enter which location this terminal will sell from, and press **<ENTER>.**

11. **WAREHOUSE LOCATION ID:** Enter from which warehouse merchandise will be sold from and press **<ENTER>.**

12. **ON-LINE QUOTE FORMAT:** Enter the form number that prints the layout of the quote you want to print and press **<ENTER>.**

13. **ON-LINE SALES ORDR FORMAT:** Enter the form number and press **<ENTER>**. This number, which may range from 1 to 20, specifies in what format Sales Orders will print from this terminal.

14. **ON-LINE INVOICE FORMAT:** Enter the form number and press **<ENTER>**. This number, which may range from 1 to 20, specifies which format is to be used to print On-Line Invoices from this terminal.

15. **ON-LINE STANDING ORD FORMAT:** Enter the form number and press **<ENTER>**. This number, which may range from 1 to 20, specifies which format is to be used to print On-Line Standing Orders from this terminal.

16. **FINANCE CHARGE FORMAT**: Enter the form number and press **<ENTER>**. This number, which may range from 1 to 20, specifies which format is to be used to print On-Line Finance Charge Invoices from this terminal.

17. **PURCHASE ORDER FORMAT**: Enter the form number and press **<ENTER>**. This number, which may range from 1 to 20, specifies which format is to be used to print Purchase Orders from this terminal.

18. **PICK TICKET FORMAT:** Enter the form number and press **<ENTER>**. This number, which may range from 1 to 20, specifies which format is to be used to print Pick Tickets from this terminal.

19. **DEFAULT CASH CUSTOMER#:** Enter a customer number that a POS terminal will always start an order for and press **<ENTER>**.

20. **DEFAULT SERVICE CUSTOMER#:** Enter a customer number that a work order terminal will always start an order for and press **<ENTER>**.

21. **DEFAULT SERVICE TECH ID:** Enter a technician id code that will always be entered into a work order unless overwritten and press **<ENTER>**.

22. **INTERNET ACCESS ALLOWED:** Enter whether this terminal will be allowed internet access.

<Q> QUICK SCREEN

   Enter **<Q>** and press **<ENTER>** to display the quick screen O/E set up page.

```
                           Quick Screen O/E Setup
                Cash  A/R                        Cash  A/R                   Cash  A/R
   Ln# Field Descr.  D S  D S    Ln# Field Descr.  D S   D S  Ln# Field Descr.  D S   D S
    1)  Cust. Name...:N N   N N   16) Sls.Person....: N N   N N  32) Route#.......:N N    N N
    2)     Address 1..:N N   N N   17) Comm%.........: N N   N N  33) Stop#........:N N    N N
    3)     Address 2..:N N   N N   18) Order Date....: N N   N N  34) Sales Loc....:N N    N N
    4)     Address 3..:N N   N N   19) Ship Date.....: N N   N N  35) Whse Loc.....:N N    N N
    5)     Phone#.....:N N   N N   20) Job Number....: N N   N N  36) Tax Code #...:N N    N N
    6) Ship-To......:N N   N N   22) Apply-To......: N N   N N  37) Tax Descr....:N N    N N
    7)     Address 1..:N N   N N   23) Exp Date......: N N   N N
    8)     Address 2..:N N   N N   24) Ship Via......: N N   N N
    9)     Address 3..:N N   N N   25) F.O.B.........: N N   N N
   10)    Phone#.....:N N   N N   26) Pr.Level......: N N   N N
   11) P.O. Number..:N N   N N   27) Disc%.........: N N   N N
   12) Order Type...:N N   N N   28) Print.........: N N   N N
   13) Sale Type....:N N   N N   29) Tax...........: N N   N N
   14) Terms........:N N   N N   30) Tax Exempt#...: N N   N N
   15) Entered By...:N N   N N   31) Ret. Sales#...: N N   N N

    Enter Selection:        'C'opy From Another Job#       'P'age #2     'L'ockouts
    Enter Line# to change.  'DC' or 'DA' Display Screen or <ESC> to End.
```
ss
that field.

   <C>opy

      Enter **<C>** and press **<ENTER>** if you want to copy the setup from another job. Enter the job number to copy from and press **<ENTER>.**

   <P>age 2

      Enter **<P>** and press **<ENTER>** to display the next page of the quick screen setup.

```
                             Quick Screen O/E Setup

    1) Require "Ent By'...:                    20) Display Heading Line Help Lists:
    2) Allow Warehouse....:                    21) Default to Last Used 'Ent By"? :
    3) Allow Tax Flag.....:                    22) Credit Card Verification User#.:
    4)   Item# Length.......:                  23) Credit Card verification Loc ID:
    5) Comment Length.....:                    24) Display Gross Profit Info?   :
    6) Allow Backorders...:                    25) Display Item Cost?           :
    7) Display Disc Column:                    26) Allow Prices to be Changed?  :
    8) Display UOM Column.:                    27) Allow Signature Tablet?      :
    9) Require UOM Entry..:                    28) Emailing Client Type         :
   10) Default UOM........:
   11) Beep If 2^nd UOM.....:
   12) Default To Inv/Rcpt:
   13) Max Amt for Receipt:
   14) Allow Sales Orders?:
   15) Print Default Type.:
   16) Default Cust#......:
   17) Misc. Item #1......:
   18) Misc. Item #2......:
   19) Misc. Item #3......:

    Enter Selection:                 'C'opy from Another Job#  'P'age 1     'L'ockouts
    Enter Line# to Change,           'DC' or 'DA' Display Screen or <ESC> to End.
```

1) **Require 'Ent By':**
   Is this field required to be filled in before proceeding with the order? Enter
   either **<Y>,** or **<N>** and press **<ENTER>.**

2) **Allow Warehouse:**
   Do you want the column showing the warehouse an item is being sold from to display in the
   body of the order. Enter either **<Y>,** or **<N>** and press **<ENTER>.**

3) **Allow Tax Flag:**
   Do you want the tax flag column to display is the body of the order. Enter either **<Y>,** or
   <N> and press **<ENTER>.**

4) **Item # Length:**
   Enter the number of characters that will display in the item # column and press **<ENTER>.**
   Maximum display length is 18.

5) **Comment Length:**
   Enter the number of characters that will display in a comment line and press **<ENTER>.**
   Maximum number is 60.

6) **Allow Backorders:**
   Do you want the backorder column to display, and are items allowed to be backordered.
   Enter either **<Y>,** or **<N>** and press **<ENTER>.**

7) **Display Disc Column:**
   Do you want the discount to display in the body of the order. Enter either **<Y>,** or **<N>**
   and press **<ENTER>.**

8) **Display UOM Column:**
   Do you want the UOM column to display is the body of the order. Enter either **<Y>,** or **<N>**
   and press **<ENTER>.**

9) **Require UOM Entry:**
   Is the UOM field required to be filled in. Enter either **<Y>,** or **<N>** and press **<ENTER>.**

10) **Default UOM:**
    Is there one unit of measure that should display first. i.e should case display instead of
    each. Enter **<1>** and press **<ENTER>** for first unit, **<2>** and **<ENTER>** for second, or **<3>** and
    <ENTER> for the third unit.

11) **Beep if 2nd UOM:**
    Do you want the terminal to beep if there is more that one unit of measure available.
    Enter either **<Y>,** or **<N>** and press **<ENTER>.**

12) **Default to Inv/Receipt:**
    Which type of printout do you require Invoice, or Receipt. Enter **<R>** and press **<ENTER>**
    for receipt, or enter **<I>** and press **<ENTER>** for Invoice.

13) **Max Amt for Receipt:**
    Enter the maximum amount for which a receipt will print. Enter up to 999.99 and press
    <ENTER>.

14) **Allow Sales Orders:**
    Are Sales Orders allowed to be processed from this terminal? Enter either **<Y>,** or **<N>** and
    press **<ENTER>.**

15) **Print Default Type:**
    When an order is completed which sale type line will be highlighted and at the top. You
    may enter a choice to this question only if this terminal allows sales orders. Enter **<S>**
    and press **<ENTER>** for Sales Orders, or enter **<I>** and press **<ENTER>** for Invoices.

16)Default Cust#:
   Enter the customer number and press **<ENTER>** that all orders will use unless a specific customer number is entered**.**

17)Misc. Item #1:
   Enter the item number and press **<ENTER>,** so that when F10 is pressed this item will be entered onto an order. This function will not work if the F keys are being used for Bill-Tos, Suspend Orders etc.

18)Misc. Item #2:
   Enter the item number and press **<ENTER>,** so that when **<F11>** is pressed this item will be entered onto an order. This function will not work if the F keys are being used for Bill-Tos, Suspend Orders etc.

19)Misc. Item #3:
   Enter the item number and press **<ENTER>,** so that when <**F12>** is pressed this item will be entered onto an order. This function will not work if the F keys are being used for Bill-Tos, Suspend Orders etc.

20)Display Heading Line Help Lists:
   Enter either **<Y>** and press <**ENTER>,** or **<N>** and **<ENTER>** if you want the help screen boxes to automatically display as you go across the entry fields in quick screen.

21)Default to Last Used "Ent By":
   Enter either **<Y>** and press **<ENTER>,** or **<N>** and **<ENTER>** if you want the field "ENT BY" to default to the last entry put in it.

22)Credit Card Verification User#:
   Enter the credit card user# not currently being used at another terminal and press **<ENTER>.**

23)Credit Card Verification Loc ID:
   Enter the location id of the credit card user and press **<ENTER>.**

24)Display Gross Profit Info?:
   Enter either yes, or no and press <**ENTER>** to whether in quick screen the gross profit box will display.

25)Display Item Cost?:
   Enter either yes, or no and press <**ENTER>** to whether costs will be displayed from this terminal.

26)Allow Prices to be Changed?:
   Enter either yes, or no and press <**ENTER>** to whether this terminal will be allowed to change prices.

27)Allow Signature Tablet?:
   Enter either yes, or no and press <**ENTER>** to whether this terminal will have a signature tablet attached.

28)Emailing Client Type:

<L>ockouts

Enter **<L>** and press **<ENTER>** to display current settings for quick screen and the lockout
selection screen. Highlighting and unhighlighting the fields remove, or display the
fields.

```
                        Quick Screen Main Selection Lockouts

            Main Quick Screen                     Current Quick Screen

    ( 1) Sales Order                         ( 1) Sales Order
    ( 2) Find an Order                       ( 2) Find an Order
    ( 3) Return/Credit                       ( 3) Return/Credit
    ( 4) Quote                               ( 4) Quote
    ( 5) Customer Inquiry                    ( 5) Customer Inquiry
    ( 6) ROA                                 ( 6) ROA
    ( 7) Cash Drawer                         ( 7) Cash Drawer
    ( 8) List Orders                         ( 8) List Orders
    ( 9) Item Inquiry                        ( 9) Item Inquiry
    (10) Parts Inquiry                       (10) Parts Inquiry
    (11) Reprint an Order                    (11) Reprint an Order
    (12) Recall Suspended Order              (12) Recall Suspended Order


    Enter Selection:
    Field# to Lock or Unlock, 'R'eset Quick Screen Displays or <ESC>.
```

<DC> OR <DA>

This option will display the quick screen outline based on how you have answered the
questions.

```
                              Quick Screen
        S:
        O:
        L:
        D:
    Phone:
    L#     Item#    Item Description       Sold   Disc   Bo    Price      Extended



    Press <ENTER> to Continue                           Sub-Total...:
                                                        Tax.........:
                                                        Other.......:
                                                        Total Due...:
```

<P>   Printers

   Enter **<P>** and press **<ENTER>** to select/change where you items print to**.**
   You may not see all of the following selections based upon how you terminal and system
   are set up. The **<F1>** key will either allow printers to be selected, or not. If the screen
   says **<F1> Allow printers to be selected,** then a printer selection box will appear
   every time you go to print and ask you which printer you want to print to. If you do
   not want this selection to appear press **<F1>** and the screen will say **Do not allow**
   printers to be selected. If you allow printers to be selected you will also see the
   option **<F2> Allow ALL printers to be selected / Only allow Report printer to be selected.**
   This additional option will in the printer selection give you either all the printers
   to chose from, or only the printer defined as the report printer.

```
( 1) Report Printer.............:
( 2) Sales Order................:
( 3) Pick Ticket................:
( 4) Quote Printer..............:
( 5) Invoice Printer............:
( 6) Receipt Printer............:
( 7) Purchase Order Printer.....:
( 8) Work Order Printer.........:
( 9) W/O Invoice Printer........:
(10) W/O Receipt Printer........:
(11) W/O Warranty Claim Printer.:
(10) COD Tag Printer............:
(11) Shipping Label Printer.....:
(12) Manifest Printer...........:
(13) Manifest Worksheet.........:
(14) Manifest Label Printer.....:      <F1> Allow printers
(15) Bar Code Label Printer.....:          to be selected.
(16) Inv Transfer Priner........:
(17) Route Manifest.............:
(18) Statement Printer..........:      <F2> Allow ALL printers
                                           to be selected
```

When all desired changes have been made, press **<ENTER>** to return to the prompt for Job#
(Screen) to work on. Pressing **<ENTER>** once more at the Job# prompt, will return you to the
Miscellaneous Programs #2 Menu.

12.8   DBL PRINTER SETUP

This section presents instructions listing, or clearing printers in the UNIX system.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **MISCELLANEOUS PROGRAMS #2** and
      press **<ENTER>**.

STEP 2: From the **MISCELLANEOUS PROGRAMS #2 MENU,** select **DBL PRINTER SETUP** and press **<ENTER>.**

```
RMPRINTER - DBL Applications Printer Setup

 Line # Printer Name Spooler In Use            Line # Printer Name Spooler In Use


 1.      LP1         No      Yes
 2.      LP2         No
 3.      LP3         No

 C = Clear Printer In use Flag               N = Next Page
 L = Print Printer Listing                   P = Previous Page
```

<C> Clear Printer In Use Flag
   Enter **<C>** and press **<ENTER>**, then enter the line number of the printer that has **YES** in
   the in use column and press **<ENTER>.** This will need to be done if you get the message
   "Printer in use" and no one is using the printer**.**

<L> Print Printer Listing
   Enter **<L>** and press **<ENTER>** to print out a listing of all your printers.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│                                                                             │
│  CHAPTER 13:              PRINT SPOOLED REPORTS                              │
│                                                                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

13.0   INTRODUCTION_____

This chapter introduces how to print reports that where previously sent to a printer that allows spooling.

13.1   PRINT SPOOLED REPORTS_____

This section presents instructions for printing spooled reports.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **PRINT SPOOLED REPORTS** and press <**ENTER**>.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  SPOOLER – SPOOLER PROCESSING UTILITY                                    │
│                                                                         │
│  LINE # Report Name          Date      Time      # Copies      Printer   │
│   01.   Sales Tax Listing    11/10/00  01:45         1           LP0     │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│  Enter Dxx to Delete Line # xx                                          │
│  Enter Line # to Select Report To Print                                 │
│  Press <ESC> to Exit Print Spooler.                                     │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```

TO DELETE:

Enter the line number of the report to be deleted and press <**ENTER**>.

Enter <**Y**> and press **<ENTER>** in answer to the question "Are You Sure ? ", or enter <**N**> and press <**ENTER>** to escape.

TO PRINT:

Enter the line number of the report to be printed and press <**ENTER>.**

```
┌─────────────────────────────────────────────────────────────────────────┐
│  SPOOLER – SPOOLER PROCESSING UTILITY                                    │
│                                                                         │
│  LINE # Report Name          Date      Time      # Copies      Printer   │
│   01.   Sales Tax Listing    11/10/00  01:45         1           LP0     │
│                        ┌──────────────────────────────────────┐          │
│                        │ Line # 1  Sales Tax Listing           │          │
│                        │                                       │          │
│                        │ Number of Copies to Print:            │          │
│                        │ Delete the Report after Printing:     │          │
│  Enter Dxx to Delete Li│ Printer Name to Print To:             │          │
│  Enter Line # to Select│                                       │          │
│  Press <ESC> to exit Sp│ Press <F1> for Screen Display         │          │
│                        │ Press <ENTER> for LP0                 │          │
│                        │ Press <HOME> to List Spoolers         │          │
│                        │ Press <ESC> to Reenter 'DELETE'       │          │
│                        └──────────────────────────────────────┘          │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```

Enter the number of copies to print and press <**ENTER**>. Enter either <**Y**>, or <**N**> and press **<ENTER>** to delete the report after it is printed. Then enter the printer name the report will be printed on and press <**ENTER>.** Enter either <**Y,**> or <**N>** and press **<ENTER>** to question "Entered O.k".

```
┌────────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│  CHAPTER 14:            RECALL SALES JOURNAL                                │
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘
```

14.0   INTRODUCTION_____

This chapter introduces how to recall sales journals that were previously printed to a file.
This may Not be an option on your system, depending upon your system set up and configuration.

14.1   RECALL SALES JOURNAL FILE_____

This section presents instructions for recalling the sales journal file..

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU**, select **RECALL SALES JOURNAL FILE** and
press <**ENTER**>.

```
┌──────────────────────────────────────────────────────────────────────────┐
│  Line #  Journal Name                   Date      Time      # Copies      │
├──────────────────────────────────────────────────────────────────────────┤
│   01.     SALES JOURNAL (SC)            07/30/02  13:23        3          │
│   02.     SALES JOURNAL (SM)            07/30/02  11:23        1          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
├──────────────────────────────────────────────────────────────────────────┤
│  Enter "Dxx' to Delete Line# xx                                          │
│  Enter Line ## to Select a Journal                                       │
│  Press <ESC> to Exit                                                     │
│                                                                          │
│  Select: ...                                                             │
│                                                                          │
└──────────────────────────────────────────────────────────────────────────┘
```

PRINT:

What displays is a listing of all sales journals sent to this file. Enter the line
number of the sales journal you want to reprint, and press <**ENTER**>.

```
┌──────────────────────────────────────────────────────────────────────────┐
│  Line #  Journal Name                   Date      Time      # Copies      │
├──────────────────────────────────────────────────────────────────────────┤
│   01.     SALES JOURNAL (SC)            07/30/02  13:23        3          │
│   02.     SALES JOURNAL (SM)            07/30/02  11:23        1          │
│                                                                          │
│                        ┌──────────────────────────────────────┐         │
│                        │  Line#  1  SALES JOURNAL (SC)         │         │
│                        │                                      │         │
│                        │  Number of Copies to Print:          │         │
├────────────────────────┤                                      │─────────│
│  Enter "Dxx' to Delete │Line# xx                              │         │
│  Enter Line ## to Selec│t a Journa                            │         │
│  Press <ESC> to Exit   │                                      │         │
│                        │                                      │         │
│  Select: ...           │     Press <ENTER> for 1 Copy         │         │
│                        │     Press <ESC> to End               │         │
│                        └──────────────────────────────────────┘         │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter in the number of copies to be printed and press **<ENTER>,** or just press **<ENTER>**
for 1 copy to print.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│  Line #   Journal Name                      Date      Time       # Copies      │
├──────────────────────────────────────────────────────────────────────────────┤
│   01.    SALES JOURNAL (SC)               07/30/02  13:23           3          │
│   02.    SALES JOURNAL (SM)               07/30/02  11:23           1          │
│                                                                                │
│                                                                                │
│                           ┌───────────────────────────────────────┐           │
│                           │ Line#  1  SALES JOURNAL (SC)           │           │
│                           │                                        │           │
│                           │ Number of Copies to Print:             │           │
│                           │ Delete File after Printing :           │           │
├───────────────────────────│                                        │───────────┤
│ Enter "Dxx' to Delete Line# xx                                     │           │
│ Enter Line ## to Select a Journ│                                   │           │
│ Press <ESC> to Exit       │                                        │           │
│                           │      Press <ENTER> for NO              │           │
│ Select: ...               │      Press <ESC> to Reenter Copies     │           │
│                           └───────────────────────────────────────┘           │
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter either <**Y**>, or <**N**> and press <**ENTER**> whether, or not to delete after printing.
Press <**ENTER**> for No, or press <**ESC**> to reenter number of copies.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│  Line #   Journal Name                      Date      Time       # Copies      │
├──────────────────────────────────────────────────────────────────────────────┤
│   01.    SALES JOURNAL (SC)               07/30/02  13:23           3          │
│   02.    SALES JOURNAL (SM)               07/30/02  11:23           1          │
│                           ┌───────────────────────────────────────┐           │
│                           │ Line#  1  SALES JOURNAL (SC)           │           │
│                           │                                        │           │
│                           │ Number of Copies to Print:             │           │
│                           │ Delete File after Printing :           │           │
│                           │ Printer Name to Print To :             │           │
│                           │                                        │           │
├───────────────────────────│                                        │───────────┤
│ Enter "Dxx' to Delete Line# xx  │ Press <F1> for Screen Display    │           │
│ Enter Line ## to Select a Journ │ Press <ENTER> for XXXX           │           │
│ Press <ESC> to Exit       │ Press <HOME> to List Printers         │           │
│                           │ Press <ESC> to Reenter 'DELETE"       │           │
│ Select: ...               │                                        │           │
│                           └───────────────────────────────────────┘           │
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter Printer to print to and press <**ENTER**>.

DELETE:

Enter the line number of the journal to be deleted and press <**ENTER**>.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│  Line #   Journal Name                      Date      Time       # Copies      │
├──────────────────────────────────────────────────────────────────────────────┤
│   01.    SALES JOURNAL (SC)               07/30/02  13:23           3          │
│   02.    SALES JOURNAL (SM)               07/30/02  11:23           1          │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
├──────────────────────────────────────────────────────────────────────────────┤
│                                                                                │
│  Delete   JOURNAL SALES JOURNAL (SC) which was run 0730/02 at 13:23.           │
│                                                                                │
│  Are You Sure?                                                                  │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```