Kerridge
Commercial Systems

Best Practices

Table of Contents

Accounting

AP EOM Procedures

Purpose

This guideline discusses the recommended end of month procedures for AP. This may be different than your current process and therefore may require changes to your current month end processes.

Pre-Requisites

- Familiarity of Night Jobs
- Familiarity of AP Month End Menu Options

References

- System Administration Reference
- AP Reference

AP end-of-month does not require that everyone sign off the system. However, it does require you to close all companies at the same time and for users to not use AP and GL. AP end-of-month can be run on the last day of the month or you may choose to wait a few days in order to capture any remaining invoices received and to post them in the current month. Any payables you enter, or any disbursements written in the extended time should be carefully reviewed to make sure they are entered into the current period or the future month.   The following are recommendations on closing AP:

- Run your AP Month-to-Date payables (Menu AP 212) and Check Register (Menu AP 206) to verify that expenses and disbursements for the current month are entered and posted for all companies.

- Run the Unvouchered Posted Receipts report (Menu AP 217) to verify that all manifests on the unvouchered report are accurate for all companies.

- Clear any manifest number from the unvouchered report if it should not be on the report. For example, when a user uses the receiving program to adjust found inventory. This creates a record on the unvouchered report that does not have an invoice in AP.

- Run an AP Edit on all workstations that enter AP invoices to make sure that you have posted all AP transactions for the month.

Things to consider when running AP End of Month

The following are topics you need to consider when running AP End of Month. The following are discussions that should be reviewed. Their implementation may cause you to change your processes.

Topic	Considerations/Recommendations
Cut Off Time	When will you do AP month End? The last day of the month or a week later?
Multiple Companies	Closing AP closes all companies using the AP module. Make sure you run each step in AP for all companies.
Unvouchered Receipts	The unvouchered receipts report is a real time report where as soon as you post an AP invoice with the manifest number, that number is marked as cleared immediately and does not appear on this report. Make sure you run this report prior to month end close because you cannot recapture the report.
AP Reports	You have a one month window to rerun your AP end of month reports should you miss printing some of your AP reports. You cannot recapture any of the aging reports once the month is closed.

Steps to AP End of Month

The following figures display the AP End of Month Options.

```
  8/26/05                DANCIK INTERNATIONAL, LTD.                TTQAA02
 15:10:33               Accounts Payable Menu                      SAL
                                                                   R2005

 Opt Description
 215 Cost Center File List
 216 A/P History File Audits
 217 Job/Po/Manifest Audits (A/P vs Rcvg)
 218 U.S. 1099 Report
 219 Canadian GST Variance Report


 END OF PERIOD OPTIONS
 301 Run A/P Balance Report
 302 Update A/P Balance
     Proceed only after updating A/P balance for all companies
 303 Update A/P End Of Month Date
 304 Officially Begin EOM Period
 305 Run EOM Payables Reports
 306 Run EOM Cash Disbursements Reports
 307 Run EOM A/P Aging Reports
                                                            More...
                 Enter Desired Menu / Option# ====> AP  █

 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View   H

MA    b                     MW                                  21/059
```

```
   8/26/05                 DANCIK INTERNATIONAL, LTD.              TTQAA02
  15:10:33                   Accounts Payable Menu                SAL
                                                                  R2005
  Opt Description
  308 Run EOM A/P File Updates
  309 Officially End EOM Processing (opens new month)

  Future Month Accounts Payable:
  Use Menu APF for Future Month Accounts Payable Entries and Payments


  ** UNIVERSAL OPTIONS **
  993 Display System Messages
  994 Send System Messages
  995 Your Printer Output
  996 Output Distribution
  997 Event Management
  998 Logout of Menu System
  999 Signoff
                                                                  Bottom
                    Enter Desired Menu / Option# ====> AP ▮
  _____
  F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View   H

 MA▮   b                       MW                              21/059
```

You can run step #301 and step #302 continuously for each company in AP end-of-month. You should not run steps #308/309 Run EOM A/P File Updates and Officially End EOM Processing until all reports are generated and verified. The following are recommendations to running the end of month steps.

- Run step # 301 Run AP Balance Report and step #302 Update AP Balance, then stop. Verify that the AP Balance Report is in balance before continuing. See Example 1 - AP Balance Report.

- Continue running steps #303 Update AP End of Month date up to Step #307 and stop. Verify that all vouchers and checks were entered.

- You may not need to run all the different aging reports. You should run the summary and the detailed aging.

- You can have all your reports generated, but not print them until the following day.

- Have your system administrator create a user profile call EOM to store all the end of month reports under this user.

- Up to Step #307 - Run EOM A/P Aging Reports, you can still have the chance to not close AP should you realize you need to enter more invoices or checks were not posted.

- **IMPORTANT:** Verify that all reports have generated before continuing with Step 8 - #308 Run EOM AP File Update. This step does the following for all companies:

  — Removes all invoices paid during the month and leaves only open invoices

  — Removes all future transactions from the future month and moves them to the current month.

  — Creates your JE to post to GL.

- The last step, #309 - Officially End EOM Processing, should be done for all companies. After this step, AP can enter invoices for the new month.

AP End of Month Reports

There are many reports that print out during AP end of month. The reports listed here are the key reports the accounting department needs to verify accounts payable. You need to determine if other AP reports are required from the accounting department that are not included in the recommended AP reports below:

Note: Make sure you run the Unvouchered Posted Receipts prior to beginning AP month end close.

- AP Payables by Supplier/Vendor
- AP Payables by Expense Account
- Monthly Check Register
- AP Aging Vendor Summary
- AP Detailed Aging (Cash Requirement Report by Due Date)
- JE created from AP Close - there are two entries that is created from AP end of month.

These journals are much more complex than the example below if you have multiple branches, cost centers and numerous expense accounts.

- The first journal entry is the disbursements:

	Debit	Credit
Dr. Accounts Payable	XXX.XX	
Cr. Cash		XXX.XX
(To record disbursements processed during the month)		

- The second journal entry is the payables:

	Debit	Credit
Dr. Expenses incurred	XXX.XX	
Cr. Accounts Payable		XXX.XX
(To record invoices received and processed during the month)		

Potential Obstacles for AP End of Month

These situations can arise while doing month end close:

- Someone is in AP or GL entering invoices or journals. This creates a message in step #308 of AP close.
- Checks or invoices were entered in the wrong month. These need to be reversed after you begin AP month end close.

Example 1 – AP Balance Report

```
 8/26/05                        A/P BALANCE REPORT / TRANSACTION SUMMARY                    PAGE    1  AP009X / Q.LIB
DANC1K

                           DANCIK INTERNATIONAL          RALEIGH

CO  ****TRANSACTION****      ********PREVIOUS********        *********TODAY**********       **********NEW***********

0 CF  FULL USE OF UNAPPLIED PAYMENT     828,903.31                       .00                        828,903.31
0 MC  MANUAL CHECK TO VENDOR                405.20                       .00                            405.20
0 PF  COMPUTER CHECK / FULL PAYMENT   7,323,548.25-                 2,032.03-                     7,325,580.28-
                                      6,494,239.74-                 2,032.03-                     6,496,271.77-

0 WN  CHECK REVERSAL / REVERSE A/P        335.00                       .00                            335.00
0 WP  REVERSAL OF A/P DISPURS CREDIT       69.20-                      .00                             69.20-
                                          265.80                       .00                            265.80

SUB-TOT DISBURSEMENTS:                6,493,973.94-                 2,032.03-                     6,496,005.97-


0 00  INVOICE FROM VENDOR/SUPPLIER   13,634,167.86                787,149.46                    14,421,317.32
                                     13,634,167.86                787,149.46                    14,421,317.32

SUB-TOTAL PAYABLES:                  13,634,167.86                787,149.46                    14,421,317.32


0 10  CREDIT MEMO OR REVERSAL            10,411.99-                     .00                         10,411.99-
0 11  CREDIT MEMO FROM VENDOR/SUPPL   1,132,075.77-               266,155.37-                     1,398,231.14-
                                      1,142,487.76-               266,155.37-                     1,408,643.13-

SUB-TOTAL PAYABLES:                   1,142,487.76-               266,155.37-                     1,408,643.13-


OPEN PAYABLES FOR THIS COMPANY:       5,997,706.16                518,962.06                     6,516,668.22


       TOTAL OPEN PAYABLES:           5,997,706.16                518,962.06                     6,516,668.22

                                                                          OPEN PAYABLES FILE:    6,516,668.22


                                      ** O.K. **                  ** O.K. TO UPDATE A/P BALANCE FOR COMPANY# 0 **
```

Bank Reconciliation

This guideline discusses the recommended monthly bank reconciliation for cash account. This is a guide to assist you so that you have the necessary reports needed to do your bank reconciliation.

Requirements:

- Familiarity with bank statements
- Familiarity of AR Month End Reports
- Familiarity of AP Check Reconciliation
- Familiarity of AP Reports

References

- AR Reference
- AP Reference

Reconciling with your bank statements can be a task if all the deposits do not agree or if transactions on the bank statements are not recorded in the system. The best format to use in reconciling bank statement is to start with your balance per bank statement.

Balance per Bank

PlusDeposits-in-Transit

MinusOutstanding Checks

Plus/MinusOther bank transactions (e.g. payroll, bank service fees, etc.)

Ending Book Balance

Reports used for Bank Reconciliation

Deposits - you will need to have the monthly deposit listing by bank to compare against your bank statements for all deposits cleared, not cleared, or does not match to your bank statement. This report prints automatically during the month end process when requesting deposit listing. The report is titled "AR Monthly Cash By Deposit" and it is "Sorted by Bank/Pay Date/Batch/Check #".

```
4/25/07   8:59        *** A/R  MONTHLY  CASH ***              << BY DEPOSIT >>                PAGE   1
                                                     (SORTED BY CO#/BANK/PAY DATE/BATCH/CHK#)
YOUR COMPANY FLOORING
BANK A                                    April 07                                            AREOM9/AR

CO#--BANK--PAY DATE--BATCH#--CHECK#----------------------A/R CREDIT--------CASH $----DISCOUNT$-----CUSTOMER--------------------

    0    A    4/02/07   001   10061     ................      344.90        344.90        .00    FLOORS, INC.
    0    A    4/02/07   001   102175    ................      493.50        483.63       9.87    A - Z DECORATING
    0    A    4/02/07   001   103015    ................   10,837.08     10,837.08        .00    RJ INSTALLERS
    0    A    4/02/07   001   1030661   ................    2,260.51      2,260.51        .00    DESIGN SOLUTIONS
    0    A    4/02/07   001   CA 125145 ................    1,869.10      1,869.10        .00    CASH SALES
    0    A    4/02/07   001   CA 125150 ................      350.31        350.31        .00    CASH SALES
    0    A    4/02/07   001   CA 125152 ................      365.89        365.89        .00    CASH SALES
    0    A    4/02/07   001   27708     ................   15,123.25     14,849.78     273.47    DIY DESIGNS
    0    A    4/02/07   001   52662     ................    1,101.12      1,080.97      20.15    SHOWCASE EMPORIUM
    0    A    4/02/07   001   6721      ................    5,271.62      5,271.62        .00    JERRY JONES CONTRACTING
    0    A    4/02/07   001   72092     ................    1,443.55      1,443.55        .00    THE FLOORING CO INC
    0    A    4/02/07   001   7368      ................    1,966.73      1,931.73      35.00    CONTRACT FLOORING
    0    A    4/02/07   001   *******   ...BATCH TOTAL:    41,427.56     41,089.07     238.49

    0    A    4/02/07   002   CASH DISCO ...............        .07           .00        .07    MISCELLANEOUS CASH
    0    A    4/02/07   002   WIRE      ................    5,470.52      5,470.52        .00    MISCELLANEOUS CASH
    0    A    4/02/07   002   *******   ...BATCH TOTAL:     5,470.59      5,470.52        .07

    0    A    4/02/07   ***   *******   PAY DATE TOTAL:    46,898.15     46,559.59     248.56


    0    A    4/04/07   001   36293     ................   14,503.78     14,319.35     184.42    FLOORCOVERING COMPANY
    0    A    4/04/07   001   45215     ................   14,288.44     13,770.24     518.20    DESIGNS SOLUTIONS
    0    A    4/04/07   001   CA 126522 ................      167.64        167.64        .00    CASH SALES
    0    A    4/04/07   001   CA 126528 ................      547.45        547.45        .00    CASH SALES
    0    A    4/04/07   001   6548      ................    1,670.19      1,639.02      31.17    KITCHEN & BATH GALLERY
    0    A    4/04/07   001   73189     ................    5,974.57      5,974.57        .00    INSTALLERS INC
    0    A    4/04/07   001   9075      ................      253.59        248.88       4.71    C & S DESIGNS
    0    A    4/04/07   001   *******   ...BATCH TOTAL:    37,405.66     36,667.15     738.51

    0    A    4/04/07   002   MC 1      ................      945.01        945.01        .00    AMERICAN FLOORING
    0    A    4/04/07   002   VI 2481   ................       43.20         43.20        .00    DIY DESIGNS
    0    A    4/04/07   002   VI 2482   ................   10,058.67     10,058.67        .00    FLOORING, INC.
    0    A    4/04/07   002   *******   ...BATCH TOTAL:    11,046.88     11,046.88        .00


    0    A    4/04/07   ***   *******   PAY DATE TOTAL:    48,452.54     47,714.03     738.51

    0    A    4/06/07   003   WIRE      ................   18,853.20     18,853.20        .00    FLC COMPANY
    0    A    4/06/07   003   *******   ...BATCH TOTAL:    18,853.20     18,853.20        .00

    0    A    4/06/07   ***   *******   PAY DATE TOTAL:    18,853.20     18,853.20        .00
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```
4/25/07   8:59        *** A/R  M O N T H L Y  C A S H ***              << BY DEPOSIT >>                    PAGE   2
                                                             (SORTED BY CO#/BANK/PAY DATE/BATCH/CHK#)
YOUR COMPANY FLOORING
BANK A                                            April 07                                                AREOM9/AR

CO#--BANK--PAY DATE--BATCH#--CHECK#---------------------A/R CREDIT--------CASH $----DISCOUNT$-----CUSTOMER--------------------

   0    A   4/09/07   001   150128    ...............     24,909.82     24,909.82        .00     TILE & STONE CONTRACTORS
   0    A   4/09/07   001   231271    ...............        364.25        349.68      14.57     HOME SOLUTIONS, INC
   0    A   4/09/07   001   VI 1      ...............      2,377.40      2,377.40        .00     CASH SALES
   0    A   4/09/07   001   47456     ...............        112.58        110.95       1.63     CAROLINA INTERIORS
   0    A   4/09/07   001   VI 2      ...............         52.02         52.02        .00     CASH SALES
   0    A   4/09/07   001   MC 1      ...............        475.59        475.59        .00     CASH SALES
   0    A   4/09/07   001   6422      ...............      5,000.00      5,000.00        .00     FLOORS, INC.
   0    A   4/09/07   001   6472      ...............      6,806.95      6,806.95        .00     CONTRACT FLOORING
   0    A   4/09/07   001   749492    ...............     32,804.09     31,819.95     984.14     FLOORING INC.
   0    A   4/09/07   001   MC 2      ...............      4,515.56      4,433.48        .00     CASH SALES
   0    A   4/09/07   001   *******   ...BATCH TOTAL:     77,418.26     76,417.92   1,000.34

   0    A   4/09/07   ***   *******   PAY DATE TOTAL:     77,418.26     76,417.92   1,000.34


   0    A   */**/**   ***   *******      BANK A TOTAL:   191,622.15    189,539.50   2,082.65

                              BANK A RECAP:        Cash            3,295.15        .00
                                                   Checks/Other  167,776.90   2,082.65
                                                   Master Card     5,936.16        .00
                                                   Visa           12,531.29        .00
                                                   BANK A TOTAL:  189,539.50   2,082.65


   0    *   */**/**   ***   *******  COMPANY# 0 TOTAL:   191,622.15    189,539.50   2,082.65

                              COMPANY# 0 RECAP:     Cash            3,295.15        .00
                                                   Checks/Other  167,776.90   2,082.65
                                                   Master Card     5,936.16        .00
                                                   Visa           12,531.29        .00
                                                        TOTAL:   189,539.50   2,082.65


                                 << GRAND TOTALS: >>    191,622.15    189,539.50   2,082.65

NOTE: EACH BATCH SHOULD REPRESENT A SINGLE BANK DEPOSIT.
```

Outstanding Checks listing - If you are using the check reconciliation program in AP to clear checks (either manually or clearing checks automatically from the bank file), then you can run the outstanding checks report. Make sure you have the outstanding check list with the same ending date from your bank statement. The outstanding check list is found on Menu CKR and option #3 (Print Outstanding Check Listing).

```
4/25/07  14:51        O U T S T A N D I N G   C H E C K   L I S T                    CHEKL1/Q.LIB      PAGE   1

COMPANY#S: ALL                                                               CASH ACCT#S:          ALL
VENDORS: ALL                                                                 TYPE CODES:           ALL
CHECK# SPAN: 153400-153550                                                   STATUS CODES:         ALL
CHECK DATE SPAN: ALL                                                    DATES CASHED/VOIDED:       ALL

  COMPANY: 0     YOUR FLOORING COMPANY                                        REQUESTED BY: Y1  DANC1K
CASH ACCT: 11000  CASH - CHECKING ACCOUNT
                                                                            RUNNING       RUNNING
                                               CHECK   CHECK     DATE        TOTAL       OUTSTANDING   ERROR
CHECK#-----DATE-----VENDOR----------------------TYPE---STATUS---CASHED/VOIDED-----$ AMOUNT--------BALANCE--------BALANCE----CODES

153412   03/15/07   WAKE COUNTY RECYCLE          CC                         789.70       789.70       789.70
153422   03/25/07   NC DEPT OF REVENUE           CC                          20.00       809.70       809.70
153423   03/25/07   PSNC                         CC                       1,212.75     2,022.45     2,022.45
153424   03/25/07   FLOORING ASSOC.              CC                          94.95     2,117.40     2,117.40
153429   03/31/07   JAMES MESSING                CC                         300.00     2,417.40     2,417.40
153430   03/31/07   GEICO                        CC                         600.00     3,017.40     3,017.40
153431   03/31/07   SUSAN HOWE                   CC                          50.00     3,067.40     3,067.40
153432   03/31/07   WATER SPRINGS                CC                          52.98     3,120.38     3,120.38
153436   03/31/07   CAPITAL COFFEE               CC                         105.01     3,225.29     3,225.29
153437   03/31/07   ROBERTO GONZALEZ             CC                          22.54     3,247.93     3,247.93
153438   03/31/07   HARRY WILLIAMS               CC                          12.75     3,260.68     3,260.68
153439   03/31/07   TONY MORRISON                CC                         100.00     3,360.68     3,360.68
153447   03/31/07   BELLSOUTH                    CC                       4,610.06     7,970.74     7,970.74
153448   03/31/07   BOSTIK                       CC                         282.98     8,253.72     8,253.72
153452   03/31/07   SCHLUTER SYSTEMS USA         CC                       6,143.05    14,396.77    14,396.77
153453   03/31/07   SOUTH LOGISTICS, LLC         CC                       5,305.53    19,702.30    19,702.30
153454   03/31/07   NEW HAVEN TILE               CC                       1,519.32    21,221.62    21,221.62
153455   03/31/07   STAFF RUGS                   CC                         791.00    22,012.62    22,012.62
153457   03/31/07   HIGHWOOD PROPERTIES          CC                       8,629.83    30,642.45    30,642.45
153458   03/31/07   TRUE WOODS LTD               CC                       6,623.12    37,265.57    37,265.57
153459   03/31/07   BOA-FRANC GP / MIRAGE        CC                       2,007.50    39,273.07    39,273.07
153460   03/31/07   SHAW INDUSTRIES              CC                      24,021.76    63,294.83    63,294.83
153461   03/31/07   TUSCANY TILE                 CC                      15,036.75    78,331.58    78,331.58
153476   04/05/07   SAVINO DEL BENE              CC                       6,351.00    84,682.58    84,682.58
153478   04/05/07   SHAW INDUSTRIES              CC                       1,093.56    85,776.14    85,776.14
153479   04/05/07   SNC MILLS                    CC                          89.19    85,865.33    85,865.33

                    CASH ACCOUNT 011000 SUB-TOTAL:                       85,865.33    85,865.33    85,865.33

                         COMPANY 0 TOTAL:                                85,865.33    85,865.33    85,865.33

     26 Checks Listed       GRAND TOTAL:                                 85,865.33    85,865.33    85,865.33
```

A/P Monthly Check Register - If you are not using the check reconciliation, you will need to have the monthly check register. This report prints automatically during month end process when requesting cash disbursements. The report is titled "A/P Monthly Check Register".

```
4/25/07  10:16    ** A / P  M O N T H L Y  C H E C K  R E G I S T E R **           (CHECK# SEQUENCE)    PAGE   1  APCHKL

YOUR FLOORING COMPANY                       April 07                                          CASH ACCOUNT# 11000

CO#----VENDOR-------------------------CHECK#-CHK DATE---------------------AP DEBIT--------CHK AMT------DISCOUNT----CASH ACCT---

  0 SLAT    LATICRETE INTERNATIONAL, INC  153462  4/05/07              5,447.68        5,447.68         .00      11000
  0 SLAU    LAUFEN CERAMIC TILE           153463  4/05/07              9,138.00        9,138.00         .00      11000
  0 SLBN    L.BORNSTEIN & CO., INC.       153464  4/05/07              4,816.80        4,816.80         .00      11000
  0 SLEG    LEGGETT & PLATT, INC          153465  4/05/07              1,649.62        1,416.63      232.99      11000
  0 SMET    METROFLOR CORP                153466  4/05/07              2,672.40        2,672.40         .00      11000
  0 SMIR    BOA-FRANC GP/ MIRAGE          153467  4/05/07             13,768.11        1,547.22    2,220.89      11000
  0 SMMF    MARIZZALDI MANUFACTURING      153468  4/05/07              1,525.00        1,509.75       15.25      11000
  0 SMTD    MORRIS TILE DISTRIBUTORS      153469  4/05/07                138.21          138.21         .00      11000
  0 SNHT    NEW HAVEN TILE                153470  4/05/07                101.89          101.89         .00      11000
  0 SOHI    OHIO VALLEY FLOORING          153471  4/05/07              6,555.65        6,555.65         .00      11000
  0 SPRO    PRO-SOURCE                    153472  4/05/07                393.00          393.00         .00      11000
  0 SQEP    Q E P CO INC                  153473  4/05/07                 15.95           15.95         .00      11000
  0 SRAC    RAC PRODUCTS INC              153474  4/05/07                750.00          750.00         .00      11000
  0 SRIC    RICCHETTI CERAMIC INC         153475  4/05/07                611.42          611.42         .00      11000
  0 SSAV    SAVINO DEL BENE               153476  4/05/07              6,351.00        6,351.00         .00      11000
  0 SSCH    SCHLUTER SYSTEMS USA          153477  4/05/07              1,087.48        1,087.48         .00      11000
  0 SSHS    SHAW INDUSTRIES               153478  4/05/07              1,093.56        1,093.56         .00      11000
  0 SSMI    SNC MILLS                     153479  4/05/07                 89.19           89.19         .00      11000
  0 SSPC    SPC LLC                       153480  4/05/07              1,430.35        1,430.35         .00      11000
  0 SSTF    STAFF RUGS                    153481  4/05/07              2,066.78        2,066.78         .00      11000
  0 SSUC    SUPPLIES INC                  153482  4/05/07                650.35          650.35         .00      11000
  0 STAY    TAYLOR TOOLS                  153483  4/05/07                222.85          222.85         .00      11000
  0 STIM    TIME CARPET MILL              153484  4/05/07              6,136.00        6,136.00         .00      11000
  0 STRE    TRUE WOODS LTD                153485  4/05/07             43,048.39       43,048.39         .00      11000
  0 STUS    TUSCANY TILE                  153486  4/05/07              1,553.08        1,553.08         .00      11000
  0 STWO    TRADE WOOD                    153487  4/05/07              6,938.40        6,938.40         .00      11000
  0 SVPI    VPI CORPORATION               153488  4/05/07              3,450.54        3,419.92       30.62      11000
  0 SWWH    W. W. HENRY CO.               153489  4/05/07              6,185.12        6,092.34       92.78      11000
  0 V001880 CAPITAL COFFEE                153490  4/05/07                 17.66           17.66         .00      11000
  0 V001001 AMERIGAS-CHARLOTTE            153491  4/05/07                271.30          271.30         .00      11000
  0 V005205 AMERIGAS-RALEIGH             153492  4/05/07                 70.19           70.19         .00      11000
  0 V004100 APPALACHIAN SPRINGS           153493  4/05/07                 50.27           50.27         .00      11000
  0 V003580 SUSAN HOWE                    153494  4/05/07              2,695.50        2,695.50         .00      11000
  0 V006310 CHARLOTTE COFFEE TIME         153495  4/05/07                122.25          122.25         .00      11000
  0 V005484 HIGHWOOD PROPERTIES           153496  4/05/07              1,326.26        1,326.26         .00      11000
  0 V054815 JOHN CURREY                   153497  4/05/07                817.50          817.50         .00      11000
  0 V054101 CISO                          153498  4/05/07                122.62          122.62         .00      11000
  0 V017600 VERIZON NC                    153499  4/05/07                102.85          102.85         .00      11000
  0 V017602 VERIZON SC                    153500  4/05/07                360.48          360.48         .00      11000
  0 V020150 FEDERAL CREDIT UNION          153501  4/05/07                583.91          583.91         .00      11000
  0 V019735 WAJE EDICAL CENTERS           153502  4/05/07                 29.00           29.00         .00      11000
  0 V019858 CDW LIFE INSURANCE            153503  4/05/07                681.02          681.02         .00      11000
```

```
4/25/07  10:16    ** A / P  M O N T H L Y  C H E C K  R E G I S T E R **           (CHECK# SEQUENCE)    PAGE   2  APCHKL

YOUR FLOORING COMPANY                       April 07                                          CASH ACCOUNT# 11000

CO#----VENDOR-------------------------CHECK#-CHK DATE---------------------AP DEBIT--------CHK AMT------DISCOUNT----CASH ACCT---

  0 V071512 UNUM LIFE INSURANCE CO        153504  4/05/07              1,109.46        1,109.46         .00      11000
  0 V074561 GEORGE WILLIAM                153505  4/05/07                156.18          156.18         .00      11000
  0 V074800 WASTE INDUSTRIES, INC.        153506  4/05/07                 89.45           89.45         .00      11000
  0 V078000 SOUTH LOGISTICS, LLC          153507  4/05/07              8,873.24        8,873.24         .00      11000
  0 *******         TOTAL FOR PAY DATE:  ******  4/05/07            145,365.93      142,773.40    2,592.53      45 Pymnts

  0 SARB    ARMSTRONG WORLD INDUSTRIES,INC 806730  4/13/07            17,903.49       17,903.49         .00      11000
  0 SBRU    BRUCE HARDWOOD                806731  4/13/07             53,936.18       50,981.46    2,954.72      11000
  0 SBRU    BRUCE HARDWOOD                806732  4/13/07             96,215.47       89,602.88    6,612.59      11000
  0 SBRU    BRUCE HARDWOOD                806733  4/13/07             31,256.50       28,720.07    2,536.43      11000
  0 SBRU    BRUCE HARDWOOD                806734  4/13/07             64,655.52       60,129.07    4,526.45      11000
  0 SBRU    BRUCE HARDWOOD                806735  4/13/07             36,608.01       31,915.79    4,692.22      11000
  0 SSHA    SHAW INDUSTRY                 806736  4/13/07             29,546.00       27,964.86    1,581.14      11000
  0 SSHA    SHAW INDUSTRY                 806737  4/13/07             39,381.07       35,681.56    3,999.51      11000
  0 *******         TOTAL FOR PAY DATE:  ******  4/13/07            369,502.24      345,599.18   26,903.06       8 Pymnts


  0 ** CASH ACCT# 11000 TOTALS **      REGULAR COMPUTER CHECKS:     514,868.20      488,372.58   29,495.59      53 Pymnts
                                               MANUAL CHECKS:             .00             .00         .00       0 Pymnts
                                      ADV DEPOSITS & ON ACCT:             .00             .00         .00       0 Pymnts
                                         ADJUSTMENTS/OTHER:              .00             .00         .00       0 Pymnts
                                                    TOTAL:      514,868.20      488,372.58   29,495.59       0 Pymnts


  0  ** COMPANY# 0 TOTALS **            REGULAR COMPUTER CHECKS:     514,868.20      488,372.58   29,495.59      53 Pymnts
                                               MANUAL CHECKS:             .00             .00         .00       0 Pymnts
                                      ADV DEPOSITS & ON ACCT:             .00             .00         .00       0 Pymnts
                                         ADJUSTMENTS/OTHER:              .00             .00         .00       0 Pymnts
                                                    TOTAL:      514,868.20      488,372.58   29,495.59       0 Pymnts


  *  ** GRAND TOTAL / ALL COMPANIES **                          514,868.20      488,372.58   29,495.59      53 Pymnts
```

Things to consider when reconciling bank statement

There are topics that you need to consider when reconciling your book balance to your bank statements. The following are discussions that you should review and may need to change your processes depending on your decision.

Topic	Recommendations
Payroll and Payroll Taxes	How are payroll and payroll taxes being deducted from the cash GL account? Are these entries entered as a JE to reduce cash? Are they entered as an AP entry?
Credit Card Fees	Are the credit card companies charging the fees once a month? Or do they reduce your deposits by the fees?
	If the deposits are reduced by the fees, do these deposits match to your deposits from the bank statement?
	Are you entering the fees at the time they occur or on monthly basis through AR cash application (using AR account# 99999) or as a journal entry?
Deposits	Do your daily deposits match to the deposit listing from the system and the bank statement? Review your process as to why they do not match.
Miscellaneous Cash	You should use AR cash application (account# 99999) to record the miscellaneous cash entries received if these transactions are recorded on your deposits. E.g. Insurance refunds, tax refunds, etc.
Miscellaneous Bank Deductions	You should use AR cash application (account# 99999) to record the miscellaneous cash entries deducted from the bank statements. E.g. bank charges, loan deductions, etc.
Bank Code	Do you have more than one branch depositing to the same bank account? If yes, reconsider creating a different bank code per branch. This will be easier to reconcile at the bank code level.

Potential Obstacles for Reconciling Cash Book Balance to Bank Balance

- Deposits for current month were not entered, or deposits from last month are entered in current month.
- Deposits not matching to deposit slip.
- Charges on bank statements are not recorded in AR, AP or as a journal entry.

Understanding AP vs. Manifest Reconciliation

Purpose

This process allows users to match inventory receipts to the actual AP invoices received from the supplier.

The AP vs. Manifest Reconciliation can assist you in reconciling your receipts against the AP invoices for cost variances and capture your outstanding receipts (accruals). Using this procedure with other GL interfaces will assist you in reconciling your inventory value.

Pre-Requisites

Requirements:

- Settings for use of AP vs. Manifest Reconciliation
- Understanding of accounting principles
- Knowledge and Mapping of Inventory to GL Interface
- Knowledge of AP processes for invoices from suppliers
- Knowledge of processes for unvouched receipts
- Knowledge of inventory cost variances

References

- AP Reference
- GL Reference

Things to consider

The following table lists other areas that you should be aware of when performing this procedure. Furthermore, you may need to consider changing your procedures and processes regarding AP, receiving and GL. Sometimes it is necessary to create new GL account numbers or change financial reporting to accommodate these changes.

Topic	Recommendations
Inventory Cut off Time	There is not an end of month specifically for inventory. As soon as you begin the AR end of month close, any receiving, transfers, and/or adjustments up to that point is considered the next month's transactions.
	Note: *Be careful when you are closing AR. If it's on the last day of the month, do not start your AR month end of close until you have confirmed that all receiving, adjustments, and transfers for the month are entered.*

Topic	Recommendations
Cost Variances	Determine your acceptable cost variance limit and the procedures to manage them when the cost is over or under. If the cost on your invoices is over the allowable limit, you need to correct it by un-receiving and re-receiving at the correct cost. Make sure you post the variance that appears on the Inventory Reconciliation report as some invoices could have gone through the system with the incorrect cost.
GL Account #	Determine what GL account number you will use to post AP invoices from suppliers. If your Inventory to GL Interface for receiving is set up to do the following: 　　　　　　　　　　　Debit　　　　　　　Credit Inventory　　　　　　$XXX.XX 　　Purchases　　　　　　　　　　　$XXX.XX 　　(To record inventory receipts) *Note:　The purchases account may also be known as "Purchases Clearing or Unvouchered Receipts (liability account)" or a variety of other terms.* Upon receipt of the invoice from the supplier the following journal would be recorded: 　　　　　　　　　　　Debit　　　　　　Credit Purchases　　　　　　$XXX.XX 　　Accounts Payable　　　　　　　$XXX.XX 　　(To record payable to supplier)
Manifest #	Review the bill of ladings from your receipts and invoices from the suppliers and see what number you will use as the manifest #. Make sure that all receipts of inventory have manifest#s. The manifest number is the number that links a supplier's invoice to their receipt. The manifest number can be called many different names by different suppliers. You can use a PO number as a manifest number. However, we recommend that if you use the PO number, then you add a date at the end of it. This way, should your PO number wheel wrap the manifest number is still unique.
Invoices from suppliers	Review your invoices from suppliers and see which suppliers send multiple invoices per manifest or multiple manifests for one invoice.

Topic	Recommendations
Personnel responsibilities	Determine who is responsible: • for approval of AP invoices • for assigning the correct manifest number to receipts, and to AP • to correct the cost of receiving if the materials were received at the incorrect cost • train the appropriate personnel

Using the AP vs. Manifest Reconciliation

Make sure all your settings are in place to use the AP vs. Manifest Reconciliation.

• System Wide Settings - Cost Center Reconciliation W/I AP Manifest Reconciliation - activate one or both of the options shown below.

```
 UPDATE                    System Wide Settings Maintenance


Cost Center Reconciliation W/I AP Manifest Reconciliation


Select one or both of the features for this process:


X=Select
X   Unvouchered Posted Receipts Report
X   A/P Entry using Manifest Vs. Receipt Reconciliation Variance Calculation
```

• AP and GL Default Maintenance - Enter your allowable cost variances. You need to enter the dollar amount and a percentage. The system acts on the lower of the two amounts as each invoice is processed. Also enter a **Y** in the Manifest Number required on Purchasing Entries during A/P Entry field.

```
 UPDATE        Accounts Payable & General Ledger Defaults

 2  DANCIK INTERNATIONAL, LTD.

 Default Inventory Variance Account:  23999 (?) COST OF SALES / COST VARIANCE
                   Cost Center:  ____
                               (?)
 Allowable Dollar Variance Between Receipt and Payable . . . . .     10.00
 Allowable Percentage Variance Between Receipt and Payable . . .    5.0000 %

 Manifest Number required on Purchasing Entries during A/P Entry .(Y/N) .   Y

 Default GST Receivable Account       _____ (?) G.S.T. PAYABLE
 (For Canada & Australia)
 Default G/L Suspense Account         _____ (?) SUSPENSE ACCOUNT/ACCT# UNKNOWN
 (For G/L Entries With Invalid Mapping Or No Acct#s)

 Default description for exchange payables and clearing entries. .(Y/N) .   N
 Default description for variance entry  . . . . . . . . . . . . .(Y/N) .   _
 Activate Voucher remittance overflow during AP check printing . .(Y/N) .   Y
 Use Future Payables when processing Unvouchered Receipts Listing?(Y/N) .   Y


 Enter    F7=EOJ    F8=Previous Screen
 Record Updated
```

- Make sure in the Chart of Accounts file for the account number that AP uses when posting AP invoices the Purchasing Account flag is set to **Y**.

```
UPDATE          Accounts Payable & General Ledger Defaults

2  DANCIK INTERNATIONAL, LTD.

Default Inventory Variance Account:   23999 (?) COST OF SALES / COST VARIANCE
                        Cost Center:   ___
                                       (?)
Allowable Dollar Variance Between Receipt and Payable . . . . .     10.00
Allowable Percentage Variance Between Receipt and Payable . . .    5.0000 %

Manifest Number required on Purchasing Entries during A/P Entry .(Y/N) .   Y

Default GST Receivable Account        _____ (?) G.S.T. PAYABLE
(For Canada & Australia)
Default G/L Suspense Account          _____ (?) SUSPENSE ACCOUNT/ACCT# UNKNOWN
(For G/L Entries With Invalid Mapping Or No Acct#s)

Default description for exchange payables and clearing entries. .(Y/N) .   N
Default description for variance entry  . . . . . . . . . . . . .(Y/N) .   _
Activate Voucher remittance overflow during AP check printing . .(Y/N) .   Y
Use Future Payables when processing Unvouchered Receipts Listing?(Y/N) .   Y

Enter    F7=EOJ    F8=Previous Screen
Record Updated
```

- Make sure all the Supplier Files that use the AP Reconciliation use the expense template by pressing **F10** in the Supplier File. The following figure shows a Supplier File Template.

```
UPDATE            Accounts Payable & General Ledger Defaults

2  DANCIK INTERNATIONAL, LTD.

Default Inventory Variance Account:   23999 (?) COST OF SALES / COST VARIANCE
                        Cost Center:   ___
                                       (?)
Allowable Dollar Variance Between Receipt and Payable . . . . . .     10.00
Allowable Percentage Variance Between Receipt and Payable . . .     5.0000 %

Manifest Number required on Purchasing Entries during A/P Entry .(Y/N) .   Y

Default GST Receivable Account        _____ (?) G.S.T. PAYABLE
(For Canada & Australia)
Default G/L Suspense Account          _____ (?) SUSPENSE ACCOUNT/ACCT# UNKNOWN
(For G/L Entries With Invalid Mapping Or No Acct#s)

Default description for exchange payables and clearing entries. .(Y/N) .   N
Default description for variance entry  . . . . . . . . . . . . .(Y/N) .   _
Activate Voucher remittance overflow during AP check printing . .(Y/N) .   Y
Use Future Payables when processing Unvouchered Receipts Listing?(Y/N) .   Y

Enter    F7=EOJ    F8=Previous Screen
Record Updated
```

- Make sure all warehouse settings are set up to require a manifest number when entering a receipt.

```
                        CHART OF ACCOUNTS FILE
   ACCOUNT# 231000              UPDATE          DANCIK INTERNATIONAL, LTD.

   TITLE: PURCHASES
   MAIN CATEGORY: E (A-Asset,L-Liability,Q-Equity,I-Income,E-Expense   SUB-CAT: PU
   COMMENTS: _____  _____
   Hold This Acct? _  Purchasing Account? (Y/N) Y

          * HISTORY *              * CURRENT *              * BUDGET *
   Mth   Debit      Credit      Debit      Credit      Debit      Credit
   BF  _____  _____   _____  _____   _____  _____
   01  _____  _____   _____  _____   _____  _____
   02  _____  _____   _____  _____   _____  _____
   03  _____  _____   _____  _____   _____  _____
   04  _____  _____   _____  _____   _____  _____
   05  _____  _____   _____  _____   _____  _____
   06  _____  _____   _____  _____   _____  _____
   07  _____  _____   _____  _____   _____  _____
   08  _____  _____   _____  _____   _____  _____
   09  _____  _____   _____  _____   _____  _____
   10  _____  _____   _____  _____   _____  _____
   11  _____  _____   _____  _____   _____  _____
   12  _____  _____   _____  _____   _____  _____
       F1=Mthly Statistics.   F6=Search.   F7=EOJ.    F8=1st Screen.
```

- Ensure procedures for accounting are in place such as how to match the invoices, cost corrections, etc.

- Use the Update Manifest# by Receipt option to split manifest numbers for multiple invoices or to combine to one invoice.

- Run the unvouchered receipts report immediately prior to AP end of month to capture the outstanding receipts.

- Run the unvouchered report using option **217** - **Job/Po/Manifest Audits (A/P vs Rcvg)** on the Accounts Payable (AP) menu.

  — Select option **1** - **to Audit Accounts Payable/Receiving By Job/PO#/Manifest#**.

  — Take option **3** - **keys a Manifest# into the Manifest# field of the Receipts & Accounts Payable programs**.

  — Enter the date span. We recommend that you enter a date span so that the report generates faster.

  — If you want to run the cost variances report enter either "**S**" for summary, "**E**" for exceptions, "**D**" for detail, otherwise enter "**B**" to bypass this report.

  — Enter "**Y**" to run the unvouchered report.

  — Enter "**N**" to process the date range.

- Run the Manifest Reconciliation report at month end to capture any cost variances from AP vs. Receiving.

- Use the Clear/Reinstate a Manifest option to clear any receipts that should not be on the unvouchered listing. Ex: User adjusting inventory through the receiving program vs. the adjustment program.

Potential obstacles

- Make sure you run the unvouchered report prior to month end.
- Have all supplier invoices follow the reconciliation process.
- Users using adjustments to receive inventory.
- Supplier's invoices do not match to bill of ladings.
- Suppliers have multiple invoices for one manifest numbers.
- User errors on cost corrections.
- Are the invoices posted to the proper GL account#?

Handling Partial Payments in AP

This guideline discusses the best method to manage partial payments in AP.

- Pre-Requisites: Familiarity with AP, Familiarity of GL
- References: AP Reference

Method 1 - Computer Check Run

- If you need to enter a partial payment using the normal computer check run, then you must use AP 103 (Select Bills for Payment by Vendor)
- You can then enter the partial payment code and the partial pay amount.

```
FEDERAL EXPRESS CORP.              VENDOR# V000900            12/03/07
P.O. BOX 1140                      TOTAL OPEN A/P.     1,750.00
PHONE#     800-238-5355            CURRENT........          .00
MEMPHIS                  TN 38101 US  FUTURE.........        .00

 Date     Vch#       Paid/DB      Owed/CR  CODE  TO-DEBIT    TO-DISC. Invoice#
1/15/05  13187            00     1000.00   __  000000000  000000000  013187
7/08/06  13641 PF    500.00                __  000000000  000000000  013641
7/09/06  13656            00      500.00       000000000  000000000  013656
9/15/07  14123            00      750.00   PP  000030000  000000000  014123

                                               000000000  000000000

DANCIK INTERNATIONAL, LTD.                               * LAST PAGE *
  OVER 15     OVER 30     OVER 45    OVER 60    OVER 90    OVER 120
      .00         .00         .00     750.00        .00     1000.00
```

Method 2 - Manual Check

- If you wrote a manual check to partial pay an invoice, then you must use AP 119 (Update Open AP Payables by Voucher/Line).

- Enter your voucher and line number.

```
                       OPEN ACCOUNTS PAYABLE FILE




   Action Codes:   U / Update Record.   R / Reverse.    I / Inquire.
     HOLD / RELEASE / UPDATE / REVERSE ACCOUNTS PAYABLE OPEN ITEMS


                    Enter Company#........: 2
                    Enter Voucher#........: 014123
                    Enter Line#...........: 0001

                       Enter Action Code: U   (U,R,I)
                       Enter Password...:
```

- Enter the check number, date, amount of the partial pay and the check code MC.

```
POST MANUAL CHECK: 053251  120307        000040000      000000000       MC
```

Note: *If the partial payment covers more than one expense line, then you need to enter all lines that it will cover and pay the amount that would make up the partial pay.*

NOTE: IMPORTANT!!!

If you need to pay the balance of the invoice you can use the above steps to pay the balance of the invoice using the computer check run or manual check through AP 119. However, you CANNOT USE AP 8 (Current Open Payables Maintenance) to pay the balance of the invoice.

Reversing a partial payment check:

The only option to reverse a partial payment check is through AP 119 (Update Open AP Payables by Voucher/Line).

Enter the voucher and line number of the partial pay:

```
                    OPEN ACCOUNTS PAYABLE FILE




  Action Codes:   U / Update Record.   R / Reverse.    I / Inquire.
    HOLD / RELEASE / UPDATE / REVERSE ACCOUNTS PAYABLE OPEN ITEMS


                  Enter Company#........: 2
                  Enter Voucher#........: 014123
                  Enter Line#...........: 0001

                      Enter Action Code: U  (U,R,I)
                      Enter Password...:
```

Enter the original check number, check date, check amount, and reversal code of WN.

```
VOUCHER#/LINE#: 014123/0001        UPDATE                    OPEN A/P FILE
─────────────────────────────────────────────────────────────────────────

   Vendor................ V 000900  FEDERAL EXPRESS CORP.

   Voucher Date........... 9/15/07
   Vendor's Invoice Date.. 9/15/07
   Check# (if paid)....... 55566
   Invoice Amount........$      750.00
   Amount Paid..........$      400.00
   Discount Taken........$         .00

The following fields can be updated...

   Vendor's Invoice#: 014123____        Due Date...: 093007    Exp Acct#..: 48000
   Description......: _____       Pay Date...: 120107    Job/PO#....: _____
         Hold (H)...: _                  Branch.....: NYC       Cost Center: ___

                      Check#   Date   $ Paid(this line)   Disc(this line)   Code
POST MANUAL CHECK: 055566   120107        000040000-        000000000      WN

   F1=Next Line On Voucher.    F7=EOJ.    F8=Return To 1st Screen.

MA                     MW                                  15/033
```

Handling Prepaid Expenses in AP

This guideline discusses the different options to handle prepaid expenses in AP.

Pre-Requisites: Familiarity with AP and GL

References: AP Reference

To record prepaid expenses in AP:

• Enter your prepayments in AP as an invoice and expense account as the prepaid.

• Pay this invoice through your normal check run or you can enter as manual check.

Note: *If you have a wire transfer as a prepayment and you want to enter that into AP as part of the check register, then use a "fake" check #. Make sure you keep a listing of your fake check numbers you are using.*

```
ACCOUNTS PAYABLE          UPDATE          CO# 2 DANCIK INTERNATIONAL, LTD.

VENDOR# SAI    CODE S Name  SAICIS S.P.A, CERAMICHE         VOUCHER# 014149

Vendor Invoice# 15200I      Date 12/05/07     Invoice Total $    10,215.50

Line   Amount$   Discount$    Description  Acct# Brn CC  Job/PO Manifest(?)S  D
0001   1021550   _____   prepaid expens 13200 RAL ___ _____ _____ Y  _
0002  _____ _____  _____ _____ __  __  _____ _____ _  _
0003  _____ _____  _____ _____ __  __  _____ _____ _  _
0004  _____ _____  _____ _____ __  __  _____ _____ _  _
0005  _____ _____  _____ _____ __  __  _____ _____ _  _
0006  _____ _____  _____ _____ __  __  _____ _____ _  _
0007  _____ _____  _____ _____ __  __  _____ _____ _  _
0008  _____ _____  _____ _____ __  __  _____ _____ _  _
0009  _____ _____  _____ _____ __  __  _____ _____ _  _
0010  _____ _____  _____ _____ __  __  _____ _____ _  _

MANIFEST# ON LEFT/TOP OF INVC.
              * ENTRIES ACCEPTED *

   Controls / Gross:     10,215.50  Discount:       36.54  Batch:    10,215.50

F1=END INV  F4=DEL PAGE  F9=CORRECT INV  F10=NEXT PG.  F11=PREV PG.  F12=MANFST
```

GL effect of the transaction above:

Since you changed the AP account number to Prepaid Expense the journal entry created for this transaction is:

Dr.Prepaid Expense

Cr.Cash

When the invoice comes through, you will enter the invoice and expense it as normal. However, you MUST change your cash account this time to Prepaid Expenses. You will need to enter a "fake" check number to pay this invoice.

```
  ACCOUNTS PAYABLE               *ADD*          CO# 2 DANCIK INTERNATIONAL, LTD.

 VENDOR# SAI    CODE S Name  SAICIS S.P.A, CERAMICHE            VOUCHER# 014150
         ?=Search      Addr1 VIA GIARDINI, 32,44,46
                       Addr2
                       Addr3 SPEZZANO  MO 41040  I    00000

 Vendor Invoice# 15200      Vendor Inv Date 123107 Transaction Code 00
 Vendor Terms 00100 % Disc, 120 Days. Net 000 Days
 Due Date 042908  Pay Date 042908

 INVOICE AMT (GROSS) $   1025150  DISCOUNT TO TAKE $     10252  NET$   10148.98
 If Prepaid: Check#   99998  Check Amt   1025150  Disc Taken _____ Code MC
 Cash Acct#.... 13200 PREPAID EXPENSE
 Discount Acct# 51002 DISCOUNTS TAKEN / VENDORS
 A.P. Acct#.... 20000 ACCOUNTS PAYABLE




  F7=EOJ.        F8=SCREEN 1.        F10=EXPENSE TEMPLATE.                 02
```

GL effect of transaction above:

By changing the cash account number to prepaid expense, you are creating the following effect to GL:

Dr.Expense

Cr.Prepaid Expense

Things to consider when using this method

If you rely on your cash screen (F3) in the Company File, this will count as two disbursements (first is the check for the prepayment and second is the fake check to clear off the invoice) on the screen even though it is doing the correct journal entry.

Month End Reconciliation - AR to GL

Purpose:

To show you the reports to use to reconcile the system's AR balance from month to month and understanding the entries created from cash receipts to GL.

To balance the open AR from one month to the next there are required reports, reports used to verify the amounts posted, and confirm the journal entries created to general ledger.

Requirements:

- End of month AR Reports for AR Reconciliation (see sample reports at the end of this document)
  - — AR Transaction Code Summary
  - — Invoice Number Span Used this Month
  - — AR Aging Summary by Account#
  - — AR Detailed Aging
  - — Invoice Register
  - — AR Miscellaneous Cash / Account #99999 Analysis
- Understanding of accounting principles
- Knowledge of AR to GL Interface
- Knowledge of AR Transaction codes
- Knowledge of sales and GL Reports
- Knowledge of cash application

References

- Accounts Receivable Reference
- GL Reference

Reconciling Open AR from month to month

To reconcile your AR balances from month to month, you will need the following:

- Start with the total of last month's end of month Aging Report by Account # (ARAGE1/AR) or the AR Detailed Aging Report (ARBORIS/AR). Refer to highlighted total on Example Report 1.

  Note: *The reports' name are labeled and on the upper right corner of the printout.*

```
Example Report 1 - Open A/R Aging Report, Prior Month


E.O.M. DATE: 5/31/05        *** O P E N   A / R   A G I N G ***   By Account#, Aged On Due Date vs EOM Date        PAGE  100
TODAYS DATE: 5/29/05  8:38                                                                                         ARAGE1/AR

DANCIK INTERNATIONAL                                                                                          ALL BRANCHES
REQUESTED BY: W1 EOM                                                                                          ALL CREDIT MANAGERS

                                            1-30  May 05      Apr 05        Mar 05       Feb 05      Jan 05      LAST
ACCOUNT#-------------NAME-------------------BALANCE--/CURRENT Jun 05----( 31-60 )----( 61-90 )-----( 91-120)----(OVER 120)--PAYMENT

088200   CENTURY DEALERS                     971.20         5.22         5.22       229.37      281.02      162.27- 5/13/05
                                                           612.64

086620   MIDATLANTIC FLOORS               6,534.42          .00          .00          .00         .00         .00  5/18/05
                                                         6,534.42

088830   XYZ HARDWOOD FLOORS              8,829.15        71.54       276.00-         .00         .00         .00  5/24/05
                                                         9,033.61


** TOTAL FOR COMPANY# 0              18,972,875.40  3,401,794.94   906,372.02   272,148.47  119,470.81   16,629.99
                                                    14,255,459.17

                                         100 %        18 %          5 %          1 %         1 %         0 %
                                                      75 %

                    Advance Deposits:        .00   (included in A/R balances & totals)          AVERAGE AGE OF A/R:   47 DAYS
              Total Credit Balances   233,765.77-  (included in A/R balances & totals)
                   Total Intercompany:       .00   (included in A/R balances & totals)
      Total Miscellaneous (G/L) Cash:1,771,540.74  (NOT included in A/R balances & totals)
              Total Interest Charges:  107,068.10  (included in A/R balances & totals)
              Total Interest Charges:       1.50   (NOT included in A/R balances & totals)

                                                                              ZERO BALANCE ACCOUNTS OMITTED
```

- Locate the A/R Monthly Transaction Code Summary. This report is labeled AREOM7/A/R and it prints automatically during the printing of sales reports for end of month processing. Use the total version of all branches that shows "ALL BRANCHES" on the upper right corner of the printout. Refer to highlighted totals on Example Report 2.

```
Example Report 2 - Transaction Code Summary

6/28/05  12:35     *** A / R   M O N T H L Y   T R A N S A C T I O N   C O D E   S U M M A R Y ***     PAGE    1   AREOM7/AR

DANCIK INTERNATIONAL                                    June 05                                         ALL BRANCHES

CO#-----------TRANSACTION CODE--------------------------A/R CREDIT$---PARTIAL PAY$---DISCOUNT$-------CASH$----------SALES AMT$-

  0 *****  AD  ADVANCE DEPOSIT (INVOICE NOT   *CASH*    36,639.09   26,639.09        .00   26,629.09          .00
              YET GENERATED)

  0 *****  CF  CREDIT FULLY USED              *CASH*   955,462.22-        .00     769.90-  954,692.43-         .00

  0 *****  CP  CREDIT PARTIALLY USED          *CASH*     3,597.99-   3,597.99-       .00    2,597.99-          .00

  0 *****  DA  DEPOSIT APPLIED                *CASH*     5,179.06    5,179.06        .00    5,179.06           .00
              (APPLIED AUTOMATICALLY BY SYS)

  0 *****  DM  DEBIT MEMO/DISC TAKEN BY CUST. *CASH*   311,270.77- 311,270.77-       .00  311,270.77-         .00

  0 *****  DR  DEPOSIT REDUCED OR CHANGED     *CASH*    34,226.65-  24,226.65-       .00   24,226.65-         .00
              (CHANGED TO APPLY OR CORRECT)

  0 *****  OA  ON-ACCOUNT PAYMENT (DOES NOT   *CASH* 1,444,416.72 1,444,416.73       .00 1,444,416.73         .00
              RELATE TO A SINGLE OPEN ITEM)

  0 *****  PF  FULL PAYMENT OF INVOICE        *CASH*17,150,402.06         .00  186,043.62 16,964,358.43       .00

  0 *****  PP  PARTIAL PAYMENT                *CASH*   494,635.55  494,635.55    4,661.70  489,972.85          .00

  0 *****  0X  SERVICE/INTEREST/LATE CHARGE   *SALES*        .00         .00        .00         .00     23,085.52

  0 *****  01  REGULAR DIRECT SHIP INVOICE    *SALES*        .00         .00        .00         .00  2,065,175.42
              (COMPUTER-GENERATED)

  0 *****  02  REGULAR INVENTORY INVOICE      *SALES*        .00         .00        .00         .00 15,086,754.17
              (COMPUTER-GENERATED)

  0 *****  10  CREDIT MEMO / DIRECT SHIP      *SALES*        .00         .00        .00         .00      4,531.08-
              (COMPUTER-GENERATED)

  0 *****  12  CREDIT MEMO / INVENTORY        *SALES*        .00         .00        .00         .00    438,854.76-
              (COMPUTER-GENERATED)
```

```
Example Report 2 (Cont'd) - Transaction Code Summary


  ** COMPANY TOTAL ** DANCIK INTERNATIONAL          17,826,714.75 1,631,775.02  189,935.43 17,636,779.32   16,731,629.29

      Misc Cash Acct# 021205 401K WITHHELD              23,282.83-                    .00   23,282.83-
      Misc Cash Acct# 010970 PROFIT SHARING/CLEARING    12,111.70-                    .00   12,111.70-
      Misc Cash Acct# 040500 SALES ALLOWANCES           10,422.45                     .00   10,422.45
      Misc Cash Acct# 010060 CASH - WELLS FARGO-PAYRL. ACC 844,970.60-                .00  844,970.60-
      Misc Cash Acct# 010055 CASH HELD IN SWEEP ACCOUNT 1,006,007.62                  .00 1,006,007.62




  6/28/05  12:35    *** A / R   M O N T H L Y   T R A N S A C T I O N   C O D E   S U M M A R Y ***     PAGE    2   AREOM7/AR

  DANCIK INTERNATIONAL                                  June 05                                         ALL BRANCHES

  CO#-----------TRANSACTION CODE--------------------------A/R CREDIT$---PARTIAL PAY$---DISCOUNT$-------CASH$----------SALES AMT$-

      Misc Cash Acct# 044100 FREIGHT OUT - OUR TRUCKS      4,164.13-                   .00    4,164.13-
      Misc Cash Acct# 011300 ALLOWANCE FOR DOUBTFUL ACCTS. 12,096.03-                  .00   12,096.03-
      Misc Cash Acct# 040100 SALES - ARMS SHEET GOODS & SA    891.19-                  .00      891.19-
      Misc Cash Acct# 070200 FINANCE CHARGES               8,998.47-                   .00    8,998.47-
      Misc Cash Acct# 021900 ACCRUED INSURANCE            82,361.92-                   .00   82,361.92-
      Misc Cash Acct# 070000 INTEREST EXPENSE              5,626.12-                   .00    5,626.12-
      Misc Cash Acct# 020200 NOTES PAYABLE               968,117.22                    .00  968,117.22
      Misc Cash Acct# 066900 PROMOTIONS                   13,700.00                    .00   13,700.00
      Misc Cash Acct# 010900 RECEIVABLE/PAYABLE CLEARING  36,234.44-                   .00   36,234.44-
      Misc Cash Acct# 066500 RENT                         10,395.00                    .00   10,395.00
      Misc Cash Acct# 068900 VEHICLE LICENSES                297.00                    .00      297.00
      Misc Cash Acct# 070500 INTEREST INCOME                474.99                     .00      474.99
      Misc Cash Acct# 066100 OTHER SERVICES                 179.34                     .00      179.34
      Misc Cash Acct# 065000 FREIGHT OUT                  1,755.92                     .00    1,755.92
      Misc Cash Acct# 010200 CLAIMS RECEIVABLE            1,796.73                     .00    1,796.73
      Misc Cash Acct# 022400 ACCRUED FEES                10,459.84-                    .00   10,459.84-
      Misc Cash Acct# 010120 ACCRUED ACCOUNTS RECEIVABLE  3,030.00                     .00    3,030.00
      Misc Cash Acct# 069600 UTILITIES                       84.74                     .00       84.74
                                                    -------------------------------------------------------
                 Total Misc Cash:                      838,998.79                     .00  838,998.79

                         Net A/R:                    16,987,715.96              189,935.43 16,797,780.53   16,731,629.29


  ** << GRAND TOTAL >> **                          17,826,714.75 1,631,775.02  189,935.43 17,636,779.32   16,731,629.29
```

Note: Do not confuse this with the detailed By Branch version that prints right after that is called "Branch ALL".

- Add in all amounts in the Sales column.

  Note: If you add all the computer-generated codes under the Sales Column, this should tie out to the Invoice Register and the Sales to GL Summary (journal entry to post Sales and AR to general ledger) for total sales posted to AR. Make sure you run these reports by invoice number span. If there are any manually generated codes under the Sales Column, make sure you know what these are and follow up with your AR personnel. Manually generated sales transaction codes are created by bypassing the normal invoicing program through the Manual Sales options on AR Menu.

- Subtract the amount from the AR Credit Column in the field labeled Net AR (this is the amount of cash and discounts credited to AR without the Miscellaneous Transactions). The total cash and discounts should equal to your cash received reports such as AR Monthly Cash by Deposit by Bank, Check#. Refer to Example Report 2.

- Add in the finance charges (finance charges on past due invoices) calculated for all customers, if necessary, from the AR Sales Edit / Interest Service Charge Invoices report call SALEE1/AR.

- These results should equal to your end of month AR Aging Report. Refer to highlighted total on Example Report 3.

```
Example Report 3 - Open A/R Aging Report, Current Month

E.O.M. DATE: 5/31/05        *** O P E N  A / R  A G I N G ***  By Account#, Aged On Due Date vs Today's Date     PAGE  108
TODAYS DATE: 6/28/05 12:36                                                                                       ARAGE1/AR

DANCIK INTERNATIONAL                                                                                    ALL BRANCHES
REQUESTED BY: ZO DANC1K                                                                                 ALL CREDIT MANAGERS

                                                thru        thru        thru        thru        thru
                                        1-30  Jun 28    May 28      Apr 28      Mar 28      Feb 28      LAST
ACCOUNT#-----------NAME---------------BALANCE--/CURRENT Jul 28---( 31-60 )----( 61-90 )-----( 91-120)----(OVER 120)--PAYMENT

083900   Y FLOORING STORE            2,882.90       .00         .00         .00         .00         .00  6/13/05
                                              2,882.90

083922   YOUNG & SONS CARPET           299.87       .00         .00         .00         .00         .00  6/24/05
                                                299.87

084400   YOURS TRULY SERVICE        53,869.77    321.84-   12,449.03     233.72-   1,025.51    1,487.28- 6/24/05
                                             42,438.17

084460   Z & A DESIGN CENTER          144.41-    256.79        .00         .00         .00     401.20-  5/16/05

084480   Z & B FLOOR COVERING        5,985.65       .00         .00         .00         .00         .00  6/24/05
                                              5,985.65

084815   ZORRO'S CARPET MILL        15,168.82  9,569.75     113.10         .00     120.30-   1,196.78- 6/24/05
                                              6,802.05

085930   ZURICH DESIG CENTER          43.10      43.10        .00         .00         .00         .00  5/16/05

088200   CENTURY DEALERS             422.32       5.22       5.22         .00     229.37     118.75  6/16/05
                                                63.76

086620   MIDATLANTIC FLOORS         116.72  11,654.64-       .00         .00         .00         .00  6/23/05
                                             11,771.36

088830   XYZ HARDWOOD FLOORS       3,324.25       .00         .00     276.00-       .00         .00  6/23/05
                                              3,600.25

** TOTAL FOR COMPANY# 0        18,716,788.73 3,017,345.52  651,967.07  460,057.98  71,492.72  22,381.58
                                            14,493,542.86

                                 100 %      16 %         3 %         2 %         0 %         0 %
                                            77 %

                    Advance Deposits:    2,412.44-  (included in A/R balances & totals)      AVERAGE AGE OF A/R:  50 DAYS
              Total Credit Balances  305,247.32-  (included in A/R balances & totals)
                    Total Intercompany:     .00   (included in A/R balances & totals)
        Total Miscellaneous (G/L) Cash:  838,998.79-  (NOT included in A/R balances & totals)
              Total Interest Charges:  116,691.20  (included in A/R balances & totals)
              Total Interest Charges:       1.50   (NOT included in A/R balances & totals)

                                                                            ZERO BALANCE ACCOUNTS OMITTED
```

Running the AR to GL Interface

To create the journal entries to record your cash, AR and miscellaneous cash transactions, perform the following:

- On the GL Reports Menu, run option #113 - AR to GL interface.

- Run the report for the month using the bank, branch, or both sorting option(s).

  Note: *You only have until the current month end to run the previous month's journal entry. If you do not record your cash to specific branch, we recommend you select Y to assign branch ALL.*

- Request the report to run in Test Mode first to understand how the system creates the journal entries. Then run the actual posting.

Understanding the journal entry created from AR to GL Interface

The journal entry created from your AR to GL interface creates two entries (cash received and miscellaneous non-AR transactions).

- The first entry is the recording of total cash received and discounts taken for the month to credit AR using the transaction codes (such as AD, PF, PP, etc.) used for the month. This entry includes all cash receipts except miscellaneous cash transactions. Refer to Example Report 4.

```
     Example Report 4 - Journal Edit, Transaction Codes

  6/29/05  14:57     J O U R N A L   E D I T                          BATCH# 00    TRIAL RUN                        PAGE    1
REQUESTED BY: #0  DANC1K
DANCIK INTERNATIONAL                                                                        GLEDIT/GLEDIT

JOURNAL#--DATE--NAME--------------------INIT---------------------------------------------------------------------------------
--------------------DESCRIPTION-------LINE#-PERIOD-BRANCH-CTR-CD----ACCT#----TITLE-----------------------DEBITS--------CREDITS-

008624  6/28/05 Cash to G/L Interface    YA 05/02
                A/R Trans Code  "AD"    1 05/02  RAL        010000 CASH IN BANK            6,510,308.89          .00
                A/R Trans Code  "AD"    2 05/02  RAL        011000 ACCOUNTS RECEIVABLE            .00  6,510,308.89
                A/R Trans Code  "AD"    3 05/02  GBO        010000 CASH IN BANK                3,752.18          .00
                A/R Trans Code  "AD"    4 05/02  GBO        011000 ACCOUNTS RECEIVABLE            .00      3,752.18
                A/R Trans Code  "CF"    5 05/02  GBO        010000 CASH IN BANK                    .00  1,318,611.96
                A/R Trans Code  "CF"    6 05/02  GBO        011000 ACCOUNTS RECEIVABLE   1,318,611.96          .00
                A/R Trans Code  "CF"    7 05/02  GBO        010000 CASH IN BANK                 637.28          .00
                A/R Trans Code  "CF"    8 05/02  GBO        095000 DISCOUNTS ALLOWED              .00        637.28
                A/R Trans Code  "CF"    9 05/02  GBO        010000 CASH IN BANK                    .00        407.17
                A/R Trans Code  "CF"   10 05/02  GBO        011000 ACCOUNTS RECEIVABLE         407.17          .00
                A/R Trans Code  "CP"   11 05/02  GBO        010000 CASH IN BANK                    .00     94,229.72
                A/R Trans Code  "CP"   12 05/02  GBO        011000 ACCOUNTS RECEIVABLE      94,229.72          .00
                A/R Trans Code  "CP"   13 05/02  GBO        010000 CASH IN BANK                   4.80          .00
                A/R Trans Code  "CP"   14 05/02  GBO        095000 DISCOUNTS ALLOWED              .00          4.80
                A/R Trans Code  "DA"   15 05/02  RAL        010000 CASH IN BANK               94,338.31          .00
                A/R Trans Code  "DA"   16 05/02  RAL        011000 ACCOUNTS RECEIVABLE            .00     94,338.31
                A/R Trans Code  "DM"   17 05/02  RAL        010000 CASH IN BANK              194,959.29          .00
                A/R Trans Code  "DM"   18 05/02  RAL        011000 ACCOUNTS RECEIVABLE            .00    194,959.29
                A/R Trans Code  "DM"   19 05/02  CHA        010000 CASH IN BANK                    .00         38.05
                A/R Trans Code  "DM"   20 05/02  CHA        011000 ACCOUNTS RECEIVABLE          38.05          .00
                A/R Trans Code  "DR"   21 05/02  GBO        010000 CASH IN BANK                    .00  6,555,742.26
                A/R Trans Code  "DR"   22 05/02  GBO        011000 ACCOUNTS RECEIVABLE   6,555,742.26          .00
                A/R Trans Code  "DR"   23 05/02  GBO        010000 CASH IN BANK                  32.87          .00
                A/R Trans Code  "DR"   24 05/02  GBO        095000 DISCOUNTS ALLOWED              .00         32.87
                A/R Trans Code  "OA"   25 05/02  GBO        010000 CASH IN BANK                    .00     26,439.10
                A/R Trans Code  "OA"   26 05/02  GBO        011000 ACCOUNTS RECEIVABLE      26,439.10          .00
                A/R Trans Code  "PF"   27 05/02  GBO        010000 CASH IN BANK           24,019,136.33          .00
                A/R Trans Code  "PF"   28 05/02  GBO        011000 ACCOUNTS RECEIVABLE            .00 24,019,136.33
                A/R Trans Code  "PF"   29 05/02  GBO        095000 DISCOUNTS ALLOWED         411,047.76          .00
                A/R Trans Code  "PF"   30 05/02  GBO        010000 CASH IN BANK                    .00    411,047.76
                A/R Trans Code  "PF"   31 05/02  CHA        010000 CASH IN BANK               31,463.11          .00
                A/R Trans Code  "PF"   32 05/02  CHA        011000 ACCOUNTS RECEIVABLE            .00     31,463.11
                A/R Trans Code  "PF"   33 05/02  CHA        095000 DISCOUNTS ALLOWED         104.51          .00
                A/R Trans Code  "PF"   34 05/02  CHA        010000 CASH IN BANK                    .00        104.51
                A/R Trans Code  "PP"   35 05/02  GBO        010000 CASH IN BANK            1,572,850.58          .00
                A/R Trans Code  "PP"   36 05/02  GBO        011000 ACCOUNTS RECEIVABLE            .00  1,572,850.58
                A/R Trans Code  "PP"   37 05/02  GBO        095000 DISCOUNTS ALLOWED       4,690.47          .00
                A/R Trans Code  "PP"   38 05/02  GBO        010000 CASH IN BANK                    .00      4,690.47
                JOURNAL TOTAL:                                                      40,838,794.64 40,838,794.64
```

- The second entry from the AR to GL Interface is the miscellaneous non-AR transactions that would debit/credit cash and debit/credit the general ledger account numbers assigned. Refer to Example Report 5.

Example Report 5 – Journal Edit, Miscellaneous Cash

```
 6/29/05  14:57     J O U R N A L   E D I T                        BATCH# 00   TRIAL RUN                          PAGE    2
REQUESTED BY: #0  DANC1K
DANCIK INTERNATIONAL                                                                                    GLEDIT/GLEDIT
JOURNAL#--DATE--NAME--------------------INIT----------------------------------------------------------------------------
---------------------DESCRIPTION-------LINE#-PERIOD-BRANCH-CTR-CD--ACCT#----TITLE---------------------------DEBITS--------CREDITS-
008625  6/28/05 Miscellaneous Cash       YA 05/02
                Miscellaneous Cash        1 05/02    ALL        010000 CASH IN BANK                    92,400.85          .00
                Miscellaneous Cash        2 05/02    ALL        010000 CASH IN BANK                          .00   426,809.02
                Miscellaneous Cash        3 05/02    ALL        011000 ACCOUNTS RECEIVABLE            111,975.43          .00
                Miscellaneous Cash        4 05/02    ALL        011000 ACCOUNTS RECEIVABLE                  .00     3,833.84
                Miscellaneous Cash        5 05/02    ALL        011100 ACCOUNTS RECEIVABLE - OTHER          .00    44,827.99
                Miscellaneous Cash        6 05/02    ALL        011500 ALLOWANCE FOR DOUBTFUL ACCTS   31,183.31          .00
                Miscellaneous Cash        7 05/02    ALL        011550 BAD DEBT RECOVERIES                  .00     2,250.00
                Miscellaneous Cash        8 05/02    ALL        012000 NOTES RECEIVABLE                4,660.38          .00
                Miscellaneous Cash        9 05/02    ALL        012150 A/R - LOANS                          .00        57.60
                Miscellaneous Cash       10 05/02    ALL        021000 ACCOUNTS PAYABLE              250,000.00          .00
                Miscellaneous Cash       11 05/02    ALL        021070 FUNDS CONTRIBUTION                   .00     5,277.04
                Miscellaneous Cash       12 05/02    ALL        021201 SALES & USE TAX PAY - SC        2,752.54          .00
                Miscellaneous Cash       13 05/02    ALL        021202 SALES & USE TAX PAY - NC          730.71          .00
                Miscellaneous Cash       14 05/02    ALL        021203 SALES & USE TAX PAY - NC            5.40          .00
                Miscellaneous Cash       15 05/02    ALL        021204 SALES & USE TAX PAY - AL        1,119.77          .00
                Miscellaneous Cash       16 05/02    ALL        021205 SALES & USE TAX PAY - GA              .00        22.65
                Miscellaneous Cash       17 05/02    ALL        021206 SALES & USE TAX PAY - VA           12.93          .00
                Miscellaneous Cash       18 05/02    ALL        021206 SALES & USE TAX PAY - VA          508.53          .00
                Miscellaneous Cash       19 05/02    ALL        021206 SALES & USE TAX PAY - VA              .00        19.73
                Miscellaneous Cash       20 05/02    ALL        021217 SALES & USE TAX PAY - WV          234.24          .00
                Miscellaneous Cash       21 05/02    ALL        021700 DEFERRED INCOME                      .00       144.99
                Miscellaneous Cash       22 05/02    ALL        022050 PROVISION TAX                        .00    13,617.26
                Miscellaneous Cash       23 05/02    ALL        041020 SALES RETURNS                        .00    16,237.93
                Miscellaneous Cash       24 05/02    ALL        059700 MEDICAL INSURANCE                    .00     1,142.52
                Miscellaneous Cash       25 05/02    ALL        069000 FREIGHT OUT                          .00       871.68
                Miscellaneous Cash       26 05/02    ALL        072000 SAMPLES                          75.00          .00
                Miscellaneous Cash       27 05/02    ALL        072100 MARKETING PROMOTION             140.00          .00
                Miscellaneous Cash       28 05/02    ALL        072200 OFFICE SUPPLIES                  75.00          .00
                Miscellaneous Cash       29 05/02    ALL        072250 COMPUTER EQUIPMENT                   .00     2,250.00
                Miscellaneous Cash       30 05/02    ALL        083000 OFFICE EXPENSE                       .00       107.02
                Miscellaneous Cash       31 05/02    ALL        083500 LEGAL AND ACCOUNTING            250.00          .00
                Miscellaneous Cash       32 05/02    ALL        084000 STATE AND LOCAL TAXES                .00         1.88
                Miscellaneous Cash       33 05/02    ALL        085000 DELIVERY INCOME                 490.14          .00
                Miscellaneous Cash       34 05/02    ALL        085050 FUEL SURCHARGE                3,164.51          .00
                Miscellaneous Cash       35 05/02    ALL        085050 FUEL SURCHARGE                       .00        12.50
                Miscellaneous Cash       36 05/02    ALL        090100 SERVICE FEE INCOME            9,060.78          .00
                Miscellaneous Cash       37 05/02    ALL        090100 SERVICE FEE INCOME                   .00        10.14
                Miscellaneous Cash       38 05/02    ALL        095000 DISCOUNTS ALLOWED             4,017.68          .00
```

```
 6/29/05  14:57     J O U R N A L   E D I T                        BATCH# 00   TRIAL RUN                          PAGE    3
REQUESTED BY: #0  DANC1K
DANCIK INTERNATIONAL                                                                                    GLEDIT/GLEDIT
JOURNAL#--DATE--NAME--------------------INIT----------------------------------------------------------------------------
---------------------DESCRIPTION-------LINE#-PERIOD-BRANCH-CTR-CD--ACCT#----TITLE---------------------------DEBITS--------CREDITS-
008625          Miscellaneous Cash       39 05/02    ALL        095000 DISCOUNTS ALLOWED                   .00     1,499.58
                Miscellaneous Cash       40 05/02    ALL        095800 COUNTER SHORTAGE/OVER          6,352.67          .00
                Miscellaneous Cash       41 05/02    ALL        095800 COUNTER SHORTAGE/OVER                .00       116.50
                Miscellaneous Cash       42 05/02    RAL        010000 CASH IN BANK                    168.56          .00
                Miscellaneous Cash       43 05/02    RAL        010000 CASH IN BANK                         .00        32.50
                Miscellaneous Cash       44 05/02    RAL        072000 FREIGHT OUT                          .00       168.56
                Miscellaneous Cash       45 05/02    RAL        095100 DELIVERY INCOME                  32.50          .00
                Miscellaneous Cash       46 05/02    GBO        010000 CASH IN BANK                         .00       102.50
                Miscellaneous Cash       47 05/02    GBO        095100 DELIVERY INCOME                 102.50          .00
                Miscellaneous Cash       48 05/02    CHA        010000 CASH IN BANK                   1,447.21          .00
                Miscellaneous Cash       49 05/02    CHA        010000 CASH IN BANK                         .00        77.38
                Miscellaneous Cash       50 05/02    CHA        021300 ACCRUED EXPENSES                     .00     1,447.21
                Miscellaneous Cash       51 05/02    CHA        095100 DELIVERY INCOME                  77.38          .00
                Miscellaneous Cash       52 05/02    ALL        010000 CASH IN BANK                  172,603.33          .00
                Miscellaneous Cash       53 05/02    ALL        010000 CASH IN BANK                         .00    12,221.77
                Miscellaneous Cash       54 05/02    ALL        012150 AR - LOANS                     3,361.73          .00
                Miscellaneous Cash       55 05/02    ALL        012150 AR - LOANS                           .00   104,251.32
                Miscellaneous Cash       56 05/02    ALL        055000 WAREHOUSE EXPENSES            7,614.04          .00
                Miscellaneous Cash       57 05/02    ALL        095030 OTHER INCOME                  1,346.00          .00
                Miscellaneous Cash       58 05/02    ALL        095030 OTHER INCOME                         .00    26,672.24
                Miscellaneous Cash       59 05/02    GBO        095032 OTHER INCOME - RENT                  .00    10,454.77
                Miscellaneous Cash       60 05/02    RAL        095034 OTHER INCOME - RENT                  .00    21,225.00
                Miscellaneous Cash       61 05/02    GBO        010000 CASH IN BANK                         .00        36.50
                Miscellaneous Cash       62 05/02    GBO        095100 DELIVERY INCOME                  36.50          .00
                JOURNAL TOTAL:                                                                      705,999.62   705,999.62

                BATCH TOTAL:                                                                      41,544,794.26 41,544,794.26



                COMPANY TOTAL:                                                                    41,544,794.26 41,544,794.26

                   ** NO JOURNALS CREATED ** TRIAL RUN ONLY **
```

Things to consider

There are other areas that you should be aware of and may need to consider changing your procedures and processes whether in cash application, AP, or in GL. Sometimes it is necessary to create new GL account numbers or change in financial reporting to accommodate these changes.

Topic	Recommendations
Refunds	Remove the credit invoice from the customer's account due to a refund check through AP. The AR department applies this amount to the GL number. Make sure AP department is aware of this same account and amount to post the refund check.
AR Invoice is offset by AP Invoice	Remove the AR invoices billed to your suppliers from the AR because they in turn have sent a credit via an AP invoice. The AR department applies this amount to the GL number. Make sure AP department is aware of this same account and amount to post the offsetting transaction.
Finance Charges on Past Due Invoices	You need to record this amount as a manual journal entry for each month. This is not an automatic entry.

Potential obstacles

If your AR is not balancing from month to month and to GL:

- Check your reports…are you using the end of month reports?

- Check your AR to GL Interface

  — Do the AR entries on the journal entries add up to the total sales as shown on the Invoice Register, and are they mapped correctly?

  — Are the accounts to debit and credit correct?

  Note: *Make sure your mapping is considering the entry as a positive number. If the number is a negative, the system reverses the accounts shown on the interface. Ex: Entering the AR to GL interface for transaction code CF (credit fully used), you would think to debit AR and credit cash. Actually, you should debit cash and credit AR since CF transaction codes are normally negative the system will reverse the mapping.*

- Have you verified cash, discounts, and AR amounts are the same amounts as shown on other reports?

- Are there manual entries that you have done on the GL that would distort the AR amount?

- Have you reviewed your procedures on how reduction of AR due to AP would affect your AR balances?

- Have you reviewed your Miscellaneous cash transactions?

- Have you verified that you had proper cut-off and all sales and cash are in the correct month.

Month End Reconciliation - Inventory to GL

Purpose:

To explain the flow of inventory to GL through the Inventory to GL Interface, the AP system, the cost of sales, and other processes that can affect your inventory on the system and the GL for monthly inventory reconciliation.

To reconcile the inventory from system to GL, use the Inventory to GL Interface, the manifest vs. AP Reconciliation, and the Invoicing to GL Interface. There are also other factors could effect your entries to inventory such as managing of inventory returns, direct shipments, etc. This outline gives you a review of the common errors found when system inventory does not match to GL.

Requirements:

- End of month AR Invoice Number Span
- End of month Invoice Register
- Understanding of accounting principles
- Knowledge and Mapping of Inventory to GL Interface
- Knowledge of AP processes for invoices from suppliers
- Knowledge of processes for unvouchered receipts
- Knowledge of inventory cost variances
- Knowledge of company's processes for return goods, funds, file backs/rebates, and cost drivers
- Knowledge of Invoicing to GL Interface

References

- AP Reference
- GL Reference

Recommended Processes of Inventory to GL

Use the interfaces (invoicing and inventory) in conjunction with AP to map your inventory GL account to GL. This allows you to follow the audit trails of what is posted to inventory on your GL.

Note: You will need to review your current procedures and change your reporting if you currently debit (increase) inventory through AP vouchering.

Inventory to GL Interface - maps your inventory receipts, transfers, and adjustments.

- Receipts - in mapping your receipts, you'll be debiting the inventory and either a purchases (clearing account) or an accrual account.

```
UPDATE                 Inventory To G/L Interface File

Company         2    DANCIK INTERNATIONAL, LTD.
System Code     R    Receipts
Transaction Type  I  Stock
Warehouse            System Level
Cost Center          System Level


   Description                  Debit(?)     Credit(?)
Base Cost                       12000          31000
                                INVENTORY

                                               PURCHASES
Freight                         12000          49700
                                INVENTORY

                                               FREIGHT IN
Exchange                    *   00000          00000


                                                More...

       * = Only Required if Extended Receiving Options Active
         F7=EOJ    F8=Previous Screen  F11=View Description
```

- Transfers - if you are recording inventory at the different warehouses, make sure you have a transfer in and a transfer out account.

```
UPDATE                 Inventory To G/L Interface File

Company         2    DANCIK INTERNATIONAL, LTD.
System Code     T    Transfers
Transaction Type  I  Stock
Warehouse            System Level
Cost Center          System Level


   Description                  Debit(?)     Credit(?)
In -  Landed Cost               12000          12100
                                INVENTORY / STOCK
                                               TRANSFER IN FROM WAREHOUSES
In -  Additional Freight        12000          12100
                                INVENTORY / STOCK
                                               TRANSFER IN FROM WAREHOUSES
Out - Landed Cost               12000          12200
                                INVENTORY / STOCK
                                               TRANSFER TO OTHER WAREHOUSES
                                                      More...


         F7=EOJ    F8=Previous Screen  F11=View Description
Record Updated
```

- Adjustments - map your different reasons for adjusting inventory to their proper account.

```
UPDATE                 Inventory To G/L Interface File

Company         2    DANCIK INTERNATIONAL, LTD.
System Code     A    Adjustments
Transaction Type  I  Stock
Warehouse            System Level
Cost Center          System Level


   Description                  Debit(?)     Credit(?)
B=User Defined                  12000          23810
                                INVENTORY / STOCK
                                               INVENTORY SPOILAGE
C=Cycle Count                   12000          23810
                                INVENTORY / STOCK
                                               INVENTORY SPOILAGE
D=Damaged                       12000          23810
                                INVENTORY / STOCK
                                               INVENTORY SPOILAGE
                                                      More...


         F7=EOJ    F8=Previous Screen  F11=View Description
Record Updated
```

Note: *If the number is negative, the system reverses the accounts shown on the interface. Ex: When entering an adjustment code for damages into the interface, you would think to*

debit inventory adjustments and credit inventory. Actually, you should debit inventory and credit inventory adjustments. If the transactions have negative values, the system reverses the mapping.

AP vs. Manifest Reconciliation - when receiving invoices from suppliers, you will be debiting the purchases (clearing) or accrual account as it was credited in receiving of inventory.

- Make sure that all receiving and AP vouchers for inventory have a manifest number.

- Run the unvouchered receipts report immediately prior to AP end of month. Follow this path to run the report: Menu Option 217>Option 1>Option 3. To see a sample report, refer to Example Report 4.

  Note: *Set the flag for AP vs. Manifest Reconciliation to not exclude invoices vouchered in the future month from the unvouchered report in the current month.*

- You may need to create a GL account to keep track of cost variances from AP invoices vs. manifest received.

Invoicing to GL Interface - map your cost of sales to debit cost of sales and credit inventory.

```
INVOICING G/L INTERFACE    UPDATE  Company# 2  Trans Type Stock Only
                DANCIK INTERNATIONAL, LTD.
Category      Debit G/L Account              Credit G/L Account
      GROSS:  11000                          30000
              ACCOUNTS RECEIVABLE            SALES / STOCK
  HANDLG CHG: 11000                          30000
              ACCOUNTS RECEIVABLE            SALES / STOCK
   DISCOUNTS: 11000                          30000
              ACCOUNTS RECEIVABLE            SALES / STOCK
       FUNDS: 11000                          20010
              ACCOUNTS RECEIVABLE            FUND CONTRIBUTIONS
     FREIGHT: 11000                          30010
              ACCOUNTS RECEIVABLE            SALES / FREIGHT & SHIPPING CHG
   SALES TAX: 11000                          20420
              ACCOUNTS RECEIVABLE            SALES TAX PAYABLE
        COST: 23900                          12000
              COST OF SALES / STOCK          INVENTORY / STOCK
COST/NON-STK  23900                          23810
              COST OF SALES / STOCK          INVENTORY SPOILAGE
  COST ALLOW: 23900                          11100
              COST OF SALES / STOCK          REBATES RECEIVABLE
 COST DRIVER: 23900                          11150
              COST OF SALES / STOCK          COST OF SALE - COST DRIVER
              F7=EOJ                         F8=1st Screen        D/del _
```

Understanding the JE from Inventory Interface to GL

The journal entries to post inventory transactions for the month are requested on demand (GL menu option 112 - Inventory Summaries By G/L Acct). You can request this entry at anytime after month end. The system creates two reports:

- The first report shows the inventory transactions by adjustments first, receipts, and then transfers. A subtotal is shown after each warehouse for every transaction. (See example 1).

```
Example 1 - Inventory Transactions

 7/01/05  8:55  QP              I N V E N T O R Y   *  G / L   S U M M A R Y  *

ALL BRANCHES
                                 Posting Month/Year Selected  1/05


COMPANY#    DANCIK INTERNATIONAL          INVENTORY TRANSACTIONS

CATEGORY-----------BRANCH---WAREHOUSE---COST CENTER-----VALUE----------QTY-------------------------------------

Cycle Count          ***       DUR        ACC       117.83-         25.67-         cost ctr sub-total

Cycle Count          ***       DUR        TOO         1.80-          2.00          cost ctr sub-total

Cycle Count                    DUR        ***       119.63-         23.67-         warehouse sub-total

Cycle Count          ***       GBO        ACC        32.75-          2.33-         cost ctr sub-total

Cycle Count          ***       GBO        CAR       109.72           4.00          cost ctr sub-total

Cycle Count          ***       GBO        VIN        15.90-          2.00-         cost ctr sub-total

Cycle Count          ***       GBO        CER       571.35-        733.44-         cost ctr sub-total

Cycle Count                    GBO        ***       510.28-        733.77-         warehouse sub-total

Cycle Count          ***       RAL        ACC     1,761.23         101.00          cost ctr sub-total

Cycle Count          ***       RAL        CAR     6,417.79         222.00          cost ctr sub-total

Cycle Count          ***       RAL        TOO       203.48-          5.00-         cost ctr sub-total

Cycle Count          ***       RAL        WOO       198.18           4.00          cost ctr sub-total

Cycle Count          ***       RAL        VIN     2,951.05-         91.00-         cost ctr sub-total

Cycle Count          ***       RAL        LAM     2,446.70          62.00          cost ctr sub-total

Cycle Count          ***       RAL        SAM       163.76           5.00          cost ctr sub-total

Cycle Count          ***       RAL        CER     1,114.52         TOO.10-         cost ctr sub-total

Cycle Count          ***       RAL        STN     1,587.85          19.00          cost ctr sub-total

Cycle Count                    RAL        ***    10,525.50         146.90          warehouse sub-total

Cycle Count          ***       CHA        ACC     2,086.86         242.59          cost ctr sub-total

Cycle Count          ***       CHA        CAR        54.86           2.00          cost ctr sub-total
```

- The second report is the JE created to post to GL. It creates three JEs in the same order as your first report by adjustments first, receipts and then transfers.

```
Example 2 - Journal Entry

 7/01/05  8:55    J O U R N A L   E D I T   F R O M   I N V E N T O R Y   S Y S T E M   TRIAL RUN              PAGE   1
REQUESTED BY: #0  DANC1K
DANCIK INTERNATIONAL                                                                                          GLEDIT/GLEDIT

JOURNAL#--DATE--NAME--------------------INIT-----------------------------------------------------------------------------------
---------------------DESCRIPTION-------LINE#-PERIOD-BRANCH-CTR-CD--ACCT#----TITLE---------------------------DEBITS--------CREDITS-

006163  7/01/05 Inventory/Stock/ Adjustmt  QP 05/01
             Adjustment Code " C"    1 05/01 DUR   ACC   011000 INVENTORY                         .00         117.83
             Adjustment Code " C"    2 05/01 DUR   ACC   052500 INVENTORY ADJUSTMTS           117.83            .00
             Adjustment Code " C"    3 05/01 DUR   WOO   011000 INVENTORY                         .00           1.80
             Adjustment Code " C"    4 05/01 DUR   WOO   052500 INVENTORY ADJUSTMTS             1.80            .00
             Adjustment Code " C"    5 05/01 GBO   ACC   011000 INVENTORY                         .00          32.75
             Adjustment Code " C"    6 05/01 GBO   ACC   052500 INVENTORY ADJUSTMTS            32.75            .00
             Adjustment Code " C"    7 05/01 GBO   CAR   011000 INVENTORY                      109.72            .00
             Adjustment Code " C"    8 05/01 GBO   CAR   052500 INVENTORY ADJUSTMTS               .00         109.72
             Adjustment Code " C"    9 05/01 GBO   VIN   011000 INVENTORY                         .00          15.90
             Adjustment Code " C"   10 05/01 GBO   VIN   011000 INVENTORY ADJUSTMTS            15.90            .00
             Adjustment Code " C"   11 05/01 GBO   CER   011000 INVENTORY                         .00         571.35
             Adjustment Code " C"   12 05/01 GBO   CER   052500 INVENTORY ADJUSTMTS           571.35            .00
             Adjustment Code " C"   13 05/01 RAL   ACC   011000 INVENTORY                     1,761.23           .00
             Adjustment Code " C"   14 05/01 RAL   ACC   052500 INVENTORY ADJUSTMTS               .00       1,761.23
             Adjustment Code " C"   15 05/01 RAL   CAR   011000 INVENTORY                     6,417.79           .00
             Adjustment Code " C"   16 05/01 RAL   CAR   052500 INVENTORY ADJUSTMTS               .00       6,417.79
             Adjustment Code " C"   17 05/01 RAL   WOO   011000 INVENTORY                         .00         203.48
             Adjustment Code " C"   18 05/01 RAL   WOO   011000 INVENTORY ADJUSTMTS           203.48            .00
             Adjustment Code " C"   19 05/01 RAL   WOO   011000 INVENTORY                      198.18            .00
             Adjustment Code " C"   20 05/01 RAL   WOO   052500 INVENTORY ADJUSTMTS               .00         198.18
             Adjustment Code " C"   21 05/01 RAL   VIN   011000 INVENTORY                         .00       2,951.05
             Adjustment Code " C"   22 05/01 RAL   VIN   011000 INVENTORY ADJUSTMTS          2,951.05           .00
             Adjustment Code " C"   23 05/01 RAL   LAM   011000 INVENTORY                     2,446.70           .00
             Adjustment Code " C"   24 05/01 RAL   LAM   052500 INVENTORY ADJUSTMTS               .00       2,446.70
             Adjustment Code " C"   25 05/01 RAL   SAM   011000 INVENTORY                      163.76            .00
             Adjustment Code " C"   26 05/01 RAL   SAM   052500 INVENTORY ADJUSTMTS               .00         163.76
             Adjustment Code " C"   27 05/01 RAL   CER   011000 INVENTORY                     1,114.52           .00
             Adjustment Code " C"   28 05/01 RAL   CER   052500 INVENTORY ADJUSTMTS               .00       1,114.52
             Adjustment Code " C"   29 05/01 RAL   STN   011000 INVENTORY                     1,587.85           .00
             Adjustment Code " C"   30 05/01 RAL   STN   052500 INVENTORY ADJUSTMTS               .00       1,587.85
             Adjustment Code " C"   31 05/01 CHA   ACC   011000 INVENTORY                     2,086.86           .00
             Adjustment Code " C"   32 05/01 CHA   ACC   052500 INVENTORY ADJUSTMTS               .00       2,086.86
             Adjustment Code " C"   33 05/01 CHA   CAR   011000 INVENTORY                       54.86            .00
             Adjustment Code " C"   34 05/01 CHA   CAR   052500 INVENTORY ADJUSTMTS               .00          54.86
             Adjustment Code " C"   35 05/01 CHA   VIN   011000 INVENTORY                       75.54            .00
             Adjustment Code " C"   36 05/01 CHA   VIN   011000 INVENTORY ADJUSTMTS               .00          75.54
             Adjustment Code " C"   37 05/01 CHA   SAM   011000 INVENTORY                      141.66            .00
             Adjustment Code " C"   38 05/01 CHA   SAM   052500 INVENTORY ADJUSTMTS               .00         141.66
             Adjustment Code " C"   39 05/01 ATL   ACC   011000 INVENTORY                     3,739.35           .00
             Adjustment Code " C"   40 05/01 ATL   ACC   052500 INVENTORY ADJUSTMTS               .00       3,739.35
             Adjustment Code " C"   41 05/01 ATL   ACC   011000 INVENTORY                      119.70            .00
             Adjustment Code " C"   42 05/01 ATL   ACC   052500 INVENTORY ADJUSTMTS               .00         119.70
```

Note: *You can follow the JE creation by comparing each line item to the JE. For example, the first line on Example 1 shows a value of 117.83- for Cost Center ACC at the DUR ware-*

house. This corresponds to the first two entries (a credit and a debit) on the JE (Example 2). The JE is done at the summary level by transaction, by branch, and by cost center.

*** under cost center is a subtotal for a warehouse and is not shown on the JE.

Reconciling Inventory to GL

To reconcile your inventory value to GL, the following are recommended processes to help you determine where the discrepancies can occur

- Run your inventory reconciliation report (Menu RIV option# 105). This report shows the beginning month inventory, receipts, transfers, adjustments, shipments, ending inventory value, actual inventory value, and variance. (See an example 3.)

Example 3 – Inventory Reconciliation

```
7/01/05  9:13                    INVENTORY RECONCILIATION       SUMMARY BY WAREHOUSE              01/05                        PAGE  9

REQUESTED BY: BP DANC1K                                                                                         IVRECO/IVRECOCL/LI
SELECTED MFGR#.........: ALL                                                                          SELECTED WAREHOUSE#....: ALL
SELECTED PRODUCT LINE..: ALL
```

WARE--MFGR--PROD					DEC/04 BOM VALUE$	JAN/05 RECEIPTS	JAN/05 TRANSFERS	JAN/05 ADJUSTMENTS	JAN/05 INVOICES	CHANGE IN VALUE	CALCULATED JAN/05 BOM VALUE$	ACTUAL JAN/05 BOM VALUE$	VARIANCE$
RAL *** *** ***	Ware Total:	SLC			366,671.77	15,959.71	214,210.43	1,465.86-	207,547.54	21,156.74	387,828.51	387,829.97	1.46
*** *** *** ***	<< GRAND TOTAL >>				22,876,832.59	10,778,369.74	0.00-	45,069.56	9,503,011.78	1,320,427.52	24,197,260.11	24,199,738.13	2,478.02

Note: Historic inventory costs are only stored in 3 decimal accuracy, & current inventory costs are stored in 5 decimal accuracy. This rounding will cause slight deviations in value from the original EOM reports. Quantities are not affected.

- Compare your journal entries from Inventory to GL Interface and confirm the receiving, transfers, and adjustments, equals to your reconciliation. If necessary, run the Receiving Adjustments Registers (menu RIV option #6) for the month in review.

Example 4 – Unvouchered Receipts Report

```
8/15/05  11:17                         U N V O U C H E R E D   P O S T E D   R E C E I P T S

COMPANY#S: ALL                              COST CENTER: ALL                              VEN/SUP: ALL
INVOICES:  ALL                              JOB/PO#S: ALL                                 EXPENSE: ALL
MANIFEST:  ALL                              VOUCHER: ALL                                  A/P ACC: ALL
TRANS CDE: ALL                              POSTING DATES: FROM 05/01 - 05/05             TRANSACTION DATES:    ALL
```

SUPPLIER----NAME-------------	MANIFEST	RECEIPT DATE	NUMBER	ACCOUNTING LINE	MONTH	VALUE	SERIAL NUMBER	PURCHASE ORDER	QUANTITY RECEIVED-UM	UNIT COST	ITEM-------------	COST CENTER	WHSE--
				Cost Center			CER	18.12					
REX REX,CERAMICHE ARTIST	TLW0803051	8/03/05	5523	1 03/05		18.12	RX##-@@-DA		12.00 SF	1.510	REX1118	CER	RAL
				MANIFEST TOTAL	TLW0803051	18.12							
				Cost Center			CER	18.12					
REX REX,CERAMICHE ARTIST	13541	8/15/05	5530	2 03/05		79.28	2153421		52.50 SF	1.510	REX1110	CER	RAL
REX REX,CERAMICHE ARTIST	13541	8/15/05	5530	3 03/05		158.55	5421211		105.00 SF	1.510	REX1110	CER	RAL
				MANIFEST TOTAL	13541	237.83							
				Cost Center			CER	237.83					
REX REX,CERAMICHE ARTIST	564684	8/15/05	5530	4 03/05		792.75	4685151		525.00 SF	1.510	REX1110	CER	RAL
REX REX,CERAMICHE ARTIST	564684	8/15/05	5530	5 03/05		951.30	15341532		630.00 SF	1.510	REX1110	CER	RAL
				MANIFEST TOTAL	564684	1,744.05							
				Cost Center			CER	1,744.05					
REX REX,CERAMICHE ARTIST				SUPPLIER TOTAL		2,371.46							
SAI SAICIS S.P.A, CERAMI	12875	8/12/05	5528	1 03/05		222.20	13515213		222.20 SF	1.000	SAI10901	CER	RAL
				MANIFEST TOTAL	ED SPAR	222.20							
				Cost Center			CER	222.20					
SAI SAICIS S.P.A, CERAMI	135416	8/15/05	5530	1 03/05		22.22	9001		22.22 SF	1.000	SAI10901	CER	RAL
				MANIFEST TOTAL	13541	22.22							
				Cost Center			CER	22.22					
SAI SAICIS S.P.A, CERAMI	87654	5/09/05	5433	1 03/05		2,000.00	900101		2000.00 SF	1.000	SAI12120	CER	NYC
				MANIFEST TOTAL	87654	2,000.00							
				Cost Center			CER	2,000.00					
SAI SAICIS S.P.A, CERAMI				SUPPLIER TOTAL		2,244.42							

- Compare your journal entries from Invoicing to GL Interface and confirm your cost of sales amount is equal to your shipments for reduction of inventory value.

- Compare your unvouchered receipts and confirm the receipts outstanding represent actual receipts and not inventory adjustments that were done through the receiving program. Make sure that manifest numbers entered in AP future month are included in the report.

Things to consider

The following table lists other areas that you should be aware of when performing this procedure. Furthermore, you may need to consider changing your procedures and processes of recording sales, funds, file backs, cost of sales, inventory, etc. Sometimes it is necessary to create new GL account numbers or change financial reporting to accommodate these changes.

Topic	Recommendations
Inventory Cut off Time	There is not an end of month specifically for inventory. When the last step of month end closes AR, it also closes inventory at that point. Any receiving, transfers, or adjustments done once you declare month end (menu EOM option #1) are considered in the next month's transactions.
Cost Variances	How are you managing cost variances from AP to receipts? If you correct the cost of the inventory to match the receipts, make sure you post the variance that appears on the Inventory Reconciliation report as some invoices could have gone through the system with the incorrect cost.
Invalid Receipts	Make sure users are not using Inventory Receipts to correct inventory adjustments such as cycle counts, damaged, etc. Since these are not real receiving, there will not be an AP invoice and these receipts appears on your unvouchered receipts.
Customer Credits	Review your processes for customer credits so that inventory is not affected twice if customer service returns to stock and adjustments to inventory were also done.
Freight	If you are including freight estimates in your inventory value. Verify your journal entries from receipts and in AP and confirm that freight is not double posted on your GL.

Potential obstacles

If your Inventory is not balancing from month to month to the GL:

- Verify your reports - are you using the end of month reports?
- Verify your Inventory to GL Interface - do the journal entries agree with the Inventory Reconciliation?
- Verify your Sales to GL Summary - do the journal entries agree with the Inventory Reconciliation?
- Are there manual entries that you've done on the GL that would distort the inventory differences from system to GL?
- Verify your mapping and confirm - have you reviewed your procedures on how reduction of AR due to AP would affect your AR balances?

- Do you have the proper cut off time for Inventory?

Month End Reconciliation - Sales to GL

Purpose:

To show the reports used to post the monthly sales to GL and explain the entries created from the sales to GL interface.

The system posts the sales to GL when you request the Sales to GL Summary report to run for the specific month. This document explains the reports used to verify the amounts posted, and confirm the journal entries created to general ledger.

Pre-Requisites:

- End of month AR Invoice Number Span Report
- End of Month Invoice Register
- Understanding of accounting principles
- Knowledge and Mapping of Invoicing to GL Interface
- Knowledge of sales and GL Reports
- Knowledge of branches and cost centers
- Knowledge of company's processes for return goods, funds, file backs/rebates, and cost drivers

References - GL Reference

Running the Sales to GL Summaries

To create the journal entries to record your sales and AR to GL, you need to perform the following:

- On the GL Reports Menu, run option #111 - Sales Summaries by GL Account.
- Run the report by invoice number span. This report prints out automatically during AR end of month. It is important that you run the sales report to post to GL by invoice number span. This gives an accurate representation of sales amount billed for the month.
- Sort the report based on the Invoicing to GL Mapping by Branch, Warehouse, and/or Cost Center.
- Request the report to run a TRIAL RUN first to understand how the system creates the journal entries then run the actual posting.

Understanding the journal entry created from Sales to GL Summary

The Sales to GL Summary creates three reports when you select the option to post/edit to GL.

- The first report is separated into four types of transactions:
  — Intercompany Sales

```
   6/30/05  10:35  YA DANC1K              S A L E S  *  G / L  S U M M A R Y  *                      PAGE    1

ALL BRANCHES                                                                                  ALL SALESPEOPLE
ALL DATES                                                                                     ALL ACCOUNT#S
FROM INV# 268000 TO 270200                                                                    ALL HDR WARE
ALL COST CENTERS                                                                              ALL DET WARE

COMPANY# 0   DANCIK INTERNATIONAL        INTERCOMPANY SALES                                    INREGGL/IN

                                                                             COST      COST      COST
--CCTR------------------GROSS-------H.CHG---DISCOUNTS-------FUNDS-----FREIGHT---------TAX----(PRODUCT)--(NON-STK)-----(ALLOW)------
    CER                105.00       .00         .00         .00        .00       5.26   105.00        .00         .00


CO# 0, INTERCOMPANY    105.00       .00         .00         .00        .00       5.26   105.00        .00         .00
```

— Direct Ship Sales

```
   6/30/05  10:35  YA DANC1K              S A L E S  *  G / L  S U M M A R Y  *                      PAGE    2

ALL BRANCHES                                                                                  ALL SALESPEOPLE
ALL DATES                                                                                     ALL ACCOUNT#S
FROM INV# 268000 TO 270200                                                                    ALL HDR WARE
ALL COST CENTERS                                                                              ALL DET WARE

COMPANY# 0   DANCIK INTERNATIONAL        DIRECT SHIP SALES                                     INREGGL/IN

                                                                             COST      COST      COST
--CCTR------------------GROSS-------H.CHG---DISCOUNTS-------FUNDS-----FREIGHT---------TAX----(PRODUCT)--(NON-STK)-----(ALLOW)------
    WOO              59278.20       .00         .00         .00        .00      26.55  54176.86       .00         .00

    SAW                528.05       .00         .00         .20        .00      26.53    587.63       .00         .00

    VIN              31988.92       .00         .00      135.12        .00     558.85  27271.62       .00         .00

    SAV                149.11       .00         .00         .00        .00       1.47    146.36       .00         .00

    CER              59766.66       .00         .00         .00        .00        .00  52506.63       .00     2768.80-

    CAR              34020.38       .00         .00      787.50        .00    1456.41  32505.57       .00     1181.25-

    SAC                  8.50       .00         .00         .00        .00        .54       .00       .00         .00

CO# 0, DIRECT SHIP: 185739.82       .00         .00      922.82        .00    2070.35 167194.67       .00     3950.05-
```

— Inventory Sales

```
COMPANY# 0  DANCIK INTERNATIONAL      INVENTORY SALES                                              INREGGL/IN

                                                                        COST       COST       COST
--CCTR-------------------GROSS-------H.CHG---DISCOUNTS-------FUNDS-----FREIGHT---------TAX----(PRODUCT)--(NON-STK)-----(ALLOW)-----
   000                  .00        .00        .00     46384.71-     .00        .00        .00        .00        .00

   WOO             420803.85       .00        .00       196.77      .00    3293.11   395201.10    1746.11-   40469.34-

   SAW                703.73       .00        .00         .00       .00      39.89     3462.10       .00        .00

   VIN              39335.19       .00        .00      1067.79      .00    1164.90    29691.82       .00        .00

   SAV                674.56       .00        .00         2.07-     .00      34.93     1651.80     299.00-      .00

   CER             448980.98    463.55        .00       733.75      .00    6071.65   370912.65    4758.02-    6515.24-

   SAt               2899.60       .00        .00         .00       .00     111.62     7951.21       .00        .00

   CAR              68367.73       .00        .00       319.32      .00     620.45    50297.97      38.02-      .00

   SAC               1035.27       .00        .00         .00       .00      55.43     1832.45       .00        .00

   ACC              89540.48       .00        .00         .00       .00        .00    86008.60       .00        .00

   LAM              15325.93    140.18        .00        63.31      .00     190.88    10790.38     438.48-      .00

   SAL                230.00       .00        .00         .00       .00      15.47      936.50       .00        .00

CO# 0, INVENTORY:  1087897.32   603.73        .00     44005.84-     .00   11598.33   958736.58    7279.63-   46984.58-
```

— Special Orders Sales

```
  6/30/05  10:35  YA DANC1K              S A L E S  *  G / L   S U M M A R Y  *                       PAGE    4

ALL BRANCHES                                                                              ALL SALESPEOPLE
ALL DATES                                                                                 ALL ACCOUNT#S
FROM INV# 268000 TO 270200                                                                ALL HDR WARE
ALL COST CENTERS                                                                          ALL DET WARE

COMPANY# 0  DANCIK INTERNATIONAL       SPECIAL ORDER SALES                                 INREGGL/IN

                                                                      COST       COST       COST
--CCTR------------------GROSS-------H.CHG---DISCOUNTS-------FUNDS-----FREIGHT---------TAX----(PRODUCT)--(NON-STK)-----(ALLOW)------
   CAR                 27.43        .00        .00        .00        .00        .00      21.54        .00        .00

CO# 0, SPCL ORDERS:    27.43        .00        .00        .00        .00        .00      21.54        .00        .00

COMPANY# 0 TOTALS:  1273769.57   603.73        .00    43083.02-      .00   13673.94  1126057.79    7279.63-   50934.63-

"***" MEANS "ALL" ENTRIES IN THAT COLUMN.
```

- Each part is shown in detail and is broken down in rows of different branches, cost centers, and/or warehouses. Their sales transactions are in columns consisting of Gross, Handling Charge, Funds, Freight, Tax, Cost, Cost Non-stock, and Cost Allowances. (These columns are the same columns used to map your Invoicing to GL Interface.

```
INVOICING G/L INTERFACE    UPDATE   Company# 2   Trans Type Stock Only
                    YOUR FLOOR COVERING COMPANY
Category          Debit G/L Account                Credit G/L Account
       GROSS:     11000                            30000
                  ACCOUNTS RECEIVABLE              SALES / STOCK
 HANDLG CHG:      11000                            30000
                  ACCOUNTS RECEIVABLE              SALES / STOCK
  DISCOUNTS:      11000                            30000
                  ACCOUNTS RECEIVABLE              SALES / STOCK
       FUNDS:     11000                            20010
                  ACCOUNTS RECEIVABLE              FUND CONTRIBUTIONS
    FREIGHT:      11000                            30010
                  ACCOUNTS RECEIVABLE              SALES / FREIGHT & SHIPPING CHG
  SALES TAX:      11000                            20420
                  ACCOUNTS RECEIVABLE              SALES TAX PAYABLE
        COST:     23900                            12000
                  COST OF SALES / STOCK            INVENTORY / STOCK
COST/NON-STK      23900                            23810
                  COST OF SALES / STOCK            INVENTORY SPOILAGE
 COST ALLOW:      23900                            11100
                  COST OF SALES / STOCK            REBATES RECEIVABLE
COST DRIVER:      23900                            11150
                  COST OF SALES / STOCK            COST OF SALE - COST DRIVER
                  F7=EOJ                           F8=1st Screen        D/del _
```

Note: *You do not have to have any intercompany, direct ship, or special order sales transactions that post to GL. Make sure your mapping is considering the entry as a positive number. If the number is a negative, the system reverses the accounts shown on the interface. Ex: Entering the discounts for this interface, you would think to debit sales discounts and credit AR. Actually, you should debit AR and credit sales discount since the discount is normally a negative. The system automatically reverses the mapping for negative transactions.*

• The second report is the F6 Miscellaneous Charges by general ledger number. These are charges entered on F6 lines in order entry such as delivery charges, pallet charges, UPS charges, etc.

```
 6/30/05 10:35  YA DANC1K        S A L E S  *  G / L   S U M M A R Y  *   Misc Cmd-6 Sales                    PAGE  25
ALL BRANCHES                                                                                        ALL SALESPEOPLE
ALL DATES                                                                                           ALL ACCOUNT#S
FROM INV# 268000 TO 270200                                                                          ALL HDR WARE
ALL COST CENTERS                                                                                    ALL DET WARE

COMPANY# 0  DANCIK INTERNATIONAL                                                                     INREGGL/INMIG2/IN

G/L ACCT#---CCTR-------------------AMOUNT----------COST*---DESCRIPTION------------------------------------------------INV#/LINE

   95080    CER              2.50         .00    FUEL SURCHARGE           Fuel Surcharge        268583/9967
   95080    CER              5.00         .00    FUEL SURCHARGE           Fuel Surcharge        268586/9967
   95080    CER              2.50         .00    FUEL SURCHARGE           Fuel Surcharge        268617/9967
   95080    CER              2.50         .00    FUEL SURCHARGE           Fuel Surcharge        268618/9967
   95080    CER              2.50         .00    FUEL SURCHARGE           Fuel Surcharge        268632/9967
   95080    CER              7.50         .00    FUEL SURCHARGE           Fuel Surcharge        268634/9967
   95080    CER              7.50         .00    FUEL SURCHARGE           Fuel Surcharge        268635/9967
   95080    CER              7.50         .00    FUEL SURCHARGE           Fuel Surcharge        268636/9967
   95080    CER              2.50         .00    FUEL SURCHARGE           Fuel Surcharge        268638/9967
   95080    CER              7.50         .00    FUEL SURCHARGE           Fuel Surcharge        268653/9967
   95080    CER              2.50         .00    FUEL SURCHARGE           Fuel Surcharge        268686/9967
   95080    CER              2.50         .00    FUEL SURCHARGE           Fuel Surcharge        268690/9967
   95080    CER              2.50         .00    FUEL SURCHARGE           Fuel Surcharge        268692/9967
   95080    CER              7.50         .00    FUEL SURCHARGE           Fuel Surcharge        268704/9967
   95080    CER          3,010.00         .00    FUEL SURCHARGE           sub-total

G/L ACCT# 95080 TOTALS:       3,010.00         .00    FUEL SURCHARGE           g/l acct total


   96000    CER            100.00-        .00    OTHER INCOME          <> MARCH FLOORING PLUS MO   268735/0003
   96000    CER            100.00-        .00    OTHER INCOME             sub-total

G/L ACCT# 96000 TOTALS:        100.00-        .00    OTHER INCOME             g/l acct total


        COMPANY# 0 TOTALS:      57,139.46      232.10




"***" MEANS "ALL" ENTRIES IN THAT COLUMN.              * Note: Misc Cmd-6 Costs Are Not Posted To G/L.
```

- The last report is the actual journal entries. The journals are broken down in the same format as the first report by transaction types (intercompany, direct, stock, and special orders). The journal details each row and column amount and creates the entries based on your report. The actual journal entry report can be several pages. Examples of the first and last page are shown below.

```
 6/30/05 10:35     J O U R N A L   E D I T   F R O M   I N V O I C I N G   S Y S T E M    TRIAL RUN          PAGE   1
REQUESTED BY: #0  DANC1K
DANCIK INTERNATIONAL                                                                              GLEDIT/GLEDIT

JOURNAL#--DATE--NAME--------------------INIT---------------------------------------------------------------------------
-----------------------DESCRIPTION-------LINE#-PERIOD-BRANCH-CTR-CD--ACCT#----TITLE------------------DEBITS-------CREDITS-

000001  6/30/05 INTERCOMPANY SALES / AUTO  YA 05/02
         Sales / Gross        1 05/02   ALL  CER   011000 ACCOUNTS RECEIVABLE        105.00          .00
         Sales / Sales Taxes  2 05/02   ALL  CER   011000 ACCOUNTS RECEIVABLE          5.26          .00
         Cost Of Sales        3 05/02   ALL  CER   013020 INVENTORY VARIANC            .00        105.00
         Cost Of Sales/CstDrv 4 05/02   ALL  CER   021050 COST DRIVER ACCRUAL          .00          2.00
         Sales / Sales Taxes  5 05/02   ALL  CER   021200 SALES AND USE TAX            .00          5.26
         Sales / Gross        6 05/02   ALL  CER   041000 WAREHOUSE SALES              .00        105.00
         Cost Of Sales/CstDrv 7 05/02   ALL  CER   041050 COST DRIVERS DELIVERY & WHS 2.00          .00
         Cost Of Sales        8 05/02   ALL  CER   042000 COST OF SALES             105.00          .00
         JOURNAL TOTAL:                                                              217.26        217.26

000002  6/30/05 DIRECT SHIP SALES / AUTO   YA 05/02
         Sales / Gross        1 05/02   ALL  WOO   011000 ACCOUNTS RECEIVABLE      59,278.20        .00
         Sales / Sales Taxes  2 05/02   ALL  WOO   011000 ACCOUNTS RECEIVABLE         26.55         .00
         Sales / Funds        3 05/02   ALL  SAW   011000 ACCOUNTS RECEIVABLE           .20         .00
         Sales / Gross        4 05/02   ALL  SAW   011000 ACCOUNTS RECEIVABLE        528.05         .00
         Sales / Sales Taxes  5 05/02   ALL  SAW   011000 ACCOUNTS RECEIVABLE         26.53         .00
         Sales / Funds        6 05/02   ALL  VIN   011000 ACCOUNTS RECEIVABLE        135.12         .00
         Sales / Gross        7 05/02   ALL  VIN   011000 ACCOUNTS RECEIVABLE      31,968.92        .00
         Sales / Sales Taxes  8 05/02   ALL  VIN   011000 ACCOUNTS RECEIVABLE        558.85         .00
         Sales / Gross        9 05/02   ALL  SAV   011000 ACCOUNTS RECEIVABLE        149.11         .00
         Sales / Sales Taxes 10 05/02   ALL  SAV   011000 ACCOUNTS RECEIVABLE          1.47         .00
         Sales / Gross       11 05/02   ALL  CER   011000 ACCOUNTS RECEIVABLE      59,766.66        .00
         Sales / Funds       12 05/02   ALL  CAR   011000 ACCOUNTS RECEIVABLE        787.50         .00
         Sales / Gross       13 05/02   ALL  CAR   011000 ACCOUNTS RECEIVABLE      34,020.38        .00
         Sales / Sales Taxes 14 05/02   ALL  CAR   011000 ACCOUNTS RECEIVABLE      1,456.41         .00
         Sales / Gross       15 05/02   ALL  SAC   011000 ACCOUNTS RECEIVABLE          8.50         .00
         Sales / Sales Taxes 16 05/02   ALL  SAC   011000 ACCOUNTS RECEIVABLE           .54         .00
         Cost Of Sales/Allow. 17 05/02  ALL  CER   011050 REBATE RECEIVABLE       2,768.80         .00
         Cost Of Sales/Allow. 18 05/02  ALL  SAW   011050 REBATE RECEIVABLE       1,181.25         .00
         Sales / Funds       19 05/02   ALL  CAR   021070 FUNDS CONTRIBUTION           .00          .20
         Sales / Funds       20 05/02   ALL  VIN   021070 FUNDS CONTRIBUTION           .00        135.12
         Sales / Funds       21 05/02   ALL  CAR   021070 FUNDS CONTRIBUTION           .00        787.50
         Cost Of Sales/CstDrv 22 05/02  ALL  VIN   021050 COST DRIVER ACCRUAL          .00        638.34
         Cost Of Sales/CstDrv 23 05/02  ALL  CER   021050 COST DRIVER ACCRUAL          .00         46.43
         Cost Of Sales/CstDrv 24 05/02  ALL  CAR   021050 COST DRIVER ACCRUAL          .00          .92
         Sales / Sales Taxes 25 05/02   ALL  WOO   021200 SALES AND USE TAX            .00         26.55
         Sales / Sales Taxes 26 05/02   ALL  SAW   021200 SALES AND USE TAX            .00         26.53
         Sales / Sales Taxes 27 05/02   ALL  VIN   021200 SALES AND USE TAX            .00        558.85
         Sales / Sales Taxes 28 05/02   ALL  SAV   021200 SALES AND USE TAX            .00          1.47
         Sales / Sales Taxes 29 05/02   ALL  CAR   021200 SALES AND USE TAX            .00      1,456.41
         Sales / Sales Taxes 30 05/02   ALL  SAC   021200 SALES AND USE TAX            .00          .54
         Sales / Gross       31 05/02   ALL  WOO   041050 DIRECT SHIP SALES            .00     59,278.20
         Sales / Gross       32 05/02   ALL  VIN   041050 DIRECT SHIP SALES            .00     31,968.92
         Sales / Gross       33 05/02   ALL  CER   041050 DIRECT SHIP SALES            .00     59,766.66
         Sales / Gross       34 05/02   ALL  CAR   041050 DIRECT SHIP SALES            .00     34,020.38
         Cost Of Sales/CstDrv 35 05/02  ALL  VIN   041050 COST DRIVERS DELIVERY & WHS 638.34      .00
         Cost Of Sales/CstDrv 36 05/02  ALL  CER   041050 COST DRIVERS DELIVERY & WHS  46.43      .00
         Cost Of Sales/CstDrv 37 05/02  ALL  CAR   041050 COST DRIVERS DELIVERY & WHS   .92       .00
         Cost Of Sales       38 05/02   ALL  WOO   042050 COST OF SALES - DIRECT MILL 54,176.86   .00
         Cost Of Sales       39 05/02   ALL  VIN   042050 COST OF SALES - DIRECT MILL 27,271.62   .00
```

```
   6/30/05  10:35        J O U R N A L   E D I T   F R O M   I N V O I C I N G   S Y S T E M    TRIAL RUN                  PAGE    5
REQUESTED BY: #0  DANC1K
DANCIK INTERNATIONAL                                      GLEDIT/GLEDIT

JOURNAL#--DATE--NAME-------------------INIT-----------------------------------------------------------------------------------
---------------------DESCRIPTION-------LINE#-PERIOD-BRANCH-CTR-CD--ACCT#----TITLE------------------------DEBITS--------CREDITS-

001001            Misc Cmd-6 Sales   28 05/02   ALL  CAR   072000 FREIGHT OUT                       .00         108.87
                  Misc Cmd-6 Sales   29 05/02   ALL  SAW   070000 SAMPLES                           .00         125.15
                  Misc Cmd-6 Sales   30 05/02   ALL  SAV   070000 SAMPLES                           .00          29.37
                  Misc Cmd-6 Sales   31 05/02   ALL  SAC   070000 SAMPLES                           .00          39.73
                  Misc Cmd-6 Sales   32 05/02   ALL        072250 DEALER PROGRAMS              2,053.75            .00
                  Misc Cmd-6 Sales   33 05/02   ALL        095050 DELIVERY CHARGES INCOME           .00       1,912.50
                  Misc Cmd-6 Sales   34 05/02   ALL        095050 DELIVERY CHARGES INCOME           .00       1,865.50
                  Misc Cmd-6 Sales   35 05/02   ALL        095050 DELIVERY CHARGES INCOME           .00       2,253.75
                  Misc Cmd-6 Sales   36 05/02   ALL        095050 DELIVERY CHARGES INCOME           .00         500.00
                  Misc Cmd-6 Sales   37 05/02   ALL        095050 DELIVERY CHARGES INCOME           .00       2,445.00
                  Misc Cmd-6 Sales   38 05/02   ALL  CER   095000 RESTOCKING FEE                 850.52            .00
                  Misc Cmd-6 Sales   39 05/02   ALL  CER   095050 HANDLING CHARGES                  .00          40.00
                  Misc Cmd-6 Sales   40 05/02   ALL  CAR   095050 HANDLING CHARGES                  .00          75.00
                  Misc Cmd-6 Sales   41 05/02   ALL  SAC   095060 HANDLING CHARGES                  .00          45.00
                  Misc Cmd-6 Sales   42 05/02   ALL  CAR   095070 PALLET CHARGE                     .00         135.00
                  Misc Cmd-6 Sales   43 05/02   ALL  SAC   095070 PALLET CHARGE                     .00           7.50
                  Misc Cmd-6 Sales   44 05/02   ALL        095080 FUEL SURCHARGE                    .00       3,010.00
                  Misc Cmd-6 Sales   45 05/02   ALL        096000 OTHER INCOME                   100.00            .00
                  JOURNAL TOTAL:                                                             70,543.51      70,543.51

                    BATCH TOTAL:                                                          2,579,098.31   2,579,098.31




                    COMPANY TOTAL:                                                        2,579,098.31   2,579,098.31

                        ** NO JOURNALS CREATED ** TRIAL RUN ONLY **
```

- The last transaction type report, usually Special Orders Sales, of the Sale to GL Sales Summary contains the Gross, Handling Charges, Discounts, Funds, Freight, and Tax totals for all the transaction types, (Intercompany, Direct Ship, Inventory, and Special Orders). If you add these totals (do not include any information past the Tax total) to your F6 Miscellaneous Sales this amount should equal the total sales on your invoice register from month end by invoice span and your AR Transaction Code Summary for ALL branches for computer generated sales transaction code. (This report is labeled AREOM7/A/R on the upper right corner and it prints automatically during the printing of sales reports for end of month processing.)

Things to consider

The following table lists other areas that you should be aware of when performing this procedure. Furthermore, you may need to consider changing your procedures and processes of recording sales, funds, file backs, cost of sales, inventory, etc. Sometimes it is necessary to create new GL account numbers or change financial reporting to accommodate these changes.

Topic	Recommendations
Funds/Overbills	Funds/overbills are extra charges incurred to the customer for a trip program. The system posts all funds into one GL account. You need to create a manual entry from this one account into the different fund accounts.
Sales Tax	The system posts all sales taxes into one GL account. You need to create a manual entry from this one account into the different sales tax accounts.
Cost Allowances	Cost Allowances refer to file backs expected from the manufacturer. Make sure file backs are entered in the system so your margins on the system and GL are reflected by these transactions.

Topic	Recommendations
Cost Non-Stock	Considered as credits given to customers for materials where you do not want the customer to return stock due to damage, claims, or other situations, but you have a cost on this line item. The recommendation for this interface entry is to debit cost of sales and credit inventory adjustments. If you have different GL account numbers for the different inventory adjustments such as claims, you may want to journalize the cost of the claims credits out of this adjustments account to the claims account.
Direct Ship Cost of Sales	You may want to create a direct ship "cost of goods account". So when you invoice a direct ship, the credit is to the cost of goods account and AP offsets the same account upon receipt of supplier's invoice instead of putting it into inventory GL account.
Cost Drivers	Cost Drivers are costs that are associated with line items within the Dancik Distribution system. They identify costs or expenses that are not part of the product cost, but still affect the profit on the sale of the item. The "Cost Driver" is the mechanism that assigns the appropriate cost to the line items that were subject to free delivery for example. Another important use of Cost Drivers is to track rebates or expenses that are directly tied to line item sales, but are not necessarily reported or managed on a line-by-line basis. For example, if you want to keep track of the 3% rebate you need to give to the buying group each quarter and have this affect your overall margin as you view your statistics. Make sure that you are aware of the cost driver set up and which ones are mapped to affect GP.

Potential obstacles

If you are comparing the sales to GL to other reports, and the amounts are not matching:

- Are you using invoice number span or date span?

- Make sure when running your Sales to GL Summaries, you request it based on your mapping. Ex: if your mapping is by branch, you should request the Sales to GL Summary by branch not cost center.

- Make sure your end of month AR Transaction Code Summary for ALL Branches for Computer Generated Sales transaction code ties to your total sales on the Sales to GL Summary. This report is labeled AREOM7/A/R on the upper right corner and it prints automatically during the printing of sales reports for end of month processing.

- Make sure you review your journal entries for any error messages such as invalid cost centers, branches, etc.

- Compare your Sales to GL Summary report to your journal and review that each transaction has a journal entry.

- Review your mapping to make sure it is debiting and crediting the proper account.

Managing Sales Tax

In order to effectively record, manage, and report sales taxes, several system features should be carefully considered. The goal is to automate the assignment of sales tax codes and rates, so human error is minimized. This document discusses the different tax set up and the available tax reports

Requirements:

- Knowledge of System Settings
- Knowledge of File Maintenance

References:

- System Administration Reference
- File Maintenance Reference

Understanding Files That Control Sales Tax

The following files and settings are maintained for sales tax:

Tax File (Menu FIL 16)

Billto File (Menu FIL 1)

Warehouse File (FIL 8)

County File (Menu FIL 33)

Item File (Menu FIL 2)

Classification Codes File - Ship Via Codes (Menu FIL 19)

Warehouse Will Call Tax Table (Menu FIL 42)

Tax by Zip Code Table (Menu FIL 43)

Tax Exemptions by State/Province (Menu SYS 605)

System-Wide Settings (Menu SET 4)

Tax File (Menu FIL 16)

Create codes representing sales tax rates for each state/province, and each county/city/etc. These codes may be divided into two levels - State/Province Tax Codes, and Other Tax Codes. In countries that have a national goods and services tax (such as Canadian GST), you need to use the "Other Tax" code for the GST.

Note: A "tax code" represents a geographic area, such as a state, province, county, or city. A "tax rate" is assigned to a tax code, using the Tax File. The rate may be changed in the Tax File, without assigning a new tax code.

The recommended setup of the tax file is as follows:

- Establish a State Tax Code for each state or province, with the respective state/province tax rates.

- Establish Other Tax Codes for each county/city/local tax jurisdiction, with their respective tax rates.

- Assign only a State Tax Code when only a state tax applies.

- Assign both a State Tax Code and an Other Tax Code, when both state and local taxes apply. The system charges sales tax using both rates.

```
TAX TYPE & CODE: S NC              UPDATE                      TAX FILE


                  TAX PERCENTAGE:          █   7 . 000 %

                  Description....:         7% NC STATE TAX

                  Desc On Invoice:          7% NC STATE TAX
                                           right justify-->
                  G/L Account....:         30020

                  Cost Center....:         ___

                  Tax on Freight.:         N (Y or N)

                  Tax on Other taxes:      N (Y or N)

                  Terms Discount On Tax:   N (Y or N)

                  Last Change:    8/25/05           D/del _
```

Billto File (Menu FIL 1)

A taxable customer is defined as "a customer that should be automatically charged sales tax by you for business with you in at least one state/province". It is recommended that you:

- Insert the standard or most common tax code(s) for each taxable customer. Tax codes entered in the Billto File are used on taxable orders which are NOT considered "will calls".

- If the Billto File does NOT contain any tax codes, the customer is considered "non-taxable (tax exempt)". The system attempts to tax a non-taxable (tax exempt) customer if:

  — in Order Entry the "make order taxable" key is pressed

  — in Order Entry, a "must tax" item is ordered (such as samples or displays)

  — If the Tax by Zip Code Table (FIL 43) is used.

  Note: *If the option "Always make order non-taxable if Billto File has no tax codes" in the System Wide Setting (SET 4) - Options for Sales Tax is activated, the Tax by Zip Code Table is overridden. The first two Order Entry options are not affected.*

- Enter a County# in each Billto File record. The County# identifies the county of the customer for sales analysis purposes, and if the Billto File does NOT contain tax codes, the system can also find a customer's tax rates, by checking the County File.

```
 ACCOUNT# 201000                    UPDATE                       BILLTO FILE
Name  HARBOR FLOOR CENTER (RALEIGH)    Phone#s B: 205 595 7780 F: 718 958 0565
Addr1 2001 ATLANTIC AVE                Contact: JACKIE____ Tax/SS# 000000000
Addr2                                  Doing Business As: HARBOR CENTER_____
City  RALEIGH                          Open Dt 040189 Changed 082505
State NC Zip 27604 1434 Ctry           Hold Acct: N A Mailing Lists _____
_____
Credit Limit: 999999900                Credit Mgr: T   Guarantee $
Bank Acct 1) _____ # 0000000000000
Bank Acct 2) _____ # 0000000000000

Cust Type Code...... CO                Extra Charge/Discount % 00000
Cust Price List#.... LP                Where Extra Chg Shows..
Cust Region Code.... SE                Mthly Interest Rate.. % 00100
Cust Rating (ABC)... D                 Interest Owed To Date $ 000014451

Payment Terms:        % Disc, 000 Days.  Terms Code........ M  Msg: 1  O/H:
Tax Codes / State: NC Other:             A/R Statement Code O  A/R Acct#
Branch#.. RAL  Warehouse#.. RAL          Default Shipto#.. 000500  Ship Via OT
Chain#... HAR  Salesperson# 001          Truck Routing G1  05  01  FOB Code W
Language Code.. F   County#   3          Min Chg(Y/N) N Deliv Chg(Y/N) Y
Comments * ORDERS APPROVED BY JACKIE    SEE SPECIAL INSTRUCTIONS_____ D/del _

F1=Next. F3=AR. F4=Sales. F9=Prc Exc. F10=Ph#. F12=S/I. F14=Codes   F5=Notepad
```

Warehouse File (FIL 8)

The Warehouse File stores the tax codes used on taxable orders that are "will calls" (customer pick-ups as opposed to shipments) from each warehouse. These tax codes represent the tax for the state/province/county/city where the warehouse is located. If a customer is taxable, and the order is a "will call", the Order Entry program automatically use the tax codes in the Warehouse File instead of the tax codes in the Billto File.

```
█WAREHOUSE# RAL                     INQUIRY                    WAREHOUSE FILE
_____

                 Name  DANCIK INT'L/RALEIGH
                 Addr1 2000 CENTREGREEN WAY
                 Addr2 SUITE 250
                 City  CARY
                 State NC Zip 64064 2341 Ctry
     Phone# 919 371 1300  Fax# 919 371 1303  Auto-Fax# _____
_____
Company#.. 2   (leave blank if this warehouse is shared by multiple companies)
Branch#... ___ (leave blank if this warehouse is shared by multiple branches)

Designated Pick List Printer ID: P9  Designated Will Call P/L Print ID: XX
Designated Bar Code Printer ID.: P9  Designated Serial# Tag Printer ID: P9
Designated Transfers Printer ID: P9  (must enter for stock transfers)
Designated Slab Printer ID.....: __
Auto Print Bar Code Pick Labels? N (Y/N/O/T/P)  Shipping Labels? Y (Y/N/O/T)
Allow Other Companies To Order From This Warehouse? N (Y/N)
Tax Codes For Will Call/Pick-Up...State: NC Other: 55 (enter if applicable)
Comments: _____                       D/del _
```

County File (Menu FIL 33)

The County File is used on taxable orders that are shipped (as opposed to will call) into each county. The tax codes entered in the County File represent the tax for sales made in (or shipped into) each county. Each County File record is assigned a State and a County number. The Counties are user-defined. The County File tax codes are used when the system needs to tax a customer that is normally non-taxable (tax exempt) and therefore has no tax codes in the Billto File.

Note: *You might need to establish multiple county codes for the same county if it has different municipalities that have different tax rates.*

```
TAX TYPE & CODE: O WK               UPDATE                    TAX FILE


              TAX PERCENTAGE:          █___  .  500 %

              Description....:         WAKE COUNTY TAX_____

              Desc On Invoice:          WAKE COUNTY TAX
                                       right justify-->
              G/L Account....:         00000

              Cost Center....:         ___

              Tax on Freight.:         N (Y or N)

              Tax on Other taxes:      N (Y or N)

              Terms Discount On Tax:   N (Y or N)

              Last Change:   8/25/05             D/del _
```

Item File (Menu FIL 2)

All items are considered taxable when an order is taxable. All items are considered non-taxable when an order is non-taxable. The only exceptions to these rules are for items that are coded in the Item File with Tax Code = A, or Tax Code = E.

• Items with Tax Code = A are "Always Taxable". Therefore, even if an order is non-taxable (no tax codes), the Order Entry program tries to find a tax rate for that item by using the various tax files - County File, Warehouse File, Tax By Zip File, etc.

• Items with Tax Code = E are "Tax Exempt". Therefore, even if an order is taxable, items coded with Tax Code = E are not taxed.

```
 ITEM# WTSSAMPLE                      INQUIRY                      ITEM FILE

 Description: SAMPLE BOARD W/3 COLORS          WORD TECHNOLOGY SYSTEMS
             _____

 Usual Supplier# WTS           Inventory (Y/N/S): Y Xref: . . . . . . . . . . . .
 Price Class.... . . . . . . (F9) █ .   Component (Y/N/K/D/R/S/F/L) S  ISO Table# . .
 Cost Class..... . . . . . . (F9)      Date Discontinued... . . . . . . .  Replen Path . .
 Packaging Class WTSF01 (F10)   Suppliers' Item#.... . . . . . . . . . . . . . . . . . . . .
 Product Line... F24            Policies............. . .  . . .
 Class.....(1).. . .            Lead Time (in days). . . .     Old= . . . .  Days
 Class.....(2).. . .            Sequence#.......... . . . . . .     Frt Key . .
 Class.....(3).. . .            Item Width......... . . .
 Trim Class..... . .            Define Remnant Size. . . . .
 Color Name..... SAMPLE . . .   Cost Ctr: CER  Frt Class: . . . │Tax?: A │
 Pattern Name... . . . . . . . . . .  Smallest U/M,  Pick: EA  Sales: EA  Supp: . .
 Wear Code...... . .            Order Entry U/M: PC (blank=allow any U/M)
 Rating/ABC Code . .            Qty Break Group: . . .  Multiplier: . . . . . .
 Commodity Level . .            Initials: . . .  Sub-Serial: . .  Stg Code . . . . .
 UPC/Ctn  . . . . . . . . . . . . . . . . . .  UPC Code: . . . . . . . . . . . . .   Item Scan Ovr . .
 Comments _____  Last Change:  8/25/05         D/del . .
```

Classification Codes File - Ship Via Codes (Menu FIL 19)

Ship Via codes are created and maintained in the Classification Codes File. Each Ship Via is defined as either a "Will Call" or not. This is an extremely important setting for determining the correct sales tax. All orders with Ship Via codes that are defined as "Will Call/Pick Up" are taxed based on either of the following:

- the tax codes in the Warehouse File (where the goods are picked up)
- or the tax codes in the Warehouse Will Call Tax Table

All other Ship Via codes are considered to be "shipments" or "deliveries", that are taxed based upon the tax codes in the files - such as Billto, County, and Tax By Zip, based on the address of the customer or shipto.

```
 CODES  &  CLASSIFICATIONS


    Ship Via Code    PW                                      UPDATE



         Description: PICK UP WAREHOUSE

         Does This Ship Via Code Represent a Pick Up or Will Call?    (Y/N) Y

         SCAC Code: ____ (for carriers)
         Ship Mode: __    (for carriers)

         Is This Ship Via a Valid Choice for Remote-Access Accounts? (Y/N) Y
         Print This Ship-Via Instead of Shipto Addr on Pick Lists?   (Y/N) N
         Does this Ship Via require a Carrier Pro # during CAT?       (Y/N) N
         Activate Route/Delivery Calculations?                       (Y/N) N

                                                               D/del _
```

Warehouse Will Call Tax Table (Menu FIL 42)

This file/table can alter the usual will call tax codes (found in the Warehouse File) based on where a customer is located. This table is only needed in certain states. It adjusts the tax codes on an order, based upon the business address of the customer as well as the business address of the will call warehouse.

```
 8/25/05                DANCIK INTERNATIONAL, LTD.              TTQAA02
                     Warehouse Will-Call Tax Table
   Position To:  Will-Call Warehouse...: RAL          Password:

   Type option, press Enter.

          Enter Tax Codes to use on Will-Call Orders, based on Warehouse:


    If the Will-Call Warehouse is: RAL
    and Customer's Tax Code is...: Type: _ Code: __

    Then W/C Tax Code(s) should be changed to - State: __ Other: __


    Enter=Update         F4=Cancel          F6=Return          "?"=Search




   Password entered is valid for *ALL options...                       +


 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View  H
```

Tax by Zip Code Table (Menu FIL 43)

This file/table enables you to assign tax codes to each span of zip codes that you ship product into. This table is used when the system needs to tax an order that is being shipped to an address other than the address in the customer's Billto File. This table is crucial for determining the correct tax codes to apply to orders that are shipped to job sites or any address other than the customer's regular Billto File address.

```
 8/25/05                DANCIK INTERNATIONAL, LTD.                    TTQAA02
                          Tax by Zip Code Table
  Position To:   "From" ZIP CODE.....: 00000            Password:

  Type option, press Enter.

  Enter Tax Codes to use based on a span of Zip Codes..:

    From      To      State    Other
   Zip-Cd   Zip-Cd   Tax-Cd   Tax-Cd   State   County#
    27513   27513     NC       WK        NC      003

    City: CARY                              WAKE COUNTY
            7% NC STATE TAX                 WAKE COUNTY TAX

  Enter=Update  F4=Cancel  F6=Return  F9=Tax-File  F10=Cnty-File  "?"=Search




                                                                          +

 F1=Add    F2=Select    F5=Personal    F9=Additional    F10=Scan    F11=Alt View   H
```

Tax Exemptions by State/Province (Menu SYS 605)

This file maintains exemptions by customer, by state or province, with start and expiration dates. If this file is activated, tax exemptions for each order are checked, based upon the customer account# and the state into which the material is being shipped, or the state assigned to the warehouse from which a will-call is made. If an exemption record is found for that account and state, and the current

date is within the start/expiration date span of the exemption, the order will be considered non-taxable (tax exempt).

```
                 Tax Exemptions by Customer


                     TAX EXEMPTIONS TABLE

   Acct#: 201000 HARBOR FLOOR CENTER (RALEIGH)
                  RALEIGH
                                      Begin    End
   D S/P    Exemption                 Date    Date
   ------------------------------------------------
   _ GA  412522221122Z11               10199  40100
   _ GA  41252222112229W               40200  40105
   _ NC  5246768767666780              10196  40100
   _ NC  529256449945522               40200  40105
   _ SC  5425235522A-412               10195  123199
   _ SC  90200025242-88                10100  123103
   _ __  _____              _____  _____
   _ __  _____              _____  _____
   _ __  _____              _____  _____

    F6=Return F7=EOJ      Press Enter to Process
```

System-Wide Settings (Menu SET 4)

This is a file of system settings that control many system features. These settings are maintained by your System Administrator or IT Department. There are settings that activate and control various tax-related files and features. Make sure that these are set to your requirements.

```
   8/25/05                Dancik International, Ltd.              SY0100R
   15:19:24               System Wide Settings Maintenance        XU


                                                Password : .......


   Opt   Setting Description
         tax_____
    ▮    Options for Taxes On Will Call Orders
    _    Options for Taxing Based Upon Shipto Address
```

Things to consider

The following topic may need to be considered when creating sales tax codes. Some option and recommendations may dictate the need the need for you to alter your current practices for handling sales tax.

Topic	Options and Recommendations
Sales Tax Reporting	When creating your tax codes, review your sales tax reports and determine how you should create your sales tax codes. For example, if you have state, county and city tax - you need to combine the county and city as one tax code in the Tax File.

Topic	Options and Recommendations
Samples and Displays	Determine the items that are tax exempt and those that are always taxed so that when ordering items not for re-sale the customer is taxed properly.
Use Tax	Determine how orders are entered so that it is easy for you to retrieve reports to pay use tax on products installed or samples given at no charge.

How Sales Tax are Assigned

For Will-Calls - The system finds the tax codes to assign to a Will-Call order in the following sequence:

1. Find customer tax codes in the Billto File.

2. If there are no tax codes in the Billto File, the customer is considered non-taxable (tax exempt), and the system does not normally check any other files. However, if an order is forced to be taxable (by selecting the "make taxable" option, or by ordering a "must tax" item), the system looks for tax codes in the County File, based on the state and county# in the customer's Billto File.

3. Find tax codes in the Warehouse File (using the header warehouse code).

4. If tax codes are found in the Warehouse File, they override Billto and County File tax codes.

5. Finally, the Warehouse Will-Call Tax Table is checked. If an applicable entry is found, the tax codes in the Warehouse Will-Call Tax Table override all other tax codes for a will-call order.

6. The Tax Exemptions by State/Province file is checked. If an exemption is found for the customer and warehouse state, the tax codes are removed from the order, and the order is considered non-taxable (tax exempt).

For Shipments/Deliveries - The system finds the tax codes to assign to a shipment/delivery order in the following sequence:

1. Find customer tax codes in the Billto File

2. If there are no tax codes in the Billto File, the customer is considered non-taxable (tax exempt), and the system does not normally check any other files. However, if an order is forced to be taxable (by selecting the "make taxable" option, or by ordering a "must tax" item), the system will look for tax codes in the County File, based on the state and county# in the customer's Billto File.

3. If no shipto#, no shipto override, and no "final destination state & zip" are included on the order, then the address of the shipment is considered to be the Billto address. In this case, the order is taxed using the tax codes found in the Billto File or County File. If no tax codes are found in either file, the order is not taxed.

4. If a shipto#, a shipto override, or a final destination zip code is entered on the order, the Tax by Zip Table is searched. The final destination zip code overrides the shipto zip code.

5. If a Tax by Zip record that is applicable to the zip code is found, then the tax codes for that zip code override all other tax codes found above.

6. The Tax Exemptions by State/Province file is checked. If an exemption is found for the customer and destination state, then the tax codes are removed from the order, and the order is considered non-taxable (tax exempt).

Analyzing Sales Tax

There are two reporting options and a utility available for analyzing sales tax:

- Sales Tax Reports (Menu RSA 6) - This is the main sales tax report, usually run at the end of a month or period, for reporting how much tax was charged, with several sorting and format options.

- Sales Tax Report for Non-Taxed Items (Menu RSA 12) - Use this report to calculate potential use taxes, based upon orders that were not taxed, but may include items that require use taxes. This program looks for items that (a) were sold at "no charge", (b) have special tax codes in the Item File, and (c) other items that were not charged tax.

- Use the Tax Audit Inquiry by Invoice# (Menu SYS 909) to view how tax was applied to any invoice.

Potential Obstacles

The following are common errors found in sales tax reporting:

- Make sure that all your ship via codes that represents customer pick-ups at the warehouse (for example ship via WC (will calls), PU (Pick Up Warehouse)), are marked as will call so that the proper tax rates are used.

- Samples and display item files are marked as always taxable so that the proper tax rate is used when a customer requests for samples.

- Tax rates increases - as soon as you change the tax file, the new tax rates are in affect. You cannot run sales tax reports against previous tax rates invoices unless you create another code that represents the new tax rate or change the tax rate back temporarily while you run the sales tax reports.

Note: *The tax amount stored on the invoice is the tax at that time. Use the Tax Audit Inquiry by Invoice# (Menu SYS 909) to determine how tax was applied.*

Paying AP Invoice By Credit Card

This guideline discusses the options to keep a record of invoices from vendors that are paid by credit card.

Requirements:

- Familiarity with AP Entry
- Familiarity of AP concepts

References - AP Reference

Paying Invoices by Credit Card

An invoice is received in AP from a vendor and/or supplier. You want to enter that invoice in AP under the vendor/supplier profile in order for you to have a record of the invoice in history. However, you will pay this invoice by credit card. You then receive a statement from your credit card invoicing you again for the same amount and you do not want to enter this amount to the same expense account since it would double the expense. As far as clearing the invoice off from the vendor/supplier's account as paid, the only way to clear the invoice from the vendor/supplier is to issue a check. Besides this check, you also have to issue a check to pay the credit card company. How would you need to record this so that the expense and cash are recorded and it only affects the GL once?

There are two methods you could use to pay invoices by credit card:

Method A - Not Affect Cash Screen

Method B - Cash Register Screen is Affected

Method A - Not Affect Cash Screen

In this first method, if you rely on your Company File Cash Screen (See Figure 1) then this is the suggested method to use.

```
COMPANY# 0                      UPDATE                    COMPANY FILE


                Name   TESTING COMPANY

         ***   ON LINE CASH FLOW, P & L, AND SYSTEM BALANCES   ***

                   Today      Yesterday       JUN 07        MAY 07
CASH RECEIVED  $  1,263,057.25    121,458.43  1,938,867.72  3,408,870.44
CASH DISBURSED $    212,609.64    295,255.02  1,269,769.55  3,380,876.98
CASH FLOW      $  1,050,447.61    173,796.59-   669,098.17     27,993.46
BANK BALANCE   $    816,902.75    233,544.86-   816,902.75    147,804.58

TOTAL A/R      $  1,826,347.36- 1,930,499.33- 1,932,860.06- 2,182,014.81-
TOTAL A/P      $  1,143,669.32  1,227,352.31  1,675,024.83  1,661,604.58
TOTAL INV a/c  $  5,847,644.40  5,857,973.88  5,899,509.31  5,852,822.57
TOTAL INV l/c  $  5,725,166.30  5,776,280.52  5,809,161.85  5,846,585.08

SALES          $          .00    212,055.02    726,399.45  3,142,220.71
GROSS PROFIT   $          .00     87,760.53    302,830.55  1,266,586.56
EXPENSES       $    17,965.93    110,173.64    199,253.67  1,149,110.39
NET PROFIT     $    17,965.93-    22,413.11-   103,576.88    117,476.17

F2=Company Profile.  F4=Sales Analysis. F7=EOJ. F8=Scrn 1. F9=Aging. F10=Daily.
```

1. Create a chart of accounts for example called "credit card clearing".

2. Enter the supplier's/vendor's invoice in AP under their code. You will need to pay off this invoice. To do this, you can either:

    •   Enter a manual check at the same time you're entering the invoice or

    •   Pay this invoice through the normal check run but do not mail out the check since it's a fictitious check but just physically write on the check as VOID.

```
 ACCOUNTS PAYABLE              *ADD*          CO# 2 DANCIK INTERNATIONAL,LTD.

 VENDOR# SAI    CODE S Name  _____   VOUCHER# 013966
         ?=Search      Addr1 _____
                       Addr2 _____
                       Addr3 _____

 Vendor Invoice# 12312_____  Vendor Inv Date 051507 Transaction Code 00
 Vendor Terms _____ % Disc, ___ Days.
 Due Date _____  Pay Date _____

 INVOICE AMT (GROSS) $ ____112526 DISCOUNT TO TAKE $ _____ NET$ _____.00
 If Prepaid: Check# ___123  Check Amt ___112526  Disc Taken _____ Code MC
 Cash Acct#.... 10200 CASH IN BANK / CHECKING
 Discount Acct# 51002 DISCOUNTS TAKEN / VENDORS
 A.P. Acct#.... 20000 ACCOUNTS PAYABLE
```

Note: You will need to create a manual check register to capture these fictitious payments. Step #2 credits the cash account and also reduces the cash register screen in Figure 1.

3. Enter the invoice under the credit card company. Make sure the expense account number is the account number used for credit card clearing.

```
 ACCOUNTS PAYABLE              *ADD*          CO# 2 DANCIK INTERNATIONAL,LTD.

 VENDOR# 003100 CODE V Name  CITIBANK VISA_____   VOUCHER# 013965

 Vendor Invoice# 053107     Date  5/31/07     Invoice Total $    2,542.00

 Line    Amount$   Discount$    Description  Acct# Brn CC  Job/PO Manifest(?)S  D
 0001    112526                 credt card pay 20001 RAL
 0002     87500    _____  _____ 57300 RAL __ _____ _____ _ _
 0003     54174    _____  _____ 33100 RAL __ _____ _____ _ _
 0004    _____  _____  _____ _____ ___ __ _____ _____ _ _
 0005    _____  _____  _____ _____ ___ __ _____ _____ _ _
 0006    _____  _____  _____ _____ ___ __ _____ _____ _ _
 0007    _____  _____  _____ _____ ___ __ _____ _____ _ _
 0008    _____  _____  _____ _____ ___ __ _____ _____ _ _
 0009    _____  _____  _____ _____ ___ __ _____ _____ _ _
 0010    _____  _____  _____ _____ ___ __ _____ _____ _ _




    Controls / Gross:    2,542.00  Discount:       .00  Batch:
```

By entering this invoice you are:

• Debiting the credit card clearing account.

• When the check is issued against the credit card company it is crediting cash again.

4. Go into AR Menu and enter cash. This next step will debit the cash that has been deducted twice and credits the credit card clearing account to zero out this account.

    •   Enter the cash to account #99999. Enter the check#, the amount of the invoices paying by credit card, batch # and batch total.

```
   << A/R CASH APPLICATION >>                            WSID: YL

   ENTER COMPANY#      2

   ENTER ACCOUNT#      99999

   ENTER INVOICE#      000000

   ENTER BANK/CHECK#  Q ? CRDT CRD CLR

   ENTER CHECK AMT$    000112526

   ENTER BATCH#        001

   ENTER BATCH TOT$    000112526

   ENTER BATCH DATE    053107

   ENTER PASSWORD

 F1=Return To 1st Page Of A Ledger.  F2 & F3=Switch Between Inv Bal/Acct Bal.
 F6=Not Display Paid Invoices. F7=EOJ. F8=Return To This Scrn. F9=Enter Instant
 Cred/Deb Note. F10=Enter List Of Inv#s. F11=Backwards. F12=Auto Post. F13=Cust
 Srch. F19=Expanded Entry. F20=Select From "Quick Dep". F21=Next "Quick" Check.
```

> *Note: Make sure the Bank Code used on this screen is the same general ledger cash account that is used in AP when issuing checks.*

5. Enter the amount as a positive and post to the credit card clearing account.

```
MISCELLANEOUS CASH                      ACCOUNT# 299999  ALL             6/15/07
* GENERAL LEDGER ACCT *                 TOTAL OPEN A/R.    13,249.88
                                        CURRENT........         .00
CARY                      NC 27513      FUTURE.........         .00             H

 DATE        INV#          DEBIT        CREDIT     BALANCE   CHK#/DESCR.   DUE/PAID
11/14/06     101          64.01 OA                   64.01  QW/OFF/241500  11/14/06
12/04/06     102                OA     1180.00     1115.99- Q54645/248000  12/04/06
12/20/06     103          74.78 OA                 1041.21- QOFFSE/248000  12/20/06
 1/15/07     104         758.99 OA                  282.22- QW/O I/241500   1/15/07
 1/15/07     105         104.46 OA                  177.76- QWRITE/241500   1/15/07
 1/15/07     106       13565.84 OA                13388.08  QWRITE/241500   1/15/07


DIS-PAST    INV#   CODE   PARTIAL-PAY  DISCOUNT DC  BRAN/CCTR   G/L#   CHK#/DESCR.
_____     101   OA        112526    _____  _    RAL  ___  220001 QCRDT CRD CLR
_____     102   __      _____  _____  _    ___  ___  _____ QCRDT CRD CLR
_____     103   __      _____  _____  _    ___  ___  _____ QCRDT CRD CLR
_____     104   __      _____  _____  _    ___  ___  _____ QCRDT CRD CLR
_____     105   __      _____  _____  _    ___  ___  _____ QCRDT CRD CLR
_____     106   __      _____  _____  _    ___  ___  _____ QCRDT CRD CLR
                                                                      Continued....
Applied:      1,125.26  Left:          .00  Dsc:        .00  Batch:      1,125.26
   OVER 30       OVER 45       OVER 60      OVER 90      OVER 120         Interest
       .00        25.00-           .00     2069.70-     15344.58              .00
```

This step will debit cash and increase the cash on the Company File Cash Screen to offset the two checks deducted in AP when it should only one time. It will also credit the credit card clearing account.

Method B - Cash Register Screen is Affected

In this second method, if you do not use the Company File Cash Screen (See Figure 1) then this is the suggested method to use.

1. Create a chart of accounts for example called "credit card clearing".

2. Enter the supplier's/vendor's invoice in AP under their code.   You will need to pay off this invoice. To do this, you can either:

   • Enter a manual check at the same time you're entering the invoice. Make sure you change your cash account to the credit card clearing account.

```
 ACCOUNTS PAYABLE              *ADD*           CO# 2 DANCIK INTERNATIONAL,LTD.

VENDOR# SAI     CODE S Name   SAICIS S.P.A, CERAMICHE           VOUCHER# 013967
        ?=Search       Addr1 VIA GIARDINI, 32,44,46
                       Addr2
                       Addr3 SPEZZANO  MO 41040  I    01234


Vendor Invoice# 13212      Vendor Inv Date 053107 Transaction Code 00
Vendor Terms 00000 % Disc, 000 Days.
Due Date 053107  Pay Date 053107

INVOICE AMT (GROSS) $    151235  DISCOUNT TO TAKE $ _____ NET$    1512.35
If Prepaid: Check#     124  Check Amt    151235  Disc Taken _____ Code MC
Cash Acct#.... 20001 CREDIT CARD PAYABLE
Discount Acct# 51002 DISCOUNTS TAKEN / VENDORS
A.P. Acct#.... 20000 ACCOUNTS PAYABLE
```

- Pay this invoice through the normal check run but do not mail out the check since it's a fictitious check but just physically write on the check as VOID.

  This step credits the credit card clearing account when the check is issued.

3. Enter the invoice under the credit card company. Make sure the expense account number is the account number used for credit card clearing.

```
 ACCOUNTS PAYABLE              *ADD*           CO# 2 DANCIK INTERNATIONAL,LTD.

 VENDOR# 003100 CODE V Name   CITIBANK VISA                VOUCHER# 013965

 Vendor Invoice# 053107      Date  5/31/07     Invoice Total $    2,542.00

 Line   Amount$   Discount$    Description  Acct# Brn CC  Job/PO Manifest(?)S  D
 0001    112526 _____  credt card pay 20001 RAL ___ _____ _____ _ _#
 0002     87500 _____  _____ 57300 RAL ___ _____ _____ _ _
 0003     54174 _____  _____ 33100 RAL ___ _____ _____ _ _
 0004 _____ _____  _____ _____ ___ ___ _____ _____ _ _
 0005 _____ _____  _____ _____ ___ ___ _____ _____ _ _
 0006 _____ _____  _____ _____ ___ ___ _____ _____ _ _
 0007 _____ _____  _____ _____ ___ ___ _____ _____ _ _
 0008 _____ _____  _____ _____ ___ ___ _____ _____ _ _
 0009 _____ _____  _____ _____ ___ ___ _____ _____ _ _
 0010 _____ _____  _____ _____ ___ ___ _____ _____ _ _




    Controls / Gross:    2,542.00  Discount:         .00  Batch:

  F1=END INV  F4=DEL PAGE  F9=CORRECT INV  F10=NEXT PG.  F11=PREV PG.  F12=MANFST
```

4. By entering this invoice you are:

- Debiting the credit card clearing account.
- When the check is issued against the credit card company it is crediting cash.

Chart of Accounts

Purpose

To give you recommendations in creating your chart of accounts for a single GL account number or multiple accounts numbers for the same description.

Ex: Creating account number for sales.

30000 - Sales

vs.

30000 - Sales - Tampa

30001 - Sales - Miami

30002 - Sales - Orlando, etc.

This outline also addresses topics where you may need to review your current accounting process. This can change your chart of accounts and alter the reporting on your financial statements.

Requirements:

- Understanding of accounting principles
- Understanding of cost centers
- Understanding of branches
- Understanding of funds, file backs, rebates, cost drivers

References

- GL Reference

Creating Chart of Accounts

In creating the chart of accounts, notice that there are six digits. The first digit is reserved for the company#. The next five digits can be used for your chart of accounts for that company#.

The most commonly used chart of accounts separates the assets in the 10000 range, liabilities in the 20000 range, equities in the 30000 range, income in 40000 range, cost of goods in 50000 range, and all other income and expenses in the 60000 - 90000 range.

Note: Anything that posts to GL requires the company, a GL account number, followed by a three digit branch (optional), and three digit cost center (optional).

```
GENERAL LEDGER            UPDATE        CO# 2 YOUR FLOOR COVERING COMPANY
Journal# 000070 CORRECT FREIGHT POSTING        7/27/05         Period: 04/02
                        ACCEPTED                          Batch# 22 * NEW *

Line  Acct#       Debit         Credit  Description      Branch Cost-Ctr Cd Del
0001  47000       12500 ...........    FREIGHT IN ......   RAL    CER    ... ..
0002  13000 .......... ....  12500     INVENTORY .......   RAL    CER    ... ..
0003  ................. ............... ..................   ....   ....   ... ..
0004  ................. ............... ..................   ....   ....   ... ..
0005  ................. ............... ..................   ....   ....   ... ..
0006  ................. ............... ..................   ....   ....   ... ..
0007  ................. ............... ..................   ....   ....   ... ..
0008  ................. ............... ..................   ....   ....   ... ..
0009  ................. ............... ..................   ....   ....   ... ..
0010  ................. ............... ..................   ....   ....   ... ..

Balance:        125.00        125.00



 F1=END JOURNAL.   F10=NEXT 10 LINES.   F11=PREVIOUS 10 LINES.   F6=DISPLAY ACCTS.
 F7=EOJ.           F8=SCREEN 1.         F9=CORRECT JRL HEADER.   "?"=SEARCH.

MA   a              MW                                           06/007
```

Should you create a single general ledger account number that represents all branches or cost centers or should you create multiple account numbers for the individual branches and cost centers?

Single general ledger account#

If you were to create one account number for each category such as sales, cost of sales, etc., the following are advantages and disadvantages of creating one chart of accounts for each category:

- Easy set up for interfaces. The interface is set up once per each category (Cash, Sales, Inventory).

- Wherever a GL account# is requested, enter the one account number as the default. For Example:

  — Assigning expense accounts to the Supplier and Vendor File, you would enter one account number that represents the accounts being posted.

  — Assigning Macro Messages File (this is a customer service template where they can enter pre-recorded miscellaneous charges to customers, so that they do not have to remember the GL# to post the charges), you would enter one template for the miscellaneous charge and the one GL number that represents that miscellaneous charge.

- Creating one GL account number for chart of accounts the system keeps track of each branch and cost center as it posts transactions to GL at month end.

- General ledger is at the combined account transactions. To analyze the individual branches/cost centers, you need to request the general ledger report for that branch/cost center.

- Financial reporting - you can run a combined financial statement for all branches and cost centers on one report. Then copy the same report and assign the new reports to run the individual branch/cost center, or multiple branches/cost centers.

- You cannot list each branch separately on the same report as in the multiple general ledger account#s (see Multiple general ledger account#s below).

Note: *This is the recommended method as it is easier to maintain and requires less initial set up. The same information for financial statements is obtainable by requesting the individual reports.*

Multiple general ledger account#s for each branch:

Each interface is set up multiple times depending on how many account numbers you have for the same category: Ex: If you have a general ledger account number for Sales and you want to create a different chart of account number for the different branches, your chart of accounts would show something similar to the example below for sales:

Account #	Description
030000	Sales - Tampa
030001	Sales - Miami
030002	Sales - Orlando.

- When creating an interface for Sales to GL, you need to create this interface three times for the different branches since each branch has its own account number.
- Wherever a GL account# is requested, you have to make sure that the default expense account# has the three separate account numbers representing the three branches.

 For Example:

1. Assigning expense accounts to the Supplier and Vendor File. You can set up default expense account numbers. Since each branch has its own GL account, you need to set up as many default GL account numbers based on the number of branches/cost centers. A user entering AP invoices can remove the GL account numbers not used.

2. Assigning Macro Messages File - You can set up miscellaneous charges in order entry with the corresponding GL account number. Since each branch has its own GL account number, you would need to set up as many default messages per the number of branches/cost centers. User entering misc. charges in order entry needs to select the correct one.

   - If creating a separate account number for each branch, you must use and set up the GL Validation Table. This ensures that the proper branch/cost center is coded to the correct account.

   - General Ledger Report shows the individual accounts. There is not a report to combine the same account transactions (only financial statements can combine the same account).

   - Financial reporting - you can create a report to combine all the categories together and create a summarized financial statement.

   - To run the income statement for the individual branches/cost centers, you would need to create a report that has the chart of accounts assigned to that branch/cost center.

   - Having multiple chart of accounts for the same category, give you the ability to list the accounts one under the other. For Example:

Account #	Description
030000	Sales - Tampa
030001	Sales - Miami
030002	Sales - Orlando
035000	COGS - Tampa
035001	COGS - Miami
035002	COGS - Orlando

On designing the Income Statement, you can combine all the above into one account or you can create a detail Income Statement to show the sales of each branch one under the other.

Things to consider when creating chart of accounts

The following are topics you need to consider when running AP End of Month. The following are discussions that should be reviewed. Their implementation may cause you to change your processes.

Topic	Considerations/Recommendations
Refunds	You need to remove the credit invoice from the customer's account due to a refund check through AP. The AR department applies this amount to the GL number. Make sure AP department is aware of the same account and amount to post the refund check.
AR Invoice is offset by AP Invoice	You need to remove AR invoices billed to your suppliers from the AR because they in turn have sent a credit via an AP invoice. The AR department applies this amount to the GL number. Make sure the AP department is aware of this same account and amount to post the offsetting transaction.
Direct Ship Cost of Sales	You may want to create a direct ship "clearing account". This is so that when you invoice the direct ship, the credit is to the clearing account and AP will offset the same account upon receipt of supplier's invoice instead of putting it into inventory.

Topic	Considerations/Recommendations
Cost Driver	Cost Drivers are costs that are associated with line items within the Dancik Distribution system. They are used to identify costs or expenses that are not part of the product cost, but still affect the profit on the sale of the item. The "Cost Driver" is the mechanism that assigns the appropriate cost to the line items that were subject to free delivery. Another important use of Cost Drivers is to track rebates or expenses that are directly tied to line item sales, but are not necessarily reported or managed on a line-by-line basis. For example, you want to track the 3% rebates give to the buying group on a quarterly basis. Make sure that you are aware of the cost driver set up and which ones are mapped to affect GP. You can create journal entries from the cost driver to record the rebates to your customers. If using this feature, you may want to create the offsetting account number when the system creates the journal entry to post the different types of cost drivers.
Funds/Overbills	Funds/overbills are extra charges incurred to the customer for a trip program. The system posts all funds into one GL account. You will need to create a manual entry from this one account into the different fund accounts.
Sales Tax	The system posts all sales taxes into one GL account. You will need to create a manual entry from this one account into the different sales tax accounts.
Cost Allowances	Cost Allowances refers to file backs expected from the manufacturer. Make sure file backs are entered in the system so that your margins on the system and GL are reflected by these transactions.
Recording Inventory	If you increase inventory through AP, you should consider changing this to the method as described below in AP vs. Manifest Reconciliation. Inventory would then be increased during receiving. This gives you more utilities to reconcile inventory.

Topic	Considerations/Recommendations

AP vs. Manifest Reconciliation	The AP vs. Manifest Reconciliation can assist you in reconciling your receipts against the AP invoices for cost variances and capture your outstanding receipts (accruals). Using this procedure with other GL interfaces will assist you in reconciling your inventory value.
	
	Determine what GL account number you will use to post AP invoices from suppliers. If your Inventory to GL Interface for receiving is set up to do the following:
	
	              <u>Debit</u> <u>Credit</u>
	
	Inventory $ XXX.XX
	      Purchases $XXX.XX
	(To record inventory receipts)
	
	Note: *The purchases account may also be known as "Purchases Clearing or Unvouchered Receipts (liability account)" or a variety of other terms.*
	
	Upon receipt of the invoice from the supplier the following journal would be recorded:
	
	              <u>Debit</u> <u>Credit</u>
	
	Purchases $ XXX.XX
	      AP $XXX.XX
	(To record payable to supplier)

Recording Cost of Goods Sold	If you currently calculate the cost of goods sold on an Income Statement using the periodic method, you should consider changing this process. The system can record the cost of goods sold through the sales interface where the cost of the materials sold are mapped to the cost of goods sold account. Using this method allows you to match your cost of goods sold to the sales reports and statistics.

Fabrication/Installation - Accounting for Labor Charges

There are several methods to account for labor charges in a fabrication/installation order. You can create an item for every type of labor/fabrication/installation charge or you can create a single item that represents the entire fabrication for the job.

This outline is based on creating labor item numbers (the Item File is marked as "L" for labor) where labor charges are any expense incurred and charged to a job, how they are entered in order entry, and how they are used to reconcile to AP. These charges can be anything from fabrication, installation

carpet, rip and remove carpet, moving furniture, templating, etc. An item number is created to represent each expense and the cost of that expense.

Pre-Requisites

References

Things to consider

Creating a Labor Item

Potential Obstacles

Pre-Requisites

- System Settings for ISO (Inventory Selection Optimizer)
- Knowledge of pricing
- Knowledge of creating Item and Related Item File Maintenance
- Procedures for entering fabrication/installation orders
- Knowledge of installation scheduler
- Knowledge of labor items used
- Knowledge of Bill of Materials
- Knowledge of order entry process

References

- File Maintenance Reference
- Installation Scheduler Reference
- Customer Service Reference

Things to consider

Before developing an outline on how to enter a fabrication/installation order to include labor, you should consider the following:

Topic	Considerations/Recommendations
Pricing and Cost	Consider how you are pricing the fabrication/installation order: • If you price at a single line entry (price to the customer shows under one item# and all other lines have zero price with actual cost). You need to create a price list, such as price list # FB, at no charge for all products. This price list is used when a fabrication/installation order is entered. • If you price at individual line items (every line has its own price and cost). Using this method, a variance line is entered to calculate the difference of the total price and actual cost of all lines on the order to the quoted price and additional cost.

Topic	Considerations/Recommendations
Labor and other charges	When creating item numbers, consider what type of items you need for the different installs: • Labor rates. Ex: stairs - full, stairs - ½ stairway, stairs - standard runner, rates per product type. • Other installation charges - rip up existing floor, carpet disposal, moving furniture. All installation, labor, and other service charges can be created as items, including prices and costs. • Consider creating a generic item for each type of installation, such as "Carpet Install", "Ceramic Install", etc. Then build a Bill-Of-Material for each of those items, and include all of your labor/service items that are related.
Bill of Materials	Create and use Bill of Materials for fabrication items, then your users will only have to enter a single item for "Carpet Install" and they can choose from all of the labor/service items that relate to that type of installation.
Using J*	Use J* on F6 Miscellaneous line in order entry to keep certain information from the customer's view. Any lines after the J* will not print in on customer's documents.
Invoicing	Invoicing should be done when the fabrication/installation order is complete.
Procedures for entering fabrication/ installation orders	Develop and outline how fabrication/installation orders are entered and train your customer service for consistency and accuracy. For example consider the following: • Which ship via to use for order entry • Changing price list# at order header to FB • Should each type of installation be a separate order or under one order • Job name is mandatory • Do not tax install orders • Labor item numbers to use for install orders • Order status codes for stages of fabrication/installation process • How notes should be entered for fabrication/installation uses and customer agreements • Which documents to print and when (customer agreement, installation agreement, labor approval, and labor purchase order)

Creating a Labor Item

Topic	Considerations/Recommendations
MFGR Code	Create a MFGR code that represents all the labor items. For example, LAB (labor), FAB (fabrication), INS (installation), or your company's initials.
Product Line	Designate different product lines for the types of charges. For example, installation, fabrication, other miscellaneous charges.
Price and Cost	You can create price and cost class for the labor items or you can enter the price and cost directly in the Item File. The price and cost can be the actual price charged to the job, or an estimated price and cost. In any of these cases, customer service can change the price and cost of the labor items.
Packaging	You can create a packaging file to represent the different units of measure used in any of your labor items. For example, 1 EA per EA, 1 SF per SF, etc. You can enter the packaging directly in the Item File.
Cost Center	If you have labor items that will post to different general ledger (GL) account #s, then create different cost centers to represent this set up.

Item Number - Make sure your labor items have Component Field as "L". This ensures the labor items are not considered as items with inventory. Assign the necessary codes such as cost center, price, cost, packaging, etc. to the labor items.

```
Description: LABOR / CERAMIC $2.75 SF          LABOR & SERVICES
            _____

Usual Supplier# 001              Inventory (Y/N/S): N Xref: ...............
Price Class.... ........ (F9) ... Component (Y/N/K/D/R/S/F/L) L  ISO Table# ..
Cost Class..... ........ (F9)    Date Discontinued... ........  Replen Path ..
Packaging Class ........ (F10)   Suppliers' Item#.... ...................
Product Line... MSC              Policies............ ...  ...  ...
Class.....(1).. CT               Lead Time (in days). ....    Old= .... Days
Class.....(2).. ..               Sequence#.......... ........  Frt Key ..
Class.....(3).. ...              Item Width......... ....
Trim Class..... ..               Define Remnant Size. ....
Color Name..... LABOR ....       Cost Ctr: JOB  Frt Class: ...  Tax?: Y
Pattern Name... LABOR ....       Smallest U/M,  Pick: SF  Sales: SF  Supp: ...
Wear Code...... ..               Order Entry U/M: SF (blank=allow any U/M)
Rating/ABC Code ..               Qty Break Group: ...  Multiplier: ......
Commodity Level ..               Initials: ...   Sub-Serial: .. Stg Code .....
UPC/Ctn ....................     UPC Code: .............. Item Scan Ovr ..
Comments _____  Last Change: 6/21/05        D/del ..


F1=Next        F3=Inventory    F4=Sales        F5=Production    F6=Search
F8=Screen 1    F9=Prices/Costs  F10=Packaging    F12=Spc/Instr    F16=Attributes
MA    b                                                          03/014
```

Potential Obstacles

- If creating a labor item for all the different charges, customer service is required to enter each charge on an order and this can be cumbersome. See suggestions entering labor items in order entry below.

- If creating estimated price and cost, you need to update each labor line prior to invoicing with the actual price and cost charged to the job.

Entering labor charges in order entry

Entering a labor item with zero pricing

Entering Labor Item with pricing

Suggestions for entering labor items in order entry

Entering a labor item with zero pricing

If you price the fabrication/installation order using a single line entry for the job and the other lines have zero pricing, then at the order header change the price list # to "FB". Price list FB represents zero pricing for all items including the labor items. Enter your fabrication charges, then enter your labor items. The labor items should appear with zero pricing and a cost as entered in the Cost/Item File for the labor. This cost can at first be an estimated cost. Once you receive the information for actual cost you can change the cost on the line in the order to reflect the actual cost.

```
ACCOUNT# 200088    MCGILLICUTTY, CHRISTINA              ORDER# 415048
                          << | UPD ** | >>




                  LABOR / FABRICATE / 9.00 SF


Line Ware Mfgr/Color/Pattern/Lot#        Qty      U/M  ....Price..    .....Cost..
0050 RAL    LAB F1                     ▌ 120.00    SF  _____        _____6.500

L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ..extend..  extend  C/U/A
 _ _  _____  ___  _____ _____  ___ 052905 R FB  _____   ____780.00
                                  ORDER CHANGES
F1=Review. F3=S/Ns. F4=Cancel. F5=Stk Card. F6=Misc. F7=EOJ.  F23=Other Keys.
```

Entering Labor Item with pricing

If you price the order on each line, then every line entered would have a price and cost including the labor line. The labor item would have the price and maybe the estimated cost from the Cost/Item File.

Once you receive the information for actual cost you can change the cost on the line in the order to reflect the actual cost.

```
ACCOUNT# 200088     MCGILLICUTTY, CHRISTINA                ORDER# 415048
                        <<  UPD OK  >>




                LABOR / FABRICATE / 9.00 SF


    Line Ware Mfgr/Color/Pattern/Lot#      Qty      U/M  ....Price..    .....Cost..
    0050 RAL    LAB F1  _____ ____    ▌ 120.00    SF  ____ 9.000  _____ 6.500

    L# R _Serial#   Loc  Recv? Restk% C/C Ship-Dt    ____..extend..  extend  C/U/A
    ___ _____ ____   _   _____ ___  052905 R FB ____ 1080.00  _____ 780.00
                                    ORDER CHANGES
    F1=Review. F3=S/Ns. F4=Cancel. F5=Stk Card. F6=Misc. F7=EOJ.  F23=Other Keys.
```

Note: *Make sure your procedures are in place so that all data and fields are entered for a fabrication/installation order.*

Suggestions for entering labor items in order entry

• Create bill-of-material for the labor items. Ex: entering a labor item automatically brings the bill-of-material window for other labor items.

```
ACCOUNT# 200088    MCGILLICUTTY, CHRISTINA              ORDER# 415048
                       Multi-Line Order Entry

  Opt Mfgr/Col/Pattern    Qty     UM    Price   R Rcv CC          Inv Avail

  █ LAB F99 _____    1.00  SF  _____ _ _ _  LABOR    FABRICATE     0
  ▢ LAB F1  _____          SF  _____ _ _ _  $5.00 SF LABOR         0
  ▢ LAB F2  _____          EA  _____ _ _ _  SINK CUT $25           0
  ▢ LAB F3  _____          LF  _____ _ _ _  EDGING $5.50 LF        0
  ▢ LAB F4  _____          EA  _____ _ _ _  WATER JET JOB          0
  ▢ LAB F5  _____          EA  _____ _ _ _  SEAL $25               0
                                                               More...
  * MUST SPECIFY JOB RATE/AMOUNT
  Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel
  Item# LABF99            LABOR / FABRICATE / JOB RATE



0130 RAL    LAB F99 _____ ____      1.00    SF  _____      6.500

L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt    ..extend..   extend  C/U/A
▢ _ _____  ___  _     ____  _   052905 R FB  _____  _____
                         ORDER CHANGES
F1=Review. F3=S/Ns. F4=Cancel. F5=Stk Card. F6=Misc. F7=EOJ.  F23=Other Keys.
```

Labor PO and Labor Payable Report

Use the Installation Scheduler to request your Customer Labor Approval or Labor Purchase Order.
Run the Labor Payable Report to compare to your AP invoices. The Labor Payable Report lists only
invoiced fabrication/installation orders and it has parameters that you can choose to list the different
labor items and their associated cost. We recommend that you run the Labor Payable report to include

component "L" (this is the default) by invoice date, install date, or invoice numbers. All other fields are optional.

```
      L A B O R   P A Y A B L E S   R E P O R T

      Invoice Dates (MM/DD/YY)  From: 000000 - 000000
      Install Dates (MM/DD/YY)  From: 000000 - 000000
      Invoice Numbers.........  From: 000000 - 000000

      I/O I Company#s or Leave Blank to Include All:  2  _  _  _  _  _
      I/O _ Branches or Leave Blank to Include All:  ___ ___ ___ ___ ___ ___
      I/O _ Warehouses or Leave Blank to Include All: ___ ___ ___ ___ ___ ___
      I/O _ Salesprsns or Leave Blank to Include All: ___ ___ ___ ___ ___ ___
      I/O _ Cust Accts or Leave Blank to Include All: ___ ___ ___ ___ ___ ___
      I/O _ Ship Vias or Leave Blank to Include All:  ___ ___ ___ ___ ___ ___
      I/O _ Truck Rts or Leave Blank to Include All:  ___ ___ ___ ___ ___ ___
      I/O _ Order Type Codes or Leave Blank for All:  _  _  _  _  _  _
      I/O _ Install Statuses or Leave Blank for All:  _  _  _  _  _  _
      I/O _ Installer or Leave Blank to Include All:  ___ ___ ___ ___ ___ ___
      I/O _ Install Teams  or  Blank to Include All:  ___ ___ ___ ___ ___ ___
      I/O _ Install Groups or  Blank to Include All:  ___ ___ ___ ___ ___ ___
      I/O _ Manufactr or Leave Blank to Include All:  ___ ___ ___ ___ ___ ___
      I/O _ Cost Ctrs or Leave Blank to Include All:  ___ ___ ___ ___ ___ ___
      I/O I Component Codes  or Leave Blank for All:  L  _  _  _  _  _
      Note: Default setting is to include Component Code "L" (Labor Items Only)

      F4=Cancel.          F7=Continue.          "?"=Search
```

You could also use view #8 in Order Inquiry to display the quantity, cost, and extended cost. You can use this instead of running the labor payable report to view the actual cost charged to a job.

```
                    OPEN ORDER FILE SEARCH BY ORDER#
To:      919-379-3800         Ship To:    919-602-5665       Order#: 415048
CASH SALES / FABRICATION      CHRISTINA   MCGILLICUTTY        Acct# : 200088
                              1813 HARRINGTON WAY             Slmn#s: 556
                                                              Ware# : RAL
RALEIGH           NC 27513  HOLLY SPRINGS      NC 27353   Branch: RAL MD
Order-Dt  Entered  Dt-Req  Shp-Via/F  Cust P.O.# / Job      Prc  ETA   OH/Stat
 5/16/05  5/16/05  5/29/05    W    919-602-5665              FB
Line  Item#          Description         Qty  Unit-Cost  Ext-Cost
0060  LABF2          LABOR / FABRICATE / SIN   4.00 EA   18.000      72.00 O
0070  LABF7          LABOR / FABRICATE / RIP   1.00 EA  250.000     250.00 O
0080  LABF9          LABOR / TEMPLATING / 2. 120.00 SF    1.500     180.00 O
0090  GRSUBTU2       UBA TUBA GRANITE         56.77 SF   18.550    1053.08 O
                     S/N: 1507-003  DV       109x 75
0100  LABF95         LABOR / TIMECLOCK & OVE  35.00 EA   10.000     350.00 O
0101             JACK - 35 HOURS THROUGH MAY 16
0110  LABF95         LABOR / TIMECLOCK & OVE  20.00 EA   10.000     200.00 O
0111             ANDY - 20 HOURS THROUGH MAY 16
0120  LABF95         LABOR / TIMECLOCK & OVE  19.00 EA   12.500     237.50 O

 press enter for more...           Tot Cost  Sub-Total:   3,122.58

 ENTER LINE# TO SEE MORE DETAILS: █ ...         CASH
 Enter=Forward. F6=Change/Canc. F8=1st Scrn. F10=Print. F12=Shpg.  F5=Notepad
```

Fabrication/Installation - One Price Followed by Job Costs

There are several methods for entering a fabrication/installation order for invoicing your customer. The method discussed here is based upon a single line pricing for the job followed by actual materials and labor costs.

This outline is based on pricing your fabrication/installation order as a single line entry to quote a customer for the job. The single line has the total job quote priced to the customer and does not have any cost associated with it. The cost of the job is calculated by entering the actual material and labor line items where these lines have cost and no price. In addition to entering the order using this method, comment lines (F6- Misc. Line) are used using J* to control what lines to print on the order.

Pre-Requisites

- Knowledge of pricing
- Procedures for entering fabrication/installation orders
- Knowledge of installation scheduler
- Knowledge of labor items used
- Knowledge of Bill of Materials
- Knowledge of Order Entry Process
- Knowledge of Order Status Codes

References

- File Maintenance Reference
- Installation Scheduler Reference
- Customer Service Reference

Things to consider

Before developing a procedure for entering fabrication/installation orders to invoice as a single line entry, consider the following:

Topic	Considerations/Recommendations
Pricing	Create a price list, such as price list # FB, at no charge for all products. This price list is used when a fabrication/installation order is entered. User can override prices for the single line entry to charge customer for job.

Topic	Considerations/Recommendations
Fabrication item numbers, labor and other charges	When creating item numbers, consider what type of items you need for the different installs: • Types of installation and their corresponding estimated installation price per SF, SY, LF, etc. - carpet install, vinyl tile install. • Labor rates - Ex: stairs - full, stairs - ½ stairway, stairs - standard runner, rates per product type. • Other installation charges - rip up existing floor, carpet disposal, moving furniture. All installation, labor, and other service charges can be classified as items, including prices and costs. Consider creating a generic item for each type of installation, such as "Carpet Install", "Ceramic Install", etc. Then build a Bill-Of-Material for each of those items, and include all your related labor/service items. Then your users only have to enter a single item for "Carpet Install" and they can choose from all of the labor/service items that relate to that type of installation.
Bill of Materials	Create and use Bill of Materials for fabrication items. In order entry, entering a fabrication item automatically retrieves all other items associated with the fabrication.
Using J*	Use J* on F6 Miscellaneous line in order entry to keep certain information from the customer's view. Any lines after the J* will not print in on customer's documents.
Invoicing	Invoice a fabrication/installation order only when the job is complete.
Procedures for entering fabrication/installation orders	Develop and outline a procedure for entering a fabrication/installation and then train your customer service personnel. Items to consider are: • Which ship via to use for order entry • Changing price list# at order header to FB • Should each fabrication be a separate order or under one order • Job name is mandatory • Do not tax install orders • Labor item numbers to use for install orders • Order status codes for stages of fabrication/installation process • Decide which document to print • How notes should be entered for fabrication/installation uses and customer agreements

Entering fabrication/installation order

At the order header, you may have a ship via that represents install orders. Change the price list # to "FB".

Note: Make sure procedures are in place so that the person entering a fabrication/installation order knows the required fields and what should be entered in them.

Enter all your fabrication item numbers (for example FABKITCHEN and FABFIREPLACE in the figure below) and any pertinent information that the customer can view on miscellaneous lines first.

After entering the fabrication item numbers, the next step is to enter the material, labor, and any other additional costs (For example, LABF1 Labor/Fabricate/9.00 SF and LABF2 Labor/Fabricate/Sink Cut figure below.). As long as you use the FB price list# for each line item with zero price, all lines

should come up as zero price and the cost. You can then change the labor item's cost to the actual cost of the job as billed by your installer.

```
ACCOUNT# 200088    MCGILLICUTTY, CHRISTINA              ORDER# 415048
Line  Item#              Description/Serial#/Loc      Qty    U/M    Price
0031                 MASTER BATH - WILL DECIDE ON COLOR                    .00
0032                 NOTE IF TOP MOUNT OR UNDERMOUNT SINK CUT              .00
0033                 OUT 4" BACKSPLASH - NOT SURE OF GRANITE THICKNESS     .00
0040  FABVANITY          SET TOPS VANITY              1.00 EA   900.000
0041                 GUEST BATH - NOT SURE OF SINK INFO                    .00
0042                 4" BACKSPLASH                                         .00
0049              J*                                                       .00
0050  LABF1             LABOR / FABRICATE / 9.00 SF    120.00 SF    .000
0060  LABF2             LABOR / FABRICATE / SINK CUT     4.00 EA    .000
0070  LABF7             LABOR / FABRICATE / RIP & RMV    1.00 EA    .000
0080  LABF9             LABOR / TEMPLATING / 2.00 SF   120.00 SF    .000


     press F1 for more...  Stk:     .00  Tax: 1027.00    Sub-Total:   8,927.00



  Line Ware Mfgr/Color/Pattern/Lot#        Qty      U/M  ....Price..   .....Cost..
  0050 RAL    LAB F1 _____ ____      120.00     SF  _____        6.500

  L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt    ..extend..  extend  C/U/A
  __ _ _____ ____  _    ____ ___  052905 R FB  _____         780.00
                             ORDER CHANGES
  F1=Review. F3=S/Ns. F4=Cancel. F5=Stk Card. F6=Misc. F7=EOJ.  F23=Other Keys.

MA    b                                                              19/013
```

Note: *If you do not want the labor lines to appear on documents created for the customer, enter J* on F6 Miscellaneous Line prior to entering the labor lines.*

Potential Obstacles

• If you do not have a price list# FB assigned on all products, an error message is issued saying that the customer has no pricing for this item.

Suggestions for entering fabrication/installation orders

Create bill-of-materials for labor items. Ex: entering a labor item automatically brings the bill-of-material window for other labor items.

```
ACCOUNT# 200088    MCGILLICUTTY, CHRISTINA              ORDER# 415048
                        Multi-Line Order Entry

   Opt Mfgr/Col/Pattern    Qty      UM    Price    R Rcv CC           Inv Avail

   █ LAB F99              1.00  SF  _____ _ _ _  LABOR    FABRICATE     0
   _ LAB F1  _____ _____ SF  _____ _ _ _  $5.00 SF LABOR         0
   _ LAB F2  _____ _____ EA  _____ _ _ _  SINK CUT $25           0
   _ LAB F3  _____ _____ LF  _____ _ _ _  EDGING $5.50 LF        0
   _ LAB F4  _____ _____ EA  _____ _ _ _  WATER JET JOB          0
   _ LAB F5  _____ _____ EA  _____ _ _ _  SEAL $25               0
                                                                  More...
   * MUST SPECIFY JOB RATE/AMOUNT
   Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel
   Item# LABF99          LABOR / FABRICATE / JOB RATE



   0130 RAL    LAB F99 _____ ____     1.00    SF _____      6.500

   L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt     ..extend..  extend  C/U/A
   _  _  _____ ____  _  ___     ___  052905 R FB  _____ _____ ____
                                  ORDER CHANGES
   F1=Review. F3=S/Ns. F4=Cancel. F5=Stk Card. F6=Misc. F7=EOJ.  F23=Other Keys.
```

Use Installation Scheduler to request printing of Customer Agreements, Installation Worksheet, Customer Labor Approval, or Labor Purchase Order.

Posting a Vendor Bill

This example shows all of the steps and field entries necessary to post an $80.00 invoice for office supplies from AAA Business Supplies. Assume that AAA Business Supplies has a vendor number of 000040.

1. From the Enter Accounts Payable Transactions menu enter **1- Enter Transactions** to go to the Accounts Payable Enter Transactions screen. Complete the screen as shown.

```
     << ACCOUNTS PAYABLE / ENTER TRANSACTIONS >>



     ENTER COMPANY#     0

     ENTER VOUCHER#     ,,,,,,,,LINE# ,,,,,

     ENTER ACTION CODE  A

     ENTER BATCH#       01

     ENTER BATCH DATE   081001

     ENTER BATCH TOT$   ,,,,,,8000,,

     ENTER LOCATION     N

     ENTER PASSWORD



     F7=EOJ.                    WSID: ZA
```

- The invoice is made out to your company, which is entered in the Company File as company **0**.

- You do not need to enter the voucher number or line number. The system assigns the voucher number and line number when adding new transactions.

- Use **Action Code A** to add new transactions.

- Assign a batch number—any number between 00 - 99. This batch included only one invoice. So, the batch total is also $80.00.

- The entry is made on a terminal in New York, and you have assigned the code **N** for New York. You could choose any code, but be consistent. This field is not mandatory.

- The Batch Total is not required.

- Enter the password if necessary. The password does not appear.

2. Press **Enter** to go to screen 2. The following notes pertain to screen 2.

- The **Vendor# 000040**, for AAA Business Supplies, is entered with code **V** for vendor.

*Note: To search available vendors, enter "**?**" in the **Vendor#** field.*

- Enter the **Vendor Invoice#**

- The terms are 2.00% discount if paid within 30 days. Let the system calculate the discount available to be taken, by leaving the **Discount To Take** field blank.

Note: Vendor terms are created in the Vendor File (FIL 14).

- The **Invoice Amt** as stated on the vendor's invoice is **$80.00**.

- By leaving the **Due Date** and **Pay Date** blank, you let the system automatically calculate them according to the supplier's 30 days terms.

- The invoice is not prepaid, so skip the **Prepaid** field.

- Accept the default **Account Numbers 01001**, **05200**, and **02001**, which the accounting manager has entered in the Company File record for company 0.

- The system assigned voucher number **005877** to this transaction.

- You do not have to override the default transaction code **00**, which means Invoice From Vendor.

```
 ACCOUNTS PAYABLE           UPDATE          CO# 0 METRO TILE

VENDOR# 000040 CODE V Name  AAA BUSINESS SUPPLIES           VOUCHER# 005877
        ?=Search       Addr1 325 MENDELL STREET
                       Addr2
                       Addr3 SAN FRANCISCO

 Vendor Invoice# 12345      Vendor Inv Date 082101 Transaction Code 00
 Vendor Terms 00200 % Disc, 030 Days.
 Due Date 092001  Pay Date 092001

 INVOICE AMT (GROSS) $      8000  DISCOUNT TO TAKE $      160  NET$      78.40
 If Prepaid: Check#        Check Amt            Disc Taken          Code
 Cash Acct#...   01001 CASH-GENERAL WELLS FARGO
 Discount Acct# 05200 PURCHASE DISCOUNTS
 A.P. Acct#...  02001 ACCOUNTS PAYABLE - TRADE
```

3. Press **Enter** to expand the screen.

   - The default Expense Account, **05665** for Office Supplies, from the vendor's Vendor File record appears.

   - The system assigns Line Number 0001 to this transaction.

   - Enter the total invoice amount in the **Line Amt** field; since you are posting the total invoice amount to a single expense account.

   - Leave the **Discount to Take** field blank. The program automatically calculates it.

   - Accept the default **Expense Acct #** of **05665**, but you could have overridden this account number with another expense account number.

   - In this example, a specific branch, **MAN**, is entered. Enter branch ALL if the expense is allocated across all branches in company 0.

   - You could also allocate the expense to a cost center or job number/purchase order number by using the **Cctr** and **Job#** fields.

   - When this part of the screen is first accessed, the control fields are all still at 0.00, because you have not yet entered a line item. After you press **Enter**, the control fields include the data entered. The control fields are updated after accepting the first line. The **Gross** and **Batch**

controls display in high intensity characters indicating that the totals are now equal to the **Invoice Amt$ Gross** entered on Screen 2 and **Batch Tot$** entered on Screen 1.

```
 ACCOUNTS PAYABLE            UPDATE           CO# O METRO TILE

VENDOR# 000040 CODE V Name  AAA BUSINESS SUPPLIES          VOUCHER# 005877
        ?=Search      Addr1 325 MENDELL STREET
                      Addr2
                      Addr3 SAN FRANCISCO

Vendor Invoice# 12345      Vendor Inv Date 082101 Transaction Code 00
Vendor Terms 00200 % Disc, 030 Days.
Due Date 092001  Pay Date 092001

INVOICE AMT (GROSS) $     8000  DISCOUNT TO TAKE $     160  NET$     78.40
If Prepaid: Check#       Check Amt          Disc Taken         Code
Cash Acct#.... 01001 CASH-GENERAL WELLS FARGO
Discount Acct# 05200 PURCHASE DISCOUNTS
A.P. Acct#.... 02001 ACCOUNTS PAYABLE - TRADE
_____
LINE AMT (GROSS)......$     8000   DISCOUNT TO TAKE...$     160   LINE# 0001
Description            Expense Acct# 05665 OFFICE SUPPLIES
Branch MAN  Cctr     Job/PO#       Manif#          S/D N

    Controls / Gross:        .00 Discount:       1.60  Batch:       80.00
F1=END INVOICE.  F2=APPLY BAL.  F4=DELETE LINE.  F8=SCRN 1.  F9=CORRECT INV. 03
MA   b              MW                              19/025
```

4. No further entries are needed. Press **F7** to end the job.

Posting a Single Vendor Bill to Two Different Expense Accounts

This example shows how you can break down an $80.00 invoice from AAA Business Supplies into expense accounts for computer supplies and office supplies. The invoice consisted of two line items: $50.00 for office supplies; $30.00 for computer supplies.

The following figure shows $50.00 applied toward office supplies. Complete the fields as follows:

*   The default expense account **05665** - the system grabs the description, **Office Supplies**, from the vendor's Vendor File record appears.

*   The system assigns line number 0001 to the first line for this transaction.

*   Enter the amount charged for office supplies (**$50.00**) in the **Line Amt** field.

*   Leave the **Discount To Take** field blank. The program calculates the discount available to take.

```
 ACCOUNTS PAYABLE            UPDATE            CO# O METRO TILE

VENDOR# 000040 CODE V Name  AAA BUSINESS SUPPLIES           VOUCHER# 005878
         ?=Search      Addr1 325 MENDELL STREET
                       Addr2
                       Addr3 SAN FRANCISCO


Vendor Invoice# 2345       Vendor Inv Date 081601 Transaction Code 00
Vendor Terms 00000 % Disc, 030 Days.
Due Date 091501  Pay Date 091501

INVOICE AMT (GROSS) $     8000  DISCOUNT TO TAKE $          NET$     80.00
If Prepaid: Check#        Check Amt          Disc Taken          Code
Cash Acct#.... 01001 CASH-GENERAL WELLS FARGO
Discount Acct# 05200 PURCHASE DISCOUNTS
A.P. Acct#.... 02001 ACCOUNTS PAYABLE - TRADE
_____

LINE AMT (GROSS)......$     5000  DISCOUNT TO TAKE...$             LINE# 0001
Description            Expense Acct# 05665 OFFICE SUPPLIES
Branch MAN  Cctr      Job/PO#        Manif#           S/D N

   Controls / Gross:           .00 Discount:          .00 Batch:      130.00
F1=END INVOICE.  F2=APPLY BAL.  F4=DELETE LINE.  F8=SCRN 1.  F9=CORRECT INV. 03
MA    b                  MW                                       19/025
```

The next figure shows $30.00 applied toward computer supplies.

- Press **Enter** to expand the screen to display the control fields and the additional fields you will need to enter this information.

- Enter the amount charged for the computer paper, **$30.00**, and the expense account number for computer supplies, **5667** - **Computer Supplies**.

- Leave the **Discount To Take** field blank to allow the program to compute the discount.

- The control fields are updated and now include your line 0001 and line 0002 entries.

- The **Gross** and **Batch** controls display in high intensity characters indicating that totals of your Screen 3 entries line numbers 0001 and 0002 now equal the **Invoice Amt$ Gross** and **Batch Tot$** you entered on Screen 1 and Screen 2. The program is now set up to accept a line 0003. Since you are finished with this invoice, stop here.

```
ACCOUNTS PAYABLE          UPDATE           CO# 0 METRO TILE

VENDOR# 000040 CODE V Name  AAA BUSINESS SUPPLIES          VOUCHER# 005878
        ?=Search      Addr1 325 MENDELL STREET
                      Addr2
                      Addr3 SAN FRANCISCO

Vendor Invoice# 2345       Vendor Inv Date 081601 Transaction Code 00
Vendor Terms 00000 % Disc, 030 Days.
Due Date 091501  Pay Date 091501

INVOICE AMT (GROSS) $     8000  DISCOUNT TO TAKE $          NET$     80.00
If Prepaid: Check#        Check Amt          Disc Taken          Code
Cash Acct#.... 01001 CASH-GENERAL WELLS FARGO
Discount Acct# 05200 PURCHASE DISCOUNTS
A.P. Acct#.... 02001 ACCOUNTS PAYABLE - TRADE
_____

LINE AMT (GROSS)......$      3000   DISCOUNT TO TAKE...$          LINE# 0002
Description                   Expense Acct# 05667 COMPUTER SUPPLIES
Branch MAN  Cctr     Job/PO#       Manif#          S/D N

    Controls / Gross:        .00  Discount:        .00  Batch:     160.00
F1=END INVOICE.  F2=APPLY BAL.  F4=DELETE LINE.  F8=SCRN 1.  F9=CORRECT INV. 03
MA   b                   MW                                      19/025
```

At this point you could press **F1** to end this invoice and start entry of a new invoice, **F8** to end the batch and start a new one; **F7** to end the job and return to the menu; or **F9** to correct this invoice, if necessary.

Posting an Invoice and Manual Check at the Same Time

The following screens show all of the steps and field entries necessary to post a $25.99 invoice and a manual check for computer paper from Smith's Stationary. Issuing a manual check indicates that you have already issued a check for the invoice.

1. From the Enter Accounts Payable Transactions menu enter **1- Enter Transactions** to go to the Accounts Payable Enter Transactions screen. Complete the screen as shown.

```
  << ACCOUNTS PAYABLE / ENTER TRANSACTIONS >>



  ENTER COMPANY#    0

  ENTER VOUCHER#    .......LINE# .....

  ENTER ACTION CODE A

  ENTER BATCH#      01

  ENTER BATCH DATE  081001

  ENTER BATCH TOT$  ..... 2599

  ENTER LOCATION    N

  ENTER PASSWORD



  F7=EOJ.                    WSID: ZA
```

- The invoice is made out to your company, which is entered in the Company File as company **0**.

- You do not need to enter the voucher number or line number. The system assigns the voucher number and line number when adding new transactions.

- Use **Action Code A** to add new transactions.

- Assign a batch number—any number between 00 - 99. This batch included only one invoice. So, the batch total is also $25.99. *This step is not required.*

- The entry is made on a terminal in New York, and you have assigned the code **N** for New York. You could choose any code, but be consistent. This field is not mandatory.

- Enter the password if necessary. The password does not appear.

2. Complete all of the fields, except for the **Pay Date** and the fields on the prepaid line. The **Pay Date** is the date that appeared on the manual check issued in payment of the vendor's invoice. Enter other information about the manual check on the **If Prepaid** line. Then make the following entries:

- Enter the number of the manual check, **456**, in the **Check#** field.

- Enter the portion of the check that paid this invoice in the **Check Amt** field. In this case the check only paid for this invoice, so enter the entire check amount, **$25.47**. The vendor's terms allowed for a 2.00% discount, which was taken. The invoice amount less the $0.52 discount equals $25.47, which is the amount actually paid. The $25.47 paid and the $.52 discount equal the total invoice amount of $25.99.

- Enter the transaction **Code, MC** for manual check.

```
 ACCOUNTS PAYABLE             UPDATE            CO# 0 METRO TILE

 VENDOR# 000040 CODE V Name  AAA BUSINESS SUPPLIES        VOUCHER# 005879
         ?=Search      Addr1 325 MENDELL STREET
                       Addr2
                       Addr3 SAN FRANCISCO

 Vendor Invoice# 3456      Vendor Inv Date 081601 Transaction Code 00
 Vendor Terms 00200 % Disc, 030 Days.
 Due Date 091501  Pay Date 091501

 INVOICE AMT (GROSS) $    2599  DISCOUNT TO TAKE $     52  NET$    25.47
 If Prepaid: Check#   456  Check Amt    2547  Disc Taken          Code MC
 Cash Acct#.... 01001 CASH-GENERAL WELLS FARGO
 Discount Acct# 05200 PURCHASE DISCOUNTS
 A.P. Acct#.... 02001 ACCOUNTS PAYABLE - TRADE
 _____

 LINE AMT (GROSS)......$ █   2547   DISCOUNT TO TAKE...$        52   LINE# 0001
 Description           Expense Acct# 05665 OFFICE SUPPLIES
 Branch MAN  Cctr      Job/PO#       Manif#              S/D N

    Controls / Gross:        .00  Discount:        .52  Batch:      185.47
 F1=END INVOICE.  F2=APPLY BAL.  F4=DELETE LINE.  F8=SCRN 1.  F9=CORRECT INV. 03
 MA█    b             MW                                           19/025
```

If you are using the General Ledger, application accounts will be affected by this double-sided transaction, as follows.

Debit	05665 Office Supplies	25.99
Credit	02001 A/P	25.99

To record office supplies expense.

Debit	02001 A/P	25.99
Credit	01001 Cash	25.47
Credit	05200 Purchase Discounts	00.52

To post a manual check and invoice, you need to post two separate transactions:

- a vendor invoice and
- a payment to the vendor.

The vendor invoice debited expense account 05665 and credited A/P account 02001. The payment debited the A/P account 02001and credited both cash account 01001 and discounts account 05200.

Posting a Check Reversal - Voiding a Check

Prior to reversing a check, run AP 216 - A/P History File Audit Reports for that check number to check the outstanding value, discount taken, if any, and invoice numbers.

If there is a discount, please make sure you enter that value for the check and/or the invoice.

Method A- If Check is in Prior Month

Use this method only if the check to be reversed was issued in a prior month and you want to reopen the invoice.

- Enter the invoice number. If the supplier/vendor is set-up to allow duplicate invoice numbers you can use the same invoice number. If the supplier is not set-up to use duplicate invoices, you can differentiate between invoice numbers by entering a "**R**", as shown below, or other identifier after the invoice number.

- Do not enter an invoice amount.

- Enter the check number, the amount to reverse, in this case it is $75.00 (entered as **7500-**), and the reversal code, **WN**.

```
 ACCOUNTS PAYABLE             UPDATE           CO# 0 METRO TILE

VENDOR# 000040 CODE V Name  AAA BUSINESS SUPPLIES          VOUCHER# 005881
         ?=Search        Addr1 325 MENDELL STREET
                         Addr2
                         Addr3 SAN FRANCISCO

Vendor Invoice# 567R        Vendor Inv Date 082001 Transaction Code 00
Vendor Terms 00000 % Disc, 030 Days.
Due Date 091901  Pay Date 091901

INVOICE AMT (GROSS) $            DISCOUNT TO TAKE $         NET$        .00
If Prepaid: Check#     987  Check Amt      7500- Disc Taken          Code WN
Cash Acct#.... 01001 CASH-GENERAL WELLS FARGO
Discount Acct# 05200 PURCHASE DISCOUNTS
A.P. Acct#.... 02001 ACCOUNTS PAYABLE - TRADE
_____

LINE AMT (GROSS)......$ █          DISCOUNT TO TAKE...$            LINE# 0001
Description           ,          Expense Acct# 05665 OFFICE SUPPLIES
Branch MAN  Cctr      Job/PO#        Manif#            S/D N

   Controls / Gross:            .00 Discount:           .00 Batch:         .00
F1=END INVOICE.  F2=APPLY BAL.  F4=DELETE LINE.  F8=SCRN 1.  F9=CORRECT INV. 03
MA  b                    MW                                        19/025
```

- Enter through line 40 without any values.

- Edit and post. After posting you will see the value of the AP ledger to be paid.

Method C - Reversing Check and Invoice of Prior Month

A check for $100.00 paying for two invoices, one for $80 and one for $20, each for computer supplies from Smith's Stationary, was posted and paid in error during the previous month. You want to reverse the check and the two invoices. The following screens show all of the steps and field entries necessary to reverse the check and invoice.

```
        << ACCOUNTS PAYABLE / ENTER TRANSACTIONS >>



        ENTER COMPANY#     0

        ENTER VOUCHER#       . . . . . . .  LINE# . . . . .

        ENTER ACTION CODE A

        ENTER BATCH#       10

        ENTER BATCH DATE    82101

        ENTER BATCH TOT$    . . . . 10000-

        ENTER LOCATION      . .

        ENTER PASSWORD      █



        F7=EOJ.                    WSID: YM                        01
   MA█   b                    MW                             20/025
```

The batch total is negative. This is because you are reversing the original invoices posted. Leave the voucher number and line number blank. The program assigns voucher and line numbers for the check and invoice reversal. The batch number is a number between 01 - 99. The batch date is the date of the check reversed.

Entering the first invoice for check reversal

Notice that you are entering the check reversal one invoice at a time, with one entry for each invoice that the check originally paid.

1. Enter the **Vendor Invoice#** with an **R** for reversal and **Vendor Inv Date** for the first of the two invoices that the check paid.

   Note: If the original invoice date is too far from today's date to reverse it, simply enter the date of the reversal.

2. Change the **Transaction Code** of the invoice to **11** for credit invoice.

3. Enter the **Invoice Amt**, **$80-**.

4. Enter the **Check Date**, **Pay Date**, and **Check Number** of the check you are reversing.

5. In the **Check Amt** field, enter a negative number (**8000-**), which, in effect, returns the $80.00 to the cash account. The $80.00 entry also reinstates the $80.00 debt to the vendor on the A/P ledger. Enter **$8000-** and not $100.00-, because you are only entering the portion of the check that relates to invoice 3657.

6. Enter cash disbursements transaction **Code WN**, which is used for check reversals. All of the G/L account numbers must be the same as those used by the original check.

7. Enter **$8000-** for **Line Amt**, since you are reversing the invoice. You also want to reverse the expense posted.

```
 ACCOUNTS PAYABLE           UPDATE          CO# 0 METRO TILE

 VENDOR# 000040 CODE V Name  AAA BUSINESS SUPPLIES          VOUCHER# 005882
        ?=Search      Addr1 325 MENDELL STREET
                      Addr2
                      Addr3 SAN FRANCISCO

 Vendor Invoice# 3657R        Vendor Inv Date 082001 Transaction Code 11
 Vendor Terms 00000 % Disc, 030 Days.
 Due Date 091901  Pay Date 091901

 INVOICE AMT (GROSS) $     8000- DISCOUNT TO TAKE $           NET$     80.00-
 If Prepaid: Check#   63645  Check Amt      8000- Disc Taken          Code WN
 Cash Acct#.... 01001 CASH-GENERAL WELLS FARGO
 Discount Acct# 05200 PURCHASE DISCOUNTS
 A.P. Acct#.... 02001 ACCOUNTS PAYABLE - TRADE
 _____

 LINE AMT (GROSS)......$ █    8000-  DISCOUNT TO TAKE...$           LINE# 0001
 Description           Expense Acct# 05665 OFFICE SUPPLIES
 Branch MAN  Cctr     Job/PO#        Manif#           S/D N

    Controls / Gross:            .00 Discount:          .00 Batch:        80.00-
 F1=END INVOICE.  F2=APPLY BAL.  F4=DELETE LINE.  F8=SCRN 1.  F9=CORRECT INV. 03
 MA   b              MW                                              19/025
```

Entering the second invoice for check reversal

1. Enter the **Vendor Invoice#** and **Vendor Inv Date** for the second $20.00 invoice that the check paid.

2. Enter **Transaction Code 11** of the original invoice.

3. Enter the **Check#** of the check you are reversing.

4. In the **Check Amt** field, enter **$20.00-**. You don't enter $100.00- because you are only entering the portion of the check that relates to invoice 7634.

5. Enter cash disbursements transaction **Code WN** for check reversals.

6. Enter all of the same G/L account numbers as those used by the original check.

   The program has set up line 0002 for you, but you are finished posting the part of the reversal that relates to invoice 7634, the second and last of the two invoices.

7. Press **F7** to end the job.

8. Run an edit and then post the transactions. The edit shows the G/L accounting involved.

Note: After you have posted the transactions, the vendor's ledger shows the reversal of invoices and checks. These vouchers should not show any balances. The cash has been debited and expenses have been credited.

```
 ACCOUNTS PAYABLE            UPDATE          CO# O METRO TILE

VENDOR# 000040 CODE V Name  AAA BUSINESS SUPPLIES            VOUCHER# 005883
        ?=Search       Addr1 325 MENDELL STREET
                       Addr2
                       Addr3 SAN FRANCISCO

Vendor Invoice# 7634       Vendor Inv Date 082101 Transaction Code 11
Vendor Terms 00000 % Disc, 030 Days.
Due Date 092001  Pay Date 092001

INVOICE AMT (GROSS) $     2000- DISCOUNT TO TAKE $          NET$     20.00-
If Prepaid: Check#  63645  Check Amt      2000- Disc Taken       Code WN
Cash Acct#.... 01001 CASH-GENERAL WELLS FARGO
Discount Acct# 05200 PURCHASE DISCOUNTS
A.P. Acct#.... 02001 ACCOUNTS PAYABLE - TRADE
_____

LINE AMT (GROSS)......$ ▌   2000- DISCOUNT TO TAKE...$          LINE# 0001
Description            Expense Acct# 05665 OFFICE SUPPLIES
Branch MAN  Cctr ....  Job/PO# ......  Manif# ..........  S/D N

   Controls / Gross:          .00 Discount:          .00 Batch:      100.00-
F1=END INVOICE.  F2=APPLY BAL.  F4=DELETE LINE.  F8=SCRN 1.  F9=CORRECT INV. 03
MA   b                  MW                                            19/025
```

Delivery Charges

Where Do I assign Delivery Charges?

There are three places in the system where delivery charges can be configured.

• Delivery Charges File

• 9966 delivery charge line on an invoice

• Minimum Order Charges File

Delivery Charges File

This is the recommended method for assigning and assessing delivery charges. You can use this program to control delivery charges by warehouse, truck route, account number, and state. You can enter varying delivery charges on each of these levels.

1. The Delivery Charges File is accessed via **FIL 27**.

```
            DELIVERY CHARGES TABLE



        Enter WAREHOUSE.........   ___
    or Enter STATE CODE........   __
    or Enter TRUCK ROUTE/RUN...   __ __
    or Enter STATE/COUNTY......   __ ___
    or Enter ACCOUNT#.........    _____

        Enter Action Code...   _  (A,U,I or Blank)

Note: State Charge Overrides Warehouse Charge,
      Truck Rt Charge Overrides State Charge,
      County# Charge Overrides Truck Rt Charge,
      Account# Charge Overrides County Charge.

              F6=Search
               F7=EOJ

              Password:
```

The bottom portion of the screen shows the hierarchy of delivery charges. Since the system will not assign two delivery charges to an order, it uses this hierarchy to figure which delivery charge to apply.

The rankings from highest to lowest are:

- Account Number
- County Number
- Truck Route
- State Charge
- Warehouse Charge

2. The run number can be used to sub-divide the customers on a truck route. This enables you to assess different delivery charges for different run numbers within the same route. You can enter a truck route without a run number, indicating the delivery charge applies to any run number within that route. Or, enter a truck route and a run number, indicating that the delivery charge only applies to orders with that route and that run number.

Note: A delivery charge for a route with a matching run number overrides a delivery charge for the route without a run number.

Delivery Charges by Unit

Using the Delivery Charges by Unit feature you can establish several different types of delivery charge schemes and promotions such as:

- different rates for different products, rates based on weight, units, or dollars sold
- free delivery for all products when certain products are included
- waiving of minimum delivery charges when certain products are included
- free delivery if a certain dollar amount is included

1. The Delivery Charges by Unit screen is accessed by pressing **F10** on the On the Delivery Charges Profile screen.

```
 TRUCK RT  M1                        INQUIRY              DELIVERY CHARGES TABLE


          Description........ BOSTON / LOCAL ROUTE 1



          Delivery Charge $       ,,,,23 . 00

          General Ledger Acct#  30010   SALES / FREIGHT & SHIPPING CHG

          Cost Center          DEL    DELIVERY SERVICES

          Taxable? (Y/N)        N



                                                         D/del _
                                            Last Change:  1/11/02


 F1=Next Record  F2=Exceptn  F6=Search  F7=EOJ  F8=1st Screen  F10=Unit Charges
```

Examples of Delivery Charges by Unit

The following screen illustrates many of the delivery charge options that can be devised using the Delivery Charges by Unit function.

```
 Truck Rt:  M1                     *UPDATE*          Delivery Charges by Unit
 BOSTON / LOCAL ROUTE 1
                                                                         Make
 Item    Native  $  (UN,$$,LB,KG)  Qty       Qty   (UN,$$,LB,KG)  Subj   Delv
 Class1  U/M    Rate   Per U/M     From       To       U/M      To Min? Free
 -----------------------------------------------------------------------------
  **     SF    .020    UN        .00   _____     UN       Y     N
  **     SY    .180    UN        .00   _____     UN       Y     N
  PD     RL   3.000    UN        .00       4.99     UN       Y     N
  PD     RL           UN       5.00   999999.99     UN       N     N
  SM     **           UN        .00   _____     UN       N     N
  SU     **    .025    UN        .00   _____     UN       Y     N
  VT     CT   2.000    UN        .00   _____     UN       Y     N
  __     __           __        .00   _____     __
                                                                Bottom


 Spec Functions: Delv Free if $Value Over _____   (enter value to activate)
                 Min Delivery Charge$     15.00   Max Del Charge$  175.00
       Exemptions by Mfgr(free delv):    PER WIL __ __ __ __
       Exemptions by Frt Class(free delv): __ __ __ __ __ __

 F1=Next Record   F3=Copy   F6=Search   F7=EOJ   F8=First Screen   F10=Return
```

The above screen should be interpreted as follows:

- The delivery charge rates shown on this screen apply only to orders that are assigned to truck route M1, which is the Boston local route 1.

- All items (** = any item class) with a native unit of measure of SF are charged a delivery charge of $.02 per SF. These items are subject to the minimum delivery charge.

- All items with a native unit of measure of SY are charged $.18 per SY and are subject to the minimum charge.

- All items in class PD, with native unit of measure RL, are charged $3.00 per unit (RL) for orders under 5 RL, but are not charged on orders of 5 or more RL. Additionally, orders for 5 or more RL cause the entire delivery to no longer be subject to the minimum delivery charge.

- All items in class SM, regardless of the unit of measure, are not charged for delivery, and the entire delivery is not subject to the minimum delivery charge.

- All items in class SU, regardless of the unit of measure, are charged $.025 per dollar sold, or 2.50% of the extended price. These items are subject to minimum charges.

- All items in class VT, with a native unit of measure of CT, are charged a $2.00 per carton delivery charge, and they are subject to the minimum delivery charge.

- The minimum delivery charge is $15.00, but if any item included in a delivery has N for Subject to Minimum, the entire delivery is exempt from the minimum delivery charge.

- The maximum delivery charge is $175.00.

The next example shows how you can apply a fixed delivery charge for a specific item class only. This entry has the effect of charging a $25.00 delivery charge only when items in class L1 are delivered. The system charges $25.00 per dollar sold in item class L1. This formula would always exceed a

total of $25.00, but the maximum charge of $25.00 would then override, and the total charge would always be $25.00.

```
 County  : FL020                   *UPDATE*          Delivery Charges by Unit
 DUVAL COUNTY, FLORIDA
                                                                        Make
 Item    Native  $   (UN,$$,LB,KG)  Qty       Qty   (UN,$$,LB,KG)   Subj   Delv
 Class1  U/M    Rate   Per U/M      From        To       U/M      To Min? Free
 ------------------------------------------------------------------------------
   L1     **    25.00   $$          .00                  $$           N      N
   __     __   _____  __     _____    _____      __           _      _
   __     __   _____  __     _____    _____      __           _      _
   __     __   _____  __     _____    _____      __           _      _
   __     __   _____  __     _____    _____      __           _      _
   __     __   _____  __     _____    _____      __           _      _
   __     __   _____  __     _____    _____      __           _      _
   __     __   _____  __     _____    _____      __           _      _
                                                                      Bottom


 _____
 Spec Functions: Delv Free if $Value Over _____    (enter value to activate)
                 Min Delivery Charge$    _____    Max Del Charge$    25.00
     Exemptions by Mfgr(free delv):             __ __ __ __ __ __
     Exemptions by Frt Class(free delv):        __ __ __ __ __ __
 _____
 F1=Next Record   F3=Copy   F6=Search   F7=EOJ   F8=First Screen   F10=Return
```

Delivery Exceptions Screen

You can use the Delivery Charge Exceptions screen to override regular delivery charges based on the day of the week. These exceptions override regular delivery charges by stop, or delivery charges by unit. For example, you can have a regular daily stop charge of $20.00, which is reduced or waived on specific days of the week if you normally use the delivery charge by unit feature. You can use this feature to switch to a stop charge, or to no charge, on specific days of the week. This can help you balance routes and reduce total stops per week. This method of charging encourages customers to plan shipments for certain days, which in turn drives down the average expense per stop.

Press **F2** from the Delivery Charges File Profile screen to display the Exceptions screen.

```
█ACCOUNT#  200200                  UPDATE                DELIVERY CHARGES TABLE



        Description........ WILLIAMS FLOORS, INC.

           Exceptions By Day Of The Week

       Day Of Week      Y=Free   or   Amount$
       Monday            Y             . . . . . .  .
       Tuesday           . .           . . . . 9 . 99
       Wednesday         . .           . . . . . .  .
       Thursday          . .           . . . . 8 . 00
       Friday            . .           . . . . . . . . . .
       Saturday          . .           . . . . . . . . . .
       Sunday            . .           . . . . . . . . . .



    F1=Next Record    F2=Return    F6=Search    F7=EOJ    F8=1st Screen
 MA█    a                   MW                                          01/001
```

In the above example, all Monday deliveries on the route are free, all Tuesday deliveries are $9.99 per stop, and Thursday deliveries are $8.00.

Another Note about Delivery Charges and the Delivery File

If you are working with the delivery charges for a specific account, the field **Only use this delivery charge record if the customer's default truck route is used field on the Delivery File Profile** appears at the bottom of the Delivery Charges Profile screen.

```
▌ACCOUNT#  200200                INQUIRY            DELIVERY CHARGES TABLE



        Description........ WILLIAMS FLOORS, INC.



        Delivery Charge $        ,,,,,,.,,,

        General Ledger Acct#  30010  SALES / FREIGHT & SHIPPING CHG

        Cost Center          DEL    DELIVERY SERVICES

        Taxable? (Y/N)       N

        Only use this delivery charge record if the customer's
        default truck route is used? (Y/N) Y  Default is now = G1

                                                    D/del _
                                            Last Change:  2/24/03



  F1=Next Record  F2=Exceptn  F6=Search  F7=EOJ  F8=1st Screen  F10=Unit Charges
```

Note: This field is not shown for delivery charge records by warehouse, truck route, and so on.

It enables you to make sure that a customer is charged their special rate only when delivered on their normal route. For example, a customer may be assigned, via the Billto File, to route A1, which normally has a $25.00 charge, but you created a special delivery charge for this account of $15.00. If a **Y** is entered in this field, the system uses the $15.00 charge when the expected route (route A1) is used. If the customer arranges for special routing on a particular order, the normal charge for the alternate route is used. This method may be helpful on systems that use common carriers, with varying rates, as part of their truck route scheme.

9966 delivery charge line on an invoice

You can use 9966 delivery charge line on an invoice to override the regular delivery charges.

The system always puts automatic delivery charges on line number 9966 of an order or invoice. Therefore, if you ever need to prevent a single order or invoice from getting a delivery charge, simply enter any message on line number 9966 of that order or invoice. If line 9966 has any data, such as an asterisk (*) or a comment, then that order or invoice is not included in the job that processes the deliv-

ery charges. To manually override a delivery charge, we recommend that the manual charge is entered on line 9966 to simultaneously establish the new charge and prevent automatic charges on the order or invoice.

Minimum Order Charges File

This is not the recommended method to assign delivery charges, but it can work

The Minimum Order Charges File can be used separately, in conjunction with, or instead of the Delivery Charges File. Because the Minimum Order Charges File can be assigned by truck route, some or all routes can be assessed charges in this file. The description is variable, so you can enter Delivery Charge in the Description field. You can use the Minimum Order Charges File enables offer free or reduced delivery charges based on the size of the order. For example, you could enter instructions to charge $35.00 if less than $500.00, and $20.00 if less than $750.00. This entry implies that delivery is free for orders totaling $750.00 or more. You can also combine the two features. For example, you could have a fixed delivery charge of $15.00 in the Delivery Charges File, and a surcharge for orders under a certain amount in the Minimum Order Charges File.

How to analyze your freight charges

Am I charging enough or am I losing money...these reports can help.

- Miscellaneous F6 Line Sales (RSA 5)
- Deliveries With & Without Delivery Charges (RSA 14)

Deliveries With & Without Delivery Charges (RSA 14)

This report lists each customer's delivery charge, or indicates if delivery is free of charge. It also indicates whether or not the customer is subject to minimum charges, as established in the Minimum Charges File.

This listing provides the ability to quickly see if a customer has delivery charges applied by unit. This feature eliminates the need to pull up each file and check them individually.

The "Deliveries With and Without Delivery Charges" report enables you to analyze your delivery charges with an emphasis on deliveries that were made without charges.

```
        R E P O R T   P A R A M E T E R S          Free Delivery


    Enter A Customer Account#, Or Leave Blank To Include ALL Customers: █ ,,,,,
    Enter A Branch# Or Leave Blank To Include ALL Branches............: ,,,,
    Enter A Salesperson# Or Leave Blank To Include ALL Salespeople....: ,,,,

    Enter A Date Span Or Leave Blank To Include All...  FROM: ,,,,,,, TO: ,,,,,,,,
    Enter An Invoice# Span Or Leave Blank For All.....  FROM: ,,,,,,, TO: ,,,,,,,

    Enter A State Code Or Leave Blank To Include ALL States...........: ,,

    Enter A GP% Span Or Blank For All (001-999,+ or -)  FROM: ,,,,,  TO: ,,,,,
    Enter "P" For "PAID ONLY","U" For "UNPAID ONLY" , or Blank For All: ,,

    Enter A HEADER WARE# Or Leave Blank To Include ALL Hdr Warehouses.: ,,,,
          (header ware is where pick lists prints & order ships from)



              F4=Cancel,           F7=Continue.
```

This parameter screen is similar to the parameters for running Invoice Registers. The "Deliveries With and Without Delivery Charges" report is similar to an Invoice Register, but it only lists invoices that have been assigned to a truck route.

The next screen, shown below, controls how the report is sorted.

```
┌─────────────────────────────────────────────────────────────────────┐
│  ▐ USER OPTIONS ▌                                                     │
│                                                                       │
│                                                                       │
│                                                                       │
│     "1" to Sort By Trk Rte/Account/Ship Date/Invoice.                 │
│     "2" to Sort By Ship Date/Trk Rte/Account/Invoice.                 │
│     "3" to Sort By Account/Ship Date/Invoice.                         │
│     "4" to Sort By Ship Date/Account/Invoice.                         │
│                                                                       │
│                                                                       │
│     Note: Only invoices with truck routes are included.               │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│     Enter one of the choices listed above: 1                          │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│     F4=Cancel                                                         │
│     F11=Return To Previous Screen                                     │
└─────────────────────────────────────────────────────────────────────┘
```

The default sort option is **1**, which groups the invoices in the same way that the invoicing program groups invoices when assigning delivery charges. Within any given route, for a ship date, only one invoice for each customer should contain the delivery charges for that day.

- Sorts 1 and 2 enable you to see the invoices arranged as they would be for assigning delivery charges.

- Sort 3 enables you to see each customer's deliveries over a specified period of time.

- Sort 4 enables you to track deliveries by account on a day-to-day basis, regardless of the truck route codes used.

A sample report is shown below. Please note the following features:

- The delivery charges (which are stored on line 9966 of an invoice) are shown in the column **Delivery-Charge**. They are also included in the **MISC** column, which includes all miscellaneous charges on an invoice.

- The ship date and truck routing codes are shown on the right side of the report, followed by a special code whenever no delivery charge is found.

  — *1 means that his customer is coded for free delivery in the Billto File.

  — *2 means that line 9966 was keyed by a user for free delivery.

  — *3 means that there was no line 9966 found on the invoice.

- Sub-totals are shown for each account number regardless of your sort option.

- At the bottom of the report, **Sales Recap 1** shows the total delivered sales <u>with</u> delivery charges, and the total delivered sales <u>without</u> delivery charges.

Note: When reviewing the "Deliveries With and Without Delivery Charges" report, remember that even though all of the invoices listed were deliveries (with a truck route code), only one invoice per ship date, per customer, should have a delivery charge.

- An "*****" in the **DELIVERY CHG$** column denotes the customer is assigned a delivery charge by unit.

```
                                        Display Spooled File
File . . . . . :   CUSTDEL$                                              Page/Line   1/3
Control . . . . .  █_____                                               Columns    1 - 130
Find . . . . . .  _____
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0....+....1....+....2....+....3
11/20/00              C U S T O M E R   D E L I V E R Y   C H A R G E S         BY ACCOUNT#                      PAGE
REQUESTED BY: VG DERRICK                                                                         BILLL2/BILLL2/
ALL COMPANIES                                                                                       ALL BRANCH
                                      * = DELIVERY CHARGES BY UNIT ARE APPLIED        INCLUDES SPCL ACCTS, INCLUDES CASH ACC
ACCOUNT#------NAME-------------------CITY------------------STATE / ZIP--WARE--ROUTE/STOP/RUN--DELIVERY CHG$---MIN CHG?------TERM
000001 DANCIK-ON-DISK / PURCHASES    CARY                  NC 27513                              FREE          N
000002 STOCK TRANSFERS                                                                          FREE          N
000044 AAA FLOORS                    CARY                  NC 27514   RAL                        25.00         N
000098 CASH SALES / ANAHEIM          ANAHEIM               CA 90505   ANA                        25.00         N          CSH
000099 CASH SALES / DANCIK-ON-DISK   CARY                  NC 90101                                .00         N          COD
000100 A & A CERAMICS, INC.          BENTON HARBOR         MI 49022                             25.00         N          015
000101 PROBLEM INC                   NEW YORK              NY 10101   NYC    G1    13           25.00 *       N
000108 A-AMERICAN CUSTOMER FLOORING                                                               .00         N
000111 ZZ CONTRACTING                SAN LATASBURG         OH 42255          G2                   .00         N
000115 ADEX, USA                     MEDLEY                FL 33166                                .00         N
000116 A T C DISTRIBUTING CORP.      N. HOLLYWOOD          CA 91605                              25.00         N          030
000117 ABBOT TILE                    BOUNDBROOK            NJ 08880                                .00         N
000119 ABC WHOLESALE NATURAL STONE   PUKALANI              HI 96768                                .00         N
000120 ADERA NATURAL STONE           VANCOUVER BC V5M 3Y6                                          .00         N          030
                                                                                                              More...

F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More keys

MA█   c              MW              A                     03/022
```

How Delivery Charges are Applied

Delivery charges are applied during the batch invoicing process, and optionally on COD orders. When the batch invoicing process is run via the Invoicing or Warehouse Menu, the system sorts all invoices that contain a truck route code by customer and then by ship date. The system then assigns one delivery charge per ship date per customer on one of the invoices for each customer and ship date. This method ensures that regardless of the number of invoices, a customer is only charged once per ship date. Delivery charges by unit are applied by taking each individual line item, and looking up its item class, unit of measure, and quantity in the Delivery Charges by Unit Table. The rate found in the table is multiplied by the specified category (units, dollars, or weight). The total of all line item charges is compared to the Minimum and Maximum Charges fields (if present) and the applicable delivery charge is added to the Delivery Charge line of the applicable invoice. A report is produced each time batch invoicing is run.

There are two methods of exempting customers from delivery charges.

- One is to set the Billto File Delivery Charge flag to No (N). Optionally, you can set up a delivery charge record with a zero charge for the customer.

- You can exempt a specific order or invoice from delivery charges by entering any comment or charge on line number 9966 of the order or invoice. Automatic delivery charges are always inserted into line 9966 when they are processed. Any entry already on line 9966 overrides the automatic delivery system.

To have the system automatically charge delivery charges on COD orders prior to invoicing, your system administrator must set the option in the Company Settings Program on the System Settings Menu. This option is set once, and then all eligible COD deliveries are charged on the order. The Delivery

Charges by Unit features are not available for COD orders until they are invoiced. Only a simple stop charge can be added to a COD picking ticket.

Note: *If you set the option to automatically add delivery charges to COD orders, it is possible for the customer to be charged multiple delivery charges for a single delivery. This possibility could occur if multiple COD orders are called in separately by the customer, and then all delivered together. If a COD order contains a delivery charge when invoiced, the system will not charge for delivery again. When delivery charges are created, a miscellaneous line is added to the order or the invoice at line number 9966. We normally recommend that delivery charges are added to COD picking tickets or bills of lading by your driver or by using COD Invoicing & Reports (option 18) on the Warehouse Menu.*

If you want the system to automatically charge delivery charges on COD orders prior to invoicing, your system administrator must set the option in the Company Settings program on the System Settings Menu. This option is set once, and then all eligible COD deliveries are charged on the order.

Note: *If you set the option to automatically add delivery charges to COD orders, the customer might receive multiple delivery charges for a single delivery. This could occur is multiple COD orders are called in separately by the customer, and then all are delivered together. If a COD order contains a delivery charge when invoiced, the system will not charge for delivery again. When delivery charges are created, a miscellaneous line is added to the order or the invoice at line number 9966. See How to Prevent Delivery Charges From Being Applied (page 12).*

How to Prevent Delivery Charges From Being Applied

You can prevent delivery charges from being automatically charged to a customer by either setting the **Delivery Charge** field in the Billto File to **N**, or by setting the customer's delivery charge by account number to zero. See How Delivery Charges are Applied (page 11).

You can also prevent a delivery charge on a specific order or invoice by entering any comment, character, or charge on line number 9966 of the order or invoice. The system always assigns delivery charges to line number 9966. The entry this overrides the automatic delivery charges system. For example, you can enter **No Delivery Chg** or an asterisk (*), on line number 9966 to prevent a delivery charge from being added to that order or invoice. You can also enter a special charge on line 9966, which would then override the regular delivery charge for that order or invoice only.

Installation Scheduler

The installation scheduler manages your measurements and installation jobs. It consists of a web-based calendar program and a core system based screen within Order Entry, and reports.

The web based calendar program displays a calendar view of scheduled jobs by day, week, or month view of all the orders you have flagged as measure or install by the measure or install date and groups them accordingly. The calendar utility provides a secure and limited view and access to the main system. It allows users of the web based program to assign measure and/or install teams, measure and/or install dates. These changes done through the calendar updates the orders within the system.

The installation scheduler through order entry allows you to do the same functions as the web based calendar via the regular data entry fields. It also allows you to request different types of installation work order documents to print such as Customer Agreement, Installation Agreement, Labor Approval, and Installation Worksheet. The reporting feature gives you many different options, including lists of your measure and installation orders, and a labor payable report to be used to match to installer payables.

Things to consider

Using Installation Scheduler through order entry

Requesting Installation Work Order Documents

Using Installation Scheduler calendar entry

Reporting on Installation Scheduler

Things to consider

Before using Installation Scheduler, you should consider the following to maximize your reporting and sales analysis:

Topic	Options and Recommendations
Installation and Pricing	Entering the install order, consider how your customer service would enter and price the order. For example, if the job is quoted at a fixed install price, you could still enter each line normally but create a variance line to match to the quoted price. This will allow you to run sales and margin analysis for each of the item sold, even when selling at a total job price or installed price.

Topic	Options and Recommendations
Installation item numbers and other charges	Creating item numbers, consider what type of items you need to for the different: • Types of installation and their corresponding estimated install price per SF, SY, LF, etc. - carpet install, vinyl tile install. • Labor rates. Ex: stairs - full, stairs - ½ stairway, stairs - standard runner, rates per product type. • Other installation charges - rip up existing floor, carpet disposal, moving furniture. All installation, labor, and other service charges can be created as items, including prices and costs. • Consider creating a generic item for each type of installation, such as "Carpet Install", "Ceramic Install", etc. Then build a Bill-Of-Material for each of those items, and include all of your labor/service items that are related. Then your users will only have to enter a single item for "Carpet Install" and they can choose from all of the labor/service items that relate to that type of installation.
Creating installers, teams, and users	Define your installers, teams, and users of the installation scheduler program. An installer (in regards to the installation scheduler program) is really an installation company or group of installers such as "your in-house installers as a group", versus "ABC Installation Company" which may be a third-party company. Each Installer can include many teams. The teams can be individuals (by name) or actual teams such as "ceramic team". Consider which users are allowed to access the web and which users will only access the core entry system. Go to INS Menu in the New Menu system for setting up users, teams, installers, etc.
Tracking installation job	Consider how you would group the measures and install orders, stages of install, and how should each installation job be tracked for reporting and sales analysis. For example: • Create different ship via codes for measures and installs • Job name could be entered on all install orders • Create different order statuses for the stages of installation job process Sales analysis can be run for ship via code representing install and by job name and order number.

Topic	Options and Recommendations
Procedures for install orders	Developing and outlining the installation process to train your customer service for consistency and accuracy. For example: • Which ship via to use for order entry • Job name is mandatory • Do not tax install orders • Labor item numbers to use for install orders • Order status codes for install orders • Decide which document to use for installation work order • How notes should be entered for installation uses and customer agreements

Using Installation Scheduler through order entry

It is best to enter the line items first then access the installation screen afterwards in order for you to be able to select the line to assign the teams, update notes, and then request the necessary documents to print. The Installation Scheduler Screen is accessible at the end of the order on the cash register screen and also through order change via F16 function key. The Install Scheduler Screen displays the fields to enter the flags for measure, install, input fields for dates, teams, and displaying all lines entered on the install order.

```
ACCOUNT# 200080    JERRY SMITH                    A  INIT MD    ORDER#  415034

Installation Scheduler & Shipping Status Update


Measure: Y (Y/N)    Install: Y (Y/N)    Installer: ABC (?)  Measure Status: R (?)
Requested Measure date:    5/09/05     Measure Team: UNK (?)
   Measure Status Date:    5/09/05
Default Install Date:      0/00/00     Default Install Team:    ___ (?)
                                                      -- Install --
Opt  Line  Item            Description          Sts    Date
 _   0010  SHA20801111     STARGATE BROWN ACORN  S    5/10/05
 _   0020  IFISTAR7        STARDUST 7/16" PAD W  S    5/10/05
 _   0030  LABK1           LABOR / CARPET $5.75  S    5/10/05
 _   0040  LABK2           LABOR / RIP & REMOVE  S    5/10/05




                                                                   Bottom

Options ===>  X=Detail Line Information
F6=Return  F7=Exit  F9=Order Notes (for Measure/Install)  F10=Print Documents
```

The Installation Scheduler Screen allows you:

• Flag your order as measure and/or install.

- Schedule jobs for measurements, the same screen allows you to enter the installer for measuring, measure status, and the customer requested measure date. The Measure Status Date is actual date of the measurement which can be the same or different from the Requested Measure Date.

- Schedule jobs for install - you must enter the installer, set the measure status at "ready to install". Assign a default install date and install team if all your line items are scheduled on the same date and team.

- Enter any general notes regarding the entire install order, by pressing F9.

To assign each line item separately for different install dates and team or enter detail line item notes, then access the line item detail by selecting the line item for update. Assigning an install date will also set the lines to an install status of "scheduled".

```
ACCOUNT# 200080    JERRY SMITH                    A  INIT MD    ORDER#  415034
───────────────────────────────────────────────────────────────────────────
Areas and Notes for Detail Line


Line:  0010     Item:  SHA20801111
                       STARGATE BROWN ACORN 12'


Install Status:  S (?)    Closet(Y/N):  N     Install Group:  __
  Install Date:   5/10/05                     Install Team:   CA1


Areas:
_____  (?)


Notes:
_____



F4=Return w/o Update    F6=Return     F9=Additional Notes    Enter=Update
                                                                        ■
```

The detail screen for each item enables you to set the install status, date, and team for each line item. You may also specify an install group, areas, notes, and indicate if a closet is included in any install. For more detail line item notes press F9.

Requesting Installation Work Order Documents

Once you have assigned the teams, status, and dates, request your document to print using F10. A selection screen appears for you to choose the appropriate document. Uses of the four documents are described below:

- Customer Agreement - used as preliminary agreement form to be discussed with the customer or the actual agreement with customer to sign.

- Installation Worksheet - used by installers as a copy of the job/order, including materials, quantity needed, areas of installation, and notes regarding the install.

- Labor Purchase Order - used as a purchase order for the labor charges from installer / sub-contractor

- Customer Labor Approval - used as an approval form for the customer to sign after the installation is completed.

Once you choose the document to print, a parameter screen appears. You can select which lines to print, what printer to use, whether or not prices will show, etc.

```
 CUSTIAF              Report Selection Criteria              XQ

 Customer Installation Agreement Form

 I/O █ Installation Status (?) _ _ _ _ _ _
 I/O _ Order Status (?) _ _ _ _ _ _
 I/O _ Installation Dates  0/00/00   0/00/00   0/00/00
                           0/00/00   0/00/00   0/00/00
 I/O _ Installers (?) ___ ___ ___ ___ ___ ___
 I/O _ Install Teams (?) ___ ___ ___ ___ ___ ___
 I/O _ Install Groups __ __ __ __ __ __
 I/O _ Cost Centers (?) ___ ___ ___ ___ ___ ___
 I/O _ Line#s ____ ____ ____ ____ ____ ____
                                       <-------- Y/N -------->
 Printer (?) __  Copies __  Form _  Drawer __  Prices N Qtys N Totals N

 Note: leave all include/omit parameters blank to include open lines

  F4=Cancel    F5=Refresh    F6=Return
                                                               █
```

This parameter screen allows you to select the items to print on the document you are requesting. For example, if you want to print the Customer Agreement for only the carpet items to be installed by ABC Subcontractors, you can specify to include only "Installer ABC" and/or Cost Center CAR (Carpet).

Suggestions for grouping items to print on the agreement work orders

- If you have adhesives that can be used on a vinyl install and carpet install but you want to print it separately on the vinyl order and the carpet order, consider separating the adhesive lines to multiple line items, each with the quantity that relates to that specific part of the installation.

- If you have more than one team installing ceramic but you prefer to print all ceramic on one agreement form, consider using Install Groups to group your ceramic, carpet, vinyl, wood, etc. separately. For example, you can assign Install Group "CT" for all ceramic tile items, even if multiple installers or teams are involved.

Using Installation Scheduler calendar entry

In order to use the web-based calendar screen, make sure your system administrator has configured your system to allow access, and all users to have a signon and password to the web based calendar. The calendar screen is for users with limited access to the core system to view and schedule jobs, and to assign installation teams.

All orders must be flagged as measure and/or install to appear on the calendar. Once you've assigned the measure or install date, the order appears on that calendar date. The activities on the calendar show you all your scheduled jobs. This view is either by day, week, or month.

At the calendar view, you can change the view to only see measure or install or both. To see a date in detail, click on the date to view all jobs scheduled for that date. The date view allows you to edit your scheduled date and add or change your install teams in the user input fields (white background).

You can access all the unscheduled jobs at any time using the View Unscheduled drop down list.

To view an order in detail, click on the order number. You can then change any user input fields such as scheduling each job line, adding detail line item notes or general install notes about the installation. You could also schedule the entire order with a single date and team using the default installation date above the order detail line.

Installation Scheduler

Order#: 415034	**Order Type:** Measure and Install
Related Orders	**Measure Status:** Scheduled
	Measure Date (M/D/Y): 05 09 2005
Branch: DANCIK OF RALEIGH	**Warehouse:** DANCIK INT'L / RALEIGH
Salesperson: OTHER / MISCELLANEOUS	**Measure Team:**
Billto Name: JERRY SMITH	**Shipto Name:** JERRY SMITH
Address: 101 MAIN ST TAMPA, FL 33133	**Address:** 101 MAIN ST TAMPA, FL 33133
Phone: 813.555.6666	**Phone:** 813.555.6666
Alternate: 813.222.5555	**Alternate:** 813.222.5555

Default Installation Date: ☐ Date **Installation Status:** ☐ Status **Installation Team:** ☐ Team **Update Detail with Defaults:** Go (Populate Values)

Line#	Order Status	Item Product Type Color/Pattern	Qty Width Length	Item Attributes	Areas/ Closet	Install Group	Notes	Install Status, Date(M/D/Y), & Team
10	OPEN ORDER	SHA20801111 STARGATE BROWN ACORN 12' CARPET BROWN/LOOP PILE	25 SY 12' 0" 18' 9"		/ N			Scheduled 05 10 2005
20	OPEN ORDER	IFISTAR7 STARDUST 7/16" PAD WEB BACK PAD REBOND/7/16"	25 SY		/ N			Scheduled 05 10 2005
20	OPEN ORDER	IFISTAR7 STARDUST 7/16" PAD WEB BACK PAD REBOND/7/16"	25 SY		/ N			Scheduled 05 10 2005
30	OPEN ORDER	LABK1 LABOR / CARPET $5.75 SY CARPET LABOR/LABOR	25 SY		/ N			Scheduled 05 10 2005
40	OPEN ORDER	LABK2 LABOR / RIP & REMOVE $1.50 SY CARPET LABOR/LABOR	25 SY		/ N			Scheduled 05 10 2005

General Notes

Save Changes

May 9 2005 Day View Measures and Installs Go (No Update)

View Unscheduled: Measures and Installs Go (No Update)

View Measured (No Update)

Reporting on Installation Scheduler

You can run reports to manage your install orders using the reports option on the INS Menu.

- Measure Report - lists all open orders and/or invoiced (processed or unprocessed) with measure date.

- Installation Report - lists all orders scheduled for installation.

- Labor Payable - lists labor item costs for you to compare to the invoice from the sub-contractor for the job.

Managing Foreign Currency

This document discusses how to manage foreign currency on the general ledger for cash application, inventory receiving, and accounts payable transactions. This applies to foreign currencies that are close to the US dollar such as Euros or Canadian $.

Managing Foreign Currency for General Ledger

Chart of Accounts

Invoicing in Foreign Currency

Cash Receipts in Foreign Currency

Receiving inventory in foreign currency

Accounts Payable in Foreign Currency

Coordinating Foreign Currency Assignments

Requirements:

• Knowledge of general ledger

• Knowledge of accounting

• Knowledge of file maintenance

• Knowledge of inventory

References

• GL Reference

• AR Reference

• AP Reference

• File Maintenance

• Inventory Reference

Managing Foreign Currency for General Ledger

This document discusses how you should manage the process of foreign currency conversion to apply to the general ledger. This applies to situations where you invoice customers and receive their payments in foreign currency, and/or receive inventory and supplier's invoices in foreign currency. It is recommended that you do not use any foreign currency if the exchange rate is calculated to be less than.01 to the home currency.

An example of currency you can use:1 Canadian Dollar = 0.94781 US Dollar

An example of currency you cannot use:1 Japanese Yen = 0.008490 US Dollar

Chart of Accounts

The discussion below gives an example of how you should create your chart of accounts. This example uses a company that operates out of Canada with both Canadian and US customers and have Canadian and US vendors.

- Cash accounts - home currency is Canadian dollar and you deposit checks received in Canadian funds separately from checks received in US $, then create the separate chart of accounts for cash for the Canadian bank and another chart of accounts for the US funds.

- Foreign exchange (asset) - create a foreign exchange cash account to convert the US funds to Canadian $ for general ledger and financial statement purposes.

- Accounts Receivable - one chart of accounts for accounts receivable. The amount in accounts receivable is in the home currency.

- Inventory - one chart of accounts for inventory. All receipts are received in Canadian $ or converted from another currency to Canadian $.

- Foreign Exchange Account (Liability) - Used for receiving in foreign currency and for Accounts Payable to offset during AP entry for invoices received in foreign currency.

- Accounts Payable - home currency is Canadian Dollar, US vendors send you invoices in US $ and you need to pay in US $. Create two accounts payable account. One is for Canadian vendors and a US payable account used to pay US vendors. You will also need a foreign exchange payable account to convert the US payables to Canadian $ for general ledger and financial statement purposes.

- Gain/Loss Foreign Currency (Expense) - this account is used to adjust the Foreign Exchange asset & liability account to the correct exchange rate. This can be done monthly or quarterly.

- Purchases Clearing - If you are using a purchases clearing account, create two accounts: one for US dollars and the other for the second currency.

Invoicing in Foreign Currency

All transactions in the system are recorded in the home currency. However, if you want to print invoices to customers in another currency, the following set up is required:

- Menu SET 11 (Currency Code Exchange Rate) - enter the foreign currency code and the exchange rate.

```
   UPDATE              Currency Exchange Rate Maintenance


Currency Exchange  Last    G/L   Cost
  Code     Rate   Changed  Acct  Ctr     Description        Abbrev
  EU      1.44500  8/24/07 00000 ___   Euro               EU
  IL       .74000  9/27/01 00000 ___   Italian Lira       IL
  US      1.05500  8/27/07 00000 ___   US Dollars         US
```

- Menu FIL 38 (Customer Preference) - enter the currency code for the invoices to print in the Customer Preference File.

```
   UPDATE            Customer Preference Table Maintenance
  212345 STEVE'S CUSTEM FLOORS                        More Options
        LONDONDERRY
Number of Copies of Printed Invoice to Regular Address . . . . . . . .(0-5)  0

Number of Copies of Printed Invoice to Store if applicable . . . . . .(0-5)  0

Print Customer Item Description on Invoice Instead of Item File Desc..(Y/N)  Y

Default Invoice Split Code (affects sorting of invoices) . . . . . . . .    1

Does This Customer Require Pre-Shipment Notification?  . . . . . . . .(Y/N)  Y

Does This Customer/Chain Use Special Customer/Item Level Messages? . .(Y/N)  Y

Customer Currency Code For Invoices . . . . . . . . . . . . . . . . . . .  US
Print prices on Order Acknowledgements? . . . . . . . . . . . . . . . (Y/N)  Y
Department to Print on UCC/EAN-128 Labels . . . . . . . . . . . . . .  _____
Vendor Number Assigned by Customer. . . . . . . . . . . . . . . . . .  _____
U/M to Convert Qty to for UCC/EAN-128 Labels. . . . . . . . . . . . .  __

 F1=Next Record  F2=Print Options  F6=Search  F7=EOJ  F8=1st Scrn  F10=Previous
 F13=Cust Items F14=Cust U/M  F15=Rolled Goods  F16=Cust/Item Msg  F17=Pref S/N
```

General Ledger affect for Invoicing in Foreign Currency

There are no affect to sales or AR in general ledger since the sales and AR that post to GL are in the home currency. Printed invoice given to customer is the only document showing in foreign currency.

Cash Receipts in Foreign Currency

All invoices that appear in AR are in the home currency. Should you receive payments in foreign currency, the following are instructions to record these payments.

- Menu AR 1 - Enter Cash

- Enter A to enter cash on ledger screen.

- On the AR Cash Application Screen, make sure you have the bank code that represents the US bank code. Enter the check number and the amount in foreign currency.

```
       << A/R CASH APPLICATION >>                      WSID: YN

       ENTER COMPANY#      2

       ENTER ACCOUNT#      ..789

       ENTER INVOICE#      000000

      ┌─────────────────────────────────────────────────┐
      │ ENTER BANK/CHECK# Q ? 15132 .........            │
      │                                                  │
      │ ENTER CHECK AMT$   000250000 .                   │
      └─────────────────────────────────────────────────┘

       ENTER BATCH#        001

       ENTER BATCH TOT$    000250000 .

       ENTER BATCH DATE    082907

       ENTER PASSWORD
```

- Select the invoice to pay in full. The invoice amount is in the home currency.

```
 CLAYTON FLOORING                     ACCOUNT# 200789  RAL          8/29/07
 123 MAIN STREET                      TOTAL OPEN A/R.   16,576.54
                                      CURRENT........    1,493.12
 CLAYTON              NC 27520 US  FUTURE.........        .00            H

 DATE     INV#        DEBIT        CREDIT    BALANCE   CHK#/DESCR.   DUE/PAID
 1/31/06 411141 03    157.82 PF    157.82    6304.60   Q15121        8/23/07
12/31/05 411321 0X    525.52 PF    525.52    6304.60   Q15121        8/23/07
 2/06/06 411343 0X    653.36 PF    653.36    6304.60   Q15121        8/23/07
 1/31/06 411414 0X    525.52                 6830.12   SERVICE CHG   2/16/06
 2/28/06 411438 0X    525.52                 7355.64   SERVICE CHG   3/13/06
 4/04/06 411566 03   2676.64                10032.28   234545     B  5/04/06

 DIS-PAST  INV#   CODE  PARTIAL-PAY  DISCOUNT DC DIS-AVAIL  ORDER#  CHK#/DESCR.
 _____  411141  __  _____  _____  _ _____  _____  Q15132_____
 _____  411321  __  _____  _____  _ _____  _____  Q15132_____
 _____  411343  __  _____  _____  _ _____  _____  Q15132_____
 _____  411414  __  _____  _____  _ _____  _____  Q15132_____
 _____  411438  __  _____  _____  _ _____  _____  Q15132_____
   53.08   411566  PF  _____  _____  _ _____  _____  Q15132_____
                                                              Continued....
 Applied:         .00  Left:    2,500.00 Dsc:        .00 Batch:         .00
    OVER 30      OVER 45      OVER 60      OVER 90     OVER 120      Interest
    133.33       179.12      1244.09         .00     13526.88       4405.34

MA■    ⌐                                                           20/023
```

- Press **Enter** to accept and **F8** to return to first page of cash application.

- Change the account number to 99999 (Miscellaneous GL Cash) and leave everything as is. Notice that your check control is off from your check amount.

```
<< A/R CASH APPLICATION >>                        WSID: YN

ENTER COMPANY#      2

ENTER ACCOUNT#      99999

ENTER INVOICE#      000000

ENTER BANK/CHECK# Q ? 15132 . . . . . . . .

ENTER CHECK AMT$  000250000

ENTER BATCH#       001

ENTER BATCH TOT$  000250000
                                   Chk Control:        2,676.64
ENTER BATCH DATE  082907
                                   Batch Control:      2,676.64
ENTER PASSWORD
```

- Enter the code OA and the difference of the payment in full and the check amount. Enter the branch, cost center (if necessary), and the GL cash exchange account.

```
MISCELLANEOUS CASH                    ACCOUNT# 299999  ALL            8/30/07
* GENERAL LEDGER ACCT *               TOTAL OPEN A/R.        .00
                                      CURRENT........        .00
CARY                    NC 27513      FUTURE.........        .00              H

 DATE      INV#          DEBIT         CREDIT     BALANCE   CHK#/DESCR.   DUE/PAID
           101




DIS-PAST   INV#  CODE  PARTIAL-PAY  DISCOUNT DC  BRAN/CCTR  G/L#   CHK#/DESCR.
_____   101   OA       17664-   _____ _  RAL   ___  210200 Q15132_____
_____         __   _____ _____ _  ___  ___  _____ Q15132_____
_____         __   _____ _____ _  ___  ___  _____ Q15132_____
_____         __   _____ _____ _  ___  ___  _____ Q15132_____
_____         __   _____ _____ _  ___  ___  _____ Q15132_____
_____         __   _____ _____ _  ___  ___  _____ Q15132_____
                                                              * LAST PAGE *
Applied:     2,500.00  Left:        .00  Dsc:        .00  Batch:     2,500.00
   OVER 30       OVER 45       OVER 60       OVER 90      OVER 120       Interest
      .00           .00           .00           .00           .00           .00
```

General Ledger affect of Cash Receipts in Foreign Currency

A journal entry is created at the AR to GL interface to:

- Debits - Cash account of the foreign currency.

- Debits/Credits - Cash foreign exchange account
- Credits - Accounts receivable using the home currency

On a monthly basis, you can adjust the foreign exchange account to the correct amount so that the foreign bank plus the exchange equals the home currency.

Receiving inventory in foreign currency

In order for you to receive inventory in foreign currency to convert to home currency, you will need to set up the following:

- Menu SET 11 (Currency Code Exchange Rate) - enter the foreign currency code and the exchange rate.
- Menu SET 12 (Supplier/Vendor Currency Code) - enter the suppliers you receive inventory and AP invoices in foreign currency and the currency code related to each supplier.
- Menu SET 14 (Warehouse Settings Table) - In the Warehouse Settings File, you need to have the settings "**Use Extra Receiving Features**" and "**Use Currency Exchange Rate Table**" set to **Y**.

```
    UPDATE              Supplier Currency Code Maintenance


                            Currency
 Comp#  Supp# or  Vend#      Code      Description
   0      BAR      _____     EU       Euro
   0      BAS      _____     US       US Dollars
   0      BAW      _____     EU       Euro
   0      BET      _____     EU       Euro
   0      BLU      _____     US       US Dollars
   0      CHA      _____     US       US Dollars
   0      COH      _____     US       US Dollars
   0      CRS      _____     US       US Dollars
   0      DAY      _____     US       US Dollars
   0      DBG      _____     US       US Dollars
   0      DTF      _____     US       US Dollars
                                                            More...




              ?=Supplier, Vendor, and Currency Code Search
                    F7=EOJ   F8=Return to Screen 1
```

- At inventory pre-receiving, after entering the qty and pressing enter, the system will convert the cost using the exchange rate to calculate to home currency.

```
  Item# BRU C-50 11                     UPDATE          RECEIPT#   6554 LINE# 0001
       NATURAL REFLECTIONS      40SF            DANCIK INT'L/RALEIGH
         GUNSTOCK  5/16X2-1/4                   Supplier: BRU   Warehouse: RAL
                                                           Native UM:  CT
   SERIAL#   LOCATION    SHADE    STATUS    QUANTITY    U/M    OTHER REF#/COMMENT
   072707.....  .....     .....       ..    00020 . 00   CT   ....................




  BASE COST...........$ 000004 . 250 PER U/M CT (dont incl frt & handling)
  FRT: .......68000  EXCH: ........23375  DUTY: ............REBATE: .............

  PO# ......  LINE# ..... B/O? ..       Code BRUREF _____ AMOUNT _____ U/M _____ U/M _____
  DATE RECEIVED  82907                  1) There are    40 . 00000  SF  per  CT
  MANIFEST#.... 7878 ......             2) There are    46 . 00000  LB  per  CT
  E.D.I.#...... ..........              3) There are    40 . 00000  CT  per  PA
                                        4) There are  1600 . 00000  SF  per  PA
                                        5) There are        .           per
                                        6) There are        .           per
  F1=Review Receipts.
  F6=Review Purchase Order.                            F23=Split Receipt
  F3=Inventory. F7=EOJ. F8=Screen 1. F9=Next Rcpt/Line. F10=Next PO/Line. D/DEL _
```

General Ledger affect of Inventory Receiving in Foreign Currency

The inventory to GL Interface in menu ACT 103 for receiving needs to be mapped to the proper GL accounts. It is recommended that you debit and credit the accounts as shown below.

You will notice that inventory is debited at the home currency. The cost that is booked to Purchases Clearing is in the foreign currency and the exchange is booked to exchange clearing account.

```
   UPDATE              Inventory To G/L Interface File

  Company          2   DANCIK INTERNATIONAL,LTD.
  System Code      R   Receipts
  Transaction Type I   Stock
  Warehouse            System Level
  Cost Center          System Level


    Description                    Debit(?)     Credit(?)
  Base Cost                        12000         31000
                                   INVENTORY
                                                 PURCHASES
  Freight                          12000         49700
                                   INVENTORY
                                                 FREIGHT IN
  Exchange              *          12000         20015
                                   INVENTORY / STOCK
                                                 FOREIGN EXCHANGE CLEARING
                                                         More...

         * = Only Used if Extended Receiving Options are Active
            F7=EOJ   F8=Previous Screen  F11=View Description
  Record Updated
  _
```

Note: If you have more than one exchange GL account number for receiving then do not enter the exchange GL account number in Inventory to GL interface. Use Currency Exchange Rate Maintenance.

Accounts Payable in Foreign Currency

In order to use the Accounts Payable to enter and calculate the foreign currency exchange, the following files are required:

•   Menu SET 11 (Currency Code Exchange Rate) - enter the foreign currency code and the exchange rate.

•   Menu SET 12 (Supplier/Vendor Currency Code) - enter the suppliers you receive inventory and AP invoices in foreign currency and the currency code related to each supplier.

•   Menu FIL 3 (Supplier File) and FIL 14 (Vendor File) - Make sure the country code is entered in the country field in order for the system to recognize that this is a foreign supplier.

   —   Enter the foreign currency cash account# in the default cash field

   —   Enter the foreign currency AP account# in the default AP account # field

```
 SUPPLIER# AHF                      UPDATE                      SUPPLIER FILE
_____
                        Name   ANDERSON HARDWOOD FLOORS
                        Addr1 384 TORRINGTON ROAD
                        Addr2 PO BOX 1155
                        City  CLINTON, SC          29325
                        State SC Zip 00000 0000 Ctry US
                        Phone#.... 864 833 6250
_____
 Discontinue Date....... 000000        Paymt Terms 00000 % 000 Days Net 000
 Default B/O (1=No,2=Yes) 2            Delivery Time (DAYS)... 000
 Policy Codes........... SU  99  DU    Hold/Force#............ 00
 Default Cash Account... 10010         Default Expense Acct#.. 00000
 Default Discount Account 00000
 Default A/P Account..... 20005        Default Exp Cost Center ___
 Auto-PO Sort Code....... 5            Default FOB Code....... _
 Supplier Type Code...... _ Group: ____ Fax#.............. _____
 Comments _____     OPEN A/P ...........$          .00
 TOTAL PO'S THIS YEAR...        0      TOTAL PO'S LAST YEAR....         0
 Paid Yr-To-dt .....$   5973501.04     Paid Last Yr ......$          .00


                            * ENTRY ACCEPTED *
 F1=Alt Address   F4=Dir Sales      F5=Notepad       F6=Search      F7=Exit
 F8=1st Screen    F9=Phone Numbers  F10=Template   F12=24-Month Analysis
```

- Press **F10** to access the template in order for you to flag that the supplier's invoices are entered in foreign currency, enter the AP exchange, and enter the exchange clearing account.

```
    UPDATE              Supplier Template Maintenance

 Supplier:  AHF           Name: ANDERSON HARDWOOD FLOORS
                          City: CLINTON, SC          29325
 Invoice Amount in foreign currency Y (Y/N)
 Default Exchange Payable Account and Cost Center  20008 ___
 Default Exchange Clearing Account and Cost Center 20015 ___

  Amount      Discount   Description   Acct  Brn Cctr S
 _____  _____  _____  31000 ___ ___  █
 _____  _____  _____  _____ ___ ___  _
 _____  _____  _____  _____ ___ ___  _
 _____  _____  _____  _____ ___ ___  _
 _____  _____  _____  _____ ___ ___  _
 _____  _____  _____  _____ ___ ___  _
 _____  _____  _____  _____ ___ ___  _
 _____  _____  _____  _____ ___ ___  _
 _____  _____  _____  _____ ___ ___  _
 _____  _____  _____  _____ ___ ___  _
                                                       Bottom


              ? = Search G/L Account, Cost Center, or Branch
                 F7 or F8=Return to Previous Screen.
```

- Menu ACT 109 (AP & GL Default Maintenance) - Enter a Y in the default description for the exchange payable entry. (System will automatically enter a description of exchange clearing. If "N" is entered, no description will be displayed.).

```
 ┌──────────────────────────────────────────────────────────────────────────────┐
 │                                                                                │
 │   UPDATE            Accounts Payable & General Ledger Defaults                  │
 │                                                                                │
 │      System                                                                    │
 │                                                                                │
 │   Default Inventory Variance Account:   65100  (?) PURCHASE VARIANCE            │
 │                         Cost Center:    ___     (?)                             │
 │   Default Labor Variance Account....:   _____  (?)                            │
 │                         Cost Center:    ___     (?)                             │
 │   Allowable Dollar Variance Between Receipt/PO and Payable. . . .      50.00    │
 │   Allowable Percentage Variance Between Receipt/PO and Payable. .     .5000 %   │
 │   Manifest Number required on Purchasing Entries during A/P Entry .(Y/N) .  _   │
 │                                                                                │
 │   Default GST Receivable Account        _____  (?)                            │
 │   (For Canada & Australia)                                                     │
 │   Default G/L Suspense Account          _____  (?)                            │
 │   (For G/L Entries With Invalid Mapping Or No Acct#s)                           │
 │                                                                                │
 │   Default description for exchange payables and clearing entries. .(Y/N) .  Y   │
 │   Default description for variance entry  . . . . . . . . . . . . .(Y/N) .  Y   │
 │   Activate Voucher remittance overflow during AP check printing . .(Y/N) .  _   │
 │   Use Future Payables when processing Unvouchered Receipts Listing?(Y/N) .  _   │
 │                                                                                │
 │   Enter    F7=EOJ    F8=Previous Screen                                        │
 │                                                                                │
 │   _                                                                            │
 └──────────────────────────────────────────────────────────────────────────────┘
```

- During AP entry, the default foreign currency cash and AP are retrieved from the Supplier/Vendor File. The invoice amount from supplier is in the foreign currency.

```
  ACCOUNTS PAYABLE            UPDATE          CO# O GESCO LIMITED PARTNERSHIP

 VENDOR# AHF     CODE S Name  ANDERSON HARDWOOD FLOORS          VOUCHER# 327906
        ?=Search       Addr1 384 TORRINGTON ROAD
                       Addr2 PO BOX 1155
                       Addr3 CLINTON, SC      293 SC 00000


 Vendor Invoice# 15612     Vendor Inv Date 083107 Transaction Code 00
 Vendor Terms 00100 % Disc, 019 Days.
 Due Date 091907  Pay Date 091907

 INVOICE AMT (GROSS) $   100000  DISCOUNT TO TAKE $     1000  NET$   990.00
 If Prepaid: Check#        Check Amt            Disc Taken          Code
 Cash Acct#.... 10010 U.S. CURRENT ACCOUNT
 Discount Acct# 49000 SUPPLIER TERM DISCOUNTS
 A.P. Acct#.... 20005 ACCTS PAYABLE - U.S. TRADE







  F7=EOJ.         F8=SCREEN 1.        F10=EXPENSE TEMPLATE.              02
```

- At the expense template screen, you'll enter the amount of the receipts received at the foreign currency base cost to compare to the manifest received which was also at the foreign currency base cost.

- Enter all other information such as branch, cost center, etc. and reconcile to the manifest using the F12 Manifest Reconciliation.

- Press enter after the manifest reconciliation. The system will calculate the amount of the exchange and clearing.

```
ACCOUNTS PAYABLE          UPDATE          CO# 0 GESCO LIMITED PARTNERSHIP

VENDOR# AHF    CODE S Name   ANDERSON HARDWOOD FLOORS          VOUCHER# 327906

Vendor Invoice# 15612      Date  8/31/07     Invoice Total $     1,000.00

Line    Amount$   Discount$    Description  Acct# Brn CC  Job/PO Manifest(?)S  D
0001    100000       1000                   31000 RAL ___ _____ 12345       N _
0002      6500-              Exchg Payables  20005 RAL ___ _____ 12345       Y _
0003      6500               Exchg Clearing  20015 RAL ___ █      12345       Y _
0004    _____  _____  _____  ____ ___ ___ _____ _____ _ _
0005    _____  _____  _____  ____ ___ ___ _____ _____ _ _
0006    _____  _____  _____  ____ ___ ___ _____ _____ _ _
0007    _____  _____  _____  ____ ___ ___ _____ _____ _ _
0008    _____  _____  _____  ____ ___ ___ _____ _____ _ _
0009    _____  _____  _____  ____ ___ ___ _____ _____ _ _
0010    _____  _____  _____  ____ ___ ___ _____ _____ _ _



   Controls / Gross:    1,000.00  Discount:        10.00  Batch:      1,000.00

 F1=END INV  F4=DEL PAGE  F9=CORRECT INV  F10=NEXT PG.  F11=PREV PG.  F12=MANFST
```

General Ledger affect of Accounts Payable for Suppliers' Invoices in Foreign Currency

The entries made here in AP offsets the accounts used during receiving.

- Debits - Purchases Clearing at the foreign currency cost
- Debits - Exchange Clearing account
- Credits - AP
- Credits - AP Exchange Payables

For a vendor invoice, enter the amount of the expense in foreign currency and then press enter. The system will change the invoice amount in foreign currency to the home currency.

```
 ACCOUNTS PAYABLE              *ADD*           CO# 2 DANCIK INTERNATIONAL,LTD.

 VENDOR# 000250 CODE V Name  BLACK BOX CORPORATION          VOUCHER# 014589

 Vendor Invoice# 135123     Date  8/31/07     Invoice Total $      500.00

 Line    Amount$    Discount$    Description  Acct# Brn CC  Job/PO Manifest(?)S  D
 0001     52750    _____                 49300 RAL  ___ _____ _____ _  _
 0002      2750-   _____  Exchg Payables 20010 RAL  ___ _____ _____ Y  _
 0003    _____  _____  Exchg Clearing 20010 RAL  ___ _____ _____ Y  _
 0004    _____  _____  _____ _____ ___  ___ _____ _____ _  _
 0005    _____  _____  _____ _____ ___  ___ _____ _____ _  _
 0006    _____  _____  _____ _____ ___  ___ _____ _____ _  _
 0007    _____  _____  _____ _____ ___  ___ _____ _____ _  _
 0008    _____  _____  _____ _____ ___  ___ _____ _____ _  _
 0009    _____  _____  _____ _____ ___  ___ _____ _____ _  _
 0010    _____  _____  _____ _____ ___  ___ _____ _____ _  _




    Controls / Gross:      500.00  Discount:          .00  Batch:

 F1=END INV  F4=DEL PAGE  F9=CORRECT INV  F10=NEXT PG.  F11=PREV PG.  F12=MANFST
```

General Ledger affect of Accounts Payable for Vendors' Invoices in Foreign Currency

The entries made here in AP:

- Debits - Expense account in the home currency

- Credits - AP

- Credits - AP Exchange account

Coordinating Foreign Currency Assignments

Although you can have separate currency codes for use on different applications/programs (i.e., invoices versus other pricing programs), it is assumed you will want to coordinate your foreign currency assignments by following these best practices:

- Create currency codes, using SET 11, that relate to specific price lists for foreign customers.

- Create Price List codes for each of the currency codes. It is recommended that you use the same codes in both files. For example, Price List E1 could relate to currency code E1.

- Do not use the same currency code for importing (receipts) as you do for export sales to customers. This way you do not have to affect sales and receipts at the same time, or use the same exchange rate.

- Each currency code should represent a specific customer or supplier exchange rate. If you have some customers that are locked into an agreed exchange rate for a year, and others that can fluctuate, you must use different currency codes for these customers.

Managing Samples

This guideline discusses the multiple methods of managing samples in the system from tracking the samples to recording it on the GL. Some of the procedures outlined in this document may be different than your current process and therefore may require you to change your current processes.

Requirements:

- Knowledge of Billto (Customer) File
- Knowledge of Order Entry
- Knowledge of Warehouses
- Knowledge of Cost Centers
- Knowledge of Accounting Principles
- Knowledge of Inventory Adjustments
- Knowledge of Inventory Receipts

References

- File Maintenance
- Inventory Reference
- GL Reference
- Customer Service Reference
- Sample Tracker Reference

Things to consider when managing samples

Tracking Samples

Things to consider when managing samples

The following are discussions on topics that you should review. Your decisions concerning each topic can impact your processes, possibly causing you to change the way you handle samples.

Topic	Recommendations
Sales Analysis	Do you want samples to affect online sales analysis screens?
Sample Cost	Do you want to receive samples in the system with a cost?
Pick List	Do you need to print pick list to ship samples?
Deposits	Do you take deposits for samples?

Topic	Recommendations
Reporting	What kind of reports are you looking to have for samples?
Use Tax	Do you have to report use tax on samples given to customers?
Inventory	Do you keep samples in inventory, or do you expense them?

Tracking Samples

The following are some of the recommended options you can use to track samples. Each option discusses how you can post samples as sample expense or as inventoried items.

Option #1 - Sample Account

Option #2 - Sample Warehouse

Option #3 - Sample Items

Option #4 - Sample Tracker

Note: Make sure you understand the different methods before implementing any of the options shown.

Option #1 - Sample Account

If you do not have any inter-company transactions, you can use this option to manage samples by creating a Customer File for samples.

•   Assign the inter-company customer type code IC to all the sample customer file account numbers.

```
 ACCOUNT# 202010                      UPDATE                        BILLTO FILE
Name  RALEIGH SAMPLE WAREHOUSE        Phone#s B: 919 555 4444 F: 919 555 4000
Addr1 477 WADE AVE                    Contact: _____  Tax/SS# 000000000
Addr2                                 Doing Business As: _____
City  RALEIGH                         Open Dt 081605 Changed 081605
State NC Zip 27513 0000 Ctry          Hold Acct: N A Mailing Lists _____
_____
Credit Limit:                         Credit Mgr:      Guarantee $
Bank Acct 1) _____ # 0000000000000
Bank Acct 2) _____ # 0000000000000

Cust Type Code...... IC               Extra Charge/Discount % 10000-
Cust Price List#.... LP               Where Extra Chg Shows.. L
Cust Region Code....                  Mthly Interest Rate.. % 00000
Cust Rating (ABC)... D                Interest Owed To Date $ 000000000

Payment Terms:       % Disc, 000 Days.  Terms Code........ B  Msg:    O/H: 2
Tax Codes / State:     Other:           A/R Statement Code    A/R Acct#
Branch#.. RAL  Warehouse#.. RAL         Default Shipto#..           Ship Via WC
Chain#...       Salesperson# HSE        Truck Routing               FOB Code
Language Code..     County#             Min Chg(Y/N) N Deliv Chg(Y/N) N
Comments * SAMPLE ACCOUNT USE ONLY!!!!  _____ D/del _

 F1=Next. F3=AR. F4=Sales. F9=Prc Exc. F10=Ph#. F12=S/I. F14=Codes   F5=Notepad
MA    b                                                              02/007
```

Figure 2-1:

Note: *By using the customer type IC, you can map your Sales to GL for customers with IC to post to GL for sample expense. Only a customer type IC can be mapped separately. If you have actual intercompany sales, then you should not use this method.*

- Create a Billto Customer File for use of samples. Ex: you may create an account for each branch that gives out samples or create an account for each salesperson that takes samples.

- Use this account for any item taken from inventory as samples.

- You can run reports against this account to see all the items selected against this account that were pulled for samples.

- You can run reports against this account to create your use tax reports if you receive your samples in at a cost.

- Orders entered for samples are treated like any other order, where you can use any document, change order status, and invoicing the sample order.

Potential obstacles

- Online sales analysis and report statistics will include the sample account. If you invoice the sample items at zero pricing and the sample have cost, then online statistics and reports are affected by this negative margin. (This may actually be an advantage, depending on how you want to calculate margin).

- Make sure that only sample accounts have "IC" customer type.

- When you only sell in full cartons, there is potential of multiple open cartons due to samples taken from the full carton through the sample account.

- Since any item can be a sample, your inventory value includes all items.

Option #2 - Sample Warehouse

If you prefer to have samples separated from your main warehouses, you can create a sample warehouse for every warehouse that has samples.

- Create a sample warehouse.

- Assign the sample warehouse to another company in the warehouse file.

```
 WAREHOUSE# RAS                        *ADD*                    WAREHOUSE FILE
 _____

                          Name   RALEIGH SAMPLE WAREHOUSE
                          Addr1  _____
                          Addr2  _____
                          City   _____
                          State __  Zip 00000 0000 Ctry __
      Phone# 000 000 0000  Fax# 000 000 0000  Auto-Fax# _____
 _____
 Company#.. 9    (leave blank if this warehouse is shared by multiple companies)
 Branch#... ___  (leave blank if this warehouse is shared by multiple branches)

 Designated Pick List Printer ID: XX  Designated Will Call P/L Print ID: PL
 Designated Bar Code Printer ID.: PL  Designated Serial# Tag Printer ID: __
 Designated Transfers Printer ID: XX  (must enter for stock transfers)
 Designated Slab Printer ID.....: XX
 Auto Print Bar Code Pick Labels? P (Y/N/O/T/P)  Shipping Labels? N (Y/N/O/T)
 Allow Other Companies To Order From This Warehouse? Y (Y/N)
 Tax Codes For Will Call/Pick-Up...State: NC Other: __ (enter if applicable)
 Comments: _____                          D/del _


   F4=Sales Analysis.  F6=Search.   F7=EOJ.  F8=Screen 1.  F9=Inv Value.
 _____
 MA    a                  MW                                         19/053
```

Figure 2-2:

- Eliminate or include the sample warehouses from inventory inquiry screen using warehouse matrix.

Note: By assigning the sample warehouse to another company, inventory value for the sample warehouse will not be part of the regular company inventory value.

- Use inventory adjustments to move the materials from a regular warehouse to a sample warehouse. If you use the same adjustment code, for example "S", to record this movement, you can map your Inventory to GL Interface to code these adjustments to sample expense.

- You can run use tax reports against the sample warehouses for materials taken from the sample warehouse.

- You know how much in samples you have at all times in a sample warehouse. You can run a sample warehouse value report.

- Orders entered for samples are treated like any other order, where you can use any document, change order status, and invoicing the sample order.

- You can run reports against this warehouse to see all the items selected against the warehouse pulled for samples.

- If you sell in full cartons and someone breaks the carton, you can move the broken carton to the sample warehouse.

- Inventory value does not include samples as part of the company inventory value.

Potential obstacles

- Online sales analysis and report statistics will include the sample warehouse. If you invoice at zero price and the sample item has a cost, then online statistics and reports are affected by this negative margin. (This may actually be an advantage.)

- Requires an additional step of adjusting materials out of one warehouse and into another warehouse.

- Warehouse documents show "transfer from sample warehouse", even though sample inventory is in the same physical warehouse, if you are mixing stock and samples on same order.

Option #3 - Sample Items

If you have displays and item numbers that are strictly used for samples, you need to have an item number for every sample item inventory.

- Create the sample items with their respective MFGR code.

- Create product line samples (XXXSAM where XXX is MFGR code). Creating product line, you can run reports with any product line SAM. You could also use item class 1 in the Item File to indicate the item as a sample item.

- Assign cost center samples (SAM) to all sample item numbers. This allows you to map the activities of the sample items by cost center to the proper GL account number when you sell a sample item or adjust a sample item number. You can map the cost centers to sample expense or affect inventory GL account.

- You can run use tax reports for all sample items invoiced.

- Orders entered for samples are treated like any other order, where you can use any document, change order status, and invoice the sample order.

- You can run reports for all sample items to see all the sales activity for the sample item numbers.

```
 ITEM# WTSSAMPLE                     UPDATE                        ITEM FILE

 Description: SAMPLE BOARD W/3 COLORS           WORD TECHNOLOGY SYSTEMS
             _____

 Usual Supplier# WTS            Inventory (Y/N/S): Y Xref: . . . . . . . . . . .
 Price Class.... WTSF01 (F9) . .  Component (Y/N/K/D/R/S/F/L) S  ISO Table# . .
 Cost Class..... WTSF01 (F9) . .  Date Discontinued... . . . . . .  Replen Path . .
 Packaging Class WTSF01 (F10)   Suppliers' Item#.... . . . . . . . . . . . . . . .
 Product Line... SAM            Policies........... . . . .  . . .  . . .
 Class.....(1).. SA             Lead Time (in days). . . .     Old= . . .  Days
 Class.....(2).. . . .          Sequence#.......... . . . . . .    Frt Key . .
 Class.....(3).. . . .          Item Width......... . . . .
 Trim Class..... . . . .        Define Remnant Size. . . . .
 Color Name..... SAMPLE . . .   Cost Ctr: SAM  Frt Class: . . .  Tax?: Y
 Pattern Name... BOARD . . . .  Smallest U/M,  Pick: EA  Sales: EA  Supp: . . .
 Wear Code...... . .            Order Entry U/M: EA (blank=allow any U/M)
 Rating/ABC Code . .            Qty Break Group: . . .  Multiplier: . . . . . .
 Commodity Level . .            Initials: . . .   Sub-Serial: . .  Stg Code . . . .
 UPC/Ctn . . . . . . . . . . .  UPC Code: . . . . . . . . . . .   Item Scan Ovr . .
 Comments _____   Last Change:  8/16/05           D/del . .

 F1=Next        F3=Inventory      F4=Sales        F5=Production    F6=Search
 F8=Screen 1    F9=Prices/Costs   F10=Packaging   F12=Spc/Instr    F16=Attributes
```

Figure 2-3:

Potential obstacles

- Online sales analysis and report statistics will include the sample item numbers. If you invoice the sample items at zero pricing and the samples have a cost, then online statistics and reports are affected by this negative margin. (This may actually be an advantage.)

- Requires an additional step of adjusting materials out of regular item and into the sample item number.

- Some products, such as carpet, commonly use unique item numbers. However, other products do not have unique sample item numbers. The samples just come out of a carton of the regular item.

Option #4 - Sample Tracker

Sample Tracker is a add-on utility to track samples. If you have a showroom environment where you require a deposit on all samples, want to keep track of which customers (on account or general public) that have not returned samples, and you do not consider item numbers as important, then you should consider using the add on feature of Sample Tracker. Using Sample Tracker designates that you have expensed all your samples.(Review the Sample Tracker best practice and Sample Tracker Reference Guide before implementing this option.)

- Can check item in and out of sample department easily, using barcoding.

- Can create customers on demand.

- Can create items on demand.

- Accepts deposits.

- Prints memos to customers

- Review overdue memos
- Invoice overdue memos
- Online sales analysis and report statistics do not include anything done in Sample Tracker. This is an advantage if you do not want to include sample information in your reports.

Potential obstacles

- Any sales done through Sample Tracker need to be recorded in the system manually or by entering the total sample sales for the month as one lump sum. You cannot use the regular order entry and invoicing programs with Sample Tracker.
- Cannot run use tax reports.
- Very limited sales reporting capabilities on items taken as samples.

Order Entry and Customer Service

Constructing a Bill of Material - Best Practices

There are many methods to construct a Bill of Material, and an equal number of business philosophies to support each method. These instructions are meant as a general guideline for constructing useful Bills of Materials.

The following two screens display a Bill of Material for item number FLT 55034. This item is ceramic tile, which is often sold with related trim pieces and setting materials.

```
ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)   A      REFERENCE# 1023119
                          Multi-Line Order Entry


 Opt Mfgr/Col/Pattern    Qty      UM    Price    R Rcv CC

 ▮ FLT 5503 4          100.00  SF  _____ _ _ _  BEIGE    4X4       3964
 _ FLT 5503 SN4269     _____  PC  _____ _ _ _  4X4 BN S-4269     428
 _ FLT 5503 S4269      _____  PC  _____ _ _ _  4X4 BN SN-4269   4796
 _ FLT 5503 SCL3419    _____  PC  _____ _ _ _  CNR LEFT          10
 _ FLT 5503 SCR3419    _____  PC  _____ _ _ _  CNR RIGHT         30
 _ FLT 5503 A4200      _____  PC  _____ _ _ _  2X6 BN A4200     756
                                                              More...


  Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel
  Item# FLT55034         P.CHOICE BONE  4X4



0010 RAL    FLT 5503 4          ___      100.00    SF  _____    _____

L# R  Serial#    Loc  Recv? Restk% C/C Ship-Dt      ...extend..  ..extend.. D
 _ _ _____ _____ ____  _____ ____  033105    _____   _____

F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys. ▯
```

```
 ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)   A      REFERENCE# 1023119
                          Multi-Line Order Entry

  Opt Mfgr/Col/Pattern    Qty      UM    Price    R Rcv CC

 █ MAP KBON G15_____ _____ EA _____ _ _ _  25 LB GREY THINSET   87
 _ MAP KBON G16_____ _____ EA _____ _ _ _  50 LB GREY THINSET   46
 _ MAP KBON W16_____ _____ EA _____ _ _ _  50 LB WHT THINSET     0
 _ MAP KBON W15_____ _____ EA _____ _ _ _  25 LB WHT THINSET     0
 _ ___ ____ ____ _____ _____ __ _____ _ _ _
 _ ___ ____ ____ _____ _____ __ _____ _ _ _
                                                               More...


   Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel
    Item# FLT55034          P.CHOICE BONE   4X4



 0010 RAL    FLT 5503 4_____ ____     100.00   SF _____   _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
                                          033105
 _ _ _____ ____  _    ____   _  _____    _____   _____  _

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys. █
```

The following characteristics make the above example a useful Bill of Materials.

- Complimentary and often-ordered items immediately follow the main item. In this case, the trim items that match the main item are shown, in order of popularity.

- Only the most popular complimentary (trim) items are included on the Bill of Material, because the user can use the R=Related Items feature to see all complimentary items.

- After the complimentary/trim items, are the accessory items - such as setting materials, cleaners, etc.

The next series of screens display the most efficient way to create the Bill of Material records, using the Bill of Material File.

```
                    Bill-of-Material/Kit File




           Action Codes: A (Add New Record) U (Update Record) I (Inquiry)


                    Product Line .......: ___ ___  (?)
                 or Price Class ........: _____   (?)
                 or Item Number ........: FLT 5503 4█_____  (?)
                    Action Code.........: _
                    Password............:



                    F6=Search on Kit File
                           F7=EOJ
```

First enter the complimentary items that go with the specific item, in this case FLT55034. These items are the different trim pieces, with the same color and product line as the main item.

```
   INQUIRY      Bill-of-Material/Kit File for    FLT55034           by Item#

Component             Component            Min Comp           Component
Mfg/Color/Pattern     Quantity       U/M M/O Quantity    U/M  Qty Multiple  U/M
FLT 5503 SN4269    _____ PC  O _____ PC  _____ PC
FLT 5503 S4269     _____ PC  O _____ PC  _____ PC
FLT 5503 SCL3419   _____ PC  O _____ PC  _____ PC
FLT 5503 SCR3419   _____ PC  O _____ PC  _____ PC
FLT 5503 A4200     _____ PC  O _____ PC  _____ PC
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
__ ___ _____    _____ __ _ _____ __  _____ __
                                                              Bottom

F1=Nxt. F3=Cpy. F4=Dlt. F5=Refresh. F7=EOJ. F8=Bck. F9=Print. F11=Alt View.
```

Use the **F11-Alt View** feature, to key a sequence number and a comment, which appears in the Bill of Material window of Order Entry.

```
 INQUIRY      Bill-of-Material/Kit File for    FLT55034          by Item#

Component            Component             Min Comp            Component
Mfg/Color/Pattern    Quantity     U/M M/O Quantity      U/M    Qty Multiple  U/M
FLT 5503 SN4269      _____  PC  O  _____  PC     _____  PC
   Seq#    1    Comment 4X4 BN S-4269_____  R Code _
FLT 5503 S4269       _____  PC  O  _____  PC     _____  PC
   Seq#    2    Comment 4X4 BN SN-4269_____  R Code _
FLT 5503 SCL3419     _____  PC  O  _____  PC     _____  PC
   Seq#    3    Comment CNR LEFT_____  R Code _
FLT 5503 SCR3419     _____  PC  O  _____  PC     _____  PC
   Seq#    4    Comment CNR RIGHT_____  R Code _
FLT 5503 A4200       _____  PC  O  _____  PC     _____  PC
   Seq#    5    Comment 2X6 BN A4200_____  R Code _
____ ____ _____  _____  __  _  _____  __     _____  __
   Seq# ____    Comment _____  R Code _
____ ____ _____  _____  __  _  _____  __     _____  __
   Seq# ____    Comment _____  R Code _
____ ____ _____  _____  __  _  _____  __     _____  __
   Seq# ____    Comment _____  R Code _
                                                                  More...


F1=Nxt. F3=Cpy. F4=Dlt. F5=Refresh. F7=EOJ. F8=Bck. F9=Print. F11=Alt View.
```

Next, enter accessory items at either the Price Class or Product Line level. Any items entered into a Bill of Material at Price Class or Product Line level will display in the Bill of Material window for ALL ITEMS in the respective price class or product line.

```
                    Bill-of-Material/Kit File








            Action Codes: A (Add New Record) U (Update Record) I (Inquiry)


                Product Line .......: FLT POC (?)
             or Price Class ........: _____   (?)
             or Item Number ........: __ ___ _____ (?)
                Action Code.........: I
                Password............:



                    F6=Search on Kit File
                          F7=EOJ
```

Enter items that relate to all items in a Product Line.

```
 INQUIRY        Bill-of-Material/Kit File for    FLT POC          by Prod Line

Component            Component                 Min Comp          Component
Mfg/Color/Pattern    Quantity      U/M M/O Quantity      U/M  Qty Multiple   U/M
MAP KBON G15         _____   EA   O  _____   EA  _____    EA
MAP KBON G16         _____   EA   O  _____   EA  _____    EA
MAP KBON W16         _____   EA   O  _____   EA  _____    EA
MAP KBON W15         _____   EA   O  _____   EA  _____    EA
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
___ ____ ____        _____   __   _  _____   __  _____    __
                                                                        Bottom


 F1=Nxt. F3=Cpy. F4=Dlt. F5=Refresh. F7=EOJ. F8=Bck. F9=Print. F11=Alt View.
```

Always use the **F11=Alt View** screen for sequencing and comments.

```
 INQUIRY        Bill-of-Material/Kit File for    FLT POC          by Prod Line

Component            Component                 Min Comp          Component
Mfg/Color/Pattern    Quantity      U/M M/O Quantity      U/M  Qty Multiple   U/M
MAP KBON G15         _____   EA   O  _____   EA  _____    EA
   Seq#    1    Comment 25 LB GREY THINSET_____   R Code _
MAP KBON G16         _____   EA   O  _____   EA  _____    EA
   Seq#    2    Comment 50 LB GREY THINSET_____   R Code _
MAP KBON W16         _____   EA   O  _____   EA  _____    EA
   Seq#    3    Comment 50 LB WHT THINSET_____   R Code _
MAP KBON W15         _____   EA   O  _____   EA  _____    EA
   Seq#    4    Comment 25 LB WHT THINSET_____   R Code _
___ ____ ____        _____   __   _  _____   __  _____    __
   Seq# ____   Comment _____     R Code _
___ ____ ____        _____   __   _  _____   __  _____    __
   Seq# ____   Comment _____     R Code _
___ ____ ____        _____   __   _  _____   __  _____    __
   Seq# ____   Comment _____     R Code _
___ ____ ____        _____   __   _  _____   __  _____    __
   Seq# ____   Comment _____     R Code _
___ ____ ____        _____   __   _  _____   __  _____    __
   Seq# ____   Comment _____     R Code _
                                                                       More...

F1=Nxt. F3=Cpy. F4=Dlt. F5=Refresh. F7=EOJ. F8=Bck. F9=Print. F11=Alt View.
```

When item number FLT 55034 is entered in Order Entry, the Bill of Material window combines the items in both Bill of Material records:

• the items in the BOM for the specific item number (FLT 55034)

• the items in the BOM for the related product line (FLT POC)

Use this method to reduce key punching, and quickly create effective Bills of Material for all products.

Strategies for Bills Of Material

Strategy #1 - for companies that are committed to whatever time and human resources it takes to construct effective Bills Of Material, so that customer service can be as efficient as possible.

- Take your time constructing Bills Of Material for each item, including all of the complimentary, substitute, and accessory items that may be ordered along with, or instead of each item.

- Any generic bill of material items - like setting materials - that do not need to be different based on specific items, should be entered in the Bill Of Material File at Price Class and/or Product line level.

- Anything that can assist customer service at the time of order entry should be considered when building the Bill of Material files.

- Develop a strict discipline regarding the assignment of color name, pattern name, and product line code for each item - so that you can maximize the use of the R=Related Items function.

- Training of customer service personnel should include information regarding how Bills Of Material are constructed, how the Color Name and Pattern Name fields are used, and how to use the F9=Related Items feature in Order Entry.

Strategy #2 - for companies that want to construct effective Bills Of Material, so that customer service can be as efficient as possible, but have limited time and/or human resources to get the job done.

- Construct Bills Of Material using the 20/80 rule (20% of any item's related complimentary, substitute, and accessory items will satisfy 80% of the orders). Create Bills Of Material using the everyday items that are constantly ordered along with your core items - the most popular trims, etc. If you don't have time or resources to create Bills Of Material for each item, consider creating Bills of Material for each Price Class or Product Line. First create Bills Of Material for the products that need them most.

- Any generic bill of material items - like setting materials - that do not need to be different based on specific items, should be entered in the Bill Of Material File at Price Class and/or Product line level. This will save lots of time.

- Develop a strict discipline regarding the assignment of color name, pattern name, and product line code for each item - so that you can maximize the use of the R=Related Items function.

- Training of customer service personnel should include information regarding how Bills Of Material are constructed, how the Color Name and Pattern Name fields are used, and how to use the F9=Related Items feature in Order Entry.

Strategy #3 - for companies that will not commit enough time and human resources for a complete or consistent use of the Bill Of Material file.

- If you can not be consistent, then you will only confuse and/or frustrate your customer service people, and it is better not to bother with the Bill Of Material File at all.

- Instead of entering Bills Of Material, develop a strict discipline regarding the assignment of color name, pattern name, and product line code for each item - so that you can use the R=Related Items function as a make-shift alternative to the Bill Of Materials file.

- Training of customer service personnel should include information regarding how the Color Name and Pattern Name fields are used, and how to use the F9=Related Items feature in Order Entry. For any item, you may press **F9** within Order Entry, and then use the R option to view related items. If you have set up your product lines, color names, and pattern names effectively, the **R** option can deliver some of the benefits of the Bill Of Material files, without the setup time.

Adding Items to the Bill of Material Screen

From any Bill of Material window you can search for other products, and add products to the window. Enter a "**?**" next to any empty line as follows:

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A       REFERENCE# 1018229
                           Multi-Line Order Entry

  Opt Mfgr/Col/Pattern    Qty      UM    Price    R Rcv CC              Inv Avail

  _  REX 1110 _____     25.00   SF  _____ _ _ _                      2490
  _  REX ECZI 66ANG____    _____  PC  _____ _ _ _ ANGLE                   0
  _  REX LR20 DISP_____    _____  EA  _____ _ _ _ DISPLAY TOWER           0
  ? █___ ____ _____     _____  __  _____ _ _ _
  _  ___ ____ _____     _____  __  _____ _ _ _
  _  ___ ____ _____     _____  __  _____ _ _ _
                                                                        More...


   Options: I=Inventory   ?=Item Search  F2=Alt View  F4=Cancel
   Item# REX1110            ECHI DEL PASS RAMINA 6X6




 0010 RAL    REX 1110 _____ ____      25.00    SF  _____   _____

 L# R  Serial#    Loc  Recv? Restk% C/C Ship-Dt    ...extend..    ..extend..  D
 _  _ _____ ____ ____  ____   _   010805       _____   _____  .

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

The Item Search is displayed. You may position to an item if you know the manufacturer code or the beginning of the item number. You may search via keyword. If you enter a manufacturer code <u>and</u> a keyword, the program searches for the keyword, starting from that manufacturer.

```
                              Item Search
P O S I T I O N   T O                   S C A N   K E Y W O R D S
Item# ......: █__ ____ _____         Keyword #1 ....: _____
Description : _____            And/Or ......: _ (A/O)
                                        Keyword #2 ....: _____

Opt Item#                Item Description              Color Nme Patt Name












_____
Options ===> X=Select   A=Attribute Values
F6=Return   F7=Exit   F10=Max#Recs   F11=Fold/Unfold   F13=Adv Search   H
```

In the following example, the user is searching for 3x12 items for manufacturer REX.

```
                              Item Search
P O S I T I O N   T O                   S C A N   K E Y W O R D S
Item# ......: REX ____ _____         Keyword #1 ....: 3X12_____
Description : _____            And/Or ......: _ (A/O)
                                        Keyword #2 ....: _____

Opt Item#                Item Description              Color Nme Patt Name
 X  REXECBRBN            ECHO CANYON BRYCE 3X12         YELLOW    3X12
 _  REXECBUBN            ECHO CANYON BUTTER 3X12        GREEN     3X12
 _  REXECFABN            ECHO CANYON FALL 3X12    7032  BEIGE     3X12
 _  REXECHIBN            ECHO CANYON HIDDEN 3X12  7032  BLUE      3X12
 _  REXECTIBN            ECHO CANYON TITUS 3X12   7032  TERRA     3X12
 _  REXECZIBN            ECHO CANYON ZION 3X12    7032  IVORY     3X12
 _  REX1241             ECHI DEL PASS ZAFF NERA 3X12  BLACK      3X12
 _  REX1243             ECHI DEL PASS RENA 3X12        BEIGE     3X12
 _  REX1252             ECHI DEL PASS PIMA/FOCAYA 3X  BROWN      3X12
 _  REX1253             ECHI DEL PASS FERRACCIA 3X12  TERRA      3X12
                                                              More...
_____
Options ===> X=Select   A=Attribute Values
F6=Return   F7=Exit   F10=Max#Recs   F11=Fold/Unfold   F13=Adv Search   H
```

After you select an item, by entering **X**, the item is placed into the Bill of Material window and may be ordered.

```
 ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)   A      REFERENCE# 1018229
                           Multi-Line Order Entry

   Opt Mfgr/Col/Pattern    Qty      UM   Price    R Rcv CC          Inv Avail

   _  REX 1110 _____   25.00  SF  _____ _ _ _              2490
   _  REX ECZI 66ANG       _____ PC  _____ _ _ ANGLE            0
   _  REX LR20 DISP        _____ EA  _____ _ _ DISPLAY TOWER    0
   █  REX ECBR BN          _____ PC  _____ _ _ _               44

   _ _ _____ _____ _____ __  _____ _ _ _
   _ _ _____ _____ _____ __  _____ _ _ _               More...

    Options: I=Inventory  ?=Item Search  F2=Alt View  F4=Cancel
    Item# REX1110          ECHI DEL PASS RAMINA 6X6


 0010 RAL    REX 1110 _____ ____     25.00     SF _____   _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt     ...extend..   ..extend..  D
                                       010805        _____    _____
 _ _ _____ _____ _ ___ _ _____                _____    _____

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Related Items Function

The Related Items function is a powerful tool, offering the following advantages:

*   Quickly find alternate, substitute, and complimentary products.

*   Extend the usefulness of the Bill of Material window.

*   Create "on the fly" bills of materials style windows, when no bill of material exists.

The "Related Items" program is Dancik's most important enhancement for "finding the right item quickly", since the introduction of the Bill-Of-Materials program. The Related Items program is accessed from the Bill-Of-Materials window, the Multi-Line Order Entry window, and the new "Stock Check" window. This program harnesses the power of the information already inside your item files, to find substitutes, compliments, trims, and more - even when you have no Bills-Of-Material files built. For example, let's say a customer wants a certain item, but you are out of stock, and they say "what else do you have like that?" The Related Items program can display:

*   All items in the same product line as the requested item.

*   All items in the same product line, with the same color as the requested item.

*   All items in the same product line, with the same pattern or size as the requested item.

*   All items from the same manufacturer, with the same color as the requested item.

*   All items from the same manufacturer, with the same pattern or size as the requested item.

- All items from <u>any</u> manufacturer or product line, with the same color and pattern/size as the requested item.
- All items from <u>any</u> manufacturer or product line, that are in the same item classes as the requested item.

In the following example, the user pressed **F17** inside order entry to display the multi-line Order Entry screen, and then entered an item number.

```
 ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)   A      REFERENCE# 1015284
                          Multi-Line Order Entry

  Opt Mfgr/Col/Pattern    Qty      UM    Price    R Rcv CC            Inv Avail

  █ FLT 5033 516         25.00  SF _____ _ _ _   BEIGE    16X16          0
  ▔ ▔▔▔ ▔▔▔▔ ▔▔▔▔▔▔▔ ▔▔▔▔▔▔▔▔ ▔▔ ▔▔▔▔▔▔▔▔▔ ▔ ▔ ▔
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                                                              More...

   Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel

  No BOM items were found. Use option "R" to see Related Items


 0010 RAL    FLT 5033 516            25.00    SF _____   _____
      ▔▔▔    ▔▔▔ ▔▔▔▔ ▔▔▔ ▔▔▔  ▔▔▔▔▔ ▔▔▔▔▔▔▔ ▔▔

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt    ...extend.. ..extend.. D
 ▔ ▔ ▔▔▔▔▔▔▔ ▔▔▔▔  ▔      15    ▔  000000         _____  _____
                          ▔▔        ▔▔▔▔▔▔
 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys. H
```

To find related items for an item, place an **R** in the **Opt** field and press **Enter**. The following screen appears.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A         REFERENCE# 1015284
                            ─Find Related Items─
 _
 0    Item#: FLT5033516          SEAGLASS PEBBLE 16X16              Inv Avail
 ─
 R    Display Related Items as Follows:                       16           0
 ─
 ─      All Items with same Product Line..................: X
 ─      All Items with same Product Line & Color Name....: █
 ─      All Items with same Product Line & Pattern Name..: ─
 ─      All Items with same Color & Pattern Name.........: ─
 ─      All Items with same Mfgr & Color Name............: ─
        All Items with same Mfgr & Pattern Name..........: ─         More...
        All Items with same Mfgr, Color & Pattern Name...: ─
        All Items with same Item Classes.................: ─      F4=Cancel
 N    _____
      Options ==> X=Select
      F4=Cancel  F6=Return
 00

 L#                                                          ..extend..  D
 ─  ─ ─────── ──── ─       15   ─  000000       ──────── ────────
 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

The Find Related Items Screen presents you with several options for locating items that are related to the original item.

The next screen provides an example Related Items screen; in this example the items are related by Product Line.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)   A       REFERENCE# 1015284
                         ─────Find Related Items─────────────────────
                      ┌──────────────────────────────────────────────┐
 O   It   │  3/23/05                    Related Items for:        BOMK05R
          │
 R    D   │  Product Line...................: SEG-FLT SEAGLASS SERIES
 _        │                                                  Inv
 _        │  Opt Item Number         Description             Avail  UM
 _        │      █
 _    _   │  _   FLT 5030 0A1        SEAGLASS GEOGLASS INSERT 1X1     0   PC
 _    _   │  _   FLT 5030 0B1        SEAGLASS FLORAGLASS INST 1X1    32   PC
          │  _   FLT 5030 0CL413     SEAGLASS SHORELINE LIST 4X13 *   0   PC
          │  _   FLT 5030 0I4        SEAGLASS INSERT 4X4              0   PC
          │  _   FLT 5030 1DMCR213   SEAGLASS SHELL CHAIR RL 2X13     0   PC
          │  _   FLT 5030 1P43D9     SEAGLASS SHELL P-43D9            0   PC
 N    _   │  _   FLT 5030 1WSN4449   SEAGLASS SHELL SN-4449           0   PC
      O   │  _   FLT 5030 1WS4449    SEAGLASS SHELL S-4449            0   PC
      F   │                                                   More...
 00       │
          │  ─────────────────────────────────────────────────────
 L#  ___  │  Options ==> X=Select    I=Inventory                        D
          │  F2=Alt View  F6=Return  F7=Exit
 _  _ __  │
          └──────────────────────────────────────────────┘
 F1=Revi                                                                H
```

The following set of screens goes through the entire process of finding and ordering related items, and documents all the screens and features. This example uses a parquet wood item.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)   A       REFERENCE# 1015286
                         Multi-Line Order Entry

 Opt Mfgr/Col/Pattern    Qty      UM    Price    R Rcv CC            Inv Avail

 R  █AR 1111 1        100.00   SF  _____  _ _ _  STANDARD PARQUET   26905
 _  HAR 7116 21_____        PC  _____  _ _ _  REDUCER 3/8           10
 _  HAR 7117 21_____        PC  _____  _ _ _  REDUCER 1/4            0
 _  HAR 7929 01_____        PC  _____  _ _ _  BASE MLD 90"           9
 _  HAR 8103 0         1.00   EA  _____  _ _ _  1.0 GL ADH             0
 _  HAR 8104 0_____         EA  _____  _ _ _  3.5 GL ADH             0
                                                             More...


  Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel
   Item# HAR11111          URETHANE PARQUET N&B PLAIN
 Quantities shown are based upon B.O.M. Rules


 0010 RAL   HAR 1111 1_____ ____      100_____    SF _____   _____

 L#  R  Serial#    Loc  Recv? Restk% C/C Ship-Dt    ...extend..  ..extend.. D
                              15    _  000000        _____   _____
 _  _ _____ ____  _        _

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Select one of the Related Items options.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)   A        REFERENCE# 1015286
                        ──Find Related Items──
  O   │ Item#: HAR11111          URETHANE PARQUET N&B PLAIN      Inv Avail
      │                           STANDARD 12 X 12 X 5/16
  R   │  Display Related Items as Follows:              QUET    26905
                                                                  10
      │   All Items with same Product Line.................:  _       0
      │   All Items with same Product Line & Color Name....:  _       9
      │   All Items with same Product Line & Pattern Name..:  _       0
      │   All Items with same Color & Pattern Name.........:  _       0
      │   All Items with same Mfgr & Color Name............:  _
      │   All Items with same Mfgr & Pattern Name..........:         More...
      │   All Items with same Mfgr, Color & Pattern Name...:  █
  Q   │   All Items with same Item Classes.................:  X    F4=Cancel

      │  ─────────────────────────────────────────────────
      │  Options ==> X=Select
      │  F4=Cancel   F6=Return
  00
 L#                                                          ..extend..  D
 ‾  ‾   ‾   ‾     ‾     ‾      15   _   000000    ┌────────┐ ┌────────┐
 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

The program displays all items with the same item classes as the original item.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)   A        REFERENCE# 1015286
                        ──Find Related Items──
  O   │ It │ 3/23/05              Related Items for:         BOMK05R
      │    │ Item Classes:
  R   │ D  │ WD=WOOD,PQ=PARQUET,UR=URETHANE
      │    │                                              Inv
      │    │ Opt Item Number       Description            Avail    UM
      │    │
      │    │     █    _   _         ───────────────        ─────   ──
      │    │     _ HAR 1111 2       URETHANE PARQUET N&B PLAIN   11468   SF
      │    │     _ HAR 1111 4       URETHANE PARQUET N&B PLAIN     450   SF
      │    │     _ HAR 1121 6       URETHANE PARQUET C&B PLAIN       0   SF
      │    │     _ HAR 1121 8       URETHANE PARQUET C&B PLAIN       0   SF
      │    │
  Q   │    │
      │ _  │
      │ O  │
      │ F  │                                                     Bottom
  00  │    │
 L#   │    │ ─────────────────────────────────────────────────         D
 ‾  ‾ ‾ ‾  │ Options ==> X=Select     I=Inventory
      │    │ F2=Alt View  F6=Return  F7=Exit
 F1=Revi   └──────────────────────────────────────────────┘           H
```

Press **F2** to see the Alternate View, which displays both lines of the item descriptions.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A        REFERENCE# 1015286
                              Find Related Items
   O    It     3/23/05                  Related Items for:           BOMK05R
                Item Classes:
   R    D     WD=WOOD,PQ=PARQUET,UR=URETHANE
                                                            Inv
              Opt Item Number         Description           Avail   UM
                  ▐
                  ¬ HAR 1111 2        URETHANE PARQUET N&B PLAIN   11468   SF
                                        WINDSOR 12X 12 X 5/16
                  ¬ HAR 1111 4        URETHANE PARQUET N&B PLAIN     450   SF
                                        HONEY 12 X 12 X 5/16
                  ¬ HAR 1121 6        URETHANE PARQUET C&B PLAIN       0   SF
                                        CINNABAR 12 X 12 X 5/16
   Q    _      ¬ HAR 1121 8        URETHANE PARQUET C&B PLAIN       0   SF
        O                               FROST WHITE 12 X 12 X 5/16
        F                                                    Bottom
  00
  L#          _____   D
              Options ==> X=Select    I=Inventory
              F2=Alt View  F6=Return  F7=Exit
  F1=Revi                                                                  H
```

View the detailed inventory screen (by serial number) by entering **I** next to any item.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A        REFERENCE# 1015286
                              Find Related Items
   O    It     3/23/05                  Related Items for:           BOMK05R
                Item Classes:
   R    D     WD=WOOD,PQ=PARQUET,UR=URETHANE
                                                            Inv
              Opt Item Number         Description           Avail   UM

                  I  HAR 1111 2        URETHANE PARQUET N&B PLAIN   11468   SF
                                        WINDSOR 12X 12 X 5/16
                  ▐  HAR 1111 4        URETHANE PARQUET N&B PLAIN     450   SF
                                        HONEY 12 X 12 X 5/16
                  ¬ HAR 1121 6        URETHANE PARQUET C&B PLAIN       0   SF
                                        CINNABAR 12 X 12 X 5/16
   Q    _      ¬ HAR 1121 8        URETHANE PARQUET C&B PLAIN       0   SF
        O                               FROST WHITE 12 X 12 X 5/16
        F                                                    Bottom
  00
  L#          _____   D
              Options ==> X=Select    I=Inventory
              F2=Alt View  F6=Return  F7=Exit
  F1=Revi                                                                  H
```

The inventory is displayed as shown below. You may change the sequence of the serial numbers by using the **Sort Code** field. You may see the customers that have material allocated by pressing **F2**, You may also view the purchase orders and back orders for this item by pressing **F9**.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)   A       REFERENCE# 1015286
                           ─Find Related Items────────────┐
                                                          ╟
  O    It   3/23/05              Related Items for:              BOMK05R
           Item Classes:
  R    D   WD=WOOD,PQ=PARQUET,UR=URETHANE
                                                                 Inv
                        INVENTORY - HAR11112
     Sort Code: WS (?)
                               SF         SF          CT
     Opt Serial#    Shade Ware  Allocated   Avail      Avail   Stat/Loc
      █  777777           RAL       .00     240.00       9.60     A12
      ┐  777777           RAL     2000.00   1400.00      56.00     F11
      ┐  B125            RAL      75.00    3258.33     130.33     A22
      ┐  1A1587           RAL      40.00       .00        .00     A26
      ┐  1B554            RAL      24.00      25.00       1.00     A09
      ┐  111112           RAL     4605.00   4160.00     166.40     A09
      ┐  1729            ANA      65.00     125.00       5.00     A09
                                                           More...

     Options: C=Cust Orders/Holds

            F2=Alt View  F6=Return  F9=PO+BO  ROLL Up/Down

  F1=Revi                                                              H
```

Press **F2** to display the customer allocations under each serial number. Return to the Related Items Selection screen by press **F6**.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)   A       REFERENCE# 1015286
                           ─Find Related Items────────────┐
                                                          ╟
  O    It   3/23/05              Related Items for:              BOMK05R
           Item Classes:
                     INVENTORY & ALLOCATIONS - HAR11112
     Sort Code: WS (?)
                               SF         SF          CT
     Serial#/Shade/Cust   Ware  Allocated   Avail      Avail   Stat/Loc
     777777               RAL       .00     240.00       9.60     A12
     777777               RAL     2000.00   1400.00      56.00     F11
       TILE & BATH UNLIMITED     2000.00                         Oct1999
     B125                 RAL      75.00    3258.33     130.33     A22
       HARBOR FLOOR CENTER (RALE  25.00                          Jul2600
       A & A BUILDING SUPPLIES C  50.00                          May1403
     1A1587               RAL      40.00       .00        .00     A26
       HARBOR FLOOR CENTER (RALE  40.00                          May1403
     1B554                RAL      24.00      25.00       1.00     A09
       STEVE'S CUSTOM FLOORS       3.00                          Apr0500
       HARBOR FLOOR CENTER (RALE  21.00                          Jul2600
                                                           More...

            F2=Alt View  F6=Return  F9=PO+BO  ROLL Up/Down

  F1=Revi                                                              H
```

Select items by entering **X** in the **Opt** field. You may select more than one item at a time. After you press **Enter**, you are returned to the Bill of Materials screen.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A         REFERENCE# 1015286

                              Find Related Items
  O    It     3/23/05              Related Items for:            BOMK05R
              Item Classes:
  R    D      WD=WOOD,PQ=PARQUET,UR=URETHANE
                                                                Inv
              Opt Item Number          Description             Avail   UM

                X   HAR 1111 2          URETHANE PARQUET N&B PLAIN   11468   SF
                                        WINDSOR 12X 12 X 5/16
                X   HAR 1111 4          URETHANE PARQUET N&B PLAIN     450   SF
                                        HONEY 12 X 12 X 5/16
                =   HAR 1121 6          URETHANE PARQUET C&B PLAIN       0   SF
                                        CINNABAR 12 X 12 X 5/16
  Q    _        _   HAR 1121 8          URETHANE PARQUET C&B PLAIN       0   SF
       O                                FROST WHITE 12 X 12 X 5/16
       F                                                        Bottom
 00

 L#           Options ==> X=Select     I=Inventory                            D
              F2=Alt View  F6=Return  F7=Exit

 F1=Revi                                                                      H
```

The selected related items are added to the Bill of Material screen, at the end. Roll up to see them if there are more pages.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A         REFERENCE# 1015286
                              Multi-Line Order Entry

   Opt Mfgr/Col/Pattern    Qty      UM    Price    R Rcv CC            Inv Avail

  █ HAR 1111 1           100.00    SF _____ _ _ _  STANDARD PARQUET   26905
  _ HAR 7116 21                    PC _____ _ _ _  REDUCER 3/8           10
  _ HAR 7117 21                    PC _____ _ _ _  REDUCER 1/4            0
  _ HAR 7929 01                    PC _____ _ _ _  BASE MLD 90"           9
  _ HAR 8103 0             1.00    EA _____ _ _ _  1.0 GL ADH             0
  _ HAR 8104 0                     EA _____ _ _ _  3.5 GL ADH             0
                                                                      More...


   Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel
   Item# HAR11111            URETHANE PARQUET N&B PLAIN



 0010 RAL    HAR 1111 1                 100        SF

 L# R  Serial#    Loc  Recv? Restk% C/C Ship-Dt     ...extend..    ..extend..  D
 _  _  _____  ___  _             15  _  000000  _____    _____
 _  _  _____  ___  _

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Roll up until you see the items you selected.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A        REFERENCE# 1015286
                          Multi-Line Order Entry

 Opt Mfgr/Col/Pattern    Qty     UM    Price    R Rcv CC              Inv Avail

  _  HAR 8105 0_____           EA  _____ _ _  5.0 GL ADH              0
  _  HAR 8601 0_____           EA  _____ _ _  TOTAL CARE KIT          0
  █  HAR 1111 2_____           SF  _____ _ _  WINDSOR  PARQUET    11468
  _  HAR 1111 4_____           SF  _____ _ _  WINDSOR  PARQUET      450
  _  ___ ____ _____    _____ __  _____ _ _
  _  ___ ____ _____    _____ __  _____ _ _

                                                                    More...


   Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel
   Item# HAR11111          URETHANE PARQUET N&B PLAIN



 0010 RAL    HAR 1111 1_____ _____      100_____    SF _____    _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt     _   ...extend..    ..extend..  D
 _  _  _____ ____  _        15   _  000000        _____    _____  ,
 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

You may now enter quantities next to the items you just selected, and place the order.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A        REFERENCE# 1015286
                          Multi-Line Order Entry

 Opt Mfgr/Col/Pattern    Qty     UM    Price    R Rcv CC              Inv Avail

  _  HAR 8105 0_____           EA  _____ _ _  5.0 GL ADH              0
  _  HAR 8601 0_____           EA  _____ _ _  TOTAL CARE KIT          0
  _  HAR 1111 2_____      50   SF  _____ _ _  WINDSOR  PARQUET    11468
  _  HAR 1111 4_____      50   █F  _____ _ _  WINDSOR  PARQUET      450
  _  ___ ____ _____    _____ __  _____ _ _
  _  ___ ____ _____    _____ __  _____ _ _

                                                                    More...


   Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel
   Item# HAR11111          URETHANE PARQUET N&B PLAIN



 0010 RAL    HAR 1111 1_____ _____      100_____    SF _____    _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt     _   ...extend..    ..extend..  D
 _  _  _____ ____  _        15   _  000000        _____    _____  ,
 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

ISO now finds inventory for all of the ordered items on the Bill of Material screen, including the "related items".

```
ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)   A       REFERENCE# 1015286
                          ISO SELECTED INVENTORY
   Item#: HAR11111              URETHANE PARQUET N&B PLAIN
                                STANDARD 12 X 12 X 5/16
   Ware Item#           Serial#    Quantity  UM R/C    Price  Comments
   RAL  HAR11111        25232        100.00  SF         6.65
   NYC  HAR81030                       1.00  EA         5.00       TFR
   ANA  HAR11112        1729          50.00  SF         6.65       TFR
   ANA  HAR11114        2C468         50.00  SF         6.65       TFR



                                                              Bottom
            Do You Want to Accept These Selections?  Y  (Y/N)
                   F2=Alt View   F4=Cancel  F11=Prev Screen


  0010 RAL    HAR 1111 1_____ ____      100_____  SF _____   _____

  L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt     ...extend..   ..extend..  D
  _  _ _____ ____  _     15     _  000000       _____    _____

  F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

The Related Items feature uses the following fields in the Item File to find related items.

```
 ITEM# HAR11111                    UPDATE                        ITEM FILE

Description: URETHANE PARQUET N&B PLAIN         HARTCO FLOORING INC.
             STANDARD 12 X 12 X 5/16

Usual Supplier# HAR              Inventory (Y/N/S): Y Xref:
Price Class.... HARPN1 (F9)      Component (Y/N/K/D/R/S/F/L) S  ISO Table# 0
Cost Class..... HARPN1 (F9)      Date Discontinued...        Replen Path
Packaging Class HARPH1 (F10)     Suppliers' Item#.... 0111110
Product Line... RAN              Policies............ NB
Class.....(1).. WD               Lead Time (in days).        Old=     Days
Class.....(2).. PQ               Sequence#...........        Frt Key
Class.....(3).. UR               Item Width..........
Trim Class.....                  Define Remnant Size.
Color Name..... STANDARD         Cost Ctr: WOO  Frt Class: CT Tax?: Y
Pattern Name... PARQUET          Smallest U/M, Pick: PC  Sales: CT  Supp: CT
Wear Code...... 1                Order Entry U/M: SF (blank=allow any U/M)
Rating/ABC Code B                Qty Break Group: H1  Multiplier:      1
Commodity Level 2                Initials: DL   Sub-Serial:   Stg Code
UPC/Ctn                          UPC Code:               Item Scan Ovr
Comments _____     Last Change: 3/23/05           D/del

F1=Next       F3=Inventory    F4=Sales      F5=Production   F6=Search
F8=Screen 1   F9=Prices/Costs  F10=Packaging  F12=Spc/Instr   F16=Attributes
```

The following Order Entry review screen shows the four items that were entered simultaneously using the Bill of Material and Related Items Feature, for the item.

```
 ACCOUNT# 201000      HARBOR FLOOR CENTER (RALEIGH)   A       REFERENCE# 1015287
Line  Item#                    Description/Serial#/Loc      Qty    U/M      Price
0010  HAR11111                 URETHANE PARQUET N&B PLAIN   100.00 SF       6.650
                                 25232
0020  HAR81030               T ADHESIVE #80 TAN 1 GALLON      1.00 EA       5.000
            tfr from NYC
0030  HAR11112               T URETHANE PARQUET N&B PLAIN    50.00 SF       6.650
            tfr from ANA        1729        A09
0040  HAR11114               T URETHANE PARQUET N&B PLAIN    50.00 SF       6.650
            tfr from ANA        2C468       Z45



          End Of Display    Stk:     .00  Tax:    93.45        Total:     1,428.45


 Line Ware Mfgr/Color/Pattern/Lot#        Qty      U/M  ....Price..     .....Cost..
 0050 RAL   █    ____ _____ _____     _____    __  _____        _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..    ..extend..  D
 _  _ _____ ____   _    15    _  000000        _____        _____    .

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  █
```

Finding a Substitute Item, Using the Related Items Feature

In the example below, there is no stock for item HAR 80130. In order to find a substitute item with stock, press **F9** for Related Items.

```
ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)   A      REFERENCE# 1015287
                          << UPD ** >>




                ADHESIVE #80 TAN 1 GALLON

                USED FOR WOOD BACK PARQUET
Line Ware Mfgr/Color/Pattern/Lot#        Qty      U/M  ....Price..    .....Cost..
0020 NYC   HAR 8103 0                     1.00    EA       5.000          .100

L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..   D
                      T             000000 R LP        5.00          .10

F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Press **F9**, and the Bill of Material (Multi-Line) screen appears for the item. If the item has a Bill of Material, it displays. If the item does NOT have a bill of material, only that item appears. Enter **R** to see related items for the item that you need a substitute for.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)   A       REFERENCE# 1015287
                            Multi-Line Order Entry

   Opt Mfgr/Col/Pattern    Qty     UM    Price    R Rcv CC              Inv Avail

   R HAR 8103 0_____ _____ EA _____ _ _ _   TAN                    0
   _ ___ ____ _____ _____ __ _____ _ _ _
   _ ___ ____ _____ _____ __ _____ _ _ _
   _ ___ ____ _____ _____ __ _____ _ _ _
   _ ___ ____ _____ _____ __ _____ _ _ _
   _ ___ ____ _____ _____ __ _____ _ _ _
                                                                    More...


    Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel

   No BOM items were found. Use option "R" to see Related Items


 0020 NYC    HAR 8103 0_____ ____      1.00   EA ____5.000     _____.100

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
 _ _ _____ ____      T    ___   _ 000000 R LP   ____5.00     _____.10

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys. H
```

Use the various related items options. In the example below, all items with the same product line as HAR81030 will be viewed.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A       REFERENCE# 1015287
                             ┌Find Related Items┐
 O   Item#: HAR81030           ADHESIVE #80 TAN 1 GALLON          Inv Avail
 R   Display Related Items as Follows:                                    0
     All Items with same Product Line..................: X
     All Items with same Product Line & Color Name....: █
     All Items with same Product Line & Pattern Name..: _
     All Items with same Color & Pattern Name.........: _
     All Items with same Mfgr & Color Name............: _          More...
     All Items with same Mfgr & Pattern Name..........: _
     All Items with same Mfgr, Color & Pattern Name...: _       F4=Cancel
     All Items with same Item Classes.................: _

     ─────────────────────────────────────────────
     Options ==> X=Select
     F4=Cancel  F6=Return
 00                                                                   .100
 L#                                                           ..extend..  D
                        T          000000 R LP      5.00          .10
  F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

The program displays all of the items related by product line. In the example below, only one of the items has any stock available. Select that item with an **X**, if it is a viable substitute.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A       REFERENCE# 1015287
                             ┌Find Related Items┐
 O   It   3/23/05                  Related Items for:         BOMK05R
 R   D    Product Line..................: FCP-FLOOR CARE & INSTALLATION P
                                                            Inv
          Opt Item Number       Description                Avail   UM

              HAR 8104 0        ADHESIVE #80 TAN 3.5 GALLON     0    EA
              HAR 8105 0        ADHESIVE #80 TAN 5 GALLON       0    EA
           X  HAR 8113 0        ADHESIVE #55 BROWN 1 GALLON    20    EA
           █  HAR 8114 0        ADHESIVE #55 BROWN 3.5 GALLON   0    EA
              HAR 8115 0        ADHESIVE #55 BROWN 5 GALLON     0    EA
              HAR 8123 0        ADHESIVE #100 WHITE 1 GALLON    0    EA
              HAR 8124 0        ADHESIVE #100 WHITE 3.5 GALLON  0    EA
          O   HAR 8125 0        ADHESIVE #100 WHITE 5 GALLON    0    EA
          F                                                   More...
 00
          ──────────────────────────────────────────────
 L#       Options ==> X=Select    I=Inventory                           D
          F2=Alt View  F6=Return  F7=Exit
 F1=Revi                                                                 H
```

The selected item is inserted into the Bill of Material window.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A        REFERENCE# 1015287
                         Multi-Line Order Entry

  Opt Mfgr/Col/Pattern    Qty     UM    Price    R Rcv CC              Inv Avail

   _  HAR 8103 0 _____  _____  EA  _____ _ _ _  TAN                    0
   █  HAR 8113 0 _____  _____  EA  _____ _ _ _  BROWN    1GAL         20
   _  ___ ____ _____  _____  __  _____ _ _ _
   _  ___ ____ _____  _____  __  _____ _ _ _
   _  ___ ____ _____  _____  __  _____ _ _ _
   _  ___ ____ _____  _____  __  _____ _ _ _
                                                                    More...


    Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel




 0020 NYC    HAR 8103 0 _____  ____      1.00   EA    5.000          .100

 L# R  Serial#    Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
 _  _ _____ ____      T        _ _  000000 R LP     5.00          .10    .

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

You may now order the related item by entering a quantity.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A        REFERENCE# 1015287
                         Multi-Line Order Entry

  Opt Mfgr/Col/Pattern    Qty     UM    Price    R Rcv CC              Inv Avail

   _  HAR 8103 0 _____  _____  EA  _____ _ _ _  TAN                    0
   _  HAR 8113 0 _____       1█  EA  _____ _ _ _  BROWN    1GAL         20
   _  ___ ____ _____  _____  __  _____ _ _ _
   _  ___ ____ _____  _____  __  _____ _ _ _
   _  ___ ____ _____  _____  __  _____ _ _ _
   _  ___ ____ _____  _____  __  _____ _ _ _
                                                                    More...


    Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel




 0020 NYC    HAR 8103 0 _____  ____      1.00   EA    5.000          .100

 L# R  Serial#    Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
 _  _ _____ ____      T        _ _  000000 R LP     5.00          .10    .

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

ISO selects inventory for the related item that was ordered.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A        REFERENCE# 1015287
                          ISO SELECTED INVENTORY
  Item#:

  Ware Item#              Serial#     Quantity  UM R/C    Price  Comments
  RAL  HAR81130           REG             1.00  EA        3.25




                                                                     Bottom
            Do You Want to Accept These Selections?  Y (Y/N)
                 F2=Alt View    F4=Cancel   F11=Prev Screen



 0020 NYC    HAR 8103 0                      1.00    EA       5.000          .100

 L# R  Serial#    Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
                        T              000000 R LP         5.00          .10

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```
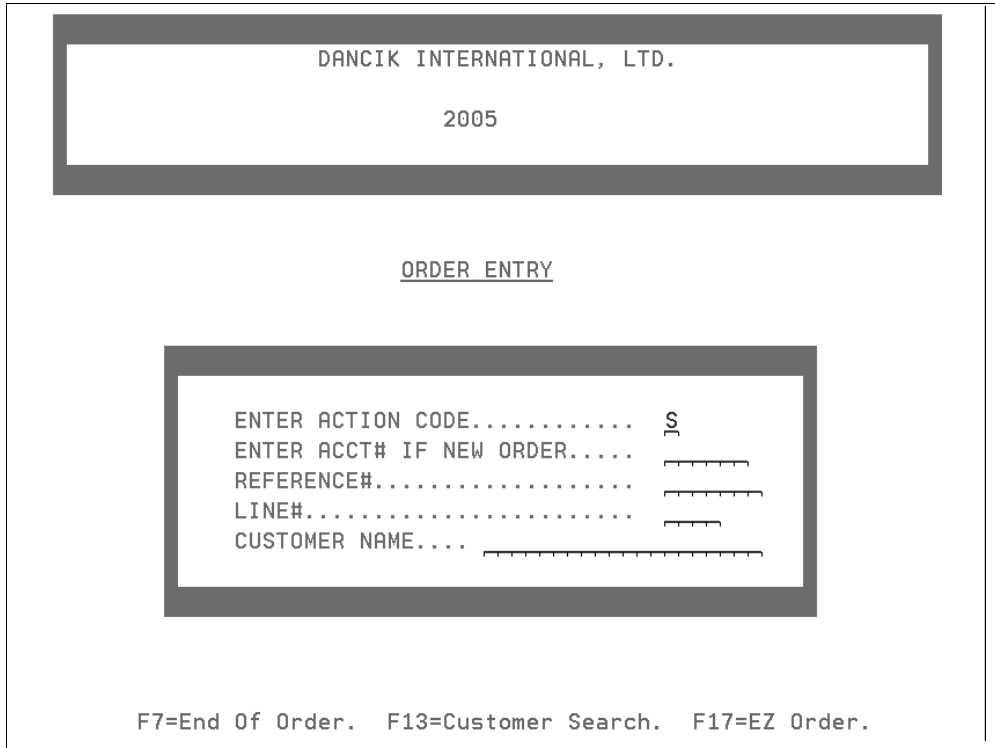
The item is added to the order and the Order Review Screen as displayed.

```
 ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)    A        REFERENCE# 1015287
 Line  Item#                  Description/Serial#/Loc     Qty    U/M     Price
 0010  HAR11111               URETHANE PARQUET N&B PLAIN  100.00 SF      6.650
                                25232
 0020  HAR81030             T ADHESIVE #80 TAN 1 GALLON     1.00 EA      5.000
            tfr from NYC
 0030  HAR11112             T URETHANE PARQUET N&B PLAIN   50.00 SF      6.650
            tfr from ANA      1729      A09
 0040  HAR11114             T URETHANE PARQUET N&B PLAIN   50.00 SF      6.650
            tfr from ANA      2C468     Z45
 0050  HAR81130               ADHESIVE #55 BROWN 1 GALLON   1.00 EA      3.250
                                REG       RCK2


        End Of Display    Stk:    .00  Tax:   93.68      Total:    1,431.93


 Line Ware Mfgr/Color/Pattern/Lot#        Qty      U/M  ....Price..    .....Cost..
 0060 RAL

 L# R  Serial#    Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
                               15    000000

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Finding Related Items Without Entering an Order

You can find all of the items related to any item, without entering an order. You can combine the **S = Stock Check** feature with the **R-Related Items** feature as follows.

1. On the first screen of the order entry process, enter an **S** in the **Action Code** field.

```
                    DANCIK INTERNATIONAL, LTD.

                              2005




                              ORDER ENTRY




            ENTER ACTION CODE............  S
            ENTER ACCT# IF NEW ORDER.....  _____
            REFERENCE#...................  _____
            LINE#........................  ____
            CUSTOMER NAME....  _____




       F7=End Of Order.  F13=Customer Search.  F17=EZ Order.
```

Note: If you are not assigned a default account number on your User Control Panel, you will have to enter an account number also.

2. Press **Enter**. An empty "stock check" screen appears.

```
                         STOCK CHECK
                   Multi-Line Order Entry

  Opt Mfgr/Col/Pattern    Qty     UM   Price    R Rcv CC          Inv Avail

  █ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
                                                               More...

   Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel



     Enter the item#s and quantities that you want to check stock for.
     Then press Enter, and the program will display available stock or
     the estimated date when the stock can be available.
```

3.   Enter any item, and select option **R**.

```
                         STOCK CHECK
                   Multi-Line Order Entry

  Opt Mfgr/Col/Pattern    Qty     UM   Price    R Rcv CC          Inv Avail

  R REX 1110 _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
  _ ___ ____ _____ _____ __ _____ _ _ _
                                                               More...

   Options: I=Inventory R=Related Items ?=Item Search F2=Alt View F4=Cancel



     Enter the item#s and quantities that you want to check stock for.
     Then press Enter, and the program will display available stock or
     the estimated date when the stock can be available.
```

Note: *The* **R** *function works the same as it does within the Order Entry Bill of Material screen.
However, you do not need to proceed with entering an order. Simply use the S = Stock
Check feature, and the R = Related Items feature in an inquiry mode.*

4. The next screen presents you with several options for choosing the related items.

```
                              STOCK CHECK
                   ─────────Find Related Items─────────
 O    Item#: REX1110            ECHI DEL PASS RAMINA 6X6        Inv Avail
                                      SLATE GREY
 R      Display Related Items as Follows:

          All Items with same Product Line..................: X
          All Items with same Product Line & Color Name....: _
          All Items with same Product Line & Pattern Name..: _
          All Items with same Color & Pattern Name.........: _
          All Items with same Mfgr & Color Name............: _           More...
          All Items with same Mfgr & Pattern Name..........: _
          All Items with same Mfgr, Color & Pattern Name...: _       F4=Cancel
          All Items with same Item Classes.................: _

        ──────────────────────────────────────────────────────────
        Options ==> X=Select
        F4=Cancel   F6=Return
                                                               for.
                                                               ck or
       the estimated date when the stock can be available.
```

5. Select one of the options and press **Enter**. The related items, based on the selected option, appear.

```
                              STOCK CHECK
                   ─────────Find Related Items─────────
 O    It    3/30/05                  Related Items for:        BOMK05R

 R    D    Product Line...................: ECH-ECHI DEL PASSATO
                                                           Inv
           Opt Item Number        Description              Avail   UM
               ▮
             _ REX ECBR 12         ECHO CANYON BRYCE 12X12      0   SF
             _ REX 1118            ECHI DEL PASS FERRACCIA 6X6  2124 SF
             _ REX 1119            ECHI DEL PASS ZAFF NERA 6X6  1013 SF
             _ REX 1121            ECHI DEL PASS FOCAYA 6X6     731  SF
             _ REX 1122            ECHI DEL PASS MARZACOTTO 6X6  38  SF
             _ REX 1123            ECHI DEL PASS RENA 6X6       497  SF
          _  _ REX 1146            ECHI DEL PASS FERRACCIA 6X12  65  SF
          O  _ REX 1147            ECHI DEL PASS ZAFF NERA 6X12 452  SF
          F                                                    More...

          ──────────────────────────────────────────────────────────
          Options ==> X=Select    I=Inventory
       the F2=Alt View  F6=Return  F7=Exit
```

Using Bills of Material in "Burger versus Fries" Mode

The default method for ordering an item with a Bill-Of-Material is to display the main item being requested, followed by its related items (from the Bill-Of-Material file), and to process the main item and its related items all at once. This is similar to ordering "fries and a drink" along with your burger. However, sometimes you might want to get your burger before you decide on the fries and drink. The Bill-Of-Materials system now provides an option that orders the main item first, and then displays the Bill-Of-Material for the related items. This "burger versus fries" method is available for rolled goods, carton/piece goods, or both. For example, if this new mode is set on for rolled goods, you can pick the roll first, including use of the "Inventory Analysis" screen, and only after the roll(s) is selected will the other Bill-Of-Material items be displayed.

The following example displays the order entry process for a carpet item, when Bill of Material is set for "Burger versus Fries" mode. For this example, the user is also set for "Auto ISO".

```
 ACCOUNT# 200080    JOE          STRUMMER        B        REFERENCE# 1018223
                    6003 FAIRLANE

                    RALEIGH                      NC 27513













 Line Ware Mfgr/Color/Pattern/Lot#       Qty      U/M  ....Price..    .....Cost..
 0010 RAL    SHA 2030 3100          ____  35        SY  _____    _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..    ..extend..  D
 _  _ _____ _____ _ _____ ____ _  _   010805      _____    _____  .

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

1. Enter a item number and quantity, and ISO selects the most suitable inventory. At this point, the ISO selection may be accepted, or F3 may be used to view and select from the Inventory Serial Numbers window.

```
ACCOUNT# 200080     JOE        STRUMMER           B        REFERENCE# 1018223
┌─────────────────────────ISO SELECTED INVENTORY─────────────────────────┐
│                                                                         │
│   Item#: SHA20303100              ANYTHING GOES AFFLUENT CREAM  Ovr Price│
│                                   CREAMY COCONUT 12'             10.990 │
│                                                                         │
│                                                                         │
│  Ware Serial#    Shade Lot# Loc  Quantity  UM R/C   Price    Comments   │
│  RAL  45123548   BJ         o       35.00  SY  C    10.99   26' 03"     │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                              Bottom     │
│          Do You Want to Accept These Selections?  Y̲ (Y/N)     F3=S/N    │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
Line Ware Mfgr/Color/Pattern/Lot#        Qty       U/M  ....Price..   .....Cost..
0010 RAL    SHA 2030 3100    ____       35.00      SY  _____   _____

L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt       ...extend..   ..extend..  D
A  _ _____ ____  _    ___  _    010805         _____   _____ .
```

2. After the ISO selections are confirmed, and you press Enter, the program displays the Bill of
    Material (if one exists) for the item. Notice that when you are set to "Burger versus Fries" mode,
    the main item shows as "Already on Order". It shows the quantity previously accepted on the ISO
    screen.

```
ACCOUNT# 200080     JOE        STRUMMER           B        REFERENCE# 1018223
                          Multi-Line Order Entry

   Opt Mfgr/Col/Pattern    Qty     UM   Price    R Rcv CC            Inv Avail

     SHA 2030 3100        35.00   SY  _____ _ _ _  Already on Order    259
  █  HEN 2514 GAL         _____  EA  _____ _ _ _  CARPET ADHESIVE       0
  _  HEN 333     _____   _____  EA  _____ _ _ _  FLOOR PATCH 25 LB    92
  _  LAB C1      _____   _____  SY  _____ _ _ _  INSTALL BY SY         0
  _  LAB C2      _____   _____  SY  _____ _ _ _  RIP/REMOVE BY SY      0
  _  LAB C3      _____   _____  SY  _____ _ _ _  MOVE FURNITURE        0
                                                              More...

   Options: I=Inventory  ?=Item Search  F2=Alt View  F4=Cancel
   Item# SHA20303100      ANYTHING GOES AFFLUENT CREAM


0010 RAL    SHA 2030 3100    ____       35.00      SY  _____   _____

L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt       ...extend..   ..extend..  D
A  _ _____ ____  _    ___  _    010805         _____   _____ .
```

3. Now other items on the Bill of Material window may be ordered.

```
ACCOUNT# 200080     JOE          STRUMMER          B       REFERENCE# 1018223
                          Multi-Line Order Entry

  Opt Mfgr/Col/Pattern   Qty      UM   Price   R Rcv CC              Inv Avail

 █  SHA 2030 3100        35.00   SY  _____ _ _ _  Already on Order     259
 _  HEN 2514 GAL         _____  EA  _____ _ _ _  CARPET ADHESIVE        0
 _  HEN 333              1.00   EA  _____ _ _ _  FLOOR PATCH 25 LB     92
 _  LAB C1               35.00   SY  _____ _ _ _  INSTALL BY SY          0
 _  LAB C2               35.00   SY  _____ _ _ _  RIP/REMOVE BY SY       0
 _  LAB C3               _____  SY  _____ _ _ _  MOVE FURNITURE         0
                                                                     More...


    Options: I=Inventory  ?=Item Search  F2=Alt View  F4=Cancel
    Item# SHA20303100       ANYTHING GOES AFFLUENT CREAM




 0010 RAL    SHA 2030 3100    ____      35.00    SY  _____    _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
 A  _  _____ ____  _    ____  _  010805         _____    _____  .
```

4. The ISO confirmation window displays the ISO selected inventory for the additional items.

```
ACCOUNT# 200080     JOE          STRUMMER          B       REFERENCE# 1018223
                        ─────────ISO SELECTED INVENTORY─────────
  Item#: SHA20303100              ANYTHING GOES AFFLUENT CREAM
                                  CREAMY COCONUT 12'
  Ware Item#            Serial#   Quantity  UM R/C    Price  Comments
  RAL  HEN333           REG           1.00  EA         5.95
  RAL  LABC1                         35.00  SY         7.99
  RAL  LABC2                         35.00  SY          .99




                                                                    Bottom
         Do You Want to Accept These Selections?  Y (Y/N)
              F2=Alt View   F4=Cancel  F11=Prev Screen



 0010 RAL    SHA 2030 3100    ____      35.00    SY  _____    _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
 A  _  _____ ____  _    ____  _  010805         _____    _____  .
```

5. Press Enter to accept the ISO selections.

```
 ACCOUNT# 200080     JOE         STRUMMER            B        REFERENCE# 1018223
Line  Item#                   Description/Serial#/Loc        Qty    U/M     Price
0010  SHA20303100      C   ANYTHING GOES AFFLUENT CREAM       35.00 SY     10.990
                           CREAMY COCONUT 12'
                           45123548          26 ' 3 " BJ
0020  HEN333               #333 FLOOR PATCH 25LB BAG           1.00 EA      5.950
                           REG          RACK
0030  LABC1                CARPET INSTALLATION 7.99 SY        35.00 SY      7.990
0040  LABC2                CARPET INSTALL RIP/RMV .99 SY      35.00 SY       .990




        End Of Display     Stk:     .00  Tax:    19.53      Total:      724.43
          *   CASH   *          Terms Discount:     .00     Net Due:    724.43

 Line Ware Mfgr/Color/Pattern/Lot#        Qty      U/M  ....Price..    .....Cost..
 0050 RAL      █   ___ _____ ____   _____  __  _____   _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..    ..extend..   D
 _ _ _____ ____   _      __   _  010805          _____     _____  .

 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Using the Retail Cash Register Screen

This document discusses the use of the Retail Cash Register Screen and its implementation. The Retail Cash Register screen supports secure cashier codes, gift cards, and other functions for recording and balancing cash. You do not have to be a retailer to benefit from the Retail Cash Register screen. Any counter operation that accepts cash or credit cards can benefit from these features.

Requirements:

• Knowledge of System Settings

• Knowledge of Order Entry

• Knowledge of Cashier Codes

• Knowledge of Payment Method Codes

• Managing Counter Sales - End of Day Best Practices

References

• System Administration Reference

• Customer Service Reference

• Accounts Payable Reference

Things to consider

Settings for Retail Cash Register Screen

Using the Retail Cash Register Screen

Potential Obstacles

Things to consider

The following are topics to be aware of when using the Retail Cash Register Screen. Some of them may justify the need to change your procedures and processes.

Topic	Options and Recommendations
Payment Method	What are the different methods of payments you can use with the cash register screen? Payment methods are not limited to established methods of payment codes, for example CA (cash), CH (Check), visa (VI). You may consider creating codes such as CR (Check Refund) that represent non-payment transactions where an accounting department can run a report for a listing of orders requiring check refunds.
Cashier Code	Which users are allowed to access the cash register screen to enter payments and corrections if an amount or a check number was entered incorrectly?
End of Day Balancing	Who is responsible for running the end of day daily cash report to balance to the cash draw and verifying that all payments were received for the day?
Procedures and Training	Develop and outline cash register screen processes and then train your customer service for consistency and accuracy.
	For example:
	• What is required when entering a check, visa, check refund, etc.?
	• What document should be printed after the order is taken?
	• Can you have multiple method of payment?
	• How to run the end of day reports?
	• Who is responsible for balancing end of day cash receipts?
	• Who is allowed to make changes to the cash register screen?

Settings for Retail Cash Register Screen

There are three areas of the system that contain settings to activate the Retail Cash Register screen.

Work Station Control Panel.

System Wide Settings

Accounting Settings

Work Station Control Panel.

- Page 1 - DFT Branch# - what is the default branch. This is the branch where the sale is recorded. You may enter the branch code or use C* so that the branch is based in the Customer File.

- Page 1 - DFT Cash Branch# - what is the default cash branch. For example, if the order was taken in under branch RAL but the physical cash is taken in branch DUR. The default cash branch should be listed as branch DUR.

```
  8/18/05                 Control Panel File Maintenance           FM3002RB
 14:34:43            General Default & Restriction Options         ZF
                                                                   PAGE 1
 Work Station . . . . . . . . : ZF                                 Update

 DFT Company# . . . . . . . . : 2    ?    DFT F.O.B. . . . . . . . . . . : W    ?
 DFT Warehouse  . . . . . . . : RAL ?     DFT Restocking Charge% . . . . : 15
 DFT Search Warehouse . . . . : *MX ?+    DFT Price List . . . . . . . . : LP   ?
 DFT Branch#  . . . . . . . . : C*   ?+   DFT Manufacturer . . . . . . . :      ?+
 DFT Cash Branch# . . . . . . : RAL ?     DFT Roll U/M . . . . . . . . . : SF   ?
 DFT Initials . . . . . . . . :           DFT Serial#/Roll Search View : 1    ?
 DFT Ship Via . . . . . . . . :      ?    DFT Days-Old to Highlight  . : 00

 Auto-Search Phone# File From Customer Search Program  . . . . . . . . . : N Y/N
 Restrict This Work Station To DFT Company#   . . . . . . . . . . . . . . : N Y/N
 Restrict This Work Station To DFT Warehouse . . . . . . . . . . . . . . : N Y/N
 Restrict This Work Station To DFT Manufacturer  . . . . . . . . . . . . : N Y/N
 Restrict This Work Station To Selected Branch#  . . . . . . . . . . . . : N Y/N
   Selected Branch#  . . . . . . . . . . . . . . . . . . . . . . . . . . :     ?
 Restrict This Work Station To Mfgrs Assigned to DFT Company#. . . . . . : N Y/N
 Restrict This Work Station From Updating Orders At Status "S" . . . . . : N Y/N

 F1=Next Record   F6=Return   F7=Exit   F11=Page 2                      H
 Press ENTER to accept modifications being made...

MA    a                 MW                                        06/033
```

- Page 2 - Cash Register Screen is set to "Y".

- Page 2 - Minimum Deposit on Cash Reg Screen - This field is used when a minimum deposit is required for backorders.

```
  8/19/05               Control Panel File Maintenance              FM3002RC
 10:20:13              Order Entry & Invoicing Options               X5
                                                                     PAGE 2
_____
 Work Station . . . . . . . . . :  X5                           Update

 Allow Order If Qty Not Avail :  Y   Y/N/X  Invoicing Default B/O Code . :  Y   1/2
 Allow Order Desk To Invoice  :  Y   Y/N    Invoicing Status Codes . . . :  ____
 Retail Environment . . . . . :  Y   Y/N    Make JobName Mandatory on O/E:  N   Y/N
 Cash Register Screen . . . . :  Y   Y/N    Charge Tax On Freight  . . . :  Y   Y/N
 Variable Charge Field  . . . :  HC  ?      Auto-Transfer  . . . . . . . :  Y   Y/N
   Tax Variable Charge  . . . :  N   Y/N/C  Length Control, in Inches  . :  108
   General Ledger#  . . . . . :  _____      Min Deposit on Cash Reg Scrn :  50 %

 Auto-ISO Option  . . . . . . :  Y   Y/N/M
   ISO Border Color . . . . . :  B   B/G/P/R/T/W/Y
   Line or Window . . . . . . :  W   L/W

 Mandatory To Key Description/Reason For Order Change Or Cancellation  :  Y  Y/N
 Mandatory To Have Valid Non-Blank Order Handling Code On All Orders . :  N  Y/N
 Allow A Price Override To Bypass Error Message On "Locked Out" Items  :  Y  Y/N
 Auto-Display Bill-Of-Material Windows on Order Entry  . . . . . . . . :  Y  Y/N
_____
 F1=Next Record   F6=Return   F7=Exit   F11=Page 3                       H
 Press ENTER to accept modifications being made...

MA    a              MW                                         06/033
```

System Wide Settings

• Cash Register Environment Options. The following screen displays the different options when using the cash register screen. Make sure you assign your cash register environment to use the multiple payment method as it is the recommended method for managing counter sales.

```
 CHANGE              System Wide Settings Maintenance              SYS034D



Cash Register Payment Screen Method................................: 2 (1/2)

Method 1 = Single Payment Method
Method 2 = Multiple Payment Method (recommended for retail environments)


Method 2 Report Defaults / Include cash receipts already posted today? Y (Y/N)

Method 2 Report Defaults / Report Format..........................: 2 (?)(1/2)

Display taxes as separate fields on the cash register screen?.......:  Y (Y/N)




    Enter     F7=EOJ     F8=Previous Screen


MA    a                 MW                                        06/071
```

- Accounts Receivable Options - allow you to post payments to AR after the invoicing process has taken place and directs night jobs to automatically match refunds and payments.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  ▐ UPDATE ▌              System Wide Settings Maintenance                 │
│                                                                           │
│   Accounts Receivable Options                                             │
│                                                                           │
│                                                                           │
│   Enter allowable A/R shortage to automatically post to discount amount$  2 │
│                                                                           │
│   Enter allowable A/R overage to automatically post to discount amount $  2 │
│                                                                           │
│   Options for Method C Interest/Service Fees:                             │
│   Date to activate Nightly Method C updates (blank = do not activate)  0/00/00 │
│                                                                           │
│   Interest Rate Option: 1=Payment Terms File Rate, 2=Billto File Rate . (1/2) _ │
│  ┌──────────────────────────────────────────────────────────────────────┐ │
│  █ Matching of Advance Deposits during Night Jobs:                        │
│   Match refunds against credit orders?. . . . . . . . . . . . . . . . (Y/N) Y │
│                                                                           │
│   Match Advance Deposits against invoices?. . . . . . . . . . . . . . (Y/N) Y │
│                                                                           │
│   Bank Code for entries created during matching?  . . . . . . . . . . . . . W │
│  └──────────────────────────────────────────────────────────────────────┘ │
│                                                                           │
│   Enter    F7=EOJ    F8=Previous Screen                                   │
│                                                                           │
│  MA   a                  MW                                    15/001      │
└─────────────────────────────────────────────────────────────────────────┘
```

Accounting Settings

The following settings are found in the Accounting File Maintenance Menu Options.

• Payment Method Code Maintenance - this file defines your different methods of payment.

```
   8/19/05              Payment Method Code Table Maintenance              AR3005R
  10:57:47                                                                 X5


   Payment Method...    CK
   Description......    Check_____

   Payment amount required when using this code? . . . . . . . . . . . . . .(Y/N) Y
   Require a value in Card/Check?. . . . . . . . . . . . . . . . . . . . . .(Y/N) Y
   Amount is automatically entered when using this code? . . . . . . . . . .(Y/N) Y
   Other reference number value required?. . . . . . . . . . . . . . . . . .(Y/N) Y
   Approval Code required? . . . . . . . . . . . . . . . . . . . . . . . . .(Y/N) N
   Does this method use an interactive Approval Service? . . . . . . . . . .(Y/N) N
   Record this payment method & credit card/check in the Retail Customer?.(Y/N) N
   Does this method have an expiration date? . . . . . . . . . . . . . . . .(Y/N) N
   Does this method represent a non-payment? . . . . . . . . . . . . . . . .(Y/N) N
   Verify credit card number for this payment method?. . . . . . . . . . . .(Y/N) N
   Credit card vendor? . . . . . . . . . . . . . . . . . . . _____
   Is this method used for a gift card purchase? . . . . . . . . . . . . . .(Y/N) N
   Is this method used for a gift card payment?. . . . . . . . . . . . . . .(Y/N) N
   If payment method is GC purchase or payment, specify AR Transaction Code  . __

   Enter   F7=EOJ  F8=Return  F11=Page 2


  MA    a                      MW                                          06/022
```

```
   8/19/05              Payment Method Code Table Maintenance              AR3005R
  11:55:29                                                                 X5


   Payment Method...    CK
   Description......    Check

   Is this method used for a store credit? . . . . . . . . . . . . . . . . .(Y/N) N
   Does this method represent a check? . . . . . . . . . . . . . . . . . . .(Y/N) Y
```

- Cashier Code Maintenance - this assigns codes to your cashiers entering the cash transactions. This code is different than the signon profile used to begin using the system. The cashier code is hidden on cash reports and when the user enters their code to enter payment information on the cash register screen.

```
 8/19/05                    Cashier Code Maintenance            QL3000R
11:02:51                                                        X5


Cashier Code.....    AHILL

Cashier Name.....    Aaron Hill_____

Expiration Date..     2/22/22

Manager Code.....    _____
```

- Bank Code - define the different bank codes for posting cash from counter sales to AR to apply against invoices.

```
 8/19/05                  Bank Code Table Maintenance
11:04:19

Company.......   2
Bank Code.....   W



Bank Name.....   WACHOVIA_____

Default Bank..   _   (Y=Yes)

Default cash account used in creating JE for Misc Cash.   10000
```

Using the Retail Cash Register Screen

Before using this feature, we recommend you have all your procedures, processes and training in place. The following is general information that may assist you in using the cash register screen:

- Make the "Card/Check Number" and "Approval Cd" fields mandatory for all credit cards and check payments.

- Make the "Exp Date" field required on all credit card payments.

- Have the system automatically fill in an amount in the "Payment/Dep" field on all payments to save time and reduce mistakes.

- For payment method "Check", ensure you answer the question in the Payment Method File for "Does this method represent a check?".

  Note: Make sure in your instructions that check numbers are limited to 8 characters.

- If you enter an amount received that is greater than the amount in the "Payment/Dep" field, the system displays the "change" that you need to return to the customer.

- You can change any number or amount on the cash register screen. As soon as you press any function key, the data on this screen is saved.   To correct any transaction, you need to enter exactly as it originally appeared but this time the amount as a negative. The next line is the correct information as a positive. This feature allows for security and integrity of the cash register.

- Any time the customer is identified as COD/Cash, a message appears on the cash register screen that a payment is required. If you need to return to the order for changes, you must first enter a method of payment such as "NP (non-payment)", press Enter, and then F6 to return to Order Entry. For on account customers, you can return to the order without entering a method of payment.

- If a payment is not received immediately but at a later time, you should consider creating a non-payment (NP) code in the Payment Method File. The order can then be pulled through Order Inquiry and press F10 (Print/Cash).

- Determine the procedures for which function key to press. For example:

- All customers with deposits should have an order acknowledgement.

- If you are using installation scheduler, for any customers that have an installation order, press F16 to process the installation agreement.

- If the customer picks material in the warehouse and pays in full, you may need to press F4 to generate a pick list and acknowledgement.

- Run your end of day Daily Cash reports to make sure all balances match to what is received at the counter. Menu ORD option # 215.

```
   8/12/04               Cash Register Transactions              AR5002R
  12:54:11                                                         V1
 Order Ref#:        119                        Cashier Code. ▋
 Order Total:       48.26
 Term Disc:           .00     CARPET STORE         Terms........   Immediate
 Net(less dis):     48.26
                          Exp
 MP Card / Check Number   Date Approvl Cd Paymnt/Dep  Amt Rcvd    Other Reference
 __ _____ ____ _____ _____    _____  _____
                                            .00         .00
 __ _____ ____ _____ _____    _____  _____
                                            .00         .00
 __ _____ ____ _____ _____    _____  _____
                                            .00         .00
 __ _____ ____ _____ _____    _____  _____
                                            .00         .00
 __ _____ ____ _____ _____    _____  _____
                                            .00         .00
 __ _____ ____ _____ _____    _____  _____
                                            .00         .00
 __ _____ ____ _____ _____    _____  _____
                                            .00         .00
 __ _____ ____ _____ _____    _____  _____
                                            .00         .00
 __ _____ ____ _____ _____    _____  _____
                                                                   More...
                             Total:           .00
                         Balance Due:        48.26

 F1=Pick List   F2=Quotation   F3=Edit        F4=Pick List & Ackn   F5=Ackn Only
 F6=Return to O/E              F7=Temp Hold
 F12=Process/No Print          F15=Swipe      F16=Install/Scheduler


 MA▋    a                                                      03/068
```

Potential Obstacles

The following are common errors found when using cash register screen:

- A user creates many line entries of positives and negatives trying to correct a payment. This causes confusion for the accounting department and the person balancing the end of day cash reports.

- A user enters an order without processing it. They then enter a payment in the cash register screen when there should not be a payment. This causes confusion for the person balancing the end of day cash reports.

Special Orders

The Special Orders System is generally used for non-stock items. Do not confuse special orders with back orders which are generally for regularly stocked items. Special orders are always for the specific item(s) and quantity that a customer requires. Back orders are usually filled from incoming stock which was ordered to replenish stock as well as to fill back orders. The Special Order System also works well for miscellaneous items for which you have not set up specific item master records.

In the Order Entry Program, any line item can be noted as a special order by entering an **S** in the first position of the Lot Number field.

The following is a summary of steps needed to process special orders:

- Enter lot number **S** on Order Entry Detail Screen to designate a line item as a special order. *Refer to Entering a Special Order.*

- Once (or multiple times) a day, run the Print Special Order Purchases option to generate purchase orders to suppliers (purchase orders are linked to the special orders). It also runs automatically as part of night jobs. *Refer to Creating Purchase Orders for Special Items.*

- Use the Update Order Status And Shipping Data Programs to update order status and shipping dates as they become available. *Refer to Updating a Special Order's status and Ship Date.*

- Use the notepad feature, if needed to identify an order as a special order. The notepad is accessed via the F5 function key and is highlighted on the Order Inquiry Screens (CUS 10).

- When material arrives, receive as you would from a stock purchase order.

- Tracking special orders - Special orders can be tracked using all the functions available for regular stock orders. *Refer to Tracking Special Orders.*

- Invoice special orders Special orders are invoiced using the Invoice Open Orders (IVC 2) or Invoice by Status Code (IVC 2) programs. The process is the same as for invoicing stock orders.

Entering a Special Order

When an operator enters **S** in the **LOT#** field, the system first checks to see if the item is in stock. If inventory is sufficient to fill the order, the program buzzes and flashes the message Check Stock. The operator can then choose to special order the item or pull it from stock. If there is some material in stock, but less than the ordered quantity, the computer buzzes and displays the quantity in stock. The

operator can then choose to use the material in stock and special order the difference, or special order the entire quantity.

```
   ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)    B       REFERENCE# 1032062
                              <<  ADD OK  >>




         Special Orders are designated by the S in the Lot# field.

                               If there is enough inventory to fill the order, this message appears.




         ECHI DEL PASS ZAFF NERA 6X6          19 CT   199.50 SF     IN STOCK!
            BLACK ZAFFARA NERA                20 CT   210.00 SF
            * FROST PROOF                     260 Available. Check Stock!
   Line Ware Mfgr/Color/Pattern/Lot#     Qty     U/M  ....Price..    .....Cost..
   0010 NYC   REX 1119          S       200.00    SF       4.630          2.500
        Supp# REX
   L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
   _  _  _____ ____      B      _    _   090308 X A1      926.00       500.00  .
       Shp Via: __ FOB: _ DIR? _
   F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

When choosing to fill an order partly from stock and partly from a supplier, two separate lines are entered, one with an S and one without.

Notice also that when you enter an S to indicate a special order, four new fields pop up.

- **Supp#** - This field displays directly below the manufacturer code. If you change the supplier, the order entry program reprices and recosts the order. The default entry is the supplier as entered in the Item File. The Usual Supplier field in the Item Master File is used to determine where to direct the purchase orders. The usual supplier can be overridden when entering the special order, in order to direct the purchase order to an alternate supplier. The related purchase order and customer orders are linked as follows: The purchase order displays the order number of the customer order. The purchase order also displays the name of the customer who ordered the special order. The customer order displays the related purchase order numbers. This method allows easy cross reference between the customer order and the purchase order(s).

- **Ship Via** - An entry in this field overrides the default shipvia code. Enter a "?" in the field to display a listing of the available ship via codes. In general, any change of a ship via code causes the order entry or order change programs to reassess the tax codes.

- **FOB** - FOB indicates freight on board. The FOB code indicates the point after which freight is paid by the customer. It also indicates the mode of freight. If you need to change the FOB code for a special order, this is the place to do it.

- **DIR?** - Is the order now a Direct Ship? Direct shipments are defined as orders filled by an outside supplier and shipped directly to your customer without affecting your inventory. You may also refer to direct shipments as drop shipments or brokerage sales due to the fact that you are acting as a broker between your supplier and your customer.

Entering a Special Order for Misc Items

You may have suppliers who supply a multitude of items for which you do not want to set up individual item file records. You can create a single MISC item number for a supplier or manufacturer, or one for each product line, and so on. You can then override prices, costs and item description each time you use it for a special order. Because the system automatically creates a separate lot number for each special order, each carries an individual price and cost. Even though you are using the same item number for many different items (for example, AOTMISC for supplier AOT miscellaneous) each order and lot number retains its unique identity. Since each lot number is consecutively assigned, you can easily track the number of special orders taken for items represented by the MISC items. For example, lot number S091 means that an order is the 91st special order for the item number.

To enter a special order using a MISC item in Order Entry:

1. Enter XXX MISC as item number (where XXX is a manufacturer code) and enter quantity and unit of measure. Press Enter.

2. Tab to Price and Cost fields and override both fields.

```
 ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)    B        REFERENCE# 1032063
                            <<  ADD OK  >>












          SPECIAL ORDER / AS FOLLOWS:

  Spc-Ord  FOR MISC/SPECIAL ORDERS ONLY!
 Line Ware Mfgr/Color/Pattern/Lot#        Qty     U/M  ...Price..    .....Cost..
 0020 ANA  AOT MISC          S           15.00    EA    200.00         215.000
          Supp# AOT          10    AUS
 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..    ..extend..   D
 _ _ _____ ____     B     ___  _   090408 R LP    _____.02    ___3255.00  .
       Shp Via: __  FOB: _  DIR? _
 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

3. Press **Enter** until the active line number is accepted and next line number appears.

4. Press **F6** and enter actual item description on the miscellaneous comment lines.

```
ACCOUNT# 201000     HARBOR FLOOR CENTER (RALEIGH)   B       REFERENCE# 1032063
                           << ▌ADD OK▐ >>


        SPECIAL INSTRUCTIONS
                                                   Miscellaneous Charges (2 Dec)
Line     Description                                   Price    Cost    G.L.#
0021 LINE 20 OF THIS SPECIAL ORDER IS FOR A MISC ITEM  _____ _____  00000
0022 _____  _____ _____  00000
0023 _____  _____ _____  00000
0024 _____  _____ _____  00000
0025 _____  _____ _____  00000
0026 _____  _____ _____  00000
0027 _____  _____ _____  00000
0028 _____  _____ _____  00000
0029 _____  _____ _____  00000
                                                   Cost Center:   ....



  Note: Enter "=" in the last space of a description to make it taxable.
  Note: Enter "?" in the first space of a description to search macro-messages.

  Press ENTER to display next screen.  F7=End Of Order.  F8=Screen 1.    H
```

We suggest that you enter a MISC item number for every manufacturer for which you need to enter special orders.

Creating Purchase Orders for Special Items

Purchase orders can be generated automatically at any point for all lines with the **S** for special order. This is done using the Print Special Order Purchases option from the Purchase Order Menu (PUR 4).

```
 9/02/08                DANCIK INTERNATIONAL,LTD.              GBRANNEN
 16:38:45                  Purchase Orders Menu                SAL
                                                               R2008

 Opt Description
   1 Enter Purchase Orders
   2 Print Purchase Order Edits
   3 Print Purchase Orders
   4 Print Special Order Purchases
   5 Void and/or Reinstate Today's P.O.s
   6 Print Purchase Order Registers
   7 Print Inventory Reorder Reports
   8 Search Unprocessed Purchase Orders, Holds & Quotes (find Auto-PO edits)

  10 Open Order & P.O. File Inquiry & Search
  11 Cancel &/or Change Open Orders &/or P.O.s
  12 Print Copies Of Orders &/or Purchase Orders
  13 Update Order &/or P.O. Status & Shipping Data.
  14 Update Direct Ship & Special Order Status
  15 Update Shipping Data By Vessel Name
                                                              More...
                    Enter Desired Menu / Option# ====> PUR 4

 F1=Add    F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View   H
```

You can generate the purchase orders immediately after processing a customer order, or you can let them accumulate and print once, twice, or periodically throughout the day. If you forget to print the special order purchases, the system prints them as part of night jobs. If you intend to print them as part of night jobs, make sure the printer designated for purchase orders is activated. Separate purchase orders are generated for each supplier within each customer order. The purchase orders do not combine multiple customer orders. Each customer order generates its own set of purchase orders, one for each supplier on the special order.

1. When option 4 is selected, the following screen appears.

```
 ┌─────────────────────────────────────────────────────────────┐
 │  PRINT SPECIAL ORDER PURCHASES                               │
 │                                                             │
 │                                                             │
 │  Enter:                                                     │
 │                                                             │
 │   "1" to Create & Print Special Order P.O.s.                │
 │   "2" to Create & Print Special Order P.O.s, AND Faxable Work Copies. │
 │   "3" to ONLY Print Faxable Work Copies (But Create Actual P.O.) │
 │   "4" to ONLY Print Faxable Work Copies (EDIT ONLY, NO P.O.s CREATED) │
 │                                                             │
 │                                                             │
 │                                                             │
 │  Enter one of the listed options:        _                  │
 │                                                             │
 └─────────────────────────────────────────────────────────────┘
```

2. Purchase orders can be printed on regular forms, or on plain paper in a faxable format. The fax-able format is condensed, double strike print, and can print more than one purchase order per page, thereby saving fax time. The faxable format is extremely well suited for laser printing. It includes columns for the supplier to fill in quantities and dates for shipment.

3. Select an option and press **Enter**. The next screen allows you to include or omit purchase orders based upon Suppliers and/or Cost Centers. This enables special order purchases to be requested for "all suppliers except....", or for all suppliers within a cost center such as all "Accessory Suppliers", or all "Carpet Suppliers".

```
 ┌─────────────────────────────────────────────────────────────┐
 │  PRINT SPECIAL ORDER PURCHASES                               │
 │                                                             │
 │  Select Suppliers and/or Cost Centers:                      │
 │                                                             │
 │                                                             │
 │  I/O _ Suppliers or Leave Blank to Include All: __ __ __ __ __ │
 │                                                 __ __ __ __ __ │
 │                                                             │
 │  I/O _ Cost Ctrs or Leave Blank to Include All: __ __ __ __ __ │
 │                                                 __ __ __ __ __ │
 │                                                             │
 │  Enter "I" to "Include", or "O" to "Omit", in the "I/O" Field. │
 │                                                             │
 └─────────────────────────────────────────────────────────────┘
```

4. If you enter an I, the program only processes special orders for the suppliers and cost centers entered. An O entry processes the special orders for all the suppliers and cost centers except those entered.

Note: *You can search for supplier and cost center codes by entering a "?" in any of the supplier and cost center fields.*

5. When Purchase Orders are created for a Special order, the Special order is updated with the PO number. You can then toggle ack and forth from the special order to the PO and back by using **F21**.

```
                    OPEN ORDER FILE SEARCH BY ORDER#
To:      919-919-1919          Ship To:     919-919-1919          Order#: 418970
KATE STAR CONTRACTING          KATE STAR CONTRACTING          Acct# : 225019
208 GRANDE HEIGHTS DRIVE       208 GRANDE HEIGHTS DRIVE       Slmn#s:
UNIT 3 C                       UNIT 3 C                       Ware# : RAL
RALEIGH              NC 27853  RALEIGH              NC 27853  Branch: RAL MP
Order-Dt  Entered  Dt-Req  Shp-Via/F  Cust P.O.# / Job      Prc  ETA    OH/Stat
 4/10/08  4/10/08  4/11/08 BE     W  SPECIAL TEST            LP           1
Line   Item#                   Description                   S/N#       Location
0010   REX1122         S001 ECHI DEL PASS MARZACOTTO 6X6
                            ALMOND

    Qty Ordered............     5.25  SF
    Qty Shipped............      .00
    Qty Open...............     5.25
    Back Order Code........             OPEN BACK ORDER        Status = P

Unit Price $     6.290   Fund Contr     .00   Ext Price      33.02   Slmn
Unit Cost  $     2.500   Cost Allow    .000   Ext Cost       13.13   Ware RAL
Order Ref#..    1031357  Pricing Method/List# R LP          Ship Dt    4/11/08
Spcl Order/PO#  705673                                        GP%      60.25

ENTER LINE# OR "0000" FOR ALL..: ▌ 10        F21=P.O.
Enter=Forward. F6=Change/Canc. F8=1st Scrn. F10=Print. F12=Shpg.    F5=Notepad
```

Updating a Special Order's status and Ship Date

You can update the status of a special order by using:

*   The Update Order Status & Shipping Data (CUS 13). For orders that contain only regular assigned item numbers.

*   The Update Direct Ship and Special Order Status (CUS 14). Use this program for special orders that use miscellaneous item numbers or F6 lines for item information.

Update Order Status & Shipping Data (CUS 13)

This program allows you to inquire on and/or update the status and shipping dates of special orders. Use it for special orders that contain only regular assigned item numbers. It also allows the entering and updating of other information related to purchasing and importing.

```
              O R D E R / S H I P P I N G    S T A T U S    U P D A T E

     * CHECK & UPDATE STATUS & SHIPPING DATES OF CUSTOMER & PURCHASE ORDERS *


                    Enter Order#.......... ▇_____

     Status Codes:  "O" = OPEN Order
                    "B" = Open BACK ORDER
                    "H" = HOLD (held, but not a confirmed order)
                    "F" = FUTURE/FORWARD Order (for future stock)
                    "K" = CONFIRMED (shipping dates & data have been confirmed)
                    "D" = DELAYED (shipping data estimated & subject to change)
                    "J" = REJECTED (purchase or back order can not be filled)
                    "T" = In TRANSIT from supplier, or ready to be picked up
                    "P" = PARTIALLY RECEIVED from supplier (now in house)
                    "R" = RECEIVED from supplier (now in house)
                    "L" = RELEASED FOR PICKING (label printed if from pool)
                    "X" = PICKED/CUT (being/already picked, but not staged)
                    "A" = ASSEMBLED (staged in warehouse, ready for pickup)
                    "S" = SHIPPED (shipped, or in route to customer)
                    "#" = Transaction no longer open


          F6=Change/Cancel Order.     F7=EOJ.      F10=Print/Cash.
    MA▇    a              MW                                    06/045
```

Enter the special order number you want to inquire on or update and press **Enter**.

The status codes listed are the only ones recognized by the system. Some status codes, such as the number sign for closed orders, are assigned by the system and cannot be changed. You may update an order's status code as many times as necessary. For example, the status of a purchase order may

change from O to D, to K, to T, to R, before it is closed. Use this screen to view or update the shipping, ETA dates and status of orders.

```
                    OPEN ORDER FILE / STATUS UPDATE              919-919-1919
 To:                          Ship To:                      Order#: 418970
 KATE STAR CONTRACTING        KATE STAR CONTRACTING         Acct# : 225019
 208 GRANDE HEIGHTS DRIVE     208 GRANDE HEIGHTS DRIVE      Suppl#: 001
 UNIT 3 C                     UNIT 3 C                      Ware# : RAL
 RALEIGH            NC 27853  RALEIGH            NC 27853  Branch: RAL
 Date-Entered  Ship Via   FOB      Cust P.O.#     Slmn#     Price-Code
  4/10/08       BE      W      SPECIAL TEST               LP
 Line Item#           Description           Qty-Open    Ship/Order Status
 0010 REX1122         ECHI DEL PASS MARZACOTTO 6      5.25 SF 041108 041108  P
 0020 REX1122         ECHI DEL PASS MARZACOTTO 6      5.25 SF 041108 041108  R
                                        End Of Order                        _
                                                                            _
   To see all the available order status codes, enter a "?" here.          _
                                                                            _
                                                                            _
                                                                            _
                                                                            _
                                                                            _
                                                             mmddyy mmddyy
                                      Update Entire Order:  _____ _____  _

                                      F12=Manifest Inq.     F5=Notepad
   F2=Addl Data. F6=Change/Canc.  F7=EOJ.  F8=1st Scrn.    F10=Forward. F11=Back.
```

- To change the status, ship or ETA dates of all lines on the order, move the cursor to the respective Update Entire Order fields at the bottom of the screen. Enter the new data in the corresponding fields under the status, ship or the ETA date columns. Press Enter. If ETA does not apply, as with customer order from stock, the ETA field is not displayed.

- To change the status of one of the items listed on this order, move the cursor to the Status field of the corresponding line item and enter the letter of the new status. Press Enter. Repeat for all the line items you want to update.

- To change the ship date or ETA date of one or more of the items listed on this order, move the cursor to the Ship or ETA field of the corresponding line items and enter the new date. Press Enter. Repeat for all the line items you want to update. If ETA does not apply, as with customer order from stock, the ETA field is not displayed.

Update Direct Ship and Special Order Status (CUS 14)

The Update Direct Ship and Special Order Status program allows you to inquire and update the status of direct ships and special orders. Use this program only for direct ship orders, or special orders that use miscellaneous item numbers or F6 lines for item information. This program updates the entire order not line by line.

```
        S P E C I A L   O R D E R   S T A T U S   U P D A T E



        * CHECK & UPDATE STATUS OF DIRECT SHIP & SPECIAL ORDERS
        * QUICK CHECK-IN OF DIRECT SHIP & SPECIAL ORDERS



              Enter Order#.......... 418979



  Status Codes: "R" = Order RECEIVED from supplier (now in house)
                "P" = Order PARTIALLY RECEIVED from supplier (now in house)
                "T" = Order in TRANSIT from supplier, or ready to be picked
                      up at supplier's warehouse.
                "A" = ASSEMBLED (staged in warehouse, ready for pickup)
                "S" = SHIPPED (shipped, or in route to customer)
```

Press Enter to access the Order Information Screen.

To change the status of this order:

• move the cursor to the Order Status Code field at bottom of the above screen.

• Enter the letter of the new status and press Enter.

• If the order already has a status code, it appears in the Order Status Code field, but can be overridden.

• The status code affects all lines on the order.

```
                    OPEN ORDER FILE                    919-919-1919
To:                        Shipped To:                 Order#: 418979
KATE STAR CONTRACTING      KATE STAR CONTRACTING       Acct# : 225019
208 GRANDE HEIGHTS DRIVE   208 GRANDE HEIGHTS DRIVE    Suppl#: 001
UNIT 3 C                   UNIT 3 C                    Ware# : RAL
RALEIGH          NC 27853  RALEIGH          NC 27853   Branch: NYC MP
Order Date   Ship Date   Ship Via   Cust P.O.#   Slmn#  Price-Code  E.T.A.
 4/14/08      6/01/08       AI        SPEC               LP
Line  Item#               Description                  Qty      Ext-Price
0010  REX1119      S002 ECHI DEL PASS ZAFF NERA 6X6   15.00 SF      86.85
0020  REX1119      S002 ECHI DEL PASS ZAFF NERA 6X6   85.00 SF     492.15
0030  REX1119      S002 ECHI DEL PASS ZAFF NERA 6X6   15.00 SF      86.85




        End Of Order      Stk:     .00  Tax:   88.22      Total:     754.07

ORDER STATUS CODE: S              ENTER LINE# TO SEE MORE DETAILS: .....
  Press Enter to go Forward.          F7=EOJ.          F8=1st Screen.
```

Tracking Special Orders

Special orders can be tracked using all the functions available for regular stock orders:

- They appear on Order Inquiry screen (CUS 10).

- They appear on Open Customer Order Reports (menu ROO) and on Open Purchase Order Reports (Menu RPO). All open order reports have an option for selecting special orders only.

- They are accessible via Inventory Inquiry (INV 1). Because special order items are not included with regular stock items, when you do an inventory inquiry on a special order item you have to include the lot number.

Each special order lot number has its own Stock Card Screen showing when the customer order, purchase order, receipt, and invoice were each processed.

```
  ELEGANT IMAGES 12X12 SA              Product Line: ELEGANT IMAGES 12X12 SA/DB    .
      CHOCOLATE FROST                     Warehouse: NYC   S/N: A005435R
   U/M: CT                                     Mfgr: ARMSTRONG WORLD INDUSTRIES
                                     NET
   L#  Date      Sched     Alloc  AVAILABLE    Rcvd    Shipped    ONHAND   to-ship
   01 AU0508        0         0       20        20        0         20      0026 R
   02 AU1208        0         0        0        20-       0          0      0026 AL
   03 AU1208        0         0       20        20        0         20      F001 AL
   04 AU1208        0         0        0        20-       0          0      F001 AL
   05 AU1208        0         0       20        20        0         20      BAY2 AL
   06 SE0408        0         0        0         0        20          0    AU0508 I
      BALFWD                             0                                     0


       This special order item was ordered, received, allocated and then invoiced.




          PAGE  1        * NON STOCK/SPCL ORDER *                    End Of Display

   MFGR   COLOR   PATTERN    LOT#   WARE   SERIAL#    LOC   Date/MMDDYY UM  Tp  Line#
   ARM    2211    0021       S003   NYC   A005435R               80508
   F1=Other Ware. F2=Search. F3=S/N. F5=Notes. F9=Schd. F10=SKU. F11=Back. F12=P/K.
```

Note: *Special lot numbers are assigned to each special order line. This four-character lot number consists of an S followed by a three-digit number. The number represents the number of times the item has been special ordered. For example, lot number S003 represents the third special order for the item. The special lot number keeps special orders separate from your regular sock. Special lot numbers appear on purchase orders, customer orders, invoices and inventory screens.*

- Classification Code S within category Transaction Type displays your total special order sales and gross profit. This is accessed via the Classification Codes File (FIL 19).

```
CODES  &  CLASSIFICATIONS
Enter Category........ TT
Enter Class/Code...... S___   (leave blank for list)
Enter Action Code..... _     (A,U,I, or Blank)
Enter Company#........ 2     (for sales analysis)
Enter Branch NYC Tran Typ _  (sales analysis/blank for all)   Password: .......
    Transactn Type  S   SPECIAL ORDERS (SEE NOTEPAD) Bran: 2 NYC
            ***  COMPUTER SALES ANALYSIS  ***
                   Current Mth       Past 12 Mths        Prev 12 Mths
GROSS SALE $          579.00            860.00              548.00
G.P.$      $          240.20              8.40-             174.20-
G.P.%      %           41.49               .98-              31.79-
AVG ORDER  $              0               949                 276
AVG LINE   $              0               949                 276
FILL       %            100               100                 100
# OF CREDITS             0                 1                   0
# OF ORDERS              0                20                   7
# OF LINES               0                20                   7
CRED ISSUED$            .00            524.04-                .00
G.P./ORDER $              0               323                 17-


F1=Next Record. F2=Screen 2. F4=Mth-By-Mth Sales. F8=Categories.
```

Understanding Ship Dates

Ship Dates can be assigned in the following places:

- *The Order Header screen* - Controlled by the **Date Required** field is the date of the NEXT shipment related to this order. Today's date is automatically inserted into the **Date-Req.** field.

```
A & A BUILDING SUPPLIES CO.            ACCOUNT# 200100     REFERENCE# 1039043
6301 HAMILTON ROAD                     Phone#s  704-845-9200    404-979-0434
                                       Contact: JOE
LONDONDERRY                     NC 27513 Doing Bus As: 005326
                           <<  ADD **  >>
                    ***  H E A D E R   R E C O R D   ***

 Ship-Via  Date-Req.  Cust PO#    Shipto-Override(Y)   Shipto#  FOB   Order-Date
    OT      110108     ............         . .         0299122   W      101708

 Branch   Salesperson  Supplier   Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
   RAL        BOB        001        RAL      . .   2    GB   ......  ......  ....
   ....
                    Pricing, Special Options & Terms
Install? N (Y/N)                  Measure? N (Y/N)
Customer Price List#...  LP       Tax Codes / State:  . .  Other:  . .    D/Del: . .
Extra Charge/Discount %  00000    Where Extra Charge Shows (L/S) . .
Floor Plan? . .    FP Acct ......  FP Terms  ....   Xref: Ord# ......  Inv# .......
Payment Terms: ......% Disc, .... Days.  Cd: N  Job Name/Xtra Desc: _____
Order Contact: ............................................................
* MUST GET 5 DIGIT PO#!!!
A

F4=Delete Order.  F6=Spcl Instructions.  F7=EOJ.  F8=Scrn 1.  F9=Make Taxable.
```

Notes about the Header Ship Date

- Warehouse works on header ship dates.

- Manual order entry, (not using ISO) sets all lines to the header ship date, but users can override lines (and should on B/Os).

- ISO sets all detail lines to have ship date = header ship date, except B/O.

- Pick Pool technically uses detail line ship date, but on allocated orders, this should always be = to header ship date anyway.

- Order Handling (**O/H**) Code 5 means "Must Ship Complete". It does not matter what ship date is on the header, because the system only releases the order to warehouse (pick list or label) after all items are available (EG: the last back order line on that order is filled). At that time the ship date is updated by the back order fill program – automatically or manually. There is a system wide setting to control this feature.

- *Order Detail Screen* - used primarily for Back Orders. For back orders the detail line ship date is the ETA based upon when we think the material will be received – based on PO ETA or lead times. The Detail Line Ship Date equals header ship date unless line is a back order.

```
 ACCOUNT# 200100    A & A BUILDING SUPPLIES CO.    A      REFERENCE# 1039043
                            <<  ADD **  >>




















 Line Ware Mfgr/Color/Pattern/Lot#        Qty      U/M  ....Price..    .....Cost..
 0010 RAL      ___ ____ _____ ____    _____   __  _____      _____

 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt        ...extend..    ..extend..  D
 _  _ _____ ____   _      15    _  110108         _____    _____
 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Effects of Changing the Header Ship Date

Ship Date change on Header Line	Results on all Detail Lines
If Date is updated to = 10/15/2008	Regular allocated line – ship date is changed to = header, 10/15/2008
	Transfer allocated line – ship date is changed to = header, 10/15/2008
	Back order – ship date remains "as is" unless the B/O ship date is < header ship date.

Parts of the System that Affect Ship Dates

System Wide Setting - Options for "Must Ship Complete" Orders

System Wide Setting - Options to Suppress Automatic Recalculation of Ship Dates

Route File Maintenance (DEL 1)

Interwarehouse Transfer File (DEL 4)

System Wide Setting - Options for "Must Ship Complete" Orders

Orders are considered incomplete if they are "Must Ship Complete" orders, but still contain at least one back ordered line.

```
   UPDATE                   System Wide Settings Maintenance

Options for "Must Ship Complete" Orders

Restrict the release of pick lists and labels for Must Ship Complete
orders that include back ordered items..............................(Y/N)   Y

Must Ship Complete orders are defined as orders with Order Handling Code 5

Options for Cut Stations:
1 = Do not Show if not Complete
2 = Show, but Do Not Allow Release
3 = Show and Allow Release
Enter 1,2,or 3:  2   (Default=2)
```

Entering a **Y** in the **Restrict the release of pick lists and labels for Must Ship Complete orders that include back ordered items field** activates a system wide enforcement of the must ship complete logic. You will not be able to request the release of a pick list (usually done by pressing F1 from the Print Selection Screen) until there are no back ordered items left on an order. When you attempt to print/release a pick list for a "must ship complete" order, and that order still contains at least one back ordered line, then an error message is displayed, and you are prevented from printing/releasing that order. This is done within several programs throughout the system, including:

- Order Entry
- Order Change – batch or via Order Inquiry
- Order Inquiry – F10 Reprint option
- Order Reprints – batch option
- Back Order Fill

Note: The "must ship complete" logic can be violated if you choose to reprint orders using option 12 from the Customer Service Menu or the Order Desk Menu. Option 2 from within option 12 is the only option that will violate the "must ship complete" logic.

System Wide Setting - Options to Suppress Automatic Recalculation of Ship Dates

The system automatically calculates the next available delivery date in accordance with customer delivery schedules.

If you do not want the system to automatically calculate a back order shipping date, you can use this system-wide setting Option to suppress automatic recalculation of ship dates.

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │  INQUIRY                    System Wide Settings Maintenance         │
 │                                                                     │
 │  Options to Suppress Automatic Recalculation of Ship Dates          │
 │                                                                     │
 │                                                                     │
 │  Suppress automatic recalculation of ship date from manual          │
 │  back order fill...................................... N (Y/N)       │
 │                                                                     │
 │  Suppress automatic recalculation of ship date from automatic       │
 │  back order fill...................................... Y (Y/N)       │
 │                                                                     │
 └─────────────────────────────────────────────────────────────────────┘
```

Enter **Y** in either option to DISABLE the Automatic Recalculation of ship date during respective process (either manual or automatic back order fill). The default value is **N** (or the field is Blank). This enables the system to automatically recalculate the dates.

Route File Maintenance (DEL 1)

The Route File defines the departure time, cutoff time, and call after times for each day of the week for each warehouse and route. In addition, this file enables you to assign and calculate the number of days for a delivery to be made to your customers prior to and after the cut off time for each truck route by warehouse.

```
 ┌────────────────────────────────────────────────────────────────────────────┐
 │  2/19/03              Truck Route File Maintenance           YROUTE01A       │
 │  13:20:03               RALEIGH SW / TUE & WED              U=Update          │
 │                                                            Max Per Day        │
 │ Warehouse : RAL    Stops State City                        Stops:      18    │
 │ TruckRoute: R2     First  NC - RALEIGH                     Cubes:     5000    │
 │ Run# .....: 01     Last   NC - ASHVILLE                    Wght :    17000    │
 │ Ending W/H: RAL                                             U/M    LB         │
 │                                                                              │
 │              - - TIMES (MILITARY) - -  Days To Ship Days To Ship Days From Appt │
 │ Day       CutOff Call After Depart  Prior Cutoff After Cutoff  Warehouse Time │
 │ Monday    17:00   17:00      7:00      1          2              █            │
 │ Tuesday   17:00   17:00      7:00      1          2                          │
 │ Wednesday 17:00   17:00      7:00      1          2                          │
 │ Thursday  17:00   17:00      7:00      1          4                          │
 │ Friday    17:00   17:00      7:00      3          3                          │
 │ Saturday                                                                     │
 │ Sunday                                                                       │
 │                                                                              │
 │ Specify Next Appointment Shipping when your delivery is less than once a week │
 │ Next Ship Date:  0/00/00  # of Days between Runs :       Prior Day Cutoff:    │
 │ Departure Time:           Days from Warehouse....:       Appointment Time:    │
 │                                                                              │
 │ F1=Next Record   F6=Return   F7=Exit   F8=First Screen               H       │
 └────────────────────────────────────────────────────────────────────────────┘
```

- This route runs daily Monday through Friday with a cutoff time of 5:00 PM. The truck departs daily at 7:00 AM. The above screen should be read as follows.

- On Monday, Tuesday, or Wednesday, orders entered by 5:00 PM can be delivered the next day on a daily truck that departs at 7:00 AM. Orders entered after the 5:00 PM cutoff time are delivered the day after next.

- On Thursday, orders entered by 5:00 PM can be delivered the next day (Friday), but orders entered after 5:00 PM miss the Friday morning truck and wait four days, until the following Monday to be shipped.

- On Friday, orders entered before or after the 5:00 PM cutoff will be delivered in three days, on the Monday morning truck. Note that this assumes there must be some weekend work occurring in the warehouse in order to load the Friday orders that are placed after the 5:00 PM cutoff. If in fact the truck is closed off to new orders at 5:00 PM on Friday, without loading on the weekend or early Monday morning, the entry in the "# of Days After Cutoff" field for Friday should be four, indicating a Tuesday shipment for orders placed after the Friday cutoff. You should also note that the above sample screen could have shown the cutoff on Friday to be 23:59, which would more clearly denote that all orders placed on Friday would make the Monday truck.

Note: *If you have customers or salespeople who dial into your system and place orders during the weekend, you should enter the Saturday and Sunday times as well.*

Interwarehouse Transfer File (DEL 4)

The Interwarehouse Transfer File defines the schedule of interwarehouse transfer trucks from each warehouse to every other warehouse. It includes the time and day that each transfer leaves and the number of days between deliveries between warehouses. This file is used to calculate total delivery time to customers for items that require transfer.

```
Date:   2/20/03              Transfer Time Tables                  TTQAA02
Time: 09:45:42                Table Maintenance                    SAL


Transfer From Warehouse: NYC  Override Days Entry: Y (Y-Allow Entry of Days)
Transfer To Warehouse..: RAL                        (N-Automated Calculation)


                                                   #Days To Add To Local Deliv.
                               Times (Military)          Prior/After
          Day            Cut off    Call After   Depart    Cutoff time
         -----------------------------------------------------------------
         Monday           16:30       16:00       19:00      0 / 1
         Tuesday          16:30       16:00       19:00      0 / 1
         Wednesday        16:30       16:00       19:00      0 / 1
         Thursday         16:30       16:00       19:00      0 / 1
         Friday           16:30       16:00       19:00      0 / 1
         Saturday         _____       _____       _____      _ / _
         Sunday           _____       _____       _____      _ / _
```

The above sample screen can be read as follows:

- On Monday through Friday, transfers from NYC to RAL entered by 4:30 PM, add zero days to the local deliveries. Therefore, transfers from NYC to RAL on orders placed by 4:30 PM do not impact the local delivery schedules.

- On Monday through Friday, transfers from NYC to RAL entered after 4:30 PM, add one day to local deliveries.

- Days representing weekend delays are not entered on the Interwarehouse Table since they are already built into the local route schedules. If a transfer delays the order by one day, which pushes the order past the Friday cutoff on the local route, the local Route File automatically considers the weekend when scheduling the delivery.

Example

1. Consider the following Order Review screen (accessed from the Order Detail screen by pressing **F1**) with four lines.

```
ACCOUNT# 207000    GALLERY FLOORING, INC.         A       REFERENCE# 1016180
Line  Item#                 Description/Serial#/Loc      Qty    U/M    Price
0010  REX1118               ECHI DEL PASS FERRACCIA 6X6   10.50  SF    6.190
                       S1           G45
0020  REX1110             T ECHI DEL PASS RAMINA 6X6       10.50  SF    6.190
             tfr from NYC       L416      J302
0030  SAI51194            B NATURAL BAHAMAS 10X10          16.15  SF   17.400
             back order
0040  REXECFA1218         B ECHO CANYON FALL 12X18         13.45  SF    5.990
             back order


        End Of Display    Stk                              Total:      491.58


    Line Ware Mfgr/Color                                          ...Cost..
    0010 RAL     REX 1118                                            1.955

    L# R  Serial#   Loc                                        xtend..  D
         S1        G45                                             20.53

    F1=Review. F3=S/Ns. F4=Delete.                      F23=Other Keys.

    a                              ⇧                          19/013
```

This is a delivery from the RAL warehouse with 4 lines:

- line 10 is available in RAL
- line 20 is available in NYC
- line 30 is back ordered & expected 6/20
- line 40 is back ordered & expected 6/27

2. Press **F11** to return to the Order Header screen.

```
GALLERY FLOORING, INC.                 ACCOUNT# 207000    REFERENCE# 1016180
7001 CRESTWOOD BLVD                    Phone#s  914-595-7780   914-958-0565
                                       Contact: JEFF
RALEIGH                       NC 27899 Doing Bus As: GFI
                    <<  UPD **  >>
              ***  H E A D E R   R E C O R D  ***

Ship-Via  Date-Req.  Cust PO#    Shipto-Override(Y)  Shipto# FOB   Order-Date
  OT        52206    TEST-DATES                                W     052106

Branch  Salesperso  Supplier   Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
 RAL       901                   RAL           2    MD

              Pr      ial Options & Terms

Customer Price Lis                                         D/Del:
Extra Charge/
Floor Plan
Payment

A
F2=Job Estima
F4=Delete Order.                                        -Make Taxable.

    a                                                        09/005
```

It is Sunday May 21st, and the system assigns a ship date of Monday May 22nd based upon the truck route.

Transfers from NYC to RAL arrive once a week on Thursday morning.

The local truck stops at Gallery Flooring only on Mondays.

Note: The Ship-Via code also affects shipping dates. In this example, OT for our truck is used, but if it were changed to WC (will call) the schedule of delivery dates will change as well.

3. The delivery schedules contained within the **Routes File Maintenance** and **Interwarehouse Transfer Times** can be accessed from the Order Detail screen by pressing **F10=Delivery**.

Before we look at the F10 delivery schedule for this order, look at the following chart on how the system calculates shipping dates based on the line type and receiving information.

Type Of Line	Calculation of Ship & Receive Date / Delivery
Available at the local warehouse	Date item can ship = The next date that the route runs
Available at another warehouse (Transfer)	Date item can ship = the next date that the route runs, AFTER the arrival of the transfer
Back Ordered	Date item can ship = the next date that the route runs, AFTER the arrival of the back order (based on back order date, which may be based on lead times, POs, user, etc)
Type Of Line	Calculation of Ship & Receive Date / Will Call
Available at the local warehouse	Date item can ship = Today
Available at another warehouse (Transfer)	Date item can ship = upon the arrival of the transfer
Back Ordered	Date item can ship = upon the arrival of the back order

4. Press **F10** access the Delivery Schedule for this order.

Note: If a line displays as green, the material is ready to be shipped.

5. Using this information, you can decide when to ship the order. You can ship the lines as they become available or you can wait until they are all available.

   Press **F10** to move the shipping date to the next available date.

Changing the Ship-Via Code

As noted earlier, changing the Ship-Via code can also affect the available shipping date.

1. In this example, on the order used above, the Ship-Via code is changed from OT (our truck) to WC (will call).


```
GALLERY FLOORING, INC.              ACCOUNT# 207000    REFERENCE# 1016180
7001 CRESTWOOD BLVD                 Phone#s  914-595-7780   914-958-0565
                                    Contact: JEFF
RALEIGH                          NC 27899 Doing Bus As: GFI
                        <<  UPD **  >>
              ***  H E A D E R   R E C O R D   ***

Ship-Via  Date-Req.  Cust PO#    Shipto-Override(Y)  Shipto#  FOB   Order-Date
  WC        52206    TEST-DATES       ,  ,      ........    W      052106

Branch   esperson  Supplier   Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
 RAL                 001       RAL      ,,    2   MD   ........ ...... ....

                icing, Special Options & Terms

Customer P                    State:   Other:      D/Del: ,,
Ext                                    ws (L/S)
F                                        #       Inv# .......
Pay                                     e/Xtra Desc: ...........
```

Change the order to WC (Will Call) and view the "Ship & Receive Dates" screen... ..

2. Press **F10** to view the delivery schedule. Since the customer is picking up the order, delivery times are not factored into the available delivery dates.


```
Date:  5/21/06            SHIPPING/PICKUP SCHEDULE          DANCIK
Time: 18:03:54           Ship/Pickup Dates for each          SAL
                              Item on Order

          Complete Order/Ref# 1016180 is requested from RAL by:

                        5/22/06  Monday

        *** Complete Order CANNOT be Picked Up/Shipped by Date Req ***

Stk.                                      Available
WH    Item Number    Description        For Pickup/Shipment
-------------------- -------------------------------------------------------
RAL   REX1118        ECHI DEL PASS FERRACCIA 6        5/21/06
NYC   REX1110        ECHI DEL PASS RAMINA 6X6   Tfr  5/24/06
RAL   SAI51194       NATURAL BAHAMAS 10X10      B/O  6/20/06
NYC   REXECFA1218    ECHO CANYON FALL 12X18     B/O  6/27/06

                              Displays the earliest dates
                              pickups can be made

          F10=Change Date to  5/24/06
     Pink = Not Available to Pickup/Ship by Date Req
                    Press ENTER to Exit
```

Back Order ETA Dates – Best Practices

The following methods for managing back order ETA & ship dates are available:

- *ISO* – The ISO programs assign an initial ETA/ship date to each back order as it is entered. It is based on current purchase order ETA dates or lead times. However, as purchase order dates change, you must use one of the other methods to stay up to date:

- *Manual* – Customer service or purchasing personnel decide which customers will be filled from each of the incoming purchase orders, and assign dates to each back order as needed.

- *By Vessel/Container* – Customer service or purchasing personnel assign incoming purchase orders and customer back orders to specific vessels and/or containers. When vessel dates are changed, all

attached purchase orders and customer back orders are automatically updated with new dates. (PUR 18)

- *Systematically* – Using PUR 19, or setting on "automatic back order date changes" to run nightly. These programs line up all customer back orders against all incoming purchase orders, and reassign back order dates automatically based on priorities and order dates.

Pricing

Overview

Before we get started into the specifics of how orders are priced it is important that you become familiar with a couple of terms used throughout these instructions:

- *Price Class* - A group of items from the same manufacturer that are priced identically by your company for your customers. Each price class is represented by a six-character price class code.

- *Price List* - A pricing level or strategy. Each price list is represented by a two-character price list number. The system requires that you have a price list number "LP" (list price) which is your base or standard pricing. You may establish as many other price lists as you need. For example, "BP" for builder price list or "KD" for key dealer price list.

Manually pricing an order

On the Order Entry Detail screen, make an entry in the **Price** field and press **Enter**.

Use this option in special cases such as when an order has a special price not known to the system. When a price is overridden, the program recalculates the extended price and re-displays the screen for verification. Press **Enter** again to accept the entry. When a price is overridden, a pricing method of **X** is shown to the right of the **Ship-Dt** field.

```
 ACCOUNT# 201000      HARBOR FLOOR CENTER (RALEIGH)    A      REFERENCE# 1026367
Line  Item#                     Description/Serial#/Loc        Qty    U/M      Price
0010  REXECBR12                 ECHO CANYON BRYCE 12X12        56.00 SF      10.000
                                YELLOW 703101 V4
                                110104      B108          0960


          End Of Display    Stk:     .00  Tax:    28.00       Total:      588.00


   Line Ware Mfgr/Color/Pattern/Lot#      Qty       U/M  ...Price.      .....Cost..
   0020 RAL    SAI 1090 0                50.00     SF       5.000         2.640

   L# R  Serial#    Loc  Recv? Restk% C/C Ship-Dt       ...extend..   ..extend..  D
         DF44       DF45                  072506 X LP      250.00        132.00

   F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Leave this field blank if you want the system to price the order using all the standard, special, promotional, and quote or contract pricing for the customer.

Letting the System Determine Order Pricing

This is basically a four step process:

- STEP 1 - Getting Regular Pricing for a Customer from the Billto File- The system looks for the customer's "regular" pricing for both the customer and the item being ordered. The following parts of the system are checked for pricing information.

  — **Cust Price List#** field in the Billto File.

  — Price Exception Screen (F9 from the Billto File)

  — Price File (FIL 9) for Price Class and Price List data

  — Item File Pricing Screen (F9 on the Item File) if an item is not assigned a price class or a customer does pricing at the item level.

- *STEP 2 - Checking for Specific Pricing Situations* - The system then checks for specific prices within a single pricing record

  — Some examples are cut vs roll price, direct ship vs inventory price, and full pallet price

- *STEP 3 - Checking the Promotional Pricing File* - The Promotion File (FIL 30) is then checked for lower prices

  — If no promotion price beats the regular price, then the regular price is used.

  — If the pricing search encounters a fixed promotion, the search stops and that price is used regardless if it the lowest price or not.

- *STEP 4 - Checking the Customer Special Price File* - The last check is in the Customer Special Price File (FIL 18)

  — This file is generally not used. The Promotion File is usually more effective. However the system does check when searching for the best pricing.

Note: *Other files related to the pricing process are: Cost File, Marketing Programs and Displays, Manufacturer Rebate Table, Packaging Conversions, and the Fund File.*

STEP 1 - Getting Regular Pricing for a Customer from the Billto File

1. The system first checks for customer's regular pricing, via the **Cust Price List#** field in the Billto File (FIL 1).

```
█ACCOUNT# 201000                  INQUIRY                    BILLTO FILE
Name  HARBOR FLOOR CENTER (RALEIGH)    Phone#s B: 919 595 7780 F: 919 958 0565
Addr1 2001 ATLANTIC AVE               Contact: JACKIE____  Tax/SS# 000000000
Addr2 PO BOX 715                      Doing Business As: HARBOR CENTER_____
City  RALEIGH                         Open Dt 040189 Changed 071906
State NC Zip 27604 1434 Ctry          Hold Acct: ____ Mailing Lists Z_____
_____
Credit Limit:   4500099               Credit Mgr: A   Guarantee $
Bank Acct 1) _____ # 0000000000000
Bank Acct 2) _____ # 0000000000000

Cust Type Code......                  Extra Charge/Discount % 00000
Cust Price List#.... LP               Where Extra Chg Shows..
Cust Region Code.... SE               Mthly Interest Rate.. % 00150
Cust Rating (ABC)... A                Interest Owed To Date $ 000339997

Payment Terms:      % Disc, 000 Days.  Terms Code........ 5  Msg: 1  O/H:
Tax Codes / State: NC Other:           A/R Statement Code M  A/R Acct#
Branch#.. RAL  Warehouse#.. RAL        Default Shipto#..         Ship Via OT
Chain#...       Salesperson# 901       Truck Routing R1          FOB Code W
Language Code.. F   County#   3        Min Chg(Y/N) Y Deliv Chg(Y/N) Y
Comments ORDERS APPROVED BY JACKIE ONLY _____ D/del _

F1=Next. F3=AR. F4=Sales. F9=Prc Exc. F10=Ph#. F12=S/I. F14=Codes   F5=Notepad
```

This two-character code is the default pricing level for this customer. You can create multiple pricing levels in your system and assign each customer a default level. For example, you might have a builder's price (B1) and a list price (LP) for each item. You would use LP pricing for cash (over the counter) sales and B1 pricing for builders.

Note: The Price List is not mandatory in the Billto File, but it is mandatory in Order Entry. If blank, Order Entry will prompt you for one. Best practices is to always assign a price list# in the Billto File.

Price list codes are created in the Classification Codes File. The following codes are examples of system-provided codes:

- **LP** - List price

- **SC** - Standard last cost (landed cost, includes freight)

- **BC** - Standard base cost (base portion of cost only; no freight)

- **AC** - Average cost (not recommended for customer pricing). This code can be used for: inter-company sales, sales to an affiliate or other distributors, employee sales.

  AC can also be used for serialized items, and considered actual cost. Each serial number/bin location carries its own cost, which is rarely averaged. When the AC code is used, order entry retrieves the average/actual cost as the basis for the price.

- **99** - Customer is prevented from ordering except as specified on the Price Exceptions screen.

2. The system then checks the Price Exception Screen (F9 from the Billto File). A pricing exception is a price list number or promotional program other than the customer's regular price list number

assigned on the Billto Profile Screen. If there is a pricing exception established it overrides the **Cust Price List** established in the Billto File.

For example, a customer might normally be assigned price list A1, but for a certain manufacturer or item number the customer can be assigned to price list B1. Price exceptions are the most efficient way to handle special pricing. All pricing exceptions simply point to another established price list, that is maintained via the Price File.

```
 201000   HARBOR FLOOR CENTER (RALEIGH)     UPDATE       Price Exceptions   Pg  5


                          Price     Promo      Eff       End
Type            Record#    List# or Program#   Date      Date      Status   X
  I      Item# REX ECBR12      LP      _____   071606    022222    ACTIVE   _
  L Prod Line ABC ROL          B1      _____   070406    022222    ACTIVE   _
  M     Mfgr# REX _____     A1      _____   042806    022222    ACTIVE   _
  P Prc Class REX ECF          C1      _____   070306    022222    ACTIVE   _
  H Part.Itm# REX ECBR         C1      _____   071506    022222    ACTIVE   _
  _          ___ _____   __      _____   _____    _____             _
  _          ___ _____   __      _____   _____    _____             _
  _          ___ _____   __      _____   _____    _____             _
  _          ___ _____   __      _____   _____    _____             _
  _          ___ _____   __      _____   _____    _____             _




 TYPES: C=Item Class, M=Mfgr, L=Product Line,     Enter "X" to Display Prices.
        P=Price Class, H=Partial Item, I=Item.


 F23=Copy Price Exceptions.                 F10=Next Page.   F11=Previous Page.
                     * ENTRY ACCEPTED *
 F1=Next Act. F2=Profile. F3=A/R. F4=Sales. F12=S/I. F14=Codes.      F5=Notepad
```

The pricing exception codes are listed at the bottom of the screen. If there is a pricing exception for an item class (**C**) established, it overrides the price list during order entry. However, the item pricing exception overrides all other exceptions.

Getting "Regular" Item Pricing from the Price File

The first place the system checks for Item pricing is the Price File. This file establishes pricing structures called price classes, that can be assigned to groups of items. When items are assigned to the same price class, only the Price File needs to be updated when the pricing information changes.

Note: Prices classes are assigned to items with the Item File (FIL 02).

1. The system accesses the Price File to check on item pricing by Price Class and Price List. The figure below displays the pricing options established for price class REXCEF and four different price lists (**A1**, **B1**, **C1**, and **LP**).

```
                P R I C E   F I L E   S E A R C H

Price-Class   List#    Description                      List Price    Last Change
   REXECF     A1   _   ECHO 12X12                         10.000   SF    7/21/06
   REXECF     B1   _   ECHO 12X12                         10.000   SF    7/21/06
   REXECF     C1   _   ECHO 12X12                         10.000   SF    7/21/06
   REXECF     LP   _   ECHO 12X12                         10.000   SF    7/21/06
   REXECM     LP   _   ECHO 6X12 FASCIA TRAIL              6.590   PC    3/01/05
   REXEC0     LP   _   ECHI DEL 25X25 PICTURE BOARDS      15.650   EA    1/17/02
   REXEC1     A1   _   ECHI DEL PASSATO 12X12              4.890   SF    2/08/05
   REXEC1     B1   _   ECHI DEL PASSATO 12X12              4.890   SF    2/08/05
   REXEC1     C1   _   ECHI DEL PASSATO 12X12              4.890   SF    2/08/05
   REXEC1     D1   _   ECHI DEL PASSATO 12X12              4.890   SF    2/08/05
   REXEC1     G1   _   ECHI DEL PASSATO 12X12              4.890   SF    2/08/05
   REXEC1     LP   _   ECHI DEL PASSATO 12X12              4.890   SF    2/08/05
   REXEC2     A1   _   ECHI DEL PASSATO 6X6               6.290   SF    2/08/05
   REXEC2     B1   _   ECHI DEL PASSATO 6X6               6.290   SF    2/08/05
   REXEC2     C1   _   ECHI DEL PASSATO 6X6               6.290   SF    2/08/05
   REXEC2     D1   _   ECHI DEL PASSATO 6X6               6.290   SF    2/08/05
   REXEC2     G1   _   ECHI DEL PASSATO 6X6               6.290   SF    2/08/05
   REXEC2     LP   _   ECHI DEL PASSATO 6X6               6.290   SF    2/08/05
   REXEC3     A1   _   ECHI DEL PASSATO 6X12              8.000   SF    2/08/05

F6=File Maint.  "X"=Select.  F7=EOJ.  F8=New Search.  F11=Back.   Rollup/Down.
```

2. Select one to display its pricing chart.

```
 Price Class REXECF  List# LP  LIST PRICES              UPDATE        PRICE FILE

Description: ECHO 12X12                        REX (REX)


LIST PRICE $ .....10 . 000 per U/M SF          End User Category: __


 Tran-Typ   Restr    Qty    Field  X  Variable%  +/-  Variable$  =    Price
 1)    ..      ..        100  LP        1 . 0000   ..  .... . ...   .....10 . 000
 2)    ..      ..       5000  LP        . . 9500   ..  .... . ...   .....9 . 500
 3)   I        T      ......  LP        . . 8000   ..  .... . ...   .....8 . 000
 4)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
 5)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
 6)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
 7)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
 8)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
 9)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
10)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
11)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
12)    ..      ..     ......         .... . .....  ..  .... . ...   ..... . ....
FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.
Round Code: R (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&,N) Terms Override: _
                                                 Changed  7/21/06  D/del  ..
   F10=Next LP    F9=Comments.
F1=Next Record.  F2=Cost File.  F3=Copy.   F6=Search.   F7=EOJ.    F8=Screen 1.
```

Field Name	Description/Instructions
Description	The description for this price class. Describe the group of items to which this price class applies. This field needs only to be entered on the LP record.
List Price	The price from which all other prices can be derived by adding or subtracting an amount or a percentage. You can assign whatever meaning you like to this List Price. It could be your retail price, your contractor price, your regular or standard price. It can also be a price that has no use except as a base from which to derive other prices. Every price class has only one list price, and it can only be updated when you specify price list number LP. However, all other pricing charts within the same price class can use the list price to base prices on.
End User Category	This field appears only for the LP record. It is used as part of the printed price list selection criteria and by the dial-in self-service Order Entry systems, such as Dancik's Décor24. This field prompts you for a two-character code that represents your basic classes or groups of products, for the purpose of presentations to clients. It can be very similar to the Item Class 1 or Cost Center fields. However, you should purposely omit certain product lines from having any end user category, if you would not want them to appear on price lists or on customer dial-in Order Entry screens. Each end user category should represent a group of products that would appear on a single price list, or as a basic search selection category for a dial-in customer on your system. For example, your end user categories could be: **VS** - Vinyl Sheet Goods **CT** - Ceramic Tile **VT** - Vinyl Tile **WD** - Wood **MA** - Marble You code only the price classes you want presented to customers with one of the end user codes. A blank end user category eliminates the items in the price class from being used by applications that access the end user category. You can enter **?** in this field to select from a list of available codes. These codes are established in the Classification Codes File.

Field Name	Description/Instructions
U/M	This is the native unit of measure for the items in the price class. This unit of measure is the default for pricing, inventory inquiry, and sales analysis. You can also set up conversion factors on the system you can use to price, inquire about, and report in other units of measure. Although you can create your own unit of measure codes, the following codes are recommended: **CT** - Cartons **EA** - Each **KG** - Kilograms **LB** - Pounds **LF** - Linear Feet **PA** - Pallets **PC** - Pieces **SF** - Square Feet **SH** - Sheets **M2** - Square Meters **ST** - Sets **SY** - Square Yards
Sub-list Price	This field is displayed for all pricing charts except LP. Whereas the list price is shared by all of a price class's pricing charts, a separate sub-list is available for each pricing chart. It does not have to be filled in, and is only present to provide another price, if necessary, on which to base other prices. It can be useful if you have branch offices that need their own pricing, and can not be tied to an overall corporate list price. The sub-list can be referenced on the pricing chart using field code SL.
Tran-type	This is the transaction type to which the price relates. Valid entries are: • **I** - The price relates to stock sales from inventory only. • **D** - The price only relates to direct ships sales to your customer. • Blank - The price relates to any sale (from stock or direct ship). For direct ships, order entry looks for a price with transaction-type **D** or blank. For inventory sales, order entry looks for a price with transaction-type **I** or blank.

Field Name	Description/Instructions
Restr	This is a restriction code if one applies to the price. Valid entries include: • **R** - For rolled goods, the price relates to full roll or roll balance sales only. • **C** - For rolled goods, the price relates to cut sales only. • **M** - For rolled goods, the price is a "mid price" between roll and cut. For any other goods, it is a "management authorized sales price." The price is only used if an order entry operator specifically requests the M price. This feature is useful for high-pressure or competitive situations that requires salespeople or order entry staff to have some pricing leeway. For rolled goods, it offers a middle ground, short of offering cuts at roll prices. This code is considered an override. All lines that are priced with the M price are designated as M price lines, and can be analyzed on screen or on reports. M prices are not shown on customer price lists. • Blank - The price has no restriction. The price is valid regardless of what restriction code, if any, is entered. *Note: For a complete listing of valid codes, enter a* **"?"** *in the field and press* **Enter***.*
Qty	Use this field only if you have different unit prices based on quantity. Enter the quantity through which the price applies. If you specify quantity breaks, the last quantity listed should be 99999, as shown in the previous examples. An entry of 00099 in this field reads as "This price applies to quantities up to 99." This field always relates to the unit of measure on the pricing screen.
Field	If you want the computer to calculate the price as a percentage of, or linked to something else, enter one of the following field codes: **LP** - List Price **LC** - Last Cost (unit cost of last receipt including freight and handling) **AC** - Average Cost (average unit cost of current stock on hand) **SC** - Standard Landed Cost (standard unit cost as entered in the Cost or Item Master Files. It includes standard freight and handling unit cost.) **BC** - Standard Base Cost (standard unit cost as entered in the Cost or Item Master Files excluding freight and handling) **SL** - Sub-List Price *Note: In order to attain the simplest possible pricing maintenance, you should try to base as many prices as possible on LP (list price), or other field codes. If all prices are a percentage above or below list price, you can update them all by just changing the list price. If a price class has six pricing charts, and each pricing chart has five prices, all 30 prices can be changed at once if they are based on list price.*
Variable%	If you want the system to calculate the price as a percentage of something else, and you have entered a field code (LP, LC, AC, SC, SL, BC, or L0-L9), enter the amount by which to multiply the field.

Field Name	Description/Instructions
+/-	If you want the system to add or subtract a fixed dollar amount, and you have entered a field code, then enter a plus sign (**+**) or a minus sign (**-**) in this field, indicating whether to add or subtract the amount entered in the **Variable %** field.
Variable $	If the **+/-** field is used, enter the dollar amount to add or subtract. You can combine the use of the **Variable %** and **Variable $** fields.
Price	If you have entered a field and a variable, the price will be calculated automatically, and you can leave this field blank. Otherwise, enter the unit price here. If you enter field codes AC or LC, this program does not calculate the price at this time. However, the price is figured at the time of order entry or quoting. This is because average and last costs are dynamic, and can change from transaction to transaction. If you enter a field code and a price, but not the **variable%**, the program will figure the **variable%**. The system will never automatically calculate a +/- dollar variable. Any price list that is linked to other prices automatically changes when the price it is linked to changes. For example, changing list price could change the price on multiple lines of a pricing chart, and for all pricing charts for the same price class.
Round Code	Leave blank or enter one of the following codes: **R** - If you want the prices rounded to the nearest cent value in the standard way. (Round down if last digit is 1, 2, 3 or 4. Round up if last digit is 5, 6, 7, 8 or 9.) **U** - If you want the price to be rounded up to the next cent value. **D** - If you want the price to be rounded down to the previous cent value. **5** - (Round to the nearest $.05 or $.10) **9** - (Round to the nearest $.09). This code causes numbers ending with 0 - 4 to round down to previous 9, and 5 - 8 round up to next 9. **$** - Rounds prices to the nearest dollar. Fifty cents or over rounds up. Forty-nine cents and under rounds down. **%** - Rounds prices that end between $.01 and $0.99 up to the nearest dollar. **&** - Rounds prices that end between $.01 and $0.99 down to the nearest dollar. **N** - Rounds up to the next nine. For example if the price ends in any amount between .01 and .08 the system rounds it to $.09.
Terms Override	A single character payment terms code. Only enter a code here if normal terms are to be overridden whenever these prices (this pricing chart) are used. For example, if this pricing chart represents very special low-margin pricing, you can override terms to Net (no payment discount) whenever these prices are used. Payment terms codes are set up in the Payment Terms File. Terms overridden on this screen only override terms by product, not terms by customer. For example, if a customer is coded with terms code M (manufacturer's terms by product), then this field can override the normal product terms that are found in the Product Line File. If a customer has any other terms, then those terms are fixed by customer and are not overridden at the line item level by this field. Refer to the chapters on the Billto File and Payment Terms File for more information regarding terms.

Field Name	Description/Instructions
D/Del	**D** in this field indicates that this record will be deleted.
Changed	This field is automatically updated by the system. It displays the date the record was last changed. You can enter **?** in any field that has a table of values on the system to select from a list of valid values. You can enter **?** in the **Payment Terms Code**, **Transaction Type**, **Restriction Code**, and **End User Category** fields.

Examples of Price File Screens

Quantity Break Pricing

```
  Price Class HARBUA  List# LP  LIST PRICES              UPDATE         PRICE FILE

 Description: BURNSIDE PLANK BUFF WHITE        HARTCO FLOORING INC.

 LIST PRICE $      4 . 850 per U/M SF            End User Category: PP

  Tran-Typ  Restr   Qty   Field  X  Variable%  +/-  Variable$  =    Price
  1)                 464   LP        1 . 0000           .                 4 . 850
  2)                 991   L1        1 . 0000     -     . 25              4 . 600
  3)               99999   L2        1 . 0000     -     . 25              4 . 350
  4)
  5)
  6)
  7)
  8)
  9)
 10)
 11)
 12)
 FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.
 Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&,N) Terms Override: _
                                              Changed  8/25/99  D/del
   F10=Next LP    F9=Comments.
 F1=Next Record.  F2=Cost File.  F3=Copy.   F6=Search.   F7=EOJ.   F8=Screen 1.
```

This Quantity Break Pricing screen shows three quantity break prices for this product. Each price relates to order quantities up to and including the respective quantity. In this example, all three prices are linked, with each quantity break lowering the price by $.25.

Third Column Pricing

```
 Price Class HARBUA   List# C3                      UPDATE          PRICE FILE

Description: BURNSIDE PLANK BUFF WHITE          HARTCO FLOORING INC.

LIST PRICE $ ......4 . 850 per U/M SF        Sub-List Price $ █...........

 Tran-Typ  Restr   Qty   Field  X  Variable%  +/-  Variable$  =   Price
 1)   ..      ..    .....  L3      .1 . 0000   .. .....  ...    .....4 . 350
 2)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
 3)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
 4)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
 5)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
 6)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
 7)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
 8)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
 9)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
10)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
11)   ..      ..    ......  ...    ..... .....  .. .....  ...    ....... . ....
12)   ..      ..    ......  ...    ..... .         .         .    .....
FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.
Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&,N) Terms Override: _
                                              Changed  8/25/99  D/del
  F10=Next C3    F9=Comments.
F1=Next Record.  F2=Cost File.  F3=Copy.   F6=Search.   F7=EOJ.    F8=Screen 1.
```

The Third Column Pricing screen includes a single entry that enables any order that relates to price list number C3 (column 3 pricing), regardless of transaction type or quantity, to use the L3 price from the LP record. In the above example, the price is the third level quantity break. Whenever the LP record is updated, this record is automatically updated too.

Cost Plus Pricing

```
 Price Class HARBUA  List# C3                        UPDATE        PRICE FILE

Description: BURNSIDE PLANK BUFF WHITE          HARTCO FLOORING INC.

LIST PRICE $ ......4 . 850 per U/M SF        Sub-List Price $ █.....  . ....

 Tran-Typ  Restr   Qty   Field  X  Variable%  +/-  Variable$  =   Price
 1)  ..      ..   ......  L3     ..1 . 0000  .. ..... . ...   .....4 . 350
 2)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 3)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 4)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 5)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 6)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 7)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 8)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 9)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
10)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
11)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
12)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.
Round Code: _  (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&,N) Terms Override: _
                                              Changed  8/25/99  D/del ..
  F10=Next C3    F9=Comments.
F1=Next Record.  F2=Cost File.  F3=Copy.  F6=Search.  F7=EOJ.  F8=Screen 1.
```

The Cost Plus Pricing screen uses a cost as a starting point, and uses a variable percentage greater than one, or a dollar add-on to create a price.

Cuts at Roll Pricing

```
 Price Class ARMCA3  List# CA                        UPDATE        PRICE FILE

Description: CAMBRAY OFF-GOODS                  ARMSTRONG WORLD INDUSTRIES

LIST PRICE $ .....5 . 000 per U/M SY        Sub-List Price $ ....... . ....

 Tran-Typ  Restr   Qty   Field  X  Variable%  +/-  Variable$  =   Price
 1)  I       C    ......  L2     ..1 . 0000  .. ..... . ...   .....4 . 82 .
 2)  I       R    ......  L2     ..1 . 0000  .. ..... . ...   .....4 . 82 .
 3)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 4)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 5)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 6)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 7)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 8)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
 9)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
10)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
11)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
12)  ..      ..   ......  ...    .... . .....  .. .... . ...   ...... . ....
FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.
Round Code: _  (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&,N) Terms Override: _
                    * ENTRY ACCEPTED *              Changed  3/02/05  D/del ..
  F10=Next CA    F9=Comments.
F1=Next Record.  F2=Cost File.  F3=Copy.  F6=Search.  F7=EOJ.  F8=Screen 1.
```

The Cuts at Roll Pricing schemes simply point both the cut and roll price lines to the roll price. In the example above, the C and R price lines point to the same price, L2. The L2 price is the price on line 2 of the LP record, which would be the roll price in this example. Whenever the LP record is updated, this record is automatically updated too.

Pricing at the Item File

Prices can also be entered directly into the Item File for each item number. In that case, you would not need to set up the Price File. We recommend you use the Price File unless your company has uniform pricing for all customers and does not have groups of items that are priced identically.

1. If an price class has not been assigned to an item, as shown below, the system tries to obtain pricing information from the **F9= Prices/Costs** within the Item File.

```
 ITEM# REXECBR12                    UPDATE                      ITEM FILE

 Description: ECHO CANYON BRYCE 12X12          REX (REX)
              YELLOW 703101 V4                 Checkstring: ......

 Usual Supplier# REX              Inventory (Y/N/S): Y Xref: ...............
 Price Class.... .......(F9) ...  Component (Y/N/K/D/R/S/F/L) S  ISO Table# ..
 Cost Class..... .......(F9)      Date Discontinued... .......    Replen Path ..
 Packaging Class ...... (F10)     Suppliers' Item#.... 703101 .............
 Product Line... ECO              Policies............ NB    ...  ...
 Class.....(1).. FT               Lead Time (in days). ....    Old= .... Days
 Class.....(2).. GL               Sequence#........... .......    Frt Key ..
 Class.....(3).. IM               Item Width.......... ....
 Trim Class..... ...              Define Remnant Size. 60
 Color Name..... YELLOW ...       Cost Ctr: CER  Frt Class: FF Tax?: Y
 Pattern Name... 12X12 ....       Smallest U/M,  Pick: CT  Sales: CT  Supp: ...
 Wear Code...... 4                Order Entry U/M: SF (blank=allow any U/M)
 Rating/ABC Code B                Qty Break Group: ..  Multiplier: ......
 Commodity Level ..               Initials: MC   Sub-Serial: .. Stg Code .....
 UPC/Ctn ...................      UPC Code: ..............  Item Scan Ovr ..
 Comments * EXTREME SHADING VARIATION   Last Change: 10/21/05        D/del ..

 F1=Next       F3=Inventory    F4=Sales      F5=Production   F6=Search
 F8=Screen 1  F9=Prices/Costs  F10=Packaging  F12=Spc/Instr   F16=Attributes
```

An example Item Pricing screen is shown below.

```
 ITEM# REXECBR12                      UPDATE                          ITEM FILE

Description: ECHO CANYON BRYCE 12X12          REX (REX)

LIST PRICE$     10 . 000   per U/M SF              PRICE CLASS: REXECF LP
Standard LAST COST $     2 . 53319 per U/M SF         COST CLASS:
Standard BASE COST $     2 . 11100                        G.P.%:  74.67

      TT/RES      Qty    Field  X  Variable%  +/-  Variable$   =  Price.
 1)               100    LP         1 . 0000                     10 . 000
 2)              5000    LP           . 9500                      9 . 500
 3)     IT              LP           . 8000                      8 . 000
 4)               .           .           .  .                       .
 5)               .           .           .  .                       .
 6)               .           .           .  .                       .
 7)               .           .           .  .                       .
 8)               .           .           .  .                       .
 9)               .           .           .  .                       .
10)               .           .           .  .                       .
11)               .           .           .  .                       .
12)               .           .           .  .                       .
FIELD CODES: LP=List Price. LC=Last Cst. AC=Avg Cst. BC=Base Cst. SC=Stnd Cst.
F9=Update: Minimum Qty       Below Min Chg$    .    Min Chg Code   G/L#
F2=Item Profile.      F10=Packaging.    F12=Spcl Instr.      F7=EOJ.
```

This screen allows you to maintain "pricing at the item level."

Field Name	Description/Instructions
Description	Item description as you entered it on the Item File Profile screen.
List Price	Price from which all other prices can be derived, by adding or subtracting an amount or a percentage. You can assign whatever meaning you want to List Price, for example, retail price or your contractor price. Customers can be assigned LP in the Billto File as a price list number, and charged the list price for all items.
Standard Last Cost	Same as standard landed cost; current replacement or market cost of this item, including freight and handling. The system also figures the actual Last Costs and Average Costs based on receipts. This field is user-controlled, and is never automatically updated by the system. As your suppliers update their prices and as freight rates change, you should update this field.
Standard Base Cost	Current replacement or market cost for this item from your supplier excluding all freight and handling costs. The system also figures the actual base cost, based on receipts. This field is user-controlled and should be updated when your suppliers change your prices for this item. The system never automatically updates this field. This is the default cost used on all purchase orders to suppliers for this item, unless the Cost File is used. You can use the Cost File to enter multiple costs based on supplier, quantity, and type of purchase. It can be overridden on the purchase order.

Field Name	Description/Instructions
Price List #	The two characters shown directly to the right of the price class. This code relates to the Billto File in which each customer is assigned a price list number. Each price list number represents a price list that has been established. All customers are assigned a basic price list number, and, in some cases, alternate price list numbers for certain products. The examples use price list numbers such as A1, B1, and C1, as shown. You can assign your own meaning for each code. Every item should have a price for every price list number on which the item could appear. That way, the system has a price for every item to any customer. Price list numbers are defined using the Classification Codes File. When price classes are used, the price list number shows to the right of the price class at the top of the screen. When price classes are not used, this screen includes a price list number column.
Qty	Use this field only if you have different unit prices based on quantity. Enter the quantity through which the price applies. If you specify quantity breaks, the last quantity listed should be 99999 as shown in the above figure.
	If the Item File minimum quantity is set to all nines (99999), it is interpreted to mean to minimum quantity, and therefore, all customers are subject to the charge, regardless of the entry in the **Billto File Minimum Charge** field. Any other quantity (less than 99999) in the minimum quantity field applies only to customers whose Billto File is set to **Min Chg = Y**. You can use this option to enter minimum charges on certain products that override normally exempt customers. For example, you might want to apply a fixed handling charge when a certain item is sold, regardless of quantity. This option can apply to items that always require special paperwork or packing when sold.
	For rolled goods, minimum charges were applied only to cuts until Version 6, Release 2. With Version 6, Release 2, any minimum charge for rolled goods identified by codes **H** (handling charge) or **P** (packing charge) apply to any open (unsealed) roll, regardless of whether it is a cut or balance. Minimum charges for rolled goods with codes other than **H** or **P** still apply only to cuts.
Field	If you want to calculate the price as a percentage of something else, enter one of the following field codes:
	AC - Average Cost (average unit cost of current onhand)
	BC - Base Cost (standard unit cost excluding freight and handling)
	SC - Standard Cost (standard unit cost, including freight and handling cost)
	LC - Last Cost (unit cost of last receipt including freight and handling)
	LP - List Price
	For example, enter **LC x 1.25** to charge Last Cost + 25%.
Variable%	If you want the system to calculate the price as a percentage of something else, and you have entered a field code (**LP**, **LC**, **SC**, **AC**, or **BC**), enter the amount by which to multiply the field. Observe the decimal point as displayed. This field is shown only if price classes are used.
Variable $	A dollar variable, preceded by a plus (+) or minus (-) sign indicating that the variable is added or subtracted.

Field Name	Description/Instructions
List Price	List price from the Price Class.
per U/M	The native unit of measure. All prices relate to the unit of measure.
Price Class	The price class you assigned on the Item File Profile screen. It is followed by the two-character price list number being displayed. The default is **LP** (list price), although you can specify any price list number on the Item Profile screen before pressing **F9**.
Cost Class	The Cost Class you assigned on the Item Profile screen.
TT/RES	Transaction Type/Restriction Code. The transaction types and restriction codes are defined in the Classification Codes File. For example, **I** - Inventory, **D** - Direct, Restr **R** - Roll, **C** - Cut. These fields are shown only when price classes are used.
Price	Price as calculated by the Field X Variable%.
Minimum Qty	Minimum quantity you will sell, below which an extra charge is billed to the customer. Only enter a minimum quantity, if applicable. Press **F9** again to update these minimum charge fields.
Below Min Chg$	Dollar amount to be charged each time a customer orders less than the minimum quantity. Observe the decimal point, as shown. The Order Entry program automatically creates a miscellaneous charge line whenever a line item quantity is below the minimum quantity.
Min Chg Code	Minimum charge code that represents the description of the charge. Codes are: **B** - Broken unit charge **C** - Minimum cut charge **H** - Handling charge **M** - Below minimum quantity charge **P** - Packing charge The code you enter causes its corresponding description to appear on the order and invoice.
G/L#	Enter the general ledger account number to which the minimum charge should be booked. This G/L number is entered on the order and invoice, and is shown on applicable reports.

STEP 2 - Checking for Specific Pricing Situations

Unique pricing situations can occur in situations where there are quantity breaks, inventory versus direct prices roll/cut instances.

Several of the special pricing situations are entered at the detail line during the order entry process.

```
 ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)    A       REFERENCE# 1026376
                           << ┃ ADD ** ┃ >>




 Line Ware Mfgr/Color/Pattern/Lot#        Qty      U/M  ....Price..    .....Cost..
 0010 DIR  ____ ____ _____ ____  _____  __ _____   _____
 L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
    C                                       072506
 __ __ _____ ____  _  __  _  _____   _____ .
 F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

In this example, pricing is influenced by the **DIR** (direct ship) entry in the **Ware** field and the **C** (cut pricing in the **R** field. The system checks the pricing file to see if these entries have special pricing.

Some other restrictions that could enact special pricing are:

- **P** - Pallet pricing
- **T** - Truckload pricing
- **K** - Pricing within a kit
- **M** - For rolled goods, the price is a "mid price" between roll and cut. For any other goods, it is a "management authorized sales price." The price is only used if an order entry operator specifically requests the M price. This feature is useful for high-pressure or competitive situations that requires salespeople or order entry staff to have some pricing leeway. For rolled goods, it offers a middle ground, short of offering cuts at roll prices. This code is considered an override. All lines that are priced with the M price are designated as M price lines, and can be analyzed on screen or on reports. M prices are not shown on customer price lists.

*Note: To display a complete listing of restriction codes, enter a "**?**" in the **R** field and press* **Enter**.

STEP 3 - Checking the Promotional Pricing File

After Steps 1 and 2 establish a "regular" price, the system next checks the Promotional Pricing File (FIL 39) to see if there is a promotion for this account and/or item.

The Promotional Pricing File includes provisions for special pricing, special costs, rebates, overbills, and contributions to funds such as for company trips and co-op advertising. It can also be utilized as

an easy way to set up permanent pricing for special customers such as national accounts, employee accounts and Cost Plus accounts. Promotions that reduce your purchasing cost from your suppliers can also be maintained in this file.

Products can be included in promotions the following ways:

- All items for an Item Class 1 (based on the Item Class 1 entries in the Item File)

    Note: Only Item Class 1 classifications can be included in promotions.

- All items for a manufacturer (based on the first three characters of the item number)

- All items for a product line (based on the product line entries in the Item File)

- All items for a price class (based on the price class entries in the Item File)

- By specific item number

A promotion is not limited to one of the above choices. You can include any number of entries for each promotional program number, and the entries can be a mix of any of the types listed above. For example, promotional program number AUST96 can apply to an item class, three manufacturers, five product lines of other manufacturers, and other price classes and specific item numbers. In that case, multiple Promotional Pricing File records would be created, but each would have the same program number.

Customers can be included or omitted based on the following criteria:

- Company - the company number to which they belong if you have a multi-company operation

- Branch - their home branch assignment in the Billto File

- Region - their region code in the Billto File

- State - their state code in the Billto File

- Type - their customer type code in the Billto File

- Marketing program - the marketing programs each customer is based upon entries in their Billto File

- Display types - the displays each customer has, based upon entries in their Billto File

- Specific account numbers

The parameters listed above can be mixed in any way you choose. For example, a promotion can be assigned to all customers in branch ABC and regions NE and NF, except for customer types RT and CS.

Once in effect, Order Entry programs, price lists, and pricing inquiries reflect the promotional pricing. Order Entry always looks at all applicable promotions and picks the best price available to the customer and the best rebate available to your company.

An example Promotional File Detail screen based on an item is shown below.

```
 Promo Pgm# C01A    SHAK0505101      UPDATE       VALIANT II FROSTY TAUPE 12'

 Description: WINTER PROMO PRICING            Limit To Policy: __ Status: _
 Type: M (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: _ Terms Override: _
 Eff Dt:  20106  End Dt: 053006  Hdlg Cd: _ _ Mfgr's Pgm#: _____  Class: _
 ShipBy: _____
                          �earrP R I C E▔▔▔▔▔    ▔▔▔▔C O S T▔▔▔▔
 Tran-Typ  Restr   Qty   Amount (+/-)   P/$/%    Amount (+/-)  C/$/%  Points
 1)  ,,      R    ,,,,,,  ,,,,4.59,,,,     P      ,,,1.350-      $     ,,,,,,
 2)  ,,      C    ,,,,,,  ,,,,4.99,,,,     P      ,,,1.350-      $     ,,,,,,
 3)  ,,      ,,   ,,,,,,  ,,,,,,,,,,       ,,     ,,,,,,,,,,     ,,    ,,,,,,
 4)  ,,      ,,   ,,,,,,  ,,,,,,,,,,       ,,     ,,,,,,,,,,     ,,    ,,,,,,
 5)  ,,      ,,   ,,,,,,  ,,,,,,,,,,       ,,     ,,,,,,,,,,     ,,    ,,,,,,
 6)  ,,      ,,   ,,,,,,  ,,,,,,,,,,       ,,     ,,,,,,,,,,     ,,    ,,,,,,
 7)  ,,      ,,   ,,,,,,  ,,,,,,,,,,       ,,     ,,,,,,,,,,     ,,    ,,,,,,
 8)  ,,      ,,   ,,,,,,  ,,,,,,,,,,       ,,     ,,,,,,,,,,     ,,    ,,,,,,
 9)  ,,      ,,   ,,,,,,  ,,,,,,,,,,       ,,     ,,,,,,,,,,     ,,    ,,,,,,
10)  ,,      ,,   ,,,,,,  ,,,,,,,,,,       ,,     ,,,,,,,,,,     ,,    ,,,,,,
     P=NEW PRICE,%=PCT TO ADD/SUBTRACT,$=AMT TO ADD/SUBTRACT,C=NEW COST.

  Contribute to Funds for Marketing Pgm: ___    Last Change:  8/27/01  D/del ,,

                    F9 to Assign These Prices To Customers
 F1=Next Record #   F10=Next Program #  F4=Delete F6=Search F8=Screen 1
```

Fixed Promotions

Fixed promotional types are really fixed prices. They can be used for employee pricing, national accounts programs and other Cost Plus pricing. *A promotional with an* **F** *supersedes all other promotion, and is always used for the transactions or customers assigned to it.* If you want a customer or group of customers to always get a certain price regardless of other promotions that could effect them, use type code F to lock in these prices. Normally, the system looks for the best applicable promotion, with the best price.

The following example displays a fixed promotion created for a specific item number.

```
Promo Pgm# CAMREM ARM68107401        UPDATE        CAMBRAY NO MATCH 12'


Description: CAMBRAY PROMOTION                   Limit To Policy: __  Status: _
Type: F  (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: _  Terms Override: _
Eff Dt: _90105_  End Dt: 090105  Hdlg Cd: _ _ Mfgr's Pgm#: _____  Class: _
ShipBy: _____
                              P R I C E            C O S T
Tran-Typ  Restr   Qty   Amount (+/-)  P/$/%    Amount (+/-)  C/$/%  Points
1)  I      R     ......  ....2.59      P       ......750-     $     ......
2)  I      C     ......  ....3.00      P       .....650-      $     ......
3)  ..     ..    ......  ..........    ..      ..........     ..    ......
4)  ..     ..    ......  ..........    ..      ..........     ..    ......
5)  ..     ..    ......  ..........    ..      ..........     ..    ......
6)  ..     ..    ......  ..........    ..      ..........     ..    ......
7)  ..     ..    ......  ..........    ..      ..........     ..    ......
8)  ..     ..    ......  ..........    ..      ..........     ..    ......
9)  ..     ..    ......  ..........    ..      ..........     ..    ......
10)   ..     ..   ......  ..........    ..      ..........     ..    ......
     P=NEW PRICE,%=PCT TO ADD/SUBTRACT,$=AMT TO ADD/SUBTRACT,C=NEW COST.

  Contribute to Funds for Marketing Pgm: ___      Last Change:  7/24/06  D/del  ..

                    F9 to Assign These Prices To Customers
 F1=Next Record #   F10=Next Program #  F4=Delete F6=Search F8=Screen 1
```

If this item (ARM68197401) was being ordered, the system would stop here to obtain the price (2.59 - roll price and 3.00 - cut price).

The following table describes the fields and options on the Promotional Pricing Screen.

Field Name	Description/Instructions
Description	Brief description of the promotional price being entered. This description appears on the Promotional Pricing File search and on the Promotional Pricing File listings.
Limit to Policy	Optional item policy code that limits the promotion to items that include the policy code you enter. For example, if you enter policy **DI** in the field, the promotion is considered only if the item being ordered contains policy **DI** in one of the **Item File Policy** fields. You can use this field to link promotions that automatically apply to items with policy codes such as SP (special) or DI (discontinued).
	Enter **?** in the field to see a listing of all the policy codes.
Status	Optional status code that limits the promotion to serial numbers that contain the status code you enter. This status code relates to the status code at the serial number level only. For example, you could enter status code **Z** (indicating bargain price, priced to go, and so on) on certain serial numbers. Then, you can create a promotion with a limit to status Z. The promotion would apply only to serial numbers that have a status code of Z. Using this feature, you could establish promotions that apply to such items as aged serial numbers or small shade/dye lots.
	Enter **?** in the field to select from a listing of all the status codes.

Field Name	Description/Instructions
Type	Enter one of the three valid promotion type codes: • **M** - The promotional price is sponsored by the manufacturer or supplier. • **H** - The promotion is in-house and sponsored by your company. • **F** - Not actually a promotional, but a fixed price which is most efficiently maintained using this file. This code is applicable to employee pricing, national accounts programs and other Cost Plus pricing. A promotion with an F supersedes all other promotions, and is always used for the transactions or customers assigned to it. If you want a customer or group of customers to always get a certain price regardless of other promotions that could effect them, use type code F to lock in these prices. Normally, the system looks for the best applicable promotion, with the best price. The type code appears on the Order Entry screen if a Promotional Price File is used. It is also one of the report selection parameters used when listing the Promotional Pricing File. These codes are also included in the Pricing Methods section of the Classification Codes File and each one has a Sales Analysis screen available. This means you can track the overall profitability of manufacturer-based promotions versus in-house promotions, and so on. Enter **?** in the field to select from a listing of all the promotion type codes.
Sub-type	User-defined one-character code to further categorize the promotion. It is one of the report selection parameters when listing the Promotional Pricing File. Use this code to categorize promotions that include rebates from manufacturers or suppliers. Enter **C** or **S** to identify them. Other manufacturers might also require you to code the type of promotion for reporting purposes. These codes can help select specific types of transaction when trading information via EDI or tape with your suppliers. Enter **?** in the field to access a listing of all the promotional file sub-type codes.
Terms Override	Use this field only if special payment terms are applied when this promotional price is given. Enter a valid terms code. Terms codes are set up in the Payment Terms File. Whenever this promotional price is used, this field overrides any normal terms for the customer or the product and is displayed on the Order Entry screen. This feature is applicable only if your terms are by product. Enter **?** in the field to access a listing of all the payment terms codes.
Effective Date	Date, in MMDDYY format, on which this promotion should be activated. If you enter today's date or earlier, the promotion takes effect immediately.
Ending Date	Date, in MMDDYY format, on which the promotion expires. If this date is earlier than today, the promotion is already considered expired. If this date is equal to today's date, the promotion is on its last day, but still active. Expired promotions remain in the file so they can easily be reactivated by changing the expiration date. Promotions are only dropped from the file if deleted, by entering **D** in the **D/Del** field.

Field Name	Description/Instructions
Hdlg cd	Handling codes; single-character fields. The first **Handling Code** field can contain entries affecting the price and fund amount. The second handling code field is for codes affecting the cost or rebate portion of a promotion. The only available code at this time is **2**, affecting direct shipments as follows: Code **2**, in the second **Handling Code** field, causes rebates applied to direct shipments to remain separate from the purchasing cost. Normally, when a rebate is applied to a direct ship, the net purchase cost is reduced by the amount of the rebate and no rebate is claimed. The original purchase is created at the cost minus the rebate. Code **2** treats the direct ship similar to a sale from inventory including a rebate. The purchase order keeps the rebate separate from the original cost. The supplier invoices for the original (higher) cost and issues a rebate later.
Mfgr's Program #	Use this field only if this is a manufacturer- or supplier-sponsored promotion and you have assigned a different program number than the manufacturer or supplier number. If you trade information with this manufacturer or supplier, the EDI or tape includes this number if provided, or includes your promotion number if not provided.
Class	Use this field to categorize and list promos using the Promotional Listing. For example, you can have promo classes that determine whether or not a promo should be included on a price list.
ShipBy	This field allows for improved monitoring of active and expired pricing. It provides greater synchronization with your supplier's system. The ShipBy date is not considered during Order Entry. This date is analyzed only when the order is invoiced using the Order Pricing Analysis Report. When running the Invoicing by Status Code Program, a Pricing Analysis Report can be generated to flag all lines with promotional pricing that has passed the ShipBy date. You then decide if the promotional price should be changed or accepted.
Tran Typ	This column can contain the following transaction type entries: **I** - This line applies to inventory or stock sales only. **D** - This line applies to direct ship sales only. Blank - This line applies to any transaction type. Special orders use the **I** code, since they are sold as if from stock. Enter **?** in the field to select from a listing of all the handling codes.

Field Name	Description/Instructions
Restr.	This column can contain the following restriction codes: **C** - For rolled goods, this line applies to cuts only. It is only used when operator requests a cut price. **R** - For rolled goods, this line applies to rolls only. It is only used when operator requests a roll price. **M** - For rolled goods, this line is a mid-price (between cut and roll prices). It is only used when an operator enters M. **M** - For any goods, this line is a management approved reduced price. It is only when operator enters M. Blank - This line has no restrictions. It can be used whether or not operator requests R, C or M. Only when an order entry operator specifies a restriction code in the **R** field on their screen does the system look only for a pricing line with that code. For example, if an operator enters **C** for cut, the system only accepts a price with the restriction code **C**, or with no restriction code. If an operator checks for a management authorized reduced price (by entering code **M**) the system will only accepts a price with the restriction code **M**, or with no restriction code. If you sell rolled goods, you should be aware of the roll/cut/balance three-way pricing option, which changes the way in which the **R**, **C**, and **M** codes are used in the Price and Promotional Pricing Files. Refer to the Company Settings program on the System Settings Menu.
Qty	Enter a quantity if this line is only applicable through this quantity. For example, if the price applies only to quantity up to 79, enter **79** here. The quantity must always be expressed in the item's native unit of measure. For example, if tile has a native unit of measure of SF, then it is assumed any quantity entered in a promotional for tile relates to SF.
Price/Amount	Price, percentage, or dollar amount. The meaning of the entry in this field is defined by the **P/$/%** field.
P/$/%	This field defines the **Amount** field described above. Enter one of the following codes, or leave blank if this promotion does not affect pricing. **P** - Entry in the **Amount** field is a new unit price, which replaces the normal price when the promotion is used. **$** - Entry in the **Amount** field is a dollar value that will be added to or subtracted from the normal price when the promotion is used. Enter a positive number in the **Amount** field to increase price, or a negative number to decrease price. **%** - Entry in the **Amount** field is a percentage. That percentage of the normal price is added to or subtracted from the normal price when the promotion is used. A positive number in the **Amount** field increases the price, and a negative number decreases the price.
Cost/Amount	Cost, percentage, or dollar amount is entered in this field if cost is affected by the promotion. The meaning of your entry in this field is defined by the **C/$/%** field.

Field Name	Description/Instructions
	This field defines the **Amount** field. Enter one of the following codes, or leave blank if this promotion does not affect cost.
	C - The entry in the **Cost Amount** field is a new unit cost that replaces the normal cost when the promotion is used. Normally, this is a lower cost than your usual cost. Order Entry and Invoicing programs automatically calculate the difference between an actual cost and this promotional cost when selling from inventory. The difference is stored as the rebate amount for that order. For direct ships or purchases, this cost replaces the usual cost.
	$ - The entry in the **Cost Amount** field is a dollar value that is added to or subtracted from the normal cost when the promotion is used. It is unlikely that you will ever enter a positive dollar amount, which would increase cost. You will usually enter a negative dollar amount, which is actually a rebate to be paid to you by the supplier or manufacturer.
	% - The entry in the **Amount** field is a percentage. That percentage of the normal cost is applied to the normal cost when the promotion is used. It is unlikely that you will ever enter a positive percentage amount, which would increase cost. You will usually enter a negative percentage amount, which is actually a rebate to be paid to you by the supplier or manufacturer.
C/$/%	Entries that affect cost work differently when selling stock than when selling direct ship orders. When selling stock, cost reductions are considered pending rebates. It is expected that the supplier or manufacturer will issue you payment for the rebate amount for all sales utilizing the promotion. Rebates are clearly distinguished from the value of the inventory used. The actual value minus the rebate is used to calculate cost of sales and gross profit. Inventory is always reduced by the actual value. When selling direct shipments, cost reductions are not considered pending rebates, because you have not yet purchased the material. It is expected, however, that the supplier's invoice to you will reflect the lower costs. The purchase order, which is automatically created when entering direct shipments, will reflect the lower cost. All sales analysis reports and screens will reflect the lower cost for both stock and direct ship orders. You can assign different promotional prices and costs for stock versus direct shipments by using the **Transaction Type** field. Refer to the examples in this section. Promotions that apply to the purchasing account (account #00001) work similar to direct ship promotions, in that cost reductions directly affect the cost that appears on the purchase order. For example, you could enter a new lower cost and the C code in this field for a period of time. If that promotion is applied to the purchasing account, then purchase orders issued during that period of time will reflect the reduced cost.

Field Name	Description/Instructions
Points	This field can be used to assign points for a promotion. The points have no dollar value as far as accounting is concerned. They can, however, translate to prizes, dollar values, or merchandise. Points can be assigned to a fund or simply listed on reports that show total points. A promotion record can have a promotional price or promotional points, or both. For example, you can run an entire promotional campaign without any special prices using only points. Then the total points can be tabulated for each customer and translated into prizes or other compensation. The **Points** field is a five-digit numeric field. Points usually relate to each unit sold. For example, if you enter 200 points on the Promotional Pricing screen for vinyl sold by the SY, then each SY sold will get 200 points. One hundred SY would earn 20,000 points. Conversely, credits will reduce points. When using the Fund File, you can further define the use of points and specify whether points are per unit sold or per dollar sold.
Contribute to Funds for Marketing Program	This field is normally used only for overbills and points only promotions. This field directs the overbilled dollars, or the points (or both), to funds that have been entered in the Fund File for participating customers. All funds relate to a marketing program which has been set up in the Classification Codes File. You must enter the three-character marketing program code in this field to link this promotional record with any funds set up for the marketing programs. Steps for setting up funds for a marketing program: 1. Assign a three-character code to the marketing program. For example, GLF for the company golf trip. 2. Enter that code (GLF) in the Classification Codes File under marketing programs with a brief description of the program. 3. Enter the GLF code in the Customer File Marketing Program section of all participating customers. 4. Set up a Fund File record for each participating customer. The Fund File record requires the customer's account number, the GLF marketing program code and other optional information, such as the goal of the fund, for example, $1,000.00 or 100,000 points in order to qualify for the golf trip. The Fund File then accumulates all overbills and points. You can set up a default Fund File record if each customer has the same rules and goals. Setting up a default fund eliminates the need to set up a record for each customer. 5. Set up any product overbills or point allocations in the Promotional Pricing File and enter **GLF** in the Contribute to Funds for **Marketing Program** field. You can also press **F9** on the Promotional Pricing File screen and restrict this promotional record to customers that are in marketing program GLF. By using the above method, you can have any number of marketing programs running simultaneously; every customer can participate in as many of them as they or you want. Enter **?** in the field to access a listing of all the marketing program codes.

Field Name	Description/Instructions
Last Change	This field is automatically updated. It displays the date the promotional record was last changed.
D/Del	Enter **D** in this field to delete the promotional record. When deleting a promotional record, also change the expiration date to yesterday's date. Deleted records are not actually purged from the system until certain automatic maintenance jobs are run.

STEP 4 - Checking the Customer Special Price File

You can use the Customer Special Price File to enter special prices, which override the standard pricing set up in the Billto, Price, Promotional, and Item Files. Special prices are accessed by many programs including Order Entry, Quick Quoter, and Special Price Lists by Customer. Be careful not to confuse the Customer Special Price File with the Promotional Pricing File. In general, you should set up special pricing in the Promotional Pricing File rather than in this file. The most notable feature of the Customer Special Price File is that links special prices to a customer's contract number or purchase order number.

The following functions are unique to the Customer Special Pricing File:

- Relate special prices to a customer's purchase order or job.

- Relate special prices to the color portion of an item number only (relates to all patterns for that color number)

- Create a user sequenced logic when special prices are in conflict.

- Restrict the special price to entries in a specified unit of measure, and for a specified quantity range of that unit of measure. For example, you can enforce that a special price is given only if you enter between 1 and 10 PA for pallets.

In this example, five special pricing considerations have been created.

- The first one is for a specific item (SAI 1090 0). If this customer were to place an order for this item, the price included in this file would override all other pricing information (i.e. out of the Price File, Promotion File, or Item File).

- The next three entries give price discounts based on certain manufacturers. The discounts are for 10% off the list price (as determined by the **1000-** in the **Xtra Chg%** field).

- And the last entry gives a price break if this customer ordered from a particular manufacturer *and* used a specific purchase order number.

```
 Acct# 201000   HARBOR FLOOR CENTER (RALEIGH)    Cust Spcl Price File    Page 001

   Mfgr/Color/Pattrn/Lot   Prod  Job/PO or  Start  Expire  Xtra  or Spcl$   per
Type  --ITEM#--            Line  Contract#   Date   Date   Chg%     Price    U/M
 4 SAI 1090 0 ...............  __ ............  90605  90806 ,......  ____ 1 . 293 SF
                                                     qty/from:  ,,,,1 to: 9999999
 1 GRS ......................  __ ............  10105 123106  1000- _____ . ___ ,,
                                                     qty/from: ,,,,,,, to: ,,,,,,,
 1 MAR ......................  __ ............  10105 123106  1000- _____ . ___ ,,
                                                     qty/from: ,,,,,,, to: ,,,,,,,
 1 GRA ......................  __ ............  100105 103106  1000- _____ . ___ ,,
                                                     qty/from: ,,,,,,, to: ,,,,,,,
 6 ARM ...............  __  A4301 ......  100106 123106  200- _____ . ___ ,,
                                                     qty/from: ,,,,,,, to: ,,,,,,,

 _ ..................  __ ............  _____ _____ _____ . ___ ,,
                                                     qty/from: ,,,,,,, to: ,,,,,,,

Type Codes: 1= Spcl Price For a MFGR.   2= MFGR+PROD LINE.   3= MFGR+COLOR#.
            4= ITEM#.  5= PO#(or CONTRACT#).   6= PO#+MFGR.   7= PO#+MFGR+LINE.
            8= PO#+MFGR+COLOR#.   9= PO#+ITEM#.  P= Price Class.  D= Del.


                        ** ENTRY ACCEPTED **
  F7=EOJ.   F8=Screen 1.    F9=Print.    F10=Next Page.  F11=Previous Page.
```

Field Name	Description/Instructions
Type	The following are valid type codes: **1** - Special price for a manufacturer **2** - Manufacturer and product line **3** - Manufacturer and color number **4** - Item number **5** - PO number (or contract/job number) **6** - PO number and manufacturer **7** - PO number, manufacturer, and product line **8** - PO number, manufacturer, and color number **9** - PO number and item number **P** - Price class **D** - Delete You must complete the fields that relate to each code you enter. For example, for code **7**, you must complete the **PO#** field, the **Manufacturer** field, and the **Product Line** field.

Field Name	Description/Instructions
Item#	This field has multiple purposes. If you choose: **1** - manufacturer code, enter the manufacturer code in the first three positions. **2** - manufacturer code, enter the manufacturer code in the first three positions. **3** - manufacturer code and color number, enter the manufacturer code in the first three positions. Then, enter the next four-digits of the color number that is part of the item number. **4** - item number **5** - leave blank (fill in the **PO#** field only for this code) **6** - manufacturer code, enter the manufacturer code in the first three positions. **7** - manufacturer code, enter the manufacturer code in the first three positions. **8** - manufacturer code and color number, enter the manufacturer code in the first three positions. Then, enter the next four-digits of the color number that is part of the item number. **9** - item number **P** - price class (a six-character code)
Product Line	Product line code for special pricing for types 2 and 7 only.
Job/PO or Contract #	Purchase order number, job number, or the contract number of the special pricing for types 5, 6, 7, 8, and 9. An order only qualifies for this type of special pricing if this number is entered in the **Cust PO#** field or the **Job Name** field of the Order Entry Header screen.
Start Date	Date on which the special pricing is to start in MMDDYY format .
Expire Date	Date on which the special pricing is to end in MMDDYY format. Enter 123199 to continue indefinitely.
Xtra Chg%	Handling charge or discount that is applied to the special pricing item. If it is a discount, enter the number including the two decimal places and press **Field Minus** on the numeric keypad. This field assumes two decimal places. For instance, 700 is 7%. You can either enter an extra charge or discount, or a special price, but not both. If the figure is a handling charge, enter the number including two decimal places.
Spcl$ Price	Exact amount of the special price that is applied to the special pricing item. The price includes three decimal places as shown on screen. You can either enter an extra charge/discount or a special price but not both.

Field Name	Description/Instructions
U/M	Unit of measure that applies to the special price, and to the quantity span. If you do not have a special price or a quantity span, then you can leave this field blank. If you enter a quantity span, you must enter a unit of measure. The special price is given only if you enter a quantity within the quantity span and in that exact unit of measure. For example, if you enter a 50% discount for U/M = PA (pallet), with a quantity span of 2 - 99999, you must enter two or more PAs on order entry to get the discount. Entries in any other unit of measure do not get the discount. Special pricing entered through the Promotional Pricing File does not have this special restriction, and the quantity can be entered in any unit of measure. If you choose to use this U/M restriction feature, both your customers and your customer service personnel should be aware that the special price applies only to the specific required unit of measure.
Qty/from	Enter the starting quantity of the special pricing item that is to be applied. If no minimum quantity exists, enter **0**.
to:	Enter the quantity limit of the special pricing item. If there is no limit, enter **9999999**.

Dancik's Back-up Procedures

Automatic Back Ups

Other part of the System that affect Backups

System Wide Setting - Backup Options During NightJobs (Before or After)

This option on the System Wide Setting Menu (SET 4) lets you choose to run your backup before or after Night Jobs. Most customers choose to run after Night Jobs. This way if there is an error with the backup it can be easily canceled without impacting the Night Jobs run. However, the trade-off to this strategy is having a snapshot of your system before Night Jobs changes the data buckets makes it much easier to recover the system should their be a problem with the run. This setting is very dependent on your business hours and Night Job schedule times.

Configuring Backups

You can schedule back ups to run on night jobs from the AS/400 Job Scheduler so you do not have to submit them manually each night.

Note: *It is important for everyone to be off the system during the backup process. The system skips over active data therefore it is not backed up.*

The normal daily backup procedure is fully automated. The only human intervention required is that someone needs to place a tape in the backup device every day.

1. Access the AS/400 Job Scheduler (option 7 on the Data Processing Menu). The fields that pertain to back ups are highlighted.

*Enter **Y** if you want a back up to run or enter **N** if you don't want to run a back up as part of Night Jobs.*

*If you enter "**Y**", Backup runS according to the parameters in the System Wide Setting - Backup Options During Night Jobs (Before or After).*

If *SYSTEM is listed in the previous field, enter the interval at which the system should back itself up (*DAILY, *WEEKLY, *MONTHLY). If *DANCIK is entered in the previous field, enter the device name (*T1, *Tape.) of your tape device. You may enter a question mark (?) in order to display a list of your tape devices.

```
SAL                     NIGHT JOBS RUN OPTIONS                    9/11/08
GBRANNEN                                                         16:04:47
                                        Backup
                                         Type    Backup
             Run                        *DANCIK   Device   Run Regular Run Extra
            Night                         or        or     Night Jobs Maint Jobs
             Jobs    Run     Job  Bckup  *SYSTEM  Interval    (Y/N)      (Y/N)
             (Y/N)   Time    Pty  (Y/N)
SUNDAY        N    5:30:00    2     Y    *SYSTEM  *MONTHLY     Y          Y
MONDAY        N    5:30:00    2     Y    *DANCIK  T1           Y          Y
TUESDAY       N    5:30:00    2     Y    *DANCIK  T1           Y          Y
WEDNESDAY     Y    3:30:00    2     Y    *SYSTEM  *WEEKLY      Y          N
THURSDAY      N    5:30:00    2     Y    *DANCIK  T1           Y          Y
FRIDAY        N    3:30:00    2     Y    *DANCIK  T1           Y          Y
SATURDAY      N    3:30:00    2     Y    *SYSTEM  *DAILY       Y          Y
                                                                      Bottom
```

It is important to note that these options (*DANCIK or *SYSTEM) DO NOT perform a full system backup. This means that in order to back up things like your operating system, applications, printer set-ups, user profiles, IBM libraries you need to perform a Full System Save. For more information on a Full System Save refer to "Full System Save" on page 9.

****DANCIK** - Backs up only Dancik information in the User (FVUSER), Dancik Data (QS36F), and Gentran data (G3x0DTA) libraries. These libraries contain most of the Dancik system information such as: Billto files, price and cost data, and invoicing records. The * is part of the entry. It denotes the entry as a system value. When using the *DANCIK backup, the big question is what's not being saved? Just remember, *DANCIK only saves the data libraries on your system. If this were your only save you would need to rebuild user profiles, print and workstation devices, IFS files, etc. in the event of a catastrophic loss. That's where the *SYSTEM backup comes in to play. This backup hooks into the iSeries built in backup functionality.*

****SYSTEM** - This option allows you to select the data/libraries to back up. If this option is used, a time interval (*daily, *weekly or *monthly) has to be added in the Back up Device or Interval field. This time interval references the Backup tasks menu which is where you select the data/libraries you want for each interval. At the very minimum, when performing a *System back up, you should include the FVUSER and QS36F libraries.*
For more information on the Backup Tasks menu, refer to "Go Back up Menu" on page 3.

Errors that you may encounter

- **Could not initialize tape** - In this case make sure that the tape is not write protected and is the correct format and density for the tape device.

- **Not all objects could be saved** - The is normally caused by a job having locks on objects in QS36F. Make sure that no one is signed on to the system console with a Dancik user profile.

All other errors would indicate a problem with the tape cartridge, tape device, or IOA.

Go Back up Menu

Use this menu to set the parameters for Daily, Weekly, and Monthly back ups.

Note: *The GO BACKUP menu is an IBM supplied program. These steps are meant to show how the GO BACKUP menu can be used to configure a back up of Dancik data. For more detailed information on the GO BACKUP menu, refer to the IBM documentation or use the Field level help (F1 or F4).*

1. On a command line, enter **GO BACKUP**. The Back up Tasks screen appears.

```
BACKUP                          Backup Tasks
                                                       System:   SAL
To select one of the following, type its number below and press Enter:

     1. Run backup
     2. Display backup status

    10. Set up backup

    20. Initialize a tape
    21. Initialize a tape set
```

2. This is the interface to IBMs built in backup functionality. Select option **10 - Set up backup**.

```
SETUPBCKUP                      Set Up Backup
                                                       System:   SAL
To select one of the following, type its number below and press Enter:

     1. Change daily backup options
     2. Change weekly backup options
     3. Change monthly backup options

    10. Change library backup list
    11. Change folder backup list

    20. Change backup schedule
```

3. Notice on this screen the first 3 options - daily, weekly, and monthly. Each of these options corresponds to a separate set of task that you can set up. Just remember, none of these options are configured by themselves; you must setup each task yourself depending on your needs. Select a backup option (daily, weekly, or monthly). In this example the daily backup (option 1) was selected.

```
                    Change Daily Backup Options
                                              System:   SAL
   Type choices below, then press Enter.

   Where to back up:
     Backup device  . . . . . . . . . . . . .    TC           Name, F4 for list
     Tape sets to rotate  . . . . . . . . . .    *ANY         Name, *ANY
                                                 ____
                                                 ____
                                                 ____
                                                 ____
                                                 ____
     Erase tape before backup . . . . . . . .    N            Y=Yes, N=No




                                                             More...
   F1=Help   F3=Exit   F5=Refresh   F12=Cancel   F16=Change library backup list
   F17=Change folder backup list     F18=Change schedule
```

4. The first parameter, **Where to back up**, indicates the device this backup option will use. This can be helpful if there are multiple tape devices on the server. For example, you could set Night Jobs to use on device and set a separate backup on another.

The **Tape sets to rotate** option must be set to *ANY in order to use it with Night Jobs.

Erase tape before backup can be set to **N**, since Night Jobs does this for you automatically.

5. Scroll down to display more parameters.

```
                    Change Daily Backup Options
                                              System:   SAL
   Type choices below, then press Enter.

   What to back up:
     User libraries . . . . . . . . . . . . .    1            1=Selected from list
                                                              2=All
                                                              3=None
     Folders  . . . . . . . . . . . . . . . .    1            1=Selected from list
                                                              2=All
                                                              3=None
     User directories . . . . . . . . . . . .    2            2=All
                                                              3=None
     Security data  . . . . . . . . . . . . .    Y            Y=Yes, N=No
     Configuration  . . . . . . . . . . . . .    Y            Y=Yes, N=No

   How to back up:
     Save changed objects only  . . . . . . .    N            Y=Yes, N=No
     Submit backup as a batch job . . . . . .    N            Y=Yes, N=No
     Print detailed report  . . . . . . . . .    N            Y=Yes, N=No
                                                             Bottom
   F1=Help   F3=Exit   F5=Refresh   F12=Cancel   F16=Change library backup list
   F17=Change folder backup list     F18=Change schedule
```

6. On this screen, you can truly customize what you would like to save. On this system, notice that **User Libraries** is set to 1 - Selected from List. Pressing F16 shows the list being referred to.

7. Press **F16** to see which libraries are included in each back up option. At a minimum, every day you should save QS36F and FVUSER, as well as G3x0DTA if you are using Gentran. You may also consider saving the Dancik program library (DES12P), Dancik Archive Library (DODARC,) and the IBM user supplied libraries (QUSRSYS and QGPL).

```
                        Change Library Backup List
                                                    System:    SAL
Find library  . . . . . .  _____    Starting characters

Type options below, then press Enter.
   2=Change backup   5=Display library contents    8=Display details

                   -----------Backup----------- Last
Opt  Library    Daily    Weekly    Monthly  Backup      Changed
 _   QSRVAGT    No       No        No       06/07/08    Yes
 _   QSYS2      No       No        No       06/07/08    Yes
 _   QS36F      Yes      Yes       Yes      06/07/08    Yes
 _   QUSRDIRDB  No       No        No       06/07/08    Yes
 _   QUSRINFSKR No       No        No       06/07/08    No
 _   QUSRNOTES  No       No        No       06/07/08    Yes
 _   QUSRSYS    No       No        No       06/07/08    Yes
 _   RDA        Yes      Yes       Yes      09/12/08    No
 _   RDFONT01V5 Yes      Yes       Yes      09/12/08    No
 _   REFOBJAUTL Yes      Yes       Yes      09/12/08    No
 _   RHOLLAMON  Yes      Yes       Yes      09/12/08    No
                                                          More...
F1=Help   F3=Exit   F5=Refresh   F11=Display descriptions   F12=Cancel
F14=Select other libraries        F15=Change all
```

8. Press **F12** to return to the Change Daily Backup Options screen.

```
                     Change Daily Backup Options
                                                 System:    SAL
   Type choices below, then press Enter.

   What to back up:
      User libraries . . . . . . . . . . . . .  1        1=Selected from list
                                                         2=All
                                                         3=None
      Folders  . . . . . . . . . . . . . . . .  1        1=Selected from list
                                                         2=All
                                                         3=None
      User directories . . . . . . . . . . . .  2        2=All
                                                         3=None
      Security data  . . . . . . . . . . . . .  Y        Y=Yes, N=No
      Configuration  . . . . . . . . . . . . .  Y        Y=Yes, N=No

   How to back up:
      Save changed objects only  . . . . . . .  N        Y=Yes, N=No
      Submit backup as a batch job . . . . . .  N        Y=Yes, N=No
      Print detailed report  . . . . . . . . .  Y        Y=Yes, N=No
                                                                  Bottom
   F1=Help   F3=Exit   F5=Refresh   F12=Cancel   F16=Change library backup list
   F17=Change folder backup list    F18=Change schedule
```

- You may also choose to backup **Folders** in the same way. In the Dancik system, folders are small and non critical so leaving this option set to **2 = All** will not adversely effect the backup.

- **User Directories** is a very important parameter. This is the iSeries IFS which contains important files - particularly with Dancik web applications. Dancik suggests you set this field to **2 = All** as well.

- **Security data** and **Configuration** save the system user profiles and/or line/controller/device descriptions. As these do not change often they can be saved weekly.

- **Save changed objects only** and **Submit backup as a batch job** should be set to **N**, however **Print detailed report** should be set to **Y**. This will give you a log file as to what was saved.

9. Once this configuration is done, you can setup the Dancik backup to use it. Access the Night Jobs Run Option screen (**DP 7**).

In the example shown below, the system will run the daily backup options on Monday-Thursday. On Saturday, the *WEEKLY backup options are used. With this method, you could setup the *DAILY backup to save QS36F, FVUSER, and G3X0DTA. Then, on Saturday the system could run the *WEEKLY option and save the data libs plus DES12P, DODARC, configurations and user objects.

```
SAL                          NIGHT JOBS RUN OPTIONS                    9/17/08
JOE                                                                   15:10:08

                                        Backup
                  Run                    Type    Backup
                  Night                 *DANCIK  Device    Run Regular Run Extra
                  Jobs    Run    Job  Bckup  or    or      Night Jobs Maint Jobs
                  (Y/N)   Time   Pty  (Y/N) *SYSTEM Interval   (Y/N)     (Y/N)
SUNDAY              N      __     _    _     _____  _____    _         _
MONDAY             Y    20:00:00  3    Y    *SYSTEM  *DAILY      Y         N
TUESDAY            Y    20:00:00  3    Y    *SYSTEM  *DAILY      Y         N
WEDNESDAY          Y    20:00:00  3    Y    *SYSTEM  *DAILY      Y         N
THURSDAY           Y    20:00:00  3    Y    *SYSTEM  *DAILY      Y         N
FRIDAY             N      __     _    _     _____  _____    _         _
SATURDAY           Y     5:00:00  3    Y    *SYSTEM  *WEEKLY_    Y         N
                                                                        Bottom
```

Note: *Keep in mind the more you save the longer your backup window needs to be.*

Manual Backups

The Backup Menu contains the basic commands for initializing tapes and performing backups. Normally, your backup will be performed automatically as part of the Night Jobs. Therefore, you will rarely need to use this menu.

The Backup Menu is accessed via menu option BCK,

```
  9/12/08                   DANCIK INTERNATIONAL, LTD.              GBRANNEN
 11:53:24                        Backup Menu                       SAL
                                                                   R2008
  Opt Description
    1 Save All User Data Files
    2 Save All Dancik International Program Libraries
    3 Restore A Dancik International Program Library
    4 Initialize A Tape

   10 Display Backup Status


                    Enter Desired Menu / Option# ====> BCK ___

 _____
 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View   H
```

Following is a summary of options:

- **Save All User Data Files** - saves your data files for all Dancik International systems.

- **Save All Dancik Program Libraries** - saves all of the Dancik International program libraries.

- **Restore a Dancik Program Library** - restores a specific program library.

Initialize a Tape - initializes a tape, making it ready to use for backups. We recommend that new tapes are initialized using this option prior to being used for the Night Jobs backup to prevent your night jobs backup from halting due to a tape in the wrong format.

Backup Verification

Option 10 - Display Backup Status

This option, on the Backup Menu (BCK), lets you verify back ups and to see exactly which files were effected.

```
  9/12/08                   DANCIK INTERNATIONAL, LTD.              GBRANNEN
 11:53:24                        Backup Menu                       SAL
                                                                   R2008
  Opt Description
    1 Save All User Data Files
    2 Save All Dancik International Program Libraries
    3 Restore A Dancik International Program Library
    4 Initialize A Tape

   10 Display Backup Status


                    Enter Desired Menu / Option# ====> BCK ___

 _____
 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View   H
```

Note: Backups done automatically through the Night Job Run

```
▐                        Display Backup Status                    SAL
                                                        09/12/08  12:09:11
                                             Last
                                             Backup          Tape
  What Was Backed Up                         Date            Set
  User libraries:
    All  . . . . . . . . . . . . . . . . :
    All (changes only) . . . . . . . . . :
    From list  . . . . . . . . . . . . . :   09/12/08        *ANY
    From list (changes only) . . . . . . :
  Folders:
    All  . . . . . . . . . . . . . . . . :
    All (changes only) . . . . . . . . . :
    From list  . . . . . . . . . . . . . :   09/12/08        *ANY
  User directories:
    All  . . . . . . . . . . . . . . . . :   09/12/08        *ANY
    All (changes only) . . . . . . . . . :
  Security data  . . . . . . . . . . . . :   09/12/08        *ANY
  Configuration  . . . . . . . . . . . . :   09/12/08        *ANY
                                                                   More...

  Press Enter to continue.

  F1=Help   F3=Exit   F12=Cancel   F22=Display backup history
```

Use **F22=Display backup history** to check on all the backups done in the current month.

```
                        Display Backup History                   SAL
                                                        09/12/08  12:09:11
  Type options below, then press Enter.
    5=Display backup details


            Backup        Backup          Tape      Changes
  Option    Date          Options         Set       Only
    ▐       09/12/08      Daily           *ANY      No
    _       09/11/08      Daily           *ANY      No
    _       09/10/08      Daily           *ANY      No
    _       09/08/08      Daily           *ANY      No
    _       09/05/08      Daily           *ANY      No
    _       09/04/08      Daily           *ANY      No
    _       09/03/08      Daily           *ANY      No
```

DSPMSG QSYSOPR

This command displays system messages. Issue this command after night jobs, which is when backups normally occur, to ensure the backup was successful.

After the command is issued, scroll down through the messages, until you get to one that informs you the back up was completed.

```
                              Work with Messages
                                                         System:   CIK400
   Messages in:   QSYSOPR

  Type options below, then press Enter.
    4=Remove    5=Display details and reply

  Opt    Message
  █      **************************
           From  . . :    NIGHT           09/11/08   23:07:05
  _      -- BACKUP IS COMPLETE --
           From  . . :    NIGHT           09/11/08   23:07:05
  _      **************************
           From  . . :    NIGHT           09/11/08   23:07:05
  _      -- Remove tape cartridge from tape drive. --
           From  . . :    NIGHT           09/11/08   23:07:05
  _      -- Backup is now finished.  All data files have been saved. --
           From  . . :    NIGHT           09/11/08   23:07:05


                                                                More...
   F1=Help   F3=Exit     F5=Refresh   F16=Remove messages not needing a reply
   F17=Top   F18=Bottom   F24=More keys
```

It is important to note that if someone is active on the system when the back up is in process the files that are in use will not be backed up. This is why it is very important to have everyone off the system before backups are started.

Full System Save

Through the Dancik International night jobs, your system data libraries are backed up on a nightly basis. However, it is still important to backup the entire system on a regular basis. A "full system save" backs up to tape all system licensed internal code, user profiles, configuration objects, *IBM libraries, private authorities, and other types of system objects not included within the normal nightly backup.

It is recommended that this type of save be performed either on a monthly or quarterly basis, or more frequently depending on operations to be performed on the operating system and licensed internal code (CUME installs, OS/400 upgrades, etc.). The procedure contained herein is designed to present a system operator with a clear picture of what is necessary to run a full system save using the "go save, option 21" method.

Note: During this save, the entire system is completely inaccessible to users. You should plan on performing this save after hours, on weekends, or whenever there is the least amount of activity on the system. In addition, this save may take between four and six hours.

1. Sign on to the system console as **QSECOFR**.

2. Make sure all users are signed off the system and no jobs are running.

3. It's a good idea to initialize 2 tapes. Insert the first tape into the drive and issue the command **INZ-TAP DEV(TAP01) NEWVOL(SAVSYS) CHECK(*NO) ENDOPT(*UNLOAD)** where **TAP01** is the

two character name of your tape drive. After the tape ejects, run the same command changing the **ENDOPT** parameter to ***REWIND**.

4. GO SAVE

5. 21

6. Press **Enter** at the "Save the Entire System" screen.

7. Fill out the parameters as shown below:

```
                        Specify Command Defaults

  Type choices, press Enter.

    Devices  . . . . . . . . . . .   TAP01        Names
                                     _____
                                     _____
                                     _____

    Prompt for commands  . . . . .   N            Y=Yes, N=No

    Check for active files . . . .   N            Y=Yes, N=No

    Message queue delivery . . . .   *NOTIFY      *BREAK, *NOTIFY

    Start time . . . . . . . . . .   *CURRENT     *CURRENT, time

    Vary off network servers . . .   *ALL         *ALL, *NONE

    Unmount file systems . . . . .   Y            Y=Yes, N=No

                                                                    More...
  F3=Exit    F12=Cancel
```

Page down:

```
                        Specify Command Defaults

  Type choices, press Enter.

    Print system information . . .   N            Y=Yes, N=No

    Use system reply list  . . . .   N            Y=Yes, N=No

    Spooled file data  . . . . . .   *ALL         *NONE, *ALL
```

Note: *You can use the Start Time parameter on page one to schedule the save. For example, submit the job on Friday morning at 08:00:00 setting the start time to 23:00:00. The system will wait until 11:00 pm to run the save.*

8. That's all there is to it. Once the save is done the system ejects the tape and restarts all subsystem.

Dancik's Backup Recommendations

The whole idea of backups are an insurance policy against loss, you don't need them until you need them. We feel it is better to have a conservative approach to your backup routine than not. The following is a recommendation that we use at Dancik, you are not bound to using our structure.

Monthly System Save

Dancik suggests at least one full system save performed each month. The system save routine is manually invoked, therefore it does require human intervention on the day when it is performed (console prompts need to be responded to, and given that the console is typically not a networked device --- it is locally attached only to the iSeries, someone needs to be there).

Backup Media

We tend to recommend an ultra conservative approach, and suggest the following numbers of tapes available:

- 1 each for every business day of the week (M-F equals 5 and so on).

- 4 weekly sets

- 2 each for conducting system saves of the entire system.

- 2 or 3 extra tapes for wear and tear / emergencies.

Troubleshooting the System:

The iSeries does an excellent job of reporting errors. Sometimes, however, it's hard to determine where to look to find this information. The outline below shows the major places, in order, to look for error information:

1. **DSPMSG QSYSOPR** - This is the system operators message queue. Most error messages generated by the system can be found here. Major error codes to look for include:

   - **CPPEA13** - *Attention* Contact your hardware service provider

   - **CPP8988** - A critical system hardware problem has occurred. Critical Message Handler has been run.

   - **CPI099C** - Critical storage lower limit reached

   - **CPI1165** - One or more device parity protected units still not fully operational.

A complete list of messages and their causes can be found here:
http://publib.boulder.ibm.com/infocenter/iseries/v5r4/index.jsp?topic=/rbam6/msmqu.htm

2. **DSPLOG** - This is the system log. Additional information may be found here that is not logged to **QSYSOPR**.

3. **WRKJOB** - When a job fails viewing the joblog provides valuable information. This can be very helpful when troubleshooting printer problems as well. Here's an example of viewing the job log for printer P6:

- **WRKJOB P6**

- If there is more than one job listed find the active job, place a 1 beside it and press **Enter**

- Option 10, Display Job Log

- Press **F10** and page up to review the messages\

4. **WRKPRB** - This is the system problem log. It will show critical error messages being reported to the service manager.

5. **WRKOUTQ QEZDEBUG** and **QEZJOBLOG** - Holds program and core dump reports

6. **STRSST** - System service tools contains log files specific to the SLIC and not accessible from the operating system. To access these logs file:

   - STRSST

   - Sign on with your service tools ID and password

   - 1. Start a service tool

   - 1. Product activity log - take option 1 and select the product to work with

   - 7. Hardware service manager

   - 6. Work with service action log -take this option to see hardware needing attention on the system.

7. **WRKLNK '/home/apache/logs'** - this is where the access, error and JDK logs are stored for the apache HTTP server.

Iseries Service Functions manual:

This information plus much more can be found in the IBM Service manual:

http://www-01.ibm.com/support/docview.wss?rs=0&dc=DA410&dc=DA450&q1=errors+AND+Systemi_HW_documentation&uid=isg2iea5b6be609a12af285257350003a03e&loc=en_US&cs=UTF-8&lang=all

Consult this guide for information on resetting the service tools passwords.

Taxes and the Dancik System

This document combines all the information in the Dancik system concerning taxes.

File Maintenance Files

System Administration Files and Settings

Listings and Reports

Tax File - FIL 16

The Tax File determines how you charge taxes. It contains the tax rates in percentages for the states, cities, and counties to which your customers are subject. Once a tax record is established, you can insert its code into the customer's Billto File record, an order, or an invoice header screen. Each customer record or order can contain up to two tax codes, representing the applicable tax rates. However, the tax codes themselves can represent a composite rate. For example, code **DL** could indicate Dallas tax and contain the combined state, county, and city transit taxes. To list the taxes charged to your customers, use the Sales Tax Reports option on the Sales Reports Menu. Sales Tax reports can be generated by tax code, state, city, and county.

The tax code you create has two records: the first one is either **S** for **state** tax or **O** for **other** tax. The **O** tax can be, for example, county, city, parish, or province. The second record, made up of two characters, represents a specific tax code. For example, the **S** code, **NC**, represents the North Carolina State sales tax. You can assign the two-character **S** code or **O** code. If you are only assigning the **O** (other) code, make sure it is a cumulative percentage of the state, county, and city taxes.

For example, if you have a simple tax structure in your state and are just reporting one number to the state, you can use either the **S** tax or the **O** tax. Enter the full tax percentage for either of them but not for both. When you assign these codes to the Customer File, if you enter both **S** and **O** tax codes, the system adds the two percentages and charges the customer the total percentage of the two.

If you report your sales tax by state, county, city, or even MTA codes, we recommend that you use **S** for the flat state tax rate. Combine the city and MTA percentages into the **O** tax rate. The sales tax report shows the report by state and other tax. To report your sales tax for county, city, and MTA, you manually calculate them according to the appropriate percentages. You could create just one code for the **O** tax rate that includes county, city, and MTA.

In the Tax File, you'll enter the percentage and create a description of the tax; some of your customers might want to know, for example, why an extra 1 ½% is being charged. The description appears beside the charge on invoices. You can enter the G/L account at the same time, or enter it later. You'll also enter the appropriate options for tax on freight, other taxes, and terms discounts.

1. On the File Maintenance & Inquiry screen, select option **16 - Tax File**.

2. On the Tax File Entry screen, enter the **Tax Type** you want to add, update, or inquire about.

3. Enter the **Tax Code** you want to add, update, or inquire about.

   The **State Code** can be the official postal abbreviation, such as CA for California, ME for Maine, ON for Ontario, or some other abbreviation that you define. You define the **other** tax code using **O**. For example, if the county where the customer resides has a local tax, you can create a two-character code to identify the county tax. The **other** tax code often represents a composite tax, such as county plus city tax, or other rate for a specific locality.

4. Enter **Action Code A** to add a new record, **U** to update or change a record, or **I** or leave blank to inquire about an existing record.

5. Enter the **Password**, if required, and press **Enter**. The Tax Profile screen appears.

   Note: *Use the* **O** *(other tax) option only when separating tax into two categories: state and other. If you want only one tax figure to appear on invoices, you can create* **S** *(state) tax records that include the combined tax percentages. For instance, if state tax is 5.00% and city tax is 2.50%, you can create an* **S** *record with 7.50%. When the local tax rate contains more than two individual rates, such as county, city, or transit, you must combine at least two rates into the other tax or state tax rate that you create. We recommend that you use the O code when creating composite rates*

   Note: *Canadian companies should define provincial tax rates using the* **S** *tax code and create an* **O** *(other) tax code of* **GS** *for GST.Tax File Profile screen.*

6. On the Tax File Profile screen, review, update, or add information to the fields, as necessary.

```
█TAX TYPE & CODE: S NC                INQUIRY                        TAX FILE


                    TAX PERCENTAGE:              7 . 000 %

                    Description....:        NORTH CAROLINA STATE TAX

                    Desc On Invoice:         6% NC STATE TAX
                                            right justify-->
                    G/L Account....:        30020

                    Cost Center....:        FLO

                    Tax on Freight.:        Y (Y or N)

                    Tax on Other taxes:     N (Y or N)

                    Terms Discount On Tax:  N (Y or N)

                    Last Change:  12/29/00          D/del _



                    ?= Search G/L Accounts and Cost Center
         F6=Search.        F7=EOJ.       F8=Display 1st Screen.
MA█    a                   MW                                         01/001
```

Field Name	Description/Instructions
Tax Percentage	Percentage of sales to be applied by this tax code; shows three decimal places. For instance, enter 5.75% as **0005.750**.
Description	Description of this tax code; for internal use; does not print on invoices. For example, you could enter **New York State Tax**.
Desc on Invoice	If a description is entered, replaces the generic description that normally appears on invoices. *Attention Canadian Users:* GST and PST tax records should use this field, so GST or PST prints on all invoices. You should consider using this field for all tax records in your system, so that invoices show the proper description of all taxes charged.
G/L Account	Liability general ledger account number to which this tax rate relates.
Cost Center	Cost center, if any, to which this tax rate should relate. Normally, this field should be left blank. The system then relates each sale to the most applicable cost center from the invoice.

Field Name	Description/Instructions
Tax on Freight	Enter **Y** if this tax is to be applied to freight charges as well as product charges. Tax on Freight is applied to freight that is entered into the Freight field on invoicing. Do not confuse this option with the Tax on Delivery Charges option which is set in the Delivery Charges File. For Canadian customers, if you need to tax GST only for freight then this field is the way to enter freight so that only GST is taxed and not PST.
Tax on Other Taxes	Enter **Y** if this tax is to be applied to other taxes. For example, if this record is an **O** (other tax), **Y** indicates to tax the state tax. If this record is an **S** (state tax), **Y** indicates to tax the other tax.
Terms Discount On Tax	Enter **Y** if terms discount should apply to the tax charged.
Last Change	Date on which the last changes were made to this record. You cannot change this field.
D/Del	Enter **D** in this field to delete this record.

The following table describes the function keys on this screen.

Function Key	Description
?	Search G/L Accounts and Cost Center
F6	Go to Tax File Search screen. You have the option to search by **S** for state or **O** for other, and all or part of the two-character abbreviation for the state or country where you want to start the search.
F7	End job and returns to the File Maintenance Menu.
F8	Returns to the Tax File Entry screen.

County File - FIL 33

In the County File, you can enter county codes for customers, so that the system charges them the appropriate taxes, even if they are not normally taxed. To create the County File, you'll enter the state code, and then three numeric characters to represent the county code. You'll enter the state and other tax codes created from the Tax File - FIL 16, which makes up the tax for the County File.

You define each county number used in the Billto File - FIL 1. This file is required in order to auto-matically tax customers for samples if they are normally non-taxable customers. It can also be used for EDI reporting and comparing your sales to national sales models. Many sales models and surveys are assembled by county, and measure total market for each county. By participating in these market-ing studies, you can learn your market share for each commodity by county. The County File provides

for cross referencing to up to three different reporting services. You can also generate reports and mailing labels by county.

1. On the File Maintenance & Inquiry screen, select option **33 - County File**.

2. Enter the two-character **State Code** and **County #** or **Province #**, for the record you want to inquire about, update, or add.

3. Enter the **Country Code** only if you keep track of taxes for other countries other than the United States. Otherwise, leave this field blank.

4. Enter **Action Code A** to add a new record, **U** to update a record, or **I** or leave blank to inquire about a record.

5. Enter the **Password**, if required, and press **Enter**.

6. On the County File Profile screen, review, update, or enter information in the fields, as necessary.

```
█COUNTY NC 101                    INQUIRY                    COUNTY FILE




          Description........ WAKE COUNTY_____



          State Tax Code: NC  NORTH CAROLINA STATE TAX         7.000

          Other Tax Code: __                                    .000

                                                 Total:    7.000

          EDI Cross Ref# 1) _____
          EDI Cross Ref# 2) _____

                                                           D/del _
                                             Last Change:  6/13/00


 F1=Next Record.    F6=Search.      F7=EOJ.     F8=1st Screen.
MA█    a                MW                                     01/001
```

Field Name	Description/Instructions
Description	Description of this county.
State Tax Code	State or provincial tax code, if any. The state tax code must have been previously entered in the Tax File.
Other Tax Code	Enter any other tax code that relates to this county. The other tax code must have been previously entered in the Tax File. *Note: For Canadian counties, the other tax code usually represents the GST.*

Field Name	Description/Instructions
Total	Total of tax rates relating to your entries in the Tax Code fields. Verify that this total is the total tax rate applicable to this county. This rate is optionally used by the Recurring Invoice System to tax customers, whether or not they are usually taxable. The person running the Recurring Invoice program can optionally tax or not tax. These rates are also used when taxing a normally non-taxed customer via the **F9** function on the header screen of Order Entry. The **F9** Order Entry function finds the customer's tax rate by first getting the customer's county number and then retrieving the tax rates from this file.
EDI Cross Reference# 1	If you need to cross reference to a reporting service that does not use the same county numbers, enter their numbers here. When this field is used, a tape or transmission can be assembled to or from the reporting service. Each reporting service has its own data formats. Some additional programming is required for each EDI link.
EDI Cross Reference# 2	Same as above. Use for secondary link.
D/Del	Enter **D** in this field to delete this record.
Last Change	This field is not accessible. The date shown here is the date on which the last changes were made to this record.

Billto (FIL 1)Profile Screen

The fields that pertain to taxes are circled in the figure below. These settings establish the default tax rates for a customer.

```
 ACCOUNT# 201000                     UPDATE                        BILLTO FILE
 Name  HARBOR FLOOR CENTER (RALEIGH)    Phone#s B: 919 595 7780 F: 919 958 0565
 Addr1 2001 ATLANTIC AVE                Contact: JACKIE     Tax/SS# 000000000
 Addr2 PO BOX 715                       Doing Business As: HARBOR CENTER
 City  RALEIGH                          Open Dt 040189 Changed 100808
 State NC Zip 27515 1434 Ctry           Hold Acct:   A Mailing Lists Z
 _____
 Credit Limit:    9500000               Credit Mgr: A    Guarantee $
 Bank Acct 1) _____ # 0000000000000
 Bank Acct 2) _____ # 0000000000000

 Cust Type Code...... DI                Extra Charge/Discount % 00000
 Cust Price List#.... LP                Where Extra Chg Shows..
 Cust Region Code.... SE                Mthly Interest Rate.. % 00150
 Cust Rating (ABC)... B                 Interest Owed To Date $ 000149872

 Payment Terms:        % Disc, 000 Days.  Terms Code........ 3  Msg: 1  O/H: 2
 Tax Codes / State:    Other:            A/R Statement Code M  A/R Acct#
 Branch#.. RAL  Warehouse#.. RAL         Default Shipto#..         Ship Via OT
 Chain#...      Salesperson# 003         Truck Routing R1  05  02  FOB Code W
 Language Code..   County#   3           Min Chg(Y/N) Y Deliv Chg(Y/N) Y
 Comments *ORDERS APPROVED BY JACK ONLY _____ D/del _

 F1=Next. F3=AR. F4=Sales. F9=Prc Exc. F10=Ph#. F12=S/I. F14=Codes  F5=Notepad
```

	Tax codes establish a default tax rate for the customer. Notice you can set a **State tax** code and an **Other** code. These are two-character fields that correspond to records you should have already entered in the Tax File. If the customer is tax-exempt, then do not enter any tax codes; leave these two fields blank.
Tax Codes/State	The two-character tax code representing the state or provincial tax, if taxable. These codes must be defined in the Tax File (FIL 16).
Tax Codes/Other	Tax rates are stored in the Tax File (FIL 16). You can define State and Other tax codes and the rates in the Tax File program, if applicable. Tax codes can be overridden for specific orders and invoices. The State and Other tax codes cause an account to be taxable. The **Tax/SS** number field does not control whether or not the account is taxed. If you leave these tax fields blank, the account is considered tax exempt. However, you can also enter these codes on the Order Entry and Invoice screens to make individual invoices and orders taxable.
	Canadian Users: Enter the code representing GST in this field for all customers to which GST applies. Use the **State Tax** field for codes representing tax per province.

	A three-digit number assigned to each county within each state. This field is a selection parameter for many reports. It can be useful when comparing your company's performance by county to published marketing and sales surveys, which are usually listed by county. The county number is also essential if you intend to use the recurring invoice programs, which can invoice sales tax to customers who are not normally taxable. The system uses the county number to find the normal tax rates for the county. You must establish county numbers in the County File (FIL 33).
County #	
	The County File can be used to tax customers normally not taxed.

Interactions with Order Entry

The circled fields on the Order Header screen are affected by settings made on the Billto File.

```
HARBOR FLOOR CENTER (RALEIGH)              ACCOUNT# 201000    REFERENCE# 1033471
2001 ATLANTIC AVE                          Phone#s  919-595-7780   919-958-0565
PO BOX 715                                 Contact: JACKIE
RALEIGH                         NC 27604 Doing Bus As: HARBOR CENTER
                       <<  ADD **  >>
                  ***  H E A D E R   R E C O R D   ***


 Ship-Via  Date-Req.  Cust PO#    Shipto-Override(Y)   Shipto#  FOB    Order-Date
    WC        60507   98725                                      W        060407
    ....              ...........        ..       .........              .......


 Branch  Salesperson  Supplier   Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
   RAL       556        001        RAL          2    DP    ...... ...... ....
   ....              ....                 ..          ..
            ....
                  Pricing, Special Options & Terms


 Customer Price List#...  LP    ( Tax Codes / State: NC Other: CY )   D/Del:
                         ..                                                  ..
 Extra Charge/Discount %  00000   Where Extra Charge Shows (L/S)
                         .......                                    ..
 Floor Plan?      FP Acct         FP Terms      Xref: Ord#        Inv#
          ..             .......          ....         ....... ....... .......
 Payment Terms:      % Disc,      Days.  Cd: 3  Job Name/Xtra Desc: _____
              ....        ....  ....             .
 Order Contact: █...........................................................
 *ORDERS APPROVED BY JACK ONLY
 B
 F2=Job Estimates.
 F4=Delete Order.  F6=Spcl Instructions.  F7=EOJ.  F8=Scrn 1.  F9=Make Non-Tax.
```

Tax Codes/State	*The default is the state tax code entered in the customer's Billto file*. You can override this code. If the order is taxable, enter the state code for the order. You can also press **F9** from the Header Screen to make the order taxable or non-taxable. If not, leave this field blank. The tax rates that relate to each tax code are maintained in the Tax File program on the File Maintenance and Inquiry Menu. You can enter a question mark (**?**) and press **Enter** to search for and select different state tax codes. If a customer is normally non-taxable, but you need to tax the customer, press **F9** to tax the customer only on this order. The tax rates entered in the County Codes File assigned to the customer is used as the tax rate. Order entry can automatically charge tax on specially-designated items, such as samples, even for customers who are normally tax-exempt. The automatic tax feature is activated when an item is ordered that has a tax code A (meaning always taxable). In this situation, the state tax code from the Billto File is inserted into this field.
Tax Codes/Other	Use this field if additional tax is being charged. For example, city tax or local tax. *The default is the other tax code entered in the customer's Billto File*. This tax code may be overridden.You can use either tax code or both. The tax codes are automatically reset if the header warehouse is changed and the warehouse has applicable tax codes. The following example describes how tax codes can be reset: • A taxable order is entered with a header warehouse of NYC. The order is due to ship on a truck from NYC and is being charged NYC tax. The customer is a NYC customer. • The order is changed to a will-call from warehouse BAL. Warehouse BAL has a Baltimore tax rate for will-calls. The tax codes on the order are automatically changed from the Customer's Billto File tax codes to the warehouse BAL tax codes. In general, any change of a header warehouse or a ship via code causes the order entry or order change programs to reassess the tax codes. For Canadian customers, the state tax code is used for PST and the other tax code is used for GST. Use the Tax File program to set up PST and GST codes and descriptions. You can enter a question mark (**?**) to search for different tax codes.

Order Header F9 Function Key

The F9 function key on the Order Header acts as a toggle switch between taxable and non-taxable.For example, if an order is taxable, press F9 to make it non-taxable. If an order is non-taxable, F9 will make it taxable.

This function finds tax rates in either the *Billto* or **County Files**. For example, if an order has no tax codes on the Header Screen, you can press F9 to obtain the tax codes from the customer's Billto File record and insert them in the Header Screen. If the customer is not normally taxed, there will be no tax codes in the customer's Billto File record. In that case, the program retrieves the county number (if any) from the Billto File and then checks the County File for tax codes to retrieve. If an order is

already taxable (contains tax codes on the Order Header Screen), then F9 removes the tax codes and makes the order non-taxable.

Tax Exemptions

Two options off the Special System Maintenance Functions Menu (SYS) allow you create Tax Exemptions.

Tax Exemptions by State/Province File Maintenance (SYS 605)

Tax Exemptions by State/Province File Listing (SYS 606)

Tax Exemptions by State/Province File Maintenance (SYS 605)

This file maintains exemptions by customer, by state or province, with start and expiration dates. If this file is activated, tax exemptions for each order will be checked, based upon the customer account# and the state into which the material is being shipped, or the state assigned to the warehouse from which a will-call is made. If an exemption record is found for that account and state, and the current date is within the start/expiration date span of the exemption, then the order will be considered non-taxable (tax exempt).

The following customer is exempt in NY and Ohio only.

```
Date:   6/19/08            Tax Exemptions by Customer            GBRANNEN
Time:  15:04:21                                                  SAL

                        TAX EXEMPTIONS TABLE

          Acct#:  202039 GREEN ACRES TILE & BATH
                         HICKSVILLE
                                              Begin    End
          D S/P     Exemption                 Date     Date
          ------------------------------------------------
          _  NY  245554741_____        50108_  22222_
          _  OH  921238964_____        10107_  63008_
          _  OH  921239977_____        79198_  63009█
          _  __  _____        _____   _____
          _  __  _____        _____   _____
          _  __  _____        _____   _____
          _  __  _____        _____   _____
          _  __  _____        _____   _____
          _  __  _____        _____   _____

          F6=Return F7=EOJ      Press Enter to Process


               F7=EOJ          Press ENTER to Continue
```

Tax Exemptions by State/Province File Listing (SYS 606)

This option allows you to print a list of customer tax exemption numbers. Its primary use is to list all tax exemptions records that will expire within a specified period of time.

```
Date:  7/21/08              Print Tax Exemptions                    DANCIK


Enter expiration date span.  All tax exemptions that expire between the
dates entered will be listed.

_____Select_One_of_the_Following_____

  Exemptions EXPIRING between:   1/01/07  &   12/31/11    (MM/DD/YY)

                         ------- OR -------

  Exemptions BEGINNING between:  0/00/00  &   0/00/00     (MM/DD/YY)



  Selected States/Provinces:   __ __ __ __ __ __ __    (Leave blank for all)


  Printer:  *_____   (Printer ID, or * for display)



         F4=Cancel                          Press ENTER to Continue
```

Press **Enter** to display the Tax Exemptions that fall within the specified dates.

```
Date:  7/21/08           Online Display of Tax Exemptions             DANCIK
                       Based on Previous Screen Parameters

 Exemptions from:       1/01/07    To:    12/31/11

 To include:    All State/Provinces
                                                    Beginning    Ending
 Customer                    S/P   Exemption#          Date        Date
 ----------------------------------------------------------------------------
 201000 HARBOR FLOOR CENTER ( GA 41252222112229W         1/01/2007 12/31/2007
 201000 HARBOR FLOOR CENTER ( NC 529256449945522         1/01/2007 12/31/2007
 201000 HARBOR FLOOR CENTER ( NC 509956449940933         1/01/2008 12/31/2011
 201000 HARBOR FLOOR CENTER ( SC 90200025242-88          1/01/2006 12/31/2009




                                                              More...




              F4=Cancel                  F8=First Screen
```

Item File (FIL2)

The field that pertain to taxes are circled in the figure below.

```
 ITEM# SAI10900                    UPDATE        UPC 10005-7422       ITEM FILE

 Description: TASTIERA ALMOND 6X8              SAICIS S.P.A., CERAMICHE
             _____         Checkstring: ......

 Usual Supplier# SAI              Inventory (Y/N/S): Y Xref: ............
 Price Class.... SAI002 (F9) ...  Component (Y/N/K/D/R/S/F/L) S  ISO Table# 2
 Cost Class..... SAI002 (F9)      Date Discontinued...         Replen Path ..
 Packaging Class SAI002 (F10)     Suppliers' Item#.... 190-00-68 ...........
 Product Line... TAS              Policies............ NB   ...
 Class.....(1).. WT               Lead Time (in days).         Old= 180 Days
 Class.....(2).. GL               Sequence#........... 013000   Frt Key W
 Class.....(3)..                  Item Width.......... 18
 Trim Class..... DE               Define Remnant Size. 16
 Color Name..... ALMOND ...       Cost Ctr: CER  Frt Class: CT Tax?: N
 Pattern Name... 6X8 ......       Smallest U/M,  Pick: PC  Sales: SF  Supp: CT
 Wear Code...... 0                Order Entry U/M: SF (blank=allow any U/M)
 Rating/ABC Code Z                Qty Break Group: T1  Multiplier:     1
 Commodity Level H                Initials: MD   Sub-Serial:   Stg Code .....
 UPC/Ctn  S-109-AA                UPC Code: 10005-7422      Scan: Item   P/C ..
 Comments *PALLETS ON PO TO BRAZIL!     Last Change:  1/31/08         D/del ..

 F1=Next      F3=Inventory     F4=Sales      F5=Production   F6=Search
 F8=Screen 1  F9=Prices/Costs  F10=Packaging  F12=Spc/Instr   F16=Attributes
```

Tax?	The tax codes that are available are: • **Y** - Taxable (for information only - does not override order tax codes). This field defaults to **Y** indicating that the product is taxable. • **N** - Non Taxable (for information only - does not override order tax codes). When setting up item numbers for charges, such as delivery charges, enter **N** in this field if they are not taxable. • **A** - Always Tax (Overrides order tax codes if order has no tax code). You can enter **A** if you want the system to always tax this item, even for normally tax-exempt customers. You can use this code for items such as samples, that can be automatically taxed, even if the customer is usually non-taxable. If these items have A in this field, the system automatically taxes just those items on otherwise non-taxable orders and invoices. This item-level taxation is supported throughout the entire system, from Order Entry screens, to COD Picking and Packing Lists, and Invoices. These taxes are reflected on the Sales Tax Reports, and are included in the interfaces to General Ledger. • **E** - Tax Exempt (causes specific line items to be tax exempt, even if the order has tax codes). This option is for products and services that are not taxable. This tax code overrides an order's tax codes. This option affects all the programs that calculate tax including: — Order Entry and Order Change — All cash register screens — Order Acknowledgements — Pick Lists (if they show a total due) — Order Inquiry — Invoices — Totals that appear on the Retail File History screen Tax Exempt items appear with an (*) asterisk in front of them on order acknowledgements. The tax code for customer or order still determines whether or not each invoice is taxed.

Warehouse File (FIL 8)

```
 WAREHOUSE# RAL                      UPDATE                    WAREHOUSE FILE
 _____

                        Name  DANCIK INTL / RALEIGH_____
                        Addr1 2000 CENTER GREEN CT._____
                        Addr2 SUITE 250_____
                        City  CARY_____
                        State NC Zip 27610 0000 Ctry __
      Phone# 919 379 3800  Fax# 919 371 1303  Auto-Fax# _____
 _____
 Company#.. 2    (leave blank if this warehouse is shared by multiple companies)
 Branch#... ___  (leave blank if this warehouse is shared by multiple branches)

 Designated Pick List Printer ID: P9  Designated Will Call P/L Print ID: __
 Designated Bar Code Printer ID.: P8  Designated Serial# Tag Printer ID: P8
 Designated Transfers Printer ID: P9  (must enter for stock transfers)
 Designated Slab Printer ID.....: __
 Auto Print Bar Code Pick Labels? P (Y/N/O/T/P)  Shipping Labels? Y (Y/N/O/T)
 Allow Other Companies To Order From This Warehouse? Y (Y/N)
 Tax Codes For Will Call/Pick-Up...State: __ Other: __ (enter if applicable)
 Comments: _____                        D/del _



   F4=Sales Analysis.  F6=Search.   F7=EOJ.  F8=Screen 1.  F9=Inv Value.
```

Field Name	Description/Instructions
Tax Codes for Will Call/Pick-Up **State/Other**	This field should be completed only for warehouses that require a certain tax rate for will call (pick up) orders which overrides the tax codes in the Billto File for the taxable sales. For example, if when picking up an order, a customer who normally pays certain county tax rates must instead pay the tax rates related to your warehouse location, then you should enter the tax codes for your warehouse location here. Space is provided for both the state and other tax codes. These tax rates are used only under the following circumstances: • it is a taxable customer or sale • the ship via code indicates a will call or pick up Before you use this feature, be sure to update the Classification Codes File ship via records. Each ship via code update screen asks, "Does this code represent a pickup or will call?" Respond **Y** or **N**, as appropriate. This causes the Order Entry and Order Changes program to automatically adjust the tax codes based on the warehouse and ship via codes. Canadian users should make sure your tax code for GST (usually GS) is entered in all warehouse records that will use this feature. Enter it in the Other Tax field.

Classification Code File (FIL 19)

To get to the following screen, follow these steps:

- Classification Code File (FIL 19)

- Enter SV as the Category

- Enter a ship code (i.e WC for will call) in the Enter Class/Code field.

- Enter U as the Action Code

```
 C O D E S   &   C L A S S I F I C A T I O N S


     Ship Via Code    WC                                    UPDATE


     _____


         Description: ▮ILL CALL_____

       ╭─────────────────────────────────────────────────────────────╮
       │ Does This Ship Via Code Represent a Pick Up or Will Call?   (Y/N) Y │
       ╰─────────────────────────────────────────────────────────────╯
         SCAC Code: ____  (for carriers)
         Ship Mode: __    (for carriers)

         Is This Ship Via a Valid Choice for Remote-Access Accounts? (Y/N) Y
         Print This Ship-Via Instead of Shipto Addr on Pick Lists?   (Y/N) N
         Does this Ship Via require a Carrier Pro # during CAT?       (Y/N) N
         Activate Route/Delivery Calculations?                       (Y/N) N

                                                                 D/del _



    F1=Next Record.  F4=Sales.  F7=EOJ. F8=1st Screen.   F5=Notepad  F10=O/E Dflts
```

Field	Description
Does This Ship Via Code Represent a Pick Up or Will Call?	Respond Y or N. Enter Y if the ship via code represents a pick up or will call, as opposed to a delivery or shipment. This field is used in order entry and invoicing whenever tax on a will call or pick up is different than if the goods were shipped.

Warehouse Will Call Tax Table - FIL 42

In some states, the "will call" tax rates are dependant on the business address of the customer as well as on the business address of the warehouse servicing the customer. This means that different customers who "will call" (pick up goods) at the same warehouse may be charged different tax rates. It also means that the same customer can be charged different tax rates if that customer "will calls" from dif-

ferent warehouses of the same business and those warehouses are in different areas in terms of taxation.

This option creates a table that automates the taxation of "will calls" in such states. The Warehouse Will Call Tax Table automatically adjusts the tax codes on an order, based upon the business address of the customer as well as the business address of the will call warehouse.

Note: *Before the Will Call Tax Table can be used, it has to be activated via the system wide setting* **Options for Taxes On Will Call Orders.**

"System Wide Setting - Options for Taxes On Will Call Orders" on page 9–18

"Interaction with Order Entry" on page 9–18

The Warehouse Will Call Tax Table is available via option **42** on the File Maintenance (FIL) menu.

```
 3/18/04                  DANCIK INTERNATIONAL, LTD.                GBRANNEN
                         Warehouse Will-Call Tax Table
  Position To:  Will-Call Warehouse...: ___          Password:

  Type option, press Enter.
   I=Inquire. U=Update. D=Delete.


                       If Customer Tax Code is:     Then Use Tax Code(s):
  Opt  Will-Call-Ware    Type(S/O)    Code         State    Other
   ⌐        CHA             S          NC                     N3
   ⌐        CHA             S          VA            NC       N3
   ⌐        RAL             O          AL            NC       N1
   ⌐        RAL             S          VA            NC       N1
   ⌐        RAL             S          XX            XX       N1
   ⌐

                                                              Bottom


  _____
  F1=Add Record.  F6=Return.  F7=Exit.   Roll Up/Down



  F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View   H
```

Note: *Blank fields are ignored during Order Entry.*

Listed below are some examples of how this table works:

- The first entry in the table above reads as follows: If the Will Call Warehouse is CHA (Charlotte), and the customer's state tax code is **NC**, then keep the state tax code as NC and make the Other tax (in this case it is a Charlotte city tax) **N3**.

- The fourth entry reads as follows: If the Will Call Warehouse is **RAL** (Raleigh), and the customer's state tax code is **VA**, change the state tax code to **NC** and the Other tax code to **N1** for Wake county.

The fields on this screen are described in the following table.

Field	Description
Will-Call-Ware	This is the warehouse where the material is going to be picked up. This warehouse relates to the header warehouse of an order. This table is used only if the Will Call tax Table is activated in the System Wide Settings. If the Will Call Tax Table is <u>not</u> activated, then the system checks for will-call tax rates in the Warehouse File
If Customer Tax Code is: **Type (S/O)** **Code**	This information reflects the current tax type (**S**= State Tax and **O**=Other Tax) and tax code of the customer. The O tax code can apply to any type of tax that isn't a state tax (i.e., county or city tax). This information is found in the Billto file. When a will call (customer pickup) order is entered, the Order Entry program checks for this tax type and Tax code and if it is entered into the Will Call Tax Table it is automatically converted to the values shown in the "Then Use" columns.
Then Use Tax Code(s): **State** **Other**	These are the codes that are used to assess taxes on will call customers. When an order is processed for a will call customer, the order entry program accesses the Will Call Tax Table and changes any applicable tax codes to the ones in this column.

To add a new entry to the table, press **F1**. After entering the information press **Enter**. The screen refreshes to show information related to your entries.

```
 3/17/04                   DANCIK INTERNATIONAL, LTD.              GBRANNEN
                        Warehouse Will-Call Tax Table
 Position To:  Will-Call Warehouse...: ___          Password:


 Type option, press Enter.

 _
          Enter Tax Codes to use on Will-Call Orders, based on Warehouse:


  If the Will-Call Warehouse is: RAL
  and Customer's Tax Code is...: Type: S Code: VA (VIRGINIA STATE TAX)

  Then W/C Tax Code(s) should be changed to - State: NC Other: N1
          (NORTH CAROLINA STATE TAX)        (WAKE COUNTY TAX)

    Enter=Update        F4=Cancel          F6=Return         "?"=Search



                                                                        +


 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View  H
```

The will call tax table uses the same password as the Tax File.

*Note: You may search for warehouse and tax codes by entering a "**?**" in the applicable field.*

You may use this feature to change a will call tax table rate to zero.

- Create a tax code with a rate of zero
- assign that tax code whenever you want to change the rate to zero

System Wide Setting - Options for Taxes On Will Call Orders

This setting activates the Will Call Tax Table.

Place an **Y** in the **Activate the Warehouse Will Call Tax Table** field to activate the table. If activated, Order Entry uses the information contained in the Will Call Tax Table to assess taxes based on the business address of the customer as well as the address of the warehouse.

If this feature is not activated, Order Entry uses the tax codes as defined in the warehouse file for will call (customer pick-up) orders.

Interaction with Order Entry

The Will Call Tax Table automates the taxation of "will calls" in states that require differing will call tax rates based on multiple factors. It adjusts the tax codes on an order, based upon the business address of the customer as well as the business address of the will call warehouse.

Note: Review the tax laws of the states that you service to see if this feature is applicable.

The "Will Call Tax Table" is applied in the following circumstances:

- Will Call taxable customer:
  — Order Entry program retrieves the tax codes from the customer's Billto File record.

  — Order Entry then retrieves the Will Call tax codes from the Warehouse File (based upon header warehouse only), and if there are any tax codes in that Warehouse File record, those tax codes override the Billto File tax codes.

  — Order Entry then retrieves the "Will Call Tax Table", and checks for a match on "Order Will Call Warehouse" and "Customer's State Tax Code" and/or "Customer's Other Tax Code", and adjusts those codes as specified in the table.

- Will Call non-taxable customer, made taxable via the Order Entry **F9** - **Make Taxable** function key:
  — Order Entry program retrieves the tax codes from the customer's Billto File record, but when the customer is flagged as non-taxable, the Billto File tax codes are blank.

  — Therefore, the Order Entry program then retrieves the County File, based upon the Billto File State and County fields. The County File contains the normal tax codes for customers in that state/county, and those tax codes are used.

  — Order Entry then retrieves the Will Call tax codes from the Warehouse File (based upon header warehouse only), and if there are any tax codes in that Warehouse File record, those tax codes override the Billto File and County File tax codes.

  — Order Entry then retrieves the "Will Call Tax Table", and checks for a match on "Order Will Call Warehouse" and "Customer's State Tax Code" and/or "Customer's Other Tax Code", and adjusts those codes as specified in the table.

During order entry if a customer order is designated as a "will call", the system automatically checks the Will Call Tax Table to see if it applies. Ship Via codes may be defined as "will call" in the Classification Codes file.

In the following example, a customer order is designated as a will call (**WC** in the **Ship-Via** field) on the Order Header screen. Furthermore, the customer is based in Virginia and his State tax code is for VA.

In this example, the will call/pick-up warehouse is CHA.

```
ABC FLOORING OF VIRGINIA                    ACCOUNT# 205000    REFERENCE# 1013244
5252 MAIN STREET                            Phone#s  212-396-6240   212-525-3555
                                            Contact: SANDRA
FOREST HILLS                       VA 21459 Doing Bus As:
                              <<  UPD **  >>
                      ***  H E A D E R   R E C O R D   ***

 Ship-Via  Date-Req.  Cust PO#    Shipto-Override(Y)   Shipto#  FOB    Order-Date
   WC       31704    1232 ........                     0000500   W       031704

 Branch  Salesperson  Supplier   Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
  RAL        HSE        001        CHA           5    DP

                      Pricing, Special Options & Terms
 Install? N (Y/N)                  Measure? N (Y/N)
 Customer Price List#...  LP       Tax Codes / State: VA Other:        D/Del:
 Extra Charge/Discount %  00000    Where Extra Charge Shows (L/S)
 Floor Plan?     FP Acct           FP Terms      Xref: Ord#        Inv#
 Payment Terms:       % Disc,      Days.  Cd: 2  Job Name/Xtra Desc:


 D

 F4=Delete Order.  F6=Spcl Instructions.  F7=EOJ.  F8=Scrn 1.  F9=Make Non-Tax.
```

When **Enter** is pressed, the system cross references the information against entries in the Will Call Tax table. An example of the Will Call Tax Table is shown below.

```
  3/18/04                    DANCIK INTERNATIONAL, LTD.                    GBRANNEN
                          Warehouse Will-Call Tax Table
  Position To:  Will-Call Warehouse...: ___          Password:


  Type option, press Enter.
   I=Inquire. U=Update. D=Delete.


                       If Customer Tax Code is:    Then Use Tax Code(s):
  Opt   Will-Call-Ware   Type(S/O)    Code         State    Other
   ¬        CHA              S         NC                     N3
   ¬        CHA              S         VA           NC        N3
   ¬        RAL              O         AL           NC        N1
   ¬        RAL              S         VA           NC        N1
   ¬        RAL              S         XX           XX        N1


                                                                    Bottom
  _____

  F1=Add Record.   F6=Return.   F7=Exit.    Roll Up/Down


  _____
  F1=Add    F2=Select    F5=Personal    F9=Additional    F10=Scan   F11=Alt View  H
```

According to the table, if a customer makes a pick-up at the **CHA** warehouse, and their normal tax state code is **VA** when **Enter** is pressed the tax codes are changed to **NC** (for the State tax) and **N3** (for a county tax).

The figure below shows the changes that are made when the Will Call Tax Table is activated.

```
ABC FLOORING OF VIRGINIA              ACCOUNT# 205000     REFERENCE# 1013247
5252 MAIN STREET                      Phone#s  212-396-6240    212-525-3555
                                      Contact: SANDRA
FOREST HILLS                  VA 21459 Doing Bus As:
                          <<   UPD **   >>
                   ***  H E A D E R   R E C O R D   ***

 Ship-Via  Date-Req.  Cust PO#    Shipto-Override(Y)  Shipto#  FOB   Order-Date
    WC       31704    TEST                             0000500   W      031704

 Branch  Salesperson  Supplier    Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
   RAL       HSE        001          CHA           5   DP

                       Pricing, Special Options & Terms
 Install? N (Y/N)                 Measure? N (Y/N)
 Customer Price List#...  LP      Tax Codes / State: NC Other: N3    D/Del:
 Extra Charge/Discount %  00000   Where Extra Charge Shows (L/S)
 Floor Plan?      FP Acct         FP Terms      Xref: Ord#        Inv#
 Payment Terms:       % Disc,     Days.  Cd: 2  Job Name/Xtra Desc:


 D

 F4=Delete Order.  F6=Spcl Instructions.  F7=EOJ.  F8=Scrn 1.  F9=Make Non-Tax.
```

Tax by Zip Codes Table (FIL 43)

This table lets you establish tax rates for zip codes. When an order is overridden in order entry, the system can use this table to automatically calculate the taxes based on the order's final destination.

"System Wide Setting - Options for Taxing Based Upon Shipto Address" on page 9–24

"Interactions with Order Entry" on page 9–26

1. Access this feature via menu **FIL 43**.(*This table can also be accessed via option SYS 908.*)

2. When this option is selected, the Tax by Zip Code Table appears.

```
10/22/04                    DANCIK INTERNATIONAL                 GBRANNEN
                          Tax by Zip Code Table
 Position To:   "From" ZIP CODE.....: 00000         Password:


 Type option, press Enter.
  I=Inquire. U=Update. D=Delete.


      From     To       State   Other
 Opt  ZipCode ZipCode  Tax-Cd  Tax-Cd  State  County  City
  ⌐   03054   03054    MD               MD     000    BALTIMORE
  ⌐   27512   27513    NC      N1       NC     101    CARY
  ⌐   27513   28315    NY               NY     000    ROCHESTER
  ⌐   27520   27520    NC               NC     000    CLAYTON
  ⌐   28052   28052    NC               NC     000    GASTONIA
  ⌐   28215   28215    NC               NC     000    CHARLOTTE
  ⌐   28225   28225    NC               NC     000    CHARLOTTE
                                                              More...


 _____
 F1=Add Record    F6=Return    F7=Exit    Roll Up/Down



 F1=Add   F2=Select    F5=Personal    F9=Additional    F10=Scan    F11=Alt View  H
```

Field	Description
From Zip Code **To Zip Code**	Enter the zip code(s) that is going to be affected by these tax settings. To have the settings apply to only one zip code enter it into both the **From** and **To** fields. If an area has more than one zip code, enter the zip code range.
State Tax-Cd	The state the tax is based on.
Other Tax-Cd	Use this field to assign taxes other than state or county such as a city tax.
State **County**	The state and county that applies to these tax settings. Entering the state is important because it defines where the county is located. For example, there is a Mecklenberg county in NC and VA.
City	The city the zip code(s) relates to.

3. The **I**-Inquire and **U**-Update options bring up the same screen. The update screen is shown below.

```
10/22/04                     DANCIK INTERNATIONAL                     GBRANNEN
                           Tax by Zip Code Table
 Position To:   "From" ZIP CODE.....: 00000          Password:

 Type option, press Enter.


 Enter Tax Codes to use based on a span of Zip Codes..:

    From     To     State   Other
  Zip-Cd  Zip-Cd  Tax-Cd  Tax-Cd  State  County#
   27512   27513    NC      N1      NC     101

    City: CARY                              WAKE COUNTY
          NORTH CAROLINA STATE TAX          TOWN OF CARY TAX


 Enter=Update  F4=Cancel  F6=Return  F9=Tax-File  F10=Cnty-File  "?"=Search



 Password entered is valid for *ALL options...                            +



 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View  H
```

4. In this example, the following entries were made:

   - The Town of Cary has two zip codes so both are entered.

   - The state of North Carolina's tax rates will be used

   - The code **N1** in the **Other Tax-Cd** field signifies that the Town of Cary imposes a tax. Other miscellaneous taxes could be entered here.

   - The Town of Cary is located in Wake county. The **County# 101** ensures Wake county is referenced on the order.

   - The entry you make in the **City** field is the one that displays on the Tax by Zip Code Table. This entry does not apply any taxes; it is for information and organization purposes.

5. The screen also displays all the taxes charged to this zip code. In this case, a city tax, county tax, and state tax are applied.

6. To access the Tax File press **F9**. The Tax File determines how you are charging taxes. Within the Tax File you can create, update or inquire on two types of tax records: the first one is either "S" or "O." The S stands for State Tax, the O stands for Other Tax, which can be county, city, parish, province, etc. The other record, made up of two characters, represents a specific tax code. For example, entering NC as a state code represents the North Carolina State Sales Tax. You can assign the two-character state code or other code. If you are only assigning the other code, then make sure it is a cumulative percent of the state, county and city taxes.

7. Press **F10** to access the County File. The County File enables you to define the taxes for each county used in the system.

Effects on other parts of the system

• Order Change - Anytime a tax code is changed an automatic notepad entry is made.

System Wide Setting - Options for Taxing Based Upon Shipto Address

This setting lets you activate the Tax by Zip Code Table. The Tax by Zip Code table allows you to establish taxes for a single zip code or a range of zip codes. If activated, the Tax by Zip Code table takes effect when the normal account shipto address is overridden.

For example, if a shipment is made to an address that is overridden while entering an order (such as a job site), there will not be any pre-assigned tax codes for the new address. This setting and table allows for automatic tax code assignment based upon the shipto zip code.

This setting works in conjunction with the Order Entry Shipto screen and the Final Destination State and Zip Code fields.

```
CHANGE                    System Wide Settings Maintenance          SYS070FM



  Activate the Tax by Zip Code Table.............................? Y (Y/N)
   (note: if activated, Order Entry will adjust the Tax Codes for taxable
         orders with overridden shipto addresses, by looking for taxes
         related to the shipto zip code)

  Make Zip Code Mandatory on Shipto Overrides....................? N (Y/N)

  Auto-fill State & City from Tax By Zip Table if Zip Code Found.? Y (Y/N)

  Make order tax exempt if a current exemption is found in the
  Tax Exemptions By State/Province File..........................? Y (Y/N)

  Always recalculate tax based upon zip when a shipto
  address is changed.............................................? Y (Y/N)

  Always recalculate tax based upon zip, even if no ship
  override, or shipto is unchanged...............................? Y (Y/N)

 Enter     F7=EOJ    F8=Previous Screen
```

Setting	Description
Activate the Tax by Zip Code Table?	Enter a Y to activate the Tax by Zip Code table. All the settings except Make order tax exempt if a current exemption is found in the Tax Exemptions By State/Province File are dependant on the first setting, Activate the Tax by Zip Code Table, being activated.
Make Zip Code Mandatory on Shipto Overrides?	Ensures the zip code must be entered on the Order Entry Shipto screen when you are overriding the shipto address. This option can work in conjunction with the next option to automatically populate the city and state when a zip code is entered.

Setting	Description
Auto-fill State & City from Tax By Zip Table if Zip Code Found?	Activating this feature directs the system to automatically insert the state and city in the appropriate fields on the shipto screen. The city and state inserted are the ones associated with the zip code in the Tax by Zip Code Table. This only applies to Shipto Overrides.
Make order tax exempt if a current exemption is found in the Tax Exemptions By State/Province File	Entering a Y in this field ensures any tax exemptions created for a State/Province File are still used.
The last two options are intended for companies that use the Tax By Zip Code Table (FIL 43), and store tax exemption numbers in the Tax Exceptions File (SYS 605).	
Always recalculate tax based upon zip when a shipto address is changed	If activated, this option ensures changes on the shipto screen (in Order Entry or Order Change) force a recalculation of the sales tax based on the new shipping information regardless of any prior settings.
Always recalculate tax based upon zip, even if no ship override, or shipto is unchanged	This option causes the tax to be calculated prior to displaying the shipto screen, even when no shipto change or shipto override is entered on the order header. This catches situations where the tax codes in the Billto File may not be as accurate as those related to the zip code of the Billto or the default shipto address.

Interactions with Order Entry

The circled fields on the Shipto Screen in the Order Entry process are affected by the Tax by Zip Code Table and the System Wide Setting - Options for Taxing Based Upon Shipto Address.

```
A & A BUILDING SUPPLIES CO.              ACCOUNT# 200100    REFERENCE# 1015497
6301 HAMILTON ROAD                       Phone#s  704-845-9200   404-979-0434
                                         Contact: JOE
RALEIGH                         NC 27513 Doing Bus As: CARPET ONE


  SHIP TO:              Name  A & A BUILDING SUPPLIES CO.         Shipto# 000000
                        Addr1 6301 HAMILTON ROAD
                        Addr2
                        City  RALEIGH
                        State NC (Zip 27513) 0000  Ctry __

                        Phone Numbers:   704 845 9200
                                         000 000 0000

                        TRUCK ROUTE: █ , , , ,  , , ,    WILL CALL
                        SALESPERSON:    901
                      ( FINAL DESTINATION - STATE: __  ZIP: _____ ___ )

                        BRANCH: RAL
                        SUPPLIER: STOCK

   F9=Delivery Stops & Priority.   F10=Ship/Pickup Dates For Order
   F6=Special Header Instructions. F7=EOJ.  F8=Screen 1.  F11=Return To Header
```

- Depending on if the parameter **Auto-fill State & City from Tax By Zip Table if Zip Code Found?** is activated in the System Wide settings, when you enter a zip code the city and state are automatically inserted, if that zip code is found in the Tax By Zip Table.

- If the parameter **Make Zip Code Mandatory** is activated in the System Wide Settings for Tax by Zip Code, then users are forced to enter a zip code when overriding shipto addresses.

- Use the fields **Final Destination - State___ Zip___** to have the system calculate the tax based upon the "final destination" state and zip code rather than the zip code of the shipto address. This applies in situations where the shipto represents an intermediary point such as a fabricator, work room, or consolidation center. If the "Tax by Zip Code Table" is not activated, these entries are informational only.

   Note: Whenever the **Final Destination** *fields are used, they are stored with the order, and displayed on the order and invoice inquiry screens.*

- When these entries are made and **Enter** is pressed, the system pulls the established tax rates for the zip code from the Tax by Zip Codes table. The program uses the shipto zip code, unless the "final destination" zip code is also keyed.

   Note: The zip code has to be established in the Tax by Zip Code Table.

Company Settings (SET 4) Option 4 - Tax, G/L & Delivery/Route Options

```
█ 3/08/05                      File Maintenance                    FM3000RD
  10:13:47                       Company File                      Z7
_____
Company# ................. 1 DANCIK DESIGN CENTER                * Inquiry *

Tax Options
Apply Tax On Freight .......................... N
Apply Taxes to Fund Contributions / Over Bills . Y

G/L Options
Ending Month Of Fiscal Yr. 12          Use GL Validation Tables . N
Ending Day Of Fiscal Yr .. 31          Double Space Option ...... N
Last Closed Fiscal Year .. 99          Valid GL# For F6 Charges.. Y    *YES


Delivery / Route Options
Maintain Delivery Ship Via in Classification Code File Maintenance
Delivery Charge On COD ........................ N
Use Entire Truck Route / Stop Systems ......... N


_____
 F6=Return   F7=Exit   F8=First Screen                                   H
```

Field Name	Description/Instructions
Apply Tax On Freight	This field is currently not used. It has been superseded by options in the Tax File.
Apply Taxes to Fund Contributions / Over Bills	Enter **Y** to apply taxes to overbills (funds) when an order is placed. Otherwise, enter **N**. Although fund contributions are technically a liability rather than a sale, we recommend setting this option to **Y** to prevent needing to explain funds and overbills in the event of a tax audit.

System Wide Settings

Options for Sales Tax

```
CHANGE                    System Wide Settings Maintenance          SYS098D

Options for Sales Tax

Print Customer Tax Identification#s for State or Province on Invoices? Y (Y/N)

Print Customer Tax Identification#s for State or Province on Order
Acknowledgments...................................................? Y (Y/N)

Print description of assigned tax code on Invoices & Acks, even if
tax amount = 0.00.................................................? Y (Y/N)

Force user to enter message when using the F9=Tax/Non-Tax key on
Order Entry......................................................? Y (Y/N)

Display tax codes and Tax Exemption# on the Order Entry Shipto Screen? Y (Y/N)

Always make order non-taxable if Billto File has no tax codes........? N (Y/N)

Always respect user's F9 to override tax (regardless of other
settings)........................................................? Y (Y/N)

Enter     F7=EOJ    F8=Previous Screen
```

This system wide setting contains options that allow you to:

Setting	Description
Print Customer Tax Identification#s for State or Province on Invoices	This setting causes the Customer's Tax Exemption number to print on the invoice if no tax was charged. The Tax Exemption number printed relates to the date of the invoice. Proper use of this feature ensures that during a tax audit all invoices will either show the tax that was charged or show the Tax Exemption number. Option SYS 605 - Tax Exemptions By State/Province File Maintenance allows for customers to have multiple tax exemption numbers per state or province based on beginning and ending dates.
Print Customer Tax Identification#s for State or Province on Order acknowledgements	This setting causes the current (active) Customer's Tax Exemption number to print on an acknowledgement if no tax was charged. Today's date is used to lookup the correct tax exemption number.
Print description of assigned tax code on Invoices & Acks, even if tax amount = 0.00	This setting causes the tax description (such as "Export No Tax") to print in cases when a tax code is assigned, but the tax rate is 0.00%.

Setting	Description
Force user to enter message when using the F9=Tax/Non-Tax key on Order Entry	This option causes a pop-up window to display whenever a user presses F9 to either force an order to be taxable or force an order to be non-tax. The user is required to enter a message, which is stored on line 9969 of the order - and therefore would be printed on all acknowledgements and/or invoices. If F9 is pressed a second or third time, the current value on line 9969 would be displayed, and the user could change it.
Display tax codes and Tax Exemption# on the Order Entry Shipto Screen	This option causes the state and other tax codes to appear on the Shipto screen (below the Final Destination fields). Also, if an active Tax Exemption number was found for that state or province, then it displays as follows: XX Number (where XX is the state or province and Number is the Tax Exemption number).
Always make order non-taxable if Billto File has no tax codes	The Billto File (FIL 1) contains fields to enter two tax codes (State and Other, which could be used for local taxes). If both of these fields are empty, the order is automatically considered non-taxable. If this setting is activated and the Billto tax codes are blank, the order will remain non-taxable, regardless of the shipto, shipvia, and warehouse settings. However, the user can use **F9** or manually override the tax fields in Order Entry. This ensures the Billto Record is the determining factor in whether order is tax vs non tax.
Always respect user's F9 to override tax (regardless of other settings)	The **F9** function key on the Order Header Screen lets you toggle between making an order taxable or non-taxable. Enter a **Y** in this setting to always respect the tax **F9** override. If this flag is activated, then once an F9 is pressed the user is in control. The tax codes remain as is, after an F9, only subject to the user manually overriding them. After the F9, changes in Ship Via, Warehouse, Shipto, etc, will NOT affect the tax.

Cash Register Environment Option

Displaying Taxes as separate fields on the cash register screen - This option controls the display of taxes on the cash register screen is at the bottom of the Cash Register Environment Options screen.

```
DISPLAY              System Wide Settings Maintenance          SYS034D

 Cash Register Environment Options

Cash Register Payment Screen Method................................: 2 (1/2)

Method 1 = Single Payment Method
Method 2 = Multiple Payment Method (recommended for retail environments)

Method 2 Report Defaults / Include cash receipts already posted today? N (Y/N)
Method 2 Report Defaults / Report Format.......................: 2 (1/2)
Display taxes as separate fields on the cash register screen?.......:  Y (Y/N)
Display the amount that is ready to ship? (total less back orders)..:  Y (Y/N)
Enforce the Min Deposit % from Control Panel on Cash Register Screen?  Y (Y/N)

For COD & CASH Orders:
  (a)Suggest collection Y (Y/N) of all lines at status S Z _ _ _ _ _
  (b)If user changes order status to S Z _ _ _ _ _ , display cash reg scrn
  (c)If option a=Y, show & enforce Min Pymt (if > Min Dep) Y (Y/N)
  (d)If option a=Y, show Rdy to Pay, instead of Rdy to Shp Y (Y/N)
```

For example, if both state & local taxes were charges, it could show:

- NY State Tax - 18.85

- Queens County - 2.85

In Canada it could show:

- Ontario PST - 8.00

- GST - 7.00

- As shown below, the tax fields appear where the **Change** field usually appears.

```
 6/01/04                    Cash Register Transactions              AR5002R
16:28:28                                                           XJ
Order Ref#:     1013959                          Cashier Code.
Order Total:       1366.35
Term Disc:           26.03    HARBOR FLOOR CENTE      Terms........ Terms Cd: M
Net(less dis):    1340.32
                              Exp
MP Card / Check Number   Date Approvl Cd Paymnt/Dep   Amt Rcvd    Other Reference
                                               .00          .00
                                               .00          .00
                                               .00          .00
                                               .00          .00
                                               .00          .00
                                               .00          .00
                                               .00          .00
                                               .00          .00
                                                                        More...
                                  Total:       .00 ( 5% NC STATE TAX    65.06)
                              Balance Due:   1340.32

F1=Pick List   F2=Quotation   F3=MSF        F4=Pick List & Ackn   F5=Ackn Only
F6=Return to O/E              F7=Temp Hold  F9=Invoice
F12=Process/No Print          F15=Swipe     F16=Install/Scheduler
```

Tax Audit Inquiry by Invoice# (SYS 909)

This program displays the breakdown of taxable versus non-taxable amounts on an invoice. The taxable and non-taxable amounts are shown as originally calculated. This keeps the historical information accurate and not based on tax rates, which may have changed since the invoice was generated.

1. Enter the invoice that you want to display the historical tax information for and press **Enter**.

```
TAX AUDIT INQUIRY FOR AN INVOICE
This program displays the breakdown of taxable versus non-taxable
amounts on an invoice. Press F23 to view an invoice.


  Enter INVOICE# 408424
 STATE TAX CODE: NY NYS SALES TAX                Tax Frt? N Tax Other Tax? N
 OTHER TAX CODE: NY 4.25% CITY TAX               Tax Frt? N Tax State Tax? N

   Total LINE ITEM Prices.........:        298.83
              Taxable.........:        263.86
          Non-Taxable.........:         34.97
   Total MISC (F6) Prices.........:         22.94
              Taxable.........:           .00
          Non-Taxable.........:         22.94
   Total FUNDS....................:         79.00
   Total FREIGHT (from line 9990).:         25.00
   Total HANDLING CHARGE/DISCOUNT.:           .00
   Total INVOICE..................:        425.77    With Tax:          454.91
              Taxable.........:        342.86
          Non-Taxable.........:         82.91
    STATE TAX$    14.57      OTHER TAX$     14.57      TOTAL TAX$       29.14
         %     4.25             %      4.25             %          8.50

 F4=Cancel        F7=EOJ          F9=Tax File          F23=Display Invoice
```

This first part of the screen shows the tax codes applicable to the invoice and system related set-tings for charging tax. These fields are the tax codes assigned to the invoice, but do not necessar-ily represent the description or settings that were in the Tax file at the time the invoice was generated. They are simply the values currently in the Tax file.

Note: *Press* **F9** *to access the Tax File. Use this file to update or edit the tax codes. These changes do not effect invoices that are already created.*

The second part of the screen breaks down the taxable and non-taxable charges pertaining to this invoice, regardless of current tax rates.

2.   The screen below describes the tax breakdown for this invoice.

This is the total charge for the line items that were sold

Of the $298.83 of line items sold 263.86 was taxable and 34.97 was not

```
Total LINE ITEM Prices.........:    298.83
              Taxable.........:     263.86
          Non-Taxable.........:      34.97
Total MISC (F6) Prices.........:     22.94
              Taxable.........:        .00
          Non-Taxable.........:      22.94
Total FUNDS....................:     79.00
Total FREIGHT (from line 9990).:     25.00
Total HANDLING CHARGE/DISCOUNT.:        .00
Total INVOICE..................:    425.77   With Tax:       454.91
              Taxable.........:     342.86
          Non-Taxable.........:      82.91
STATE  TAX$      14.57    OTHER TAXS     14.57    TOTAL  TAX$      29.14
         %       4.25              %      4.25              %       8.50
```

None of these Misc Lines were taxable In this example, these charges consist of handling and delivery charges

The Fund Charge is taxable

The Freight Charge is non-taxable (based on current settings)

Total of the Item Tax (263.86) plus the Funds charge (79.00)

Calculation of the applicable taxes in this example a state and city tax were assessed on the invoice total of 425.77. Total tax rate is 8.25% for a total tax of 29.14.

Total nontaxable charges Items Prices (34.97) plus the Misc charge (22.94), plus the freight charge (25.00)

Invoice Amount (425.77) with tax (29.14) included

Note: *This screen is meant to be used for research, in anticipation of a tax audit. It enables you to see how your system tax options are set, as well a what taxes were actually charged on any invoice.*

3. To view the actual invoice, press **F23**. This accesses the Invoice File as shown below.

```
                    I N V O I C E   F I L E                919-677-0005
Billed To:                   Shipped To:               Inv#  : 408424
WILLIAMS FLOORS, INC.        WILLIAM FLOORS, INC       Acct# : 200200
952 MAIN STREET              1011 FIRST STREET         Slmn#s:
                             UNIT #200                 Ware# : NYC
PEEKSKILL          NY 40443  ROCHESTER       NY  40415 Branch: RAL
Inv-Date  Ship-Date  Ship Via  FOB  Cust P.O.# / Job     Prc-List  H.Chg/Disc
 9/09/04    9/09/04  CC G101    W    TEST-TAX              AC       5.00 % L
Line   Item#              Description                 Qty     Unit-Price
0010   SAI10900          TASTIERA ALMOND 6X8          50.00 SF     2.384
                           S/N: D032003        TS25
0020   LABC1             CARPET INSTALLATION 7.99 SY    .00 SY     6.290
0030   HAR11111          URETHANE PARQUET N&B PLAIN   50.00 SF      .257
                           S/N: 091895         H58
0040   HAR81030          ADHESIVE #80 TAN 1 GALLON     1.00 EA      .105
0050   LABC1             CARPET INSTALLATION 7.99 SY    .00 SY     6.290
0060   REX3037           INDIA MODAK 12X18            50.00 SF     4.214
                           S/N: RG75           N78
0070   LABC1             CARPET INSTALLATION 7.99 SY   5.56 SY     6.290

 press enter for more...                         Sub-Tot:      377.83
                                                 Cost:         285.78
 ENTER LINE# TO SEE MORE DETAILS: █ , , ,  (line 0000=display all lines)
 Enter=Forward. F7=EOJ. F8=1st Screen. F12=Manifest & B/L#s.   F5=Notepad
```

4. Press **Enter** to see the rest of the invoice, which for this example shows the F6 Misc charges.

```
                    I N V O I C E   F I L E                919-677-0005
Billed To:                   Shipped To:               Inv#  : 408424
WILLIAMS FLOORS, INC.        WILLIAM FLOORS, INC       Acct# : 200200
952 MAIN STREET              1011 FIRST STREET         Slmn#s:
                             UNIT #200                 Ware# : NYC
PEEKSKILL          NY 40443  ROCHESTER       NY  40415 Branch: RAL
Inv-Date  Ship-Date  Ship Via  FOB  Cust P.O.# / Job     Prc-List  H.Chg/Disc
 9/09/04    9/09/04  CC G101    W    TEST-TAX              AC       5.00 % L
Line   Item#              Description                 Qty     Unit-Price
9966             Delivery Charge:                        *          8.00
9979             HANDLING CHARGE                                   14.94
       Terms: 2%/5, NET 60







 Totals:  H.Chg:    .00   Tax:   29.14   Frt:   25.00    Total:     454.91
                                                         Cost:      285.78
 ENTER LINE# TO SEE MORE DETAILS: , , , ,  (line 0000=display all lines)
 Enter=Forward. F7=EOJ. F8=1st Screen. F12=Manifest & B/L#s.   F5=Notepad
```

Sales Tax Reporting

The following parts of the system can be used for collecting data on sales tax

Sales Tax Reports (RSA 6)

Sales Tax Report - For Auditing (RSA 21)

Sales Tax Reports (RSA 6)

This is the main sales tax report, usually run at the end of a month or period, for reporting how much tax was charged.

It allows you to choose between billto state and shipto state on all versions. When you request the Sales Tax Report, the following screen displays:

```
       R E P O R T    P A R A M E T E R S          Sales Tax Rep


  Enter a Customer Account#, or Leave Blank to Include ALL Customers: ▊.....
  Enter a Branch# or Leave Blank to Include ALL Branches............: ,,,,
  Enter a Salesperson# or Leave Blank to Include ALL Salespeople....: ,,,,

  Enter a Date Span or Leave Blank to Include All...  FROM: ,,,,,,,, TO: ,,,,,,,,
  Enter an Invoice# Span or Leave Blank for All.....  FROM: ,,,,,,,, TO: ,,,,,,,,

  Enter a State Code or Leave Blank to Include ALL States...........: ,,

  Enter a GP% Span or Blank for All (001-999,+ or -)  FROM: ,,,,,  TO: ,,,,,
  Enter "P" for "PAID ONLY","U" for "UNPAID ONLY" , or Blank for All: ,,
  Enter Ship Via codes or Leave Blank for ALL Ship Vias:  ,,, ,,, ,,, ,,, ,,,
  Enter a HEADER WARE# or Leave Blank to Include ALL Hdr Warehouses.: ,,,,
        (header ware is where pick lists prints & order ships from)




              F4=Cancel,          F7=Continue.
```

- **Enter a GP% Span or Blank for all (001-999, + or -)** - You can use this field to narrow the report down to a specific gross profit margin.

- **Enter "P" for "PAID ONLY","U" for "UNPAID ONLY", or Blank for All** - Allows you to include only paid transactions, only unpaid transactions, or both.

- **Enter Ship Via codes or Leave Blank for ALL Ship Vias** - You can use ship via codes as one of the parameters to sort and organize this report. This is useful for retail businesses that use special ship via codes for installs versus non-installs. It can also be used to separate "will call" versus other ship via methods.

- Enter the ship via codes you want to include in the report. Only the codes you enter are included all others are not considered. To include all ship via codes just leave the field blank. This option is

important if taxes are applied differently based on ship via codes, such as WILL CALL versus DELIVERY versus INSTALL.

Note: *To display a listing of all the available ship via codes, insert a "**?**" in the field and press* **Enter**.

5. Several screens appear that allow you to customize the report.

    •   You can choose whether to run the report for the state on the billto or the shipto address. When the Sales Tax Report is formatted and sorted, it uses either the state within the billto address or the state within the shipto address. When an invoice does not contain a shipto address, the billto address is assumed as the shipto address.

6. You are presented with several sorting options. Choose the one that best serves you. For example, the option to use the county from the zip table is recommended for any companies that have set up FIL 43 (Tax by Zip Code Table).

7. The following screen allows you to control how calculations are shown on the tax report.

```
  USER OPTIONS




  "1" = Base Calculations on Tax Rates in Current File.
  "2" = Base Calculations on Tax Rates applied at time of Invoice.




  Enter one of the choices listed above: █




  F4=Cancel
  F11=Return To Previous Screen
```

8. If you want to run the tax report using the current tax rate in the Tax file, use option **1** - **Base Calculations on Tax Rates in Current File**. However, if you want to run the tax report to see the amount that was collected at the time of invoicing (tax rate could have changed since then) for tax audits then take option **2** - **Base Calculations on Tax Rates applied at time of Invoice**. When you choose option 2, the tax amounts are shown, but not the tax rate, as the rate could vary within a single sub-total, if the rate was changed during the date span of the report.

9. You can enter a state code or leave the state field blank to include all states. In either case, the following screen displays later in the parameter entry process.

```
   USER OPTIONS


      Enter "1" to Use the STATE Within the BILLTO Address.
      Enter "2" to Use the STATE Within the SHIPTO Address.
      Enter "3" to return to menu.


      Enter one of the choices listed above: _





      F4=Cancel
      F11=Return To Previous Screen
```

There is a version of the Sales Tax Report which sorts by state/county/tax codes. The use of this tax
report sort enables you to use the same tax codes for multiple counties, yet still break out taxes and
sales by county. For example, tax code A1 could indicate Alabama 10% and can apply to multiple
counties. The new report can still break on county even through multiple counties are assigned A1.

When the Sales Tax Report is formatted and sorted, it uses either the state within the billto address or
the state within the shipto address, as selected above. When an invoice does not contain a shipto
address, the billto address is assumed as the shipto address.

Sales Tax Report - For Auditing (RSA 21)

This report, accessed via option **RSA 21**, is similar to the main sales tax report produced through
option **RSA 6**. This report has additional features for auditing.

1. On the Sales Report Menu (RSA), select option 21 - Sales Tax Report - For Auditing.

```
 3/14/08                DANCIK INTERNATIONAL, LTD.              GBRANNEN
10:02:42               ┌─────────────────────────┐             SAL
                       │    Sales Reports Menu    │             R2007
                       └─────────────────────────┘

 Opt Description                        Opt Description
   1 Invoice Registers                   16 Item Sales, Price, & Cost Analysi
   2 Credit Registers                    17 Job Work-In-Progress Report (WIP)
   3 Product Sales Reports (by Item..>   18 Out Of State Sales Report
   4 Special Order Product Sales Re..>   19 Four-Way Sales & GP Analysis
   5 Miscellaneous F6 Line Sales         20 Four-Way Order Contact Analysis
   6 Sales Tax Reports                   21 Sales Tax Report - For Auditing
   7 Customer Sales & Payment Analy..>
   8 Promotional Sales Reports          Ten-Way Reports
   9 Fund Analysis Reports              101 Ten-Way Sales Analysis Reports
  10 Sales Summaries By G/L Account     102 Ten-Way Fill Rate Analysis Report
  11 Daily System Snapshot Analysis
  12 Sales Tax Report / Non-Taxed Item  X By Y Reports
  13 Combined Sales & Order Summaries   201 "X By Y" Sales Trends Analysis
  14 List of Deliveries With & W/O Fee  202 "X By Y" Gross Profit Analysis
  15 Sales Commissions by Price Class   203 "X By Y" Ranking Reports
                                                              More...
                Enter Desired Menu / Option# ====> RSA 21
 ───────────────────────────────────────────────────────────────────────
 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View  H
```

2. Select the parameters that you want to include in the report.

```
      ┌─────────────────────────────┐          ┌──────────────────┐
      │ R E P O R T   P A R A M E T E R S │          │ Sales Tax Rep │
      └─────────────────────────────┘          └──────────────────┘
      ─────────────────────────────────────────────────────────────

  Enter a Customer Account#, or Leave Blank to Include ALL Customers: █,,,,,
  Enter a Branch# or Leave Blank to Include ALL Branches............: ,,,,
  Enter a Salesperson# or Leave Blank to Include ALL Salespeople....: ,,,,

  Enter a Date Span or Leave Blank to Include All...  FROM: ,,,,,,,, TO: ,,,,,,,,
  Enter an Invoice# Span or Leave Blank for All.....  FROM: ,,,,,,,, TO: ,,,,,,,,

  Enter a State Code or Leave Blank to Include ALL States...........: ,,,

  Enter a GP% Span or Blank for All (001-999,+ or -)  FROM: ,,,,,   TO: ,,,,,
  Enter "P" for "PAID ONLY","U" for "UNPAID ONLY" , or Blank for All: ,,
  Enter Ship Via codes or Leave Blank for ALL Ship Vias:  ,,, ,,, ,,, ,,, ,,,
  Enter a HEADER WARE# or Leave Blank to Include ALL Hdr Warehouses.: ,,,,
         (header ware is where pick lists prints & order ships from)
      ─────────────────────────────────────────────────────────────
```

3. Next select a single company to run the report for, or leave the field blank to include all compa-
   nies.

4. Choose to run a detailed version (lists each invoice) or a summary version (lists totals for each tax
   code).

5. Regardless of the version you print the subsequent screens allow you to make the following decisions:

   •   Which state to use for reporting; the state within the BILLTO or SHIPTO Address.

   •   How to sort the report. There are five sorting options that range from sorting by company to county and state.

   •   Which tax rates to base calculations on; the tax rates in the current file or tax rates applied at time of invoicing.

   •   Choosing an Auditing option from four options:

      — Include all invoices (taxed or not)

      — Only include invoices with no tax codes

      — Only include invoices with tax codes, but with a zero rate

      — Only include invoices with no tax codes OR a zero rate

   •   To print the tax codes found in the Tax By Zip file, if there are no tax codes on the invoice.

Detailed Version

The main difference between the Summary and Detailed versions is the inclusion of the invoice and customer information.


```
3/14/08  11:27      S A L E S   T A X   R E P O R T - With Options For Auditing       BY COMPANY                        PAGE   11
DANCIK INTERNATIONAL, LTD.                                                                                      INREGTX/INREGT/LI

ACCOUNT# 201000       Includes all invoices (taxed or not)                                                          ALL BRANCHES
ALL DATES                                                                                                         ALL INVOICE#S
ALL STATES                                                                                                       ALL SALESPEOPLE
                                                                                                              ALL HDR WAREHOUSES

TAX CODES   CURRENT TAX         INVOICE  INVOICE
1   2       DESCRIPTION         NUMBER    DATE    CUSTOMER                  NET(A/R)     TAXABLE    NON-TAX    TAX 1     TAX 2
---------------------------------------------------------------------------------------------------------------------------------
NC       NORTH CAROLINA STATE TAX                            SUB-TOTAL:      437.00      380.00       .00    19.00     38.00

NY NY    4.25% CITY TAX         409196  8/28/06 HARBOR FLOOR CENTER (R          .00         .00       .00       .00       .00
NY NY    4.25% CITY TAX         409287 10/19/06 HARBOR FLOOR CENTER (R        83.55       77.01       .00      3.27      3.27
NY NY    4.25% CITY TAX         410214  9/14/07 HARBOR FLOOR CENTER (R        26.70       10.51     15.00       .74       .45
NY NY    4.25% CITY TAX         410520 10/01/07 HARBOR FLOOR CENTER (R       154.06      125.00     15.00      8.75      5.31
NY NY    4.25% CITY TAX         Avg Rate: 10.25 %       SUB-TOTAL:           264.31      212.52     30.00     12.76      9.03

NY       NYS SALES TAX                                       SUB-TOTAL:      264.31      212.52     30.00     12.76      9.03

   N1    TOWN OF CARY TAX       409578 11/29/06 HARBOR FLOOR CENTER (R       238.41      135.70    100.00       .00      2.71
   N1    TOWN OF CARY TAX       Avg Rate:  2.00 %       SUB-TOTAL:           238.41      135.70    100.00       .00      2.71

                                                            SUB-TOTAL:      238.41      135.70    100.00       .00      2.71

AL Z1    ZZ COUNTY TAX          409597 11/29/06 HARBOR FLOOR CENTER (R       712.14      647.40       .00       .00     64.74
AL Z1    ZZ COUNTY TAX          Avg Rate: 10.00 %       SUB-TOTAL:           712.14      647.40       .00       .00     64.74

AL       ALABAMA STATE SALES TAX                            SUB-TOTAL:      712.14      647.40       .00       .00     64.74

   01    KINGS COUNTY           410531 10/01/07 HARBOR FLOOR CENTER (R       310.43      272.91     15.00       .00     22.52
   01    KINGS COUNTY           Avg Rate:  8.25 %       SUB-TOTAL:           310.43      272.91     15.00       .00     22.52

                                                            SUB-TOTAL:      310.43      272.91     15.00       .00     22.52

                                       COMPANY# 2 TOTAL:   115582.61    105909.64    6084.40   3451.57    137.00

* Note: Tax Rates shown are averages based on the taxes charged on each invoice.
* Note: Tax codes from the tax by zip table are shown when no tax codes are on the invoice.
```

Summary Version

ALL ACCOUNT#S   Includes all invoices (taxed or not)   Summary Version   BRANCH# RAL
ALL DATES   PAID INVOICES ONLY   ALL INVOICE#S
STATE NC   ALL SALESPEOPLE
                                                                            HDR WARE RAL

TAX CODES 1 2	CURRENT TAX DESCRIPTION		NET(A/R)	TAXABLE	NON-TAX	TAX 1	TAX 2
NC	NORTH CAROLINA STATE TAX	SUB-TOTAL:	148.50	148.50	.00	.00	.00
NC	NORTH CAROLINA STATE TAX	SUB-TOTAL:	148.50	148.50	.00	.00	.00
NY	NYS SALES TAX	SUB-TOTAL:	246.59	197.75	35.00	13.84	.00
NY	NYS SALES TAX	SUB-TOTAL:	246.59	197.75	35.00	13.84	.00
		SUB-TOTAL:	62.60	47.45	15.15	.00	.00
		SUB-TOTAL:	62.60	47.45	15.15	.00	.00
NC WA	WAKE COUNTY TAX - RALEIGH	SUB-TOTAL:	42.17	28.20	12.00	1.41	.56
NC	NORTH CAROLINA STATE TAX	SUB-TOTAL:	.00	.00	.00	.00	.00
		SUB-TOTAL:	.00	.00	.00	.00	.00
		SUB-TOTAL:	.00	.00	.00	.00	.00
NC	NORTH CAROLINA STATE TAX	SUB-TOTAL:	42.17	28.20	12.00	1.41	.56
N1	TOWN OF CARY TAX	SUB-TOTAL:	953.75	886.03	50.00	.00	17.72
		SUB-TOTAL:	953.75	886.03	50.00	.00	17.72
		COMPANY# 2 TOTAL:	3448.83	2401.12	999.95	29.48	18.28

Transferring a file to the iSeries (AS/400) using an Excel Spreadsheet

The secret is to have the file you are transferring data to already created on the iSeries. Then use Client Access to do the file transfers. (If the file does not have any data, add a dummy record so that the file download will get some data, you can replace the dummy record using the Excel spreadsheet).

Creating and Storing the Configuration Files

Starting the File Transfer from the AS/400 to the PC

Editing Data in Excel

To send the new file back to the AS/400

Creating and Storing the Configuration Files

1. After the first time you run this, you don't need to download the file description again; you can fill the spreadsheet with data, and do the upload only. We have to do the download once to get the file description onto your PC.

2. This process creates a set of configuration files on your PC. In this demo, we will create a new directory C:\UPLOADLOC to store these configuration files. This way we know where to retrieve them from, however you may store them in any directory that you wish.

    Note: The directory must exist prior to doing the actual download.

3. We start with a file on the AS/400. This file is named UPLOADLOCF in library QS36F. The file layout is as follows:

Field	Length	Text
W6WARE	3	Warehouse
W6LOCID	4	Location ID
W6EXTLOC	8	Extended Location

Starting the File Transfer from the AS/400 to the PC

From your Client Access session:

1. Select the menu option Actions -> Receive File from Host.
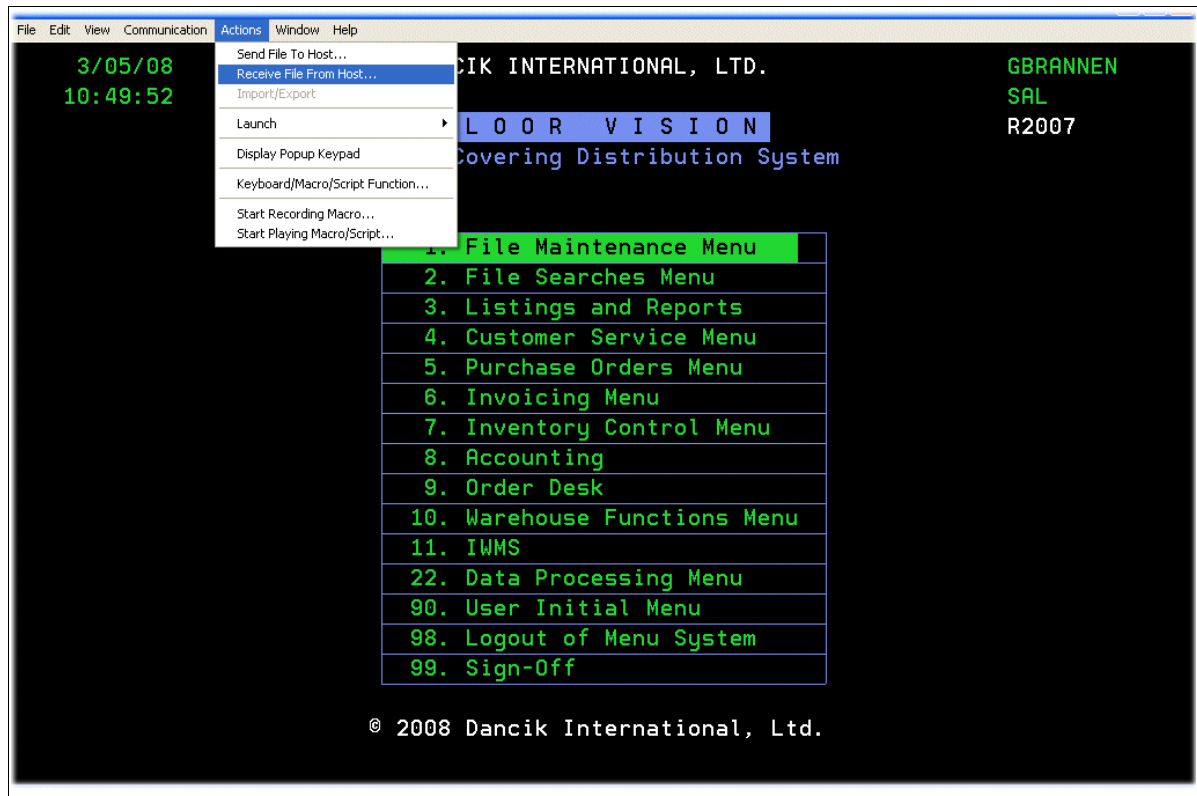
2. The next window asks you for the file you want to download. Enter the following data:

Under the iSeries panel

- System Name: Should already be populated with your iSeries name.

- File Name: Enter   QS36F/UPLOADLOCF(UPLOADLOCF)

Under the PC panel

- Output device: Should already have "File" in it.

- File Name: Enter C:\UPLOADLOC\UPLOADLOC.CSV (You can name the file anything you want to, but it Must have a .CSV extension.)

Note: Before you actually transfer the file, click on the Details button in the PC Panel.
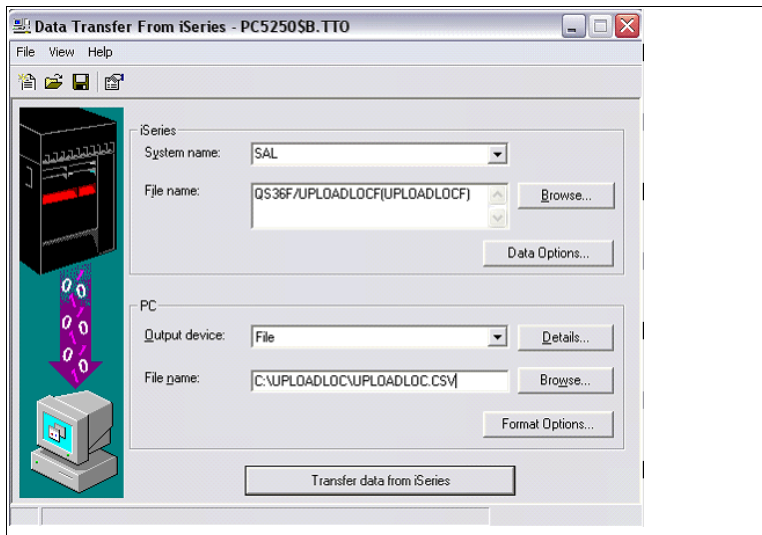
3. In the Details screen, pick the file type as Comma Separated Values (CSV). And in the PC file description file, enter the name of the file you want to save the layout of the fields in, this should be defaulted for you. Here we are saving it in our directory created in Step 2.
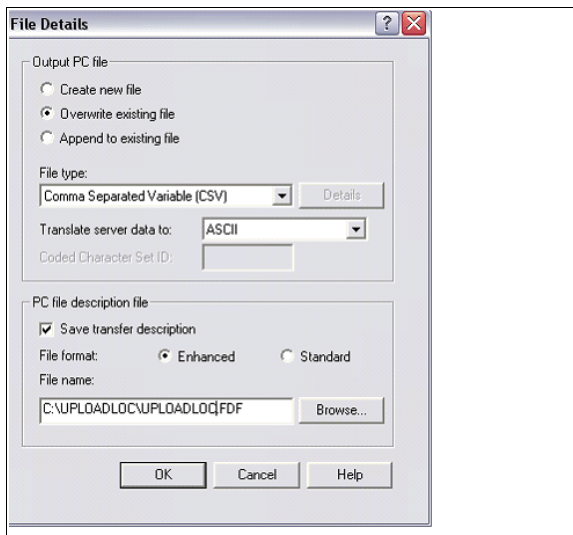
4. Click **OK** to return to the Transfer from AS/400 request screen.

5. Click the **Transfer Data from AS/400** button. The transfer will process and present a confirmation screen that it completed.

6. Click **OK** on the Transfer to File Complete Panel. Close out your Transfer request screen and save the request when prompted.

Editing Data in Excel

1. Start up EXCEL. Open the .CSV file you just created. If you are using the naming convention we are using here, it would be C:\UPLOADLOC\UPLOADLOC.CSV

2. Edit the cells with the values for each column. Your spreadsheet will have 3 columns.

- Column 1 = Warehouse

- Column 2 = Location ID

- Column 3 = Extended Location (You may leave Extended location blank if you are not using checkstrings.)

3. Save your spreadsheet with the new data.

4. Close your spreadsheet to avoid any record locking before uploading.

To send the new file back to the AS/400

1. In Client Access select the menu bar option Actions -> Send file to Host.

2. When the Data Transfer to AS/400 panel appears:

   - In the PC panel, browse to the file you want to upload, in our case the C:\UPLOAD-LOC\UPLOADLOC.CSV file.

   - In the AS/400 Panel, enter the Library, File, and Member you are going to replace. In our case QS36F/UPLOADLOCF(UPLOADLOCF).
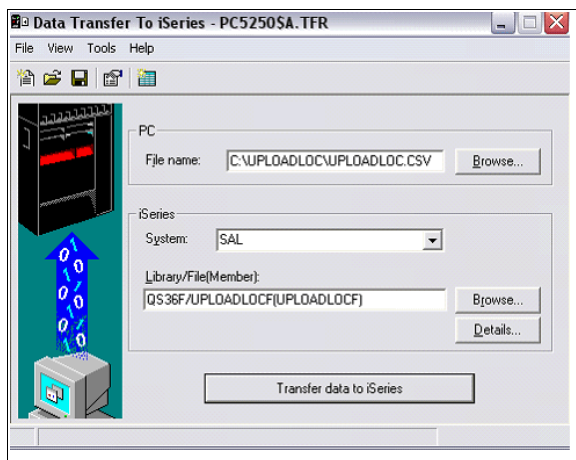
3. Click on Details. This is where you will pickup the .FDF file definition file to describe the layout.

4. Be sure to change the "**Create iSeries object:**" in the iSeries panel to "**No, replace member only**" as shown below.
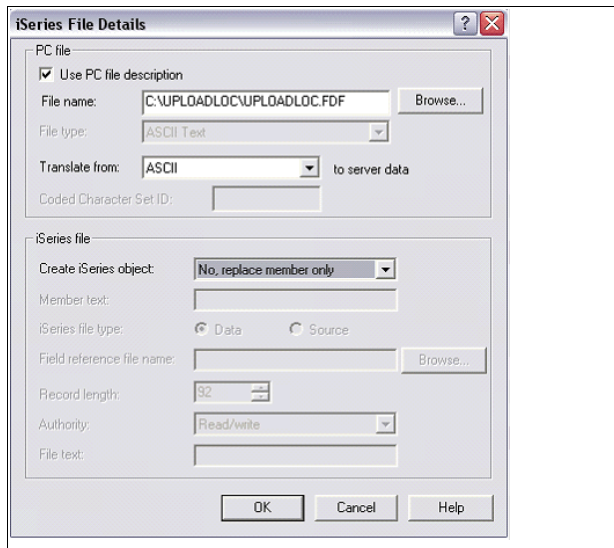
5. Click **OK** to return back to the transfer to AS/400 panel.

6. Click on the **Transfer to AS/400** button. The transfer will process and you will receive a confirmation panel. Press **OK** on your confirmation panel.

7. Close out your Transfer request window. When asked if you want to save the request, click the **Yes** button.

8. Your Excel file is now on the iSeries.

9. Now that you have your file on the iSeries, you must run a program to add the locations to the IWMS locations file.

10. From a command line, type **UPLOADLOC,** and press **Enter**. This will put the records into the IWMS Location file.

Downloading Data from the iSeries (AS400) to a PC

This document covers two options for downloading data from an iSeries (AS400) to a PC.

- **Option 1 - Client Access on the iSERIES**

   Advantages:

   — Downloads data directly to a an Excel spreadsheet.

   — Client Access is probably already installed on your iSERIES; therefore there are no extra applications to buy.

   Disadvantages:

   — You need to know where, in the database, the files you want to download are.

— In many cases, data being displayed is derived (GP%, etc) or based on data from multiple files. You would have to download the appropriate data and then perform the same calculations Dancik International does to arrive at the same data values as displayed in the Dancik System

- **Option 2 - Third party software**
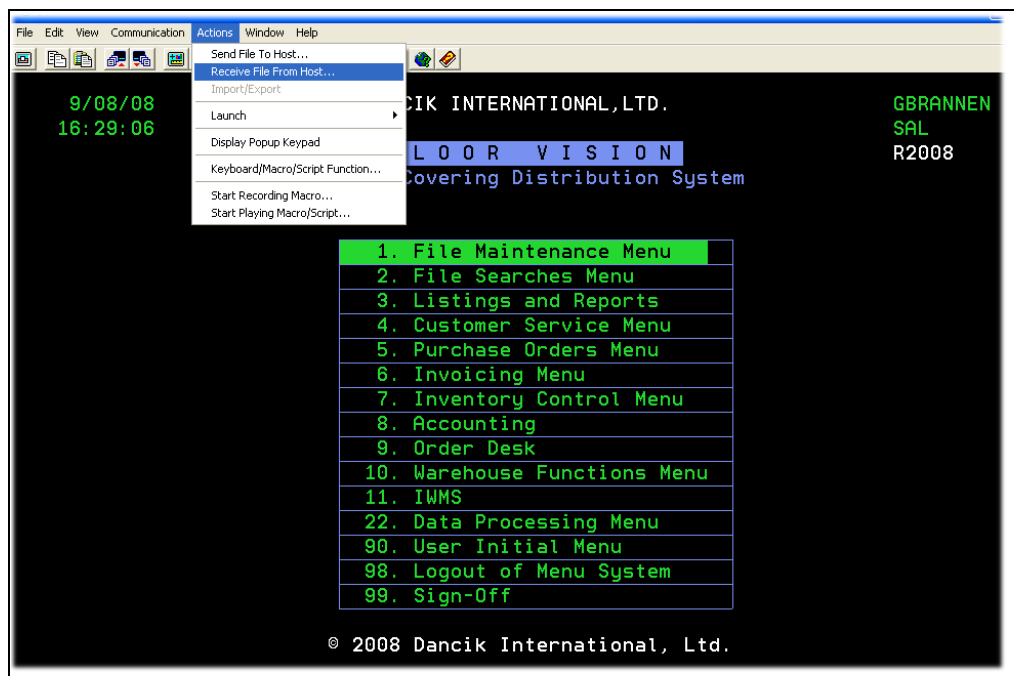
  Advantage

  — Works with reports on the Spool file so the information is easy to access (Compleo and Monarch)

  — Can combine information from multiple reports into one spreadsheet

  — Can also be used to pull raw data into Excel (like Client Access, IBM Query with SQL, and Crystal Reports)
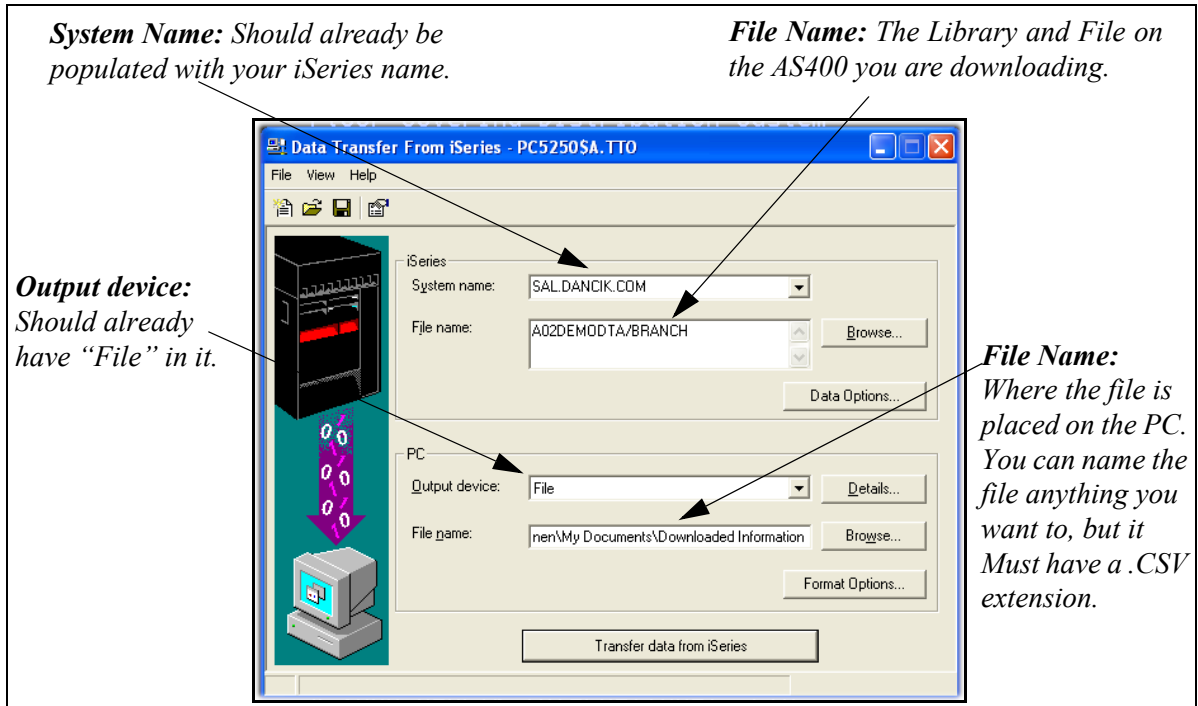
  Disadvantages

  — Requires the purchase of a 3rd party software package.

  — This option is supported by third parties, and not fully supported by Dancik.

  — If you pull raw data, you also have some disadvantages as described under Client Access on the iSeries

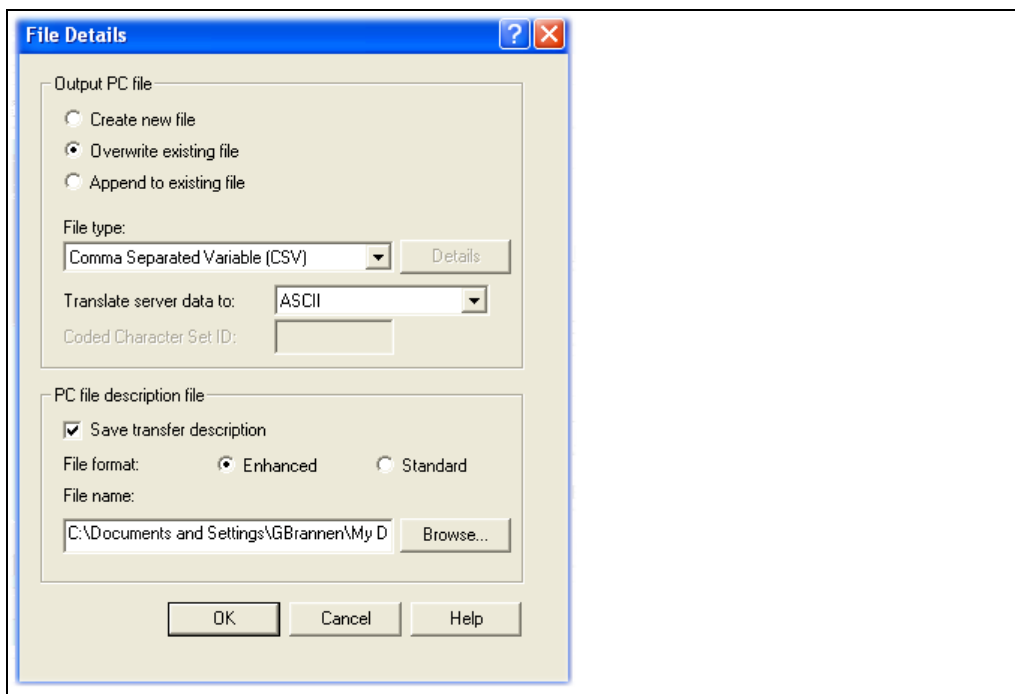## Option 1 - Client Access on the iSERIES

1. From your Client Access session, select the menu option Actions -> Receive File from Host.

2. The next window to display asks you for the file you want to download.

Output device: Should already have "File" in it.

File Name: Where the file is placed on the PC. You can name the file anything you want to, but it Must have a .CSV extension.

Data Transfer From iSeries - PC5250$A.TTO

File View Help

iSeries
System name: SAL.DANCIK.COM
File name: A02DEMODTA/BRANCH   Browse...
Data Options...

PC
Output device: File   Details...
File name: nen\My Documents\Downloaded Information   Browse...
Format Options...

Transfer data from iSeries

3. After entering the iSERIES and PC information, click the **Details** button in the PC portion on the dialog box.

File Details

Output PC file
○ Create new file
● Overwrite existing file
○ Append to existing file

File type:
Comma Separated Variable (CSV)   Details

Translate server data to: ASCII
Coded Character Set ID:

PC file description file
☑ Save transfer description
File format: ● Enhanced   ○ Standard
File name:
C:\Documents and Settings\GBrannen\My D   Browse...

OK   Cancel   Help

4. Click **OK** to return to the Transfer from AS/400 request screen.

5. Click the **Transfer Data from AS/400** button. The transfer will process and present a confirmation screen.

An example spreadsheet, run for Branches, is shown below.

	A	B	C	D	E	G	H	I
1	R	B	ALL	"ALL" BRANCHES	FOR COMPANY WIDE TRANSACTIONS	CORPORATE/NO SPECIFIC BRANCH		0
2	R	B	LAX	COMPANY "B" INTL / LOS ANGELES		LOS ANGELES	CA	95111
3	R	B	NYC	COMPANY "B" INTL / NYC		NEW YORK	NY	10012
4	R	0	ALL	"ALL" BRANCHES	COMPANY-WIDE TRANSACTIONS	CORPORATE/NO SPECIFIC BRANCH		0
5	R	0	ANA	DANCIK INT'L / ANAHEIM	SAMPLE COMPANY	ANAHEIM	CA	90901
6	R	0	RAL	DANCIK INT'L / RALEIGH	401 HARRISON OAKS BLVD	CARY	NC	27513
7	R	0	RDC	DANCIK DISTIBUTION CTR	401 HARRISON OAKS	RALEIGH	NC	0
8	R	1	ALL	"ALL" BRANCHES	FOR TRANSACTIONS NOT ALLOCATED			0
9	R	2	AIR	DANCIK AIRPORT BRANCH	6644 WEST WALNUT STREET	DALLAS	TX	0
10	R	2	ALL	DANCIK HOME OFFICE/BRCH "ALL"	* USED FOR G/L & A/P ONLY,	CORPORATE/NO SPECIFIC BRANCH		0
11	R	2	ANA	DANCIK OF ANAHEIM	100 E BALL ROAD	ANAHEIM	CA	90000
12	R	2	BAL	DANCIK OF BALTIMORE	6950 AVAITION BLVD	GLEN BURNIE	MD	12345
13	R	2	CDC	CENTRAL DISTR. CENTER - TEXAS	5252 HILL ROAD	DALLAS	TX	0
14	R	2	CHA	DANCIK OF CHARLOTTE	123 E. MAINN ST.	CHARLESTON	WV	11111
15	R	2	CIN	DANCIK OF CINN.	1 CINN RD	CINNCINATTI	OH	32589
16	R	2	NYC	DANCIK OF NEW YORK	401 HARRISON OAKS BLVD.	CARY	NC	27513
17	R	2	RAL	DANCIK FLOORS OF RALEIGH	2000 CENTREGREEN WAY	CARY	NC	27513
18	R	2	RDC	DANCIK MAIN DC		RALEIGH	NC	27513
19	R	2	SAL	DANCIK OF SALT LAKE CITY	P.O. BOX 65768	SALT LAKE CITY	UT	84165
20	R	2	SAN	DANCIK OF SAN DIEGO	1818 MILL VALLEY ROAD	SAN DIEGO	CA	97852
21	R	2	STL	DANCIK OF ST LOUIS	22 LEWIS PL	ST. LOUIS	MO	38965
22	R	2	LOG	DANCIK LOGISTICS	1500 VALLEY HIWAY	DURHAM	NC	27517
23	R	3	BRN	CORPORATE SALES TO BRANCHES	INTER-COMPANY SALES	CARY	NC	27513
24	R	3	SAM	CORPORATE SALES / SAMPLES		CARY	NC	27513
25	R	2	HOU	DANCIK OF HOUSTON	1817 CENTURY BLVD	HOUSTON	TX	75122
26	R	4	ONT	ONTARIO		CARY ON 555 444	ON	0
27	R	4	RAL	RALEIGH RETAIL STORE	1000 AIRPORT BLVD	MORRISVILLE	NC	27616
28								
29								

Note: *This information for this particular spreadsheet is pulled from the Branch File (FIL 6) in the Dancik data library.*

Option 2 - Third party software

Data mining/Report generation applications, such as Monarch Software (*http://www.datawatch.com*) and Compleo Software (*http://www.compleo.com*), can be used to retrieve report information from the iSeries spool files generated by the Dancik Enterprise system -OR- retrieve data directly from the iSeries databases (similar to using client Access and with the same limitations).

The most productive way to get up and running with these types of third party tools would be the scenario where the information you need to analyze is already on existing Dancik Enterprise System Reports. This information may be on one or multiple reports. In that scenario - these tools would be used to extract and/or combine the data from one or more reports and then allow you to generate a third synthesized report and then export to xls, PDF, etc.

If the data you are looking for is not available on an existing report at all, then you would have to extract the raw data and then combine and output to xls, pdf, etc. In this case, you have the same limitation as client access, i.e. - you would need to either know the tables and/or calculations used to derive the output you are looking for or contract with Dancik Professional Services for guidance on where to get the data required.

Once retrieved, the data can be analyzed, filtered, combined, and/or manipulated as needed using the third party software interface. After retrieval and/or raw data extraction, the results of the analysis or data retrieval can then be exported to a number of formats (xls, PDF, HTML, etc) as supported by the respective third part software vendor.

We know that some of our customers are successfully using the two applications listed above with the Dancik system. There are several others, but before purchasing, consult with Dancik to ensure the application work with the Dancik system.

Workflow For a Customer Pickup at Dock Door (Best Practices)

These basic steps comprise the workflow required for a customer to make a pick up (will call) at the dock door:

*   View order

*   Set "limits fields"

*   Print bar-coded pick/load sheet

*   Verify and load products and scan to "S" status

*   Print packing list

The following steps and figures provide the details of the process.

1. Access the warehouse menu *(WAR) and select option **5** - **Update Order Status**.

```
 3/06/08                   DANCIK INTERNATIONAL, LTD.            GBRANNEN
10:38:35                   Warehouse Functions Menu             SAL
                                                                R2007

 Opt Description                          Opt Description
   1 Inventory Inquiry                     16 Warehouse Areas Table
   2 Order Inquiry & Search                17 Invoicing By Truck Route & Sts
   3 Customer Search                       18 COD Invoicing & Reports
   4 Item Search                           19 Bill-of-Lading/Manifest/Drop Inq
   5 Update Order Status                   20 Warehouse Capacity Planning
   6 Inventory Cycle Counts                21 R/F Menu
   7 Print Transfer Pick Lists             22 Item Cross Reference Table Search
   8 Warehouse Shipping Reports          - * Use Menu WSI for UPS, etc.
   9 Print Warehouse Labels
  10 Order Inquiry by Shipping Date
  11 Pick Labels Print Pool             ** UNIVERSAL OPTIONS **
  12 Mailing Machine/Shipping System    993 Display System Messages
  13 Inventory Adjustments by Serial#   994 Send System Messages
  14 Order Ship Date & Routing Updates  995 Your Printer Output
  15 Warehouse Locations Table          996 Output Distribution
                                                                More...
                 Enter Desired Menu / Option# ====> WAR ___

 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View  H
```

2. On the screen that appears, enter the order number you want to work with.

```
        O R D E R  /  S H I P P I N G   S T A T U S   U P D A T E



              ORDER#  LINE#  --- ITEM# -------- LOT#  SERIAL#
              415468 ____    __ ___ _____ ____  _____


                    USER ID/BADGE# ---> _____

                        NEW STATUS ---> _
                         NEW LOC'N ---> _____




 F2=Limits   F5=Notepad    F6=Change  F7=EOJ   F10=Print P/L  F9=Scan UCC-128
 F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory   H
```

3. Press **F21**. The Order Inquiry screen appears. Check the balance due. If the order is a cash order or COD sale, the word CASH or COD is shown highlighted, and you may need to collect the balance due before shipping. In the example below, the order was paid in full, and is therefore allowed to be shipped.

```
                    OPEN ORDER FILE SEARCH BY ORDER#              Entered Today
To:                             Ship To:    919-455-2512       Order#: 415468
CASH SALES / RALEIGH            ANDREW      OLDHAM             Acct# : 200080
                                18 PARK WEST                  Slmn#s: 002 901
                                                              Ware# : RAL
RALEIGH              NC 27513  CARY              NC 27513  Branch: RAL DP
Order-Dt  Entered  Dt-Req  Shp-Via/F  Cust P.O.# / Job      Prc  ETA    OH/Stat
 8/11/03  8/11/03  8/11/03 WC      W  919-455-2512           LP
Line  Item#                  Description                  Qty      Unit-Price
0001             DOWNSTAIRS BATH
0010  FLT55034            P.CHOICE BONE  4X4            36.00 SF    2.790 A
                       S/N: J101          L990
0020  FLT5503SN4269       P.CHOICE BONE SN-4269 ANGLE    5.00 PC    3.500 A
                       S/N: K87           R425
0030  FLT5503S4269        P.CHOICE BONE S-4269 BN 2X6    8.00 PC    5.000 A
                       S/N: REG           R436




        End Of Order       Stk:    .00  Tax:   11.06      Total:      169.00
                    Unapplied Pymt/Credit:    169.00   Balance:         .00
ENTER LINE# TO SEE MORE DETAILS: ,,,,,              CASH
Enter=Forward. F6=Change/Canc. F8=1st Scrn. F10=Print. F12=Shpg.    F5=Notepad
```

4. Press **F7** to return to the Order/Shipping Status Update screen. Press **F2** to set "limits".

```
         O R D E R  /  S H I P P I N G   S T A T U S   U P D A T E




         ORDER#  LINE#  --- ITEM# -------- LOT#  SERIAL#
         415468  ____   __ ___ _____ ___  _____



              USER ID/BADGE# ---> _____

                 NEW STATUS ---> _
                 NEW LOC'N ---> _____






  F2=Limits  F5=Notepad   F6=Change  F7=EOJ   F10=Print P/L  F9=Scan UCC-128
   F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory  H
```

5. The "Limit" fields help prevent shipping mistakes by ensuring that only items on the order are scanned and shipped. In the example below, the order number is entered into the "Limit to Order" field.

```
         O R D E R  /  S H I P P I N G   S T A T U S   U P D A T E

   ( Limit to: Order# ) 415468 Ship Via: __  Trk Rt: __  From Ware: ___  To: ___



             ORDER#  LINE#  --- ITEM# -------- LOT#  SERIAL#
             415468  ____   __ ___ _____ ___  _____


                      USER ID/BADGE# ---> _____

                        NEW STATUS ---> _
                         NEW LOC'N ---> _____







 F2=Limits   F5=Notepad   F6=Change  F7=EOJ   F10=Print P/L  F9=Scan UCC-128
 F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory   H
```

6. Press **F10** to print a Pick/Load sheet for the order.

```
         O R D E R  /  S H I P P I N G   S T A T U S   U P D A T E

     Limit to: Order# 415468 Ship Via: __  Trk Rt: __  From Ware: ___  To: ___

                        Select Document To Print

              ORDER#    Print Pick/Load Sheet      SERIAL#
              415468     Print Packing List        _____
                             F6=Return


                                                   _


                     _____
                           F6=Return




 F2=Limits   F5=Notepad    F6=Change  F7=EOJ    F10=Print P/L  F9=Scan UCC-128
 F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry    F22=Inventory   H
```

7. Click **Print Pick/Load Shee**t. A print verification screen appears.

8. An example of the Pick/Load sheet is shown below. This document is printed on a laser printer and can be scanned. This document can include bar codes, similar to a load sheet, if printed on a printer that supports bar codes.

```
 8/11/03              DANCIK INTERNATIONAL, LTD.                PAGE   1
15:57:52              ORDER PICK / LOAD SHEET                   ZA GBRANNEN

Customer: ANDREW      OLDHAM                   Order#......: 415468
 Address: 18 PARK WEST                         Ship Via ...: WC
                                               Truck Route.:
           CARY NC 27513 5122                  Ship Date...:  8/11/03


Order/Line  Item/Description      Serial#     Quantity UM   Location    Status
415468 0010 FLT55034               J101           4    CT   L990          A
            P.CHOICE BONE  4X4

            Customer PO#: 919-455-2512

           _____
415468 0020 FLT5503SN4269          K87            0    CT   R425          A
            P.CHOICE BONE  SN-4269 ANGLE          5    PC

            Customer PO#: 919-455-2512

           _____
415468 0030 FLT5503S4269           REG            0    CT   R436          A
            P.CHOICE BONE  S-4269 BN 2X6          8    PC

            Customer PO#: 919-455-2512


           _____

                            Total Weight:     118    LB

```

On the Pick/Load sheet shown above, all items on the requested order are listed, including their current status and bin location. In the example above, the items were already picked and staged (status A), and the operator will now move them from the staging area to the customer's vehicle. The quantities are shown in the pick units of measure, similar to a pick list.

9. Enter or scan the order and line number of the first piece of material that you are shipping on the Order/Shipping Status Update screen. The line numbers are listed on the Pick/Load sheet. The line numbers are also included in the bar codes, and can be scanned.

```
            O R D E R  /  S H I P P I N G   S T A T U S   U P D A T E

        Limit to: Order# 415468 Ship Via: __  Trk Rt: __  From Ware: ___  To: ___




            ORDER#   LINE#  --- ITEM# -------- LOT#   SERIAL#
            415468   0010    __  ____  _____  ____   48799882


                        USER ID/BADGE# ---> GARYB

                            NEW STATUS ---> S
                             NEW LOC'N ---> _____




     F2=Limits   F5=Notepad   F6=Change  F7=EOJ   F10=Print P/L  F9=Scan UCC-128
     F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory   H
```

> *Note:* *The fields that are required on this screen can include* **ITEM#**, **SERIAL#**, **USER ID**, *and*
> **NEW LOC'N** *(location). The order/line and status code are always required. These field
> requirements are established in the CONTROL panel for each work station. In the
> example above, the user is required to enter the serial number of the item being
> shipped. The program automatically skips over fields you do <u>not</u> need to fill in.*

10. If you enter or scan any wrong information, the system displays an error message. In the figure
    below, the wrong serial number for the item in line 0010 was entered. This prevents shipping the
    wrong material.

```
            O R D E R  /  S H I P P I N G    S T A T U S    U P D A T E

        Limit to: Order# 415468 Ship Via: __ Trk Rt: __ From Ware: ___ To: ___



              ORDER#  LINE#  --- ITEM# -------- LOT#  SERIAL#
              415468  0010    __ ___ _____ ___   48799882


                        USER ID/BADGE# ---> GARYB_____

                            NEW STATUS ---> S
                             NEW LOC'N ---> _____



            ERROR# "S7" / THE SERIAL# YOU ENTERED DOES NOT MATCH THE
                       SERIAL# ON THE ORDER YOU ENTERED.
     F2=Limits    F5=Notepad    F6=Change   F7=EOJ    F10=Print P/L   F9=Scan UCC-128
     F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory   H
```

11. Recheck the serial number on the Pick/Load sheet and correct the serial number, or scan the correct the material.

```
            O R D E R  /  S H I P P I N G    S T A T U S    U P D A T E

        Limit to: Order# 415468 Ship Via: __ Trk Rt: __ From Ware: ___ To: ___



              ORDER#  LINE#  --- ITEM# -------- LOT#  SERIAL#
              415468    10    __ ___ _____ ___  J101_____


                        USER ID/BADGE# ---> GARYB_____

                            NEW STATUS ---> S
                             NEW LOC'N ---> _____






     F2=Limits    F5=Notepad    F6=Change   F7=EOJ    F10=Print P/L   F9=Scan UCC-128
     F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory   H
```

In the example above, the user has scanned or keyed the serial number of the material that matches line 0010 of order 415468.

12. Press **Enter** to allow the system to accept your entry. If you are using a scanner, **Enter** may be automatic. The screen displays two acceptance lines indicating the entry was correct.

```
         O R D E R  /  S H I P P I N G   S T A T U S   U P D A T E

     Limit to: Order# 415468 Ship Via: __  Trk Rt: __  From Ware: ___  To: ___



            ORDER#  LINE#  --- ITEM# -------- LOT#  SERIAL#
            415468   10    ___ ____ _____ ____  _____


                    USER ID/BADGE# ---> _____

                       NEW STATUS ---> _
                        NEW LOC'N ---> _____
         Status S Accepted For: ANDREW      OLDHAM

                               P.CHOICE BONE  4X4



  F2=Limits   F5=Notepad   F6=Change  F7=EOJ   F10=Print P/L  F9=Scan UCC-128
  F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory   H
```

13. Error messages also appear if you go outside the limits. In the following example, the order number entered did not match the order number limit. This feature prevents you from shipping an item that does not belong to the order you are working on.

```
          O R D E R   /   S H I P P I N G   S T A T U S   U P D A T E

       Limit to: Order#  415468  Ship Via: __  Trk Rt: __  From Ware: ___  To: ___


             ORDER#   LINE#   --- ITEM# -------- LOT#   SERIAL#
              415465  )0010    __  ____ _____ ____   ABC123____


                     USER ID/BADGE# --->  GARYB_____

                          NEW STATUS --->  S
                           NEW LOC'N --->  _____



        ERROR "LJ" / YOU ARE SCANNING THE WRONG ORDER#!
                 THE ORDER# IS NOT EQUAL TO THE "LIMIT TO" ORDER#!
    F2=Limits    F5=Notepad    F6=Change   F7=EOJ    F10=Print P/L   F9=Scan UCC-128
    F20=UCC-128 Label Maintenance   F21=Order Search & Inquiry    F22=Inventory    H
```

The operator continues to key or scan the order, line, and serial numbers of the material as they load the material for the customer. All mistakes are displayed on the screen to ensure accurate shipping.

14. The following screen shows line 0030 of the order being accepted.

```
          O R D E R  /  S H I P P I N G    S T A T U S    U P D A T E

      Limit to: Order# 415468 Ship Via: __ Trk Rt: __ From Ware: ___ To: ___



            ORDER#  LINE#  --- ITEM# -------- LOT#  SERIAL#
            415468    30   ___ ____ _____ ____  _____


                    USER ID/BADGE# ---> _____

                      NEW STATUS ---> _
                       NEW LOC'N ---> _____

        Status S Accepted For: ANDREW     OLDHAM

                             P.CHOICE BONE S-4269 BN 2X6



 F2=Limits   F5=Notepad   F6=Change  F7=EOJ   F10=Print P/L  F9=Scan UCC-128
 F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory   H
```

Note: Repeat the process of "scanning Pick/Load sheet plus scanning material" for each line
on the order you are shipping. In this example, line 0030 is the last line shipped.

15. After all material is loaded for the customer, press **F21** to show the Order Inquiry screen with the lines of the order at "S" status. This step is not required, but it enables you to make sure you have updated all of the line items you wanted to ship.

```
                    OPEN ORDER FILE SEARCH BY ORDER#            Entered Today
To:                                 Ship To:     919-455-2512      Order#: 415468
CASH SALES / RALEIGH                ANDREW       OLDHAM            Acct# : 200080
                                    18 PARK WEST                  Slmn#s: 002 901
                                                                  Ware# : RAL
RALEIGH                 NC 27513  CARY                   NC 27513  Branch: RAL DP
Order-Dt  Entered  Dt-Req  Shp-Via/F  Cust P.O.# / Job      Prc  ETA    OH/Stat
 8/11/03  8/11/03  8/11/03 WC      W  919-455-2512           LP
Line  Item#                   Description                 Qty     Unit-Price
0001            DOWNSTAIRS BATH
0010  FLT55034          P.CHOICE BONE  4X4             36.00 SF     2.790 S
                         S/N: J101          L990
0020  FLT5503SN4269     P.CHOICE BONE SN-4269 ANGLE     5.00 PC     3.500 S
                         S/N: K87           R425
0030  FLT5503S4269      P.CHOICE BONE S-4269 BN 2X6     8.00 PC     5.000 S
                         S/N: REG           R436




        End Of Order      Stk:     .00  Tax:    11.06      Total:      169.00
                     Unapplied Pymt/Credit:    169.00     Balance:        .00
ENTER LINE# TO SEE MORE DETAILS: ,,,,,          CASH
Enter=Forward. F6=Change/Canc. F8=1st Scrn. F10=Print. F12=Shpg.    F5=Notepad
```

Note: On the screen above, the operator can see all three lines are now at status "S" indicating they have been shipped.

16. Press **F7** to return to the Order/Shipping Status Update screen. Press **F10** to display the following window. Select **Print Packing List**.

```
            O R D E R  /  S H I P P I N G    S T A T U S    U P D A T E

        Limit to: Order# 415468 Ship Via: __  Trk Rt: __  From Ware: ___  To: ___

                            Select Document To Print

                    ORDER#      ┌─────────────────────┐      SERIAL#
                                │  Print Pick/Load Sheet│
                    415468      │  Print Packing List   │      _____
                                │       F6=Return       │
                                └─────────────────────┘

                                                         _


                                _____
                                        F6=Return




     F2=Limits    F5=Notepad    F6=Change  F7=EOJ   (F10=Print P/L)  F9=Scan UCC-128
     F20=UCC-128 Label Maintenance  F21=Order Search & Inquiry   F22=Inventory    H
```

17. When **Print Packing List** is selected, the following screen appears and allows you to include or omit order lines based on status codes. Include lines at "S" status, which are the lines you just shipped.

```
                            PACKING LISTS

                    ▓▓ STATUS CODE SELECTION SCREEN ▓▓

                            Order# 415468



    Include Lines Only If They Are At Any Of The Following Status Codes  S  _ _ _ _


                                -- OR --


    Omit Lines If They Are At Any Of The Following Status Codes........: _ _ _ _ _








            F4=Cancel                    F11=Return To Previous Screen
```

18. Enter the status codes. For the purposes of this example, enter an **S** and press **Enter**. A print verification screen appears. This screen shows what printer the packing list prints on.

```
                ORDER# 415468   - PACKING LIST PRINTING ON PRINTER P9


                        Press Any Key To Continue
```

19. The following figure displays a packing list. Your customer signs this document.

```
PACKING LIST                                                RAL    8/11/03  16:11   PAGE   1


                                                                      ORDER#
                                                                      415468


     FROM:                          SHIP TO:                    BILL TO:

     DANCIK INT'L / RALEIGH         ANDREW      OLDHAM           OLDHAM, ANDREW
     2000 CENTREGREEN WAY           18 PARK WEST                 18 PARK WEST
     SUITE 250
     CARY              NC 64064     CARY            NC 27513     CARY            NC 27513


ORDER DT--DATE REQ--SHIP VIA------F.O.B.--------ACCOUNT#--CUST P.O.#/JOB-----TERMS--------ORDER REFERENCES--
 8/11/03   8/11/03  WILL CALL     WAREHOUSE     200080 919-455-2512    NET CASH       001/1014746/  DP
           MONDAY                                                                     LP/RAL/Z/002

ITEM#---------CUST ITEM#----DESCRIPTION------------------SERIAL#-----QTY--U/M-------------------PACKAGING-

0001                        DOWNSTAIRS BATH

FLT55034                    P.CHOICE BONE  4X4            J101       36.00 SF                4 CT

FLT5503SN4269               P.CHOICE BONE SN-4269 ANGLE   K87         5.00 PC                        5 PC

FLT5503S4269                P.CHOICE BONE S-4269 BN 2X6   REG         8.00 PC                        8 PC








 Order Weight:    119 LBS    Cust Ph#: 919-425-2355          Total:    4 CT      13 PC
                             Shipto Ph#: 919-455-2512  919-425-2355
**** CASH ****  COLLECT $      169.00
                                                            Picked By:       Loaded By:
**Please note!**  Effective November 1st, Cut-off time for next    Date:          Date:
day delivery will be Noon.
Thank you for your valued business!                         Received By . . . . . . . . . . . . . .
```

Note: *The packing list indicates what was actually shipped. Therefore, the customer's signature relates to what was shipped, and not to the entire order if only part of the order was shipped at this time. This feature prevents the appearance that a customer picked up more than what was actually shipped.*

Note: *Also note that packing lists indicate if an order was cash or COD. If the operator failed to check the Order Inquiry screen, they are reminded to do so by the messages on the packing list.*

Back Order ETA Dates

The following methods for managing back order and ETA ship dates are available:

- ISO - The ISO programs assign an initial ETA/ship date to each back order as it is entered. It is based on current purchase order ETS dates or lead times. However, as purchase order dates change, you must use one of the other methods to stay up to date.

- Manual - Customer service or purchasing personnel decide which customers will be filled from each of the incoming purchase orders, and assign dates to each back order as needed.

- By Vessel/Container - Customer service or purchasing personnel assign incoming purchase orders and customer back orders to specific vessels and/or containers. When vessel dates are changed, all attached purchase orders and customer back orders are automatically updated with new dates (PUR 18).

- Systematically - Using PUR 19, or setting on "automatic back order date changes" to run nightly. These programs line up all customer back orders against all incoming purchase orders, and reassign back order dates automatically based on priorities and back orders.

Automatic Back Order Fill

Filling your back orders can be accomplished with a high degree of personal attention, or by using a totally automatic approach, or a little of both approaches.

Strategy #1 - High Degree of Personal Attention

• Use option INB 4 - Fill Back Orders as your primary method for filling back orders. INB 4 enables you to access both the automatic back order fill, and manual back order fill.

• Use the manual back order process, so that you can personally review each customer back order and decide 'who gets what".

• With this strategy you may not use automatic back order fill at all. However, it is recommended that you first run automatic back order fill (via the F2 option within INB 4), and then review the results on the manual screens within INB 4. Then you can make changes if appropriate, but the system will have filled all the back orders that require no additional thought.

Strategy #2 - High Degree of Automation

• Use INB 4 automatic back order fill, or skip INB 4 and set the option to have INB 5 - Post Receipts automatically fill back orders as part of the receipts posting process.

• With this strategy, it is essential that you have carefully established all of the system files and settings that affect how the automatic back order fill process operates:

— System Wide Setting for Back Order Fill

— Back Order Fill Algorithm Matrix

— ISO Tables for all Products

— Preferred Serial Number logic if applicable

— Warehouse Settings for Auto-Back Order Fill

• If you fill back orders using the (F2) option in INB 4, you can make changes prior to posting. If you fill back orders within INB 5, then no changes can be made except via Allocation Swapping.

Inventory Costs

Inventory cost is maintained in several areas of the system. Dancik application cost is maintained as Base Cost + Freight = Landed Cost (cost).

The formula shown below illustrates how Dancik computes inventory values. The formula is known as the Average Cost Formula.
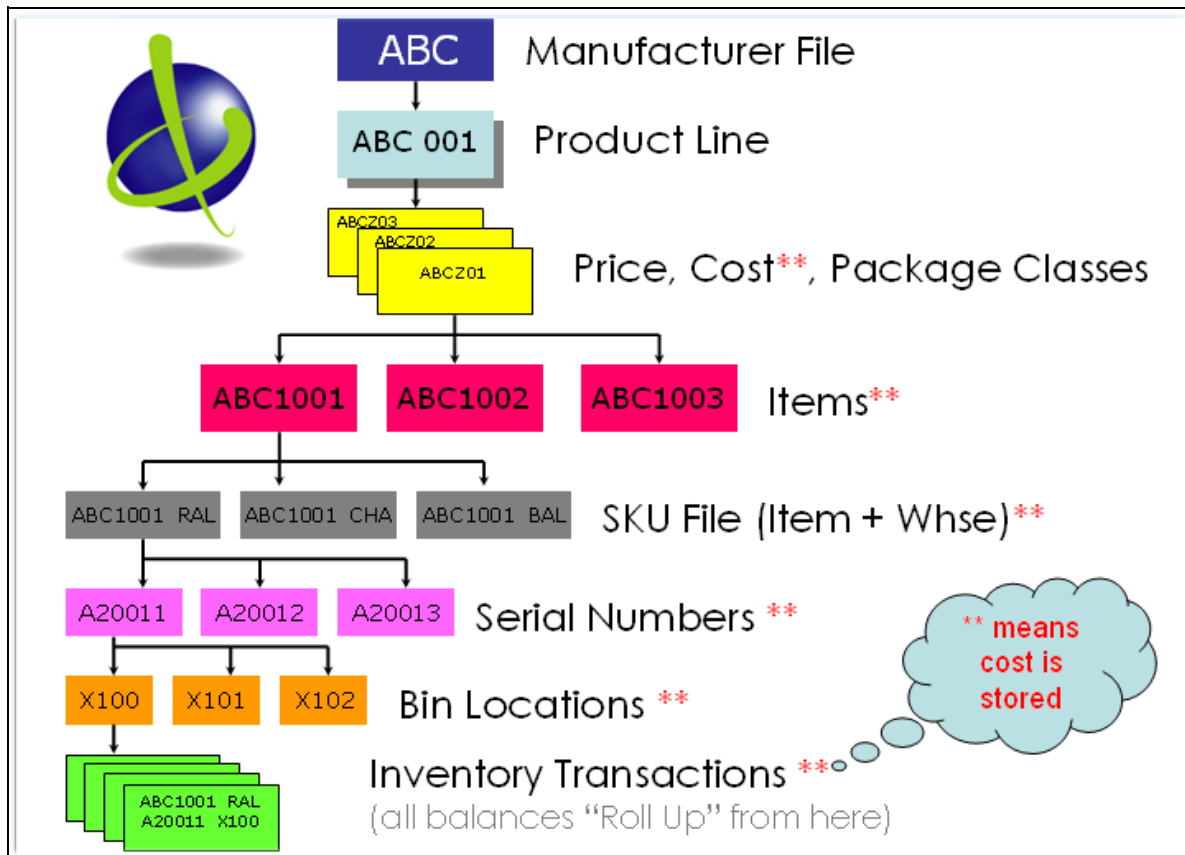
On Hand Inventory x Average Cost = Current Value

New Quantity x New Costs =   New Value

New Onhand Qty   *New Onhand $*

New Onhand $ /New Onhand Quantity = New Average Cost for Unit (sometimes referred to as Landed Cost).

The following figure indicates where cost is maintained in the system.

The most important cost levels are:

• **Bin Locations**/**Serial Numbers** - These two attributes represent the most granular level at which cost data is maintained. The cost information contained here updates the ROLLS (serial number) file with specific, actual costing information. The system uses this level to ensure that the same

item with different serial numbers is still accurately costed. This is the costing level used for most day-to-day activities such as viewing costs on inventory and invoice inquiry.

- **SKU File (Item + Whse)** - This level is used for accounting purposes and to generate inventory reports. It is also used to determine inventory costs for an entire warehouse.

How Costs Flow through the Dancik System

Where are costs pulled from

Hierarchy of Freight Cost

- Standard cost from Cost File

- Freight Table overrides standard cost

- F24 - Freight & Mass Updates function overrides or adds to any existing freight cost.

It all starts with a Purchase Order - When an item is ordered via a purchase order, the system automatically pulls the standard cost of the item from the Cost File (FIL 10).

When the item is received, the Receipts program (INB 5) supports the addition of freight charges. These charges can be pulled from one of three places:

- **Standard Freight Cost** from the Item from the Cost File.

```
 COST CLASS SAI001                    UPDATE                      COST FILE

Description: SAICIS STATE SERIES                SAICIS S.P.A., CERAMICHE

   Standard BASE COST (unlanded)      3 . 25000 per U/M  SF
 + Standard FREIGHT COST........        . 10000     House Cost $     2 . 15000
 = Standard LAST COST (landed).$      3 . 35000     Acctg Cost $     3 . 25000

    Supp TT  Restr  Qty    Field  X   Variable    =    Cost.     Frt Code
  1) SAI  I  ,,      400   BC         1 . 0000        3 . 250      ,,
  2) SAI  I  ,,    99999   BC           . 9500        3 . 088      ,,
  3)
  4) A01  I  ,,            ,,,                        3 . 450       C
  5) A01  D  ,,            ,,,                        3 . 300       C
  6)
  7)
  8)
  9)
 10)
 FIELD CODES: LP=List Price.  SC=Stnd Cost.  BC=Base Cost.      Changed  6/30/99
 Round To 2 Decimal? _ (R=Round, U=Round Up, D=Round Down)  Frt Tab# A1  D/del _
                                                       List Price      7.250
```

- Freight from a Freight Table - When a Freight Table is designated in the **Frt Tab#** field (see figure above), it overrides the standard freight cost. Freight tables offer a more precise means of calculating the freight cost per unit upon receiving, when and if you have consistent and defined freight

costs. These rates can be per unit, per weight in pounds or kilograms, or per cube. For example, freight table E1 could represent the freight rate for a group of east bound suppliers, or it could represent a single supplier. Each Cost File record can be assigned a freight table by entering the two-character freight table number in the Frt Tab # field.

Note: *Freight tables are established using the Freight Cost Override Table on the System Settings Menu (SET 9). If you intend to use the freight table feature, you must also activate its use for each of your warehouses, using the Warehouse Settings Program on the System Settings Menu (SET 14). If a freight table number is entered on this screen, press F10 to display the contents of the freight table.*

- Freight can also be applied via the **F24** - **Freight & Mass Updates** function key when receiving inventory through option **INB 1**.

```
                    INVENTORY RECEIPTS

            Pre-Receive By Item#, or Purchase Order#


                          Mfgr/Color/Pattern   Lot#
            1) Enter Item#    ___  ____ _____ ____  (add)

        or 2) Enter Purchase Order#..... _____  (add)
                and Line# (optional)...    ____

        or 3) Enter Receipt#............  __4255 (review/upd)
                and Line# (optional)...    ____
                or Item#...  ___  ____ _____


                Enter Warehouse#.... RAL
                Enter Initials...... __
                Enter Manifest#..... M2005_____
                Enter E.D.I.#....... _____
                Enter Password......

                                     F23=Split All Receipt Lines
    F7=EOJ          F15=Item Search    F24=Freight & Mass Updates
```

— When **F24** is pressed the Receipts - Freight Allocation & Mass Updates screen appears. Enter the freight charges in the **Allocate Freight** field.

```
                     INVENTORY RECEIPTS
             Receipts - Freight Allocation & Mass Updates
  Manifest#: M2005     or Rcpt:   4255    Limit To PO# _____   EDI# _____

  Allocate Freight $ _____    Replace/Add R (R/A)   Wght/Val/Units W (W/V/U)
  Mass Upd Rcpt Date:  _____    Manifest# _____   EDI#..... _____
                                                    Total Frt     18.00


  Opt Ware   Item#         P.O.#    Date      Qty  UM    Freight  Ext-Frt$
   _  RAL ARM14100080     800580  5/08/02    25.00 CT       .330      8.25
   _  RAL ARM14716080     800580  5/08/02    25.00 RL       .390      9.75




                                                             Bottom


  Options:  R=Display Receipt/Line Details.  P=Display Purchase Order.
  Enter=Process. F4=Cancel. F7=Exit. F9=Weight vs Units. F13=Clear Frt.



                                          F23=Split All Receipt Lines
        F7=EOJ            F15=Item Search  F24=Freight & Mass Updates
```

— Use the **Replace/Add** field to add to or replace an existing freight charge.

How Costs are updated

Receipts, when posted (INB 5), automatically update base and freight costs in the following areas:

- Rolls File - This file stores the information displayed on the Serial Number screen.

- SKU average and last cost - Stock Keeping Units (SKUs) are a combination of an item number, lot number, and warehouse number. SKU costs are more of an average cost for items within a warehouse. SKU costs are generally used for accounting and reporting purposes. The SKU files are accessed via FIL 13.

```
 ITEM# SAI10900                      INQUIRY           STOCK KEEPING UNIT FILE
        TASTIERA ALMOND 6X8


 WAREHOUSE# CHA  DANCIK INTL / CHARLOTTE            U/M: SF

Warehouse Location...1) ˌˌˌˌˌˌˌˌ
Warehouse Location...2) ˌˌˌˌˌˌˌˌ
Warehouse Location...3) ˌˌˌˌˌˌˌˌ
Quantity To Stock...... ˌˌˌˌˌˌˌ
Reorder Point Qty...... ˌˌˌˌˌˌˌ
Reorder Amount Qty..... ˌˌˌˌˌˌˌ    Block Back Orders?......: ˌˌ (Y/N)
Stock/Non-Stk Override: ˌˌ (Y/N)   No Break Policy Override: ˌˌ (Y/N) U/M: ˌˌˌ

Packaging Overrides (Only use if different than assigned packaging code)
1) There are ˌˌˌˌˌˌˌ . ˌˌˌˌˌˌ    ˌˌˌ per ˌˌˌ
2) There are ˌˌˌˌˌˌˌ . ˌˌˌˌˌˌ    ˌˌˌ per ˌˌˌ

Qty Adjusted Mth-To-Date...        .00       Last Cycle Count Date  0/00/00
Avg Unit Cost.........$        3.15200       Init: ˌˌˌ Last Change:  3/22/07
Accounting Cost.......$ ˌˌˌˌˌˌˌ . ˌˌˌˌˌˌ                            D/del ˌˌ



  F1=Next Record.  F3=Inventory.  F6=Search.  F7=EOJ.  F8=1st Screen.
```

Press **F3** on the screen above to see more costing information. This information is automatically updated when new inventory is received.

```
 ITEM# SAI10900                      INQUIRY           STOCK KEEPING UNIT FILE
        TASTIERA ALMOND 6X8



 WAREHOUSE# CHA  DANCIK INTL / CHARLOTTE            U/M: SF


         ***  INVENTORY STATUS & FISCAL YEAR STATISTICS  ***

Beginning Of Yr Onhand.         .00       Avg Cost....$        3.15200
Received Yr-Dt.........          .00       Last Cost...$        3.15200
Manufactured Yr-Dt.....          .00       Base Cost...$        3.15200
Shipped Yr-Dt..........          .00       Frt Cost....$         .00000
Adjusted Yr-Dt.........          .00       Value Onhand$            .00
ON HAND ...............          .00
ALLOCATED .............       304.50
ON ORDER ..............          .00       Available....        304.50-


Date Of Last Order.....     3/22/07
Date Of Last Receipt...     0/00/00
```

- Item File (FIL 2) costs (average and last) - To see an item's last cost, press **F9** - **Prices/Costs** on the item's Profile screen.

  Average costs can be viewed by pressing **F5** - **Production** on the Item Profile screen.

How to Determine Inventory Value

The following reports provide Inventory value (base cost + freight cost) information:

- **RIV 3 - Inventory Value & Aging Reports** - These reports are based on the last receipt date for each product at each warehouse. They are run off information in the SKU file. This is the recommended report to value your current inventory. The aging reports are based on the last receipt date, older unsold serial numbers of a recently purchased item are considered as new as the last receipt. The item, including all of its serial numbers, is considered as new or as aged as its last receipt. This version is recommended when showing inventory aging to your bank.

- **RIV 101 - Serial# Listing**s - This report pulls information from the ROLLS File. This list shows the shade, status, quantity, and age of each serial number. It also notates remnants (serial numbers's with quantity less than or equal to the remnant size defined in the Item Master File for that item) and negative inventory.

- **RIV 105 - Inventory Reconciliation Reports** - The Inventory Reconciliation Report can be used to completely reconcile perpetual inventory from month to month. Inventory can be reconciled in units or dollars for any closed months in the past two years. The report can be detailed, listing each item and warehouse, or summarized on various levels. The report lists the beginning of month balances and a summary of the receipts, adjustments, transfers, and shipments made during the month being reconciled. This option should calculate to the end of month inventory which is printed along with any variances between the calculated and actual end of month figures.

If the results of these reports are not the same it might be because:

- Non-serialized items are only on RIV 3 - Inventory Value and Aging Report
- Rounding multiple serial# records into one SKU record means that it can not be exact
- **SYS 307 - Force Re-Averaging Of Costs-Per-Serial#, & Update Summary Records** re-averages Rolls into SKU file - This option forces average costs to equal the average based upon the actual serial number costs. It usually adjusts inventory by a very small value as well as readjusts the affect of rounding.

Frequently Asked Questions

What costs is used in the computer generated tickets cycle counts?

The cost contained in the Rolls File.

What cost is used for cycle count tickets that are manually added?

The system uses a "best cost guess" that it pulls from the average SKU FIle costs.

What are the other costs, Accounting and House, shown on the Profile screen of the Cost File?

- House Cost - This cost is entered only when you need to alter a cost for the purpose of sales analysis reporting or sales commissions. For example, on a commodity product that has fluctuating costs, you may prefer to base commissions and reports on a single stable cost. When items are to be sold at great discounts, or even below cost, you can artificially create an acceptable profit margin by entering a low house cost. This could be used for commission, thereby creating an incen-

tive to sell these low or negative margin items. The house cost is an option when running any of the X by Y Sales Analysis and What is the average cost formula?

- Accounting Cost - This field can be used if an additional cost, such as LIFO or FIFO cost, is required. If you require LIFO costs based upon historical costs, you can store them here. Automatic update of this field is provided for in the Mass Update Accounting Costs option on the Special System Maintenance Menu. This field is accessed only by the Inventory Value Reports.

What costs does INV 2 - Inventory Adjustments By Item# use?

It depends.

- If you manually enter a serial in the Serial number field when performing the adjustment, the cost in the SKU file is used.

- If you use the item search (F15) to select the serial number within INV 2 - Inventory Adjustments By Item#, the ROLL File costs are used. Serial numbers are automatically entered when you select a serial numbered item from an F3 search. Follow these steps:

   — INV 2

   — Enter what you know of the part number

   — Press **F15** to conduct an extensive item search

   — Select an item by entering a **X** in it's **X** field.

   — Press **F3** to display the Serial Number screen or enter "**S**" and press **Enter**.

   — Enter the line number of the inventory into the **Line#** field in the lower right-hand corner.

```
 SAI10910
 TASTIERA GREY 6X8                   SEARCH     BY SERIAL#     LP=$      6.490

                                       SF         SF
   L#   SERIAL#    SHADE WARE  RCVD    ONHAND     AVAIL     LOCATION  STAT  LOT#
    1   G5          K    RAL   DE0592   30.33      30.33                A
    2   J9          L    RAL   JE1393   10.00      10.00      FANA      M
    3   080200           RAL   AU2200             100.00-
    4   080200           RAL   AU2200              10.00-     A99
    5   080200           RAL   AU2200   20.00      20.00      FNYC      M
    6   080200           RAL   AU2200              10.00-     J77
    7   080200           RAL   AU2200              15.00-     J78
    8   080200           RAL   AU2200              65.00-     K19
    9   A7          K    NYC   MY2795  985.00     985.00      123       A
   10   F497        J    NYC   JA1894   10.00-     10.00-     YAR       A
   11   G5          K    NYC   DE0895   30.00-     30.00-               A
   12   G5          K    NYC   DE0592   30.33-     30.33-     E37       A
   13   080200           NYC   AU2200 3050.00    3000.00
   14   080200           NYC   AU2200   45.00                 A10
   15   080200           NYC   AU2200   50.00                 E23
                                                         PRESS F3 FOR MORE...


  F1=Next Item By Item#.   F2=Next Item by Description.  F6=Item File.   F7=EOJ.
  F8=New Search.  F9=18 Mth Hist.  F10=Activity.  F11=Back.  F12=P/K.  ( Line# 03 )
```

— This ensures the selected serial number is inserted into the serial number field for the Inventory Adjustment and directs the system to use the cost from the ROLLS file.

```
 Item# SAI10910                        UPDATE                    INVENTORY ADJUSTMENTS
       TASTIERA GREY 6X8                              DANCIK INTL RALEIGH
                                                              Native U/M: SF
                                                              Warehouse#: RAL
   SERIAL#: 080200          LOCATION:        SHADE:         STATUS:


 ENTER QTY ADJUSTED (+ to add / - to subtract):   █            U/M: SF
 Enter Reason to Adjust (code):      (C/cycle cnt  D/damaged  S/samples  T/theft)
 Comments:                           (R/re-mfgr'd  W/write-Off M/measurmt O/other)
                                     (V/return to vendor/supplier, etc.)




 Quantity To Stock......     300
 Reorder Point Qty......      30
 Reorder Amount Qty.....     300
 Date Of Last Cycle Count...   9/28/05
 Qty Adjusted Mth-To-Date...       .00
```

Inventory Status Codes

This two-character code indicates the type of transaction.

```
   TASTIERA ALMOND 6X8                    Product Line: TASTIERA SERIES
                                             Warehouse: RAL  RK1
   U/M: SF   *PALLETS ON PO TO BRAZIL!         Mfgr: SAICIS S.P.A., CERAMICHE
                                   NET
   L#  Date      Sched     Alloc  AVAILABLE    Rcvd    Shipped     ONHAND   to-ship
   01 JA1595        0       150      150-        0         0          0     DE3100 CR
   02 JY0695        0        10      160-        0         0          0     DE3100 CR
   03 JY2095        0        39       502        0         0        700     DE3100 CR
   04 JY2095      633         0      1134        0         0        700     JY1995 PT
   05 JY2795        0        50      1084        0         0        700     DE3100 CR
   06 OC1795        0        54      2138        0         0       1808     OC1799 CT
   07 OC3195        0         8      2130        0         0       1808     JA1500 CT
   08 MR1396        0        39      4113        0         0       3830     JA2500 CO
   09 MR1396        0        31      4082        0         0       3830     JA2500 CO
   10 MR1396        0        23      4059        0         0       3830     JA2500 CO
   11 MR1396        0         7      4052        0         0       3830     JA2500 CO
   12 MY2496        0         8      3920        0         0       3706     JA2500 CR
   12  Order# 403195    Line 0010    Acct# 205000   ABC FLOORING OF NYC
    Slmn#  Ship-Dt   E.T.A.   Cust-P.O.#     Price       Cost      GP%    Supp
     HSE   1/25/00  0/00/00  1245           3.800      3.300 SF  13.14 %   001

   MFGR   COLOR   PATTERN    LOT#   WARE  SERIAL#    LOC  Date/MMDDYY UM  Tp  Line#
   SAI   1090   0                    RAL                  101802
     F1=Other Ware. F2=Search. F3=S/N#s. F5=Notes. F9=Sched. F11=Bkwd. F12=P/K.
```

- **A - Adjustment** - If the first character is A to indicate adjustment, there is always a second character representing the reason for the adjustment. The following codes are possible:

  — *AC* - adjusted due to cycle count.

  — *AD* - adjusted due to damaged item.

  — *AL* - adjusted due to change of location.

  — *AM* - adjusted due to variation, allowance or measurements.

  — *AO* - adjusted due to other reason.

  — *AR* - inventory was sent for re-manufactured, or reclassified as remnant.

  — *AS* - adjusted for use as samples.

  — *AT* - adjusted due to theft.

  — *AW* - inventory was written off.

- **C - Customer Order** - If the first character is C indicating customer order, there is always a second character representing the current status of the customer order. The following codes are possible:

  — *CA* - order assembled staged and ready to be picked up or delivered.

  — *CB* - back order.

  — *CD* - order is delayed missed truck, inventory shortage, etc.

  — *CF* open future order. Customer order against incoming stock.

  — *CO* - open order.

  — *CT* - open transfer order. Transferring from this warehouse to another.

  — *CL* - bar code label has been printed.

  — *CH* - hold - not a confirmed order. This is a permanent hold. HH indicates temporary hold.

  — *CX* - order has been picked or cut.

  — *CS* - order has been shipped.

  — *C0 - C9* - user-defined order codes.

- **I - Invoice**

- **P - Purchase Order** - If the first character is P indicating purchase order, then the second character can be one of the following:

  — *PB* - back order

  — *PK* - purchase order confirmed by supplier. Dates and quantities are accurate as shown.

  — *PP* - used for multiple purposes depending on the nature of your business. For imports, it can be used to mean Paperwork Received or Received at Port. For domestic purchases, it can be used to mean partially received but receipt is not yet processed in the computer.

  — *PT* - in transit in route from supplier, or scheduled for transfer from another warehouse.

— *PD* - purchase order delayed.

— *PO*- open purchase order

— *PR* - received in full but receipt is not yet processed in the computer.

— *PJ* - purchase order has been rejected.

- **R - Receipt**
- **T - Transfer**
- **H - Temporary Hold** - If the first character is an H indicating temporary hold, then the second character can be:

  — *H* - temporary hold. The order was entered but not processed as an order. It automatically expires on the night after the date appearing in the date column.

For direct ship or special orders the following additional codes are possible:

- **CK** - order confirmed by supplier. Dates and quantities are accurate as shown.

- **CP** - partially received at warehouse for customer for importers can also be used for paperwork received.

- **CR** - customer's back order has been received.

Note: *For customer orders and purchase orders, these status codes can be updated using option 13, Update Order Status and Shipping Data, on the Customer Orders Menu or Purchase Orders Menu. They can significantly enhance your ability to service customer inquiries. For example, you can quickly enter an R code on a purchase order when received. If work is backlogged, the actual receipt could take hours or even days until it is processed. The R code alerts all users that the material is in-house and can be sold*