Kerridge
Commercial Systems

File Maintenance

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Chapter 1

File Maintenance Common Functionality

Entry Screens

Many system screens and menus behave similarly and have functions in common.

The Entry Screen is an example of the format for many of the first screens in the file maintenance program.

```
                         BILLTO (Customer) FILE


      Action Codes: A (Add New Record) U (Update Record) I (Inquiry)
                MASTER FILE MAINTENANCE, ENTRY, AND INQUIRY

                        Enter Company Number     0
                        Enter Account Number

                           Enter Action Code

                              F24=Utilities
                                F6=Search
                                 F7=EOJ

                                Password
MA      a                                                        16/047
```

In the above generic screen, the name of the file accessed by the program appears in the **File Name** field. An action code is a one-character code you enter beside the **Enter Action Code** prompt.

There are three optional action codes you can enter on this screen.

Option	Action
A	Adds a record
I	Inquiry (the default)
U	Updates a record.
blank	Default. Assumes inquiry mode.

After you enter information on the first screen of a file maintenance program, and press **Enter,** the next screen is usually the Profile Screen. This is where you see basic information for that file or record. After you have completed updating or creating a record, press **Enter** to register the information. The message **ENTRY ACCEPTED** appears. A message explains any error that occurs.

When in Update or Add mode, in most file maintenance programs, you can only be sure your entry has been accepted if you receive the **ENTRY ACCEPTED** message.

Function Keys

The function keys shown in the following table, sometimes called command keys, are available from many File Maintenance menus.

Function Key	Description
F4	Displays a sales analysis for the record being accessed. This command is not shown on all screens.
F6	Allows you to toggle back and forth between file maintenance and search programs for a file. You must press **Enter** for your changes to take effect before using this command. This command is not shown on all screens.
Note: When **F6** *appears on a screen for any file in the File Maintenance Menu, you can press it to search for the record numbers associated with that particular file.* **F6** *takes you to the search program for that file. Pressing* **F6** *again returns you to the first screen of the initial file maintenance program. For example, if you do not know the number of the account when you access the Billto File, pressing* **F6** *lets you search for the account number without leaving the Billto File. To return to the Billto File Maintenance Screen, press* **F6** *again. Most search screens also let you select a record by entering* **X** *beside the record number or name.*	
F7	Ends the job and returns you to the menu. You must press **Enter** for your changes to take effect before using this command.
F8	Returns you to the first screen of the File Maintenance Program. You must press **Enter** in order for your changes to take effect before using this command.
Enter	Updates the record. Pressing **Enter** does not affect the data in the Inquiry mode. Pressing **Enter** displays the next screen. If all screens have been displayed, pressing **Enter** displays the first screen.

Note: *Usually the search programs will allow you to select a record by entering an* **X** *next to your selection and pressing* **Enter**. *This returns you to the File Maintenance Profile Screen for the selected record.*

Sales Analysis Screens

Many of the files available in File Maintenance have a sales analysis screen as part of the File Maintenance program. When you see **F4** on a screen, you can press it to access keys for additional sales analysis functions.

Some files include or omit some of the information shown on the following sample screen. The figures listed on this screen are updated every night during Night Jobs.

```
COMPANY# 0                          INQUIRY                        COMPANY FILE

                    Name

              ***  COMPUTER SALES ANALYSIS BY COMPANY  ***
                Current Mth           Past 12 Mths           Prev 12 Mths
GROSS SALE $      34,634.28          78,103,510.00          38,489,424.00
G.P.$      $       8,457.72           6,262,213.00           7,235,664.00
G.P.%      %          24.42                   8.02                  18.80
AVG ORDER  $        320                    627                    485
AVG LINE   $        259                    274                    249
FILL       %         99                     99                     99
# OF CREDITS          3                  4,609                  5,123
# OF ORDERS         254                 87,765                108,600
# OF LINES          314                193,286                199,482
CRED ISSUED$        160.50-                .00                    .00
G.P./ORDER $        104                     95                     74
TURNS $                                  11.86                   5.60
G.M.R.O.I.                              103.37                 129.66
TURN & EARN                              95.12                 105.28
COST/ORDER $                             55.00                  55.00

F2=Co Prof. F3=Cash. F4=Mth-By-Mth. F9=Aging. F10=Daily. F14=Adj GP. F17=Budget.
MA     a                                                               01/001
```

Field Name	Description of Field
Current Month	Information for the current accounting month. An accounting month coincides with the calendar month depending on when month-end close is performed in your company or branch.
Past 12 Months	The total of the 12 months immediately prior to the current month. This is also known as “trailing 12 months, ” and is not based on fiscal calendar.
Prev 12 Months	Displays information for the total of the 12 months immediately prior to the past 12 months.
Rank	Contains the rank or position this record would take if all records in this file were sorted by the categories shown. Because each ranking adds significant time to the end-of-month procedures, the system does not automatically update this field. These updates can be provided under separate contract with Dancik International or third-party programmers. You need significant hardware processing power to maintain numerous online computer rankings. However, rank is always available by using the Ranking Reports system, included in the Listings and Reports Menus. Ranking Reports include rank columns for the current month, the past 12 months, and the previous 12 months.
Gross Sale $	The total amount billed on computer invoices and credit memos, excluding tax, freight, and discounts or handling charges, which appear separately at the bottom of the invoice or credit memo. Miscellaneous sales (entered in miscellaneous **F6** lines on Order Entry) are included or excluded based on a company setting that is set when the system is installed.

Field Name	Description of Field
G.P. $	Gross Profit Amount; gross sales (as defined above) minus the cost of goods sold, as it appears on the invoice registers.
G.P.%	Gross Profit Percentage; the G.P.$ divided by the Gross Sales $.
Avg Order $	Average Order Size; the total amount ordered, divided by the total number of orders. Order size does not relate to Gross Sale $, unless all of the orders were invoiced in the same period. This screen could show an average order figure and zero for gross sales, if the orders were not invoiced. This figure averages the size of orders, not the size of shipments, which is subject to conditions such as availability of stock and split deliveries.
Fill%	Fill percentage; the amount shipped divided by the amount ordered. Fill percentage measures how well you fill the orders you take. It is calculated at the time of each invoice, by taking the amount shipped and dividing it by the amount on the order, not including back orders. A fill percentage of 100 means you shipped everything that was ordered. Over-shipments are calculated as complete shipments. Fill percentage can never exceed 100. To increase the fill percentage, you can enter orders for goods for which you are out of stock. Normally, you would tell the customer you are out of stock and not enter an order that you could not fill. However, if you enter the order and invoice it for zero shipped, the system reflects the missed sales in ordering statistics and the fill percentage represents the true demand for each item. Dancik International does not generally recommend entering missed sales by customer service personnel. However, when orders are entered into the system via EDI, missed sales are entered and figured into the fill percentage.
# of Credits	Number of credit memos issued.
# of Orders	Number of orders issued. Orders are only considered issued if they are printed or processed. Temporary holds of inventory are not counted as orders until processed as orders. Don't confuse number of orders with number of invoices.
# of Lines	Number of line items on the orders issued. Line items consist only of lines with quantities and item numbers. Miscellaneous lines, comments, and header information are not considered lines for the purpose of this statistic.
Cred Issued $	Dollar amount of credit issued, including credit memos and credit lines within debit invoices. You can insert credit lines in debit invoices when customers exchange materials.
G.P./Orders $	Average Gross Profit dollars per order; an important figure, defined as the total gross profit dollars of orders, divided by the number of orders. This figure relates to the **Avg Order$** field, and does not necessarily relate to sales for the same period. This is a measure of the profitability of the orders you take.
# Purchased	Shown only for the Item File and product related files; the quantity of the item(s) actually received.
Qty. Sold	Shown only for the Item File and product related files; the quantity invoiced.

Field Name	Description of Field
Turns	Shown only for the Item File and product related files; the cost of sales divided by the average value on-hand. Turns is only figured for the past 12 months and previous 12 months. The average value on-hand is figured by totalling the amount on-hand at the end of each of the 12 months, and dividing the total by 12 minus the number of months with no stock, no sales, and no activity. Some screens show turns by dollars and turns by quantity. Turns by dollars is defined above. Turns by quantity is the quantity sold, divided by the average quantity on-hand.
GMROI	Gross Margin Return on Investment; an important figure; the ratio of the total realized gross profits to the average inventory investment. GMROI = (total annual gross profit dollars divided by average value of inventory on hand) multiplied by 100. You can use this statistic to rate stock and investment portfolios.
Turn & Earn	The quantity of turns times G.P.%.
Cost/Order	The average cost per order as entered on the Company File Profile Screen. This figure should be lower than the average G.P. $ per order shown above.

Hot Keys

You can use hot keys to quickly move from one area of the system to another. hot keys are function keys that bypass menus and connect related programs. Inquiry programs automatically share information, so you don't have to remember order, invoice, account, or item numbers. Enter **X** beside a customer or item name to move through the entire database using only the hot keys. In general, you can use function keys 13 - 24 as hot keys.

Note: Refer to the keyboard templates provided to you with the system for a list of the functions assigned to each hot key. Most screens show relevant hot keys at the bottom. Also, some menus list available hot key functions as part of their Help text.

Here's an example of how you can use hot keys to access information about an account:

1. On the File Maintenance Menu, enter option **1 - Billto File**.
2. Press **F13** to go to the Billto File Search screen.
3. Enter any name, and press **Enter**
4. Enter **X** beside any active customer on the screen.
5. Press **F18** to see the A/R ledger for that account.
6. Press **F19** to see the A/R History for that account.
7. Press **F14** to see the Billto File for that account.

Becoming familiar with how the sequences of hot keys work can greatly enhance the speed in which you can access information on the system.

Chapter 2 Billto File - FIL 1

The Billto File, also known as the Customer Master File, is where you enter information about customers including information about their physical location, credit terms, and rules that determine how their orders are processed. You can use the Billto File to review information about sales, accounts receivable, special instructions, and marketing programs. You can use the notepad to record information about customers.

1. On the File Maintenance Menu, enter option **1 - Billto File**.

Note: If you go to the Billto File via a hot key from a program where you have selected a transaction or record that refers to a customer account number, the system bypasses this screen and displays the Billto File Profile screen.

2. Enter the **Company Number**.
3. Enter the five-digit **Account Number** of the record you want to enter Billto information for.

   Note: Press **F6** *to select from a list of accounts.*

   Account numbers should be assigned so that a numerical list of accounts reads alphabetically by corporate or last name. Assign the account number leaving 10 - 50 unused numbers between each account when you first create a Billto record. When the system is installed, Account 00001 is automatically set up as the purchasing account. Account 00002 is set up as the stock transfers account. Account numbers 0 - 99 are reserved for special system use. Account 99999 is set up as the Miscellaneous Cash Account. When adding new customers to your database, use account numbers from 00100 - 99998.

   Account numbers 60000-99998 are reserved for over-the-counter retail sales customers. You can use these numbers to help you keep track of retail customers' open accounts receivable (A/R). These accounts are omitted in A/R Aging reports.

4. Enter **Action Code A** to add a new record, **U** to update an existing record, or **I** to inquire. You can leave this field blank to inquire about or view an existing record. When you move between the Search and the Billto Files, the system remains in the same the mode (Add, Update, or Inquire) you selected. So, you can use the hot keys to move between searching and file maintenance and remain in the same mode.
5. Enter the **Password**, if required. The password is retained until you exit the program, even though it is not displayed.

6. Press **Enter**. The Billto File Profile screen appears. This is the main input screen for customer information.

```
ACCOUNT# 227756                  INQUIRY                        BILLTO FILE
Name  HARBOR FLOOR CENTER (NYC)      Phone#s B: 713 552 9000 F: 713 552 9025
Addr1 808 BROADWAY                   Contact: DON        Tax/SS# 504285214
Addr2                                Doing Business As: HFC
City  NEW YORK CITY                  Open Dt 091300 Changed 110100
State NY Zip 11252 0000 Ctry         Hold Acct: X A Mailing Lists *

Credit Limit:    250099              Credit Mgr: M    Guarantee $
Bank Acct 1) ______________________________ # 0000000000000
Bank Acct 2) ______________________________ # 0000000000000

Cust Type Code...... RD              Extra Charge/Discount % 00000
Cust Price List#.... LP              Where Extra Chg Shows..
Cust Region Code....                 Mthly Interest Rate.. % 00000
Cust Rating (ABC)... D               Interest Owed To Date $ 000000000

Payment Terms:        % Disc, 000 Days.  Terms Code........ 2  Msg:    O/H: 2
Tax Codes / State:     Other:            A/R Statement Code    A/R Acct#  1000
Branch#.. NYC  Warehouse#.. NYC          Default Shipto#..         Ship Via
Chain#... HAR  Salesperson# HSE          Truck Routing M1  02      FOB Code
Language Code..    County#   3           Min Chg(Y/N) N Deliv Chg(Y/N) Y
Comments ______________________________  ______________________________ D/del _

F1=Next. F3=AR. F4=Sales. F9=Prc Exc. F10=Ph#. F12=S/I. F14=Codes   F5=Notepad
MA     a                  MW                                              01/001
```

Although the system allows a single Billto record (account) to relate to multiple Shipto File records, we recommend that chain stores and multi-location accounts have separate Billto File records and account numbers. This gives you maximum flexibility for assigning pricing, salespeople, and performing sales analysis. You can link Billto accounts using the **Chain** and **A/R Acct#** fields on this screen.

7. Complete the fields on the Billto File Profile screen.

Field Name	Description/Instructions
Name	Customer's name.
Addr1	Customer's billing address.
Addr2	An additional line for customer address information. If the address entered here is a post office box or is different from the shipping address, you can also enter a Shipto file record and a corresponding **Default Shipto#** on this screen.
City	Customer's city. Also enter the six-character postal code for Canadian customers in this field.
State	Customer's state. Canadian customers can enter a two-character province code here.
Zip	The customer's five- or nine-digit postal code. This field is for US addresses only.

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Ctry</td><td>The two-character country code for customers outside the US only. A list of country codes is on the Master File Listings Menu.</td></tr>
<tr><td colspan="2">If you enter CN, for Canada, in the Ctry field in the Company File (SET 7) the Billto File shows you where to enter the Canadian postal code in the City field by inserting ZZZ ZZZ. Because Canadian postal codes contain alpha characters, you cannot enter them in the Zip field on this screen.</td></tr>
<tr><td>Phone number B</td><td>Customer’s business telephone number (up to ten digits).</td></tr>
<tr><td>Phone number F</td><td>Customer’s fax number (up to ten digits).</td></tr>
<tr><td>Contact</td><td>Primary customer contact name. You can search this field via Customer Search. Be sure to enter names carefully and consistently. For example, always enter the last name first or first name first. Use this field to enter a key name that could be useful in searching for this account. For example, John Smith is the primary contact for ABC Contracting Company. Use the Notepad to enter complete contact information. You can also use this field when converting from another computer system. In that case, you can enter your old system’s account numbers here to use for searches within this system.</td></tr>
<tr><td>Tax/SS number</td><td>Customer’s tax ID or social security number. Non-taxable customers must have a valid number in this field. This field does not control whether or not a customer is taxed. Tax Codes control taxation.

Use the Edit Billto File (lists invalid entries) option on the Master File Listings Menu (RMF 104) to list all customers who have no entry in this field and are not assigned tax codes.

Note: On the Customer File Edit report, the actual message is No Tax ID# For A Non-taxed Customer.

If the tax ID numbers in your state, province, or country do not fit in this field, enter any value to indicate that the actual ID number is stored in the Notepad.</td></tr>
</table>

Field Name	Description/Instructions
Doing Business Asm (DBA)	If the customer or business is known by another name, enter that name in this field. You can also use this field to enter the customer's name in other ways. For example, if a customer name is The Tile Outlet, you can enter it as **Tile Outlet, The** in this field. The Customer Search finds it if you search for "The" or "Tile." If a customer name is a person's name, enter last name first in this field and first name first in the **Name** field. For chain stores, you can enter the store number in this field followed by an abbreviation of the name. For example, **1023JCP** for JC Penney store 1023, or **358HOM** for Home Depot store 358. Then, you can search by store number. To help customer service switch from using old to new account numbers, you can enter old account numbers in the **Doing Business as (DBA)** field. You can search this number during order processing to help ease the transition for users who have memorized old codes that can not be used in the new system. You can use this field to differentiate among national account stores for whom you enter orders that are invoiced to multiple manufacturers. Because you need to create the same account for the different manufacturers, you can use the DBA field to separate the accounts. For example, Home Depot #515 (HAR) and Home Depot #515 (SHA).
Open Dt	The date on which the account is opened. Once this date is entered it cannot be changed except with a high-level password. Enter in MMDDYY format.
Changed	The system enters the date on which this record was last changed.

Field Name	Description/Instructions
Hold Acct (1st character)	This two-position field controls how orders for customers who are over the credit limit, or have past due accounts, are handled by the order entry process. You can enter "**?**" in either field to search for available codes. Hold Acct codes control credit functions in conjunction with the account's credit limit and A/R balances. Enter the appropriate code as follows: *Note: Letter codes do not include open orders in the credit limit calculation whereas number codes do. For example, consider an account with the following: a credit limit of $2,000, a total open AR of $1,500, and open orders equaling $600. A code of Q would not send an order into credit hold because open orders are not considered and the total AR amount ($1,500) is less than the credit limit. However, code 1 would send the order to credit hold since the open order amount plus total AR amount ($600 + $1,500) is over the credit limit.* **H** - Hold account. No orders can be entered. **C** - Hold account if over the credit limit. No orders are processed if account is over their credit limit. **N** - Do not hold the account. Do not have the system check credit limit or A/R balances. **P** - Customer held if over credit limit. **Q** - Customer Held if over credit limit or past due (any days). **R** - Customer Held if over credit limit or over 15 days aging. **S** - Customer Held if over credit limit or over 30 days aging. **T** - Customer Held if over credit limit or over 60 days aging.
Hold Account Code	**0** - indicates hold orders if the customer is over their credit limit or is at least $5.00 past due by any number of days. This code should be used only for companies that age based on due date rather than invoice date. **1** - Hold account if over $5.00 over 15 days, or if over the credit limit. No orders are allowed if more than $5.00 over 15 days is owed, or if it is over the credit limit. Use this option only if your aging is based on the due date rather than on invoice date. If aging is based on due date, the account is held to 15 days past due. If aging is based on invoice date, this code would hold the account when any invoices were over 15 days old, which is most likely too little time to expect payment. **3** - indicates hold orders if the customer is over their credit limit or if at least $5.00 of their open accounts receivable is over 30 days old. For companies that age based on due date, this code checks for 30 days past the due date. For companies that age based on invoice date, this code checks for 30 days past the invoice date. **6** - Hold account if greater than $5.00 is over 60 days old or if over the credit limit. No orders are allowed if account owes more than $5.00 over 60 days or if over the credit limit. The 60 days is based on invoice date or due date, depending upon your system's aging option.

Field Name	Description/Instructions
Hold Acct (2nd character)	**X** - Hold account according to the **Hold Acct** codes in the parent account. This code is used only for accounts that use the **A/R Acct #** field. The **A/R Acct #** field is used to divert invoicing and accounts receivable to another account number. This is usually done for chain stores to consolidate billing and A/R statements for all stores into a single corporate account. Code X bases all credit checking on the information in the central account as designated in the A/R account number. All open orders are tabulated against the central account and not the individual store or location. The X code can be entered on store accounts only, not on the central account. If X code is entered, all online credit checking uses the statistics for the central A/R account. Open order totals are added to the central A/R account and not to the individual store account. However, the actual orders are still registered to the store accounts and can be searched and viewed using the store's account number. The Credit Release screen displays the credit data for the central A/R account when an order for the store account is held. We recommend that if the X code is used, you enter **X** in all of the store accounts that relate to a single A/R account number. When an account is first changed to an X, the next Night Jobs run automatically, switching the credit information to the master account. In order to put a group of X accounts on hold, do not simply change the central account hold code to H. You must change the individual store accounts to H. *Note: If the first credit hold code is a letter (open orders are not included) then you should enter* **A** *as the second code.* **A** - Causes credit holds to be performed after an order is entered. The order entry operator can fully process all orders, but orders with credit problems are automatically diverted to the credit manager's attention and put into a credit hold status. Once in credit hold status, the credit department reviews the orders and releases them, if approved. Alternately, the credit department can cancel an order and notify the customer or customer service representative. Credit held orders can be viewed and released from the Held Orders/Credit Release screen. **B** - Causes credit holds to be performed before an order is entered. The order entry operator cannot process orders if a credit hold takes effect. Use this code if you do not have a credit department or manager, or if you prefer to have the order entry operator interrupted to resolve the credit issue before entering the order. If you leave this field blank, **B** is the default.
Mailing Lists	Use this ten-character field to assign a customer up to ten mailing lists. Enter a series of one-character codes, each of which represents a mailing lists for this customer. You can enter the codes in any sequence. For example, **A19** and **9A1** indicate the customer belongs mailing lists A, 1, and 9. Mailing lists can contain Billto File records as well as records entered directly into the Mailing List File. You do not have to set up these codes in a maintenance table, but can input them only in the Billto File. You can enter names of companies or people that do not have an account with you in the Mailing List file.

Field Name	Description/Instructions
Credit Limit	Assume two decimal places. We recommend entering 9s in the last two positions to make this number easier to read during quick reviews. For example, if you enter $100 as $100.99, it doesn't look like $10,000. The credit limit and the two hold-account codes control whether an order can be taken. **A** in the second position of the **Hold Account** field designates the order can be entered and a credit check is performed after. **B** designates that a credit check is to be performed before an order is processed. If your company assigns groups of customers to specific credit managers, then using the **Credit Manager** field establishes this link. *Note: Special messages, such as HELD, COD, or CASH can be displayed beside this field. These messages are consistent with those shown on the Customer Search screens.*
Credit Mgr	Enter the one-character code to represent the person, manager, or department responsible for the credit limit of the account. Do not complete this field if only one person in your company is responsible for credit. The credit manager code appears on the Credit Held Orders screen. It is also used for sorting and selecting numerous reports, including the A/R Aging Report.
Guarantee $	If a customer provides a guarantee or letter of credit, enter the amount in this field. Assume two decimal places. You can also enter a special number instead of an actual amount, such as all sevens or all nines, to indicate a certain type of guarantee from the customer.
Bank Acct 1	Enter the customer's bank name and bank account number.
Bank Acct 2	Second bank and account number, if applicable. You can also use this space for other credit related information.

Field Name	Description/Instructions
Cust Type Code	Used to sort customers into groups, such as, architects, contractors, or retail stores. Helpful for grouping customers in reports or in determining eligibility for sales or promotional pricing. These codes can be used for sales analysis, mailing lists, assigning of promotional prices, and other functions. *Not to be confused with the* **Customer Price List** *field.* Some examples of two-character codes are: • **AR** - Architect • **CO** - Contractor • **DI** - Distributor • **DL** - Dealer/Retailer • **DS** - Designer • **FA** - Fabricator • **GC** - General Contractor • **HC** - Home Center • **RE** - Retail Customer • **IM** - Importer • **EX** - Exporter • **CH** - Chain Store Define these codes using the Classification Codes File Maintenance program (FIL 19) before entering them in this field. For consistency, we request that you set up the following codes: • **IN** - Internal account/system use only • **IC** - Intercompany account; must only be used for Intercompany. Causes statistics for a customer to be grouped in the intercompany column of various registers. • **EM** - Employee sales; used by EDI and other batch transmissions that need to omit employee sales. All other customer type codes can be defined according to your own requirements.

Field Name	**Description/Instructions**
Cust Price List #	A two-character field for the customer's default pricing level. 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. *You can establish exceptions to the default pricing levels for customers for particular items. This field only establishes a default price level that customers receive when they aren't eligible for any special deals.* For this reason, you should use only codes that have an entry in all price classes in the system. This code relates to codes set up in the Classification Codes File. You can also use the following 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: — intercompany 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. *Note: This is the same cost retrieved for the cost of an order. Then, any additional handling charges, discounts, and promotions are considered.* **99** - Customer is prevented from ordering except as specified on the Price Exceptions screen. The price list number entered in this field is the default price list number used for this account. You can override this price list number for specific products by pressing **F9** to access the Price Exceptions screen. If basing a customer's prices on costs, you can use the BC or SC codes as shown above in conjunction with the **Extra Charge** field described in this chapter. For example, you could charge standard cost plus 10%.

Field Name	Description/Instructions
Cust Region Code	Use this code to group customers geographically. Similar to the Customer Type field, it is useful in reporting and designating pricing exceptions. It is not mandatory and can be established any time. Enter “**?**” in either of these fields to search for the customer type, price list number, and region code. When creating region codes, remember that the system already provides fields for city, state, province, zip, country, and county. Use this field to create geographic categories having unique meanings to your company, for example, sales zones or demographic areas. Define these codes using the Classification Codes File Maintenance program.
Cust Rating (also referred to as ABC code)	Assigned by you when the customer records are entered, automatically, or updated after you have been up and running on Dancik Distribution. This field helps you keep track of your best customers in sales analysis. You can either assign customers rating codes yourself or let the software assign them based on factors, such as sales, gross profit, or quantity sold. The system-assigned customer rating is based on the 80/20 rule. Recommended customer ratings are: **A** - **D** - A is the highest rating a customer can receive, and D is the lowest. **U** - Rating undetermined. **T** - Target account; not yet an established customer. For example, a competitor’s A account to whom you have not yet sold. **X** - “Exceptional Dog.” These are D customers who have been assigned higher prices and lower levels of service to compensate for their unprofitable buying habits. *Note:* *To display the ABC Codes on screen, insert* **“?”** *in this field and press* **Enter**. Define these codes in the ABC Code File. The system can automatically assign ratings A through D by using the Customer Sales Ranking Update Report to automatically rate customers according to the following criteria. This is accessed from the Special System Maintenance Menus: **A** - The top 10% of your customers who usually account for top 50% of your profit. **B** - The next 10% of your customers who usually account for next 30% of your profit. **C** - The next 30% of your customers who usually account for next 10% of your profit. **D** - The next 50% of your customers who usually account for bottom 10% of your profit.

Field Name	Description/Instructions
Extra Charge/Discount	Use this field to set up a permanent discount or handling charge for a particular customer. It should only be used in rare cases where you always give the customer a discount/handling charge no matter what they buy. Where the Discount Shows controls whether the customer sees this amount in the line (using **L** causes the amount to be netted into each extend price for a line on an order) or in the subtotal (**S** causes the extended line prices to show without the discount or handling charge in effect and pushes this amount into the subtotal of the order). We recommend using **L**, because it gives you an accurate gross profit margin for that product. This field assumes two decimal places. Use Field Minus for discount. This extra charge or discount applies to all products, but can be overridden for specific orders. Entries in this field appear as defaults on the Order Entry Header screen. This amount applies over and above all other pricing for this customer. For example, 500 means 5.00% handling charge added to prices for this customer. 200- means 2.00% discount on prices for this customer.
Where Extra Chg Shows	Enter: **L** - Includes extra charge or discount in the line item unit price. **S** - Shows extra charge or discount separately at the bottom of invoices as handling charge or discount. This field is required only if an extra charge or discount is entered for a customer. This code affects the gross profit percent calculation. **L** affects the gross profit of each line item. **S** causes the handling charge or discount to be a separate amount, which affects the overall gross profit of an order or invoice, but does not affect the gross profit of the individual line items. We recommend that you use **L**, when possible, to ensure line-level G.P. Analysis is as accurate as possible.
Mthly Interest Rate%	Tells the system what rate to charge for past due accounts. **Interest Owed To Date** is informational and is updated by the system each month. The system can generate finance charge invoices for past due invoices. Assume two decimal places. For example, enter 00150 for 1.5% monthly interest. Leave this field blank if you do not want the system to automatically assess interest or service charges. Although you can charge a different interest rate for each customer, different rates might not be legal in your country or state. Refer to the *Accounts Receivable Runbook* for more information about assessing interest charges.
Interest Owed To Date	The interest owed to date accumulates and appears here, if you use Interest Method A. It can be changed or removed by users with the required high-level password. Interest is assessed during end-of-month close or during a mid-month interest charge update in the Accounts Receivable system. See the *Accounts Receivable Runbook* for more information about interest charges.

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Payment Terms: Disc, Days</td><td>
Generally, you either assign terms by product (depending on what the customer buys) or by customer. You should have already set up your Terms Codes File, so you can enter an established code, or M to indicate that the terms have been set up on the products you sell. Rarely should you establish a Payment Terms percentage directly on the customer’s Billto File. The Days field is generally used to indicate whether a customer is a COD (003) or cash customer (005). These codes cause the system to print the dollar amount to collect for COD and cash customers.
Assume two decimal places for the terms percentage. For example, for “2% 15 days” enter 00200 in the Terms Discount field, and 015 in the Days field. These fields may not be necessary if you use the Terms Code field. Use the Terms Code field if multi-level terms discounts or complex terms are required.
<h3>Examples of Payment Terms Entries</h3>

00000% Disc, 30 days = Net 30 days
200% Disc, 15 days = 2.00% 15 days
150% Disc, 45 days = 1.50% 45 days

Special Terms (represented by 0 - 5 days)

00000% Disc, 0 days = Net Immediate
00000% Disc, 1 days = Paid in Advance
00000% Disc, 2 days = P/A Balance Due
00000% Disc, 3 days = COD
00000% Disc, 4 days = Letter of Credit
00000% Disc, 5 days = Cash

You can combine special terms with percentage discounts as follows:

200% Disc, 3 days = 2.00% COD
100% Disc, 5 days = 1.00% Cash

You can combine special terms with the Terms Code field as follows:
3 days plus terms code M means COD, but retrieve terms discount percentage based upon each product. See the Terms Code field for more information.
</td></tr>
<tr><td colspan="2">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.</td></tr>
<tr><td>Tax Codes/State</td><td>The two-character tax code representing the state or provincial tax, if taxable. These codes must be defined in the Tax File (FIL 16).</td></tr>
</table>

Field Name	Description/Instructions
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.
Branch #	The three-character branch number or code assigned to the customer. The customer can still buy from other branches, but this is the customer's home branch. Branches must be set up in the Branch File (FIL 6)before customer records can be created. If you enter a branch that has not yet been created, the message **invalid branch** is displayed.
Warehouse #	The three-character warehouse number or code assigned to the customer. The customer can still buy from other warehouses, but this is the customer's home warehouse from which they usually pick up or have inventory delivered. This warehouse is automatically used by the Order Entry program as the default warehouse, though it can be overridden. This field is not mandatory. If it is left blank, Order Entry defaults to the warehouse normally associated with the branch or operator entering the order. Warehouses are added to the system through the Warehouse File (FIL 8).
Chain #	Another code for grouping customers, useful for reporting and establishing eligibility for pricing specials. Use this field only for customers who are formal members of a buying group or franchise such as Color Tile or Home Depot. We also recommend that customers with multiple account numbers create a chain code to link them for sales analysis. This three-character code defines the account as being part of a chain store or account group and is for sales analysis. Separate account numbers that are part of the same chain should all be assigned the same chain number. For example, all Lowes stores should be assigned chain number LOW. You can display and print sales information for a chain. Each chain should be defined using the Classification Codes File Maintenance program (FIL 19).

Field Name	Description/Instructions
Salesperson #	A three-character number or code for the salesperson responsible for this account. Using the Customer Codes screen (**F14**), you can assign different salespeople to each manufacturer or class of item that the customer buys. If only one salesperson is assigned to each account, enter that salesperson's number here. If multiple salespeople are assigned per account, leave this field blank and use the Customer Codes screen (**F14**) instead. All salespersons' numbers should be defined in the Salesperson File (FIL 7). If you assign customers to a salesperson without regards to products purchased, (customer level), then enter that salesperson code here. If you assign salesperson by product, leave the **Salesperson** field blank.
Language Code	You define this code and enter it if the customer speaks a language other than English. Information, such as product information, disclaimers, and installation instructions, that have been entered in this language, automatically appear on the appropriate documents for this customer. If a customer record is coded **S** for Spanish, product information coded **S** appear on the customer's invoices, pick lists, and so on. All language codes should be defined using the Classification Codes File Maintenance program. Choices regarding French and English for Canadian users are controlled by this field. Enter **F** for French. Leave blank for English. These codes must be programmed and the corresponding translations entered into the system. This field is rarely used.
County #	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). The County File can be used to tax customers normally not taxed.
Terms Code	User- and system-defined codes for special terms. Three terms codes are reserved by the system for special purposes. **M** indicates that the customer's terms are based on the manufacturer's terms for each product. When terms code **M** is used, the system looks at the Product Line File for each line item ordered or invoiced. It then uses the terms code from the Product Line File (ACT 105). **1** and **2** are also reserved. Terms codes can be used instead of, or in addition to, the other terms fields and are defined in the Payment Terms File. Refer to your customized Terms Table for a complete listing of terms codes. The terms code can also be combined with the **Terms Days** field for special combination terms. For example, enter terms days **003**, and terms code **M**, to indicate that the account is COD but gets the terms discounts for each product, as coded in the Product Line File (FIL 12).

Field Name	Description/Instructions
Msg	Used to link a customer accounts with special messages you have established in the Messages File (FIL 17). *Note: You can create COD messages in the Messages File to print on important billing and picking documents for all COD accounts.* These messages print on pick lists, order acknowledgements, and invoices. They usually emphasize the payment terms such as COD / No Company Check Accepted, but can be used for other purposes. First create the text of the message using the Messages File program. Next, assign the message code to all customers who should receive the message. Use the "Billto File Special Instructions Screen" on page 2–45 for messages that are unique to a customer. Use these message codes for messages shared by many customers.
O/H	The default Order Handling Code. This one-character field controls what happens to the open lines on orders that have been partially shipped. So, you can invoice customers for materials they have received and keep the unshipped items open in the system. Another option is to cancel unshipped lines on orders when you invoice customers for what they have received. The Dancik Distribution System lets you enter one order with many lines items. You can ship some items immediately, back order others, and invoice a single order many times. **Enter 1** to cancel a line at invoice, or **2** to keep the lines open in the system. Enter "**?**" to search for the available order handling codes. Although this code shows as the default order handling code in Order Entry, you can override it on an order-by-order basis. You can also use this code to determine how orders are handled, primarily with respect to back orders and incomplete shipments.

Field Name	Description/Instructions
A/R Statement Code	Controls how the customer's monthly statements are formatted. You can choose between open item or balance forward styles. You can also choose not to print statements for customers. Enter "**?**" in either of these fields to display the available codes. **B** - Balance forward style statement; last month's balance followed by this month's activity. **C** - Up for collection. No statement prints. **H** - Hold statement. No statement prints. **M** - Master open item type statement. This code relates only to master A/R accounts that include multiple stores and/or sub-accounts. An **M** style statement sorts open items first by store or sub-account, and then by transaction date. **O** - Open item style statement; lists all open items on the customer's account. **W** - Written off. No statement prints. For more information, refer to the *Accounts Receivable Runbook*.
Default Shipto #	Used only if the account has a permanent shipping address that is different from the billing address entered on this screen, for example a post office box. Enter the shipto number, assigned to that shipping address. Also, enter the shipto number and address in the Shipto File (FIL 15) The default shipto number is used in Order Entry, but can be overridden. If this account has various shipto addresses, you should leave this field blank or enter the shipto number most frequently used. Enter 999999 in this field to indicate a mandatory shipto override. **Y** is displayed in the **Shipto Override** field on the Order Entry screen for all orders for this customer. This code prompts you to enter a shipto address for each order that the customer places. Use this option for accounts that usually require job site information or information used in notice to owner or property liens. We recommend using separate shipto records only to differentiate a billing address from a shipping address. Set up separate accounts for each store or location when you sell to multiple stores or branches. You can then link those separate accounts using the **Chain** and **A/R Acct#** fields. Having separate accounts makes it easier for customer service to select the right store and location and allows greater flexibility for pricing, customer analysis, and salesperson assignment. The **Ship Via** field establishes the default carrier for this customer. It can be overridden during order entry. If you establish truck routes in the system, assign customers to their specific routes. You can even use runs and stops if you have very elaborate routing. The FOB (freight on board) code establishes the default FOB code on the customer's order.

Field Name	Description/Instructions
A/R Acct#	Lets you to enter orders for a customer that are invoiced on another account. This is helpful when a customer has several purchasing branches but central billing. Don't confuse this feature with "multiple shipping addresses for a single customer," which is for material and delivery. This is for billing and receivables. Remember, using the A/R account number causes sales analysis to shift to the customer account that is invoiced, not necessarily the customer who placed the order. If you want to cross-reference another account number in the system, enter that account number here. Address invoices to this account number instead of the normal Billto address. Updates this account's A/R instead of updating the normal Billto account number. For example, if you deal with a chain on a store by store bases, but want to consolidate billing, enter the account number of the billing office in the **A/R Acct#** field of each store's Billto File. All invoices, regardless of the actual account number, are addressed to the main billing office, and all A/R is combined into that single account. Invoices show both the store and the billing office account number. A single statement consolidating all stores is printed for the A/R account number. This field lets you use the X Hold Account code for central account credit checking.
Truck Routing	Use this alphanumeric field, to assign customers to delivery routes. Enter three two-character codes. The first two-character field represents the truck route, which is defined in the Classification Codes File, and optionally in the Truck Route File (DEL 1). The second two-character field is the customer's stop on the route. The third two-character field is for a secondary run number. The customer's stop is a relative, rather than an absolute, stop number. On some delivery runs, all stops might not be serviced. You can even assign the same stop number to more than one account, indicating that multiple stops are in the same relative location along the route. For example, stop 01 is at the beginning of the route, stop 50 is the middle, and stop 99 is at the end. You can also use the stop number to store the approximate hour of delivery. For example, 10 = 10:00 AM, and 14 = 2:00 PM. Or you can simply enter AM or PM as the stop number. Using these types of stop numbers lets you sort reports, such as warehouse load sheets, in a relative stop number sequence. Refer to *Delivery System Reference* for more information about truck routing.

Field Name	Description/Instructions
Min Chg (Y/N)	Exempts customers from minimum order charges if you have established them in your system. You can activate or deactivate automatic below minimum quantity and below minimum order dollar charges. This field is relevant only if you have set up minimum charges for some or all items or if you are using the Messages File - FIL 17. These charges can be entered in the Item File - FIL 2 separately for each item. For example, charge $2.50 handling charge for orders below 10 PC. **Y** - (default) charges the customer whenever their order quantities or dollars fall below the minimum. **N** - exempts the customer from being automatically billed minimum charges. One exception overrides an **N** in this field. If in the Item File, a minimum quantity charge is entered with a minimum quantity of 99999, it is interpreted as a fixed handling charge that applies to all customers, regardless of this field.
Delivery Chg (Y/N)	Exempts customers from delivery charges if you have built those records in your system. If you plan to use these charges, be sure to enter **Y**. Use this field to activate or deactivate automatic delivery charges. This field is relevant only if you have activated automatic delivery charges in your Invoicing system. **Y** - normal delivery charges are billed. **N** - exempts the customer from being automatically billed delivery charges. You can set up delivery charges up using the Delivery Charges File - FIL 27.
Ship Via	Default Ship Via code that appears on the Order Entry Header screen; can represent “will call/pickup” or can represent a specific carrier. If you enter a default Ship Via code in the control panel, it overrides the customer’s default. Leave the control panel **Ship Via** field blank if you want to use the customer’s ship via code. For terminals at Will Call counters, you can enter a control panel Ship Via code to override the customer Ship Via code, since those orders are probably picked up at the warehouse where the terminal is located. The control panel is a set of parameters and restrictions that affects how orders are processed, based on the terminal/workstation.
FOB Code	You can use this code as the default FOB code that appears on the Order Entry Header screen. The default FOB code in the control panel overrides the customer’s default. Leave the control panel FOB blank if you want to use the customer FOB code. For terminals located at Will Call counters, you can enter a control panel FOB to override the customer FOB, as those orders are probably FOB the warehouse where the terminal is located. If you place an asterisk (*****) in this field, the order entry operator is forced to select an FOB code on all orders for this customer. This feature is primarily for retail accounts and generic cash sale accounts. These accounts can use FOB to mean “From or By” for recording how a retail account was referred.

Field Name	Description/Instructions
Comments	Brief lines of information to be displayed in the Order Entry screen. Enter any additional important information about this account. Press **F5** if you need more space. This field appears on Order Entry and Invoicing screens, and should be reserved for information that can assist the Order Entry staff. If the field begins with an asterisk (*****), comments are highlighted and blink on the Order Entry screen to attract the attention of customer service representatives. Use the asterisk for essential comments about the customer.
D/del	For system use only. Do not enter into this field.
Many of these fields are displayed as default values on the Order Entry Header screen when you place orders for customers. However, they can be overridden for a particular order. For example, the Billto File could have a tax code and 2.00% 30 day terms, but can be overridden on an order to be non-taxable and have COD terms.	

Function Keys

Function Key	Description
F1	Displays the next Billto record without returning to the Entry screen. This is helpful if you are updating or viewing multiple records within the Billto File. If you are in update mode, **F1** updates the current screen and then displays the next record in the Billto File. The next record is the next account in the account number sequence.
F3	Displays the Account Receivables Statistics screen for the customer. It shows aging, payment analysis, and other statistics.
F4	Displays the "Billto File Sales Analysis Screen" on page 2–24 screen. Press **F4** again to display the Billto File Month-by-Month Sales Analysis screen.
F5	Displays the Billto File Notepad Screen screen which allows you to enter additional information regarding the customer. You can insert as much information as necessary to this account. Once in the notepad, **F10** takes you to the next page of the notepad. **F11** returns you to the previous page of the notepad. Press **F5** again to access the last used Notepad page for the account. The Notepad contains 99 pages per account.
F6	Displays the Billto File Search Screen screen.
F9	Displays the Billto File Price Exceptions screen. Use this screen to enter or display pricing exceptions.
F10	Accesses the Billto File Phone Number Maintenance Screen that allows you to enter telephone, fax, and Internet information for the account.
F12	Displays the Billto File Special Instructions screen. Special instructions can optionally appear on documents such as invoices or pick lists. Use this screen for delivery, packing, and other special instructions.
F14	Displays the Billto File Codes screen. Use this screen to enter the marketing programs to which the customer belongs, the displays the customer uses to promote your products, and the salesperson assignments if more than one salesperson is assigned to an account.
F13-F24	hot keys that link to other programs including Order Entry, Quick Quoter, Order Search, A/R Ledger and A/R History. Refer to your hot key keyboard template.

Billto File A/R Statistics Screen

Press **F3** to go to the Billto File A/R Statistics screen. This screen has no input fields. This screen shows the amount of credit currently available to an account and the amount an account is over its credit limit, if any.

```
ACCOUNT# 200200                    UPDATE                           BILLTO FILE
Name  WILLIAMS FLOORS, INC.            Phone#s B: 919 677 0005 F: 919 677 1122
Addr1 952 MAIN STREET                  Contact: BILL       Tax/SS# 000000000
Addr2                                  Doing Business As: SMITH, BILL
City  PEEKSKILL                        Open Dt 102389 Changed 021606
State NY Zip 07513 1234 Ctry           Hold Acct: 0 A Mailing Lists ZB

        ***  STATISTICS FROM A/R AND OPEN ORDER SYSTEMS  ***

 Total Open A/R........$     257,334.71   Curr Days Sales Outst           670
 Total Open Orders.....$     213,448.84   Avg Days To Pay To-Dt           162
 Net A/R Sales Yr-Dt...$      11,351.82   Avg Days To Pay Yr-Dt             0
 Net A/R Sales Last Yr $      40,112.01   Avg Over 60 To-Dt...$     38,357.00
 Net A/R Sales 2 Yr Ago$     118,621.83   Avg Over 60 Yr-Dt...$    238,047.00
 Total # of Orders To-Dt          646     Highest A/R To-Dt...$    257,335.00
 Date Of Last Invoice...       2/02/06    Highest A/R Yr-Dt...$    257,335.00
 Date Of Last Payment...      11/22/05    Date Of Highest A/R..       2/06/06
 Last Payment...  CA 41677     112.07    Over Credit Limit By$    469,533.55

........................A/R AGING...(F3=Alternate View).....................
     CURRENT        1 - 30         31 - 60         61 - 90         OVER 90
    3,745.34-    11,889.67        1,334.59             .00     237,380.28

F2=Profile. F4=Sales.  F8=Scrn 1.  F9=Prc Exc.  F12=Spcl Inst.     F5=Notepad
```

Note: *The AR Aging fields displayed can vary depending on your Company Settings Aging Option. The information shown above displays if your aging option is set to 3 or 4, which bases aging on due dates. If the Company Settings Aging Option is set to 1 or 2, which bases aging on invoice dates, the information is grouped under the headings: Current, Over 30, Over 60, Over 90. and Over 120.*

Note: *The Company Settings File, where AR aging options are set, is accessed via option 3 -* **Company Settings** *on the System Settings Menu (SET).*

You can press **F3** to display an alternate view of the AR Aging information. Instead of the usual column headings “Current”, “1-30”, “31-60”, etc. the columns are by month: May 06, June 06, etc., enabling you to view the AR from the perspective of the customer’s last statement. If AR the aging option within the company settings is set to “age by invoice date” then the months shown are based on invoice dates. If the AR aging option is set to “age by due dates”, the months shown are based on due dates. All other aging parameters are applied as usual, including the options to “roll credits” and to “include or omit advance deposits”

The following table describes the fields on lower portion of the screen.

Field	Description
Statistics From A/R and Open Order Systems	
Total Open A/R	The total current accounts receivable balance for this account.
Total Open Orders	The total open orders for this account, including back orders. Open orders are orders not yet invoiced.

Field	Description
Net A/R Sales Yr-Dt	Total sales posted to A/R during the current fiscal year, includes all computer-generated invoices and manual sales.
Net A/R Sales Last Yr	Total sales posted to A/R during the previous fiscal year, including all computer-generated invoices and manual sales.
Net A/R Sales 2 Yr Ago	Total sales posted to accounts receivable during the year before the previous fiscal year, including all computer-generated invoices and manual sales.
Total # of Orders To-Dt	Total number of orders processed for this account since this account was entered into this file.
Date of Last Invoice	The date of the last invoice issued for this account.
Date of Last Payment	The date the last payment was received for this account.
Curr Days Sales Outst	Current open A/R divided by average sales per day for this account. Average sales per day is the customer's sales during the past 90 days divided by 90. In the middle of a month, average sales per day also considers the current month to date. For example, on the 15th of each month, the system divides the last 105 days sales by 105. This statistic is informative, because it relates open A/R to sales volume. Customers with a higher current days sales outstanding might be greater credit risks than customers who owe more total dollars. This information is also available in the Customer Sales and Payment Analysis Report.
Avg Days To Pay To-Dt	The average number of days it takes this account to pay an invoice since the account was opened. This figure is updated as each payment is applied to the invoices.
Avg Days To Pay Yr-Dt	The average number of days it takes for this account to pay an invoice in this fiscal year. This figure is updated as each payment is applied to invoices.
Avg Over 60 To-Dt	The average amount owed over 60 days overdue since this account was opened. This figure is updated at the end of each month.
Avg Over 60 Yr-Dt	The average amount over 60 days overdue in the current fiscal year. This figure is updated at the end of each month.
Highest A/R To-Dt	The highest amount this account has ever owed since it was opened.
Highest A/R Yr-Dt	The highest amount this account has owed this fiscal year.
Date of Highest A/R	The date related to the highest A/R to date.
Credit Available	Amount of credit available. Credit limit minus open A/R open orders.

Field	Description
A/R Aging The following fields are displayed if your Company Settings Aging Option is **3** or **4**, which bases aging on due dates.	
Current	Open A/R amount that is fewer than 31 days past due.
1-30	Open A/R amount between 1 and 30 days past due.
31-60	Open A/R amount between 31 and 60 days past due.
61-90	Open A/R amount between 61 and 90 days past due.
Over 90	Open A/R amount over 90 days past due.
The following fields are displayed if your Company Settings Aging Option is **1** or **2**, which bases aging on invoice dates.	
Current	Open A/R amount that is not past the invoice date.
Over 30	Open A/R amount between 30 - 60 days past the invoice date.
Over 60	Open A/R amount between 60 - 90 days past the invoice date.
Over 90	Open A/R amount between 90 - 120 days past the invoice date.
Over 120	Open A/R amount over 120 days past the invoice date.
Note: Your company settings option for Roll Credits also affects aging. When credits are rolled, they are automatically applied to the oldest aging columns.	

The following table describes the function keys this screen.

Function Key	Description
F2	Go to the Billto File Profile screen.
F4	Go to the “Billto File Sales Analysis Screen” on page 2–24 for this item. Press **F4** again to go to the “Billto File Month-by-Month Sales Analysis Screen” on page 2–26.
F5	Go to the Billto File Notepad screen.
F8	Return to Billto File Entry screen.
F9	Go to the Billto File Pricing Exceptions Screen (page 2-38).
F12	Go to the “Billto File Special Instructions Screen” on page 2–45.
F14	Go to the Billto File Customer Codes Screen (page 2-46).

Billto File Sales Analysis Screen

Press **F4** to access the Billto File Sales Analysis screen. This screen has no input fields.

```
ACCOUNT# 211111                   INQUIRY                        BILLTO FILE
Name  A & A BUILDING OF GEORGIA       Phone#s B: 404 323 9399 F: 404 979 0434
Addr1 6301 HAMILTON ROAD              Contact: JOE        Tax/SS# 000000000
Addr2                                 Doing Business As: 005326
City  COLUMBUS                        Open Dt 031699 Changed 030402
State GA Zip 31909 0000 Ctry          Hold Acct: N A Mailing Lists AZP

                    ***  SALES ANALYSIS BY CUSTOMER  ***
                Current Mth   Rank   Past 12 Mths   Rank   Prev 12 Mths  Rank
GROSS SALE $         21.68                 32.50                   .00
G.P.$      $      1,020.81                109.39-                  .00
G.P.%      %       709                    337-                    0
AVG ORDER  $        47                     72                     0
AVG LINE   $        47                     80                     0
FILL       %        10                    100                     0
# OF CREDITS         0                      0                     0
# OF ORDERS          2                     10                     0
# OF LINES           2                      9                     0
CRED ISSUED$           .00                   .00                   .00
CREDIT/ORD %           .00                   .00                   .00
G.P./ORDER $        28                      6                     0
OPER. PROF $       911                    659-                    0

F2=Profile. F3=A/R.  F4=Mth-By-Mth Sales. F10=Sales By Item Cls.   F5=Notepad
MA     a                   MW                                         01/001
```

Field Name	Description/Instructions
Sales Analysis By Customer	
Gross Sales	Includes the total amount billed on invoices and credit memos, excluding tax, freight, and discount/handling charges, which appear separately at the bottom of the invoice or credit memo. Miscellaneous sales (entered in miscellaneous **F6** lines on Order Entry) are included or excluded based on a company setting that is set when the system is installed.
GP $	Gross profit; gross sales (as defined above) minus the cost of goods sold, as it appears on the invoice registers.
GP %	Gross profit percentage; gross profit divided by gross sales.
Avg. Order	Average order; the total amount ordered divided by the total number of orders. Order size does not relate to Gross Sale $, unless all of the orders were invoiced at the same time. This screen could show an average order figure and zero for gross sales if the orders were not invoiced. This figure represents the size of orders, not the size of shipments, which might be, for example, out-of-stock or split deliveries.
Avg. Line	The total amount ordered divided by the total number of order line items.

Field Name	Description/Instructions
Fill%	Dollar amount shipped divided by the dollar amount ordered. This shows how well you fill the orders you take. Fill% is calculated at invoice time, by taking the amount shipped and dividing it by the amount on the order, not including back orders. A Fill% of 100% means you shipped everything that was ordered. Over-shipments are calculated as complete shipments. Fill% can never exceed 100%. To increase the scope of the Fill% figure, you can enter orders for out of stock goods. Normally, you tell the customer you are out of stock and not enter an order that you could not fill. However, if you enter the order and invoice it for zero shipped, you'll reflect the missed sales in ordering statistics and Fill%, which represent the true demand for each item.
# of credits	Number of credit memos issued, including debit invoices that include a credit, such as for a material exchange.
# of orders	Number of orders issued. Orders are only considered issued if they are printed or processed. Temporary holds of inventory are not counted as orders until processed as orders. Don't confuse number of orders with number of invoices.
# of lines	Number of order lines issued.
Cred Issued	Dollar amount of credit issued, including credit memos and credit lines included within debit invoices. Credit lines can be entered in debit invoices when customers are exchanging material.
Credit/Ord%	Also known as the Rascal Index; the ratio of credit memos divided by the number of orders. 10% means 10 credits are issued for every 100 orders.
G.P./Order $	Average gross profit dollars per order; an important figure; the total gross profit dollars of orders, divided by the number of orders. This figure relates to the **Avg Order$** field, and does not necessarily relate to sales for the same period. It is a measure of the profitability of the orders you take.
Oper. Prof.	Operating profit amount; equals gross profit amount minus the cost of processing orders. The cost of processing orders is the number of orders times the average cost per order, as defined in the Company File.

The following tables describes the function keys on the Billto File Sales Analysis screen.

Function Key	Description
F2	Go to the Billto File Profile screen.
F3	Go to the Billto File A/R Statistics Screen (page 2-20) for the customer. It shows aging, payment analysis, and other statistics.
F4	Go to the customer's Billto File Sales Analysis Screen (page 2-24) for this item. Press **F4** again to go to the item's Billto File Month-by-Month Sales Analysis Screen (page 2-26).
F5	Go to the Billto File Notepad screen.
F10	Go to the Billto File Sales Analysis by Item Class Screen (page 2-27).

Function Key	Description
F14	Displays Cost Drivers History File Inquiry and Search Screen. This screen displays the cost drivers that adjust customer profitability.

Billto File Month-by-Month Sales Analysis Screen

Press **F4** on the Billto File Sales Analysis screen to go to the Billto File Month-by-Month Sales Analysis screen. This screen has no input fields.

```
ACCOUNT# 211111                      INQUIRY                         BILLTO FILE
Name  A & A BUILDING OF GEORGIA          Phone#s B: 404 323 9399 F: 404 979 0434
Addr1 6301 HAMILTON ROAD                 Contact: JOE          Tax/SS# 000000000
Addr2                                    Doing Business As: 005326
City  COLUMBUS                           Open Dt 031699 Changed 030402
State GA Zip 31909 0000 Ctry             Hold Acct: N A Mailing Lists AZP

        ***  2 YEAR, MONTH BY MONTH SALES ANALYSIS BY CUSTOMER  ***
This Yr   Gross Sales   GP%   Avg Ord     Last Yr   Gross Sales   GP%   Avg Ord
  JUN 02        32.50  244-       114       JUN 01           .00     0        0
  MAY 02          .00    0          0       MAY 01           .00     0        0
  APR 02          .00   90         10       APR 01           .00     0        0
  MAR 02          .00   34-        36       MAR 01           .00     0        0
  FEB 02          .00    0          0       FEB 01           .00     0        0
  JAN 02          .00    0          0       JAN 01           .00     0        0
  DEC 01          .00    0          0       DEC 00           .00     0        0
  NOV 01          .00    0          0       NOV 00           .00     0        0
  OCT 01          .00    0          0       OCT 00           .00     0        0
  SEP 01          .00    0          0       SEP 00           .00     0        0
  AUG 01          .00    0          0       AUG 00           .00     0        0
  JUL 01          .00    0          0       JUL 00           .00     0        0


F2=Profile.  F3=A/R.  F4=Total Sales.  F10=Sales By Item Class.    F5=Notepad
MA    a                  MW                                             01/001
```

Field Name	Description/Instructions
2 Year Month-By-Month Sales Analysis By Customer	
This Yr	Lists the 12 months before the current month.
Gross Sales	Lists the gross sales for each month in the past year.
GP%	Lists the gross profit percentage for each month in the past year.
Avg. Ord	Lists the average order amount for each month in the past year.
Last Yr	Lists the 12 months before the months in the **This Yr** column.
Gross Sales	Lists the gross sales for each month in the last fiscal year.

Field Name	Description/Instructions
GP%	Lists the gross profit percentage for each month in the previous year.
Avg. Order	Lists the average order amount for each month in the previous year.

The following table describes the function keys on the Billto Month-by-Month Sales Analysis screen.

Function Keys	Description
F2	Go to the Billto File Profile screen.
F3	Go to the "Billto File A/R Statistics Screen" on page 2–20.
F4	Go to the "Billto File Sales Analysis Screen" on page 2–24. Press **F4** again to display the "Billto File Month-by-Month Sales Analysis Screen" on page 2–26.
F5	Go to the Billto File Notepad screen.
F10	Go to the "Billto File Sales Analysis by Item Class Screen" on page 2–27.

Billto File Sales Analysis by Item Class Screen

Press **F10** to go to the Sales Analysis by Item Class Screen. This screen displays a customer's sales and gross profit percentage in each of the main item classes that you have established. This relates to the **Item Class 1** field in the Item Master File. The screen displays sales in the current month, past 12 months total, and the previous 12 months total. Enter **X** beside any item class to display a 24-month sales analysis for that customer and class item.

The Sales Analysis By Item Class can show more than 13 item classes per customer. Press **F10** to page forward and **F11** to page backward through the item classes. You can select each item class for a 24-month analysis.

```
 ACCOUNT# 211111                  INQUIRY                        BILLTO FILE
Name  A & A BUILDING OF GEORGIA        Phone#s B: 404 323 9399 F: 404 979 0434
Addr1 6301 HAMILTON ROAD               Contact: JOE        Tax/SS# 000000000
Addr2                                  Doing Business As: 005326
City  COLUMBUS                         Open Dt 031699 Changed 030402
State GA Zip 31909 0000 Ctry           Hold Acct: N A Mailing Lists AZP

                       ***  SALES ANALYSIS BY CUSTOMER/ITEM CLASS  ***
Item Class              Current Mth  GP%   Past 12 Mths  GP%   Prev 12 Mths  GP%
 CERAMIC TILES      _          .00   0          71.82  96-            .00   0
 CEILING TILE       _          .00   0         117.60  20             .00   0
 VINYL SHEET GOODS  _        21.68 653-         32.50 244-            .00   0
                    _
                    _
                    _
                    _
                    _
                    _
                    _
                    _
                    _
                X-Select For Mth-By-Mth        F10=Next Page.
F2=Profile.  F3=A/R.  F4=Total Sales.  F9=Price Exc.  F12=S/I.     F5=Notepad

MA    a                      MW                                        10/021
```

For descriptions of the fields on the top portion of this screen, refer to the Billto File Profile screen. The following table describes the remainder of the fields on this screen.

Field Name	Description/Instructions
Sales Analysis By Customer/Item Class	
Item Class	Classes of items sold to the customer. Only classes that have had some sales or orders for this customer are displayed.
Current Mth	Total amount sold this month for each item class.
GP%	Gross profit percentage of sales this month for each item class.
Past 12 Mths	Total amount sold during the 12 months before the current month for each item class.
GP%	Gross profit percentage of sales for each item class.
Prev 12 Mths	Total amount sold during the previous 12 months for each item class. Previous refers to the 12 months immediately prior to the past 12 months column.
GP%	Gross profit percentage of sales.

The following table describes the function keys on the Sales Analysis by Item Class screen.

Function Key	Description
F2	Go to the Billto File Profile screen.
F3	Go to the Billto File A/R Statistics Screen.
F4	Go to Billto File Sales Analysis Screen.
F5	Go to the Billto File Notepad screen.
F9	Go to the Billto File Pricing Exceptions Screen.
F12	Go to the Billto File Special Instructions Screen.

Cost Drivers History File Inquiry and Search Screen

This screen provides information related to Customer Profitability Analysis - With Cost Drivers. It displays “Adjusted Profit” based upon your cost drivers system.

1. Press **F14** from the Sales Analysis.

```
 ACCOUNT# 056370                   INQUIRY                       BILLTO FILE
Name  ARLEANS CARPET                       Phone#s B: 613 837 9373 F: 000 000 0000
Addr1 1449 MANVILLE DRIVE                  Contact: JACQUES    Tax/SS# 091618649
Addr2                                      Doing Business As: ARLEANS
City  ARLEANS, BC             K1C 4R1      Open Dt 060988 Changed 042903
State BC Zip 00000 0000 Ctry CA            Hold Acct: 1 A Mailing Lists G

                    ***  SALES ANALYSIS BY CUSTOMER  ***
                Current Mth           Past 12 Mths           Prev 12 Mths
GROSS SALE $      37,320.62             697,138.69             729,265.76
G.P.$      $       8,851.25             142,925.06             164,236.56
G.P.%      %             24                     21                     23
AVG ORDER  $            427                    754                  1,040
AVG LINE   $            236                    397                    622
FILL       %            100                     95                    100
# OF CREDITS              2                     66                     46
# OF ORDERS              32                    960                    822
# OF LINES               58                  1,823                  1,374
CRED ISSUED$      3,279.90-             120,307.99-             52,987.92-
CREDIT/ORD %           6.25                   6.87                   5.59
G.P./ORDER $            131                    184                    240
OPER. PROF $          7,251                 94,925                123,137

 F2=Profile. F3=A/R.  F4=Mth-By-Mth Sales. F10=By Item Class. F14=Cost Drivers.
```

The Customer Sales Analysis screen displays several profit indicators:

- Gross Profit$ is the gross profit based upon sales, which is already adjusted to include the affect of rebates that are accrued on the order entry screens, and to remove the affect of funds.

- Gross Profit % is the Gross Profit$ divided by Gross Sales.
- Operating Profit$ is the Gross Profit$ less (number of orders x cost per order).
- The **F14=Cost Drivers** feature further analyses the customer's profitability.

The **F14** key displays your cost drivers that adjust customer profitability on the following screen.

```
ACCOUNT# 056370                    INQUIRY                        BILLTO FILE
              ADJUSTED GP ANALYSIS By CUSTOMER With COST DRIVERS
                                   ARLEANS CARPET
                                  Current Mth   Past 12 Mths   Prev 12 Mths
     GROSS SALES ........... $     37,320.62     697,138.69     729,265.76
   * GROSS PROFIT .......... $      8,145.27     150,503.65     164,236.56
   * GROSS PROFIT .......... %         21.83          21.59          22.52
 Opt Cost Driver Category                GP %           GP %           GP %
     FRT IN MARGIN                       .93-          1.14-            .00
     CUSTOMER REBATE                    4.68-          3.39-            .00
     REBATE OTHER                        .27-           .44-            .00
     SUPPLIER REBATE                    6.88           2.76             .00



                                                                      Bottom

     ADJUSTED GROSS PROFIT.. %         22.83          19.38          22.52

     Options: 1=Show GP in Dollars. D=Display by Cost Driver.
   * figures at top of screen exclude all cost drivers.

                    F15=Drilldown By Individual Cost Driver
F2=Profile. F3=A/R.  F4=Mth-By-Mth Sales. F10=By Item Class. F14=Cost Drivers.
```

The Adjusted GP Analysis screen redisplays the gross sales figures, followed by gross profit figures from which all cost drivers are removed. (Cost drivers may be individually coded to be included in gross profit figures, or kept separate and utilized only in screens like this one.) In this example, four cost driver categories were created.

- **FREIGHT IN MARGIN** - This represents the portion of the sale price that was added to help offset freight costs incurred for this customer.
- **CUSTOMER REBATE** - This represents an accrual for rebates that are paid to the customer on a periodic basis.
- **REBATE OTHER** - This represents other rebates that have been accrued, which are payable to parties other than customers, or suppliers.
- **SUPPLIER REBATE** - This represents rebates paid in by suppliers for products purchased by this customer. Note, unlike the other cost driver categories, this category adds to the gross profit.

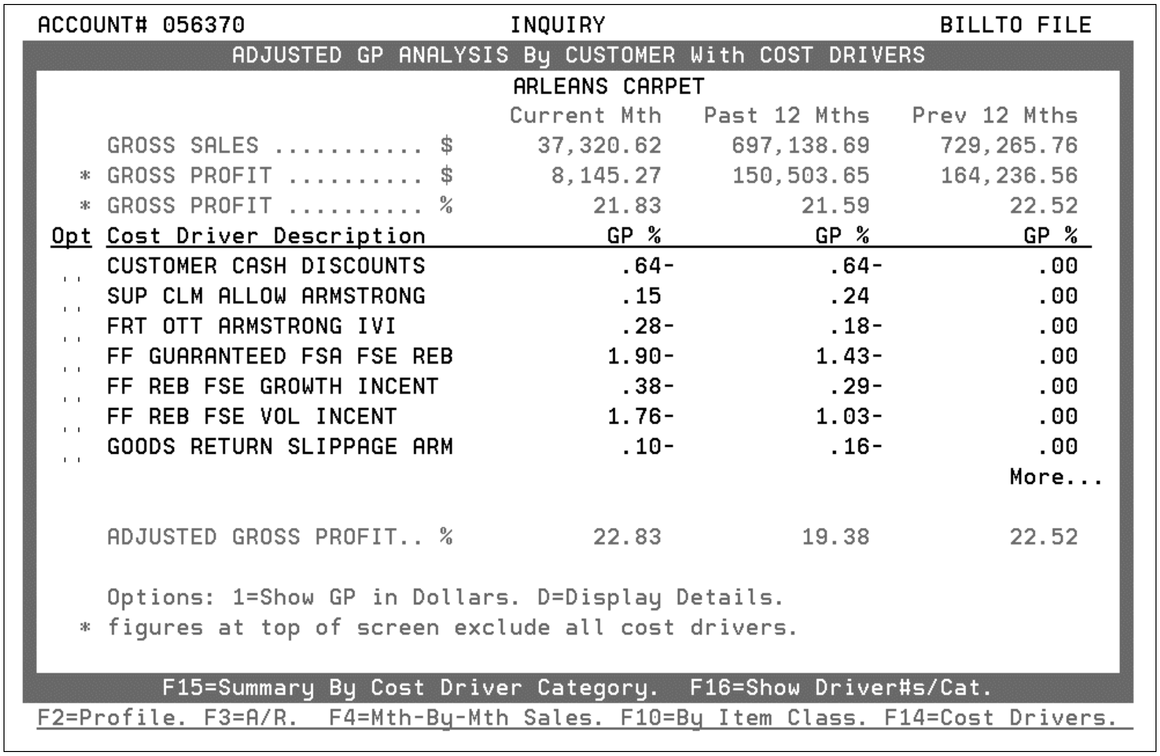
This screen displays the effect that the cost driver categories have on this customer's profit percentage individually and collectively. Collectively the cost drivers lowered the past 12 months' gross profit percentage from 21.59% to 19.38%.

Enter option **1** next to any category and the screen displays an analysis of the cost drivers by GP dollars instead of GP%.

```
ACCOUNT# 056370                    INQUIRY                        BILLTO FILE
              ADJUSTED GP ANALYSIS By CUSTOMER With COST DRIVERS
                                 ARLEANS CARPET
                                 Current Mth    Past 12 Mths   Prev 12 Mths
     GROSS SALES ........... $     37,320.62      697,138.69     729,265.76
   * GROSS PROFIT .......... $      8,145.27      150,503.65     164,236.56
   * GROSS PROFIT .......... %         21.83           21.59          22.52
 Opt Cost Driver Category               GP $            GP $           GP $
  1  FRT IN MARGIN                    346.90-       7,962.58-            .00
     CUSTOMER REBATE                1,747.82-      23,615.38-            .00
     REBATE OTHER                     100.66-       3,097.20-            .00
     SUPPLIER REBATE                2,566.75       19,255.08             .00




                                                                       Bottom

     ADJUSTED GROSS PROFIT.. $      8,516.64      135,083.57     164,236.56

     Options: 2=Show GP as Percent. D=Display by Cost Driver.
   * figures at top of screen exclude all cost drivers.

                  F15=Drilldown By Individual Cost Driver
F2=Profile. F3=A/R.  F4=Mth-By-Mth Sales. F10=By Item Class. F14=Cost Drivers.
```

The screen above shows the GP dollars accrued in each cost driver category for this customer. Option 2 reverts the screen back to a GP% analysis. In the example above, the cost drivers lowered the past 12 months' gross profit from $150,503.65 to $135,083.57.

You can press **F15**, or key option **D**, to drill down into the individual cost drivers.



This screen breaks down the categories shown on the previous screens, into the individual cost drivers that make up those categories.

These are the individual cost drivers within the categories: FREIGHT IN MARGIN, CUSTOMER REBATES, SUPPLIER REBATES, and OTHER REBATES.

Press **F16** to see the cost driver numbers and cost driver category codes used to set up the cost drivers system. When **F16** is pressed, the Cost Driver numbers and category codes display as follows.

```
ACCOUNT# 056370                    INQUIRY                        BILLTO FILE
                ADJUSTED GP ANALYSIS By CUSTOMER With COST DRIVERS
                                   ARLEANS CARPET
                                   Current Mth   Past 12 Mths   Prev 12 Mths
     GROSS SALES ........... $      37,320.62     697,138.69     729,265.76
   * GROSS PROFIT .......... $       8,145.27     150,503.65     164,236.56
   * GROSS PROFIT .......... %          21.83          21.59          22.52
 Opt Cost Driver Description            GP %           GP %           GP %
     0000001            REBCUS           .64-           .64-           .00
     0000003            REBSUP           .15            .24            .00
     0000122            FRTMAR           .28-           .18-           .00
     0000126            REBCUS          1.90-          1.43-           .00
     0000135            REBCUS           .38-           .29-           .00
     0000140            REBCUS          1.76-          1.03-           .00
     0000194            REBOTH           .10-           .16-           .00
                                                                    More...

     ADJUSTED GROSS PROFIT.. %          22.83          19.38          22.52

     Options: 1=Show GP in Dollars. D=Display Details.
   * figures at top of screen exclude all cost drivers.

        F15=Summary By Cost Driver Category.  F16=Show Driver Names.
F2=Profile. F3=A/R.  F4=Mth-By-Mth Sales. F10=By Item Class. F14=Cost Drivers.
```

The screen above may be used to audit the cost driver system. You can see which category each cost driver is assigned to.

Note: *Press* **F16** *again to revert back to the F15 Drill down by Cost Driver (page 2-32).*

Enter option **D** next to any cost driver, to display the detailed cost driver history file and search. Option **D** displays the following screen.

```
 8/14/03        Cost Drivers History File Inquiry and Search         US0003R
10:44:07                                                             IU

Opt Driver# Co/Acct  Invoice/Line# Mfgr/Item#          MMDDYY  GP?  Unit Cost
          1 0 56370        0    0                     7/01/03  _         .000
 _        1 0 56370   830920 0010  ARM 64481401        7/03/03  Y         .118
 _        1 0 56370   830921 0020  CAS GIS008          7/03/03  Y         .013
 _        1 0 56370   830922 0010  ARM 51945031        7/03/03  Y         .197
 _        1 0 56370   830923 0010  ARM 66085401        7/03/03  Y         .030
 _        1 0 56370   830923 0020  ARM 66085401        7/03/03  Y         .030
 _        1 0 56370   830923 0030  ARM 66085401        7/03/03  Y         .030
 _        1 0 56370   830923 0040  ARM 66085401        7/03/03  Y         .030
 _        1 0 56370   830923 0050  ARM 66085401        7/03/03  Y         .030
 _        1 0 56370   830923 0060  ARM 66085401        7/03/03  Y         .030
 _        1 0 56370   830924 0010  IMA 35001           7/03/03  Y         .040
 _        1 0 56370   830924 0020  ART 15871           7/03/03  Y         .232
 _        1 0 56370   832814 0010  ZMI DISPCOLOURSOU   7/05/03  Y       12.668
                                                                        More...

Options ===>  I=Invoice Inquiry   X=History File Details
F4=Cancel      F7=End of job    F11=Alt View
```

This screen may be used to drill down into the cost driver accruals, and details anyway you want. In this example, a drill down was performed for Cost Driver #1, account 056370, for July 2003. This displays the individual invoices that comprised the total for this customer and the specified cost driver, starting from July 2003. You may use options **I** and **X** to drill down further. Press **F11** to show more information for each line.

The unit cost, shown on the screen above, is the unit cost related to the cost driver, and not the total cost related to the inventory or line item.

The **F11** key "unfolds" the screen and shows more information about each invoice/line.

```
 8/14/03          Cost Drivers History File Inquiry and Search        US0003R
10:44:38                                                              IU

Opt Driver# Co/Acct  Invoice/Line# Mfgr/Item#          MMDDYY  GP?  Unit Cost
          1 0 56370          0    0                    7/01/03  _        .000
 _        1 0 56370   830923 0060  ARM 66085401        7/03/03  Y        .030
           Account:  ARLEANS CARPET                   Extended cost:    3.038
              Item:  INITIATOR 66085 12'
 _        1 0 56370   830924 0010  IMA 35001           7/03/03  Y        .040
           Account:  ARLEANS CARPET                   Extended cost:   11.760
              Item:  BRAZILIAN CHERRY 3" (JATOBA)
 _        1 0 56370   830924 0020  ART 15871           7/03/03  Y        .232
           Account:  ARLEANS CARPET                   Extended cost:     .464
              Item:  BRAZILIAN CHERRY 3/4" REDUCER
 _        1 0 56370   832814 0010  ZMI DISPCOLOURSOU   7/05/03  Y      12.668
           Account:  ARLEANS CARPET                   Extended cost:   12.668
              Item:  MILLIKEN COLOUR SOURCE DISPLAY
                                                                     More...

 Options ===>  I=Invoice Inquiry   X=History File Details
 F4=Cancel      F7=End of job    F11=Alt View
```

The **F11** key adds the customer name, item number, and extended cost of the cost driver accrual. For example, Invoice 830924, line 10, accrued $11.76 into Cost Driver #1. Enter option **X** to see all the cost driver details for that line number, or enter option **I** to display the invoice.

```
 8/14/03 10:45:58       Cost Driver Detail Inquiry        IU          US0005R

Company:    FLOORING INDUSTRIES INC.          Customer: 056370
Invoice#:  830924   Line#: 0010               ARLEANS CARPET
Item#: IMA 3500 1                             Qty shipped:    294.00
BRAZILIAN CHERRY 3" (JATOBA)

Price:          6.310           Cost:      5.198  Ext:   1,528.212
                                Allw:       .000  Ext:        .000

Cost driver                               Unit cost        Ext cost      GP
      1  CUSTOMER CASH DISCOUNTS                .040          11.760     Y
      8  SUP TERM DISC JANUS                    .101-         29.694-    Y
    123  FRT OTT HARDWOOD PLANKS WS WE          .038          11.172     N
    126  FF GUARANTEED FSA FSE REBATE           .126          37.044     Y
    135  FF REB FSE GROWTH INCENT TOR           .024           7.056     Y
                                                                      More...
Total That Affects Cost & GP                    .268          78.792  13.38%
Total Of Other Cost Drivers                     .038          11.172

Total Of All Cost Drivers                       .306          89.964  12.77%
                                         ===========     ===========

F4=Cancel   F7=End of job
```

This screen displays the details behind a single line of a single invoice. In this example, the extended cost of this line is 1528.212, with an additional cost of 89.964 for all of the accrued cost drivers. The cost drivers bring the GP% down to 12.77%. Note that the screen shows which cost drivers affect GP (meaning that they are already in the cost used by all system reports) and which cost drivers do *not* affect cost (meaning that they are only shown on this screen and on special cost driver reports).

You can enter option **I** to display any invoice listed on the Cost Drivers History Screen.

```
                          I N V O I C E   F I L E                    613-837-9373
Billed To:                      Shipped To:                          Inv#: 830924
ARLEANS CARPET                  ARLEANS CARPET                     Acct# : 056370
1449 MANVILLE DRIVE             1449 MANVILLE DRIVE                Suppl#: 001
                                                                   Ware# : ABC
ARLEANS, BC           BC 00000  ARLEANS, BC           BC 00000     Branch: ABC
Inv-Date  Ship-Date  Ship Via  FOB  Cust P.O.#  Slmn  Price-Code  H.Chg/Disc
 7/03/03   7/02/03   DE SF      X   23203                  OA
Line  Item#                  Description                        Qty     Unit-Price
0001                S/M COLLIGAN                                               .00
0002                THANKS FOR YOUR ORDER.  I HOPE TO HEAR FROM YOU            .00
0003                AGAIN SOON.   SANDRA                                       .00
0010  IMA35001                BRAZILIAN CHERRY 3" (JATOBA)    294.00 SF     6.310
                               S/N: PREMIUM        F08E
0020  ART15871                BRAZILIAN CHERRY 3/4" REDUCER     2.00 PC    36.580
                               S/N: REDUCER        8135
9966                Delivery Chg for all orders shipped on  07/02/03 =      37.00
      Terms: 1% 15 NET 20 EOM


 Totals:  H.Chg:     .00   Tax:  137.57   Frt:     .00      Total:    2,102.87
                                                             Cost:    1,589.66
 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
```

After viewing an invoice, press **F7** to exit and return to the previous cost driver history screen.

The example below displays a different use of the cost drivers than the previous example.

```
ACCOUNT# 201000                    INQUIRY                        BILLTO FILE
              ADJUSTED GP ANALYSIS By CUSTOMER With COST DRIVERS
                        HARBOR FLOOR CENTER (RALEIGH)
                                   Current Mth   Past 12 Mths   Prev 12 Mths
     GROSS SALES ........... $      23,365.56      98,501.50     118,500.55
   * GROSS PROFIT .......... $       5,887.13      22,400.07      19,205.05
   * GROSS PROFIT .......... %          25.20          22.74          16.21
 Opt Cost Driver Category                GP %           GP %           GP %
     DELIVERY                             .00            .00            .98-
     MARKETING                            .00            .00           2.27-
     EXTENDED TERMS                       .00            .00            .63-
     REBATES PAID                         .00            .19-          1.40-
     WAREHOUSE                            .00            .00           3.37-

                                                                      Bottom

     ADJUSTED GROSS PROFIT.. %          25.20          22.55           7.56

     Options: 1=Show GP in Dollars. D=Display by Cost Driver.
   * figures at top of screen exclude all cost drivers.

                  F15=Drilldown By Individual Cost Driver
F2=Profile. F3=A/R.  F4=Mth-By-Mth Sales. F10=By Item Class. F14=Cost Drivers.
```

In this example, in addition to marketing expenses such as “Marketing” and “Rebates Paid”, there are operational cost drivers which have accrued the expense related to servicing this customer. These are broken down by Delivery, Warehouse, and Extended Terms. These categories can be further broken done into the individual cost drivers, using **F15**.

```
ACCOUNT# 201000                    INQUIRY                        BILLTO FILE
              ADJUSTED GP ANALYSIS By CUSTOMER With COST DRIVERS
                        HARBOR FLOOR CENTER (RALEIGH)
                                   Current Mth   Past 12 Mths   Prev 12 Mths
     GROSS SALES ........... $      23,365.56      98,501.50     118,500.55
   * GROSS PROFIT .......... $       5,887.13      22,400.07      19,205.05
   * GROSS PROFIT .......... %          25.20          22.74          16.21
 Opt Cost Driver Description             GP %           GP %           GP %
     GOLF TRIP CUSTOMER CLUB              .00            .19-           .00
     STONE MOUNTAIN REBATE                .00            .00            .00
     COST OF WHSE PICK                    .00            .00           3.24-
     CARPET ONE REBATES                   .00            .00           1.40-
     COST OF DELIVERY                     .00            .00            .98-
     COST OF WHSE LOAD                    .00            .00            .13-
     SALESPERSON SPIFFS                   .00            .00           2.27-
                                                                     More...

     ADJUSTED GROSS PROFIT.. %          25.20          22.55           7.56

     Options: 1=Show GP in Dollars. D=Display Details.
   * figures at top of screen exclude all cost drivers.

         F15=Summary By Cost Driver Category.  F16=Show Driver#s/Cat.
F2=Profile. F3=A/R.  F4=Mth-By-Mth Sales. F10=By Item Class. F14=Cost Drivers.
```

In the example above, you can see that the operational cost drivers are broken down into:

- Cost of warehouse picking
- Cost of warehouse loading
- Cost of delivery, etc.

The marketing expenses are broken down into:

- Cost of golf trip
- Stone Mountain buying group rebate
- Carpet One buying group rebate

Note: *Operational cost drivers are always set up to "Not Affect Gross Profit". This means that they have no affect on any accounting figures. They are only displayed when you specifically use a screen or report designed to include cost drivers.*

Billto File Pricing Exceptions Screen

Press **F9** to access the Billto Pricing Exceptions screen. You can use this screen to review and update promotional and exception pricing. You can change a customer's default price list for specific items or groups of items. You can also display promotional pricing that the customer is eligible for and the effective dates of those prices. 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. You can copy the exceptions from one customer to another. You can also block customers from buying specific products by defining a blocking level and entering price list #99 for lock out.

```
 211111  A & A BUILDING OF GEORGIA        INQUIRY      Price Exceptions   Pg  1

                                   Price      Promo       Eff       End
Type           Record#             List# or Program#     Date      Date     Status  X
 M      Mfgr# BZR                          BZRTRM      013100    022222    ACTIVE



TYPES:  C=Item Class, M=Mfgr, L=Product Line,       Enter "X" to Display Prices.
        P=Price Class, H=Partial Item, I=Item.

                                              F10=Next Page.   F11=Previous Page.

F1=Next Act. F2=Profile. F3=A/R. F4=Sales. F12=S/I. F14=Codes.    F5=Notepad
MA     a                   MW                                          05/078
```

It can be assigned for the following:

- Item class

- Manufacturer
- Product line
- Price class
- Item number

For example, a customer is normally assigned price list number A1, but for a certain manufacturer or item number you can assign that customer to price list number B1. Price exceptions are the most efficient way to handle special pricing. Optimum system performance is maintained when a price exception can be used rather than the Customer Special Price File, particularly during Order Entry. You can also save time by not having to maintain the Customer Special Price File. All pricing exceptions simply point to another established price list, that is maintained via the Price File - FIL 9. The Billto Special Price File maintains special prices separately for each customer.

You can enter and review the beginning and expiration dates for all pricing exceptions. The system also displays the status of each entry based on the dates. Status can be any of the following:

- Active - within the assigned date span
- Future - not yet effective
- Expired - past the end date

You can enter **X** in the **Opt** column and press **Enter** to go to the Promotional Pricing and Price Files. You can then press **F14** to return to the Billto File.

Every night the system prints a list of all price exceptions that are within two days of being activated or deactivated.

The following table describes the fields on the Pricing Exceptions screen:

Field Name	Description/Instructions
Type	Type of exceptions: **C** - Exceptions for an item class **M** - Manufacturer **L** - Product line **P** - Price class **I** - Item Price list number exceptions are processed in the order shown above, with each more specific category overriding a more general category. Therefore, if a customer had exceptions on all levels that could affect the same products, the system resolves the price list number exceptions as follows: • A manufacturer price list exception overrides an item class exception. • A product line price list number exception overrides a manufacturer exception. • A price class price list number exception overrides a product line exception. • An item price list number exception overrides a price class exception. • Promotion programs are processed based upon the best available price.
Record #	The record related to the type code. For example, if type = **M**, enter a manufacturer code, or if type = **I**, enter an item number.
Price List #	The price list to override.
Promo Program #	The promotional program to override. Enter a price list number or a promotional program number, but not both on the same entry line.
Eff Date	Effective date; the date the exception becomes active.
End Date	The date the exception expires.
Status	Current status of the exception: active, future, or expired.

The following tables describes the function keys on the Pricing Exceptions screen.

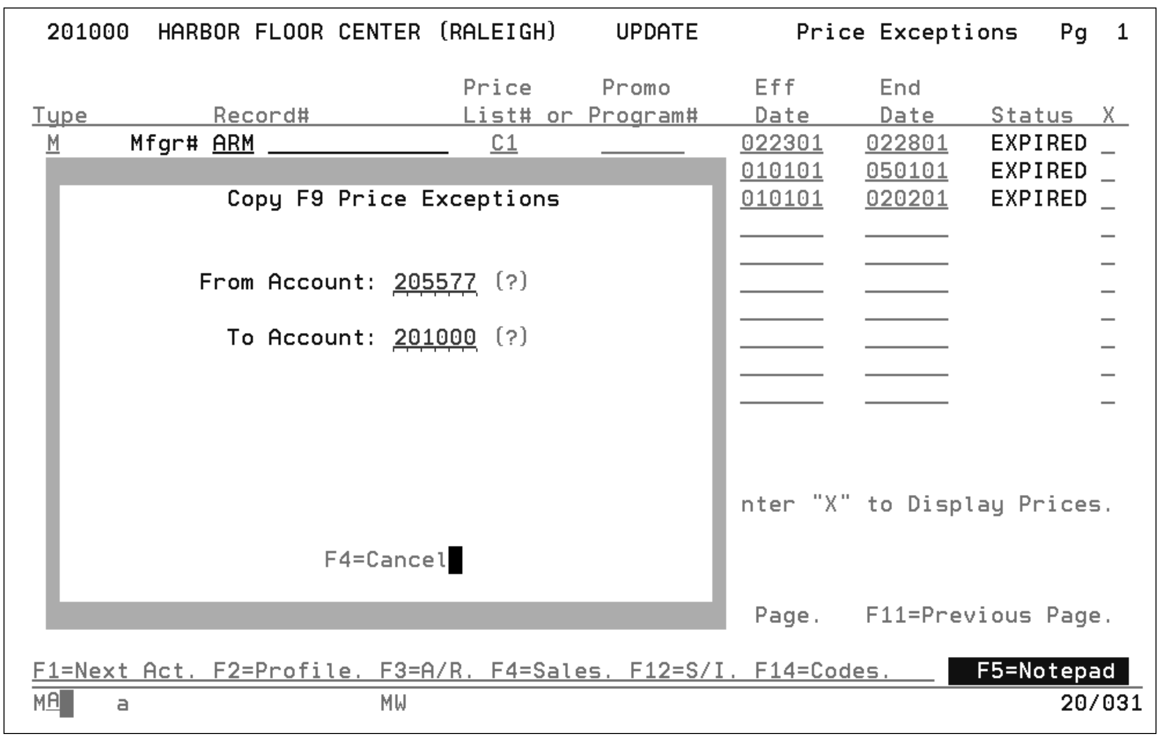
Function Keys	Description
F1	Go to the next account.
F2	Go to the Billto File Profile screen.
F3	Go to the Billto File A/R Statistics screen.
F4	Go to the Billto File Sales Analysis screen.

Function Keys	Description
F5	Go to the Billto File Notepad screen.
F12	Go to the Special Instructions screen.
F14	Go to the Billto File Customer Codes screen.

You can use partial item numbers to assign pricing in the Billto File Pricing Exceptions screen. A partial item number must consist of a manufacturer code and at least one contiguous character (next in sequence and in the correct order), such as **AOT 05**. You can enter as many characters of the item number as needed, but you cannot skip characters. Blank spaces are acceptable if they are part of the actual item number.

Copying Billto Pricing Exceptions

The Billto File **F9** Pricing Exceptions screen contains a copy feature. To use this feature, you must be in Update mode. Press **F23** from the Pricing Exceptions screen to display the copy parameters as shown in the following example.



You can use the Copy **F9** Pricing Exceptions screen to enter **From** and **Fo** account numbers. All F9 price exception entries are copied from the **From** account to the **To** account. Current entries in the **To** account are not changed. You can enter "**?**" in the account number fields to elect from a Customer Search screen. In the above example, all **F9** price exception entries will be copied from account 205577 to account 201000.

Billto File Phone Number Maintenance Screen

You can use this file to store different types of phone numbers and Internet connections.

```
                    Phone Number by Account#  Maintenance
Account#:  200200  WILLIAMS FLOORS, INC.
Display Only Num Type: A       Position To: _    ___   _________________
(Enter A for all)                          (Num   (Area  (Phone Number)
                                           Type)  Code)
    Number  Area   Phone                    Acct
Opt  Type   Code   Number/E-mail            Number   Description/URL
------------------------------------------------------------------------------
 _    F     919    379-3715                 200200   MAIN FAX NUMBER
 _    F     919    379-3768                 200200   PURCHASING FAX NUMBER
 _    F     919    677-1233                 200200   CUSTOMER SERVICE
 _    I     ___    BOLIPHANT@               200200   DANCIK.COM
 _    T     919    111-5555                 200200   TOM'S EXTENTSION
 _    T     919    379-3739                 200200   GARY'S EXTENSION
 _    _     ___    ________________         ______   __________________________
 _    _     ___    ________________         ______   __________________________
 _    _     ___    ________________         ______   __________________________
 _    _     ___    ________________         ______   __________________________
 _    _     ___    ________________         ______   __________________________
                                                                        Bottom
  Opt: D=Delete, S=Special Opts       Num.Type = T, F, or I

                   F1=Next Acct#  F6=Return  F11=Prev Acct#
```

Field Name	Description/Instructions
Number Type	• **T** - telephone number • **F** - fax number • **I** - Internet/email address • **C** - Order Contact - allows you to designate entries as “order contacts” for the account. Depending on how the options are set on the System Wide Setting - Options for Customer Order Contacts, phone number records flagged as order contacts will: — Automatically populate the Order Contact field on the Order Header; if there is only one record flagged as an order contact. — Limits the search done from within the Order Contact field on the Order Header screen (by entering a “?” in the field) to only those records designated as order contacts. *Note: The only entries required for a “C” Customer Contact record are the* **Acct#** *and* **Description**.
Area Code	Specify area codes except for number type **I**.

Field Name	Description/Instructions
Phone#/ Email	Alphanumeric field that accommodates different types of numbers. Do not use spaces or punctuation in telephone or fax numbers. *Note: This field is optional for C (Order Contact type entries), and can also be used to record data such as a user number or membership ID. It should not be used in conjuction with the* **Description** *field to add more characters to the description. This causes the Description to appear before the Phone# information on reports.* There are two ways to enter email addresses. • When entering email names, 17 characters including the @ symbol can be entered on this line. If there are more than 17 characters, the additional characters can be entered on the Description/URL line. • Or, as shown in the example above, you can enter email names up through the @ symbol and then enter the URL on the Description/URL field.
Account Number	Leave this field blank to default to the account number currently displayed. You can also enter numbers for other accounts by overriding the account number.
Description	A description of what the number represents (optional).
Del	Enter **D** to delete an entry.

You can limit the screens to a particular number type (**T**, **F**, or **I**) by entering data into the **Display Only Num Type** field. Press **F1** to display the next account number with Phone Number File entries. Press **F11** to display the previous account number with phone number file entries.

Special Options

Use option **S** to designate fax numbers for auto-fax applications, or email addresses for automatic Internet applications. You can use this screen to designate a fax number as the auto fax number for outbound price lists, order acknowledgements, or invoices. You can also enter an additional number to be included as part of the fax number for long distance numbers.

Note: The system includes a similar screen for email addresses.

Special instructions remain in place even when a phone and/or fax number is changed. This saves you from having to go back and reset any special instructions into the new/changed phone number record.

On the alternate Phone Number File Maintenance Program, you can display and update special auto-fax and auto-email information.

```
                     Phone Number by Account# Maintenance
Account#: 201000  HARBOR FLOOR CENTER    (RAL)
Select: Types _ _ _  Area Codes ___ ___ ___    Position To Account#: ______
      (Types=A,F,I,T)

                                                      AF AF AF EM EM EM EXT
Opt Acct#  Type/Area Cd/Ph#        Description        PL AK IN PL AK IN DIG
------------------------------------------------------------------------------
 _ 201000  F 718 9580565           JANE IN SALES       _  _  _  _  _  _  _
 _ 201000  F 919 6665555           SAL IN SALES        Y  _  _  _  _  _  _
 _ 201000  F 919 9580565           HAL IN COMPUTER ROOM _  _  _  _  _  _  _
 _ 201000  I     HAL@              HARBORFLOOR.COM     _  _  _  _  _  Y  _
 _ 201000  I     SAL@              HARBORFLOOR.COM     _  _  _  _  _  _  _
 _ 201000  T 919 6770002           PATRICK-PURCHASING  _  _  _  _  _  _  _
 _ 201000  T 919 7772222           JOE'S EXTENSION - A/P _  _  _  _  _  _  _
 _ 201000  T 919 7772223           HAL'S EXTENSION - COMP _  _  _  _  _  _  _
 _ 201000  T 919 7772632           SAL'S EXTENSION - SALE _  _  _  _  _  _  _
 _ 201000  T 919 7772633           PAULINE'S EXTENSION - _  _  _  _  _  _  _
 _ ______  _ ___ _________________ ____________________ _  _  _  _  _  _  _
                                                                      Bottom
  Opt: D=Delete    Num.Type = T, F, or I     AF=Auto-Fax.  EM=E-Mail.
------------------------------------------------------------------------------
                  F1=Next Acct#  F6=Return  F11=Prev Acct#
```

The following table defines the abbreviations and fields used on this screen.

Abbreviation	Description
AF	Auto-fax
EM	Email
PL	Price lists
AK	Order acknowledgements
IN	Invoices
EXT DIG	Extra digit to be dialed before a fax number. You can program certain digits to always be dialed before any fax number. However, if you have 10-digit fax numbers that are considered local, and they cannot preceded by a 1, you might need to use the extra digit field to designate which numbers require the 1.
Opt	Option **D** deletes a phone number.

Abbreviation	Description
Types	**A** All types **F** Fax numbers **I** Internet addresses **T** Telephone numbers
Area Codes	You can limit the screen to specific area codes.
Position to Account#	You can enter an account number to reposition the screen to the phone number records for that account number.

Billto File Special Instructions Screen

You can use this screen to enter special instructions for a customer and to note instructions that should be printed on an invoice, pick list, purchase order, order acknowledgement, or quotation. You can enter up to ten lines of text on each page with 45 characters per line, per page, up to 20 pages.

```
 211111  A & A BUILDING OF GEORGIA        INQUIRY        Special Instructions
                                                                   Page#  1

 Main  Sub          TEXT / Up To 45 Characters             --Print? (Y/N)--
 Type Type  ....5...10...15...20...25...30...35...40...45    P/L ACK INV P/O
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _
  _    _    _____________________________________________     _   _   _   _

 Main Types: D=Disclaimer, I=Installation Instructions, M=Misc/Other,
             S=Shipping/Delivery Instructions, T=Translated Name or Description.
  Sub Types: User Defined Codes (EG: Assign codes for the language used if the
             instructions are entered in multiple languages)



  F2=Cust Profile.  F8=1st Screen.    F10=Forward. F11=Reverse.     Rollup/Down.
```

A slightly different version of this screen is also available in the Item, Manufacturer and Product Line Files. Enter general instructions that pertain to an item, an entire product line, or the entire manufacturer in the applicable file.

Special instructions print under the headings at the beginning of a document. Any special instructions with no sub-type for language are printed regardless of the language type for the customer, as coded in **Language** field. Special instructions coded as a specific sub-type code, such as language, print only for customers with the same code. Enter language codes on the Billto File Profile screen.

Printing special instructions and product information can greatly enhance your service to your customers and help your staff to be more responsive. You can use the Special Instructions system to:

- Print a customer's packing or delivery requirements on their pick lists.
- Print a special greeting or message on a customer's invoice. The message can be specific to that customer.
- Print information such as special codes and numbers on customer orders and invoices. Some examples are DUNS numbers, accounting codes used by the customer's accounts payable department, and blanket POs for government accounts.

Special instructions entered via **F12** in the Billto, Item, Manufacturer, or Product Line Files can be printed on a separate listing. You can use these listings to proofread the instructions or as references. The listing can include all or specified types and sub-types of instructions. For example, you can print shipping and delivery instructions or only the French entries. You can generate this list, for example, for specific customers, items, or product lines. Generate this listing page 2 of the Master File Listings Menu.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Main Type	**D** - Disclaimer **I** - Installation instructions **M** - Miscellaneous/Other **S** - Shipping/Delivery instructions **T** - Translated name or description In the Billto File, type codes **M** and **S** are normally the only codes used.
Sub Type	Sub-type options. Indicate the language of the text, for example F = French, and S = Spanish.
TEXT	Special instruction text; 45 characters per line.
P/L	Enter **Y** to print special instructions on the pick list.
ACK	Enter **Y** to print special instructions on customer acknowledgements and quotations.
INV	Enter **Y** to print special instructions on invoices.
P/O	Enter **Y** to print special instructions on purchase orders.

Billto File Customer Codes Screen

You can use the **F14** screen in the Billto File to establish customer participation in specific marketing programs and display programs. You can also assign salespeople by product, either by item class or by manufacturer.

Press **F14** to go to the Billto File Customer Codes screen, where you can to enter the following types of information:

- Marketing programs to which a customer belongs
- Salespeople assigned to the customer. If different salespeople are assigned, you can enter this information either by item class or manufacturer.
- Salesperson assignments by product, and by item classes or by manufacturer.

```
 201000  HARBOR FLOOR CENTER (RALEIGH)  UPDATE      Add'l Codes   BILLTO FILE

--- MARKETING PROGRAMS ---  -------- DISPLAYS -------   SALESPERSON ASSIGNMENTS
ABB 04/15/05 ___            MDD 08/05/97 ___            Itm Cl/Slmn  Mfgr/Slmn
MED 04/13/06 ___            VTD 01/12/98 ___              __   HSE     CON 001
___          ___            ___          ___              CA   017     HAR 014
___          ___            ___          ___              CT   008     SHA 007
___          ___            ___          ___              __   ___     ___ ___
___          ___            ___          ___              __   ___     ___ ___
___          ___            ___          ___              __   ___     ___ ___
___          ___            ___          ___              __   ___     ___ ___
___          ___            ___          ___              __   ___     ___ ___
___          ___            ___          ___              __   ___     ___ ___
                                                          __   ___     ___ ___
                                                          __   ___     ___ ___
                                                          __   ___     ___ ___
                  NOTE: Mfgr Slmn Overrides Itm-Cl Slmn.  __   ___     ___ ___
                      A Blank Item-Cl Means "All Other".  __   ___     ___ ___
                                                          __   ___     ___ ___
                  ?=Search In Any Field On This Screen.   __   ___     ___ ___
                   F10=More MP's, Dsp Types, & Slmns      __   ___     ___ ___
                     F23=Copy MP's & Display Types.       __   ___     ___ ___

F1=Next Act F2=Profile F3=A/R F4=Sales F9=Prc Exc F11=Mfg F12=S/I   F5=Notepad
```

You can assign each customer up to 999 marketing programs. These can consist of company trip programs, co-op advertising programs, or can be codes that designate that the customer is part of a group of customers that you need to track in a special way. For example, you could assign a marketing program code that identifies all customers that belong to a certain trade association. The system then automatically tracks composite sales of all members of each marketing program.

You can show up to 999 displays in each customer file as well as up to 18 salesperson assignments. This is pertinent information for your sales force to have. The system automatically tracks composite sales of all customers that have each display. You can also use this field for sample tracking, creating a display code for each major sample category. Marketing programs and displays must first be established in the Classification Codes File - FIL 19. You can use marketing programs and displays for assigning promotional prices and for generating reports, mailing lists, and recurring invoices.

You can also use this screen to assign a salesperson for each item class and override salespeople for specific manufacturers. Use this screen to enter salesperson assignments only if you assign multiple salespeople to a single account depending on product. If not, assign a single overall account salesperson in the **Salesperson** field on the Billto Profile screen. You can make 99 salesperson assignments per customer.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Marketing Programs	Enter the marketing programs to which the customer belongs. Marketing programs can be set up in the Classification Codes File.
Displays	Displays the sample sets the customer has installed to promote your products. Displays must be first set up in the Classification Codes File.
Itm Cl/Sman	Item classes and the salesperson assigned to the customer for each item class. A blank item class with an assigned salesperson indicates all other item classes. You can assign up to 18 salespeople by item class.
Mfgr/Slmn	Manufacturer codes and the salesperson assigned to the customer for each manufacturer. You can assign up to 18 salespeople by manufacturer.

The following table describes the function keys for this file.

Function Key	Description
F1	Go to the next account.
F2	Go to the Billto File Profile screen.
F3	Go to the Billto File A/R Statistics screen.
F4	Go to the Billto File Sales Analysis screen.
F5	Go to the Billto File Notepad screen.
F9	Go to the Billto File Pricing Exceptions Screen.
F11	This option goes to the Manufacturer-Specific Codes Screen which allows you to enter additional, cross-referenced information for specific manufacturers. This information is included when a sales data extract is run. A sales data extract takes information from several Dancik files and imports it into a spreadsheet.
F12	Go to the Billto File Special Instructions Screen.

You can press **F10** for additional entries for any category.

- Enter option **1 - display Marketing Programs** to select a Marketing Program. You can use this screen to view the descriptions of each assigned marketing program, to remove marketing programs, and to add up to 999 total marketing programs per customer. Press **F2** to sort the marketing programs alphabetically by code.
- If you enter option **3 - display Salesperson Assignments by Item Class** the Salesperson Assignments By Item Class screen appears.You can enter up to 99 salesperson assignments by item class, and an additional 99 per manufacturer.

  Note: A salesperson assigned to a blank item class at the end of the list (as shown in the example above) means that the salesperson applies to all other classes or manufacturers that are not specifically listed in the salesperson assignment tables.

- Enter Option **5 - to display Salesperson Assignments by Cost Center**. to display the cost center/salesperson relationships. Use this screen to assign salespeople based upon the cost center of the items sold.

  The Salesperson Codes on the F14 “Codes” screen of the Billto File program are arranged in the following hierarchy:

  — Salesperson by Manufacturer Codes are considered first (and override the choices below)

  — Salesperson by Item Class Codes are considered second (and override the choices below)

  — Salesperson by Cost Center Codes are considered third (and override the choice below)

  — Salesperson for a “blank Item Class Code”, which means “for all other products” is considered only if none of the above apply.

Manufacturer-Specific Codes Screen

Use this screen to establish customer participation in specific marketing programs and display programs. You can also assign salespeople by product, either by item class or by manufacturer. It is accessed by pressing **F11** on the Billto File Customer Codes Screen.

```
201000  HARBOR FLOOR CENTER (RALEIGH)       Mfgr-Specific Codes    BILLTO FILE


Mfgr  Mfgr Dealer Acct#     Affiliation           Misc1       Misc2       Misc3
ABC   125235-55522          ABBEY
ARM   200231                IMPERIAL              TEXTURE
BRU   G1552                 CPT-ONE
BUL   1461                  FUF
MAN   201000                ESSENTIALS            RESILIENT   FLOORING    CA










                                                                      Bottom

F1=Next Acct#   F4=Cancel   F6=Return   F9=Add Mfgr Code           Rollup/Down
```

The fields on this screen are described in the following table.

Field	Description
Mfgr	The internal code for the manufacturer. The codes must be established in the Manufacturer File - FIL 4.

Field	Description
Mfgr Dealer Acct#	The account number assigned by the manufacturer. It can be up to 20 characters long. This entry is the account number for this customer, as used in the manufacturer's computer system.
Affiliation	This is how the manufacturer wants to see the affiliation/marketing program. This could be a name for some manufacturers and a code for others.
Misc1 **Misc2** **Misc3**	Use these fields to record additional information that manufacturers want transmitted to them about this customer, when sales data is transmitted.

Copy Billto Marketing Program & Display Codes

You must be in the Update mode to use the copy feature on the Billto File F14 Codes screen. Press **F23** from the Codes screen to see the copy parameters.

```
 201000  HARBOR FLOOR CENTER (RALEIGH)  UPDATE      Add'l Codes   BILLTO FILE

--- MARKETING PROGRAMS ---  -------- DISPLAYS -------   SALESPERSON ASSIGNMENTS
ABB 01/12/98 ___           MDD 08/05/97 ___            Itm Cl/Slmn  Mfgr/Slmn
.................................................
:  Copy Marketing Programs and Display Types     :      __   ___    ___ ___
:                                                :      CA   017    MAN 014
:                                                :      CA   008    ARM 007
:          From Account: 203333                  :      __   ___    ___ ___
:            To Account: 201000                  :      CA   015    ARM 008
:                                                :      __   ___    ___ ___
:                                                :      __   ___    ___ ___
:    Marketing Programs: Y  (Y/N)                :      __   ___    ___ ___
:        Replace or Add: R  (R/A)                :      __   ___    ___ ___
:                                                :      __   ___    ___ ___
:         Display Types: Y  (Y/N)                :      __   ___    ___ ___
:        Replace or Add: A  (R/A)                :      __   ___    ___ ___
:                                                :  Slmn.  __   ___    ___ ___
:                                                : ther".  __   ___    ___ ___
:                  F4=Cancel                     :      __   ___    ___ ___
:                                                : reen.   __   ___    ___ ___
:................................................: mns     __   ___    ___ ___
                    F23=Copy MP's & Display Types.          __   ___    ___ ___

F1=Next Act. F2=Profile. F3=A/R. F4=Sales. F9=Prc Exc. F12=S/I.    F5=Notepad
MA    a                    MW                                           06/004
```

You can use the Copy Marketing Programs and Display Types screen to copy the marketing programs and display types from one account to another.

The following table describes the fields on the above screen.

Field Name	Description/Instructions
From Account	The account number from which entries will be copied.
To Account	The account number to which entries will be copied.

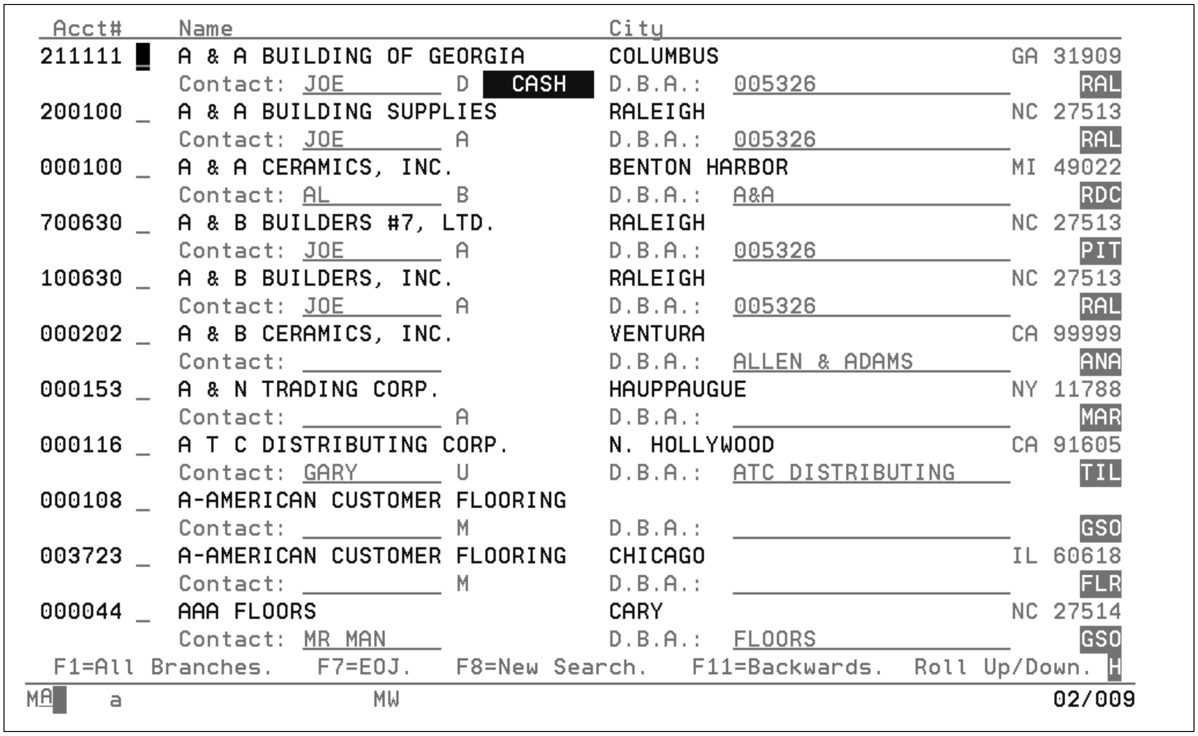
Field Name	Description/Instructions
Marketing Programs	Enter **Y** to copy marketing programs.
Replace or Add	Enter **R** to replace the marketing programs on the To account. This code clears any marketing programs already there and replaces them with the marketing programs on the **From** account. Enter **A** to add only marketing programs that are on the **From** account, but not already on the **To** account.
Display Types	Enter **Y** to copy display types.
Replace or Add	Enter **R** to replace the display types on the **To** account. This clears any display types already there and replaces them with the display types on the **From** account. Enter **A** to add only display types that are on the From account, but not already on the **To** account.

Billto File Search Screen

You can search for and select customer accounts in many different ways. For example, you can enter **CAR** to search for customer names beginning with the word carpet. Enter the minimum number of characters possible to perform a search.

1. On the main Billto (Customer) File screen, enter a Company#.
2. With the cursor on the **Account Number** field, press **F6**. The Billto (Customer) Search screen appears.
3. Enter any of the following to locate a customer account:
    - All or the first few characters of the customer name.
    - The customer's
    - Use seven digits and omit the area code.
    - The name of the customer's contact name.
    - The name under which the customer is doing business (an alternate name).
    - The customer's zip code.
    - The first few characters of the city in which the customer is located. This parameter is used only in conjunction with the first five parameters, and further defines the search criteria.
    - The first few characters or numbers of the address where the customer is located. This parameter is used only in conjunction with the first five parameters, and further defines the search criteria.
    - You can enter a branch at the top of the screen to limit the search to customers of that branch.

4. Press **Enter** to go to a list of customers that match your criteria.



5. You can do any of the following:
   - Enter **X** beside a customer account, and press **Enter** to go to that account.
   - Press **Enter** to go to the next screen.
   - Press **F11** to go to the previous screen.
   - Enter **X** beside a customer name and, press any of the relevant hot keys to go to that function. For example, enter **X** in a field and press **F19** to go to the A/R ledger for the account you selected.

Certain information may be highlighted on this screen. The three-character branch code of each customer is highlighted under the state and zip code. Special terms such as CASH, COD, or HELD are also highlighted when applicable. If you access a customer record from this screen, you can only update the file if you entered **U** in the **Action Code** field on the Billto Entry screen.

Billto File Maintenance Utilities

1. On the Billto File Entry screen, press **F24 - Wild Card**.
2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.
3. Select an option in the window and press **Enter**.

4. See one of the following topics for details about the options in the Billto File Maintenance Utilities window.
    - “Auto-Assign New Billto Account” on page 2–53
    - “Customer Account Duplication” on page 2–53
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Auto-Assign New Billto Account

You can use this option to automatically assign unused account numbers.

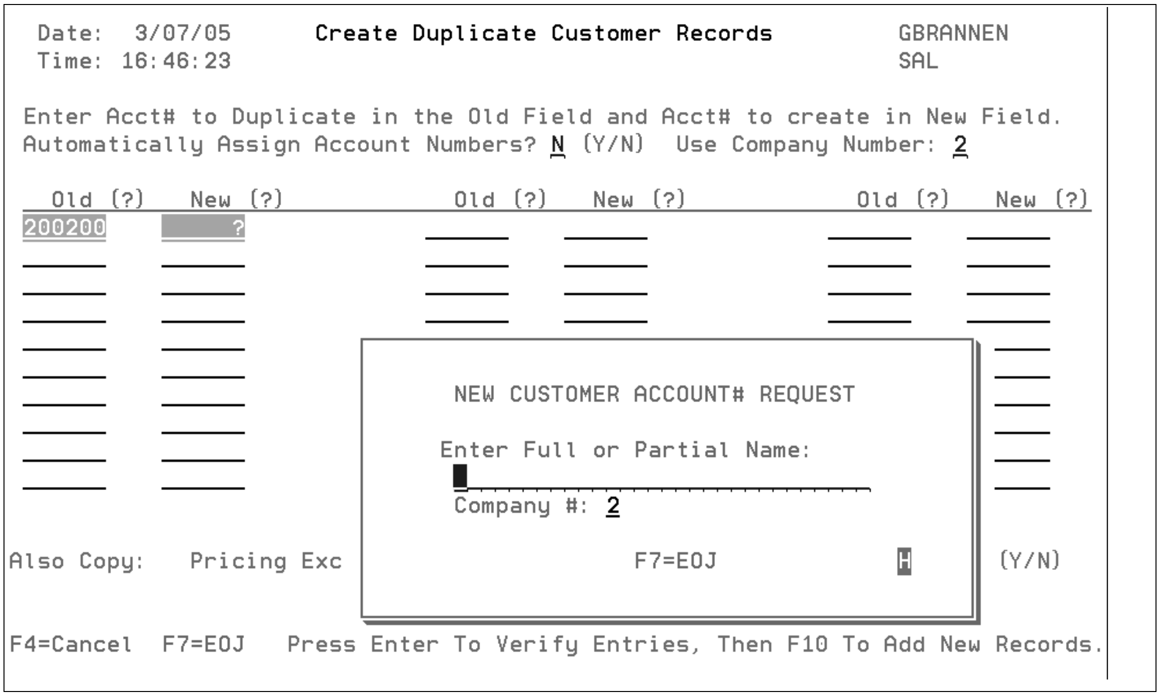
1. On the Billto File Entry screen, press **F24 - Wild Card**.
2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.
3. Select **Auto-Assign New Billto Account**, and press **Enter**. The New Customer Account Number Request Box appears.
4. Enter the name of the account you want to create and press **Enter.** The system automatically assigns and displays the new account number.

Customer Account Duplication

The Customer Account Duplication utility enables you to copy an existing Billto File record to a new account number. For example, if a new store of a chain is opened, you can copy an existing store’s Billto File record to a new account number, and then make the necessary changes to the new account.

1. On the Billto File Entry screen, press **F24 - Wild Card**.
2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.
3. Select **Customer Account Duplication**, and press **Enter**.
4. Enter the **Password**, and press **Enter**. The Create Duplicate Records screen appears.

5. Enter the record to copy and then assign a name to the record you are about to create. If you want the system to automatically assign an account number, enter "**?**" in the **New** field. The New Customer Account Request# box appears.



When you enter a name, a new account number is assigned, based on the alphabetical position of the new name, within the specified company.

6. After entering the old and new accounts, press **Enter** to verify the entries and then **F10** to add the new records.

The following table describes the fields on the Create Duplicate Customer Records screen.

Field	Description
Automatically Assign Account Numbers	Setting this field to **Y** directs the system to automatically assign a new account number. New account numbers are assigned incrementally by company number. For example, if you use company number 2, the first account number the system tries to use is 20000. If that number is being used, it moves to 20001 and so on. The default is **N**. This means you have to assign an account number manually.

Field	Description
Use Company Number	This brings in the default company number from the control panel. If the user is not restricted to that company then they can change it, but if they are then they cannot. This entry interacts with the control panel's Auto Assign field when it is set to **Y**. If they put a **Y** in the Auto Assign field, and leave this field blank the system uses the old account data but changes the company number to what is used by the Auto Assign field to create a new account. For example, if the following entries are made: • **Auto Assign** field is flagged as "**Y**", • and a **0** is entered in the **Use Company Number** field • account number is set to 001000 into the old account field but left blank for the new account. The program changes the account number to 001000. The next account assigned for company 0 is incriminated by one (001001). If they had used company number 2, the system starts with account number 201001 (the old account number is 201000) and go forward until it finds an account number that is not being used.
Pricing Exceptions	If the user chooses Yes, the system checks to see if any records exist for the NEW account number. If it finds any, it deletes them. Then it then duplicates all pricing exception records that exist for the old account into new records for the new account number. *Note: The pricing exceptions include prices assigned from the F9 screen of the Billto File, and records from the Customer Special Pricing File.*
Codes	If Yes is selected, the system first checks to see if there are any codes that exist for the new account number. It there are, they are deleted. It then duplicates all codes that exist for the old account into new records for the new account number.
Notepad	If Yes is selected, the system first checks to see if there are any records that exist for the new account number. If there are they are deleted. It then duplicates all current notepad entries that exist for the old account into new records for the new account number.

Billto Shipping Data Maintenance

You can use the Billto Shipping Data Maintenance Program to easily view and update the shipping information for all accounts, including the customer's warehouse, ship via, truck routes, and FOB codes.

1. On the Billto File Entry screen, press **F24 - Wild Card**.

2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.

3. Select **Billto Shipping Data Maintenance**, and press **Enter**.

4. The Billto Shipping Data Maintenance screen appears.

Billto Shipping Data Maintenance Password:

Position to Acct: ______

Acct #	Customer Name	City	St	ZipCd	Ware	Ship Via	Truck	Rt		FOB
1	PURCHASING ACCOUNT			00000	MAN					F
2	TRANSFER ACCOUNT	VIRGINIA BEACH	VA	91000	MAN		26			W
3	CHECKING STOCK FOR C	SAN FRANCISCO	CA	92000	MAN	OT	FA	01		W
10	KRAUS CARPETS	CANADA		00000	MAN					W
99	CASH SALES	CANADA		95000	MAN					W
260	47TH PLACE CPT & LN.	MADERA	CA	93637	MAN	CC	RI			W
280	84 LUMBER COMPANY #2	MARTINEZ	CA	96000	MAN	OT	EA	08		
300	84 LUMBER COMPANY #2	SAN LEANDRO	CA	96500	MAN	OT	CA	05		W
320	84 LUMBER COMPANY #2	SAN JOSE	CA	97000	MAN	OT	FA	01		W
340	84 LUMBER COMPANY #2	MERCED	CA	95131	MAN	CC	RI			W
360	ZZZZZZZER CO. #2102	STOCKTON	CA	95205	MAN	OT	CB			W
380	84 LUMBER COMPANY #2	DUBLIN	CA	94568	MAN	OT	CA	02		
400	84 LUMBER COMPANY #2	SALINAS	CA	93907	MAN	CC	JJ	06		W
420	84 LUMBER COMPANY #2	NEWARK	CA	94560	MAN	OT	CA	09		W
441	A & A CARPET ONE {HT	SACRAMENTO	CA	95819	MAN	OT	AA	04		+

F4=Cancel. F7=EOJ. F9=Sort by Zip Code.

MA a MW 01/073

The accounts on this screen are sorted by account number

5. Press **F9** to sort by zip code. Press **F9** again to return to the account number sort.

Billto Credit Data Maintenance

You can use the Credit Information screen to easily view and update credit information for all accounts. You can update credit manager codes, hold account codes, terms, A/R account numbers, and credit limits.

1. On the Billto File Entry screen, press **F24 - Wild Card**.

2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.

3. Select **Billto Credit Data Maintenance**, and press **Enter**.

```
                  BILLTO CREDIT INFORMATION MAINTENANCE      Password:

 Position to Acct: 200100
                                Crd  Hold    T E R M S
 Acct #  Customer Name          Mgr  Acct  Pct.  Days Cd   A/R Acct  Credit Limit
    260  47TH PLACE CPT & LN.   S    6 A               M               20000.00
    280  84 LUMBER COMPANY #2   P    X A               M      3860
    300  84 LUMBER COMPANY #2   P    X A               M      3860
    320  84 LUMBER COMPANY #2   P    N                 M      3860
    340  84 LUMBER COMPANY #2   P    X A               M      3860
    360  ZZZZZZZER CO.  #2102   L    X A               M      3860
    380  84 LUMBER COMPANY #2   P    N                 M      3860
    400  84 LUMBER COMPANY #2   P    X A               M      3860
    420  84 LUMBER COMPANY #2   P    X A               M      3860
    441  A & A CARPET ONE {HT   S    1 A               M                3000.00
    460  84 LUMBER COMPANY (A   P    N                 M      3860
    480  84 LUMBER COMPANY #2   P    X A               M      3860
    500  84 LUMBER COMPANY (N   P    6 A               M
    580  A & A CARPET DIV.  *   S    1 A           3   M
    620  A-H FLOOR & WINDOW C   S    X A               M       640      2500.00 +


                  F4=Cancel.   F7=EOJ.    F9=Sort by Name.

 MA    a               MW                                                  06/033
```

Salesperson Assignment Changes/Future or Past

You can use the Salesperson Assignment System to review a history of your salesperson assignments or make changes for the future.

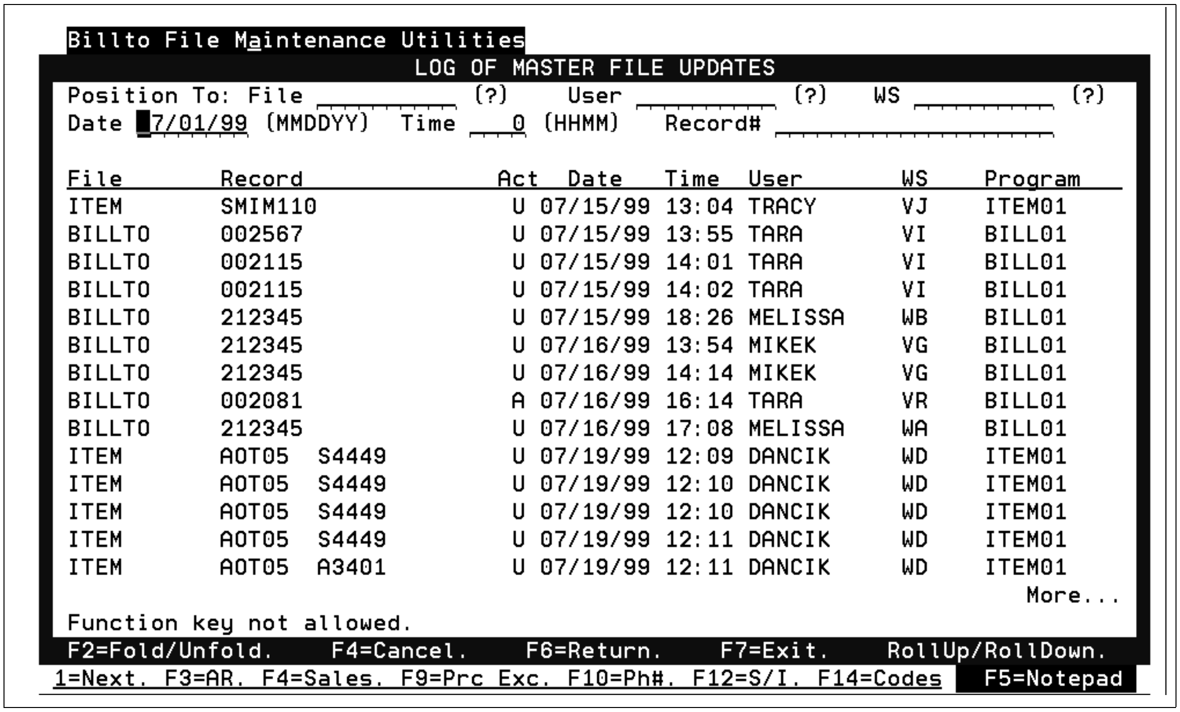
1. On the Billto File Entry screen, press **F24 - Wild Card**.
2. Click **Salesperson Assignment Changes/Future or Past** at the top of the screen. The Billto File Maintenance window opens.
3. Enter a **Customer Account #**.
4. Enter **Action Code F** to make new or future assignments, or **H** to review a history.
   - If you enter **Action Code F**, the Future Changes screen appears. Enter the **Slm#** (salesperson numbers) **MMDDYY** (date of change), **Mfg** (manufacturer), **Itm Cls** (item class), **Cst Ctr** (cost center), and **Authorized by** (person authorizing the change).
   - If you enter Action Code **H** on the Salesperson Assignment Changes screen, the Historical Inquiry screen appears.

View Log of Master File Update

You can use the Master File Update Log to see who has updated various fields in the Billto, Item, Price, Product Line, Packaging, and Cost files. The logs can be viewed via the **F24** option in the Billto file and through the Utilities menu of several menu bar programs.

The Master File Updates Log must be activated by your system administrator on a file-by-file basis.

1. On the Billto File Entry screen, press **F24 - Wild Card**.
2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.
3. Select **View Log of Master File Update**, and press **Enter**. The Log of Master File Updates appears.



```
Billto File Maintenance Utilities
                        LOG OF MASTER FILE UPDATES
Position To: File __________ (?)    User __________ (?)   WS __________ (?)
Date  7/01/99 (MMDDYY)  Time ___0 (HHMM)   Record# ____________________

File       Record              Act  Date     Time  User        WS    Program
ITEM       SMIM110               U 07/15/99 13:04 TRACY       VJ    ITEM01
BILLTO     002567                U 07/15/99 13:55 TARA        VI    BILL01
BILLTO     002115                U 07/15/99 14:01 TARA        VI    BILL01
BILLTO     002115                U 07/15/99 14:02 TARA        VI    BILL01
BILLTO     212345                U 07/15/99 18:26 MELISSA     WB    BILL01
BILLTO     212345                U 07/16/99 13:54 MIKEK       VG    BILL01
BILLTO     212345                U 07/16/99 14:14 MIKEK       VG    BILL01
BILLTO     002081                A 07/16/99 16:14 TARA        VR    BILL01
BILLTO     212345                U 07/16/99 17:08 MELISSA     WA    BILL01
ITEM       AOT05  S4449          U 07/19/99 12:09 DANCIK      WD    ITEM01
ITEM       AOT05  S4449          U 07/19/99 12:10 DANCIK      WD    ITEM01
ITEM       AOT05  S4449          U 07/19/99 12:10 DANCIK      WD    ITEM01
ITEM       AOT05  S4449          U 07/19/99 12:11 DANCIK      WD    ITEM01
ITEM       AOT05  A3401          U 07/19/99 12:11 DANCIK      WD    ITEM01
                                                                   More...
Function key not allowed.
F2=Fold/Unfold.   F4=Cancel.   F6=Return.   F7=Exit.   RollUp/RollDown.
1=Next. F3=AR. F4=Sales. F9=Prc Exc. F10=Ph#. F12=S/I. F14=Codes   F5=Notepad
```

You can use the Log Of Master File Updates Inquiry to list the log entries in many different sequences. You can use one or more of the **Position To** fields to view specific entries. The program then automatically selects the best available access path and positions the log at that point. Columns are highlighted indicating the access path selected. When “**?**” appears beside a field, you can enter “**?**” to see a list of valid values.

Field Name	Description/Instructions
Position to: File	Position to entries for a certain file, such as Billto, Item or Price. Enter a “**?**” and press **Enter** for a list of files included in the log.
Position to: User	Position to entries made by a particular user. Enter “**?**” for a list of system users.
Position to: WS	Position entries made on a particular workstation. Enter “**?**” to display a list of workstations.
Position to: Date	Position to a particular date. The time parameter can be used in conjunction with date.
Position to: Time	Position to a particular time, within a particular date. This field is only used in conjunction with the date field. Time is stored in HHMM military format.

Field Name	Description/Instructions
Position to: Record#	Position to a particular record key within the logged files. Record Number is equal to Account Number for Billto records, Item Number for item records, Price Class for Price File records, and so on.
File	The file the update affected. When **F2** is pressed, the screen or field updated is displayed under the file name if this information is available.
Record	The record that was updated within the file. This is always the key to the record, such as account number and item number.
Action Code	**A** = Record was added **U** = Record was updated **D** = Record was deleted
Date	The date the update was made.
Time	The time of day the update was made, in HH:MM military time format.
User	The user (by sign-on name) who made the update.
WS	The workstation the update was made from.
Program	The program code of the program used to make the update.

You can position to a specific place in the log by combining date, time, and any one of the other values. For example, you can position by fields such as user, date and time, by file, and date and time.

The **F2** Unfold Function displays information about the screens and fields updated when that information is available. The following figure shows the unfold function for marketing programs and displays, for which detailed information is stored in the log.

```
Billto File Maintenance Utilities
                              LOG OF MASTER FILE UPDATES
Position To: File BILLTO     (?)    User __________ (?)   WS __________ (?)
Date  0/00/00 (MMDDYY)  Time    0 (HHMM)    Record# ____________________

File        Record                Act  Date    Time  User        WS    Program
BILLTO      201000                 U 07/03/99 16:18 DANCIK      WD    BILL01
Display Type Code MDD Removed
BILLTO      201000                 U 07/03/99 16:18 DANCIK      WD    BILL01
Display Type Code MDD Added
BILLTO      201000                 U 07/03/99 16:18 DANCIK      WD    BILL01
Display Type Code VTD Removed
BILLTO      201000                 U 07/03/99 16:18 DANCIK      WD    BILL01
Display Type Code VTD Added
BILLTO      201000                 U 07/04/99 08:18 DANCIK      VF    BILL01
Profile Screen
BILLTO      201000                 U 07/04/99 08:18 DANCIK      VF    BILL01
Special Instructions (F12 Scn)
BILLTO      201000                 U 07/04/99 08:24 DANCIK      VF    BILL01
Special Instructions (F12 Scn)
                                                                      More...

F2=Fold/Unfold.    F4=Cancel.    F6=Return.    F7=Exit.    RollUp/RollDown.
                                 Password
```

This screen shows various types of log entries. Most log entries simply indicate the screen that was updated, such as the Profile screen or the Special Instructions **F12** screen. In certain cases, the log contains field level information such as when marketing programs and display types were added or removed. This is important tracking information, as it can affect pricing and rebates.

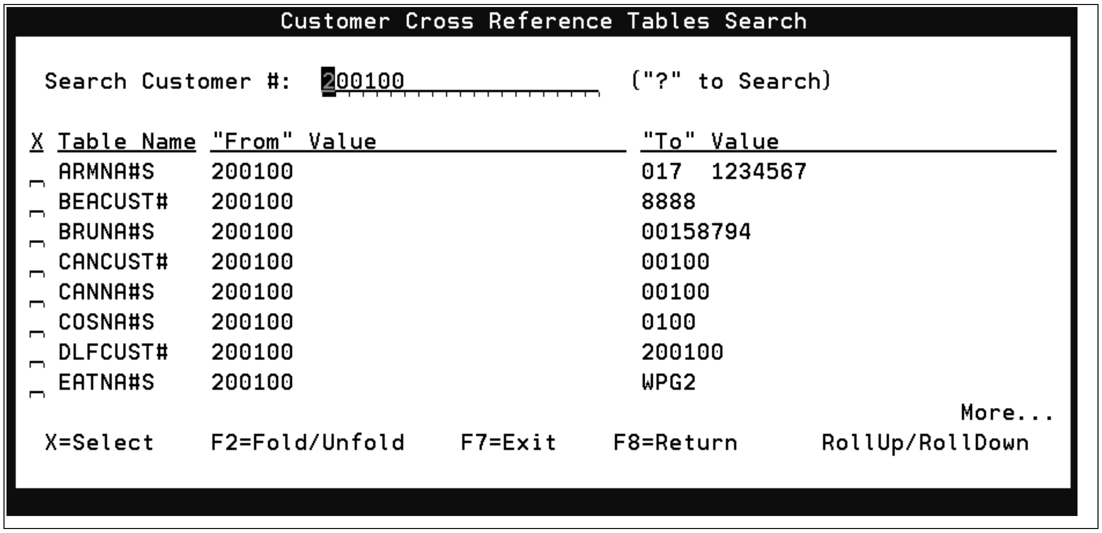
Customer Cross Reference Tables Search

You can use this program to identify customer account numbers, by searching through the various cross reference tables on the system. This program searches for a customer account number in every system table that is listed in TABLECUST which is found in SET 29..

Note: *System Tables (created via menu option SET 29) are used primarily created and maintained by Dancik International. Most of these tables represent the values that are system-supported for various fields.*

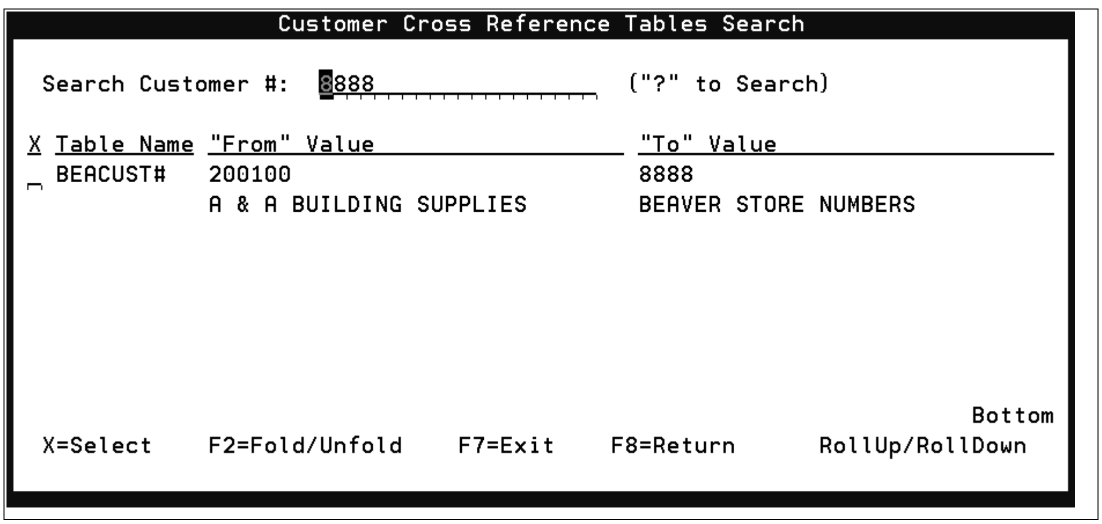
1. On the Billto File Entry screen, press **F24 - Wild Card**.
2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.
3. Select **Customer Cross Reference Tables Search**, and press **Enter**. The Customer Cross Reference Search appears.
4. Enter the **Customer Number** you want to identify.

The results of a Customer Cross Reference Search are shown here. In this example, account number 200100 is found in several EDI cross reference tables.



The **F2** (unfold) option displays the customer name from the Billto File and the description of the EDI table in which each cross reference was found. In the example above, there was a cross reference for Billto account number 200100 for several EDI trading partners.

In the following example, account number 8888, which is not in the Billto File, is searched.



The program displays that account number 8888 is a Beaver Store that relates to Billto File account number 200100.

Tax Exemptions By State/Province (File)

You can store state and province tax exemption numbers and expiration dates for each customer.

1. On the Billto File Entry screen, press **F24 - Wild Card**.

2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.
3. Select **Tax Exemption By State/Province (File)**, and press **Enter**. The Tax Exemption by Customer screen appears.
4. Enter a **Customer Number** and press **Enter** to access the Tax Exemptions Table.

```
Date:   5/07/00          Tax Exemptions by Customer                JAMES
Time: 11:22:56                                                     SAL

                   TAX EXEMPTIONS TABLE

        Acct#: 201000 HARBOR FLOOR CENTER   (RAL)
                      RALEIGH
                                             Begin    End
        D S/P    Exemption                   Date     Date
        --------------------------------------------------
        _  A  412522221122Z11                10199    40100
        _  NC 524676876766780                10196    40100
        _  __ _________________________     ______   ______
        _  __ _________________________     ______   ______
        _  __ _________________________     ______   ______
        _  __ _________________________     ______   ______
        _  __ _________________________     ______   ______
        _  __ _________________________     ______   ______
        _  __ _________________________     ______   ______

        F6=Return F7=EOJ       Press Enter to Process

              F7=EOJ          Press ENTER to Continue
```

5. Record tax exemptions, as necessary. You can record tax exemptions for multiple states or provinces.

Field	Description
D	Enter D in this field to delete the entry
S/P	Enter the two character state or province.
Exemption	Enter the Tax Exemption ID number. This is a 25-character alphanumeric field.
Begin Date	Enter the begin date in MM/DD/YY format.
End Date	Enter the end date in MM/DD/YY format.

Tax Exemptions By State/Province (List)

You can list or print state and province tax exemption numbers and expiration dates for each customer.

1. On the Billto File Entry screen, press **F24 - Wild Card**.
2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.
3. Select **Tax Exemption By State/Province (List)**, and press **Enter**. The Print Tax Exemption screen appears.

```
Date:  5/07/00              Print Tax Exemptions                  JAMES


Enter expiration date span.  All tax exemptions that expire between the
dates entered will be listed.

________________________Select_One_of_the_Following________________________

  Exemptions EXPIRING between:  030100    &   050100      (MM/DD/YY)

                            ------- OR -------

  Exemptions BEGINNING between: 00/00/00  &    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
```

4. Enter the **Expiring Dates** or **Beginning Dates**.
5. Enter the two-character **State** or **Province** codes for the records you want to list, of leave blank to list all.
6. To print the list, enter the **Printer** ID, or to review the list on screen, enter *.
7. Press **Enter** to display the tax exemption records that meet your criteria.

Retail Customer File & Search

1. On the Billto File Entry screen, press **F24 - Wild Card**.
2. Click **Billto File Maintenance Utilities** at the top of the screen. The Billto File Maintenance window opens.

3. Select **Retail Customer File & Search**, and press **Enter**. The Retail Customer Search screen appears.

```
 8/02/02  09:20:26        Retail Customer Search        X4         EF3007R

                                                     Password :
     Phone . . . . Name  . . . . . . . . . . . . .
Opt  A/C  Number   Last                First        City              St  Zip
 _  (201) 888-8888 WILSON              BRIAN        BIG SUR           CA  98252
 _  (202) 555-5555 COUSTEAU            JACQUES      OCEAN CITY        NJ  80250
 _  (203) 565-8666 MCGILLICUTTY        ALLISON      APEX              NC  27522
 _  (212) 555-6666 ALLEN               AL           BROOKLYN          NY  11155
 _  (212) 666-3333 JONES               TONY         BROOKLYN          NY  11234
 _  (301) 775-9222 KOOPER              AL           MOBILE            AL  75522
 _  (452) 111-2222 JONES               BRIAN        NEW LONDON        CT  15222
 _  (514) 333-3333 SMITH               CARMEN       DURHAM            NC  27599
 _  (756) 953-1122 QUEST               JOHNNY       ADVENTURE CITY    NJ  08557
 _  (854) 111-2222 ALBERT              SAM          CARTERSVILLE      VA  35525
 _  (919) 111-2222 WILLIAMS            LARRY        RALEIGH           NC  27556
 _  (919) 202-2020 MOON                KEITH        CARY              NC  27513
                                                                         More...
Options ===>  U=Update  I=Inquiry  P=Print  O=Order History
F1=Add     F7=Exit

MA    a                  MW                                          07/007
```

4. You can do any of the following:

- Enter all or part of a **Phone Area Code** or **Number**, customer **Last Name**, **First Name**, **City**, **State**, or **Zip** to sort the list by that parameter.
- In the **Opt** field, enter **U** to update the record, **I** to inquire, **P** to print the list, or **O** to see an order history.
- Press **F1** to add a record.

Chapter 3

Item File - FIL 2

The Item File is used extensively throughout the system to describe and classify products. Before adding an item to the Item File, you must first enter data in the Supplier File - FIL 3, Manufacturer File - FIL 4, Product Line File - FIL 12, and optionally, the Price File - FIL 9, Cost File - FIL 10, and Packaging File - FIL 11. The Item File also includes many optional codes and categories that must first be established in the Classification Codes File - FIL 19.

How Quantity Break Pricing Works

The quantity break pricing feature is activated by the system administrator in the Company Settings File.

Items that should be included in the same quantity break must be coded with the same quantity break group code and a multiplier. However, the multipliers are often different. These items must have prices based on quantity breaks. The quantity break group codes and multipliers are entered into the Item File.

Before coding items, define your quantity break group codes in the Classification Codes File - FIL 19. Following are examples of quantity break group codes:

- **A1** - Accessories Group 1
- **T1** - Tile Group 1
- **T2** - Tile Group 2

How Quantity Break Group Pricing is Calculated

Quantity break group pricing is calculated only during the batch invoicing process. Batch invoicing is run from the Invoicing Menu via the Print Invoices option. This is not a point-of-sale function. Therefore, prices will not be affected by quantity break groups at the Order Entry screen, nor on quotations, acknowledgements, point-of-sale invoices, or COD pick lists.

The batch invoicing program groups all invoiced lines by customer, ship date, and order number. It also checks for achieved quantity breaks and reprices accordingly. A report is printed listing all price changes. The report includes the customer, invoice number, old price, new price, and shows how the quantity breaks were figured. Quantity break group pricing is also figured when running invoice edits via the All Workstation option from the Invoicing Menu.

Example of Quantity Break Group Pricing

- Item 1 is sold by QT (quart) and has a multiplier of 1. It is sold at $3.00 a QT for up to 11 QTs, and at $2.75 a QT for over 11 QTs. This item is in quantity break group A1.
- Item 2 is sold by GL (gallon) and has a multiplier of 4. It is sold at $10.00 for up to 2 GLs, and at $8.75 for over 2 GLs. This item is also in quantity break group A1.

- A customer orders 10 QTs of item 1 and 1 GL of item 2. Both items have a quantity break group code of A1.
- The invoicing program groups all lines for the customer with the same quantity break group code and calculates as follows:
  - — Item 1 contributes 10 X 1 = 10 units toward quantity break group A1.
  - — Item 2 contributes 1 X 4 = 4 units toward quantity break group A1.
  - — Total of 14 units are contributed to quantity break group 1.
- Pricing is retested as follows:
  - — Item 1 is tested with quantity - 14/1 = 14 and is repriced at $2.75 per QT.
  - — Item 2 is tested with quantity - 14/4 = 3.5 and is repriced at $8.75 per GL.

Note: Each item in the quantity break group A1 is repriced using the total quantity. The total quantity is always divided by the multiplier of the item to convert to a quantity representing each particular item. In this case, the individual line item quantities were not enough for the quantity break, but the total quantity was enough for the quantity break in both items. To fully understand these concepts, you should create examples using your own products and the formulas listed above.

Quantity break group pricing also works in conjunction with promotions. For example, a promotional price requires a minimum quantity, it can be used if the total quantity fulfills the minimum required. The quantity break pricing program checks all of the same pricing files that the Order Entry screen checks, except that it now prices based on the total quantity instead of on the line item quantity. The following is an example of special promotions using quantity price break pricing:

- Item 1 is sold by the SY (square yard) and has a multiplier of 1. It is sold at $4.00 per SY regardless of quantity. This item in is the quantity break group Z1.
- Item 2 is sold by the SY and has a multiplier of 1. It is sold at $3.00 per SY regardless of quantity. This item is in the quantity break group Z1.
- Item 3 is a TV set sold by EA (each). It has a multiplier of 0 and does not contribute toward the quantity break. It is in the quantity break group Z1. A promotion is advertised offering a free TV if a customer orders 1000 SY of item 1 or 1000 SY of item 2, or both items for a total quantity of 1000 SY.
- A promotion is entered offering a 100% discount for the promotional TV if over 1000 TVs are ordered.
- A customer orders 600 SY of item 1 and 600 SY of item 2, asks for the free TV. The order entry operator enters three line items: one for item 1, one for item 2, and one for the TV. Note that the original order prices both SY items and the TV at regular prices, since neither achieve the quantity break on a per-line basis.

The invoicing program calculates as follows:

- Item 1 contributes 600 X 1 = 600 units toward the quantity break group Z1.
- Item 2 contributes 600 X 1 = 600 units toward the quantity break group Z1.
- Item 3 (the TV) contributes 1 X 0 = 0 units toward the quantity break group Z1.
- A total of 1200 units is counted toward quantity break group Z1.

Pricing is retested as follows:

- Item 1 is tested with quantity - 1200/1 = 1200, and the price remains the same.
- Item 2 is tested with quantity - 1200/1 = 1200, and the price remains the same.
- Item 3 (the TV) is tested with quantity = 1200/1 - 1200 and a promotion is found for 1000 and over. The promotion is a 100% discount. The TV is now free. Note that 0 is always replaced by 1 if the multiplier equals 0.

Since this price break was in the Promotional File, the promotional number is recorded on each invoice that uses it. You can monitor all of the free TVs by using the Promotional Sales Report and selecting this promotional number. The TV promotion is also highlighted on various registers and exception reports as a negative margin sale.

Quantity Break Group Recommendations

When designing quantity break groups, always try to base quantities on multiples of the smallest unit of measure, which is the lowest common denominator. For example, if three types of items are in a single quantity break group - carton items, piece items, and pallet items, then base the quantities and multipliers on pieces. If 30 PC = 1 CT and 100 CT = 1 PA, the PC items would have a multiplier of 1. The CT items would have a multiplier of 30 and the PA items would have a multiplier of 3000.

Carefully plan all quantity break groups and promotions. You can manage many creative incentive programs such as:

- 10% off all wood accessories with a purchase of a full pallet or more of a mix of wood items.
- 50 cents off any trim piece of 1000 SF of ceramic tile purchased

Item File Entry Screen

Before using the Item File, you should be familiar with "How Quantity Break Pricing Works" on page 3–1.

1. On the main menu, enter option **1 - File Maintenance & Inquiry**.
2. On the File Maintenance & Inquiry screen, enter option **2 - Item File**. The Item File Entry screen appears.
3. Enter a 16-character **Item #**, including manufacturer code, color code, and pattern/grade code. These codes are described as follows:
   - The four-character **manufacturer code** represents a manufacturer previously entered in the Manufacturer File. For some natural products such as marble or slate, you can use a code representing the type of product, or the country of origin or both, such as MAR for Marble, CHI for Chinese, or ISL for Indian Slate.
   - The **color code** is alphanumeric code representing the color, product line, or both. The color code can contain up to four characters.
   - The **pattern/grade code** represents the items pattern, grade, or both. The pattern number code can contain up to nine characters.
4. Enter **one of the following Action Codes:**
   - **A** to add a new record
   - **U** to update a record
   - **I**, or leave blank, to inquire about or view a record
   - **P** to access the related Price File record. The related Price File record is the record represented by the item's price class.
   - **C** to access the related Cost File record. The related Cost File record is the record represented by the item's cost class.
   - **W** to access the related Packaging File (weights and measures) record. The related Packaging File record is represented by the item's packaging class.

   Note: *See "Action Codes P, C, W" on page 3–5 for more information about these codes.*
5. Enter the **Password**, if required. Use one of the following options:
   - No password - you can inquire but cannot see cost or to update a record.
   - Low-level password - you can inquire and see cost but you cannot update.
   - High-level password - You can inquire, see cost, and update the file.
6. Press **Enter**. The Item Profile Screen appears.

The item number can be similar to the manufacturer's number to simplify processes such as identifying items and ordering. However, you can also store manufacturers' and suppliers' item numbers in a separate file in the Item File.

You don't need to use the color code and pattern code mentioned in the above procedure. You can use these fields together as a single 13-character field, and enter the item number however you want. But, the three-character manufacturer code is mandatory. You should standardize your item numbers using the Mfgr/Color/Pattern format, or using another consistent scheme, making it easier for users to find an item number, even if they only know one or two characteristics of the item. If the manufacturer uses color, pattern, grade, or product numbers that are widely used and recognized, you should incorporate them into your item numbers.

Action Codes P, C, W

Using these codes on the Item File Entry Screen is similar to using hot keys. They take you from the Item File Maintenance Program to either the Price, Cost, or Packaging File Maintenance Programs. Once in these target programs, you can return to the Item File Maintenance Program by pressing **F16**, which is the Item File hot key. The item number and password, and mode of operation, is retained while you mover throughout these programs.

Note: Having identical passwords within these programs prevents you from having to enter several passwords as you transfer among programs.

The following example shows how to navigate and update an item and its related Price, Cost, and Packaging File records using the new action codes.

1. In the Item File Maintenance Program, enter an **Item #**, **Action Code U**, and a **Password**. Press **Enter**.
2. Update the Item File as needed.
3. Press **F8** to return to the Item File Entry Screen.
4. Change the action code to **P**, and press **Enter**. The related Price File record appears in Update mode.
5. Update the Price File record as needed. The program remembers your original action code of **U**.
6. Press **F16** to return to the Item File. The previous Item File record appears.
7. Press **F8** to return to the Item File Entry Screen.
8. Change the action code to **C**, and press **Enter**. The related Cost File record displays in Update mode.
9. Update the Cost File as needed.
10. Press **F16** to return to the Item File. The previous Item File record appears.
11. Press **F8** to return to the Item File Entry Screen.
12. Change the action code to **W**, and press **Enter**. The related Packaging File record appears in Update mode.
13. Update the Packaging File record as needed.

In the above example, if high-level passwords in all related programs are the same, the program does not prompt you to enter passwords each time you transfer between programs.

These action codes are also available for the Item File Search Screen and are use as follows within the Item Search:

- **P** - displays the related Price File record for the item if the item contains a price class code. If the item does not contain a price class code, and pricing is at item level, then the Item File record displays.
- **C** - displays the related Cost File record for the item if the item contains a cost class code. If the item does not contain a cost class code, and costs are stored at item level, then the Item File record displays.
- **W** - displays the related Packaging File record for the item if the item contains a packaging class code. If the item does not contain a packaging class code, and packaging data is stored at the item level, then the Item File record displays.

Item File Search Screen

You can use the Item File Search Screen to find and scroll through items in many different ways, as shown in the following sample Item File Search screen.

1. On the Item File Entry Screen, press **F6**. Complete one of the nine optional search fields. The first three fields are the three parts of the item number.
2. Complete only one of the search fields at a time, except for the following allowed combinations:
   - any combination of manufacturer number, color number, and pattern number.
   - any combination of manufacturer number, color name, pattern name, description, and product line
   - manufacturer number plus supplier's item number

The price list number and quantity fields control the prices that are displayed on the next screens. You can enter *"**?**"* in the **Mfgr#**, **Product Line**, **Price Class**, and **Price List#** fields to see a list of those fields.

The following screen shows the results of a search for labor items.

Item#	X	Description	Prod	LP	Available
LAB C1	_	LABOR / CERAMIC $2.75 SF	MSC	$ 2.750	.00 SF
LAB C2	_	LABOR / RIP & REMOVE $.50 SF	MSC	$ .500	.00 SF
LAB C3	_	LABOR / CERAMIC / $11.00 HR	MSC	$ 11.000	.00 HR
LAB C99	_	LABOR / CERAMIC / JOB RATE	MSC	$ 99.990	.00 EA
LAB V1	_	LABOR / VINYL $9.50 SY	MSC	$ 9.500	.00 SY
LAB V2	_	LABOR / RIP & REMOVE $5.00 SY	MSC	$ 5.000	.00 SY
LAB V3	_	LABOR / VINYL / $10.00 HR	MSC	$ 10.000	.00 HR
LAB V99	_	LABOR / VINYL / JOB RATE	MSC	$ 99.990	.00 JB
LAB W1	_	LABOR / WOOD $.75 SF	MSC	$ .750	.00 SF
LAB W2	_	LABOR / RIP & REMOVE $1.00 SF	MSC	$ 1.000	.00 SF
LAB W3	_	LABOR / WOOD / $10.00 HR	MSC	$ 10.000	.00 HR

"X" to Select. F3=S/Ns. F7=EOJ. F8=New Search. F11=Bkwd. F12=P/K. Roll Up/Dwn H

The example above displays a series of items created for the billing of labor charges related to the installation of ceramic tile, vinyl, and wood. Similar schemes can be used for the sale of other products and services such as:

- tool rentals
- samples that are expensed, but not inventoried
- standard freight charges
- tile cutting
- packing charges
- billing adjustments and credits for non-material-related issues
- fabrication charges (for natural stone)

Each of these items is coded with a cost center, which in turn may be linked to special General Ledger accounts within the “Invoicing to GL Interface”.

Enter **X** beside an item to select it. Press **Enter** or an applicable function key to go to that function for the selected item. You can also enter an **S** beside an item number to display serial numbers, or **K** to display product knowledge.

Certain special information about products is highlighted on the search screen.

- The screen displays if the item is non stock or special order.
- Discontinued items display in reverse image.

- The **Available** column displays the total quantity available combining all warehouses on the system for the item.
- The price displayed, if any, relates to the price list shown on the column heading. The price list can be specified from the first screen.

18-Month Item History

To view an 18-month history on the item, press **F9**.

```
REX1110                          18 MONTH HISTORY BY ITEM
ECHI DEL PASS RAMINA 6X6                                          LP=$     6.190
   GREEN

                  APR01  MAY01  JUN01  JUL01  AUG01  SEP01  OCT01  NOV01  DEC01
Received     SF       0      0      0      0      0      0      0      0      0
Shipped      SF       0    473    189     21      0    124     53      0      0
Ord Now Open SF       0      0      0      0      0     32      0      0      0
# of Orders           0     26      7      1      5      0      7      0      0

                  JUL00  AUG00  SEP00  OCT00  NOV00  DEC00  JAN01  FEB01  MAR01
Received     SF       0      0      0      0    602      0      0      0   1345
Shipped      SF       0      0      0      0      0      0      0      0    147
Ord Now Open SF     137      0      0    410      0      0      0      0      0
# of Orders           0      0      0      0      4      0      0      0      3

Current Stock Available:       675   Future Stock Available:     2,075  (PO-BO)

Turns (past 12 months):     1.1      GMROI (past 12 months):  141.4

                STOCKING WAREHOUSE(S): RAL ___ ___ ___ ___ ___

F1=Next Item By Item#.   F2=Next Item by Description.  F3=S/Ns.   F6=Return.
F7=EOJ.  F8=New Search.  F9=PO & BO.    F10=Activity.  F12=P/K.

MA    a                  MW                                                21/040
```

This screen shows the following:

- A snapshot of the month-to-month history of the item, including the last 18 months of receipts, shipments, and orders.
- The current and future stock levels.
- Number of times the inventory of an item “turned over.” **Turns** is calculated by dividing the cost of sales by the average amount on hand.
- The Gross Margin Return on Inventory Investment (GMROI) for the past 12 months.

The fields for this screen are described in the following table.

Field	Description
Received	The quantity received in each of the last 18 months.
Shipped	The quantity invoiced in each of the last 18 months.

Field	Description
Ord Now Open	The quantity in orders still open, shown in the months the orders were taken. Open orders entered more than 18 months ago are included in the earliest month shown.
# of Orders	The number of orders taken in each of the last 18 months.
Current Stock Available	Stock on hand minus allocations against inventory.
Future Stock Available	Open purchase orders less open back orders.
Turns	**Annual Cost of Sales** divided by **Average On-hand Inventory Value**.
GMR0I	Gross Margin Return On Investment. **Annual Gross Profit** divided by **Average On-hand Inventory Value**.
Stock Warehouses	Enter **ALL** to show combined figures, including all warehouse. Enter up to six warehouses to show figures for those warehouses.

Item File Profile Screen

The item profile describes an item by linking to the codes on the Item File Profile screen. You need to specify the supplier you usually purchase the item from as well as the associated price, cost, packaging, item and trim classes. You can press **F9** and **F10** keys to specify price, cost, and packaging information if you do not want to build a class for an item. For example, you might not want to build a class for a item that is unique in price, cost, and packing information.

When you complete the necessary fields on the Item File Entry Screen screen, and press **Enter**, the Item Profile screen is displayed.

```
 ITEM# SAI10900                    UPDATE       UPC 10005-7422      ITEM FILE

Description: TASTIERA ALMOND 6X8                SAICIS S.P.A., CERAMICHE
             U                                  Checkstring:

Usual Supplier# SAI                Inventory (Y/N/S): S Xref:
Price Class.... SAI002 (F9)        Component (Y/N/K/D/R/S/F/L) S  ISO Table# 0
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).. IM                 Item Width.......... 18     Pattern Repeat
Trim Class..... DE                 Define Remnant Size. 16     Wid   10 Ln   12
Color Name..... ALMOND             Cost Ctr: CER  Frt Class: CT Tax?: Y
Pattern Name... 6X8                Smallest U/M,  Pick: PC  Sales: CT  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 1                  Initials: MD  Sub-Serial:    Stg Code
UPC/Ctn  S-109-AA                  UPC Code: 10005-7422      Item Scan Ovr
Comments *TESTING ASTERICK COMMENTS      Last Change: 12/15/11         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
```

Note: *Values for the* **Class 1**, **2**, *and* **3**, **Trim Class**, **Wear Code**, **Commodity Level**, **Frt Class**, *and* **Qty Break Group** *are maintained in the Classification Codes File.*

The following table describes the fields on the Item Profile Screen.

Field Name	Description/Instructions
Item Number	The first three characters need to match the **Mfgr** code. The 13 characters after the **Mfgr** code can be anything you choose. We recommend that if you use the **Mfgr** code, use it as your item number. Ignore the color and pattern title. If you do not have a **Mfgr** code, and must create your own code, the key to finding the item number easily is consistency. For ceramic tile the color field should be the first two character of the product line and the next two characters could be the color. Enter the size in the pattern field. You could enter 4 x 4 44 or just 4. For example, from AOT Bright and Matte Blue 4x4 you could create item number AOT BMBL 44.

Field Name	Description/Instructions
Description	A description of the item consisting of up to two lines of 30 characters each. Descriptions should be entered in a consistent manner. We recommend the following format: Enter the product line or series name followed by the color and pattern. For example, enter Tuscany Bone 6x6 where Tuscany is the product line, bone is the color, and 6x6 is the pattern. Enter Superhold Regular 20 LB, where Superhold is the product line, regular is the type, and 20 LB is the pattern or size. If you use the second line of the description, we recommend that you indent by three spaces so that screens and reports are easier to read. We also recommend that you only use the second line of the description when absolutely necessary. Leaving the second description line blank allows twice the number of items to display on many screens, documents, and reports.
Usual Supplier #	The three-character code of the usual supplier of this item. This supplier is used when special orders are processed and when automatically generating purchase orders from the Item Reorder Reports program. You can override this supplier number on purchase orders. Any item number can be ordered from any applicable supplier number. Using the Cost File, you can define multiple suppliers for a single item. For more information, refer to order entry and pricing information.
Price Class	Enter the price class of the item if the item is part of a price class that has already been set up in the Price File. If you try to change the price class to one with a different unit of measure, an error message appears. The system protects you from inadvertently changing the unit of measure for an active item by changing it to another price or cost class with a different unit of measure. Changing the unit of measure for an item that is active—having any open orders, purchase orders or inventory—causes many problems, as all transactions and statistics are assumed to be in the items' native unit of measure. In order to further protect the integrity of statistics, we recommend that you create a new item number, rather than changing the unit of measure, unless the item has not been used significantly.
Cost Class	The cost class of the item if the item is part of a cost class that has been set up in the Cost File. If you try to change the price class to one with a different unit of measure, an error message appears. The system protects you from inadvertently changing the unit of measure for an active item by changing it to another price or cost class with a different unit of measure. Changing the unit of measure for an item that is active—having any open orders, purchase orders or inventory—causes many problems, as all transactions and statistics are assumed to be in the items' native unit of measure. In order to further protect the integrity of statistics, we recommend that you create a new item number, rather than changing the unit of measure, unless the item has not been used significantly.

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Packaging Class</td><td>Enter the packaging class of the item if the item is part of a packaging class that has been set up in the Packaging File.

Note: To access a listing and description of the available Packaging codes enter “?” and press Enter.</td></tr>
<tr><td colspan="2">Note: Price, Cost, and Packaging Class codes should have been previously set up by creating records in the Price, Cost and Packaging Files. If you choose to enter prices, costs, and packaging information separately for each item, you can leave these fields blank and press F9 and F10 to enter the information. However, we highly recommend that you use Price, Cost, and Packaging Classes. If you use class codes, you can use many advanced functions on the system, and save time and effort when more than one item share the same pricing and packaging information.</td></tr>
<tr><td>Product Line</td><td>The three-character code of the product line to which this item belongs. Product lines must first be set up in the Product Line File.</td></tr>
<tr><td>Class (1)</td><td>A user-defined two-character code for classifying the item. You have up to three Class fields in which to classify the item. Class 1 is the most general of the three item classes. It is also the most important because it is used in the pricing and salesperson assignment programs. Price lists and promotional pricing can be assigned to a customer for specific item Class 1 entries. A customer can also be assigned multiple salespeople based upon Item Class 1. Following are examples of codes. Define your codes and set them up in the Classification Codes File - FIL 19.

AC - Accessories
CC - Commercial carpet
CR - Residential carpet
FL - Ceramic floor tile
IP - Installation products
MA - Marble
SL - Slate
VT - Vinyl tiles
WT - Ceramic wall tile</td></tr>
<tr><td>Class (2)</td><td>A user-defined two-character code to further classify an item. This should be a more specific classification than Item Class 1. For example, an Item Class 1 entry should be broken down into Item Class 2 entries. You must define these entries in the Classification Codes File - FIL 19.</td></tr>
<tr><td>Class (3)</td><td>A user-defined two-character code to further classify the item. Use this field only if other meaningful classification is needed for your entries in the Item Class 1 and 2 fields. These codes are defined and entered in the Classification Codes File - FIL 19.</td></tr>
</table>

Field Name	Description/Instructions
Trim Class	User-defined two-character code. If the item is a trim piece, enter a code to identify the class of trim piece. If you do not categorize trim, enter **TR** if the item is a trim piece. For ceramic tile, you can use codes such as **BN** for bullnose and **AN** for angles. For wood, you can assign trim classes for items such as reducer strips and stair nosings. Trim class can also be used to identify items that are not core items, but support the sales of core items. Many reports allow you to omit trim or analyze it separately. You can consider samples as trim. *Note: To see a listing and description of the available Trim Class, codes enter "***?***" and press* **Enter**.
Color Name	The color name of the item. To make searching by color easier, enter the actual color instead of the manufacturer's designation. For example, if a manufacturer calls an item "snow" that is actually white, the color name should be "white." If color is not important or applicable to an item, you can use this field for another category such as style, texture, type, or finish. For example, tools can be categorized by type, such as trowel or saw. **Color Name** is a required field and should be used to help you search for items, rather than for organizing inventory. For this information to be useful to the customer service personnel, color names should be somewhat general and used consistently. For example, use "white" for the various shades of white, so that customer service can quickly search for inventory with that color name without having to search for every shade of white. For items with a color name of MISC, ignore the setting to always fill in the O/E UM. Miscellaneous items must have a blank in this field to work in some settings. For example, when you enter a miscellaneous item code in order entry, you might want to order the item in any unit of measure. *Note: To see a listing and description of the available Color Names, enter "***?***" and press* **Enter**.

Field Name	Description/Instructions
Pattern Name	Enter the pattern name of the item. You should standardize pattern names to make searching easier. Following are suggested pattern names: • 4X4 4 1/4” (for tile) • 6X6 6" x 6" (for tile) • 6X6OCT 6" x 6" Octagon • A3401 tile trim • SM4449 tile trim • Berber (for carpet) • Saxony (for carpet) • Solid (for vinyl) • Geometric (for vinyl) • 20 LB (installation material) • 5 GL (installation material) We strongly recommend that you use a consistent system for color and pattern name fields. You can use the item search function to search by color or pattern or both. So, for example, you can find products by entering **Blue 4 x 4**, **White Berber**, or **Thinset 20LB**. *Note: To see a listing and description of the available Pattern Names, enter “**?**” and press* **Enter**.
Wear Code	This is not a required field. However, you can use the rating code used to help identify items sales ranking or it can be completed later by the system. Commodity level can be helpful in sales analysis. Use industry standard codes when possible, such as 1, 2, or 3. Otherwise, assign codes that indicate whether the product is suited for uses such as residential, commercial, or industrial. *Note: To see a listing and description of the available wear codes, enter “**?**” and press* **Enter**.
Rating/ABC Code	You can use this field to rank and classify products for integration with reorder and ranking reports. You should use it to classify items from best (**A**) to worst (**D**). Use code **S** to identify support items, which are items that support the sales of other (hopefully A rated) items. Support items need special reorder parameters, because their sales statistics often do not justify their stocking requirements. Also, consider using **N** for new items. New items need special considerations until sales patterns are established. ABC codes are created through the ABC Code File -FIL 34. *Note: To see a listing and description of the available ABC codes, enter “**?**” and press* **Enter**.

Field Name	Description/Instructions
Commodity Level	A user-defined, one-character code describing an item's the level of relative value. Establish a code for each commodity level, such as **H** for high-level or luxury items, **M** for medium-level items, and **L** for low-value or commodity items. You should establish all commodity level codes in the Classification Codes File - FIL 19. All strategic management statistics are available by commodity level. *Note: To see a listing and description of the available Commodity Level codes, enter "***?***" and press* **Enter**.
Inventory	A required field that denotes whether the inventory is stocked, not stocked, or special ordered. Enter **S** to create automatic purchase orders for these products. You should use the special order code in specific cases, and not for inventory you do not stock in your warehouse. Enter: **Y** - for stocked items. **N** - items that are not stocked. **S** - if the item is not stocked and is a mandatory special order item. A mandatory special order item automatically generates a purchase order to the supplier, when entered via the Order Entry System. You can generate a special order to a supplier even if you enter **Y** or **N**. Enter **S** only when you want a special order to be mandatory every time the item is entered on a customer order. Make sure that you are familiar with how the special order system functions before setting this field to **S** for any items. *Note: To see a listing and description of the available Inventory codes enter "***?***" and press* **Enter**.
Xref	Used to cross-reference one or more item numbers to another item's inventory. Used primarily for private labeling programs in which multiple item numbers have the same physical inventory.

Field Name	Description/Instructions
Component	The component code denotes whether the inventory is a type such as serial, or rolled goods. If you plan to use ISO tables for different types of products, enter the ISO rule table number. The system uses the ISO rule table number system when this item is entered on an order. Only enter an ISO table number if it overrides the default Enter: **B** - If the item is a component, for example part of a kit, and also has components within it. (B - both) **D** - If you want the color number to automatically duplicate in Order Entry. Use this code for items usually sold in many designs or patterns with the same color number. When entering orders, the Mfgr code remains on the screen after entering an item. If you use this code, the color also remains on the screen and is valid only for non-serialized items. Policy CD also activates this function for serial and non-serialized items. **F** - Fund only item; used solely for billing and crediting fund accounts. These are not actual products. Refer to Promotional Pricing File - FIL 30 and Fund File - FIL 31. **K** - The item is a kit. This code activates the kit function. **N** - (or leave blank) if the item has no components and is not a rolled good or serial numbered item. **R** - The item is stocked in rolls, such as carpet or vinyl. Do not use this code for pad or cushion that is generally not cut, but use **S** or **N** these items. This code performs all of the functions of the **S** code with additional functions for roll goods. When you enter **R**, the system prompts you to enter the width of the product in inches, so that the system can automatically convert to the appropriate unit of measure, such as square yards or feet. **S** - The item is stocked by serial number, such as for special lots, shades, and large tools. We recommend that you use **S** as much as possible. The serial number function does not necessarily mean that an actual serial number is required. You can use the serial number feature to categorize inventory and track it by information such as shade, dye lot, and bin location. **Y** - The item is a component of another item, for example, a dot part of a dot and octagon pattern, or part of a kit that cannot be sold on its own. **L** - All modules of the Dancik system allow for items that are defined as “Labor/Expense” items. These items may be used to replace many of the billing functions previously accomplished via “F6 Miscellaneous Lines”. These Labor & Expense items enable you to set up catalogs of non-inventory items, such as service, installation, and labor items. These items automatically bypass inventory in all functions and modules. The system treats an “**L**” coded item similar to an “**F**” (Fund) item, which is mainly that all inventory files are bypassed.

Field Name	Description/Instructions
Component	A typical "L" item is "Labor To Install Carpet" at $1.99 SF or "UPS Sample Charge". These items are used like any other item - in Order Entry, ISO, and Bills Of Material, except that all inventory files & updates are bypassed. Companies that use these "L" items may also set up a special Cost Center (or multiple special cost centers), so that the GL Interfaces can differentiate between inventory items and Labor/Expense items. Do not confuse labor/expense items with non-stock items. Non-stock items are not normally stocked, but they still flow through inventory once purchased. This option enables your system to work as efficiently for selling services and labor as for selling materials. It also enables companies that do installations or fabrication to use all of the powerful sales analysis reports & screens to analyze labor as well as materials. *Note: For more information on creating labor/expense items, refer to "Setting up Labor/Expense Item File Records" on page 3-67.*
ISO Table #	The one-character entry relating this item to an ISO (Inventory Selection Optimizer) table, which includes instructions about how inventory should be processed for this item. *Note: For more information refer to the ISO manual.*
Date Discontinued	The date on which the item is discontinued or the date your supplier stops carrying the item. Items with a date entered here appear on the Discontinued Items List. If you enter a past date, including today, the item appears in reverse image. If the item is out of stock, on order, or allocated, the Order Entry system does not allow further orders. When the item has been discontinued for more than one year and is out of stock onhand, on order, or allocated, the item drops off the inventory screens entirely, unless the Item Master or Stock Card Screen is specifically requested. If you enter a future date, the item appears in reverse image on Inventory Search until that date is reached. The item can be ordered or sold as usual. If you are discontinuing an item, but still have some in stock, enter **DI** in one of the three Policy fields. **DI** indicates the item has been discontinued, but can you can still take orders for it. When you deplete your stock, you can enter the date on which the item was discontinued in this field. You can also enter a future discontinue date at any time, which indicates that no purchase orders or back orders for this item are allowed after that date.

Field Name	Description/Instructions
Replen Path	The replenishment path indicates the method in which the item is reordered. **V** - Vendor managed. The vendor makes all replenishment decisions. You can enter *"***?***"* in this field to select from among all possible values. This field does not affect any system processes, except for EDI or file transfer processes specifically arranged between you and your suppliers. **M** - Mixed managed. Your company and the vendor jointly manage replenishment. **Blank** - Normal replenishment, completely managed by your company.
Supplier's Item #	The item number as defined by the supplier, if different from the item number you have established. This item number appears on all purchase orders to your supplier for this item. You can search by the supplier's item number using the Item Search function.

Field Name	Description/Instructions
Policies	Three two-character fields, which can be both system and user-defined. A policy code is used to trigger special processing or to identify special items. A policy code can be entered in any of the three policy fields, in any order. If you want to create user-defined policy codes, we recommend that you use only numeric codes from 01 - 99. This method prevents possible conflicts with system-defined policy codes, which are alphabetic and contain at least one alpha character. Many item and inventory reports allow the use of policy codes as selection criteria. Following is an explanation of the system-defined policy codes: **A#** - Area Rug Item unique dimensions and price - Represents area rugs. It is one of the keys that activates the serial number unique dimension functionality. **CD** - Do not skip lines on invoices and order acknowledgements. Items with this policy and the same manufacturer and color number print on documents without skipping lines between them. This lets you group items and save paper. You can use this code for items that are usually sold with multiple matching trim pieces or for items that are sold together in design sets. Use this code if you want the Order Entry program to leave the color number portion of the item number on the screen after an item with the CD policy is entered. **DI** - To be discontinued. The item appears on the Discontinued Items List. **DV** - For quantity break groups, divide by the multiplier instead of multiplying. For example, if the item has a native unit of measure of QT, and is counted toward quantity breaks figured in gallons, use this policy and multiplier 4. This means each QT will be converted as 1/4 gallons toward the quantity break. You should construct quantity breaks using the lowest common denominator approach, so you never need to divide. However, you might need this code when adding new types of items to an existing quantity break group. **MI** - Manufactured internally. Use this code to identify your own products if your company is a manufacturer that sells goods from both company plants and outside vendors. **MS** - Mandatory lot number. The item must be received and sold by lot number. The Order Entry and Receiving programs prompt users to specify the lot number. Do not use this code for serialized items or rolled goods. This code activates the use of the lot number field, which is different from the serial number field.

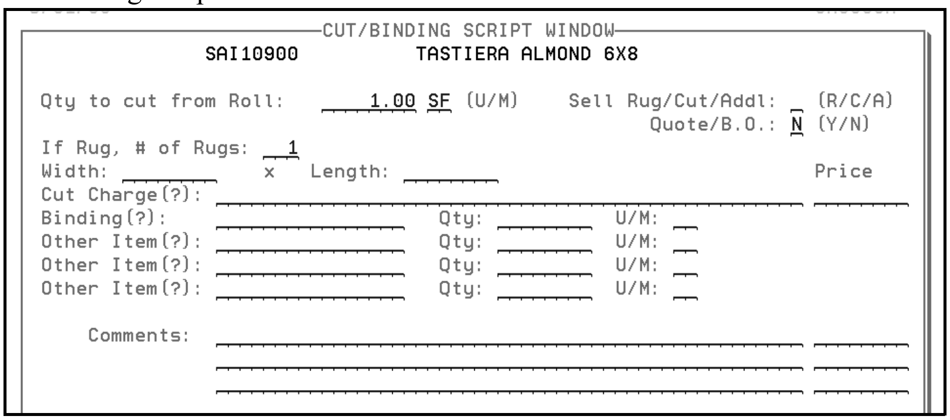
Field Name	Description/Instructions
Policies	**NB** - No broken units. A unit of measure is entered in the **Smallest Sales U/M** field for this item. The system only accepts orders that do not break that unit of measure. For example, if the **Smallest Sales U/M** field contains **CT**, the **NB** policy will not allow an order that causes a carton to be broken. **NF** - No fund contributions. Exempts items from getting overbills or points regardless of the type of promotion or customer. Enter this policy code in any of the three policy fields to activate the policy. Consider using this policy on item records used for samples or services such as freight charges. **NR** - No rebates or cost allowances. Causes the system to bypass all Promotional File rebates or cost allowances for the item, while still allowing promotional prices to be used. Use this policy for items that have dropped or devalued in inventory. This policy prevents you from erroneously claiming rebates on dropped items that might belong to a price class or product line whose other (non-dropped) items are entitled to a rebate. For example, a price class contains ten item numbers, and a promotion includes a rebate entered for the price class. Then, one item number is discontinued and the manufacturer gives you a credit memo against your stock in the item, and will no longer honor rebates when it is sold. **OV** - Outside vendor item. Use this code if your company is a manufacturer, and you want to label items that are not produced internally. **G#** - This policy code identifies an item as being plastic laminate, or another form of solid surface sheet goods that requires a “grid” screen on Order Entry. This policy can only be entered in the first **Policy Code** field. Contact Dancik International if you require detailed information regarding programs for plastic laminate. **P**# - Slab item. This policy activates system functions that manage the unique properties of marble and natural stone slabs. This code ensures that the slabs are entered with width and length in inches, and sold by the slab.

Field Name	Description/Instructions
Policies	**PU** - This powerful policy code identifies that an item's picking unit of measure is the preferred default unit of measure instead of the native unit of measure. This policy alters the default unit of measure on many input screens, from native to pick unit of measure, and causes many inquiry screens to convert quantities to the pick unit of measure. This policy makes management easier for certain types of products that are priced and analyzed in an area or volume unit of measure, such as SF or GL, yet always sold and handled by the piece or each (PC or EA). Products that you might want to consider for policy PU are: • counter top or solid surface materials. • setting materials and chemicals that are priced by a volume unit that is inconsistent with how they are sold and handled. For example, a five gallon drum that is only sold as a full unit, yet priced by the gallon. **RD -** Request Description; triggers a message screen to automatically display during order entry. This allows additional comments to be entered for specific items as needed. You can apply policy RD to any item where item specific instructions are needed at the time of order entry. Typically, this feature is designed for special order items. **RI** - Restricted item; the item is sold on an exclusive basis. This policy does not cause the system to take any action, but it can be used to fine-tune promotions that apply only to restricted items. For example, if you need to lock out all but the authorized customers of a restricted item, follow these steps: 1. Enter policy code **RI** in the Item File of the restricted items. You can use the Item File Maintenance Program or Item File Mass Update program to do this. 2. Create a marketing program or display type that represents the group of customers who are authorized to purchase the restricted item. Use the Classification Codes File to create the marketing program. Assign the new marketing program or display type code to the authorized customers. 3. Create a lock out promotion in the Promotion File to keep unauthorized customers from purchasing the items that have policy code RI. The promotion must be coded as type **F** (a fixed promotion), with a price of $99999.99 (which means lock out), and assigned to OMIT the designated marketing program or display type. This means the lock out applies to everyone except the customers assigned to that marketing program or display type. The promotion can be entered against a broad category, such as item class or manufacturer, as well as against narrow categories, such as price class or product line. The important thing is to limit the promotion to policy code **RI** in the **Limit to Policy** field, of the Promotion File. This technique is the most efficient way of locking out all unauthorized customers from a defined list of items. If you are simply locking customers out of a single manufacturer or product line, you can point the promotion to that manufacturer or product line, without the use of policy codes.

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Policies</td><td>

RO - Remaining balances only. This policy affects serial numbered items on Order Entry. All items using the RO policy force the order entry operator to take the remaining balances of any serial numbers or rolls. For example, if a serial number has 50 square feet available, you must be certain items from many product lines and manufacturers order all 50 square feet, or none at all.

S1 - Cut/Binding Items. Area rug cut and binding script. Allows user to order custom area rugs, specifying size, binding, special charges, etc. Accesses the Cut/Binding Script Window.



- **Qty to Cut From Roll** - Enter the length to cut from a roll. This length should accomodate all rugs that are to be created from this cut. Only leave this field blank if you are using this screen to order additional rugs from a previously ordered cut.
- **U/M** - Enter the UM that relates to the quantity to cut.
- **Sell Rug/Cut/ Addl** - This entry controls whether you are selling the cut as is, or creating rugs.
  - **R** - Creating rugs. R causes some of the fields below to become mandatory.
  - **C** - Sell the cut as is, without creating a rug.
  - **A** - Create additional rugs from material previously ordered. When A is entered, the quantity to cut field is left blank.
- **Quote/B.O.** - N indicates this is a regular order and stock will be allocated by ISO. Y means this is a quote or back order. No stock will be allocated by ISO.
- **If Rug, # of Rugs** - If you are creating rugs (as indicated by an **R** or **A** entry in the **Sell Rug** Field) then enter the number of rugs being created.
- **Width/ Length** - If you are creating rugs, enter the width and length in FT (feet plus inches). For example, enter 6 for six foot. Enter 6.06 for six foot plus six inches.
- **Cut Charge** - Enter a description of a cut charge if applicable. Enter a question mark (?) to display the macro message manager, and select a cut charge.

</td></tr>
</table>

Field Name	Description/Instructions
Policies (Cont'd)	• **Price** - Enter the extended price of the cut charge if applicable. • **Binding** - If creating rugs, enter the item number for the binding. You can enter a question mark (?) to search for item numbers. The quantity of the binding is automatically calculated in LF (lineal feet) as the sum of the width and length multiplied by two. In the example above, the binding quantity is 2x(6+10). • **Other Items** - You can optionally order additional items from this screen. • **Comments** - Enter comments if applicable. These will appear as F6 lines on the order. The space to the right of each comment is for a miscellaneous charge. **S3** - **Bordered Rug**. Displays the Bordered Rug Script Window during order entry. The Bordered Rug Script Window allows you to add all the items needed to order a bordered rug in a few easy steps. **SP** - **Special**. The item appears on the Special and Discontinued Items' Stock Status list on many input screens, from native to pick unit of measure, and will cause many inquiry screens to convert quantities to the pick unit of measure. **G#** - **Grid Function**. Indicates an item uses the GRID function, which is primarily for laminate sheet goods. *Note: To see listing and description of the available Policy codes enter "***?***" and press* **Enter**.
Lead Time (in days)	The number of days from the time a purchase order is placed until the item is received. This field overrides the **Lead Time** entry in the Product Line File. If left blank, it is assumed that the related Product Line File entry applies to this item. Since all items in a product line usually have the same lead time, this field is usually left blank.
Days Old	The number of days after receipt of this item. This field is used in the Inventory Search and Stock Selection programs.
Sequence #	Alphanumeric field for optional special sorting. Within a product line, manufacturer, or color number, this number can be used to put items in a specific order regardless of other codes, such as item number and pattern. You can usually achieve optimum sorting, even if you leave this field blank.
Frt Key	Determines how freight rates should be calculated in applications that involve looking up freight rates in a table. This field can be left blank to assume the default value of **W** for weight, or set to one of the following values: **W** - Access by weight. Freight rates based on weight are used. **C** - Access by cubes. Freight rates based on cubes (cubic dimensions) are used. **U** - Access by units. Freight rates based on units (the item's native unit of measure) are used. **N** - No freight. No freight rates are accessed for this item.

Field Name	Description/Instructions
Item Width	For rolled goods; the roll width in inches. This entry must be correct for conversions between square yards and feet or inches to be accurate. For other items, this field is for information only and can be used for thickness or for width. It can represent any unit of measure.
Define Remnant Size	Determines whether a remaining quantity of a shade, lot number, or roll is too small to be counted as saleable. For example, if you entered 12 and the item unit of measure is in square feet, the system considers any quantity equal to or below 12 square feet in a single serial or lot number to be obsolete or a remnant. For rolled goods, this field is always entered in inches. This field is most applicable to serial numbered or rolled good items.
Pattern Repeat	Enter the pattern repeat width and length in inches. These dimensions are exported to the Bordered Rug Script window. The Bordered Rug Script window provides cut and binding functionality to facilitate orders for manufactured bordered rugs. The item policy code, S3, for bordered rug items causes the bordered rug script window to appear during the order entry process. The Bordered Rug Script Window allows you to add all the items needed to order a bordered rug in a few easy steps.
Cost Ctr	Use this field to categorize item. It is required if you want a direct interface with the General Ledger system. It should represent the major divisions of products and services in your company, such as ceramic tile vs. vinyl or. wood. Cost centers are then further subdivided by your item class entries. Cost centers are defined using the Cost Center File Maintenance program.
Frt Class	Use this field to classify items for bills of lading. It is used to scan bar coded labels as shipments are loaded. Data collected at the point of shipment is used to produce bills of lading, when applicable. This field is also used if you download shipping data into an automated truck loading, shipping, or freight system. Freight class codes must first be set up in the Classification Codes File.

Field Name	Description/Instructions
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.
Smallest U/M - Pick	Enter the smallest unit of measure in which the item can be picked. The default smallest unit of measure is **PC** (piece). For ceramic mosaics, enter **SH** if sheet is the smallest unit of measure in which the item can be picked. For rolled goods, you can leave this field blank. The system automatically converts rolled goods to lineal feet. Picking lists (except for rolled goods) break the quantity ordered into cartons and pieces unless something other than **PC** is entered here. Note that for all goods that are sold or packaged in cartons, this field should represent the unit of measure contained within the carton, even if you never break cartons.

Field Name	Description/Instructions
Smallest U/M - Sales	Enter the smallest unit of measure in which the item should be sold. Your entry here will cause the Order Entry program to suggest order quantities that equal an unbroken multiple of this unit of measure. For example, entering CT (carton) in this field causes the system to check that the quantity ordered for this item does not break a carton. If it does break a carton, the system suggests a lower quantity and a higher quantity, each representing the nearest full carton. You may also enter the policy code NB (no breaks) in one of the three policy fields, which are described above. Policy NB enforces the smallest sales unit of measure. If CT is entered and a quantity ordered breaks a carton, the system will change the quantity to the next full carton quantity. It will also alert the operator that the quantity was changed and that there is a “no broken units” policy. This field can be used for many units of measure. For example, enter PC if a quantity ordered should not include a fraction of a piece. Enter SH or ST if sheets or strips are not to be broken. We recommend that an entry is made in this field for all items, except rolled goods, unless fractions of any unit of measure are acceptable.
Smallest U/M - Supp.	Used for EDI transmissions to a supplier and for receiving and reorder reports. This is the U/M to which the EDI transmission will convert and use. If this field is left blank, the system uses the unit of measure found on the transaction to be transmitted. The Reorder Reports also have an option to print quantities in the supplier’s unit of measure. If you enter a unit of measure in this field that is different from the item’s native unit of measure, you must ensure a the Packaging or Item Files includes a valid conversion factor. On the receiving screens, various quantity fields are shown in the supplier’s unit of measure as well as in the native unit of measure.
Order Entry U/M	Must contain zeros or an item’s native unit of measure, and should not be left blank. Complete this field if you want the Order Entry program to always convert quantities and price in this unit of measure. For example, if you enter **SF** in this field and then enter **2 CT** in Order Entry, the system converts the quantity to **SF** and displays price per **SF**. If you leave this field blank, the Order Entry program continues to accept any unit of measure and prices the sale in that unit of measure. Miscellaneous items (items with a color number of MISC) ignore this setting. Miscellaneous items must have a blank in this field to work in some settings. For example, when you enter a miscellaneous item code in order entry, you may want to order the item in any unit of measure. This field can be controlled by a setting within the System Wide Settings. We recommend all items, except MISC items, contain an Order Entry UM.

Field Name	Description/Instructions
Qty Break Group	Represents a group of items that are accumulated for quantity breaks on pricing. You can use quantity break group pricing to group products in order to achieve a quantity break based on a combined total quantity instead of each line item quantity. The option to activate this feature is made in the **Option** field in the Company Settings File, and should only be set by a system administrator. The options in the Company Settings File include: **O** - Quantity breaks are only accumulated for items on the same order number. **S** - Quantity breaks are accumulated for items with the same ship date, same customer, or same invoice run. **C** - Quantity breaks are accumulated for items for the same customer and same invoice run. Any other entry does not activate quantity break group pricing. Once activated, quantity break group pricing is automatically performed during Batch Invoice Processing. It does not occur during the Order Entry process. This field should contain breaks if the item is not a member of a quantity break group, or a two-character quantity break group code. Quantity break group codes must first be set up in the Classification Codes File. *Note: To see a listing and description of the available Quantity Break Group codes enter "***?***" and press* **Enter**.
Multiplier	A numeric field that is only entered if a quantity break group code has been entered for this item. This field tells the system how many units to contribute to the total quantity break for every native unit sold. A native unit is the unit of measure used for sales analysis and pricing. For example: • Item 1 is sold by QT (quarts) and has a multiplier of 1. • Item 2 is sold by GL (gallons) and has a multiplier of 4. These two items are included in the same quantity break group, but their native units of measure are different. Therefore, the Multiplier field is used to achieve a common unit conversion for both items. In this example, the quantity break is in total quarts. Item 2 requires a multiplier of 4, so that every gallon counts as 2 units toward the total price break. If both items have the same unit of measure, you would probably enter a multiplier of 1 for both. However, you do not have to base the multiplier on an actual unit of measure conversion. You could say that buying in gallon containers is more cost-effective, and therefore use a multiplier of 5. This does not mean that one gallon equals five quarts. It means that one gallon counts as five quarts toward the quantity break. Multiplier is meant to achieve a marketing objective, and not to be an accurate conversion factor.
Init	Your initials, entered when you finish updating or adding the record.

Field Name	Description/Instructions
Sub-Serial	Indicates if and how the item uses the sub-serial number feature. Sub-serial numbers are used for items for which each piece or unit needs to be tracked separately. This field is for appliances and power tools having unique serial numbers on each unit, and adds another level to the inventory hierarchy. Sub-serial numbers are tracked within regular serial numbers or locations. They are not displayed or selected within the order entry process. They are optionally scanned or entered into the system during receiving, or as the products are shipped. **A** - used to track sub-serial numbers through the entire Dancik Distribution System. Sub-serial numbers are captured upon receipt of an item, recorded as the item is moved in the warehouse, and recorded when the item ships. **I** - the sub-serial number is recorded only when the item ships. **Blank** -(default) the item does not use the sub-serial number feature.
Item Scan Ovr	This field can be set to override IWMS control panel settings for specific items. You can use this field to force item verification on individual items. This can be useful for expensive items, or items with a history of being picked incorrectly.
Last Change	You cannot edit this field. The date on which the last changes were made to this record. This date is maintained automatically by the system. It is updated with today's date whenever the Item File record is updated in the File Maintenance or the Mass Update programs.
Comments	Enter any important comments you have for this item. These comments appear along with the item description on the Order Entry and Invoicing screens when the item is ordered or sold. If you enter an asterisk (*) in front of the first character in the comment, the comment flashes on the Order Entry, Inventory Inquiry, and Quick Quoter screens.
D/Del	**D** in this field indicates that this record will be deleted. Do edit this field. Let the system's purging program control the deletion of any item records.

The following table describes the function keys on the Item Profile screen.

Function Key	Description
F1	Go to the next Item File record and review the Item File Profile Screen.
F3	Go to the Item File Inventory Status & Fiscal Year Statistics Screen.
F4	Go to the Item File Sales Analysis Screen screen for this item. Press **F4** again to display the Item File Month-by-Month Sales Analysis Screen.
F5	Go to the Item File Production Statistics Screen if you manufacture this item.
F6	Go to the Item Search screen.
F7	End the job and return to the File Maintenance Menu.

Function Key	Description
F8	Returns to the Item Entry screen.
F9	View or update price and cost information via the Price/Cost File Screen.
F10	View or update item packaging information (conversion tables) via the Item File Packaging Screen.
F12	Go to the Item Item File Special Instructions Screen.
F16	Go to the Item Attributes Screen, where you can enter or select the item attributes that are applicable to each item.
F13 - F24	Hot keys for other functions, such as Inventory Inquiry and Open Order Search.

Item File Inventory Status & Fiscal Year Statistics Screen

Access the Item Inventory Status & Fiscal Year Statistics Screen by pressing **F3** on the Item File Profile Screen. This screen has no input fields. All fields shown are at total item level, and include statistics combining all warehouses on the system. Use Inventory Inquiry for breakdowns by warehouse.

```
ITEM# EML2892                    INQUIRY                           ITEM FILE

Description: ASTRA CHAPPAREL 3X10 SBN           EMIL CERAMICA



        ***  INVENTORY STATUS & FISCAL YEAR STATISTICS  ***

 Beginning Of Yr Onhand.          .00    Direct Ship Qty Yr-Dt..          .00
 Received Yr-Dt.........          .00    # Of Spcl Orders To Dt.          0
 Manufactured Yr-Dt.....          .00
 Shipped Yr-Dt..........          .00
 Adjusted Yr-Dt.........          .00
 ON HAND ...............          .00
 ON ORDER ..............          .00
 ALLOCATED .............        20.00    AVAILABLE.............        20.00-

 Date Of Last Order.....      3/08/00
 Date Of Last Receipt...      0/00/00    Qty Lost (unfilled) Mt-Dt:        .0


 F9=Prices/Costs.     F10=Packaging.
 F2=Item Profile.     F4=Sales.        F5=Production.     F12=Spcl Instr.
MA     a                                 A                                01/001
```

Field	Description
Beginning of Yr Onhand	The quantity on hand at the beginning of this fiscal year; the quantity that is actually in the warehouse.

Field	Description
Received Yr-Dt	The quantity of goods received into stock year-to-date.
Manufact-ured Yr-Dt	The quantity of goods manufactured year-to-date. This field is applicable only if your system is interfaced with a manufacturing system.
Shipped Yr-Dt	The quantity of goods shipped and invoiced year-to-date.
Adjusted Yr-Dt	The total quantity of adjustments made to this item this year-to-date.
ON HAND	The current quantity on hand, or actually in the warehouse.
ON ORDER	The current quantity on order (purchase orders) for stock.
ALLOCATED	The current quantity allocated to customer orders.
Date of Last Order	The date of the most recent order placed.
Date of Last Receipt	The date of the most recent receipt of this item.
Direct Ship Qty Yr-Dt	The total number of orders that were shipped directly from the manufacturer or supplier in the current fiscal year, based on direct ship invoices.
# Of Spcl Orders To Dt	The total number of special orders issued for this item since it was set up on the system. Special orders are orders entered with the **S** code (for special orders) in Order Entry.
AVAILABLE	The current quantity available for sale; on hand minus allocated.
Qty Lost (unfilled) Mt. - Dt.	The total month-to-date quantity for lost orders. Lost orders are calculated during invoicing when all or part of a quantity is not invoiced. This does not include back orders.

Item File Sales Analysis Screen

On the Item File Entry Screen, press **F4** to go to the Item File Sales Analysis Screen. This screen has no input fields.

```
 ITEM# ARITAP18230                UPDATE                              ITEM FILE

Description: TAPE 1/8X2"X30'                    ARMSTRONG INSULATION PRODUCTS

              ***  COMPUTER SALES ANALYSIS BY ITEM  ***

                Current Mth   Rank   Past 12 Mths   Rank   Prev 12 Mths  Rank
GROSS SALE $            .00             13,181.00                   .00
G.P.$      $
G.P.%      %
AVG ORDER  $         0                     135                  125
# PURCHASED           .0                   122.0                  .0
FILL       %         0                      98                   96
# OF CREDITS         0                       0                    0
# OF ORDERS          0                     116                    0
QTY SOLD              .0                   130.0                130.0
CRED ISSUED$         0                       0                    0
TURNS-$/QTY                     5.19 /      5.02         .00 /      .00
GMROI
TURN & EARN

 F9=Prices/Costs.     F10=Packaging.   F16=Activity.
 F2=Item Profile.     F3=Inventory.    F4=Mth-By-Mth Sales.   F8=Screen 1.
MA    a                   MW                                            01/001
```

Field Name	Description/Instructions
Gross Sale $	Gross sales amounts for the periods above.
G.P. $	Gross profit amount.
G.P.%	Gross profit percentage.
Avg Order	Average order amount.
# Purchased	Quantity of this item purchased.
Fill%	Percentage of order taken that was filled based on invoicing.
# of credits	Number of credits for this item.
# of orders	Number of orders for this item.
Qty Sold	Quantity of this item actually invoiced.
Cred Issued	Dollar value of credits issued for this item.

Field Name	Description/Instructions
Turns - $/Qty	Inventory turns based on dollar value, followed by inventory turns based on quantity. The inventory turns are calculated as follows: Inventory Value Turns = Total Cost of Sales divided by Average Onhand Inventory Value The quantity turns are calculated as follows: Quantity Turns = Total Quantity Sold divided by Average Quantity Onhand
GMROI	Gross margin return on inventory investment ratio for this item. The GMROI is an industry standard statistical index calculated as follows: GMROI = (Gross Profit Amount divided by Average Onhand Inventory Value) times 100
Turn & Earn	Turn and earn ratio for this item. Turn and earn equals the quantity turns X G.P.%.

Order Activity Screen

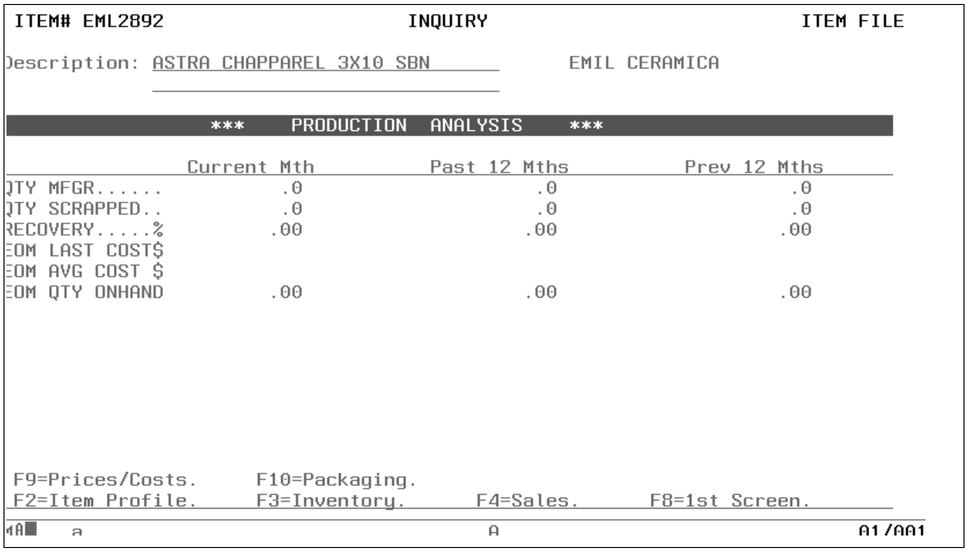
On the Item File Sales Analysis Screen, press **F16** to go to the Order Activity screen. This screen gives you a month-by-month breakdown of activity for a selected item.

```
 ITEM# ARITAP18230                  UPDATE                           ITEM FILE

Description: TAPE 1/8X2"X30'                      ARMSTRONG INSULATION PRODUCTS


                        ACTIVITY ANALYSIS BY ITEM

                NOV 00     DEC 00     JAN 01     FEB 01     MAR 01    Current
 Open Orders     17.00       4.00       1.00       1.00       1.00       1.00
 Open B/O          .00       5.00        .00        .00        .00        .00
 Qty Invoiced    10.00      28.00        .00        .00        .00        .00
 Mth Activity    24.00      20.00       8.00-       .00        .00        .00

                MAY 00     JUN 00     JUL 00     AUG 00     SEP 00     OCT 00
 Open Orders      1.00       1.00       2.00       2.00       7.00       3.00
 Open B/O          .00        .00        .00        .00        .00        .00
 Qty Invoiced     3.00      10.00       4.00      12.00      13.00      12.00
 Mth Activity     4.00      10.00       5.00      12.00      18.00       8.00

                Header Warehouse (?): ALL ___ ___ ___ ___ ___

              F4=Sales Analysis.       F8=Screen 1.       F7=EOJ.
MA     a                MW                                          22/040
```

Field Name	Description/Instructions
Open Orders	The quantity, in native unit of measure, of open customer orders that are allocated against stock. Each figure represents the quantity open at the end of each month.
Open B/O	The quantity, in native unit of measure of back orders. Back orders are customer orders that are *not* allocated against stock. Each figure represents the quantity open at the end of each month.
Qty Invoiced	The quantity, in native unit of measure, sold or invoiced in the respective months.
Mth Activity	The monthly order activity derived by performing the following calculations: 1. Add open orders to open back order to get total open orders. 2. Subtract the total open orders of the previous month from the total open orders of the current month to determine the change in open order position. 3. Add the change in the open order position to the quantity invoiced to calculate the month's order activity.
Header Warehouse	Order activity uses the header warehouse as its statistical anchor. The header warehouse is the warehouse that ultimately services the customer, regardless of where the stock was originally picked and transferred from. You can specify any header warehouse to display activity for that header warehouse. You can also enter up to six header warehouse codes to retrieve sub-totals of a group of warehouses. Enter **ALL** to include all warehouses. Direct ships are bypassed unless warehouse DIR is specified.

Item File Production Statistics Screen

On the Item File Profile Screen, press **F5**, to go to the Item File Production Statistics screen. This screen includes historical cost information and manufacturing statistics. The manufacturing statistics are available only if your system is interfaced with manufacturing software that provides this information.

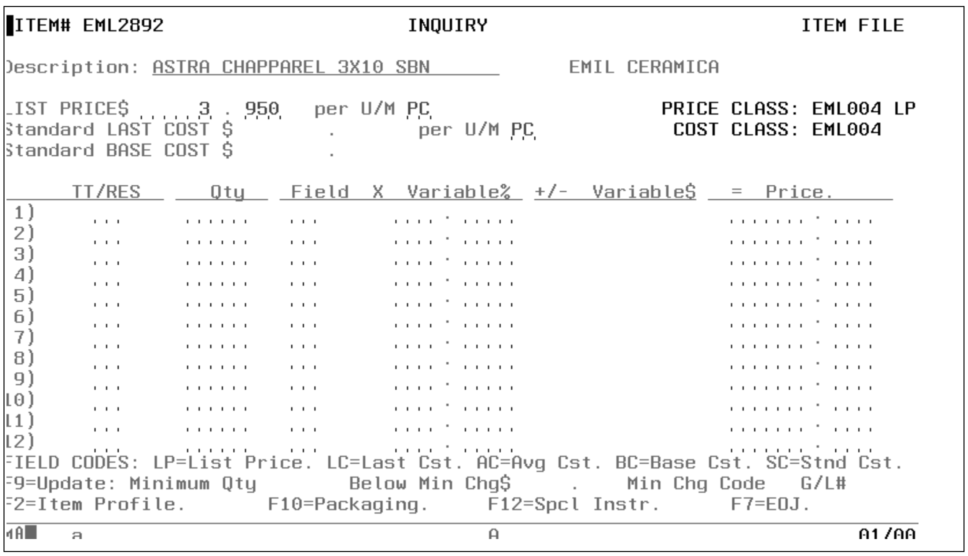


```
ITEM# EML2892                    INQUIRY                        ITEM FILE

Description: ASTRA CHAPPAREL 3X10 SBN          EMIL CERAMICA

                  ***    PRODUCTION  ANALYSIS    ***

                Current Mth          Past 12 Mths          Prev 12 Mths
QTY MFGR......          .0                   .0                    .0
QTY SCRAPPED..          .0                   .0                    .0
RECOVERY.....%         .00                  .00                   .00
EOM LAST COST$
EOM AVG COST $
EOM QTY ONHAND         .00                  .00                   .00

 F9=Prices/Costs.     F10=Packaging.
 F2=Item Profile.     F3=Inventory.      F4=Sales.      F8=1st Screen.
4A      a                          A                              A1/AA1
```

Field Name	Description/Instructions
Qty Mfgr	Quantity manufactured, including scrap.
Qty Scrapped	Quantity that was scrapped. Scrapped inventory is not entered into the finished goods inventory.
Recovery%	Ratio of non-scrapped quantity to total quantity manufactured.
EOM Last Cost $	Unit cost of the last receipt of this item at of the end of the month. The last cost is the landed cost, which includes the cost of freight.
EOM Avg Cost $	Average unit cost at of the end of the month for this item. This is an overall average, including all serial numbers, lots, warehouses, and so on, for this item.
EOM Qty Onhand	Quantity on hand at of the end of the month for this item.
Current Mth	Figures as of today.
Past 12 months	The quantity manufactured, scrapped, and recovery percentage are the totals for the 12 months prior to the current month. The cost and onhand figures are the costs and onhand balances as of the end of the month, 12 months ago.
Prev 12 months	The quantity manufactured, scrapped, and recovery percentage are the totals for the 12 months prior to the past 12 months. The cost and onhand figures are the costs and onhand balances as of the end of the month 24 months ago.

Price/Cost File Screen

On the Item File Profile Screen, press **F9** to go to the Price/Cost screen. This screen functions differently depending on whether or not price class and cost classes are entered on the Item File Profile screen. If you enter a price class or cost class on the Item File Profile screen, the information from the respective price and/or cost class appears on this screen. If you do not enter a price class or cost class on the Item File Profile Screen, you need to enter certain price and/or cost information on this screen. Using a price class to group items that are priced alike, is referred to as “maintaining prices at the price class level”. When you do not use a price class, you must price each item record individually. This is referred to as “pricing at the item level.” These concepts apply to the use of cost classes. When you maintain prices at the price class level, the actual pricing entries are made in the Price File. When you maintain costs at the cost class level, the actual cost entries are made in the Cost File.



The Price/Cost file screen is completed automatically, if price class and cost class codes were assigned on screen 2. If price class and cost class codes were not entered on screen 2, you can input prices and costs on this screen. For maximum pricing flexibility, you should use the price and cost class feature. A single price class or cost class can apply to many items, reducing the time it takes to enter and maintain prices and costs. The Price and Cost Files also contain more functions and options than the Price/Cost Screen in the Item File. Updating the fields on this screen may require a high-level password.

The following table describes the fields on this screen.

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.

Field Name	Description/Instructions
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.
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 Name	Description/Instructions
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.
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. See the examples in Minimum Quantity Charges.
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.

Field Name	Description/Instructions
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. See Minimum Quantity Charges for more examples.
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.

Minimum Quantity Charges

The following fields are displayed on the Price/Cost File Screen. Press **F9** to update this screen.

- Minimum Qty
- Below Min Chg$
- Min Chg Code
- G/L number

When you press **F9**, the cursor is positioned at the **Minimum Qty** field. You can update any of these fields if you want to bill an extra charge for this item when ordered below the minimum quantity.

Whenever a minimum charge is incurred, the system automatically creates a miscellaneous charge line on the order. This happens during the order entry process. The miscellaneous line is inserted below the line item containing the “below minimum” quantity. The line contains the description, the charge, and the G/L number that you have specified here.

You can make a customer exempt from these minimum quantity charges by entering **N** in the **Min Chg** field of the Billto File Profile screen. However, you can designate a special charge from which no customers are exempt. These special handling charges are identified by entering 99999 in the **Minimum Qty** field. This type of charge is useful for products that require special handling regardless of the quantity ordered, a fixed fee is charged for each order in addition to the normal price per unit. Only a minimum order quantity of 99999 disregards the **Billto File Min Chg Code** field setting.

You can apply minimum quantity charges to rolled goods in a unique way. If you specify a large minimum quantity (such as 9998 or 99999, which is greater than any roll could ever be), and you specify **Min Chg Code H** (handling charge) or **P** (packing charge), the system assumes you are applying a charge for any roll that is not still factory wrapped. The system charges the minimum charge on any cut or the balance of an opened roll. If codes other than **H** or **P** are used on rolled goods, only cuts are charged the minimum charge.

Here are three examples to illustrate minimum charges:

Example 1

In this example, you charge $1.50 each time an order for less than 24 native units of this product is taken. The charge is booked to general ledger account number 30010 and to the cost center of the item. Because of the **B** code, the invoice shows “Broken Unit Charge” as a description.

Minimum quantity	24
Below minimum charge	$1.50
Minimum charge code	B
General ledger number	30010 (handling charge income)

Example 2

In this example, you charge $3.50 each time an order is taken that is less than ten native units of this product. For rolled goods, only a cut would be charged $3.50. No charge is given for full rolls or balances. The **C** code causes the invoice to show “Minimum Cut Charge.”

Minimum quantity	10
Below minimum charge	$3.50
Minimum charge code	C
General ledger number	30010

Example 3

This example works differently for rolled goods than for any other goods. For non-rolled goods, this entry would simply charge $10.00 if the quantity ordered is less than 9998. For rolled goods, the system charges the $10.00 for all orders except factory wrapped rolls, which are designated by the **U** status code. Factory wrapped rolls contain their full original quantity. Therefore, this charge applies to any cut or a roll balance of an opened roll.

Minimum quantity	9998
Below minimum charge	$10.00
Minimum charge code	H
General ledger number	30010 (handling charge income)

Pricing at Item Level (Using Price & Cost Classes)

If no price and cost class entries are made on the Item File Profile Screen, you can update the price and cost fields on the Price/Cost Screen. This is referred to as “pricing at the item level.” Otherwise, you must update the Price and Cost Files. The screen is shown without a price or cost class indicated. This screen is displayed if the Price and Cost Class fields are left blank, and you press **F9** from the Item Profile Screen.

Price/Cost File Screen (Not Using Price & Cost Classes)

Price list numbers are user-defined in the Classification Codes File, except for **LP** which is system defined as the List Price. You can assign them in any way that is helpful to your organization. For example:

- **A1** - architect's price list
- **B1** - builder's price list
- **C1** - contractor's price list
- **D1** - dealer price list
- **K1** - key account price list

To go to the Price/Cost File screen, press **F9** on the Item File Profile Screen.

```
 ITEM# EML2892                     INQUIRY                          ITEM FILE

Description: ASTRA CHAPPAREL 3X10 SBN           EMIL CERAMICA

LIST PRICE$ ......3 . 950   per U/M PC                    PRICE CLASS: EML004 LP
Standard LAST COST $ ....... . 10000 per U/M PC            COST CLASS: EML004
Standard BASE COST $ ....... . 10000                           G.P.%:  97.47

      TT/RES     Qty    Field  X  Variable%  +/-  Variable$   =  Price.
 1)     ...     ......   ...      .....·.....                ........·....
 2)     ...     ......   ...      .....·.....                ........·....
 3)     ...     ......   ...      .....·.....                ........·....
 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.
```

The pricing chart allows up to 12 lines of entries. You can skip lines for clarity. You can arrange the pricing chart with multiple entries for quantity breaks or for a single price for any quantity. You can also enter a fixed price or the prices can be a percentage of the list price or a percentage above costs.

These instructions only apply if you are not using Price Class and Cost Class. This means that prices and costs are entered directly into the Item File and apply only to an individual item.

The G.P.% shown in the upper right of the screen is the gross profit percentage obtained if the list price and standard last cost were used.

Item File Packaging Screen

On the Item File Profile Screen, press **F10** to go to the Item File Packaging screen.

```
 ITEM# EML2892                        INQUIRY                             ITEM FILE

Description: ASTRA CHAPPAREL 3X10 SBN            EMIL CERAMICA

LIST PRICE$ .....3 . 950   per U/M PC                          PRICE CLASS: EML004 LP
Standard LAST COST $ ....... . 10000 per U/M PC                 COST CLASS: EML004
Standard BASE COST $ ....... . 10000                                G.P.%:  97.47

      TT/RES      Qty    Field  X  Variable%  +/-  Variable$   =  Price.
 1)      ...     ......   ...       .... . .....                  ....... . ....
 2)      ...     ......   ...       .... . .....                  ....... . ....
 3)      ...     ......   ...       .... . .....                  ....... . ....
 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.
```

The Item File Packaging screen is completed automatically if a packaging class code was entered on the Item File Profile Screen. If a packaging class code was not entered on the Item File Profile Screen, you can use this screen to input the packaging information for this item. You can enter up to six different conversion factors per item. The list price for each unit of measure is calculated and shown on the right side of the screen.

You can use the unit of measure codes shown above or define your own two-character codes. Once you define the code and enter a factor for it, you can buy, sell, quote, or inquire in that unit of measure. We recommend that, if you use any of the units of measure listed on the screen, you use the codes as shown. The system recognizes and uses certain units of measure for special circumstances.

For weight:

- LB - pounds
- KG - kilograms

For rolled goods, if you enter the item width on the Item File Profile Screen and SY (square yards) as the native unit of measure, the system automatically converts to and from the following units of measure:

- SF - square feet
- M2 - square meters
- LF - decimal lineal feet

- FT - feet plus inches
- IN - lineal inches
- SY - square yards

Notice the difference between LF and FT. 10.09 FT = 10 feet, 9 inches. 10.75 LF = 10 feet, 9 inches.

Packaging

We recommend that all products have a conversion to either LB or KG, or both. We also recommend that certain products have conversions that facilitate their management on the system.

For material picked in cartons but sold by SF, enter conversions for:

- SF per CT
- PC per CT
- CT per PA
- LB per EA

For material picked in cartons but sold by the EA, enter conversions for:

- EA per CT
- CT per PA
- LB per EA

For material picked in sheets within cartons, yet sold by SF, enter conversions for:

- SH per SF
- SH per CT
- CT per PA
- LB per SF

For rolled goods enter conversions for:

- SY per RL (average roll size)
- LB per SY

Do not enter conversions for LF, FT, SF, IN, or M2 which are calculated automatically based on width.

If you want the first two packaging entries to print on invoices, type **Y** in response to the question. Otherwise, leave blank or type **N**. Entering **Y** allows the first two entries to print on the invoice under the item description. The option is separate for each item and/or each packaging record.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Description	Description of the item, as entered on the Item File Profile screen.

Field Name	Description/Instructions
Packaging Code	The packaging code as assigned on the Item File Profile screen.
Amount	The quantity that converts the unit of measure (the factor for converting).
U/M	The unit of measure code corresponding to the amount described above.
U/M	The unit of measure to which you are converting.
Note: The Item File Maintenance program contains enhanced validation of the Unit of Measure field. The system protects you from inadvertently changing the unit of measure for an active item by changing it to another price or cost class with a different unit of measure. Changing the unit of measure for an item that is active (has open orders, purchase orders, or inventory) causes many problems, as all transactions and statistics are assumed to be in the items' native unit of measure. These enhancements ensure that no open orders or inventory are affected by a unit of measure change. In order to further protect the integrity of statistics, we recommend that you create a new item number, rather than changing the unit of measure, unless the item has not been used significantly.	
List Price per U/M	A breakdown of the list price per unit of measure.
Print 1st 2 Entries on Invoices (Y/N)	This field provides an option to print the first two lines of the packaging breakdown on the customer invoice. Enter **Y** to print.

Item File Special Instructions Screen

To go to the Item File Special Instructions screen, press **F12** on the Item File Profile Screen.

Use this screen to enter special instructions for this item and to note instructions that should be printed on an invoice, pick list, purchase order, order acknowledgement, or quotation. You can enter up to ten lines of text per page, and 45 characters per line. You can enter up to 20 pages per item by pressing **F10**.

The **Main Type** field codes are described on the lower part of the screen. Use this field to categorize each line of text. Main type code **P** has the special attribute of automatically appearing on reorder reports. Use **P** to enter pertinent buying instructions.

Use the **Sub Type** field to specify that the text is written in a specific language, such as **F** for French or **I** for Italian. The **Sub-Type** field is optional, and should be left blank unless the line is meant only for customers coded with that language code. Customers can be coded for a language on screen 2 of the Billto File.The information on this screen is also displayed in the Product Knowledge window, which is available from Order Entry and many other programs.

This screen is also available in the Manufacturer File and the Product Line File. A slightly different version of this screen is available in the Billto File. Therefore, general instructions that pertain to an entire product line, or the entire manufacturer, should be entered in those files. This prevents you from having to enter the same information in multiple items.

If coded to print, the item special instructions print below any order line for that item. Special instructions entered in the Product Line File print under the last consecutive item number ordered in that product line. Special instructions entered in the Manufacturer File print under the last consecutive item number ordered for that manufacturer. This prevents special instructions from being needlessly repeated when many items on a single order are from the same product line or manufacturer. Any special instructions with no sub-type for language are printed regardless of the language type for the customer, as coded in the Billto File, Language field. Special instructions coded as a specific sub-type code, such as language, only print for customers with the same language code.

Printing special instructions and product information can greatly enhance the service provided to your customers and help your staff to be more responsive. The following list is a sample of how you can use this Special Instructions system:

- Print toxic spill instructions on pick lists below the required items. This is mandated by the Department of Transportation for many chemicals commonly sold in your industry.
- Print special picking, handling, and installation instructions below items on pick lists or invoices. These can be entered in any language, and specified for individual customers.
- Print legal disclaimers below items that are subject to complaints and claims, such as “Extreme shade variation from samples is possible. Inspect before installation.”
- Show the supplier’s item description, in addition to your description, on purchase orders. For importers, this can be a language translation. You can also enter foreign currency unit pricing, which prints on purchase orders.
- Show general instructions on all purchase orders, such as “Please include our purchase order number on all correspondence.”
- Show general information about items on quotations or order acknowledgements. This can include information such as suggested installation materials and methods, and lead times for special orders.
- Print directions for items that can be used as substitutes when you are out of stock. These would be coded not to print, but can be very useful when inquiring.

All special instructions entered via F12 in either the Billto, Item, Manufacturer, or Product Line Files can be printed in a separate listing. You can use the listing to proofread the instructions or as a reference. The listing can include all or specified types and syb-types of instructions. For example, “Installation Instructions” can be printed separately, or only the French entries. You can run the list for specific items or product lines. This listing is run from page 2 of 2 on the Master File Listings Menu.

Because the system adds processing overhead to the print programs that access special instructions, it is an option on the system. You can turn the feature on separately for pick lists, purchase orders, invoices, and order acknowledgements or quotations. You can activate this feature using the Company Settings File on the System Settings Menu.

The following table describes the fields on the Item File Special Instructions screen.

Field Name	Description/Instructions
Main Type	Main type options are: **D** - Disclaimer **I** - Installation instructions **M** - Miscellaneous/other **S** - Shipping/delivery instructions **T** - Translated name or description **A** - Alternate/substitute item **P** - Purchasing instructions
Sub Type	Sub type codes are used to identify the language in which the instructions are written, or can have user defined meanings. If used to identify by language, it should relate to the language codes that you create in the Classification Codes File. Product Knowledge screens support sub-type “U” for URL, for the purpose of storing the URL for web-pages related to an item. When the product knowledge screen is displayed in Order Entry, Order Change, Inventory Inquiry, or via the Décor 24 application (on a web-connected PC), the URL may be clicked to open the web page. For more information on this refer to Linking Products to Web Pages via URLS.
Text	Type information here.
Print?	To specify where this information prints; on the picklist, acknowledgement, invoice, purchase orders. Enter **Y** to print or **N** not to print.
PL	Pick list.
ACK	acknowledgement or quotations.
INV	Invoice to customer.
P/O	Purchase order to supplier.

Field Name	Description/Instructions
Col	Color. You can specify the color for displaying this line on the Order Entry Product Knowledge screen. The color codes control each line on the Order Entry Product Knowledge screen. We recommend that you develop a company-wide system for color-coding information. For example, substitute items could appear in pink, important product disclaimers in red, or installation instructions in white. Valid entries are: **R** - red **B** - blue **G** - green **W** - white **P** - pink **T** - turquoise (displays underlined) **Y** - yellow (displays underlined) **I** - Invisible (does not display on Order Entry)

Item Attributes Screen

You can use the Item Attributes screen to enter or select the item attributes that are applicable to each item.To go to the Item Attributes screen, press **F16** on the Item File Profile Screen.

```
 ITEM# EML2892                      INQUIRY                           ITEM FILE

Description: ASTRA CHAPPAREL 3X10 SBN          EMIL CERAMICA

LIST PRICE$ ......3 . 950   per U/M PC                     PRICE CLASS: EML004 LP
Standard LAST COST $ ....... . 10000 per U/M PC             COST CLASS: EML004
Standard BASE COST $ ....... . 10000                           G.P.%:  97.47

      TT/RES      Qty     Field  X  Variable%  +/-  Variable$    =  Price.
 1)     ...     ......    ...       .... . .....                  ....... . ....
 2)     ...     ......    ...       .... . .....                  ....... . ....
 3)     ...     ......    ...       .... . .....                  ....... . ....
 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
```

Item attributes are assigned to items by using the **Enter New Values** field. You can enter values or select from a list of values, by entering "**?**" You select one or more item attribute values from this selection window by entering **X** beside each applicable value. Unlike most fields within the Item File, attribute fields can be assigned multiple values.

F13 (Duplicate) allows you to duplicate the attribute values you have assigned to this item, for other items.You can position to the items you want to update (by item# or description) and then enter **X** next to each of the items to duplicate for. Press **Enter** and the attribute values of the current item is duplicated for the selected items.

Item Attribute Mass Update

This feature lets you perform a quick mass update on up to five item attributes. For example, you can update the following Item Attributes:

- Style Number
- Style Name
- Color Name
- Color Number

This mass updating ability eliminates the need to have to manually update this information within the Dancik software. These item attributes are necessary components of the Flooring Industry B2B standards, and are needed if you supply item information or item catalogs to your customers in the Flooring Industry B2B format.

Note: This mass "update" enhancement does not add item numbers. In order for this utility to update an item's attributes, the item must be established in the Dancik software.

Establishing Item Attributes

Item attributes are user defined. You can use the four listed above or you can customize them to match your business.

1. Go to menu **SET 31**.

2. Enter an **IT** in the **Reference Type** field. This displays your current item attributes.

```
 3/30/05                          Master Attributes                   IT3001R
16:20:49                     Work w/ Master Attributes File           XG
                                                                      UPD MODE
Reference Type ......... IT - ITEM
- Short Description ....
- Sequence# ...........        0

                                                 Display    Valid  Keywrd  Advncd
Opt Short Desc Long Description                  Sequence#  Flag   Search  Search
_   STYLE NMBR STYLE NUMBER                              1
_   STYLE      STYLE NAME                                3
_   COLOR      COLOR NAME                                4
_   COLOR NMBR COLOR NUMBER                              5
_   MAC        PRODUCT TYPE                              2

                                                                          Bottom

Options ===> U=Update   D=Delete   I=Inquiry
F1=Create   F2=Position   F7=Exit   F8=Password                Roll Up/Down  H
```

3. To create a new attribute, press **F1**. To update an existing one, enter a **U** in its **Opt** field.

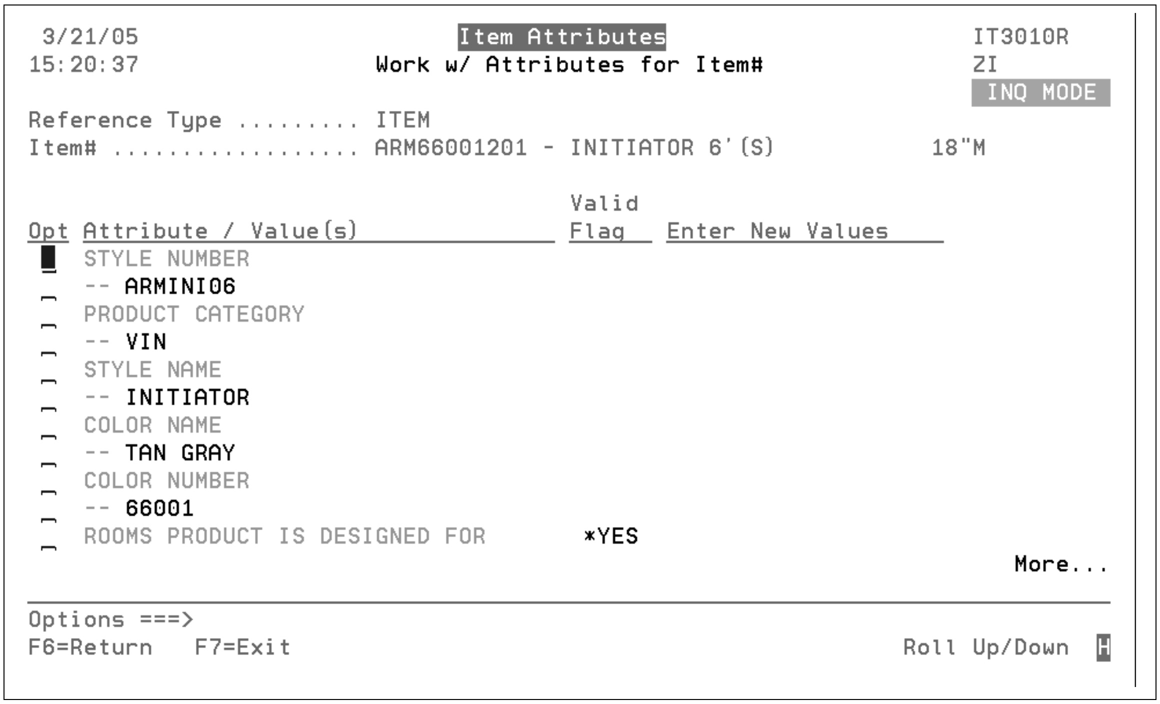
```
 3/30/05                          Master Attributes                   IT3001RA
16:08:35                     Work w/ Master Attributes File           XG
                                                                      UPD MODE
Reference Type ......... IT - ITEM                                    U=Update
Attribute# ............. 000000010


Short Description ...... STYLE NMBR
Long Description ....... STYLE NUMBER

Display Sequence# ......         1


Use Validation Checking. _ Y

Use in Keyword Search .. _ Y

Use in Advanced Search . _ Y
    Add To Favorites ... _ Y

F6=Return    F7=Exit   F13=Attribute Values                                   H
F14=I/O Cost Centers   F15=I/O Companies   F16=I/O Manufacturers
```

To use the item attribute mass update, your attribute description and display sequence have to be the same on this screen and on the spreadsheet used for the update. For example, using the information on the screen above, the spreadsheet that contains your update information has to have a column entitled **Style Number** and it has to be the first column.

To check an item's attributes follow this path:

- On the File Maintenance menu (FIL), select option **2 - Item File**.
- Enter a item number and the applicable action code (**U**-update, **I**-inquiry).
- On the Item Detail screen, press **F16 - Attributes**. The screen that appears displays the item's attributes.

  Note: Item attributes are unique to your system, and must be set up using the Item Attributes system.



- If you entered the Item Attributes screen in update mode, as shown above, you could manually enter any new information. As shown above for the attributes such as **Color Name**, if an attribute already has a value assigned to it, the value is shown directly under the attribute.

Using the Item Attribute Mass Update Utility

1. The first thing to do is build the item update spreadsheet. The figure below displays a sample item attributes update spreadsheet.

Item Number	Style Number	Product Type	Style Name	Color Name	Color Number
ARMCGR02S4669	AMRIR4	CER	ITALIN RM 6X6 BLLNOS	GROTTO	CGR02S4669
ARMM3158115	AMRLST	LAM	STAIRNOSE MOULDING	APPLE NATURAL	M3158115
ARMM5004115	AMRRE1	LAM	MULTIPURPOSE REDUCER	ST. ALBAN S GREY	M5004115
ARMM5019115	AMRRE1	LAM	MULTIPURPOSE REDUCER	NORTHERN BIRCH	M5019115
ARMD2527161	AMRRIV	VIN	RIVERSTONE DB 18X18	TERRA SLATE	D2527161
ARM60033201	ARMACH06	VIN	ACHIEVEMENTS	GREEN	60033
ARM60000401	ARMACH12	VIN	ACHIEVEMENTS	SUMPTER WHITE SAND	60000
ARM60001401	ARMACH12	VIN	ACHIEVEMENTS	SUMPTER PUTTY	60001
ARM60002401	ARMACH12	VIN	ACHIEVEMENTS	SUMPTER GRAY DAWN	60002
ARM60003401	ARMACH12	VIN	ACHIEVEMENTS	SUMPTER BAKED CLAY	60003
ARM60004401	ARMACH12	VIN	ACHIEVEMENTS	SUMPTER COLONIAL BLU	60004
ARM60010401	ARMACH12	VIN	ACHIEVEMENTS	TRADITIONAL BLUE	60010
ARM60011401	ARMACH12	VIN	ACHIEVEMENTS	SANDY BEIGE	60011
ARM60012401	ARMACH12	VIN	ACHIEVEMENTS	HUNTER GREEN	60012
ARM60013401	ARMACH12	VIN	ACHIEVEMENTS	CINNAMON TAUPE	60013
ARM60025401	ARMACH12	VIN	ACHIEVEMENTS	DESERT BLUSH	60025
ARM60033401	ARMACH12	VIN	ACHIEVEMENTS	GREEN	60033
ARM61000401	ARMADV12	VIN	ADVANCEMENTS	BOXWOOD	61000
ARM61001401	ARMADV12	VIN	ADVANCEMENTS	DELFT	61001
ARM61002401	ARMADV12	VIN	ADVANCEMENTS	ANTIQUE BRASS	61002
ARM61003401	ARMADV12	VIN	ADVANCEMENTS	WINEBERRY	61003
ARMCAV011313	ARMAG1	CER	AVIGNON 13X13 FLOOR	AVIGNON	CAV011313
ARMCAV011818	ARMAG2	CER	AVIGNON 18X18 FLOOR	AVIGNON	CAV011818
ARMCAV01810	ARMAG3	CER	AVIGNON 8X10 WALL	AVIGNON	CAV01810
ARMCAV01S4389	ARMAG4	CER	AVIGNON 3X8 BULLNOSE	AVIGNON 3X8 BULLNOSE	CAV01S4389
ARMCAV01SN4339	ARMAG5	CER	AVIGNON 3X3 BLLNS CR	AVIGNON 3X3 BLLNS CR	CAV01SN4339

2. Place the spreadsheet into a folder that is shared on the i-SERIES.

3. To access the spreadsheet and make the changes to the item attributes, use option **SYS 903** on the Dancik Menu system.

4. Select option **3 - Import Item attribute records from the IFS** to use the item attribute mass update feature. The next screen to appear presents you with three usage options.

Note: IFS stands for Integrated File Server. Essentially it is an AS400 shared drive.

The three options available are:

- **Generate Report from Item IFS file with no updates/writes** - This option acts as an "inquiry". A report is generated that shows the differences between the item attributes already in the Dancik software, and those from the IFS file.
- **Write new records from an IFS file without updating old data** - Acts as an "add" function. This option adds the affected item attributes (style number, style name, color name, and color number) if they are not currently defined for an established item. Any existing attributes will not be changed.
- **Write new records from an IFS file and update old data** - This option "updates" existing item attributes and adds any new attributes it encounters.

5. Enter an option and press **Enter**. The next screen to appear lets you enter the address where the update spreadsheet is located.

6. Enter the directory and press **Enter**.

7. The system accepts the directory and responds back with the question "Does this IFS File have a heading?".

8. If the spreadsheet has a heading (i.e., Distributor Item, Style Name, Style Name, Color Name, Color Number), enter a **Y**. If not, enter an **N**.
9. Press **Enter**. The system performs the function directed in step 4 (inquire about changes, update existing attributes, update existing attributes and add new ones).
10. A report is generated that shows which item attributes were changed and what the changes were.

Item File Auto-Duplication Capability

When adding multiple records to the Item File the system can auto-duplicate most fields, copying them from a previous item. The system can duplicate the **Item Description**, **Policies**, **Initials**, **Units of Measure**, as well as other fields. There are two ways to activate the auto-duplicate capability. When adding multiple item records, each entry auto-duplicates fields from the previous entry. You can also activate auto-duplicating when adding a single item record that is similar to an existing item record.

1. In Update mode, go to the item you want to duplicate on the Item File Profile Screen and press **Enter**.
2. Press **F8**.
3. Enter the new **Item Number**.
4. Enter an **A** to **Add**.

The program auto-duplicates the existing record. You can only duplicate fields in the Add mode. You can always override the auto-duplicate values.

Restricted Items

Item policy, **RI**, indicates a restricted item. This means that the item is sold on an exclusive basis. This policy does not cause the system to take any action, but it can be used to fine-tune promotions that apply only to restricted items. For example, you can lock out all but the authorized customers of a restricted item.

1. Enter policy code **RI** in the Item File of the restricted items. You can use the Item File Maintenance Program or Item File Mass Update program to do this.
2. Create a marketing program or display type that represents the group of customers who are authorized to purchase the restricted item. Use the Classification Codes File to create the marketing program.
3. Assign the new marketing program or display type code to the authorized customers. These are assigned in the Billto File Codes screen.
4. Create a lock-out promotion in the Promotion File to lock out unauthorized customers from purchasing the items that have policy code **RI**. The promotion must be coded as type **F** (a fixed promotion), with a price of $99999.99 (which means lock out), and assigned to OMIT the designated marketing program or display type. This means the lock out applies to everyone except the customers assigned to that marketing program or display type. The promotion can be entered against a broad category, such as item class or manufacturer, as well as against narrow

categories, such as price class or product line. The important thing is to limit the promotion to policy code **RI** in the **Limit to Policy** field, of the Promotion File.

This technique is the most efficient way of locking out unauthorized customers from a defined list of items. If you are simply locking customers out of a single manufacturer, or single product line, you can point the promotion to that manufacturer or product line, without the use of policy codes. Policy code **RI** provides the flexibility to include only certain items from a multitude of product lines and manufacturers. Policy **RI** can be entered into any of the three policy fields on the Item Profile Screen.

Crossover System

You can use the Crossover System to assign two or more item numbers to the same inventory item. The two items have the same inventory, but can have different item numbers and different descriptions. The item containing the inventory is known as the parent item. The dependent items are known as crossover items. You can use this system to market the same product under multiple numbers and names. For example, two different customers can have exclusive sales rights to the same item. Both customers can place orders under their own assigned item numbers and descriptions, and receive all documents (pick lists, invoices, bar code labels) with their assigned item numbers and descriptions, even though the actual inventory is the same. Of course, you control the physical packaging of the product to reflect the correct information for each customer.

You need to consider other important issues to best use the Crossover System:

- Crossover items do not need to have the same manufacturer prefix as their parent item numbers. However, they must share certain data, such as item classes, packaging classes, and units of measure. The Item File Maintenance Program ensures that crossover items are set up correctly, and automatically pull certain information from their parent items.
- Crossover items do not need to have the same item master policies as their parent items. This is particularly useful for the following situations:
  - The NB policy (no break on cartons or other units of measure) can be applied to one crossover item, but not another. It can be applied to the crossover item, but not to the parent item, and vice versa.
  - Promotional prices can be applied based on item master policy codes. These policy codes can be system-defined (such as DI or SP) or user-defined. Using policy codes to identify certain crossover items can simplify pricing schemes that are unique to either the parent or crossover item.
- Crossover items can be assigned to different price classes than their parent items, but they don’t have to be. However, if you use different price classes, you can be more flexible when creating price lists. You should consider using the End User Category Code in the Price File as means of separating parent from crossover products. The End User Category Code is specifically designed as selection criteria for the Price List by Price Class function and for the customer dial-in self-service systems. If the parent and crossover items are assigned to different price classes, and those price classes are assigned to different end user categories, then you can easily keep them from appearing on the same price list.
- You should develop an effective strategy for enabling and disabling (locking out) customers from using the crossover items. This prevents an accidental sale under the inappropriate item number. Use price list 99 to lock customers out of specific products, by item class, manufacturer, product line, price class, or item number, in the Billto File. Use the Promotional Pricing File to enable or disable groups of customers from buying certain products. See the Promotional Pricing and Price Files for further information.
- Sales analysis is always performed at the parent item level. This is because statistics such as turns and GMROI would be meaningless if the sales were not matched to the actual inventory item. The crossover items do not show any online sales. The parent item includes the sales and inventory statistics for itself and all of its crossover items.
- A single parent item can have an unlimited number of crossover items cross-referenced to it.

- Order Entry and Order Changes perform all pricing functions using the manufacturer, product line, and price class codes of the crossover item number, not the parent item. The item classes are always the same for a crossover and its parent item. This is enforced by Item File Maintenance. However, the manufacturer code, product line code, and price class codes can be different for the parent vs. crossover items. Price lists and Order Entry adhere to these differences for all pricing mechanisms. Price lists are consistent with Order Entry in the handling of crossover item prices and restrictions.
- Special orders can also be entered for the crossover or the parent item numbers.
- Several of the fields from the parent item are copied over to the crossover item. Among them are
  — freight class
  — price class
  — cost class
  — color name
  — pattern name
- When you enter orders, review order, and check inventory, the system recognizes when a crossover item file is entered and does the following:
  — Order Entry shows the crossover item description and uses its pricing and item policies, but the inventory for the parent item is shown and used.
  — Item Search shows **Crossover Item** rather than the quantity in the **Quantity Available** field.
  — Inventory Search shows **Crossover Item** rather than quantity in the **Quantity Available** field, but if the serial number display is requested, it shows the parent item's serial numbers and inventory.
  — Order review, order change, and all documents show the crossover item number and description, but all inventory is allocated from the parent item number.
  — Special orders for crossover items automatically show and print the crossover item number and name for the customer, and the actual item number and name for the supplier and purchase order.

To setup a crossover item

1. Enter the **Item Number** and other fields as usual in the Item File Maintenance program.
2. Enter the **Item Number** of the parent item in the **XREF** field.
3. Press **Enter**. The program displays certain fields from the parent item, which cannot be overridden in the crossover item.

The following screen shows the Item File Profile screen for a crossover item. The crossover item number in the example is KINV050V100, and the parent item number is SHAK0505100.

```
 ITEM# KINV050V100                 UPDATE                            ITEM FILE

Description: VALUE COLORS CREAM 12'            KINGSTON CARPETS


Usual Supplier# SHA               Inventory (Y/N/S): Y Xref: SHAK0505100
Price Class.... SHAPEO (F9)       Component (Y/N/K/B/D/R/S/F) R  ISO Table# 0
Cost Class..... SHAPEO (F9)       Date Discontinued...          Replen Path
Packaging Class SHAPEO (F10)      Suppliers' Item#.... K0505100
Product Line... VAL               Policies............
Class.....(1).. CA                Lead Time (in days).          Old=      Days
Class.....(2)..                   Sequence#...........          Frt Key
Class.....(3)..                   Item Width.......... 144 Inches
Trim Class.....                   Define Remnant Size.  48 Inches
Color Name..... WHITE             Cost Ctr: CAR  Frt Class: RL Tax?: Y
Pattern Name... CUT PILE          Smallest U/M,  Pick:      Sales:      Supp:
Wear Code......                   Order Entry U/M: SY (blank=allow any U/M)
Rating/ABC Code                   Qty Break Group:      Multiplier:
Commodity Level                   Initials:             Sub-Serial:

Comments                               Last Change:  4/09/97          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    a                    MW                                           06/063
```

Auto-UPC Code Generation in Item File

Based upon the manufacturer codes of your items, you may automatically trigger the creation of a UPC Code when a new item is created. This is meant primarily for manufacturers or importers that private label their products and have registered UPC codes.

Note: *The* **Automatically Generate UPC** *field in the system setting* **Maintain Manufacturers UCC and RN (***page three of the System Settings menu) has to be activated for this feature to work. For more information on this setting refer to "Manufacturer's UCC and RN Codes" in the System Administration Chapter.*

When the **Automatically Generate UPC** field is active, whenever an item from this manufacturer is created via the Item File, a UPC number is automatically generated and inserted into the top right hand corner of the screen.

```
 ITEM# MAN2300121                  INQUIRY          UPC 02840001486 ITEM FILE

Description: ARGENT  (PERIMIFLEX) 12'           MANNINGTON RESILIENT FLOORS
                NAVY BLUE         M  6LX6W

Usual Supplier# MAN                Inventory (Y/N/S): Y Xref:
Price Class.... MANAF1 (F9)        Component (Y/N/K/B/D/R/S/F) R  ISO Table#
Cost Class..... MANAF1 (F9)        Date Discontinued...         Replen Path
Packaging Class MANAF1 (F10)       Suppliers' Item#.... 2300 121
Product Line... ARF                Policies............
Class.....(1).. M1                 Lead Time (in days).         Old=     Days
Class.....(2).. 12                 Sequence#...........         Frt Key
Class.....(3)..                    Item Width.......... 144 Inches
Trim Class..... TF                 Define Remnant Size. 180 Inches
Color Name..... BLUE               Cost Ctr: FLR  Frt Class:    Tax?: Y
Pattern Name... SPNSH WLK          Smallest U/M,  Pick:     Sales:     Supp:
Wear Code......                    Order Entry U/M: SY (blank=allow any U/M)
Rating/ABC Code B                  Qty Break Group:     Multiplier:
Commodity Level                    Initials:            Sub-Serial:

Comments                              Last Change:  9/24/97         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
```

Notice that the first six digits are the Company's UCC code. The remainder of the number is assigned by the system and is sequential (if the example above was the newest item, then the next UPC number for this manufacturer will be 02840001487).

Examples of Item File Records

Ceramic Tile

```
 ITEM# AOT05  44                  INQUIRY                           ITEM FILE

Description: BRT POLAR WHT 4 1/4              AMERICAN OLEAN TILE


Usual Supplier# AOT                Inventory (Y/N/S): Y Xref:
Price Class.... AOTBOA (F9)        Component (Y/N/K/B/D/R/S/F) D  ISO Table# 0
Cost Class..... AOTBOA (F9)        Date Discontinued...         Replen Path
Packaging Class AOTBOA (F10)       Suppliers' Item#.... 0544
Product Line... B/M                Policies............ NB
Class.....(1).. WT                 Lead Time (in days).         Old=     Days
Class.....(2).. GL                 Sequence#........... 010000   Frt Key
Class.....(3).. AA                 Item Width..........
Trim Class.....                    Define Remnant Size.
Color Name..... WHITE              Cost Ctr: CER  Frt Class:     Tax?: Y
Pattern Name... 4X4                Smallest U/M,  Pick: PC  Sales: CT  Supp:
Wear Code...... 0                  Order Entry U/M: SF (blank=allow any U/M)
Rating/ABC Code A                  Qty Break Group: A2  Multiplier:     1
Commodity Level M                  Initials: TD         Sub-Serial:

Comments MUST USE LIGHT GROUTS!        Last Change: 12/19/01          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     a                  MW                                          07/029
```

This ceramic item is sold and priced by the square foot. The pick unit of measure indicates picking by piece, although the system always tries to convert to cartons and shows pieces only if the order breaks a carton. If an order breaks a carton, the pick ticket and bar coded pick labels print the number of cartons and the number of additional pieces. In the above example, policy **NB** prevents orders from being taken in quantities that would break a full carton.

```
 ITEM# AOT05  44                  INQUIRY                          ITEM FILE

Description: BRT POLAR WHT 4 1/4              AMERICAN OLEAN TILE


Usual Supplier# AOT                Inventory (Y/N/S): Y Xref:
Price Class.... AOTB0A (F9)        Component (Y/N/K/B/D/R/S/F) D  ISO Table# 0
Cost Class..... AOTB0A (F9)        Date Discontinued...        Replen Path
Packaging Class AOTB0A (F10)       Suppliers' Item#.... 0544
Product Line... B/M                Policies............ NB
Class.....(1).. WT                 Lead Time (in days).        Old=     Days
Class.....(2).. GL                 Sequence#........... 010000   Frt Key
Class.....(3).. AA                 Item Width..........
Trim Class.....                    Define Remnant Size.
Color Name..... WHITE              Cost Ctr: CER  Frt Class:    Tax?: Y
Pattern Name... 4X4                Smallest U/M,  Pick: PC  Sales: CT  Supp:
Wear Code...... 0                  Order Entry U/M: SF (blank=allow any U/M)
Rating/ABC Code A                  Qty Break Group: A2  Multiplier:     1
Commodity Level M                  Initials: TD        Sub-Serial:

Comments MUST USE LIGHT GROUTS!          Last Change: 12/19/01         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     a                  MW                                          07/029
```

Ceramic trim is usually picked, sold, purchased, and priced by the piece.

Wood Trim

Pre-finished wood is usually set up to price by the square foot, but to pick and purchase in full cartons only.

```
 ITEM# AOT05  SN4449              INQUIRY                          ITEM FILE

Description: BRT POLAR WHT SURF DOWN ANG        AMERICAN OLEAN TILE
                4 1/4

Usual Supplier# AO1                Inventory (Y/N/S): N Xref:
Price Class.... AOTB1F (F9)        Component (Y/N/K/B/D/R/S/F) D  ISO Table#
Cost Class..... AOTB1F (F9)        Date Discontinued...         Replen Path
Packaging Class AOTB1F (F10)       Suppliers' Item#....
Product Line... B/M                Policies............ NB
Class.....(1).. WT                 Lead Time (in days).         Old=     Days
Class.....(2)..                    Sequence#........... 014449  Frt Key
Class.....(3)..                    Item Width..........
Trim Class..... T1                 Define Remnant Size.
Color Name..... WHITE              Cost Ctr: CER  Frt Class:    Tax?: Y
Pattern Name... SN4449             Smallest U/M,  Pick:    Sales:    Supp:
Wear Code......                    Order Entry U/M: PC (blank=allow any U/M)
Rating/ABC Code A                  Qty Break Group:     Multiplier:
Commodity Level L                  Initials:            Sub-Serial:

Comments                              Last Change: 11/14/00         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    a                  MW                                           07/029
```

Vinyl Sheet

```
 ITEM# ARM68430202                  INQUIRY                           ITEM FILE

Description: CAMBRAY 9" MATCH IRREG 6'          ARMSTRONG WORLD INDUSTRIES
                KENTON PLACE-BLUE

Usual Supplier# ARM                 Inventory (Y/N/S): N Xref:
Price Class.... ARMCAB (F9)         Component (Y/N/K/B/D/R/S/F) R  ISO Table#
Cost Class..... ARMCAB (F9)         Date Discontinued...        Replen Path
Packaging Class ARMCA2 (F10)        Suppliers' Item#.... 68430202
Product Line... CAR                 Policies............ SP
Class.....(1).. VS                  Lead Time (in days).  10        Old=      Days
Class.....(2).. VN                  Sequence#...........            Frt Key
Class.....(3)..                     Item Width..........  72 Inches
Trim Class.....                     Define Remnant Size.  72 Inches
Color Name..... BLUE                Cost Ctr: ARM  Frt Class: RL Tax?: Y
Pattern Name... SQUARES             Smallest U/M,  Pick:     Sales:     Supp: SY
Wear Code...... B                   Order Entry U/M: SY (blank=allow any U/M)
Rating/ABC Code O                   Qty Break Group:     Multiplier:
Commodity Level L                   Initials: AM         Sub-Serial:

Comments * GUARANTEED PATTERN             Last Change:  3/17/97         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    a                  MW                                            07/029
```

A vinyl sheet goods item must have an **R** component code and an item width. We also recommend that you enter a remnant size. Rolled goods do not need a pick or sales unit of measure, because all conversions are automatic based on the width.

Carpet

```
ITEM# SHA20303100                  INQUIRY                            ITEM FILE

Description: ANYTHING GOES AFFLUENT           SHAW INDUSTRIES
                CREAMY COCONUT 12'

Usual Supplier# SHA                 Inventory (Y/N/S): Y Xref:
Price Class.... SHAAFF (F9)         Component (Y/N/K/B/D/R/S/F) R  ISO Table#
Cost Class..... SHAAFF (F9)         Date Discontinued...           Replen Path
Packaging Class SHAAFF (F10)        Suppliers' Item#.... 20303100
Product Line... AFF                 Policies............ RI   S1
Class.....(1).. C1                  Lead Time (in days).           Old=     Days
Class.....(2).. CH                  Sequence#...........           Frt Key
Class.....(3).. AG                  Item Width.......... 144 Inches
Trim Class.....                     Define Remnant Size.  48 Inches
Color Name..... CREAM               Cost Ctr: CAR  Frt Class: RL Tax?: Y
Pattern Name... CUT PILE            Smallest U/M,  Pick:     Sales:     Supp: SY
Wear Code......                     Order Entry U/M: SY (blank=allow any U/M)
Rating/ABC Code B                   Qty Break Group:     Multiplier:
Commodity Level H                   Initials: LG         Sub-Serial:

Comments                                  Last Change: 11/17/01          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     a                   MW                                          07/029
```

A carpet item follows the same rules as the vinyl sheet goods item shown previously, although the class codes, pattern name, and so on, are unique to carpet.

Adhesive

```
 ITEM# ARM1200108                 INQUIRY                           ITEM FILE

Description: 1200 ADHESIVE CONTACT-GALLON       ARMSTRONG WORLD INDUSTRIES


Usual Supplier# ARM               Inventory (Y/N/S): Y Xref:
Price Class.... ARM12G (F9)       Component (Y/N/K/B/D/R/S/F) S  ISO Table#
Cost Class..... ARM12G (F9)       Date Discontinued...          Replen Path
Packaging Class ARM12G (F10)      Suppliers' Item#.... 01200408
Product Line... ADS               Policies............ NB
Class.....(1).. VT                Lead Time (in days).          Old=     Days
Class.....(2).. IM                Sequence#...........          Frt Key
Class.....(3).. AD                Item Width..........
Trim Class.....                   Define Remnant Size.
Color Name..... ADHESIVE          Cost Ctr: ARM  Frt Class: FM Tax?: Y
Pattern Name... 1GL               Smallest U/M,  Pick: EA  Sales: EA  Supp: CT
Wear Code......                   Order Entry U/M: EA (blank=allow any U/M)
Rating/ABC Code                   Qty Break Group: A1  Multiplier:     4
Commodity Level                   Initials:            Sub-Serial:

Comments SPRD RATE 80-90 SQ FT/GAL     Last Change:  2/17/97          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    a                  MW                                        07/029
```

Adhesives are usually sold by each (EA) with Packaging File conversions to quarts, gallons, and so on. The NB policy is often imported for adhesives so that full units are sold, even when you enter other units of measure when checking stock.

Marble Slab

```
 ITEM# LSSGRMI12                  UPDATE                           ITEM FILE

Description: GREY MIST FRCH LIMESTONE 12X12      LIMESTONE SLABS & TILES

Usual Supplier# DAK                 Inventory (Y/N/S): Y Xref:
Price Class....         (F9)        Component (Y/N/K/B/D/R/S/F) S  ISO Table#
Cost Class.....         (F9)        Date Discontinued...        Replen Path
Packaging Class         (F10)       Suppliers' Item#....
Product Line... FRE                 Policies............ P#
Class.....(1).. MS                  Lead Time (in days).         Old=      Days
Class.....(2).. LS                  Sequence#...........         Frt Key
Class.....(3)..                     Item Width.......... 144
Trim Class.....                     Define Remnant Size.
Color Name..... GREY                Cost Ctr: MAR  Frt Class:     Tax?: Y
Pattern Name... 12X12               Smallest U/M,  Pick: SF  Sales: CT  Supp: CT
Wear Code...... 3                   Order Entry U/M: SF (blank=allow any U/M)
Rating/ABC Code                     Qty Break Group:      Multiplier:
Commodity Level                     Initials: MD          Sub-Serial:

Comments ______________________________  Last Change:  5/31/00         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     a                   MW                                          10/062
```

A marble slab item must have **S** in the component code and **P#** in the first policy field.

Marble and natural stone slabs are unique, because each piece must contain data about its own size. The P# policy causes the receiving, order entry, and other programs to capture and display the individual sizes per slab.

Linking Products to Web Pages via URLS

Product Knowledge screens can support sub-type “U” for URL, for the purpose of storing the URL for web-pages related to an item. When the product knowledge screen is displayed in Order Entry, Order Change, Inventory Inquiry, or via the Décor 24 application (on a web-connected PC), the URL may be clicked to open the web page.

1. Access the Item File via option **2** on the File Maintenance menu.
2. Enter an item number and press **Enter**. The Item File for the item appears. The product knowledge sub codes are set via the Special Instructions screen (**F12**).
3. Enter a **U** in the **Sub-Type** column and then enter the URL in the text field.

```
 REX418181            ANTICA ROMA QUIRINALE 18X18       UPDATE       Spcl Instr
                                                                      Page#  1

Main  Sub          TEXT / Up To 45 Characters              --Print? (Y/N)--
Type Type  ....5...10...15...20...25...30...35...40...45   P/L ACK INV P/O Col
 I    _    Best grout - Mapei 4522 or Custom 0139            N   N   N   N   B
 I    _    Do not use thinset                                N   N   N   N   B
 I    _    Only install under 80 degrees                     N   N   N   N   B
 _    _                                                      _   _   _   _   _
 M    U    http://ib2.dancik.com/c/i.asp?i=AM0418181P        N   N   N   N   W
 M    U    http://www.yourtile.com/res_floors.jsp            N   N   N   N   W
 _    _                                                      _   _   _   _   _
 _    _                                                      _   _   _   _   _
 _    _                                                      _   _   _   _   _
 _    _                                                      _   _   _   _   _

Main Types: D=Disclaimer, I=Installation Instructions, M=Misc/Other,
            S=Shipping/Delivery Instructions, T=Translated Name or Description,
            A=Alternate/Substitute Item, P=Purchasing Instructions.
 Sub Types: User Defined Codes (EG: Assign codes for the language used if the
            instructions are entered in multiple languages, or enter U for URL)
```

Note: In the example above, the URL contains a website address, plus a parameter that passes an item number to the website. You may store generic URLs that simply link to a website, or you can store specific URLs that link to web pages on your web server specifically for displaying product images and/or specifications. Keep your naming conventions simple and concise so they can fit into the 45 character fields of the F12 screens

4. Click on the URL addresses to access the links.

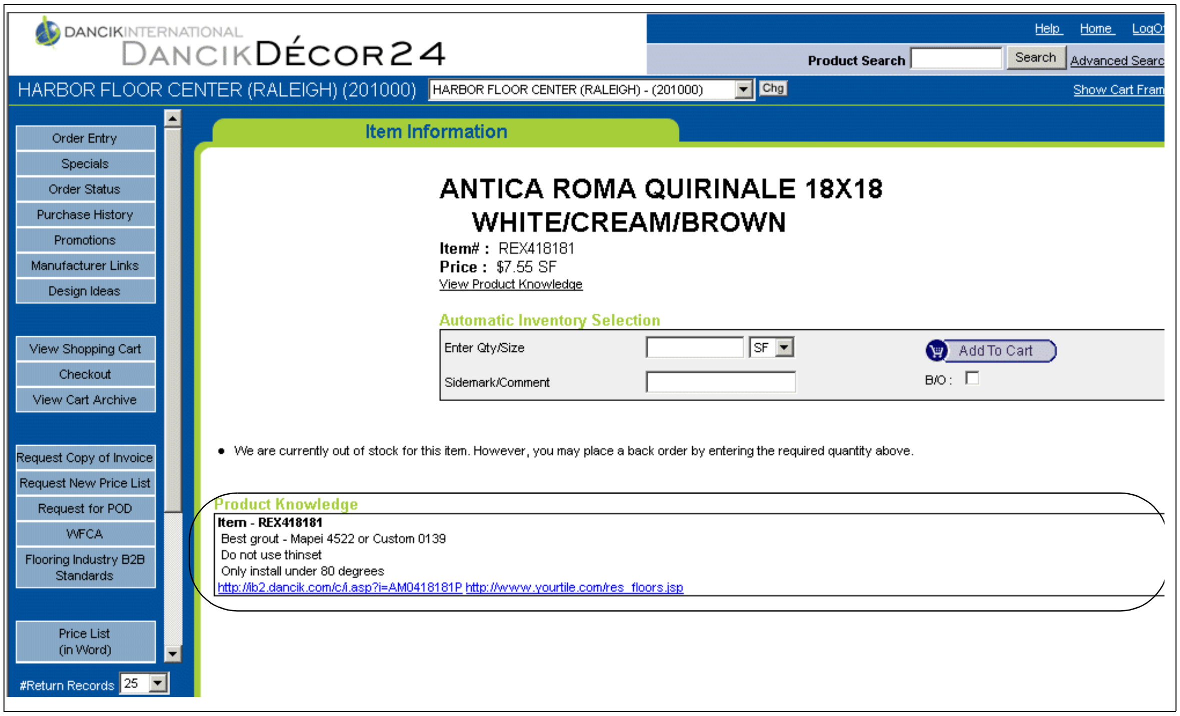
5. When the item is accessed via order entry, order change, or inventory inquiry the comments and URL addresses are also displayed on the Product Knowledge screen (**F12** from Order Detail screen).

```
ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)   A       REFERENCE# 1013853

REX418181                          Product Knowledge        Color Name: BROWN
ANTICA ROMA QUIRINALE 18X18                               Pattern Name: 18X18
   WHITE/CREAM/BROWN                                         Wear Code: 5 ABC:
                                                            Item Width:
    I       Best grout - Mapei 4522 or Custom 0139
    I       Do not use thinset
    I       Only install under 80 degrees
    M   U   http://ib2.dancik.com/c/i.asp?i=AM0418181P
    M   U   http://www.yourtile.com/res_floors.jsp
*** END ***




Line Ware Mfgr/Color/Pattern/Lot#       Qty     U/M  ....Price..   .....Cost..
0010 RAL    REX 4181 81

L# R  Serial#   Loc  Recv? Restk% C/C Ship-Dt      ...extend..   ..extend..  D
                                 15       071703

F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.  H
```

Note: *When you access the product knowledge screen from within Order Entry or other programs, and you are on a personal computer (PC) with the appropriate internet or network connections you can click on these URLS to immediately access these web pages.*

Note: *URLs may be stored in the F12 (Product Knowledge) screens of the Product Line and Manufacturer Files, as well as the Item File.*

6. When the item is accessed in Decor 24, the comments/product knowledge information and the URL links are displayed.



Note: *These URLs within the Product Knowledge screen also serve a links within the Decor 24 system.*

Setting up Labor/Expense Item File Records

The following example is an item used for selling with a single combined rate for any type of service, under the generic banner of “JOB RATE”. This type of item may be used for installations, projects, and for natural stone fabrication. When this item is used, the price, and cost if applicable, is overridden to be whatever rate or fee needs to be billed.

```
 ITEM# LABC99                          UPDATE                             ITEM FILE

Description: LABOR / CERAMIC / JOB RATE          LABOR & SERVICES


Usual Supplier# 001                 Inventory (Y/N/S): ..  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: CER  Frt Class: ...  Tax?: Y
Pattern Name... LABOR....           Smallest U/M,  Pick: ...  Sales: ...  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: ..

Comments * MUST SPECIFY JOB AMOUNT/RATE  Last Change:  8/28/03         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 rules apply to the Labor/Expense item shown above:

- The **Inventory** field is left blank, and the **Component** field is L (for Labor/Expense).
- The supplier is 001 (which means your company). Because this item will never be purchased (only sold), the supplier does not really matter.
- The **Product Line**, **Classes**, **Color Name**, and **Pattern Name** are up to you. These should simply fit into the classes and coding scheme you use.
- The **Price Class**, **Cost Class**, and **Packaging Class** fields can be used. However, these items are simple enough that you can key the price, costs, and packaging in the Item File **F9** and **F10** screens.
- The **Cost Center** field should represent the cost center applicable for reporting and for General Ledger entries. You may want to update your “Invoicing to GL Interface” for these labor/expense items and their costs centers.

- The **Order Entry U/M** is EA, as this item is usually used for sales such as 1 job for $1000.00.

```
 ITEM# LABC99                      UPDATE                              ITEM FILE

Description: LABOR / CERAMIC / JOB RATE       LABOR & SERVICES

LIST PRICE$ ▌ 99 . 990   per U/M EA                      PRICE CLASS:
Standard LAST COST $ . 99000 per U/M EA                   COST CLASS:
Standard BASE COST $ . 99000                                  G.P.%:  99.01

  Price List#    Qty     Field  X  Variable%                     =  Price.
 1)      LP               LP            1 . 0000                     99 . 990
 2)      A1               LP            1 . 0000                     99 . 990
 3)      B1               LP            1 . 0000                     99 . 990
 4)      C1               LP            1 . 0000                     99 . 990
 5)      D1               LP            1 . 0000                     99 . 990
 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.
```

If you decide to key pricing for labor/expense items in the Item File, instead of using price classes, you should fill in the F9 Pricing screen as shown above. Simply include any of the price list numbers you would sell this item under, and link them to the list the price as shown.

The price shown (99.99) is irrelevant, as this item's price will always be overridden with the price of the job. The cost should be keyed as .001 if no cost is needed for this item. If a cost is needed, it should be overridden on each order. In that respect, the cost entered here is irrelevant.

In a job price/job cost situation, you may either enter the cost against this item, once the cost is known, or you can have a price and no cost (by keying a unit cost of .001) and then use other labor/expense items to add costs without prices to the same order.

```
 ITEM# LABC99                      UPDATE                             ITEM FILE

Description: LABOR / CERAMIC / JOB RATE       LABOR & SERVICES


PACKAGING CODE:

                 AMOUNT      U/M      U/M                        LIST PRICE per U/M
1) There are      1 . 00000  EA   per  JB                            99.990  per JB
2) There are      1 . 00000  EA   per  HR                            99.990  per HR
3) There are      1 . 00000  EA   per  SF                            99.990  per SF
4) There are        .             per                                  .000  per
5) There are        .             per                                  .000  per
6) There are        .             per                                  .000  per

UNITS OF MEASURE (U/M): SF = Square Feet.  PC = Pieces.  CT = Cartons.
 LF = Linear Feet.  LB = Pounds.  EA = Each.  PA = Pallets.  SH = Sheets.
 KG = Kilograms.  CO = Container.  TL = Truckload.  M2 = Square Meters.
 SY = Square Yards.  RL = Rolls.  CB = Cubes.  IN = Inches.  ST = Sets.

Print 1st 2 Entries On Invoices (Y/N)  _


 F2=Item Profile.    F8=Screen 1.    F9=Prices/Costs.    F12=Spcl Instr.
```

The packaging information may be keyed directly into the F10 screen of the Item File, or by using a Packaging Class. In the example above, the conversions allow this item to be used for EA, JB (Job), HR (Hour), or SF.

For example, this item can be used to create order lines as follows:

1 EA @ 5000.00 = 5000.00

1000 SF @ 5.00 = 5000.00

100 HR @ 50.00 = 5000.00

500 EA @ 10.00 = 5000.00

The following example is an item that is used for a specific service, in this case “Edge Work for Fabrication” sold by the lineal foot (LF). This service item includes the price you charge for this service, as well as the cost you incur for supplying this service.

```
ITEM# LABF3                         UPDATE                           ITEM FILE

Description: LABOR / FABRICATE / EDGE WORK       LABOR & SERVICES


Usual Supplier# 001                 Inventory (Y/N/S):    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).. MS                  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: MAR  Frt Class:      Tax?: Y
Pattern Name... FABRICATE           Smallest U/M,  Pick: LF  Sales: LF  Supp:
Wear Code......                     Order Entry U/M: LF (blank=allow any U/M)
Rating/ABC Code                     Qty Break Group:      Multiplier:
Commodity Level                     Initials:             Sub-Serial:

Comments EDGE WORK CHARGED BY LF          Last Change:  8/28/03          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 rules apply to the Labor/Expense item shown above:

- The **Inventory** field is left blank, and the **Component** field is L (for Labor/Expense).
- The supplier is 001 (which means your company). Because this item will never be purchased (only sold), the supplier does not really matter.
- The **Product Line**, **Classes**, **Color Name**, and **Pattern Name** are up to you. These should simply fit into the classes and coding scheme you use.
- The **Price Class**, **Cost Class**, and **Packaging Class** fields can be used. However, these items are simple enough that you can key the price, costs, and packaging in the Item File **F9** and **F10** screens.
- The **Cost Center** field should represent the cost center applicable for reporting and for General Ledger entries. You may want to update your “Invoicing to GL Interface” for these labor/expense items and their costs centers.

- The **Order Entry U/M** is LF, because this item is used to sell a service that is billed by the LF.

```
 ITEM# LABF3                        UPDATE                            ITEM FILE

Description: LABOR / FABRICATE / EDGE WORK      LABOR & SERVICES

LIST PRICE$      5 . 500   per U/M LF                        PRICE CLASS:
Standard LAST COST $      4 . 00000 per U/M LF                COST CLASS:
Standard BASE COST $      4 . 00000                              G.P.%:   27.27

  Price List#     Qty     Field  X  Variable%                      =  Price.
 1)      LP     ......    LP         1 . 0000                     .....5 . 500
 2)      A1     ......    LP         1 . 0000                     .....5 . 500
 3)      B1     ......    LP         1 . 0000                     .....5 . 500
 4)      C1     ......    LP         1 . 0000                     .....5 . 500
 5)      D1     ......    LP         1 . 0000                     .....5 . 500
 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.
```

If you decide to key pricing for labor/expense items in the Item File, instead of using price classes, you should fill in the F9 Pricing screen as shown above. Simply include any of the price list numbers you would sell this item under, and link them to the list the price as shown.

The price shown is the actual price that you charge for this service. In this example, you charge the same rate regardless of the price list number. However, you may assign different prices for different price lists.

The cost shown ($4.00) is the actual cost paid by your company for this service. This could be the rate of an outside contractor, or an internal rate that you accrue to be matched against salaries.

You can use this item with these standard prices and costs, and override the prices and costs on specific orders when applicable.

IMPORTANT - You must consider the accounting ramifications of using Labor/Expense items:

- The sales portion of the accounting is just like an inventory item. You debit accounts receivable and credit sales, using the branch of the sale and cost center of the item.
- The cost portion of the accounting is different than for an inventory item. For inventory items you debit cost of sales and credit inventory. For labor/expense items you debit cost of sales, but credit

a clearing account such as “Labor Accrued” which is then matched to the actual labor billed to you through accounts payable.

```
ITEM# LABF3                          UPDATE                             ITEM FILE

Description: LABOR / FABRICATE / EDGE WORK       LABOR & SERVICES


PACKAGING CODE:

                 AMOUNT      U/M      U/M                  LIST PRICE per U/M
1) There are    12 . 00000  IN   per  LF                        16.500  per LY
2) There are     3 . 00000  LF   per  LY                          .458  per IN
3) There are ....... . ...... ...  per  ...                        .000  per
4) There are ....... . ...... ...  per  ...                        .000  per
5) There are ....... . ...... ...  per  ...                        .000  per
6) There are ....... . ...... ...  per  ...                        .000  per

UNITS OF MEASURE (U/M): SF = Square Feet.  PC = Pieces.  CT = Cartons.
 LF = Linear Feet.  LB = Pounds.  EA = Each.  PA = Pallets.  SH = Sheets.
 KG = Kilograms.  CO = Container.  TL = Truckload.  M2 = Square Meters.
 SY = Square Yards.  RL = Rolls.  CB = Cubes.  IN = Inches.  ST = Sets.

Print 1st 2 Entries On Invoices (Y/N)  _


 F2=Item Profile.    F8=Screen 1.    F9=Prices/Costs.    F12=Spcl Instr.
```

The packaging conversions for this item work very much like conversions for inventory items. You can enter the conversions for “edge work” done in LF, IN, or LY.

Recommended Accounting Techniques for Labor/Expense Items

- Try to have pre-set prices, costs, and profit margins for each labor/expense item.
- Use cost centers for Labor/Expense items as follows:
  - — Use a separate set of cost centers for the labor/expense items than those that are used for your inventory items. This enables you to direct the “Invoicing to GL Interface” to use special GL accounts whenever these special labor/expense cost centers are used. For example, Cost Center LAB could map to GL accounts for “Accrued Labor”.
  - — If you add the price of labor into inventory items, such as charging 15.99 SF for an inventory item instead of 10.99 for inventory and 5.00 for labor, then you may need to use the cost centers that relate to each product, and not create separate new labor cost centers. For example, labor items that relate to carpet should be coded to the carpet cost center, wood labor to the wood cost center, etc. This will keep the statistics by cost center accurate, because both the prices and costs are in the same cost center (carpet product plus carpet labor, etc.).

Note: *This approach is not recommended unless you absolutely must include the price of labor within the price of the product. It is also not recommend because it does not allow* *for accurate GP analysis at the item and line item level. It is recommended that your labor/service items are marked up in a similar way to marking up inventory.*

- Create separate labor items for each type of labor related to each product cost center (ceramic, carpet, etc.)
- Carefully plan how the Invoicing to GL Interface should work for these items.
- In order to analyze the “fabrication” or “installation” side of your business, try to identify all the items associated with fabrication and installation, so that reports can zero in on those items.

Chapter 4 Supplier File - FIL 3

A supplier is a company you buy inventory from, which has a three-character, alphanumeric code. Generally, suppliers and manufacturers are the same, though some suppliers have no corresponding manufacturers. For example, you might need to buy material from a local competitor. You can buy the same items from multiple suppliers.

The Supplier File contains essential information about each supplier, including the address that appears on checks, summarized accounts payable (A/P) statistics, and A/P system parameters.

The Supplier File is shared by all companies using the A/P and Purchasing Systems. More than one company can enter purchase orders, post bills, and write checks to the same supplier. All statistics are available for each company and for all companies. However, you should note that summarized statistics displayed on the Supplier File Entry screen are for all companies.

1. On the File Maintenance Menu, select option **3 - Supplier File**.
2. Enter a three-character **Supplier Number** for the supplier you want to inquire about, update, or add to the file. Try to use the first three characters of the supplier's name or another meaningful three-character code.
3. Enter **Action Code A** to add a new record, **U** to update an existing record, or **I** or leave blank to inquire about an existing record.
4. Enter the **Password**, if required.

Supplier File Profile Screen

The Supplier File Profile screen contains information relevant to both the Purchasing and the A/P system.

```
SUPPLIER# SAI                       UPDATE                           SUPPLIER FILE

                       Name  SAICIS S.P.A, CERAMICHE
                       Addr1 VIA GIARDINI, 32,44,46
                       Addr2
                       City  SPEZZANO  MO 41040  ITALY
                       State __ Zip 00000 0000 Ctry EU
                       Phone#.... 053 684 3921

Discontinue Date....... 000000           Payment Terms: 00100 %  120 Days
Default B/O (1=No,2=Yes) 2               Delivery Time (DAYS)... 000
Policy Codes........... SU  FA  __       Hold/Force#............ 00
Default Cash Account...  00000           Default Expense Acct#.. 51000
Default Discount Account 00000           DISCOUNTS TAKEN
Default A/P Account.....  00000          Default Exp Cost Center ___
Auto-PO Sort Code....... 1               Default FOB Code....... _
Supplier Type Code...... _ Group: ____   Fax#...............
Comments MANIFEST# ON LEFT/TOP OF INVC.  OPEN A/P ...........$     10760.12
TOTAL PO'S THIS YEAR...          3       TOTAL PO'S LAST YEAR....          2
Paid Yr-To-dt .....$      8366.59        Paid Last Yr ......$        125.00-


F1=Alt Address    F4=Dir Sales      F5=Notepad     F6=Search      F7=Exit
F8=1st Screen     F9=Phone Numbers  F10=Template   F12=24-Month Analysis
```

Review, update, or add information to the fields, as necessary.

You can use the first part of the Supplier File Profile screen to enter information about that supplier, such as address and phone number. Most of the remaining information you establish at the supplier level has to do with the G/L accounts you want transactions posted to. You can enter this after you've created your Chart of Accounts File. Some important exceptions are

- **Discontinue Date** - the date after which no purchases can be made from the supplier
- **Default B/O (back order) code** - controls how the system handles unreceived lines on purchase orders when material is received
- **Policy Codes**. Some examples of commonly used supplier policy codes are:
  - **SU** - for printing when POs in a unit of measure different from the native unit
  - **AF** – to use auto-fax features (which requires additional hardware).

  Note also, that the default terms you receive from the supplier are established here. You can enter **?** in the **Policy Code** field to search for the different policy codes defined by the system.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Name	The name of the supplier.
Addr1	the address of the supplier. If the supplier has a different address for purchase orders than for remittance, enter the purchase order address here, and use the alternate address screen for the remittance address.
Addr2	Additional line for address information.
City	The city in which the supplier is located.
State	The supplier's state abbreviation.
Zip	The supplier's five- or nine-digit zip codes.
Ctry	If the supplier is in a foreign country, enter the country code.
Phone#	The supplier's telephone number.
Discontinue Date	Leave blank unless your company stops doing business with this supplier. If so, enter the date on which your company stops doing business.
Default B/O	Enter **1** if you do not want to automatically issue a back order for unfilled quantities when receiving purchase orders. Enter **2** if you want to automatically issue a back order.

Field Name	Description/Instructions
Policy Codes	Policy codes trigger special processing or identify certain suppliers or situations. These can be user-assigned or assigned by Dancik International. Policy codes: **DU** - Duplicate. Causes the supplier number to remain on the screen in the Enter Payables program after an invoice for this supplier is entered. Use this code for suppliers that have many invoices entered at the same time, to save time and keystrokes for the A/P entry clerk. **NC**- No Cost. Unit costs are not printed on purchase orders to this supplier. If this policy code is not entered, the unit cost as entered via the Purchase Order Entry Program prints. **NN** - No name. This affects only the purchase orders that are automatically created for special orders. This policy prevents the customer's name from appearing as a sidemark on the purchase order. Usually, for special orders, the customers' name automatically appears as a sidemark on the purchase order. Use this policy for suppliers that can also be considered your competitors. **RV** - Restricted view. You need to enter a high-level password to view or update any supplier or vendor with this policy. Use this policy for confidential records, such as payroll accounts. For this policy code to function, the system administrator needs to assign a high-level and a low-level password. This policy applies to this program and to the A/P ledger and A/P history screens. **SU** - Causes the suppliers unit of measure to be used on purchase orders for that supplier.When purchase orders are printed for that supplier, the quantity on the purchase order is converted to the unit of measure in the Item File Supplier's **U/M** field. If that field is left blank, the quantity on the purchase order is left unconverted. Use this code for the following: — suppliers requiring purchase orders in full cartons (CT) for item sold in smaller units. — suppliers requiring metric units of measure for items sold in non-metric units, and for suppliers requiring non-metric units of measure for items sold in metric units. — suppliers requiring units such as EA or PC, for items sold by SF, LF, and so on. *Note: If this policy code is used, when a PO or Faxable PO worksheet is generated, the UM and associated costing is in the Supplier specified UM.* **1C** - Causes the check writing program to issue a separate check for each invoice from that supplier. **1P** - One purchase order. This policy causes the faxable work sheets to print only one purchase order per page instead of fitting as many as possible on a single page. Printing faxable worksheets is an option in the Print Purchase Orders and Special Orders programs. **99 -** Issue 1099. This supplier receives a Form 1099 at the end of the year. **SI** - Print Supplier's Item only on purchase orders. Your item number is not printed.

Field Name	Description/Instructions
	SD - Supplier's data only. This policy causes the PO quantities to appear in the supplier's unit of measure, and only the supplier's item number prints on POs. Your item number does not print. This policy combines the effects of policies **SU** and **SI**. *Note: If this policy code is used, when a PO or Faxable PO worksheet is generated, the UM and associated costing is in the Supplier specified UM.* **AD** - Allows duplicate invoices numbers to be accepted within the Accounts Payable system. This code can be useful when dealing with vendors such as the phone company which can use the account number as an invoice number. In this situation, the same invoice number would repeat every month. Unless this code is entered into the file the system does not allow duplicate invoice numbers. **AF** - Auto faxing of purchase orders can be activated on all systems configured with IBM's Facsimile Support/400 product. Once activated, designate your auto-fax suppliers by entering policy code **AF** (Auto Fax) in any of the three supplier file policy code fields. Once policy **AF** is keyed, and a valid fax number is entered in the **Supplier File Fax** Field, purchase orders are auto-faxed. Auto fax means the purchase order is directed to the AS/400 fax card instead of a printer. At that point, the IBM Facsimile Support Program takes over, and provides various functions such as auto-retry, and error handling. Auto Fax PO's are not printed. Purchase orders processed in batches, which can include a mixture of suppliers, are not auto-faxed. Auto-fax is exclusive to EDI. A supplier can receive POs auto-faxed and via EDI. In that case, the assumption is one of the delivery methods is considered a backup method. EDI does not share the limitations of auto-fax, and all forms of POs can be sent via EDI.
Default Cash Account	A cash account number entered as the default overrides the main system default, as entered in the Company File, when entering accounts payable invoices for this supplier. Leave this field blank, or enter all zeros, unless this supplier usually requires a cash account, other than the one set in the Company File, as the default. Use this field only under special circumstances, such as for a single company with multiple checking accounts.
Default Discount Account	A discount account number entered here as the default overrides the main system default, as entered in the Company File, when entering accounts payable invoices for this supplier. Leave this field blank, or enter all zeros, unless this supplier usually requires a discount account, other than the one set in the Company File as the default. This field should be used only under special circumstances, such as for a single company with multiple discount accounts because it has a foreign, as well as a domestic, payables account.
Default A/P Account	An A/P account number entered here as the default overrides the main system default, as entered in the Company File, when entering accounts payable invoices for this supplier. Leave this field blank, or enter all zeros, unless this supplier usually requires an A/P account other than the one set in the Company File as the default. Use this field only under special circumstances, such as for a single company with multiple A/P accounts.

Field Name	Description/Instructions
Auto-PO Sort Code.	This field affects the automatic purchase orders generated as part of the Reorder Reports System. It has the following optional values: **1** - Sort by Item Number **2** - Sort by Suppliers Item Number **3** - Sort by Pattern Name, then Item Number (common for laminates) **4** - Sort by Product Line followed by Supplier's Item Number **5** - Sort by any of the sorts selected when running the reorder reports and auto-purchase orders. If this field is blank, the default setting automatically sorts purchase orders by item number. You can enter **?** to display a search window.
Supplier Type Code	This code works in conjunction with the Inventory Summary by G/L Account report (Menu GL Option 112) to categorize your receipts by supplier type. The following supplier type codes are available: • blank - Leaving the field blank is the same as entering an **R** for a regular supplier. • **C** = Inter-Company Supplier - Represents a supplier within your company. For example, another division or branch. • **R** = Regular Supplier - A supplier outside of your company. Enter a "**?**' in the field and press **Enter** to display the available codes. *Note: Codes are established via a system table, SUPPTYPECD. For more information on this table, refer to the System Administration Manual.*
Group	This field allows you to assign a supplier/vendor to a group. The Supplier group provides another level of organization of payments. For example, you can group vendors by the type of product or service they provide, and generate checks by group. You can set up groups for installers, import suppliers, domestic suppliers, etc. *Note: Supplier/Vendor groups are established via ACT 120.*
Payment Terms	The usual (default) terms offered by this supplier. Payment terms are calculated by two interrelated fields. The first field, followed by a percentage sign (%) allows you to enter the percentage of discount, if any, that this supplier gives upon payment received within a limited period. You can use the second field, followed by the word, **Days**, to define the maximum number of days within which any payment discount will be given. An entry in these two fields of **00200%, 30** days means that this supplier usually offers a 2% discount if bills are paid within 30 days of receipt. Terms can also be entered or overridden for each invoice.

Field Name	Description/Instructions
Payment Terms **Days Net**	This field, displayed only if the System Wide Setting - Options for Accounts Payable is activated, gives you flexibility over two tier terms. Two tier terms have 2 due dates - one to get the discount, and a final “net due” date. For example, if a supplier’s terms are “2% 15 Days, Net 30”, then the AP system initially sets the due date at 15 days from the invoice date. With two tier terms activated, if the invoice is not paid by the due date, then the due date is changed to 30 days from the invoice date. Use this field to establish a discount, the days it is effective, and the net due date of the invoice. If you enter terms, then in Accounts Payable when you enter the invoice from this Supplier, the terms are pulled from the respective files. You can override the terms in Accounts Payable. The following are some examples of how these settings work: • 2.00% 15 Days, Net 30 = discount is available until 15 Days, thereafter the due date is 30 days. • 2.00% 15 Days, Net __ = discount is available until 15 Days, and due date remains as 15 days. • 0.00% 30 Days, Net __ = no discount is available and due date is 30 days. • 0.00% 15 Days, Net 30 is an error, because if there is no discount, the net days should be zero *Note: Only enter the Net Days field if there is a discount, and the net days is greater than the discount days.*
Delivery Time	The average number of days between placing a purchase order with this supplier and receiving the merchandise. This field is for information or reference only. The Purchasing System only uses the lead time (delivery time) from the Product Line and Item Files.

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Hold/Force #</td><td>
This field can provide a powerful tool for automatically paying vendor invoices. Refer to Processing Cash Disbursements in the Accounts Payable Runbook. There you will see a payment option for automatically paying bills for all vendors through a given vendor invoice date or due date. Sometimes you want to pay certain vendors a little later or earlier than others, based on your knowledge of the vendor's expectations or systems. You can use this field to let the system know which vendors should be paid earlier or later. A positive number in this field tells the system to hold, or pay later, by the number of weeks you specify. A negative number tells the system to force, or pay early, by the number of weeks you specify. By assigning Hold/Force#s to all vendors you can create a flexible and automatic payment schedule for each supplier/vendor.
For example, 03 in the Hold/Force# field of a certain vendor has the following effect: If you automatically pay all vendor bills through May 31, this vendor's bills will be paid only through May 10th. This vendor's bills are held three weeks longer. An entry of 03- (negative three weeks) causes this vendor's bills through June 21 to be paid. These bills are forced into being paid three weeks early.
Furthermore, you can enter a "99" to hold all payments from the supplier or vendor until removed. This applies to check runs pulled by the company or vendor. Essentially this code stops any bills from being paid by the check writing programs. The only way to issue payment to a held supplier or vendor is manually. When the Cash Requirements report is generated all of this supplier's invoices will be placed on Hold. Furthermore the A/P Inquiry Ledger will indicate that payments to this supplier are on Hold.
You may also enter values from 1-98 and negative 1 to negative 99. This will hold (or force forward) payments by the number of weeks specified. For example, a value of 1 holds payments for one week more than the specified due date on the vouchers.
Note: Note: To enter a negative number, enter the number followed by the Field Minus (-) key.
By assigning Hold/Force numbers to all vendors this applies to, you can create a flexible and automatic payment schedule that incorporates separate payment schedules for each vendor or supplier.
This field is used by the Accounts Payable system when using the Pull Vendor Invoices by Company Program.
</td></tr>
</table>

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Default Expense Acct#</td><td>The expense account number for this supplier. See the General Ledger Chart of Accounts. For suppliers, the account for Purchases or Trade Purchases is usually used. Each time an invoice for this supplier is entered in the Accounts Payable system, the default expense account number automatically appears.

If this supplier requires split-expense invoices, press F10 to go to the Supplier Template, which provides a table for you to enter multiple expense accounts, cost centers, and so on, as needed.

The description that you enter for this account number when defining your Chart of Accounts, displays for your reference below the Fax # field at the lower right of this screen.</td></tr>
<tr><td>Default Cost Center</td><td>If you utilize the cost center for accounting purposes, and this supplier's invoices are always charged to the same cost center, enter that cost center code here. If a cost center is entered here, it automatically appears on the Accounts Payable input screen whenever invoices are entered for this supplier. If this supplier requires split-expense invoices, you may enter multiple default cost centers using the Supplier Template Screen.</td></tr>
<tr><td>Default FOB Code</td><td>Unless overridden by a FOB code entered on the order header screen, the code entered here will be the FOB code used on purchase orders for the supplier.

Note: This field works in conjunction with the System Wide Setting - Options for Purchase Orders. If the setting Default File for FOB Code on PO in Order Entry is flagged to read the FOB code from the Supplier File, the FOB code is the default set in the Supplier File.

FOB codes are one-character codes that represent shipping freight terms. Example FOB codes are: include:

• C - Customer's warehouse
• F - Factory
• P - Port of entry
• W - Our warehouse
• 1 - Freight collect
• 2 - Freight prepaid
• 3 - Freight bill to follow

Note: FOB codes are created using the Classification Codes File on the File Maintenance menu.

If this FOB Code is left blank, the FOB code in the Purchasing Account (Account 00001 in the Billto File) is used.</td></tr>
<tr><td>Fax#</td><td>The fax number of this supplier.</td></tr>
<tr><td>Comments</td><td>Comments or additional information.</td></tr>
</table>

Field Name	Description/Instructions
Open A/P $	The total A/P amount open for this supplier. This is not an input field. The information in this field is automatically updated by the system.
Total PO's This Year	The number of purchase orders placed with this supplier during the current fiscal year. This is not an input field The information in this field is created and automatically updated by the system.
Total PO's Last Year	This field reflects the total number of purchase orders placed with this supplier during the last fiscal year. This is not an input field. The information in this field is created and automatically updated by the system.
Paid Yr-To-dt	The amount paid to this supplier in the current fiscal year. This is not an input field. The information in this field is automatically updated by the system. *Note: Paid Yr-to-Dt total is an accumulation of checks recorded through AP 1 or AP 8, and checks issued through AP - 105.*
Paid Last Yr	The amount paid to this supplier in the last fiscal year. This is not an input field. The information in this field is automatically updated by the system.

The following table describes the function keys on this screen.

Function Keys	Description
F1	Takes you to the Alternate Address screen. You can print the alternate address on accounts payable checks or simply store it here for reference. The main supplier address you entered on the Profile Screen is the address to which purchase orders should be sent.
F4	Go to the Supplier File Direct Sales Analysis screen. This screen shows statistics that represent the direct ship sales for this supplier number on the Order Entry Screen. Press **F4** again to go to the Supplier File Month-by-Month Direct Ship Sales Analysis screen.
F5	Go to the Supplier File Notepad screen.
F6	Go to the Supplier File Search screen.
F7	End the job and return to the File Maintenance Menu.
F8	Return to the Supplier File Entry screen. Use this command if you have not pressed **Enter** and want to exit the current supplier record without saving your changes.
F9	Go to the Supplier File Phone Number screen where you can store multiple phone numbers, extensions, fax numbers, and email addresses for each supplier.
F10	Go to the Supplier File Template Maintenance Screen.

Supplier File Phone Number Screen

To go to this screen, press **F9** on the Supplier File Profile Screen. You can use this screen to store multiple phone numbers, extensions, fax numbers, and email addresses for each supplier.

```
                    Phone Number by Supplier# Maintenance
Supplier#:
Display Only Num Type: A        Position To: _    ___   ________________
(Enter A for all)                            (Num   (Area  (Phone Number)
                                             Type)  Code)
    Number  Area   Phone                 Supp
Opt  Type   Code   Number/E-mail         Number   Description/URL
------------------------------------------------------------------------------
 _    F     919    371-1309              ECT      GARY BRANNEN
 _    T     682    775-4811              ECT      STEVE JONES
 _    I     ___    JOE@ABC.COM           ECT      JOE THOMAS
 _    _     ___    _______________       ______   ___________________________
 _    _     ___    _______________       ______   ___________________________
 _    _     ___    _______________       ______   ___________________________
 _    _     ___    _______________       ______   ___________________________
 _    _     ___    _______________       ______   ___________________________
 _    _     ___    _______________       ______   ___________________________
 _    _     ___    _______________       ______   ___________________________
 _    _     ___    _______________       ______   ___________________________
                                                                        Bottom
  Opt: D=Delete, S=Special Opts      Num.Type = T, F, or I

                   F1=Next Supp#  F6=Return  F11=Prev Supp#

MA    a                MW                                               11/061
```

Field Name	Description/Instructions
Opt	Options are **D** to delete a phone number or **S** to display the Special Options Screen.
Number Type	**T** - telephone number **F** - fax number **I** - Internet/email address
Area Code	Specify area codes except for number type **I**.
Phone#/Email	Do not use spaces or punctuation in telephone or fax numbers. Enter only the portion of the email address before the URL. For example, joe@abc.com, enter joe@ in this field and abc.com in the URL field.
Supplier Number	Leave this field blank to default to the supplier number shown. You can also enter numbers for other suppliers by overriding the supplier number.
Description	Description of what the number represents (optional). If it is an email address, then enter the URL here.

Phone Number File Special Options

You can use the special options feature (option **S**) on the Supplier File Phone Number screen to indicate special uses for fax numbers and email addresses.

```
                  PhoneNumber Special Functions

 Supp#:  ECT    EAST COAST

 Type:   F 919 371-1309          GARY BRANNEN

   Is this the Auto-Fax Number for Price Lists?       Y/N  _
   Is this the Auto-Fax Number for Acknowledgments?   Y/N  _
   Is this the Auto-Fax Number for Invoices?          Y/N  _
   Extra Fax Digit/Code:                                   _

                            F6=Return
```

The **Extra Digit** field is important for distinguishing local numbers (numbers that do not require an area code) and for distinguishing 10-digit numbers that require the 1 prefix. The following options are available:

- Leave blank if no prefix should be dialed prior to the fax number.
- Enter **L** if this is a local number and you want the area code to be ignored.
- Enter **1** (or other applicable digit) if a prefix number should be dialed before the fax number.

Supplier File Template Screen

On the Supplier File Profile Screen, press **F10** to go to the Supplier File Template screen.

```
 UPDATE                  Supplier Template Maintenance

Supplier:  SAI           Name: SAICIS S.P.A, CERAMICHE
                         City: SPEZZANO  MO 41040  ITALY
Invoice Amount in foreign currency Y (Y/N)
Default Exchange Payable Account and Cost Center  10600 CRA
Default Exchange Clearing Account and Cost Center 11100 CRA

  Amount     Discount   Description    Acct  Brn Cctr S
__________ __________ INVENTORY_____ 12000 NYC VIN  _
__________ __________ FREIGHT_______ 48000 NYC VIN  Y
__________ __________ SAMPLES_______ 50000 NYC SAM  _
__________ __________ ______________ _____ ___ ___  _
__________ __________ ______________ _____ ___ ___  _
__________ __________ ______________ _____ ___ ___  _
__________ __________ ______________ _____ ___ ___  _
__________ __________ ______________ _____ ___ ___  _
__________ __________ ______________ _____ ___ ___  _
__________ __________ ______________ _____ ___ ___  _
                                                                        Bottom


                ? = Search G/L Account, Cost Center, or Branch
                   F7 or F8=Return to Previous Screen.
```

On this screen, you can enter more than one default expense account number, branch, cost center, and instructions as to whether to suppress discounts for each expense line when entering invoices for this supplier. When you create a Supplier File Template screen, it becomes the default A/P Entry screen for all invoices entered for the supplier.

If the invoices for this supplier are in a foreign currency, you can set up default exchange rate account numbers and cost centers for A/P.

To use this feature, you must first set up the Exchange Rate Table and the Supplier Currency Code Table in the System Settings Menu.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Supplier	The supplier code.
Name	Full name of the supplier.
City	The city in which the supplier is located.

Field Name	Description/Instructions
Invoice Amount in Foreign Currency	Enter **Y** if the invoices processed in A/P for this supplier are in foreign currency. Otherwise, enter **N**. If you enter **Y**, you must also enter into the next two fields. When you enter invoices for this supplier you enter the foreign currency invoice amount, and the conversions and exchange account number entries are created automatically by the A/P program.
Default Exchange Payable Account and Cost Center	The default exchange payable account number and cost center code.
Default Exchange Clearing Account and Cost Center	The default exchange clearing account number and cost center code.
Amount	Default voucher line amount to use when processing A/P transactions for this supplier (optional).
Discount	Default voucher line discount amount to use when processing A/P transactions for this supplier (optional).
Description	Default voucher line description to use when processing A/P transactions for this supplier (optional).
Acct	Default G/L line expense account number to use when processing A/P transactions for this supplier. Enter **?** to search for valid account numbers (optional).
Brn	Default voucher line branch to use when processing A/P transactions for this supplier. Enter **?** to search for valid branch codes (optional).
Cctr	Default voucher line cost center to use when processing A/P transactions for this supplier. Enter **?** to search for valid cost center codes (optional).
S	Suppress discount. Enter **Y** to suppress discount for this line. Otherwise, enter **N.**

Chapter 5 Manufacturer File - FIL 4

The Manufacturer File contains information about each manufacturer of products that you sell. A manufacturer record usually represents the corporate name of a manufacturer, but can also represent a brand name, a private label, or a generic product category that has no actual manufacturer, such as marble or granite.

1. On the main menu, select option **1 - File Maintenance & Inquiry**.
2. On the File Maintenance Menu, select option **4 - Manufacturer File** to access the Manufacturer File Entry screen
3. Enter a three-character code for the manufacturer you want to inquire about, update, or add to the file. Use the first three characters of the manufacturer's name or some other meaningful three-character code.
4. Enter **Action Code A** to add a new record, **U** to update or change a record, or **I** to inquire about a record.
5. Enter the **Password**, if required, and press **Enter**.

```
MANUFACTURER# AOT                 INQUIRY                    MANUFACTURER FILE

                    Name  AMERICAN OLEAN TILE
                    Addr1 8250 INDUSTRIAL AVE
                    Addr2
                    City  ROSEVILLE
                    State CA Zip 95658 0000 Ctry __
                    Phone#... 916 782 4444

                         INVENTORY VALUE

                 This Morning    Begin-Of-Mth  Begin-Last-Mth   12 Mths Ago
 At Last Cost$     346,033.72     336,967.29     336,967.29     594,605.25
 At Avg. Cost$     317,573.08     316,982.88     316,982.88     642,926.87

  Comments................ ______________________________
  Restrict this mfgr to these company#s (optional): _ _ _
  Generate Unique Serial Numbers: Y (Y/N)   Default Serial Number: __________
  Activate the Rebate Matrix Table for this manufacturer: N (Y/N)
  Use P.O. qty's as default on receipts for this mfgr...: N (Y/N)     D/del _


  F4=Sales.     F6=Search.    F7=EOJ.     F8=Screen 1.    F12=Special Inst.
MA    a                       MW                                        01/001
```

Field Name	Description/Instructions
Note: The inventory value statistics are shown only when you're in the inquiry or update mode.	
At Last Cost $	The total value of inventory, valued at last cost, for all items in stock for the manufacturer at the time specified in each column.
At Avg. Cost $	The total value of the inventory, valued at average cost, for all items in stock for the manufacturer at the time specified in each column.
This Morning	Inventory values when Night Jobs was last run.
Begin-of-Mth	Inventory values when the last end-of-month procedures were run.
Begin-Last-Mth	Inventory values when end-of-month procedures were run one month before the last closed month.
12 Mths Ago	Values when end-of-month procedures were run twelve months before the last end of month closed. For example, if the current month is January, then this column would refer to the inventory values at the beginning of last January.
Restrict this mfgr to these company#s	Up to three company numbers to which you want to restrict this manufacturer. This feature is mostly for licensees of Dancik International's ROGUE (Remote Office and Guest User Environment) system. It secures users of one company from viewing products of another company.
Generate Unique Serial Numbers?	Enter **Y** to generate unique serial numbers. The Receipts and Back Order Fill System (option 6 from the Inventory Control Menu) automatically assigns a unique six-digit serial number each time a receipt is entered.
Default serial number	Enter a default serial number here for the Receipts and Back Order Fill System (option 6 from the Inventory Control Menu) to automatically insert for each receipt of this product.
Unique S/N Prefix: Suffix:	These fields allow you to assign a one or two character prefix and suffix to serial numbers automatically generated during the receiving process. Unique serial numbers can aid in identification of inventory transactions, and improve bar code scanning processes. These fields along with the field **Generate Unique Serial Numbers** work in conjunction with the receiving application (INB 1) to assign unique serial numbers to inventory at time of receipt. For more information, refer to the Inventory Management Reference. For example if the **Prefix** is set to **A** and the **Suffix** is set to **R**, unique serial numbers will be generated for all inventory receipts of products from this manufacturer, and those serial numbers will be generated in the following format: **AnnnnnnR** - Where nnnnnn represents a unique six-digit number. This format will apply to all products for this manufacturer, unless overridden in the Product Line File (FIL 12), or overridden on individual receipts.

Field Name	Description/Instructions
Activate the Rebate Matrix Table for this manufacturer	Enter **Y** to activate the Rebate Matrix Table for the manufacturer you selected. Enter **N** if you do not want this manufacturer to activate the Rebate Matrix Table.
Use P.O. qty's as default on receipts for this mfgr	Enter **Y** if you want the receiving program to automatically assume the quantity on the purchase order being received when a purchase order number is specified. As the receipts are entered, the **Quantity** and **U/M** fields are automatically filled with the quantity and unit of measure on the purchase orders. This field should be set to **Y** for manufacturers who consistently ship the exact quantities ordered. This field is ignored for rolled goods, as the exact quantities per roll must be entered. This feature can significantly reduce the time it takes to enter receipts. The default is **N**.
D/Del	Enter **D** to delete this record. This field requires a high-level password. We do not recommend deleting records, because you might also delete historical statistics for a manufacturer.

Manufacturer File Sales Analysis Screen

On the Manufacturer File Profile screen, press **F4**.

```
MANUFACTURER# AOT                  INQUIRY                    MANUFACTURER FILE

                      Name  AMERICAN OLEAN TILE

            ***  COMPUTER SALES ANALYSIS BY MANUFACTURER  ***
                Current Mth   Rank    Past 12 Mths   Rank    Prev 12 Mths  Rank
GROSS SALE $          24.00              24,731.54              27,781.55
G.P.$      $          18.40              10,198.56              82,917.66-
G.P.%      %          77                 41                     298-
AVG ORDER  $       1,327              3,142                  1,230
AVG LINE   $       1,062              2,008                    912
FILL       %         100                100                     99
# OF CREDITS           0                 34                      7
# OF ORDERS            4                602                    212
# OF LINES             5                942                    286
CRED ISSUED$            .00           3,049.81-              1,062.50-
G.P./ORDER $         876              1,480                    795
TURNS $                                    .03                    .69
G.M.R.O.I.                                1.78                  51.94-
TURN & EARN                               1.23                 205.62-


 F2=Mfgr Profile.     F4=Mth-By-Mth Sales.   F6=Search.    F12=Special Inst.
MA     a               MW                                                01/001
```

Field Name	Description/Instructions
Gross Sale $	The gross sales amounts for the periods shown.
G.P. $	The gross profit amount.
G.P.%	The gross profit percentage.
Avg Order $	The average order dollar amount.
Avg Line $	The average dollar value of every line ordered for this manufacturer.
Fill%	The percentage of order taken that was filled based on invoicing.
# of Credits	The number of credits issued for this manufacturer's items.
# of Orders	The number of orders taken for this manufacturer's items.
# of Lines	The number of lines sold for this manufacturer's items.
Cred Issued	The dollar value of credits issued for this manufacturer's items.
G.P./Order $	Average gross profit dollar amount per order for this manufacturer's items.
Turns $	Shows the inventory turns based on dollar value. The inventory turns are calculated as follows: $$\text{Inventory Value Turns} = \frac{\text{Total Cost of Sales}}{\text{Average Onhand Inventory Value}}$$
GMROI	The gross margin return on inventory investment ratio for this manufacturer. The GMROI is an industry standard statistical index calculated as follows: $$\text{GMROI} = \frac{\text{Gross Profit Amount}}{\text{Average Onhand Inventory Value}} \times 100$$
Turn & Earn	The turn and earn ratio for this manufacturer. Turn and earn equals the turns multiplied by the G.P.%.

Month-by-Month Sales Analysis Screen

On the Manufacturer File Sales Analysis Screen, press **F4**.

```
MANUFACTURER# AOT                 INQUIRY                    MANUFACTURER FILE

                    Name  AMERICAN OLEAN TILE

            ***  COMPUTER SALES ANALYSIS BY MANUFACTURER  ***

      ***  2 YEAR, MONTH BY MONTH SALES ANALYSIS BY MANUFACTURER ***
This Yr   Gross Sales   GP%   Avg Ord     Last Yr   Gross Sales   GP%   Avg Ord
  APR 01          .00    0          0       APR 00     4,896.18   965-    2,392
  MAR 01       600.00   68        186       MAR 00     3,134.00    32       453
  FEB 01         4.10-   0         55       FEB 00       192.00-    0       107
  JAN 01        29.00   58-        48       JAN 00     6,695.50    88     1,958
  DEC 00     2,629.73   50        288       DEC 99     6,932.09    51       328
  NOV 00       544.97    9         50       NOV 99     1,200.00    62       253
  OCT 00    12,378.63   23        187       OCT 99       197.39    63     3,999
  SEP 00       693.35   49        575       SEP 99     1,346.26    64       353
  AUG 00          .00    0         54       AUG 99       132.50    72       788
  JUL 00          .00    0        227       JUL 99       290.00    63     1,192
  JUN 00     5,872.42   60      9,470       JUN 99       130.00    23       219
  MAY 00     1,987.54   90        996       MAY 99     3,019.63    30       668


 F2=Mfgr Profile.    F4=Sales Analysis.    F6=Search.    F12=Special Inst.
MA     a                  MW                                            01/001
```

Field Name	Description/Instructions
This Yr	The months of the year to date. Months shown are trailing months, not fiscal year months.
Gross Sales	The gross sales for each month.
GP%	The gross percentage profit for each month.
Avg Order	The average order amount for each month.
Last Yr	The 12 months prior to the months shown in the first column.

Manufacturer File Special Instructions Screen

You can enter special instructions about a manufacturer and notate those that should be printed on either an invoice, pick list, order acknowledgement, purchase order, or reorder report. You can enter up to ten lines of text, 45 characters per line, per page, and up to 20 pages.

1. On the Month-by-Month Sales Analysis Screen, press **F12.**

```
Mfgr: EPR  EPRO, INC                      INQUIRY       Special Instructions
                                                                    Page# 01

Main  Sub         TEXT / Up To 45 Characters              --Print? (Y/N)--
Type Type  ....5...10...15...20...25...30...35...40...45    P/L ACK INV P/O Col
 M    _   Epro Mfgr's All Tiles In The USA.                 N   N   N   N   B
 _    _                                                     _   _   _   _   _
 S    _   Delivery For Special Orders Is 1-3 Weeks          N   N   N   N   P
 _    _                                                     _   _   _   _   _
 S    _   ATTN: Epro Order Dept: please round all truck     N   N   N   Y   I
 S    _   shipments to the closest full carton (Bulk or     N   N   N   Y   I
 S    _   individual Pkg) unless specially noted other      N   N   N   Y   I
 S    _   wise. Ship all UPS/RPS in exact quantity          N   N   N   Y   I
 S    _   ordered.  Thank YOU !!                            N   N   N   Y   I
 _    _                                                     _   _   _   _   _

Main Types: D=Disclaimer, I=Installation Instructions, M=Misc/Other,
            S=Shipping/Delivery Instructions, T=Translated Name or Description.
 Sub Types: User Defined Codes (EG: Assign codes for the language used if the
            instructions are entered in multiple languages)


F2=Mfgr Profile.      F4=Sales.                F10=Forward.     F11=Reverse.
MA    a               MW                                                01/001
```

2. Enter code in the **Main Type** column as described on the lower portion of the screen.
3. Enter a language code in the **Subtype** field to specify text to appear in a specific language, such as **F** for French or **I** for Italian.
4. Enter up to 45 characters in the **Text** field.
5. Enter **Y** (yes) or **N** (no) for whether to print on pick lists, order acknowledgements, invoices, and purchase orders.

Note: *This screen is also available in the Item File and the Product Line File. A slightly different version of this screen is available in the Billto File. General instructions that pertain to an item or product line should be entered in those files.*

The manufacturer's special instructions print on the specified documents, under the last consecutive item number within that manufacturer. Any special instructions with no sub-type code, such as language, only print for customers with the same language code. Lines coded with Main Type **P** print on Reorder Reports.

All special instructions entered via **F12** in either the Billto, Item, Manufacturer or Product Line Files can be printed in a separate listing. You can use the listing to proofread the instructions or as a reference. The listing can include all or specified types and sub-types of instructions. For example, you can print installation instructions separately, or you can print only the French entries. You can run this list, for example, for specific items or product lines. See the second page of the Master File Listings Menu.

Note: *Because the system adds overhead to all print programs that access special instructions, this feature is optional. If you want to activate this feature, go to the company settings program on the System Settings Menu to set the appropriate switches. You can turn this* *feature on separately for pick lists, purchase orders, invoices, and order acknowledgements. If you do not require this feature, set the options to* **N**.

The following table describes the fields on the Manufacturer File Special Instructions screen.

Field Name	Description/Instructions
Main Type	The main type options listed at the bottom of the Special Instructions screen are: **D** - Disclaimer **I** - Installation **M** - Miscellaneous or other **S** - Shipping and delivery instructions **T** - Translated name or description
Sub Type	Sub types represent the language in which the instruction is written. Leave blank if the instruction is applicable to all customers. Enter a customer language code to limit printing of the line for customers with that language code. For example, an instruction with sub type **F** prints only if customer is coded for French.
TEXT	Enter special instructions (up to 45 characters).
Print?	Specify where this information prints: on the picklist, acknowledgement, invoice, or purchase orders. Enter **Y** to print. Enter **N** not to print.
PL	Pick list.
ACK	acknowledgement or quotations.
INV	Invoice to customer.
P/O	Purchase order to supplier.

Field Name	Description/Instructions
COL	Use this field to color code Product Knowledge information on the Customer Service Product Knowledge Screen which is accessed via F12 within Order Entry. The possible values are: • **R** - Red • **B** - Blue • **P** - Pink • **W** - White • **G** - Green • **T** - Turquoise • **Y** - Yellow • Blank - Green • **I** - Invisible • Invisible does not show on the Product Knowledge Screen. When you use T or Y, the line is also underlined. These color codes control each individual line on the Order Entry Product Knowledge Screen. We recommend that you develop a company-wide strategy concerning which colors should relate to which types of information. For example, substitute items could appear in pink, important product disclaimers in red, or installation instructions in white. The I (invisible) code should be used for any information that should not be viewed by customer service during Order Entry.

How the Manufacturer File ties into Receiving Inventory

Receiving with Default Serial Numbers

You can use the receiving system to assign default serial numbers by manufacturer and by product line. When you use the Pre-Receipts system, the default serial numbers are automatically inserted in the **Serial Number** field during receiving. You can use this feature in many situations:

- For items, such as installation materials, that can be set up as serial number items, primarily for dynamic tracking by location. The default serial number could be **REG**, indicating regular. You would only override the serial number to denote something unusual, such as a change in packaging or an imperfection in a specific shipment.
- For items that are manufactured to certain specifications or master shades, the default serial number could be the normal or master shade designation, and it would only be overridden at receiving time for off shade or off specification material.

Enter default serial numbers in either the Manufacturer File - FIL 4 or the Product Line File - FIL 12. The Product Line File overrides Manufacturer File entries.

When receiving, the default serial number is shown for the applicable manufacturers or product lines. You can override the default serial number on the receiving screen.

Receiving with Unique Serial Numbers

You can use the receiving system to automatically generate and assign unique serial numbers to each incoming receipt. The program assigns a six-digit number as the serial number. The serial numbers are assigned in ascending sequence, but each serial number is verified as being unique before it is assigned. If the program finds that a serial number that has already been used anywhere in the system, it checks subsequent consecutive numbers until it finds a unique number. You can activate this feature for specified manufacturers and product lines. You can use it in following situations:

- **For items that are sensitive to age.** You might want each receipt to be separated in inventory, so that you can sell products with older serial numbers first. You can use the receipt date as the serial number. However, using the unique serial number feature has two advantages over using the date. First, The customer doesn't see the date; you might not want your customer to know how long a product has been in the warehouse. Second, the unique serial number is inserted automatically, eliminating the need to manually enter a number in the serial number field.
- **For items that come from the manufacturer with unique serial numbers that are too cumbersome to use, and have no actual meaning required for day-to-day operations, for day-to-day operations**. The system-generated unique serial number accomplishes the main purpose of separating the inventory, yet offers an easy-to-use six-digit number instead of the manufacturer's number. In addition, you can enter and store the actual manufacturer's serial number in the **Other Ref#** field on the Receipts Entry Screen. Consider this feature for carpet with cumbersome roll/serial numbers, and for ceramic products from manufacturers with unreliable shade designations.

To activate the unique serial number feature

1. The system administrator must select the appropriate options in the System Wide Settings program on the System Settings Menu. This includes the entry of any unusable ranges of serial numbers. Entering an unusable range of serial numbers instructs the program that assigns unique serial numbers to skip those numbers. This is helpful if you have a set of numbers that you intend to assign manually in specific situations.
2. Enter **Y** in the **Unique Serial#s?** field in either the Manufacturer File or Product Line File. Product Line File entries override Manufacturer File entries.

Once activated, the receipts entry program automatically displays the next unique serial number and a message indicating unique serial numbers will be assigned.

Company File - FIL 5

The Company File contains a record for each company you manage on the system. If you only operate a single company, regardless of how many branches, you need to enter a single company record in this file. This program includes many screens with management information and statistics, some of which might be considered confidential. We recommend that you assign both low- and high-level passwords to this program.

1. On the Main Menu, select option **1 - File Maintenance & Inquiry**.
2. On the File Maintenance Menu, select option **5 - Company File**.
3. Enter the **Company Number** for the company you want to inquire about, update, or add.

   Note: Press **F6** *to select from a list of available companies.*
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 a record.
5. Enter the password, if required, and press **Enter**. The Company File Profile screen appears.

```
COMPANY# 2                          UPDATE                         COMPANY FILE
-----------------------------------------------------------------------------
                    Name  DANCIK-ON-DISK INTERNATIONAL
                    Addr1 2000 CENTREGREEN WAY
                    Addr2 STE 250
                    City  CARY
                    State NC Zip 27513 6093 Ctry
                    Phone#... 919 371 1300
-----------------------------------------------------------------------------
End Of Fiscal Yr (MMDD) 0930
Last EOM Date (YYMMDD). 010228
Default A.P. Account#.. 20000    ACCOUNTS PAYABLE
Default Cash Account#.. 10200    CASH IN BANK / CHECKING
Default Discount Acct#. 51000    DISCOUNTS TAKEN / TRADE
Retained Earnings Acct# 24300    RETAINED EARNINGS
Check Voucher Format (X,Y or Z): X
Grace Days.............   5
Avg Cost Per Order, Past Yr:  5500 Prev Yr:  5300


F5=Notepad.
F3=Cash & P&L. F4=Sales Analysis.  F7=EOJ.  F8=Screen 1.  F9=Aging. F10=Daily.
MA    a                  MW                                              04/027
```

6. If you are adding a company record:
   - Enter your address and phone number

- Enter your calendar or fiscal month end. You will enter the account number information after created the General Ledger chart of accounts. The **Last EOM Date** designates the last end of month for accounts payable.
- Enter the average cost per order. To calculate the average cost per order, divide the non-inventory expenses such as general and administrative, selling expenses, warehouse expenses, but not cost of goods sold from last year, by the number of orders taken from last year.

  This figure is then used to calculate the operating profits dollar for each individual customer. You can then rank customers by operating profit dollars vs. gross profit dollars. You might find that customers with high gross profit dollar are really creating a negative operating profit dollar. For instance, they place many orders with you but cancel them later. It costs you time and money to enter these orders and then cancel them.

Once you're up and running you can start doing some very broad sales analysis using the function keys at the bottom of the screen. You can access on-line information for your company with these function keys.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Name	The company's name.
Addr1	The company's address. This address should be the remittance address for the company if you have a centralized remittance address. You can also use the Branch File to set up remittance addresses to which your customers mail payments.
Addr2	Additional line for address information.
City	The company's city.
State	The company's state abbreviation.
Zip	The company's 5- or 9-digit zip code.
Ctry	If the company is in a foreign country, enter the two-character code of the country. Foreign indicates a country other than the country in which this system is installed. Canadian companies should enter **CN** as the country code regardless of where the system is located. The CN code activates all fields and functions that are applicable only in Canada.
Phone #	The company's telephone number.
End of Fiscal Yr	The day and month of the end of the company's fiscal year in MMDD format. For example, 1231 indicates December 31. This field is accessible only when a high-level password is entered.
Last EOM date	the end-of-month date of the last month closed in the Accounts Payable System. This date should never be overridden. This field only accessible when a high-level password is entered.

Field Name	Description/Instructions
Default A.P. Account#	The chart of accounts number for Accounts Payable.
Default Cash Account#	The chart of accounts number for the Cash Account (bank account) used for issuing accounts payable checks. If more than one cash account is used for issuing checks, this field is blank, or contains the most commonly used account. This is the default used by the A/P system.
Default Discount Acct#	The chart of accounts number for discounts taken on vendor bills. This is the default discount account number used by the Accounts Payable entry program.
Retained Earnings Acct#	The chart of accounts number for retained earnings. This is the account number used by the G/L system when a year is closed and all income and expense accounts are cleared. This account must be entered before the G/L system is used.
Check Voucher Format	The format of the check voucher: **X** - The normal option to show vendor's invoice number, date, amount, and type of transaction. This is the recommended option. **Y** - Show the expense account numbers charged on the check voucher. A vendor's invoice is broken down as expensed, instead of being shown as a single item. Enter **Y** only if you plan to keep copies of every check and use them to review the month's disbursements. **Z** - Also shows the description and the job purchase order number as entered in the Enter Payables program.
Grace Days	The number of days you allow, in excess of the due date, on an invoice to your customer, before considering cash discounts unearned. The grace days are usually entered to compensate for mail time, or EDI transmission time. Grace days are also used in the calculation of interest charges for past due invoices.
Average Cost per Order	The average cost of processing an order in this company. To calculate, divide the total general and administrative expenses by the total number of orders processed in a given year. Two fields are provided; one for the past year and one for the previous year. You must calculate and enter these figures. Average cost per order is used to calculate amounts such as the net operating profit per customer and salesperson.

The following table describes the function keys on this screen.

Function Keys	Description
F3	Go to the Company File Cash Flow and P&L screen.
F4	Go to the Company File Sales Analysis screen. Press **F4** again to go to the Month-By-Month Sales Analysis screen.

Function Keys	Description
F5	Go to the Notepad screen where you can enter notes and comments about the selected company.
F7	Ends the job and returns to the File Maintenance Main Menu.
F8	Go to the Company File Entry screen (page 6–1) screen.
F9	Go to the Company File Aging Analysis Screen.
F10	Go to the Company File Daily Activity screen.

F3 - Company File Cash Flow and P&L Screen

You can use this function to see cash flow, total aging of receivables, payables, and inventory. You can also review your Net Income, which is sales, minus cost of goods, minus your expenses from payables.

On the Accessing and Company Profile Screen, press **F3**. This screen has no input fields. The cash receipts, cash disbursements, and figures for expenses are updated from the Accounts Receivable (A/R) and Accounts Payable (A/P) systems in real time. Therefore, cash flow, bank balance, expense, and net profit figures are up to the minute, assuming all transactions have been posted. The screen displays figures for today, yesterday, this month, and last month. The total A/P, A/R and inventory balances are as of the end of the months shown, and as of the morning of the days shown.

```
COMPANY# 2                        UPDATE                           COMPANY FILE

                    Name  DANCIK-ON-DISK INTERNATIONAL

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

                           Today        Yesterday          MAY 01          APR 01
CASH RECEIVED  $             .00              .00          713.55       11,600.97
CASH DISBURSED $             .00              .00             .00             .00
CASH FLOW      $             .00              .00          713.55       11,600.97
BANK BALANCE   $    1,161,384.15     1,161,384.15    1,149,783.18    1,131,569.10

TOTAL A/R      $    1,198,818.35     1,198,818.35    1,165,585.00    1,161,321.00
TOTAL A/P      $        9,554.79         9,554.79        9,554.79      101,114.00
TOTAL INV a/c  $   23,190,915.70    23,190,774.40   23,027,347.00   13,655,966.00
TOTAL INV l/c  $   23,701,061.99    23,700,920.69   24,220,736.00   14,873,151.00

SALES          $             .00              .00       19,584.00       18,369.00
GROSS PROFIT   $             .00              .00        5,789.00       13,508.00
EXPENSES       $             .00              .00             .00        2,477.34
NET PROFIT     $             .00              .00        5,789.00       11,030.66

F2=Company Profile.  F4=Sales Analysis. F7=EOJ. F8=Scrn 1. F9=Aging. F10=Daily.
MA    a                  MW                                                01/001
```

Field Name	Description/Instructions
Cash Received	Cash as posted via the accounts receivable cash applications. Entries on this screen are maintained in real time.
Cash Disbursed	Checks/payments as posted via the accounts payable cash disbursements programs. Entries on this screen are maintained in real time.
Cash Flow	Cash received minus cash disbursed.
Bank Balance	The current bank balance, including the cash received and disbursed. This is a single balance per company. Therefore, if you actually have multiple bank accounts, this figure is a composite.
Total A/R	The A/R balance for this company as of the last Night Jobs run. This usually equates to the “Balance as of this morning.”
Total A/P	The A/P balance for this company as of the last Night Jobs run.
Total INV a/c	The total inventory value for this company as of the last Night Jobs run, valued using the average cost.
Total INV l/c	The total inventory value for this company as of the last Night Jobs run, valued using the last received cost for each item/warehouse.
Sales	Total invoices issued. Entries on this screen are updated when invoices are processed. This is the pure sales figure without tax, freight, and fund contributions.

Field Name	Description/Instructions
Gross Profit	The gross profit relating to the sales figure for invoices received.
Expenses	The expenses posted, in real time, from the Accounts Payable application.
Net Profit	Gross profit minus expenses.

F4 - Company File Sales Analysis Screen

When you press **F4 - Sales Analysis** on Company Profile screen, you see function keys leading you to the budget for the company on-line. This budget screen consists of manual input from you, and is not linked to any reports or any other files. Dancik Distribution does not provide separate sales and budgeting reports.

```
COMPANY# 2                        UPDATE                         COMPANY FILE

                    Name  DANCIK-ON-DISK INTERNATIONAL

              ***  COMPUTER SALES ANALYSIS BY COMPANY  ***
                Current Mth          Past 12 Mths          Prev 12 Mths
GROSS SALE $      19,584.00          1,587,522.00          1,297,917.00
G.P.$      $       5,789.00            573,474.00            407,089.00
G.P.%      %          29.56                 36.12                 31.36
AVG ORDER  $        767                  2,404                 2,589
AVG LINE   $        557                  1,367                 1,333
FILL       %         97                     76                    85
# OF CREDITS          6                    281                     5
# OF ORDERS         284                  5,343                   393
# OF LINES          391                  9,041                   677
CRED ISSUED$        150.00-                .00                   .00
G.P./ORDER $        359                  1,382                 1,330
TURNS $                                    .20                  3.82
G.M.R.O.I.                               11.51                174.51
TURN & EARN                               7.22                119.80
COST/ORDER $                             55.00                 53.00

F2=Co Prof. F3=Cash. F4=Mth-By-Mth. F9=Aging. F10=Daily. F14=Adj GP. F17=Budget.
MA    a                 MW                A                              01/001
```

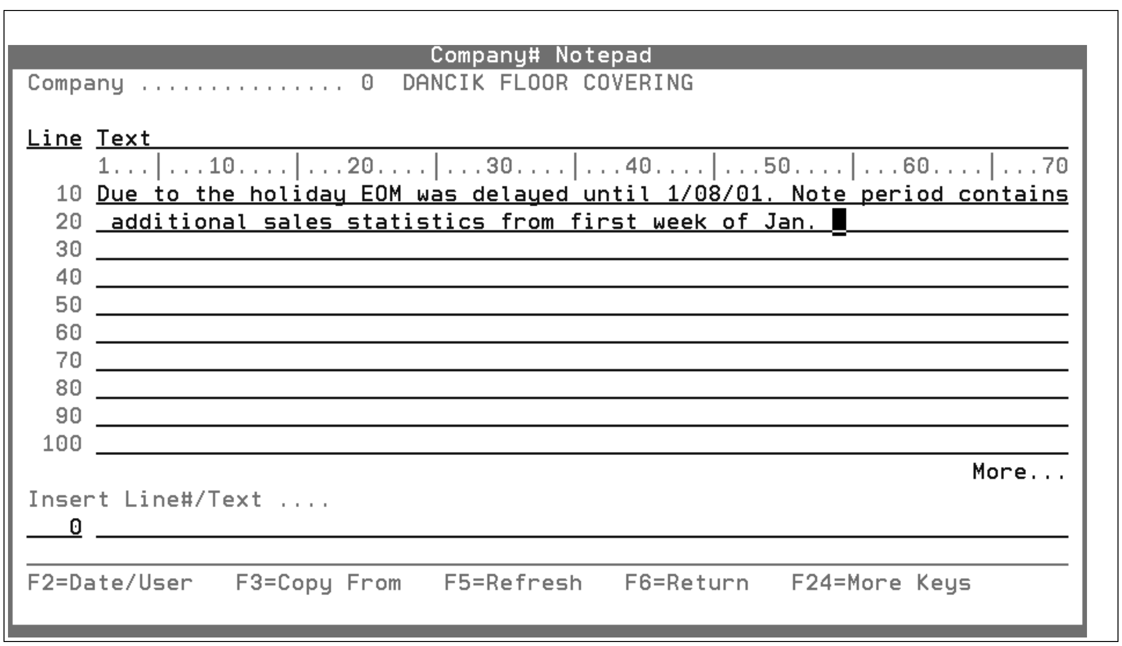
Field Name	Description/Instructions
Gross Sale $	The total amount billed on computer invoices and credit memos, excluding tax, freight, and discounts/handling charges, which appear separately at the bottom of the invoice or credit memo. Miscellaneous sales (sales entered in miscellaneous **F6** lines on Order Entry). Can be included or excluded based on a company setting made during system installation.
G.P. $	Gross profit; gross sales (as defined above) minus the cost of goods sold, as it appears on the invoice registers.

Field Name	Description/Instructions
G.P.%	Gross profit percentage; G.P.$ divided by the gross sales.
Avg Order $	Average order value; total dollars ordered divided by the total number of orders. Order size does not relate to Gross Sale $, unless all of the orders were invoiced during the same period. This field could show an average order figure and 0 for gross sales if the orders were not invoiced. This figure is designed to measure the size of orders, not the size of shipments, which are subject to condition such as out-of-stock, and split deliveries.
Avg Line $	The total dollar amount ordered divided by the total number of line items. A single order contains one or more line items. Line items are almost always for products. Lines, such as comment lines and lines are not counted as line items. A line item always includes an item number. Average line dollars relates to orders, not to gross sales. Gross sales is based on invoices.
Fill%	The dollar amount shipped divided by the dollar amount ordered; measures how well you fill the orders you take. Fill% is calculated at the time of each invoice, dividing the amount shipped by the amount on the order, not including lines coded as back orders. If the Fill% is 100%, you shipped everything that was ordered. Over-shipments are calculated as complete shipments. Fill% cannot exceed 100%. To increase the scope of the Fill% figure, you can enter orders for goods of which you are out of stock. Normally, you would tell the customer you were out of stock and not enter an order that you could not fill. However, if you enter the order and invoice it for zero shipped, the missed sales are reflected in ordering statistics and Fill%, which represent the true demand for each item. Dancik International does not generally recommend that customer services personnel enter missed sales. However, when orders are entered into the system via EDI, missed sales are entered, and if invoiced as zero shipped, they are figured into the Fill%.
# of credits	The number of credit memos issued.
# of orders	The number of orders issued. Orders are only considered issued if they are printed or processed. Temporary holds of inventory are not counted orders until processed as orders. Number of orders should not be confused with number of invoices.
# of lines	The number of line items on the orders issued. Line items consist only of lines with quantities and item numbers. Miscellaneous lines, comments, and header information are not considered lines for this statistic.
Cred Issued $	The dollar amount of credit issued; includes credit memos, and credit lines included within debit invoices. Credit lines can be inserted in debit invoices when customers are exchanging material.
G.P/Order $	Average gross profit dollars per order—an important figure— the total gross profit dollars of orders, divided by the number of orders. This figure relates to the **Avg Order $**field, and does not necessarily relate to sales for the same period. It is a measure of the profitability of the orders you take.

Field Name	Description/Instructions
Turns - $	The inventory turns based on dollar value, followed by inventory turns based upon quantity. The inventory turns are calculated as follows: $\text{Inventory Value Turns} = \dfrac{\text{Total Cost of Sales}}{\text{Average Onhand Inventory Value}}$
GMROI	The gross margin return on inventory investment ratio for this item. The GMROI is an industry standard statistical index calculated as follows: $\text{GMROI} = \dfrac{\text{Gross Profit Amount}}{\text{Average Onhand Inventory Value}} \times 100$
Turn & Earn	The turn and earn ratio for this item. Turn and earn equals the quantity turns times G.P.%.
Cost/Order $	The average cost per order as entered on the Company File Profile Screen. This figure should be lower than the average G.P.$ per order shown above.

Notepad Screen

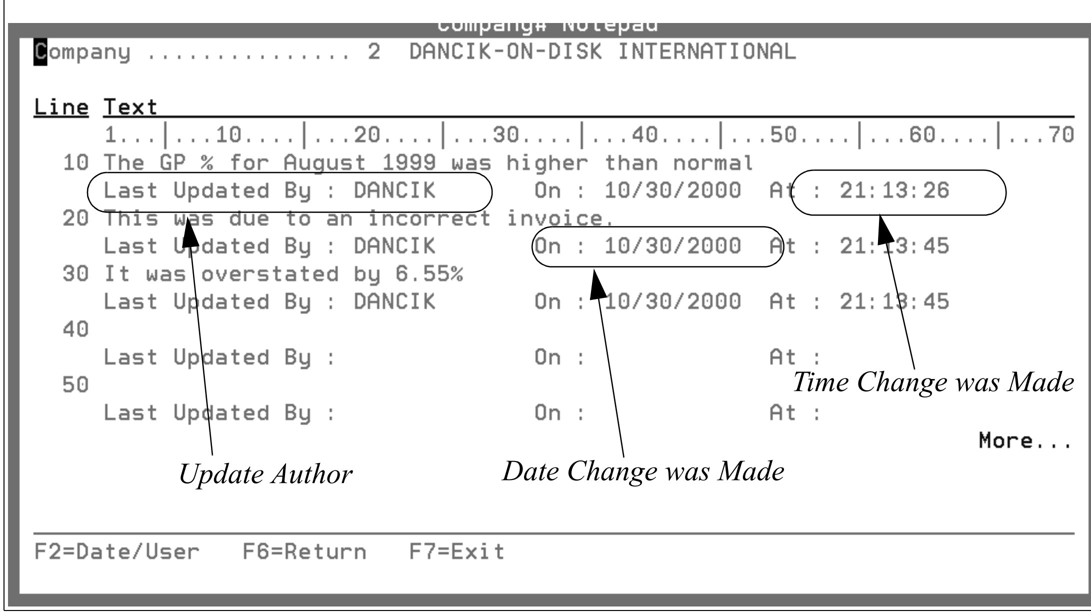
You can use the Notepad screen to record important information that occurred during a specific time frame. For example, an explanation of why the gross profit percentage dropped or spiked from last month. You can also note important promotional events that affect the sales figures, so executives can interpret sales information more realistically.


```
                              Company# Notepad
Company ............... 0  DANCIK FLOOR COVERING

Line Text
     1...|...10....|...20....|...30....|...40....|...50....|...60....|...70
  10 Due to the holiday EOM was delayed until 1/08/01. Note period contains
  20  additional sales statistics from first week of Jan.
  30
  40
  50
  60
  70
  80
  90
 100
                                                                    More...
Insert Line#/Text ....
   0

F2=Date/User   F3=Copy From   F5=Refresh   F6=Return   F24=More Keys
```

Field Name	Description/Instructions
Line	The line or sequence number. Lines can be inserted by using the **Insert** fields or changed by using the **F13** function. You can insert a maximum of 9990 lines.
Text	Enter up to 70 characters of text per line. When printed, the first three characters are indented from the start of the description.
Insert Line#/Text	You can enter a line number in between the line numbers displayed to insert a new line (e.g, insert line number 15). Use the **F13** function to toggle between entering text at the top or inserting a line and text.

You can do any of the following:

- If you are in the update mode, you can insert text, insert lines, override current text, and copy notes from other companies. In the inquiry mode, you can only view the notepad.
- Press **F3** to copy text from another company's notepad. Use **F13** to resequence the notepad entries by line number.
- To view the notepad's history, press **F2**. The notepad history screen shows you who made changes (**Last Updated By**) and when the changes were made (**On** and **At**).



Company File Aging Analysis Screen

To access the Company File Aging Analysis screen, press **F9** Company File Profile screen. The screen ages total accounts receivable, accounts payable, open customer orders, and open purchase orders for each company on your system. Each category is aged in two ways: past due aging and forward aging.

```
COMPANY# 2                      UPDATE                          COMPANY FILE

                    Name  DANCIK-ON-DISK INTERNATIONAL

    ***  ON LINE AGING - A/R, A/P, CUSTOMER ORDERS, & PURCHASE ORDERS  ***

Past Due Aging          Current        1-30       31-60       61-90     Over 90
OPEN A/R,     Due-Dt     34,201-    251,035-      8,178       6,468   1,469,408
OPEN A/P,     Due-Dt      1,151-          0           0           0      10,706
OPEN ORDERS,Ship-Dt     272,468       9,048       2,546      63,399   8,001,606
OPEN P.O.s,   ETA-Dt     43,926      51,064         331      12,523   1,887,631


Forward Aging       Thru APR 01      MAY 01      JUN 01      JUL 01     AUG 01+
OPEN A/R,     Due-Dt  1,184,568       8,877       3,982         334       1,057
OPEN A/P,     Due-Dt      6,156           0           0           0       3,399
OPEN ORDERS,Ship-Dt   8,058,638       2,529       3,331       6,962     277,608
OPEN P.O.s,   ETA-Dt  1,914,418       6,270      25,523       5,339      43,925

Total Open Cust Orders $   8,349,067     Back Orders $   3,886,968
Total Open Purch Orders$   1,995,475     Days Sales Outst:   1,694

F2=Company Profile.  F3=Cash & P&L.  F4=Sales Analysis.  F8=Screen 1.  F10=Daily.
MA     a                  MW                                             01/001
```

Field Name	Description/Instructions
Name	The company name.
Past Due Aging	Breaks transactions into Current, 1 - 30, 31 - 60, 61 - 90, and over 90, Ages accounts receivable and accounts payable based on due date. Ages open customer orders on requested ship date, and open purchase orders on ETA dates.
Open A/R	The total of accounts receivable by aging category.
Open A/P	The total of accounts payable by aging category.
Open Orders	The total of pen (uninvoiced) orders by aging category.
Open P.O.s	The total of open purchase orders (unreceived) by aging category.
Forward Aging	Forward aging breaks transactions into “through current month” and each of the upcoming four months. It ages accounts receivable and accounts payable based upon due date, thereby estimating when cash is due to come in and go out. It ages open customer orders on requested ship date, thereby estimating when invoicing can be expected. It ages open purchase orders by ETA, thereby providing estimate of future payables by month.
Total Open Cust Orders $	Includes total open customer orders including back orders.

Field Name	Description/Instructions
Total Open Purchase Orders $	Includes total of all open purchase orders.
Back Orders$	Includes total open customer back orders.
Days Sales Outstanding	Days Sales Outstanding is the number of days of average sales volume currently open in your accounts receivable. A Days Sales Outstanding figure of 45 indicates that your open accounts receivable balance equals 45 days worth of average sales. Days sales outstanding is computed as follows: • Add 90 to the current day of the month to compute current days. • Add the past 90 days sales to current months sales to compute current sales. • Divide current sales by current days to compute average sales per calendar day. • Divide total open A/R dollars by average sales per calendar day to compute the days sales outstanding. This figure is also available on the Billto File A/R Statistics Screen (accessible via **F3**) for each customer. You may rank customers by days sales outstanding using the Customer Sales and Payment Analysis Report.

Company File Daily Activity Screen

Access the Company File Daily Activity Screen by pressing **F10** on the Company Profile screen or most Company File screens. This screen shows the day-to-day sales analysis information.

The daily figures are updated during Night Jobs. If you see an unusually high day proceeded (or followed) by a very low day, most likely the night jobs ran after midnight one day but before midnight at the close of that day.

```
 COMPANY# 2                         UPDATE                          COMPANY FILE

                         Name  DANCIK-ON-DISK INTERNATIONAL

             ***  DAY BY DAY ACTIVITY FOR THE CURRENT MTH  ***
     Date      Sales    Order$  #Orders      Date     Sales    Order$  #Orders
    5/14/01        0   104,608      62
    5/17/01    2,486   106,547      70
    6/07/01      882       774      11
    6/21/01        0     3,085      11
    6/28/01      719    12,307      18
    7/05/01        0       120       2
    7/12/01        0        15       1



   Totals:     4,087    227,456     175   Avg/Day:       584    32,494     25
F2=Company Profile.  F3=Cash & P&L.  F4=Sales.  F9=Aging.     Enter Month: 501
MA    a                      MW                A                         24/076
```

Field Name	Description/Instructions
Date	Each day in the month being displayed; the system date of when the sales and order statistics were posted. This occurs usually at night. If it is posted after midnight, the next day's date is used. These days are not bound by the calendar, but by the end of the month close. For example, if April is closed on May 4, some May dates can be included in the April accounting month.
Sales	Sales for the date from invoicing.
Order $	Orders for the day in dollars from the daily order register.
#Orders	The total number of orders per day, from the daily order register.
Totals	**Sales** - The total sales dollars for the month. **Order$** - The total order dollars for the month. **#Order** - The total number of orders for the month.
Average Order Dollars Per Day	The total order dollars divided by the number of days with activity.
Average Invoice Dollars Per Day	The total sales dollars divided by the number of days with activity.
Average # of Orders per day	The total number of orders divided by the number of days with activity.

Field Name	Description/Instructions
Avg/Day	Average daily statistics. This can be used for projecting the total month's sales. It shows the average daily invoice dollars, the average daily order dollars, and the average daily number of orders for the month. The averages are calculated by dividing the totals by the number of days shown on the screen.
Enter Month	You can enter any month, since the system was activated to see a day-by-day view of that month. Enter in a MMYY format.

The statistics on this screen are stored forever and require only a few hundred records per year. You can use the input field at the bottom of the screen to enter any previous month and display its day-by-day statistics. The default is the current month when you first access this screen.

High-Level Management Budget Analysis System

The sales and budget display is an extension of the Sales Analysis screens, which are accessed by pressing **F4** on the F4 - Company File Sales Analysis Screen. The High-Level Management Budget Analysis screen is accessible in the Company, Branch, Warehouse, and Cost Center Files. It combines the sales, gross profit, and other statistics from the main Sales Analysis Screen with budget information that is maintained directly from this screen.

These budgets are meant to be maintained by your company, branch, and divisional management team. They are separate from both the financial and sales budget systems, which are meant for the accounting department and sales force. Very few entries need to be made here, as it only includes your choice of company, branch, and cost center records. For example, if you had one company with two branches (RAL and DUR) and two cost centers (CER and ACC), you could establish budgets for the company, each branch, each cost center, and in any combination. Budgets can be maintained, for example, for RAL/CER, RAL/ACC, and DUR/ACC..

```
                     High-Level Management Budget Analysis

  Company .....  2        DANCIK-ON-DISK INTERNATIONAL   Year............. 01
  Branch ......  ___ (?)  ALL                            Month............ 05
  Cost Center..  ___ (?)  ALL                            Update/Inquiry U/I I

                 -------  May    01     -------  -----------Variance-------
                       Actual      Budget         % of budget       Amount
  Gross Sales        19,584.00    ____________               %      19,584.00
  Gross Profit $      5,789.00    ____________               %       5,789.00
  Gross Profit %         29.55    ____________               %          29.55
  Inv Adjustments   718,385.25-   ____________               %     718,385.25-
  Adj. G.P. $       712,596.25-   ____________               %     712,596.25-
  Adj. G.P. %         3,638.67-   ____________               %       3,638.67-
                                                                       Bottom

  F1=Next Month.   F4=Sales Analysis.   F5=Actual/Last Yr.   F18=Branch Group.

 MA     a                MW               A                          04/017
```

The following table describes the fields on this screen. These descriptions also cover the use of this screen when accessed from the Branch, Warehouse, and Cost Center Files.

Field Name	Description/Instructions
Company#	The company number previously selected. Depending on your security clearance, you can change this company number to display each company.
Branch	This field is blank if displayed via **F17** in the Company or Cost Center File, but contains the previously selected branch if you are in the Branch File Maintenance Program. Depending on your security clearance, you can change to another branch. You can enter **?** in this field to select from a list of branches. Leaving this field blank indicates all branches are shown.
Cost Center	If you are displaying the High-Level Budget Analysis screen from the Cost Center File Maintenance Program, this field contains the previously selected cost center. From any other file, this field is initially blank.You can enter a cost center or change to a different cost center. Enter a question mark (**?**) in this field to select from a list of cost centers.
Note: Depending on your security clearance, you can enter any combination of the Company, Branch, and Cost Center Files. For example, you can enter all three, or a cost center without the branch, and so on.	
Year	This field initially displays the current fiscal year, but it can be overridden to display another year. All yearly statistics on this screen are based on fiscal, not calendar or trailing year. You must enter a valid year number.
Month	Initially shows the current accounting month based on the accounts receivable system month end close. It can be overridden to display another month. You can enter month 00 to indicate that figures for the entire year should be displayed. Entering Year = 95 and Month = 00 tells the system to display year-to-date actual sales figures versus total year budget figures.
Update/Inquiry	This field initially shows **I** indicating the inquiry mode. You can change this field to **U** for update mode. In update mode, the budget figures are accessible for updating. Use the update mode to enter your budgets. Budgets are entered on any record you choose. For example, if you only want to track overall company figures, you should enter a budget for each company number, and leave the **Branch** and **Cost Center** fields blank. If you want to budget for each combination of company, branch, and cost center, you should enter each combination, press **Enter**, enter the figures, and press **Enter** again.If you want to budget for each cost center *not* broken down by branch, enter the company number, leave the **Branch** field blank, and enter the cost center. You need to enter a separate budget for each month. Year-to-date figures are calculated by the system, which adds the monthly records.
Actual	The actual sales for the selected period and categories.
Budget	The budget figures for the selected period and categories.
Variance% of Budget	The percentage of the budget comprised by Actual. For example, 95.75 means actual is 95.75% of the budget amount or 4.25% short of meeting budget.

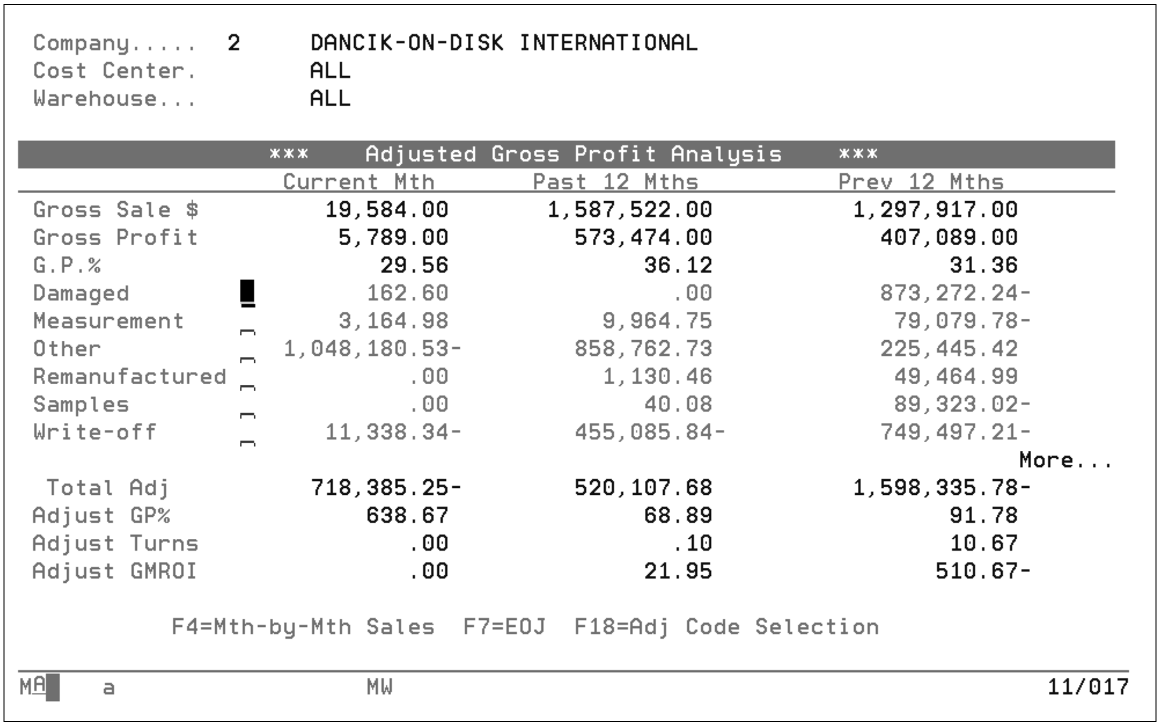
Field Name	Description/Instructions
Variance Amount	This is the actual dollar variance between actual and budget. A negative number indicates that actual is less than budget. A positive number indicates that actual exceeds budget.
Gross Sales	The gross sales dollars for the company/branch/cost center.
Gross Profit$	The gross profit dollars for the company/branch/cost center.
Gross Profit%	Gross profit dollars divided by gross sales.
Inv Adjustments	The total inventory adjustment dollars for the company/branch/cost center. If a branch is part of the selection criteria, this figure relates to the adjustments of the warehouse that has the same code as the branch, if one exists. See information about Adjusted Gross Profit display for more information about this adjustment figure.
Adj. GP$	Gross profit dollars less inventory adjustments. Adjusted GP$ can be higher than regular GP$ if adjustments caused a gain in inventory value.
Adj. GP%	Adjusted gross profit dollars divided by gross sales.

The following table describes the function keys on this screen.

Function Key	Description
F1	Go to the next budget analysis item without going back to the first screen. This is helpful if you are updating or viewing record by record within the file. Press **F1** to enter the current screen and then go to the next record in the file.
F4	Go to the F4 - Company File Sales Analysis Screen.
F5	Switches the budget display between showing budget vs. actual and last year vs. actual.
F6	Return to the previous screen.
F18	Go to the The Branch Selection screen, where you can define, or re-define, your branch group. User can have their own branch group definitions. This screen is unique based on user. You select the branches you want by entering an **X** next to the branch code. You can remove the **X** to remove the branch from your selections. Once you have made your selection, it remains in effect until changed via **F18**. Use the ***GR** entry in the Branch filed to display the totals for the selected branches.

Company File Adjusted Gross Profit Analysis Screen

On the F4 - Company File Sales Analysis Screen of the Company, Branch, Warehouse, or Cost Center Files, press **F14** to go to the Adjusted Gross Profit Analysis screen.



```
Company.....  2     DANCIK-ON-DISK INTERNATIONAL
Cost Center.        ALL
Warehouse...        ALL

               ***    Adjusted Gross Profit Analysis    ***
                 Current Mth        Past 12 Mths            Prev 12 Mths
Gross Sale $        19,584.00       1,587,522.00            1,297,917.00
Gross Profit         5,789.00         573,474.00              407,089.00
G.P.%                   29.56              36.12                   31.36
Damaged        _       162.60                .00              873,272.24-
Measurement    _     3,164.98           9,964.75               79,079.78-
Other          _ 1,048,180.53-        858,762.73              225,445.42
Remanufactured _          .00           1,130.46               49,464.99
Samples        _          .00              40.08               89,323.02-
Write-off      _    11,338.34-        455,085.84-             749,497.21-
                                                                      More...
 Total Adj         718,385.25-        520,107.68            1,598,335.78-
Adjust GP%             638.67              68.89                   91.78
Adjust Turns              .00                .10                   10.67
Adjust GMROI              .00              21.95                  510.67-

          F4=Mth-by-Mth Sales  F7=EOJ  F18=Adj Code Selection

MA     a                 MW                                          11/017
```

Field Name	Description/Instructions
Company#	The previously selected company number.
Cost Center	The previously selected cost center, if you press **F14** from the Cost Center File. If you are in the Company, Branch, or Warehouse Files, this field is blank, indicating that all cost centers are shown.

Field Name	Description/Instructions
Warehouse	The previously selected warehouse when you select it from the Warehouse File. In other files, it display blanks, indicating all warehouses are shown, or it can display a previously selected warehouse. In the Branch File, this field is labeled Branch. All system modules distinguish branch from warehouse. Since these statistics concern inventory, they affect warehouse figures directly. Because branches are selling organizations and not necessarily inventory organizations, these inventory statistics might not relate directly to branches. However, to provide maximum benefit to all system users we have used the following logic in designing these screens. In the Warehouse File, Adjusted Gross Profit figures are strictly related to that warehouse. In the Branch File, all sales figures relate to the branch, but the inventory adjustment figures relate to the warehouse, if any, with the same code as the branch. For example, if you are displaying statistics for the RAL branch, inventory statistics show for the RAL warehouse. If this warehouse does not exist, no inventory figures are shown.
Current Month	The current accounting month, based on the accounts receivable end of month close dates.
Past 12 months	The 12 months immediately preceding the current month.
Previous 12 months	The 12 months immediately preceding the past 12 months.
Gross Sales$	The gross sales dollars for the category being displayed.
Gross Profit	The gross sales less the cost of sales.
Gross Profit %	The gross profit dollar amount divided by gross sales.
Cycle Count, Location, Measurement Write Off, etc.	The various categories of inventory adjustments. Each inventory adjustment is put into one of the available categories. The figures shown for each adjustment category represent their total affect on inventory value during the period shown. A negative value indicates a loss of inventory (as for write offs), and a positive value indicates an inventory gain. You can enter **X** next to any adjustment category to view the details that comprise the totals shown. Each item number, description, quantity, and so on, can be viewed. Press **F18** to display all available adjustment codes. There are more inventory adjustment categories than lines that can display on the screen. Therefore, you need to roll up and roll down in order to display all adjustments.
Total Adj.	The total dollar value of all adjustment categories. The screen displays **bottom** to the right of the last adjustment category if all categories have been displayed. The screen displays **more** to indicate other categories can be viewed by pressing **ROLL UP** or **PAGE UP** on your keyboard.

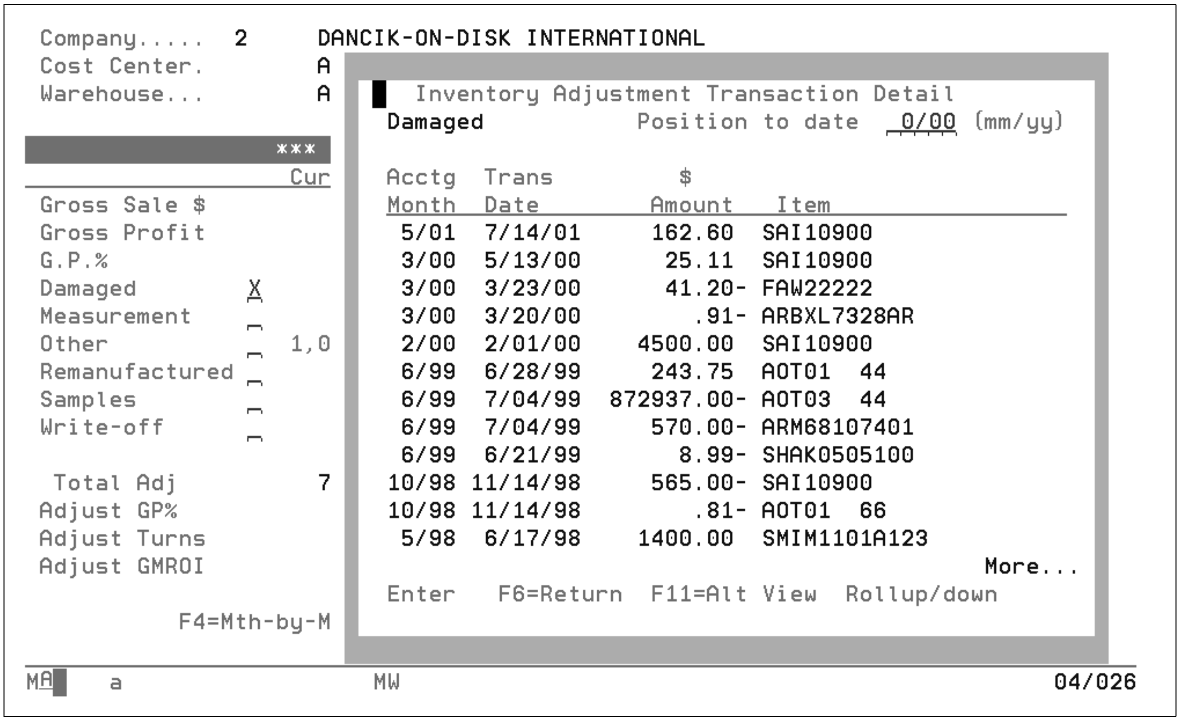
Field Name	Description/Instructions
Adjusted GP%	The gross profit amount minus the total adjustments, divided by gross sales. This figure shows the gross profit percentage including the effect of inventory adjustments. GP% is lowered if total adjustments are a negative number, and vice versa.
Adjusted Turns	The cost of sales in addition to the total adjustments divided by average inventory value. This figure shows the turns including the effect of inventory adjustments. When computing adjusted turns, if total adjustments is a negative number, cost of sales are increased by that number which then reduces turns.
Adjusted GMROI	The gross profit amount minus total adjustments divided by average inventory value and multiplied by 100. This shows the GMROI including the effect of inventory adjustments. GMROI is an acronym for Gross Margin Return on Inventory Investment.

Note: Any user-defined adjustment fields are marked **User Defined**. *The above field descriptions also apply to the same screens from the Branch, Warehouse, and Cost Center Files.*

The following table describes the keys on the Detail Adjustments window.

Function Key	Description
F4	Go to the Company File Aging Analysis Screen. Press **F4** again to go to the F4 - Company File Sales Analysis Screen.
F6	Closes the window and returns to the previous screen.
F7	Ends the job and returns to the File Maintenance Menu.
F18	Go to a list of all inventory adjustment codes and categories available on the system. From the list you can choose the adjustment types you want to include on the adjusted gross profit screen by entering an **X** next to your choices and pressing **Enter** twice. You can remove a category by removing the **X** and pressing **Enter** twice. For example, if you only want write offs and damage to display on the Adjusted Gross Profit Analysis screen, press **F18** to display a list of codes, and enter an **X** beside the **W** and **D** codes. Press **Enter** twice to activate your selection. Once selected, these choices remain in effect until you use the **F18** function again. You can use **F18** to customize the categories displayed on the adjusted gross profit screen. See the sample screen below.

Enter **X** beside the **Cycle Count** figure. The Inventory Window opens, showing the individual adjustments in a selected category. The figures appear in descending order by accounting month and transaction date. The dollar value (if any) of each adjustment is shown.



Press **F11** to toggle between views. Press **Rollup** and **Rolldown** to move forward or backward in a window if **More....** is displayed at the bottom of the window. You can also position to a specific date by entering a date in the MMYY format in the **Position To Date** field.

Chapter 7

Branch File - FIL 6

You can use the Branch File to designate separate branches within each company. Branches are usually selling organizations, and are distinguished from warehouses on the system. Although often there is a one-to-one relationship between branches and warehouses, warehouses are entered in a separate file.

Statistics that are stored in the Branch File consist of transactions related to the customers or salespeople that comprise that branch. Statistics that are stored in the Warehouse File relate solely to the products stocked in that warehouse. Branches do not necessarily need to represent a physical location. A branch can be a group of accounts based on a region or the salespeople or telemarketing group that serves them.

Branch or Company?

The following table describes the differences between branches and companies. Generally, we recommend setting up new groups and locations as branches whenever possible. You should reserve companies for a consolidated view of all businesses.

Branch	Company
Can run financial statements separately or can run consolidated statement for the company as a whole.	Cannot run consolidated financial statements for multiple companies unless downloading to PC formats.
All reports can be run by separate branch and by company.	Most reports can include multiple companies, but usually not on a consolidated basis.
General ledger is all one close. All branches close automatically when their company is closed.	General ledger is a separate close for each company. All other systems (A/R and A/P) close all companies at once.
Can share the same customers and salespeople.	Cannot share the same customers or salespeople.
Shared number wheels (invoices, orders, and so on) enable unlimited number of branches.	Separate number wheels can cause number limitation problem, if too many companies are on a single system.
Enables simplified accounting (centralized, inventory account, cash, home office, and so on).	More journal entries. Separate cash, inventory, home office allocations, and so on even though these assets and expenses may be shared by all branches.
Enables accounting at the P&L level without need for a balanced balance sheet.	Requires a balanced balance sheet.

Branch	Company
Company online statistics include all branches (branch statistics same either way).	Company online statistics would be separate if a branch is set up as a company (branch statistics same either way).

To add, update, or inquire about a branch record

1. On the main menu, select option **1 - File Maintenance & Inquiry**.
2. On the File Maintenance and Inquiry screen, select option **6 - Branch File**.
3. On the Branch File screen, enter the **Company# and Branch #** for the company whose branch you want to inquire about, update or add to the file. The Branch # should help you identify the location, such as the first three letters of the city or area.
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 a record.
5. Enter the **password**, if required, and press **Enter.**

Branch File Profile Screen

```
  BRANCH# RAL                      UPDATE                          BRANCH FILE
  Company# 2  DANCIK-ON-DISK INTERNATIONAL

                    Name  DANCIK-ON-DISK OF RALEIGH
                    Addr1 2000 CENTREGREEN WAY
                    Addr2 SUITE 250
                    City  CARY
                    State NC Zip 27513 6093 Ctry __
                    Phone#... 919 371 1300

Address Option (B,C,N)........ N
"Remit To" Option (B,C)....... C
"Bill To" Acct# For Supp P/O's 200151 (Addr To Send Invoices To)
Default Customer Payment Terms: _____ %,  __3 Days.  Terms Code: _
Default A/R Statment Cd: 0   Default Tax Cd, State: NC Other: __
Enter "Y" to Print Salesperson Name On Invoices.............. N
Enter "H" to Hold & Post Orders & Invoices Into Next Month... _
Comments.............. ______________________________          D/del _
Last Branch Control#... 02252


  F5=Notepad.                                  F9=Display P.O. "Bill to" Addr.
  F4=Sales Analysis.   F6=Search.    F7=EOJ.   F8=First Screen.   F10=Daily.
MA     a                   MW                                            05/027
```

The two fields beginning with **Address Option** refer to printing the address of either the branch or company's address on your pick ticket form.

If your logo and address are on a preprinted a form, enter **N** to not print the address.

Enter **Default Customer Payment Terms**. These are general terms for orders from that branch, and are probably too broad for most companies. However, you can provide more specific terms at the customer level elsewhere in the system.

Enter **Default Tax Codes**. These are also general tax codes that might be too broad for your purposes. You can set the tax code by customer. However, these tax codes can be appropriate if your branch serves a specific geographic area where 80-90% of your customers would pay the same taxes.

Note: Any information you enter in the default fields appears when you enter a new customer for this branch.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Name	Name of the branch.
Addr1	Address of the branch.
Addr2	Address of the branch.
The branch address can be used as the Remit To address that appears on invoices and statements.	
City	City in which the branch is located.
State	State in which the branch is located.
Zip	Zip code in which the branch is located.
Ctry	If the branch is located outside your country, enter the two-character country code here.
Phone #	Telephone number of the branch.
Address Option	Enter: **B** - If you want the branch address printed on forms. **C** - If you want the company's address printed on forms. **N** - If you do not want either address printed on forms. Enter **N** if the address is preprinted on the forms. Normally, **N** is entered, because statements and invoices are usually on pre-printed forms or electronic form overlays that contain your corporate logo and address. Enter **B** or **C** if you print on plain paper without pre-printed forms or overlaid addresses.

Field Name	Description/Instructions
Remit To Option	Determines if the Remit To address shows on invoices. Enter: **B** - If you want the branch address to print as the Remit To address on invoices and statements. **C** - If you want the company address to print as the Remit To on invoices or statements. When using this option, ensure the address in the Company File is the correct Remit To address.
Billto Acc# for Supp P/O	Use this option to specify a Billto address per branch that should appear on purchase orders for supplies. This address can be separate from the Remit To address to which your customers send payment. This option is important for companies that use lock box addresses for remittance, or addresses other than their usual company or branch address. Continue to use the company or branch Remit To address options. Use this feature to establish the address that appears in the **Billto** column of your purchase orders.

The following table describes default fields you use to set up default customer values. Default values are useful when employees with low-level passwords need to add new customers. Employees with low-level passwords can not access these fields. So, you should use default values rather leave fields blank. When entering a new Billto File record, you must enter the branch code and press **Enter** before the default values appear in the blank fields. These fields are only default values, and can be overridden when customer records are created. These fields are only used by the Billto File.

Field Name	Description/Instructions
Default Cust Payment Terms	Enter the default payment terms percentage and days, if any, such as 2.00% 15 days.
Default Payment Terms Code	Enter the default payment terms, if any, that are represented by a terms code. Payment terms codes are defined in the Payment Terms File.
Default A/R Stmt Cd	Enter the default A/R statement code, if any. Enter **B** if the default is a balance forward style statement. Enter **O** if the default is an open item style statement. Enter **H** if the default is to hold and not print statements.
Default Tax Cd, State and Default Tax Cd, Other	Complete one or both of these fields, if by default your customers are taxable. Otherwise, leave them blank. Enter tax codes that have been set up in the Tax File.
The default fields listed above do not directly affect the Order Entry or Invoicing applications. They are used as defaults only when adding new Billto File records.	

Field Name	Description/Instructions
Enter "Y" to Print Salesperson Name On Invoices	This option causes your the salesperson's name to appear on invoices. The salesperson's name appears above the first line item credited to that salesperson on the invoice. If different lines on a single invoice are credited to different salespeople, then a salesperson's name is printed each time the salesperson changes. The salesperson's name always appears above the lines for which that salesperson is credited.
Enter H to Hold & Post Orders	Enter **H** if you want all further invoices and orders for this branch to be deferred to the following month. Use **H** only when the system includes multiple branches and they can not be cut off for the month end close at the same time. Enter **H** the morning after the last orders and invoices for the current month have been processed. Use **H** only for branches that are ready to cut off for month end close. The system then stores all further orders and invoices until the end-of-month processing is complete. Users are unaware that the branch is on hold. Orders print, inventory is allocated, and invoices print. However, A/R statistics and physical (onhand) inventory are not updated until the month end processing completes. The system then posts stored orders and invoices into the new month and removes the **H**. This feature keeps all branches operating, even if they are unable to coordinate a simultaneous end-of-month cut off. Once **H** is entered to hold a branch, DO NOT remove it. Let the system remove it during the month end close, after the held transactions are properly updated. Removing the **H** can cause unpredictable results.
Comments	Enter any additional information or comments for this branch. *These specific comments are only for this branch. The* **Comments** *field does not appear in any of the reporting format for this branch.*
D/Del	Enter **D** to indicate that this record will be deleted.
Last Branch Control #	This field cannot be updated. It shows the last branch control number used. A branch control number is assigned to each invoice. Each branch has its own unbroken string of control numbers. Invoice numbers are assigned on a company-wide basis. Invoice registers can be sorted by invoice number or branch control number. Its main function is to help with branch audits.

Notice that the function keys on this screen are similar to the function keys on the company screen. However, these buttons are only for branch-specific information.

Function Key	Description
F4	Go to the Branch File Sales Analysis screen. Press **F4** again to go to the Month-By-Month Sales Analysis screen. From the Branch File Sales Analysis screen you can access the Branch File Statistics by Cost Center Screen. This screen shows statistics for all cost centers within the selected branch. You can also review statistics for specific branch/cost center combinations.

Function Key	Description
F5	Go to the Branch File Notepad where you can enter comments about the selected branch and/or view a history of the changes made.
F6	Go to the Branch File Search screen.
F7	End the job and return to the File Maintenance Menu.
F8	Return to the Branch File Entry screen.
F9	Use this option for POs if you have a separate address for suppliers to send their invoices to you. Create and enter a *customer account number* here. The address from the customer account prints on purchase orders to suppliers to send accounts payable invoices.
F10	Go to the Branch File Daily Statistics Screen.

Branch File Daily Statistics Screen

Access the Branch File Daily Statistics Screen by pressing **F10** on the Branch File Profile screen.

```
 BRANCH# RAL                              UPDATE                           BRANCH FILE
 Company# 2  DANCIK-ON-DISK INTERNATIONAL

          ***  DAY BY DAY BRANCH ACTIVITY FOR THE CURRENT MTH  ***
     Date       Sales     Order$   #Orders       Date      Sales     Order$   #Orders
   5/14/01          0    103,797      51
   5/17/01      2,344    105,586      56
   6/07/01        882        666       9
   6/21/01          0      2,965      10
   6/28/01          0     10,269      15
   7/05/01          0        120       2
   7/12/01          0         15       1


  Totals:      3,226    223,418     144   Avg/Day:         461    31,917      21
 F2=Branch Profile.   F4=Sales.    F7=EOJ.   F8=Screen 1.      Enter Month:  501
MA     a                       MW                                            24/076
```

Field Name	Description/Instructions
Date	Each day in the month being displayed. This is the system date of when the sales and order statistics were posted. This usually occurs at night. If it is posted after midnight, the next day's date is used. These days are not bound by the calendar, but by the end of the month close. For example, if April is closed on May 4, some May dates can be included in the April accounting month.
Sales	Sales for the date from invoicing.

Field Name	Description/Instructions
Order$	Orders for the day in dollars from the daily order register.
#Orders	The total number of orders per day, from the daily order register.

Salesperson File - FIL 7

Once you've decided how you are organizing your sales force, create a file for each salesperson. All you really need is the name and address.

You can use the Salesperson File to designate separate salespeople within each company. A salesperson number can be alpha or numeric and can represent an actual salesperson or the territory for which a salesperson is responsible. We suggest that you use numbers when creating the sales force files. While your branch will probably remain the same for years, your sales staff might change. When a salesperson leaves, you just have to change the name and address field instead of having to make a new file. On the other hand, if you use names to represent salesperson files, and replace a salesperson, the former salesperson's name would remain on the file.

For distributors, we also recommend assigning salesperson numbers based on territory as opposed to the actual person. This method preserves the consistent flow of statistics for the territory regardless of personnel changes. For showroom sales, you can use either method effectively.

```
SALESPERSON# JOE                  INQUIRY                   SALESPERSON FILE
 Company# 2 DANCIK-ON-DISK INTERNATIONAL
________________________________________________________________________________

                    Name  JOE SMITH
                    Addr1 101 MAIN STREET
                    Addr2
                    City  RALEIGH
                    State NC Zip 27513 0000 Ctry
                    Phone#... 919 677 0005

________________________________________________________________________________


Salesperson Branch#: NYC  Sales Manager: JON  Sales Territory: SOU

Commission %..(2 dec).. 00000 (also see commission tables in accounting section)

Comments............... ______________________________                D/del _


  F4=Sales Analysis.     F6=Search.        F7=EOJ.        F8=1st Screen.
MA    a                  MW                                               01/001
```

When you add a new record and the sales Territory and Sales Manager here, the system automatically adds all of the salespeople assigned to this territory and manager in their respective files. You can complete the remaining fields later, if necessary.

The commission percentage entered here is for information purposes only. The actual commission is established in the Commission and Commission Exception Files Commissions are based on paid invoices or creating a commission structure based on gross profit percentage or sales dollar.

The following table describes the fields on this screen.

Field Name	**Description/Instructions**
Salesperson Branch #	Branch to which the salesperson belongs. Leave blank if the salesperson is affiliated with more than one branch. You can enter a **?** in this field to display a list of branches.
Sales Manager	The code of the sales manager. You can enter **?** in this field to display a list of sales managers. Sales manager codes are established in the Sales Manager File.
Sales Territory	The code of the sales territory, which is meant to be a grouping of salespeople. You can enter **?** in this field to display a list of sales territory codes. Sales territory codes are established in the Sales Territory File.
The salesperson branch number, sales manager, and sales territory codes are all used by the Sales and Budget Analysis system when a budget by salesperson is activated. The Sales and Budget Analysis system automatically provides budget and actual figures accumulated by salesperson, branch, manager, and territory.	
Commission%	The percentage of the commission scheduled for this salesperson. Assume two decimal places. For example, if it is a 4% commission, enter 00400. Other customized commission formulas and schedules may override this entry at your company. This field is used only when accessing the Cash Receipts by Salesperson reports on the A/R Reports Menu.
Comments	Enter any comments you may have for this salesperson.
D/Del	Enter **D** in this field to delete this record.

The following table describes the function keys on this screen.

Function Key	**Description**
F4	Go to the Salesperson File Profile screen. Press **F4** again to go to the Month-By-Month Sales Analysis screen.
F6	Go to the Salesperson File Search screen.
F7	Ends job and returns to the File Maintenance Menu.
F8	Accesses the Salesperson File Entry screen.

High-Level Budget Analysis by Salesperson

This screen is accessed by pressing **F17** - **Budget** on the Salesperson File Sales Analysis screen.

```
                    High-Level Management Budget Analysis

 Company .....  2        DANCIK-ON-DISK INTERNATIONAL   Year............  01
 Salesperson..  JOE (?)  JOE SMITH                      Month...........  05
                                                        Update/Inquiry U/I I

                 -------   May    01     -------   -----------Variance-------
                          Actual        Budget      % of budget      Amount
 Gross Sales               20.83                              %        20.83
 Gross Profit $             5.97                              %         5.97
 Gross Profit %            28.66                              %        28.66


                                                                      Bottom


 F1=Next Month.   F4=Sales Analysis.   F5=Actual/Last Yr.

MA    a                    MW              A                          04/017
```

Field Name	Description/Instructions
Company	The company number related to the displayed salesperson.
Salesperson	The sales person code entered on the Entry screen.
Year	The current fiscal year; can be overridden to display another year. All yearly statistics on this screen are based on fiscal, not calendar or trailing year. You must enter a valid year number.
Month	The current accounting month, based on the accounts receivable system month end close; can be overridden. You can enter month **00** to indicate that figures for the entire year should be displayed. Enter **Year = 95** and **Month = 00** to display year-to-date actual sales figures versus total year budget figures.
Update/Inquiry	Initially **I**, indicating the inquiry mode. You can change this field to **U** for update mode. In update mode, the budget figures are accessible for updating. Use the update mode to enter your budgets. You need to enter a separate budget for each month. Year-to-date figures are calculated by the system, which adds the monthly records
Actual	Actual sales for the selected period and categories.
Budget	Budget figures for the selected period and categories.
% of budget	Percentage of the budget comprised by Actual. For example, 95.75 means actual is 95.75% of the budget amount or 4.25% short of meeting budget.

Field Name	Description/Instructions
Amount	Actual dollar variance between actual and budget. A negative number indicates that actual is less than budget. A positive number indicates that actual exceeds budget.

Overview and Warehouse File Profile Screen

The Warehouse File designates where physical inventory is stored. You can also use it to designate separate stocking locations or shipping points. Although easily confused with one another, the Warehouse and Branch Files are two distinct files, as well distinct concepts on the system. Warehouses relate to shipping, picking, stocking, and receiving functions. Branches relate to sales and administrative functions.

A special warehouse, DIR, is automatically provided with the initial install of the system. The DIR warehouse record accumulates all system-wide direct ship statistics. Direct ships are also specified on Order Entry by entering warehouse DIR.

```
WAREHOUSE# CHI                    UPDATE                    WAREHOUSE FILE

                    Name  DANCIK-ON-DISK / CHICAGO
                    Addr1 ______________________________
                    Addr2 ______________________________
                    City  CHICAGO
                    State IL Zip 00000 0000 Ctry __
  Phone# 000 000 0000  Fax# 000 000 0000  Auto-Fax# _________________________

Company#.. _   (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: P2  Designated Will Call P/L Print ID: __
Designated Bar Code Printer ID:  P3  Designated Serial# Tag Printer ID: P3
Designated Transfers Printer ID: P2  (must enter for stock transfers)
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: __ Other: __ (enter if applicable)
Comments: ______________________________                              D/del _
```

Field Name	Description/Instructions
Name	Name of the warehouse.
Addr1	Address of the warehouse.

Field Name	Description/Instructions
Addr2	Address of the warehouse.
The warehouse address is used as the Shipto address on your purchase orders to suppliers, unless overridden on the purchase order.	
City	City of the warehouse.
State	The state of the warehouse.
Zip	The five- or nine-digit zip code of the warehouse.
Ctry	If the warehouse is located outside your country, enter the two-character country code here.
Phone #	The telephone number of the warehouse.
Fax#	The fax number of the warehouse.
Auto-Fax#	The auto fax number of the warehouse. This field is necessary only if you use the Auto Fax Pick List option for remote warehouses. This field can contain complete dialing sequences, including 9 for an outside line and a comma to indicate a pause. When you enter data in this field, it is assumed that you have installed auto-fax software and that you want all pick lists for this warehouse to be faxed to this warehouse rather than printed on an attached remote printer.
Company #	This field is important if your business has multiple companies and multiple warehouses. If you enter a company number in this field, the system can associate specific warehouses to specific companies. Leave this field blank only if a warehouse is shared by more than one company. Inventory value for a company is determined by adding the value of all warehouses that specify that company number in this field. You will usually enter a specific company number here for each warehouse. However, if a warehouse has been set up for consigned goods, you can assign a non-existent (fake) company number in order to exclude the value of the consigned material from the total inventory value of the actual company. This is the recommended method of excluding consigned inventory values from your regular company figures.
Branch #	The branch number to which the warehouse belongs. Leave blank if the warehouse is shared by multiple branches. This field is for reference only.
If multiple companies and branches share the warehouse, then leave the first two fields blank. The warehouse is then defaulted to company zero. If this warehouse belongs to another company, then enter that company number here and answer the question as to whether other companies are allowed to take stock out of this warehouse.	

Field Name	Description/Instructions
Designated Pick List Printer ID	The ID for the printer you want the pick lists to print to for this warehouse. Any pick list generated to this warehouse is automatically routed to this printer. This overrides the printer ID set up in the Control Panel. This permits printing order acknowledgements on a different printer than the pick lists are printed on, even if you press **F4** to print both documents at the same time. You can enter **XX**, or other code, that is not an actual printer. This indicates that pick lists, other than for will call orders, should not be printed.
Designated Will Call P/L Print ID:	The ID for the printer you want the will call pick lists to print to. Any pick list generated to this warehouse is automatically routed to this printer. This overrides the printer ID set up in the Control Panel. This permits printing order acknowledgements to be printed on a different printer than the pick lists are printed on, even when you press **F4** to print both documents at the same time.
Designated Bar Code Printer ID	The ID of the printer on which the bar code pick labels print. If you activate any of the bar code print options, you must enter a valid printer ID for each warehouse. This printer ID must relate to a printer capable of printing bar code labels.
Designated Transfers Printer ID	The ID of the printer on which you want the stock transfer pick lists to print. Any stock transfer pick lists generated to this warehouse will automatically be routed to this printer. It is essential for this field to be entered for each warehouse if you use the Stock Transfer system.
Designated Serial # Tags Printer ID	The ID of the printer on which you want the serial number tags to print for this warehouse. This is an optional feature for rolled goods. During the receiving process, a serial number tag can be printed either on paper, card stock, or on a bar code label.
Auto Print Bar Code Pick Labels?	Specifies if you want bar code pick labels to print automatically for each pick list. These controls are separate for each warehouse. Some warehouses may be not equipped to handle bar code labels. You can also print bar code labels on demand using the options as listed on the Warehouse Functions Menu. This option is part of the overall bar coding system which must first be activated by Dancik International or your data processing department. The following are valid values for this field: **Y** - Print bar code labels with each pick list or transfer pick list. **N** - Do not print bar code pick labels at all. **O** - Print bar code pick labels with regular pick lists but not with transfer pick lists. **T** - Print bar code pick labels with transfer pick lists but not with regular pick lists. **P** - Pool bar code pick labels into the bar code pick label pool. They will print only when released from the pool using the Warehouse Functions Menu.

Field Name	Description/Instructions
Shipping labels?	Valid values are **Y**, **N**, **O**, **T**. This feature is not currently active. It will be activated if you require two automatic labels for each line item, one for picking and a separate label for shipping. Currently the pick label serves both purposes.
Allow other companies to order from this warehouse?	**N** prevents customers assigned to other companies from placing orders or holding stock against this warehouse. **Y** allows all customers to access the warehouse. For example, if the warehouse is assigned to Company 2, customers in Company 1 cannot place orders against the warehouse unless you specify **Y**. This does not prevent you from inquiring into a warehouse's stock. This parameter is applicable only if you have multiple companies and the Warehouse File contains company number assignments. The default is **Y**.
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.
Comments	Enter any comments you may have for this warehouse.
D/Del	Enter a **D** in this field to delete this record.

Warehouse File Sales Analysis Screen

Access the Warehouse File Sales Analysis screen by pressing **F4** on the Warehouse File Profile screen

```
WAREHOUSE# CHI                    UPDATE                         WAREHOUSE FILE

                    Name  DANCIK-ON-DISK / CHICAGO

              ***  COMPUTER SALES ANALYSIS BY WAREHOUSE  ***
                Current Mth   Rank   Past 12 Mths   Rank   Prev 12 Mths  Rank
GROSS SALE $            .00                237.48                   .00
G.P.$      $            .00                   .28                   .00
G.P.%      %        0                    0                    0
AVG ORDER  $        0                   14                    0
AVG LINE   $        0                    7                    0
FILL       %        0                   51                    0
# OF CREDITS        0                    0                    0
# OF ORDERS         0                    1                    0
# OF LINES          0                    2                    0
CRED ISSUED$           .00                  .00                   .00
G.P./ORDER $        0                   14                    0
TURNS - $                                 .86                   .00
GMROI                                     .10                   .00
TURN & EARN                               .00                   .00


F2=Whse Profile. F4=Mth-by-Mth. F6=Search. F9=Inv Value. F14=Adj GP. F17=Budget
MA     a                 MW                                              01/001
```

Field Name	Description/Instructions
Gross Sale $	Includes the total dollars billed on computer invoices and credit memos, excluding tax, freight, and discounts/handling charges that appear separately at the bottom of the invoice or credit memo. Miscellaneous sales (those entered in miscellaneous **F6** lines on Order Entry) can be included or excluded based on a company setting that is set when installing the system.
G.P. $	Gross profit; gross sales (as defined above) minus the cost of goods sold, as it appears on the invoice registers.
G.P.%	Gross profit percentage; the G.P.$ divided by the gross sales.
Avg Order $	The total dollars ordered divided by the total number of orders. Order size does not relate to Gross Sale $, unless all of the orders were invoiced in the same period. This field could show an average order figure and zero for gross sales if the orders were not invoiced. This figure indicates the size of orders, not the size of shipments, which are subject to conditions such as out-of-stock and back ordered.

Field Name	Description/Instructions
Avg Line $	Average line dollars; the total dollars ordered divided by the total number of line items. A single order contains one or more line items. Line items are almost always for products. Comment lines, address lines, and so on are not counted as line items. A line item always includes an item number. Average line dollars relates to orders; not to gross sales. Gross sales is based on invoices.
Fill%	The dollars shipped divided by the dollars ordered; indicates measure how well you fill the orders you take. Fill% is calculated at the time of each invoice, by dividing the amount shipped by the amount on the order, not including lines coded as back orders. A Fill% of 100% means you shipped everything that was ordered. Over-shipments are calculated as complete shipments. Fill% is never allowed to exceed 100%. To increase the scope of the Fill% figure, you can enter orders for goods of which you were out of stock. Normally, you would tell the customer you were out of stock and not enter an order that you could not fill. However, if you enter the order and invoice it for zero shipped, it will reflect the missed sales in ordering statistics and Fill%, which represent the true demand for each item. Dancik International does not generally recommend the entry of missed sales by customer service personnel. However, when orders are entered into the system via EDI, missed sales are entered, and if invoiced as zero shipped, are figured into the Fill%.
# of credits	The number of credit memos issued.
# of orders	The number of orders issued. Orders are only considered issued if they are printed or processed. Temporary holds of inventory are not counted as orders until processed as orders. Number of orders should not be confused with number of invoices.
# of lines	The number of line items on the orders issued. Line items consist only of lines with quantities and item numbers. Miscellaneous lines, comments, and header information are not considered lines for this statistic.
Cred Issued $	The dollar amount of credit issued. It includes credit memos, and credit lines included within debit invoices. Credit lines can be inserted in debit invoices when customers are exchanging material.
G.P/Order $	Average gross profit dollars per order; an important figure; the total gross profit dollars of orders, divided by the number of orders. This figure relates to the **Avg Order $** field, and does not necessarily relate to sales for the same period. It is a measure of the profitability of the orders you take.
Turns - $	Shows the inventory turns based on dollar value followed by inventory turns based upon quantity. The inventory turns are calculated as follows: Inventory Value Turns = Total Cost of Sales divided by Average Onhand Inventory Value

Field Name	Description/Instructions
GMROI	The gross margin return on inventory investment ratio for this item. The GMROI is an industry standard statistical index calculated as follows: GMROI = Gross Profit Amount x 100, divided by Average Onhand Inventory Value
Turn & Earn	The turn and earn ratio for this item. Turn and earn equals the quantity turns times G.P.%.

Warehouse File Adjusted Gross Profit Analysis Screen

On the Warehouse File Sales Analysis Screen, press **F14**. This screen is another extension of the sales analysis screens. It is accessible in the Company, Warehouse, Cost Center, and Branch Files. It starts with the sales and gross profit figures from the Sales Analysis screen, and then adds the affect of inventory adjustments (by category), in order to display adjusted gross profit dollars, adjusted gross profit percentage, adjusted turns, and adjusted GMROI figures.

```
 Company.....  2     DANCIK-ON-DISK INTERNATIONAL
 Cost Center.        ALL
 Warehouse...  RAL   DANCIK-ON-DISK / RALEIGH

                  ***    Adjusted Gross Profit Analysis    ***
                   Current Mth        Past 12 Mths            Prev 12 Mths
 Gross Sale $        15,977.37      1,320,847.52              33,198.20
 Gross Profit         4,547.25        420,622.52               5,215.96
 G.P.%                   28.00             32.00                  16.00
 Cycle Count    _  3,529,287.04-      340,465.58-             43,863.38-
 Other          _  1,048,180.53-      861,297.73             227,464.49
 Remanufactured _           .00         1,030.10              48,588.16
 Write-off      _     15,325.60-      453,662.40-            734,732.41-
 Y/User Defined _    337,261.54           806.64              17,429.25

                                                                   Bottom
  Total Adj       14,255,531.63-       69,006.49             485,113.89-
 Adjust GP%             194.81             37.07                 445.55
 Adjust Turns              .00               .00                    .00
 Adjust GMROI              .00               .00                    .00

           F4=Mth-by-Mth Sales  F7=EOJ  F18=Adj Code Selection

MA    a                    MW                                       11/017
```

Field Name	Description/Instructions
Company#	The previously selected company number.
Cost Center	The previously selected cost center, if you press **F14** on the Cost Center File. If you are in the Company, Branch, or Warehouse Files, this field is blank, indicating ALL cost centers combined.

Field Name	Description/Instructions
Warehouse	The previously selected warehouse from the Warehouse File. In other files, it will display blanks, indicating ALL warehouses combined, or it can display a previously selected warehouse. In the Branch File, this field is labeled **Branch**. All system modules distinguish branch from warehouse. As these statistics concern inventory, they affect warehouse figures directly. Because branches are selling organizations and not necessarily inventory organizations, these inventory statistics might not relate directly to branches. However, in order to provide maximum benefit to all system users we have used the following logic in designing these screens. In the Warehouse File, Adjusted Gross Profit figures are strictly related to that warehouse. In the Branch File, all sales figures relate to the branch, but the inventory adjustment figures relate to the warehouse, if any, with the same code as the branch. For example, if you are displaying statistics for the RAL branch, inventory statistics will show for the RAL warehouse. If this warehouse does not exist, no inventory figures are shown.
Current Month	The current accounting month, based on the accounts receivable end of month close dates.
Past 12 months	The 12 months immediately preceding the current month.
Previous 12 months	The 12 months immediately preceding the past 12 months.
Gross Sales	The gross sales dollars for the category being displayed.
Gross Profit$	The gross sales less the cost of sales.
Gross Profit %	The gross profit dollar amount divided by gross sales.
Cycle Count, Location, Measure-ment, Write Off, etc.	These are the various categories of inventory adjustments. Each inventory adjustment is put into one of the available categories. The figures displayed for each adjustment category represent their total affect on inventory value in the period shown. A negative value indicates a loss of inventory (as for write-offs), and a positive value indicates an inventory gain. You can enter **X** beside any adjustment category to view the details that comprise the totals shown. You can view each item number, description, quantity, and so on. Press **F18** to see a list of all inventory adjustment codes and categories available on the system. From the list you can choose the adjustment types you want to include on the Adjusted Gross Profit screen by entering an **X** beside your choices and pressing **Enter** twice. You can remove a category by removing the **X** and pressing **Enter** twice. For example, if you only want write-offs and damage to display on your Adjusted Gross Profit Analysis screen, press **F18** to display a list of codes and enter an **X** beside the **W** and **D** codes. Press **Enter** twice to activate your selection. Once selected, these choices remain in effect until you access the **F18** function again. You can use this function to customize the categories shown on the Warehouse File Adjusted Gross Profit Analysis screen.

Field Name	Description/Instructions
Total Adj.	The total dollar value of all adjustment categories. The screen displays **Bottom** to the right of the last adjustment category if all categories have been displayed. The screen displays **More** to indicate other categories can be viewed by pressing **Roll Up** or **Page Up** on your keyboard.
Adjusted GP%	The gross profit amount minus the total adjustments, divided by gross sales. This figure shows the gross profit percentage including the effect of inventory adjustments. GP% is lowered if total adjustments are a negative number, and vice versa.
Adjusted Turns	The cost of sales in addition to the total adjustments divided by average inventory value. This figure shows the turns including the effect of inventory adjustments. When computing adjusted turns, if total adjustments is a negative number, cost of sales are increased by that number which then reduces turns.
Adjusted GMROI	The gross profit amount minus total adjustments divided by average inventory value and multiplied by 100. This shows the GMROI including the effect of inventory adjustments. GMROI = Gross Margin Return on Inventory Investment.

Chapter 10

Price File - FIL 9

The Price File establishes pricing structures called price classes, that can be assigned to groups of items. Items with identical prices and price structures can be assigned to the same price class, and when prices or the price structures change, only the Price File needs to be updated. Prices classes are assigned to items with the Item File Maintenance Program.

You can also enter prices directly into the Item File for each item number. You would not need to set up the Price File. However, entering prices in the Price File offers three very significant advantages over entering prices in the Item File:

- If you have groups of items that are priced identically, you can update prices for the entire group with a single entry.
- The Item File only accommodates up to 12 prices per item. The Price File offers an almost unlimited number of prices per item, as well as additional pricing options not available in the Item File.
- Price lists that are generated from the system are both more concise and more flexible when you use price classes. Only price classes offer the End User Category function, which can organize data for easier use by your customers.

We recommend that 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.

Before entering information in the Price File, it is important that you become familiar with the terminology:

- **Price Class** - A group of items from the same manufacturer that your company prices identically for your customers. Each price class is represented by a six-character price class code.
- **Cost Class** - A group of items from the same manufacturer that have identical costs from your supplier. Each cost class is represented by a six-character cost class code. Usually, price class codes and cost class codes are identical and represent the same group of items.
- **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 can establish as many other price lists as you need. For example, **BP** for builder price list or **KD** for key dealer price list.
- **Pricing Chart** - The Price File is a set of pricing charts. Each price class should have one pricing chart entered for every price list number on the system. Each pricing chart contains the prices for a group of items in the price class, and for a group of customers assigned to the price list. Screen 2 of the Price File program contains the pricing chart.

Note: *Only the personnel responsible for maintaining prices use the price class codes. Order Entry and other departments rarely refer to them. Once set up, all pricing of orders is automatic. Therefore, the codes do not need to be meaningful in any way. However, if the price class codes are sequenced in the same way that your supplier's, or your own price lists are, they will be much easier to maintain.*

1. On the File Maintenance & Inquiry screen, select option **9 - Price File**.
2. On the Price File Entry screen, enter the Price Class code for the pricing record you want to inquire about, update, or add.

   The price class represents a group of items within the same manufacturer that are priced identically. This refers to your prices to your customers, not your supplier's prices to you. However, if your supplier prices a group of items the same, usually you will too. This is a six-character code. The first three characters must be the existing manufacturer code to which the pricing relates. The last three characters can be any combination of numbers and letters. However, we recommend that you follow these guidelines:

   - The fourth character should be the same as the first character of the product line to which this price class relates.
   - The fifth and sixth characters should be selected in a way that sequences the price class codes in a logical order for listings and inquiries.
3. Enter a **Price List#**.

   The two-character price list number represents the type, or level, of pricing. Every price class must have an entry for price list number **LP** (list price). The **LP** price list is the main, or default, price list. You must make the **LP** entry for a price class before you can make any other entry. You can also have as many other price lists as necessary. You must first have defined the price list numbers you will use by entering them in the Classification Codes File. The Classification Codes File simply requires you to assign a two-character price list number and to enter a name for each price list. For example, **KD** for key dealer prices and **WC** for west coast prices. Refer to Classification Codes File - FIL 19 for detailed information. If you have three price lists, such as **LP**, **KD**, and **WC**, you would then enter three Price File records for each price class: one for **LP**, one for **KD**, and one for **WC**.
4. Enter the 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. A password is not required for inquiries. A low- or high-level password is required for updating files.

Price File Profile Screen

```
 Price Class SAI001  List# E1  PRICE LIST FOR EUROS    UPDATE        PRICE FILE

Description: SAICIS COORDINATES SERIES          SAICIS S.P.A., CERAMICHE

LIST PRICE $ ......5 . 954 per U/M SF  EU      Sub-List Price $ ....... . ....

 Tran-Typ  Restr   Qty   Field  X  Variable%  +/-  Variable$  =   Price
 1)  I        ..   ...100  LP      ...1 . 0000   ..  ..... . ...     .....5 . 954
 2)  I        ..   ...200  L1      ...1 . 0000   -   ..... . 10      .....5 . 855
 3)  I        ..   ...300  L2      ...1 . 0000   -   ..... . 10      .....5 . 773
 4)  I        ..   99999   L3      ...1 . 0000   -   ..... . 10      .....5 . 691
 5)  D        ..   ......  L1      ...1 . 0000   -   ..... . 50      .....5 . 453
 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  8/08/07 █Curr EU D/del ..
  F10=Next E1    F9=Comments.                        Exch Rt      1.21772
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.

Field Name	Description/Instructions
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. The currency code is also shown. In this example, the currency is EU for the European Euro. The prices shown are in the default currency of the Price File as established through the Classification Codes File (FIL 19). If the price list is defined in FIL 19 as a foreign currency price list, then that currency code is displayed at the top of the screen (next to the unit of measure) and on the bottom of the screen. The prices displayed are in the currency code shown. If no currency code is shown, the prices are in your home currency. *Note: To convert the price over to another currency, enter its code in the Curr (page 10–9) field in the bottom right-hand corner of the screen. This applies to every Price List except List Price (LP). Price List LP must remain in your home currency.* Notes about using alternative currency: • Price list are tied to a currency through the Classification Codes File - FIL 19. • Currency codes are created using the Currency Code/Exchange Rate Table (SET 11). • The **Customer Currency Code For Invoices** field, on the second page of the Customer Preferences - FIL 38, designates that invoices for the customer should be converted to an alternate currency. The Customer Currency Code can only be set at a customer account number level.

Field Name	Description/Instructions
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 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.
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

Field Name	Description/Instructions
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 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.
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.
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 Name	Description/Instructions
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 (Item Level Average Cost). *Note: The AC option should only be used when you want prices to fluctuate based on cost; which can only occur if used in the Billto file. Since the Price File is global (does not relate to a single waehouse), when AC is used in the Price File, it just grabs the global average cost at the time the price is entered. This can result in unexpected results.* **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.
+/-	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.

Field Name	Description/Instructions
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
Curr	To convert the price over to another currency, enter its code in the this field. You can leave the Curr field blank to display the prices in your home currency. The codes and their exchange rates have to be established in the Currency Code/Exchange Rate table (SET 11). If you are unsure of the currency codes, enter a "?" in the field. A listing of all the available codes appears. *Note: If you are working with a List Price (LP) price file, the Curr field does not appear. Price List LP must remain in your home currency.* When you change the currency code, all prices on the screen are converted to that currency. However, the system only stores the data in your home currency. You may enter prices in whatever currency you are working in. However, those prices will be converted to the home currency, using the exchange rate in effect when you press **Enter**, and stored in your home currency. The currency shown here does not necessarily carry over to Order Entry. The Customer Preferences File controls which currencies are displayed and/or printed for each customer.
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.

The following table describes the function keys for this file.

Function Key	Description
F1	Go to the next pricing chart without returning to the Price File Entry screen. This is helpful if you are updating or viewing record by record within the Price File. Press **F1** to enter the current screen and go to the next record in the file. The next record in the file is either the next pricing chart for the same price class, or the first pricing chart for the next price class.
F2	Go to the corresponding Cost File record. When using **F2**, it is assumed that you have used the same cost class code as price class code for same group of items. If you have not done this, you might not find a corresponding Cost File record.
F6	Go to the Price File Search Screen.
F7	End the job and returns to the File Maintenance Menu.
F8	Go to the Price File Entry Screen.
F9	Go to the Price List Comments Screen, where you can enter comments and additional information about a price class.

Function Key	Description
F10 = Next LP	Go to the next record with the currently displayed price list. If you want to update only LP records, press **F10** after each entry to go to the next price record for LP. This feature saves time when all of your prices are linked to LP and you need to access only LP records. However, you can use this function with any price list. If you are on a KD record, **F10** takes you to the next price class record in the file for KD price list.

Example: Price Classes for a Manufacturer

Let's assume Manufacturer Smith's Vinyl Tiles is assigned manufacturer number SMI. Manufacturer number SMI has three different product lines:

- mid-priced vinyl tile called Standard Series
- high-priced vinyl tile called Designer Series
- low-priced vinyl tile called Economy Series

The three product lines are assigned product line codes STA, DES, and ECO.

Each of the three product lines comes in two sizes, 8 x 8 and 12 x 12. Each size comes in five colors, for a total of 30 items (3 x 2 x 5). Within each product line, are two prices: one for the 8 x 8 tile and one for the 12 x 12 tile. All colors within the same product line and the same size are priced the same. So, six price classes are needed, two for each product line. The price classes are established as follows:

Price Class Code	Price Class Description (30 characters)
SMID05	Designer Series 8 x 8, all colors
SMID10	Designer Series 12 x 12, all colors
SMIE05	Economy Series 8 x 8, all colors
SMIE10	Economy Series 12 x 12, all colors
SMIS05	Standard Series 8 x 8, all colors
SMIS10	Standard Series 12 x 12, all colors
The six-character price class codes always begin with the three-character manufacturer number. The fourth character is the first letter of the related product line. The last two characters can be anything, but to sequence them logically, numbers were assigned which cause the 8x8 tiles to appear before the 12x12 tiles. The numbers are not consecutive to allow for future sizes that fall in between.	

Now, let's assume that you have three price lists at your company:

- LP/List Price (standard prices - price list number LP is required for each price class)
- KD/Key Dealer Pricing (special pricing for high volume customers)

- CC/Commercial Contract Pricing (special large quantity, contract job pricing)

For each price class, you will enter three price file records; one for each of the three price lists. For example, you will enter price class SMIS05 for LP, SMIS05 for KD, and SMIS05 for CC. Think of the Price File as a file cabinet with a folder for each price class. Within each folder is a page for each price list number.

Pricing Chart Screen

Each price class has one pricing chart for each price list number. It is important to understand the definitions of, and the relationships between, price classes, price list number, and pricing charts. These concepts can be difficult to learn at first. But, once understood, you can manage even the most intricate pricing structures.

```
Price Class EML001  List# LP  LIST PRICES          INQUIRY      PRICE FILE

Description: EMIL SECURA SERIES                  EMIL CERAMICA

LIST PRICE $ ......18 . 000 per U/M SF           End User Category: OT

 Tran-Typ  Restr   Qty   Field  X  Variable%  +/-  Variable$  =   Price
  1)  I       ..   ..150   LP       ...1 . 0000   ..  .... . ...     ....18 . 000
  2)  I       ..   99999   LP       .... . 9500   ..  .... . ...     ....17 . 100
  3)  D       ..   ..150   LP       .... . 7500   ..  .... . ...     ....13 . 500
  4)  D       ..   99999   L3       ...1 . 0000   -   .... . 50      ....13 . 000
  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: U (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&)  Terms Override: N
                                               Changed 10/22/95  D/del ..
  F10=Next LP    F9=Comments.
F1=Next Record.  F2=Cost File.  F3=Copy.   F6=Search.   F7=EOJ.    F8=Screen 1.
MA    a                    MW                                            01/001
```

If you intend to base prices on standard costs, it is important that you establish cost classes using the same codes as the corresponding price classes. Press **F2** to switch between related price and cost classes. Also note that rounding code **U** is used in the example above to round up prices to the nearest whole cent. A terms override code has been entered. Payment terms code **N** will be used whenever these prices are used.

You can base prices on any price shown in the LP price record. You can reference the main list price as usual with LP, or any line number in the pricing chart by entering **L1** through **L9** for lines 1 through 9, or **L0** for line 10. You cannot base prices on lines 11 or 12, which are rarely, if ever, used. This method simplifies the task of relating other price lists to list price. For example, if your list price record has three quantity break prices, you can easily create another price list record that takes 10% off each of the three quantity break prices. For example, on line 1 in the new price list, enter **L1 X .900** (takes 10% off line 1 of the list price record), on line 2 enter **L2 X .900** (takes 10% off line 2 of the list price record) and so on.

The Price File can compute a percentage based on a price, as well as a price based on percentage. Enter a field code (such as LP for list price) and a variable if you want the system to compute a new price by multiplying list or other price by the variable. Enter a field code, a price, leave the variable field blank, and the system divides the price represented by the field code into the new price to compute the variable. You can also use the +/- variable to add or subtract dollar amounts from one price to create another price.

Individual lines within the pricing chart of the LP record can reference each other using field codes L0 - L9. The only restriction is that you can reference only a line above on the LP record. You cannot reference a line below. For example, the third line of the LP pricing chart can reference LP, L1, and L2, but not L3 or higher. Remember that on price lists other than LP, you can reference any line in the LP record from any line.

Following is an example of L0 - L9 pricing:

On LP record, where list price = $10.00:	
I up to 150	LP X 1.00 = 10.00
I up to 99999	L1 X .90 = 9.00
D up to 150	L1 X .80 = 8.00
D up to 99999	L3 X .90 = 7.20
The restriction on the LP record is that each item can only reference a line above it. Line 1 could not reference L2 or higher. A line cannot reference itself.	

On any price list except LP, where the LP record is as shown above:	
I up to 150	L1 X .80 = 7.20
I up to 99999	L4 X .90 = 6.48
D up to 150	L3 X .90 = 7.20
D up to 99999	L4 X .80 = 5.76
Any item can reference any line from L0 - L9 in the LP record.	

The Price File has a dollar variable, plus or minus, as well as the percentage variable. Example of use:

- Price = LP + 1.00 (list price plus $1.00)
- Price = LP X .75 + 1.25
- Price = LP X 1.10 - .50
- Price = L2 X 1.00 + .25

You can use this setup to perform both simple and complex formulas for pricing. It is ideal for roll or cut pricing when you want to add a fixed dollar amount to roll price to calculate cut price. It is also ideal for multi-branch pricing when you want to add fixed freight differentials by branch. For example, branch ABC gets list price plus 10 cents, branch XYZ gets list price plus 20 cents in order to compensate for the additional freight required to ship product to certain branches.

Variables are not adjusted when you round numbers. The original variables remain as entered. Only the resulting price is affected by rounding. Consider the use of the rounding options to prevent fractions of cents within prices, to round to the nearest nine, and so on.

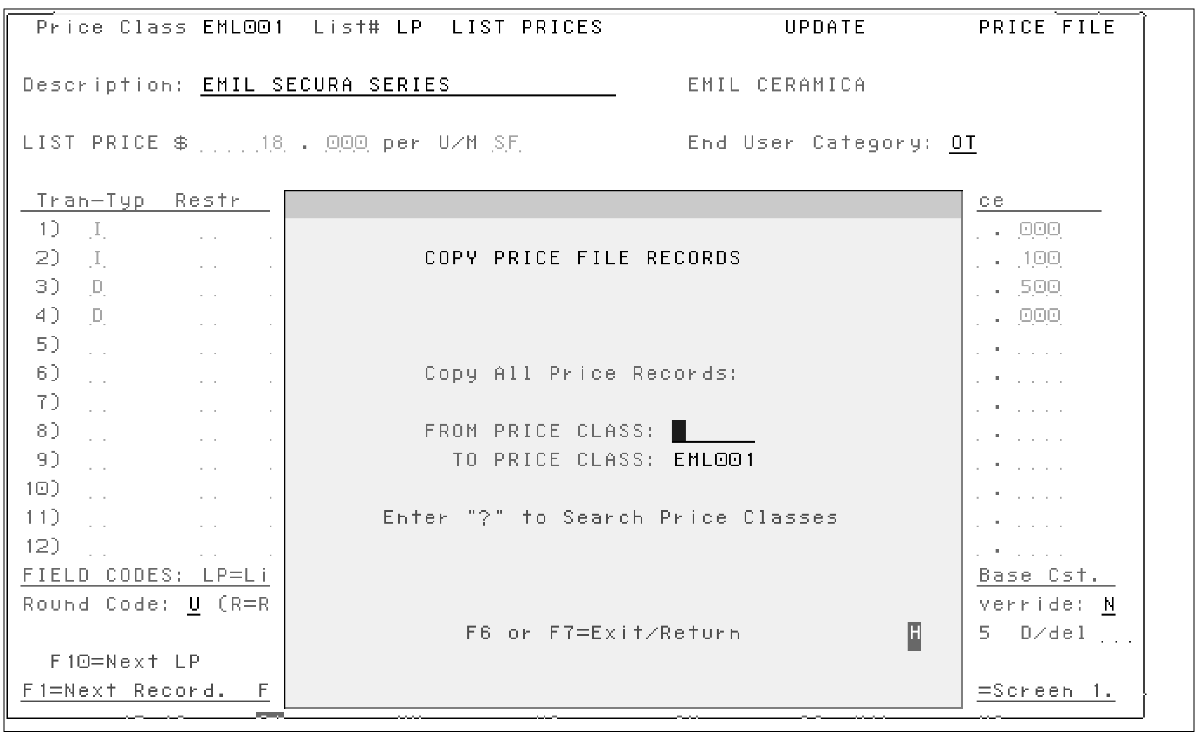
Price File Copy Function

The copy function allows you to automatically create all Price File records except the LP record, based on a copy of an existing price class. You must be in add or update mode to copy a price class.

For example, let's say you want to copy all price records from existing price class ABC001 to new price class ABC002. ABC001 has records for price lists LP, A1, B1, and KD. You would complete the following steps:

To copy a price class (example)

1. On the Example: Price Classes for a Manufacturer (page 10–10), press **F3**.
2. Create the LP record for ABC002.
3. Press **F3** on the LP record of ABC002 to activate the copy function.
4. Enter **Copy** from **ABC001.**.



The A1, B1, and KD records are copied from ABC001 to ABC002. Prices that are dependent on any of the entries in the new list price record are automatically calculated using the formulas that were copied and the new list price record. The copy function has online help text to explain its functions. You can also search other price classes without losing your place on the current record. If you are using the pricing system effectively, and linking all prices to the prices in the LP record, then the copy function should be you normal procedure for creating price file records.

Price List Comments Screen

You can use this screen to enter comments and additional information about price classes that is printed as part of the price lists.

1. On the Price File Profile Screen, press **F9** while in the Update mode. You can view the comments while in the Inquiry mode.

```
 Price Class AOTBOA  List# LP  LIST PRICES             UPDATE        PRICE FILE
                     Price Class Comments / For Price Lists
  Price Class ........... AOTBOA B&M 4 1/4 WALL

  Line Text
       1...|...10....|...20....|...30....|...40....|...50....|...60....|...70
    10 Available in the following colors: White, Bone, Almond,
    20 Mauve, Peach, Brown, Red, Salmon, Yellow, and Black.
    30 Special colors available for jobs of 20,000 SF or more.
    40
    50
    60
    70
    80
    90
   100
                                                                      More...
  Insert Line#/Text ....
     0

  F2=Date/User   F3=Copy From   F5=Refresh   F6=Return   F24=More Keys

F1=Next Record.  F2=Cost File.  F3=Copy.   F6=Search.   F7=EOJ.    F8=Screen 1.
```

2. Enter comments that you want to print on Price Lists Summarized By Price Class. This is not applicable to price lists that list individual items. You can enter up to 9999 comment lines per price class.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Line	This is the line or sequence number. It controls the sequence in which the comments print on price lists. Lines can be inserted by using the Insert Fields or changed by using the **F13** function.
Text	Enter up to 70 characters of text per line. This text prints on Price Lists Summarized By Price Class. It is printed starting three characters indented from the start of the description.
Insert Line #/ Text	You can enter a line number in between the line numbers displayed in order to insert a line.

The following table describes the function keys on this screen.

Function Keys	Description
F2	Date/User - displays the last user, date, and time the comment line was updated
F3	Press **F3** to copy comments from another price class into the price class you are currently working with. You must specify whether to Add or Replace comments. The Add mode adds to the current comments. The Replace mode replaces current comments with the comments from the specified price class.
F5	Refresh screen. Display most current version of the data.
F6	Return to the Price File Profile screen.
F7	Return to the Price File Profile screen.
F13	Press **F13** to switch modes from updating the text to updating the line numbers. When you update line numbers, you are simply resequencing the text already entered. You can change the line number to any other line number from 0001-9999. If the new line already contains text, then the changed line is added to the first free line below the requested new line.
F24	See more function keys.

Examples of Price File Screens

The following are examples of price file screens.

Quantity Break Pricing screen on page 10-16

Third Column Pricing screen on page 10-16

Cost Plus Pricing screen on page 10-17

Cuts at Roll Pricing screen on page 10-17

Quantity Break Pricing screen

```
 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)
 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.
```

This Quantity Breach 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 screen

```
 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)
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 which 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 screen

```
 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)  ..       ..   ......  ...      .... . .....  .. .... . ...     ....... . ....
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 screen

```
 Price Class ARMCA1  List# CA  CUTS AT ROLL            INQUIRY       PRICE FILE

Description: CAMBRAY 401 REG                      ARMSTRONG WORLD INDUSTRIES

LIST PRICE $ .....10 . 500 per U/M SY          Sub-List Price $ ....... . ....

 Tran-Typ  Restr   Qty   Field  X  Variable%  +/-  Variable$  =   Price
 1)  I       C    ......  L2       ...1 . 0000   .. .... . ...     .....10 . 190
 2)  I       R    ......  L2       ...1 . 0000   .. .... . ...     .....10 . 190
 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 or 0)      Terms Override: _
                                                   Changed 10/22/95  D/del ...
  F10=Next CA
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.

Roll/Cut/Balance Pricing (for rolled goods)

The system allows two methods of setting up and retrieving rolled goods prices. The default method uses only roll and cut prices. The second option uses roll, cut and balance (mid) prices. This option is set in the Company Settings program. If you enter **Y** for this company setting, the system considers three price options for rolled goods, instead of the usual two. Leave this option blank or enter **N** to default to the normal two price setting. This option applies only to companies who offer roll, cut, and balance pricing.

The usual pricing for rolled goods is as follows:

- For cuts, enter **C** and the system retrieves the C price.
- For full rolls or roll balances, enter **B** and the system retrieves the R price. Enter **B** if you want the full quantity remaining on the roll to be entered. You can also enter **R** to force a roll price on any quantity you enter.

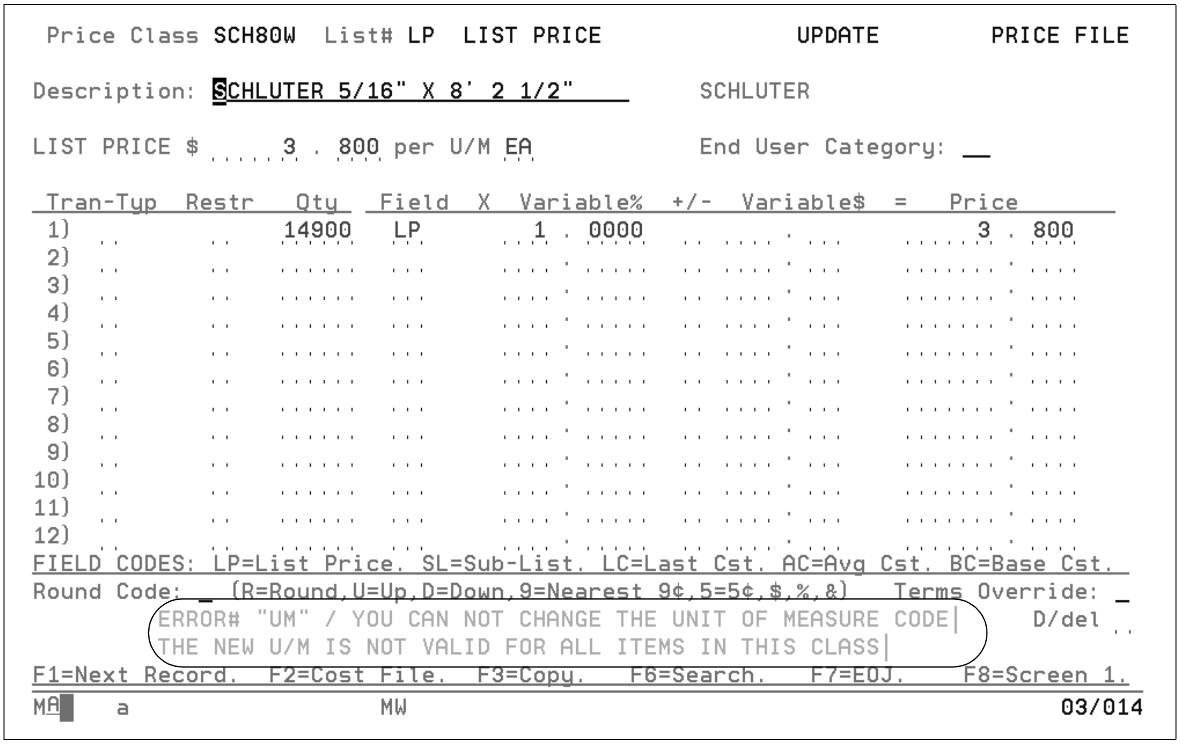
The three price option for rolled goods is as follows:

- For cuts, enter **C** if you want the system retrieves the C price.
- For full rolls, that is, rolls that are unopened and identified by status u, enter **B** if you want the system to retrieve the R price, and the full quantity.
- For roll balances, the remaining balance of an open roll as identified by status o, enter **B** and the system retrieves the M price and the full quantity. In this context, M indicates mid-price because it is usually in between the cut and full roll price.

In both of the above scenarios, you can specify **R**, **C**, or **M** to require that the system prices the order using those restriction codes. The new three price system primarily affects the use of the B code, which retrieves the quantity of the remaining balance, as well as a price. Do not set this option to **Y** until you have updated the Price File and the Promotional File for all rolled goods to include both M and R prices. The Roll Selection screen will display C and M prices, rather than C and R. If the system cannot find an M price, it will display an error message.

Unit of Measure Change

The Price File verifies if a change of unit of measure (UM) should be allowed. If the change of UM is not allowed, an error message is displayed, which cannot be bypassed.



```
 Price Class SCH80W  List# LP  LIST PRICE            UPDATE       PRICE FILE

Description: SCHLUTER 5/16" X 8' 2 1/2"        SCHLUTER

LIST PRICE $ ......3 . 800 per U/M EA          End User Category: __

 Tran-Typ  Restr   Qty   Field  X  Variable%  +/-  Variable$  =   Price
 1)  ..       ..  14900   LP     ...1 . 0000   .. .... . ...   ......3 . 800
 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¢,$,%,&)   Terms Override: _
         ERROR# "UM" / YOU CAN NOT CHANGE THE UNIT OF MEASURE CODE|      D/del ..
         THE NEW U/M IS NOT VALID FOR ALL ITEMS IN THIS CLASS|
F1=Next Record.  F2=Cost File.  F3=Copy.  F6=Search.   F7=EOJ.   F8=Screen 1.
MA    a                  MW                                               03/014
```

The UM in the Price and Cost files represents the native UM of the items in a price or cost class. The native UM can be changed under the following conditions:

- If the new UM has a one-to-one conversion factor with the existing UM, and
- If there are no open orders, purchase orders, or inventory balances for all items in the price and cost class being changed.

If both of the conditions above are true, the program changes the UM in the Price or Cost File, and in all of the Item File records belonging to the price or cost class.

Overview and Cost File Profile Screen

The Cost File establishes cost structures called cost classes, that you can assign to groups of items. You can assign items with identical costs and cost structures to the same cost class, and when costs or the cost structures change, you only need to update the Cost File. Cost classes are assigned to items within the Item File Maintenance Program.

In this file, you can establish costs for different suppliers, transaction types (inventory or direct), restriction codes (cut or roll), and order quantities.

The costs entered in this file are standard costs, which reflect the current market value or the current cost of purchase from your suppliers. Actual costs, based on each receipt, are maintained automatically by the system.

```
 COST CLASS ARMCA1                INQUIRY                         COST FILE

Description: CAMBRAY 401 REG                    ARMSTRONG WORLD INDUSTRIES

  Standard BASE COST (unlanded) .....4 . 07000 per U/M  SY
+ Standard FREIGHT COST........ ....... . 65000     House Cost $ ....... . .....
= Standard LAST COST (landed).$ .....4 . 72000     Acctg Cost $ .....1 . 95000

   Supp TT  Restr  Qty   Field  X   Variable    =    Cost.      Frt Code
 1) ARM  I   C    ......  BC        .... . 7960    .....3 . 240     1
 2) ARM  I   R    ......  BC        .... . 9000    .....3 . 663     2
 3) ARM  D   C    ...69   BC        ..1 . 0500     .....4 . 274     3
 4) ARM  D   C    99999   BC        ..1 . 0000     .....4 . 070     4
 5) ARM  D   R    ......  ...       .... . .....   .....2 . 491     ..
 6) .... ..  ..   ......  ...       .... . .....   ....... . ....   ..
 7) .... ..  ..   ......  ...       .... . .....   ....... . ....   ..
 8) .... ..  ..   ......  ...       .... . .....   ....... . ....   ..
 9) .... ..  ..   ......  ...       .... . .....   ....... . ....   ..
10) .... ..  ..   ......  ...       .... . .....   ....... . ....   ..
FIELD CODES: LP=List Price.  SC=Stnd Cost.  BC=Base Cost.      Changed  8/11/94
Round To 2 Decimal? _ (R=Round, U=Round Up, D=Round Down)  Frt Tab# D1  D/del _
                                                    List Price       9.990

F1=Next Record.  F2=Price File.  F6=Search.  F7=EOJ.  F8=Scrn 1.  F10=Frt Table.
```

Note that no price lists are shown here, and that you have a more complex way of establishing your cost. If you factor freight into your cost, you should enter your base cost and the amount of freight you pay. This combination of freight and base cost is a landed cost. Notice the accounting cost and house cost fields. These can be populated to allow you to perform sophisticated valuations on your inventory for financial analysis.

You can run commission report from house cost versus average cost. House costs are user defined cost dollar figure.

Accounting cost is used only in valuing your inventory.

On this screen you can use the standard cost (landed), the base cost, or the average cost. Like the Price File, if you enter a cost, the system generates the variable.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Description	Description of the group of items to which this cost code applies.
IMPORTANT: The costs listed below represent standard or current market costs, not the current value of your inventory. Actual costs are recorded on a receipt-by-receipt basis. The system retains actual Last Cost and Average Cost for each serial number and stock keeping unit. You can use the inventory value reports to print inventory values using any of the costs on the system. However, the value/cost used by the system for normal calculation of gross profit are the actual/average costs of each SKU/serial number on the system. These standard costs are never changed by the system. You control these fields. They are, however, used as default costs if no other cost is available to the system.	
Standard Base Cost & U/M (unlanded)	The cost of the item minus freight and handling charges and unit of measure. The unit of measure should always be the native unit of measure for the item, which is the unit of measure to which sales analysis and pricing defaults. You may still purchase in other units of measure.
Standard Freight Cost	The freight and handling portion of the cost. If your supplier sells at a single cost that includes freight, you can enter that total cost in the Standard Base Cost field and leave this field blank. For imported items, the standard freight cost includes all costs other than the material. This figure includes all costs, such as freight, duty, and broker fees.
Standard Last Cost (unlanded)	Cost of the item including freight and handling charge. You do not have to enter the Standard Last Cost, as the system automatically computes that figure based on the formula shown on the screen: Last Cost = Base Cost + Freight Cost.
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 might 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 incentive 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 Commission Reports. House cost can also be entered on an SKU by SKU basis, using the SKU File.
Acctg Cost	This field can be used if an additional cost, such as LIFO or FIFO cost, is required. The accounting cost can also be entered on an SKU by SKU basis using the SKU File. 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.

Field Name	Description/Instructions
Supp	Three-character code for the supplier to whom this cost relates. You can use the cost chart to enter costs for the same product from multiple suppliers. The Purchase Order program accesses the costs for the supplier to whom the purchase order is being written.
TT	Transaction type to which the cost relates. Valid entries are: **I** - The cost relates to purchases of inventory only. **D** - The cost relates to purchases for direct ships to your customer only. Blank - The cost relates to any purchase for inventory or direct ship.
Restr	Restriction code if one applies to the cost. **R** - The cost relates to full roll purchases only. **C** - The cost relates to cut purchases only. **T** - Truckload price/cost (can also be used for container cost on imports) **L** - LTL (less than truckload) price/cost **P** - pallet price/cost **U** - other/miscellaneous unit price/cost Blank - The cost has no restriction. The unique aspect of pricing and costing by restriction code is that it does not depend on the quantity of each line being entered. Instead, it depends on a total quantity you are building, as when you are “building a truck” or “building a container” with a supplier. Many suppliers offer this type of discounting, regardless of the number of items included in the full truck or container. When you enter a restriction code, the respective price or cost is used regardless of the line item quantity.
Qty	Quantity through which the cost applies. No entry in this field means that cost applies to any quantity. If you have quantity breaks, the last quantity break should equal 99999, which indicates any quantity greater than the previous quantity. Refer to the example to see how quantity breaks should be entered. A quantity of 00040 means this cost applies to line item purchases up to 40. The quantity field always relates to the unit of measure as shown next to the standard base cost.
Field	Use this field to figure this cost as percentage above or below one of the following: **SC** - Standard Last Cost, as keyed on the top portion of screen. **BC** - Standard Base Cost, as keyed on the top portion of screen. **LP** - List Price, which is assumed to be in a Price File record with a price class code equal to the cost class code.

Field Name	Description/Instructions
Variable	This field is used only if a field code is specified. This is the variable by which to multiply the contents of the field represented by the Field code. For example, if the field code is SC (standard last cost) and the Variable field is.80, the Cost field is calculated as standard cost multiplied by .80.
Cost	Actual cost, which can be entered directly or calculated by entering a field code and a variable, as described above. In Cost Table screen (page 11–1), some lines have the Cost field calculated, and other lines have the cost entered directly.
Frt Code	For informational purposes only. It does not control or effect costs. You can define one-character codes that describe how freight is handled. Suggested codes include: **P** - Freight Prepaid (included in costs) **C** - Freight Collect (not included in costs) **N** - Not Applicable (no additional freight involved)
Changed	This field is automatically updated by the system. It displays the date the record was last changed.
Round to 2 Decimal	Leave blank or enter one of the following codes: **R** - If you want the costs to be rounded to the nearest cent 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 costs to be rounded up to the next cent. **D** - If you want the costs to be rounded down to the previous cent.
Frt Tab #	A freight table defines the freight cost or rates between one or more suppliers and each of your warehouses. 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. Freight table rates override the standard freight cost. These rates can be per unit, per weight in pounds or kilograms, or per cube. A two-character Frt Tab # is assigned to each freight table. 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 on this screen. You can enter **?** in this field to display a list of freight table numbers available on your system. Freight tables are established using the Freight Cost Override Table on the System Settings Menu. 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. If a freight table number is entered on this screen, press **F10** to display the contents of the freight table. See additional instructions later in this chapter.
D/Del	Enter **D** in this field to delete this record.
List Price	This is the list price as entered in the Price File for this group of items. It is displayed only if a price class equal to the cost class is found.

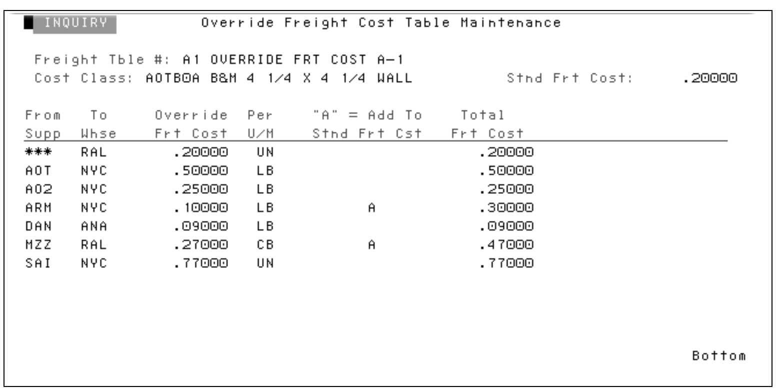
The following table describes the function keys on this screen.

Function Key	Description
F1	Go to the next cost code record without going back to the first screen. This is helpful if you are updating or viewing record by record within the Cost File. Press **F1** to enter the current screen and then display the next record in the Cost File.
F2	Go to the corresponding Price File record. When you press **F2** it is assumed that you have used the same price class code as cost class code for same group of items. If you have not done this, there may not be a corresponding Price File record.
F6	Search for cost class codes or view a summary of the existing cost class codes.
F7	Return to File Maintenance Menu.
F8	Return to Cost File Entry screen.
F10	Go to the Override Freight Cost Override Table.

Freight Cost Override Table

The Freight Cost Override Table is set up in the System Settings Menu, which is also available from the DP Menu. You can use the Freight Cost Override Table to define or override the standard freight cost used in receiving. The freight cost defined in this table overrides the Standard Freight Cost in the Cost File. Press **F10** on the Cost Profile screen to display the freight table if a freight table number appears on the screen.

The Freight Cost Override Table is a list of from/to combinations and their respective rates. Each rate applies when goods are received from the specified supplier to the specified warehouse.

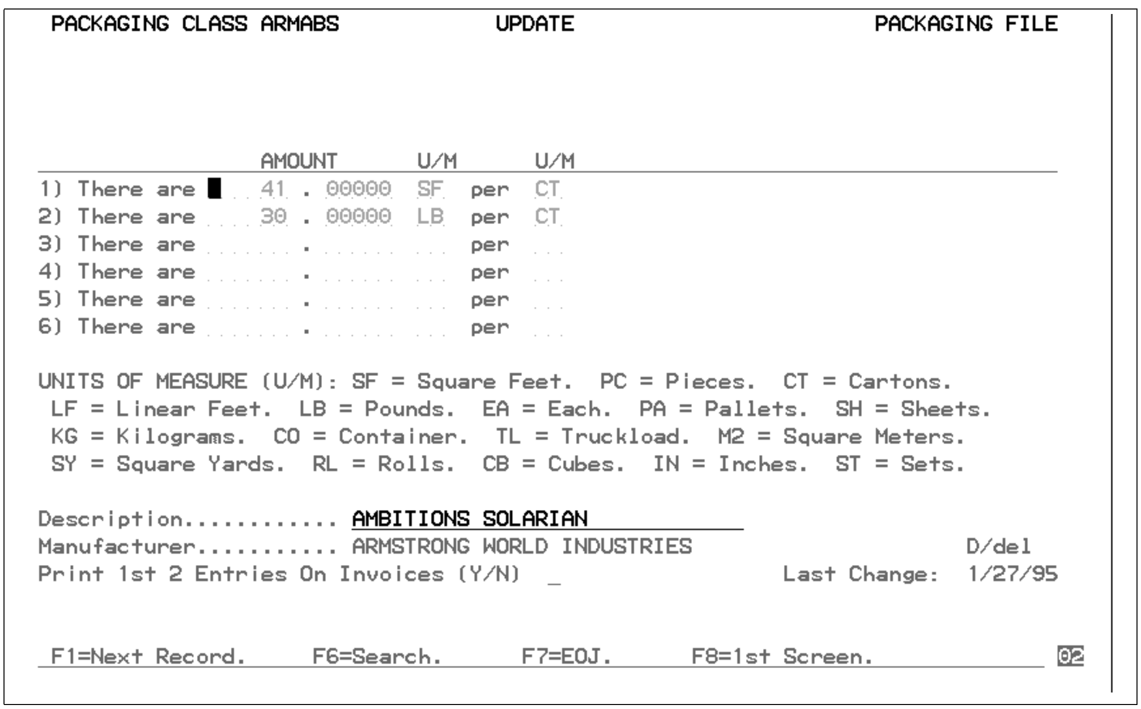

```
 INQUIRY          Override Freight Cost Table Maintenance

 Freight Tble #: A1 OVERRIDE FRT COST A-1
 Cost Class: AOTBOA B&M 4 1/4 X 4 1/4 WALL          Stnd Frt Cost:     .20000

From   To     Override  Per    "A" = Add To    Total
Supp   Whse   Frt Cost  U/M    Stnd Frt Cst    Frt Cost
***    RAL     .20000   UN                      .20000
AOT    NYC     .50000   LB                      .50000
A02    NYC     .25000   LB                      .25000
ARM    NYC     .10000   LB          A           .30000
DAN    ANA     .09000   LB                      .09000
MZZ    RAL     .27000   CB          A           .47000
SAI    NYC     .77000   UN                      .77000

                                                              Bottom
```

Field Name	Description/Instructions
Freight Table #	A two-character code representing the freight table. These are established using the Freight Cost Override Table on the System Settings Menu. The description of the freight table is shown beside the table number.
Cost Class	The cost class you entered earlier
Stnd Frt Cost	This is the standard freight cost, if any, that you entered on the Cost Profile screen.
From Supp	Supplier code from which freight cost is overridden.Three asterisks (*******) in this field indicate “any supplier.”
To Whse	Warehouse code to which freight cost is overridden.
Override Frt Cost	Freight cost that is overridden if receipt is entered for that supplier and warehouse.
Per U/M	Unit of measure to which the freight cost refers. Valid entries are: **LB** - pound (weight) **CB** - cube **UN** - unit. Relates to the unit of measure of the cost class.
A = Add To Stnd Frt Cost	Enter **A** to add in the standard freight cost (from the Cost Profile scree) and the override freight cost to calculate the total freight cost. If you do not specify an **A**, only the override freight cost is used.
Total Frt Cost	Total of override freight cost on this screen and, optionally, standard freight cost from the Profile screen when you enter A.

Packaging File - FIL 11

The Packaging Class File is a file where you enter every unit of measure that an item quantity can be represented in, including weight. When done correctly, this should create an unbroken chain allowing the system to get from any unit of measure to any other. For items such as adhesives, we recommend you enter the spread rate for the adhesives. This way, in order entry, the customer service person can enter the SF and convert back to, for example, how many gallons needed to cover the amount of SF.

The Packaging File establishes packaging and conversion factors called packaging classes, that can be assigned to groups of items. Items with identical packaging conversions can be assigned to the same packaging class, and when the packaging conversions change, only the Packaging File needs to be updated. Packaging classes are assigned to items with the Item File Maintenance Program. Packaging information can also be entered on an item-by-item basis. However, the use of packaging classes is the more effective method.



```
PACKAGING CLASS ARMABS          UPDATE                        PACKAGING FILE



                   AMOUNT       U/M        U/M
1) There are    41 . 00000   SF   per   CT
2) There are    30 . 00000   LB   per   CT
3) There are       .              per
4) There are       .              per
5) There are       .              per
6) There are       .              per

UNITS OF MEASURE (U/M): SF = Square Feet.  PC = Pieces.  CT = Cartons.
 LF = Linear Feet.  LB = Pounds.  EA = Each.  PA = Pallets.  SH = Sheets.
 KG = Kilograms.  CO = Container.  TL = Truckload.  M2 = Square Meters.
 SY = Square Yards.  RL = Rolls.  CB = Cubes.  IN = Inches.  ST = Sets.

Description............ AMBITIONS SOLARIAN
Manufacturer........... ARMSTRONG WORLD INDUSTRIES                D/del
Print 1st 2 Entries On Invoices (Y/N)  _          Last Change:  1/27/95


 F1=Next Record.     F6=Search.      F7=EOJ.      F8=1st Screen.          02
```

1. Enter the packaging information or conversion factors.

   You can use the units of measure as suggested in the above screen or you can define your own two-character codes. Once you define the code and enter a factor for converting to it, you can buy, sell, quote, and inquire in that unit of measure. The system recognizes the following standard codes: CT for cartons, PC for pieces, LB for pounds, KG for kilograms, SF for square feet, SY for square yard, and EA for each. If you use any or all of these units of measure, use the standard codes.

2. Enter the quantity and a unit of measure equivalent to the second unit of measure.

For example, a CT has 12.90000 SF. You don't need to enter a conversion for every combination of units of measure, because as long as one conversion is linked to another, the conversion can be made. For example, if you enter 10 PC per SF and 5 SF per CT, you do not have to enter 50 PC per CT, because the system can calculate the conversion from PC to CT by linking the first two conversions.

3. Enter the description of the packaging code. For example, you can enter the items or group of items to which this packaging information applies.
4. If you want the first two Packaging File entries to print on invoices, enter **Y** in response to the question. Otherwise, leave blank or enter **N**.

   If you enter **Y** the first two entries print on the invoice beneath the item description. This option is separate for each packaging record. This entry can be helpful information for the customers purchasing certain products.

Different types of products will require different conversions. Here are some recommended guidelines:

- For wood and ceramic tile, include the conversion for PC per SF, PC per CT, and LB per CT.
- For wood and ceramic trim accessories, include conversions for PC per CT and LB per CT.
- For imported wood and ceramics also include conversion for SF per M2 (square meters).
- For installation products that are used with products that have area measurements (such as carpet, vinyl, wood, ceramic, and laminates) enter EA per CT, QT per EA or GL per EA (volume), and so on. Also enter SF or SY per EA to indicate how much can be installed with each unit of this product, sometimes referred to as spread rate.
- For carpet and vinyl sheet goods, enter SY per RL (average SY per roll) and LB per SY. Do not enter conversions for feet and inches, SF, and so on, because these conversion factors are calculated automatically when items are set up on the Item Master File as rolled goods.
- Enter the conversion to LB or KG in all packaging classes.
- For carpet pad or cushion, enter SY per RL, LF (lineal feet) per RL, and LB per RL. Carpet pad/cushion is not treated like rolled goods, because it is sold by the full roll only, and is not defined in the item master as rolled goods. However, if you do offer cuts you may need to define and treat them as regular rolled goods.
- For marble and stone slabs enter LB per SF and SF per SL (average size per slab), but do not enter conversion for PC or EA, because each piece can be a different size. For slabs, the system captures the actual SF per PC on each receipt. If you are importing also enter SF per M2 for square meters.

Packaging File Records

The following examples show the units of measure recommended for each type of product.

Ceramic Tile and Wood.

```
 PACKAGING CLASS MZZA01           UPDATE                         PACKAGING FILE




                  AMOUNT      U/M      U/M
1) There are    61 . 00000  LB   per   CT
2) There are    48 . 00000  CT   per   PA
3) There are    12 . 00000  PC   per   CT
4) There are       . 96900  SF   per   PC
5) There are    10 . 76000  SF   per   M2
6) There are       .             per

UNITS OF MEASURE (U/M): SF = Square Feet.  PC = Pieces.  CT = Cartons.
 LF = Linear Feet.  LB = Pounds.  EA = Each.  PA = Pallets.  SH = Sheets.
 KG = Kilograms.  CO = Container.  TL = Truckload.  M2 = Square Meters.
 SY = Square Yards.  RL = Rolls.  CB = Cubes.  IN = Inches.  ST = Sets.

Description............ MATT/GLOSS/OCEAN 12X12 FIELD
Manufacturer........... AMERICAN MARAZZI TILE, INC.                   D/del
Print 1st 2 Entries On Invoices (Y/N)  _               Last Change: 10/22/95


 F1=Next Record.     F6=Search.      F7=EOJ.      F8=1st Screen.          02
```

Carpet

```
 PACKAGING CLASS SHAAFF           UPDATE                         PACKAGING FILE




                  AMOUNT      U/M      U/M
1) There are   180 . 00000  SY   per   RL
2) There are     4 . 30000  LB   per   SY
3) There are       .             per
4) There are       .             per
5) There are       .             per
6) There are       .             per

UNITS OF MEASURE (U/M): SF = Square Feet.  PC = Pieces.  CT = Cartons.
 LF = Linear Feet.  LB = Pounds.  EA = Each.  PA = Pallets.  SH = Sheets.
 KG = Kilograms.  CO = Container.  TL = Truckload.  M2 = Square Meters.
 SY = Square Yards.  RL = Rolls.  CB = Cubes.  IN = Inches.  ST = Sets.

Description............ ANYTHING GOES AFFLUENT
Manufacturer........... SHAW INDUSTRIES                               D/del
Print 1st 2 Entries On Invoices (Y/N)  N               Last Change: 10/22/95


 F1=Next Record.     F6=Search.      F7=EOJ.      F8=1st Screen.          02
```

Ceramic Trim Sold in Strips

```
PACKAGING CLASS LATC01            UPDATE                        PACKAGING FILE



                  AMOUNT       U/M       U/M
1) There are    48 . 60000    LF    per   CT
2) There are     1 . 08000    LF    per   ST
3) There are     3 . 00000    PC    per   ST
4) There are     9 . 00000    PC    per   SF
5) There are    60 . 00000    LB    per   CT
6) There are       .                per

UNITS OF MEASURE (U/M): SF = Square Feet.  PC = Pieces.  CT = Cartons.
 LF = Linear Feet.  LB = Pounds.  EA = Each.  PA = Pallets.  SH = Sheets.
 KG = Kilograms.  CO = Container.  TL = Truckload.  M2 = Square Meters.
 SY = Square Yards.  RL = Rolls.  CB = Cubes.  IN = Inches.  ST = Sets.

Description............ CACHET II 4X4 SBN
Manufacturer........... LATCO CERAMIC TILE                          D/del
Print 1st 2 Entries On Invoices (Y/N)  _               Last Change: 10/22/95

 F1=Next Record.     F6=Search.      F7=EOJ.      F8=1st Screen.           02
```

Adhesive

```
PACKAGING CLASS ARMODG            UPDATE                        PACKAGING FILE



                  AMOUNT       U/M       U/M
1) There are     4 . 00000    EA    per   CT
2) There are     1 . 00000    GA    per   EA
3) There are    36 . 00000    LB    per   CT
4) There are       .                per
5) There are       .                per
6) There are       .                per

UNITS OF MEASURE (U/M): SF = Square Feet.  PC = Pieces.  CT = Cartons.
 LF = Linear Feet.  LB = Pounds.  EA = Each.  PA = Pallets.  SH = Sheets.
 KG = Kilograms.  CO = Container.  TL = Truckload.  M2 = Square Meters.
 SY = Square Yards.  RL = Rolls.  CB = Cubes.  IN = Inches.  ST = Sets.

Description............ ONCE 'N DONE-GALLON
Manufacturer........... ARMSTRONG WORLD INDUSTRIES                  D/del
Print 1st 2 Entries On Invoices (Y/N)  _               Last Change: 10/22/95

 F1=Next Record.     F6=Search.      F7=EOJ.      F8=1st Screen.           02
```

Carpet Pad/Cushion

```
 PACKAGING CLASS IFIMI1            UPDATE                              PACKAGING FILE




                  AMOUNT      U/M      U/M
1) There are ...40 . 00000  SY   per  RL
2) There are ......1 . 15000  LB   per  SY
3) There are ......1 . 50000  LF   per  SY
4) There are ....... . ......  ...  per  ...
5) There are ....... . ......  ...  per  ...
6) There are ....... . ......  ...  per  ...

UNITS OF MEASURE (U/M): SF = Square Feet.  PC = Pieces.  CT = Cartons.
 LF = Linear Feet.  LB = Pounds.  EA = Each.  PA = Pallets.  SH = Sheets.
 KG = Kilograms.  CO = Container.  TL = Truckload.  M2 = Square Meters.
 SY = Square Yards.  RL = Rolls.  CB = Cubes.  IN = Inches.  ST = Sets.

Description............ IFI MISTY 1/2" WITH WEB BACK
Manufacturer........... IFI PAD COMPANY                                D/del
Print 1st 2 Entries On Invoices (Y/N)  _                Last Change: 10/22/95


 F1=Next Record.     F6=Search.     F7=EOJ.     F8=1st Screen.              02
```

Chapter 13 **Product Line File - FIL 12**

The Product Line File links the items within a manufacturer into groups that are usually defined by the manufacturer. Product lines should be, whenever possible, set up to reflect the product lines that appear in a manufacturer's catalog. The Product Line File also contains important purchasing parameters that can apply to all items within the product line. For natural products such as marble and stone, the manufacturer code and product line codes represent groups and categories as opposed to actual brand name product lines.

1. On the File Maintenance & Inquiry screen, select option **12 - Product Line File**.
2. Enter the **Manufacturer #** of the product line you want to inquire about, update or add. The manufacturer must have been previously entered in the Manufacturer File - FIL 4.
3. Enter the **Product Line #** you want to inquire about, update or add. The product line number should be the first three letters of the product line name, or a three-character abbreviation.
4. Enter **Action Code A** to add a new record, **U** to update a record, or **I** or leave blank to inquire about or view an existing record.
5. Press **Enter**. The Product Line File Profile screen appears.

```
PRODUCT LINE# ARM AL1            INQUIRY                    PRODUCT LINE FILE
Manufacturer: ARMSTRONG WORLD INDUSTRIES

Name Of Product Line: ARMSTRONG INHABIT FLOORING   .
* Unit Of Measure...: CT

Is This Line Consignment Only? (Y/N) N
Lead Time (in days)... ....               (F10=By Warehouse)
Order Frequency (days) ....

Days to Stock... .... Days (days-to-stock X avg-daily-usage = qty-to-stock)
Reorder Point... .... Days                 Safety Stock...   0  Days
Reorder Amount.. .... Days                 Targeted Turns.. ........

Reorder/Buying Category: AR3
Terms Cd: T or ......%, .... Days.         Direct Ship Terms Cd: T (if diff)
Generate unique serial numbers? N (Y/N)    Default Serial Number ..........
Qty Lost (unfilled) Mth-Dt:        .0      Dflt/Uniq Ser# Qualifier ..  D/del .

* NOTE: All items within this product line should be convertible to this
  unit of measure. Use the appropriate conversion factors in the ITEM file.


F1=Next Rec. F4=Sales. F8=1st Screen. F9=Inv/Value. F12=Spc/Ins.   F5=Notepad
MA    a                   MW                                            01/0
```

Field Name	Description/Instructions
Name of Product Line	Name or description of the product line. For example, Bright Glaze Wall Tile, Italian Marble Slabs, Natural Parquet Flooring, or Super Stick Adhesives. Whenever possible, we recommend that you use the manufacturer's actual product line name.
Unit of Measure	Unit of measure in which the products within this product line are usually sold. This unit of measure does not prevent the individual items in this product line from being sold in other units of measure.
Is This Line Consignment Only?	Enter **Y** if the product line contains only items which are stocked on a consignment basis from the supplier. Otherwise, leave blank. Consignment items can be separately analyzed on inventory analysis and sales reports.
Lead Time (in days)	Average number of days between placing a purchase order for items in this product line and receiving the items. Item File lead time overrides the Product Line File lead time.
Order Frequency (in days)	Frequency, in days, that the product line is ordered or reviewed for the purpose of ordering from the supplier. If you enter the lead time and the order frequency, and blank out the other control parameters (weeks to stock, reorder point, and reorder amount), the program displays default reorder control parameters based on standard reordering formulas. In order to achieve "Just in time" inventory reordering, the order frequency should represent the frequency of incoming shipments. For example, even with a lead time of 30 days, if this product is included on incoming shipments every ten days, then the order frequency is 10.
Days to Stock	Optimum number of days to stock. The computer then figures the actual unit quantity to stock by multiplying the average weekly usage of each item by the number of weeks entered here. This entry allows the quantity to stock to shift with demand.
Reorder Point	Enter quantity, expressed in days of demand, below which a reorder should be generated.
Reorder Amount	Quantity, expressed in days of demand, that should be reordered when the reorder point is reached.
Targeted Turns	Targeted Turns is the number of inventory turns that would result if the reorder parameters were followed exactly as stated. Targeted Turns is input capable. If you enter Targeted Turns, the Days to Stock will be recalculated to coincide with that number of turns.
Safety Stock	Safety Stock = (Days to stock) - (Order Frequency Days). This field is not input capable. Safety Stock is the days of stock in excess of the minimum possible requirement, which is order frequency. Safety Stock should be set considering shade requirements, normal job sizes and fluctuations in supply and demand. If Safety Stock is negative, it displays in red. Negative Safety Stock means that your days to stock does not even support your minimum requirements.

Field Name	Description/Instructions
Reorder/Buying Category	Three-character code representing the buyer or the buying category. It is used to group products on the reorder reports. These codes must first be set up in the Classification Codes File - FIL 19.
Terms Cd:	One-character payment terms code, if payment terms to your customers are based on products. If your payment terms are assigned to customers, covering all products, you do not need to enter a code in this field. To initiate terms by product, follow these guidelines: • Code your customers with payment terms code M. M directs all programs to check for manufacturer's terms in the Product Line File for each item sold. • Code each product line record with a terms code (in this field). • The program that creates orders and invoices finds the proper terms for each item sold. If a single order contains items with different terms, the system automatically splits the order into multiple invoices.
Unique S/N Prefix: Suffix:	These fields allow you to assign a one or two character prefix and suffix to serial numbers automatically generated during the receiving process. Unique serial numbers can aid in identification of inventory transactions, and improve bar code scanning processes. These fields along with the field **Generate Unique Serial Numbers** work in conjunction with the receiving application (INB 1) to assign unique serial numbers to inventory at time of receipt. For more information, refer to the Inventory Management Reference. For example if the **Prefix** is set to **A** and the **Suffix** is set to **R**, unique serial numbers will be generated for all inventory receipts of products from this manufacturer, and those serial numbers will be generated in the following format: **AnnnnnnR** - Where nnnnnn represents a unique six-digit number. This format will apply to all products in this product line, these settings override settings made in the Manufacturer File.
Direct Ship Terms Cd.	If different terms are to be applied for direct ships, enter that terms code here.Terms codes are established in the Payment Terms File.
Terms% and Days	If your payment terms are by product, then you can use the terms code fields, or these fields. You can enter a percentage discount as well as number of days until due. For example, 00200%, 030 days indicates 2% discount if paid within 30 days.
Generate Unique Serial Numbers?	If you enter **Y** to generate unique serial numbers, the Receipts and Back Order Fill System (option 6 on the Inventory Control Menu) automatically assigns a unique six-digit serial number each time a receipt is entered.
Default serial number	If you enter a default serial number here, the Receipts and Back Order Fill System (option 6 from the Inventory Control Menu) automatically inserts that serial number for each receipt of this product.

Field Name	Description/Instructions
Qty Lost (unfilled) Mth-Date	This field can not be updated. It displays the total month-to-date order quantity that was lost. Lost is defined as being invoiced for less quantity than was ordered. Large quantities in this field can indicate that inventory counts are incorrect, or back orders are not being filled promptly. This quantity is the cumulative difference between the quantity ordered column and the quantity shipped column of all monthly invoices for this product line.
Dflt/Uniq Ser# Qualifier	Qualifies how the unique and default serial numbers work. Blank - If left blank the unique serial number generation or default serial number applies to all items within the product line. **T** - The unique serial number generation or default serial number applies only to trim items within this product line. Trim is defined as any item containing a trim class code in the Item File. **R** - The unique serial number generation or default serial number applies only to regular (non-trim) items within this product line. Regular or non-trim items are defined as any item without a trim class code in the item File. **U** - Use value in Default Serial Number field as an edit mask for all items in the product line. **V** - Use value in Default Serial Number field as an edit mask for all items in the product line that are not defined as trim items in item master (user trim class). **W** - Use value in Default Serial Number field as an edit mask for all items in the product line that are trim, as defined in item master through use of trim class. The Receiving Program (pre-receipts only) shows the default serial number as usual, except as follows: • If you leave the default as is, and code U, V, or W applies, then the default serial number cannot be used as the actual serial number. • The serial number cannot be the default if the default is an edit mask. • You can change the serial number to anything, even serial numbers that do not agree with the mask. This is a guide, not an enforced mask. • You can use any characters for field entry of the edit mask. However # indicates a numeric value, and @ indicates an alpha value.
D/Del	Enter a **D** in this field to delete this record.

Note: The Weeks To Stock, Reorder Point, and Reorder Amount can be overridden on an item-by-item basis.

Product Line File Reorder Parameters By Warehouse Screen

These parameters override the regular Product Line File reorder control parameters for specific warehouses.

1. On the Product Line File Profile screen, press **F10**, the following screen appears.

```
PRODUCT LINE# ARM AL1          INQUIRY                  PRODUCT LINE FILE
Manufacturer: ARMSTRONG WORLD INDUSTRIES

Name Of Product Line: ARMSTRONG INHABIT FLOORING   .
* Unit Of Measure...: CT

Is This Line Consignment On
Lead Time (in days)...        Product Line Reorder Parms by Warehouse
Order Frequency (days)              For Product Line:  ARM AL1

Days to Stock...    Days (          -- DAYS --     ------ DAYS -------
Reorder Point...    Days            LEAD   ORDER   TO    REORDER  REORDR
Reorder Amount..    Days        WARE  TIME   FREQ   STOCK   POINT   AMOUNT

Reorder/Buying Category: AR
Terms Cd: T or       %,
Generate unique serial numb
Qty Lost (unfilled) Mth-Dt:

* NOTE: All items within th
  unit of measure. Use the              F6=Return   ROLLUP/DOWN  H

F1=Next Rec. F4=Sales. F8=1st Screen. F9=Inv/Value. F12=Spc/Ins.   F5=Notepad
MA    a                  MW                                          08/032
```

2. Enter Reorder control parameters for specific warehouses. Any entry made here overrides the corresponding entry on the Product Line File Profile screen for the specific warehouse.

   Important: If your purchasing is totally centralized (a single warehouse services all other warehouses), then you do not need to make any entries on this screen. The Product Line File Profile screen entries are all you need. Additionally, if the reorder control parameters for any specific warehouse are identical to the product line profile parameters, you do not need to make an entry for that warehouse. On each warehouse entry, enter only the parameters that differ from the Product Line File Profile screen parameters. For example, if the Weeks to Stock for a specific warehouse is different, but the reorder point is the same, enter only the Weeks to Stock. If you *leave any field blank on your warehouse entry, the system takes that value from the Product Line File Profile screen. Press* **Help** *for online instructions for the window shown above. The entries in this screen are used by the reorder reports.*

   The following table describes the fields on this screen.

Field Name	Description/Instructions
Warehouse	Warehouse code, if parameters for that warehouse need to be entered.
Lead Time (in days)	Number of days between recognition of a need to purchase and the arrival of goods in the specified warehouse.
Order Frequency (in days)	Number of days between actual shipments into the specified warehouses. This indicates how often the product is brought into this warehouse.

Field Name	Description/Instructions
Weeks to Stock	Amount of stock, expressed in weeks of average demand, below which a reorder should be initiated.
Reorder Amount (in weeks)	The amount, expressed in weeks of average demand, that should be reordered when the reorder point is reached.

Product Line File Inventory Analysis Screen

Access the Product Line File Inventory Analysis screen by pressing **F9** Product Line File Profile screen. This screen displays inventory value for the selected product line. The value is shown as of the current morning, the beginning of the month, and 12 months ago. The value is also shown at both last cost and average cost.

```
Product Line: ARM AL1  ARMSTRONG WORLD INDUSTRIES          Notepad   Page# 01
                       ARMSTRONG INHABIT FLOORING   .

              ***  COMPUTER SALES BY PRODUCT LINE  ***

           ***   INVENTORY ANALYSIS by PRODUCT LINE   ***

                Current Mth          Past 12 Mths          Prev 12 Mths
QTY MFRD......          .0                   .0                    .0
QTY SCRAPPED..          .0                   .0                    .0
RECOVERY.....%         .00                  .00                   .00

               This Morning        Beginning Of Mth       12 Months Ago
L/COST VALUE $          .00                  .00                   .00
AV/COST VALUE$          .00                  .00                   .00
QTY ONHAND....           .0                   .0                    .0

 F2=Prodline Profile.    F4=Sales Analysis.    F12=Special Inst.    F5=Notepad
MA    a                  MW                                               01/001
```

This screen has no input fields. If you are manufacturing this product line, the **Qty Mfgd**, **Qty Scrapped**, and **Recovery%** (Qty Mfgd divided by Qty Scrapped + Qty Mfgd) fields are filled in. An interface needs to have been activated between your manufacturing system and the Dancik International system. **EOM Last Cost $** is the value at last cost at the end of each period shown. **EOM Avg Cost $** is the value at average cost at the end of each of the periods shown. **EOM Qty Onhand** is the total product line quantity on hand at the end of each of the periods shown. The quantity is expressed in the unit of measure as entered on the Product Line File Profile screen. All items in this product line need to be convertible to this unit of measure for this quantity figure to be most useful.

Product Line File Order Activity Screen

The Order Activity screen is accessed via **F16** on the Sales Analysis screen.

```
PRODUCT LINE# ARM AL1            INQUIRY                  PRODUCT LINE FILE
Manufacturer: ARMSTRONG WORLD INDUSTRIES

Name Of Product Line: ARMSTRONG INHABIT FLOORING   .


                    ACTIVITY ANALYSIS BY PRODUCT LINE

                DEC 00      JAN 01      FEB 01      MAR 01      APR 01   Current
Open Orders         .0          .0          .0          .0          .0        .0
Open B/O            .0          .0          .0          .0          .0        .0
Qty Invoiced        .0          .0          .0          .0          .0        .0
Mth Activity        .0          .0          .0          .0          .0        .0

                JUN 00      JUL 00      AUG 00      SEP 00      OCT 00    NOV 00
Open Orders         .0          .0          .0          .0          .0        .0
Open B/O            .0          .0          .0          .0          .0        .0
Qty Invoiced        .0          .0          .0          .0          .0        .0
Mth Activity        .0          .0          .0          .0          .0        .0
                Include/Omit: _  Policy Codes: __ __ __
                Include/Omit: _     U/M Codes: __ __ __
                Header Warehouse (?): ALL ___ ___ ___ ___ ___

              F4=Sales Analysis.      F8=Screen 1.      F7=EOJ.
MA    a                    MW                                          20/032
```

The following table describes the fields on this screen. All figures represent the combined totals of all items within the product line.

Field Name	Description/Instructions
Open Orders	Quantity, in native unit of measure, of open customer orders that are allocated against stock. Each figure represents the quantity open at the end of each month.
Open B/O	Quantity, in native unit of measure, of back orders. Back orders are customer orders that are *not* allocated against stock. Each figure represents the quantity open at the end of each month.
Qty Invoiced	Quantity, in native unit of measure, sold or invoiced in the respective months.
Mth Activity	Monthly order activity, derived by performing the following calculations: • Open orders plus open back order equals total open orders. • Subtract the total open orders of the previous month from the total open orders of a month to determine the change in open order position. • Add the charge in the open order position to the quantity invoiced to calculate the month’s order activity.

Field Name	Description/Instructions
Include/Omit Policy Codes	Enter **I** to include certain policy codes. Enter **O** to omit certain policy codes. Then, specify the policy codes to include or omit. The program includes only items that adhere to your selections. For example, you could include or omit discontinued items or special items.
Include/Omit U/M Codes	Enter **I** to include certain unit of measure codes. Enter **O** to omit certain unit of measure codes. Then, specify the units of measure to include or omit. The program includes only items that adhere to your selections. This can be important when analyzing product lines that include multiple units of measure. For example, wood or ceramic tile lines that include trim prices. You can separately display the SF items versus the PC or CT items.
Header Warehouse	Order activity uses the header warehouse as its statistical anchor. The header warehouse is the warehouse that ultimately services the customer, regardless of where the stock was originally picked and transferred from. You can specify any header warehouse to display activity for that header warehouse. You can also enter up to six header warehouse codes to retrieve sub-totals of a group of warehouses. Enter **ALL** to include all warehouses. Direct ships are bypassed unless warehouse DIR is specified.

Product Line File Special Instructions Screen

Access the Product Line File Special Instructions Screen by pressing **F12 on the** Product Line File Profile screen.

```
Prod: ARM CAM  CAMBRAY 6' & 12' REG          INQUIRY     Special Instructions
                                                                 Page# 01

Main  Sub         TEXT / Up To 45 Characters                --Print? (Y/N)--
Type Type   ....5...10...15...20...25...30...35...40...45    P/L ACK INV P/O Col
 M    _    ARMAFELT Backing                                   N   N   N   N   _
 M    _    Rear Guard Backing Protection                      N   N   N   N   _
 M    _    Vinyl No-Wax Wear Layer, Printed Construction      N   N   N   N   _
 I    _    MAINTENANCE: Easy Care         - GOOD              N   N   N   N   R
 I    _                 Household Stains - GOOD               N   N   N   N   R
 I    _                 Traffic Stains   - GOOD               N   N   N   N   R
 M    _    DURABILITY:  Scuff Resistance - GOOD               N   N   N   N   P
 M    _                 Damage Resistance- GOOD               N   N   N   N   P
 M    _                 Indentation Resist-GOOD               N   N   N   N   P
 M    _    OVERALL ARMSTRONG RATING       - GOOD              N   N   N   N   W

Main Types: D=Disclaimer, I=Installation Instructions, M=Misc/Other,
            S=Shipping/Delivery Instructions, T=Translated Name or Description,
            A=Alternate/Substitute Items, P=Purchasing Instructions.
 Sub Types: User Defined Codes (EG: Assign codes for the language used if the
            instructions are entered in multiple languages)


 F2=Prod Profile.    F4=Sales.      F10=Forward.    F11=Reverse.    F5=Notepad
MA     a                    MW                                          01/001
```

Use this screen to enter special instructions for this product line and to notate those that should be printed on either an invoice, pick list, purchase order, or order acknowledgement. You can enter up to ten lines of text, 45 characters per line, per page. To go to the next page, press **F10**, or press **F11** to go to the previous page.

The **Main Type** field codes are described on lower part of the screen. Enter a **Sub Type** only to specify that the text is in a specific language, such as **F** for French or **I** for Italian. If you want the special instructions to appear on the pick lists, order acknowledgements, invoices or purchase orders, enter **Y** in the corresponding fields, otherwise, enter **N** if you do not want the special instructions appear on those forms. The default is **N**.

This screen is also available in the Item File - FIL 2 and Manufacturer File - FIL 4. A slightly different version of this screen is available in the Billto File - FIL 1. General instructions that pertain to the entire manufacturer should be entered in the Manufacturer File Special Instructions Screen. Specific instructions for an item should be entered in the Item File. Instructions that apply to all items in a product line should be entered in this file.

The information on this screen also displays in the Product Knowledge window, which is accessed from Order Entry as well as from many other programs.

If coded to print, the product line' special instructions print under the last consecutive item number within that product line that appears on the order or invoice. Any special instructions with no sub-type for language are printed, regardless of the language type for the customer (coded in Language field). Special instructions coded as a specific sub-type code, such as **F** for the French language, only print for customers with the same (language) code.

The printing of special instructions and product information can greatly enhance the service provided to your customers and make your staff more responsive. The following gives examples of what Special Instructions can include:

- Toxic spill instructions on pick lists below the required items. This is now mandated by the Department of Transportation for many chemicals commonly sold in your industry.
- Special picking, handling, and installation instructions below items on pick lists or invoices. These can be entered in any language, and the language of choice will be used for each customer.
- Legal disclaimers below items that are subject to complaints and claims. For example, "Extreme shade variation from samples is possible. Inspect before installation."
- Supplier's item description on purchase orders, in addition to your own description. For importers, this can be a foreign language translation. You can also enter foreign currency unit pricing to print on purchase orders.
- General instructions on all purchase orders. For example, "Please ship using petite pallets only."
- General information about items on quotations or order acknowledgements. This can include information such as suggested installation materials and methods, and lead times for special orders.
- Directions for items that can be used as substitutes when you are out of stock. These could be coded not to print, but can be very useful when inquiring.

All special instructions entered via **F12** in either the Billto, Item, Manufacturer or Product Line Files can be printed in a separate listing. The listing can be used to proofread the instructions or as reference material. The listing can include all or specified types and syb-types of instructions. For example, installation instructions can be printed separately, or you can print only entries in French. You can generate the list for specific items, product lines, and so on. You run the list from the second page of the Master File Listings Menu.

The following table describes the fields on this screen.

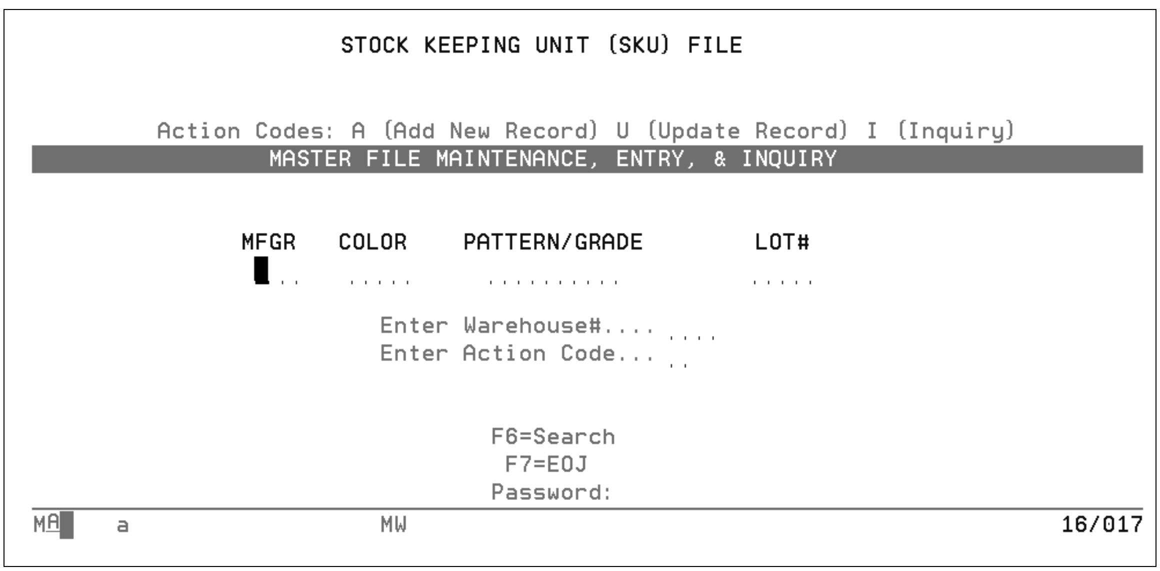
Field Name	Description/Instructions
Main Type	Main type options are: **D** - disclaimer **I** - installation instructions **M** - miscellaneous/other **S** - shipping/delivery instructions **T** - translated name or description **A** - alternate/substitute item **P** - purchasing instructions
Sub Type	Identifies the language in which the instructions are written, or can have user defined meanings. If used to identify by language, it should relate to the language codes that you create in the Classification Codes File - FIL 19.
TEXT	Enter instructions or other information here.
Print?	Specifies where this information prints; on the picklist, acknowledgement, invoice, or purchase orders. Enter **Y** to print. Enter **N** not to print.
PL **ACK** **INV** **P/O**	Pick list. acknowledgement or quotation. Invoice to customer. Purchase order to supplier.
Col	Color. This field controls the color that each line is displayed in on the Product Knowledge Screen in Order Entry. The possible values are: **R** - Red, **B** - Blue, **P** - Pink, **W** - White, **G** - Green, **T** - Turquoise, **Y** - Yellow Blank - Green, **I** - Invisible Invisible does not show on the Product Knowledge Screen. When you use **T** or **Y**, the line is also underlined

Note: *Because the special instructions system adds processing overhead to the print programs that access special instructions, its use is optional. You can turn the feature on separately for pick lists, purchase orders, invoices, and order acknowledgements, depending on your requirements. When your system is installed, by default , all of these features are ON. You can change them in the Company Settings File on the System Settings Menu.*

Chapter 14 Stock Keeping Unit (SKU) File - FIL 13

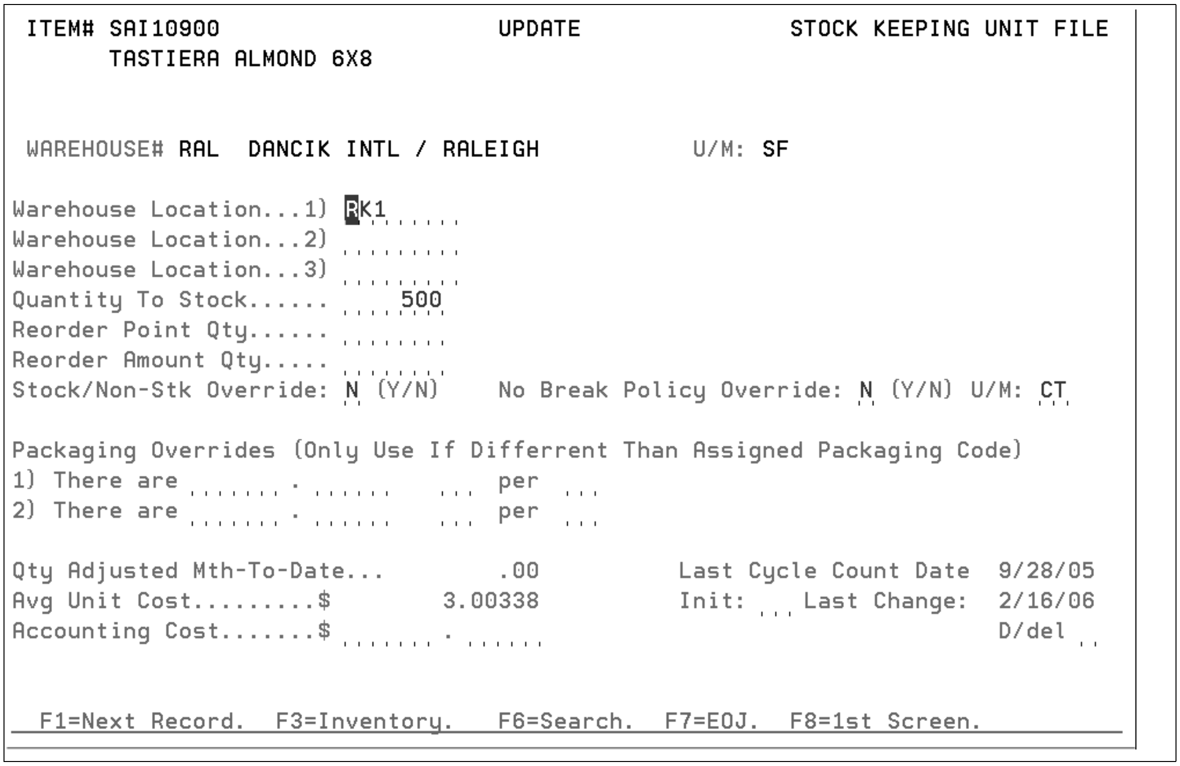
Stock Keeping Units (SKUs) are a combination of an item number, lot number, and warehouse number. Do not confuse The SKU File with the Item File. Each item can have many different SKUs because the item can be stocked in multiple warehouses and come in multiple lot numbers. An item might not have any SKUs. An item that had never been ordered or received would not have an SKU record on the system. The SKU File is automatically maintained by the system, although you can enter records manually. SKU records are automatically set up by the receipts and adjustments programs. You can also use the SKU File to set default bins or locations and to establish SKU level reorder parameters.

1. On the main menu, select option **1 - File Maintenance & Inquiry**.
2. On the File Maintenance & Inquiry screen, enter option **13 - Stock Keeping Unit File**.



3. Enter the item number of the SKU you want to inquire about, update, or add.
4. Enter the **Lot Number** of the SKU, if applicable. Do not confuse lot number with serial number or shade, although you can use lot numbers for shades in some cases. If you use the serial number feature, the lot number is usually left blank.
5. Enter the **Warehouse#** of the SKU you want to inquire about, update, or add.
6. Enter **Action Code A** to add a new record, **U** to update or change record, or **I** or leave blank to inquire an existing record.
7. Enter the **Password**, if necessary.

SKU File Profile Screen



```
 ITEM# SAI10900                    UPDATE              STOCK KEEPING UNIT FILE
       TASTIERA ALMOND 6X8


 WAREHOUSE# RAL  DANCIK INTL / RALEIGH           U/M: SF

Warehouse Location...1) RK1
Warehouse Location...2)
Warehouse Location...3)
Quantity To Stock......      500
Reorder Point Qty......
Reorder Amount Qty.....
Stock/Non-Stk Override: N (Y/N)    No Break Policy Override: N (Y/N) U/M: CT

Packaging Overrides (Only Use If Differnent Than Assigned Packaging Code)
1) There are                       per
2) There are                       per

Qty Adjusted Mth-To-Date...        .00          Last Cycle Count Date  9/28/05
Avg Unit Cost.........$        3.00338          Init:     Last Change:  2/16/06
Accounting Cost.......$                                                D/del


  F1=Next Record.  F3=Inventory.   F6=Search.  F7=EOJ.  F8=1st Screen.
```

Field Name	Description/Instructions
Warehouse Location 1)	The main (default) location in the warehouse for this SKU (eight characters). Leave these location fields blank if you use dynamic locating, in which items are located based on available space rather than reserved locations. For serial numbered items, limit the location to four characters because serial numbered items use a four-character location. The Laminate Cut Selection screen (accessed through CUS 1) checks and then uses these locations to help increase inventory accuracy by ensuring cut pieces are returned to the correct location.
Warehouse Location 2)	Additional location in the warehouse for this SKU. Leave this field blank if using dynamic locations as described above.
Warehouse Location 3)	Additional location in the warehouse for this SKU. Leave this field blank if using dynamic locations as described above.
Quantity To Stock	Optimum quantity to keep onhand of this item at this warehouse. This quantity overrides your entry in the related Product Line File record for this SKU. Leave this field blank unless you want to override the Product Line File entry. This quantity is always expressed in the native unit of measure for this item.

Field Name	Description/Instructions
Reorder Point Quantity	Quantity below which a reorder should be generated. This quantity overrides your entry in the related Product Line File record for this SKU. Leave this field blank unless you want to override the Product Line File entry.
Reorder Amount Quantity	Quantity that should be reordered when the reorder point is reached. This quantity overrides your entry in the related Product Line File record for this SKU. Leave this field blank unless you want to override the Product Line File entry.
Block Back Orders?	If activated, this setting, directs Order Entry (whether the order generation process be manual, ISO, or inbound CMS) to reject the creation of a back order for this item at this warehouse. Order Entry displays an appropriate message, and CMS rejects the order if stock is not available instead of back ordering. The default for this setting is **N** (blank = **N**). A **Y** in this new field is the equivalent of the Item's Discontinue Date being before today, except that this flag can be for specific warehouses only, like discontinuing an item for specific warehouses. If this setting is activated, the system will not backorder the item. Instead the following message is displayed. **Backorder cannot be placed for a discontinued item XXX XXXX X.** If a stocking matrix exists for the item, the SKU file setting for the warehouse coded as the replenishment warehouse is used to determine whether a back order is allowed. The stocking matrix logic is used only when company settings to Force Back Order to Stocking Matrix are active. The normal business case for this feature is to manage the discontinuation of products in a multi-warehouse environment. For example, you may have branches that are out of stock in an item that is being discontinued and you prefer that they no longer sell the product except for what is left in inventory. However, there may be other warehouses that due to the proximity to the supplier or other factors, may still be allowed to back order the product. If you are in a multi-company environment, then it is possible the warehouse belongs to a company that may need to halt back orders prior to another company.
Overrides - Override Fields - These override fields enable you to establish which products are stocked in which warehouse, rather than just a global stock/non-stock flag. You may also have different "no break" policies in different warehouses. An item could allow broken cartons in one warehouse, and require full cartons in another warehouse. Order Entry and ISO will adhere to these warehouse level rules.	

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Stock/Non-Stk Override</td><td>
Y (stock) or N (non-stock) in the Stock/Non-Stock Override Field overrides the Item File Inventory Flag for the purpose of reordering. Leave this field blank if the Item File inventory flag applies to all warehouses. Use this field only when one or more warehouses deviate from the overall status of the item. For example, if you stock an item in all but one warehouse, the Item File Inventory Flag should be set to Y, and the SKU File Flag set to N in the one warehouse. Other warehouse SKU entries should be left blank.
This chart shows how programs will interpret the stock/non-stock flags.
Item File vs. SKU File
Stock/Non-Stock Flag – for Warehouse = Raleigh (RAL):
<table>
<tr><th>Value in Item File</th><th>Value in SKU File</th><th>Result</th></tr>
<tr><td>Y</td><td>Blank</td><td>Stocked in RAL</td></tr>
<tr><td>N</td><td>Blank</td><td>Non-Stock in RAL</td></tr>
<tr><td>Y</td><td>Y</td><td>Stocked in RAL</td></tr>
<tr><td>Y</td><td>N</td><td>Non-Stock in RAL</td></tr>
<tr><td>N</td><td>Y</td><td>Stocked in RAL</td></tr>
<tr><td>N</td><td>N</td><td>Non-Stock in RAL</td></tr>
</table>
SKU file overrides item file, except when SKU file has blank value.
</td></tr>
</table>

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>No Break Policy Override</td><td>
Enter "Y" if the regular NB policy in the ITEM File should be overridden at this warehouse. If you enter Y, and you DO NOT enter a unit of measure in the next field, then the NB policy of the ITEM file will be ignored at this warehouse. If you enter Y, and you enter a unit of measure, then the NB policy uses this unit of measure instead of the Smallest Sales U/M in the item file, for this warehouse.
It is recommended that you activate this field for dimensional products such as ceramic tile.
The following chart shows how you should set the NB policy fields in the Item and SKU files in order to get the results you need in each warehouse.
Item File vs. SKU File
No Break Policy – for Warehouse = Raleigh (RAL):
<table>
<tr><th>Value in Item File</th><th>Value in SKU File*</th><th>Result</th></tr>
<tr><td>NB on CT</td><td>Blank/Blank</td><td>NB on CT enforced in RAL</td></tr>
<tr><td>NB on CT</td><td>Y/Blank</td><td>NB not enforced in RAL</td></tr>
<tr><td>NB on CT</td><td>Y/PC</td><td>NB on PC enforced in RAL</td></tr>
<tr><td>NB on CT</td><td>N/any value</td><td>NB on CT enforced in RAL</td></tr>
<tr><td>No NB policy</td><td>Y/CT</td><td>NB on CT enforced in RAL</td></tr>
<tr><td>No NB policy</td><td>Y/PC</td><td>NB on PC enforced in RAL</td></tr>
</table>
*SKU File has 2 fields: No Break Policy Override:__(Y/N) and U/M: __
</td></tr>
<tr><td>U/M Override</td><td>
This field contains the U/M that is treated as the Smallest Sales U/M for this item, at this warehouse only - if the previous field = Y.
If you enter Y in previous field, and you DO NOT enter a unit of measure here, then the NB policy of the ITEM file will be ignored at this warehouse. If you enter Y, and you enter a unit of measure, then the NB policy will use this unit of measure instead of the "Smallest Sales" U/M in the item file, for this warehouse.
</td></tr>
<tr><td>Packaging Overrides</td><td>
Use these fields only if the packaging information for this particular SKU is different from the Packaging File for this item. For example, enter CT per PA if the cartons per pallet is different from other lot numbers of the same item. These fields will temporarily add to or replace entries in the normal packaging fields when this SKU is processed.
</td></tr>
</table>

Field Name	Description/Instructions
Qty Adjusted Mth-To-Date	You cannot update this field. It displays the quantity adjusted via cycle counts or adjustments in the current month.
Avg. Unit Cost	You cannot update this field. It displays the current average unit cost for this SKU (this item/lot number at this warehouse only). If this is a serial numbered item, this is the average cost of all serial numbers in this warehouse or lot number for this item.
Accounting Cost	The value in this field overrides the accounting cost entered in the Cost File. Accounting cost should be used for recording LIFO costs, but can be used to store any alternative costs. These costs are controlled by the accounting department, and are never automatically updated by the system. These costs can be used by the Inventory Value reports.
Last Cycle Count Date	You cannot update this field. The date shown here is the date on which the last cycle count was processed for this SKU. This field is updated by the Cycle Count system, or when an adjustment is entered with code C for cycle count.
Init	Enter your initials here when you have finished updating or adding this record.
Last Change	This field is not accessible. The date shown here is the date on which the last change was made to any of the input fields displayed on the SKU Profile screen for this record.

The following table describes the function keys for this screen.

Function Key	Description
F1	Go to the next SKU file record without going back to the first screen. This is helpful if you are updating or viewing record by record within the SKU File. Press **F1** to enter the current screen and then display the next record in the SKU File.
F3	Go to the SKU File SKU File Inventory Screen.
F6	The SKU Search Screen is designed to quickly view reorder and location parameters assigned at the SKU level. The search may be started from any point by entering all or part of an item number. Leave the Warehouse field blank to display all warehouses. Enter a specific warehouse in order to limit the search to that warehouse. You can use this screen to update all underlined fields, assuming you have entered action code U for update, and the appropriate password. You can only update the underlined fields by entering or clearing values and pressing Enter.
F7	End the job and return to the File Maintenance screen .
F8	Return to the SKU File Entry screen.

SKU File Inventory Screen

Access the SKU File Inventory screen by pressing **F3** on the SKU File Profile Screen.

```
ITEM# ARM72224159                 INQUIRY            STOCK KEEPING UNIT FILE
      GAURANTEED TRADITIONS
      9 X 12 KITS

WAREHOUSE# MAN  CITY WAREHOUSE                  U/M: KT


        ***  INVENTORY STATUS & FISCAL YEAR STATISTICS  ***

Beginning Of Yr Onhand.          .00           Avg Cost....$       7.66923
Received Yr-Dt.........        50.00           Last Cost...$        .00100
Manufactured Yr-Dt.....          .00           Base Cost...$        .00100
Shipped Yr-Dt..........        20.00           Frt Cost....$        .00000
Adjusted Yr-Dt.........         4.00-          Value Onhand$        199.40
ON HAND ...............        26.00
ALLOCATED .............          .00
ON ORDER ..............          .00           Available....         26.00

Date Of Last Order.....     11/06/98
Date Of Last Receipt...      8/26/98



F2=Main SKU File Screen.   F6=Search.   F7=EOJ.    F8=1st Screen.
MA     a                MW                                           01/001
```

Field Name	Description/Instructions
Beginning of Yr Onhand	Amount available at the beginning of the year.
Received Yr-Dt	Amount received year to date. Yr-Dt always refers to the current fiscal year-to-date.
Manufactured Yr-Dt	Amount manufactured year to date. Yr-Dt always refers to the current fiscal year-to-date. Manufactured Yr-Dt is entered only if your company manufactured this SKU and you have an interface to your manufacturing program.
Shipped Yr-Dt	Amount shipped year to date. Yr-Dt always refers to the current fiscal year-to-date. Shipped indicates invoiced.
Shipped Yr-Dt	Amount shipped year to date. Yr-Dt always refers to the current fiscal year-to-date. Shipped indicates invoiced.
Adjusted Yr-Dt	Amount adjusted year to date. Yr-Dt always refers to the current fiscal year-to-date. Adjusted Yr-Dt displays a positive number if it increased inventory, and a negative number if it decreased inventory.
ON HAND	The quantity physically existing onhand for this item in this warehouse.

Field Name	Description/Instructions
ALLOCATED	Allocated equals the quantity reserved on customer orders. Temporary holds are not included in this figure.
ON ORDER	On order is the quantity scheduled (on purchase orders).
Date of Last Order	The date of the last customer order for this item at this warehouse.
Date of Last Receipt	The date of the last receipt into inventory for this item at this warehouse.
Avg. Cost	Average cost is the average unit cost of the onhand quantity for this SKU. A true weighted average is used. If this is a serial numbered item, then the average cost is for all serial numbers onhand in the warehouse and lot for this item. Do not confuse lot with serial number; multiple serial numbers can be in one lot number.
Last Cost	Last cost is the unit cost of the last receipt for the SKU. It is the last landed cost.
Base Cost	Base cost is the base (material) portion of the last cost.
Frt Cost	Freight cost is the freight portion of the last cost.
Value Onhand	Value onhand indicates average cost multiplied by quantity onhand.
Available	Available equals the quantity onhand less the quantity allocated.

Chapter 15

Vendor File - FIL 14

The Vendor File contains information about your vendors. It primarily consists of information that is used by the Accounts Payable system. The file supports GL account branch and cost center information as well as terms and discontinue date information.

Vendors are distinguished from suppliers, and are kept in a separate file. Suppliers sell material that is considered inventory. Vendors sell products and services that are considered expenses or non-inventory assets.

1. On the File Maintenance & Inquiry screen, select option **14 - Vendor File**.
2. On the Vendor File Entry screen, enter the six-digit number of the vendor you want to add, update, or inquire about.

Note: *The vendor number is a six-digit numeric field. We recommend that vendor numbers are assigned so that when vendors are listed in numerical order by vendor number, they will also be in alphabetical order. Leave a span of numbers for each letter so that there will be at least ten unused numbers between each vendor when the file is initially established. Thereafter, new vendors can be easily inserted in place. Alphabetize by the key name. For example, American Express under A or Joe Smith under S.*

3. Enter **Action Code A** to add a new record, **U** to update or change a record, or **I** or leave blank to inquire about a record.
4. Enter the **Password**, if required.

5. Press **Enter**.

```
VENDOR# 001360                     INQUIRY                          VENDOR FILE

                    Name  IBM CORP/S.F.
                    Addr1 P.O. BOX 61000
                    Addr2 DEPT 1896
                    City  SAN FRANCISCO
                    State CA Zip 94161 0000 Ctry
                    Phone#... 000 000 0000  Fax# _______________

Contact................ __________
Policy Codes........... __ __ __
Default Expense Acct#.. 05713
Default Cost Center....       DATA PROCESSING
Default Branch.........
Default Payment Terms.. 00000 % Disc, 000 Days.
Discontinue Date....... 000000   Hold/Force#............ 00
Comments... ______________________________    * F5=Notepad *        D/Del: _

 OPEN A.P.$ _________.00  Paid Yr-To-dt $ ______480.00  Last Yr $ _________.00

 F1=Alternate Address.       F6=Search.        F7=EOJ.   F8=Screen 1.
MA    a                    MW                                            01/0
```

Field Name	Description/Instructions
Name	Name of the vendor.
Addr 1	Address for the vendor.
Addr2	Additional line for address information.
City	City in which the vendor is located.
State	Abbreviation for the state or province in which the vendor is located.
Zip	Five- or seven-digit zip code of the vendor.
Ctry	If the vendor is located in a foreign country, enter the two-character code of the country.
Phone #	Telephone number of the vendor.
Fax #	Complete fax number of the vendor, including the international dialing sequences.
Contact	Name of a contact person at the vendor's location.

Field Name	Description/Instructions
Policy Codes	Used to trigger special processing or identifying certain vendors or situations. These can be user-assigned, or assigned by Dancik International. • **DU** - Causes the vendor number to automatically stay on the screen in the Enter Payables program. Use this code for vendors that have many bills entered at the same time. It will save keystrokes for the A/P entry clerk. • **RV** - Restricted View. Requires a high-level password to view or update records. Use this policy for confidential records such as payroll. Make sure your system administrator has set up two different passwords: high-level and low-level. The passwords are set up using program keyword VEND01. • **1C** - Causes the check writing program to issue a separate check for each invoice from that vendor. • **99** - To signify that this vendor should get a Form 1099 at the end of the year. • **AD** - Allows duplicate invoices numbers to be accepted within the Accounts Payable system. This code can be useful when dealing with vendors such as the phone company which can use the account number as an invoice number. In this situation, the same invoice number would repeat every month. Unless this code is entered the system does not allow duplicate invoice numbers.
Default Expense Acct#	Expense account number for the vendor. See Chart of Accounts for full listing. Each time an invoice for this vendor is entered in the Accounts Payable system, the default expense account number appears automatically. If multiple expense accounts are used for a vendor, enter the most frequently used expense account or leave this field blank.
Default Cost Center	If you use the cost center for accounting purposes, and this vendor's invoices are always charged to the same cost center, enter that cost center code here. If a cost center is entered here, it automatically appears on the Accounts Payable input screen whenever invoices are entered for this vendor.
Default Branch	The **Default Branch** field is automatically inserted into the **Branch** field of the Enter Payables Program when entering vouchers.
Default Payment Terms	Enter the terms of payment that are allowed for the vendor. You can enter a percentage discount and the number of days due. For example, enter 00200%, 015 days to indicate 2% for 15 days.

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Disc, Days.
Net Days</td><td>This field, displayed only if the System Wide Setting - Options for Accounts Payable is activated, gives you flexibility over two tier terms. Two tier terms have 2 due dates - one to get the discount, and a final “net due” date. For example, if a supplier’s terms are “2% 15 Days, Net 30”, then the AP system initially sets the due date at 15 days from the invoice date. With two tier terms activated, if the invoice is not paid by the due date, then the due date is changed to 30 days from the invoice date.

If you enter terms, then in Accounts Payable when you enter the invoice from this Vendor, the terms are pulled from the respective files. You can override the terms in Accounts Payable.

The following are some examples of how these settings work:
• 2.00% 15 Days, Net 30 = discount is available until 15 Days, thereafter the due date is 30 days.
• 2.00% 15 Days, Net __ = discount is available until 15 Days, and due date remains as 15 days.
• 0.00% 30 Days, Net __ = no discount is available and due date is 30 days.
• 0.00% 15 Days, Net 30 is an error, because if there is no discount, the net days should be zero

Note: Only enter the Net Days field if there is a discount, and the net days is greater than the discount days.</td></tr>
<tr><td>Discontinue Date</td><td>Enter the date on which you have or will stop doing business with the vendor, if applicable.</td></tr>
<tr><td>Hold/Force#</td><td>This field is used by the Accounts Payable application for controlling automatic payments. Refer to the Accounts Payable Runbook for more details.</td></tr>
<tr><td>Comments</td><td>Additional information about comments on the vendor (up to 30 characters). Press F5 to go to the notepad if additional space is required.</td></tr>
<tr><td>Group</td><td>This field allows you to assign a vendor to a group. A Vendor group provides another level of organization of payments. For example, you can group vendors by the type of product or service they provide, and generate checks by group. You can set up groups for installers, import suppliers, domestic suppliers, etc.

Note: Supplier/Vendor groups are established via ACT 120.</td></tr>
<tr><td>D/Del</td><td>Enter D in this field to delete this record, if the security and other restrictions on your system allow.</td></tr>
<tr><td colspan="2">The following fields are not accessible for update. The information in these fields is obtained from the Accounting System.</td></tr>
<tr><td>Open A/P$</td><td>Accounts payable amount currently open for this vendor.</td></tr>
</table>

Field Name	Description/Instructions
Paid Yr-To-Dt	Amount paid to this vendor in the current fiscal year. *Note: Paid Yr-to-Dt total is an accumulation of checks recorded through AP 1 or AP 8, and checks issued through AP 105.*
Paid Last Year	Amount paid to this vendor in the last fiscal year.

The following table describes the function keys for this screen.

Function Keys	Description
F1	Go to the Alternate Address screen. The alternate address can be printed on accounts payable checks or simply stored here for reference. The main vendor address is the address to which purchase orders should be mailed. Enter **Y** on this screen to use the alternate address as the remittance address on payments to the vendor.
F5	Go to the Vendor Notepad screen.
F6	Search for vendor numbers.
F7	End the job and return to the File Maintenance Menu.
F8	Return to the Vendor File Entry screen.

Chapter 16 Shipto File - FIL 15

You can use the Shipto File to store information about alternate locations to which you can ship merchandise for customers. Enter shipto records only for customer locations that you ship to regularly. You can enter one-time shipping destinations directly into the Order Entry Program. If the only shipping address for a customer is the address that is in the Billto File record, you don't need to enter shipping records for that customer.

In most cases, customers with multiple stores or locations will have multiple Billto File records created, and not necessarily multiple shipto records. We recommend using multiple Billto records whenever applicable, because this allows greater flexibility than shipto records. For example, Billto records can each have separate pricing structures. Shipto records do not provide as many features. Billto records can also be linked together using the chain code and **A/R Account#** fields. The Shipto File should be used primarily to provide street addresses when the related Billto File record contains a post office box.

1. On the File Maintenance & Inquiry screen, select option **15 - Shipto File**.
2. On the Shipto File, enter the **Company#** and **Account#** of the customer whose shipto record you want to add, update, or inquire about.
3. Enter the six-digit **Shipto#**. Each customer can have up to one million shipto addresses. We recommend that you use shipto number 500 as the first shipto number for each customer, and continue with shipto number 501, 502, and so on, as needed. There is no functional difference between shipto number 500 and other shipto numbers.
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 a record.
5. Enter the **Password**, if required, and press **Enter**.

6. On the Shipto File Profile Screen, review, update, or enter information into the fields as necessary.

```
ACCOUNT## 201234 SHIPTO# 006059   UPDATE                       SHIPTO FILE

                     Name  PARKERSBURG PUBLIC WAREHOUSE
                     Addr1 467 PARKERTOWN BLVD
                     Addr2
                     City  SQUAWREDD
                     State TX Zip 81345 0000 Ctry

                    Phone Number ................. 000 000 0000
                    Phone Number ................. 000 000 0000
                    Truck Routing Override........ M1 __ __
                    Warehouse Override...........  ___
                    Ship Via Override............  __
                    FOB Code Override............  _
                    Salesperson# Override........  JOE
                    Invoice To This Address? (Y/N) N

          ACCOUNT NAME........ FLOORING INTERIORS, INC.           D/del _


          F6=Search.        F7=EOJ.        F8=Screen 1.
MA    a                  MW                                         04/027
```

The following table describes the fields on this screen.

Field Name	Description/Instructions
Name	Shipto location name.
Addr1	Shipto location address.
Addr2	Additional line for address.
City	Shipto city.
State	Shipto state or province code.
Zip	Shipto zip codes.
Ctry	If the shipto address is outside of your country, enter a two-character country code. A list of country codes is available on the Master File Listings Menu.
Phone Number	Shipto telephone number or numbers. Two fields are provided for telephone numbers.
Truck Routing Override	This field overrides the truck routing code in the Billto File. It is a user-defined field to aid in grouping deliveries. The truck route must be a valid truck route for the overriding warehouse. A truck route consists of three two-character fields, Truck Route, Stop, and Run Number. *See the note below for detailed information on the hierarchy of the override fields.*

Field Name	Description/Instructions
Warehouse Override	Shipping warehouse for this Shipto address. If an override warehouse is entered, a valid truck route should also be entered, if applicable. Overrides the shipping (header) warehouse assigned during order entry. *See the note below for detailed information on the hierarchy of the override fields.*
Ship Via Override.	Ship Via code for this Shipto address. Overrides the Billto File Ship Via code assigned during Order Entry. *See the note below for detailed information on the hierarchy of the override fields.*
FOB Code Override	FOB code for this Shipto address. Overrides the Billto File FOB code assigned during order entry. *See the note below for detailed information on the hierarchy of the override fields.*
Salesperson# Overrride	You can use this field to override the salesperson number for this customer. If the salesperson number in the Billto File is left blank, this salesperson number is picked up by the Order Entry program. It can also be overridden at that time. If you assign multiple salespersons to a single customer based on product, a salesperson number entered here overrides the salesperson for all products when this shipto record is used.
Invoice to This Address?	Enter **Y** if invoices for product shipped to this address should also be sent to this address. Usually, invoices are sent to the address in the Customer Billto File regardless of shipto destination. Entering **Y** in this field causes the shipto address to appear in the Billto column of the invoice.
D/Del	Enter **D** in this field to delete this record.

Note: The hierarchy of these fields, when assigned during order entry, is shown below:

1. The Billto File warehouse, Ship Via, Truck Route, and FOB fields are retrieved by Order Entry for the header of each order.
2. If a shipto number is specified in the Billto File or on the order header, the respective Shipto File fields, if not blank, override the Billto File fields.
3. If a user's workstation Control Panel contains a non-blank Ship Via or FOB code, the Control Panel values override both the Billto and Shipto values. Typically, these codes would only be set on the Control Panels where counter sales are made.
4. Truck routes are only retrieved by Order Entry if the ship via code on the header represents a delivery. A Shipto File truck route overrides a Billto File truck route.

You can use the shipto override fields to effectively handle third-party installer addresses, and national account consolidation centers.

Shared Shipto Addresses

Shipto numbers 900000 - 999999 are designated as special shared shipto addresses when entered for account number 00001. When entering orders for any account, you can enter a shared shipto number (900000 - 999999) and access these shared addresses. Shared addresses might include a freight forwarder's address, a re-manufacturing location, or a job sight that multiple customers are servicing. To create a shared shipto address, enter a company number, account number 00001, and any shipto number from 900000 - 999999.

Chapter 17

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**.

Field Name	Description/Instructions
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.
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.

Chapter 18 Messages File - FIL 17

You can use the Messages File to enter messages and information to print in the lower left-hand corner of certain documents. You would not use this file with documents that have preprinted information in on that part of the document. The messages can be different for each type of document, company, and branch. You can also use this file to enter messages to print on documents for specified customers. Customer messages print in the body of documents before the first line item. You use document codes to enter messages that print on specified documents, and customer message codes to enter messages that print only for specified customers.

The message file works as follows:

- Documents first check for message for a **Company#** number plus **Ord Type**.
- If no message is found (or if message is blank or deleted), then the document checks for a message for that **Company#** plus **Ship Via**.
- If no message found (or if message is blank or deleted), then the document checks for Message for that **Company#** plus **Branch**.
- Only messages for the respective **Document Code** print.
- Usually branch messages are general in nature, such as holiday greetings and reminders about policy changes. Messages related to Ship Via codes or Order Types should convey specific information pertaining to these codes.
- Companies that install materials may need to have a special message appear on orders with "install" as the ship via method.

1. On the File Maintenance & Inquiry screen, select option **17 - Messages File**.

2. On the Messages File Entry screen, enter the one-digit **Company#** for the company whose messages you want to add, update, or inquire about.

```
                    MESSAGES FILE / MESSAGES FOR DOCUMENTS


              Document Codes: PL = Pick & Pack List
                              PO = Purchase Order
                              IN = Invoice
                              PS = Point-Of-Sale Invoice
                              AK = Order Acknowlegment
              Cust Msg Codes: C1-C9 & CA-CZ for Orders/Invoices



      Action Codes: A (Add New Record) U (Update Record) I (Inquiry)
                      MASTER FILE MAINTENANCE, ENTRY, AND INQUIRY

                        Enter Company#....... 2
                        Enter Branch#........ ___ or Ship Via __ or Ord Type _
                        Enter Document Code.. __  (PL,PO,IN,PS,AK,CC)

                            Enter Action Code

                               F6=Search
                                F7=EOJ
                               Password
```

3. Enter one of the following:
   - Enter the three-character **Branch#** for the branch whose messages you want to access or create.
   - Messages based on **Ship Via** code - These messages can apply to pick lists, order acknowledgements, purchase orders, invoices, and packing lists. These messages override Branch messages if both types are found for any one document.
   - Messages based on **Order Type** - These messages override both Branch and Ship Via code messages.
4. If you are creating a document message, enter the appropriate code for the document on which you want messages to print.

   Enter **PL** for pick list, **PO** for purchase order, **IN** for invoice, **PS** for point-of-sale invoice (F9), or **AK** for order acknowledgement. If you are creating a customer message code, enter a two-character code beginning with **C**. For example, **CA** - **CZ** or **C0** - **C9**. Customer messages print on pick lists, order acknowledgements, and invoices.
5. Enter **Action Code A** to add a new record, **U** to update or change an existing record, or **I** or leave blank to inquire about an existing record.
6. Enter the **Password**, if required, and press **Enter**.

Note: *Document messages print each time you print a selected document. They print in the lower left-hand box of the regular invoice or order form. For example, to create a pick list message for company number 0, branch NYC, enter* **0**, **NYC**, *and the document code* **PL**.

The message will appear on all pick lists for company number 0 and branch NYC. Customer messages print only if the message code is assigned to a customer. To assign a message code to a customer enter the second character of the customer message code in the **Msg** *field of the customer's Billto File record. For example, enter* **2** *in the* **Msg** *field of the Billto File if you want customer message C2 to print for the customer. Customer messages print in the body of the document (pick list, invoice, or order acknowledgement) before the first line item.*

7. On the Messages File Profile screen, review, update, or enter the message and other fields, as necessary.

```
MESSAGE FOR Order Acknowledgment     INQUIRY                     MESSAGE FILE

 Company# 2  Shp Via CS      CONTAINER SHP


 Line 1: This order is subject to delays of the container ship lines
 Line 2: that we will use to ship to you. Thank you for your cooperation.
 Line 3:


        Last Change:  7/02/05                                     D/del _


       F6=Search.          F7=EOJ.           F8=1st Screen.
```

The three lines available for your message text are roughly equal in size to the lower left-hand boxed area of the multi-purpose invoice/pick list form.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Line 1, 2, or 3	Three 66-character lines for terms and conditions, holiday greetings, or to define areas for fields not provided for on the form, such as the driver's name. These lines fit in the lower left-hand corner of the multi-purpose form. Make sure your pre-printed forms do not have pre-printed information in the message area.
Last Change	Date the record was last updated.
D/Del	**D** in this field indicates that the record will be deleted.

Field Name	Description/Instructions
Is this a COD/CASH Message	Enter a **Y** in this field of you want this message to print only on applicable customer COD or CASH documents. Enter **N** in this field if you want this message to print on customer documents for customers coded with this message number. Message numbers are entered in the Billto File. You can use this feature to automatically suppress this message when a COD or CASH customer has an order or invoice without COD or CASH terms. For example, if a customer is coded for the message shown above, and a credit manager changes the order from COD to open account, the order will not contain this message.
Is this a FLOOR PLAN message	This field is for customer messages that are applicable to Floor Plan invoices. Entering **Y** if you want the message to appear only on Floor Plan invoices. Enter **Y** only if you want to restrict this message to Floor Plan invoices for customers assigned to this message code.

A sample Order Acknowledgement is shown below. Notice the message in the lower left hand corner.

```
ORDER / SALES RECEIPT                                                    7/07/05  13:02   PAGE  1

                                                                             ORDER#
                                                                             416654

    BILL TO:                          SHIP TO:                          REMIT TO:

    WILLIAMS FLOORS, INC.             WILLIAMS FLOORS, INC.             DANCIK INTERNATIONAL, LTD.
    952 MAIN STREET                   952 MAIN STREET                   2000 CENTREGREEN WAY
                                                                        SUITE 201
    PEEKSKILL            NC 27513     PEEKSKILL            NC 27513     CARY             NC 27513-6093

ORDER DT--DATE REQ--SHIP VIA------F.O.B.--------ACCOUNT#---CUST P.O.#/JOB----TERMS--------ORDER REFERENCES--
 7/07/05   7/08/05  CONTAINER SHP WAREHOUSE      200200   1233           2% 10, NET 30     001/1023923/  DP
                                                                                            LP/RAL/

LINE#----ITEM#-------------DESCRIPTION-----------------SHIP DATE--QTY ORD----U/M-----UNIT PRICE-----PRICE-

0010 SAI10900             TASTIERA ALMOND 6X8            7/08/05   303.33     SF         4.290    1301.29
                          Today's Payment(s):            7/07/05
                          Cash                      $   1,327.32

                                                                           TOTAL PRICE $    1,301.29

ORDER / SALES RECEIPT     919-677-0005             FAX# 919-677-1122
                                                                      WAKE COUNTY 2% $       26.03
This order is subject to delays of the container ship lines             TOTAL AMOUNT $    1,327.32
that we will use to ship to you. Thank you for your cooperation.             Deposit $    1,327.32
                                                                         Balance Due $         .00
```

Chapter 19

Customer Special Price File - FIL 18

You can use the Customer Special Price File to enter special prices, which override the standard pricing set up in the Customer, 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.

Note: *Special customer pricing overrides specific price (P) promotions, but not promotions that are based on percentage (%) discounts or price allowances ($). Percentage discount and price allowances/promotions can be used for funds and the system is designed to pick up Fund %s.*

You can accomplish most special pricing in the Promotional Pricing File. Some pricing functions can be accomplished using either file. In those cases, the Promotional Pricing File operates more efficiently. 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.

1. On the File Maintenance & Inquiry menu, select option **18 - Customer Special Price File**.
2. On the Customer Special Price File Entry screen, enter the **Account Number** of the customer whose special pricing file you want to add, update, or inquire about.
3. Do one of the following:
    - If you are entering a new record, enter **001** in the **Page#** field. We recommend always starting with page 001. Each account can have up to 999 pages of special price information.
    - If you are updating or inquiring about a record, enter the **Page#** you want to update or review.
4. Enter the password, if required, and press **Enter**.

5. On the Customer Special Price File Profile screen, add, update, or review the information in the fields, as necessary.

```
 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 00 50-  ______ . ___ ..
                                                  qty/from: .......  to: .......
 1 MAR                     ___  .........  10105  123106 0  50-  ______ . ___ ..
                                                  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.



   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**.

After you finish reviewing, adding, or updating information in the fields, press **Enter**. If the system detects no errors, the message **ENTRY ACCEPTED** is displayed. Otherwise, an error message is displayed. Correct the error and press **Enter** again.

Note: *When entering special price lines, try to enter the most specific prices first, and most general last. For example, if a customer gets 5% off on a certain manufacturer's products, but an additional 5% off of on one of the same manufacturer's items, then enter the special discount item first (at 10% off), followed by the special manufacturer discount (5%). The application always uses only the first applicable special price it finds. Therefore, the way in which you sequence the Customer Special Price File entries is extremely important. You can use this feature to design printing strategies that differ from those in the Promotional Pricing File, which always retrieves the best applicable price for the customer.*

Classification Codes File - FIL 19

You can use the Classification Codes File to define codes for classifying customers, items, and other functions. The system automatically tracks each category in all strategic management categories such as sales, gross profit, average order, and number of credits. This program includes an on-screen list of the available categories, the ability to search through all established codes, and sales analysis screens for each code.

The Classification Codes File includes many different types of categories, so you can access statistics on-line instead of running reports.You need define all of the user-defined categories, whereas the program includes some system-defined categories

1. On the File Maintenance & Inquiry screen, select option **19 - Classifications Code File**. The Classifications Codes File Entry screen shows a complete list of available categories. You can create codes for each category according to the requirements of your business.

```
 C O D E S   &   C L A S S I F I C A T I O N S
 Enter Category........ _
 Enter Class/Code...... ___  (leave blank for list)
 Enter Action Code..... _    (A,U,I, or Blank)
 Enter Company#........ 0    (for sales analysis)
 Enter Branch ___ Tran Typ _ (sales analysis/blank for all)   Password: .......


       CATEGORIES:   CT / Customer Type      I1 / Item Class 1
                     PL / Price List Cd      I2 / Item Class 2
                     RG / Region             I3 / Item Class 3
                     CH / Chain              TC / Trim Class
                     SV / Ship Via           WC / Wear Code
                     FB / F.O.B.             MP / Marketing Prgm
                     LG / Language           DT / Display Type
                     TT / Transactn Type     CL / Commodity Level
                     RN / Restriction Cd     PM / Pricing Method
                     CC / Credit Code        WS / Work Station ID
                     OP / Operator Init      FC / Freight Class
                     TR / Truck Route        RC / Reorder/Buying Cat
                     QB / Qty Break Group    EU / End User Category


 F4=Sales Analysis.  F5=Notepad.  F7=EOJ.  F8=List Categories.  Roll Up/Back.
MA    a                 MW                                              02/025
```

2. Enter a two-character **Category Code** as listed on the lower part of the screen.
3. To add or change a record, or to display more detail about information such as sales and gross, enter the specific code you have assigned within each category in order. Leave this field blank and press **Enter** to display a list of codes for the designated category.
4. Enter **Action Code A** to add a new record, **U** to update a record, or **I** or leave this field blank to inquire about or view a record.

5. If you are inquiring about a record:
   - Enter the **Company Number** if you have more than one company.
   - Enter the **Branch Code** to see the sales analysis for that branch, or leave blank to see the sales analysis for all branches.
   - Enter the transaction type or leave blank for all transaction types. Enter **I** for inventory only. Enter **D** for direct ships only. Enter **S** for special orders only. **S** type sales are also included in the **I** type statistics, since special orders pass through inventory. Enter **C** for inter-company sales only.
6. Enter the **Password** if applicable:
   - No password is required for inquiry of the list of codes and their meaning.
   - You can enter a low-level or high-level password to view sales analysis statistics. However, you cannot view gross profit statistics with a low-level password.
   - A high-level password is required for viewing gross profit statistics or for updating or adding to the file.
7. Press **Enter.** If you are adding or updating records, the Classification Codes Profile screen appears.

Following is a list of actions and their associated commands.

Action	Command/Instructions
To see a list of all codes in a category	Enter the two-character category codes, leave the **Class/Code** field blank. Press **Enter**.
To see sales analysis of a code	Enter the two-character category code and one of the classes or codes in that category. Leave the **Action Code** field blank and press **Enter**. You can also enter a company number, branch or warehouse number, or transaction type code to further refine the sales analysis shown.
To add a new code to a category	Enter the two-character category code. Enter the new code in the **Class/Code** field and enter **A** in the **Action Code** field.
To update the description of an existing code	Enter the two-character category code. Enter the class or code you want to update. Enter **U** in the **Action Code** field.
To add or update notes about an existing code	Enter the two-character category code. Enter the class or code you want to update. Enter **U** in the **Action Code** field. Press **F5** instead of **Enter**.

The following table describes the category codes:

Category	Description

CT/Customer Type	Examples include **CO** for contractor, and **HC** for home center. A code is assigned to each customer in the **Customer Type** field of the Billto File. Try to create codes to represent the important differences between the customers in your marketplace. For example, avoid using codes that would combine very different types of customers. Color Tile and Home Depot could both be coded as national accounts and chain stores, but would be better differentiated as *National Floor Covering Chain* and *Home Center Chain*. The following Customer Type codes are entered when the system is initially installed and should remain as shown below to ensure consistent and proper use of the system. • **IC** - Intercompany Account. This code triggers special processing for inter-company sales. • **EM** - Employee Account. This code is used primarily in EDI mapping to identify employee sales. • **IN** - Internal Use Account. This code identifies special system use accounts such as the purchasing and stock transfer accounts.

<table>
<tr>
<td>PL / Price List</td>
<td>
These two-character codes represent different price lists you maintain on the system. For example, you could use DL for dealer price list or BL for builders price list. Avoid using the following price list codes when creating price list codes, because they represent pre-programmed pricing options on the system that can be specified where ever a price list can be specified.
SC - Standard cost (landed cost includes freight)
LC - Last cost (the landed cost of the last receipt per SKU and warehouse)
AC - Average cost
BC - Standard base cost (excludes freight)
LP - List Price. This code must be created on all systems and is set up by Dancik International when systems are installed.
L0 - L9 are reserved by List Price system.
99 - Restricted from buying. Assigning this code, for all or a specified product, restricts the customer from buying those products. When this code is assigned, the Order Entry program displays this message: Customer cannot buy this product.
Examples of price list numbers you can create:
C1 - Contractor level 1 price list
C2 - Contractor level 2 price list
KD - Key dealers price list
NC - North Carolina price list
To create a new price list tied to a currency, enter the new price list code in the Enter Class/Code field and an A in the Action Code field. After pressing Enter, the following screen appears.
<pre>
 C O D E S   &   C L A S S I F I C A T I O N S

    Price List Cd   E1   *ADD*

        Description: PRICE LIST FOR EUROS

      Default currency code to display in Price File for this Price List# EU
</pre>

Enter a description and a currency code. In order for the system to convert currencies, the code entered must be included in the Currency Code/Exch Rate Table.
The default currency code is for display purposes only in the Price File (FIL 9). All prices are still always stored in your home currency.

</td>
</tr>
</table>

RG/Region	These two-character codes represent geographic regions in which your customers are located. These codes are separate from, and in addition to, codes for state and country, and from zip codes, and county numbers. A region code can be assigned to each customer in the Billto File. Region codes can be used for sales analysis, mailing lists, and for assigning promotional pricing.
CH / Chain	These three-character codes represent chain stores and other multi-location accounts, or groups of accounts. For example, JCP for JC Penney. Assign chain codes to all account numbers in each chain using the **Chain** field in the Billto File. You can use this feature creatively to link customers that are not technically considered chains. When you create a chain, you can analyze sales for the chain, as well as the individual customers included in the chain.
SV / Ship Via	These two-character codes represent shipping methods. These codes are used in Order Entry. They also display throughout the shipping and credit processes. Default ship via codes can be entered into the Billto File and into the Work Station Control Panels. Suggested entries include: **CC** - Common carrier **CF** - Consolidated freight **OT** - Our truck **PS** - Pick up showroom **PW** - Pick up warehouse **RO** - Rush order **UP** - UPS Regular **U1** - UPS Next Day **U2** - UPS 2nd Day Air **WC** - Will call Each time you add a code for Ship Via, this program asks **Does this ship via code represent a pick up or will call?** If you enter **Y**, this field works with the Warehouse Tax File codes for will call/pick up orders. If ship via is entered in Order Entry and that ship via contains a **Y** in this field, and if the header warehouse has tax rates that relate to that warehouse, the tax rates in the Warehouse File are used instead of those in the Billto File. This applies only to taxable orders. When creating ship via codes, you can also enter special information for freight carriers. The setting **Prevent changes by Remote-Access Accounts** prevents users from changing the ship via code from remote applications like Decor 24.

FB / F.O.B. Code	These one-character codes represent the FOB and shipping freight terms. This code is used in Order Entry. Default FOB codes can be entered into the Billto File and into the Work Station Control Panels. Suggested codes include: **C** - Customer's warehouse **F** - Factory **P** - Port of entry **W** - Our warehouse **1** - Freight collect **2** - Freight prepaid **3** - Freight bill to follow We suggest that you abbreviate these descriptions as much as possible. Only the first 14 characters can fit on most documents. Always use the FOB code to note whether freight is prepaid or collected on common carrier shipments.
LG / Language	These one-character codes represent languages in which your special instructions for items and customers are entered or printed. A code is assigned to customers using the **Language** field in the Billto File. Each customer can be coded as speaking a language which, when applicable, will be chosen when information entered in multiple languages print on pick lists, invoices, and so on. Refer to information about the Special Instructions screens in the Item, Manufacturer, Product Line, and Billto Files. Create language codes only if you will enter information in more than one language. Suggested codes include: **E** - English **F** - French **I** - Italian **S** - Spanish
TT / Transaction Type	These one-character codes are defined by the system. You can not create transaction type codes. These codes define the type of transactions available to the Order Entry, Sales Analysis, and Pricing modules. These codes should be included when your system is initially installed. They include: **C** - Intercompany sales **D** - Direct shipments **I** - Sales from inventory **M** - Mill direct billing. This code is not used at this time. Use D instead. **S** - Special orders Sales statistics are automatically gathered for each of these codes. Different prices and costs can be maintained based on transaction type.

RN / Restriction Cd	Restriction codes are system-defined codes used primarily for pricing. You can not create restriction codes. **R** - Roll price (rolled goods only) **C** - Cut price (rolled goods only) **B** - Roll balance (rolled goods only). Translates to R for pricing and statistics. **M** - Management authorized sale price or mid-price (any goods) **T** - Truckload Pricing **L** - LTL (less than truckload) pricing **P** - pallet pricing **U** - unit pricing (used for other miscellaneous unit pricing such s container pricing **X**, **Y**, **Z** - User Defined - To enter a definition, enter the code in the **Enter Class/Code** field, a **U** in the **Enter Action Code** field, and a **Password**. The screen that appears after pressing **Enter** lets you define the code. Sales analysis statistics are automatically gathered for these codes, so you can monitor roll vs. cut business, and your use of the management authorized sale price feature. These codes are used in the Order Entry system to retrieve prices. If you use the **3** price option (roll/cut/balance) for rolled goods, then **M** is the mid/balance price.
CC / Credit Code	These one-character codes represent types of credits or reasons for credits that are used by Order Entry and Invoicing. You must enter a credit code whenever a credit is entered. Suggested codes include: **D** - Damaged or defective material **E** - Exchange of material **K** - Keypunch error **P** - Pricing error **Q** - Quantity overestimated, excess returned **W** - Warehouse error, wrong item You can also reserve a few codes for identifying special types of sales in Order Entry. For example, code **Z** could indicate low margin “blow out” sale or code **X** could indicate special “spiff” sale. These codes can be reported on using the X by Y Sales Analysis Reports. These codes can also trigger special sales commission rates. For example, code **X** can trigger a 5% of sales commission. See the *General Ledger Reference* for more information.

OP / Operator's Initials	This two-character code represents each order entry operator's initials. Since every user can potentially enter an order, we recommend each user's initials or code be entered. These codes should be entered into each user's Control Panel, causing them to become each user's default initials in the Order Entry program. The system gathers order entry and sales statistics for each user and enables you to analyze operator's productivity.
TR / Truck Route	Create two-character codes representing truck routes if you deliver and have defined routes. For example, use **NL** to indicate New York local truck or **WS** to indicate West St. Louis truck. A truck route is defined as a group of destinations serviced on a consistent basis. For example, the **WS** (West St. Louis) route represents a number of cities, towns, and customers who are serviced on consistent days, such as every Monday and Thursday. Do not confuse truck routes with ship vias. For example, a ship via can be **OT** (our truck) with the truck route then specifying the route the trucks will take for that customer. You can also set up time tables for each truck route using the Delivery Systems Menu. Become familiar with the functions available on the Delivery Systems Menu before finalizing your truck route codes.
QB / Quantity Break Group	These two-character codes are used by invoicing to group items together to determine quantity break pricing. Examples of Quantity Break Codes: **T1** - Tile group 1 **T2** - Tile group 2 **A1** - Accessories group 1

I1 / Item Class 1	These two-character codes represent broad classifications of items. For example, use **WD** for wood, **FT** for floor tile, or **VT** for vinyl tile. Each item is assigned one of these codes in the **Item Class 1** field in the Item Master File. If you specialize in a small range of products, create codes meaningful for your business. For example, a distributor of ceramic products might break item class 1 into **WT**, **FT**, and **AC** for wall tile, floor tile, and accessories, respectively. It is important to limit the number of Item Class 1 entries. We suggest that you have no more than 20 - 30 Item Class 1 codes. You also have the **Item Class 2** and **Item Class 3** fields to further classify your items. Item Class 1 is used by the pricing system and for assigning salespersons. Pricing exceptions can be made for an Item Class 1. Promotions can be created for an Item Class 1. If you have separate sales forces based on product or division, you can assign salespeople by Item Class 1. We recommend that you create item classes using a hierarchal structure as follows: Divide items into cost centers. These are analogous to divisions such as carpet, vinyl, or ceramic. Cost center is your broadest product grouping. Cost centers are defined using the Cost Center File. Assign one or more Item Class 1 codes for each cost center. For example, the carpet cost center could include **CA** for carpet and **RG** for rugs, or it could just include one item class, in effect making the carpet cost center analogous to the Item Class 1 for carpet. You can also separate residential from commercial use materials. Assign multiple Item Class 2 codes for each Item Class 1 code. Therefore, each Item Class 1 entry will be sub-categorized by Item Class 2. If applicable, assign Item Class 3 codes for each Item Class 2. However, Item Class 2 will usually break down your Item Class 1 codes well enough to enable you to use Item Class 3 for an additional or other type of product classification, not necessarily related to the other class codes. We recommend that you explore how Dancik International's other clients have set up their item classes before finalizing your list.
I2 / Item Class 2	This two-character code further categorizes your items. See above instructions for Item Class 1.
I3 / Item Class 3	This two-character code further categorizes your items. See the instructions above for Item Class 1.

TC / Trim Class	This two-character code is used to identify trim items. Trim is defined as support products or products sold as accessories to your main products. They would include reducer strips and moldings for wood, and bullnoses and out corners for ceramic tile. Enter a trim class only for trim items. Optionally, you can code setting materials, polishes, samples, tools, and so on as trim. If you do not need to sub-categorize your trim items, you may simply enter a single trim class code of TR for trim, and enter that code for all trim items. Many reports on the system have an option to include or omit trim items. We especially recommend the use of this feature for ceramic tile. For wall tile lines, classify your trims into categories such as surface, mud, bullnose, or angles to facilitate flexible stock reporting. These codes are assigned to items in the Item File.
WC / Wear Code	This one-character code represents the durability rating of each product. Usually, each industry will have standard codes such as: **1** - Light residential use **2** - Heavy residential use **3** - Light commercial use **4** - Heavy commercial use You can enter industry standard codes or create your own. One of these codes should be assigned to each applicable item using the **Wear Code** field in the Item Master File.
MP / Marketing Programs	This three-character code groups or categorizes customers for a variety of purposes. Usually, marketing program codes are used to identify a customer as belonging to a group of customers for promotional or marketing purposes. For example, marketing program H96 could be assigned to all customers participating in the Hawaii 1996 Promotional Contest. Marketing programs are assigned via **F14** from the Billto File. You can assign up to 20 different marketing programs to each customer. Special pricing can be assigned to a marketing program.
DT / Display Type	This three-character code represents major product displays and sample sets that are provided by your company or your suppliers, and used by your customers to promote your products. This enables you to track which customers have which displays or samples, and to analyze sales for customers with and without these displays. Display types are then entered for each customer via **F14** from the Billto File. You can code up to 20 displays per customer. Special pricing can be assigned to a display type which affects all customers assigned with that display type code.

CL / Commodity Level	This one-character code represents the relative value class of each item. Suggested codes are: **H** - High end or luxury items **M** - Medium level items **L** - Low level/commodity products Each item can be assigned a commodity level code in the Item File. You can take a more detailed approach to the commodity level and assign codes that represent specific price ranges. For example, 1 equals up to 1.99 or 2 equals up to 2.99. This field is designated to help you analyze the levels of the market place with which you are the most and least successful. You can also run many sales reports such as Customer by Commodity Level.
PM / Pricing Methods	These one-character codes represent the method used to determine pricing of a line of an order. Every line entered and priced in order entry is assigned a pricing method code to show how the pricing was calculated. You cannot create pricing methods because they are imbedded in the software and installed on your system. Pricing methods are: **R** - Regular pricing (normal pricing for a given customer or product) **C** - Customer exception pricing (customer has a special price list assigned for a given product.) Customer exceptions are entered in the Pricing Exception screen of the Billto File. **F** - Fixed pricing (This is set up in the Promotional Price File where a customer can be assigned a price that will override all other prices.) **H** - In-house promotion (promotional price sponsored in-house) **M** - Manufacturer-based promotion (promotional price sponsored by the manufacturer) **S** - Special price from the Customer Special Price File. **X** - Overridden pricing (price overridden by order entry operator). As an example, you can enter **PM** as the Category and then **X** as the class code. A Sales Analysis screen appears with information on all your price override transactions. A pricing method code is assigned automatically to every line of each order and invoice. The system tracks the overall profitability of each of these methods of pricing. The sales screens for each pricing method reveal the profitability of each type of pricing. For example, you can see if promotional pricing results in higher than average orders or simply business as usual at a lower margin.
WS / Workstation ID	This two-character code represents the workstation IDs on your system. These codes are assigned automatically to each order, and enable tracking of activity by terminal.

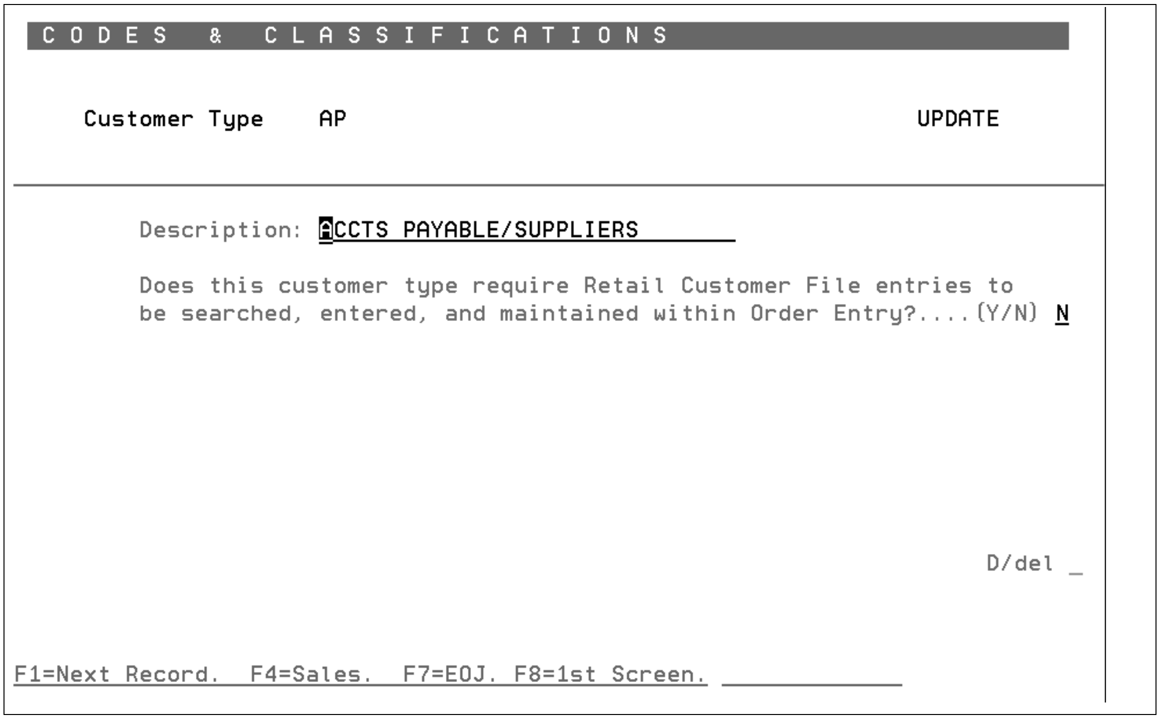
FC / Freight Class	These two-character codes represent types of items as they relate to shipping or freight, which are assigned in the Item File. They are used primarily on warehouse shipping reports such as the Load Sheet and Bill of Lading. Bills of lading are summarized by freight class. When entering freight class codes, you can also enter extra information to appear on bills of lading.
RC / Reorder/Buying Cat	These three-character codes are used to group items together for reordering. This code can be assigned to group items together on reorder reports. A reorder/buying category can represent the group of products such as DCT = Domestic Ceramic Tile or the buyer, such as JOE = Joe Smith. Reorder/buying categories are assigned to product lines using the Product Line File maintenance program.
EU / End User Category	This three-character code is defined in this file and then assigned in the Price File. Each price class can be entered into a single end user category. The end user category is a category for your customers, not for your internal statistics. It is used for the following functions: If you license Dancik International Customer Remote Self Service System (FLOOR 24 or The TILE LINE), customers who access your system only see the items and prices that relate to the end user categories to which they are assigned. Customer Price Lists can use the end user category as a parameter. You can request price lists for specified end user categories. They can also be sorted by the end user category. By omitting a price class record from all end user categories, you can block customers from seeing that record on price lists and dial-in screens. This process can be useful for samples, off goods, and other records you want omitted from your customer price lists and screens. Enter only the end user category in price records that you want to include on price lists or customer dial-in screens. End user categories need only to be entered on the LP records of the Price File. Because the end user category is not intended for sales analysis, it does not build online statistics.

Classification Codes Profile Screen

1. On the Classification Codes Entry screen, enter a class in the **Enter Class/Code** field and pressing **Enter**.

   Note: *If you do not know the class identifier you can leave the field blank and press* **Enter***. All the class identifiers for the selected category will display.This screen is used to enter a description of each code. The* **Description** *field is 30 characters long and appears on reports and screens that analyze by classification code.*

2. On the Classification Codes Profile screen, enter **Y** in the **Y/N** field, if you want customers with this customer type to automatically invoke the Retail Customer File within Order Entry.



Note: *We recommend this feature for customer types that represent retail cash sales or generic accounts. Customer types are entered for each customer in the Billto file. When an order is entered, the order entry program gets the customer type from the account, and checks this field. If this field is* **Y**, *then Order Entry displays the Retail Customer File, allowing you to select from or add to the list of retail customers.*

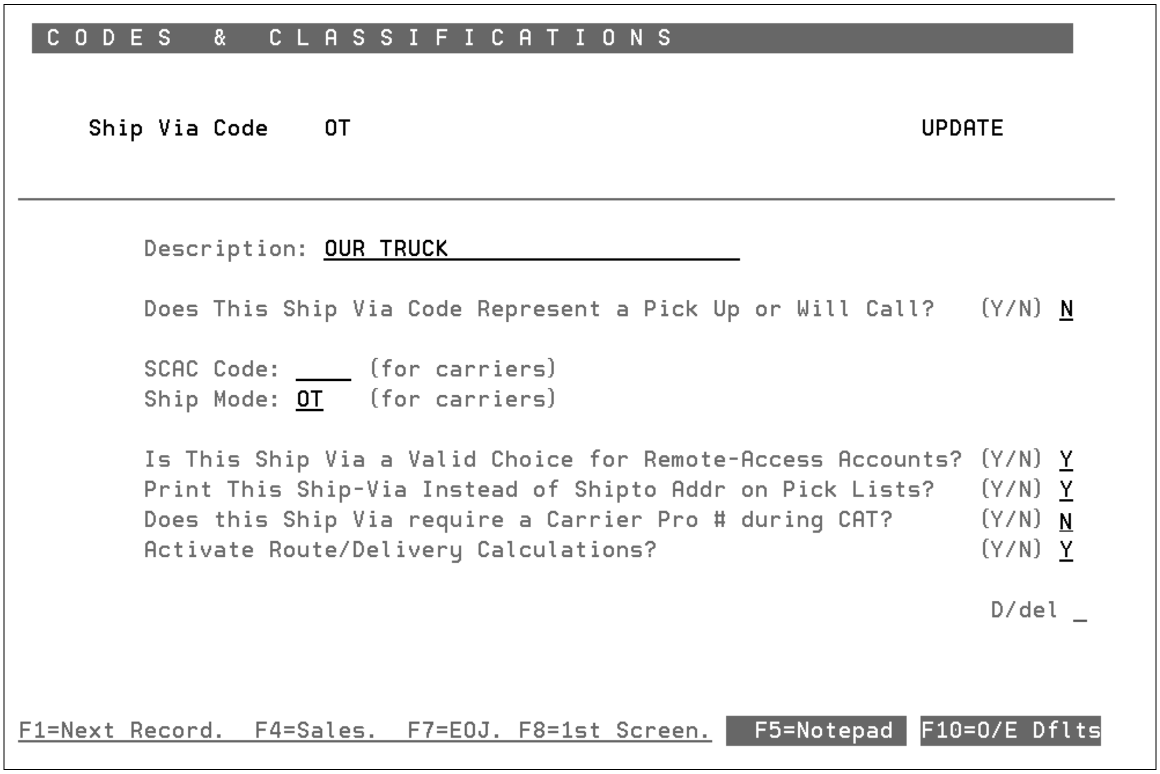
Other fields might be displayed depending on the type of code being created.

3. Press **F5** to go to the Classification Codes Notepad screen to further explain a class or code. The Notepad allows up to 20 pages of text for each code. The **D/Del** field is used to delete a class or code. Enter **D** to delete.

Note: *Think twice before deleting any class or code with sales statistics posted to it.*

Classification Codes File Ship Via Screen

The Classification Codes File Profile screen contains special information relevant to ship via codes. This screen is accessed by entering **SV** as the category and one of the ship via codes listed on the screen.



Field Name	Description/Instructions
Ship Via Code	The ship via code as specified on the Classification Codes Entry screen.
Description	The description related to the ship via code.
Does This Ship Via Code Represent a Pick Up or Will Call?	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. Otherwise, enter **N**.
SCAC Code	The standard assigned code for a shipper or carrier. It is required for many EDI transmissions, including advanced shipment notices which inform your customers and manufacturers of the contents of a shipment.
Ship Mode	Used in EDI, this standard code identifies the mode of transportation used by a carrier. For example, there are codes representing flat bed trucks, van, shipping container, and so on. Enter into this field only for carriers if you use EDI.

Field Name	Description/Instructions
Is This Ship Via a Valid Choice for Remote-Access Accounts?	Entering a **Y** in this field allows this ship via to be listed on remote access order entry systems, such as FLOOR 24 and THE TILE LINE. Enter **N** in this field if your remote access customers should not see this ship via as a valid choice.
Print This Ship-Via Instead of Shipto Addr on Pick Lists?	Enter a **Y** in this field to suppress the printing of a shipto address on pick lists whenever this ship via code is used. In place of the shipto address, the ship via description prints. This is meant primarily for will-calls and pickups, if you are concerned about accidental shipments of goods to be picked up.
Does this Ship Via require a Carrier Pro # during CAT?	If you flag this field with **Y**, when you use the Close-A-Truck (CAT) program, you will be prompted to enter the carrier pro number for the carrier. If this ship via code uses one of your own trucks, enter an **N** in this field. For shipments that use your own trucks, you will normally use a packing list, and not need to capture a PRO#. However, if the ship via code represents an outside carrier, you should enter **Y** to trigger the prompt to capture Pro#s during the Close-A-Truck (CAT) process. *Note: In order for a bar code to print on a Bill of Lading, you must specify the correct format.*
Activate Route/Delivery Calculations?	Enter **Y** if this ship via code should trigger the use of your truck route schedules. Enter **Y** for codes such as OT=Our Truck. Enter **N** for codes that represent pick-ups or will calls. If you have entered schedules for routes that are serviced by outside common carriers, then you should enter **Y** for the ship via codes that represent those carriers. A **Y** in this field instructs Order Entry, and other programs, to automatically calculate the next ship date based on the truck route.

Ship Via Code Order Entry “Triggers”

The Ship Via Code maintenance screen, which is part of the Classification Codes File, contains the function **F10=O/E Defaults**. By pressing **F10** from any Ship Via Code maintenance screen, the Order Entry Defaults window is displayed. This window enables you to “trigger” certain values to be automatically populated on the Order Entry header screen, whenever this ship via code is used. Certain ship via codes can automatically set the warehouse, FOB, truck route, order-handling code, measure flag, install flag, order type, and order reason code to specific values. This technique can be used when shipping to consolidation centers, shipping to installation companies, and shipping customer orders to suppliers for fabrication, binding, glazing, assembly, etc.

1. Input **SV** in the **Enter Category** field and press **Enter**. A listing of Ship Via codes displays.

2. Enter a SV code to update or create a new one. For the purposes of this example, we will work with the existing code **PW**. Enter information into the rest of the fields as shown below.

```
 C O D E S   &   C L A S S I F I C A T I O N S
Enter Category........ SV
Enter Class/Code...... PW   (leave blank for list)
Enter Action Code..... U    (A,U,I, or Blank)
Enter Company#........ _    (for sales analysis)
Enter Branch ___ Tran Typ _ (sales analysis/blank for all)   Password: .......

      Category SV   Ship Via Code

          Code PS   PICKUP SHOWRM
               PU   CUSTOMER PICK UP
               PW   PICKUP VIA WORKROOM
               PX   PHILLY SPCL
               RA   RETURN AUTHORIZATION
               RO   ROADWAY EXPRESS
               RP   R.P.L.
               RT   ROSE'S TRUCKING
               RW   ROADWAY
               SB   SEE BELOW
               SS   EDI TRUCKING
               TA   NHN - TRUCK 'A'

F4=Sales Analysis.  F5=Notepad.  F7=EOJ.  F8=List Categories.  Roll Up/Down.
```

3. Press **Enter**. The Ship Via Code Maintenance screen appears.

4. To establish "triggers" that act as defaults on the Order Header screen when the PW ship via code is used, press **F10**.

```
 C O D E S   &   C L A S S I F I C A T I O N S
                          Order Entry Defaults
 Position To:  Ship Via Code..: PW

 Type option, press Enter.
  X=Select. I=Inquire. U=Update. D=Delete.

      If This            Then Change These Values In Order Entry to:
 Opt  Ship-Via & Branch  Ware  Trk-Route  FOB  Meas/Inst Type O/H Reason
  _   PW         ANA     ANA                     Y    Y
  _   PW         RAL     JOE               6     Y    Y    H   5   NSO

                                                                 Bottom

 F1=Add Record.  F6=Return.  F7=Exit.   Roll Up/Down

F1=Next Record.  F4=Sales.  F7=EOJ. F8=1st Screen.   F5=Notepad  F10=O/E Dflts
```

5. From this screen, you can inquire about, update, delete, or create order entry defaults. On the example above two order entry defaults have been created for the PW code (pick up via workroom). The order entry defaults are keyed separately for each branch.

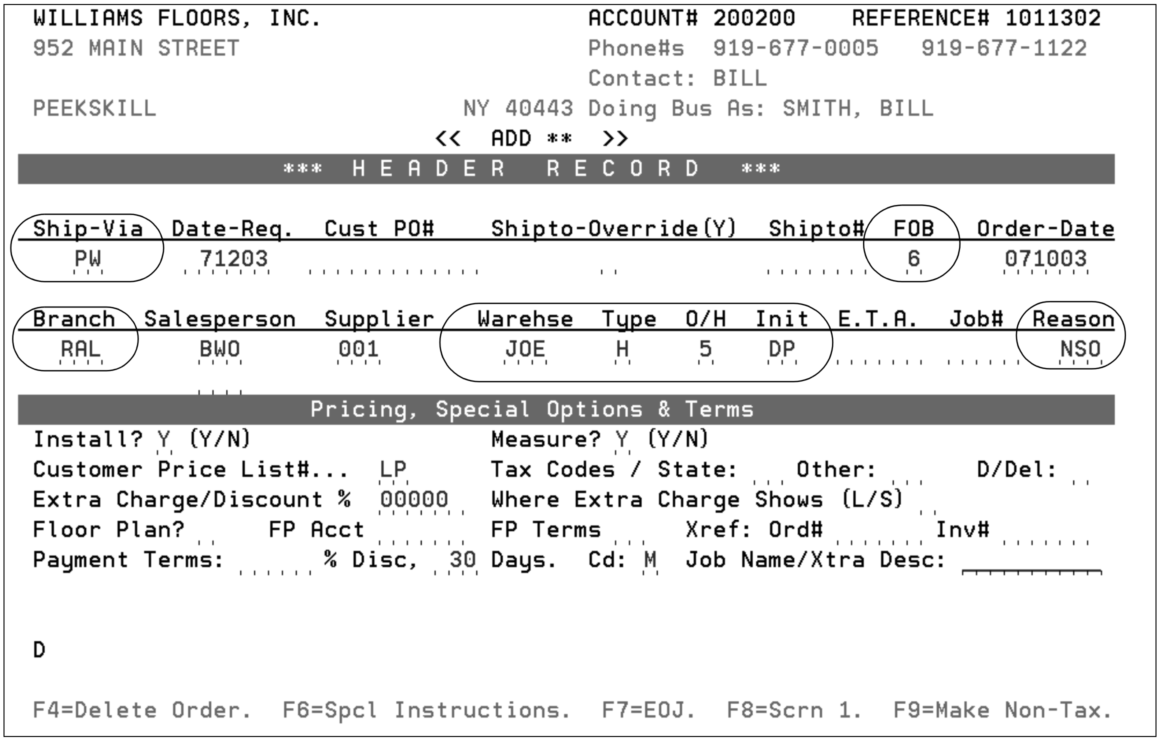
6. Enter a **U** in the appropriate **Opt** column to update a series of defaults.

```
C O D E S   &   C L A S S I F I C A T I O N S
                              Order Entry Defaults
 Position To:  Ship Via Code..: PW

 Type option, press Enter.

          Enter Default Order Entry Values for a Ship-Via & Branch:

  Ship Via Code: PW  Branch: RAL

  Ware  Trk-Route  FOB  Measure  Install  Type  O/H  Reason-Code
  JOE   __ __ __   6       Y        Y      H     5        NSO

  Enter=Update         F4=Cancel           F6=Return

 F1=Add Record.  F6=Return.  F7=Exit.   Roll Up/Down
                                                                   +

F1=Next Record.  F4=Sales.  F7=EOJ. F8=1st Screen.   F5=Notepad  F10=O/E Dflts
```

7. According to the figure shown above, if the ship via code PW is used in conjunction with the RAL branch the following defaults are automatically inserted during order entry:

- Warehouse = **JOE**
- FOB code = **6** indicates how the freight is handled.
- The order is setup for measuring and installation
- The type of sale code will be **H** meaning this order will be held until approved for shipping
- The O/H code is **5** signifying that the order must be shipped complete.
- The Reason code is **NSO**. Order reason codes can categorize orders for purposes of identification and reporting.

8. An example Order Header screen is shown below with the defaults inserted. The system automatically inserts the established values when the ship via code PW and the Branch RAL is entered and the screen is refreshed.



```
WILLIAMS FLOORS, INC.                             ACCOUNT# 200200    REFERENCE# 1011302
952 MAIN STREET                                   Phone#s  919-677-0005   919-677-1122
                                                  Contact: BILL
PEEKSKILL                                NY 40443 Doing Bus As: SMITH, BILL
                                      <<  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
   PW      71203                                               6      071003

Branch  Salesperson  Supplier   Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
  RAL      BWO         001        JOE     H     5    DP                   NSO

                       Pricing, Special Options & Terms
Install? Y (Y/N)                  Measure? Y (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,  30 Days.  Cd: M   Job Name/Xtra Desc:


D

F4=Delete Order.  F6=Spcl Instructions.  F7=EOJ.  F8=Scrn 1.  F9=Make Non-Tax.
```

Truck Route Record Screen

Although this screen defines a truck route, you can use a common carrier or external shipping company to deliver your goods. In that case, your truck route represents a carrier as well as a route. If this is the case, and you are using EDI, you might be required to transmit the carrier's SCAC code and Ship Mode code. The SCAC and Ship Mode codes can be stored on this screen for all your routes that utilize common carriers.

```
C O D E S   &   C L A S S I F I C A T I O N S

    Truck Route      B1                                         UPDATE

        Description: BUILDER TRANSPORT (MONDAYS)

        SCAC Code: FBUI (for carriers)
        Ship Mode: LT   (for carriers)

                                                                  D/del _

F1=Next Record.    F4=Sales.        F7=EOJ.    F8=1st Screen.    F5=Notepad
MA    a                 MW                                          08/023
```

Classification Codes File Freight Class Code Screen

Freight classes require special information primarily for use on bills of lading.

```
C O D E S   &   C L A S S I F I C A T I O N S

    Freight Class    FM                                         UPDATE

        Description: FLAMABLE CHEMICALS

"Official" Frt Class/Category Number Or Code: D23-155-QW3

Extended Descr: *************** Hazardous Chemicals ***************==========!
                ************* DO NOT EXPOSE TO HEAT **********
                **************  US Govt Section 39B ***************
                      =====================================

Hazardous? Y/N: Y

Note: Extended Descriptions Can Be Printed On Bills Of Lading.      D/del _

F1=Next Record.    F4=Sales.        F7=EOJ.    F8=1st Screen.    F5=Notepad
MA    a                 MW                                          08/023
```

Field Name	Description/Instructions
Freight Class	The freight class code as entered in the Entry screen.
Description	The description of the freight class.
Official Frt Class/Category Number of Code	The official or standard freight class number, code, or abbreviation to print on bills of lading. This field is only applicable to bills of lading and certain EDI transactions.
Hazardous?	Enter **Y** if the maintain information such as hazardous goods warnings for each freight class based upon government regulations. Enter **N** if not government regulated as hazardous. An entry of **Y** causes the hazardous goods message to appear on Bills of Lading and to appear before any non-hazardous freight classes.
Extended Descr.	Enter extended description or instructions, if needed, to print on all bills of lading for products assigned to this freight class.
Note	Extended descriptions are printed on bills of lading. Freight classes are assigned to items in the Item File. Freight class information only appears on bills of lading and in EDI transmissions. You may be required to maintain information such as hazardous goods warnings for each freight class based on government regulations.

Retail Customer Types

Customer Types, which are defined using the Classification Codes File, can be coded to trigger the use of the Retail Customer File. When you add or update a Customer Type Code (such as RS = Retail Sales) in the Classification Codes File, the following question is displayed:

Does this customer type require Retail Customer File entries to be searched, entered, and maintained within Order Entry?

If an entry of **Y** is made in response to the above-described option, then all Billto File accounts with that Customer Type code, will automatically display the Retail Customer File Search and Entry program when those Billto File accounts are keyed in Order Entry.

Setting up a Customer Type to Activate the Retail Customer File

1. Access the Codes and Classification File
2. Enter **CT**, Customer Type, in the **Enter Category** field and press **Enter**. A listing of all the current customer types appears.

3. To create a new customer type, enter the code (for example, enter **RS** for retail sales) in the **Enter Class/Code** field and insert an **A** as the **Action Code**.

```
C O D E S   &   C L A S S I F I C A T I O N S
Enter Category........ CT
Enter Class/Code...... RS_  (leave blank for list)
Enter Action Code..... A    (A,U,I, or Blank)
Enter Company#........ 2    (for sales analysis)
Enter Branch ___ Tran Typ _ (sales analysis/blank for all)   Password: .......


      CATEGORIES:   CT / Customer Type      I1 / Item Class 1
                    PL / Price List Cd      I2 / Item Class 2
                    RG / Region             I3 / Item Class 3
                    CH / Chain              TC / Trim Class
                    SV / Ship Via           WC / Wear Code
                    FB / F.O.B.             MP / Marketing Prgm
                    LG / Language           DT / Display Type
                    TT / Transactn Type     CL / Commodity Level
                    RN / Restriction Cd     PM / Pricing Method
                    CC / Credit Code        WS / Work Station ID
                    OP / Operator Init      FC / Freight Class
                    TR / Truck Route        RC / Reorder/Buying Cat
                    QB / Qty Break Group    EU / End User Category


F4=Sales Analysis.  F5=Notepad.  F7=EOJ.  F8=List Categories.  Roll Up/Down.
```

4. Press **Enter**. The next screen lets you enter a description for the new customer type.

```
C O D E S   &   C L A S S I F I C A T I O N S


    Customer Type    RS                                      *ADD*


        Description: RETAIL SALES

        Does this customer type require Retail Customer File entries to
        be searched, entered, and maintained within Order Entry?....(Y/N) Y








                                                               D/del _



F1=Next Record.  F4=Sales.  F7=EOJ. F8=1st Screen.
```

By entering a **Y** in the field **Does this customer type require Retail Customer File entries to be searched, entered, and maintained within Order Entry?** you are causing customers with this customer type code assigned in their Billto file to trigger the use of the Retail Customer File.

5. The customer type codes are assigned to customers in the Billto file. Access the Billto file by selecting option **1** on the File Maintenance menu.

6. Enter the newly established code for retail sales, in this example **RS**, in the **Cust Type Code** of any Billto account you want to identify as a retail customer.

```
 ACCOUNT# 200080                   INQUIRY                       BILLTO FILE
Name  CASH SALES / RALEIGH             Phone#s B: 000 000 0000 F: 000 000 0000
Addr1                                  Contact: __________ Tax/SS# 000000000
Addr2                                  Doing Business As: ____________________
City  RALEIGH                          Open Dt 013102 Changed 090502
State NC Zip 27513 0000 Ctry           Hold Acct: N A Mailing Lists __________
_______________________________________________________________________________
Credit Limit:               CASH       Credit Mgr: Z    Guarantee $
Bank Acct 1) ______________________________ # 0000000000000
Bank Acct 2) ______________________________ # 0000000000000

Cust Type Code...... RS                Extra Charge/Discount % 00000
Cust Price List#.... LP                Where Extra Chg Shows..
Cust Region Code....                   Mthly Interest Rate.. % 00000
Cust Rating (ABC)...                   Interest Owed To Date $ 000000000

Payment Terms:        % Disc, 005 Days.  Terms Code........    Msg:    O/H:
Tax Codes / State: NC Other:             A/R Statement Code 0  A/R Acct#
Branch#.. RAL  Warehouse#.. RAL          Default Shipto#..        Ship Via WC
Chain#...      Salesperson#              Truck Routing            FOB Code
Language Code..    County#               Min Chg(Y/N) Y Deliv Chg(Y/N) Y
Comments ______________________________ ______________________________ D/del _

F1=Next. F3=AR. F4=Sales. F9=Prc Exc. F10=Ph#. F12=S/I. F14=Codes   F5=Notepad
MA    a                  MW                                           01/001
```

All accounts that have customer types codes for use of the Retail Customer File trigger the Retail Customer File Search when orders are keyed.

Chapter 21

Retail Customer File - FIL 60

This file can include up to 999 million retail customers (consumers). Retail customers may be used with generic accounts (such as “Cash Sales”) or in conjunction with other “referral” accounts such as builders, designers, and contractors. The Retail Customer File may be maintained from the File Maintenance Menu, or maintained automatically within the Order Entry program as new retail customers are encountered.

Note: The use of this file is controlled by the System-Wide setting “Retail Customer File Options”, and by new settings for Customer Types in the Classification Codes File.

Although the Retail Customer File is primarily designed to manage a database of consumers, it may be effectively used to manage all of the following applications:

- Independent installers or contractors that purchase materials under generic accounts such as “Contractor Sales”
- Independent installers or sub-contractors that purchase materials under a contracting company’s account
- Homeowners that purchase under a builder’s account
- Consumers that purchase under a designer’s account
- Consumers that purchase under any type of referral account that may need to accrue referral fees, rebates, or commissions.
- Retail Sales to consumers using generic accounts such as “Retail Sales”

Retail Customer File Maintenance

This section describes how to update customer information and the steps to add a new customer.

Most of the updates are done through the Retail Customer Search screen.

Note: The Retail Customer File can also be automatically displayed from within Order Entry based on system setup options for retail and/or generic account environments.

```
 7/06/09  09:19:53          Retail Customer Search          YH         EF3007R

                                                           Password : .......
     Phone . . . . Name  . . . . . . . . . . . . . .
Opt  A/C  Number   Last                First        City              St  Zip

 _  (213) 556-9736 MCSWEENEY           MICHAEL      BUFFALO           NY  10026
 _  (213) 953-1122 SMITH               JAMES        GREENWICH         CT  00075
 _  (215) 751-3456 BARKER              GLADYS       CHERRY HILL       NJ  07053
 _  (222) 222-2222 RYAN                NOLAN        GRAPE             TX  75066
 _  (222) 222-2222 THE CHANGELING      ODO          DEEP SPACE 9      HI  22222
 _  (223) 651-2233 SMITH               JOSEPH       NEW YORK          NY  08002
 _  (226) 921-6531 FORTIER             GUY          QUEBEC                00000
 _  (252) 331-9999 WILLIAMS            ANN          SEA GATE          NC  28775
 _  (301) 775-9222 KOOPER              AL           MOBILE            AL  75522
 _  (310) 343-3001 SANFORD             FRED         EL SEGUNDO        CA  90245
 _  (317) 842-2888 SCHWARTZ            BOB          A                 IN  43256
 _  (321) 123-4567 MOSLEY              VICTORIA     ASAS              EW  01234
                                                                        More...

Options ===>  U=Update  I=Inquiry  P=Print  O=Order History   D=Delete
F1=Add    F7=Exit
```

1. To rearrange the information displayed on the screen, enter a sorting parameter on the first line under the appropriate column heading. For example, the screen displayed in above is sorted by phone number area code. You may search by phone number (with or without an area code) by last name, first name, city, state, or zip code.
2. On the Retail Customer Search screen, you can do any of the following:
    - Enter option **U** to update an existing retail customer record.
    - Enter option **I** to view an existing retail customer record.
    - Enter option **P** to print an existing retail customer record.
    - Enter a **O** to view a retail customer's order history.
    - Press **F1** to create a new retail customer record.

3. When you update or inquire about a Retail Customer Record, the Change Retail Customer screen is displayed. If you do not enter a high-level password, the following version of the Change Retail Customer screen appears.

```
 7/18/03  10:27:40        Change Retail Customer         EF9005D   EF9005R
Company: 0

     Name Last  BRANNEN
          First WILLIAM
          Addr1 200 GRANITE STREET
          Addr2
          City  CARY
          State NC   Zip  27511 1235   Ctry US

           Phone - Main: (105) 233-8769
                    Fax: (919)855-5858
                  Other: (317)582-1321

   Email: brannenwill@dancik.com
   Customer type: __
   Taxable: _        Tax id:
   Club code: __                      Expiration date:    2/02/22



F1=Print   F5=Refresh    F7=EOJ    F8=1st Screen
```

When you access the Retail Customer record with a high-level password, additional fields are displayed as shown below.

```
 8/14/03  12:13:16        Change Retail Customer         EF9005D   EF9005R
Company: 0

     Name Last  BRANNEN
          First WILLIAM
          Addr1 200 GRANITE STREET
          Addr2
          City  CARY
          State NC   Zip  27511 1235   Ctry __

           Phone - Main: (919) 533-8769
                    Fax: (919)565-5858
                  Other: (317)222-1321

   Email: brannenwill@dancik.com
   Customer type: __
   Taxable: _        Tax id:
   Club code: __                      Expiration date:    2/02/22
  Primary card or check#..: 425585442451201      Type: MC      Expires: 13/03
  Secondary card or check#:                      Type: __      Expires:
   Other payment method:                       Payment method: __

F1=Print   F5=Refresh    F7=EOJ    F8=1st Screen
```

Field	Description
Name & Address	Enter customer's name and address. This is the name and address that will appear in the Order Header Screen.
Phone	Enter up to two phone numbers and a fax number. By default, the main phone number appears in the **Cust PO #** field on the Order Header screen. You can change it by simply typing over it.
Email	Enter customers' full e-mail address if applicable.
Customer type	Enter the two-character customer code. For example, enter **B1** for a builder or **CO** for a contractor. To obtain a complete list of customer types, go to the Classification Code File (option 19 on the File Maintenance menu) or enter **?** in this field.
Taxable	If this customers purchases are taxable enter **Y** in this field. If not enter **N**. If you enter **N**, then also enter a **Tax ID number**. The default is **Y**. *Note:* **Y** *is always assumed for all retail accounts. This field is not used by the Order Entry program.*
Tax ID	Enter the customer's tax identification number, if the customer is tax exempt.
Club Code	Use this field to denote a customer's membership status in a discount or buying club or other type of organization within your company. Enter a user-defined code, defining the club or program. *Note: This field does not affect any pricing or other functions for this customer. It is merely to identify membership.*
Expiration date	The date the customer's club membership expires.
Primary Card or Check	Designates the credit card or check number that this customer has already used for transactions. This information is automatically stored here by the Cash Register program.
Type/ Expires	Defines the primary credit card type and its expiration date. The credit card types are user-defined, but some examples are: MC for MasterCard, DI for Discover, and VI for Visa.
Secondary Card or Check	Designates a secondary credit card or check number that this customer has used. This information is automatically stored here by the Cash Register program.
Other Pay Method	Other payment methods could include gift cards, rebates, third party credits, or debit card. This field stores any other payment method description that the customer used for at least one previous transaction.
Pay Method	Other payment method types used by the customer. This is the payment method type code that goes with the previous field.

4. You can also check a customer's order history by entering an **O** in the **Opt** column and pressing **Enter**. A screen similar to the one shown below displays.

```
 7/18/03                Retail Customer Order History               US0007R
10:35:48                                                            ZA
(919) 777-1717
DENNIS BROWN                                      Processed orders:      3
15 KINGSTON AVENUE                                    Total Amount: $6.10
CHARLOTTE NC 28785                                     Balance due: $6.10


    - - - - - -  Order  - - - - - -                - - Open Order Amount  - -
Opt Ref#    Order#  Status   Date   Bran Ware Slmn  Tot Open Amt          Due
 _  1007643 413136  CLOSED  6/21/02  RAL  RAL  003          .00           .00
 _  1007647 413139  CLOSED  6/21/02  RAL  RAL  003          .00           .00
 _  1010026 413791  OPEN    7/15/02  RAL  RAL              6.10          6.10








                                                                      Bottom

Options ===>  I=Display Order Inq.  X=Select Order for Update/Print
F7=EOJ      F8=1st Screen      F10=Display Customer
```

The Retail Customer Order History screen displays all of the orders placed for this customer, including the amount currently open and the amount due.

Note: Payment information is gathered automatically from the AR history files and the daily payment screens.

5. To display the Customer Information Screen press **F10**. Press **F8** to return to the Retail Customer Search Screen.

6. Options **I** and **X** provide access to a Order Detail screen where you can inquire about or update an order. Option **I** inquires against an order, but returns back the Retail Customer File History screen.

Option **X** selects the order and transfers control to the Order Inquiry program effectively exiting the Retail Customer File.

```
                      OPEN ORDER FILE SEARCH BY ORDER#
To:                                Ship To:     919-777-1717        Order#: 413791
CASH SALES / RALEIGH               DENNIS       BROWN               Acct# : 200080
                                   15 KINGSTON AVENUE               Suppl#: 001
                                                                    Ware# : RAL
RALEIGH                NC 27513    CHARLOTTE                NC 28785 Branch: RAL SS
Order-Dt  Entered  Dt-Req  Shp-Via/F  Cust P.O.# / Job       Prc  ETA   OH/Stat
 7/15/02  7/15/02  4/10/03 WC      W  919-777-1717            LP
Line  Item#              Description                         Qty    Unit-Price
             * This Order Has Not Yet Been Printed As A Pick List *
      Measure Unscheduled.                         Install=N
0010  ARM68281402        CAMBRAY'18"MATCH'IRREG 12' "B    1.33 SY     3.990 T
                 from NYC   S/N: S3                1 '  0 "



       End Of Order       Stk:      .00  Tax:      .90       Total:         6.21
                           Terms Discount:         .11     Amt Due:         6.10
ENTER LINE# TO SEE MORE DETAILS: _...         C.O.D.
Enter=Forward. F6=Change/Canc. F8=1st Scrn. F10=Print. F12=Shpg.   F5=Notepad
```

Note: If you accessed this screen via the **I** *option, any function key that exits the program returns to the Order History screen of the Retail Customer File. If you accessed this screen via the* **X** *option, then you can use the function keys to update this order.*

Chapter 22

Item Statistics By Warehouse File - FIL 20

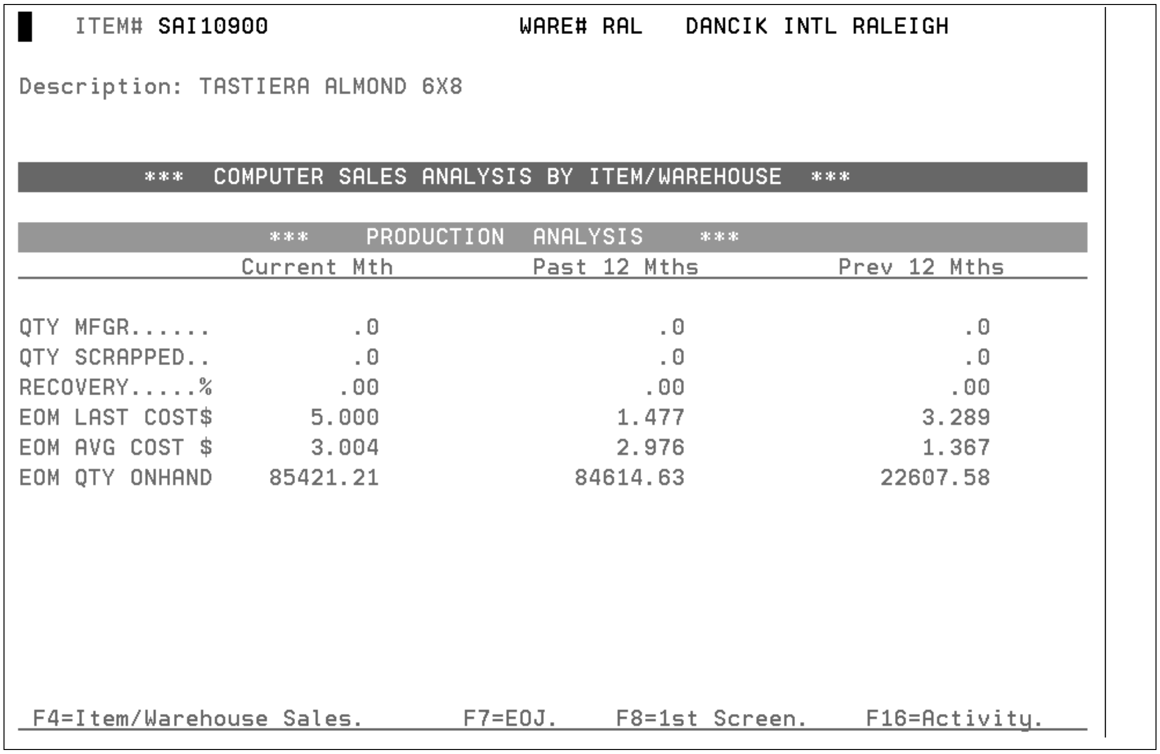
The Item Statistics by Warehouse File contains no input fields. It is for inquiry purposes only. It displays the Sales Analysis screen for each item at each warehouse.

1. On the File Maintenance & Inquiry menu, select option **20 - Item Statistics by Warehouse**.
2. The Item Statistics By Warehouse File Entry screen appears, enter a complete **Item #** and a **Warehouse** #.
3. Press **Enter**. If statistics exist for the item and warehouse specified the Sales Analysis screen appears.

```
     ITEM# SAI10900                  WARE# RAL   DANCIK INTL RALEIGH

  Description: TASTIERA ALMOND 6X8


           ***  COMPUTER SALES ANALYSIS BY ITEM/WAREHOUSE  ***

                  Current Mth          Past 12 Mths          Prev 12 Mths
  GROSS SALE $       1,387.09             15,751.44            346,188.67
  G.P.$      $         263.20-             2,080.51-           212,199.22
  G.P.%      %          19-                  13-                     61
  AVG ORDER  $        298                   374                  2,414
  # PURCHASED       21,000.0              5,186.6              278,088.9
  FILL       %        100                   100                    100
  # OF CREDITS          1                     0                     18
  # OF ORDERS          14                    95                    497
  QTY SOLD            323.3               4,408.7               60,719.5
  CRED ISSUED$        215-                    0                  2,466-
  TURNS-$/QTY                        .07 /      .05       .39 /      .56
  G.M.R.O.I.                                    .85-                61.94
  TURN & EARN                                   .65-                34.16


   F4=Mth-By-Mth Sales.  F5=Productin.  F7=EOJ.  F8=1st Screen.  F16=Activity.
```

4. You can do any of the following:
   - Press **F4** to go to the Sales Analysis screen. Press **F4** again to toggle back and forth between the sales analysis and the month-by-month screens.

- Press **F5** to go to the Production Analysis screen.



Field Name	Description/Instructions
QTY MFGR	This field is active only if you have interfaced to a manufacturing software module. It displays the quantity manufactured, including scrap, at this warehouse.
QTY Scrapped	This field is active only if you have interfaced to a manufacturing software module. It displays the quantity scrapped at this warehouse.
Recovery%	Ratio of acceptable goods to total goods manufactured.
EOM Last Cost $	End-of-month last cost received for this item, for the last closed month, 12 months ago, and 24 months ago.
EOM Avg Cost $	The average cost of this item at the end of the last closed month, for the current month, 12 months ago, and 24 months ago.
EOM Qty Onhand	The quantity onhand of this item at the end of the last closed month, 12 months ago, and 24 months ago.

Chapter 23

Product Line Statistics By Warehouse File - FIL 21

The Product Line Statistics by Warehouse File contains no input fields. It is for inquiry purposes only. It displays the Sales Analysis screen for each product line at each warehouse. Product line statistics consist of the total of all items within a product line.

1. On the File Maintenance & Inquiry screen, select option **21 - Product Line Statistics By Warehouse File**.
2. On the Product Line Statistics by Warehouse File Entry screen, enter a **Manufacturer#**, **Product Line#**, and **Warehouse#**.
3. Press **Enter**. If statistics exist for this product line at this warehouse, the Product Line by Warehouse Sales Analysis screen appears.

```
   PRODUCT LINE# ARM CAM    WAREHOUSE# RAL  DANCIK INTL RALEIGH

 Manufacturer: ARMSTRONG WORLD INDUSTRIES
 Name Of Product Line: CAMBRAY 6' & 12' REG

        ***  COMPUTER SALES BY PRODUCT LINE / WAREHOUSE  ***

                Current Mth           Past 12 Mths          Prev 12 Mths
GROSS SALE $       7,656.87              41,777.37            276,811.90
G.P.$      $       1,064.42              15,101.49             68,760.22
G.P.%      %         14                    36                    25
AVG ORDER  $        516                   340                 1,644
# PURCHASED            .0                    .0                    .0
FILL       %        100                    97                   100
# OF CREDITS          0                     2                    23
# OF ORDERS          25                   284                 1,372
QTY SOLD            803.9               4,334.6              32,704.8
CRED ISSUED$          0                   835-               10,425-
TURNS-$/QTY                        .04 /      .00        .81 /      2.25
G.M.R.O.I.                                   2.48                  26.67
TURN & EARN                                   .00                  56.25


 F4=Mth-By-Mth Stats.  F5=Production.   F7=EOJ.  F8=1st Screen.  F16=Activity.
```

Note: *See "Sales Analysis Screens" on page 1–2" for a complete description of the fields on this screen.*

4. Do one of the following:
   - Press **F4** to go the Month-by-Month Sales Analysis screen.

- Press **F5** to go to the Product Line Statistics by Warehouse File Inventory Statistics screen.

```
   PRODUCT LINE# ARM CAM    WAREHOUSE# RAL  DANCIK INTL RALEIGH

 Manufacturer: ARMSTRONG WORLD INDUSTRIES
 Name Of Product Line: CAMBRAY 6' & 12' REG

        ***  COMPUTER SALES BY PRODUCT LINE / WAREHOUSE  ***

          ***   PRODUCTION ANALYSIS by PRODUCT LINE   ***
                Current Mth           Past 12 Mths           Prev 12 Mths

QTY MFGR......          .0                     .0                     .0
QTY SCRAPPED..          .0                     .0                     .0
RECOVERY.....%         .00                    .00                    .00
EOM LAST COST$  635,165.79             520,261.28             283,053.10
MTH AVG COST $  680,982.10             803,135.44             192,500.27
EOM QTY ONHAND          .0                     .0                46524.1





  F4=Sales Stats.              F7=EOJ.          F8=1st Screen.
```

Field Name	Description/Instructions
QTY MFGR	This field is active only if you have interfaced to a manufacturing software module. It displays the quantity manufactured, including scrap, at this warehouse.
QTY Shipped	This field is active only if you have interfaced to a manufacturing software module. It displays the quantity scrapped at this warehouse.
Recovery	Ratio of acceptable goods to total goods manufactured.
EOM Last Costs	The onhand value at last cost received for this product line, for the last closed month, 12 months ago, and 24 months ago.
Mth Avg Cost	The onhand value at average cost of this product line at the end of the last closed month, 12 months ago, and 24 months ago.
EOM Qty Onhand	The quantity onhand of this product line at the end of the last closed month, 12 months ago, and 24 months ago.

Chapter 24 Cost Center File - FIL 24

The Cost Center File defines the different aspects of a business for the purpose of analysis. Do not confuse the Cost Center File with the Branch File. The Branch File defines the physical locations or marketing regions of the business. A typical Cost Center File could include records for sales, warehouse, office, and administration. It could also include records for major product categories or divisions, such as wood or ceramic tile.

In general, a cost center defines a category of income or expenses. A cost center group is used only with general ledger spreadsheets. For instance, if you have different types of cost centers representing your inventory, you can group them together in a cost center group field called “INV.”

A cost center code can be assigned to some or all transactions and is used extensively in the accounts payable and general ledger modules. You can generate reports to help you analyze expenses and other financial information by cost center. Complete inventory and sales information is tracked for each cost center that represents a product category or division.

1. On the File Maintenance & Inquiry screen, select option **24 - Cost Center File**.

```
                          COST CENTER FILE


     Action Codes: A (Add New Record) U (Update Record) I (Inquiry)
                MASTER FILE MAINTENANCE, ENTRY, AND INQUIRY


                    Enter Cost Center Code: 

                         Enter Action Code: 

                             F6=Search
                              F7=EOJ

                             Password:

MA    a                   MW                                    16/047
```

2. Enter the three-character **Cost Center Code** for the record you want to add, update, or inquire about. When adding a record, try to use three characters that best represent the cost center, such as WAR for warehouse, OUT for outside sales or CAR for carpet.

   Note: You can press **F6** *to select from a list of Cost Center Codes.*

3. Enter **Action Code A** to add a new cost center record, **U** to update or change an existing cost center record, or **I** or leave blank to inquire or view an existing cost center record.

4. Enter the **Password**, if required, and press **Enter**.

Cost Center Profile Screen

```
COST CENTER CODE: CAR              UPDATE                    COST CENTER FILE

   Description: CARPET DIVISION

   Comments.... INCLUDES CARPET AND CUSHION
   Comments....                                                  D/Del:

   Cost Center Group... INV

 F1=Next Record.    F4=Sales Analysis.  F6=Search.  F7=EOJ.  F8=Screen 1.
MA    a                   MW               A                          01/020
```

Field Name	Description/Instructions
Description	Title or description of the cost center.
Comments	Enter notes concerning the use or definition of this cost center.
Cost Center Group	This field is optional. Enter a three-character code which groups or links cost centers together. For example, you could have 15 cost center codes broken into three groups such as sales related, inventory related and office related. Create three group codes such as SAL, INV and OFF and assign each of your 15 cost centers to one of the three group codes. The G/L Audit Report and spreadsheets can access cost centers specifically or by group.
D/Del	**D** in this field indicates that this record will be deleted.

The following table describes the function keys for this file.

Function Key	Description
F1	Go to the next cost center record without going back to the first screen. This is helpful if you are updating or viewing record by record within the file. Press **F1** to enter your changes for current screen and display the next record in the file.
F4	Go to the Cost Center File Sales Analysis Screen. Press **F4** again to display the Month-by-Month Sales Analysis screen.
F6	Search for cost center.
F7	End the job and return to the File Maintenance Menu.

Function Key	Description
F8	Return to the Cost Center File Entry screen.

Cost Center File Sales Analysis Screen

Display the Cost Center File Sales Analysis Screen by pressing **F4** on the Cost Center Profile Screen. Sales information appears only for cost centers that are used by sales and inventory systems. These cost centers are assigned to items in the Item File.

```
 COST CENTER CODE: CAR            UPDATE                      COST CENTER FILE

     Description: CARPET DIVISION

     Company# 0    Warehouse# ALL        Trans Type:
                 ***  COST CENTER COMPUTER SALES ANALYSIS  ***
                    Current Mth          Past 12 Mths          Prev 12 Mths
GROSS SALE $               .00             4,565.75                   .00
G.P.$      $
G.P.%      %
AVG ORDER  $         0                  1,436                   0
AVG LINE   $         0                  1,436                   0
FILL       %         0                    100                   0
# OF CREDITS         0                      0                   0
# OF ORDERS          0                      5                   0
# OF LINES           0                      5                   0
CRED ISSUED$               .00                  .00                   .00
G.P./ORDER $
TURNS $                                         .48                   .00
G.M.R.O.I.                                   234.77                   .00
TURN & EARN                                   39.70                   .00
F1=Next Record. F2=Scrn 2. F4=Mth-By-Mth. F6=Search.  F14=Adj GP.  F17=Budget.
MA    a                 MW                                              07/015
```

You can change the values in the company, warehouse, and transaction type fields to display different information.

The fields on this screen are described in the following table.

Field Name	Description/Instructions
Company #	Enter a valid company number for which to display statistics.
Warehouse	Leave blank or enter **ALL** to see statistics for the entire company, combining all warehouses for that cost center. Enter a specific warehouse to limit statistics for that warehouse. Do not confuse warehouse with branch. The statistics relate to sales that used inventory from the specified warehouse.

Field Name	Description/Instructions
Company #	Enter a valid company number for which to display statistics.
Trans Type	**I** - Limit to sales from stock only (inventory). **D** - Limit to direct ship sales only. **C** - Limit to intercompany sales only. This relates to customers coded with type IC for intercompany. **S** - Limit to sales that were coded as special orders. Leave blank for all types of sales combined.

Cost Center File Adjusted Gross Profit Analysis Screen

The Adjusted Gross Profit Analysis screen is accessed by pressing **F14** on the Cost Center File Sales Analysis Screen or the Cost Center File Month-By-Month Sales Analysis screen. The Adjusted Gross Profit Analysis screen is another extension of the Sales Analysis screens. It is accessible in the Company, Warehouse, Cost Center, and Branch Files. It starts with the sales and gross profit figures from the Sales Analysis screen, and then adds the affect of inventory adjustments (by category), in order to display adjusted gross profit dollars, adjusted gross profit percentage, adjusted turns, and adjusted GMROI figures.

```
 Company.....  0     DANCIK FLOOR COVERING
 Cost Center.  HRD   TOOLS AND HARDWARE
 Warehouse...        ALL

                  ***    Adjusted Gross Profit Analysis    ***
                   Current Mth         Past 12 Mths           Prev 12 Mths
 Gross Sale $               .00                 .00          1,211,961.20
 Gross Profit               .00                 .00            227,055.76
 G.P.%                                                              19.00





  Total Adj                 .00                 .00                   .00
 Adjust GP%                                                         18.73
 Adjust Turns               .00                 .00                   .00
 Adjust GMROI               .00                 .00                   .00

           F4=Mth-by-Mth Sales  F7=EOJ  F18=Adj Code Selection

MA    a                  MW                                        01/001
```

Field Name	Description/Instructions
Company#	The previously selected company number.

Field Name	Description/Instructions
Cost Center	The previously selected cost center, if you press **F14** from the Cost Center File. If you are in the Company, Branch, or Warehouse Files,. this field is blank, indicating all cost centers combined.
Warehouse	The previously selected warehouse if you selected it from the Warehouse File. In other files, it displays blanks, indicating all warehouses combined, or it can display a previously selected warehouse. In the Branch File, this field is labeled Branch. All system modules distinguish branch from warehouse. Since these statistics concern inventory, they affect warehouse figures directly. Because branches are selling organizations and not necessarily inventory organizations, these inventory statistics might not relate directly to branches. However, to provide maximum benefit to all system users, we have used the following logic in designing these screens. In the Warehouse File, Adjusted Gross Profit figures are strictly related to that warehouse. In the Branch File, all sales figures relate to the branch, but the inventory adjustment figures relate to the warehouse, if any, with the same code as the branch. For example, if you are displaying statistics for the RAL branch, inventory statistics show for the RAL warehouse. If this warehouse does not exist, no inventory figures are shown.
Current Month	The current accounting month, based on the accounts receivable end-of-month close dates.
Past 12 months	The 12 months immediately preceding the current month.
Previous 12 months	The 12 months immediately preceding the past 12 months.
Gross Sales	The gross sales dollars for the category being displayed.
Gross Profit$	The gross sales minus the cost of sales.
Gross Profit %	The gross profit dollar amount divided by gross sales.
Cycle Count, Location, Measure-ment, Write Off, etc.	The various categories of inventory adjustments. Each inventory adjustment is put into one of the available categories. The figures displayed for each adjustment category are their total affect on inventory value in the period displayed. A negative value indicates a loss of inventory (as for write offs), and a positive value indicates an inventory gain. You can enter **X** beside any adjustment category to view the details that comprise the totals shown. Each item number, description, quantity, and so on, can be viewed. Press **F18** to display all available adjustment codes. The very first time the program is executed, all adjustment summary records are loaded. Once you press **F18** and change the selection, and then press **Enter** to update, only your selections are displayed for that specific company, cost center, and warehouse combination
Total Adj.	Total dollar value of all adjustment categories.

Field Name	Description/Instructions
Adjust GP%	Gross profit amount minus the total adjustments, divided by gross sales. This figure shows the gross profit percentage including the effect of inventory adjustments. GP% is lowered if total adjustments are a negative number, and vice versa.
Adjust Turns	Cost of sales plus total adjustments, divided by average inventory value. This figure shows the turns including the effect of inventory adjustments. When computing adjusted turns, if total adjustments is a negative number, cost of sales is increased by that number, which then reduces turns.
Adjust GMROI	This is the gross profit amount minus total adjustments, divided by average inventory value and multiplied by 100. This shows the GMROI including the effect of inventory adjustments. GMROI = Gross Margin Return on Inventory Investment.

Note: If **More** *appears at the bottom of the screen, you can scroll up or down to display all records. If* **Bottom** *appears, there are no more records.*

The following table describes the function keys on the Adjusted Gross Profit Screen.

Function Key	Description
F4	Go to the Cost Center File Sales Analysis screen. Press **F4** again to display the Month-by-Month Sales Analysis screen.
F6	Close the pop-up window and return to the previous screen.
F7	Ends job and returns to the File Maintenance Menu.
F18	Go to a list of all inventory adjustment codes and categories available on the system. From the list you can choose the adjustment types you want to include on the Adjusted Gross Profit display by typing an **X** next to your choices and pressing **Enter** twice. You can remove a category by removing the **X** and pressing **Enter** twice. For example, if you only want write-offs and damage to display on your Adjusted Gross Profit Analysis screen, press **F18** to display a list of codes, and enter an **X** next to the W and D codes. Press **Enter** twice to activate your selection. Once selected, these choices remain in effect until you press **F18** again. Press **F18** to customize the categories displayed on the Adjusted Gross Profit display.

Chapter 25

Stocking Matrix File - FIL 25

The Stocking Matrix File provides powerful features you can use to control purchasing and back orders in a multi-warehouse environment. Be sure to read this chapter carefully. You should enter data into the Stocking Matrix File *only* if you have multiple stocking warehouses and need the features described in this chapter.

A stocking matrix is a set of rules that govern where stock is carried to meet the demands of each geographic grouping of customers. If you do not use the Stocking Matrix File, the system assumes that stock should be replenished to the warehouse where it was stocked. For example, if the stock was picked from warehouse NYC, then without a stocking matrix, the system assumes that stock in NYC should be replenished. If this replenishment method is satisfactory for your operation, or if you have a single stocking warehouse, you do not need to use this file. With a single central stocking warehouse, you should run the reorder reports for *all warehouses combined*.

The following scenarios require the advanced features of the Stocking Matrix File:

- Automatically manage multiple “hub and spoke” stock points. For example, customers assigned to different warehouses are all supported by stock at a single “hub” warehouse.
- Automatically route stock to specific warehouses, regardless of location of demand. For example, even though you sell ceramic trim at all warehouses, you might decide to have only one trim stock point. This concept also applies whenever special warehouse equipment or racking is required for a product that cannot be installed at multiple warehouses.
- Automatically route back order demand against specific warehouses based on customer location.

You can set up the Stocking Matrix File for all products or for specific products only. You can set up stocking matrix records on five different levels. You can enter instructions governing many items, such as by item class or manufacturer, once.

The Stocking Matrix File is used primarily by the reorder reports, but you also have the option for customer back orders to automatically be assigned to the stocking matrix warehouse in order entry. To activate this option for back orders, you your system administrator must set the appropriate option in the Company Settings program on the System Settings Menu.

Using the Stocking Matrix

When you request a reorder report, the program asks whether or not you want the stocking matrix to be used. The stocking matrix applies only to reorder reports versions 1, 2, 3, and 5. It does not apply to versions 4 or 6, which are special versions for imports and sales forecasting. When the stocking matrix option is requested, the heading of the report indicates that the stocking matrix was used.

You can also use the stocking matrix to set the default back order warehouse in Order Entry when you enter a back order. The Order Entry program automatically finds the normal replenishment warehouse for each back ordered item and inserts it into the Order Entry Warehouse field. However, you can override this field. Special orders, indicated by the **S** code on Order Entry, do not use the stocking matrix, because they are always directed to the warehouse specified by the customer or order entry personnel. In order to activate the stocking matrix for back orders, an option must be set in the Company Setting File on the System Settings Menu.

1. On the File Maintenance & Inquiry screen, select option **25- Stocking Matrix File**.

```
                    System Stocking Matrix Maintenance




        Action Codes: A (Add New Record) U (Update Record) I (Inquiry)
                 MASTER FILE MAINTENANCE, ENTRY, AND INQUIRY

                  DEFINE A MATRIX FOR ONE OF THE FOLLOWING:

                            Item Class 1 ...: _
                         Or Manufacturer ...: ___
                         Or Product Line ...: ___ ___
                         Or Price Class ....: ______
                         Or Item Number ....: ___ ____ _________

                            Action Code ....: _
                            Password .......:

          F6=Search Stocking Matrix.   F7=Exit   ?=Search Any Field.

MA     a                   MW                                       14/049
```

2. Enter an **Item Class** code, a **Manufacturer** code, a **Product Line** code, a **Price Class** code, or an **Item Number**.

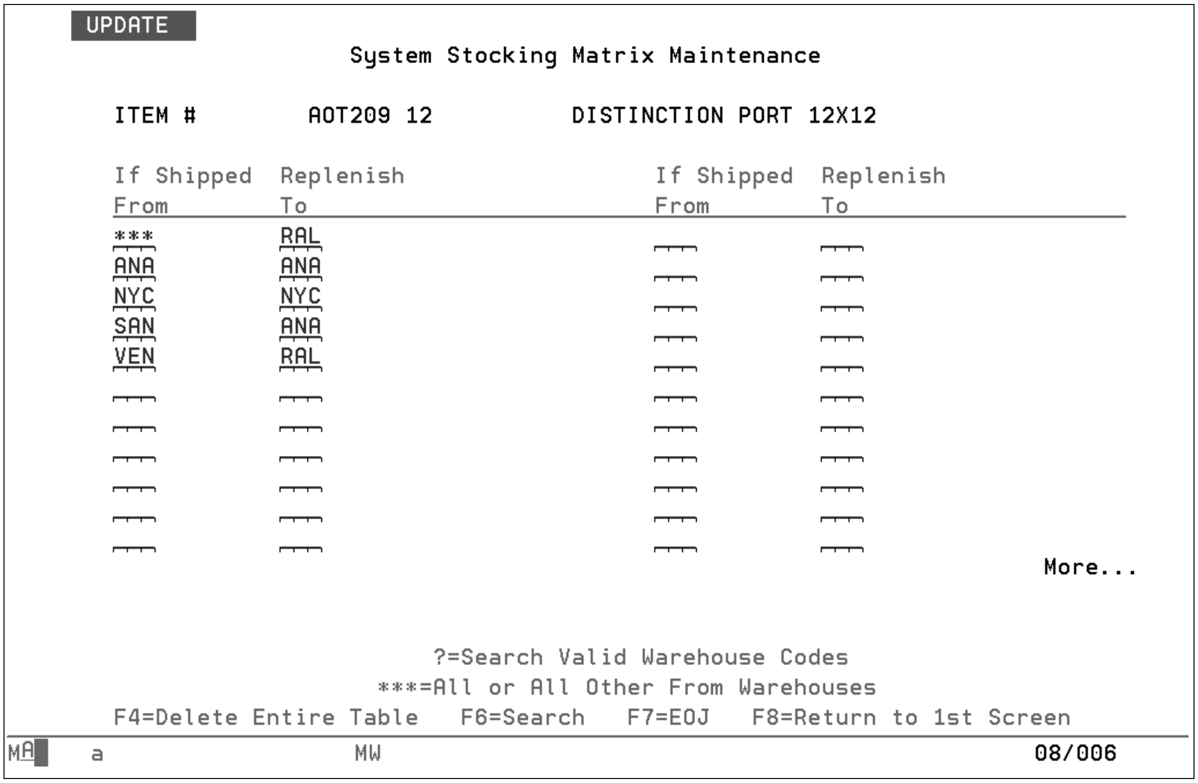
   Stocking matrix records can be entered on any of these levels. For example, an entry by item class applies to all items in that item class, and an entry by manufacturer applies to all items for that manufacturer. The system observes the following hierarchy when selecting the most appropriate stocking matrix record for an item. Manufacturer overrides item class. Product line overrides manufacturer. Price class overrides product line. Item number overrides price class. This is also the order in which the fields are displayed on the entry screen.

3. Enter **Action Code A** to add a new stocking matrix record, **U** to update or change a record, or **I** or leave blank to inquire about or view a record.

4. Enter the **Password**, if required, and press **Enter**.

   Note: *You can enter a* **?** *in the Item Class, Manufacturer, Product Line, Price Class, or Item Number fields to select from a list of valid codes. You can then enter an* **X** *to select from the list.*

The Stocking Matrix File Profile screen displays the record number as entered on the first screen and its description. If you entered an item number, this screen displays the item number and its description.



In the example above, the screen reads as follows:

- When customers pick up from warehouses ANA or SAN, or have items shipped from warehouses ANA or SAN, those sales should be counted as demand against warehouse ANA for the purpose of replenishment.
- When customers pickup from warehouse NYC or have items shipped from warehouse NYC, those sales should be counted as demand against warehouse NYC for the purpose of replenishment.
- All other sales (from warehouse VEN or all others) should be counted toward warehouse RAL for the purpose of replenishment.

Note: *** *indicates "all other."*

The stocking matrix does not affect how the system stores sales statistics. It affects only how they are interpreted and listed for the reorder reports.

The following table describes the fields on this screen.

Field Name	Description/Instructions
If Shipped From	The warehouses from which items can be shipped or from where customers can pick up their purchases, *not* the warehouse that stocked the item. The goods might have been transferred from another warehouse, but this represents the customer's warehouse. Enter the warehouse in this field or three asterisks (***) to indicate all other warehouses. This warehouse is also referred to as the Header Warehouse in Order Entry.
Replenish To	The warehouse that should be replenished based on the sales shipped from the warehouse in the corresponding position in the **Shipped From** field.
If you simply want all replenishment to go to a single warehouse, then you only need to enter one line on this screen, with asterisks (***) in the **If Shipped From** *field and the stocking warehouse in the* **Replenish To** *field.*	

Add and Inquiry Mode

When you inquire about a record that is not in the stocking matrix, the Stocking Matrix File Profile screen still displays it. The system searches, based on the hierarchy of entries, for the most applicable record, if any. For example, if you have a stocking matrix record for a manufacturer that governs all items in that manufacturer, you can still inquire about any item number, product line, or price class for that manufacturer. If you perform a stocking matrix inquiry for an item number, the program:

- Checks for a specific stocking matrix record for that item number. If none are found, it
- Checks for a stocking matrix record for that item's price class. If none are found, it
- Checks for a stocking matrix record for that item's product line. If none are found, it
- Checks for a stocking matrix record for that item's manufacturer. If none are found, it
- Checks for a stocking matrix record for that item's item class. If none are found, it
- Displays a message saying no applicable stocking matrix record exists.

When you add a record to the stocking matrix the program performs process similar to the one described above for the inquiry mode. If it finds an applicable stocking matrix record, it displays it in Add mode so that the new record can copy all or some of the previously entered record. It also alerts you that an applicable stocking matrix record, on a more general level, existed for that item or record.

Chapter 26

Minimum Order Charges - FIL 26

You can use this file to automatically charge customers a minimum order charge when a single order or a group of orders is less than a specified dollar amount. Minimum order charges are calculated during batch invoice processing only. These charges do not apply to point-of-sale invoices.

The advantages realized by using the Minimum Charges File are:

- The ability to use the Minimum Order Charges file as an alternative to the Delivery Charges File for certain customers. In particular, the charges can be based on the size of the orders being delivered.
- The ability to use the Minimum Order Charges file to assess “Fuel Surcharges” or “Delivery Surcharges” when fuel charges are excessively high, or when customers do not meet certain minimum order sizes. In these cases, the customer is assigned their regular delivery charges using the Delivery Charges File, and the surcharges using the Minimum Order Charges file.
- Tying minimum order charges into objectives for marketing to large versus small accounts.
- Encourage customers into consolidating orders, lowering everyone’s expense.

Note: Minimum order charges are activated only if the minimum order charges option in the Company Settings File (found on the System Settings Menu) is set. The Min Order Charge field in the Billto File also has to be activated.

1. On the File Maintenance & Inquiry menu, select option **26 - Minimum Order Charges File**.
2. On the Minimum Order Charges Entry screen, enter the **Company number** to which the minimum charge relates.
3. Enter the **Branch number**, **state code**, **truck route**, **marketing program**, or **account number**.

   If you enter a branch, the minimum order charge applies to all customers in that branch. If you enter a state (or province) code, the charge applies to all customers in that state, and so on. The file is arranged hierarchically. A state charge overrides a branch charge, a truck route charge overrides a state charge, and an account charge overrides a truck route charge. If you have the same minimum order charge for all customers except for two in a branch, you can enter only three records to cover all customers in that branch. Enter the usual charge by branch, and enter two records for the two exceptions by account numbers.
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 or view a record.

5. Enter the **Password**, if required.

```
          MINIMUM ORDER CHARGES TABLE


          Enter COMPANY#......   2

          Enter BRANCH........   ___
       or Enter STATE CODE....   __
       or Enter TRUCK ROUTE...   __
       or Enter MARKETING PGM.   ___
       or Enter ACCOUNT#......   201234

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

Note: State Charge Overrides A Branch Charge,
      Truck Rt Charge Overrides State Charge,
      Marketing Pgm Overrides Truck Rt Charge, &
      Account# Charge Overrides Marketing Pgm Charge.

                   F6=Search
                    F7=EOJ

                   Password:
```

6. Press **Enter**. The Minimum Order Charges Profile screen appears.

Note: *You can press* **F6** *to select from a list of minimum order charges. Enter* **X** *and press* **Enter** *to select, or press* **F7** *to return to the entry screen.*

7. On the Minimum Order Charges Profile screen, review, update, or add to the fields, as necessary.

```
ACCOUNT#  201234                 UPDATE                MINIMUM ORDER CHARGES

FLOORING INTERIORS, INC.


        Description........ Minimum Order Charge

        Minimum Charge $     15 . 00 If Less Than $   500 . 00
        Minimum Charge $      7 . 50 If Less Than $   750 . 00
        Minimum Charge $        .    If Less Than $       .

        General Ledger Acct#  33000  MISCELLANEOUS INCOME
        Cost Center           OTH    SERVICE FEES
        Taxable? (Y/N)        N
        Apply Charge If Will Call/Pick Up?     Y   (Y/N)
        Apply Charge If NOT Will Call/Pick Up? Y   (Y/N)
        Omit Credits From Total Of Orders?     N   (Y/N)
        Omit Direct Ship From Total Of Orders? N   (Y/N)
        Limit Charges to Ship Via Codes = __  __  __
                                                              D/del _
                                                 Last Change: 11/30/95


F1=Next Record.   F6=Search.       F7=EOJ.      F8=1st Screen.
```

Field Name	Description/Instructions
Description	Description of the charge. The description appears on invoices when this charge is applied.
Minimum Charge $	Amount to charge for varying order levels. If you have multiple levels of charges, they are normally entered in ascending order in the **If Less Than** column. However, if you use this file to add a “Fuel Surcharge” the table can work in reverse. *Note: For more information, refer to “Example of using the Minimum Order File to Add Fuel Costs to Orders” on page 26–4.* The first line can be blank and charges will still be assessed.
General Ledger Acct.#	General ledger account number to which this charge should be booked.
Cost Center	Cost center, if applicable, to which this charge should be booked. If left blank, the system uses the cost center of the closest line item on the order when the charge is assessed.
Taxable	**Y** in this field indicates the charge is subject to tax.

Field Name	Description/Instructions
Apply Charge If Will Call/Pick Up	**Y** indicates the orders for will call/pick up are to be subject to the minimum charge. The system determines whether or not an order is a will call/pick up based on the ship via records, and how that ship via code is set up in the Classification Codes File.
Apply Charge If NOT Will Call/Pick Up?	**Y** indicates that orders that are not for will call/pick up are to be subject to the minimum charge.
Omit Credits From Total of Orders?	**Y** indicates that credits are omitted when calculating the totals of orders that need to meet the minimum charge. We recommend that you enter **Y**.
Omit Direct Ship From Total of Orders?	**Y** indicates that direct ship orders are not counted toward the total orders needed to meet the minimum charge.
Limit Charges to Ship Via Codes	This field allows you to enter up to three codes to apply charges for. You can use this field to allow charges only for deliveries by using ship via codes such as OT - Our Truck.

Example of using the Minimum Order File to Add Fuel Costs to Orders

Notice in this example, the Description has been changed to Fuel Surcharge. Also note, the first line directs the system to not add any fuel surcharge costs to orders less than $24.99.

Normally, the minimum order charge go down as the order dollars go up. However, when this table is used to manage fuel surcharges, the table can work in reverse.

```
ACCOUNT#  201645                  UPDATE               MINIMUM ORDER CHARGES

MICHAELS FASHION FLOORS


        Description........ Fuel Surcharge

        Minimum Charge $      0 . 00 If Less Than $ 00024 . 99
        Minimum Charge $      1 . 50 If Less Than $ 00299 . 99
        Minimum Charge $      3 . 00 If Less Than $ 99999 . 99

        General Ledger Acct# 40100  ADMINISTRATIVE SERVICES
        Cost Center          DEL    DELIVERY SERVICES
        Taxable? (Y/N)       N
        Apply Charge If Will Call/Pick Up?     N   (Y/N)
        Apply Charge If NOT Will Call/Pick Up? Y   (Y/N)
        Omit Credits From Total Of Orders?     N   (Y/N)
        Omit Direct Ship From Total Of Orders? Y   (Y/N)
        Limit Charges to Ship Via Codes = OT  __  __
                                                              D/del _
                                                   Last Change: 10/11/05


F1=Next Record.   F6=Search.       F7=EOJ.      F8=1st Screen.
```

How Minimum Order Charges are Applied

Minimum order charges are applied during the batch invoicing process, which is run from the Invoicing Menu. Minimum order charges are not applied to point-of-sale invoices. Minimum order charges are activated only if the minimum order charges option in the Company Settings File (found on the System Settings Menu) is set to one of the following three options.

- **O** - access minimum order charge separately for each order.
- **S** - group orders by customer within ship date, and then access charges based on the total for each ship date within each customer. If a customer has three orders invoiced in the same batch, all with the same ship date, then the total of the three orders is compared to the minimum order amount. If the total still does not meet the minimum, a single charge is applied to one of the invoices.
- **C** - group orders by customer within an invoice batch, and then assess a single charge, if necessary, based on the totals for each customer. The total of all orders for each customer is compared with the minimum order amount.

Once one of these options is selected, minimum order charges are applied automatically when a batch of invoices is processed. You do not have to select options on every invoice run. A report is printed with the invoices, showing the charges that were created. When a minimum order charge is applied to an invoice, a miscellaneous line is added to the invoice, which includes the charge and the description as entered in the Minimum Order Charges File.

Using the Minimum Order Charges File for Delivery Charges

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.

Chapter 27 Delivery Charges File - FIL 27

The Delivery Charges File contains a table of delivery charges used by the Invoicing system to automatically charge for delivery. Delivery charges are only added to an invoice if:

- The invoice contains a truck route code, and
- The customer is subject to delivery charge

Invoices are sorted by ship date within each customer to ensure that only one charge per ship date is calculated per customer. If multiple invoices are created for the same customer on the same ship date, they are considered one delivery, and only one delivery charge is billed. A customer is not subject to delivery charges if you set the **Delivery Charge** field of the Customer File to **N**, or if you create a Delivery Charge File record for the customer with a zero charge.

Delivery charges can be applied to COD orders based on your system settings. This option is discussed later in this chapter. See How Delivery Charges are Applied (page 27–10).

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. Apply charges according the following hierarchy:

- Warehouse delivery charge is the most general, and refers to the warehouse from which the truck leaves.
- State charge overrides a warehouse charge.
- Truck route charge overrides a state charge.
- Account number charge overrides a truck route charge.

Two charges are never added together. The Billto File also contains a Y/N option which determines if any delivery charge is billed to a customer. Enter **N** to make a customer exempt from delivery charges.

You can assign a cost center as well as a general ledger (G/L) account number to each delivery charge record. This feature is especially useful if you charge delivery income to a non-product related cost center such as freight and delivery services. If you leave the **Cost Center** field blank, the system assumes that the delivery charge relates to the cost center of the closest line item on the order or invoice. If you do not journalize by cost center, you can leave this field blank. When a delivery charge line is automatically created by the system, the system automatically inserts the G/L account number and cost center from this file.

You can also specify whether or not each delivery charge is taxable. Some taxable areas have different rules for certain types of freight versus delivery charges. As usual, only taxable sales are ever taxed for freight or delivery charges. The default is **N**, which might not be correct for your company. System administrators should carefully set these values correctly.

1. On the File Maintenance & Inquiry screen, select option **27 - Delivery Charges File**.

2. On the Delivery Charges File Entry screen, enter a **warehouse code**, **state code**, **truck route/run code**, **state/county code**, or **account number**.

```
                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:
```

3. 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.

When the system calculates the delivery charge for an order it looks for the applicable charge in the following sequence, and uses the first delivery charge record that it finds:

— Delivery charge for the customer's account

— Delivery charge for the customer's county within a specific state

— Delivery charge for the truck route and run number

— Delivery charge for the truck route, without a run number specified

— Delivery charge for the billto state code of the customer

— Delivery charge for the header warehouse on the order

Therefore, a delivery charge for a route with a matching run number overrides a delivery charge for the route without a run number.

Note: *To list customers, their assigned routes, stops, run numbers, and delivery charges, go to option* **8 - List Customer Routes and Delivery Charges** *on the second page of the Master File Listings. The report that runs includes columns for truck route, stop, and run number.*

4. Enter **Action Code A** to add, **U** to update, **I** or leave blank to inquire.
5. Enter a **Password**, if required, and press **Enter**.

Note: You can press F6 to select from a list of delivery charges.

Delivery Charges File Profile Screen

```
ACCOUNT#  200200                  INQUIRY              DELIVERY CHARGES TABLE



        Description........ WILLIAMS FLOORS, INC.



        Delivery Charge $      40 . 00

        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:  8/02/00


 F1=Next Record  F2=Exceptn  F6=Search  F7=EOJ  F8=1st Screen  F10=Unit Charges
MA    a                     MW                                          01/001
```

Field Name	Description/Instructions
Description	Description of the field for which you are creating the delivery charge. For example, if you are creating a delivery charge for a truck route, the description of that route is displayed.
Delivery Charge	Amount to be charged for each delivery. Observe the decimal places as displayed.
General Ledger Acct.#	General ledger account number for delivery charges.

Field Name	Description/Instructions
Cost Center	Cost center for the delivery charge. This feature is especially useful if you charge delivery income to a non-product related cost center such as Freight & Delivery Services. If you leave the **Cost Center** field blank, the system assumes that the delivery charge relates to the cost center of the closest line item on the order or invoice. If you do not journalize by cost center, you can leave this field blank. Whenever a delivery charge line is automatically created by the system, the system automatically inserts the G/L account number and cost center from this file.
Taxable?	**Y** indicates the delivery charge is taxable, and **N** indicates it is not taxable. The default is **N**.
D/Del	**D** indicates this charge will be deleted. When you delete a charge, be sure to change the dollar amount to zero in the **Delivery Charge** field.
Last Change	Date this record was created or last changed.
Only use this delivery charge record if the customer's default truck route is used	This field is displayed only for delivery charge records for specific account numbers. It 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.

The following table describes the function keys on this screen.

Function Key	Description
F1	If in update mode, press **F1** to enter the current screen and display the next delivery charge record in the file. If in inquiry mode, press **F1** to display the next delivery charge in the file.
F2	Go to a screen for recording exceptions, based on the day of the week. **F2=Exception** is highlighted when an exception by the day of the week has been entered. See Delivery Exceptions Screen.
F6	Search for a list of all delivery charge records.
F7	End the job and return to the File Maintenance Menu.
F8	Return to the Delivery File Entry screen.
F10	Go to the Delivery Charge by Unit screen, where delivery charges can be based on weight, dollars, and units shipped.

Delivery Exceptions Screen

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.

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 your customer to plan shipments for certain days, which in turn drives down your average expense per stop.

Delivery Charges by Unit

You can use the Delivery Charges by Unit screen to establish both simple and complex algorithms for delivery charges.

On the Delivery Charges File Profile Screen, press **F10**.

```
 Account#:  200200              *INQUIRY*          Delivery Charges by Unit
 WILLIAMS FLOORS, INC.
                                                                       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
 -----------------------------------------------------------------------------
  **    **     .020      UN        1.00        5.99      UN          Y      _
  **    **     .025      UN        6.00       10.00      UN          Y      _
  **    **     .030      UN       10.01       18.99      UN          Y      _
  **    **     .050      UN       19.00     9999.00      UN          _      _




                                                                      Bottom


 Spec Functions:  Delv Free if $Value Over  1500.00   (enter value to activate)
                  Min Delivery Charge$        35.00   Max Del Charge$    200.00
     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

MA     a               MW                A                                07/003
```

The charges on the top part of the screen are calculated by line item. Each line is calculated individually; even if the lines are for the same item. For example, if 500 SF of an item is ordered and two lines are created (e.g. the inventory is coming from two different locations), the lines are treated separately. They are not totaled for consideration for shipping rate and quantity consideration in the top half of the screen.

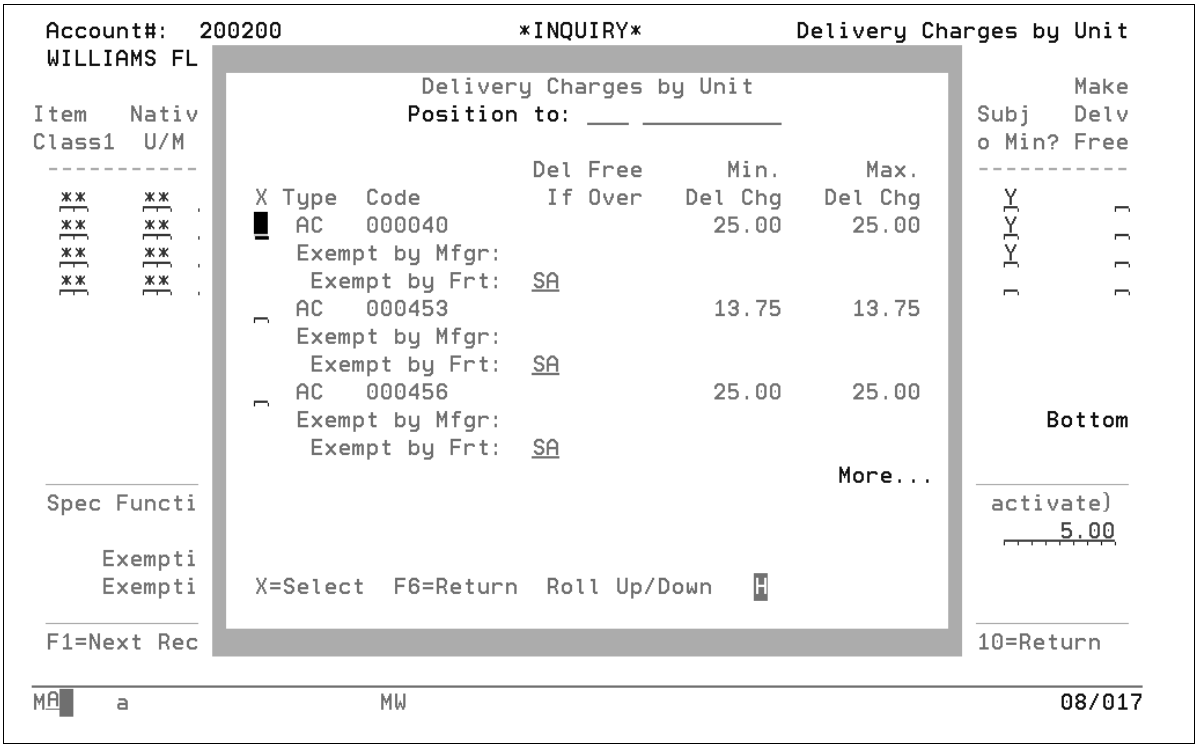
In the above example all items and units of measure are subject to a varying freight charges based on the quantity delivered. Deliveries would be subject to a minimum charge of $35.00 and a maximum charge of $200.00. You can enter separate rates for different combinations of item classes and units of measure.

Field Name	Description/Instructions
Item Class 1	Item class. Double asterisks (**) indicate a freight rate applies to all item classes. If you enter an item class, the rate applies to all items within that item class, but can be further limited by entries in the **Native Unit of Measure** field, and by exemptions that are entered at the bottom of the screen.
Native U/M	Unit of measure code. Double asterisks (**) indicate all units of measure. If you enter a native unit of measure, the freight rate is applied only to items with that native unit of measure.
$ Rate	Dollar amount of the freight rate. This rate relates to the following **U/M** field. You can enter **0** in this field if no charge should be applied for the specified item class or unit of measure.

Field Name	Description/Instructions
Per U/M	Unit to which the freight rate applies. **UN** indicates the rate is applied per native unit sold. **$$** indicates the rate is applied per dollars sold. The dollar amount relates to your native currency rather than to dollars. **LB** indicates the rate is applied per pound. Enter KG if the rate is applied per kilogram.
Qty From	Lower quantity limit if this charge is limited to a quantity range.
Qty To	Higher quantity limit if this charge is limited to a quantity range. These quantities always relate to the unit of measure as specified in the next unit of measure field. Therefore, these quantities can be expressed in units shipped, weight shipped, or total dollars shipped.
U/M	This unit of measure relates to the previous quantity range fields. This unit of measure cannot be different from the unit of measure of the rate. If the rate is related to unit LB (pounds), then this unit of measure must also be LB.
Subject to Min?	**N** indicates the delivery is exempt from the minimum charge if this rate line is used. **Y** indicates the delivery is subject to the minimum charge. It is important to fully understand this parameter. If you want delivery charges to always be subject to minimum charges, then all rate lines in this table should have **Y** in this field. If a rate line in this table is accessed, meaning that the rate line applies to a product within the delivery, and that rate line has **N** in this field, then the *entire delivery* is no longer subject to the minimum charge. For example, because of a competitive situation with a certain product, you might offer delivery of that product for $.10 per pound, without a minimum delivery charge. In other words, all products get delivered without a minimum charge because that one item was included.
Make Delv Free	**Y** indicates the *entire delivery* is free if this rate line is used. **N** indicates this rate line should not trigger a free delivery. You can use this field to automatically offer free delivery if a certain product, or a certain quantity of a product is included in the delivery.
Special Functions:	
Delv Free is $Value Over	If you enter a value in this field, the sum of the prices of the products being delivered is compared to this value. If the value being delivered is greater than this amount, then the delivery charge is waived. This entry even overrides the **Minimum Delivery Charge** field.
Min Delivery Charge $	Minimum delivery charge, if applicable. If the sum of the unit charges is less than this amount, then the minimum charge is invoiced instead of the sum of the unit charges.
Max Delivery Charge $	Maximum delivery charge, if applicable. If unit charges exceed this amount, the maximum charge is invoiced.
Exemptions by Mfgr (free delv)	Up to six manufacturers that can be made exempt from the delivery charges in the table. Any items within these manufacturers will not be charged. The inclusion of these manufacturers does not make an entire delivery free. It only waives the unit charges for these manufacturers.

Field Name	Description/Instructions
Exemptions by Frt Class (free delv)	Up to six freight classes that can be made exempt from the delivery charges in the table. Any items within these freight classes are charged. The inclusion of these freight classes does not make an entire delivery free. It only waives the unit charges for these freight classes. This field relates to the freight class entered into the Item File.

You can **F6** to position the screen to a specific record.



This screen displays a list of Delivery Charge by Unit records. Use the **Position To** field to restart the search from a specific type and record code. Enter **X** to select a record.

Following is a description of the fields on the above screen.

Field Name	Description/Instructions
X	Enter **X** to select an entry. The Delivery Charges by Unit screen displays.
Type	This is a code representing the type or level of the entry. **AC** - by account number **CY** - by county **TR** - by truck route **ST** - by state **WA** - by warehouse

Field Name	Description/Instructions
Code	This is the record number relating to the Type code. For example, if you entered type AC, then enter an account number.
Del Free if Over	This displays the “free if over” value as entered in the Delivery Charge by Unit Record.
Min. Del Chg	This displays the “minimum charge” value as entered in the Delivery Charge by Unit Record.
Max. Del Chg	This displays the “maximum charge” value as entered in the Delivery Charge by Unit Record.

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 would have the effect of charging a $25.00 delivery charge only when items in class L1 were 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. Any deliveries without items in class L1 would be free of charge.

```
 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
```

How Delivery Charges are Applied

Delivery charges are applied during the batch invoicing process, and optionally as COD orders. When the batch invoicing process is run via the Invoicing 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 the invoice.

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 27–11).

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 27–10).

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.

Delivery Charges for Returns

Delivery charges for returns or credits work exactly the same as delivery charges for regular orders and invoices. See How Delivery Charges are Applied (page 27–10). The key point is whether or not a truck route is assigned to the return or credit.

Important: When creating returns or credits, make sure you enter a relevant **Ship via** *code. If a customer's default* **Ship via** *is* **Our Truck***, which triggers the delivery functions, make sure you override the Ship via, unless you want to pick up the returned material. If you are picking up the returned material, enter a valid truck route if you want the system to charge a delivery charge for the pick up of the returned material. If you do not want to charge for picking up the returned material, use line number 9966 as described in How to Prevent Delivery Charges From Being Applied (page 27–11).*

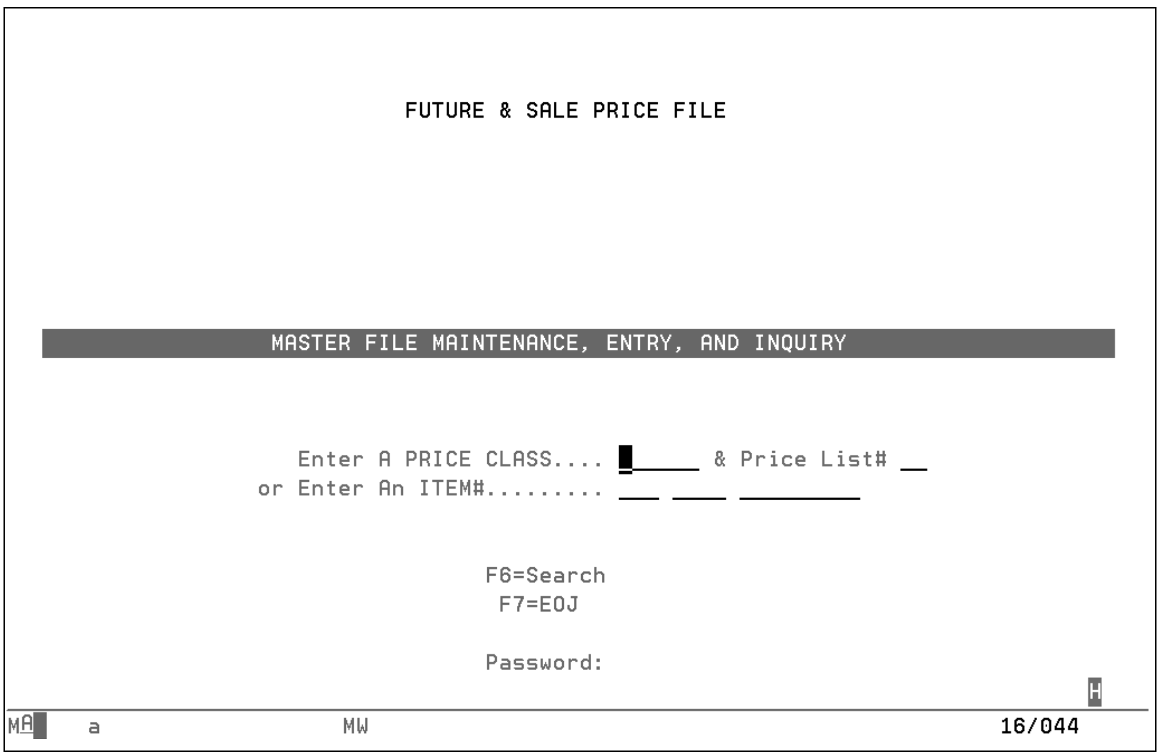
Chapter 28

Future and Sale Price File - FIL 28

You can use the Future and Sale Price File to enter prices in advance of their effective dates or to institute temporary sale pricing. The program changes the prices on the effective date of the sale and changes prices back to normal when the sale is over. The system automatically changes prices during Night Jobs, and a prints list of those changes.

When you go into the Future & Sales Costs File, the program displays your existing price structures as entered in the Price File or the Item File. You can then enter the changes and the dates for changes to take effect.

1. On the File Maintenance & Inquiry screen, select option **28 - Future & Sale Price File**.



2. Enter a **Price Class** and **Price List#,** or enter an **Item#**.
3. Enter the **Password**, if necessary, and press **Enter**.

Following is a description of the fields on this screen.

Field Name	Description/Instructions
Enter a Price Class	If your pricing is set up using the Price File, enter an existing price class code here. The program displays the pricing information for that price class, and then you can change it as needed.

Field Name	Description/Instructions
Price List #	If you enter a price class, you must also enter a price list number. Remember that each price class can have multiple price list numbers, each with their own pricing information. If all of your pricing is linked to list price, then you only need to enter future prices for the LP record. When entries other than LP are made in this field, the program: • displays the currently active list price, if there is no Future Price File LP entry or • displays the future list price if there is a Future Price File LP record in file. This ensures that any existing or new formulas entered through the Future Price File display calculated prices, whether or not the list price record is also being changed. For example, if you have two price lists, LP and A1, and the A1 prices are linked to the LP prices then: • If you enter a Future Price File entry for both of the A1 and LP records of a price class, the *future* A1 price displays as if linked to the *future* LP price. • If you enter a Future Price File entry for only the A1 record of a price class (and not the LP record), then the *future* A1 price displays linked to the *current* LP price. In both examples, the Future Price File program calculates and displays the new prices as they will be updated once the prices are activated. This method is consistent with the Price List programs and how they access the Future Price File.
Enter an Item #	If your pricing is set up directly in the Item File, and not in the Price File, enter an item number here. The program displays the pricing information for that item record and then you can change it as needed.

Important Notes

Using Price File records gives you far greater flexibility than using Item File records. If you enter prices directly into the Item File, you have only one screen with 12 lines to establish pricing levels. You can use the Price File to set up as many list numbers, such as LP, A1, B1, and C1, as you need. Each list number is on its own page and contains 12 lines. You can use the 12 lines to assign different prices for different quantities, stock versus direct, and other restrictions such as cut versus roll for rolled goods. In general, you should use the Price File for all of your regular stock items, and only, if ever, enter prices directly into the Item File for less important items or items with very simple and uniform pricing.

You should familiarize yourself with setting up the Price File - FIL 9, and Item File - FIL 2, before you use this option. This file simply mirrors the way in which you have set up pricing on your system. Use the Price Class and Price List number fields if the current prices reside in the Price File. Use the **Item Number** field if the current prices reside in the Item File.

The changes take effect on the effective date you specified. The Price File and Item File have not been changed. During the Night Jobs, this file is checked and the new prices go into effect when the effective date has been reached. A listing of the new effective prices is printed by the Night Jobs. If you entered an end date indicating that the new pricing is temporary, such as during a sale period, the system schedules the old pricing to be reinstated on the end date. It does this by automatically inserting the old prices in the Future and Sale Price File with an effective date equal to the end date you have entered.

When you enter multiple records, this file keeps the effective and end dates to prevent unnecessary keystrokes when you add multiple records with the same effective dates. When you enter multiple Price File records:

Future and Sale Price Profile Screen

```
 MANLE1  LP                          FUTURE & SALE PRICES

LIST PRICE..$ .....24 . 000 SY     EFFECTIVE DATE: 123104  IF SALE, END: ______

      TT/RES       Qty     Field  X  Variable%  +/- Variable$     =     Price.
 1)     R        ......    LP        ...1 . 0000   .. .... . ...      ....24 . 000
 2)     C        ......    LP        ...1 . 1190   .. .... . ...      ....26 . 856
 3)     M        ......    LP        ...1 . 1190   .. .... . ...      ....26 . 856
 4)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
 5)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
 6)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
 7)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
 8)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
 9)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
10)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
11)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
12)    ...       ......    ...       .... . .....  .. .... . ...      ....... . ....
FIELD CODES: LP = List Price.  LC = Last Cost.  AC = Avg Cost.  BC = Base Cost.
Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&,N) Terms Override: _

V-LUMINESSE                 Notes: ____________________                D/del _
                                                     Last Change:  5/25/04
F10=Enter/Go Next LP       F12=No Enter/Go Next LP       F3=Copy.
F1=Enter/Go Next Record.   F2=No Enter/Go Next Record.   F8=1st Screen.
```

Note: *The Future and Sale Price Profile screen differs slightly depending on how you access it. This is because Item File pricing (if you use an item number) is more limited than Price File (if you use a price class) pricing. If you use the Item File to enter future and sale prices, you have only a single screen to enter pricing for all price list numbers. This screen has no provisions for the transaction type and restriction codes. The Price File allows a complete* *page for each price list number, so that you can use separate pricing for stock versus direct, cut versus roll, and other restrictions in the* **TT/Res** *fields.*

Field Name	Description/Instructions
List Price	Current list price in the Price or Item File. You can change this unless the **Sub-List Price** field is displayed. In that case, you cab change the sub-list, but not the main list price. Remember that many other prices can be linked to the list price. If you are using Price File records, then the List Price field can only be changed when updating price list LP. All other price lists display the list price, but only allow access to the **Sub-List Price** field. The prices entered will take effect during the Night Jobs, when the effective date is reached.
Effective Date	Date you want the new prices to take effect in MMDDYY format. If you enter today's date or an earlier date, the new prices will go into effect tonight after the Night Jobs have completed. If new prices are to go into effect on a Monday, and Night Jobs is not scheduled for the weekend, enter Saturday's date as the effective date. Then, Friday Night Jobs will update the prices.
If Sale, End (Date)	If you leave this date blank, the system assumes that the new prices go into effect on the effective date and remain active until further notice. If you enter a date here, the new prices go into effect on the effective date, and the old prices are reinstated on the end date. Enter dates in MMDDYY format.

Field Name	Description/Instructions
TT/RES (if for Price File record) **Price List# (if for Item File record)**	The Price List number column relates to the price list numbers assigned to each customer in the Billto File. In the example, we are using A1, B1, C1 and so on, as shown. An entry in this field indicates the line applies only to customers assigned to that price list number for this product. This field is only displayed when entering by item number. If you are entering a Price File record, the two-character field **TT/Res** is displayed. The first character is for transaction type and the second is for restriction code. The transaction type can be one of the following: **I** - This line applies to inventory sales only (sales from stock). **D** - This line applies to direct ship sales only. **Blank** - This price applies to any transaction type. The restriction code entry can be one of the following: **C** - For rolled goods, this line applies to cuts only. It is used only when an operator requests a cut price. **R** - For rolled goods, this line applies to rolls only. It is used only when an operator requests a roll price. **M** - For rolled goods, this line is a mid-price (between cut and roll prices). It is used only when an operator enters M. **M** - For any goods, this line is a management approved reduced price. It is used only when an 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 only accepts a price with the restriction code **M** or with no restriction code.
Qty	Use this field only if you have different unit prices based on quantity. Enter the quantity through which the price applies. An entry of **100** means the price on that line is applicable up to and including 100. If you specify quantity breaks, the last quantity listed should be **99999** as shown in the example.

Field Name	Description/Instructions
Field	If you want the application to calculate the price as a percentage of a list price or cost, enter one of the following field codes: **LP** - List Price **SL** - Sub-List Price (displayed only when using Price Files) **LC** - Last Cost (unit cost of last receipt including freight and handling) **AC** - Average Cost (average unit cost of current stock on hand) **BC** - Base Cost (base portion of the current standard cost. It excludes freight and handling.) **SC** - Standard Cost (current standard cost, including freight and handling cost) **L0 - L9** - Refers to specific prices within the LP price record.
Terms Override	Enter one-character terms code here only if terms are to be overridden when this price is used. Otherwise leave blank. This is applicable only if your system is set for terms by product as opposed to terms by customer.
Variable	If you want to calculate the price as a percentage of something else, and you have entered a field code, such as LP, LC, or BC, enter the amount by which to multiply the field.
Price	If you have entered a field code and a variable, the price is calculated automatically, and you should leave this field blank. Otherwise, enter the unit price here. If you enter a field code representing cost, such as AC or BC, this program might not calculate the price at this time. However, the price is figured at the time of order entry or quoting. This is because some costs are dynamic, and any prices linked to those costs would fluctuate. The costs might also vary depending on the warehouse or shade or lot number of the product.
Round to 2 Decimal	Leave blank to not round out or enter one of the following codes: **R** - Rounds 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** - Rounds the price up to the next cent value. **D** - Rounds the price down to the previous cent value. **9** - Rounds to the nearest 9 cents. **5** - Rounds to the nearest 5 cents.
Notes	This space is reserved for notes or comments about this future pricing record. It is not saved in the Price or Item Files. It is saved in this file only until the future price is activated.
D/Del	Enter **D** in this field to delete the Future and Sale Price record. It does not delete the Price File or Item File record. Once a Future Price File is used, and its prices inserted into the actual Price File or Item File record, the system automatically deletes it.

Field Name	Description/Instructions
Last Change	This field is automatically updated and displays the date the record was last changed.

You can list the entries in this file using the Future and Sale Price File List on page two of the Master File Listings Menu. You can also force the update program, which usually runs at night, to run by using the Special System Maintenance Menus. You might need to force an update if Night Jobs was not run, if an effective date was entered incorrectly, or if the new prices are needed immediately.

The following table describes the function keys on this screen.

Function Key	Description
F1	To enter data (similar to pressing **Enter**) and go to the next record in the file. If you are on a price class entry, press **F1** to go to the next record in the Price File. If you are on an item number record, press **F1** to go to the next record in the Item File. This is very useful when entering new prices for many consecutive records.
F2	Go to the next record without entering the data on the current screen. If you are on a price class entry, press **F2** to go to the next record in the Price File. If you are on an item record, press **F2** to go to the next record in the Item File. You can use this key to scan the file, passing records that you do not want to change.
F3	This feature can copy all the future price list records (and formulas) associated with an existing price class to another price class. For example, the price list records LP, A1, B1, B2, etc. can be copied from one price class to another within the Future Price File. This feature is meant to simplify the task of changing your pricing formulas. Once you have entered a set of formulas in the Future Price File, you can use them as a mold to copy to other price classes. For example, price lists A1, B1 and C1 may have represented a 5%, 10%, and 15% discount off list price respectively. If A1, B1, and C1 were changed to represent discounts of 10%, 15%, and 20% then enter one price class with LP, A1, B1 and C1 in the Future Price File with the new price formulas. Then you can enter other price classes with just the LP record, and copy the A1, B1, and C1 automatically applying the new formulas. *Note:* *For a detailed explanation of this feature, refer to Copy Feature in the Future Price File.* *Note:* *This feature does NOT add any new price lists to the Price File. It only updates existing ones. Therefore, regardless of the price lists you enter in the Future Price File, only those that exist in the regular Price File will be updated during the nightly update when the effective dates of the Future Price File records are reached.*
F7	End the job and return to the File Maintenance Menu.
F8	Returns to Future and Sale Price Entry screen.

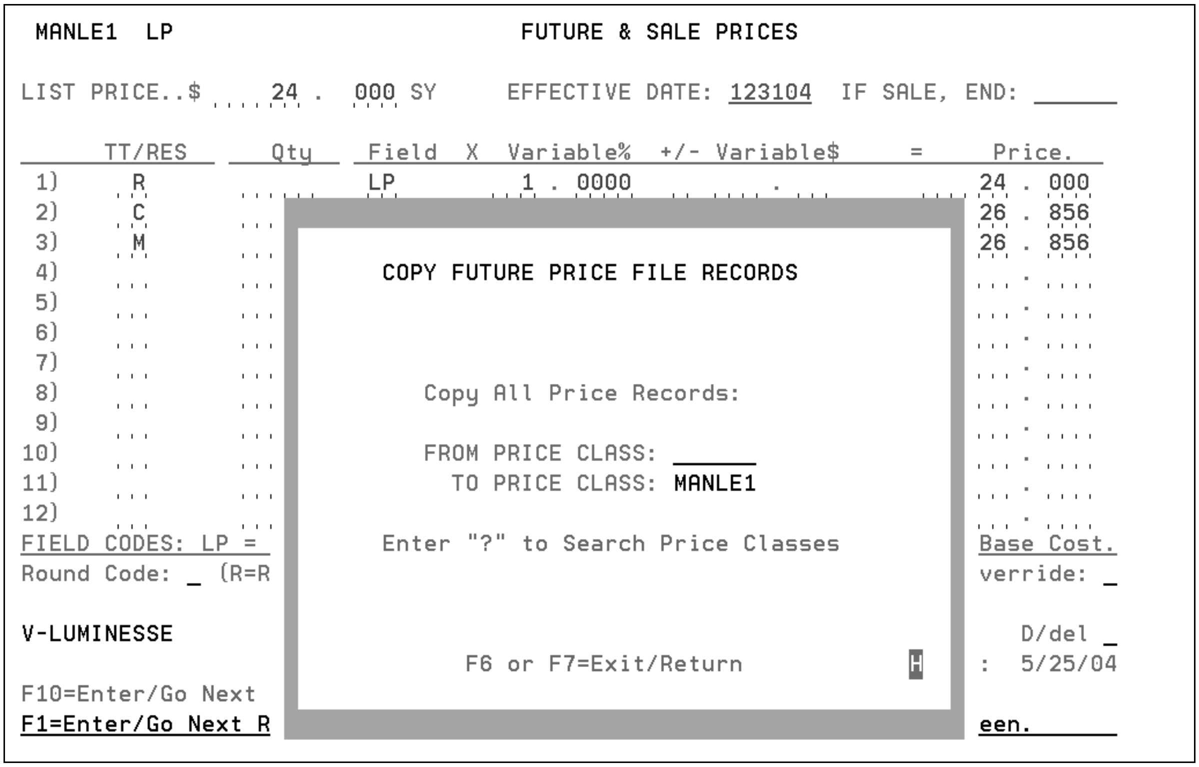
Function Key	Description
F10	Enter the current record and go to the next price class record for the same price list number. If you are on an LP record, this function key, press **F10** to go to the LP record of the next price class. This key applies only when you are working on price class records. If your prices are linked to list price, this key provides the most efficient way for entering multiple changes to list prices.
F12	Go to the next price class record for the same price list number without entering the current record, If you are on an LP record, press F12 to go to the LP record of the next price class. This key applies only when working on price class records.
hot keys F13 - F24	Although there is no hot key that returns you to this program, you can exit this program by using any of the hot keys that lead directly to the hot key functions.

Copy Feature in the Future Price File

1. Enter the price class you want to copy into and LP for list price and press **Enter**. The details of the price class appear.

```
 MANLE1  LP                             FUTURE & SALE PRICES

LIST PRICE..$ ......24 . 000 SY     EFFECTIVE DATE: 123104  IF SALE, END: ______

      TT/RES      Qty     Field  X  Variable%  +/- Variable$     =     Price.
 1)     R        ......   LP       ...1 . 0000   .. ..... . ...      ....24 . 000
 2)     C        ......   LP       ...1 . 1190   .. ..... . ...      ....26 . 856
 3)     M        ......   LP       ...1 . 1190   .. ..... . ...      ....26 . 856
 4)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
 5)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
 6)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
 7)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
 8)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
 9)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
10)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
11)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
12)    ...       ......   ...      .... . .....  .. ..... . ...      ....... . ....
FIELD CODES: LP = List Price.  LC = Last Cost.  AC = Avg Cost.  BC = Base Cost.
Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&,N) Terms Override: _

V-LUMINESSE                  Notes: ____________________              D/del _
                                                        Last Change:  5/25/04
F10=Enter/Go Next LP       F12=No Enter/Go Next LP       F3=Copy.
F1=Enter/Go Next Record.   F2=No Enter/Go Next Record.   F8=1st Screen.
```

2. Press **F3** to copy. The following screen appears.



3. Notice that the price class you started with is the one that is going to be affected by the copy function. It is automatically inserted into the **To Price Class** field.

   Enter the price class you want to copy from, in the **From Price Class** field. Always copy from a price class that has already been entered into the Future Price File, with all of the price list records that you need to copy.

   *Note: Enter a "**?**" in the field to search through all the price classes.*

4. When **Enter** is pressed, the system copies all future price list records from one price class to the other and displays the **Entry Accepted** message.

5. To view the records that are currently in the Future Price File, use the **F6=Search** function.

6. As stated earlier, this procedure cannot take place if the **From Price Class** (the one being copied) does not have a list price (LP) record in the Future Price File. If you attempt to copy a price class that does not have active LP pricing, you will receive an error message.

Chapter 29 Future and Sale Cost File - FIL 29

You can use the Future and Sale Cost File to enter costs from your suppliers in advance of their effective dates. You can also to institute sale pricing from your suppliers when temporary special purchase prices are in effect. The file changes the costs on the effective date of the sale and changes them back to normal when the sale is over. They program changes costs automatically during Night Jobs, and prints a list of those changes. These costs represent your standard costs only and are the costs used by the Purchase Order system. Entries in this file do not affect the value of the current inventory.

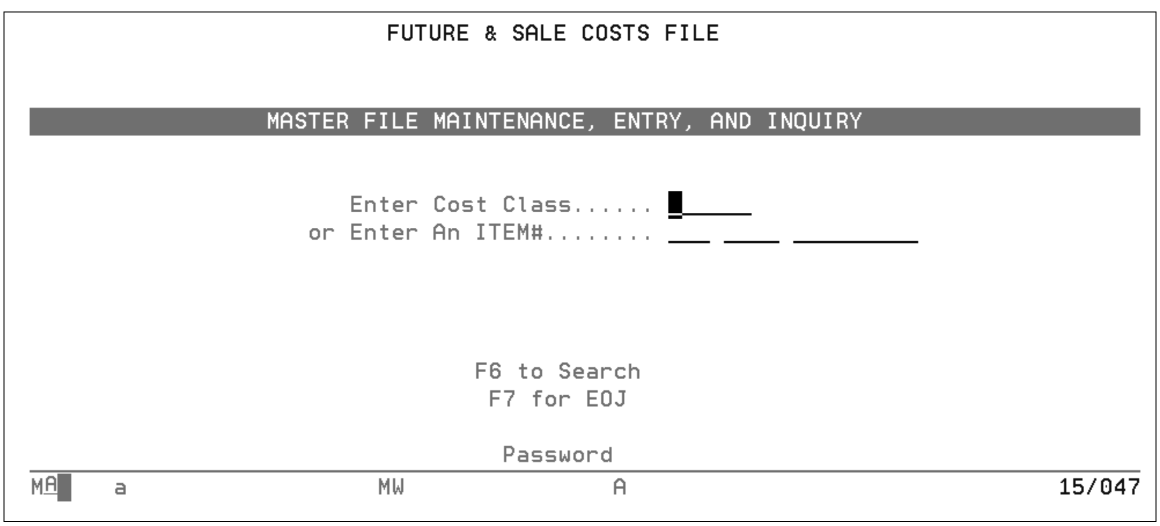
When you go to the Future and Sale Cost File, the program displays your existing cost structures as entered in the Cost File or the Item File and allows you to notate the changes and the dates they take effect.

Important Notes

Using Cost File records provides far greater flexibility than using Item File records. You can use the Cost File to specify freight tables and multiple costs based upon supplier, transaction types, restriction codes, and quantity breaks. The Item Master File only provides for a single cost structure that you can split between material and freight.

You should familiarize yourself with setting up the Cost File and Item File before using this option. This file simply mirrors the way you set up costs on your system. Use the **Cost Class** field if the current costs reside in the Cost File. Use the **Item Number** field if the current costs reside in the Item File.

On the File Maintenance & Inquiry screen, select option **29 - Future & Sale Costs File**. On the Future & Sale Costs File entry screen, enter a **Cost Class** or **Item #**.



Note: *Press F6 to access the Future and Sale Cost File Search. This search displays only the cost records that have been entered into the Future and Sale Cost File and are awaiting their effective dates.*

The following table describes the fields on this screen.

Field Name	Description/Instructions
Enter a Cost Class	If your costs are set up using the Cost File, enter an existing **Cost Class** code here. The program displays that record, which you can change as needed.
Enter an Item #	If your costs are set up directly in the Item File, and not in the Cost File, enter an **Item #** here. The program displays that item record, which can change as needed.

If you enter a **Cost Class** the program displays the record you selected on the Entry screen. It shows all of the fields exactly as they are in the Cost File.

```
 FLTA06          BRIGHT GLAZE 6X6 WALL TILE          UPDATE     FUTURE COSTS

  EFFECTIVE DATE:  22222 IF SALE, END: ______

  Standard BASE COST (unlanded) ....... . 10000 per U/M  SF
+ Standard FREIGHT COST........ ....... . ......    House Cost $ ....... . ......
= Standard LAST COST (landed).$ ....... . 10000     Acctg Cost $ ....... . ......

   Supp TT  Restr  Qty   Field  X   Variable    =    Cost.     Frt Code
 1) FLT  ..  ..    599   BC       ...1 . 0000   ....... . 100     ..
 2) FLT  ..  ..  99999   BC       .... . 9286   ....... . 093     ..
 3) .... ..  ..  ......  ...      .... . .....  ....... . ....    ..
 4) .... ..  ..  ......  ...      .... . .....  ....... . ....    ..
 5) .... ..  ..  ......  ...      .... . .....  ....... . ....    ..
 6) .... ..  ..  ......  ...      .... . .....  ....... . ....    ..
 7) .... ..  ..  ......  ...      .... . .....  ....... . ....    ..
 8) .... ..  ..  ......  ...      .... . .....  ....... . ....    ..
 9) .... ..  ..  ......  ...      .... . .....  ....... . ....    ..
10) .... ..  ..  ......  ...      .... . .....  ....... . ....    ..
FIELD CODES: LP = List Price. SC = Stnd Cost. BC = Base Cost.  Changed 11/13/01
   Round To 2 Decimal? _ (R=Round, U=Round Up, D=Round Down)    D/del ..


 F1=Enter/Go Next Record.   F2=No Enter/Go Next Record.   F7=EOJ. F8=1st Screen.
```

If you entered an **Item #**, the program displays the following screen. Notice that the Item File screen is less detailed than the Cost File screen. This is because Item File pricing is more limited than Cost File pricing.

```
 SAI10900        TASTIERA ALMOND 6X8                 * ADD *    FUTURE COSTS

  EFFECTIVE DATE:  80106 IF SALE, END:  92206

  Standard BASE COST (unlanded) .....3 . 25000 per U/M  SF
+ Standard FREIGHT COST........ ....... . 75000
= Standard LAST COST (landed).$ .....4 . 00000
```

Field Name	Description/Instructions
IMPORTANT: The costs listed below represent standard or current market costs, not the current value of your inventory. Actual costs are recorded on a receipt-by-receipt basis. The system retains actual Last Cost and Average Cost on each serial number and stock keeping unit. You can use the inventory value reports to print inventory values using any of the costs on the system. However, the value/cost used by the system for normal calculation of gross profit are the actual/average costs of each SKU/serial number on the system. These standard costs are never changed by the system. You control these fields. They are, however, used as default costs if no other cost is available to the system.	
Standard BASE COST (unlanded)	Cost of the item minus freight and handling charges. The unit of measure shown in the native unit of measure for the item, which is the unit of measure to which sales analysis and pricing defaults. You can still purchase in other units of measure.
Standard FREIGHT COST	Freight and handling portion of the cost. If your supplier sells at a single cost that includes freight, you can enter that total cost in the **Standard Base Cost** field and leave this field blank. For imported items, the standard freight cost includes all costs other than the material, such as all freight, duty, and broker fees.
Standard LAST COST (unlanded)	Cost of the item including freight and handling charge, The system automatically computes this figure based on the formula shown on the screen: Last Cost = Base Cost + Freight Cost.
House Cost	Enter this cost 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 might 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 lower house cost. This could be used for commission, creating an incentive 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 commission reports. House cost can also be entered in an SKU by SKU basis using the SKU File.
Acctg Cost	Enter this cost if an additional cost, such as LIFO or FIFO cost, is required. The accounting cost can also be entered on an SKU by SKU basis using the SKU File. 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.
Supp	A three-character code for the supplier this cost relates to. You can use the cost chart to enter costs for the same product from multiple suppliers. The Purchase Order program accesses the costs for the supplier to whom the purchase order is being written.

Field Name	Description/Instructions
TT	Transaction type to which the cost relates. Valid entries are: **I** - The cost relates to purchases of inventory only. **D** - The cost relates to purchases for direct ships to your customer only. Blank - The cost relates to any purchase for inventory or direct ship.
Restr	Restriction code if one applies to the cost. Valid entries, at this time, are only for rolled goods. **R** - The cost relates to full roll purchases only. **C** - The cost relates to cut purchases only. Blank - The cost has no restriction.
Qty	Quantity through which the cost applies. No entry in this field means that cost applies to any quantity. If you have quantity breaks, the last quantity break should equal 99999, which indicates any quantity greater than the previous quantity. A quantity of 00040 means this cost applies to line item purchases up to 40. The quantity field always relates to the unit of measure beside the standard base cost.
Field	Use this field to figure this cost as percentage above or below one of the following: • **SC** - Standard Last Cost, as keyed on the top portion of screen. • **BC** - Standard Base Cost, as keyed on the top portion of screen. • **LP** - List Price, which is assumed to be in a Price File record with a price class code equal to the cost class code.
Variable	Use this field only if a Field code is specified. This is the variable by which to multiply the contents of the field represented by the Field code. For example, if the field code is SC (standard last cost) and the **Variable** field is.80, the **Cost** field is calculated as standard cost multiplied by.80.
Cost	Actual cost. It can be entered directly or calculated by entering a field code and a variable, as described above. In the illustration, some lines have the **Cost** field calculated, and other lines have the cost entered directly.
Frt Code	This field is for informational purposes only. It does not control or affect costs. You can define one-character codes that describe how freight is handled. Suggested codes include: **P** - Freight Prepaid (included in costs) **C** - Freight Collect (not included in costs) **N** - Not Applicable (no additional freight involved)
Changed	This field is automatically updated by the system. It displays the date the record was last changed.

Field Name	Description/Instructions
Round to 2 Decimal	Leave blank or enter one of the following codes: **R** - If you want the costs to be rounded to the nearest cent 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 costs to be rounded up to the nearest higher cent. **D** - If you want the costs to be rounded down to the nearest lower cent.
Frt Tab #	A freight table defines the freight cost or rates between one or more suppliers and each of your warehouses. Freight tables offer a more precise means of calculating the freight cost per unit upon receiving, if you have consistent and defined freight costs. Freight table rates override the standard freight cost. These rates can be per unit, per weight in pounds or kilograms, or per cube. A two-character Frt Table# is assigned to each freight table. 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 Table#** field on this screen. You can enter **?** in this field to display a list of freight table numbers available on your system. Freight tables are established using the Freight Cost Override Table on the System Settings Menu. If you want 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. If a freight table number is entered on this screen, you can press **F10** to display the contents of the freight table.
D/Del	Enter **D** in this field to delete this record.
List Price	List price as entered in the Price File for this group of items. It is displayed only if a price class equal to the cost class is found.

Review or change the fields on the Future Cost File Cost Class Profile screen to reflect the new costs or sale costs, and press **Enter**.

The changes take effect on the effective date you specified. The Cost File and Item File are not changed. During Night Jobs, this file is checked and the new costs go into effect when the effective date has been reached. A listing of the new effective costs is printed by Night Jobs. If you entered an end date indicating that the new costs are temporary, such as during a supplier's sale period, the system schedules the old costs to be reinstated on the end date. It does this by automatically inserting the old costs in the Future and Sale Cost File with an effective date equal to the end date entered.

When you enter multiple records with the same effective dates, the Future and Sale Cost File holds the effective and end dates save you key strokes. When you enter multiple future costs, press **F2** or **F8** to bypass records that do not require change. Press **F2** to go to next record without scheduling a cost change on the current record. Press **F8** to return to the Entry screen for the next entry. Refer to the function keys at the bottom of the screen. The Cost File leaves the last displayed effective and ending dates on the screen for any new add operations. You can leave the dates as shown or override them.

Promotional Pricing File - FIL 30

Setting Up Promotions

You can use the Promotional Pricing File to establish finely tuned promotional price or cost exceptions applicable to selected groups of products and for selected groups of customers. 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.

When setting up promotions, you can use many options, such as quantity breaks, transaction types, and restrictions. It is often difficult to understand how some of the Promotional Pricing File options relate to the options set up in the Price File.

Always try to set up the Promotional Pricing File records in a similar structure as the corresponding Price File records. For example, if the Price File contains three quantity breaks, enter three quantity breaks in the Promotional Pricing File with the respective promotional prices. This structure allows for maximum flexibility in the future, and allows the price programs to find exact promotional information that relates to each quantity within the Price File record. We also recommend that, when a promotion contains quantity breaks, you set them to the same quantities that are in the Price File whenever possible. The system still resolves promotional prices based on the rules of the system, regardless of these quantity breaks, but it will be much easier for users to audit an assigned price if the files are consistent.

If you have separate prices by transaction type (inventory vs. direct) or restrictions, ensure your promotion records also consider them. For example, if you have a price for inventory and a price for direct in your Price File, be careful when you set up a promotion for those items. If the promotion is only for inventory, enter the **Transaction Type I** in the Promotional Pricing File. If you left the transaction type blank in the Promotional Pricing File, which indicates any transaction type, then even direct ship sales could pick up that promotional price.

Associated Files

Billto File (FIL 1)

Promotions are assigned to Billto Files by pressing F9 on the Promotion Profile Screen. To ensure the promotion got assigned to the Billto File, press F9- Prc Exc on the Billto Profile screen to access the following screen.

Entering a Promotion Record

First, decide which products are included in the promotion. Products can be included in the following ways:

- All items for an Item Class 1 (based on the Item Class 1 entries in the Item File)
- 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.

Second, decide which customers are included in the promotion. 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 you have entered a promotion, it is immediately in effect if the effective date is today or earlier, or it goes into effect on the effective date. A report is printed automatically each night listing promotions that will be put in effect or ended within the next two days. Once in effect, Order Entry programs, price lists, and pricing inquiries reflect the promotional pricing. Order Entry always look at all applicable promotions and picks the best price available to the customer, and the best rebate available to your company.

1. On the File Maintenance & Inquiry screen, select option **30 - Promotional Pricing File**. The following screen appears.

```
                          PROMO FILE

                     Promotional Pricing


     Enter Promo Program# ______ (use mfgr's program# if applicable)

                    Enter 1 of the following:

                       Item Class 1..... __
                    or Mfgr............. ___
                    or Product Line..... ___ ___
                    or Price Class...... ______
                    or Partial Item#.... ___ ____ _________
                    or Item#............ ___ ____ _________

                       Enter Action Code I   (A/Add,U/Upd,I/Inq)

                             F6=Search
                              F7=EOJ

                             Password
MA     a                                                   08/031
```

2. Enter a six-character **Promo Program #**—up to six alphanumeric characters.

   If you are assigning a promo number, you can use a supplier's or manufacturer's assigned program number.You should, where applicable, assign a program number that describes itself. For example, AUST96 for promotional pricing related to the Australia 1996 company trip or WINCAR for the annual winter carpet sale.

3. Enter an **Item Class** code, **Mfgr** code, **Product Line** code, **Partial Item** #, or **Item** #.

   Note: *A partial item number must consist of a manufacturer code plus at least one contiguous character. You can enter as many contiguous characters of the item number as needed, but you can not skip characters. Blank spaces are acceptable if they are part of the actual item number. Partial item number pricing can be particularly effective for items such as ceramic tile and laminates, whose item numbers begin with a color number followed by pattern.*

4. Enter **Action Code A** to add, **U** to update, or **I** to inquire about a record.

Note: *You can press* **F6** *to select from a list of records.*

   You can enter many Promotional Pricing File records for the same promotional program number, but with different item classes or manufacturers, and so on. You must, however, enter them one at a time. Enter promotional program AUST96 for manufacturer number ABC, then AUST96 for manufacturer number XZY, and so on.

5. Do one of the following:

   - Enter **U** and the **Password** to update the file. If no existing record has the same program number and record number, the Promotional Pricing File - screen 2 appears. If an existing promo file record has the same program and record number, the Duplicate Promotional File Selection screen appears.

- Enter **I** for an inquiry. If no existing record has the same program number and record number, the Promotional Pricing File - screen 2 appears. If an existing promo file record has the same program and record umber, the Duplicate Promotional File Selection screen) appears.
- Enter **A** and the password, to add a new record. The program checks for records already in the system with the same program number and record number.
  - — If no existing record has the program number and record number you entered, you will access the Promotional Pricing File - screen 2.
  - — If an existing promotional record has the program number and record number you entered, the Promotional File Selection screen appears. Type **X** beside the record you want to copy, and press **Enter**, or press **F6** to return to the Promotional File

6. Enter the **Password**, if applicable. The password logic for the Promotional Pricing File is as follows:
   - A low-level or high-level password is required to inquire. You system administrator can set the low-level password field to blank if anyone using your system can inquire. When setting password requirements, remember that cost information might be included in the Promotional Pricing File.
   - A high-level password is required to add or update the file.
7. Review, update, or add information to the fields on the Promotional Pricing File - screen 2, as necessary.

```
 Promo Pgm# 123456 ARMCA1           UPDATE       CAMBRAY 401 REG

 Description: ARMSTRONG CAMBRAY SPECIAL_____      Limit To Policy: __ Status: _
 Type: M (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: S Terms Override: _
 Effective Date: _10196  Ending Date: _33196  Mfgr's Pgm#: __________ (if diff)

 A) ASSIGN ONLY TO CUSTOMER ACCOUNT#S:  ______ ______ ______ ______ ______
                            ______ ______ ______ ______ ______ ______ ______
                            ______ ______ ______ ______ ______ ______ ______
                            ______ ______ ______ ______ ______ ______ ______
-OR-

 B) ASSIGN TO ALL CUSTOMERS EXCEPT AS FOLLOWS:

    Include/Omit (I/O) I Company#s...: 2   _   _ * Leave Blank To Include All *
    Include/Omit (I/O) _ Branch#s....: ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Cust Types..: __  __  __  __  __  __  __  __
    Include/Omit (I/O) I Region Codes: NC  SC  GA  __  __  __  __  __
    Include/Omit (I/O) _ States......: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ Marketng Pgm: ___ ___ ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) I Display Type: AR1 AR2 AR3 AR4 ___ ___ ___ ___
```

The example above displays a fixed promotion created for a specific item number. 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).

Pricing can be entered as a new price, a dollar amount to add or subtract from regular prices, or a percentage up or down from regular prices. Special costs and rebates can be entered in the same way. Promotional points can be assigned in addition to, or instead of, promotional pricing. Overbills and points can be assigned to funds.

Note: *You can enter* **?** *in these fields to conduct a search:* **Limit To Policy**, **Status**, **Type**, **Sub-Type**, **Terms Override**, **Handling Code**, **Class**, *and* **Marketing Program**. *Many of these fields can contain user-defined values and the* **?** *search makes it easier to use these fields.*

The following table describes the fields and options on this 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.

<table>
<tr><th>Field Name</th><th>Description/Instructions</th></tr>
<tr><td>Status</td><td>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.

Note: Enter “?” in the field to select from a listing of all the status codes.

Promotions with a status are not designed to work with Dancik’s Inventory Selection Optimizer (ISO). When a status is assigned to a promotion, its pricing becomes inventory serial number level pricing (as opposed to item level pricing). Since order entry with ISO collects pricing information before inventory, the inventory level pricing, as assigned via the status, is not picked up. Status level promotions should be used only when manually selecting inventory. Also, of greater importance, is the purpose of ISO versus the purpose of the serial number status codes. ISO is meant to find the piece of inventory that best fits the quantity ordered. Serial number status codes are used to create a "specials list", which can be accessed in three ways:

• manually select inventory by looking at the inventory screen within order entry (which can display and color code each status code)
• select inventory via Decor 24's "Specials List" application
• via the printed versions of the Special List (RIV 107).

Only the three methods above enable a user to select inventory based on the serial numbr status and retreive the special price. Ordering automatically via ISO will not access prices based upon serial number status codes.</td></tr>
</table>

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 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 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. For example, Armstrong World Industries has different rebate programs, such as Competitive Pricing and STP. 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 the manufacturer or supplier number. If you trade information with this manufacturer or supplier, the EDI or tape include this number if provided in this field, or your promotion number if not provided.
Class	Use this field to categorize and list promos using the Promotional Listing. To include or omit promos when printing price lists. 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.

Field Name	Description/Instructions
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. The following examples show how the **Amount** field and the **P/$/%** field work together: **Amount P/$/%Result** 9.00PIndicates the promotional price is $9.00. 2.00-$Indicates normal prices are reduced by $2.00. 2.00-%Indicates normal prices are reduced by 2%. 2.00%Indicates normal prices are increased by 2%. This entry is most commonly used when entering an overbill. An overbill is when the customer is willingly overbilled in order to contribute to a fund to be used towards a company trip, co-op advertising, or other activity. Prices are also increased when normal pricing is based on cost. In this case, the promotional price would be 2% above cost if the normal price is equal to the cost. 2.00$Indicates normal prices are increased by $2.00. This entry can be used for overbills, as described above, or for cost plus pricing structures. An example would be national account pricing programs in which you are authorized to sell at cost plus a fixed service charge. The national account customer would be priced at cost and be assigned to a promotion that specifies the service charge as an additional dollar amount.
Cost/Amount	Cost, percentage, or dollar amount is entered in this field if cost is affected by the promotion. The meaning of your entry in this field is defined by the **C/$/%** field.

Field Name	Description/Instructions
C/$/%	This field defines the **Amount** field. Enter one of the following codes, or leave blank if this promotion does not affect cost. **C** - The entry in the **Cost Amount** field is a new unit cost that replaces the normal cost when the promotion is used. Normally, this is a lower cost than your usual cost. Order Entry and Invoicing programs automatically calculate the difference between an actual cost and this promotional cost when selling from inventory. The difference is stored as the rebate amount for that order. For direct ships or purchases, this cost replaces the usual cost. **$ -** 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. 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.

Field Name	Description/Instructions
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: • Assign a three-character code to the marketing program. For example, GLF for the company golf trip. • Enter that code (GLF) in the Classification Codes File under marketing programs with a brief description of the program. • Enter the GLF code in the Customer File Marketing Program section of all participating customers. • 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. • 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.
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.

The following table describes the function keys on this screen.

Function Key	Description
F1	To go to the next record in product sequence. The next promotional program number is displayed for the current product or the first promotional program number for the next product.

Function Key	Description
F4	To flag the active file and customer assignments for deletion. A message appears confirming that you want to delete the file. You can only delete files while in Update mode. You can delete any active, future, or expired promotional file. When you delete a promotional file record, the program also deletes all references to this promo that are contained in the Customer Billto File pricing screen.
F6	Go to the Promotional Pricing File Search program. When you finish with the Search program, press **F6** to return to the Promotional Pricing File.
F7	Return to the menu.
F8	Return to the Entry screen. Pressing **F8** does not enter or update the data on the current screen unless you first press **Enter**.
F9	Allows you to assign the promotion to all or to select customers.
F10	Go to the next record in promotional program number sequence.The next product for the current promotional program number, or the first product for the next promotional program number is displayed.

8. You can use this screen to assign the promotion to all or specific accounts. You can also assign a promotion to an account by entering the promotion number in the Billto File on the Pricing Exceptions screen (via **F9**).

```
 Promo Pgm# CAMREM ARM68107401      UPDATE       CAMBRAY NO MATCH 12'

 Description: CAMBRAY REMS                     Limit To Policy: __ Status: _
 Type: F (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: _ Terms Override: _
 Eff Dt:  90100  End Dt:  22222  Hdlg Cd: _ _ Mfgr's Pgm#: __________  Class: _

 A) ASSIGN ONLY TO CUSTOMER ACCOUNT#S:  ______ ______ ______ ______ ______
                           ______ ______ ______ ______ ______ ______ ______
                           ______ ______ ______ ______ ______ ______ ______
-OR-                       ______ ______ ______ ______ ______ ______ ______

 B) ASSIGN TO ALL CUSTOMERS EXCEPT AS FOLLOWS:
    Include/Omit (I/O) I Company#s...: 2   _   _ * Leave Blank To Include All *
    Include/Omit (I/O) I Branch#s....: RAL CHA ___ ___ ___ ___
    Include/Omit (I/O) _ Cust Types..: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ Region Codes: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ States......: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ Marketng Pgm: ___ ___ ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Display Type: ___ ___ ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) I Job Name/PO#: VT1001     __________ __________
    Include/Omit (I/O) _ Job Numbers.: _____      _____      _____
    Include/Omit (I/O) _ Order Types.: _          _          _
```

- Complete the **A** (top) section of this screen if you want to assign the promotion to specific customer account numbers. Enter as many account numbers as needed and press **Enter**. If you need to enter more data than the screen allows, simply repeat the process as many times as necessary. Each time you press **Enter**, the account numbers are recorded, but you can key over them in order to enter more data. All of your account number entries are accessible via the Customer File **F9** (Pricing Exceptions) screen, and via the Promotional Price or Customer Pricing Exceptions Listings.

- Complete the **B** (bottom) section of this screen if you want to assign the promotion to all accounts or to broad ranges of accounts. To assign to all accounts, enter **O** beside the **Company Number** field and nothing else. **O** means omit; the program reads the statement as “omit no company numbers.” If no other entries are made, the promotion applies to all customers. You can mix the Include/Omit parameters.
- The example on the previous page reads, “Include customers who are in company number 2 and in states NC, SC or GA, but are not type CT or DS. Customers who are not in company number 2 or who are not in either of the three listed states are not eligible for the promotion. Customers who are type CT or DS are also not eligible.”

You can mix the **A** (top of screen) and **B** (bottom of screen) options. Entering a specific account number overrides any entry on the bottom of the screen. Therefore, even if an account would have been excluded based on the Include/Omit options, entering the account number on the top half of the screen will include that account. You can also assign the promotion to any account in their Billto File record on the Pricing Exceptions screen. You can use these options creatively to navigate complex promotion restrictions.

The example shows a promotion that has been limited to branches RAL and CHA, and job name/purchase order VT1001. This display means that this promotion applies only to orders for either of the two specified branches that have VT1001entered in either the **Job Name** or **Customer Purchase Order** fields of order entry. An example of three of the categories for assigning promotions are as follows:

- **Job Name/PO#** - you can assign a single promotion to up to three job names or customer purchase order numbers. The system always checks this entry against both the **Job Name** and **Customer PO#** fields on the Order Entry Header screen. The promotion is used only if there is a match against one of those fields. When you assign a promotion to a job name or purchase order number*, do not also assign it to specific account numbers.* This is because the job name parameter works like all other include/omit promotion parameters. It is in an OR relationship to account number assignments, not an AND relationship. Therefore, if you assign a promotion to an account number and a job name, the promotion is used if an order contains *either* the account number or the job name. If a job promotion is only for a single account, simply assign a job name that is unique to that account. You may want to integrate an account number into the job name. The unique aspect of this feature is that it can carry a price for a job regardless of the accounts working on that job.
- **Job Number**. This parameter works exactly as described above for Job Names, except that it is related to the five-digit **Job Number** field on the Order Entry Header screen.
- **Order Types.** This parameter works exactly as described above for Job Names and Job Description numbers, except that it relates to the **Order Type** field on the Order Entry Header screen. This can be a handy way of omitting credits (type C) or holds (type H).

Important Notes

When considering how to assign promotion to customers, make sure you understand the versatility of the **Marketing Program** and **Display Type** fields. Unlike the **State**, **Region** or **Customer Type** fields which allow only a single entry per customer, the **Marketing Program** and **Display Type** fields let a customer to have up to 20 entries each. This means that you can define a group of customers by creating a new **Marketing Program** or **Display Type** entry. Define the marketing program or display type using the Classification Codes File. In the Classification Codes File, you can enter a 30-character basic description and use the Notepads feature to add details. Enter that marketing program or display type code in the Billto File of all applicable accounts using the Codes screen in the Billto File program.

For example, if a supplier is sponsoring a promotion for a group of your customers, you could create a marketing program code in the Classification Codes File and assign that code to the customers specified by the supplier. Then, when creating the promotional price records, simply assign it to that marketing program. Use **I** to include, and enter the marketing program code. Marketing programs and display types work identically in terms of how they are created and assigned. However, display types should be used to identify the customers who have certain displays or sample sets.

During Night Jobs, the system lists all promotions when they are within two days of reaching either an effective date or an ending date. Use this listing to make all applicable personnel aware of the price changes in advance.

Restricting Customers

Use these methods to restrict or lock out certain customers from purchasing certain products.

- A promotion can be given the program number **LOCK**. Although the program number itself has no function, it should be a meaningful code. Promotions can be searched by program number. The promotion applies to the specified manufacturers.
- A promotion price of **99999.99** indicates that the promotion is a lock out, not an actual price. Any time the system presents the price as 99999.99, it issues a message saying the customer cannot purchase this item. The promotion *must* be coded as type **F** (fixed) so that only this promotion is used.

  Note: Normally, the system looks for the promotion that offers the lowest price. An **F** *promotion is always used without regard to any other applicable prices or promotions. This lockout promotion also prevents these products from appearing on customized price lists for the locked out customers.*

```
Promo Pgm# LOCK   FAW22225         UPDATE       S-330 ONCE'N DONE 950 ML

Description: TEST FOR DAJ0910                  Limit To Policy: RI Status: _
Type: F (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: L Terms Override: _
Eff Dt: 080106  End Dt:  22222  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)                        99999.99       P
 2)
 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:  8/01/06  D/del

                       F9 to Assign These Prices To Customers
F1=Next Record #   F10=Next Program #  F4=Delete F6=Search F8=Screen 1
```

- A promotion can be assigned to all customers except the customers in a particular marketing program. Therefore, all customers are locked out of purchasing these restricted products, except for those in the specified marketing program.

```
Promo Pgm# LOCK   FAW22225         UPDATE       S-330 ONCE'N DONE 950 ML

Description: TEST FOR DAJ0910                  Limit To Policy: RI Status: _
Type: F (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: L Terms Override: _
Eff Dt: 080106  End Dt:  22222  Hdlg Cd: _ _ Mfgr's Pgm#: __________  Class: _

A) ASSIGN ONLY TO CUSTOMER ACCOUNT#S:  ______ ______ ______ ______ ______
                        ______ ______ ______ ______ ______ ______ ______
                        ______ ______ ______ ______ ______ ______ ______
-OR-                    ______ ______ ______ ______ ______ ______ ______

B) ASSIGN TO ALL CUSTOMERS EXCEPT AS FOLLOWS:
   Include/Omit (I/O) _ Company#s...: _   _   _ * Leave Blank To Include All *
   Include/Omit (I/O) _ Branch#s....: ___ ___ ___ ___ ___ ___
   Include/Omit (I/O) _ Cust Types..: __  __  __  __  __  __  __  __
   Include/Omit (I/O) _ Region Codes: __  __  __  __  __  __  __  __
   Include/Omit (I/O) _ States......: __  __  __  __  __  __  __  __
   Include/Omit (I/O) O Marketng Pgm: DAJ ___ ___ ___ ___ ___ ___ ___
   Include/Omit (I/O) _ Display Type: ___ ___ ___ ___ ___ ___ ___ ___
   Include/Omit (I/O) _ Job Name/PO#: __________ __________ __________
   Include/Omit (I/O) _ Job Numbers.: _____      _____      _____
   Include/Omit (I/O) _ Order Types.: _          _          _

F2=Pricing Screen.    F7=EOJ.    F8=Screen1.
```

Examples

Following are example screens showing different promotional pricing methods.

"Example 1 - Promotional Price with Rebate from Manufacturer" on page 30–18

"Example 2 - In-house Promo With Overbills and Points" on page 30–20

"Example 3 - Fixed Promotion with Reverse Cost Allowance" on page 30–21

Example 1 - Promotional Price with Rebate from Manufacturer

In this example, the manufacturer's promotion program number is **123456**. The program can include many ranges of products. This example specifies a price class (**ARMCA1**). The same program number can be used with other price classes and other entries, such as product line and item number.

```
 Promo Pgm# VAC96  BRUUNF           UPDATE       BRUCE UNFINISHED

 Description: 1996 COMPANY VACATION / BRUCE       Limit To Policy: __ Status: _
 Type: H (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: I Terms Override: _
 Effective Date:  10195  Ending Date: 123195  Mfgr's Pgm#: __________ (if diff)

                                 P R I C E                 C O S T
Tran-Typ  Restr    Qty    Amount (+/-)   P/$/%      Amount (+/-)  C/$/%  Points
 1)  I      ..    ..200  ....3 . 50..     %       ...... . ....    ..    ..100..
 2)  I      ..    99999  ....2 . 50..     %       ...... . ....    ..    ..150..
 3)  D      ..   ......  ....3 . 50..     %       ...... . ....    ..    ..100..
 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: V96     Last Change:  8/18/95  D/del _

                          F9 to Assign These Prices To Customers
 F1=Next Record.           F6=Search.        F7=EOJ.          F8=Screen 1.
```

In this example, the promotion type is **M**, because it is sponsored by the manufacturer. The sub-type **S** further identifies the type of promotion program. Your company defines these codes if necessary. The promotion does not affect payment terms, therefore, the **Terms Override** field is blank. The promotion takes effect on 01/01/96 and expires on 03/31/96.

The promotional price is $3.99 per unit for a cut (C) from inventory (I) and $3.49 per unit for a roll balance (R) from inventory (I). The manufacturer is offering a $ .25 rebate per unit sold, for either a cut or roll.

Because only transaction type **I** (for inventory) is specified, this promotional does not apply to direct ships, which are transaction type **D**. Press **F9** to assign the promotion to all or specified customers.

```
 Promo Pgm# VAC96  BRUUNF          UPDATE      BRUCE UNFINISHED

 Description: 1996 COMPANY VACATION / BRUCE      Limit To Policy: __ Status: _
 Type: H (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: I Terms Override: _
 Effective Date:  10195  Ending Date: 123195  Mfgr's Pgm#: __________ (if diff)

 A) ASSIGN ONLY TO CUSTOMER ACCOUNT#S: ______ ______ ______ ______ ______
                           ______ ______ ______ ______ ______ ______ ______
                           ______ ______ ______ ______ ______ ______ ______
                           ______ ______ ______ ______ ______ ______ ______
-OR-

 B) ASSIGN TO ALL CUSTOMERS EXCEPT AS FOLLOWS:

    Include/Omit (I/O) I Company#s...: 0  _  _ * Leave Blank To Include All *
    Include/Omit (I/O) O Branch#s....: NYC ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Cust Types..: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ Region Codes: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ States......: __  __  __  __  __  __  __  __
    Include/Omit (I/O) I Marketng Pgm: V96 ___ ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Display Type: ___ ___ ___ ___ ___ ___ ___ ___
```

Press **F9** to assign customers to this promotion. In the above example, the program is assigned to the customers who meet the selection criteria as shown. Eligible accounts must:

- Be in company number 2 only
- Be in states NC, SC and GA
- Have one of the four listed displays.

Example 2 - In-house Promo With Overbills and Points

```
                    PROMO FILE

                 Promotional Pricing



Enter Promo Program# VAC06  (use mfgr's program# if applicable)

             Enter 1 of the following:

                Item Class 1..... __
             or Mfgr............. ___
             or Product Line..... HAR BUR
             or Price Class...... ______
             or Partial Item#.... ___ ____ _________
             or Item#............ ___ ____ _________

                Enter Action Code A   (A/Add,U/Upd,I/Inq)

                       F6=Search
                        F7=EOJ

                       Password
```

In this example, we have named the promotion program **VAC06**. It represents the 2006 company vacation.Customers can qualify for going on this vacation by signing up for the program. Each customer is overbilled when they purchase eligible products. In this example, **HAR BUR** represents a hardwood flooring product line. Other products can also be included in the **VAC06** promotion program. Customers are awarded points based on the products and quantities they purchase. Customers achieving a certain combination of overbilled dollars and points qualify for the vacation.

In this example, the promotion is type **H**, because it was sponsored in-house. Sub-type **T** (trip) was assigned to further classify the promotion. No special payment terms are associated with the promotion, therefore, the **Terms Override** field is left blank. The promotion is for the 2006 company vacation, and the funding for the vacation is in effect from 08/01/06 through 12/31/06. The program consists of overbills that will be contributed to funds for the V06 marketing program. This indicates marketing program V06 has been established in the Classification Codes File and that Fund File entries have been made for all participating customers.

As each invoice with an overbill is processed, the overbills are collected in those funds. The funds are then applied towards the vacation. An overbill of 3.50% is added to all orders from inventory in quantities up to 200. An overbill of 2.50% is added to inventory orders above quantities of 200. Direct ships of any quantity have an overbill of 3.50% added. Additionally, 100 points per unit is applied for inventory sales up to quantity 200, 150 points per unit for inventory quantities greater than 200 and 100 points per unit on direct ships. The points are also collected by the Fund File. Points can then be translated in such ways as dollar value or prizes, according to the rules of the promotion. Overbills and points can be analyzed using the Fund Analysis Report on the Sales Report Menu. Press **F9** to assign the promotion to all, or select, customers.

In the following example, the promotional pricing program is assigned to the customers that meet the selection criteria as shown above. Eligible accounts must:

- Be in company 0
- Not be in branch NYC (branch NYC is omitted)
- Be in marketing program V06.

```
 Promo Pgm# VAC06  HARBUR           UPDATE*      BURNSIDE PLANK

 Description: 2006 COMPANY VACATION / HARTCO      Limit To Policy: __ Status: _
 Type: H (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: T Terms Override: _
 Eff Dt:  80106  End Dt: 123106  Hdlg Cd: _ _ Mfgr's Pgm#: __________  Class: _

 A) ASSIGN ONLY TO CUSTOMER ACCOUNT#S:  ______ ______ ______ ______ ______
                                ______ ______ ______ ______ ______ ______ ______
                                ______ ______ ______ ______ ______ ______ ______
-OR-                            ______ ______ ______ ______ ______ ______ ______

 B) ASSIGN TO ALL CUSTOMERS EXCEPT AS FOLLOWS:
    Include/Omit (I/O) I Company#s...: 0   _   _ * Leave Blank To Include All *
    Include/Omit (I/O) O Branch#s....: NYC ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Cust Types..: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ Region Codes: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ States......: __  __  __  __  __  __  __  __
    Include/Omit (I/O) I Marketng Pgm: V06 ___ ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Display Type: ___ ___ ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Job Name/PO#: __________ __________ __________
    Include/Omit (I/O) _ Job Numbers.: _____      _____      _____
    Include/Omit (I/O) _ Order Types.: _          _          _

 F2=Pricing Screen.   F7=EOJ.   F8=Screen1.
```

Example 3 - Fixed Promotion with Reverse Cost Allowance

The system allows Fixed Promotions to increase the unit cost of inventory costs (a reverse cost allowance). Order Entry will process it as an increase in cost.

- Use Case #1 - Selling to an internal (inter-company) entity where you want their margin to reflect a higher cost - such as when a central warehouse services multiple markets, including company-owned stores and/or franchisees.
- Use Case #2 - Using the Promotional Pricing Files to create promotions where you want consistent margins regardless of what specific inventory is selected.

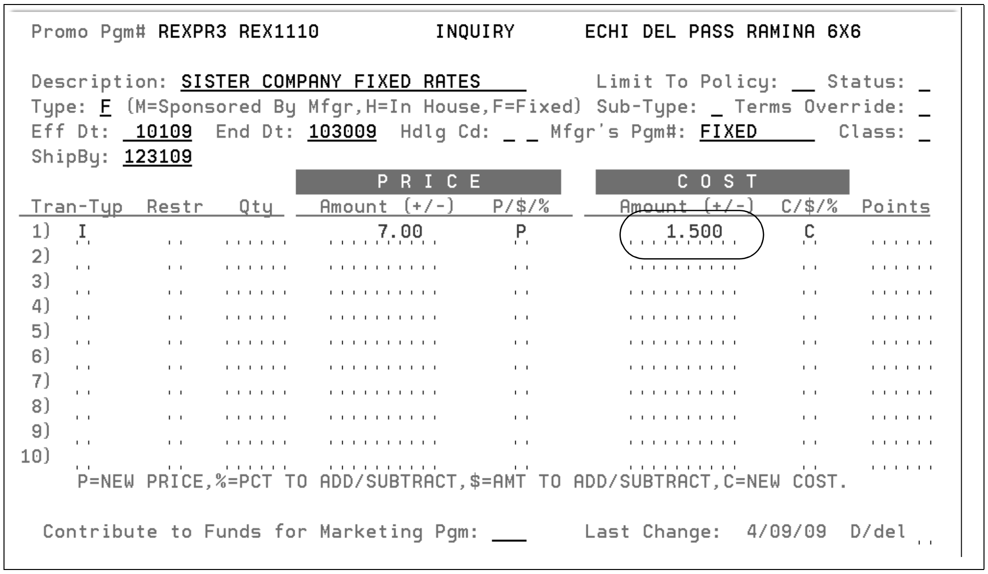
1. This functionality only applies to Fixed Promotions. If there is a cost entry in the fixed promotion, even if that entry raises the cost, the new cost will be respected.

```
Promo Pgm# REXPR3 REX1110          UPDATE       ECHI DEL PASS RAMINA 6X6

Description: SISTER COMPANY FIXED RATES        Limit To Policy: __ Status: _
Type: F (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: _ Terms Override: _
Eff Dt:  10109  End Dt: 103009  Hdlg Cd: _ _ Mfgr's Pgm#: FIXED       Class: _
ShipBy: 123109
                          P R I C E                 C O S T
Tran-Typ  Restr   Qty    Amount (+/-)   P/$/%    Amount (+/-)  C/$/%  Points
 1) I                        7.00         P          6.000        C
 2)
 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:  4/08/09  D/del
```

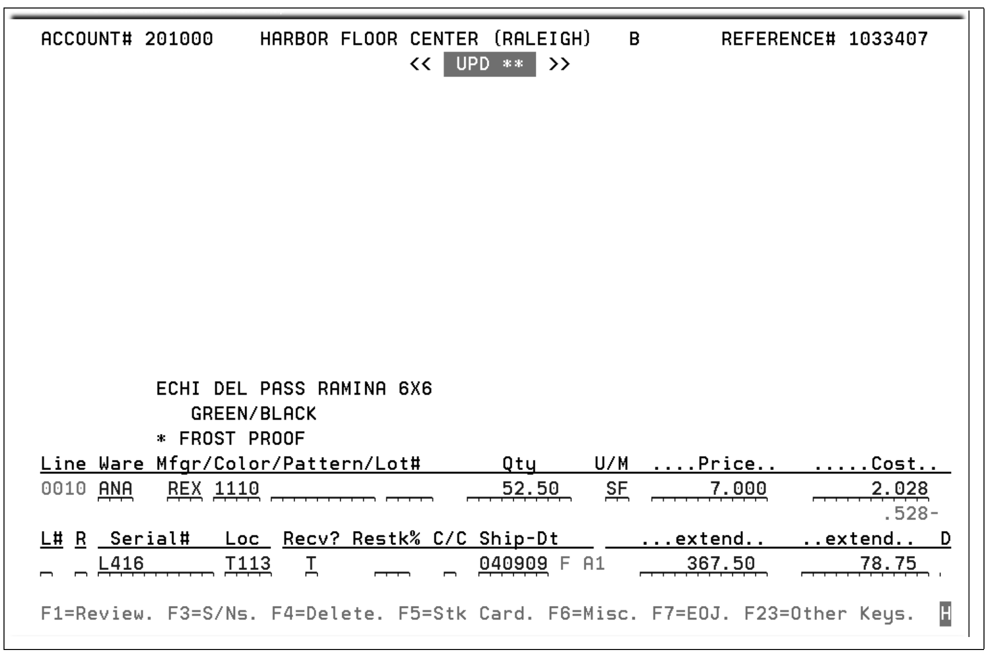
The example promotional file shown above is intended for internal use by a sister company. The cost assigned to the item is $6.00. In this example, if ISO or a user picks a serial number which cost less than $6.00, then the cost allowance is shown under the **Cost** field.

```
ACCOUNT# 201000    HARBOR FLOOR CENTER (RALEIGH)    B        REFERENCE# 1033405
Line  Item#                   Description/Serial#/Loc          Qty   U/M     Price
0010  REX1110               T ECHI DEL PASS RAMINA 6X6        52.50 SF      7.000
           tfr from ANA          GREEN/BLACK
                                L416       T113


       End Of Display    Stk:     .00  Tax:     .00       Total:      367.50


Line Ware Mfgr/Color/Pattern/Lot#         Qty     U/M  ....Price..   .....Cost..
0010 ANA   REX 1110                      52.50     SF       7.000          2.028
                                                                           3.972
L# R  Serial#    Loc   Recv? Restk% C/C Ship-Dt       ...extend..    ..extend..  D
_  _ L416       T113   T      ___    _  040909 F A1       367.50         315.00

F1=Review. F3=S/Ns. F4=Delete. F5=Stk Card. F6=Misc. F7=EOJ. F23=Other Keys.
```

If the promo cost is less than the actual cost of the item (i.e. promo cost=$1.50) ....



....and the serial# cost =$2.208 then the cost allowance displays as a negative number ($.528-).



Note: *In all cases where a fixed cost allowance is used, the total of the actual unit cost in inventory, and the cost allowance shown in order entry is equal to the promo cost that you enter into the Promotional Pricing File. In the example above, 2.028 less .528 equals the 1.50 promo cost.*

“Brokerage” Pricing and Business Model Functionality

This system offers features that support a sales model in which the distributor receives a commission from the sale of material that is shipped directly from the Supplier to the customer. We refer to this sales model as the “brokerage model”. Sales generated using the brokerage model are referred as “brokerage sales”. The features include support for “tracking” the sale of the material to the customer with all of the normal accounts receivable procedures. You can have the system generate a new receivable at the time payment is made by the customer and applied to their invoice, which represents the “commission” component of the sale.

The “brokerage” model of pricing works with the direct ship functionality in the system. It assumes you are acting as a broker for a supplier and works as follows:

- The customer order is entered as a direct ship.
- The pricing which the order uses is based on a promotional price record. This record can be assigned in the usual manner but should be limited to direct-ship transactions. The special promotional price options forces the sell price to also be used as the cost. This is because your profit is represented by the commission, and you are merely passing the supplier’s invoice to the customer through your system. The commission on the sale is represented as a rebate. This model allows the sale to be recorded at a zero percent gross profit, except for the affect of the rebate.
- The order can be tracked, changed, and viewed using the regular order processing and inquiry options. The order is included in all open order reports and statistics.
- When the customer’s direct ship order is invoiced, the rebate can be tracked or claimed from the supplier using traditional rebate reports. However, the following feature is more effective at tracking brokerage sales.
- At the time payment is applied and posted to the customer’s invoice (partial payment is sufficient), the system calculates the total rebate for all lines on that invoice and creates a new receivable on the A/R ledger of the Billto File which is linked to this supplier. See AR Supplier / Billto Cross-Reference File for more information. Therefore, the payment by the customer, which you are tracking on behalf of the supplier, triggers your true receivable which is the commission due from the supplier.

Note: Most reports and screens will include the rebate in the gross profit analysis.

To implement the system’s Brokerage Business functionality it is necessary to establish a promotional price that “activates” the brokerage pricing for direct shipments. In order to do so, create a promotional price record which uses a handling code “**B**” in the first position of the Promotional File **Hdlg Cd** field, and a handling code “**2**” in the second position of the **Hdlg Code** field. Limit the promotion to direct ships by entering **D** in the **Tran-Typ** column and enter the rebate as either a dollar or percent variable. That promotional price record can also contain a promotional price component entered as either a dollar or percent variable. The system breaks out the rebate/commission if the promotional record has a handling code “**2**” in the second position of the Promotional File **Hdlg Cd** field. Otherwise, the rebate/ commission is treated as a net/reduced bill (cost - rebate = net cost). Not using handling code “**2**” results in the rebate not being kept separately throughout the system, and prevents the automatic posting of a commission invoice. The following Promotional Pricing Screen is set up for “brokerage model” pricing, in which a ½ of a percentage commission is tracked using the rebate fields. The handling code “**B**” indicates “brokerage pricing”, which forces the price of the material to also be used as the cost. The rebate represents the entire gross profit. Handling code “**2**” causes the rebate to be stored separately from the cost, which is later recorded as a commission invoice due from the supplier.

```
Promo Pgm# CMMSSN SMI                UPDATE        SMITH MAGIC

Description: ROKERAGE PRICING - COMMISSION      Limit To Policy: __ Status: _
Type: F (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: _ Terms Override: _
Eff Dt:  50198  End Dt:  22222  Hdlg Cd: B 2 Mfgr's Pgm#: __________  Class: _
ShipBy: ______
                                P R I C E                C O S T
Tran-Typ  Restr   Qty     Amount (+/-)    P/$/%       Amount (+/-)  C/$/%  Points
 1)  D                                                      . 050-     %
 2)
 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:  4/28/00  D/del

                     F9 to Assign These Prices To Customers
F1=Next Record.  F10=Next Rec By Pgm#.   F6=Search.   F7=EOJ.   F8=Screen 1.
```

You should assign this promotional price to only certain customers or to only certain “orders”. Use the traditional Promotional Price File F9 assignment functions. The screen below shows an assignment only to orders which are processed with the job name/ PO number “commission”.

```
 Promo Pgm# CMMSSN SMI              UPDATE      SMITH MAGIC

 Description: BROKERAGE PRICING - COMMISSION      Limit To Policy: __ Status: _
 Type: F (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: _ Terms Override: _
 Eff Dt:  50198  End Dt:  22222  Hdlg Cd: B 2 Mfgr's Pgm#: __________  Class: _

 A) ASSIGN ONLY TO CUSTOMER ACCOUNT#S: ______ ______ ______ ______ ______
                          ______ ______ ______ ______ ______ ______ ______
                          ______ ______ ______ ______ ______ ______ ______
-OR-                      ______ ______ ______ ______ ______ ______ ______

 B) ASSIGN TO ALL CUSTOMERS EXCEPT AS FOLLOWS:
    Include/Omit (I/O) _ Company#s...: _   _   _ * Leave Blank To Include All *
    Include/Omit (I/O) _ Branch#s....: ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Cust Types..: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ Region Codes: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ States......: __  __  __  __  __  __  __  __
    Include/Omit (I/O) _ Marketng Pgm: ___ ___ ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) _ Display Type: ___ ___ ___ ___ ___ ___ ___ ___
    Include/Omit (I/O) I Job Name/PO#: COMMISSION __________ __________
    Include/Omit (I/O) _ Job Numbers.: _____      _____      _____
    Include/Omit (I/O) _ Order Types.: _          _          _

 F2=Pricing Screen.         F6=Search.      F7=EOJ.       F8=Screen 1.
```

Other Parts of the System that Brokerage Pricing

- You must establish a cross reference for each brokerage supplier to a Billto File account number. This is done using the AR Supplier/Billto Cross Reference File (ACT 11). In order for the system to generate a new receivable due from the supplier, the A/R Supplier/ Billto Cross-reference feature must be configured on your system. An invoice is considered by the AR system to be a “brokerage sale” if it is a direct shipment, with rebates, for a supplier that has a cross reference to a Billto File account in the AR Supplier/Billto Cross Reference File.

Promotional Prices and Costs by Policy or Status Code

You can enter promotional prices and costs for fixed dollar amounts in the Promotional Pricing File for an entire item class or manufacturer, as long as it is limited to a policy or status code. For example, all status Z serial numbers within a manufacturer can be priced at $1.99. In most cases, it would not make sense to do so. It is nearly impossible to imagine an item class or manufacturer in which all items have the same price or cost. However, based on an item policy or serial number status code, you can assign a promotional price or cost to all items within an item class or manufacturer. You can use this feature to establish broad-based, easy-to-maintain pricing schemes for discontinued products, slow moving inventory, and specially tagged serial numbers and dye lots.

```
 Promo Pgm# Z-199  ARM              UPDATE      ARMSTRONG WORLD INDUSTRIES

 Description: 1.99 PRICING BY SERIAL# STAT Z      Limit To Policy: __ Status: Z
 Type: H (M=Sponsored By Mfgr,H=In House,F=Fixed) Sub-Type: _ Terms Override: N
 Eff Dt: 080106  End Dt: 123106  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                 1.99        P
 2)
 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:  5/05/00  D/del

                           F9 to Assign These Prices To Customers
 F1=Next Record #   F10=Next Program #  F4=Delete F6=Search F8=Screen 1
```

This screen assigns a price of $1.99 to all orders for serial numbers with a status of Z, within manufacturer code ARM.

Chapter 31 Fund File - FIL 31

You can use the Fund File to collect data and establish marketing guidelines for customer funds. Customer funds are liability accounts in which you collect dollars or points toward a marketing event. For example, you could overbill a group of customers by 5% for all sales of certain products, so that they could participate in a company trip when they have accumulated $300.00 each.

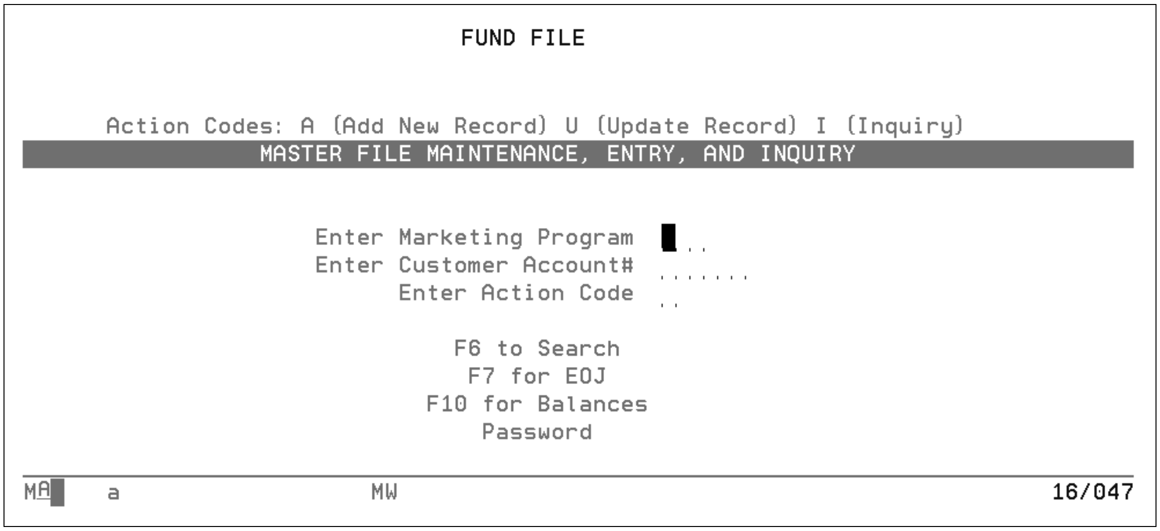
Use the Promotional Pricing File - FIL 30 to establish which products are overbilled or given points. In the Promotional Pricing File you can also designate which marketing programs and customers are to be affected. The Fund File tracks the overbilled amounts and points for each marketing program and customer, and contains rules and comments that govern how the funds are handled.

Note: A fund is a combination of a marketing program and a customer account number.

1. Define the marketing programs for which the funds will be collected. Funds can be collected in dollars, points, or both. The marketing program is established in the Classification Codes File - FIL 19. For example, enter marketing program H2006 for a Hawaii 2006 trip fund.
2. Create Promotional Pricing File entries that either overbill, assign points, or both, for specified products (See “Entering a Promotion Record” on page 30–2). Specify that the promotional price record is to contribute to a marketing program. For example, enter a promotional pricing record that adds $1.00 per unit of tile, and contributes to marketing program H06, the Hawaii 2006 trip. Usually, the promotional file record is assigned to specific accounts, or to the same marketing program to which the funds are contributed. For example, you could assign marketing program H06 to all customers signed up for that trip by entering **H06** in the Codes screen of the Billto File - FIL 1. Then, you can assign the promotional file records to marketing program H97 instead of to the specific accounts. The system automatically applies the promotion to any customer assigned to H06.
3. Create a default Fund File record in the Fund File for that marketing program. A default Fund File record is created using the marketing program code and account number 000000. This record can establish the rules governing the fund for all accounts that use the fund without having to enter a fund record for each account. The system automatically creates the fund records as required.
4. Optionally, you can create Fund File records for specific account numbers. This is necessary only if the rules governing the fund are different for individual accounts. For example, some customers might want to see the overbills separately on the invoice, and others might not.
5. Monitor the fund using the available screens and reports:
    - Fund File Profile Screen shows information and balances.
    - Order Entry Additional Functions screen allows drill-down fund inquiries by account and marketing program.
    - Fund Analysis Report and Promotional Pricing Report can list fund details.

- Fund Listing shows summarized fund balance information.

On the File Maintenance & Inquiry screen, select option **31- Fund File**.



Field Name	Description/Instructions
Enter Marketing Program	Enter a three-character marketing program. Marketing programs are first established in the Classification Codes File - FIL 19. For example, marketing program H06 could represent the 2006 Hawaii trip, or marketing program ADV could represent an ongoing coop advertising fund.
Enter Customer Acct #	Enter an actual account number, or enter 000000 if you are creating a default fund record for the marketing program. A default fund record can establish the rules for the fund for all customers in the marketing program without having to enter fund records by account number.

Note: You can press **F6** *to select from a list of records.*

The next screen defines the rules that govern the fund and displays the balances in the fund.

```
FUND: AUS 290076                    INQUIRY                          FUND FILE

  Marketing Program Name: AUSTRALIA TRIP 1999                     Fund Type: H
           Customer Name: LOWES / STORE# 76-A                   G/L Acct# 20010
      Open or Close Fund: O (enter "O" or "C")                    Cost Ctr: SA2
  % Of Overbills To Be Contributed By House:   ___ . __
  % Of Total Sales To Be Contributed By House: ___ . __
  Each Point Is Earned Per __1 Units or Dollars: $ (U or $)

  Text: Australia trip expects 100        Date Fund Opened:      12/26/93
  Text: couples. Trip Value $3500.00      Date 1st Contribution:  7/12/96
  Text: ______________________________    Date Last Contribution  7/12/96
  Text: ______________________________    Date Fund Closed:       0/00/00

  Current Balance: Customer Contributions $          66.00
                   House Contributions    $            .00
                   Total Contributions    $          66.00  Goal $ ___3500 . 00
                   Total Points :              0      Goal Points  _______5000

  Show Fund$ Separately On Invoice?  (Y/N): Y  On Stmt? (Y/N): _
  Show Fund Mrktg Prgm# On Invoice?  (Y/N): N  Show Points? (Y/N): Y  Stmt?: _
  Show This Fund Description On Invoice...: AUSTRALIA 95 TRIP

F1=Next Rcd.  F6=Search.  F7=EOJ  F8=1st Screen  F10=Balances  * F5 Notepad *
MA    a                 MW                                               01/001
```

Field Name	Description/Instructions
Marketing Program Name	Marketing program name as entered in the Classification Codes File - FIL 19. This is not an input field.
Customer Name	Customer name from the Billto File - FIL 1. This is not an input field. If account number 000000 was entered on the Entry screen, then this field displays Default Record. A Default Fund Record established rules for all accounts that are in this marketing program except for accounts that have Fund File Records for their specific account.
Open or Close Fund	Enter **O** to indicate that the fund is considered open, or **C** to indicate that it is considered closed. An entry in this field does not result in any action. The Promotional File entries determine whether or not dollars or points are still being allocated to the fund. This field for informational purposes.
Fund Type	User-defined field indicating the type of fund. Suggested codes are **T** - Trip fund **A** - Coop advertising fund **G** - General/multi-purpose fund **P** - Profit adjustment fund (used to adjust gross profit)

Field Name	Description/Instructions
Important: The next two fields are used only for mapping figures to the general ledger system and for the G/L Sales Summaries Report. Entries here override the G/L entries for fund contributions that are made in the Invoicing to G/L Interface File. If these entries are not made, the entries in the Invoicing to G/L Interface File are used. These entries have no affect on any other system operations.	
G/L Acct#	The general ledger account number to which this fund should post. The general ledger account number is usually a liability account.
Cost Ctr	Cost center to which this fund should post for general ledger, or leave blank.
Important: When overbilling is used to move dollars into funds, it is not part of the gross profit calculation. For example, if a product is sold at $2.00 per PC, but has an additional $.50 overbill for a fund, the gross profit is calculated using $2.00 rather than $2.50.	
% of Overbills to be Contributed by House	For informational purposes only. Complete this field only if your company deposits into this fund a percentage of the amount overbilled to the customer.
% of Total Sales to be Contributed by House	For informational purposes only. Complete this field only if your company deposits into this fund a percentage of the customer's sales. For example, 1% of customers sales will be contributed by your company toward this field.
Each Point is Earned Per	If this fund accumulates points, enter the number of units or dollars for which each point is earned. For example, each point is earned per three units. Promotional points can be earned per unit sold, or per dollar sold. For example, one point per square foot versus one point per dollar. You can also enter a divider so that you can acquire one point per $5.00 or one point per two units. The divider can be any quantity between 1 and 999. Invoices and promotional sales reports reflect your entries in these fields.
Units or Dollars	Enter **$** if points are earned per dollar. Enter **U** if points are earned per unit sold.
Text	Important descriptions or information about this fund here. Use the Notepad (**F5**) if more space is needed.
Date Fund Opened	Date on which the fund record was entered on the system.
Date 1st Contribution	Date of the first dollar or point contribution to this fund.
Date Last Contribution	Date of the most recent dollar or point contribution to this fund.
Date Fund Closed	Date the fund is closed. **C** displays in the **Open/Close Fund** field.
Current Balance	These four fields show the balance in the fund through the last **Night Jobs** run, or through yesterday's invoices.

Field Name	Description/Instructions
Customer Contributions	Balance, in dollars, of fund contributions billed to the customer for this fund. This balance is updated by the Invoicing System.
House Contributions	This field is not automatically active. It represents funds not actually billed that will be contributed by the house (your company) to the fund.
Total Contributions	Total accumulated dollars in this fund.
Total Points	Total points contributed, via invoicing, to this fund.
Goal $	Dollar amount that you are targeting to collect in this fund.
Goal Points	Number of points that you are targeting to collect in this fund.
Show Fund$ Separately on Invoice?	Enter **Y** to show the fund contribution (overbill) portion of the price separately from the basic price of the goods on the invoice. Enter **N** to not show separately. The invoice displays the price including the fund amount as a single price.
Show Fund Mrktg Prgm# On Invoice?	Enter **Y** to show the marketing program under any line item on an invoice that includes a contribution to this fund. Enter **N** if you do not want to show the marketing programs.
Show this Fund Description on Invoice	Description to show on an invoice under any line item that includes a contribution to this fund. Leave this field blank if you do not want to show a description of the fund.

The following table describes the function keys on this screen.

Function Key	Description
F1	Go to the next Fund File record without going back to the first screen. This is helpful if you are updating or viewing record by record within the file. Press **F1** to enter the current screen and display the next record in the file.
F5	Go to the Notepad.
F6	Go to the Fund File Search screen. You can search by marketing program code or by customer account number. When you search by marketing program code, the program displays all Fund File records for the specified marketing program. When you search by account number, the program displays all Fund File records for that account number.
F7	End the job and return to the File Maintenance Menu.
F8	Return to the Fund File Entry screen.
F10	Go to the Fund File Balance Screen.

When assigning promotional points in the Promotional Pricing File, you can specify any number of promotional points from 1 - 99999, which are then qualified by the Fund File parameters. For example, the Promotional Pricing File included 10 points and an invoice is created for 20 units (native units of measure) at $5.00 each, which extends to $100.00. If the Fund File contains each point earned per unit, then this invoice earns 200 points. That is 10 points multiplied by 20 units sold, and divided by one per unit. If the Fund File states that one point is earned per $2.00, then this invoice earns 500 points, that is, 10 points multiplied by $100.00 and divided by $2.00 per point.

The amount overbilled is never included when figuring points based on dollars. The points are figured using the extended dollar amount excluding the fund dollars.

The invoice print program handles funds as follows:

- If a line on an invoice contains any fund dollars or points, the program checks the Fund File.
- The program first checks for a Fund File record for that specific customer and marketing program.
- If no specific Fund File record is found, the system checks for a default fund record for that marketing program. Default records are entered in the Fund File with a marketing program code and account number 000000.
- If a Fund File record is found, the invoice program prints that line according to the parameters in the Fund File.
- If a Fund File record is not found, the invoice program prints according to system defaults, which are to show the regular price, the overbill amount, and the points separately.

Fund File Balance Screen

Press **F10** on the Fund File Profile Screen.

```
      INQUIRY      FUND BALANCE INQUIRY/MAINTENANCE
 Co#/Account:  (?) 200925 FLOOR FASHION
    Mktg/Pgm:  (?) BER    BERMUDA TRIP Y2K
   Fund Type: ...  _ _ _ _ _    Year:  2001
       Opt Month          Dollars      Balance         Points      Balance
           BALFWD          500.00       500.00            20-          20-
        _  JAN.01             .00       500.00             0           20-
        _  FEB.01             .00       500.00             0           20-
        _  MAR.01             .00       500.00             0           20-
        _  APR.01             .00       500.00             0           20-
        _  MAY.01             .00       500.00             0           20-
        _  JUN.01             .00       500.00             0           20-
        _  JUL.01             .00       500.00             0           20-
        _  AUG.01             .00       500.00             0           20-
        _  SEP.01             .00       500.00             0           20-
        _  OCT.01             .00       500.00             0           20-
        _  NOV.01             .00       500.00             0           20-
        _  DEC.01             .00       500.00             0           20-
                                                                          Bottom
 Totals /Goals:        500.00       75000.00           20-       75000
 Opt: (X=Invoice Detail  F=Fund Detail)     %   F6 or F7=Return        %

MA    a                     MW                                        08/010
```

Field Name	Description/Instructions
Co#/Account	Company and account number for the customer whose fund balance you want to inquire about.
Mktg/Pgm	Marketing program want to inquire about.
Fund Type	You can enter up to five different fund types to review. If all fund type fields are left blank, then the display combines all fund types from the file when building the display.
Year	Year for which you want to view the monthly breakdown. If you leave this field blank, then a screen displaying all available years is displayed.
Opt	Option for more detail for the display month: If multiple marketing programs are displayed, enter **M** if you want to see the marketing programs that make up the value for the month. If a single marketing program is displayed, enter **X** if you want to show the invoice detail for the month and marketing program selected. Enter **F** if you want to see a Detail screen that displays the same screen and fund inquiry.
%	Percentage of the total goals amount the customer has reached. The percentage is shown for both dollars and points.
Month	Month and year.
Dollars	Dollar amount accumulated.
Balance	Running balance of the dollars and points.
Points	Points earned.
Totals	Total dollars and points.
Goals	Dollar and points goals of the marketing program for the customer. If all marketing programs are displayed, then this field displays the accumulated amounts of all marketing programs.

Chapter 32

Manufacturer's Rebate Matrix Table - FIL 32

You can use the Manufacturer's Rebate Matrix Table to establish standard rebates for a manufacturer based on the selling price. The table is activated when you set the appropriate options in the Company Settings File and in the Manufacturer File, for each manufacturer that uses this type of matrix.

This feature lets you proactively establish a rebate system with manufacturers who do not currently offer one, and simplify cumbersome account-by-account rebate programs. To participate in a rebate system, a manufacturer need only support your efforts to increase their market share. The Rebate Matrix Table contains the range of prices that trigger the rebates and the rebate amounts. This file can work in conjunction with rebates entered in the Promotional Pricing File - FIL 30. Any applicable rebate found in the Promotional Pricing File overrides any applicable rebate found in this file. You can also use the X by Y Rebate Analysis Report to report or claim these rebates from the manufacturer.

1. On the File Maintenance & Inquiry screen, select option **32 - Manufacturer Rebate Matrix Table**.
2. Enter a table number, one of the listed product fields, and **Action Code A** to add, **U** to update, or **I** to inquire about a manufacturer rebate.

   The table numbers are:

   - **00** - Non-rolled good items.
   - **R** - Roll pricing of rolled good items. You must left justify R in the table number field.
   - **C** - Cut pricing of rolled good items.You must left justify the C in the table number field.
   - **M** - Mid-pricing of rolled good items. You must left justify M in the table number field. This option is used only if the three-way pricing option is set in the Company Settings Menu.

Note: *Press* **F6** *to select from a listing all existing Manufacturer Rebate Tables.*

The Manufacturer Rebate Matrix Table can be maintained in a hierarchical structure. You can create tables that are very general or very specific. More specific tables override more general tables. The levels that you can maintain are displayed on the above screen in a most general to most specific sequence. For example, manufacturer level tables override item class level tables, product line level tables override manufacturer level tables.

3. On the Manufacturer Rebate Matrix Table, enter the rebate matrix table that the system will use for the items as specified on this screen.

```
INQUIRY            MANUFACTURER REBATE MATRIX TABLE

  Table #: C        Product Line MANFFD          FINE FIELDS


 From Price  To Price   Rebate Is  Report As
      5.750      5.759       .300       .000
      8.750      8.770       .200       .200
      8.780      8.800       .220       .220
      8.810      8.850       .250       .250
      8.860      8.900       .300       .300


                                                          More...

RollUp/RollDown.   F7=Exit.   F8=First Screen.
Request invalid.  Select one field only.
MA    a                   MW                                01/009
```

On this screen, you can enter the rebates that are available for the specified products, based on the prices that you charge your customer. In the above example, when you charge between $5.750. and $5.759 you earn a 0.300 rebate per unit. When you charge between $8.750 and $8.770 you earn a 0.200 rebate per unit. You can use the **Report As** column to report an alternate selling price to the manufacturer when a certain rebate is earned. This method can alleviate confusion for your manufacturer when your prices include overbills and other components on top of the normal price. Take note that this feature can be easily abused, so make sure you could justify the **Report As** column when audited by your supplier. If you have more entries than can fit on one screen, press **Roll Up** to view the next screen.

The following table describes the fields on the above screen.

Field Name	Description/Instructions
From Price	Lower figure of a range of prices that can earn a specific rebate amount.
To Price	Upper figure of a range of prices that can earn a specific rebate amount.
Rebate Is	Rebate amount per native unit of measure that relates to the span of prices.
Report As	Use this field only if you need to report a different price to your supplier than the price that actually corresponds to the rebate. This is picked up by the X by Y Manufacturer’s Rebate Report.

Chapter 33

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 automatically 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 marketing 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.*
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.

Field Name	Description/Instructions
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.

Chapter 34

ABC Code File -FIL 34

You can use the ABC Code File to categorize and rate customers and items. You can then alphabetically assign ABC ratings to items that optionally affect reorder parameters. After you define these codes, the system creates and maintains the ABC Sales Analysis screens. You can then track the combined sales of your A items customers, or the GMROI on A verses B items, and so on.

1. On the File Maintenance & Inquiry screen, select option **34 - ABC Code File**. The ABC Code File Entry screen appears.
2. Enter a **Type**, and an **ABC/Rating code**.
3. Enter **Action Code A** to add, **U** to update, **I** or leave blank to inquire.
4. Enter the **Password**, if required, and press **Enter**.

We suggest you define the following codes in the ABC file for customers:

- **A** for the 10% of customers providing 50% of your gross profit.
- **B** for the next 10% of customers providing the next 30% of your gross profit. **A** plus **B** equals the 20% of customers that provide 80% of your profit.
- **C** for the next 30% of customers who provide only 10% of your gross profit.
- **D** for the last 50% of customers who provide only 10% of your gross profit.
- **T** for customers who are your competitor’s A customers (T indicates target).
- **X** for customers who are C or D, but have already been moved to a lower service level or appropriate price level, or have been designated by management to monitor before further action is taken (X indicates exceptional but X customers are also referred to as “Exceptional Dogs”).

Codes **A**, **B**, **C**, and **D** can be automatically assigned in the Billto File by running the automatic ABC rating update on the Special System Maintenance Menu. The automatic update resets all customers except those designated as **T** or **X**. We recommend running the update based on gross profit or net operating profit dollars.

We recommend that you define the following codes for items:

- **A** for the top steady sellers. This should include only a small number of items.
- **S** for the support items you must have in stock to support sales of other top steady sellers.
- **B**, **C**, and **D** are optional entries. You can assign the same definitions as in the customer codes.
- **N** for new items.
- **O** for off goods, seconds, or irregulars.

Note: We do not provide an auto update for item ABC codes. You should have your sales and purchasing departments set these codes.

Following is a sample ABC Code File Profile screen for C coded *items*.

```
Item      C                      INQUIRY                       ABC CODE FILE
-----------------------------------------------------------------------------
             Description: "C" ITEMS
-----------------------------------------------------------------------------
 THE FOLLOWING REORDER PARAMETERS OVERRIDE THE PRODUCT LINE FILE, BUT
 THEY CAN BE OVERRIDDEN BY ENTRIES IN THE S.K.U. FILE.

 Order Frequency (days)  30  (  4.3 wks)

 Days to Stock...  45 Days (days-to-stock X avg-daily-usage = qty-to-stock)
 Reorder Point...  45 Days                Safety Stock...  15  Days
 Reorder Amount..  30 Days                Targeted Turns..  8.11

 Override Code: O (O=Override product line parameters with these values)
                  (A=Add these values to the product line parameters)
                  (N=Do Not use these parameters)
                                                                D/del _

  F1=Next Record.  F4=Sales Analysis.  F6=Search.   F7=EOJ.   F8=Screen 1.
MA    a                               A                                01/001
```

Field Name	Description/Instructions
Description	Description of the ABC Code or of the items that the code represents.
Order Frequency (days)	Frequency expressed in days that the product is ordered or reviewed for the purpose of ordering from your supplier. Complete this field only if you want to order, add to, or override the order frequency that is found in the Product Line File.
Weeks to Stock	Optimum quantity to stock expressed in number of weeks worth of stock. Depending upon the override code entry, this value either adds to or replaces the value entered in the “Product Line File - FIL 12” on page 13–1.
Reorder Point	Quantity, expressed in number of weeks worth of stock, below which a reorder should be generated. Depending on the override code entry, this value either adds to or replaces the value entered in the Product Line File.
Reorder Amount	Quantity, expressed in number of weeks of demand that should be reordered when the reorder point is reached. Depending on your override code entry, this value either adds to or replaces the entry in the Product Line File.
Targeted Turns	Number of inventory turns resulting from consistent use of the reorder parameters.
Safety Stock	The amount, expressed in number of days worth of safety stock, that is included in the days to stock figure. Safety stock is the difference between order frequency and days to stock.

Field Name	Description/Instructions
Override Code	Use one of the following options: **O** - Override product line parameters with these values. **A** - Add these values to the product line parameters. **N** - Do not use these parameters. This field determines whether or not, and how, the order frequency, weeks to stock, reorder point, and reorder amount fields in this record are used by the reorder reports and purchasing system. When a reorder report or automatic reordering is run, the system first retrieves reorder parameters from the Product Line File for each item. Then, based on the item's ABC Code, the ABC File reorder parameters are checked. If the override code is O, the ABC Code File parameters are used instead of the Product Line File parameters. If the override code is A, the ABC Code File parameters are added to the Product Line File parameters. The system then checks the SKU File, which can further override these parameters.

The following table describes the function keys on this screen.

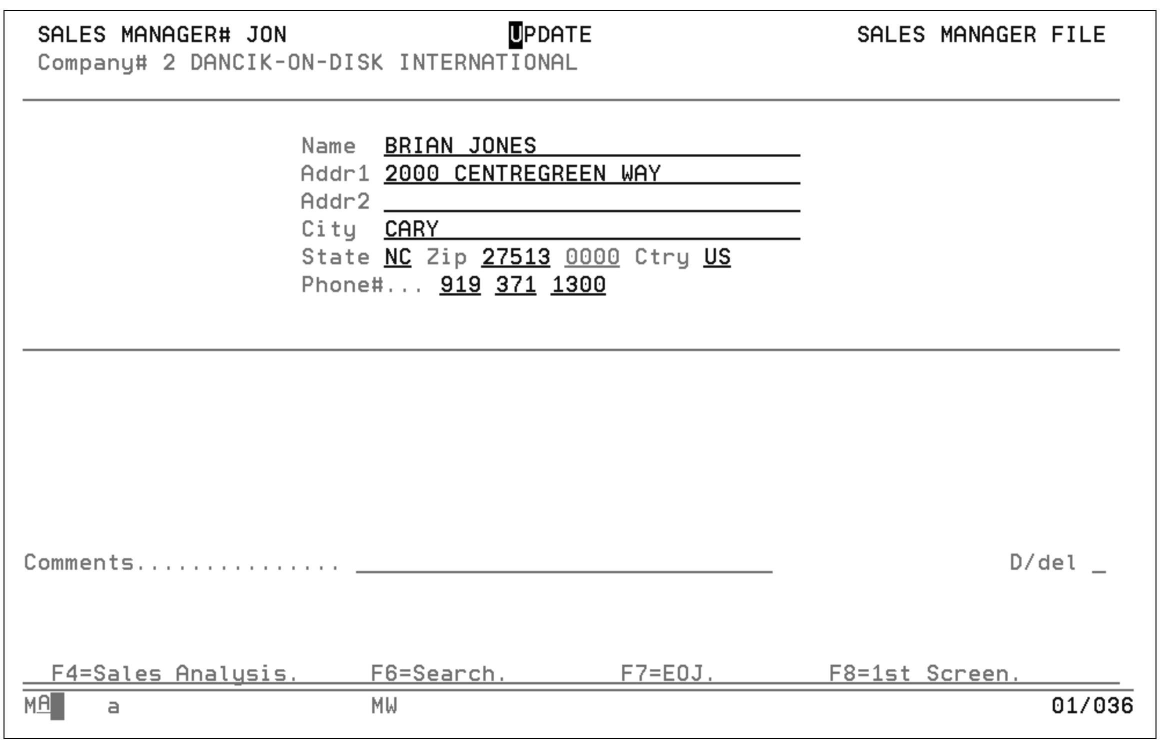
Function Key	Description
F1	If in the update mode, you can press **F1** to enter the current screen and go to the next ABC code record in the file. If in the inquiry mode, you can press **F1** to display the next ABC code record in the file.
F4	Go the ABC Code File Sales Analysis screen. You can use this screen to analyze each ABC code by any combination of company, branch, and transaction type. • The sales analysis for a customer ABC code summarizes statistics for all customers assigned to that code. • The sales analysis for an item ABC code summarizes statistics for all items assigned to that code. These statistics are updated nightly. *Note: From this screen you can access the ABC Code File Month-by-Month Sales Analysis screen, by pressing F4.*
F6	The ABC Code File Search screen shows all the ABC codes set up on the system
F7	End the job and return to File Maintenance Menu.
F8	Returns to the ABC Code File Entry screen.

Chapter 35

Sales Manager File - FIL 35

You can use the Sales Manager File to define sales managers, who can be assigned to each salesperson in the Salesperson File. You can also use this file to view sales statistics for each sales manager. A sales manager represents a group of salespeople. You also can define a group of salespeople who are not literally sales managers. For example, Sales Manager B20 could represent the Boston Sales Group or the Boston sales manager.

1. On the File Maintenance & Inquiry screen, select option **35 - Sales Manager File**.
2. Enter a **Company #** and the three-character **Sales Manager #** for the record you want to inquire about, update, or add.
3. Enter **Action Code A** to add a new record, **U** to update a record, or **I** or leave blank to inquire about a record.
4. Enter the **Password**, if required, and press **Enter**.
5. On the Sales Manager File Profile screen, review, update, or add information to the fields, as necessary.



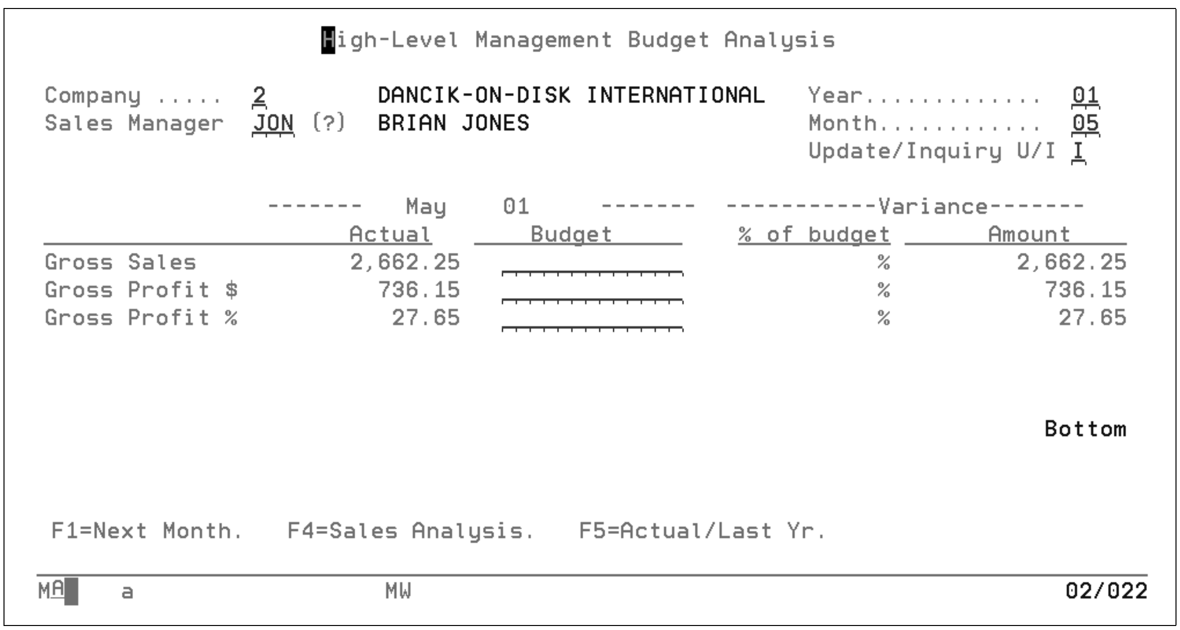
```
SALES MANAGER# JON                UPDATE                    SALES MANAGER FILE
Company# 2 DANCIK-ON-DISK INTERNATIONAL

                    Name   BRIAN JONES
                    Addr1  2000 CENTREGREEN WAY
                    Addr2
                    City   CARY
                    State  NC Zip 27513 0000 Ctry US
                    Phone#... 919 371 1300

Comments...............                                         D/del _

  F4=Sales Analysis.     F6=Search.        F7=EOJ.        F8=1st Screen.
MA     a                 MW                                            01/036
```

The following table describes the function keys on this screen.

Function Key	Description
F4	The Sales Analysis screen for a sales manager summarizes sales and statistics for all of the sales people assigned to that sales manager. This information is updated nightly. From this screen you can access these screens: • Month-by-Month Sales Analysis Screen by pressing **F4**. • High-Level Budget Analysis Screen by pressing **F17**.
F6	Go to the Sales Manager File Search screen.
F7	End the job and return to the File Maintenance Menu.
F8	Return to Sales Manager File Entry screen.

High-Level Budget Analysis Screen

To go to the High-Level Budget Analysis screen, press **F17** on the Sales Manager File Sales Analysis Screen.



```
                    High-Level Management Budget Analysis

 Company .....  2        DANCIK-ON-DISK INTERNATIONAL    Year............  01
 Sales Manager  JON (?)  BRIAN JONES                     Month...........  05
                                                         Update/Inquiry U/I I

                ------- May     01    -------   -----------Variance-------
                       Actual     Budget        % of budget       Amount
 Gross Sales          2,662.25  ____________              %      2,662.25
 Gross Profit $         736.15  ____________              %        736.15
 Gross Profit %          27.65  ____________              %         27.65

                                                                   Bottom

  F1=Next Month.   F4=Sales Analysis.   F5=Actual/Last Yr.

 MA     a                  MW                                      02/022
```

Field Name	Description/Instructions
Company	Company number for the displayed sales manager.
Sales Manager	Sales manager code as entered on the Sales Manager File Entry Screen.

Field Name	Description/Instructions
Year	This field initially displays the current fiscal year, but it can be overridden to display another year. All yearly statistics on this screen are based on fiscal, not calendar or trailing year. You must enter a valid year number.
Month	This field initially displays the current accounting month based on the accounts receivable system month-end close. It can be overridden to display another month. You can enter month **00** to indicate that figures for the entire year should be displayed. Entering the year as **95** and the month as **00** tells the system to display year-to-date actual sales figures versus total year budget figures.
Update/Inquiry	This field initially displays **I** indicating the inquiry mode. You can change this field to **U** for update mode. In update mode, the budget figures are accessible for updating. Use the update mode to enter your budgets. Enter a separate budget for each month. Year-to-date figures are calculated by the system, which adds the monthly records.
Actual	Actual sales for the selected period and categories.
Budget	Budget figures for the selected period and categories.
% of budget	Percentage of the budget comprised by Actual. For example, 95.75 means actual is 95.75% of the budget amount or 4.25% short of meeting budget.
Amount	Dollar variance between actual and budget. A negative number indicates that actual is less than budget. A positive number indicates that actual exceeds budget.
Gross Sales	Gross sales dollars for the sales manager.
Gross Profit $	Gross profit dollars for the sales manager.
Gross Profit %	Gross profit dollars divided by gross sales.

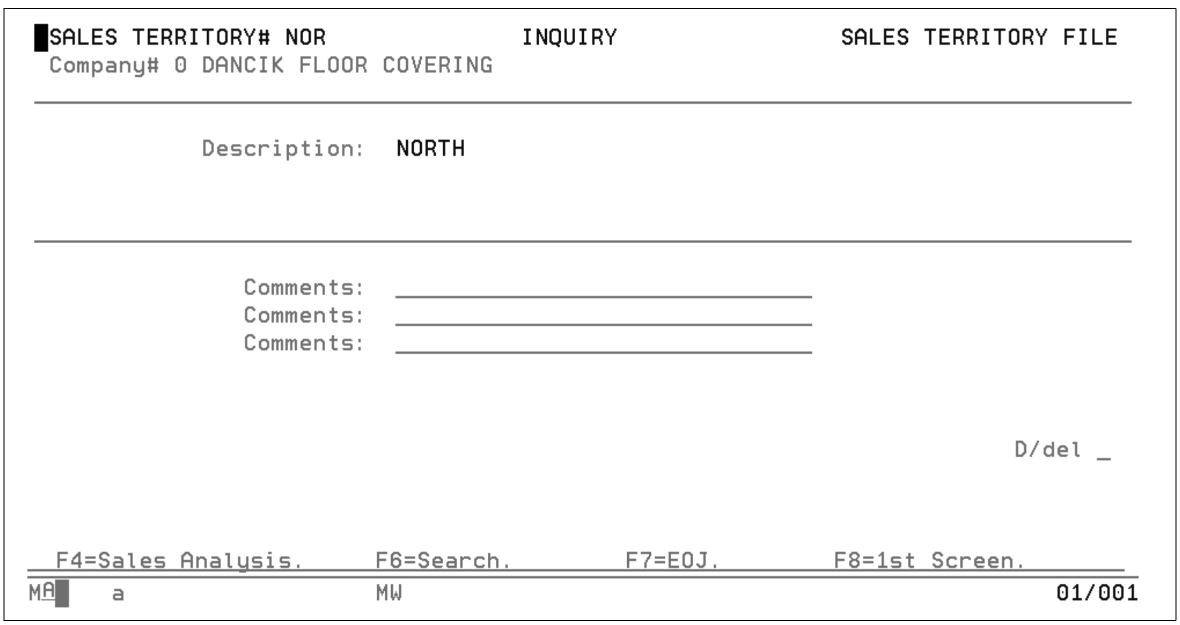
The following table describes the function keys on the High-Level Budget Analysis Screen.

Function Key	Description
F1	Go to the next month without going back to the entry screen. This is helpful if you are updating or viewing month by month within the file. Press **F1** to enter the current screen and then displays the next record in the file.
F4	Go to the Sales Analysis screen. Press **F4** again to display the Sales Manager File Month-by-Month Sales Analysis Screen.
F5	Go to the Actual vs. Last Year screen. This screen displays the variances between this year and last year's actual sales.
F6	Search for item numbers.

Chapter 36 Sales Territory File - FIL 36

You can use the Sales Territory File to define sales territories that you can assign to each salesperson in the Salesperson File. A sales territory represents a geographical grouping of salespeople and is a composite view of all of the salespeople assigned to the sales territory.

1. On the File Maintenance & Inquiry screen, select option **36 - Sales Territory File**.
2. On the Sales Territory File Entry screen, enter a **Company #**, and the three-character sales territory code for which you want to inquire about, update, or add.
3. Enter **Action Code A** to add a new record, **U** to update (change) an existing record, or **I** or leave blank to inquire about an existing record.
4. Enter the **Password**, if required, and press **Enter**.



Field Name	Description/Instructions
Company#	Company number and name to which the territory belongs.
Description	Description of the sales territory.
Comments	Comments about the sales territory.

The following table describes the function keys on this screen.

Function Key	Description
F4	The Sales Analysis screen summarizes the sales and statistics of all salespeople assigned to a territory. The information is updated nightly. From this screen you can access these screens: • Month-by-Month Sales Analysis Screen by pressing **F4**. • High-Level Budget Analysis Screen by pressing **F17**.
F6	Go to the Sales Territory File Search screen.
F7	End the job and returns to the File Maintenance Menu.
F8	Return to Sales Territory Entry screen.

High-Level Budget Analysis Screen

To go to the Sales Territory File High-Level Budget Analysis screen, press **F17** on the Sales Territory File Sales Analysis Screen.

```
                    High-Level Management Budget Analysis

 Company .....  0      DANCIK FLOOR COVERING          Year.............  01
 Territory....  NOR (?)  NORTH                        Month............  05
                                                      Update/Inquiry U/I  I

                 -------   May    01     -------   -----------Variance-------
                        Actual       Budget          % of budget       Amount
 Gross Sales             39.60   ______________            %            39.60
 Gross Profit $          35.60   ______________            %            35.60
 Gross Profit %          89.89   ______________            %            89.89


                                                                      Bottom

 F1=Next Month.   F4=Sales Analysis.   F5=Actual/Last Yr.

 MA     a                 MW                                          04/017
```

Field Name	Description/Instructions
Company	Company number related to the displayed sales territory.
Territory	Sales territory code as entered on the Sales Territory File Entry screen.

Field Name	Description/Instructions
Year	This field initially displays the current fiscal year, but it can be overridden to display another year. All yearly statistics on this screen are based on fiscal, not calendar or trailing, year. You must enter a valid year number.
Month	This field initially displays the current accounting month based on the accounts receivable system month-end close. It can be overridden to display another month. You can enter **00** to indicate that figures for the entire year should be displayed. Entering the year as **95** and the month as **00** tells the system to display year-to-date actual sales figures versus total year budget figures.
Update/Inquiry	This field initially displays **I** for Inquiry mode. You can change this field to **U** for Update mode. In Update mode, the budget figures are accessible for updating. Use the update mode to enter your budgets. You need to enter a separate budget for each month. Year-to-date figures are calculated by the system, which adds the monthly records.
Actual	This column displays the actual sales for the selected period and categories.
Budget	Budget figures for the selected period and categories.
% of budget	Percentage of the budget comprised by Actual. For example, 95.75 means actual is 95.75% of the budget amount or 4.25% short of meeting budget.
Amount	Dollar variance between actual and budget. A negative number indicates that actual is less than budget. A positive number indicates that actual exceeds budget.
Gross Sales	Gross sales dollars for the sales territory.
Gross Profit $	Gross profit dollars for the sales territory.
Gross Profit %	Gross profit dollars divided by gross sales.

The following table describes the function keys on this screen.

Function Key	Description
F1	Go to the next month without going back to the Entry screen. This is helpful if you are updating or viewing month-by-month within the file. Press **F1** to enter the current screen and go to the next record.
F4	Go to the Sales Analysis screen. Press **F4** again to display the Sales Territory File Month-by-Month Sales Analysis screen.
F5	Go to the Actual vs. Last Year screen. This screen displays the variances between this year and last year’s actual sales.
F6	Search for item numbers.

Price/Cost Mass Updates - FIL 37

You can use the Price/Cost Mass Updates Program to change prices or costs in multiple records with a single entry. It can raise or lower costs and prices by a percentage of existing prices and costs. For example, you can update your list prices to be a percentage above your standard cost, or simply raise prices or costs by a percentage. The program can run in test mode or update mode.

Note: System administrators are urged to assign a password to this powerful function

1. On the File Maintenance & Inquiry screen, select option **37 - Price/Cost Mass Update**.
2. Enter a password to access the Price/Cost Mass Updates Selection screen. Select the items whose prices and or costs you want to update.

   When entering selection criteria, multiple categories are processed in an *AND* relationship, and multiple entries in the same category are processed in an *OR* relationship. For example, if you enter two manufacturers, ABC and XYZ, and two Wear codes, C and D, the program selects items that are coded for manufacturers ABC or XYZ, *and* have Wear codes C or D. We recommend that you use the test mode feature of this program until you fully understand how to enter selection criteria correctly.

```
     I T E M   S E L E C T I O N           Price/Cost Upd.
_______________________________________________________________________
     Include Items According to the Following Parameters:

1)        MFGR =  ___  ___  ___  ___  ___ (leave any line blank to include all)
2)   PROD LINE =  ___  ___  ___  ___  ___
3) ITEM CLASS1 =  __   __   __   __   __
4) ITEM CLASS2 =  __   __   __   __   __
5) ITEM CLASS3 =  __   __   __   __   __
6)  TRIM CLASS =  __   __   __   __   __        15) SUPPLIER CD= ___ ___ ___
7) ITEM POLICY =  __   __   __   __   __        16) INVENT CODE= _   _   _
8)      COLOR# =  ____        ____        ____  17) COMPON CODE= _   _   _
9)  COLOR NAME =  _________   _________   _________ 18) COMMOD LEVL= _   _   _
10)   PATTERN# =  _________   _________   _________ 19)    ABC CODE= _   _   _
11) PATTN NAME =  _________   _________   _________ 20)   WEAR CODE= _   _   _
12) PRICE CLASS=  ______      ______      ______  21) COST CENTER= ___ ___ ___
13)  COST CLASS=  ______      ______      ______  22)   FRT CLASS= __  __  __
14) PACKG CLASS=  ______      ______      ______  23) QTY BRK GRP= __  __  __
_______________________________________________________________________
24) STRING SEARCH
  Enter Up To 8 Characters Which Are Part Of The ITEM#.... ________
  (Only Item#s Including These Characters Will Be Listed)
_______________________________________________________________________

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

Field Name	Description/Instructions
MFGR	Manufacturer codes, which are the first three characters of the item number.
PROD LINE	Product lines codes, as defined in the Product Line File - FIL 12 and entered in the Item File - FIL 2.
ITEM CLASS 1	Item Class 1 as defined in the Classification Codes File - FIL 19 and entered in the Item File.
ITEM CLASS 2	Item Class 2 as defined in the Classification Codes File and entered in the Item File.
ITEM CLASS 3	Item Class 3 as defined in the Classification Codes File and entered in the Item File.
TRIM CLASS	Trim class code as defined in the Classification Codes File and entered in the Item File.
ITEM POLICY	Item policy codes as entered in the Item File.
COLOR #	The four characters of the item number that directly follow the manufacturer code.
COLOR NAME	Color name or description as entered in the Item File.
PATTERN#	The nine characters of the item number that directly follow the color number.
PATTN NAME	Pattern name or description as entered in the Item File.
PRICE CLASS	Price class code as defined in the Price File and entered in the Item File.
COST CLASS	Cost class code as defined in the Cost File and entered in the Item File.
PACKG CLASS	The packaging class code as defined in the Packaging File - FIL 11 and entered in the Item File.
SUPPLIER CD	Enter up to three supplier codes to update the PRICE or COST class files that are related to items of that certain supplier, as opposed to a manufacturer.
INVENT CODE	Inventory code. **Y** - Stocked items **N** - Non-stock items **S** - Special order items only
COMPON CODE	Component code as entered in the Item File. See Item File for a complete list of component codes. Common codes include **S** (serial number items) and **R** (rolled goods).
COMMOD LEVL	Commodity level code as defined in the Classification Codes File and entered in the Item File.
ABC CODE	ABC rating code as defined in the ABC Code File -FIL 34 and entered in the Item File.

Field Name	Description/Instructions
WEAR CODE	Wear rating code as defined in the Classification Codes File and entered in the Item File.
COST CENTER	Cost center (also known as the product division) as defined in the Cost Center File - FIL 24 and entered in the Item File.
FRT CLASS	Freight classification code as defined in the Classification Codes File and entered in the Item file.
QTY BRK GRP	Quantity break group code as defined in the Classification Codes File and entered in the Item File.
STRING SEARCH	Enter any consecutive string of an item number. The program selects any items that have that string of characters in the item number regardless of what position in the item number the string is found. For example, if you enter **A39** in the **String Search** field, the program selects any item whose item number includes A39. Item numbers ABC1001A39 and XZYAA39B9 would both be selected.

3. On the Price/Cost Mass Updates Parameter screen. Enter one of the two available charge options, but not both. Specify if you are performing a test, or if the files should be updated.

```
                  Mass Price File and Cost File Update


    Use any character for selections:
    Change:  _  List Price or  _  Standard Base Cost or  _  Standard Frt Cost


              _  Raise or,  _  Lower by  _________ %    (of itself)


                        -or-

    Change it to _________  % of _  List Price
      105% = 105.0            or _  Standard Base Cost
     90.5% =  90.5            or _  Standard Freight Cost
                              or _  Standard Last Cost (Landed)
    _  Test
    _  Update




                              F4=Cancel   F7=EOJ
  MA    a                  MW                                         06/013
```

Field Name	Description/Instructions
Change List Price	Enter **X** to update list prices.
Change Standard Base Cost	Enter **X** to update standard base costs.
Change Standard Freight Cost	Enter **X** to update standard freight costs.
Raise	Enter **X** to raise the price or cost field selected above by the percentage specified.
Lower	Enter **X** to lower the price or cost field selected above by the percentage specified.
% (of itself)	Enter the percentage to raise or lower the price or cost field selected. Use a decimal point, if needed. For example, enter 2.75 for 2.75% or 2 or 2.00 for 2%.
Change it to %	Enter the percentage of the following field to which you want to change the price to cost.
Of List Price	Enter **X** to change the selected field to a percentage of the list price.
Of Standard Base Cost	Enter **X** to change the above selected field to a percentage of the standard base cost.
Of Standard Freight Cost	Enter **X** to change the above selected field to a percentage of the standard freight cost.
Of Standard Last Cost (Landed)	Enter **X** to change the above selected field to a percentage of the standard landed (last) cost. Landed cost includes base and freight portions of the cost.
Test	Enter **X** to print a report based on the parameters entered, but not updating the files.
Update	Enter **X** to perform the mass update based on the parameters entered. A report is printed.

Example of Raising List Price by a Percentage of Itself

We recommend that you run tests until you are certain of how your entries affect prices or costs. When you run a test, a list price prints showing the before and after version of each affected price. Enter **X** beside **Update** to actually update the files.

```
                  Mass Price File and Cost File Update


    Use any character for selections:
    Change:    X  List Price or  _  Standard Base Cost or  _  Standard Frt Cost


               X  Raise or,  _  Lower by  _____6.00 %    (of itself)


                          -or-

    Change it to _________  % of _  List Price
      105% = 105.0            or _  Standard Base Cost
     90.5% =  90.5            or _  Standard Freight Cost
                              or _  Standard Last Cost (Landed)
    X  Test
    _  Update



                              F4=Cancel   F7=EOJ
  MA    a                  MW                                        19/003
```

Example of Changing List Price to a Percentage of Base Cost

This example changes the list price to 110% of the current standard base cost.

```
                   Mass Price File and Cost File Update


    Use any character for selections:
    Change:   X  List Price or  _  Standard Base Cost or  _  Standard Frt Cost


              _  Raise or,  _  Lower by  _________ %    (of itself)


                        -or-

    Change it to    110.00  % of _  List Price
      105% = 105.0             or X  Standard Base Cost
     90.5% =  90.5             or _  Standard Freight Cost
                               or _  Standard Last Cost (Landed)
    X  Test
    _  Update



                               F4=Cancel   F7=EOJ
  MA      a                 MW                                       19/003
```

Chapter 38 Customer Preferences - FIL 38

You can use the Customer Preferences File to activate many special functions and preferences for specific customer accounts. You can also specify these preferences by chain.

From the Customer Preferences File you can:

- Set up a cross reference file of the customer's own item numbers. This cross reference file can then be used in Order Entry and printed on the customer's invoices and pick lists.
- Set up a table of customers' preferred units of measure for your products. For example, you can specify that, for certain products you sell by the square foot, customers sees the unit of measure expressed on their invoices in pieces.
- Set up a table of preferred roll sizes. Customers who stock rolled goods, might have racks with size limits, or they might simply prefer certain sizes.
- Set up rules and guidelines for the processing of the customer orders, labels, EDI, and invoices.

How the System Reads the Customer Preferences File

When a customer preference function is applicable, the system first checks for a customer preference entry by account number. If the customer belongs to a chain, the system then checks by chain code. If a preference exists for both the account and the chain, the account preference is used. However, this logic is applied on a feature-by-feature basis for the customer item number, customer unit of measure, and customer roll sizes features. For example, if on an account number level, a customer has his own unit of measure preferences table, but no item number table, and the same customer has an item number table for its chain, the system uses the account number level unit of measure table and the chain level item number table.

1. The Customer Preferences File is accessed via **FIL 38**.
2. On the Customer Preferences File Entry screen, enter the **Company Number** for the customer preferences you want to inquire about, update, or add.
3. Enter the **Account Number** or **Chain Code**.

   Note: When you enter customer preferences for a chain code, the entry affects all customers that are in that chain.
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**.

Customer Preferences Profile Screen

```
 UPDATE              Customer Preference Table Maintenance
 201000 HARBOR FLOOR CENTER (RALEIGH)                            Basic
        RALEIGH
Default Order Handling/Back Order Code . . . . . . . . . . .(1,2,3,4,5,6,7,8) _

Purchase Order Number Edit Mask. . . . . . . . . . . . .  ____________________

Preferred UCC/EAN-128 Label Format . . . . . . . . . . . . . . . . . . . (?) ___

Does this account use their own item codes?. . . . . . . . . . . . . . (Y/N) Y

Does this account require conversion to their own unit of measure? . . (Y/N) Y

Does this account have special rolled goods requirements?. . . . . . . (Y/N) N

Send all invoices EDI.  Disable printing invoices? . . . . . . . . . . (Y/N) _

Does the customer require Order-level, Pallet-level or No ASNs?  . . (O/P/N) _

Number of UCC-128 labels required on each pallet . . . . . . . . . . . . . . _

F1=Next Record   F4=Delete   F6=Search   F7=EOJ  F8=1st Scrn  F10=More Options
F13=Cust Items F14=Cust U/M  F15=Rolled Goods  F16=Cust/Item Msg  F17=Pref S/N
```

Field Name	Description/Instructions
Default Order Handling/Back Order Code	Enter an order/handling code for this customer or chain. • *1 - Fill/Kill* - When the order is shipped or invoiced, any unshipped or un-invoiced lines on the order are cancelled. Order handling code 1 has a back order code of 1 at the time of invoicing. • *2 - Back order* - When the order is shipped or invoiced, any unshipped or un-invoiced lines on the order remain at their current status. Order handling code 2 has a back order code of 2 at the time of invoicing. • *3 - Fill/Kill and Notify* - Same effect as code 1, except the customer must be notified of what is being cancelled. Order handling code 3 has a back order code of 1 at the time of invoicing. • *4- Back order with new purchase order* - Same effect as code 1, except the customer must be contacted for a new purchase order number to be used for remaining lines. A new order is entered for remaining lines. Order handling code 4 has a back order code of 1 at the time of invoicing. • *5 - Must Ship Complete* - All lines on this order must ship together. At the time of invoicing, unbilled lines (which should not occur) are left open. Order handling code 5 has a back order code of 2 at the time of invoicing. • *6 - Rush order - compensated* - The order must be shipped as soon as possible at the request of the customer who is paying an additional rush delivery fee. This code is used primarily for EDI to identify special circumstances to a trading partner. At the time of billing, unbilled lines are left open. Order handling code 6 has a back order code of 1 at the time of invoicing. • *7- Rush order - uncompensated* - The order must be shipped as soon as possible for reasons other than the customer's request. The customer is not paying an additional rush delivery fee. This code is used primarily for EDI to identify special circumstances to a trading partner. At the time of billing, unbilled lines are left open. Order handling code 7 has a back order code of 1 at the time of invoicing. • *8 - EDI - Fill/Kill* Order handling code 8 has a back order code of 1 at the time of invoicing. *Note: Order handling codes, and the cancellation and billing of individual line items can be overridden or determined when you create orders and invoices. The order handling code provides the default method of handling unless overridden.*

Field Name	Description/Instructions
Purchase Order Number Edit Mask	Enter a string of characters that represent the format of the customer's purchase order as follows: **@** - alphanumeric character **&** - alphanumeric character or blank ***** - alphanumeric character or null **#** - numeric digit **$** - numeric digit or blank **%** - numeric digit or null A null indicates an unused space as opposed to a blank, which is a space containing a blank character. Any other character specified indicates that character must appear on the purchase order in that position. For example, if the mask is AB###-@&&, it indicates the purchase order number must begin with AB, followed by a three-digit number, then a dash, and then one to three characters. All customer service personnel must be aware of how to read these edit masks. If someone enters an invalid customer purchase order for a customer with a purchase order edit mask, the system displays an error message and the required mask. Once a purchase order edit mask is established for a customer or chain, the system automatically checks for duplicate purchase orders and alerts order entry operators. This field controls the amount of characters that can be entered in the **Customer PO number** field in order entry. To use 24 characters to enter a PO, ensure that this field is set-up correctly with more than 12 characters (i.e., #####$$##@@@@). *The extended* **PO#** *field is primarily for EDI relationships where the customer's PO number includes accounting codes and store numbers*.

Field Name	Description/Instructions
Purchase Order Number Edit Examples	Following are examples: • @@##### - The purchase order number must begin with any two alphanumeric characters, followed by a five-digit number, for example, AB12345. • #####$$$ or #####%%% - The purchase order number must be a number between five and eight digits in length. • CD###-@&& - The purchase order number must be the characters CD, followed by a three-digit number, then a dash, and then one to three characters, for example, CD456-E, or CD789-FGH. • #####$$$@@@ - The purchase order number must be an eight-digit number (where the last three digits are optional), followed by any three characters, for example, 12345_ _ _ JKL, or 1234567_JKL. • #####%%%@@@ - The purchase order number must be a number between five and eight digits in length, followed by any three characters, for example, 12345MNO.
Note:For trailing characters, there is no functional difference between using mask characters that represent blanks versus nulls. There is only a difference when there are additional mask characters to the right of a blank or null mask character. A blank character takes one space. A null takes no space.	
Preferred UCC/EAN-128 Label Format	This field is used if specific customers require special label formats in addition to the regularly available labels.
Does this account use their own item codes?	Enter **Y** to maintain a list of customer items, description, unit of measure, and policies. If you enter **Y**, press **F13** to enter a list of customer items.
Does this account require conversion to their own unit of measure?	Enter **Y** to maintain a list of the preferred unit of measures by product line or item class for this account or chain. If you enter **Y**, press **F14** to enter customer's U/M requirements.
Does this account have special rolled goods requirement?	Enter **Y** to maintain a list of the preferred roll sizes by item class or product line for this account or chain. If you enter **Y**, press **F15** to enter the customer's rolled goods requirements.
Send all invoices EDI. Disable printing invoices?	Enter **Y** in this field if all invoices for this account or chain are transmitted via EDI and do not need to be printed. If you enter **Y**, the invoice print program skips invoices for this account or chain. The invoices must still be processed, but the customer receives the EDI file rather than the printed invoice.

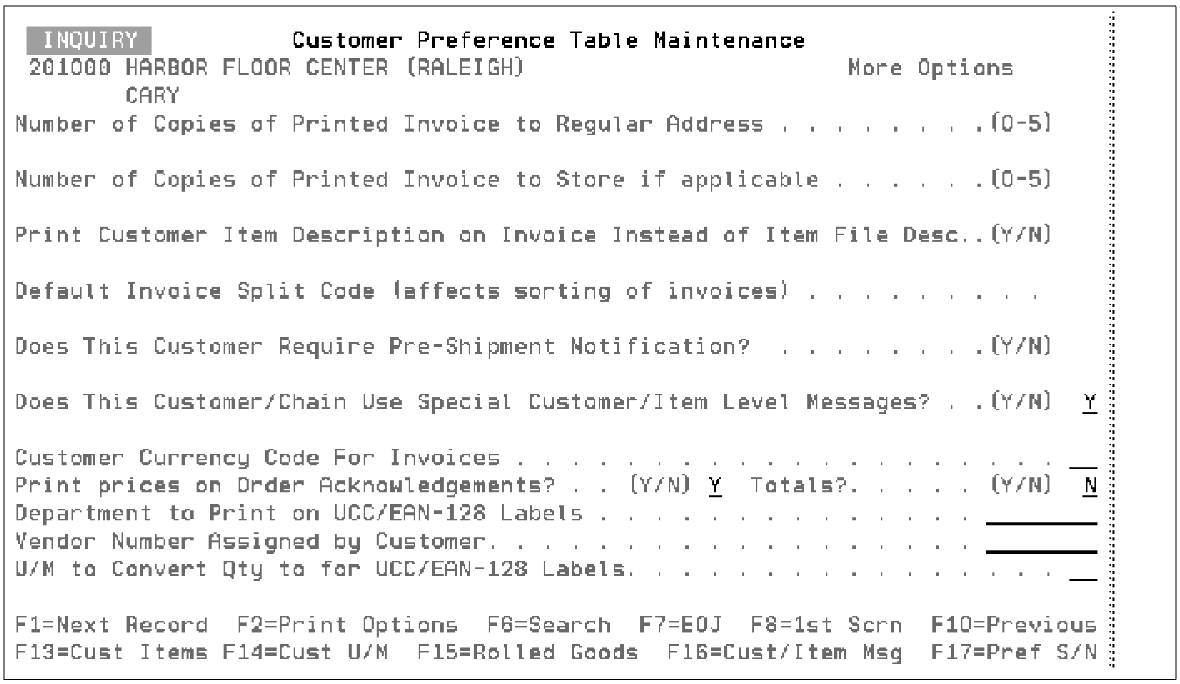
Field Name	Description/Instructions
Does the customer require order-level, pallet level or No ASNs?	Enter a code to designate how this account or chain should receive EDI advance shipment notices. Valid codes are: • **O** - Send order - level ASN • **P** - Send pallet - level ASN • **N** - Do not send ASN ASNs are EDI Advance Ship Notices that inform the customer of the details of shipments being delivered to them. Set this flag only if the ASN EDI transaction sets have been set up for this trading partner. The default is **N**.
Number of UCC-128 labels required on each pallet	Enter the number of UCC-128 labels this account or chain requires on each pallet. Enter a value in this field only if the customer requires UCC-128 pallet labels. These are bar code labels that contain information regarding what is included on each pallet. The bar codes are then read by the customer's receiving system.

The following table provides a guide to the function keys on this screen.

Function Key	Description
F1	Go to the next record without going back to the Entry screen. This is helpful if you are updating or viewing record by record within the file. Press **F1** to enter the current screen and then displays the next record in the file.
F6	Search for customer preference numbers.
F7	End the job and return to the File Maintenance Menu.
F8	Return to the Customer Preferences File Entry screen.
F10	Go to More Options screen.
F13	Go to the Customer Preferences Item Cross Reference Screen (page 38–11).
F14	Go to the Customer Preferences Unit of Measure (UOM) Table (page 38–12).
F15	Go to the Customer Preferences Roll Sizes Screen.
F16	You can use this screen to create 30-character messages, primarily for bar code pick labels, for items, product lines, and item classes. The messages are not cumulative. Only one of these messages is ever selected per line item. Item number (type I) messages override product line (type L) and item class (type C) level messages. Product line messages override item class messages. For more information, refer to The Customer/Item Messages Screen.

Function Key	Description
F17	This function allows you to assign preferred serial numbers which ties into Dancik's Inventory Selection Optimizer (ISO) ability to assign points for preferred serial numbers. Preferred serial numbers can be specified by customer accounts, or for chain codes, which encompass multiple accounts. Additionally, a preferred serial number may be assigned based on Item Class 1 (such as "glazed wall tile") or to a Product line. An assignment to a Product Line overrides an assignment to an Item Class. For more information, refer to Assigning Preferred Serial Numbers.

To access the second set of options, press **F10**.



```
 INQUIRY            Customer Preference Table Maintenance
 201000 HARBOR FLOOR CENTER (RALEIGH)                          More Options
        CARY
Number of Copies of Printed Invoice to Regular Address . . . . . . . .(0-5)

Number of Copies of Printed Invoice to Store if applicable . . . . . .(0-5)

Print Customer Item Description on Invoice Instead of Item File Desc..(Y/N)

Default Invoice Split Code (affects sorting of invoices) . . . . . . . . .

Does This Customer Require Pre-Shipment Notification?  . . . . . . . .(Y/N)

Does This Customer/Chain Use Special Customer/Item Level Messages? . .(Y/N)  Y

Customer Currency Code For Invoices . . . . . . . . . . . . . . . . . . . .
Print prices on Order Acknowledgements? . . (Y/N) Y  Totals?. . . . . (Y/N)  N
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
```

The following table describes the fields on this screen.

Field Name	Description/Instructions
Does the customer require Order-level, Pallet-level or No ASNs?	Enter a code to designate how this account or chain would like to receive EDI advance shipment notices. Valid codes are: • O - Send order - level ASN • P - Send pallet - level ASN • N - Do not send ASN ASNs are EDI Advance Ship Notices which inform the customer of the details of shipments being delivered to them. Set this flag only if the ASN EDI transaction sets have been set up for this trading partner. The default is "N".

Field Name	Description/Instructions
Number of UCC-128 labels required on each pallet	Enter the number of UCC-128 labels this account or chain requires on each pallet. Enter in this field only if the customer requires UCC-128 pallet labels. These are bar code labels that contain information regarding what is included on each pallet. The bar codes are then read by the customer's receiving system.
Number of Copies of Printed Invoice to Regular Address	Number of invoice copies that are printed for the Billto address. Entries of 0 - 5 are valid. This feature is designed only to work with the Print Copies of Invoice function on the Invoicing Menu. This does not apply to point-of-sale or regular batch invoice printing.
Number of Copies of Printed Invoice to Store if applicable	Number of invoice copies printed for the Shipto address. Entries of 0 - 5 are valid. This feature is designed only to work with the Print Copies of Invoice function on the Invoicing Menu. This does not apply to point-of-sale or regular batch invoice printing.
Consolidate multiple invoices into single PDF for ODS	Allows Dancik's Output Distribution System (ODS) to generate and email multiple invoices as one PDF file. If not activated, the default, a single PDF is generated and emailed for each invoice. **Associated settings:** • IVC 12 - Print Copies Of Invoices - Screen 3 “Sort Options” - Either sort option 2 or 3 must be selected to be able to group invoices into one PDF file.
Print Customer Item Description on Invoice instead of Item File Desc.	Enter **Y** if you want to substitute the customer’s item description for the usual item file description. Otherwise, enter **N**. This occurs only if a customer description for the item is found for this customer or chain. Customer item descriptions are set up using the Customer Items screen, via **F13**.
Default Invoice Split Code (affects sorting of invoices)	Enter any character or number as a split code if you want this customer’s invoices to be sorted to the end of all batch invoice runs. Batch invoices are sorted primarily by split code. For example, all COD accounts could be assigned split code **C**. The COD invoices print at the end of the batch, making it easy to identify and separate them.
Does Customer Require Pre-Shipment Notification	This is a special EDI transaction set for customers who require notification if a shipment a day or more sooner than an ASN (Advance Shipment Notification) is sent. Enter **Y** in this field only if your customer requires this feature.
Does This Customer/Chain Use Special Customer/Item Level Messages?	If you enter **Y** in this field, you can press **F16** to access the The Customer/Item Messages Screen (page 38–15).
Customer Currency Code For Invoices	Invoices for the customer should be converted to an alternate currency as represented by the currency code. The currency must have a valid entry in the Currency Code/Exchange Rate Table on the System Settings Menu (SET 11). The Customer Currency Code can only be set at a customer account number level.

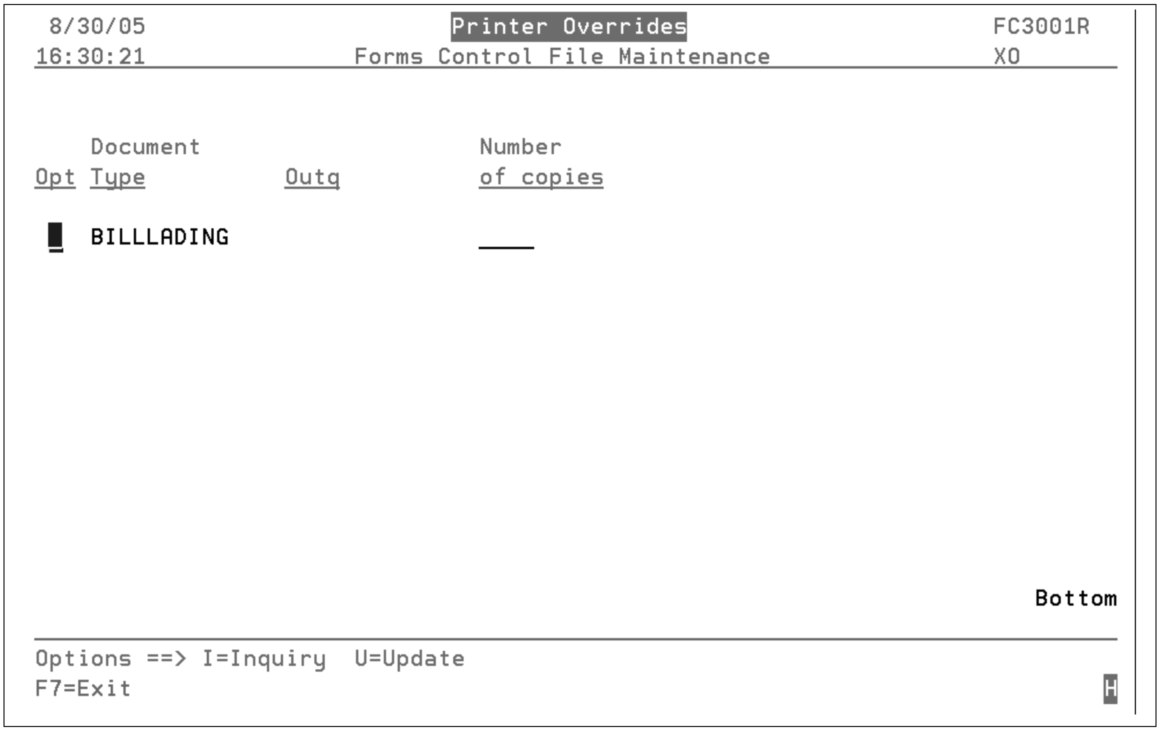
Field Name	Description/Instructions
Print prices on Order Acknowledgements **Totals**	Enter **Y** to print prices on the customer's Order Acknowledgements or **N** not to print the prices on the Order Acknowledgements. The default is **Y**. Therefore, prices remain on order acknowledgements, unless you change the setting to **N**. This feature is set by individual account or by chain code. Settings by individual account override settings by chain. If you are issuing order acknowledgements to customers, such as national accounts) whose pricing is controlled by a third party, consider omitting prices from their order acknowledgements. The **Totals** and **Print prices on Order Acknowledgements** settings give you the option to display different combinations of pricing on laser Order Acknowledgements. Some of the combinations can be: • Display line item pricing without totals • Do not display either line item pricing or totals • Display totals but not pricing *Note: These options apply only to laser acknowledgements. Line item prices and price totals will always show on impact (nonlaser printers) regardless of this setting. Reference page 3 of the Work Station Control Panel (SET 1) for details on the setup of laser acknowledgements.* *Note: Additional options for Order Acknowledgements are available under the System Wide Setting (SET 4) - Options for Order Acknowledgments. Among the options available in this System Wide Setting are ones that allow you to change the title of the Order Acknowledgement and format the document as needed.*

Printer Options

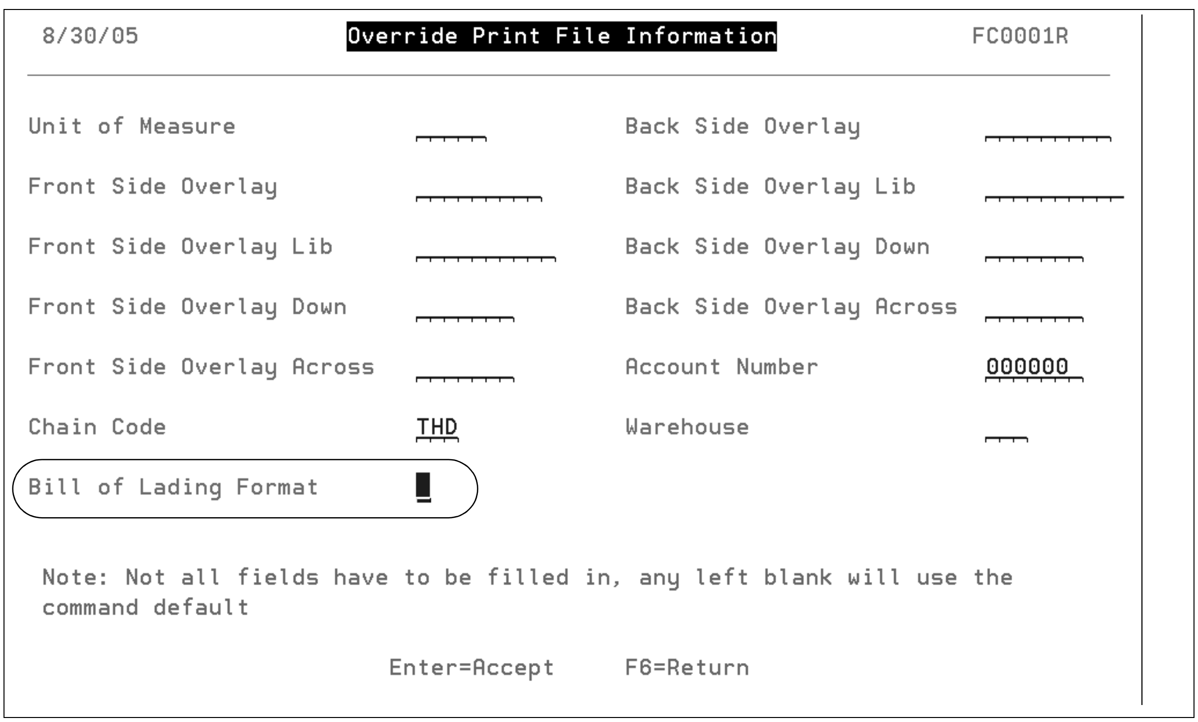
The only new function key introduced on the second screen of options is **F2**=**Print Options**. This option lets you establish Bill of Lading printing defaults.

The Dancik Enterprise system supports the Voluntary Interindustry Commerce Standards (VICS) for Bills of Lading (BOLs). The objective of standardizing the Bill of Lading is to ensure that the shipper, the carrier, and the customer (the consignee) are all receiving the information they need for the processing of the goods through the supply chain. The standard VICS BOL is intended for U.S. Less Than Truck Load (LTL) and Truck Load (TL) ground transport. Included with the standard Bill of Lading form is a standard Bill of Lading number. The standard Bill of Lading form and number ensure that all key data elements are present and documented in a uniform manner.

To set up a customer to use the VICS BOL, press **F2**. The Forms Control File Maintenance screen appears.



Enter a **U** to update/establish a BOL format. There are three pages of printer settings. The setting that controls the BOL format is located on the third page.



The field that controls the BOL format is **Bill of Lading Format**. At the current time, there are two options:

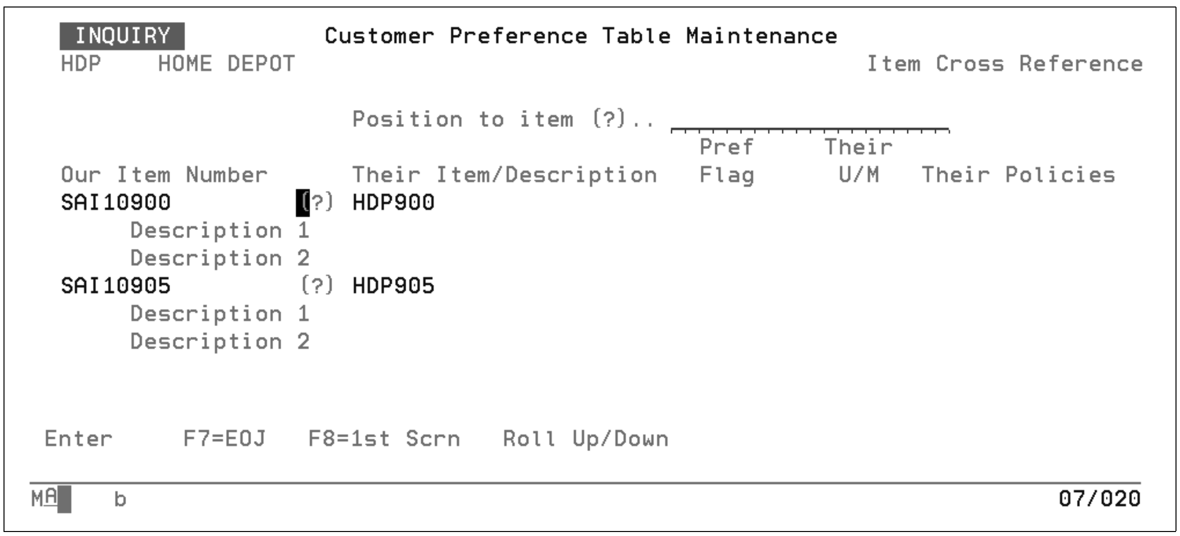
- **6 -** For a Lowes format BOL. Has a 17 digit bill of lading number. SCAC and Carrier Pro numbers are barcoded together.
- **7 -** For a Home Depot format BOL. Has a 12 digit bill of lading number. SCAC and Carrier Pro numbers are barcoded individually.

  Note: To see a sample BOL, refer to "Bill of Lading" in the Warehouse Reference Manual.

Customer Preferences Item Cross Reference Screen

Use this screen to enter a customer's set of item numbers. You can also enter descriptions of the items, if you want. After entering information on this screen, you can enter the customer's item number in order entry to automatically retrieve your related item numbers. The customer's item number appears on pick lists and invoices along with your item number. The item number can also be transmitted on outbound EDI transmissions. You can enter up to five items per screen.

This screen is accessed by pressing the **F13** on the Customer Preferences Profile Screen (page 38–2).



```
 INQUIRY            Customer Preference Table Maintenance
HDP    HOME DEPOT                                        Item Cross Reference

                        Position to item (?).. ________________
                                                  Pref      Their
Our Item Number         Their Item/Description   Flag       U/M   Their Policies
SAI10900          (?)   HDP900
     Description 1
     Description 2
SAI10905          (?)   HDP905
     Description 1
     Description 2


Enter     F7=EOJ   F8=1st Scrn   Roll Up/Down

MA    b                                                                   07/020
```

You can use the **Position To** field to start the list at any item number.

Note: You can enter a **?** *in any* **Item Number** *field to search for items in the Item File.*

The following table describes the fields on this screen:

Field Name	Description/Instructions
Our Item Number	Item number from the Item File.
Their Item /Description	Customer's item number that cross references to the **Our Item Number** field, followed optionally by the customer's description of the item. If you leave the description field blank, the system uses the description from the Item File.

Field Name	Description/Instructions
Pref Flag	Enter **Y** to flag the preferred customer item number for this item when multiple customer items are listed. This field is applicable only when the customer has two or more item numbers that relate to the same item on your system. For example, if the customer uses item numbers 301965 and 301957 and they both relate to your item number ARB12A, then you should flag the preferred number. The item number marked with the Pref Flag **Y** is always the item number transmitted to the customer, although both item numbers can be received from the customer.
Their U/M	Code for the unit of measure in which the customer prefers to be invoiced for this item. The customer's invoices and pick list display their price and quantity converted to this unit of measure. If left blank, the system uses the unit of measure in which you invoice this item. *Note: You also have the option to set up a table of the customer's preferred units of measure by item class or product line using the Customer Preferences Unit of Measure (UOM) Table (page 38–12), which is accessed via* **F14**. *Any U/M entered here by item overrides entries made by item or product line in the Customer Preferences UOM Table table.*
Their Policies	Optionally, enter item policy codes that override the normal policies for this item. Leave this blank to leave the Item File policies in effect.

Customer Preferences Unit of Measure (UOM) Table

You can use this screen to translate quantities and unit prices to alternate units of measure according to your customer's preferences. Pick tickets and invoices show both the usual and the customer's unit of measure. The pick list and invoice convert quantity to the customer's unit of measure. The invoice also displays the unit price per the native unit of measure and per the customer's unit of measure. To go to this screen, press **F14** on the Customer Preferences Profile Screen.

```
UPDATE           Customer Preference Table Maintenance
                                                           UOM Table
212345 STEVE'S CUSTOM FLOORS
       ELK GROVE VILLAGE
  Product Type                                          If our      then
    C or L    Record(?)  Description                    U/M is:   convert to:
      C       VS         VINYL SHEET GOODS                SF          CT
      L       ABCFAB     ABC FABRICS                      SF          CT
      L       SHAVAL     VALIANT II                       SF          SY

Enter     F7=EOJ   F8=1st Scrn   Roll Up/Down
```

If you also specify a preferred unit of measure for a specific item number using the The Customer/Item Messages Screen (page 38–15) via **F13**, then that unit of measure overrides any applicable entry on this screen.

Field Name	Description/Instructions
Product Type	Enter **C** to indicate Item Class 1 or **L** to indicate product line.
Record (?)	If you entered **C** as the product type, enter an Item Class **1** code here. If you entered **L** as the product type, enter a product line code here including the manufacturer prefix. You can enter **?** to search for either the item class or product line, based on your product type entry.
Description	Description of the record.
If our U/M is:	Native unit of measure that the customer wants to change.
then convert to:	Unit of measure code that the customer prefers to see on invoices for the specified item class or product line. *Important: This unit of measure is used only if a valid conversion factor exists on the system.*

Customer Preferences Roll Sizes Screen

You can use this screen to set minimum, maximum, and optimal roll sizes customers that purchase rolls primarily for their own stock. This table is used by the Inventory Selection Optimizer (ISO) based on the points and rules set in the rolled goods ISO tables. The ISO Maintenance Program is accessed via the System Settings Menu. To go to this screen, press **F15** on the Customer Preferences Profile Screen.

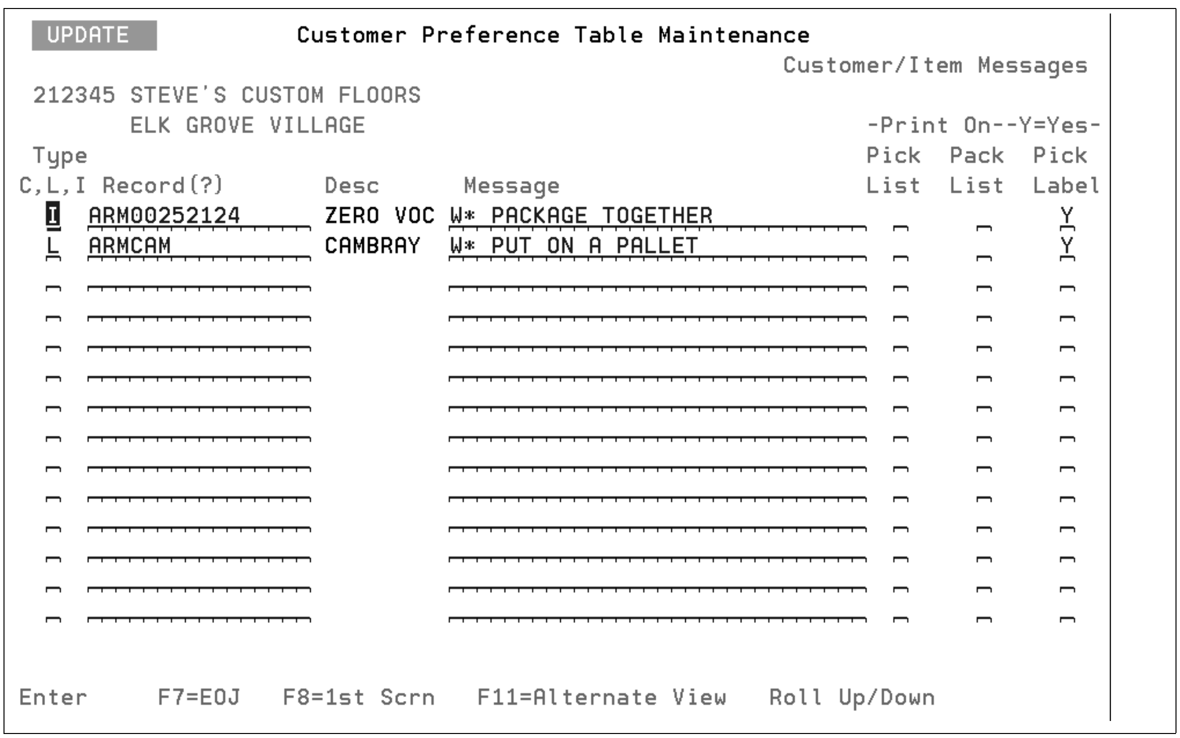
```
UPDATE            Customer Preference Table Maintenance     Roll Sizes

HDP     HOME DEPOT                             Open Rolls Allowed if UM=RL?: Y
                                               Allow Best Buy Logic?    Y/N: _

Product Type                                   ---------Roll Sizes (in LF)-------
 C or L Record(?)   Description                Width Minimum   Maximum   Optimum
   C    VS     VINYL SHEET GOODS                 72    20.00    150.00     75.00
   C    VS     VINYL SHEET GOODS                144    35.00    150.00    120.00
   L    ARMCAM CAMBRAY 6' & 12' REG                    30.00    120.00     90.00
   L    ARMCAM CAMBRAY 6' & 12' REG               144    30.00     30.00     30.00

Enter     F7=EOJ   F8=1st Scrn   Roll Up/Down
```

Field Name	Description/Instructions
Open Rolls Allowed if UM=RL?	ISO checks for this flag. If flag is set to Y, then open or unopened rolls are considered for ISO selection. If flag is set to N, then open rolls are not considered for ISO selection. The default setting is Y. Use N for customers who require only unopened rolls when they order in full roll increments.
Allow Best Buy Logic	Allows you to turn off the best buy logic that ISO uses forcing order entry to order only the exact amount entered. The best buy logic for rolled goods enables ISO to favor roll balances that provide a customer with a greater or equal length of material for less than the price of a cut.
Product Type	Enter **C** to indicate Item Class 1 or **L** to indicate product line.
Record (?)	If you entered **C** as the product type, enter an **Item Class 1** code here. If you entered **L** as the product type, enter a product line code here including the manufacturer prefix. You can enter a **?** to search for either the item class or product line, based on your product type entry.

Field Name	Description/Instructions
Description	Description of the record.
Width	Width, in inches, to which the roll sizes pertain. For example, enter 144 for 12 foot goods.
Roll Sizes	Roll sizes expressed in lineal feet.
Minimum	Minimum size roll this customer accepts on a normal stock order.
Maximum	Maximum size roll this customer accepts on a normal stock order.
Optimum	Optimum size roll for this customer on a normal stock order.

The Customer/Item Messages Screen

You can use this screen to create 30-character messages, primarily for bar code pick labels, for items, product lines, and item classes. The messages are *not* cumulative. Only one of these messages is ever selected per line item. Item number (type I) messages override product line (type L) and item class (type C) level messages. Product line messages override item class messages. To go to this screen, press **F16** on the Customer Preferences Profile Screen (page 38–2).



Field Name	Description/Instructions
Type C, L, I	Enter **C** to create a message for all items in an item class. Enter **L** to create a message for all items in a product line. Enter **I** to create a message for a specific item.
Record (?)	Enter the record number or code of the item class, product line, or item for which you are creating a message. For example, if you entered an I as the type, enter the item number in this field. You can enter a **?** to search for the file corresponding to your type entry.
Desc	Once an entry is created, the description of the item class, product line, or item displays in this field.
Message	Enter the message that will print on the picking document for the specified products.
Print on Pick List	Enter **Y** to print the message on picking lists.
Print on Pack List	Enter **Y** to print the message on packing lists.
Print on Pick Label	Enter **Y** to print the message on pick labels.

Press **F11** - **Alternate View** to display the entire product description beneath the **Message** field.

Assigning Preferred Serial Numbers

Pressing **F17** on the Customer Preference Table Maintenance screen allows you to assign preferred serial number for a specific customer. This functionality works in conjunction with Dancik's Inventory Selection Optimizer (ISO) to assign points for preferred serial numbers.

Preferred serial numbers can be specified by customer accounts, or for chain codes, which encompass multiple accounts. Additionally, a preferred serial number may be assigned based on Item Class 1 (such as "glazed wall tile") or to a Product line. An assignment to a Product Line overrides an assignment to an Item Class.

1. On the Customer Preference Table Maintenance screen, press **F17=Pref S/N** to assign preferred serial number.

```
 UPDATE          Customer Preference Table Maintenance
 201000 HARBOR FLOOR CENTER (RALEIGH)                        Basic
        RALEIGH
Default Order Handling/Back Order Code . . . . . . . . . .(1,2,3,4,5,6,7,8) _

Purchase Order Number Edit Mask. . . . . . . . . . . . .  ____________________

Preferred UCC/EAN-128 Label Format . . . . . . . . . . . . . . . . . . (?) ___

Does this account use their own item codes?. . . . . . . . . . . . . . (Y/N) Y

Does this account require conversion to their own unit of measure? . . (Y/N) Y

Does this account have special rolled goods requirements?. . . . . . . (Y/N) N

Send all invoices EDI.  Disable printing invoices? . . . . . . . . . . (Y/N) _

Does the customer require Order-level, Pallet-level or No ASNs?  . . (O/P/N) _

Number of UCC-128 labels required on each pallet . . . . . . . . . . . . . . _

F1=Next Record   F4=Delete   F6=Search   F7=EOJ  F8=1st Scrn  F10=More Options
F13=Cust Items F14=Cust U/M  F15=Rolled Goods  F16=Cust/Item Msg  F17=Pref S/N
```

2. The screen that appears allows you to assign preferred serial numbers for a specific customer. Assigning serial numbers to a chain code uses the same screen and process.

```
 UPDATE           Customer Preference Table Maintenance
                                                         Preferred Serial#s
 201000 HARBOR FLOOR CENTER (RALEIGH)
        RALEIGH
   Product Type                                        Preferred
     C or L    Record(?)  Description                    Serial#
       L       FLTPOC      FLT POTTER'S CHOICE           555_______
       L       REXECO      ECHO CANYON                   B23C______
       _       ______                                    __________

   Enter     F4=Cancel/Return    F7=EOJ    F8=1st Scrn    Roll Up/Down
```

Note: *If no serial numbers are established within the Customer Preference File, ISO performs the inventory selection process as normal. The exception to this is if the* **Use Last Ser# Shipped as Pref Ser#, if no Pref Ser# Found** *field is activated via screen 5 of the ISO process (Menu ISO, option 1). Then the last serial number that was shipped for that product to the customer would be treated like it was the preferred serial number and would be allocated if available.*

The fields on this screen are described in the following table.

Field	Description
Product Type C or L	Enter a **C** for item class 1 products and a **L** for product line products.

Field	Description
Record(?)	Enter the product line or item class 1 record you want to attached to a serial number. *Note: Enter a "**?**" in the field to display all the available product lines or item classes.*
Preferred Serial#	Enter the preferred serial number for the product line or item class. After these settings are made, when this customer orders an item class or product line that has been set-up with a preferred serial number, ISO tries to match serial numbers. If an exact match cannot be found, ISO finds the best substitute based on your input. Items must be in inventory to be considered in the selection process.

Using the settings shown above, if this customer orders items in either product line **FLTPOC** or **REXECO** the system, via ISO, attempts to allocate products that closely match the assigned serial number.

Chapter 39 Bill of Material/Kit File - FIL 39

The Bill of Material/Kit File enables you to define the items that relate to, compliment, or "go with" each other. We refer to the items that relate to an items as its "Bill of Materials". A kit is a special item that does not exist on it own, but is comprised of a set of other items. Bills Of Materials can be set up by Product Line and Price Class level (as well as at an item level).

The benefit of establishing Bills of Materials by product line or by price class, is that a single bill of material can be used by many items, without having to copy or rekey. You may also combine these features. For example, you can still use the item-level bill of material for the items that relate to a specific item/color. Then you can add bill of material items that apply to an entire product line (such as accessories and installation materials) at the Product Line level.

Note: For more information on Bill of Material options (i.e, which type of BOM appears first during order entry, when the BOM appears), refer to the System Wide Settings in the System Administration Manual.

In the context of this distribution system, the following definitions apply:

- A **Bill of Material** is a list of related items that are usually sold together, or a list of items that includes a single core item and its accessories.
- A **Kit** is an item that is comprised of other items, usually in fixed proportions. A kit item number must be defined with component code **K** in the Item File. A kit's components must not be defined with a component code of **K**. A kit item number never contains any inventory; only the items that comprise the kit can contain inventory (See Setting up a Bill of Material/Kit).

Setting up a Bill of Material/Kit

1. From the File Maintenance menu (FIL), select option **39 - Bill-Of-Material / KIT File**.

   The Bill-of-Material/Kit File Entry Screen appears. There are three BOM categories, **Product Line**, **Price Class**, and **Item Number**.

2. Press **F6** to search through all the bill of material categories. The screen that appears lists the BOMs by category.

   You may search within each of the three categories (by Product Line, Price Class, or Item Number) by entering into the "position to" field of the respective category.

3. To see the contents of a Bill-of-Material, enter an **X** in its **Opt** field and press **Enter**. The following figure displays the contents of a bill-of-material (BOM) for a specific item number. The BOM category is identified in the upper right hand corner.

```
UPDATE     Bill-of-Material/Kit File for   PERP169          by Item#

Component            Component              Min Comp              Component
Mfg/Color/Pattern    Quantity      U/M M/O  Quantity        U/M   Qty Multiple  U/M
PER 4000 1                 .0800000 EA  O          1.0000000 EA         1.0000000 EA
PER 4001 2                 .1500000 EA  O          1.0000000 EA         1.0000000 EA
PER 4001 4                 .0500000 PK  O          1.0000000 PK         1.0000000 PK
                                                                               Bottom

F1=Nxt. F3=Cpy. F4=Dlt. F5=Refresh. F7=EOJ. F8=Bck. F9=Print. F11=Alt View.
```

Field Name	Description/Instructions
Component/Mfg /Color/Pattern	Item numbers that are components of the Bill of Material/Kit.
Component Quality	Quantity of each component to include in one kit or Bill of Material. For example, an entry of **2.75** means there are 2.75 units of this component for every kit. All quantities must be entered in the native unit of measure of each component item. It is mandatory to enter a value in this field for a kit. It is not necessary to enter a quantity for a Bill of Material.
U/M	Native unit of measure of the component. All quantities must be expressed in the native unit of measure. This is not an input field.

Field Name	Description/Instructions
M/O	**M** indicates this component is mandatory and must be included when the Kit or Bill of Material is sold. **O** indicates the component is optional and does not have to be included when the Kit or Bill of Material is sold. This allows you to establish templates, or models, of kits with interchangeable parts. For example, the kit can consist of items in three styles or shapes, in fixed proportions, but the colors are interchangeable. By making the components optional, you can override the color or item numbers in Order Entry but use the quantities in the correct proportions If this is a kit item, the system considers it mandatory and does not allow an entry of anything other than **M**.
Min Comp Quantity	Minimum quantity of the component that must be included when the kit or Bill of Material is sold, regardless of the component quantity. For example, one kit might only need half of a carton of a component, yet the customer is required to purchase the full carton. This field is optional.
Component Qty Multiple	Quantity this component must be in even multiples of, regardless of the number of kits sold. For example, each kit needs only .75 quarts of the component, but this component can only be sold in multiples of full quarts. If one kit is ordered the customer must purchase the full quart. If three kits are ordered, the customer must purchase three quarts. If four kits are ordered, the customer must purchase four quarts, and so on. This field is optional.

The following table describes the function keys on this screen.

Function Key	Description
F3	Copy one bill-of-material to another. After pressing **F3**, a copy feature window appears where you enter the number of the bill-of-material you want to copy and insert into the displayed screen. Press **Enter** and the bill-of-material information is transferred onto the screen. You can copy into a new bill-of-material record or copy into an existing one, thereby replacing the items.
F4	Delete this table or record. All pages are deleted if there is more than one page of information for this kit or Bill of Material.
F7	End the job and returns to the File Maintenance Menu.
F8	Return to the Entry Screen.
F11	Display an alternate view of the Profile Screen.
Roll Up and Roll Down	Scroll up and down through the table.

Note: *Discontinued items are highlighted on the Bill of Materials/Kit File Profile screen. Items are considered discontinued if they have a date in the* **Discontinued Date** *field in the Item File. If you have a DI policy code, but you do not have a discontinued date, then the items are not highlighted.*

4. The following BOM record is for a product line. All of the items in this product line share this BOM.

```
UPDATE        Bill-of-Material/Kit File for   REX ECO            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 W15                                EA  O                      EA                    EA
REX PO15 LITER                              EA  O                      EA                    EA
REX PO18 LITER                              EA  O                      EA                    EA
REX LR20 DISP                               EA  O                      EA                    EA

                                                                                      Bottom

F1=Nxt. F3=Cpy. F4=Dlt. F5=Refresh. F7=EOJ. F8=Bck. F9=Print. F11=Alt View.
```

5. Don't forget to use the **F11=Alt** view function, which enables you to control the sequence in which items are displayed, and enables you to add important comments that help your customer service department.

```
UPDATE        Bill-of-Material/Kit File for   REX ECO            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 GREY THINSET                              R Code _
MAP KBON W15                                EA  O                      EA                    EA
  Seq#    2   Comment WHITE THINSET                             R Code _
REX PO15 LITER                              EA  O                      EA                    EA
  Seq#    3   Comment INSTRUCTION BOOK 1                        R Code _
REX PO18 LITER                              EA  O                      EA                    EA
  Seq#    4   Comment INSTRUCTION BOOK 2                        R Code _
REX LR20 DISP                               EA  O                      EA                    EA
  Seq#    5   Comment TOWER DISPLAY                             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.
```

The unique fields on this screen are described below.

Field Name	Description/Instructions
R Code	This field gives you significant flexibility for pricing bills of material and kits. You can automatically alter the price of an item in a bill of material or kit based on which bill of material or kit it is in. For example, an accessory item normally sells for \$9.99, but it is \$4.99 when sold in a certain kit, and is free of charge when sold as part of a display rack or sample kit. *Note: Enter a "?" in this field to display all the pricing codes.* Pricing restriction codes are created in the Classification Codes File (FIL 19).
Comment	Brief comment or description of the item. The first 15 characters of this field are displayed beside the item on the Bill of Materials window in Order Entry. For example, if the Bill of Material includes accessories that complement an item, enter matching grout, glue or some other appropriate descriptions to help easily identify the items when the Bill of Material Screen is displayed.
Sequence#	Use this field to arrange the items within a Bill of Material or kit in any sequence you choose with Order Entry. Enter **1** for the item to display first, **2** for the second item to display, and so on. If you leave this field blank, the Order Entry program displays Bill of Material items in item number sequence.

6. To display print options, press **F9**.

   The three options are described below:

   - **Print Only this Bill of Material** - Prints only the active bill of material (see figure below)
   - **Print Bill of Material Listing for *All Bill of Material Records** - Prints a separate report for each grouping (by item number, product line, price class) of BOM/Kit.
   - **Run Bill of Material Analysis Report** - Use this option to display all the kits and their components on one report. Among other things, it shows you inventory availability and kit type. When this option is selected, the Bill of Material/Kit Report Selection Parameter Criteria screen appears.

```
                         Bill of Material/Kit                    BOMK04R
15:47:29               Report Selection Criteria                 XV

Enter Sort Sequence...........: 1  (1=by Parent 2=by Child)

Enter Manufacturers...........: ___ ___ ___ ___ ___ (Blank=ALL)

Selection for Main/Parent Items
Discontinued Items Criteria...: 3  (1=Omit 2=Include Only 3=All)
Trim Criteria.................: 3  (1=Omit 2=Include Only 3=All)
Stock Items Criteria..........: 3  (1=Stock Only 2=Non-Stock Only 3=All)

Selection for Component/Child Items
Discontinued Items Criteria...: 3  (1=Omit 2=Include Only 3=All)
Trim Criteria.................: 3  (1=Omit 2=Include Only 3=All)
Stock Items Criteria..........: 3  (1=Stock Only 2=Non-Stock Only 3=All)

F4=Cancel  F7=Continue  F11=Previous
```

Parent items are the top level part numbers and the child items are the items that actually make up the BOM/kit.

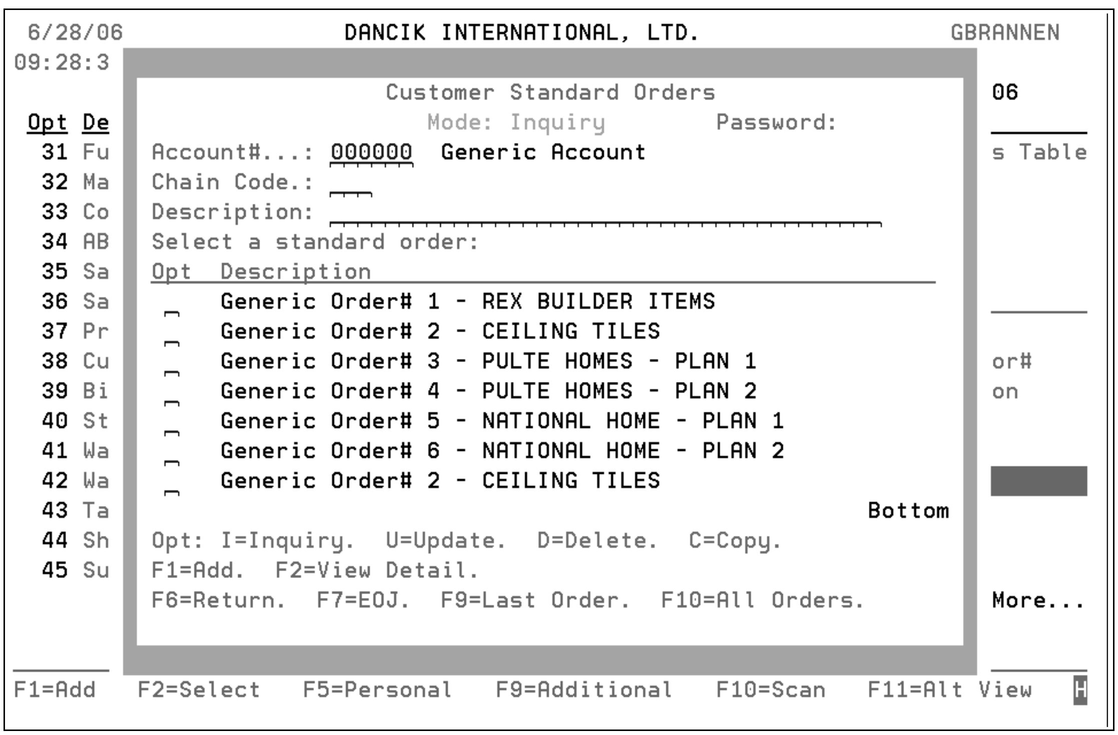
Field	Description
Enter Sort Sequence	Enter a 1 to configure the report based on the parent (the top level assembly) item. Enter a 2 to configure the report based on the child (the components that make up the assemblies) items.
Enter Manufacturers	If you want to limit the report to specific manufacturers, enter the those code(s) here. You can enter up to five manufacturer codes. If you do not enter any manufacturer codes, all manufacturers are included.
Selection for Main/Parent Component Items Items	Use these parameters to limit or broaden the report as needed. You can elect to include or omit: discontinued items, trim, and non-stock items.

Chapter 40 Standard Order File - FIL 40

A Standard Order is a model or template of an order which can be copied into a real order to save time when entering repetitive orders.

The Standard Order File Maintenance Program is accessed via option **40** on the File Maintenance Menu. This program enables you to establish a file of standard orders. These standard orders can be completely generic, or related to a specific customer account or chain. Standard orders can be created “from scratch” or by copying actual orders. Standard orders are used by the EZ Order program, which enables you to “copy” from a standard order or from any of the customer’s previous orders. The Standard Order Selection Window displays standard orders for a particular customer account, followed by standard orders for that customer’s chain (if a chain code is used), followed by generic standard orders which are available to all customers.

The Standard Order File contains as many standard (model) orders as needed, per customer account or chain, and as many “generic” standard orders as needed. Generic standard orders are entered under account number 000000, and can be selected by any customer. The following screen displays when the Standard Order File is accessed for a generic account.



Note *The above table is blank until you enter generic orders. The default view, as shown, is the view of generic standard orders.*

Field	Description
Password	Passwords are not required for inquiry mode. You must enter a password to add or update the standard orders.
Account number	Enter account number **000000** to access "generic" standard orders or if you are creating the standard order by chain code. Generic standard orders can be accessed by any accounts. Enter a customer account number to access standard orders for a specific account. You can enter a question mark (?) in order to search customers and select from a list.
Chain Code	Leave the account number field as 000000 and enter a chain code to access standard orders for that chain code. You can enter a question mark (?) to search for chain codes and select from a list. Note that you can enter a specific account number or a chain, but not both. If you are entering for a specific account, leave the chain code field blank.
Description	The description field is used only to position to a specific standard order description within a list of standard orders. This is primarily used when there is a long list of standard orders and you need to quickly position to a specific standard order included in the list. This field will usually be left blank.
Opt	Enter one of the following options in this field: **I = Inquiry.** Enter **I** to inquire on the selected standard order. **U = Update.** Enter **U** to update the selected standard order. A password may be required. **D = Delete.** Enter **D** to permanently delete the selected standard order. The high level password is required. A confirmation screen displays to verify that you want to permanently delete this record. **C = Copy.** Enter **C** to copy the selected standard order into a new standard order. A copy of the selected standard order is made and added to the list for the account or chain being accessed. You can then use the "U" (update) option to change as needed. A password may be required.

The Customer Standard Orders screen uses the following function keys:

Function Key	Description
F1	*Add mode*. **F1** displays the Customer Standard Order Maintenance Screen which allows you to create a new standard order for the selected customer or chain.
F2	*View Detail*. **F2** displays an alternate view of the list of standard orders. It displays the detail lines. **F2** is a "toggle switch" between the detail and summary views. Press **F2** once for details and again to return to the summary view.
F6	*Return*. **F6** returns to previous screen or menu.
F7	*End Of Job*. **F7** exits the program.

F9	*Last Order*. **F9** is valid only when you display standard orders for a specific account number. **F9** displays the last order placed by that account. Once displayed, orders can be copied into standard orders.
F10	*All Orders*. **F10** is valid only when you display standard orders for a specific account number. **F10** displays the account's orders, with the most recent orders first. Once displayed, orders can be copied into standard orders.

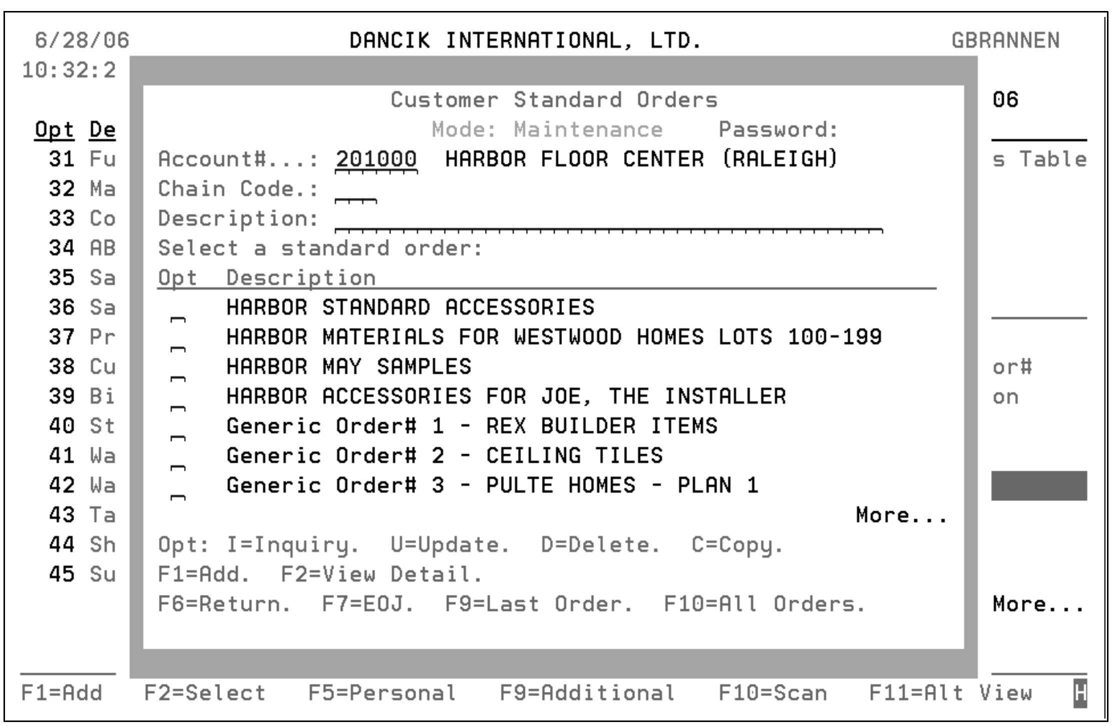
Using the Generic Account Standard Orders

Standard orders entered under the generic account (account number 000000) can be used within the EZ Order Program for any account. Consider using generic account standard orders for the following purposes:

- Track homes or new construction when various contractors order the same list of materials.
- Sample sets sold to multiple customers.
- Promotional packages when a list of items is sold together.

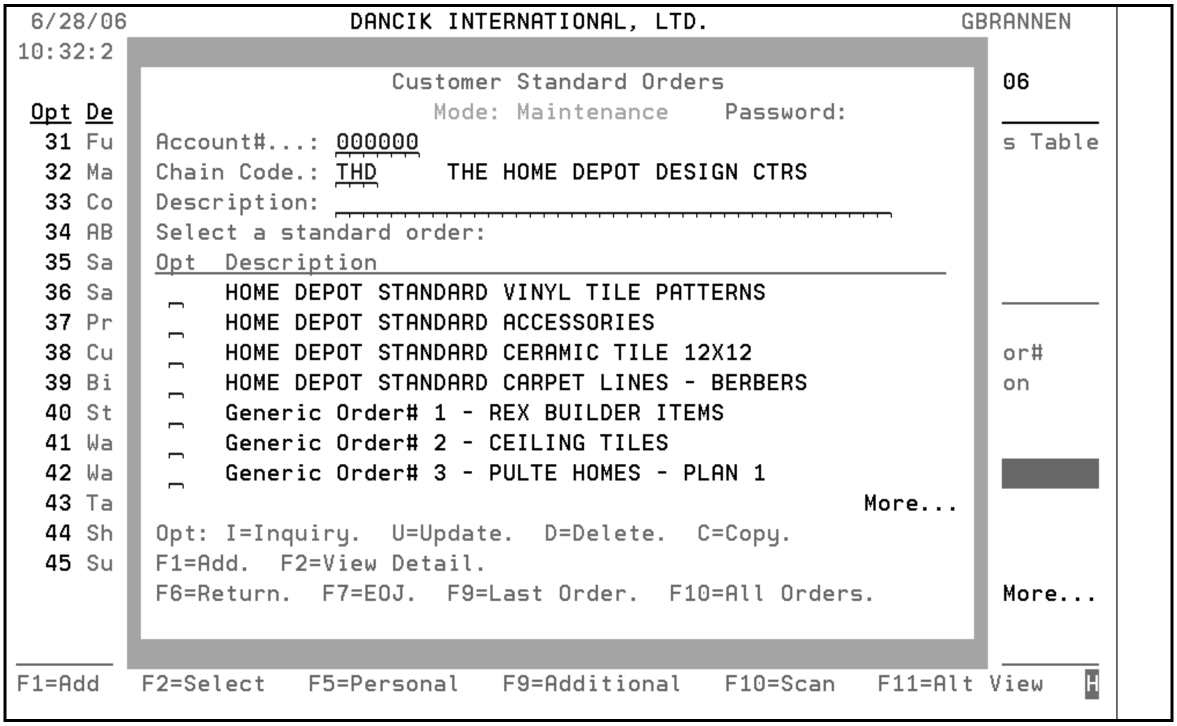
The following screen displays the standard orders for account number 201000, Harbor Floor Center. To get to this screen:

- Enter a password.
- Enter the account number.
- Enter a **U** into one of the standard orders and press **Enter**.
- The screen refreshes to show the orders created for the specified account.



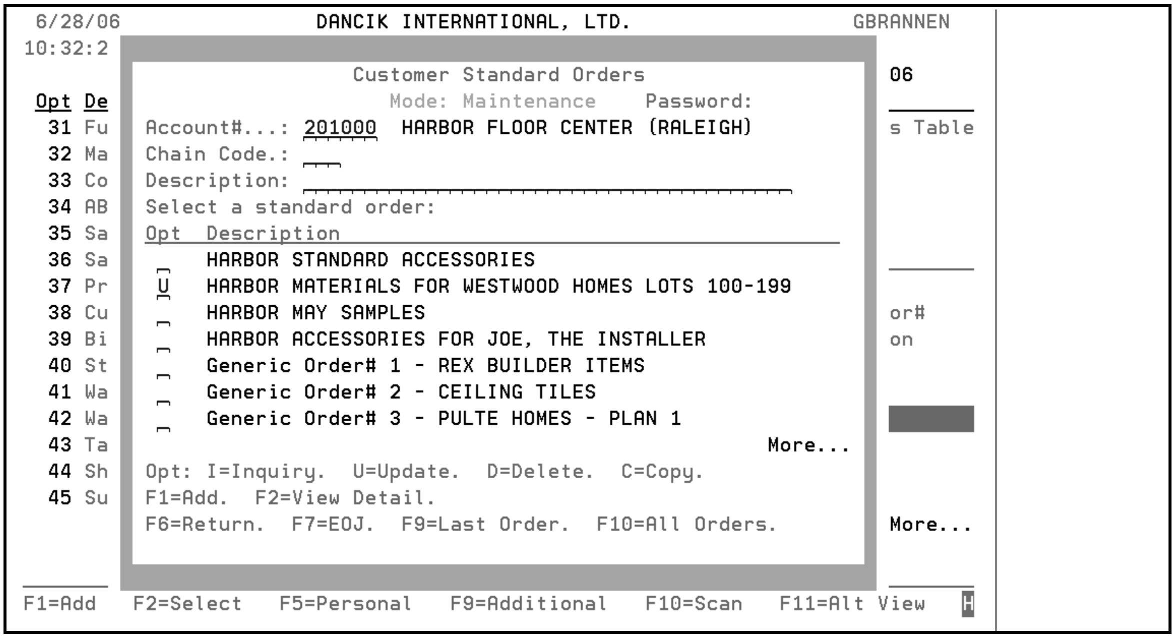
Note *Generic orders display under the standard orders relating specifically to an account. Generic orders can be utilized by any account. Standard orders relating to a chain to which the requested account belongs display as well.*

The following screen displays the standard orders for chain code THD (The Home Depot). The standard orders are followed by the generic standard orders.



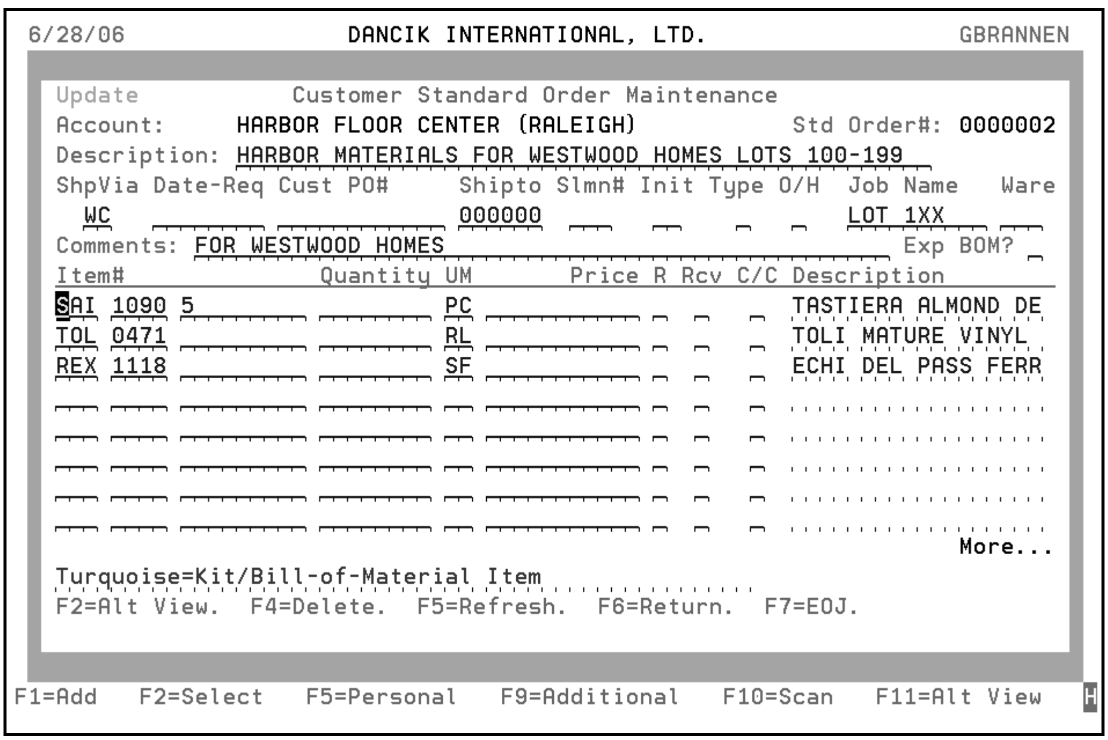
Updating an Order

Enter a “**U**” (update) next to an existing standard order and press **Enter**.



6/28/06 DANCIK INTERNATIONAL, LTD. GBRANNEN
10:32:2
Customer Standard Orders
Mode: Maintenance Password:
Opt De
31 Fu Account#...: 201000 HARBOR FLOOR CENTER (RALEIGH)
32 Ma Chain Code.:
33 Co Description:
34 AB Select a standard order:
35 Sa Opt Description
36 Sa HARBOR STANDARD ACCESSORIES
37 Pr U HARBOR MATERIALS FOR WESTWOOD HOMES LOTS 100-199
38 Cu HARBOR MAY SAMPLES
39 Bi HARBOR ACCESSORIES FOR JOE, THE INSTALLER
40 St Generic Order# 1 - REX BUILDER ITEMS
41 Wa Generic Order# 2 - CEILING TILES
42 Wa Generic Order# 3 - PULTE HOMES - PLAN 1
43 Ta More...
44 Sh Opt: I=Inquiry. U=Update. D=Delete. C=Copy.
45 Su F1=Add. F2=View Detail.
F6=Return. F7=EOJ. F9=Last Order. F10=All Orders.
06
s Table
or#
on
More...
F1=Add F2=Select F5=Personal F9=Additional F10=Scan F11=Alt View

Any of the fields can be changed or cleared as needed. Items may be added, changed, or removed.

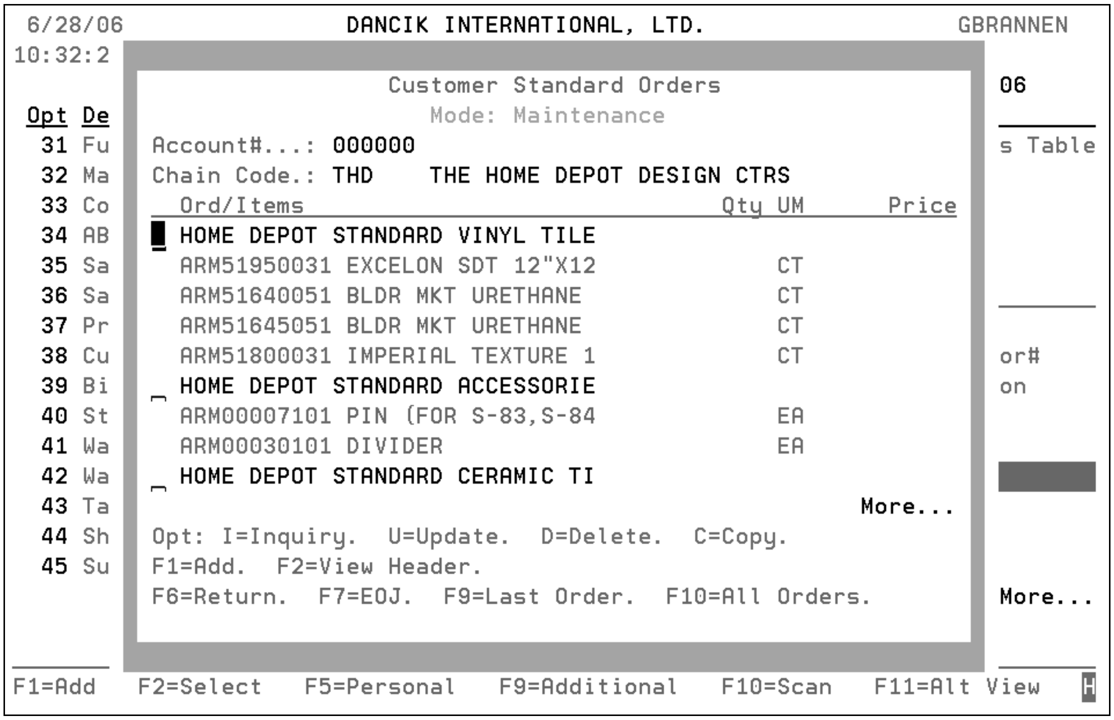


6/28/06 DANCIK INTERNATIONAL, LTD. GBRANNEN
Update Customer Standard Order Maintenance
Account: HARBOR FLOOR CENTER (RALEIGH) Std Order#: 0000002
Description: HARBOR MATERIALS FOR WESTWOOD HOMES LOTS 100-199
ShpVia Date-Req Cust PO# Shipto Slmn# Init Type O/H Job Name Ware
WC 000000 LOT 1XX
Comments: FOR WESTWOOD HOMES Exp BOM?
Item# Quantity UM Price R Rcv C/C Description
SAI 1090 5 PC TASTIERA ALMOND DE
TOL 0471 RL TOLI MATURE VINYL
REX 1118 SF ECHI DEL PASS FERR
More...
Turquoise=Kit/Bill-of-Material Item
F2=Alt View. F4=Delete. F5=Refresh. F6=Return. F7=EOJ.
F1=Add F2=Select F5=Personal F9=Additional F10=Scan F11=Alt View

Note *ISO setup is required for all items used in the Standard Orders File. When a standard order is used by the EZ Order program, ISO is used for all inventory selections.*

Viewing Order Details

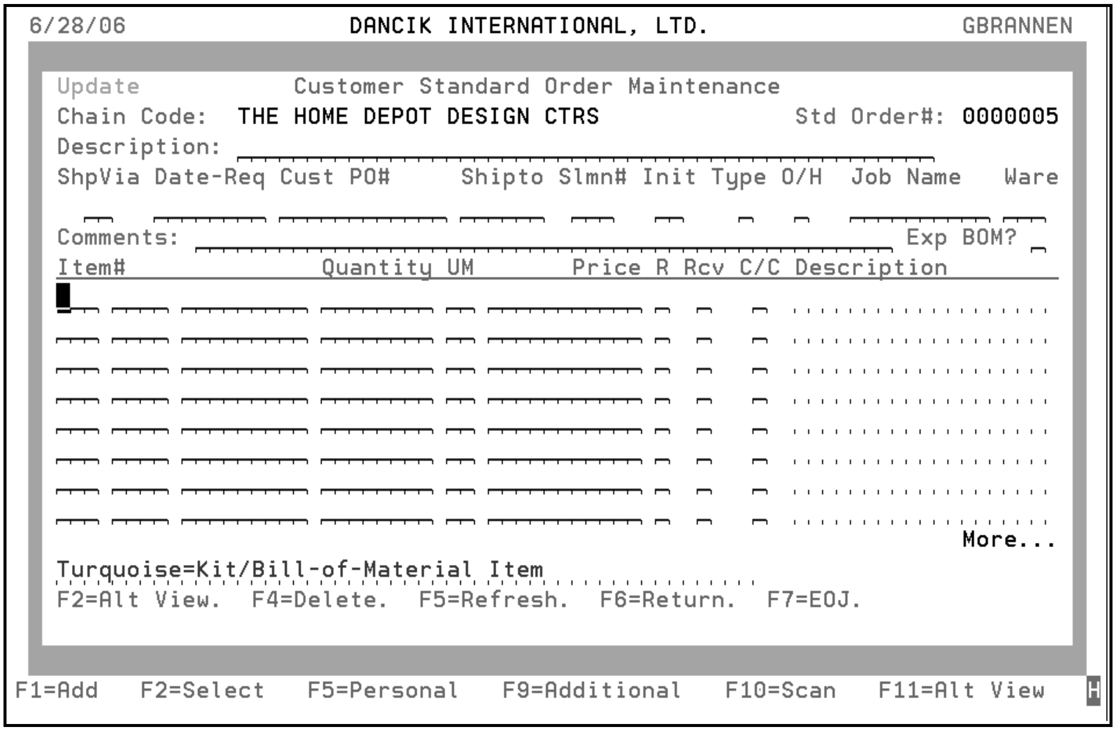
Press **F2** to view the order details. The Detail screen displays the items within the standard orders. It also shows quantities and prices where applicable.



Note *Standard orders do not need to have fixed prices and quantities. The quantities and prices can be determined when the actual orders are placed.*

Adding New Orders

Press **F1**, on the main Standard Orders Screen, to access the Customer Standard Order Maintenance Screen. This screen is the “template” for creating standard orders. You only need enter into the fields that are applicable to the order. For example, the **Cust PO** number field will most likely be left blank on this screen, and filled in on each order. Some fields, such as the **Description** are required. The fields that are keyed on this screen are the fields that are carried over into an actual order when you select the standard order within the EZ Order program. Any fields entered on this screen can be overridden on the EZ Order screen when a standard order is copied into an actual order. Any prices entered into this screen are considered to be overridden prices. If you leave out the prices on this screen, the EZ Order program will price the order with the prices that are applicable at the time of the actual order. You can enter a question mark (**?**) in the **ShipVia**, **Shipto**, **Slmn#**, **Type**, **O/H** (order handling code), **Ware**, **Item#**, **R** (restriction), **Rcv**, or **C/C** fields to display a search window. You can enter up to 9980 detail lines.



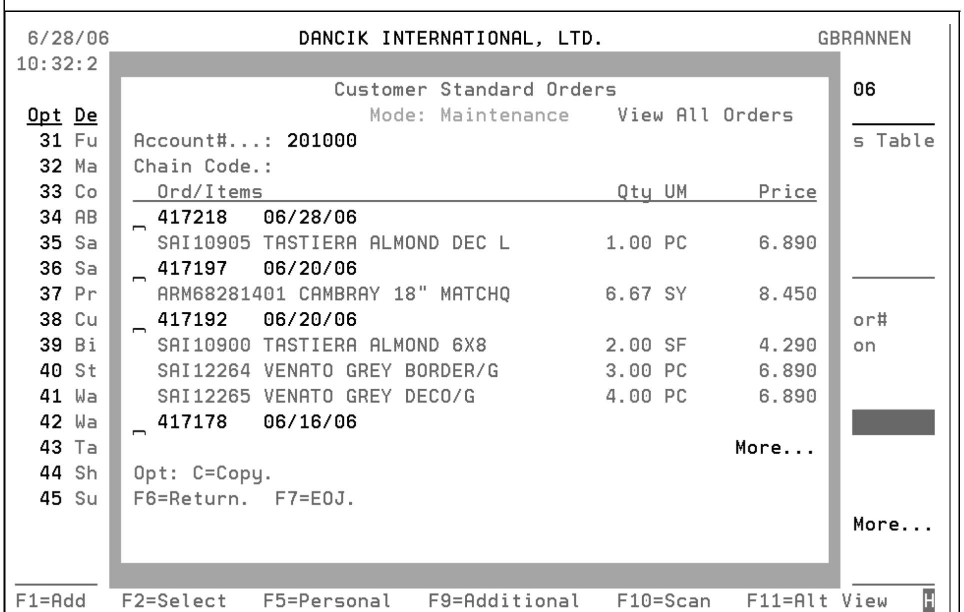
Field	Description
Std Order number	This is the standard order number assigned by the system to this standard order. This field is used only within the Standard Order File and not on any orders based on the standard orders.
Description	Description of this standard order. This description is not used anywhere else. It is an important field for reference within this file and within the EZ Order Program.
ShpVia	Ship via code – field is validated and searchable. It may be left blank.
Date-Req	Date requested must be in month/day/year format. It may be left blank.
Cust PO number	Customer purchase order number. Validated against PO Edit Mask if system setting to validate Customer PO is set. It may be left blank.
Shipto	Shipto number. This field is validated and searchable. It may be left blank.
Slmn number	Salesman number. System setting determines whether this field is validated. This field is searchable. It may be left blank.
Init	User initials. Not validated. It may be left blank.
Type	Order type. This field is validated and searchable. It cannot contain ‘C’ for credit. Credits are not permitted as standard orders. It may be left blank.

O/H	Order handling type. This field is validated and searchable. It may be left blank.
Job Name	Job Name. This field is not validated. It may be left blank.
Ware	Warehouse. This field is validated and searchable. It may be left blank.
Comments	Comments. If entered, this field is used as a header message line on the order. Comments appear on line 0001 of the order.
Exp BOM?	Enter **Y** to expand items that have Bills of Material. Enter **N** to *not* expand items that have Bills of Material. If you enter Y, and there is a Bill of Material item included in the standard order, the items within the Bills of Material will also display when the standard order is used within EZ Order. Y has no effect on the way the standard order appears within the Standard Order File Maintenance Program.
Item number	Item number. This field is validated and searchable.
Quantity	Order quantity cannot be a negative number. Quantity may be left out of the standard order and entered when actual orders are placed.
U/M	Unit of measure. This field is validated to ensure it is a valid UOM for the item being entered.
Price	Price. You can enter a price or leave the field blank. This program will not calculate price. If the price is entered, it is considered a price override. If the field is left blank, the EZ Order program prices at the time of order entry.
R	Price restriction code (roll, cut, etc.). This field may be left blank.
Rcv	Receive to stock Y/N/T/B. This field is not used except for B code, which forces a back order within the EZ order program. This field may be left blank.
C/C	Credit code. This field will usually be left blank.
Description	Item description. This field appears after item numbers are entered.
Turquoise = Kit/Bill Of Materials	The item entered is a Kit/bill of Material item if the item number is shown in turquoise. See the Exp BOM? field description above.

The Customer Standard Order Maintenance Screen uses the following function keys.

Function Key	Description
F2	Alternate View. The F2 screen displays the sequence number field which enables you to re-sequence the lines on the standard order.
F4	Delete. **F4** enables you to delete a standard order. A confirmation window displays before the standard order is deleted.
F5	Refresh. Re-displays the current values for the standard order.
F6	Return. **F6** returns to previous screen or menu.

F7	End of job. **F7** exits the program.
F9	Press **F9** to display the Last Order Screen. This screen displays the last order placed by the selected customer including all line items. You can copy this order into a new standard order by using the "C" (Copy) option. When you copy an order, a new standard order appears on the standard order list for that customer. You can then update as needed. This screen filters out credits and cancelled orders.
F10	Press **F10** to display the "All Orders" Screen. The screen that appears displays the last orders placed by the selected customer, including all line items. They display in "most recent to least recent" sequence. You can copy any of these orders into a new standard order by using the "**C**" (Copy) option. When you copy an order, a new standard order will appear on the standard order list for that customer. You can then update as needed.



Chapter 41

Warehouse Price List Cross Reference Table - FIL 41

This table allows a price list to be dynamically changed based on the header warehouse. For example, if a customer who is normally assigned to a warehouse in New York (NYC) will pick up at Raleigh (RAL), this table can automatically change the price list to one that is associated with the RAL warehouse.

This table, and the concept of pricing by warehouse, is meant for businesses that do not assign a single price per product to each customer. Using this feature causes prices for customers to change based upon the header warehouse code of each order. This concept may be applied to some or all of your customers. For example, a national account could be assigned multiple prices for each of your products, depending upon the warehouse they pick up or get shipped from.

Note: Before this file can be used, it must be activated via the System Wide Setting - Options for Pricing by Warehouse.

1. The Warehouse Price List Cross Reference Table is option **41** on the File Maintenance (FIL) menu.
2. A sample Warehouse Price List Cross Reference Table is shown below.

```
 2/13/04              DANCIK INTERNATIONAL, LTD.                 GBRANNEN
                   Warehouse Price List Cross Reference
 Position To:  Warehouse.....: ___                     Password:

 Type option, press Enter.
  I=Inquire. U=Update. D=Delete.


 Opt  Cust-Ware      Order-Entry-Ware    Cust-Prc-List#    New-Prc-List#
  _       CHA              BAL                 A1                D1
  _       CHA              BAL                 D1                A1
  _       CHA              BAL                 LP                A1
  _       CHA              RAL                 A1                B1
  _       CHA              RAL                 B1                C1
  _       CHA              RAL                 C1                D1
  _       CHA              RAL                 LP                A1
                                                                     More...

 F1=Add Record.  F6=Return.  F7=Exit.   Roll Up/Down


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

Field	Description
Cust-Ware	This is the normal “default” warehouse for the customer.
Order-Entry-Ware	The warehouse assigned during order entry. This is the entry that is manually entered on the order header during order entry.
Cust-Prc-List#	The default price list for the customer warehouse (Cust-Ware).
New-Prc-List#	The new price list if the warehouse is changed on the Order Header. This setting relates to the Order Entry Ware setting.

3. To see how the table automatically changes a price list, consider this example.

    - As shown in the order header below, a customer’s normal warehouse operations are in Raleigh and use price list A1.

```
ALL FLOORS, INC.                                ACCOUNT# 200101    REFERENCE# 1013006
75 RIVER ROAD                                   Phone#s  800-201-1584   213-201-7484
                                                Contact:
RALEIGH                               NC 27513 Doing Bus As:
                                     <<  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       21304   25647PO                                    W       021304

Branch  Salesperson  Supplier   Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
  RAL        901        001        RAL            2    DP

                          Pricing, Special Options & Terms
Install? N (Y/N)                         Measure? N (Y/N)
Customer Price List#...  A1              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:    500 % Disc,   15 Days.  Cd:      Job Name/Xtra Desc:


B

F4=Delete Order.  F6=Spcl Instructions.  F7=EOJ.  F8=Scrn 1.  F9=Make Taxable.
```

    - If this customer wants to schedule a pick-up at a warehouse in New York, when the warehouse on the order header is changed the Price list also changes to reflect the settings in the Warehouse Price List Cross Reference Table. In this case, the price list automatically is changed to LP.

```
ALL FLOORS, INC.                                ACCOUNT# 200101    REFERENCE# 1013006
75 RIVER ROAD                                   Phone#s  800-201-1584   213-201-7484
                                                Contact:
RALEIGH                                NC 27513 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       21304    25647PO                                   W      021304

Branch  Salesperson  Supplier   Warehse  Type  O/H  Init  E.T.A.  Job#  Reason
  RAL       901         001        NYC            2    DP

                      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:    500 % Disc,   15      Days.  Cd:     Job Name/Xtra Desc:


B

F4=Delete Order.  F6=Spcl Instructions.  F7=EOJ.  F8=Scrn 1.  F9=Make Taxable.
```

- The price list number is only changed when:
  - — the header warehouse on the order is different from the default warehouse in the customer's Billto File record,
  - — and a matching entry is found in the Warehouse Price List Cross Reference table.

Note: The price list is not changed if there is pricing on the F9 - Pricing Exceptions or F14 - Additional Codes screens in the Billto file.

Chapter 42

Warehouse Will Call Tax Table - FIL 42

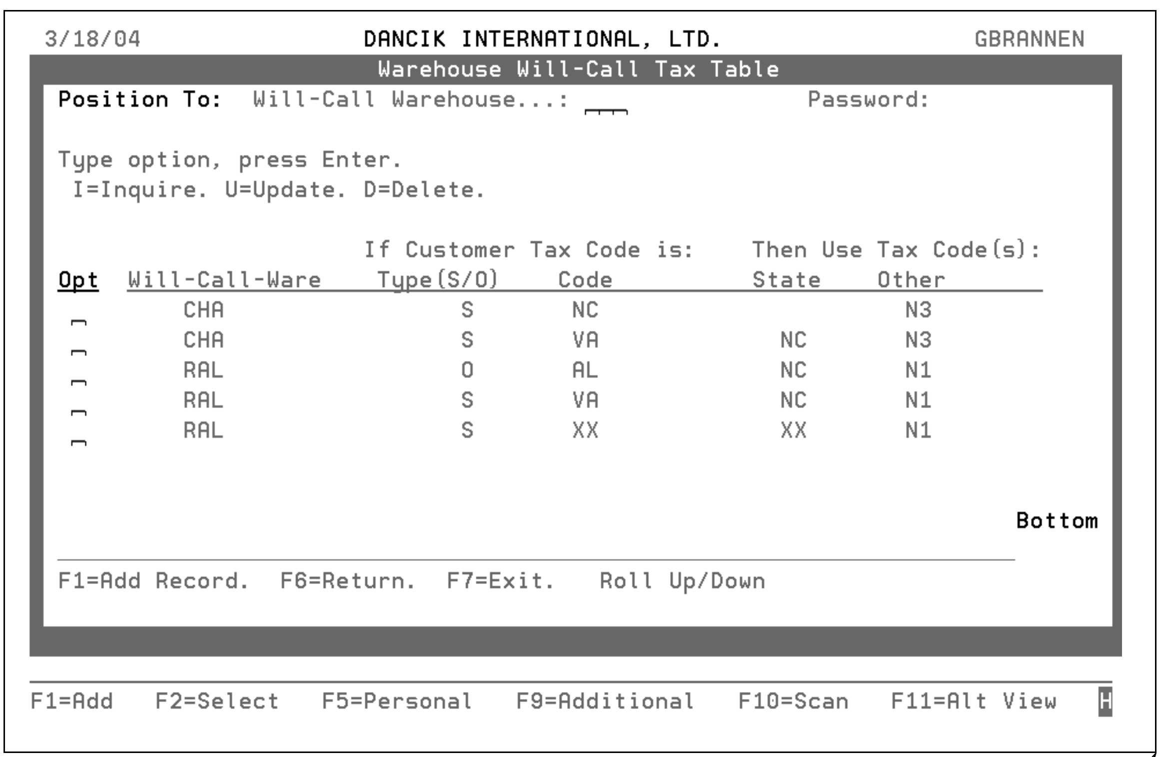
In some states, the “will call” tax rates are dependant on the business address of the customer as well as on the business address of the warehouse servicing the customer. This means that different customers who “will call” (pick up goods) at the same warehouse may be charged different tax rates. It also means that the same customer can be charged different tax rates if that customer “will calls” from different 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: Consult the Customer Service Manual for more information and situations about how the Will Call Tax Table is used during order entry.

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.** *For information on this setting, refer to “System Wide Setting - Options for Taxes On Will Call Orders” in the System Administration Manual.*

The Warehouse Will Call Tax Table is available via option **42** on the File Maintenance (FIL) menu.



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 not 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.

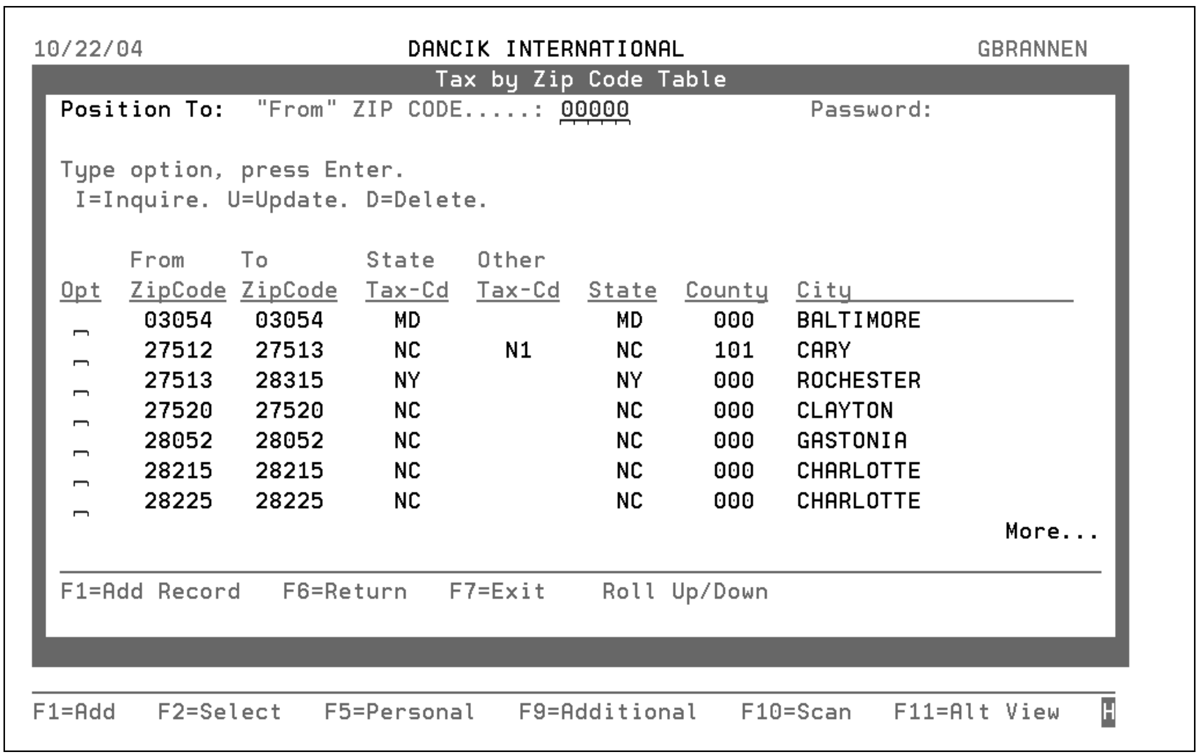
- Create a tax code with a rate of zero
- assign that tax code whenever you want to change the rate to zero

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.

Note: The Tax by Zip Codes Table is activated via the System Wide Setting - Options for Taxing Based Upon Shipto Address. Refer to the System Administration Manual for more information.

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
```

Figure 43-1: Tax by Zip Code Table

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.

Field	Description
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.

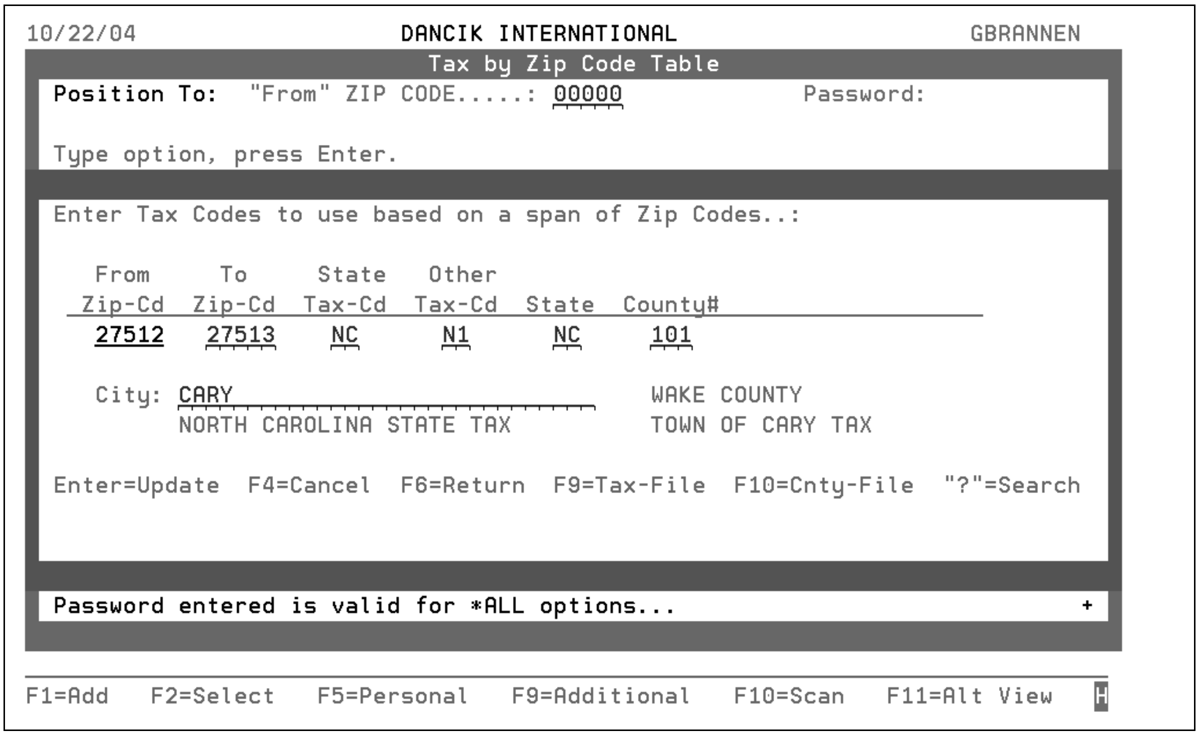


Figure 43-2: Updating an Entry on the Tax by Zip Code Table

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.

   Note: For more information on the Tax File, refer Chapter 17.

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.

Chapter 44

Shipping Charges By Zip Cd Table - FIL 44

This table, accessed via **FIL 44**, controls a pop-up window that appears within the Order Entry and Order Change programs. It allows you to view and assign freight charges based on the following parameters:

- the type of shipping service, such as air, sea, or ground
- the carrier, such as UPS and FEDEX
- the zip code of the warehouse that is shipping the material
- The zip code where the material is being shipped to

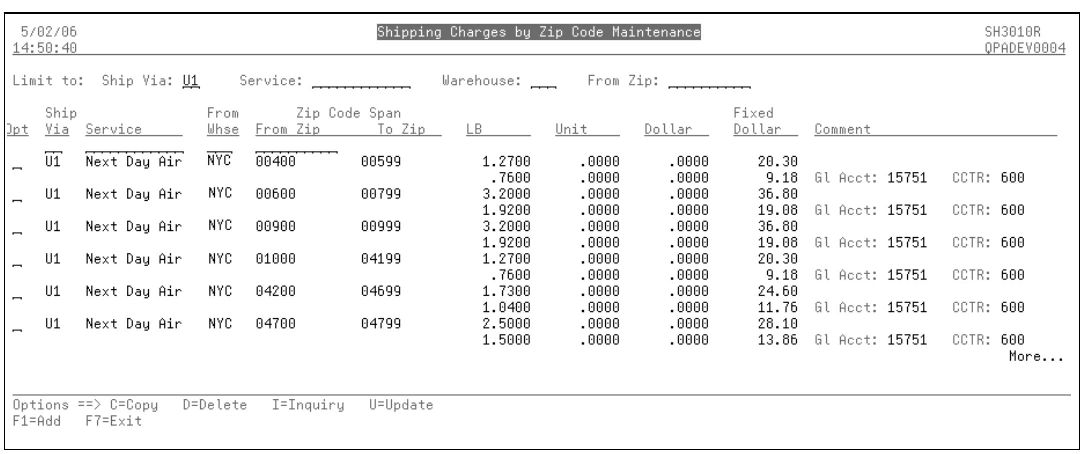
Note: *The Special System Maintenance Program Shipping Charges by Zip - Import - SYS 919 allows you to import an Excel spreadsheet containing shipping charges information directly into the Shipping Charges By Zip Cd Table. Most freight companies will supply you with rates as a spreadsheet. Although each freight company will have its own format, you can cut and paste the columns and rows that you need from each freight company into the Dancik-supplied spreadsheet format.*

When the rates appear in order entry or order change, you can use the information to inform a customer of shipping costs or changes in shipping costs. When a rate is selected, the charge appears as a line on the order. You can control the markup of these charges, so that a margin is made on the freight.

Use of this table automates an otherwise time consuming process, helps ensure more accurate assignments of freight, and creates a central repository that all users can share.

Note: *The Shipping Charges by Zip Code Table is also available on the Special System Maintenance Functions Menu (SYS) via option 910.*

An example of the table is shown below.



5/02/06 Shipping Charges by Zip Code Maintenance SH3010R
14:50:40 QPADEV0004

Limit to: Ship Via: U1 Service: ____________ Warehouse: ___ From Zip: __________

Opt	Ship Via	Service	From Whse	Zip Code Span From Zip	To Zip	LB	Unit	Dollar	Fixed Dollar	Comment
_	U1	Next Day Air	NYC	00400	00599	1.2700	.0000	.0000	20.30	
						.7600	.0000	.0000	9.18	Gl Acct: 15751 CCTR: 600
_	U1	Next Day Air	NYC	00600	00799	3.2000	.0000	.0000	36.80	
						1.9200	.0000	.0000	19.08	Gl Acct: 15751 CCTR: 600
_	U1	Next Day Air	NYC	00900	00999	3.2000	.0000	.0000	36.80	
						1.9200	.0000	.0000	19.08	Gl Acct: 15751 CCTR: 600
_	U1	Next Day Air	NYC	01000	04199	1.2700	.0000	.0000	20.30	
						.7600	.0000	.0000	9.18	Gl Acct: 15751 CCTR: 600
_	U1	Next Day Air	NYC	04200	04699	1.7300	.0000	.0000	24.60	
						1.0400	.0000	.0000	11.76	Gl Acct: 15751 CCTR: 600
_	U1	Next Day Air	NYC	04700	04799	2.5000	.0000	.0000	28.10	
						1.5000	.0000	.0000	13.86	Gl Acct: 15751 CCTR: 600

More...

Options ==> C=Copy D=Delete I=Inquiry U=Update
F1=Add F7=Exit

Field	Description
Limit Fields	Use these parameters to bypass any records that do not match the limit values. For example, you could limit the table to display records pertaining to a particular ship via or warehouse. If you leave these fields blank, all the shipping rates display.
Opt	Use this field to Copy (**C**) Delete (**D**), Inquire on (**I**) or Update (**U**) records.
Ship Via	Enter a two character ship via code if you want to position to shipping charge records for that ship via code. To access a listing of the available codes, enter a "**?**" in the field and press **Enter**.
Service	This field lets you expound upon the ship via code. For example, if the ship via code is UP for UPS, you can use this field to differentiate between UPS ground and UPS air or UPS 2-Day and UPS 3-Day.
From Whse	The warehouse where the product is being shipped from.
Zip Code Span	Enter the applicable zip codes that products are being shipped to. Any zip codes within the range entered will display the established shipping rates. Zip codes can be entered to include the sort route code (e.g. 27513-0001). For our Canadian and Australian customers, the zip span can be alphanumeric, and can accommodate postal codes.
LB	Use this field when shipping charges are based on a rate per pound. Enter the shipping rate per pound in the **Price** field. The system automatically calculates the shipping price and cost based on the weight of the order. The **Cost** line, under the **Price** line, is your cost for these freight charges. Your price field can be set higher than your cost, indicating that you are marking up the real cost.
Unit	Use this field to base the shipping charges on units of measure. The applicable units of measure are SY, SF or M2. The system multiplies units by the rate you enter here to calculate the rate charge. The **Cost** line, under the **Price** line, is your cost for these freight charges. *Note: Because these rates are general in nature (not linked to specific items), when used automatically they are only applied to items in SF, SY, or M2. When creating rates by units, use the service and/or comments fields to describe what they apply to. For example, if you have a special carrier rate for carpet of $.50 per SY, then you could title the service "GROUND/SY" and include a comment such as "For Carpet Only".*
Dollar	This field calculates the shipping charge as a percentage of the order amount. For example, if you entered .0200, the freight charge would be 2% of the order amount. The **Cost** line, under the **Price** line, is your cost for these freight charges.

Field	Description
Fixed Dollar	This field allows you to establish a fixed freight rate. The **Cost** line, under the **Price** line, is your cost for these freight charges. Use Fixed Dollar rates for special services that have a flat rate, not related to weight, units, or price of order. For example, you might have a fixed rate to “ship a display rack”. You may also use the Fixed Dollar field in addition to the other rate fields in order to establish a minimum rate.
GL Acct# and Cost Center	The GL Acct# and Cost Center are inserted into any miscellaneous line items that are created by selecting a rate.
Comment	You can use this field to clarify an entry. For example, the comment could be “For Rugs Only”, “Main rate from NYC”, “Carpet by SY”, etc.

Note: *The parameters that establish the freight costs, LB, Unit, Dollar, or Fixed Dollar, do not have to be mutually exclusive. For example, the shipping rate could be based on two parameters such as $.25 per pound and $10.00 fixed cost. Whenever more than one type of rate is entered into a single record, they are added together. For example, if a single record contained $.25 per pound plus a fixed dollar rate of $10.00, then the shipping charge is calculated as $10.00 plus $.25 per pound.*

Example Table

Consider the following table.

```
 3/21/05                                                                          SH3010R
15.22.15                              Shipping Charges Maintenance                ZI

Limit to:  Ship Via: AA    Service: ___________   Warehouse: ___   From Zip: _________

    Ship                  From      Zip Code Span                                   Fixed
Opt Via  Service          Whse  From Zip      To Zip    LB        Unit      Dollar    Dollar    Comment

_   AA   AIR              RAL   20100         29999               .2500                         USE FOR SF ITEMS
                                                                  .2500                         Gl Acct: 30010   CCTR: DEL
_   AA   GROUND           RAL   20100         29999     .5000                                   STANDARD EVERYDAY RATE
                                                        .5000                                   Gl Acct: 30010   CCTR: DEL
_   AA   3-DAY            RAL   20100         29999                         .1000               PERCENTAGE OF ORDER PRICES
                                                                            .1000               Gl Acct: 30010   CCTR: DEL
_   AA   8-DAY            RAL   20100         29999                                   150.00    SPECIAL LARGE PACKAGE RATE
                                                                                      150.00    Gl Acct: 30010   CCTR: DEL
_   AA   9-DAY            RAL   20100         29999     .5000                          15.00    PRICE PER LB + $15.00
                                                        .5000                          15.00    Gl Acct: 30010   CCTR: DEL

                                                                                                          Bottom

Options ==> C=Copy   D=Delete   I=Inquiry   U=Update
F1=Add   F7=Exit

You have reached the bottom of the list.
```

In this example, the AA ground rate is $.50 per LB. The AA air rate is $.25 per SF, and the ABC 3-day shipping rate is $.10 per dollar of the order.

If the order has the following conditions:

- total weight = 900 LBs
- total SF = 200 LBs
- total price = $8,000

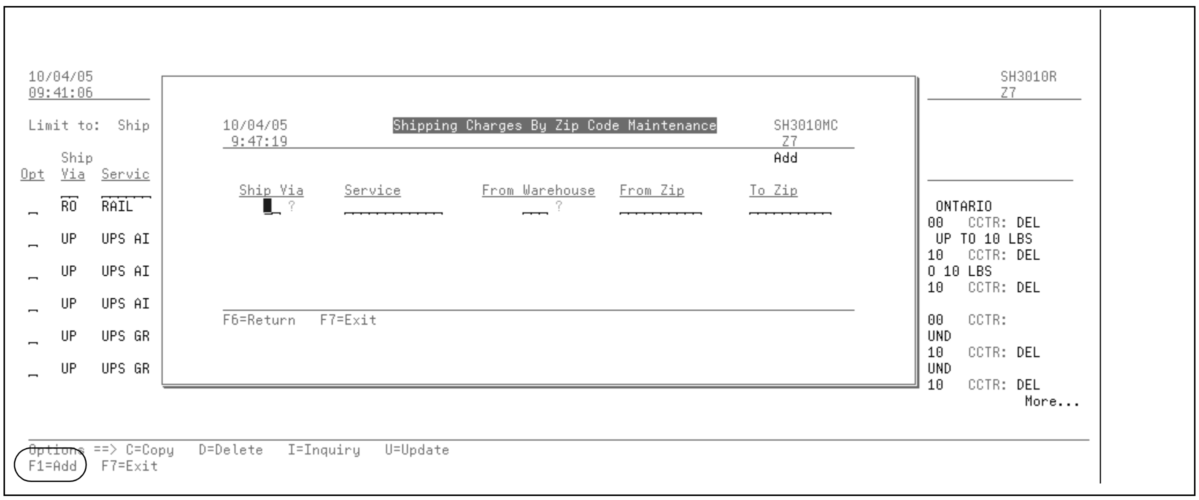
If you extend the rates, the user has the following choices:

- AA Ground = $450.00 (900 LB x .50 per LB)
- AA Air = $50.00 (200 SF x .25 per SF)
- AA 3-Day = $800.00 ($8000.00 x .10)
- AA 8-Day is a fixed charge of $150.00 regardless of weight, value, etc.
- AA 27-Day is a combination of weight + fixed (900 LB x .50 per LB plus $15.00)

Note: Also refer to "Shipping Charges by Zip/Postal Code Inquiry" in the Customer Service chapter for information on how to use this table from within Order Entry.

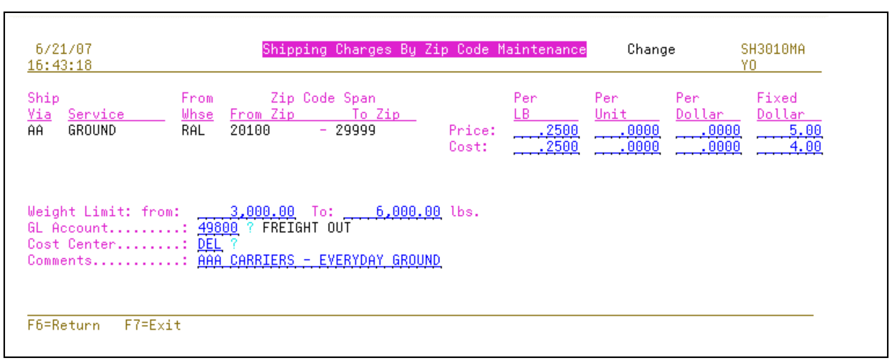
Creating a New Shipping Charge

1. On the Shipping Charges by Zip Code Maintenance screen press **F1**.
2. Make the necessary entries on the screen that appears.



Note: The table uses a zip code range to calculate shipping charges. You can make this range as narrow or as broad as needed. You may also enter alpha-numeric postal codes in the zip fields.

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



4. This is where you actually construct the shipping charges. Use the **Per LB**, **Per Unit**, and **Per Dollar** fields to set shipping charges based on the weight, number of units and price of the order. You can set one or more of these fields up.
5. **Fixed Dollar** field allows you to establish a fixed shipping charge.
6. The **Cost** line, under the **Price** line, is *your* cost for these shipping charges. This field is not considered when the system calculates the shipping charges for an order. However, the cost is inserted into the cost field of order entry when shipping charges are automatically added to an order.
7. The **Weight Limit To/From** field allows you to filter the Shipping Charges Inquiry by weight to only show those services that match the weight limit. This makes this table more like the tables used by freight companies, including UPS and FEDEX.

   Note: The Weight Limit To/From field interacts with the Shipping Charges by Zip/Postal Code Inquiry (CUS 20), by limiting the shipping services shown to only those that fall within the weight limits. For an example, refer to "Example 4 Filtered By Weight" on page 44-6.
8. The **GL Account** and **Cost Center** entries direct the system where to post these shipping charges. These features allow the system to consolidate similar shipping charges into the appropriate categories for end of month posting.
9. Use the **Comments** field to include helpful information about the shipping option.

Example 2 - Fixed Shipping Charge

```
 5/02/06                     Shipping Charges By Zip Code Maintenance     Change        SH3010MA
14:58:05                                                                                XK

Ship                  From       Zip Code Span                  Per       Per       Per       Fixed
Via  Service          Whse  From Zip        To Zip              LB        Unit      Dollar    Dollar
UP   UPS AIR          RAL   12001       - 17599         Price:     .0000     .0000     .0000     35.00
                                                        Cost:      .0000     .0000     .0000     30.00


GL Account.........: 30010 ? SALES / FREIGHT & SHIPPING CHG
Cost Center........: DEL ?
Comments...........: USE FOR TRIM UP TO 5 LBS


F6=Return   F7=Exit
```

This table entry was established because the company has a policy in which they will ship up to five pounds of trim needed for a job, for a fixed price $35.00 dollars.

Example 3 - Minimum Charge plus Charge per Pound

```
 5/02/06                   Shipping Charges By Zip Code Maintenance     Change        SH3010MA
14:59:28                                                                              QPADEV00

Ship                  From       Zip Code Span                     Per        Per        Per        Fixed
Via  Service          Whse  From Zip        To Zip                 LB         Unit       Dollar     Dollar
UP   Ground           OWW   24300         - 27999         Price:    .4700      .0000      .0000      9.00
                                                          Cost:     .2800      .0000      .0000      2.40


GL Account.........: 15751 ?
Cost Center........: 600 ?
Comments...........: ______________________________


F6=Return   F7=Exit
```

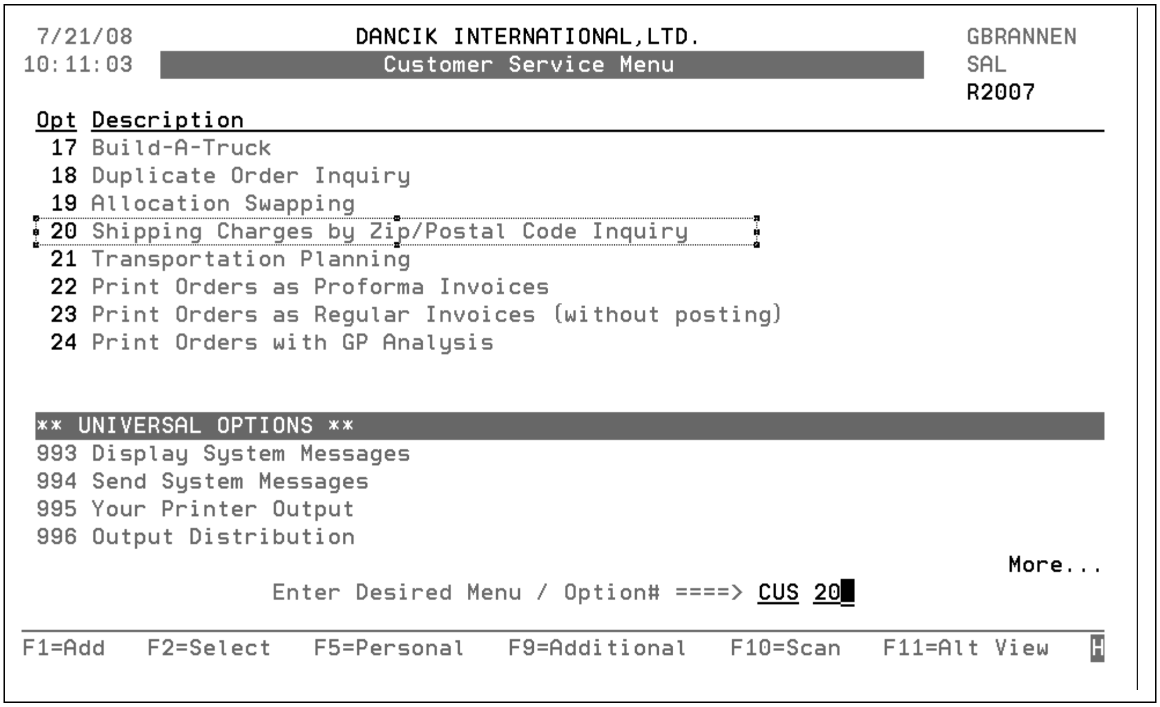
This table entry is typical of many standard carriers such as UPS. The cost of the shipping charge is a fixed minimum amount of $2.40, plus an additional $.28 per pound. This table is marking up the UPS cost, so that the customer is charged $9.00 plus $.47 per pound.

Example 4 Filtered By Weight

If the Shipping Charges by Zip Code Table has from and to weight limits assigned, as shown below, the Shipping Charges by Zip/Postal Code Inquiry (CUS 20) is filtered by weight.

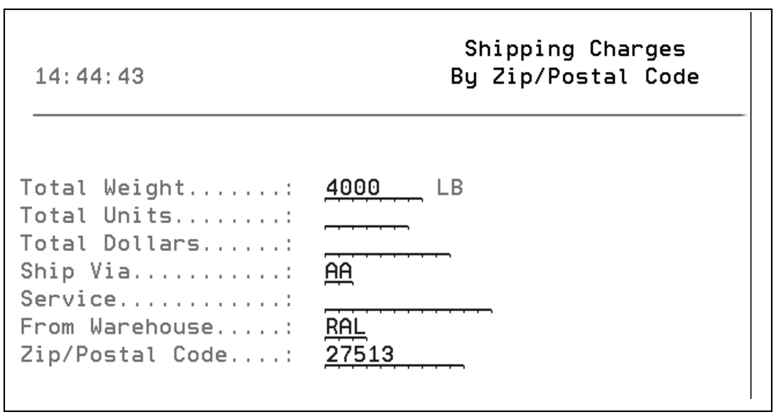
```
 6/21/07                   Shipping Charges By Zip Code Maintenance     Change        SH3010MA
16:43:18                                                                              YO

Ship                  From       Zip Code Span                     Per        Per        Per        Fixed
Via  Service          Whse  From Zip        To Zip                 LB         Unit       Dollar     Dollar
AA   GROUND           RAL   20100         - 29999         Price:    .2500      .0000      .0000      5.00
                                                          Cost:     .2500      .0000      .0000      4.00


Weight Limit: from:     3,000.00  To:     6,000.00 lbs.
GL Account.........: 49800 ? FREIGHT OUT
Cost Center........: DEL ?
Comments...........: AAA CARRIERS - EVERYDAY GROUND


F6=Return   F7=Exit
```

These fields interact with the Shipping Charges by Zip/Postal Code Inquiry (CUS 20), by limiting the shipping services shown to only those that fall within the weight limits.



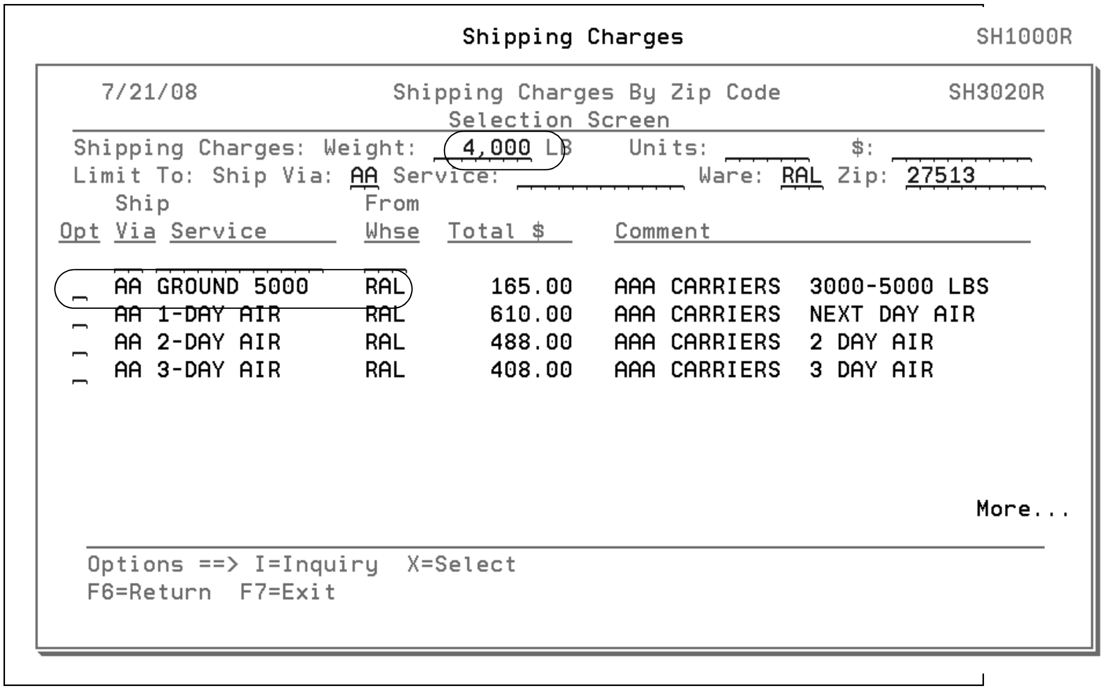
```
 7/21/08                  DANCIK INTERNATIONAL,LTD.                  GBRANNEN
10:11:03                    Customer Service Menu                    SAL
                                                                     R2007
 Opt Description
  17 Build-A-Truck
  18 Duplicate Order Inquiry
  19 Allocation Swapping
  20 Shipping Charges by Zip/Postal Code Inquiry
  21 Transportation Planning
  22 Print Orders as Proforma Invoices
  23 Print Orders as Regular Invoices (without posting)
  24 Print Orders with GP Analysis

 ** UNIVERSAL OPTIONS **
 993 Display System Messages
 994 Send System Messages
 995 Your Printer Output
 996 Output Distribution
                                                                     More...
                 Enter Desired Menu / Option# ====> CUS 20

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

For example, a **Total Weight** of 4,000 lbs. falls between the weight limits of 3,000 and 6,000 lbs. set on the Shipping Charges By Zip Code Maintenance screen for service AA Ground RAL.



```
                               Shipping Charges
 14:44:43                     By Zip/Postal Code

Total Weight.......:  4000     LB
Total Units........:
Total Dollars......:
Ship Via...........:  AA
Service............:
From Warehouse.....:  RAL
Zip/Postal Code....:  27513
```

Shipping service AA Ground RAL appears as an option on the inquiry.



```
                          Shipping Charges                          SH1000R

   7/21/08              Shipping Charges By Zip Code            SH3020R
                              Selection Screen
  Shipping Charges: Weight:   4,000 LB    Units: ______    $: __________
  Limit To: Ship Via: AA Service: ____________ Ware: RAL Zip: 27513

     Ship                 From
 Opt Via Service          Whse  Total $    Comment

  _  AA GROUND 5000       RAL      165.00  AAA CARRIERS  3000-5000 LBS
  _  AA 1-DAY AIR         RAL      610.00  AAA CARRIERS  NEXT DAY AIR
  _  AA 2-DAY AIR         RAL      488.00  AAA CARRIERS  2 DAY AIR
  _  AA 3-DAY AIR         RAL      408.00  AAA CARRIERS  3 DAY AIR

                                                                   More...

   Options ==> I=Inquiry  X=Select
   F6=Return  F7=Exit
```

Changing the weight to under 3,000 lbs or over 6,000 lbs removes AA Ground RAL from the shipping charge inquiry.

Chapter 45 Supplier/Product/Warehouse Table - FIL 45

The Item File allows for entry of a "Usual Supplier" which is used in the following applications:

- Auto-Generation of Purchase Orders
- Some reports, when the "Usual Supplier" field is selected as a sort.

When material is ordered, depending upon the warehouse that is ordering, the "Usual Supplier" may NOT be the correct supplier for that warehouse to order from. On manually written PO's this is not a problem - because the user inputs the appropriate supplier on the PO header. However, the Auto-PO-Generation process relies on the **Usual Supplier** field.

The Supplier/Product/Warehouse Cross Reference table enables the Auto-Generation Of Purchase Orders program to select the correct supplier, based upon the ordering warehouse.

This table can handle the following purchasing scenarios:

- Branches of your business ordering the same product from different suppliers, based upon geography. For example, branch NYC orders product 123 from supplier ABC, but branch LOS orders product 123 from supplier XYZ.
- Branches of your business ordering the same product from different branches of the same supplier, based upon geography. For example, branch NYC orders product 456 from supplier AB1, while branch LOS orders the same product from supplier AB2.

This table is accessed via option **45** on the File Maintenance Menu (FIL).

Note: *This table can also be accessed from the Purchasing menu -Option 16. When option 16 is selected, menu bars appear. The Supplier/Product/Warehouse Cross Reference Table is under the* **Purchasing Files** *heading.*

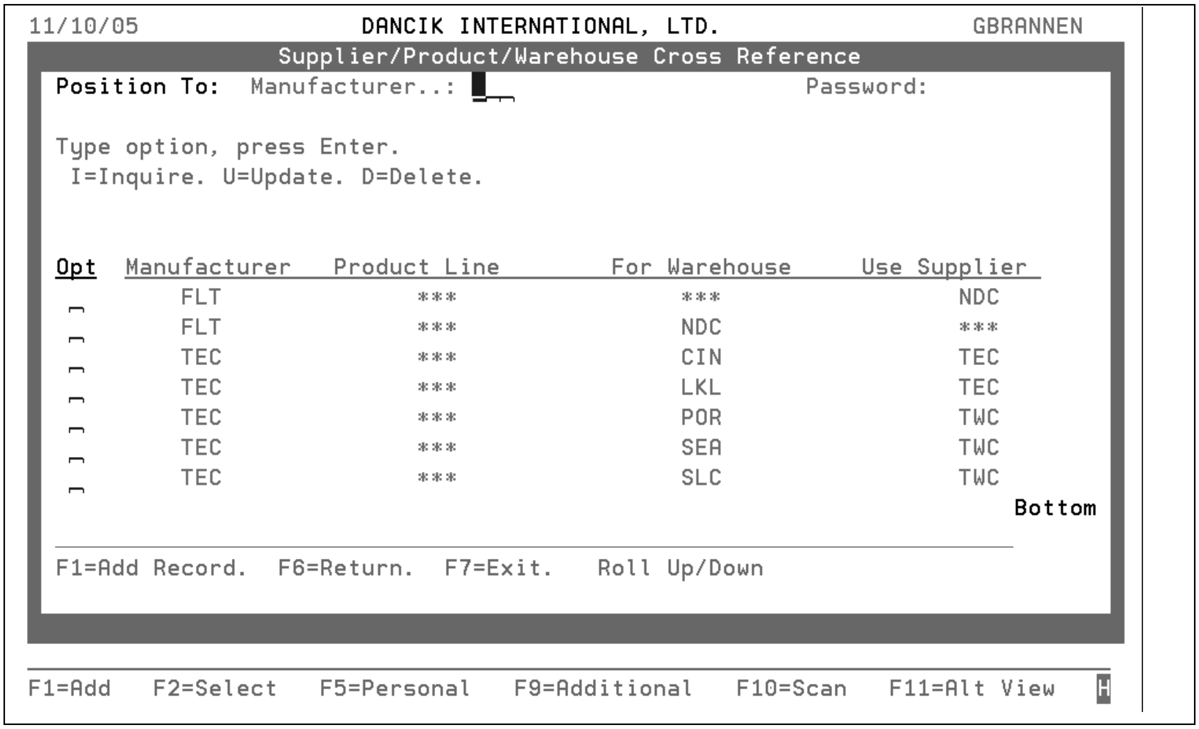


Figure 45-1: *Supplier/Product/Warehouse Cross Reference Table*

Field	Description
Manufacturer	The manufacturer of the items being ordered.
Product Line	The product line will normally be *** for all, but it could be used in situations where one or more product lines need to be routed to a special supplier code.
For Warehouse	The warehouse that is ordering the material.
Use Supplier	This entry represents the plant or third party where the product originates from. *** represents the “usual supplier” as defined in the Item File.

Using the information shown above, the table is processed within the Auto-Generation process as follows:

- The first entry causes all FLT purchase orders for any warehouses to use supplier code NDC.
- The second entry causes all FLT purchase orders for warehouse NDC to use the “usual supplier”. This second entry also alters the meaning of the first entry to be “for all warehouses except NDC”.
- The TEC manufacturer entries allow for the supplier to depend on which warehouse the order is for.
- When an Auto-PO is about to be created, the program reads the table in the following sequence:

- Check for that Mfgr + Prodline + Warehouse in the table. If found, use the supplier as indicated in the **Use Supplier** column. If not found, continue search.
- Check for that Mfgr + Prodline + *** in the table. If found, use the supplier as indicated in the **Use Supplier** column. If not found, continue search.
- Check for that Mfgr + *** + Warehouse in the table. If found, use the supplier as indicated in the **Use Supplier** column. If not found, continue search.
- Check for that Mfgr + *** + *** in the table. If found, use the supplier as indicated in the **Use Supplier** column. If not found, continue search.
- If no table entries are found, use the Usual Supplier Code in the Item File.
- If a table entry is found, but the supplier is ***, use the Usual Supplier Code in the Item File.

Creating a New Table

1. To create a new table, press **F1**.
2. Enter the manufacturer, product line, warehouse, and the supplier to order from. Keep in mind that by entering ******* in the **Product Line** and **Warehouse** fields, you are selecting all the product lines, all the warehouses. However, *** in the **Supplier** field signifies that you want to use the "usual supplier" as designated in the Item File.

Chapter 46

Supplier Reorder Parameters Table - FIL 46

This table, accessed via option **46** on the File Maintenance Menu or the Purchasing Files Menu bar, adds the following flexibility when setting up reorder parameters:

- The ability to specify reorder parameters for ANY combination of Supplier, Mfgr, Product Line, and Warehouse.
- Having different parameters for each UOM within a product line, making it easy to separate trim from field tile within ceramic tile lines, and trim from regular product within wood lines.
- Entering "purchasing rules" such as supplier minimums, which may eliminate the need to key these rules again in the Purchasing Rules File.
- Supporting product lines that include items purchased from multiple suppliers - each with their own rules & parameters. This is ideal for private label lines assembled from multiple suppliers, or natural stone when the same item may be purchased from multiple suppliers.

By using the new Supplier Reorder Parameters, it is possible to simplify the process of setting up reorder parameters, and to eliminate the need for any parameters in the Product Line and Product Line by Warehouse file.

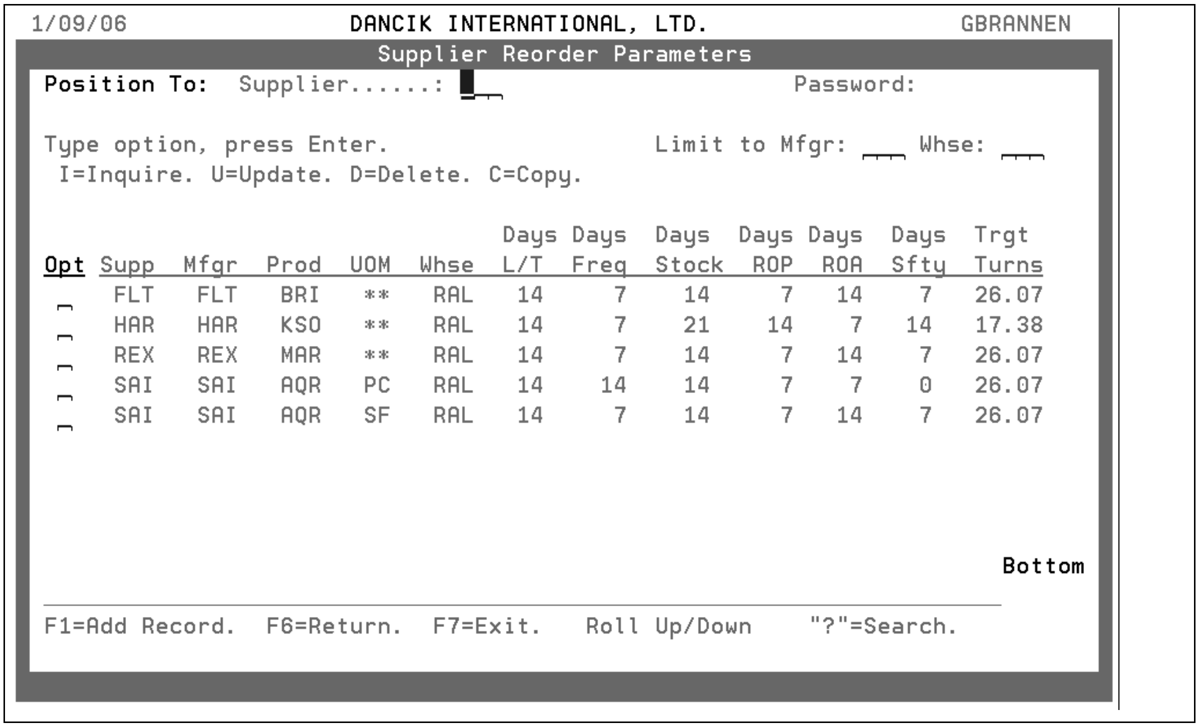
Reorder points can be set in many different locations throughout the system. The system uses the following hierarchy to determine the most applicable reorder parameters:

- Product Line File parameters
- Product Line By Warehouse File parameters override parameters above if found
- Supplier Reorder Parameter override parameters above if found
- ABC Code File parameters override parameters above if found
- SKU File parameters override parameters above if found

Note: The Purchasing Rules File overrides any minimums, maximums, and multiples that are found in the Supplier Reorder Parameters. Therefore, you may now enter minimum, maximum, and multiples in the Supplier Reorder Parameters, and only use the Purchasing Rules File to override. The Purchasing Rules File allows you to assign rules at lower levels, such as by Price Class and by individual Item#.

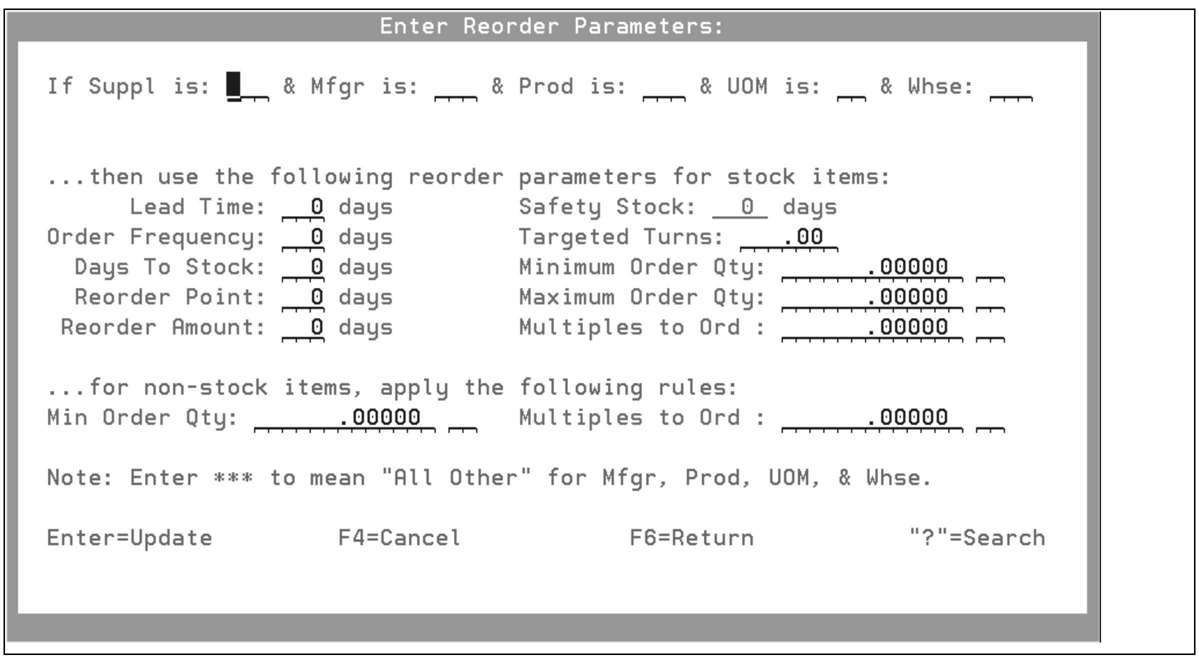
1. On the File Maintenance Menu, select option **46 - Supplier Reorder Parameters Table**.

The Supplier Reorder Table appears. If this is the first time it is accessed it will not have any entries.



```
1/09/06                  DANCIK INTERNATIONAL, LTD.                    GBRANNEN
                           Supplier Reorder Parameters
Position To:  Supplier......: ___                        Password:

Type option, press Enter.                        Limit to Mfgr: ___ Whse: ___
 I=Inquire. U=Update. D=Delete. C=Copy.

                                     Days Days  Days  Days Days  Days  Trgt
Opt Supp  Mfgr  Prod  UOM  Whse  L/T  Freq  Stock  ROP  ROA   Sfty  Turns
 _   FLT   FLT   BRI   **   RAL   14     7    14     7   14     7   26.07
 _   HAR   HAR   KSO   **   RAL   14     7    21    14    7    14   17.38
 _   REX   REX   MAR   **   RAL   14     7    14     7   14     7   26.07
 _   SAI   SAI   AQR   PC   RAL   14    14    14     7    7     0   26.07
 _   SAI   SAI   AQR   SF   RAL   14     7    14     7   14     7   26.07

                                                                      Bottom

F1=Add Record.  F6=Return.  F7=Exit.   Roll Up/Down    "?"=Search.
```

2. To add reorder records, enter your password and press **F1**. The Enter Reorder Parameters screen appears.



```
                        Enter Reorder Parameters:

 If Suppl is: ___ & Mfgr is: ___ & Prod is: ___ & UOM is: __ & Whse: ___


 ...then use the following reorder parameters for stock items:
       Lead Time:   0 days          Safety Stock:   0  days
 Order Frequency:   0 days          Targeted Turns:    .00
   Days To Stock:   0 days          Minimum Order Qty:      .00000 __
   Reorder Point:   0 days          Maximum Order Qty:      .00000 __
  Reorder Amount:   0 days          Multiples to Ord :      .00000 __

 ...for non-stock items, apply the following rules:
 Min Order Qty:       .00000 __     Multiples to Ord :      .00000 __

 Note: Enter *** to mean "All Other" for Mfgr, Prod, UOM, & Whse.

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

Field	Description
If Suppl is	Enter a valid Supplier, or enter "?" to select from a list of your suppliers.
& Mfgr is	Enter a valid manufacturer, or enter *** to mean "all manufacturers" or "all other manufacturers". You may enter a "?" to choose from a list of your manufacturers.
& Prod is	Enter a valid Product Line, or enter *** for "all product lines" or "all other product lines". You may also enter "?" to select from a list of your product lines. The product line code should relate to the manufacturer code.
& UOM is	Enter a unit of measure, or enter ** to mean "items with any units of measure". If you enter a unit of measure, it means that these reorder parameters will only be applied to items with that specific native unit of measure. This is applicable to product lines that include different native units of measure. For example, for ceramic tile and wood, you can enter parameters that only apply to SF items, and then other parameters that only apply to PC items. Another use is to separate trim and molding from field tile and planks.
& Whse	Enter a valid warehouse or enter *** to mean "all warehouses" or "all other warehouses". Enter a "?" to select from a list of your warehouses.
Lead Time	Enter the average number of days between placing a purchase order for these items and receiving the items. *Note: Item File lead time overrides the Product Line File and this lead time.*
Order Frequency	This is the frequency expressed in days that these items are ordered, or reviewed for the purpose of ordering from the supplier. If you enter the lead time and the order frequency, and blank out the other control parameters (days to stock, reorder point, and reorder amount), the program displays default reorder control parameters based upon standard reordering formulas. In order to achieve "Just in Time" inventory reordering, the order frequency should represent the frequency of incoming shipments. For example, even with a lead time of 30 days, if these items are included on incoming shipments every ten days, then the order frequency is 10.
Days To Stock	Enter optimum quantity to stock expressed in days. The computer then figures the actual unit quantity to stock by multiplying the average daily usage of each item by the number of days entered here.This entry allows the quantity to stock to shift with demand.
Reorder Point	Enter quantity (expressed in days) below which a reorder should be generated.
Reorder Amount	Enter the quantity (expressed in days of demand) that should be reordered when the reorder point is reached.

Field	Description
Safety Stock	The quantity (expressed in days) that is in excess of the optimum amount to stock based on the other reorder parameters. Safety Stock is meant to cover for all deviations from the "perfect world formulas", including coverage for spikes in usage, supplier outages, minimum shade/dye lot requirements, etc. This field is calculated by the program based upon your entries in the other parameter fields.
Targeted Turns	The number of turns resulting from consistent use of the reorder parameters. You may enter the Targeted Turns, Lead Time & Order Frequency, and leave the Days To Stock, ROP, and ROA blank, and the program will calculate the empty parameters based on the Targeted Turns.
Minimum Order Qty	Enter the minimum quantity acceptable for purchasing. This may be the supplier's minimum, or a minimum your company wants to enforce. *Note: This parameter relates to stock items only. There is a separate field on this screen for setting minimum for non-stock items.*
Maximum Order Qty	Enter the maximum quantity acceptable for purchasing and the related unit of measure code. Use of this field can prevent accidental entries of erroneously large purchase orders.
Multiples to Ord	Enter a quantity, if any, representing the multiples in which the supplier requires you to order. For example, an entry of 1 CT indicates you must place an order in full cartons. An entry of 1 PA indicates you must place order in full pallets. This field is separate from the minimum quantity. For example, you may have a minimum quantity of 1 PA, but multiples of 1 CT. This means that the reorder programs will order at least 1 PA when the product is needed, but if more than 1 PA is needed, it will round additional qty to cartons. *Note: This field relates to stock items only. You may set different rules for non-stock items using the other fields on this screen.*
for non-stock items, apply the following rules	
Min Order Qty	Enter the minimum quantity acceptable for purchasing non-stock items. This may be the supplier's minimum, or a minimum your company wants to enforce.
Multiples to Ord	Enter a quantity, if any, representing the multiples in which the supplier requires you to order. For example, an entry of 1 CT indicates you must place an order in full cartons. An entry of 1 PA indicates you must place order in full pallets. This field covers non-stock items only. This field is separate from the minimum quantity. For example, you may have a minimum quantity of 1 CT, but multiples of 1 PC. This means that the reorder programs will order at least 1 CT when the product is needed, but if more than 1 CT is needed, it will round additional qty to each PC. *Note: This field relates to non-stock items only. You may set different rules for stock items using the other fields on this screen.*

Consider some of the settings on the following table.

The first circled pair contain reorder information for two suppliers (**FLA** and **FLT**) for the same product line (**BRI**). The ****** in the **UOM** column signifies that these settings pertain to all the applicable unit of measures.

The second circled pair differentiate reorder settings based on the **UOM** (**PC** vs **SF**).

```
                         Supplier Reorder Parameters
Position To:  Supplier......: _                        Password:

Type option, press Enter.                    Limit to Mfgr: ___ Whse: ___
 I=Inquire. U=Update. D=Delete. C=Copy.

                                   Days Days  Days  Days Days  Days  Trgt
Opt Supp  Mfgr  Prod  UOM  Whse  L/T  Freq  Stock  ROP  ROA  Sfty  Turns
 _   FLA   FLT   BRI   **   RAL   14     7    14    14    7     7  26.07
 _   FLT   FLT   BRI   **   RAL   14     7    14     7   14     7  26.07
 _   HAR   HAR   KSO   **   RAL   14     7    21    14    7    14  17.38
 _   REX   REX   MAR   **   RAL   14     7    14     7   14     7  26.07
 _   SAI   SAI   AQR   PC   RAL   14    14    14     7    7     0  26.07
 _   SAI   SAI   AQR   SF   RAL   14     7    14     7   14     7  26.07

                                                                    Bottom

F1=Add Record.  F6=Return.  F7=Exit.   Roll Up/Down    "?"=Search.
```

Note: Reorder Reports versions 1, 2, 3, 5, 7, and 8 use the Supplier Reorder Parameters Table. The Importer's version (6) does not use the Supplier Reorder Parameters table, because it calculates based on a global inventory view, based on vessels, not just warehouses.

Chapter 47

Purchasing Rules File - FIL 47

The Purchasing Rules File enables you to establish minimum and maximum quantities for purchasing.

It is completely activated for reorder reports, versions 1, 2, 3 and 5. Version 5 lists the rules whenever the rules affect the suggested reorder quantity.

You can establish purchasing rules on very general and very specific levels. More specific levels override more general levels. The levels are displayed on the Entry Screen in order of most general to most specific. You can enter rules by Manufacturer or Item Class when all or most of the items within the manufacturer or class are purchased with the same rules. The rules can be fine tuned for specific product lines, price class, and items.

Purchasing rules by item override all other purchasing rules. However, you should only enter purchasing rules by item when individual items have unique rules. Otherwise, use the more general categories (by item class, manufacturer, product line, price class, and so on) to establish your purchasing rules.

Note: *The Purchasing Rules Table is only invoked when the automated reorder report/purchase order creation process is used. Manually entered purchase orders using the purchasing account DO NOT follow the rules set forth in the Purchasing Rules Table. So, even if FIL 47 has a minimum/maximum quantity to order, online entry assumes the purchasing agent knows what is best:*

Following is a sample Purchasing Rules Table Screen by Manufacturer.

UPDATE　　PURCHASING RULES TABLE　　REC TYPE: M

Position To:

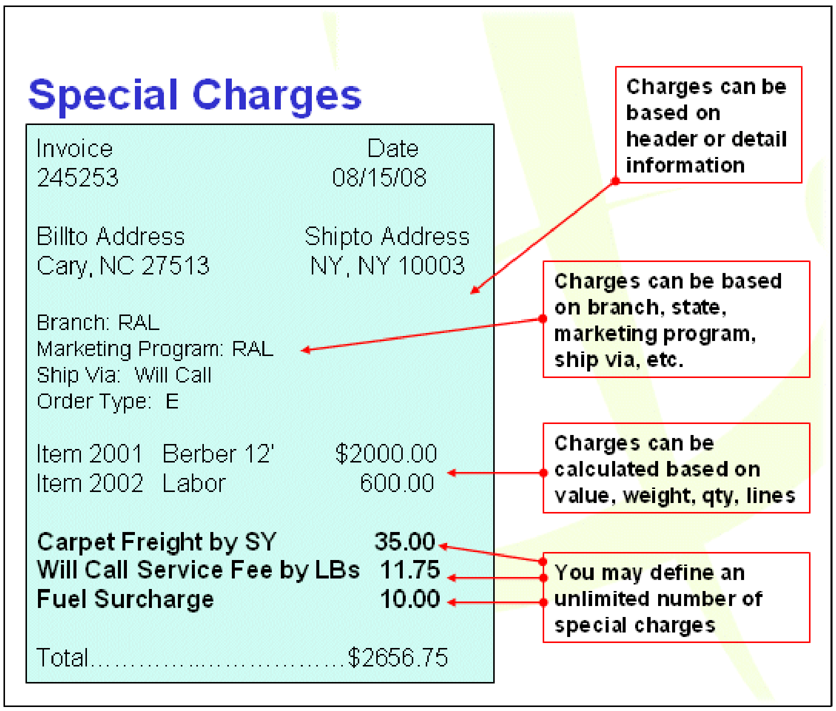
MANUFACTURER (?)	MIN ORDER QUANTITY	MIN U/M	MAX ORDER QUANTITY	MAX U/M	MULT ORDER QUANTITY	MULT U/M
ACC	1.00000	PT				
AND	3.00000	SF				
AOT	2.00000	EA				
HAR	100.00000	SF	929.50000	SY		
SAI	1.00000	PA				
SHA	1.00000	RL	10.00000	RL	1.00000	RL
ARM	10.00000	RL			2.00000	RL
BOS	25.00000	EA	300.00000	LF		
COR	50.00000	EA	395.00000	EA		

Field Name	Description/Instructions
Manufacturer	Enter a manufacturer code or enter a question mark (?) in order to display a list of manufacturers from which to select.
Min Order Quantity **Min U/M**	Enter the minimum quantity acceptable for purchasing. and the related unit of measure code.
Max Order Quantity **Max U/M**	Enter the maximum quantity acceptable for purchasing and the related unit of measure code. Use of this field can prevent accidental entries of erroneously large purchase orders.
Mult Order Quantity	Enter a quantity, if any, representing the multiples in which the supplier requires you to order. For example, an entry of 1 CT indicates you must place an order in full cartons.
Mult U/M	Enter the unit of measure that related to the Mult Order Quantity field.

Chapter 48

Special Charge Codes Table - FIL 48

The Special Charge Codes Table (and the Special Charge Formulas Table - FIL 49) is designed to assess additional charges on your invoices, mainly for the purpose of freight and fuel cost recovery. These new tables are provided as an addition to previously available tables, such as Delivery Charges and Minimum Order Charges.



You can use these tables to automatically assess special charges to customers by:

- number of units
- order lines being shipped
- the number of invoices included
- the dollar amount being shipped
- the weight being shipped

These special charges are added to the invoice starting with line 9951 and incrementing one line as needed. The special charge tables are similar to the tables that manage delivery charges and minimum order charges, but add user-definable logic.

Special charges may be activated in retail, distribution, and manufacturing environments. If you will be applying special charges in a retail environment, you must set the System Wide Setting (SET 4) that activates "Special Charges for COD orders", which causes the special charges to be applied to the retail order acknowledgements and pick list generated at the point of sale.

The Special Charges system can be set to add charges for many different temporary or permanent situations:

- fuel surcharges
- pass on increased costs based on fiber, duty increases, etc.
- alternate methods of charging for freight (by SF, SY, etc.)
- various handling fees
- special fees limited to fields on the order header screen

How the System Determines Which Special Charges to Apply

1. When an order is invoiced, all the lines on the order are compared to the codes contained in the Special Charges Table to see if they match any of the parameters that define the special charge.
2. If the lines match one or more of the parameters established within the codes, that special charge applies to that line. It is possible that multiple special charges can be applied to one order line.
3. All the order lines are checked.
4. When the order is invoiced, the special charges are totaled with like charges (i.e. Weight Surcharge for each individual line) combined. These charges are added to the invoice starting with line 9951 and increasing by one for every charge added to the invoice. In a retail environment, the special charges may be added when the order acknowledgement (sales receipt) is created.

   Note: The Special Charges must be activated by the System Wide setting "Options for Special Charges" using SET 4.

Creating the Special Charge Codes

Note: You can create as many special charge codes as needed, but only nine can be applied against an single order or invoice. However, it is highly unlikely that you will set up the Special Charges system to add more than a few special charges to any one order.

1. On the File Maintenance menu (FIL) menu enter option **48 - Special Charge Codes Table.**

   The Code File Maintenance screen appears.

Note: *If this is the first time the Special Charge Codes Table is accessed, there will not be any codes shown. Press* **F1** *to create new codes.*

```
 3/19/08                       Special Charge                      SC30001R
14:26:17                    Code File Maintenance                  ZI

Opt  Code   Description

 _   CER    WEIGHT SURCHARGE
 _   CFR    CARPET FREIGHT
 _   LAM    LAMINATE CUT CHARGE
 _   RLL    ROLL GOODS HANDLING FEE
 _   WCL    WILL CALL SERVICE FEE




                                                                      Bottom
Options ==> C=Copy   D=Delete   I=Inquiry   U=Update
F1=Add   F7=Exit                                                           H
```

2. Select an existing code to work with or press **F1** to add a new code. When an order is invoiced, the system checks the first four Apply...settings at the top of the screen. If no lines on the order comply with these settings, or if they are all flagged to N, special charges will not be applied to the order.

```
 8/15/07                       Special Charge                      SC30001MA
16:01:16                    Codes File Maintenance                 XB
                                                                   Update
Code..: CFR  Description: CARPET FREIGHT
Description to Appear on Invoice: CARPET FREIGHT BY SY
Apply Charge if WC/Pick up..? Y (Y/N)   Apply Charge if NOT WC/Pick up? Y (Y/N)
Apply Charge to Credit Lines? N (Y/N)   Apply Charge to Direct Ships..? N (Y/N)
I/O _ Ship Via Codes.....:
I/O _ Order Type.........:
I/O _ Order Handling Code:
I/O I Cost Centers.......: CAR VIN
I/O _ Item Class 1.......:
I/O _ Item Class 2.......:
I/O _ Item Class 3.......:
I/O _ Manufacturer.......:
I/O _ Product Line.......:
I/O _ Item Policy........:
I/O _ Item Component Code:
I/O _ Item Inventory Code:
I/O _ Freight Class......:
I/O I Native U/M.........: SY

F6=Return   F7=Exit
```

3. If an order line complies with the first four settings, the Include/Omit settings are checked. In the example shown above, if an order line contains items that fall within cost centers **CAR** or **VIN** and uses **SY** as its native **UM**, special charges will be applied to the invoice.

4. When the order is invoiced, the special charge will be included as line 9951 and it will be labeled **Carpet Freight By SY**. If more than one special charge applies to an order, lines 9952 -9959 may be created.

Chapter 49

Special Charge Formulas Table - FIL 49

The Special Charges Formulas Table enables you to define which customers are affected by each special charge, and how that charge is calculated. The Special Charges Formulas can vary for the same special charge code, based on branch, state, marketing program, and other criteria. For example, special charges for "Fuel Surcharges" can be different in each of your branches, different based upon marketing programs, customer account number, etc.

1. On the File Maintenance menu (FIL) enter option 49 - Special Charge Formulas Table.

   The following screen appears.

```
 8/15/07                      Special Charge Codes                    SC30002R
11:31:44                   Formulas File Maintenance                  YR
                                                         Password:
Type of Charge............: ___
Enter Company #...........: _

Enter BRANCH..............: ___
or Enter STATE CODE.......: __
or Enter TRUCK ROUTE......: __
or Enter MARKETING PROGRAM: ___
or Enter DISPLAY TYPE.....: ___
or Enter ACCOUNT#.........: _____

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

Note: State Charge Overrides Branch Charge,
      Truck Route Charge Overrides State Charge,
      Marketing Program Charge Overrides Truck Route Charge,
      Display Type Charge Overrides Marketing Program Charge,
      Account# Charge Overrides Display Type Charge.

Options ==>  ?=Search
F6=Search   F7=Exit
```

2. Use this screen to create or update special charge codes. The fields on this screen are described in the following table.

Field	Description
Type of Charge	Enter the three character code for the special charge. Each code carries a description that appears on invoices and in accounting transactions when this code is used. *Note:* *Charge codes are created through the Special Charge Codes Table - FIL 48.*

Field	Description
Company	Enter the Company number that the special charge will apply to.
Enter BRANCH or Enter STATE CODE or Enter TRUCK ROUTE or Enter MARKETING PROGRAM or Enter DISPLAY TYPE or Enter ACCOUNT#	Assign the charge by one of these parameters. You can only assign the charge to one parameter at a time. If you enter a branch, the charge applies to all customers in that branch. If you enter a state (or province) code, the charge applies to all customers in that state, and so on. The file is arranged hierarchically. • A state charge overrides a branch charge, • a truck route charge overrides a state charge, • a marketing program charge overrides a truck route charge, • a display type charge overrides a marketing program charge, • and an account charge overrides a display type charge. If you have the same special order charge for all customers except for one in a branch, you can create a record to cover all customers in that branch. Then, you can create record by account number to account for the exception. If you have a special charge that applies to two branches, then create two records in this file, one for each branch.

3. After entering the necessary information, press **Enter**. The second screen in the process appears.

```
 8/15/07                     Special Charge                   SC30002MA
13:51:22                Formulas File Maintenance             YR
                                                              Update

Type of Charge...............: CER WEIGHT SURCHARGE
Branch.......................: RAL DANCIK INTERNATIONAL, LTD. RALEIGH
Company......................: 2   DANCIK INTERNATIONAL, LTD.

Per Unit Charge.....:       .250   Apply Per Unit Only if >...:           Units
 Min Total Unit Charge:            Apply Min Charge Only if <=:           Units
Per Line Charge.....:
Per Invoice Charge..:
Per Dollar Charge...:
Per LB Charge.......:       .750   Apply Per LB Only if >.....:           LB
 Min Total LB Charge..:            Apply Min LB Charge if <=..:           LB

General Ledger Acct#.........: 49800 (?) FREIGHT OUT
Cost Center..................: CER (?)   CERAMIC TILE
Taxable......................: Y (Y/N)


F1=Next Record   F6=Search   F8=1st Screen  F7=Exit   F10=Delete
```

4. One or multiple charges can be applied to the entire order or to individual lines on an order; depending on lines meeting the criteria in the Special Charge Code and Special Charge Formula Tables.

Field	Description
Per Unit Charge	An entry of .250 means charge $.25 per unit sold (unit of measure). This always applies to the native U/M of each item.
Apply Per Unit Only if > ....Units	If you enter a quantity of units in this field, then the Per Unit Charge will only be applied if the quantity ordered is greater than this quantity.
Min Total Unit Charge	Enter an amount that will be assessed as a minimum total of per unit charges. For example, if the Min Total Unit Charge is $10.00 and the Per Unit Charge multiplied by the number of units is less than $10.00 then $10.00 is charged. The field **Apply Min Charge Only if <=** lets you enter a unit amount that will activate the minimum total unit charge.
Apply Min Charge Only if <= ..... Units	If you enter a quantity of units in this field, then a Minimum Total Unit Charge will only be applied if the quantity ordered is less than or equal to this quantity. For example, if $5.00 is entered into the **Min Total Unit Charge** field and the quantity ordered x the per unit charge is $5.00 the minimum total unit charge will not be applied.
Per Line Charge **Per Invoice Charge** **Per Dollar Charge**	Enter the amount you want added for each of these parameters. Examples: • An entry of 2.00 in the **Per Line Charge** means charge $2.00 per line items sold, if the items meet the criteria in the Special Charge Code Table. *Note: If you are using IWMS, and the order line is split between two locations, the special charge does not accrue to each split line even if invoice consolidation is turned on.* • An entry of 5.00 in the **Per Invoice Charge** means charge $5.00 per invoice, if the invoice contains ANY items/lines that meet the criteria in the Special Charge Code Table. • An entry of 0.05 in the **Per Dollar Charge** means charge $0.05 per every dollar invoiced for items/lines that meet the criteria in the Special Charge Code Table. This is essentially the equivalent of a 5.00% surcharge.
Per LB Charge **Apply Per LB Only if >_____ LB**	These fields work together to assess a charge based on the weight of the delivery. For example, entering 0.05 in the **Per LB Charge** and 500 in the **Apply Per LB Only if > ______** directs the system to add $.05 for every pound on the order if the weight total is over 500 pounds. If the **Apply Per LB Only if > ______** field is left blank, the system assumes that the per LB charge applies to all applicable lines, regardless of total LBs.

Field	Description
Min Total LB Charge **Apply Min LB Charge if <=..... LB**	Enter an amount that will be assessed as a minimum total LB charge. The field **Apply Min Total LB Charge Only if <=** lets you enter a pound amount that activates the minimum total weight charge. For example, if 10.00 is entered into the **Min Total LB Charge** field and the **Apply Min Total LB Charge Only if <=** is set to 100, the minimum total LB charge is applied if the total applicable weight is < = 100 LB.
General Ledger Acct#	Enter the general ledger account number to which this charge should post.
Cost Center	Establishes the cost center for the charges. Cost Centers define the different aspects of a business for the purpose of analysis. They are created and maintained via the Cost Center File (FIL 10).
Taxable	Enter a **Y** if the special charge is taxable.

Note: Special charges can be manually overridden by entering a 9951 line.

Example #1 - Two Special Charges

In this example, we are going to create two special charges. The first is to cover the freight cost for carpet and the second is a will call service fee. Both of these fees can be assessed on the same invoice.

Note: To see an example invoice, refer to the Invoicing Chapter.

Setting up the Carpet Freight Charge

- A $0.25 per SY charge is set up for carpet that is sold by the SY.
  - — This “carpet” charge applies to all customers in branch RAL.

Special Charge Record for Carpet Freight

In this example:

- the carpet freight charge is applied to any line item that is in the carpet cost center
- if the native U/M is SY

- and the line is not a credit or direct ship

```
 8/22/07                        Special Charge                         SC30001MA
16:09:50                    Codes File Maintenance                     XX
                                                                       Update
Code..: CFR  Description: CARPET FREIGHT
Description to Appear on Invoice: CARPET FREIGHT BY SY
Apply Charge if WC/Pick up..? Y (Y/N)  Apply Charge if NOT WC/Pick up? Y (Y/N)
Apply Charge to Credit Lines? N (Y/N)  Apply Charge to Direct Ships..? N (Y/N)
I/O _ Ship Via Codes.....: __ __ __ __ __ __ __ __ __ __
I/O _ Order Type.........: _  _  _  _  _  _  _  _  _  _
I/O _ Order Handling Code: _  _  _  _  _  _  _  _  _  _
I/O I Cost Centers.......: CAR VIN ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Item Class 1.......: __ __ __ __ __ __ __ __ __ __
I/O _ Item Class 2.......: __ __ __ __ __ __ __ __ __ __
I/O _ Item Class 3.......: __ __ __ __ __ __ __ __ __ __
I/O _ Manufacturer.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Product Line.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Item Policy........: __ __ __ __ __ __ __ __ __ __
I/O _ Item Component Code: _  _  _  _  _  _  _  _  _  _
I/O _ Item Inventory Code: _  _  _  _  _  _  _  _  _  _
I/O _ Freight Class......: __ __ __ __ __ __ __ __ __ __
I/O I Native U/M.........: SY __ __ __ __ __ __ __ __ __

F6=Return   F7=Exit
```

Special Charge Formula Record for Carpet Freight

Enter the Type of Charge, Company, Branch, and Action Code.

```
 8/22/07                        Special Charge Codes                    SC30002R
16:18:55                    Formulas File Maintenance                   XX
                                                     Password:
Type of Charge............: CFR   CARPET FREIGHT
Enter Company #...........: 0     DANCIK DISTRIBUTION, LTD.

Enter BRANCH..............: RAL   DANCIK-ON-DISK / RALEIGH
or Enter STATE CODE.......: __
or Enter TRUCK ROUTE......: __
or Enter MARKETING PROGRAM: ___
or Enter DISPLAY TYPE.....: ___
or Enter ACCOUNT#.........: ______

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

Note: State Charge Overrides Branch Charge,
      Truck Route Charge Overrides State Charge,
      Marketing Program Charge Overrides Truck Route Charge,
      Display Type Charge Overrides Marketing Program Charge,
      Account# Charge Overrides Display Type Charge.

Options ==>  ?=Search
F6=Search   F7=Exit
```

Note: *Because this charge applies to all customers in the Raleigh branch, the Branch field is used.*

Press **Enter**.

```
 8/22/07                        Special Charge                         SC30002MA
16:20:31                  Formulas File Maintenance                    XX
                                                                       Update

Type of Charge...............: CFR CARPET FREIGHT
Branch.......................: RAL DANCIK-ON-DISK / RALEIGH
Company......................: 0   DANCIK DISTRIBUTION, LTD.

Per Unit Charge.....: ______.250   Apply Per Unit Only if >...: _________ Units
 Min Total Unit Charge: __________ Apply Min Charge Only if <=: _________ Units
Per Line Charge.....: __________
Per Invoice Charge..: __________
Per Dollar Charge...: __________
Per LB Charge.......: __________   Apply Per LB Only if >.....: _________ LB
 Min Total LB Charge..: __________ Apply Min LB Charge if <=..: _________ LB

General Ledger Acct#.........: 49800 (?) FREIGHT OUT
Cost Center..................: FRT (?)   FREIGHT
Taxable......................: N (Y/N)
```

Note: *This formula simply adds .25 per unit to each applicable line item, which (based on your Special Charge Code Table entries) relates to carpet with a native U/M of SY only.*

Setting up the Will Call Service Charge

- A $10.00 per order "Will Call Service Fee" is set up for will call orders.
  - — The will call charge only applies only to specific marketing programs (CP1).

Special Code Record for Will Call Fee

In this example, the will call charge is applied to any will call orders (as defined in the Classification Codes File - CUS 19), but does not apply if a credit or direct ship.

Note: The include/omit (I/O) fields are not needed for this example.

```
 8/22/07                      Special Charge                         SC30001MA
16:31:33                  Codes File Maintenance                     XX
                                                                     Update
Code..: WCL  Description: WILL CALL SERVICE FEE
Description to Appear on Invoice: WILL CALL SERVICE FEE
Apply Charge if WC/Pick up..? Y (Y/N)  Apply Charge if NOT WC/Pick up? N (Y/N)
Apply Charge to Credit Lines? N (Y/N)  Apply Charge to Direct Ships..? N (Y/N)
I/O _ Ship Via Codes.....: __ __ __ __ __ __ __ __ __ __
I/O _ Order Type.........: _  _  _  _  _  _  _  _  _  _
I/O _ Order Handling Code: _  _  _  _  _  _  _  _  _  _
I/O _ Cost Centers.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Item Class 1.......: __ __ __ __ __ __ __ __ __ __
I/O _ Item Class 2.......: __ __ __ __ __ __ __ __ __ __
I/O _ Item Class 3.......: __ __ __ __ __ __ __ __ __ __
I/O _ Manufacturer.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Product Line.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Item Policy........: __ __ __ __ __ __ __ __ __ __
I/O _ Item Component Code: _  _  _  _  _  _  _  _  _  _
I/O _ Item Inventory Code: _  _  _  _  _  _  _  _  _  _
I/O _ Freight Class......: __ __ __ __ __ __ __ __ __ __
I/O _ Native U/M.........: __ __ __ __ __ __ __ __ __ __

F6=Return   F7=Exit
```

Special Charge Formula Record for Will Call Service Fee

Enter the Type of Charge, Company, Marketing Program, and Action Code.

```
 8/22/07                    Special Charge Codes                     SC30002R
16:37:21                 Formulas File Maintenance                   XX
                                                           Password:
Type of Charge............: WCL   WILL CALL SERVICE FEE
Enter Company #...........: 0

Enter BRANCH..............: ___
or Enter STATE CODE.......: __
or Enter TRUCK ROUTE......: __
or Enter MARKETING PROGRAM: CP1
or Enter DISPLAY TYPE.....: ___
or Enter ACCOUNT#.........: _____

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

Note: State Charge Overrides Branch Charge,
      Truck Route Charge Overrides State Charge,
      Marketing Program Charge Overrides Truck Route Charge,
      Display Type Charge Overrides Marketing Program Charge,
      Account# Charge Overrides Display Type Charge.
```

Press **Enter**.

```
 8/22/07                        Special Charge                      SC30002MA
16:40:35                  Formulas File Maintenance                 XX
                                                                    Add

Type of Charge...............: WCL WILL CALL SERVICE FEE
Marketing Program............: CP1 CARPET ONE
Company......................: 0   DANCIK DISTRIBUTION, LTD.

Per Unit Charge.....: __________  Apply Per Unit Only if >...: _________ Units
 Min Total Unit Charge: __________ Apply Min Charge Only if <=: _________ Units
Per Line Charge.....: __________
Per Invoice Charge..: ____10.000
Per Dollar Charge...: __________
Per LB Charge.......: __________  Apply Per LB Only if >.....: _________ LB
 Min Total LB Charge..: __________ Apply Min LB Charge if <=..: _________ LB

General Ledger Acct#.........: 33000 (?) MISCELLANEOUS INCOME
Cost Center..................: CAR (?)   CARPET DIVISION
Taxable......................: N (Y/N)


F1=Next Record   F6=Search   F8=1st Screen  F7=Exit   F10=Delete
```

Examples of how these entries affect invoicing

- If an invoice was generated for a delivery of 100 SY of carpet, 50 SY of another carpet, and 1000 SF of wood, the special charge on the invoice would be: CARPET FREIGHT BY SY 150 SY = 37.50.

  Note: 150 SY x .25 SY = 37.50.

- For an invoice for 1000 SF of wood, that is a will call for a Carpet One dealer, the special charge on the invoice would be: WILL CALL SERVICE FEE = $10.00.
- If an invoice was generated for an order that had: 100 SY of carpet, 50 SY of another carpet, and 1000 SF of wood, that was a will call for a Carpet One dealer, the special charges on the invoice would be: CARPET FREIGHT BY SY 150 SY = 37.50.

  WILL CALL SERVICE FEE = $10.00.

Example #2 - Two Service Charges

In this example, we are setting up two service charges that can be used independently or both on the same order.

- An installation service surcharge for small installations
- An estimating charge, based upon the order type entered on the Order Header screen.

Setting up the Installation Service Surcharge

1. On the Special Charge Codes Table (FIL 48), create and/or update a code or this special charge. In this example, a code exists.

   Note: *If there was not a code for installation, one can be created by pressing* **F1**.

```
 7/21/08                         Special Charge                          SC30001R
10:26:53                      Code File Maintenance                      XH

Opt  Code   Description

 _   CFR    CARPET FREIGHT
 _   EST    ESTIMATING CHARGE
 _   FSC    FUEL SURCHARGE
 U   INS    INSTALLATION SERVICE FEE
 _   WCL    WILL CALL SERVICE FEE

                                                                        Bottom
Options ==> C=Copy   D=Delete   I=Inquiry   U=Update
F1=Add   F7=Exit
```

2. The next screen to appear lets you pick the parameters you want to include (or exclude) in the Special Charge. In this example, when orders with a Shipvia code of IN (installation) and an Order Type of I are invoiced the Installation Service Fee is assessed.

```
 7/21/08                         Special Charge                          SC30001MA
10:27:50                      Codes File Maintenance                     XH
                                                                         Update
Code..: INS  Description: INSTALLATION SERVICE FEE
Description to Appear on Invoice: INSTALLATION SERVICE SURCHARGE
Apply Charge if WC/Pick up..? Y (Y/N)  Apply Charge if NOT WC/Pick up? Y (Y/N)
Apply Charge to Credit Lines? N (Y/N)  Apply Charge to Direct Ships..? N (Y/N)
I/O I Ship Via Codes.....: IN __ __ __ __ __ __ __ __ __
I/O I Order Type.........: I  _  _  _  _  _  _  _  _  _
I/O _ Order Handling Code: _  _  _  _  _  _  _  _  _  _
I/O _ Cost Centers.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Item Class 1.......: __ __ __ __ __ __ __ __ __ __
I/O _ Item Class 2.......: __ __ __ __ __ __ __ __ __ __
I/O _ Item Class 3.......: __ __ __ __ __ __ __ __ __ __
I/O _ Manufacturer.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Product Line.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Item Policy........: __ __ __ __ __ __ __ __ __ __
I/O _ Item Component Code: _  _  _  _  _  _  _  _  _  _
I/O _ Item Inventory Code: _  _  _  _  _  _  _  _  _  _
I/O _ Freight Class......: __ __ __ __ __ __ __ __ __ __
I/O _ Native U/M.........: __ __ __ __ __ __ __ __ __ __

F6=Return   F7=Exit
```

3. The next step is to define the special charge (INS). This is done via the Special Charge Formulas Table (FIL 49). When you enter into the program, press **F6** to search through the existing codes for the INS code.

```
                        Special Charge
                       Formulas Search

                                                                       Cost
Opt  Company  Type  Description                    Value        GL Acct  Cntr

 _      2     CFR   Branch                         RAL            49800   LOG
 _      2     CFR   Branch                         CHA            49800   LOG
 _      2     EST   Branch                         RAL            33000   JOB
 _      2     EST   Branch                         CHA            33000   JOB
 _      2     FSC   Branch                         RAL            49700   LOG
 _      2     FSC   Branch                         CHA            49700   LOG
 X      2     INS   Branch                         RAL            33000   JOB
 _      2     INS   Branch                         CHA            33000   JOB
 _      2     WCL   Marketing Program              CA1            33000   LOG
 _      2     WCL   Marketing Program              ABB            33000   LOG
 _      2     WCL   Branch                         RAL            33000   LOG
                                                                      More...

Options ==> X=Select
F6=Return   F7=Exit
```

4. Select to access the Formulas File Maintenance screen. Enter a **U** in the **Enter Action Code** field to update the special charge.

```
 7/21/08                       Special Charge Codes               SC30002R
10:28:26                    Formulas File Maintenance             XH
                                                  Password:
Type of Charge............: INS   INSTALLATION SERVICE FEE
Enter Company #...........: 2     YOUR FLOORING & TILE COMPANY

Enter BRANCH..............: RAL   DANCIK INT'L / RALEIGH
or Enter STATE CODE.......: __
or Enter TRUCK ROUTE......: __
or Enter MARKETING PROGRAM: ___
or Enter DISPLAY TYPE.....: ___
or Enter ACCOUNT#.........: _____

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

Note: State Charge Overrides Branch Charge,
      Truck Route Charge Overrides State Charge,
      Marketing Program Charge Overrides Truck Route Charge,
      Display Type Charge Overrides Marketing Program Charge,
      Account# Charge Overrides Display Type Charge.

Options ==>   ?=Search
F6=Search   F7=Exit
```

5. In this example, invoices for installation orders (shipvia = IN, order type = I) are assessed a $25.00 Installation Service Surcharge.

```
 7/21/08                               Special Charge                     SC30002MA
16:16:54                          Formulas File Maintenance               XH
                                                                          Update

Type of Charge...............: INS INSTALLATION SERVICE FEE
Branch.......................: RAL DANCIK INT'L / RALEIGH
Company......................: 2   YOUR FLOORING & TILE COMPANY

Per Unit Charge.....: ___________ Apply Per Unit Only if >...: _________ Units
 Min Total Unit Charge: __________ Apply Min Charge Only if <=: _________ Units
Per Line Charge.....: ___________
Per Invoice Charge..:    25.000
Per Dollar Charge...: ___________
Per LB Charge.......: ___________ Apply Per LB Only if >.....: _________ LB
 Min Total LB Charge..: __________ Apply Min LB Charge if <=..: _________ LB

General Ledger Acct#.........: 33000 (?) MISCELLANEOUS INCOME
Cost Center..................: JOB (?)   LABOR
Taxable......................: N (Y/N)


F1=Next Record   F6=Search   F7=Exit   F8=1st Screen   F10=Delete
```

Setting up the Estimation Special Charge Surcharge

1. On the Special Charge Codes Table (FIL 48), create and/or update a code or this special charge. In this example, a code exists.

   Note: If there was not a code for installation, one can be created by pressing **F1**.

```
 7/21/08                               Special Charge                     SC30001R
10:31:13                            Code File Maintenance                 XH

Opt  Code   Description

     ___
 _   CFR    CARPET FREIGHT
 U   EST    ESTIMATING CHARGE
 _   FSC    FUEL SURCHARGE
 _   INS    INSTALLATION SERVICE FEE
 _   WCL    WILL CALL SERVICE FEE










                                                                          Bottom

Options ==> C=Copy   D=Delete   I=Inquiry   U=Update
F1=Add   F7=Exit
```

2. The next screen to appear lets you pick the parameters you want to include (or exclude) in the Special Charge. In this example, if an order has an Order Handling Code of E the invoice for the order will include an Estimating Charge.

   Note: The Order Handling Code is assigned via the **O/H** *field on the Order Header.*

```
 7/21/08                        Special Charge                        SC30001MA
10:31:49                    Codes File Maintenance                    XH
                                                                      Update
Code..: EST  Description: ESTIMATING CHARGE
Description to Appear on Invoice: ON-SITE ESTIMATE CHARGE
Apply Charge if WC/Pick up..? Y (Y/N)  Apply Charge if NOT WC/Pick up? Y (Y/N)
Apply Charge to Credit Lines? N (Y/N)  Apply Charge to Direct Ships..? N (Y/N)
I/O _ Ship Via Codes.....: __ __ __ __ __ __ __ __ __ __
I/O _ Order Type.........: __ __ __ __ __ __ __ __ __ __
I/O I Order Handling Code: E  _  _  _  _  _  _  _  _  _
I/O _ Cost Centers.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Item Class 1.......: __ __ __ __ __ __ __ __ __ __
I/O _ Item Class 2.......: __ __ __ __ __ __ __ __ __ __
I/O _ Item Class 3.......: __ __ __ __ __ __ __ __ __ __
I/O _ Manufacturer.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Product Line.......: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
I/O _ Item Policy........: __ __ __ __ __ __ __ __ __ __
I/O _ Item Component Code: _  _  _  _  _  _  _  _  _  _
I/O _ Item Inventory Code: _  _  _  _  _  _  _  _  _  _
I/O _ Freight Class......: __ __ __ __ __ __ __ __ __ __
I/O _ Native U/M.........: __ __ __ __ __ __ __ __ __ __

F6=Return   F7=Exit
```

3. The next step is to define the special charge (EST). This is done via the Special Charge Formulas Table (FIL 49). When you enter into the program, press **F6** to search through the existing codes for the INS code.

```
                        Special Charge
                       Formulas Search

                                                                 Cost
Opt Company Type Description                   Value      GL Acct Cntr

     2      CFR  Branch                        RAL        49800   LOG
 _   2      CFR  Branch                        CHA        49800   LOG
 X   2      EST  Branch                        RAL        33000   JOB
 _   2      EST  Branch                        CHA        33000   JOB
 _   2      FSC  Branch                        RAL        49700   LOG
 _   2      FSC  Branch                        CHA        49700   LOG
 _   2      INS  Branch                        RAL        33000   JOB
 _   2      INS  Branch                        CHA        33000   JOB
 _   2      WCL  Marketing Program             CA1        33000   LOG
 _   2      WCL  Marketing Program             ABB        33000   LOG
 _   2      WCL  Branch                        RAL        33000   LOG
                                                              More...

Options ==> X=Select
F6=Return    F7=Exit
```

4. Select to access the Formulas File Maintenance screen. Enter a **U** in the **Enter Action Code** field to update the special charge.

```
 7/21/08                       Special Charge Codes              SC30002R
10:32:27                    Formulas File Maintenance            XH
                                                   Password:
Type of Charge............: EST   ESTIMATING CHARGE
Enter Company #...........: 2     YOUR FLOORING & TILE COMPANY

Enter BRANCH..............: RAL   DANCIK INT'L / RALEIGH
or Enter STATE CODE.......: __
or Enter TRUCK ROUTE......: __
or Enter MARKETING PROGRAM: ___
or Enter DISPLAY TYPE.....: ___
or Enter ACCOUNT#.........: _____

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

Note: State Charge Overrides Branch Charge,
      Truck Route Charge Overrides State Charge,
      Marketing Program Charge Overrides Truck Route Charge,
      Display Type Charge Overrides Marketing Program Charge,
      Account# Charge Overrides Display Type Charge.

Options ==>  ?=Search
F6=Search   F7=Exit
```

5. In this example, invoices for estimates (Order Type = E) are assessed a $15.00 Estimation Fee.

```
 7/21/08                          Special Charge                 SC30002MA
10:33:45                    Formulas File Maintenance            XH
                                                                 Update

Type of Charge...............: EST ESTIMATING CHARGE
Branch.......................: RAL DANCIK INT'L / RALEIGH
Company......................: 2   YOUR FLOORING & TILE COMPANY

Per Unit Charge.....: ___________ Apply Per Unit Only if >...: _________ Units
 Min Total Unit Charge: __________ Apply Min Charge Only if <=: _________ Units
Per Line Charge.....: ___________
Per Invoice Charge..:      15.000
Per Dollar Charge...: ___________
Per LB Charge.......: ___________ Apply Per LB Only if >.....: _________ LB
 Min Total LB Charge..: __________ Apply Min LB Charge if <=..: _________ LB

General Ledger Acct#.........: 33000 (?) MISCELLANEOUS INCOME
Cost Center..................: JOB (?)   LABOR
Taxable......................: N (Y/N)


F1=Next Record   F6=Search   F7=Exit   F8=1st Screen   F10=Delete
```

6. To add another Estimation fee based on a marketing program, return to the Formulas File Maintenance screen and enter the Marketing Program.

```
 7/21/08                        Special Charge Codes                SC30002R
10:35:27                     Formulas File Maintenance              XH
                                                   Password:
Type of Charge............: EST   ESTIMATING CHARGE
Enter Company #...........: 2     YOUR FLOORING & TILE COMPANY

Enter BRANCH..............: ___
or Enter STATE CODE.......: __
or Enter TRUCK ROUTE......: __
or Enter MARKETING PROGRAM: DIS   DISCOUNTED DESIGNER ESTIMATES
or Enter DISPLAY TYPE.....: ___
or Enter ACCOUNT#.........: _____

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

Note: State Charge Overrides Branch Charge,
      Truck Route Charge Overrides State Charge,
      Marketing Program Charge Overrides Truck Route Charge,
      Display Type Charge Overrides Marketing Program Charge,
      Account# Charge Overrides Display Type Charge.

Options ==>  ?=Search
F6=Search   F7=Exit
```

7. Enter a **U** in the **Enter Action Code** field to access the following screen.

```
 7/21/08                           Special Charge                    SC30002MA
10:38:12                      Formulas File Maintenance              XH
                                                                     Update

Type of Charge...............: EST ESTIMATING CHARGE
Marketing Program............: DIS DISCOUNTED DESIGNER ESTIMATES
Company......................: 2   YOUR FLOORING & TILE COMPANY

Per Unit Charge.....: ___________  Apply Per Unit Only if >...: _________ Units
 Min Total Unit Charge: __________ Apply Min Charge Only if <=: _________ Units
Per Line Charge.....: ___________
Per Invoice Charge..: ____5.000__
Per Dollar Charge...: ___________
Per LB Charge.......: ___________  Apply Per LB Only if >.....: _________ LB
 Min Total LB Charge..: __________ Apply Min LB Charge if <=..: _________ LB

General Ledger Acct#.........: 33000 (?) MISCELLANEOUS INCOME
Cost Center..................: JOB (?)   LABOR
Taxable......................: N (Y/N)


F1=Next Record   F6=Search   F7=Exit   F8=1st Screen   F10=Delete
```

8. When you perform a search of the available Special Charge Formulas (FIL 49 then press F6), notice there can be several special charges under the same heading (**EST**imating) based on different criteria (marketing programs, branch, state, etc.).

Chapter 50

Business Entity File (FIL 50)

This file allows you to define a "business" as being any combination of companies, branches, and cost centers. The main purpose of the business entities concept, is to serve as a parameter set for various reports. Business Entities can be created based on the following entities:

- Companies
- Branches
- Cost centers
- Warehouses
- Combo codes

Note: Users are assigned to a business entity via the users control panel (menu SET option 2).

Assigning a user to a business entity imposes restrictions on several areas of the system. For example, the following searches are among those that only show values if they are included in the assigned business entity.

- Branch Search
- Warehouse Search
- Customer Search
- Salesperson Search

Furthermore, the assignment of a user to a business entity is acknowledged by the X by Y and Open Order reports, and restricts the user's access to only orders for the records in the assigned business entity.

1. On the File Maintenance menu (FIL), select option **50 - Business Entities File**.
2. The first screen to appear lists the Business Entity records already established. If there are no records set-up, none are shown, and you may enter records using **F1=Add**.
3. Enter **U** in the appropriate **Opt** field to update a Business Entity.

4. A screen similar to the following appears.

```
 7/05/06               Business Entities File Maintenance             BU3000MA
 8:36:30                                                              XD
Business Entity Code.......: DAN1                                     Update
Business Entity Description: DANCIK EAST COAST BRANCHES

Include/Omit I (I/O) Companies...: 2
Include/Omit I (I/O) Branches....: RAL CHA BAL MIN NYC



Include/Omit _ (I/O) Cost Centers:



Include/Omit I (I/O) Warehouses..: CHA BAL RAL NYC



Include/Omit I (I/O) Combo Codes.: NYC001 NYC002 NYC003


F4=Sales Analysis   F6=Return   F9=Print   ?=Search
```

In the example above, the business entity "Dancik East Coast Branches" includes five branches within Company #2, and all cost centers. This business entity is also limited to four warehouses and some general ledger "combo codes".

The following table describes the fields on this screen.

Field	Description
Business Entity Code	A four character alpha-numeric code representing the Business Entity.
Business Entity Description	A descriptive name for the business entity.
Include/Omit Companies **Include/Omit Branches** **Include/Omit Cost Centers** **Include/Omit Warehouses** **Include/Omit Combo Codes**	Use these fields to include or omit companies, branches, cost centers warehouses, and combo codes from the grouping. If you include entities *only* they are included in the group. If you omit entities, all entities *except* the ones you enter are included. Combo Codes are a combination of a Branch and Cost Center. They are created using option 9 on the General Ledger Financial Statements & Custom Reports (GLF) menu. *Note: The Cost Center and Combination Code restrictions are only applicable to General Ledger functionality.*

5. Press **F11** to proceed to the second screen of settings.

```
 1/09/13               Business Entities File Maintenance              BU3000MA
14:51:38                                                               DD
Business Entity Code.......: ACCT                                      Update
Business Entity Description: ARMSTRONG SECURITY

Include/Omit I (I/O) Manufacturer: ARM
```

Field	Description
Include/Omit Manufacturers	This setting adds the ability to restrict access by Manufacturer. Restricting a user to a specific manufacturers imposes restrictions on the following areas of the system: • Inventory Reports — Print Stock Status Reports (menu option RIV 4) — Print Stock Activity Reports (RIV 5) — Item Analysis Report -Stock/Sales (RIV 115) • X by Y Reports (Menu options RSA 201-212 • Open Order Reports (ROO 1-18) • Four Way Sales and GP Analysis (RSA 19) • PO Landed Cost Forecast Report (RPO 13) • Inventory Receipts Analysis Reports (RPO 14) • Order Entry (CUS 1) • Order Inquiry (CUS 10) • Order Change - Lines for a manufacturer that included in the Business Entity cannot be changed. • Inventory Inquiry (INV 1) • Quick Quoter (CUS 8) • Invoice Inquiry (IVC 8) - Invoice information is displayed as long as the user is not restricted from the order by company and/or branch. Order lines that have a manufacturer restriction will not be able to access any functions relating to Inventory such as Inventory Inquiry (F22).

6. To print either this business entity or all active business entities, press **F9**.

Sales Analysis Screen

The Sales Analysis screens provide a snapshot of the sales and gross profit for the selected business, including sales for the current month, and the past two years.

1. The **F4=Sales Analysis** function is located at the bottom of the Business Entities File Maintenance Screen.

   Use it to display sales information.

```
  7/28/05              Sales Analysis by Business Entity              MSR002R
16:43:26                                                              Z6

                              Business Entity
                          DANCIK EAST COAST BRANCHES


                  ***   SALES ANALYSIS BY BUSINESS ENTITY  ***
                  Current Mth          Past 12 Mths           Prev 12 Mths
GROSS SALE $         3,401.65            778,923.10           2,049,233.45
G.P.$      $         1,905.73            214,030.48             729,505.00
G.P.%      %            56.02                 27.48                  35.60
AVG ORDER  $         2,665                  626                  1,918
AVG LINE   $         2,325                  547                  1,540
FILL       %             0                    0                      0
# OF CREDITS             0                   50                    295
# OF ORDERS             41                5,835                  8,942
# OF LINES              47                6,669                 11,137
CRED ISSUED$               .00           11,336.74-             72,735.86-
CREDIT/ORD %               .00                  .85                   3.29
G.P./ORDER $         8,170               13,815                172,526

 F2=Detail by Bran/Cctr  F4=B/E Mth by Mth Sales   F6=Return
```

Field Name	Description of Field
Current Month	Information for the current accounting month. An accounting month coincides with the calendar month depending on when month-end close is performed in your company or branch.
Past 12 Months	The total of the 12 months immediately prior to the current month. This is also known as “trailing 12 months, ” and is not based on fiscal calendar.
Prev 12 Months	Displays information for the total of the 12 months immediately prior to the past 12 months.
Gross Sale $	The total amount billed on computer invoices and credit memos, excluding tax, freight, and discounts or handling charges, which appear separately at the bottom of the invoice or credit memo. Miscellaneous sales (entered in miscellaneous **F6** lines on Order Entry) are included or excluded based on a company setting.

Field Name	Description of Field
G.P. $	Gross Profit Amount; gross sales (as defined above) minus the cost of goods sold, as it appears on the invoice registers.
G.P.%	Gross Profit Percentage; the G.P.$ divided by the Total Sales.
Avg Order $	Average Order Dollars; this figure is generated through these three calculations: • Average Order *x* Number of orders = Order dollars • Add Order dollars for each branch/cost center record into Total Order Dollars (for this Business Entity) • Total order dollars / Total number of orders = Average order for the entire business entity.
Avg Line $	This figure is calculated through the following three steps: • Average line *x* Number of lines = line dollars • Add line dollars for each branch/cost center record into Total line Dollars (for this Business Entity) • Total line dollars / Total number of lines = Average line for the entire business entity.
Fill%	Fill percentage; the amount shipped divided by the amount ordered. Fill percentage measures how well you fill the orders you take. It is calculated at the time of each invoice, by taking the amount shipped and dividing it by the amount on the order, not including back orders. A fill percentage of 100 means you shipped everything that was ordered. Over-shipments are calculated as complete shipments. Fill percentage can never exceed 100. To increase the fill percentage, you can enter orders for goods for which you are out of stock. Normally, you would tell the customer you are out of stock and not enter an order that you could not fill. However, if you enter the order and invoice it for zero shipped, the system reflects the missed sales in ordering statistics and the fill percentage represents the true demand for each item. Dancik International does not generally recommend entering missed sales by customer service personnel. However, when orders are entered into the system via EDI, missed sales are entered and figured into the fill percentage.
# of Credits	Number of credit memos issued.
# of Orders	Number of orders issued. Orders are only considered issued if they are printed or processed. Temporary holds of inventory are not counted as orders until processed as orders. Don’t confuse number of orders with number of invoices.
# of Lines	Number of line items on the orders issued. Line items consist only of lines with quantities and item numbers. Miscellaneous lines, comments, and header information are not considered lines for the purpose of this statistic.
Cred Issued $	Dollar amount of credit issued, including credit memos and credit lines within debit invoices. You can insert credit lines in debit invoices when customers exchange materials.

Field Name	Description of Field
Cred / Ord %	The Credit per Order Ratio is the Total number of credits / the total number of orders multiplied by 100.
G.P./Orders $	Average Gross Profit dollars per order; an important figure, defined as the total gross profit dollars of orders, divided by the number of orders. This figure relates to the **Avg Order$** field, and does not necessarily relate to sales for the same period. This is a measure of the profitability of the orders you take.

2. To see a two year month by month sales analysis, press **F4**.

```
 7/29/05                   Sales Analysis by Business Entity               MSR002R
10:01:17                                                                   Z3

                                   Business Entity
                                DANCIK EAST COAST BRANCHES


        ***   2 YEAR, MONTH BY MONTH BY MONTH SALES ANALYSIS  ***
This Yr   Gross Sales    GP%  Avg Ord  Last Yr   Gross Sales     GP%  Avg Ord
 JUN 05      7,328.60  46.83      358   JUN 04    109,750.98   33.10    1,824
 MAY 05     19,675.29  42.81      306   MAY 04     18,230.83   73.68    8,599
 APR 05     46,632.29  57.15      293   APR 04     11,743.33   40.62      659
 MAR 05           .00    .00        0   MAR 04     19,365.92   13.27    1,072
 FEB 05           .00    .00        0   FEB 04     55,250.76   42.30      681
 JAN 05           .00    .00        0   JAN 04    414,167.23    6.26    1,082
 DEC 04    123,879.61  35.39      539   DEC 03     21,241.67   70.09       88
 NOV 04     11,015.01  19.67-     909   NOV 03    931,098.53   49.41    1,562
 OCT 04    172,311.81  64.93      302   OCT 03      2,593.12   61.44      332
 SEP 04    116,316.65  47.82-     573   SEP 03      1,088.05   58.56      183
 AUG 04    219,929.65  29.17      895   AUG 03      1,652.21   38.10      499
 JUL 04     61,834.19  21.73    1,824   JUL 03    463,050.82   31.39    3,230
                                                                          Bottom
 F2=Detail by Bran/Cctr   F4=B/E Sales Analysis   F6=Return
```

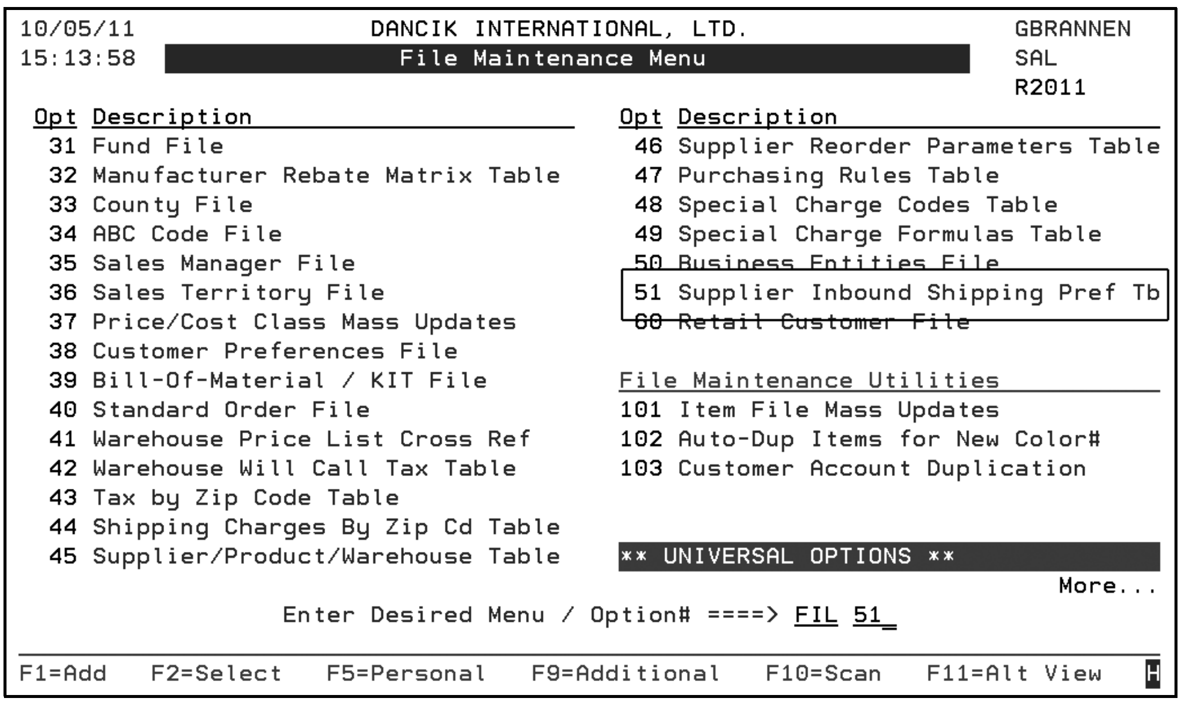
3. Press **F4** to return to the Sales Analysis by Business Entity screen. Press **F2** to display the Sales Analysis by Cost Center screen. This screen displays statistics for all branch and cost center combinations within the selected business entity. If the current month is July 2008, the past 12 months include June 2008 back to July 2007, and the previous 12 months include June 2007 back to July 2006.

Chapter 51 Supplier Inbound Shipping Preferences Table (FIL 51)

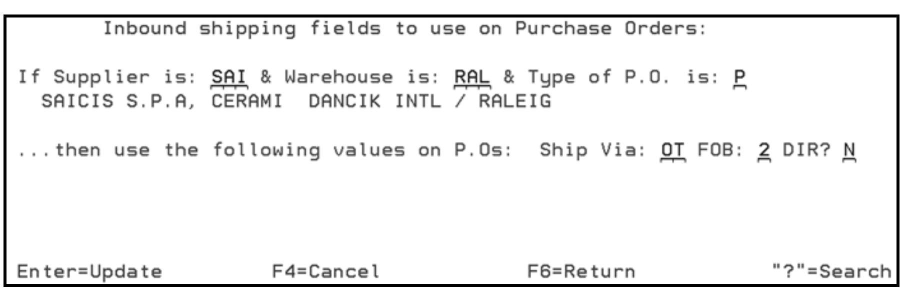
This table, accessed via menu option FIL 51, stores the preferred ship via, FOB and Direct Ship setting for each supplier to each warehouse. When reorder reports are auto-generated via menu option PUR 7, the preferred information is used.

1. Access the table via menu option FIL 51.

   Note: It can also be accessed from the Purchasing Files & Utilities (PUR 16).



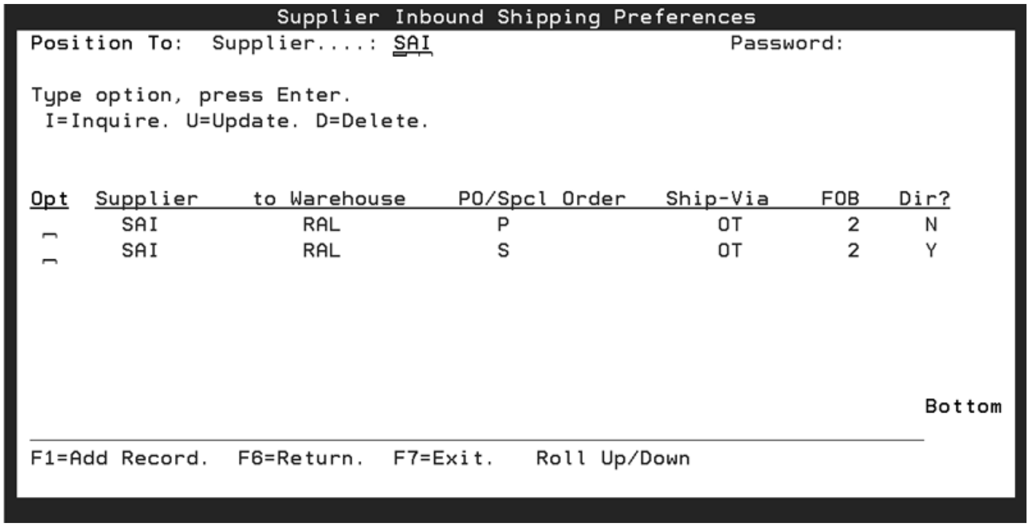
2. When the table is first accessed, it probably will not contain any entries, press F1 to add shipping preferences for a supplier.



- Enter a Supplier and a Warehouse. A supplier can be cross referenced to several warehouses.

- In the **Type of P.O.** field, enter a **P** for regular POs or an **S** for Special Orders.
- Enter the Ship Via, FOB and DIR (order) shipping defaults.

3. To demonstrate how the table works, consider the following example.



4. The two entries are for the same supplier, but the first one is for regular POs and the second one is for special orders.
   - On the first entry for the regular PO - If the Supplier is SAI, and the goods are shipping to Warehouse RAL, and the order is a regular PO, then:
     - — The defaults to use on the PO header are Ship Via OT, and FOB 2. The **Dir** field does NOT apply to regular POs. It is ignored. It only applies for “**S**” (special order).
   - For the second entry - If the Supplier is SAI, and the goods are shipping to Warehouse RAL, and the order is a Special Order, then:
     - — The defaults to use on the detail line screen special order fields are Ship Via OT, FOB 2, and DIR = Y.

Auto-Generating POs

1. Use menu option PUR 7 to generate POs. On the second screen of the process, select report **Version 3** - **Create Purchase Orders For Suggested Qty's**.

```
  INVENTORY REPORTS PARAMETERS                  Item Reorder
 * Sort by 1) PRODUCT/WAREHSE, 2) WAREHSE/PRODUCT, 3) EXTENDED OPTIONS...:  1

 * Enter "Y" to ONLY List Items That Need To Be Reordered, or
         "N" to List ALL Selected Items.................................:  N
 * Enter "1" to Only Show Totals Per Item, or
         "2" to List Each Lot# & Warehouse Sub-Total Within Each Item....:  2
 * Enter "W" to Express Statistics & Usage in WEEKLY Increments, or
         "M" to Express Statistics & Usage in MONTHLY Increments.........:  M
 * Enter "Y" to list Serial#s, "S" for S/N Summ, or "N" to not list S/Ns:   N
 * Enter "1" to OMIT Trim, "2" for ONLY Trim, "3" for BOTH Regular & Trim:  3
 * Enter "Y" to OMIT Remnants From Availablity Calculations..............:  N
 * REPORT VERSIONS: Version 1 = Worksheet
                    Version 2 = Report With Suggested Reorder Quantities
                    Version 3 = Create Purchase Orders For Suggested Qty's
                    Version 4 = Inventory Forecasts
                    Version 5 = Gordon Graham Format
                    Version 6 = Importing Format
                    Version 7 = Activity Format
                    Version 8 = Activity Format P.O.'s
                    Version 9 = Fill Rate & Ranking   Enter Version#s _____ (?)
```

Chapter 52 # File Maintenance Utilities

In addition to the functions on the File Maintenance Menus, many other system functions and programs make the building and updating of files easier. Those functions are referred to as File Maintenance Utilities. These utilities include:

- “Billto File Duplicator” on page 52–1
- “Item Mass Update Program” on page 52–1
- “Change Item Number” on page 52–1
- “Item File Duplication” on page 52–2
- “Get New Account Number” on page 52–2
- “Auto Update Customer Rating” on page 52–2
- “Master File Update Log” on page 52–3

Billto File Duplicator

You can use this function to create new Billto records with new account numbers based on existing records. For example, you can copy existing account number 5000 to new account number 5001. This can be very helpful when setting up special national account program Billto records having the same name, address, and other similar information, as existing account numbers. All information is copied to the new account except for statistics, special instructions, special coding, notes, and price exceptions. Basically, the main screen of the Billto File is copied, and all other screens are left blank. This program is accessed from the Special System Maintenance Menus on Menu DP.

Item Mass Update Program

You can use the Item Mass Update program to update specified Item File fields in multiple Item File records at once. For example, you can change all Item File records with a trim class of BN to have a cost center of CER. This program is accessed from the Special System Maintenance Menus on Menu DP.

Change Item Number

The Change Item Number Program can change an item number in all major files on the system. Since this program causes many large files to be accessed and reformatted, this function should only be accessed on weekends, or for smaller companies, overnight. For example, you can change item number ABC1001 to ABC9234. All records, such as orders, invoices, and inventory, are changed from ABC1001 to ABC9234. This change will be as if the old item number (ABC1001) never existed. Run this option only under the supervision of your system administrator. This program is accessed from the Special System Maintenance Menus on Menu DP.

Item File Duplication

The Item File Duplication program applies can be use to duplicate items that follow the system item number guidelines for color and pattern. If your item numbers consist of a manufacturer code, followed by a 4- to 7-digit or character color number, followed by a 1- to 9-digit or character pattern number, you can use this program to duplicate or automatically create Item File records. For example, if manufacturer ABC has ten color numbers, and each color is available in 27 patterns, you can create each pattern in just one of the 10 colors, then duplicate or automatically create the rest. You would create 27 item records, and this program would create the other 243. This program is accessed via the Special System Maintenance Menus on Menu DP.

Change Price, Cost, and Packaging Classes

You can use the Change Price, Cost, and Packaging Classes program to change a Price Class, a Cost Class, or a Packaging Class code. The program copies the old record to the new record, using a new class code that you specify. The old record is deleted, and all items that used the old class code are changed to the new code. This program is accessed via the Special System Maintenance Menus on Menu DP.

Get New Account Number

This utility program simply requests a new customer's name and returns an unused account number selected based on an alpha sort. This program primarily applies to companies whose account numbers are assigned in a sequence that also keeps customers in alphabetical order. The program searches the customers list alphabetically and returns the closest available account number. The program attempts to insert the new customer correctly into the alphabetical sort. This program is accessed via the Special System Maintenance Menus on Menu DP.

Auto Update Customer Rating

The Auto Update Customer Rating Program updates the Billto File ABC rating code based on various sort options. This option is a version of the Customer File Ranking Report, which also updates the Billto File ABC Code based on the 20/80 rule.

We recommend that you run this update option by:

- Selecting all customers within a specified company number. Run this option for one company at a time unless combining companies is the usual way in which you analyze customers.
- Choosing to rank by gross profit dollars or operating profit dollars.
- Choosing a partial year, or at least the last six months, as your time span.

This program ranks and assigns the new ABC Code based upon the following variables:

- All customers generating up to 50% of your profit are coded A.
- All customers generating from 51% to 80% of your profit are coded B.
- All customers generating from 81% to 90% of profit are coded C.
- All other customers are coded D.
- If a customer was previously coded T or X, that code is not changed.

Master File Update Log

The Master File Updates Log is a history of changes made to some of the most important and most utilized master files. When you are working in specific File Maintenance files and you go to the Master File Update Log, the system automatically displays information related to the record you are currently working on. This process eliminates the need to enter the file and record information when reviewing logs.

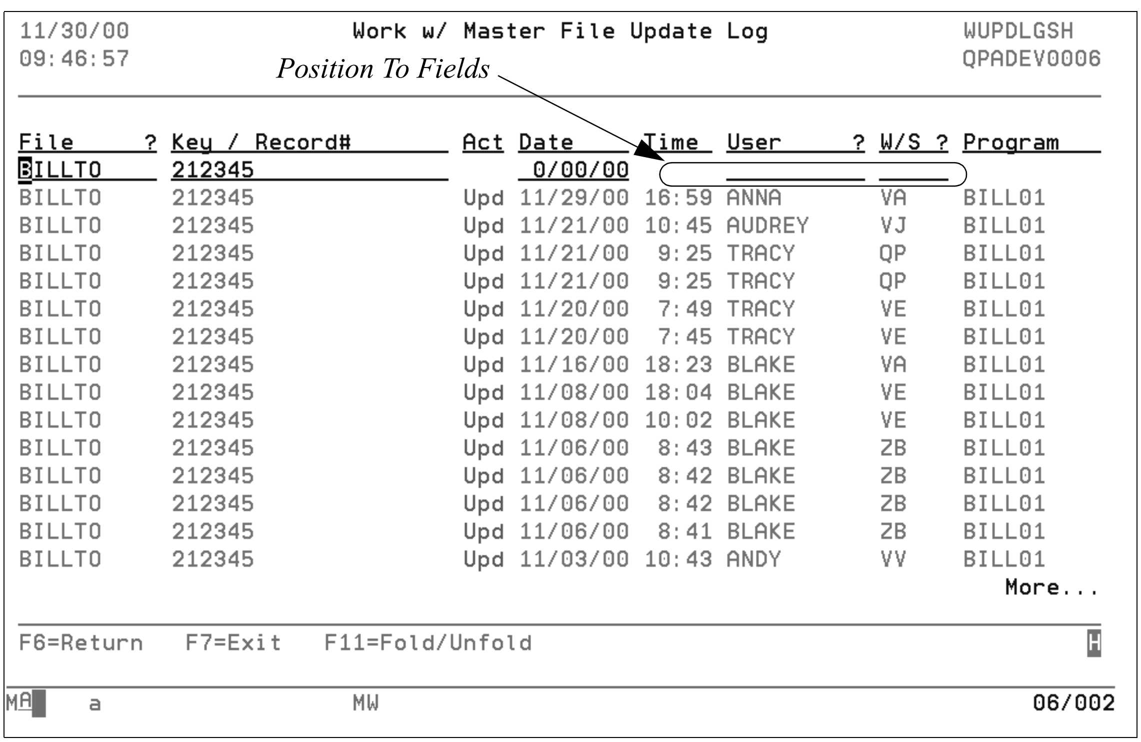
This feature can be accessed from the following File Maintenance files:

- Billto (Customer)
- Cost
- Item
- Packaging
- Price
- Product Line

To review the Log of Master Updates

1. Press **Esc** to display the menu bar.
2. Select **View Log of Master Updates** from the **Utilities** menu. The enhanced Work w/ Master File Update Log screen appears with the changes and updates pertaining only to the record you are currently working on.

   Note: *Because of individual system setup and security considerations, some users might not have access to menu bars or to these options. Please review AS/400 profiles for Limit Capabilities and Attention Program Parameters.*



```
11/30/00                Work w/ Master File Update Log                WUPDLGSH
09:46:57                                                              QPADEV0006
                    Position To Fields

File      ? Key / Record#          Act Date     Time  User      ? W/S ? Program
BILLTO      212345                      0/00/00
BILLTO      212345                 Upd 11/29/00 16:59 ANNA        VA    BILL01
BILLTO      212345                 Upd 11/21/00 10:45 AUDREY      VJ    BILL01
BILLTO      212345                 Upd 11/21/00  9:25 TRACY       QP    BILL01
BILLTO      212345                 Upd 11/21/00  9:25 TRACY       QP    BILL01
BILLTO      212345                 Upd 11/20/00  7:49 TRACY       VE    BILL01
BILLTO      212345                 Upd 11/20/00  7:45 TRACY       VE    BILL01
BILLTO      212345                 Upd 11/16/00 18:23 BLAKE       VA    BILL01
BILLTO      212345                 Upd 11/08/00 18:04 BLAKE       VE    BILL01
BILLTO      212345                 Upd 11/08/00 10:02 BLAKE       VE    BILL01
BILLTO      212345                 Upd 11/06/00  8:43 BLAKE       ZB    BILL01
BILLTO      212345                 Upd 11/06/00  8:42 BLAKE       ZB    BILL01
BILLTO      212345                 Upd 11/06/00  8:42 BLAKE       ZB    BILL01
BILLTO      212345                 Upd 11/06/00  8:41 BLAKE       ZB    BILL01
BILLTO      212345                 Upd 11/03/00 10:43 ANDY        VV    BILL01
                                                                        More...

F6=Return   F7=Exit   F11=Fold/Unfold

MA    a                  MW                                             06/002
```

The updates and changes are sorted in descending order from the most recent.

Field Name	Description/Instructions
File	File that contains the record under review.
Key/Record#	Key or R=record number of the updated record. For example, if a record from the Billto file was updated then the value in this column would be the customer account number.
Act	Abbreviation of the action that occurred to update the record. **Upd** - The record was updated. **Add** - The record was created and added to the file.
Date	Date the update log record was written.
Time	The time the update log record was written.
User	User (by sign-on name) that performed the modification to the record.
W/S	Workstation ID, or Job Name that performed the update.
Program	Program from which the record was updated.

3. You can sort and position the records in one of the following ways:
   - Enter a value in the blank line at the top of a column to go to the records for that value. The screen sorts by that column. For example, if you enter all or part of a user name in the blank line at the top of the **User** column and press **Enter**, the screen positions to the records that match that value, and sorts by user.
   - Place **?** in the **File**, **User**, or **W/S** fields, and press **Enter**. In the pop-up window, enter a value the **Position To** field to show only records that match that value. Enter **X** beside a record, and press **Enter**. You return to the previous screen, which is positioned to the records that match the value you entered, and sorted by that column.

Note: By default, the records are sorted by date, or use date as the secondary sort.

Purging Records from the Master File Updates Log

You can use this feature to remove unneeded records from the Master File Updates Log. When you purge records, searching the Master File Updates Log is easier and faster.

1. On the Work w/Master File Update Log, note the name of the file you want to purge, and press **F6** to return to the main menu.

2. To archive and purge files, go to the Archive & Purge Menu.

```
 8/01/06                DANCIK INTERNATIONAL, LTD.                GBRANNEN
14:12:52                   Archive & Purge Menu                   SAL
                                                                  R2006
 Opt Description
   1 Inquiry For Archived Orders And Purchase Orders
   2 Inquiry For Archived Invoices
   5 Purge & Archive Orders And Purchase Orders (Part 1)
   6 Purge & Archive Orders And Purchase Orders (Part 2)
  10 Purge & Archive Invoices
  15 Purge/List Inactive Customers
  16 Purge/List Inactive Shipto Override Addresses
  20 Purge Master File Updates Log File
 See Menu RSA for X by Y Reports Using Archive Files


 ** UNIVERSAL OPTIONS **
 993 Display System Messages
 994 Send System Messages
 995 Your Printer Output
                                                                     More...
                  Enter Desired Menu / Option# ====> ARC ___

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

3. On the Archive and Purge Files menu, option **20 - Purge Master File Updates**. On the Purge Master File Update Log screen, enter the specific file name and date range for Master File Updates to purge.

```
 8/01/06                Purge Master File Update Log                US3003R
14:15:13



               Enter a File to Purge: __________  (?)  or  (*ALL)

               Enter Dates From: ______ (mmddyy) To: ______ (mmddyy)

               (Other Options) Select one or both

               (X)  _     Audit Report

                    _     Archive Purged Records




Enter=Update.     F4=Cancel.     F7=Exit.
```

Note: You can enter **?** *to select from a list or* **ALL** *to purge records from all files for which logging is enabled.*

Field Name	Description/Instructions
Enter a File to Purge	Enter the file name, related to the Master File Update Log records to be purged.
Enter Dates	From and To date in MMDDYY format.
Audit Report	Select this option to generate a Purge report.
Archive Purged Records	Enter **X** if you want the program to archive records that have been selected for deletion.

4. Press **Enter**. After confirming your selection the records are purged, and depending on the options selected, a purge report is created. This report lists the files removed and is placed on hold in your queue.

   Note: This program purges only the Master File Update Log entries associated with each of the available files (Billto, Packaging, Item, Price, Cost, Product Line). It does **NOT** *affect the master files themselves.*

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