



File Maintenance Primer

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This is the text version of the File Maintenance Training sessions. In our training sessions, we try to teach both the theory of file building as well as information to guide you through the process. This document does the same thing. The first section is about the psychology behind the software. It would be simple for us to say, “Enter **S** in the Item File **Component** field,” but you wouldn’t understand why it’s important to serialize items. The second section walks you through the most important parts of file building. The final section helps you understand the many settings the system requires.

The organization of this book correlates to File Maintenance training. The training revolves around a series of charts that help you visualize the relationships among the files. The flowcharts capture the most common types of analysis used by other Dancik Distribution customers. As we go through the flowcharts, we’ll explain the meaning of each of the files represented as symbols on the flowcharts. As you skim through the flow charts, you’ll see that you have to complete many files before you can use the system for normal operation.

This is why we recommend that you **organize your data** before starting data entry. As you organize the data, ask yourself, “What do I want to see for sales analysis in this category?” You spent a lot of money for installing the hardware and software and many man-hours building files. A lot of phone calls and support visits will get it all running smoothly. You don’t do this sort of thing every day, but only every decade or so. It’s a good time to start thinking about how you want to do things. The conversion process is a good chance to think about what you want to know, instead of how to get the same results you’ve seen with the old system. This is a good opportunity to wipe the slate clean and start fresh. Not that the way you were doing things was wrong, but technology has progressed so that now you can consider, “What do I want?” instead of “What can I get?”

We suggest that you follow a few simple rules when planning the conversion. First, and most important, **plan your strategy**. The more you plan, the less work you’ll have down the road. It might be cliché to say “an ounce of prevention is worth a pound of cure,” but, in this case, it’s true. Create a “War Room.” Get a big pad of paper and some markers, and take group notes. Let people from all around the department throw out their ideas about what they want to see. As owner, president, or CEO, you’re busy running the company. It’s a good idea to bring in your department managers to get their opinions. Keep your notes. In three months you’ll want to know, for example, what Price List L5 is, and will forget why you designed it, even though you thought it was imperative to create it at the time.

Second, **normalize your rules**. You’ve been in business for years. And in time, you’ve created a spider’s web of exceptions to rules, work-arounds, and a patchwork of fixes. Since you’re starting from scratch, normalize things like price lists (which we’ll talk about later), item classes, packaging files, etc. Think of these files as rules. You can create exceptions to the rules later on, but right now, you want to make rules covering 80-95% of the cases. This will make things exceptionally easier in the long run.

Third, **standardize your language**. We’ll define the differences among supplier, vendors, manufacturers, as they are used in our system. If you can’t differentiate these roles, you’re going to get lost. And if you can’t explain them to a co-worker, everyone will be lost.

1

Introduction

Finally, the average time it takes a company to go live on the Dancik software is six months. This doesn't mean that after two months, you'll be able to see that you're a third of the way there. It doesn't work that way. The hardest part of the game is the first half. You'll spend a month or two planning, figuring, and strategizing. Then you'll start to build the files. But because of the nature of this database, you can't build one file and "see if it works." You won't see the files interact until most of them are created. They start to work all at once, later in the game. But, don't get discouraged. Your implementation coordinator will contact you from time to time to make sure you're still on target.

This guide is not meant to be a completely comprehensive "how-to." There are still hundreds of options and settings to learn about. At this basic level, we won't cover them all. If you have a question about a setting, consult the File Maintenance Reference (FMR) first. If we didn't outline it here, it probably isn't a mission critical setting. But if you want to start thinking about a certain option or setting, you should be able to find it in the FMR.

Accounting and Financials

This is the most basic view of financial analysis for your business you can take. It breaks your company down into company, branch, and cost center for accounting and financial purposes.

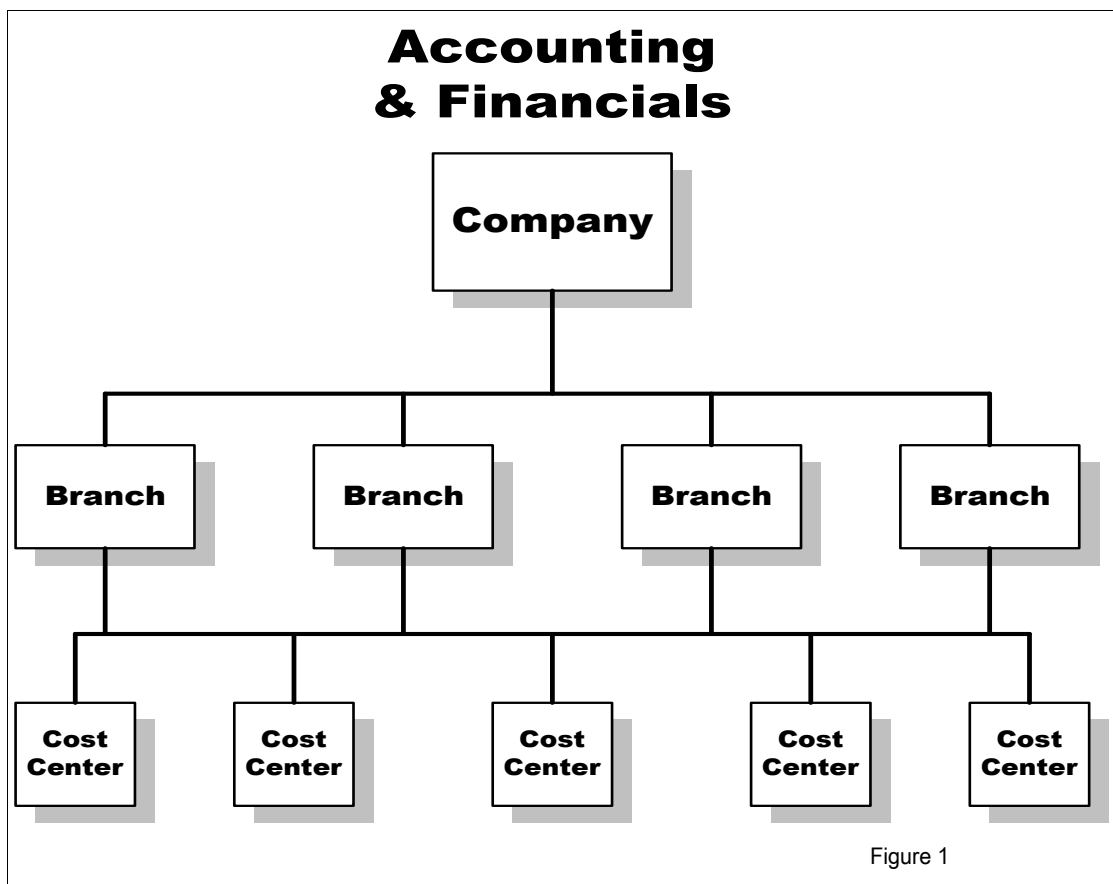


Figure 2-1: Accounting and Financials Breakdown

Company

Branch

Cost Centers

Company

Start at the top: This is the Company File. This is you, or at least it's your company. Everyone has at least one company. The main company is called "company 0" by default. If you have other companies, you can name them companies 1 through 9. These companies can share all inventory

items and supplier information if necessary. So, if one company sells imported tile to other tile distributors throughout the country, and the other company sells tile to just the local area. they can share information without it getting confused.

The Company File is the place to start when you want company-wide information. This file can give you coarse or highly aggregated financial analysis data. Information, such as sales, gross profit margins, A/R aging, and budgeting are all available at the company level.

Branch

The next layer of this chart is the Branch Files. The branches are your sales centers. You have at least one branch (your showroom), and probably more. Branches are denoted with a three-digit alphanumeric name. Don't be overly-clever when naming branches. If you have a Houston branch, call it "HOU." It'll be easier to identify, and you won't need a look-up table every time you place an order.

The branch is the store front. It's where the cash registers are, or it can be a virtual area for which you want to analyze sales. Branches are different from warehouses (which we'll get to later) in that warehouses are where you *store* your inventory, and branches are where you *sell* your inventory. See the difference?

As for the Company File, you can see basic sales information broken down by branch in the Branch File. Remember, the farther you go down the hierarchy, the more specific information you can get.

Cost Centers

The third and final level of this chart shows the Cost Centers. Cost Centers are similar to profit centers. They're usually measured in broad categories. For instance, you want to know your profit margins with the different types of inventory categories you carry such as vinyl, carpet, ceramic, wood, and accessories. If you are a Ceramic Distributor, for example, cost centers might be ceramic, marble, and accessories.

This figure represents the profit and loss (P&L) analysis of your financial statements. You can have P&L information at the most generic level, which is the company in which all branches and cost centers are combined. You can also have P&L information that combines, for example, branch, multiple branches, individual cost centers, multiple cost centers, one branch and multiple cost centers, or multiple branches and one cost centers. For balance sheet analysis, you can have information at the combined company level or at the individual branch level only.

Internal Analysis (Customers)

The second flowchart represents analysis at the customer level. Your customers are assigned to the branch they usually purchase from. Within the customer files, they're assigned regions, salespersons, ratings, customer types, and other criteria that are used for sales analysis at the customer level.

This chart should be is at least 66% familiar. You know what a Company File and a Branch File are. But that's not what the chart is supposed to explain. You should see that a company has a few

branches, and each branch has customers (while somewhat obvious, we'll talk about that in a second). The customers are connected to pieces of information such as regions, salespeople, and truck routes.

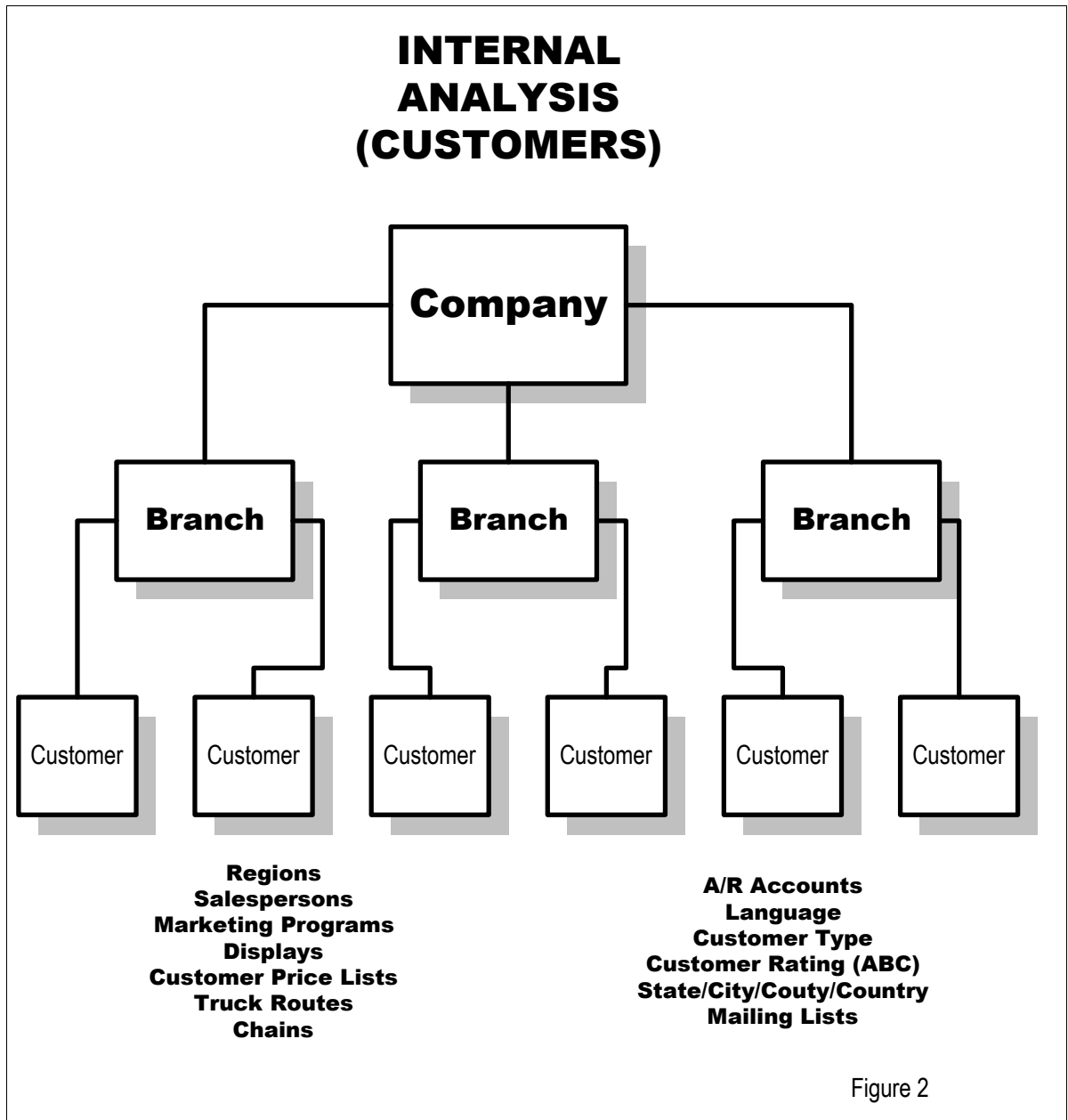


Figure 2-2: Internal Analysis (Customers)

Drilling Down

Customers

Drilling Down

This is a good time to talk about the concept of “drilling down.” In this chart, if you want some piece of information about customers, you can drill down through the chart. You start off with every customer in your company. Then you go to the customers in a specific branch. And from there to customers in a specific customer type or region. This might sound obvious, but we want to you start

thinking about these files visually. When you stack them up correctly (company should be on top because it's the biggest and broadest, getting smaller as we drill down), you move through them to find the information you want. This is a simple beginning. But, when we start talking about items, we use a much larger chart, and drilling down becomes very important. The hierarchical charts we're showing you now should help you form a visual model of your information.

Customers

Let's get started discussing customers. Customers are represented by Billto Files; they have attributes for sales information and are assigned to branches. As you can see on the chart, attributes such as truck routes and customer rating are obvious attributes. Being assigned an attribute is like joining a club. Customer A joins Region 1, Salesperson 100, Price List LP, Truck Route FG, Customer Rating B, and Marketing Program HAW. A customer doesn't have to join all of the "clubs," but from each type, a customer can only join one. For example, you can't have a Customer rating of A and C. What does this do? It allows you to track your customers by these attributes. Instead of having to determine and remember which of your customers are your best customers, you can just check the Customer Rating "club." For example, you want each customer in marketing program HAW to get an extra 2% off their purchases. Just tell the program that everyone in that "club" gets the discount. If you want to see if one Truck Route is carrying all of your best or worst customers, run a sales analysis by Truck Route.

The point of this diagram is for you to understand the levels of sales analysis the Dancik software supports. Customers are going to spend their money at one of your branches. Our software can help you see what your customers are buying and where they are buying it.

We'll talk about setting up an actual customer later. For now, let's focus on understanding the relationship between the customer, the branch, and the fact all your customers have attributes—which is not the only place that happens: an order has attributes. As do items.

Sales Force Analysis

The next analysis is the Sales Force Analysis. This analysis is used for budgeting and sales information only.

The sales force is structured similarly to Company, Branch, and Cost Center. You have a sales territory. Each territory has one or two sales managers. Each sales manager oversees a few salespeople. Each salesperson is connected to a branch. Note that the territory is really an arbitrary grouping that doesn't necessarily have to be based on geography.

The primary objective of this group of files is to give you ways to see who sells your inventory. You can see what each salesperson is selling, how each territory is selling, and how each manager's salespeople are selling. Then, you can determine the commission percentage each salesperson gets.

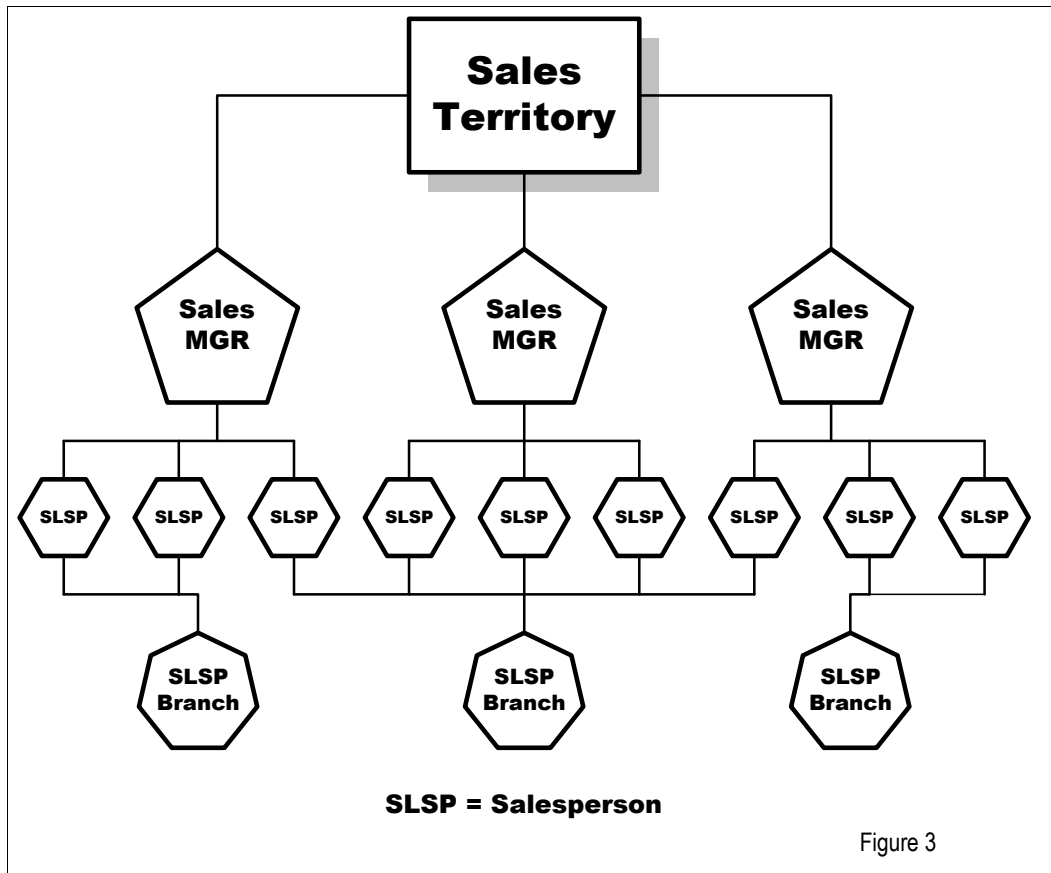


Figure 2-3: Sales Force Analysis Flowchart

Internal Analysis (Products)

Now we can start talking about inventory—specifically, items. Like customers, items have attributes. Attributes are integral parts of the items. In fact, the classes actually define what an item is.

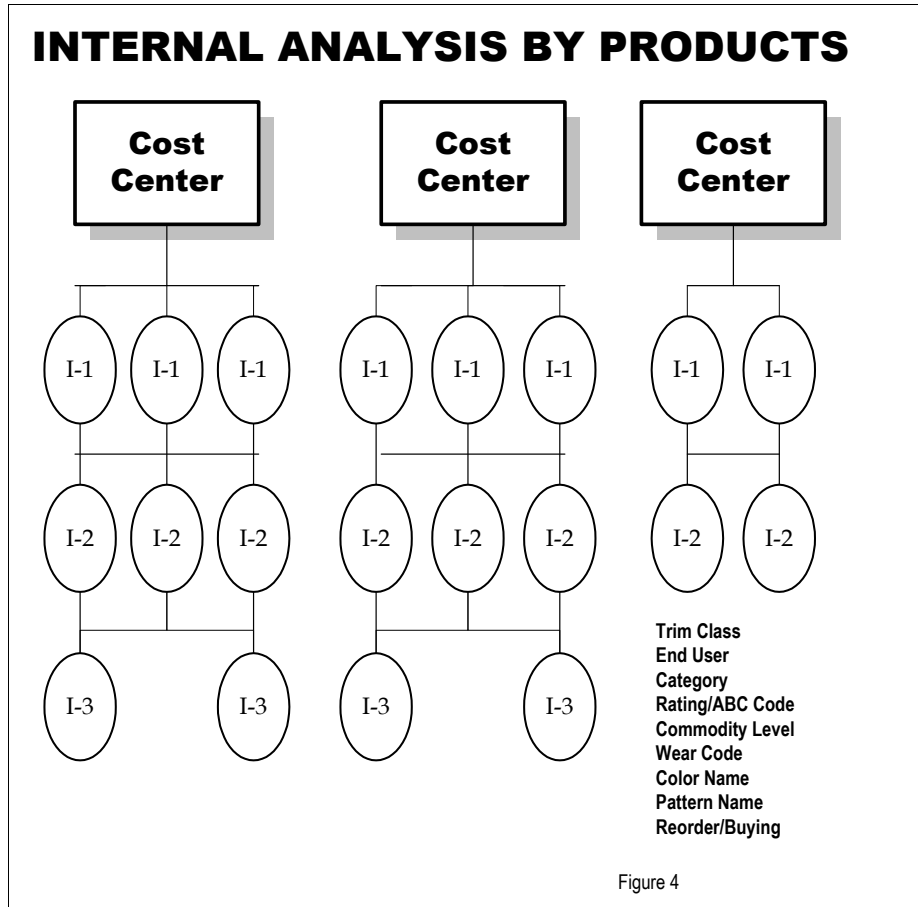


Figure 2-4: Internal Analysis By Products Flowchart

Cost Centers

Item Class

Trim Class

Color

Cost Centers

To understand the item analysis, notice at the top of the drill-down chart are the cost centers. Cost centers (or profit centers) are the broadest groupings of inventory. Most businesses only have a few, for example, ceramic, and wood.

Item Class

You can use up to three levels of item classes. Item classes are like cost centers in that they are groupings of items, but they begin to break your inventory down into to smaller, more manageable

groups, To get a clearer understanding of item classes, think of them this way: You carry ceramic from multiple suppliers. What is the broadest common denominator you would like to analyze for these products from the different suppliers? Is it floor tile versus wall tile? For vinyl, is it commercial or residential? This is considered an **Item Class 1**. Make a note to yourself that the system can handle special pricing at the Item Class 1 level.

Item Class 2 breaks down Item Class 1 further. In the ceramic example, what are the next categorizations you want to analyze for floor and wall tile? It might be domestic versus imported, or it might be glazed versus unglazed versus marbleized versus stone.

Item Class 3 is a further break down of Item Class 2. Don't try to break these categories down by manufacturer, size, or color, because we have specific fields for these. It is not necessary to create all of the items classes, but we suggest that you create at least Item Class 1. And it's a good idea to limit the total number of classes to 20.

One of the biggest functions of the item classes is price. Dancik determines price by what you are selling to whom. This will be addressed better when we start talking about price and cost files. When you begin to group all of your inventory into these item classes, you start to see patterns form. These patterns turn into groups of items that have the same cost and price. And when items are grouped together, you can adjust the prices for each group for different customers.

Trim Class

Now, outside of these item classes, we have a trim class. Your items don't have to have a trim classes, and most of them will not, but it is another good way to keep track of items. Some reports let you include or omit trims from the calculations.

Color

You might consider color to be an item class, but don't. We treat color differently, because it doesn't act like an item class. Color is a mandatory field in the Item File, but you won't categorize or group by it. The color field is a searchable, informative field. Salespeople and customer service people can use it to find items within a color range. We suggest that you stick with 10-15 basic colors for the Color field. Even if your manufacturers keeps coming up with new kinds blue, put "blue" in the Color field. Use the Description line in the Item File for the specific—or manufacturer's—color. Then, when customers ask what kinds of blue you have, you can search for all tiles that have "blue" in the Color field. Baby blue, royal blue, and aquamarine would show up, because these items all have "blue" in the Color field.

If all of this categorization leaves you boggled, think about the bigger picture. As we mentioned in the overview, a database is just a way to sort information. The more ways you categorize information, the more ways you can have it reported to you. Think about the "bag of marbles" metaphor. The more ways you can come up with to divide the marbles (size, shape, color, roundness, date received, person you won it from, number of times used, material, number of scratches... the list is endless), the more ways you can analyze your information. Instead of marbles, think about all the ways you can categorize your inventory, your sales (which is different from inventory; it incorporates when and where it was sold, whom it was sold to, what amount was sold at a time, etc.), your invoices (who paid

what when), your company (how many ways can you think to break it up?), etc. Don't get carried away with the possibilities. Decide what you need first, and go from there.

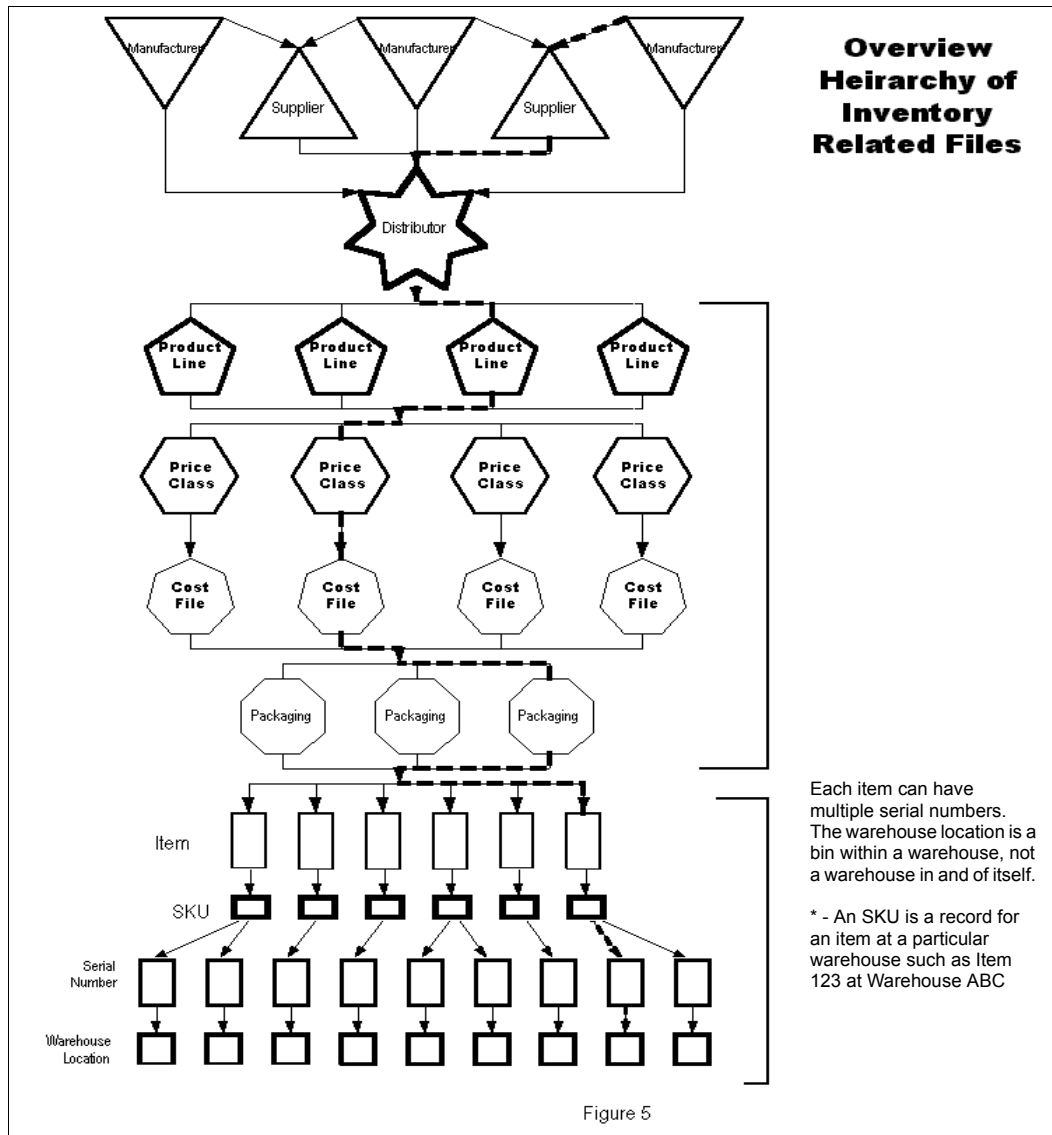


Figure 2-5: Overview Hierarchy of Inventory Related Files

Inventory Files

We continue with a hierarchy of inventory-related files. Here, as in the previous section, we want you to understand the relationships of these inventory-related elements. As you drill down from the broad to the specific, notice the categorization of an item as it is created in Dancik Distribution.

Manufacturer

Supplier

Product Line

Price Class

Cost File

Packaging

Item

Serial Number

SKU

Manufacturer

Manufacturers are at the top. They make the items. The manufacturer code is a three-character code. In fact, if you look at an item closely (and we will eventually), you'll see the first three digits of the item are the manufacturer code. This permanently links the item with the people who made it.

If you have private labeling, you can create your own manufacturer code; you do not have to use the actual code from the manufacturer. However, we recommend, if everyone in your company uses the actual code from the manufacturer, that you not create a new code but use this code instead.

Supplier

Next to the manufacturer is the supplier. The supplier sells you inventory. There is a distinction between manufacturer and supplier, though it might not seem obvious right now. Most distributors have a one-to-one ratio of manufacturers to suppliers. Distributors and manufacturers can even share codes. If the people who make your inventory also sell it to you, you should use the same code. Sometimes the relationship is not perfect. For instance, a supplier sells you goods from many manufacturers. Or, you might buy the same item from different people. The best way to distinguish the manufacturer from the supplier is to remember that, you place orders with the supplier or the manufacturer, and you send payments to the supplier.

Product Line

Under the manufacturers and suppliers, you see the product lines. The product lines are considered different series or lines that the manufacturer produces, for example, a series of the same product that comes in many different colors. The product line is the first level of inventory grouping. You can see on the chart that product line is the top of a long progression of groupings and categorizations.

Price Class

Below product lines, we begin to see something different from what we've seen on charts and models before. Instead of simple lines leading from company to branch or from manufacturer to product line, we have a web of files. These are the price, cost and packaging classes. They are very different from the other files.

Let's start with price classes. In theory, having created all of the item classes and cost centers, you've broken most of your inventory into small groups. Price classes are groups of items within the same line that are priced the same. For instance, a ceramic tile has different sizes such as 4x4, 6x6, and 12x12, as well as trim pieces. Each size comes in ten different colors. Each size is priced differently, but colors within each size are priced the same. Instead of creating a price at every item code in every color, we've created a price class to group them together. Can you see how you can change prices

much faster now that your products are grouped like this? You just have to change the list price of the price class, and it changes the price for every item in the class. In this particular product line, you would create a price class for 4x4, 6x6, 12x12, and different price classes for the trim. If you have another product line that happens to have the same pricing for the 4x4 or any other size, we recommend that you create another price class code for it.

You do not have to use price classes if every item is priced differently. However there are several disadvantages to pricing at the item level. You are restricted to only a few price levels, and when you have a price change, you have to update each item one at a time. The same is true for cost and packaging.

Cost File

Surely you have several items sharing the same cost. Realistically, all the items in each class have the same manufacturer and packaging—if a single manufacturer changes the price a year down the road, you don't want to have to break up cost classes. It's best to have already broken the items up by manufacturer and packaging. Usually, items priced alike cost the same as well. You can create one cost class for items which cost the same.

The cost file lets you establish cost classes. Within these cost classes you can group items from a manufacturer or supplier that are the same cost. This way when the manufacturer/supplier changes the cost of a group of items that cost the same you can update your system via the cost class rather than updating all the items individually.

Packaging

The packaging file, while behaving similarly to the price and cost files, serves a different purpose. The main job of this file is to convert units. If you sell tile, your customers can order it by the piece, square foot, carton, pallet, etc. You are going to create a file that converts the units from any one unit to any other. For a specific type of hardwood, you might sell it by the linear foot, square foot, piece, carton, or pallet. If someone asks for 700 square feet, you immediately know how many cartons it is (because you sell it by the carton). Of course, as with the price file, you only put like items in the same Packaging File.

The chart is designed like a web, because any one file is independent of any other file. You can have an item that uses Price Class A1 and Packaging Class 32, but another item that uses Price Class F1 and Packaging Class 32.

Item

Drilling down through the chart, we come to the item level. Dancik Distribution defines items as “types of things.” An item is, for example, “Anything Goes Affluent Brown 12' Shamrock carpet,” “Cambray No-Math 12' marble beige Armstrong vinyl,” or “Bright Lemon Ice American Olean 4x4 standard residential tile.” The item is the *type* of thing you sell.

One of the most important functions of the item is serialization. When we talk about serialization, we specifically refer to a serial number on each item. Much of Dancik Distribution's functionality is geared towards serializing your inventory.

Serial Number

Serial numbers refer to shade/dye lots or roll number within an item. The inventory screen lists each serial number separately instead of combining all serial numbers. When using serial numbers, Dancik Distribution tracks the actual cost for the individual serial number. If the serial number is exactly the same for the same item, then the system uses average cost.

When you receive an item (or a group of items) into inventory, you attach serial numbers to the items. For example, you receive a pallet of tile. It's all the same type of tile, but they come from two different shade/dye lots. You give them two serial numbers, one for each shade/dye lot. That way, you can differentiate them even though they are technically the same item. You can also have the system generate a new and unique serial number for every item you receive.

“But wait!” you're probably thinking now. “Why should I go through the hassle of serializing something like grout or glue?” You don't. You have the option at the manufacturer or product line to say you want all of this item to have the same serial number. For example, all of your grout can be serial number GRT or REG. All your tools can be TOOL. Normally products such as tools, sundries, and accessories do not have unique serial numbers. Since the system has greater benefits when using serial number, we recommend that you create a generic code or have the system assign a unique serial number at the point of receiving.

SKU

An SKU differs slightly from a serial number. The SKU file is referred to as the stock keeping unit file. It is defined as “an instance of an item in a specific location.” It represents the stocking level for that item, where minimum and maximum quantity to stock are stored at the individual warehouses. That means that a pallet of tile in one warehouse has a different SKU from a pallet of the same tile in another location.

These are the general concepts you need to think about before you get into the details of setting up files.

Chapter 3 **File Building Process**

Before we get into the details of file creation, let's stop and set some ground rules.

First, don't be surprised when you realize a few months down the road that you've done nothing but work in the File Maintenance (menu FIL) section. This is the staging area. Later on, once you've created the files, you'll be working in the other menus, running reports, entering orders, moving inventory, and performing numerous other tasks. Just remember that you have to create the files before you can use them.

Second, Dancik Distribution uses a standard protocol to view and manipulate files. It's the I/U/A Action Codes.

- **I** (Inquire) is for reviewing records. You can't change a file in this mode.
- **U** (Update) is for changing existing records.
- **A** (Add) is for creating new records.

The **U** and **A** modes usually, though not always, require a password.

All of the menu options are password protected. When you install the software, you'll find that we have installed a set of default passwords. The password, until you say otherwise, is "ALLOW." Initially, only the people who are helping you install and set up the software will have access to the system, so passwords aren't a big deal. You will want to change the passwords after you go live to restrict access to the file maintenance programs.

Currently, there are two ways to build your files.

You can use the options on the Green Screen (iSeries). Most of them are located on the File Maintenance Menu; menu option FIL.

```

10/06/14          DANCIK DISTRIBUTION, LTD.          GBRANNEN
14:21:46          File Maintenance Menu             SAL
                                                    2014

  Opt Description          Opt Description
  1 Billto (Customer) File  16 Tax File
  2 Item File              17 Messages File
  3 Supplier File          18 Customer Special Price File
  4 Manufacturer File      19 Classification Codes File
  5 Company File           20 Item Statistics by Warehouse File
  6 Branch File            21 Product Line Stats by Warehouse
  7 Salesperson File       22 Manufacturer Stats by Warehouse
  8 Warehouse File         23 Supplier Statistics by Branch
  9 Price File             24 Cost Center File
 10 Cost File              25 Stocking Matrix File
 11 Packaging File          26 Minimum Order Charges File
 12 Product Line File      27 Delivery Charges File
 13 Stock Keeping Unit File 28 Future & Sale Price File
 14 Vendor File            29 Future & Sale Cost File
 15 Shipto File            30 Promotional Pricing File

                                                    More...

Enter Desired Menu / Option# ====> FIL ___

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

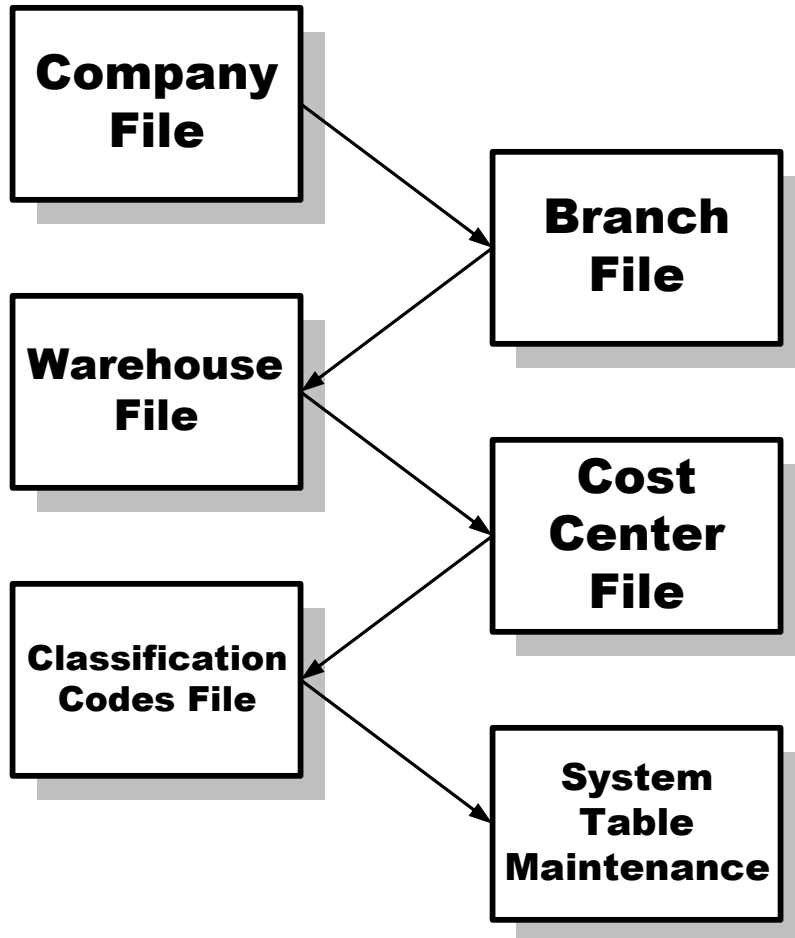
You can also use our GUI based Navigator application to build your File Maintenance files.

The screenshot shows a web-based application titled 'File Management : Billto'. On the left is a navigation tree with categories like Accounting, Categories/Classifications, Customer/Billto, Data Extract, and Items. The main area displays a table of records for 'Billto' with columns for Company, Account#, Salesperson, Name, and Address 1.

Company	Account#	Salesperson	Name	Address 1
0	00001	BRD	DANCK-ON-DISK / PURCHASES	401 HARRISON OAKS BLVD.
0	00002	BRD	STOCK TRANSFERS	
0	00003	BRD	DANCK PURCHASES 1-B	401 HARRISON OAKS BLVD.
0	00004	BRD	DANCK PURCHASES 1-C	401 HARRISON OAKS BLVD.
0	00005	BRD	DANCK PURCHASES 2-D	401 HARRISON OAKS BLVD.
0	00044	BRD	AAA FLOORS	901 FLINT ST
0	00116	BRD	A T C DISTRIBUTING CORP	ATTENTION: GARY KOTAS
0	00117	BRD	ABBOT TILE	ATTENTION: KHALD AZMI
0	00118	BRD	A-AMERICAN CUSTOMER FLOORING	
0	00119	BRD	ABC WHOLESALE NATURAL STONE	1041 MAKANE ROAD
0	00120	BRD	ADERA NATURAL STONE	ATTENTION: ERIC KERKHOFF
0	00122	BRD	AEGEAN MARBLE	1160 SEABOARD STREET
0	00123	BRD	AL RANY MARBLE	ATTENTION: BIRCH KEKHOFF

File Building Order

File Building Order of Preference



Company Files

Green Screen

To create a new file

1. Go into the File Maintenance (menu FIL), and select the file you want to build. In this case, select **5** for **Company**.

Note: This shows how to enter a company file, but applies to most of the files. Go into the appropriate area of the File Maintenance Menu, enter in a new record number, and use

Action Code A to add a record. You can use **U** to update the file when you want to change the information.

2. Enter a **Company #**, which for your primary company should be **0** (zero). The system uses company 0 as the default.
3. Press **Tab** and enter **A** on the second line (to ADD a file), and then enter your **Password**. The Add function gives you a blank Company File to complete.

Take a look at the Company File. It's broken down into three sections: the top is the address, the middle is account information, and at the bottom is function keys that take you to sales and financial analysis screens.

COMPANY# 2	INQUIRY	COMPANY FILE
<hr/>		
Name DANCIK INTERNATIONAL Addr1 2000 CENTREGREEN WAY Addr2 SUITE 101 City CARY State NC Zip 27513 6093 Ctry Phone#... 000 000 0000		
<hr/>		
End Of Fiscal Yr (MMDD) 1231 Last EOM Date (YYMMDD). 020531 Default A.P. Account#.. 20000 ACCOUNTS PAYABLE Default Cash Account#.. 10200 CASH IN BANK / CHECKING Default Discount Acct#. 51002 DISCOUNTS TAKEN / VENDORS Retained Earnings Acct# 24300 RETAINED EARNINGS Check Voucher Format (X,Y or Z): Y Grace Days..... 5 Avg Cost Per Order, Past Yr: 5500 Prev Yr: 4900		
F5=Notepad. F3=Cash & P&L. F4=Sales Analysis. F7=E0J. F8=Screen 1. F9=Aging. F10=Daily.		
MB	a	MW 01/001

4. Enter your company **Name**, **Address**, and **Phone #**.
5. Enter the **End of Fiscal Yr** or **Last EOM Date** (end of month).
6. Enter the last EOM date. We'll discuss with you later what month should be entered in this field if you are using the Accounts Payable module
7. Don't worry about the next few fields for now—the General Ledger **account numbers** are entered later, after you've created the chart of accounts. You can refer to the FMR for any of these fields.

Notice the **function** keys at the bottom of the screen. These are action keys. Once you're up and running you can start doing some very broad sales analysis. You can use these keys to access on-line information for your company.

F3 - Cash Flow P & L (Profit and Loss)

Shows you the cash flow, total aging of receivables, payables, and inventory. It also displays your net income, sales less cost of goods, less your expenses from payables.

COMPANY# 2	INQUIRY				COMPANY FILE
Name DANCIK INTERNATIONAL					
*** ON LINE CASH FLOW, P & L, AND SYSTEM BALANCES ***					
		Today	Yesterday	JUL 02	JUN 02
CASH RECEIVED \$.00	1,615.46	790,443.58	37,692.98
CASH DISBURSED \$.00	.00	.00	298,904.45
CASH FLOW \$.00	1,615.46	790,443.58	261,211.47-
BANK BALANCE \$	1,641,131.71		1,641,131.71	1,830,356.40	943,063.47
TOTAL A/R \$	1,663,343.63		1,646,172.57	1,665,073.72	1,382,850.05
TOTAL A/P \$	18,218.35		18,218.35	18,218.35	361,308.71
TOTAL INV a/c \$	23,847,932.09		23,836,421.79	3,787,352.08	3,195,149.71
TOTAL INV l/c \$	22,031,996.88		22,020,498.43	3,890,551.10	3,236,383.50
SALES \$.00	1,124.26	69,132.67	2,730,614.30
GROSS PROFIT \$.00	502.68	65,994.97	513,952.54
EXPENSES \$.00	.00	.00	3,915.93
NET PROFIT \$.00	502.68	65,994.97	510,036.61
F2=Company Profile. F4=Sales Analysis. F7=E0J. F8=Scrn 1. F9=Aging. F10=Daily.					
MA	a	MW			01/001

F4 - Sales Analysis

Within the F4 function, you see function keys that take you to the budget for the company on-line. This budget screen receives manual input from you. It does not tie into any reports or any other files. We have separate sales and budgeting reports.

COMPANY# 2	INQUIRY			COMPANY FILE
Name DANCIK INTERNATIONAL				
*** COMPUTER SALES ANALYSIS BY COMPANY ***				
	Current Mth	Past 12 Mths	Prev 12 Mths	
GROSS SALE \$	69,132.67	12,947,619.51	13,101,242.00	
G.P. \$	65,994.97	2,348,567.43	1,413,931.00	
G.P.%	95.46	18.14	10.79	
AVG ORDER \$	640	1,625	815	
AVG LINE \$	525	999	496	
FILL %	97	89	81	
# OF CREDITS	10	306	7	
# OF ORDERS	1,946	6,783	463	
# OF LINES	2,373	11,030	761	
CRED ISSUED \$	2,012.20-	83,432.38-	1,396.00-	
G.P./ORDER \$	838	934	500	
URNS \$		4.97	10.30	
G.M.R.O.I.		110.21	124.62	
TURN & EARN		90.16	111.14	
COST/ORDER \$		55.00	49.00	
F2=Co Prof. F3=Cash. F4=Mth-By-Mth. F9=Aging. F10=Daily. F14=Adj GP. F17=Budget.				
MA	a	MW		01/001

From the F4 Sales Analysis screen, you can access the following functions.

F14 - Adjusted Gross Profit Screen

The Adjusted Gross Profit screen shows you the impact of inventory adjustments. It allows you a drill-down functionality that supports detailed auditing of transactions F17 - Budget Analysis Screen.

Company.....	2	DANCIK INTERNATIONAL		
Cost Center..		ALL		
Warehouse...		ALL		
*** Adjusted Gross Profit Analysis ***				
		Current Mth	Past 12 Mths	Prev 12 Mths
Gross Sale \$		69,132.67	12,947,619.51	13,101,242.00
Gross Profit		65,994.97	2,348,567.43	1,413,931.00
G.P.%		95.46	18.14	10.79
Damaged		.00	3,663.82-	466.60-
Measurement Ch		7,534.00-	1,346.49-	8,926.27
Return to Stoc		.00	51,977.50	1,163.51
Remanufactured		266.61	16,962.52-	8,240.58
Samples		.00	27,435.55	30.30
Write-offs		24.75-	655,721.62-	1,103,795.89-
				More...
Total Adj		7,292.14-	550,509.16-	1,040,272.88-
Adjust GP%		84.91	13.89	2.85
Adjust Turns		.00	5.23	11.22
Adjust GMR0I		.00	84.38	32.93
F4=Mth-by-Mth Sales F7=E0J F18=Adj Code Selection				
MR	a	MW		11/017

Displays a budget analysis screen that supports user input of budget amounts by any combination of company, branch, and cost center. This is the internal screen update for budgets. It does not tie into the budget analysis reports.

High-Level Management Budget Analysis					
Company	2	DANCIK INTERNATIONAL		Year.....	02
Branch	(?)	ALL		Month.....	07
Cost Center..	(?)	ALL		Update/Inquiry U/I	I
----- July 02 ----- -----Variance-----					
		Actual	Budget	% of budget	Amount
Gross Sales		69,132.67	150000.00	46.08 %	80,867.33-
Gross Profit \$		65,994.97	56250.00	117.32 %	9,744.97
Gross Profit %		95.46	37.50	254.56 %	57.96
Inv Adjustments		7,292.14-		%	7,292.14-
Adj. G.P. \$		58,702.83	56250.00	104.36 %	2,452.83
Adj. G.P. %		84.91	37.50	226.42 %	47.41
					Bottom
F1=Next Month. F4=Sales Analysis. F5=Actual/Last Yr. F18=Branch Group.					
MR	a	MW			04/017

F5 - Notepad Screen

You can use the Notepad screen to enter information about the company that does not print on orders or invoices. You can enter up to 9990 lines of text. Just scroll down for more lines. You can press **F2** on the Notepad screen to add the name of the person who last updated the notes, as well as the date and time.

```

COMPANY# 2                INQUIRY                COMPANY FILE
                        Company# Notepad
Company ..... 2  DANCIK INTERNATIONAL

Line Text
 1...|...10...|...20...|...30...|...40...|...50...|...60...|...70
10 GP% for Dec 2000 was 2% high due to incorrect cost on Inv# 455252
20
30 Average Order Size in Dec 2000 was low due to flurry of small sample
40 orders.
50
60
70
80
90
100

More...

F2=Date/User  F6=Return  F7=Exit
F3=Cash & P&L. F4=Sales Analysis. F7=E0J. F8=Screen 1. F9=Aging. F10=Daily.
  
```

MR a MW 03/003

F9 - Aging Screen

Displays aging of receivables, payables, open orders, and purchase orders.

```

COMPANY# 2                INQUIRY                COMPANY FILE
Name DANCIK 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    240,350-    3,274     2,583     82,484    1,815,352
OPEN A/P, Due-Dt    2,696-      0          0          0          20,914
OPEN ORDERS,Ship-Dt 485,676    17,094    106,066    52,976    9,137,907
OPEN P.O.s, ETA-Dt  44,462      749        979        3,132    1,947,421

Forward Aging      Thru JUN 02  JUL 02      AUG 02      SEP 02      OCT 02+
OPEN A/R, Due-Dt    1,573,003   1,474-     77,623     5,524     8,667
OPEN A/P, Due-Dt    16,133      0          0          0          2,085
OPEN ORDERS,Ship-Dt 9,115,351   32,579    90,516     55,970    505,303
OPEN P.O.s, ETA-Dt  1,946,517   3,868     169        979        45,209

Total Open Cust Orders $ 9,799,719   Back Orders $ 4,774,632
Total Open Purch Orders$ 1,996,743   Days Sales Outst: 32

F2=Company Profile. F3=Cash & P&L. F4=Sales Analysis. F8=Screen 1. F10=Daily.
  
```

MR a MW 01/001

F10 Day-To-Day Sales Analysis

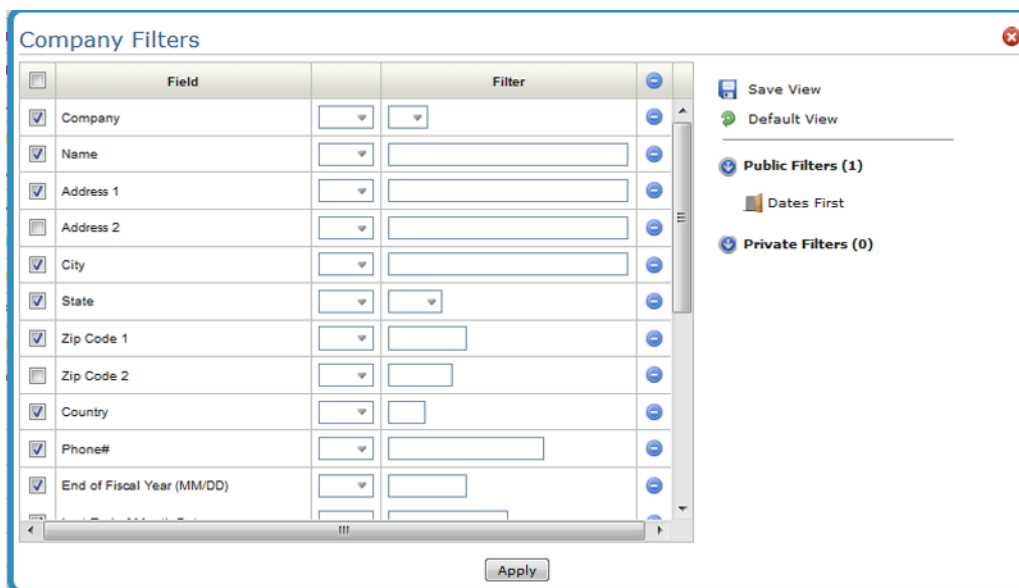
Displays the day-to-day sales analysis.

COMPANY# 2		INQUIRY		COMPANY FILE			
Name DANCIK INTERNATIONAL							
*** DAY BY DAY ACTIVITY FOR THE CURRENT MTH ***							
Date	Sales	Order\$	#Orders	Date	Sales	Order\$	#Orders
7/24/02	10,540	603,472	380				
8/14/02	12,208	0	0				
8/16/02	622	49,275	435				
9/03/02	947	0	0				
9/07/02	0	248,155	103				
9/13/02	376	1,828	33				
9/20/02	0	26,549	42				
9/28/02	0	2,335	22				
10/02/02	0	250	8				
10/08/02	552	497	35				
10/23/02	1,124	14,437	137				
Totals: 26,369 946,798 1,195 Avg/Day: 2,397 86,073 109							
F2=Company Profile. F3=Cash & P&L. F4=Sales. F9=Aging. Enter Month: 702							
MR	a	MM				24/076	

These function keys will become familiar, as they show up in other places. You'll see them in the branch files, but they only show information for a specific branch.

Navigator Company File

1. Access the Company file in the Accounting grouping.
2. Use the Filters screen to manage what displays on the screen.



3. Click **Apply** to load the Company table.
4. To create new Companies, click **Records** and then select **Create**.

The screenshot shows a 'Create Record' window with the following fields:

- * Company: []
- * Name: []
- Address 1: []
- Address 2: []
- City: []
- State/Zip: [] - []
- Country: []
- Phone#: []
- End of Fiscal Year (MM/DD): []
- Last End of Month Date: []
- Default AP Account#: []
- Default Cash Account#: []
- Default Discount Account#: []
- Retained Earnings Account#: []
- Check Voucher Format: []
- Grace Days: []
- Average cost/order last year\$: []
- Average cost/order prev year\$: []

A 'Create' button is located at the bottom right of the form.

Branch Files

The next set of screens apply to the Branch File.

Green Screen Branch File

The Branch File is pretty simple as well. It starts with an entry screen.

Enter a Company and Branch code. If this is a new branch, enter an **A** as the action code. The next screen to appear displays information about the requested company and branch.

Note: If you are adding a new branch, the fields are empty.

BRANCH#	RAL	UPDATE	BRANCH FILE
Company# 2 DANCIK INTERNATIONAL			
Name <u>DANCIK-ON-DISK OF RALEIGH</u>			
Addr1 <u>2000 CENTREGREEN WAY</u>			
Addr2 <u>SUITE 250</u>			
City <u>CARY</u>			
State <u>NC</u> Zip <u>27513 6093</u> Ctry <u> </u>			
Phone#... <u>919 371 1300</u>			
Address Option (B,C,N)..... <u>N</u>			
"Remit To" Option (B,C)..... <u>C</u>			
"Bill To" Acct# For Supp P/O's <u>200151</u> (Addr To Send Invoices To)			
Default Customer Payment Terms: <u> </u> %, <u> </u> Days. Terms Code: <u> </u>			
Default A/R Statment Cd: <u>0</u> Default Tax Cd, State: <u>NC</u> Other: <u> </u>			
Enter "Y" to Print Salesperson Name On Invoices..... <u>N</u>			
Enter "H" to Hold & Post Orders & Invoices Into Next Month... <u> </u>			
Comments..... <u> </u> D/del <u> </u>			
Last Branch Control#... 03293			
F5=Notepad. F9=Display P.O. "Bill to" Addr.			
F4=Sales Analysis. F6=Search. F7=E0J. F8=First Screen. F10=Daily.			
MB	a	MW	05/027

To enter a branch file

1. Enter the branch **Name**, **Address**, and **Phone #**.
2. Select an **Address Option**. This field tells the system whether to print the branch or company address on your pick ticket form. If your logo and address are already on the form, enter **N** not to print the address.
3. Use the **Remit To** option to determine whether you want your invoices to show the Remit To address of the branch or the company.
4. Use the **Billto Address** option for POs only if you have a separate address for suppliers to send their invoices to you. You'd create a "customer account number" and enter that account number here. The address from the customer account which is used to print on purchase orders to suppliers to send accounts payable invoices.
5. For **Default Customer Payment Terms** enter general terms orders from that branch. This is probably too broad for most companies—you'll set specific terms at the customer level.
6. You can set the **Default A/R Statement Code**. Again, this might be too broad for your purposes. You can also set the tax code at the customer level. But this code would work if your branch served a specific geographic area where 80-90% of your customers pay the same taxes. For more specific information, consult the FMR. If you enter any information in the default fields, it appears when you enter a new customer with this branch.
7. On the **Comments** line enter specific comments for this branch. This field does not appear on any of the reports for this branch.

Notice, again, the function keys at the bottom. They look similar to the function keys on the Company screen. These buttons are purely for branch-specific information.

Navigator Branch File

To create a new branch, click **Records** and then select **Create**.

The screenshot shows a 'Create Record' window with the following fields:

- Company:** Text input with a yellow pushpin icon.
- Branch:** Dropdown menu with a yellow pushpin icon.
- Name:** Text input.
- Address1:** Text input.
- Address2:** Text input.
- City:** Text input.
- State/Zip:** Dropdown menu followed by a text input and a hyphen sign.
- Country:** Dropdown menu.
- Phone Number:** Text input.
- Comments:** Text input.
- Last Control Number:** Text input.
- Address to Print on Forms:** Dropdown menu.
- Remit to Address:** Dropdown menu.
- Billto Account#:** Dropdown menu. Below it is the text '(Address to send invoices)'. There is also a small dropdown menu next to the text.
- Terms Percent:** Text input.
- Terms Days:** Text input.
- Terms Code:** Dropdown menu.
- AR Statement Code:** Dropdown menu.
- Tax Code State:** Dropdown menu.
- Tax Code Other:** Dropdown menu.

A 'Create' button is located at the bottom center of the form.

Cost Center Files

The only information required on a Cost Center File is a description. The cost center group is an optional field 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 the cost center group field, as **INV**. The cost center group is a three-character alphanumeric code.

Warehouse File

The Warehouse File designates where the physical inventory is stored.

Green Screen Warehouse File

WAREHOUSE#	RAL	UPDATE	WAREHOUSE FILE
Name <u>DANCIK-ON-DISK / RALEIGH</u>			
Addr1 <u>2000 CENTREGREEN WAY</u>			
Addr2 <u>SUITE 250</u>			
City <u>CARY</u>			
State <u>NC</u> Zip <u>64064 2341</u> Ctry <u>__</u>			
Phone# <u>919 371 1300</u> Fax# <u>919 371 1303</u> Auto-Fax# <u>_____</u>			
Company#.. <u>2</u> (leave blank if this warehouse is shared by multiple companies)			
Branch#... <u>__</u> (leave blank if this warehouse is shared by multiple branches)			
Designated Pick List Printer ID: <u>XX</u> Designated Will Call P/L Print ID: <u>XX</u>			
Designated Bar Code Printer ID: <u>P1</u> Designated Serial# Tag Printer ID: <u>P1</u>			
Designated Transfers Printer ID: <u>XX</u> (must enter for stock transfers)			
Auto Print Bar Code Pick Labels? <u>P</u> (Y/N/O/T/P) Shipping Labels? <u>Y</u> (Y/N/O/T)			
Allow Other Companies To Order From This Warehouse? <u>Y</u> (Y/N)			
Tax Codes For Will Call/Pick-Up...State: <u>NC</u> Other: <u>Z1</u> (enter if applicable)			
Comments: <u>_____</u> D/del <u>_</u>			
<u>F4=Sales Analysis. F6=Search. F7=E0J. F8=Screen 1. F9=Inv Value.</u>			
<u>MA</u>	<u>a</u>	<u>MW</u>	<u>04/027</u>

*Note: The address shown at the top of the screen is the address that is printed on Purchase Orders. It can be overridden during purchase order entry by entering a Shipto number in the **Shipto#** field on the order header. For more information on overriding the shipto address on purchase orders, refer to Chapter 2 of the Purchasing manual.*

To enter a warehouse file

1. If multiple companies and branches share the warehouse, then leave the first two fields blank. The warehouse then, by default, belongs to company zero. If this warehouse belongs to another company, then enter that **Company #** here, and answer the question below about whether or not other companies are allowed to take stock out of this warehouse.
2. In the next few fields enter **Printer ID** information, so the system routes the documents to the appropriate printers.
3. If your state law taxes customers at the point of pick up, enter the appropriate **Tax Code** for this warehouse.

Navigator Warehouse File

Access the Warehouse File and click **Create** under **Records** to create a new Warehouse Record.

The screenshot shows the 'File Management' interface for the 'Warehouse' file. A 'Create Record' dialog box is open, allowing the user to enter details for a new warehouse record. The dialog includes fields for Name, Address 1, Address 2, City, State/Zip, Country, Phone#, Auto-Fax#, and Comments. It also features dropdown menus for Company and Branch, with instructions to leave them blank if shared. At the bottom of the dialog are fields for Pick List Printer ID, Bar Code Printer ID, and Transfers Printer ID, along with a 'Create' button.

Warehouse	Name	Address 1	Address 2	Zip Code 1	Zip Code 2	Country	Comments
---	ALL WAREHOUSES						
A				90901			
AIR				90901			
ANA							
ATL							
BAL				21061		US	
BAL				21061		US	
CDA				79423		US	KITTENS AND DOGS
CDA				79423		US	KITTENS AND DOGS
CDB				79423		US	KITTENS
CDC						CN	
CHA				28522			
CHI				28522			
DIR	DIRECT SHIPMENTS	* NOT AN ACTUAL WAREHOUSE *	* COMPUTER CONTROLLED *	99999			INTERNALLY CONTROLLED
DIR	DIRECT SHIPMENTS	* NOT AN ACTUAL WAREHOUSE *	* COMPUTER CONTROLLED *	99999			INTERNALLY CONTROLLED

Classifications and Codes Files

The Classification Codes File represents many different types of categories, so you can access sales statistics on-line instead of by running reports. You need to define all of the user-defined categories. Some categories have system-defined values already loaded.

Green Screen Codes and Classification File

```

CODES & CLASSIFICATIONS
Enter Category.....
Enter Class/Code..... (leave blank for list)
Enter Action Code.... (A,U,I, or Blank)
Enter Company#..... (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=E0J. F8=List Categories. Roll Up/Back.

```

The codes can be broken down this way:

Billto-related codes	CT PL RG CH SV FB LG TR MP DT
Item-related codes	QB I1, I2, I3 TC WC CL FC RC EU
System-defined codes	TT RN PM
Network/User codes	OP WS
Operations	CC

The Billto-related codes are used to define customers in groups, for analysis and software features, such as special pricing.

Likewise, the Item-related codes also divide items into groups. The credit codes are codes that are used on a case-by-case basis to enable analysis of returns.

Network and User codes support auditing of user activity, while system-defaulted codes are used in order entry. They are system applied and support many different types of reporting features.

System Tables Maintenance files are sets of tables you need to define. Some of them are restricted and can only be maintained by Dancik International. We'll tell which files you need to create, based on your business model and requirements.

Navigator Codes and Classification File

You can create 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.

The codes created here are used throughout the system.

Chain Code

These three-character codes represent chain stores and other multi-location accounts, or groups of accounts. For example, JCP for JC Penny. 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.

The Billto Count column shows how many Billto accounts are assigned to a chain code.

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.

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 - Key punch 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.

Customer Type

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 Billto account.

If the customer is flagged as a retail customer, Order Entry displays the Retail Customer File, allowing you to select from or add to the list of retail customers.

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. 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.

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:

Customers who access your system via a product such as Decor 24 can 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.

Freight Class

Freight classes require special information primarily for use on bills of lading.

To create a new Freight Class, click **Records** and then select Create.

The screenshot shows a 'Create Record' dialog box with the following fields:

- * Freight Class:** A text input field with a key icon.
- * Description:** A text input field.
- Official Freight Category:** A text input field.
- Extended Description 1:** A text input field.
- Extended Description 2:** A text input field.
- Extended Description 3:** A text input field.
- Extended Description 4:** A text input field.
- Hazardous Material:** A dropdown menu.
- Delete Code:** A dropdown menu.
- Create:** A button at the bottom center.

FOB

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.

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. 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

Marketing Program

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 H13 could be assigned to all customers participating in the Hawaii 2013 Promotional Contest. Marketing programs are assigned 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.

Operator Init

This two-character code represents the operators on your system. These codes are assigned to each order, and enable tracking of activity by operator.

Price List

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 codes 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

The Currency Code column shows the currency tied to the price list 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. All prices are still always stored in your home currency.

Pricing Method

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. Example pricing methods are:

- 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)
- R - Regular pricing (normal pricing for a given customer or product)
- 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.
- Z - Zero Pricing (Manufacturer Components)

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.

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

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.

Reorder Buying Category

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.

Restriction Code

Restriction codes are used primarily for pricing. Some examples are

- 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 as container pricing)
- X, Y, Z - User Defined

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.

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
- WC - Will call

To create a new ship via code, click **Records** and then select **Create**.

Transaction Type

These codes define the type of transactions available to the Order Entry, Sales Analysis, and Pricing modules. Some of these codes are included when your system is initially installed. They include:

- C - Intercompany sales
- D - Direct shipments
- I - Sales from inventory
- S - Special orders

Sales statistics are automatically gathered for each of these codes. Different prices and costs can be maintained based on transaction type.

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.

Truck Route

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.

Wear Code

This one-character code represents the durability rating of each product. Usually, each industry will have standard codes such as:

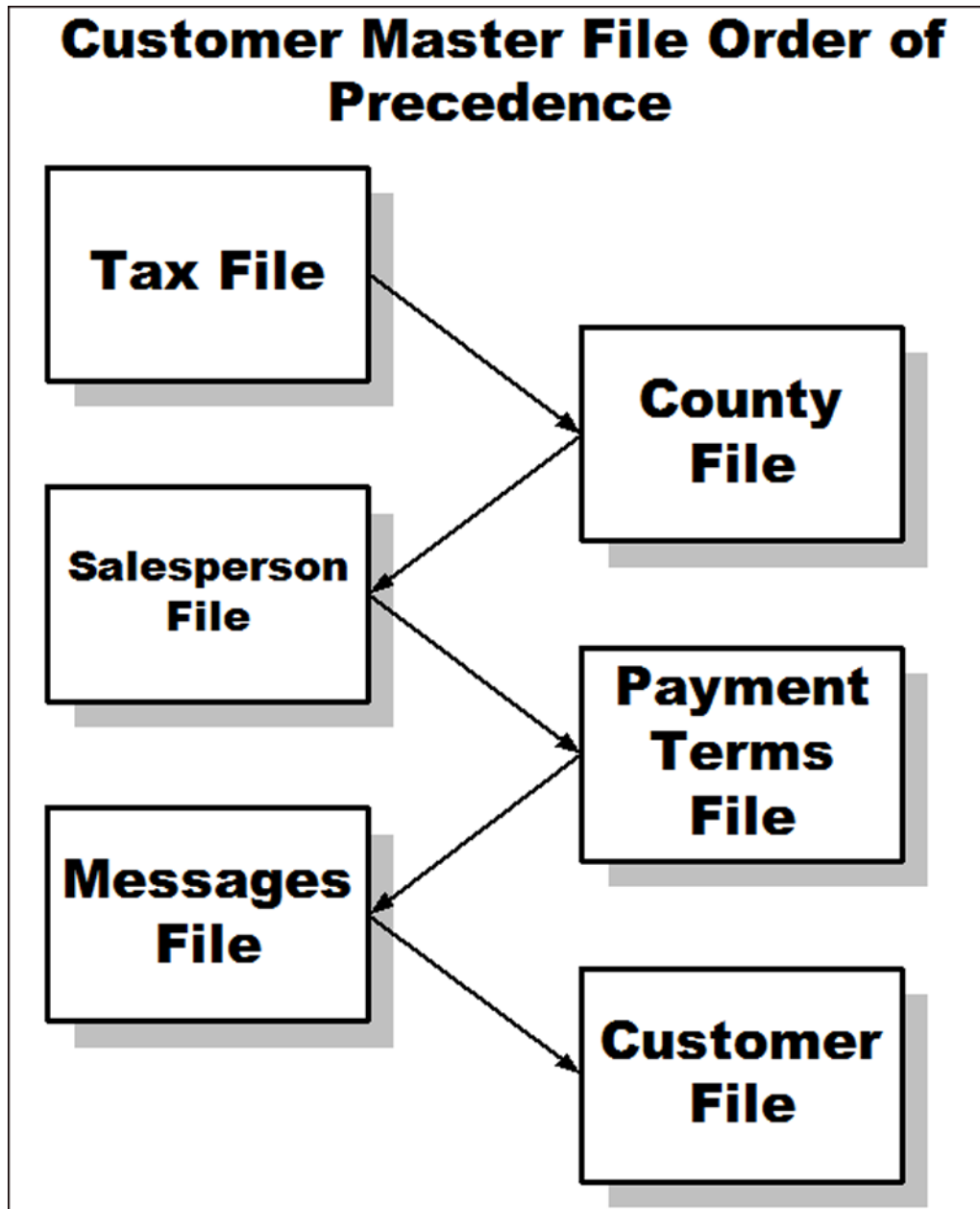
- 1 - Light residential use
- 2 - Heavy residential use
- 3 - Light commercial use
- 4 - Heavy commercial use

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.

Work Station 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.

Customer Master Files



Tax Files

The Tax File determines how you charge taxes.

There are two types of tax codes: **S** for **State Tax**, or **O** for **Other Tax**. Other can be taxes such as county, city, parish, or province. 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, 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 where you just report one number to the state, you can use either **S** or **O**. Enter the full tax percentage in either field, but not in both. When you assign these codes to the Customer File, if you enter both **S** and **O** tax codes, the system charges the customer the total of the two percentages.

If you report sales tax by state, county, city, or even MTA codes, then we recommend you use **S** for the flat state tax rate. Combine the city and MTA percentages for the **O** tax rate. The sales tax report shows taxes by State and Other tax. To report your sales tax for county, city, and MTA, manually calculate them using the appropriate percentages for your sales tax report. You could create just one code in the **O** tax rate and build only one rate for that county, city, and MTA.

Green Screen Tax File

To enter a tax file

1. Enter the **Tax Percentage** and a **Description** of the tax; some of your customers might want to know why an extra 1 ½% is being charged.
2. Enter the **Description** that you want to appear next to the charge on invoices.
3. You can enter the **G/L Account Number**, if you know it, if not you can enter it later.
4. Enter **Y** (yes) or **N** (no) for **Tax on Freight**, **Tax on Other Taxes**, and **Terms Discount on Other Taxes**.

Navigator Tax File

1. Access the Tax File under the Accounting Grouping.
2. Use the Filters screen to manage what displays on the screen.

Field	Filter
<input checked="" type="checkbox"/> Tax Type	<input type="text"/>
<input checked="" type="checkbox"/> Tax Code	<input type="text"/>
<input checked="" type="checkbox"/> Description	<input type="text"/>
<input checked="" type="checkbox"/> Tax Percentage	<input type="text"/>
<input checked="" type="checkbox"/> Invoice Description	<input type="text"/>
<input checked="" type="checkbox"/> Tax on Freight	<input type="text"/>
<input checked="" type="checkbox"/> Tax on Other Taxes	<input type="text"/>
<input checked="" type="checkbox"/> Terms Discount on Tax	<input type="text"/>
<input checked="" type="checkbox"/> Last Changed	<input type="text"/>
<input checked="" type="checkbox"/> GL Account	<input type="text"/>
<input checked="" type="checkbox"/> Cost Center	<input type="text"/>

Apply

3. Click **Apply** to load the Tax table.
4. To create new Tax Records, click **Records** and then select **Create**.

The screenshot shows a 'Create Record' dialog box with the following fields:

- * Tax Type:
- * Tax Code:
- * Description:
- Invoice Description:
- Last Changed:
- Tax Percentage: %
- GL Account:
- Cost Center:
- Tax on Freight:
- Tax on Other Taxes:
- Terms Discount on Tax:
- Delete Code:

A 'Create' button is located at the bottom right of the dialog.

County Files

The County File is the next file you should create for tax purposes. Assign each customer a county code. The system will use the applicable tax codes when a taxable order is entered for a non-taxable customer.

Green Screen County Files

To create the County File

1. Enter the **Description** of the county.
2. Enter the **State Tax Code**.

3. Enter the three numeric characters to represent the county code. You enter the **State** and **Other** tax codes created from the Tax File, which make up the tax for the County File.

COUNTY NC 003	UPDATE	COUNTY FILE
Description.....	WAKE COUNTY	
State Tax Code: <u>NC</u>	NORTH CAROLINA STATE TAX	7.000
Other Tax Code: <u> </u>		.000
	Total:	7.000
EDI Cross Ref# 1) <u> </u>		
EDI Cross Ref# 2) <u> </u>		
	Last Change:	D/del <u> </u> 6/13/00
F1=Next Record.	F6=Search.	F7=E0J.
		F8=1st Screen.
MA a	MW	07/030

Salesperson Files

The Salesperson File is also simple. 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. We suggest you use numbers for the salesperson number rather than a salesperson's initials. Why? Because while your branch is going to be your branch for years, you never know how long your sales staff will be around. If you use numbers, and a salesperson leaves, you just have to change the name and address field instead of having to make a new file. Using numeric codes is much easier than having to assign give Jane Doe the Salesperson File, GRV, because that's who she replaced.

Green Screen Salesperson File

To enter a sales person file

1. Enter the salesperson's **Name** and **Address** and **Phone #**.
2. Enter the **Sales Territory** and **Sales Manager**. The bottom part of the file isn't immediately necessary. But, if you enter this information, the system automatically adds all of the salespeople assigned to this territory and manager in their respective files.
3. Enter the **Commission percentage**. This is for information purposes only. We have a separate Commission File and Commission Exception File, which we will review later in File Maintenance training. You can pay commissions based on paid invoices or by creating a

commission structure based on gross profit percentage or sales dollars. You will not be able to set a commission dollar rate based on a fixed dollar amount sold.

SALESPERSON# JAM	UPDATE	SALESPERSON FILE
Company# 2 DANCIK INTERNATIONAL		
Name	JAMES ELLIS	
Addr1	DANCIK-ON-DISK	
Addr2		
City	CARY	
State	NC	Zip 27511 0000 Ctry US
Phone#...	919 677 0005	

Salesperson Branch#: 28, Sales Manager: , Sales Territory: ,

Commission %..(2 dec).. 00000 (also see commission tables in accounting section)

Comments..... D/del _

F4=Sales Analysis. F6=Search. F7=E0J. F8=1st Screen.

MA a MW 05/027

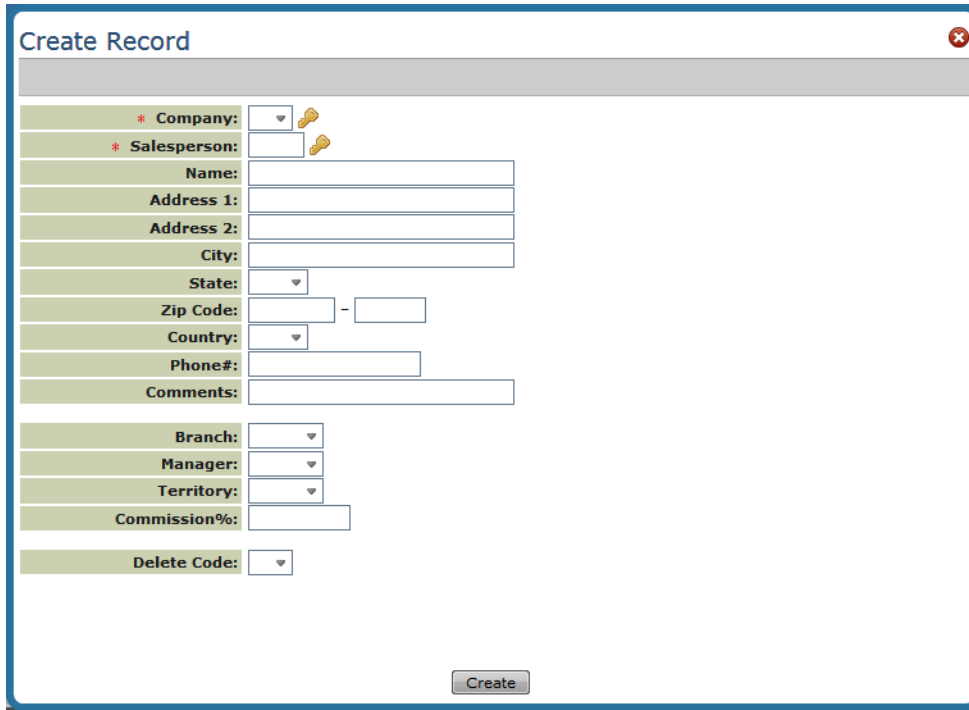
Navigator Salesperson File

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.

For distributors, we 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.

Company	Salesperson	Name	State	Phone#	Commission%	Branch	Manager	Territory
2	JMJ	JAMES JOHNSON	NC	(919) 379-3739	15.00	RAL	JON	EAS
2	TJR	T.J. ROBINSON			2.00	SAL		NOR
0		OTHER / MISCELLANEOUS			1.25			NOR
0	ARM	ARMSTRONG WHOLESALERS	NM	(555) 876-5309	1.25	FLR	JON	NOR
0	AYA	BARARA AYA			1.25			NOR
0	BS	PATRICK BIRDSONG	NC	(803) 722-5930	1.25	MSC		NOR
0	DAN	MITCHELL DANCK			1.25	ALL		NOR
0	DDH	DUANE HARRIS			1.25	RAL		NOR
0	E91	TOM ALLEN			1.25	TL	BMF	NOR
0	E92	MAC DAVIS			1.25	TL		NOR
0	E93	DAVID CARROLL			1.25	TL		NOR
0	E94	TILE EXPO JUNE 1994			1.25			NOR
0	HSE	HOUSE ACCOUNT			1.25	ALL	SMI	NOR

To create a new salesperson record, click Records and then select Create.



The screenshot shows a web-based form titled "Create Record" with a close button in the top right corner. The form contains the following fields:

- * Company: (dropdown menu)
- * Salesperson: (text input field)
- Name: (text input field)
- Address 1: (text input field)
- Address 2: (text input field)
- City: (text input field)
- State: (dropdown menu)
- Zip Code: (text input field) - (text input field)
- Country: (dropdown menu)
- Phone#: (text input field)
- Comments: (text input field)
- Branch: (dropdown menu)
- Manager: (dropdown menu)
- Territory: (dropdown menu)
- Commission%: (text input field)
- Delete Code: (dropdown menu)

A "Create" button is located at the bottom center of the form.

Payment Terms Files

Green Screen Payment/Terms File

The Payment Terms File is accessed via option 5 on the second page of the File Maintenance section in the Accounting Menu (menu ACT option 105). You can enter multiple terms such as 5% 15 – 2%

20 – net 30, or single terms such as 2% 15 or net 30 days. You can create terms where the invoices are due on certain days of the month or due on a fixed date or include the discount percentage.

TERMS CODE: A		INQUIRY		TERMS FILE	
DESCRIPTION: 5/10,3/30,2/45 (appears on inv)		NET 46. (doesn't appear)			
Payment Terms	Discount %	# Of Days	or	Day Of Nxt-Mth	or Fixed Date
1)	. . 5 . 00	. . 10	
2)	. . 3 . 00	. . 30	
3)	. . 2 . 00	. . 45	
4)	NET DUE	. . 46	
					D/del ..
F1=Next Record.		F6=Search.		F7=E0J.	
				F8=1st Screen.	
a		MW		01/001	

There are three system-defined terms codes that you cannot use. Those codes are:

- **M** – terms by product (also considered as manufacturer's terms – you pass the terms the manufacturer gives you to your customers).
- **1** – 2% due the 10th of the following month cut off at the 25th of the current month.
- **2** – 2% due the 10th of the following month net due the 30th of the following month.

Note: Don't bother setting up codes for cash or COD terms. These terms are established on a customer account with a different code.

Messages File

The Messages File is a little different. The purpose of the file is to set up messages that print on various documents. The first screen asks you what documents you want the message to print on (using the document codes).

```

MESSAGES FILE / MESSAGES FOR DOCUMENTS

Document Codes: PL = Pick List
                PO = Purchase Order
                IN = Invoice
                PS = Point-Of-Sale Invoice
                AK = Order Acknowledgment
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#.....
Enter Branch#.....
Enter Document Code.. (PL, PO, IN, PS, AK, CC)

Enter Action Code ..

F6=Search
F7=E0J
Password

MA a MW 16/047

```

If you create, for example, a message to print on all invoices, put an **IN** in the **Document Code** field. When you add the file, you see that the software gives you plenty of room to write a short or long message.

We recommend you create customer messages for at least COD and Cash customers. For example, you should create a message “COD/CASH OR COMPANY CHECK ACCEPTED” for COD customers and assign this message to that customer. When this pick list or invoice prints, the message appears in the middle of the form and attracts attention. Otherwise, this is not a mission critical file.

If it is not a priority, you can skip it until you’ve gone live and had a chance to see what the software does on a day-to-day basis.

Billto Files

Then, we get to the Billto (Customer) files. The Billto File contains all of the customer information.

Green Screen Billto File

It is accessed via option 1 on the File Maintenance Menu.

ACCOUNT# 200789	INQUIRY	BILLTO FILE
Name CLAYTON FLOORING	Phone#s B: 919 677 0005 F: 919 677 1112	
Addr1 123 MAIN STREET	Contact: DARBY Tax/SS# 000000000	
Addr2	Doing Business As: _____	
City CLAYTON	Open Dt 111199 Changed 082102	
State NC Zip 27520 0000 Ctry US	Hold Acct: N A Mailing Lists 1	
<hr/>		
Credit Limit: 300000	Credit Mgr: _____	Guarantee \$ _____
Bank Acct 1) _____	# 0000000000000	
Bank Acct 2) _____	# 0000000000000	
<hr/>		
Cust Type Code..... CO	Extra Charge/Discount % 00000	
Cust Price List#.... LP	Where Extra Chg Shows.. _____	
Cust Region Code.... SE	Mthly Interest Rate.. % 00000	
Cust Rating (ABC)... C	Interest Owed To Date \$ 000000000	
<hr/>		
Payment Terms: % Disc, 000 Days.	Terms Code..... M	Msg: 1 O/H: _____
Tax Codes / State: NC Other: _____	A/R Statement Code H	A/R Acct# _____
Branch#.. RAL Warehouse#.. RAL	Default Shipto#.. _____	Ship Via CC _____
Chain#... BZR Salesperson# HSE	Truck Routing AA _____	FOB Code * _____
Language Code... County# _____	Min Chg(Y/N) N Deliv Chg(Y/N) Y	
Comments *MARIE'S ACCOUNT ONLY		D/del _____
<hr/>		
F1=Next. F3=AR. F4=Sales. F9=Prc Exc. F10=Ph#. F12=S/I. F14=Codes F5=Notepad		
MA a	MW	01/001

To add a Billto File

No customer can be established in the software without an account number. The account number is a 5-digit numeric code preceded by the company number. The important thing to remember when establishing a numeric sequence is to assign the numbers to your customers in a way that corresponds to an alphabetically sorted listing. So start all your A's in the 100's and your B's in the 500's, for example. We recommended you leave at least a 500 "slot" range between each letter of the alphabet to allow for growth in your customer base. Space them out in a common sense fashion. For example, Q accounts won't need more than 500 numbers. A, C, F, M, S, and T accounts will probably need more. Also, Dancik International reserves the account numbers below 100 and account number 99999 for internal system use.

A cash account has already been created for over-the-counter sales to customers for whom you do not need to keep sales records. For over-the-counter retail sales customers, we have reserved account numbers 60000-99998. These numbers are for you to enter your retail customers when you want to keep track of their open A/R until a job is complete. A/R Aging reports can omit these accounts.

So now that you understand a little account number assignment theory, lets look at the information you supply for each customer.

1. Enter the **Account #**.
2. Enter the customer's **Name, Address,** and **Contact** information.
3. A trick you might use to help your customer service migrate to using new account numbers would be to use your current account numbers in the **Doing Business As (DBA)** field. This field is searchable in order processing and helps ease the transition for those who memorized the old codes, which will be different in the new system.

The following are some hints for creating Customer Files.

- If the customer's name begins with the THE CARPET SHOP and you must enter in the name as such, we recommend that in the DBA field, you enter CARPET SHOP, THE. Since DBA is one of the searchable criteria, you can have another way to search for the customer.
- If everyone is familiar with the old account numbers, enter the old account number in the **DBA** or **Contact** field. These fields are searchable when looking up customers.
- If you sell to chain stores that have store numbers such as SHERWIN WILLIAMS #1300, then enter in the 1300 SHERWIN WILLIAMS in the **Doing Business As** field, so that you can search by the store number.

4. Complete the remaining fields, as applicable, as described in the following table.

Note: In several of these fields, you can enter a “?” and then press **Enter** to search through the option available for that field

Field	Description
Hold Acct	Two-position field that controls how orders for customers who are over the credit limit or past due are handled by the order entry process. You can enter ? in either field to search for the different options.
Credit Limit	Includes two decimal places, so we recommend filling the last two positions with 9's for clarity in quick reviews. \$10099 for a hundred dollars will not look like \$10,000 (ten thousand) this way. 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 a credit check is to be performed before an order is processed.
Credit Mgr	If your company assigns groups of customers to specific credit managers then you want to use this field to establish this link.
Guarantee \$	These fields are primarily informational.
Bank Acct	
Mailing Lists	This field can be used to assign customers to mailing lists. You can sign a customer up for up to ten mailing lists (it's a ten-position field that can be either alpha or numeric with each code representing one mailing list). You do not have to set up these codes in a maintenance table. They can be input only on the Billto File. We do have a mailing list file where you can enter names of companies or people that do not have an account with you.
Cust Type Code	This field is used to group customers. These groups are most commonly used to categorize customers—are they architects, contractors, or retail stores? This code can be used to aid in creating reports and also in establishing a customer's eligibility to receive certain “sale” or what we call “promotional” pricing. <i>This should not be confused with the Customer Price List field.</i>

Field	Description
Cust Price List	Two-character field used to establish a customer's default pricing level. You can create multiple pricing levels in your system and assign each customer to a default level. For example, you might have a builder's price (B1 for example) on all your items, and you certainly have a list price (LP Pricing) for all of your items. You could place your cash account (for over-the-counter sales) on LP pricing where a builder would get B1 pricing. <i>Entering the code on the customer's Bill to File doesn't prevent you from establishing exceptions to the price or even the price level the customer may get on a particular item. It only establishes a default price level that customers receive when they aren't eligible for any special deals.</i> For this reason you should use only codes that have an entry in all price classes in the system.
Cust Region Code	This field allows you to group customers geographically. Like the Customer Type field, it is useful in reporting and for "pricing exceptions." It is not mandatory and can be established after go live. Enter ? in either of these fields to search for the customer type, price list number, and region code.
Customer Rating	This is assigned by you at the time the customer records are entered, automatically, or updated after you have been up and running on Dancik Distribution. The field helps you keep track of your best customers in sales analysis. You can either assign customer rating codes yourself or have the software assign them based on sales, gross profit, quantity sold, etc. The system-assigned customer rating is based on the 80/20 rule. Codes A, B, C, D, T are used.
Extra Charge/Discount	This field allows you to set up a permanent discount or handling charge for particular customers. It should only be used in rare cases in which you always give these customers a discount/handling charge no matter what they buy. Where the Discount Shows controls whether the customer sees this amount in the line (L causes the amount to be netted into each extended 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 the L , because it gives you an accurate gross profit margin for that product.
Mthly Interest Rate	This tells the system the rate to charge past due invoices.
Interest Owed To Date	This is informational and is updated by the system each month. The system can generate finance charge invoices for past due invoices.
Payment Terms	Generally, you either do terms by product (depending on what the customer buys) or by customer. In either case you should have already set up your Terms Codes File so you are entering a code you established or an M to denote 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 Bill to File. The Days field is generally used to denote whether a customer is a COD or cash customer. <i>To designate a customer as COD, enter 003 in the days field. For cash customers enter 005.</i> Entering the codes 3 or 5 in the days field guides the system to print the dollar amount to collect for COD and cash customers.

Field	Description
MSG Code	This allows you to link a customer's account with special messages you have established in the Messages File. Note that COD messages can be created in the Messages File and prints on important billing and picking documents for all COD accounts.
Order Handling Code	This controls what happens to the open lines on orders that have been partially shipped. One of the unique features in the Dancik Distribution System is that you can enter one order with many lines items (some you can ship or allow the customer to take immediately and some which may have to be back ordered for example) and invoice that order many times. A single order can end up having multiple invoices. Enter ? to search for the available order handling codes. Two examples of order handling codes are: 2 - Ship As Available and 5 - Ship Complete.
Tax Codes	Establishes a default tax rate for the customer. Notice you can set a State tax code and also an Other code. These character fields 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.
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.
AR Acct #	This field allows you to enter orders for one customer and have the invoice appear on another account. This is very helpful when your customer has several purchasing branches but central billing. You should not confuse this feature with multiple shipping addresses for a single customer. That has to do with material and delivery, this code has to do with billing and receivables. One thing to remember is that using the A/R account number causes all sales analysis to shift to the customer account which is invoiced, not necessarily the customer who placed the order.
Branch Number	Designates the location that gets credit for the sale.
Warehouse Number	Indicates the location this customer's orders normally ship from.
Default Shipto	If the customer has a ship to account address that is different than the address on the Billto record, create a ship to account record in that file and link the customer to it using this field. Enter the default Shipto account number. If the customer has more than one Shipto, use the Shipto File to create other Shipto addresses.
Default Ship Via	Establishes the default carrier for this customer. It can be overridden at time of 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.

Field	Description
Chain Number	Can be used to group customers; useful for reporting and establishing eligibility in pricing specials. Use the chain number 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 you create a chain code to link any customers with multiple account numbers for sales analysis.
Salesperson Code	If you assign customers to a salesman without regard to products purchased (customer level), then enter that salesperson code here. If you assign salesperson by product, leave this field blank.
FOB	Freight on board; establishes the default FOB code on the customer's order.
Language Code	Determines which languages prints on customer documents. These codes must be programmed and the corresponding translations entered into the system. This is a very rarely used field.
County File	To tax customers normally not taxed.
Min Chg	Exempts customers from minimum order charges if you have established them in your system.
Deliv Chg	Exempts customers from delivery charges if you have built those records in your system. If you plan to use these charges, be sure to set these fields to Y .
Comments	Enter brief lines of information to display in the Order Entry Screen. Entering an asterisk (*) in the first position makes the comment messages blink to customer service personnel's attention to the comment.

The Pricing Exceptions (or what Dancik Distribution refers to as the **F9** Pricing screen) allows a customer default price list to be changed for specific items, or groups of items. It also displays any promotional pricing for which the customer is assigned and the effective dates of those prices. You

can copy the exceptions from one customer to another. You can also block a customer from buying specific products by defining the level to block and entering price list #99 for lock out.

200789 CLAYTON FLOORING		INQUIRY		Price Exceptions		Pg 1	
Type	Record#	Price List# or	Promo Program#	Eff Date	End Date	Status	X
I	Item# BZR CT45T	---	PREST1	121499	022222	ACTIVE	---
L	Prod Line ARM CHM	---	BZR123	120199	022222	ACTIVE	---
L	Prod Line BZR VLT	---	BZRVLT	110199	123199	EXPIRED	---
M	Mfgr# BZR	---	BZRTRM	013100	022222	ACTIVE	---
P	Prc Class BZR V01	---	BZR789	120199	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

MR a MW 05/078

You can use the **F10** Phone Number Screen to enter telephone, fax, and email information for the account.

Phone Number by Account# Maintenance

Account#: 200789 CLAYTON FLOORING

Display Only Num Type: A Position To: _____
(Enter A for all) (Num (Area (Phone Number)
Type) Code)

Opt	Number Type	Area Code	Phone Number/E-mail	Acct Number	Description/URL
-	E	919	3711303	200789	FAX
-	F	919	3711355	200789	ALTERNATE FAX
-	F	919	6771112	200789	
-	I		MARIE@	200789	DANCIK.COM
-	I		MARIE@DANCIK.COM	200789	
-	T	919	3711300	200789	DANCIK-ON-DISK
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

Bottom

Opt: D=Delete, S=Special Opts Num.Type = T, F, or I

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

MR a MW 03/025

Note: Additional hardware might be required for the faxing and emailing functions of the system

Use the **F12** Special Instructions Screen to enter messages specific to the customer and to designate the documents on which to print them.

200789 CLAYTON FLOORING INQUIRY Special Instructions
Page# 1

Main Type	Sub Type	TEXT / Up To 45 Characters	--Print? (Y/N)--			
Type	Type5...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.
MP a MW 01/001

3

File Building Process

You can press **F14** to establish customer participation in specific marketing programs and display programs. Another important feature of the F14 screen is the ability to establish salesperson assignments by product (either assigning them by item classes or by manufacturers).

200789		CLAYTON FLOORING		INQUIRY		Add'l Codes		BILLTO FILE	
--- MARKETING PROGRAMS ---				----- DISPLAYS -----		SALESPERSON ASSIGNMENTS			
ABB	01/03/00	COL	05/23/00	---	---	Itm	Cl/Slmn	Mfgr/Slmn	
ANT	05/23/00	---	---	---	---	---	---	MAN	HSE
ROT	05/23/00	---	---	---	---	---	---	---	---
AUS	05/23/00	---	---	---	---	---	---	---	---
BER	05/23/00	---	---	---	---	---	---	---	---
BLX	05/23/00	---	---	---	---	---	---	---	---
BZR	03/28/02	---	---	---	---	---	---	---	---
CAN	05/23/00	---	---	---	---	---	---	---	---
CA1	05/23/00	---	---	---	---	---	---	---	---
COH	05/23/00	---	---	---	---	---	---	---	---
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						---	---	---	---
F1=Next Act. F2=Profile. F3=A/R. F4=Sales. F9=Prc Exc. F12=S/I.						---	---	---	---
F5=Notepad						---	---	---	---
MA	a	MW						01/001	

The **F5** Notepad Screen is an expansive free text area for you to use for general customer information. Very little reporting can be done on the note pads of customers, so be careful what information you place on a notepad.

And finally, the **F3** and **F4** screens allow you to see sales and Accounts Receivable information. These screens are not areas for you to enter information, they are automatically updated as you run your business on Dancik Distribution.

F3 A/R Statistics.

ACCOUNT# 200789	INQUIRY	BILLTO FILE
Name CLAYTON FLOORING	Phone#s B: 919 677 0005 F: 919 677 1112	
Addr1 123 MAIN STREET	Contact: <u>DARBY</u> Tax/SS# 000000000	
Addr2	Doing Business As: _____	
City CLAYTON	Open Dt 111199 Changed 082102	
State NC Zip 27520 0000 Ctry US	Hold Acct: <u>N, A</u> Mailing Lists <u>1</u>	

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

Total Open A/R.....\$	31,722.46	Curr Days Sales Outst	999
Total Open Orders.....\$	160,466.70	Avg Days To Pay To-Dt	183
Net A/R Sales Yr-Dt...\$	55.50	Avg Days To Pay Yr-Dt	365
Net A/R Sales Last Yr \$	33,304.13	Avg Over 60 To-Dt...\$	22,379.00
Net A/R Sales 2 Yr Ago\$	822.83	Avg Over 60 Yr-Dt...\$	32,909.00
Total # of Orders To-Dt	136	Highest A/R To-Dt...\$	32,700.00
Date Of Last Invoice...	10/10/02	Highest A/R Yr-Dt...\$	31,722.00
Date Of Last Payment...	8/19/02	Date Of Highest A/R..	2/20/01
Last Payment... 12347	1,400.00	Over Credit Limit By\$	189,189.16

.....A/R AGING.....

CURRENT	1 - 30	31 - 60	61 - 90	OVER 90
1,344.85-	.00	.00	.00	33,067.31

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

MA a MW 01/001

F4 Sales Analysis

ACCOUNT# 200789	INQUIRY	BILLTO FILE
Name CLAYTON FLOORING	Phone#s B: 919 677 0005 F: 919 677 1112	
Addr1 123 MAIN STREET	Contact: <u>DARBY</u> Tax/SS# 000000000	
Addr2	Doing Business As: _____	
City CLAYTON	Open Dt 111199 Changed 082102	
State NC Zip 27520 0000 Ctry US	Hold Acct: <u>N, A</u> Mailing Lists <u>1</u>	

*** SALES ANALYSIS BY CUSTOMER ***

	Current Mth	Rank	Past 12 Mths	Rank	Prev 12 Mths	Rank
GROSS SALE \$	3.50		308.50		.00	
G.P.\$						
G.P.%						
AVG ORDER \$	51		751		0	
AVG LINE \$	51		635		0	
FILL %	100		100		0	
# OF CREDITS	0		2		0	
# OF ORDERS	4		71		0	
# OF LINES	4		84		0	
CRED ISSUED\$.00		.00		.00	
CREDIT/ORD %	.00		2.81		.00	
G.P./ORDER \$						
OPER. PROF \$						

F2=Profile. F3=A/R. F4=Mth-By-Mth Sales. F10=Sales By Item Cls. F5=Notepad

MA a MW 01/001

Navigator Billto File

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.

Access the Billto File and click **Create** under **Records** to create a new Billto File.

The screenshot displays the 'Billto' application interface. At the top, there are tabs for 'Filters', 'View', and 'Records'. Below this is a table listing customer records with columns for Company, Account#, Contact, Salesperson, Name, and Address 1. A 'Create Record' dialog box is overlaid on the table, containing various input fields for customer information.

Company	Account#	Contact	Salesperson	Name	Address 1
0	11111	KEN KING	BRD	C & C BUILDING OF GEORGIA	6301 HAMILTON ROAD
0	15281	KEN KING	BRD	DALTON WEST CARPETS	3502 CLASSIC WAY
0	15821	KEN KING	BRD	STONE CARPET & FLOORING	3501 CANTELOUPE WAY
0	16690	KEN KING			
0	21111	KEN KING			
0	22222	KEN KING			
0	23232	KEN KING			
0	30971	KEN KING			
0	32187	KEN KING			
0	32323	KEN KING			
0	33333	KEN KING			
0	33334	KEN KING			
0	37240	KEN KING			
0	44444	KEN KING			
0	45493	KEN KING			
0	52280	KEN KING			
0	55555	KEN KING			
0	56280	KEN KING			
0	56987	KEN KING			
0	90185	KEN KING			

The 'Create Record' form includes the following fields:

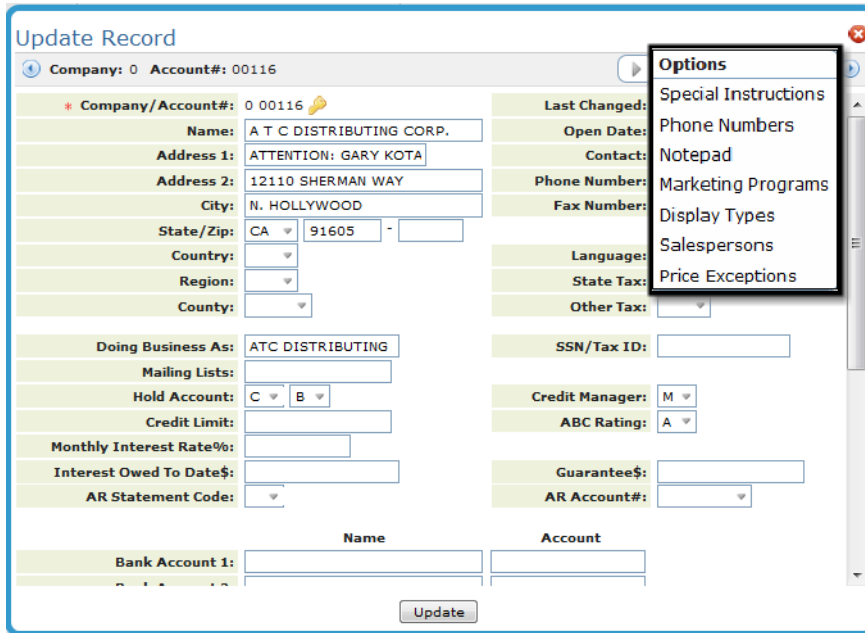
- Company/Account#: [Dropdown]
- Name: [Text]
- Address 1: [Text]
- Address 2: [Text]
- City: [Text]
- State/Zip: [Text]
- Country: [Dropdown]
- Region: [Dropdown]
- County: [Dropdown]
- Doing Business As: [Text]
- Mailing Lists: [Text]
- Hold Account: [Dropdown]
- Credit Limit: [Text]
- Monthly Interest Rate%: [Text]
- Interest Owed To Date\$: [Text]
- AR Statement Code: [Dropdown]
- Bank Account 1: [Text]
- Last Changed: [Text]
- Open Date: 05/08/13
- Contact: [Text]
- Phone Number: [Text]
- Fax Number: [Text]
- Language: [Dropdown]
- State Tax: [Dropdown]
- Other Tax: [Dropdown]
- SSN/Tax ID: [Text]
- Credit Manager: [Dropdown]
- ABC Rating: [Dropdown]
- Guarantee\$: [Text]
- AR Account#: [Dropdown]

A 'Create' button is located at the bottom of the form.

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.

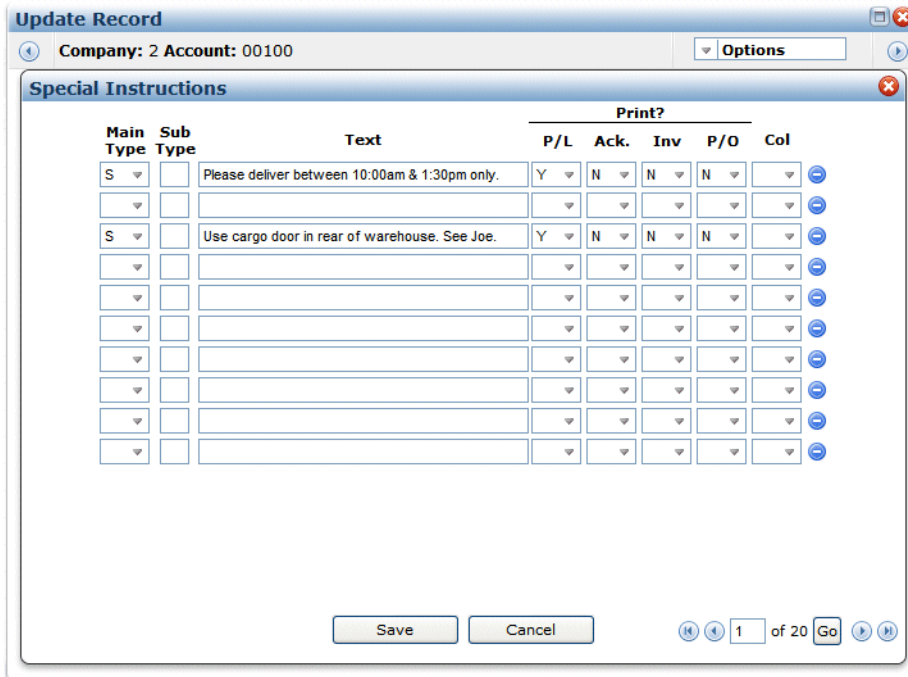
Billto File Options

These options are available on the Update Record window.



Special Instructions

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.



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 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.

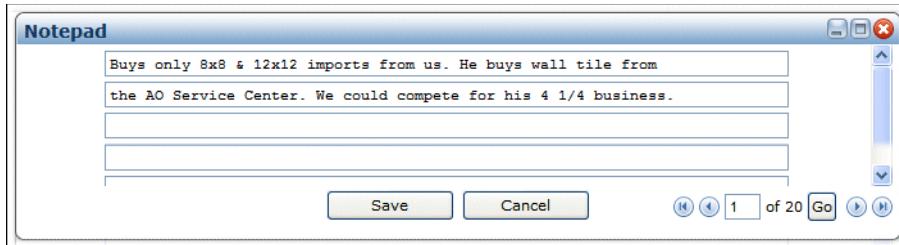
Phone Numbers

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

Type	Area Code	Phone/Email	Description	Extra Digit	PL	AK	IN
C			FRED'S EXTENSION				
C			JOE'S EXTENSION				
C			TOM'S EXTENSION				
T	919	6770005	JOHN				
T	919	6770720	FRED				

Notepad

The Billto File Notepad Screen screen allows you to enter additional information regarding the customer.



Marketing Programs

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.

Note: Marketing programs must be established in the Classification Codes File.

Display Types

You can show up to 999 displays in each customer file. 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. You can use marketing programs and displays for assigning promotional prices and for generating reports, mailing lists, and recurring invoices.

Note: Displays must be established in the Classification Codes File.

Salesperson Assignments

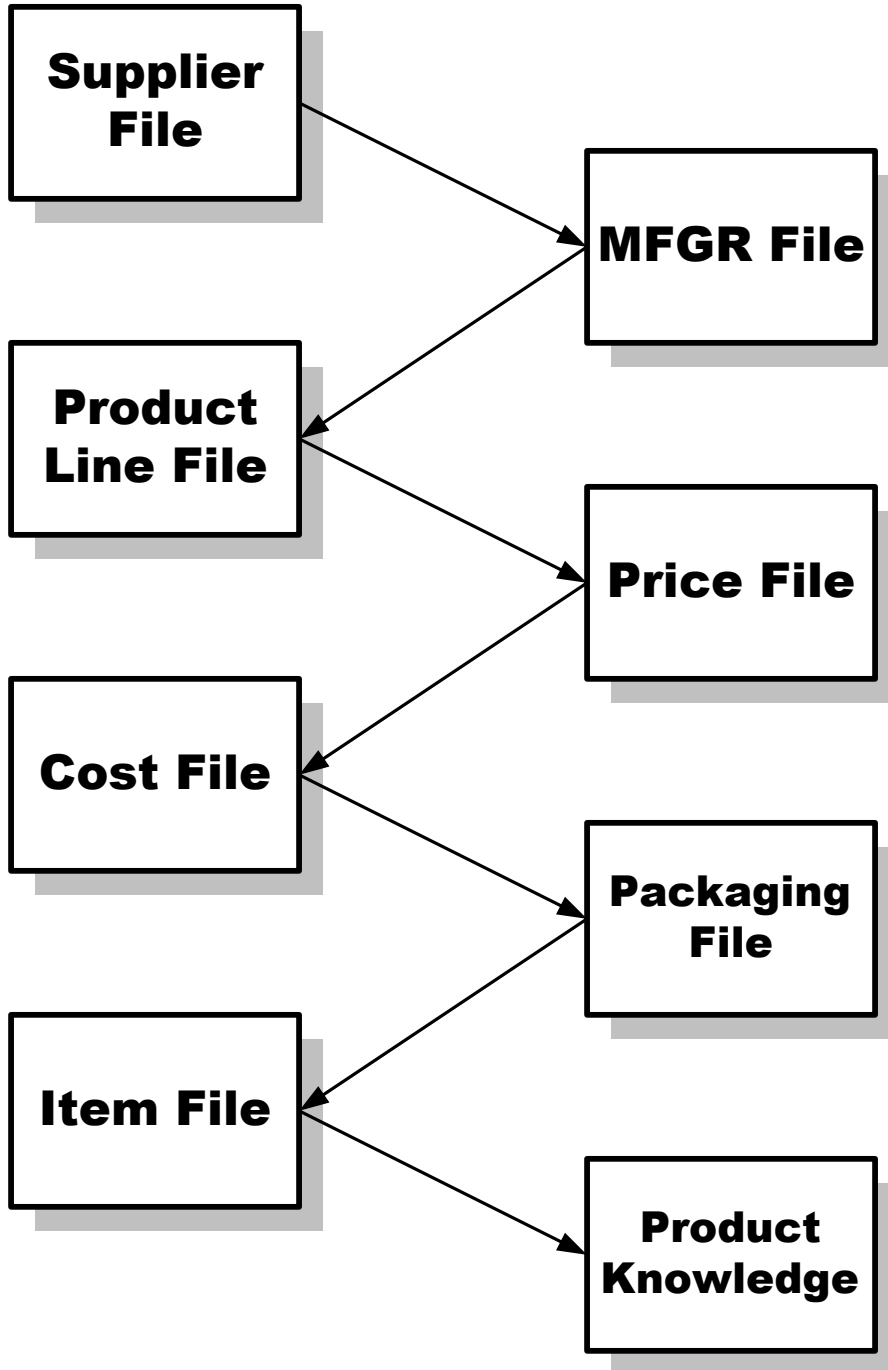
You can use this option to assign a salesperson for each item class, manufacturer and cost center. Use this option to enter salesperson assignments only if you assign multiple salespeople to a single account depending on product. If not, assign a single overall account salesperson in the Salesperson field on the Billto Profile screen.

Price Exceptions

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.

Item Files

Item File Order of Precedence



Supplier Files

A supplier is a company you buy inventory from. The Supplier # is a three-character, alphanumeric code. Generally, suppliers and manufacturers are the same, though you may have some suppliers for which there are no corresponding manufacturers. An example of this is when you need to buy material from a local competitor.

Green Screen Supplier File

This option is accessed via Menu option **FIL 3**.

SUPPLIER# BZR	INQUIRY	SUPPLIER FILE
<hr/>		
Name	<u>BZR INDUSTRIES</u>	
Addr1	<u>123 MAIN STREET</u>	
Addr2	<u></u>	
City	<u>CARY</u>	
State	<u>NC</u> Zip <u>27513 0000</u> Ctry <u>US</u>	
Phone#....	<u>000 000 0000</u>	
<hr/>		
Discontinue Date.....	<u>000000</u>	Payment Terms: <u>00200</u> % <u>030</u> Days
Default B/O (1=No,2=Yes)	<u>2</u>	Delivery Time (DAYS)... <u>000</u>
Policy Codes.....	<u>AF</u> —	Hold/Force#..... <u>00</u>
Default Cash Account...	<u>00000</u>	Default Expense Acct#.. <u>49600</u>
Default Discount Account	<u>00000</u>	Default Exp Cost Center
Default A/P Account....	<u>00000</u>	Fax#..... <u>9196771122</u>
Auto-PO Sort Code.....	<u>1</u>	PURCHASES
<hr/>		
Comments _____		OPEN A/P\$.00
TOTAL PO'S THIS YEAR... <u>2</u>		TOTAL PO'S THIS YEAR.... <u>39</u>
Paid Yr-To-dt\$ <u>515.09</u>		Paid Last Yr\$.00
<hr/>		
F1=Alt Address	F4=Dir Sales	F5=Notepad
F6=Search	F7=Exit	
F8=1st Screen	F9=Phone Numbers	F10=Template
		F12=24-Month Analysis

The first part of the Supplier File allows you to enter information about that supplier such as address and phone number. Most of the rest of the information you establish at the supplier level has to do with the G/L accounts to which you want transactions posted. You can enter this once you've created your Chart of Accounts File.

Some important exceptions are the **Discontinue Date**, the date after which no purchases can be made from the supplier; the **Default B/O** (back order) code, which controls how unresolved lines on purchase orders are handled by the system when material is received; and the **Policy Codes**. Some examples of commonly used supplier policy codes are: **SU** – if you want POs to print in a unit of measure different from the native unit, or **AF** – to use auto-fax features (which requires additional hardware). Note also the **Default** terms you receive from the supplier are established here. You can enter **?** in this field to search for the different policy codes defined by the system.

Supplier: AAA
Options

*** Supplier:** AAA

Address	Alternate Address
* Name: BRANNEN DISTRIBUTION, INC.	GARY BRANNEN
Address 1: 2500 CENTREGREENWAY	PO BOX 1254
Address 2: SUITE 250	
City: CARY	CARY
State Zip-1 Zip-2: NC 27513 -	NC 27513 - 1234
Country: AE	US
Phone: (919) 379-4578	(919) 379-3722
Comments:	USE FOR MAILING INVOICES
Fax: 123456789	Use as "Remit To": <input type="checkbox"/>
Discontinue Date:	

Default BO: 2	Auto-PO Sort Code: 1
Policy Codes: AD NC 99	Default FOB Code: P
Supplier Type Code: R	Supplier Group Code: ITY1
Payment Terms%: 2.00	Delivery Time: 4
Payment Terms Days: 3	Hold/Force#: 1
Payment Terms Net: 1	Default Expense Cost Center: CER
Default Cash Account: 10000	Default Expense Account: 13200

The Supplier File is shared by all companies using the AP 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.

Supplier Phone Numbers

This option allows you to store multiple phone numbers, extensions, fax numbers, and email addresses for each supplier.

Phone Numbers

Type	Area Code	Phone/Email	Description	Extra Digit	PL	AK	IN	
C			BRANNEN'S FLOORING SUPPLY					-
F	919	379380	ORDER FAX LINE	1	N	Y	Y	-
I		ORDERS@BRANNENFLOORS.COM			N	Y	Y	-
T	919	379-3722	GARY BRANNEN					-
T	919	379-8680	CUSTOMER SERVICE					-

Save

Manufacturer Files

Next in line is the Manufacturer File. The manufacturer is the company that made the product. You may actually buy products from this company, but it is still necessary to set them up as both supplier and manufacturer.

Green Screen Manufacturer File

The Manufacturer File is accessed via menu option **FIL 4**.

```

MANUFACTURER# BZR                INQUIRY                MANUFACTURER FILE
-----
Name BZR INDUSTRIES
Addr1 123 MAIN STREET
Addr2
City CARY
State NC Zip 27513 0000 Ctry US
Phone#... 919 123 4567
-----
                INVENTORY VALUE
-----
                This Morning   Begin-Of-Mth   Begin-Last-Mth   12 Mths Ago
At Last Cost$   104,200.57       103,694.19       101,946.98         .00
At Avg. Cost$   95,960.89           95,454.50         93,707.27         .00

Comments.....
Restrict this mfgr to these company#s (optional): _ _ _
Generate Unique Serial Numbers: N (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...: Y (Y/N)   D/del _

F4=Sales.      F6=Search.      F7=E0J.      F8=Screen 1.      F12=Special Inst.

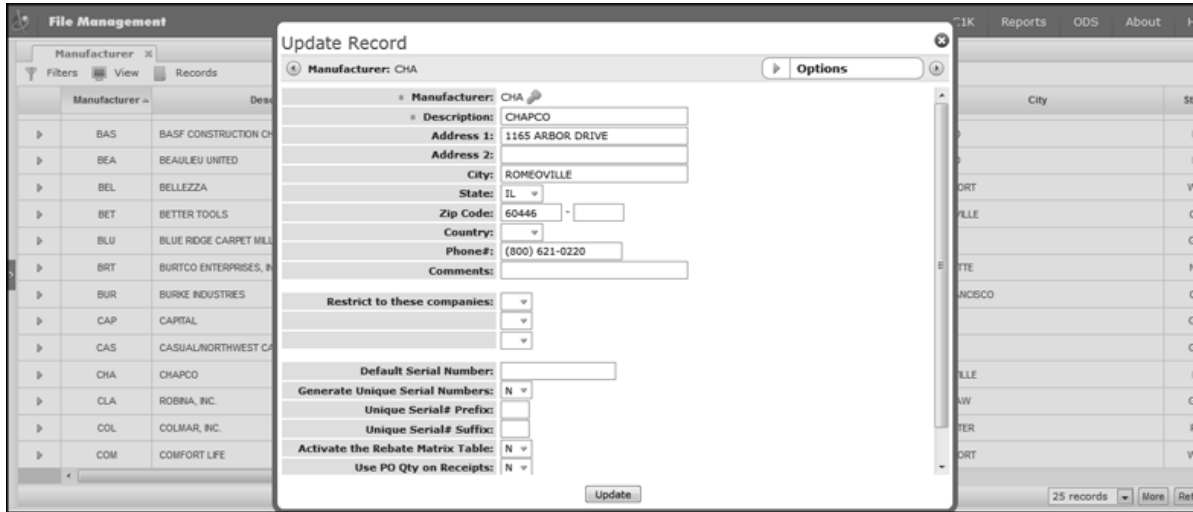
```

Tip: If you have private labeling, you can use any codes to represent that product.

If you want to use purchase order quantities in receiving, then you can enter **Y** in the bottom field. Otherwise, the default is **N**.

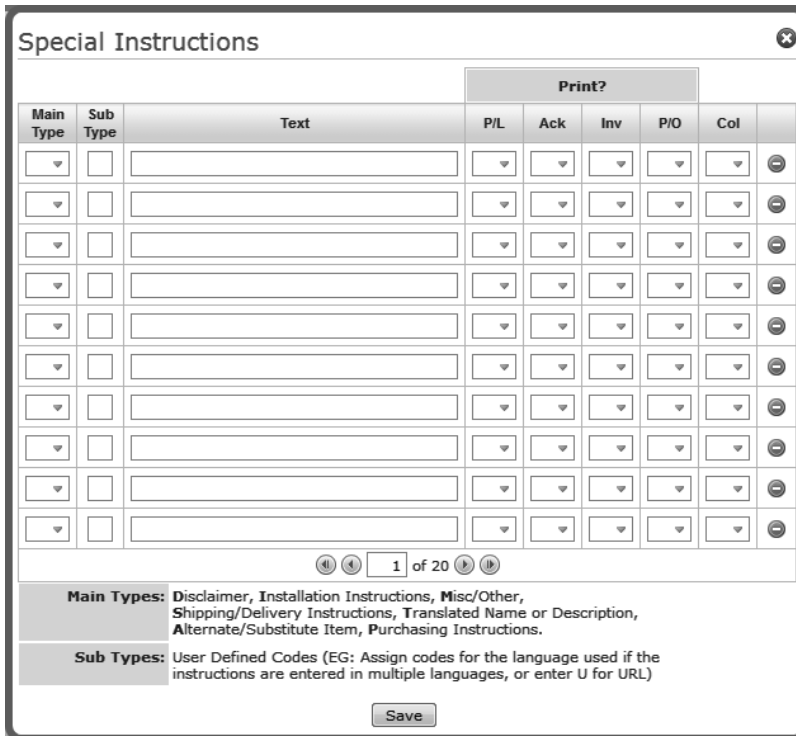
Navigator Manufacturer File

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.



Special Instructions

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.



All special instructions can be printed in a separate listing using menu option RPT 171 on the iSeries (green screen). 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.

Product Line Files

The Product Line File groups items within the same series. Note that here you establish broad reorder parameters. The system calculates Days to Stock, Reorder Point, and Reorder Amount if you establish your Lead Time and Order Frequency. You establish these at the level of individual warehouses if they are different. These parameters relate to inventory turns.

Green Screen Product Line File

```

PRODUCT LINE# ARM                *ADD*                PRODUCT LINE FILE
Manufacturer: ARMSTRONG WORLD INDUSTRIES

Name Of Product Line: █
* Unit Of Measure...: ...

Is This Line Consignment Only? (Y/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: ..
Terms Cd: .. or .., .. Days.            Direct Ship Terms Cd: .. (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

MR a MW 04/024

You can use the **Reorder/Buying Category** field to establish groups of products for which you can collectively run buying reports without having to specify each product line. Also, if you are using terms by product, you want to establish the terms in this file. Do this by using a **Terms code** instead of a % and **Days** value.

If the product line doesn't have specific serial numbers, you may want to have the system generate a **Unique Serial Number** at time of receiving or supply a **Default Serial Number**, which remains constant each time inventory is received into the system.

3

File Building Process

To tailor the reorder parameters for specific warehouses on your system, press **F10** to specify the exceptions by warehouse.

```
PRODUCT LINE# ARM 123          *ADD*          PRODUCT LINE FILE
Manufacturer: ARMSTRONG WORLD INDUSTRIES

Name Of Product Line: _____
* Unit Of Measure...: ,,,

Is This Line Consignment On
Lead Time (in days)... ,,,,
Order Frequency (days) ,,,,

Days to Stock... ,,,, Days (
Reorder Point... ,,,, Days
Reorder Amount.. ,,,, Days

Reorder/Buying Category: ,,,
Terms Cd: ,, or ,,,,,, %, ,,,
Generate unique serial numb
Qty Lost (unfilled) Mth-Dt:

* NOTE: All items within th
unit of measure. Use the
```

Product Line Reorder Parms by Warehouse
For Product Line: **ARM 123**

WARE	-- DAYS --		----- DAYS -----		
	LEAD TIME	ORDER FREQ	TO STOCK	REORDER POINT	REORDR AMOUNT
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	More...

Key Changes,
& Press Enter F6=Return ROLLUP/DOWN

F1=Next Rec. F4=Sales. F8=1st Screen. F9=Inv/Value. F12=Spc/Ins. F5=Notepad

MBA a MW 14/034

Navigator Product Line Files

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.

To create a new Product Line File, click **Records** and then select **Create**.

Create Record

* **Manufacturer:**

* **Product Line:**

* **Name:**

UM:

NOTE: All items within this product line should be convertible to this UM. Use the appropriate conversion factors in the ITEM file.

Consignment Only:

Lead Time Days:

Days To Stock:

Reorder Point Days:

Reorder Amount Days:

Reorder/Buying Category:

Lost Month To Date:

Order Frequency Days:

Safety Stock Days:

Targeted Turns Days:

Code:

Direct Ship Terms Code: (if different)

Unique Serial:

Default Serial#:

Serial# Prefix:

Terms

Percent:

Days:

Create

Product Line Options

These options are available on the Update Record window.

Update Record

Manufacturer: ABC Product Line: FAB

* Manufacturer: ABC ABC MFR

* Product Line: FAB

* Name: ABC FABRICS

UM: 21

NOTE: All items within this product line should be convertible to this UM. Use the appropriate conversion factors in the ITEM file.

Consignment Only: N

Lead Time Days:

Days To Stock: 23

Reorder Point Days: 14

Reorder Amount Days: 10

Reorder/Buying Category: AR

Lost Month To Date:

Order Frequency Days: 4

Safety Stock Days:

Targeted Turns Days:

Code: A

Direct Ship Terms Code: D (if different)

Unique Serial: Y

Default Serial#:

Serial# Prefix:

Terms

Percent: 1.00

Days:

Update

Notepad

The Product Line Notepad Screen allows you to enter additional information regarding the Product Line.

Notepad

ONLY BUY THIS PRODUCT IF IT IS SELLING AND CHECK WITH THE OTHER SUPPLIERS

FIRST TO SEE IF WE CAN GET A BETTER DEAL

1 of 99

Save

Special Instructions

Use this screen to enter special instructions for this Product Line and to note instructions that should be printed on an invoice, pick list, purchase order, order acknowledgement, or quotation.

Special Instructions

Main Type	Sub Type	Text	Print?					Col
			P/L	Ack	Inv	P/O		
M		ARMAFELT BACKING	N	N	N	N		
M		REAR GUARD BACKING PROTECTION	N	N	N	N		
M		VINYL NO-WAX WEAR LAYER	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 - GOO	N	N	N	N	P	
M		OVERALL RATING - GOOD	N	N	N	N	W	

1 of 20

Main Types: Disclaimer, Installation Instructions, Misc/Other, Shipping/Delivery Instructions, Translated Name or Description, Alternate/Substitute Item, 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)

Save

Reorder Parameters by Warehouse

These parameters override the regular Product Line File reorder control parameters for specific warehouses.

Reorder Parameters by Warehouse

Ware	Lead Time	Order Freq	To Stock	Reorder Point	Reorder Amount
AIR	3	4	1	2	
ANA	3	4	1		
RAL	2	5	2	2	3

Save

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.

Price Files

The Price File is a little intimidating at first glance, but it's not too complicated once you become familiar with it. You create a Price Class code and its associated Price lists. Start with List Price as your main price list, and you can add subsequent price lists to the same price class.

```

Price Class AOTB0B List# LP LIST PRICES INQUIRY PRICE FILE
Description: B&M 6X4 1/4 WALL AMERICAN OLEAN TILE
LIST PRICE $ ..... 4 . 500 per U/M $F End User Category: CT

Tran-Typ Restr Qty Field X Variable% +/- Variable$ = Price
1) I ..... 80 LP ..... 1 . 0000 ..... 4 . 500
2) I ..... 125 L1 ..... 9000 - ..... 50 ..... 3 . 550
3) I ..... 250 L2 ..... 9000 - ..... 50 ..... 2 . 695
4) D ..... LP ..... 1 . 0000 - ..... 2 . 00 ..... 2 . 500
5) .....
6) .....
7) .....
8) .....
9) .....
10) .....
11) .....
12) .....
FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.
Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,$,%,&,N) Terms Override: _
                                                    Changed 1/11/00 D/del ,
F10=Next LP F9=Comments.
F1=Next Record. F2=Cost File. F3=Conu. F6=Search. F7=F0.I. F8=Screen 1.
    
```

There is another level to the price and cost files, which you probably noticed if you look at the screen capture above. In each class there are lists—price lists and cost lists. Remember, when we talked about customers, we mentioned a “customer type?” Well, this is where customer type comes into play. You can use the **Customer Type** field to group customers into categories such as architects, contractors, builders, designers, installers, and retailers. Do you give price breaks to all of your builders and contractors? You can have as many or as few customer types as you like. If you only have retail customers who pay list price and contractors who get a price break, you only need two. If you give each type of customer a different break, you could create many different price lists. This is very similar to pricing columns, except that you will not be limited to three or six pricing columns. You can have as many price lists as you want.

Remember when we said that price is determined by who buys what? The price class is where these distinctions are defined. In each price or cost class, you create a price list for each customer type. For example, architects get 7% off, but builders get 10%. You can determine item-specific prices, such as, an architect gets 15% off of building materials, but only 5% off of tools. You can also create quantity-break pricing, which gives a discount for bulk purchases. You can even create separate prices for

people who buy from you and those who buy directly from the manufacturer. We'll talk about the in's and out's of creating the price and cost classes a little later on—they can be quite intricate.

The price list number represents a group of customers that are assigned the same price. For instance, builders and contractors have different percentages off. You would create, for example, B1 for builder and C1 for contractor. You must have an LP record created for every price file. Note: if you assign B1 to a customer for pricing, then every Price File must also have B1 pricing created.

The following is another example of how to use set up your pricing:

- List Price = 3.00
- Base Cost = 1.00

You have branches in region A, B, and C. These regions have their own pricing for their territories for this particular product. You would create price lists A1, B1, C1, respectively. Within region A, there are a few discount structures from A1. We will call them A2 – 5% off, A3 – +\$.25, and A4 – 10% off. The same can occur for regions B and C but with different price structures. Once you've created the price list numbers, you're not restricted to giving customers in region A only the A price structure. You can assign them B2, or C1, or whichever price you think would give you the best margin, because there aren't any competitors in that region for this particular product.

We recommend that you use formulas to set up these price lists, calculating a discount off of the List Price. This way, whenever you have a price increase, all you have to do is change the LP, and the other pricing levels change accordingly. You don't want to base your pricing on cost, because if you change cost in the system, it automatically changes your price to your customer. It's best to change the cost first, then announce the price changes much later. Usually your LP price is already a formula of cost.

Using the **Transaction Type** field, you can create price lists based on whether an order is sold from inventory (**I**) or direct ship (**D**). Remember, if you create a list with one transaction type, you must create another list with the other transaction type.

If you're using the Décor 24 Internet application you'll want to establish **End User Categories** controlling what products customers can buy from you over the Internet.

The bottom portion of the screen looks complicated, but it's not. You use the first three columns to specify **Restrictions**, which could alter the price of the goods sold. The first type of restriction allows you to establish different prices for inventory (**I**) or direct sales (**D**). If the products do not have a price variation when sold from stock or as direct ships, ignore this column. You use the second column to establish price differences for Roll/Cut or Pallet/Truckload type pricing. Finally, you use the third column to build quantity breaks into the pricing structure.

The next three columns are for entering elements of the formula used to arrive at the price—the last column on the screen. We recommend that you tie all prices to **LP**. Your first line should have LP in the field and either a **Variable %**, such as 90%, or a **Variable \$**, such as \$1.00. The percentage rate is applied to the price, so 80% applied to a \$10.00 item results in \$8.00. The amount can be added or subtracted to the LP. If you just want to plug in a price in the right hand column, the system determines the rate for you. Subsequent lines in the Price File can either be tied to the List Price by using **LP** in the field or to previous lines in the price structure by using the **L#** where the # is the number on the left of the row.

You can use the **Round Code** field to specify how to round the amount in the price column. One very important benefit to building all of your prices from the LP field and LP record is that you can update pricing on all customers by merely changing the **List Price**. The system updates all of the other

records. After you have built the LP record, go back and build the other necessary price list records. If you use variables that remain constant, you can press **F3** to copy that entire structure to other Price Classes.

Cost Files

The Cost File looks very similar to the Price File. The Cost File doesn't have price lists, and you have a more complex way of establishing your cost.

```

COST CLASS HC0456                INQUIRY                COST FILE

Description: SHEET VINYL - 12' ROLLS                MFGR# NOT IN FILE!!!!

Standard BASE COST (unlanded) ..... 3 . 10000 per U/M SY
+ Standard FREIGHT COST.....                House Cost $ .....
= Standard LAST COST (landed).$ ..... 3 . 10000                Acctg Cost $ .....

  Supp TT  Restr  Qty  Field X  Variable  =  Cost.  Frt Code
1) HCO  I  ..  BC  1 . 0000  3 . 100  ..
2) HCO  D  ..  BC  1 . 0806  3 . 350  ..
3) LDI  I  ..  BC  1 . 2742  3 . 950  ..
4) ..  ..  ..  ..  ..  ..  ..  ..
5) ..  ..  ..  ..  ..  ..  ..  ..
6) ..  ..  ..  ..  ..  ..  ..  ..
7) ..  ..  ..  ..  ..  ..  ..  ..
8) ..  ..  ..  ..  ..  ..  ..  ..
9) ..  ..  ..  ..  ..  ..  ..  ..
10) ..  ..  ..  ..  ..  ..  ..  ..
FIELD CODES: LP=List Price.  SC=Stnd Cost.  BC=Base Cost.  Changed 11/20/95
Round To 2 Decimal? _ (R=Round, U=Round Up, D=Round Down)  Frt Tab# __  D/del _
List Price 7.190

F1=Next Record.  F2=Price File.  F6=Search.  F7=E0J.  F8=Scrnl.  F10=Frnt Table.
MA a MW 01/001
  
```

To create a cost file

1. If you factor freight into your cost, enter your **Base cost** and the amount of **Freight** you pay. This combination of freight and base cost is a **landed** cost.
2. You can complete the **Acctng Cost** and **House Cost** fields now, or you can complete these later if you want to perform sophisticated valuations on your inventory for financial analysis.
3. Enter **House Costs**, which are user-defined cost dollar figures and **Accounting Cost**, which is used only in valuing your inventory. You can use these figures to run a commission report from house cost versus average cost.
4. Enter supplier specific costs in the **Supplier** field, and the **Freight Code**. On this screen you can use the standard cost (landed), the base cost, or the average cost. As with the Price File, if you enter a cost, the system generates the variable.
5. Select a **Round To** option. This feature is similar to the one in the Price File.

- Enter a **freight table** number. If you have established freight table overrides controlling the amount of freight added (depending on which warehouse the material is received in), link the Cost File to the appropriate freight table number.

Packaging Class Files

The Packaging Class File is a simple file in which you enter every unit of measure (U/M) that an item quantity can be represented in, including weight. When done correctly, this allows the system to get from any unit of measure to any other. For items such as adhesives, we recommend that you enter the spread rate. This way, in order entry, the customer service person, for example, can enter the square feet (SF), and the system figures out how many gallons needed to cover the area.

PACKAGING CLASS ARBPF4 INQUIRY PACKAGING FILE

	AMOUNT	U/M	U/M
1) There are	60 . 00000	PC	per CT
2) There are	59 . 00000	LB	per CT
3) There are	48 . 00000	CT	per PA
4) There are	240 . 00000	LF	per CT
5) There are	60 . 00000	EA	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..... PRELUDE FIREGUARD 4' CROSS TEE
 Manufacturer..... ARMSTRONG BUILDING PRODUCTS D/del
 Print 1st 2 Entries On Invoices (Y/N) _ Last Change: 9/09/95

F1=Next Record. F6=Search. F7=E0J. F8=1st Screen.

MA a MW 01/001

In this example, there are 60 pieces per carton and 48 cartons per pallet. The system figures out that there are 2880 pieces per pallet.

Item Files

ITEM#	ARMBLUE121212	*ADD*	ITEM FILE
Description:	ARMSTRONG WORLD INDUSTRIES		
Usual Supplier#	Inventory (Y/N/S):	Xref:	
Price Class.... (F9)	Component (Y/N/K/B/D/R/S/F)	ISO Table#	
Cost Class.... (F9)	Date Discontinued...	Replen Path	
Packaging Class (F10)	Suppliers' Item#...		
Product Line...	Policies.....		
Class.... (1) ..	Lead Time (in days).	Old=	Days
Class.... (2) ..	Sequence#.....	Frnt Key	
Class.... (3) ..	Item Width.....		
Trim Class.....	Define Remnant Size.		
Color Name.....	Cost Ctr: Frnt Class: Tax?: Y		
Pattern Name...	Smallest U/M, Pick: Sales: Supp: ..		
Wear Code.....	Order Entry U/M: (blank=allow any U/M)		
Rating/ABC Code	Qty Break Group: Multiplier:		
Commodity Level	Initials: Sub-Serial: ..		
Comments	Last Change: 10/29/02	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		03/014

To create an item file

1. Enter the **Item Number**.

Note the **Item #** is a 3- plus 4- plus 9-position field. The first three characters need to match the manufacturer code. The 13 characters after the manufacturer code can be anything you choose. We recommend, if you use manufacturer codes, that you use them as your item numbers. Ignore the color and pattern title.

If you do not have a manufacturer 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 characters of the product line, and the next two characters could be the color. Enter the size in the pattern field. For example, 4 x 4 could can be entered as 44 or just 4. So the item number for AOT Bright and Matte Blue 4x4 would be created as AOT BMBL 44.

If you are consistent in using your item numbering convention, as mentioned above, you can duplicate item numbers. Let's take the same example for the AOT item. You have to create the same item number in 10 different sizes. You can use this program to duplicate the item records. It replaces the color name with the new color.

2. Enter a **Description** of the item. The item master allows you to enter a two-line description. Enter your color description on the first line, so that if you are using the item duplication utility, it can replace the color name.

The critical fields in the item master have already been created. Now, you are just describing the item by linking it to the codes.

3. Complete the remaining fields, as described in the following table.

Note: If you enter a ? in most of these fields, the system displays the available options.

Field	Description
Usual Supplier #	Number for the supplier you usually purchase the item from.
Price Class	You can press F9 and F10 to specify price, cost, and packaging information, if you don't want to build a class for the item. For example, you might have a very unique item with no other items similar in price or cost. This is recommended if the item shares no common price, cost, or packing information with any other item in your system.
Cost Class	
Packaging Class	
Trim Class	
Color Name	This is a required field and will help in searching for items, not for organizing inventory. In order for color to be useful to the customer service personnel in your company, you should be fairly general and consistent with its use. Use white for the various shades of white, so customer service can search for available inventory in white quickly and without having to enter all of the possible shades.
Pattern Name	This is used to enter the size of the product. For tools and accessories, you can enter the name of the product, such as trowel, hammer, sink, or towel rack. One of the search parameters to find an item number is the pattern name.
Wear Code	Optional
Rating/ABC Code	Can be used to help identify item sales ranking, or it can be populated later by the system.
Commodity Level	Can be helpful in sales analysis.
Inventory	This code is required and denotes whether the inventory is stocked (Y), not stocked (N), or special ordered (S). Entering S in this field creates automatic purchase orders for these products. The special order code should be used in specific cases, and not for inventory you do not carry in your warehouse.
Component	This code denotes whether the inventory is serialized, rolled goods etc. Generally all items should either be serialized (S) or rolled goods (R).
ISO Table #	If you plan to use ISO tables for different types of products, then enter the ISO table number that the system should use when this item is entered on an order. Enter an ISO table number only if it overrides the default
Date Discontinued	If the Item is discontinued, enter the date discontinued.
Replen	The replenishment path; for EDI Inventory reorder.

Field	Description
Supplier's Item #	This is different from your item number. If the item is kept in inventory under one item number and sold under another (cross over or parent/child items) enter the parent item in this field of the child item master.
Policies	If the item is a laminate, a slab item, is discontinued, or shouldn't be broken up, enter the appropriate policies code. (See the File Maintenance Reference for all the codes.)
Lead Time	Enter the number of days old to add to the shelf life of an item.
Item Width	If the item is a rolled good, enter the item width in inches, enter the size below which you consider the quantity to be a remnant for rolled good items (in inches).
Cost Ctr	Enter the cost center in which the item is to be grouped.
Frnt Class	Enter the freight class you want the item to be associated with on the shipping manifests. These classes are established by the D.O.T.
U/M	Enter the units of measure in which you pick the item, invoice it, purchase it, and key it in order entry (the unit of measure in which the item is priced and costed). The system automatically generates pick lists in cartons.
Pick	If the item is picked in cartons, you should enter the pick unit of measure as the smallest unit of measure inside the carton, generally each or pieces.
Qty Break Group	These fields allow you to establish quantity break pricing on items in various price classes.
Multiplier	

Note: You can press **F12** to enter item specific comments, which print on key documents in the system.

Vendor Files

The Vendor File is similar to the Supplier File except for fields related to inventory. Remember, suppliers are your source for inventoried goods, vendors provide a service or sell products that are not inventoried.

```

VENDOR# 001700                UPDATE        02                VENDOR FILE
-----
Name ACE FURNITURE
Addr1 125 MAIN STREET
Addr2
City CARY
State NC Zip 27513 0000 Ctry
Phone#... 919 605 5222 Fax# 9196557777
-----
Contact..... Policy Codes.. _ _ _
G/L Default Account:(?) Cash: 00000 Discount: 00000 Payables: 00000
Expense: 00000
Default Cost Center....(?) SFT
Default Branch.....(?)
Default Payment Terms.. 00000 % Disc, 000 Days.
Discontinue Date..... 000000 Hold/Force#..... 00
Comments... D/Del: _
OPEN A.P.$ 37.58 Paid Yr-To-dt $ .00 Last Yr $ 1255.61
-----
F1=Alt Addr F4=Delete F5=Notepad F6=Search F7=E0J F8=1st Screen
F10=Template F12=24-Month Analysis
-----
MA a MW 04/027

```

The file supports G/L account branch and cost center information, as well as terms and discontinue date information. As with the supplier file, you can use the **Hold/Force** code to manipulate when checks are cut for invoice due dates. See the A/P Runbook for more details.

Chart of Accounts File

You can use the Chart of Accounts File to review your journal entries for the current and previous periods as well as budgeted amounts. Create each account, labeling it as an asset, liability, equity, income, or expense. The sub-category can be used with certain reporting features

CHART OF ACCOUNTS FILE						
ACCOUNT# 0			*ADD*	DANCIK INTERNATIONAL, LTD.		
TITLE: _____						
MAIN CATEGORY: _ (A-Asset,L-Liability,Q-Equity,I-Income,E-Expense)				SUB-CAT: __		
COMMENTS: _____						
Hold This Acct? _ Purchasing Account? (Y/N) _						
* HISTORY *		* CURRENT *		* BUDGET *		
Mth	Debit	Credit	Debit	Credit	Debit	Credit
BF	_____	_____	_____	_____	_____	_____
01	_____	_____	_____	_____	_____	_____
02	_____	_____	_____	_____	_____	_____
03	_____	_____	_____	_____	_____	_____
04	_____	_____	_____	_____	_____	_____
05	_____	_____	_____	_____	_____	_____
06	_____	_____	_____	_____	_____	_____
07	_____	_____	_____	_____	_____	_____
08	_____	_____	_____	_____	_____	_____
09	_____	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____	_____
F1=Mthly Statistics.		F6=Search.		F7=E0J.		F8=1st Screen.

When creating your financials, you will be able to group your accounts by branch, cost center, etc. You do not need to use different accounts for different branches.

Commission Files

There are three ways to calculate commission reports for your salespeople:

Commission based strictly on cash receipts. This is accomplished using option 14 on the A/R Reports menu, Print Cash Receipts By Salesperson Or Branch. This option is quite simple, as it sorts cash receipts for the month by salesperson, and can apply a commission rate to the total. There are no further refinements available in this method. It is strictly based on the total cash receipts for each salesperson. This method also assumes you assign salespeople to customers and orders, but not based on specific products sold. This method can access the commission rate that is in the salesperson file, but *not* the rates in the commission tables.

Commission based on invoices generated. This is accomplished by using the X by Y Commission report. The rates must first be set up using the Commission Rates table on the Accounting File Maintenance Menu. This method includes several options for calculating the commission, and allows exceptions based on product, customer, and several other criteria. This method pays commission based on the invoice being generated, without regard to payment against the invoice. However, the following paragraph explains how you can integrate provisions for payments.

Commission based on invoices generated, with provision to debit back salespeople for unpaid invoices. This is also accomplished by using the X by Y Commission report, and the Commission tables. In order to hold salespeople accountable for unpaid invoices you can run the report for both the current month and a past month. The “past month” should be an agreed upon number of months back, for which all payments should have been received. (For example, 4 months back). The commission report for this “past month” should use the option to “Include Only Unpaid Invoices,” and the option to “Include Only If At Least 1 Day Past The Due Date.” This commission report is then used to debit each salesperson for unpaid invoices. (They would have already received commission against these invoices). The report can also be used as a collection tool for the salespeople who have unpaid invoices.

```

10/30/02                                Update Base Commission Rates                                COMM01
10:41:12                                                                           X1
                                                                           Update

Company.....: 2          DANCIK INTERNATIONAL
Branch.....: ALL
Cost Center: ALL      All Cost Centers
Salesperson: ALL     All Salespersons

      GP% Span
      From  To   Comm %  S/P
1)  999-   1-   2.50   S
2)  _____ 20   12.00  P
3)  21    999  17.00  P
4)  _____  _____  _____  _____
5)  _____  _____  _____  _____
6)  _____  _____  _____  _____
7)  _____  _____  _____  _____
8)  _____  _____  _____  _____

      Add/Sub (+/-) These Percentages for:
      Free Delivery  Ext Terms  Cuts  Other
      _____  _____  _____  _____
      _____  _____  _____  _____
      _____  _____  _____  _____
      _____  _____  _____  _____
      _____  _____  _____  _____
      _____  _____  _____  _____
      _____  _____  _____  _____

D/Del:  _

Last Changed: 11/15/01

Enter  F1=Next Record  F2=Exceptions  F7=Exit  F8=1st Screen  F9=Aging ParmS

```

MA a MW 16/036

The Commission Rate Exceptions has the typical Dancik Distribution selection screen. In this case the exception is set to include all sales out of the NYC warehouse at LP for customers in the AUS

marketing program and the AOT display. For all sales meeting this criteria the commission paid is increased by 3% of the profit. It could have been changed or eliminated altogether.

```

COMMISSION RATE EXCEPTIONS          *ADD*          RECORD# 00101
Enter Company#s..... _ _ _ * LEAVE ANY CATEGORY BLANK TO INCLUDE ALL *
Enter Branch#s..... _ _ _ _ _
Enter Salesperson#s.... _ _ _ _ _
Enter Cost Centers..... _ _ _ _ _
Enter Warehouses..... _ _ _ _ _
Enter Cust Types..... _ _ _ _ _
Enter Cust Price List#s _ _ _ _ _
Enter Cust Region Codes _ _ _ _ _
Enter Chain Codes..... _ _ _ _ _
Enter Marketing Pgms... _ _ _ _ _
Enter Display Types.... _ _ _ _ _
Enter Cust Account#s... _ _ _ _ _
Enter Item Class 1..... _ _ _ _ _ Item Class 2... _ _ _ _ _
Enter Manufacturers.... _ _ _ _ _
Enter Product Lines.... _ _ _ _ _
Enter Item Policy Codes _ _ _ _ _
Enter Credit/Comm Codes _ _ _ _ _ Pricing Methods: _ _ _ _
Enter Promo Program#s.. _ _ _ _ _

Alter Commission By _____ %, OR Change To _____ % of: _ (S/P),
OR Enter "Y" To Eliminate Commission: _ D/del , ,

F1=Next Record. F2=Base Comm File. F6=Search. F7=E0J. F8=Screen 1.
MA a MW 02/026
  
```

Miscellaneous

Messages

Notepads

Special Instructions

Global Messages

Passwords

Messages

It is easy to get confused about the different ways to add free-form text information to files. Each different type of message has a purpose. Often, there are special codes associated with messages to give them special functions. So it's a good idea to understand the differences among message types.

Notepads

The easiest way to add free-form text to a Billto File is to press **F5** to use the Notepad. It is 999 pages of free-form text space. Because some of your employees will not have access to the Billto file, not everyone can use the notepad. It should be reserved for information such as credit history and notes

about a customer's repeated late payments. Think about it as a series of post-it notes you might attach to a customer's file.

Another notepad is in the Order Inquiry and Order Change screens. This is different from the Billto notepad. Whereas the Billto notepad contains notes about the customer, the order notepad contains notes about that specific order. It automatically tracks information about changes to the order, such as who made the changes, and when. This is where Customer Service personnel can enter information about a particular order. Examples are "Customer requested a better price on this item" and "Delivery of the order is delayed." The Order Notepad also provides space for 999 pages of free-form text and stores notes the system generates if an order is updated.

Special Instructions

You can add Special Instructions to the Billto file by pressing **F12** on the Billto file. Your text can include notes or specific information for a customer. You can specify which document the messages print on. For example, you can go into the Special Instructions and enter, "Customer requests that all deliveries be made at the side entrance" to print on pick lists. You can record and print a message to print on invoices that says, "2% off the cost of the order if paid in 5 days." You can enter as much information as you want to print on the customer's documents.

Global Messages

Similar to the Special Instructions, Global Messages are accessed through option **17** in the File Maintenance Menu. Instead of creating customer-specific messages, you can create messages to print on all invoices or purchase orders. This is a great place to announce that a new branch is opening, that you will be closed the Friday after Thanksgiving, or to wish your customers "Happy Holidays!" The messages can either print for all customers in a branch or can be created with a code defined to print on specific customers' documents.

Passwords

The two types of passwords are user passwords and program passwords. **User passwords** are set up so that only your employees can sign on to your system and the Dancik Distribution software. You have to set one up for each user. If a user tries to log in with the wrong password or mistypes a password three times, the system disables that user's profile.

Program passwords are the passwords you encounter as you use the software. For example, to add or update a Billto record, the system requires a password. This ensures that only people with the password can add or change customer files.

Your first instinct might be to set up a different password for each program. While this is a fairly secure method, remembering every password can become maddening. Also, most programs allow for high-level and low-level passwords, where a low-level password allows you to inquire about, but not change a file. The high-level password allows you to make changes and updates as well as add files. That's a lot of passwords to remember. You need to group your passwords so that all of the account functions have high- and low-level passwords, all the warehouse functions have a single high- and low-level password, etc. Limiting access through the Authority Class in the menu system is an easier, more secure way to restrict the use of certain files or programs.

We'll give you the command to access the Password File.

3

File Building Process

File Building Check List

Topic	File Maintenance Chapter	Status/ Complete
Company File	Chapter 6	
Branch File	Chapter 7	
Warehouse File	Chapter 9	
Cost Center File	Chapter 25	
Codes & Classification File	Chapter 20	
Salesperson File	Chapter 8	
Tax File	Chapter 17	
County File	Chapter 34	
Messages File	Chapter 18	
Payment Terms File	Chapter 33	
Customer File	Chapter 2	
Supplier File	Chapter 4	
Manufacturer File	Chapter 5	
Product Line File	Chapter 13	
Price File	Chapter 10	
Cost File	Chapter 1 1	
Packaging File	Chapter 12	
Item File	Chapter 3	
Vendor File	Chapter 15	
Chart of Accounts		
Commission File		
Customer File data input sheets		
Product Line data input sheets		

4

Checklists

Topic	File Maintenance Chapter	Status/ Complete
Price File data input sheets		
Cost File data input sheets		
Packaging File data input sheets		
Item File data input sheets		
A/R Dispute Codes		

File Building Check List, Part 2

Topic	Percent Complete
Assigning Salesmen to Customers	
Assigning Marketing Programs	
Assigning Truck Routes	
Customer Regular and Exception Pricing	
Company Settings File	
System Wide Settings File	
System Cross Reference Table File	
Label Cross Reference File (bar code customers)	
Order and Serial Number Status Codes	
Interwarehouse Freight Cost Table	
Freight Cost Override Table	
Expected Supplier Rebates Table (Canadian cust)	
Currency Code/Exchange Rate Table (Canadian cust)	
Duty Rates Table	
Warehouse Settings Table	
Warehouse Locations Table	
Warehouse Areas Table	
Warehouse Matrix Table	
Expected Customer Rebates Table (Info only)	
Delivery Charges File	
Routes File	
Stops File	
Vehicle File	
A/P Default Maintenance File	
G/L Validation Table	
Financial Statements and Formats	
A/R to G/L Interface File	
Invoicing to G/L Interface File	
Inventory to G/L Interface File	
Base Commissions Rate File	
Commission Exceptions File	
Test Conversions (Billto, AR, Inventory, etc.)	

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Checklists

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